

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
December 20, 2012

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, December 20, 2012, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Sheldon M. Berlow  
Phyllis A. Horton  
Theodore K. Johnson  
Sharon M. Kelly (via conference call)  
Anne M. Leary (via conference call)  
John G. Schmidt, Jr.  
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. Trustees Kelly and Leary were in attendance via conference call. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Chair Connors informed trustees Item J.2 concerning Directors and Officers Insurance under New Business has been removed from the agenda and will be brought back to the Board in January.

Agenda Item C – Minutes of the Meeting of November 15, 2012. On motion by Ms. Panty, seconded by Ms. Horton, the Minutes were approved as submitted.

Agenda Item D – Report of the Chair. Mr. Connors welcomed back Sheldon Berlow who was appointed to the Library Board of Trustees; he filled the vacancy left by Richard Berger. In addition, both Mr. Gist and Ms. Thomas were reappointed and he thanked them all for their service.

A moment of silence was observed to acknowledge the passing of former B&ECPL Director Donald Cloudsley and former Assistant Deputy Director Robert North. Trustee Panty requested former Buffalo Common Council Member David Rutecki who was influential in the Riverside Branch Library be included as well. The meeting will be

adjourned in their memory. Two resolutions honoring Mr. Cloudsley were sponsored by Legislators Mazur and Marinelli at the Erie County Legislature's November 29<sup>th</sup> meeting.

Discussions continue with all parties involved concerning the Special Legislative District Public Library (SLDPL). The Library will be presenting on the SLDPL at the February 28<sup>th</sup> meeting of the Association of Erie County Governments - the organization that passed the resolution not supporting the district initiative. The Library was invited to the January 19, 2013 ACT meeting.

Agenda Item D.1 - Election of Nominating Committee. The Bylaws stipulate that a Nominating Committee be appointed at the December meeting so that a slate of officers can be elected at the January meeting. Chair Connors selected Phyllis Horton and Elaine Panty as his appointees. Mr. Gist nominated Mr. Schmidt who declined. Three nominations then came from the floor: Ms. Leary nominated Amy Alvarez Perez, Ms. Panty nominated Ted Johnson, and Ms. Horton nominated Sharon Thomas. Ms. Horton moved to approve the aforementioned individuals as the Nominating Committee; Mr. Schmidt seconded the nominations, which were approved unanimously. Mr. Johnson will act as Chair of the Committee.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Mr. Connors read the following report of the Executive Committee which convened on December 13<sup>th</sup> at the Central Library.

Present: Executive Committee members Jack Connors, John Schmidt, Jr. and Elaine Panty along with Trustee Phyllis Horton, Director Mary Jean Jakubowski, COO Carol Batt and CFO Kenneth Stone. Trustee Anne Leary was excused.

Chair Jack Connors called the meeting to order at 3:31 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The agenda and proposed resolutions for the December 20, 2012 meeting of the Board of Trustees were reviewed and discussed. Mr. Stone reviewed Resolutions 2012-44 and 2012-45; Ms Batt reviewed Resolution 2012-47. Discussion was held regarding 2012-48. There were no changes to the proposed agenda.

Ms. Jakubowski reported Library Education Day in Albany for 2013 will be held on Tuesday, March 5<sup>th</sup>. Trustees are encouraged to attend. Trustee Panty indicated she would participate again this year.

Ms. Jakubowski indicated the Library has now confirmed participation in the February 28<sup>th</sup> meeting of the Association of Erie County Governments - location to be determined. Chair Connors indicated he would attend. Discussion regarding presentation and participants ensued.

Also noted there will be an ACT meeting on January 19<sup>th</sup> where the topic will be the educational process on the Special Legislative District Public Library (SLDPL).

Ms. Jakubowski thanked the Committee for all of their efforts with the Library's 2013 Budget campaign. She reminded everyone that these efforts are year-round and encouraged ongoing communication with State, County and local municipal leaders. She also noted the Library is planning an onsite meeting with State and County officials sometime in the month of February/March. Chair Connors suggested this be an "after-work" meeting, where the Library shows off a few treasures from the Rare Book Room. He also suggested including several community partners and seeking sponsors.

Ms. Jakubowski asked the Committee for verification on postponing the public vote on the SLDPL until November 2014. Discussion ensued. Committee concluded the vote would best be held then. Importance of educational process and need to keep the momentum moving forward noted.

Meeting adjourned at 4:01 p.m. on a motion by Trustee Schmidt, second by Trustee Panty.

#### Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - Adoption of 2013 Budget. Deputy Director Kenneth Stone reported the 2013 Budget does include the \$300,000 the County Executive recommended to fund limited service restorations which include approximately 39 hours system-wide and some additional programming including a full-time librarian to work within the Buffalo Branch libraries. Ms. Panty moved and was seconded by Mr. Schmidt. The 2013 Budget was adopted unanimously as presented. Mr. Connors thanked Mr. Stone, Ms. Jakubowski, Tracy Palicki and the team for their work on the budget.

RESOLUTION 2012-44

WHEREAS, on December 11<sup>th</sup> the Erie County Legislature finalized the County's 2013 Budget, and

WHEREAS, the adopted budget funds the Library's current service levels and includes the County Executive's recommended \$300,000 for service restorations which will provide an additional 39 open hours of service and a minimal increase in programming and services as was recommended by Library Trustees and Directors, and

WHEREAS, the \$300,000 restoration increases County funding for the Library by 1.4% over the 2012 adopted budget, and

WHEREAS, the County's adopted budget also includes the Buffalo and Erie County Public Library Board's request to move the \$2.0 million stream of funding budgeted in an interfund subsidy revenue account in 2012 to the Library's portion of the Property Tax line, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the \$300,000 restoration funding and the \$2.0 million move between accounts and to the County Legislature in approving the both, and

WHEREAS, the \$300,000 was allocated into one service restoration account which needs to be reallocated to the individual labor, benefit and utility accounts, and

WHEREAS, subsequent to submitting the Library's budget request, the health insurance coverage type for an employee of the Alden Free Library has changed, necessitating a transfer within the System health insurance accounts, and

WHEREAS, the strong support for the Library evidenced by thousands of postcards and e-mails sent to County officials during the budget process reinforces both the continuing need for basic library services; the nationally documented trend of increased library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, what is clearly a slow recovery from the most serious economic downturn since the great depression is significantly boosting demand for library services at the same time state and county resources available to support library operations are strained, and

WHEREAS, during 2013, the Library will continue assessing options and scenarios to streamline governance, operations and proactively address potential fiscal constraints in the future, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2013 Budget, utilizing the following sources to provide library services in 2013:

\$22,172,457 – County Property Tax for Library Purposes

\$ 1,903,222 – New York State Aid – Operating Budget

\$ 710,639 – Use of Fund Balance

\$ 911,727 – Library Fines, Fees and Other Revenue

**\$25,698,045 – Total Operating Budget**

\$ 584,761 – Library Grants Budget

**\$26,282,806 – Combined Operating and Grants Budget**, further detailed in the attached *2013 Budget Operating and Grants by Line Item*, and be it further

RESOLVED, that the Board approves allocation of the \$300,000 restoration amount to the individual labor, benefit and utility accounts as shown in the attached *2013 Budget Operating and Grants by Line Item* needed to implement the restorations, and be it further

RESOLVED, that the Board approves a \$10,170 transfer within the System health insurance accounts to accommodate a change in coverage at the Alden Free Library, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Trustee Wisbaum arrived at approximately 4:18 p.m.

Agenda Item E.2.b – Implement Contract Library Extensions. Mr. Stone explained approval of this resolution will implement the contracting library extension provision to effectively implement allocations based on the 2013 requested budget but give the Library time to actually finalize those contracts as State aid figures may not be known until April. Ms. Horton moved and was seconded by Ms. Panty. Approval was unanimous.

#### RESOLUTION 2012-45

WHEREAS, on May 17, 2012 the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2012-18 which authorized executing 2012 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2012 contracts incorporated a provision to extend the 2012 contract into 2013 thus avoiding the November-December rush to extend contracts given recent years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo and Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2013 budget allocation was not finalized until December 11, 2012 and New York State's allocation will not likely be known before April 2013, and

WHEREAS, this makes it difficult for the Buffalo and Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2013 fiscal year on January 1, 2013, and

WHEREAS, the contract extension provision provides for allocations based upon the 2013 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2013 contract is adopted, not to exceed July 31, 2013, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes implementing the 2012 contract extension as described above, with budgetary amounts based upon the 2013 Board Adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the month ending October 31, 2012 was presented for information. Mr. Stone pointed out, NYS Library Aid total for the year ended up being \$41,930 (2.25%) above budget.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty read the following report from the meeting of December 13, 2012.

Present: Policy Committee members Elaine Panty, Jack Connors and Phyllis Horton. Also in attendance were Director Mary Jean Jakubowski and Assistant Deputy Director Dawn Peters.

Chair Elaine Panty called the meeting to order at 3:07 p.m. in the Joseph B. Rounds Conference Room of the Central Library. All members were present.

The Committee reviewed the suggested language changes in the B&ECPL *Circulation Policy*. The suggestions came as a result of review and discussion by the Circulation Committee which was lead by Assistant Deputy Director Dawn Peters and comprised of staff representatives from throughout the System. The suggested changes were vetted by Library Counsel Patrick Martin.

The Policy Committee moved to recommend the changes be presented to and accepted by the full Board at it is scheduled December 20<sup>th</sup> meeting. Phyllis Horton made the motion with Jack Connors second. The motion passed unanimously.

At the request of Director Jakubowski, the Committee agreed to postpone amending/combining the *Facility Use Policy and the Auditorium Policy – Central Library*. Ms. Jakubowski indicated Mr. Martin had made several suggestions for clarification. Ms. Jakubowski and Assistant Deputy Director Joy Testa-Cinquino will work on this in early 2013.

Ms. Jakubowski also spoke with the Committee regarding the *Internet Safety and Acceptable Use Policy*. She has had several discussions with Mr. Martin regarding New York State Penal Code Section 245.11 NY Penal Law – Public Display of Offensive Sexual Material. She and Mr. Martin are working to include the law into the Internet Policy in such a way to strengthen the Library's ability to address challenges which arise when patrons view sexually explicitly materials, while not impinging on First Amendment Rights. Discussion ensued.

The Policy Committee meeting ended at 3:30 p.m. on a motion by Ms. Horton, second by Jack Connors.

Trustee Gist inquired if there were any specific problems that have arisen regarding the Penal Law. Ms. Jakubowski stated there have been some instances, particularly in the member libraries, that have raised the question over how this particular law is applied to libraries and she has asked Library counsel Patrick Martin for a legal opinion on this. Discussion ensued. This issue will be brought back to the Policy Committee.

Agenda Item E.3.a – Amend Circulation Policy. Ms. Jakubowski introduced this resolution noting it is a system-wide policy; the Circulation Committee comprised of representatives from throughout the Library System worked very hard on this, and it has been vetted by Mr. Martin to clarify the language. Some items dealing with procedures were removed and a procedure manual is being worked on in accordance with what the amended policy reads. She pointed out the most significant change in the amended policy was the elimination of a one-day grace period that was put in place a number of years ago. Mr. Johnson moved, Mr. Schmidt made a second, and approval was unanimous of Resolution 2012-46.

RESOLUTION 2012-46

WHEREAS, as part of the Buffalo and Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of the Library's standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Circulation Policy, now, therefore, be it

RESOLVED, that copies of the approved Circulation Policy be transmitted to all B&ECPL Contract Library Boards of Trustees, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts the proposed revisions of the Buffalo and Erie County Public Library's Circulation Policy to supersede and replace the prevailing policy, last amended September 16, 2010, to be effective January 1, 2013.

Agenda Item F – Report of the Director. Ms. Jakubowski pointed out a *Conflict of Interest Statement* was at each trustees' place. Trustees are to sign these each year and they are kept on file.

Notification has been received from the Division of Library Development that the Library's 2012-2016 Five Year Library System Plan of Service for the B&ECPL has been approved with no required changes.

Trustees were encouraged to attend NYLA's Library Education Day in Albany on March 5, 2013. Ms. Jakubowski stressed this is a great opportunity to meet with state-wide representatives to speak about the need for continued and ongoing State funding as well as the library district.

Ms. Jakubowski thanked Anne Leary and the Young Professionals group for their hard work on the November 16<sup>th</sup> *What's Black and White and Read All Over?* fundraising event. Assistant Deputy Director Testa Cinquino reported this was a great success, grossed over \$48,000, and 320 people purchased tickets including sponsors. She remarked every System trustee supported this event in one way or another.

Ms. Jakubowski reported last month William S. Hein & Co., Inc. donated \$5,000 to be put towards preservation and conservation of rare materials; she was pleased to announce just last week they presented the Library with an additional \$2,000. All total, they have given between \$12,000 - \$14,000 to the Library this past year for those efforts. In addition, Lake Shore Savings Bank has given \$1,000 to the B&ECPL at the discretion of Ms. Jakubowski through the Women of Influence Award she won.

In the month of February, the Library is planning an *Open House Reception* for State and local elected officials; they will be able to view a few of the Library's unique collections and treasures. Details are forthcoming.

The Director called upon Ms. Testa Cinquino to report on fundraising. She updated trustees *Bucks for Books* has brought in \$39,000 year-to-date and the year-end appeal, where 100,000 letters were sent out about 3 ½ weeks ago, has brought in \$48,000 year-to-date. In the last three months between all the events, the Library has raised more than \$128,000. Mr. Connors thanked the Library Foundation for being part of so much of the fundraising at the Library both this year and in past years.

The following was submitted by the Director and transmitted to Board members prior to the meeting:

### **B&ECPL Monthly Report November 2012**

On behalf of the Buffalo & Erie County Public Library (B&ECPL) and the Administrative Team, I would like to thank everyone who participated in this month's budget education activities. The plethora of postcards, letters, Facebook posts, *Tweets* and telephone calls to the offices of the County Executive and Legislature clearly demonstrate the significant impact our libraries have in the community.

County Executive Mark Poloncarz’s 2013 budget for Erie County included a restoration of \$300,000 to the B&ECPL, along with the move of the \$2.0 million interfund subsidy revenue to the Library Tax line. While this \$2.0 million is not additional funding, placing it into the Library’s Tax line will help clarify from where library funding originates.

During the Erie County Legislature Budget and Finance Committee budget hearing presentation, strong and concise words were used to demonstrate the Library’s need to have significant funds restored. Legislators took note and asked no questions of Board Chair Jack Connors, CFO Kenneth Stone or this writer.

As of November 30<sup>th</sup>, the Legislature had taken no action on library funding as proposed by the County Executive, therefore we fully expect to receive the \$300,000 as recommended. A full expiation can be found in the Financial section of this report.

The B&ECPL Board of Trustees is scheduled to consider the 2013 budget at their meeting on December 20, 2012.

Education on the financial needs of the B&ECPL cannot occur only during the budget process. It is ongoing and must be a year-round effort on everyone’s part. We are grateful for the restored funding, however, it is a fraction of what this institution needs to sustain its future. 2013 is expected to be a year of planning. It will take each and every one of us to pull together to educate and demonstrate what is necessary to meet the ever growing needs of the residents of Erie County; and if we trudge forward in one voice of solidarity, I believe we can (and will) be successful.

Statistics and highlights for November 2012 are as follows:

Monthly Programming Statistics – November 2012

**1. Public Services**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	247	2289	4526	46786
3.3 Children (age 6-12)	82	1282	1491	31351
4.4 Teens	16	405	158	5439
Intergenerational	39	484	992	23411
5.3 Adults (excludes Technology)	85	1006	1053	17024
<b>TOTAL In Library Programs</b>	<b>469</b>	<b>5466</b>	<b>8220</b>	<b>124011</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	37	478	189	2928
System or Library-owned Cyber Train	28	312	277	3040
<b>TOTAL Adult Technology</b>	<b>65</b>	<b>790</b>	<b>466</b>	<b>5968</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	15	247	650	6608
Children (age 6-12)	5	81	91	12764
Teens	2	5	35	264
Intergenerational	0	6	0	784
Adults (excludes Technology)	13	155	245	6829
<b>TOTAL Outreach (out of Library)</b>	<b>35</b>	<b>494</b>	<b>1021</b>	<b>27249</b>

**Highlights:**

- The Central Library Technology Training Team conducted a total of 35 public classes in 15 B&ECPL locations for 326 attendees. Two e-Reader Open Labs and one Technology Petty Zoo were also held.
- On November 14<sup>th</sup>, Information Services & Outreach Librarian **Beth Lewitzky** participated on a panel discussion moderated by Rod Watson on a new important book by Michelle Alexander, *The New Jim Crow*, at St. Joseph’s University Church. Panelists included City Court Judge James McLeod, Terrence McKelvey and activist Chuck Culhane, who will be speaking on the same topic at the Central Library in January as part of the Social Justice series.
- On November 20<sup>th</sup>, Rare Book and Map Librarian **Charles Alaimo** presented materials of local African-American interest to members of the Michigan Street Preservation Corporation, including George Arthur and William Miles.
- Throughout November, Information Services Librarian **Peter Lisker** participated in an ongoing series of MEDLINE sessions at libraries throughout Erie County with UB Health Sciences Librarian Ophelia Morey raising the public’s awareness to free library health resources.
- On Thursday, November 29<sup>th</sup>, at the Riverside Library, Dave May from the Buffalo Broadcasters Association, presented a radio program from the days before television.

- *We Are Women Warriors* group held a discussion at the Frank E. Merriweather, Jr. (MRW) Library this month on "Getting Our Village in Order" with panelists including Samuel Radford, President of the District Parent Coordinating Council; Charley H. Fisher III, President of BUILD Buffalo; Sherry Sherrill, Count Every Vote Buffalo; and Murray Holman, President of Stop the Violence Coalition.
- On November 15<sup>th</sup>, Assemblywoman Crystal Peoples-Stokes, Chairwoman of the New York State Assembly's *Taskforce on Farm, Food, and Nutrition*, held a community program at the MRW Library on genetically modified foods in order to educate the community on what foods are defined as "genetically modified" and how they affect one's health.
- Mrs. Eva Doyle held her 26<sup>th</sup> and 27<sup>th</sup> "Eye on History" lecture series on November 18<sup>th</sup> and November 25<sup>th</sup> at the MRW Library. Topics included *The Amistad Slave Revolt* and *Blacks in the Bible*.
- On November 15<sup>th</sup>, MRW Branch Manager **Sandra Williams Bush** was the featured Storyteller at the Hampden Branch Library in Baltimore as part of the National Association of Black Storytellers Adopt-A-Teller program.

## 2. Collection Development

### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	158,617	459	4,875
3.1 Juvenile Fiction	355,516	3,621	27,883
4.1 Young Adult Fiction	69,224	1,028	10,434
5.1 Adult non-Fiction	158,617	459	4,875
6.1 Adult Fiction	355,516	3,621	27,883

### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	66,529	631	4,719
4.2 Young Adult audiobooks only	2,593	24	136
6.2 Adult	360,069	3,991	39,140

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*14,477	593	21,007	-2.8%
Music (Freegal)	Unlimited SONY Library		5,175	-4.1%
e-Audiobooks	5,981	26	4,869	-4.5%
e-Videos	370	0	94	+42.4%

\*e-Book "collection size include 150 free promotional MaxAccess titles for 1 year

**Highlights:**

- Collection Development staff responded to 535 patron purchase suggestions and 125 staff suggestions in November.

**3. Technology**

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	3,582	+ 62	1.8%	26.9%
Twitter Followers	3,159	+ 148	4.9%	43.6%
Flickr Views	49,541	+ 610	1.2%	35.2%
Pinterest Followers	307	+ 38	14.1%	N/A*

\*N/A Pinterest created February 2012

**Highlights:**

- Information Technology staff members **Johnny Hsu** and **Stephen Hovey** upgraded the SirsiDynix Symphony Workflows client and remotely deployed the new software to all staff workstations on Sunday, November 11<sup>th</sup>. The upgrade provided several bug "fixes" and included some additional functionality for staff using the Circulation, Acquisitions, and Cataloging modules.
- Google Chrome has been added as an alternative to the standard Microsoft web browser on all staff PCs to address i.e. incompatibility with some Google sites and applications. Public PCs will also be provided with this option in the near future.

- ECFSA funds have been earmarked to upgrade staff circulation workstations at all libraries in anticipation of RFID (radio frequency identification) implementation. These will provide for greatly improved staff efficiency and public service.
- Technology Support Librarian **Angela Pierpaoli** was invited to conduct a webinar on Pinterest as part of the Western New York Library Resources Council's (WNYLRC) Lunchtime Learning series. On November 27<sup>th</sup>, the presentation *Pinterest* introduced the social media tool to staff members from a variety of Western New York libraries.
- Technology Trainer **Chelsey Lonberger** has produced a follow-up to last month's video *Pinterest: Demonstration and Tutorial on How to Set Up an Account* (<http://bit.ly/SaDwWY>). The new video *Pinterest: Creating Boards and Pins* can be viewed at <http://bit.ly/Yrttnn>.
- RFID developments: A total of 23 libraries are now fully up and running using RFID technologies. One additional library is using RFID for circulation at staff stations, with self-checkout to be installed in December. Collection conversion is under way at the North Collins, Marilla, and Clarence Libraries. A total of 24 libraries are targeted to be 'live' fully functional RFID sites by the end of 2012, followed by the 25<sup>th</sup> in January of 2013.

#### 4. Funding/Fundraising

##### Funding:

- On December 4<sup>th</sup>, the Erie County Legislature adopted a 2013 budget which made no changes to County Executive Mark Poloncarz's recommended budget for Libraries. County Lawmakers voted for the restoration of \$300,000 in funds, for a total County funding increase to the Library System of 1.4%. The County Executive originally recommended this amount in his 2013 proposed budget, so it was not subject to veto. In summary, the funds will provide an additional 39 open hours of service and a minimal increase in programming and services as was recommended by Library Trustees and Directors.

Kenneth Stone, Chief Financial Officer, prepared a *2013 Budget in Brief* which contains charts reflecting the County's \$300,000 allocation as contained in the Legislature's adopted Erie County Budget. For specific allocation information, this document is posted on the Library's 2013 Budget information page at: <http://www.buffalolib.org/content/budget-information/2013-budget>. The net funding increase to the Library along with detail of restorations is shown on pages 11-14.

As part of the budget package, the Legislature also approved the move of the \$2.0 million interfund subsidy revenue to the Library Tax line. The \$2.0 million transfer is not additional funding for libraries. It is money we received this year (2012) that is merely being moved to the Library's portion of the Property Tax line (from the County's General Fund Property Tax line) and will be collected as such. In total, while the Library Tax will show an 11.6 percent increase over 2012, the actual increase in total County funding for the Library is \$300,000 or 1.4%. Please see page 12 of the *Budget in Brief*.

It is important to note, the combined Erie County Property Tax Levy pursuant to the Legislature's adopted Budget (County General Fund and Library Fund) actually DECREASES slightly vs. 2012's adopted budget amount.

The Library amounts shown in *Budget in Brief* charts are pending review and adoption by the B&ECPL System Board of Trustees, which is scheduled to consider the 2013 budget at their meeting on December 20, 2012.

County Executive Mark Poloncarz did issue vetoes impacting several funding items added to the budget by the Legislature. The Legislature considered and voted to override all of the vetoes at their meeting on December 11<sup>th</sup>. As previously noted, the Library's portion of the budget was not subject to veto.

- This writer, along with Sheryl Knab, Executive Director of Western New York Library Resources Council, and Tom Bindeman, Director of Niagara Orleans and Genesee County Public Library System, testified before the New York State Assembly's Committee on Library and Education Technology on November 29, 2012. State funding for libraries across New York State has significantly declined from its peak of \$102 million in 2007. Current New York State funding for libraries is \$79 million. The B&ECPL has lost over \$626,000 in New York State funding since 2007. Follow-up letters requesting restoration of said funding were sent to state officials. County officials and the County Executive received this information as well.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date (gross)
Annual * includes all fundraising including bequests, endowments, recurring gifts, auctions, online donations, Black and White event and Bucks for Books	Since January 1, 2012	\$165,895.
Bucks for Books 2012	October 5, 2012 - YTD	\$34,166.
<i>What's Black and White and Read All Over?</i> fundraising event	November 16, 2012	\$48,000. (not final)
Crane Book Sale	Ongoing	\$442.85
EDL Book Sale	11/27/2012	\$98.00

**Highlights:**

- The *What's Black and White and Read All Over?* fundraising event on November 16<sup>th</sup> was a success from both a financial and goodwill standpoint. Preliminarily the event grossed \$48,000 including sponsorships (\$15,500), ticket sales (\$17,195), cash donations (\$3,925), silent auction (\$5,065), wine and basket auctions and at door sales (\$5,935). The Library Foundation provided a \$1,000 cash sponsorship and is underwriting an additional \$1,300 in expenses. Additionally, our caterer at the Hotel Lafayette reduced the bill by \$1,170 as a donation to the Library. As of this writing, we are still owed one \$1,000 sponsorship and several invoices. We expect to net approximately \$32,000 which will be split equally among all libraries for programming and materials. Approximately 350 attended this event. Thank you to all trustees who supported the event and the Young Professionals who planned it.
- The 2013 Year-end Appeal has been mailed to 100,000 Erie County residents. We expect to begin receiving donations this week.

**5. Facilities**

- No report.

### 6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	84	975	1	44

\*Statistical Table is being redesigned to include staff training for all 37 libraries. Complete Monthly and Year to Date Totals will be provided in a future report.

**Highlights:**

- In keeping up with rapidly advancing technology, Technology Support Librarian **Kelly Donovan** participated in two WNYLRC webinars, *Social Marketing with Facebook and Twitter* (November 1<sup>st</sup>), and *Pinterest* (November 27<sup>th</sup>).
- On November 8<sup>th</sup> and 13<sup>th</sup>, Rare Book Librarian **Amy Pickard** participated in the final two Archives workshops at WNYLRC: *Managing Archives Part 4, How Things Shape Up: Principles of Arrangement and Description to Guide the Organization of Your Collection*, and *Part 5, How Things Look to the Outside: Promoting Use and Support For Your Collections*. This completes the Managing Archives series.
- On November 6<sup>th</sup>, B&ECPL security staff participated in a daylong annual security training covering security best practices, customer service and active shooter precautions. A repeat session was held November 18<sup>th</sup>.

### 7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Interview on talk show	Online resources through the Library - Tom Carloni, Hamburg Library Librarian, will be interviewed	Taping on 12/11/12. Various dates and times in December and January on Channel 7 and Time Warner Cable
Interview with reporter	Upcoming "Eye on History Lecture" series, article promoting 12/20/12 lecture at Central Library	12/1/12 - 12/ 7/12 Buffalo Criterion Paper
Interview with reporter	e-Reader classes interview with Carol Batt and Kara Stock	12/3/12, Tonawanda News

Interview with reporter	Erie County Budget 2013 Hearings	11/20/12 - Mary Jean Jakubowski quoted - Buffalo News and 11/16/12 - Mary Jean Jakubowski quoted WBFO radio
Press Release(s) sent 10/24/12 and 11/16/12	<i>What's Black and White and Read All Over?</i> fundraiser	Covered by Buffalo Rising, The Buffalo News, Buffalo.com
Filming from Central Library	Election Day trivia	11/6/12, aired on "Winging It" TV show on Channel CW 23
Press Release 10/15/12	e-Reader Open Lab schedule	Covered by the Buffalo News
Half page ads promoting <i>What's Black and White and Read All Over?</i> fundraiser	Ads promoting event	Business First 10/7/12 - 11/16/12 ** Thank you to Jack Connors
Chuck Alaimo interviewed by Rich Kellman	War of 1812 Exhibit	11/11/12 on WGRZ Daybreak
Artvoice Community Events (Crane)	Wordflight Poetry Reading	11/15/2012 p28
Niagara Facebook Postings in November	Pumpkin Palooza pictures Graham Cracker House 10 Best Childrens Books War of 1812 Traveling Exhibit	11/4/12
Riverside Review	Preschool story time and Internet Basics	11/3/12
Riverside Review	Preschool story time, Oreo Cookies!, and e-Mail Basics	11/8/12
Riverside Review	Preschool story time	11/17/12
Riverside Review	Preschool story time, Jack Benny radio show	11/20/12
A.B.L.E.Y Advisor	ECL programs	11/2, 9,16,23,30/12
East Clinton Shopper	ECL programs	11/16/12
December Central Programming Press Release	December Central programs	Various media outlets - Art Voice, WNY Family, Buffalo News, etc.

*Highlights:*

- On Veterans Day, WGRZ aired a War of 1812 piece filmed by Rich Kellman. Rare Book Librarian **Chuck Alaimo** spoke about the letters in our collection and many images from the Library's exhibit "When Buffalo Burned" were featured.

## 8. Partnerships

- On November 2<sup>nd</sup>, R.I.T. Cary Collection Curator Steve Galbraith and R.I.T. Professor Roger L. Easton visited Grosvenor to see if they could, with imaging technology, capture what was under paste-downs in the Sanborn Fire Insurance maps. Professor Easton, with others, developed the multispectral imaging technique that made it possible to read the Archimedes Palimpsest.
- This writer, along with Paul Hogan, Oishei Foundation, and Toni Billoni, submitted a Letter of Inquiry for \$500,000 in funding to ArtPlace, a collaboration of eleven leading national and regional foundations, eight federal agencies including the National Endowment for the Arts, and six of the nation's largest banks, to accelerate creative placemaking across the U.S. The Letter of Inquiry requests B&ECPL be given the opportunity to participate in ArtPlace's 2013 grant cycle. If accepted, a full-grant application would be submitted by February, 2013. Funding will be used to develop *A Space to Create*, a mixed use space on the 2<sup>nd</sup> floor of the downtown Central Library where multiple cultural entities and arts organizations could freely mix with the non-arts' creative community (science, architecture, business) under one roof.

## 9. Governance

Chief Financial Officer **Kenneth Stone** and this writer traveled to Albany, New York on November 13<sup>th</sup> to meet with Governor Cuomo's Policy Advisor, Sydney Cresswell. Discussion focused on gubernatorial support of the Library's movement to become a Special Legislative District Public Library. Ms. Cresswell was provided with a multitude of background information, financial information and supportive documents. Library Chair Jack Connors participated in the meeting via telephone. Ms. Cresswell has since been in contact with this writer indicating she would be in touch with questions. She noted: currently the Governor's office is concentrating on the aftermath of hurricane Sandy.

## 10. Director Activities

Meetings and Events:

### **LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI November 2012**

DATE	MEETING / EVENT
November 1, 2012	Meeting - Administrative Team
November 1, 2012	Conference Call - Libby Post, Communication Services
November 3, 2012	Meeting - Association of Contracting Library Boards of Trustees
November 5, 2012	Meeting - Contract Library Trustee
November 7 - 10, 2012	New York State Library Association Conference
November 13, 2012	Meeting - Albany - Sydney Cresswell, Policy Advisor to Governor Cuomo
November 14, 2012	Meeting - Libby Post
November 14, 2012	Meeting - Managers and Directors
November 14, 2012	Meeting - Ted Johnson, Anne Leary, Joy Testa Cinquino
November 15, 2012	Meeting - Libby Post
November 15, 2012	Meeting - Administrative Team
November 15, 2012	Erie County Budget Hearing - Library Presentation
November 15, 2012	Meeting - B&ECPL Board of Trustees
November 16, 2012	Meeting - Libby Post
November 16, 2012	Meeting - Anne Conable and IMLS Grant Project Partners
November 16, 2012	Meeting - Doreen Woods, Human Resources
November 16, 2012	Event - <i>What's Black and White and Read All Over?</i>
November 19, 2012	Meeting - Meg Cheman and Dawn Peters
November 19, 2012	Interviews - Archivist Position
November 19, 2012	Erie County Public Budget Hearing
November 20, 2012	Meeting - Doreen Woods, Jeannine Doyle (via telephone), Ken Stone
November 20, 2012	Meeting - Western New York Library Resources Council Board
November 21, 2012	Interviews - Archivist Position
November 21, 2012	Meeting - Kevin Marmion, WS Hein, & Shane Marmion, VP, Production Development
November 26, 2012	Meeting - Joe McMahon, Erie County Community Liaison
November 26, 2012	Meeting - Administrative Team
November 26, 2012	Conference Call - Susan McClaren, Webster Szanyi

November 26, 2012	Meeting - Town of Evans Supervisor, Keith Dash, Angola PL Trustee, Jack Kuebler and Ken Stone
November 27, 2012	Meeting - Milestones Exhibit
November 27, 2012	Meeting - Assemblymember Michael (Mickey) Kearns
November 27, 2012	Meeting - Paul Hogan, Oishei Foundation, and Melissa Brown, CEO, Buffalo History Museum
November 28, 2012	Meeting - Meg Cheman
November 29, 2012	Testify Before the New York State Assembly Committee on Libraries and Education Technology, Albany, New York

Other:

**Hamburg Public Library** – submitted by Jack Edson, Director

Highlights of events and activities at the Hamburg Public Library:

- We submitted an application for a New York State Library Construction Grant which will enable us to build a large addition onto the Hamburg Public Library during 2013-2014. Through this project, the library building will be expanded from about 9,900 square feet to about 16,000 square feet and the design will be the sunlight filled community destination that has been recommended by the System's recent Facility Study and this project will push forward many of the goals and objectives of the B&ECPL Strategic Plan.
- Many of us from Hamburg attended the *What's Black and White and Read All Over?* fundraising event that was held at the Hotel Lafayette, hosted by the Young Professionals group. A great time was had by all, and this lively party was a perfect opportunity for us to build relationships with others who bring our libraries to life.
- We hosted a special program with folks from the Hull Family Home and Farmstead which demonstrated life at the time of the War of 1812. This was especially appropriate for us as the Town of Hamburg is celebrating our Bicentennial this year.
- Our annual Christmas Party for Friends of the Library and our monthly book club will be held on December 14<sup>th</sup>. This lively event always has plenty of food, music and holiday cheer. Our book club has met monthly for twelve years; I believe we have read 144 books so far.

**Marilla Free Library** – submitted by Shannon Jakubowski, Director

Highlights of events and activities at the Marilla Free Library:

- Turkey Tales presented by Mr. J Entertainment was attended by 15 patrons.
- Story time with **Miss Shannon** began in October and will continue into December; attended by 82 children in October and November.
- Toddler Time with **Miss Paula** began in September through December; attended by 71 toddlers and caregivers.
- Four sessions of Graham Cracker Houses with Explore & More, A Children's Museum, will be held in December.
- The Friends of the Marilla Free Library and the staff are meeting for their annual Christmas luncheon.
- The entire staff has been preparing for the installation of the RFID system.
- Two new circulation computers have been installed.
- Upcoming in 2013 we will be celebrating the 100 Year Anniversary of the Marilla Free Library Charter, which will be celebrated with special events, programs and raffles.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on December 19<sup>th</sup>. A resolution was adopted that identified the Library Foundation's priority focus on projects supporting rare books and special collections, plus other initiatives chosen in the Library Strategic Plan. The resolution also included pledging to continue to work very closely with the Library on planning and strategic investment, particularly with the focus on rare books and special collections. She reported, back in 2009 the Library Foundation committed funding conservation work on the *Milestones of Science* collection; there are only 18 volumes left on the list that need to be restored and there is funding in place to do that restoration. The remainder of that conservation work will be completed in 2013. The Foundation continues to work on 2013 planning – a major point of that is to reinvigorate the Grosvenor Society as a high-end giving option for the public in support of rare books and special collections and related projects that go with that priority. In the first quarter of 2013, the Foundation will be putting together an annual plan and budget which includes grants, events and projects they chose to support. In response to questions by trustees, details of the restoration process and physical environment to prevent deterioration were discussed.

Mr. Berlow inquired what the value of the Foundation is. Ms. Conable replied approximately \$2.2 million, taking everything into account right now.

Agenda Item H – Public Comment. There was no public comment.

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business

Agenda Item J.1 – LSTA Summer Reading Program 2013. Deputy Director Carol Batt presented this resolution pointing out that in the Summer of 2012, the Library offered over 1,400 programs system-wide with a total attendance of almost 41,000 people, a 21% increase in registrations, 26% increase in the number of books read and over 1 million minutes of reading recorded. This reflects the great job the Library's programming team does both at Central as well as all the other libraries and shows the need to keep children and families reading over the summer. This resolution authorizes the Director to submit the application and once the anticipated funds are received, amend the 2013 grants budget to use and expend the funds. Ms. Jakubowski highlighted these statistics are from mid-June through the end of August and offered kudos to everyone who worked with the summer reading programs. Mr. Johnson moved, Ms. Panty seconded. Approval of Resolution 2012-47 was unanimous.

RESOLUTION 2012-47

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) 2012 Summer Reading Program attracted a total attendance of 40,934, and

WHEREAS, the B&ECPL is eligible to apply for funds from a non-competitive grant program focused on assisting library systems help their member libraries support and carry out activities related to the New York State Library's Statewide Summer Reading Program, and

WHEREAS, a mini-grant of \$12,000 will be used to purchase supplies and materials, as well as fund performances in support of the 2013 Statewide Summer Reading Programs for children *Dig Into Reading* and teens *Beneath the Surface*, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Library Services and Technology Act (LSTA) application to obtain a mini-grant of \$12,000 for the 2013 Statewide Summer Reading Program and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded in the requested amount, the B&ECPL Board of Trustees authorizes amending the 2013 Grants Budget by appropriating grant revenues and expenditures in the amount of \$12,000 to support the 2013 Summer Reading Program.

Minutes of the Board of Trustees

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Agenda Item K - Adjournment in Memory of Donald Cloudsley, Robert North and David Rutecki. Mr. Schmidt moved and Mr. Wisbaum made the second. There being no further business, the meeting adjourned at approximately 4:50 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary