

MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
April 18, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, April 18, 2013, in the Central Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Vice Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Michael Amodeo  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Teresa Glanowski  
Phyllis A. Horton  
Rhonda Ricks  
Sharon A. Thomas  
Wayne D. Wisbaum

In the absence of Chair Jack Connors, Vice Chair Ted Johnson called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C - Minutes of the Meeting of March 21, 2013. On motion by Ms. Horton, seconded by Ms. Panty, the Minutes were approved as submitted.

Agenda Item D - Report of the Chair. Vice Chair Ted Johnson welcomed the five newly appointed members of the Board of Trustees nominated by County Executive Poloncarz: Michael Amodeo, Kathleen Berens Bucki, Katie Burd, Teresa Glanowski and Rhonda Ricks. [These appointments filled two vacancies as well as expired terms of Amy Alvarez Perez, Anne Leary, and John Schmidt, Jr.] Trustees introduced themselves and Director Jakubowski introduced the Administrative Team.

Per Article V.6 of the Board's Bylaws, "All vacancies occurring in the Standing Committees shall be filled by the Chairman, subject to the approval of the Board." There are two vacancies on the Executive Committee as a result of the change in trustees. Mr. Johnson requested anyone interested in filling these spots contact Chair Connors. New trustees are to contact the Director's office with which Committees they wish to serve on. In response to an inquiry by Trustee Glanowski, Ms. Jakubowski

pointed out there are not set meeting schedules for each Committee with the exception of the Executive Committee; Committees meet based on need.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee which met April 11, 2013.

Present: Executive Committee member Ted Johnson, Director Mary Jean Jakubowski, COO Carol Batt and CFO Kenneth Stone. Also present was Amy Alvarez Perez.

In the Chair's absence, Vice Chair Ted Johnson called the meeting to order at 4:10 p.m.

Discussion was held regarding potential impact of the minimum wage increase. Mrs. Jakubowski reported her understanding the current calculations indicate costs will raise approximately \$135 thousand in 2014. The minimum wage increase is effective December 31, 2013. Mr. Stone is currently investigating *the refundable corporation credit for employees* under age 19 and will report his findings as more information is available.

Mr. Stone discussed the potential impact of the County Executive's revised Four Year Financial Plan on the Library. He indicated he had presented this information at the Association of Contracting Library Trustees (ACT) Workshop, March 23<sup>rd</sup>. Mrs. Jakubowski indicated trustees were asked for input into the library evaluation criteria. Mr. Stone noted he had received two comments to date. Discussion ensued. It was determined Mr. Stone would present his findings to the full Board at their April 18<sup>th</sup> meeting as an informational item under New Business. System trustees will be asked for input.

Mr. Johnson inquired on the status of the Library's fund balance. Mr. Stone reviewed fund balance – both designated and undesignated. Mrs. Jakubowski reminded everyone present the Board had committed \$710 thousand for 2013 to allow the Library to maintain services/staff.

The agenda was reviewed. Mrs. Batt reviewed Resolutions 2013-10 and 2013-11. No other changes made to the agenda.

Meeting adjourned at 5:15 p.m.

Agenda Item E.2 – Budget and Finance Committee.

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

Agenda Item E.2.a – Approve New York State Annual Reports. Copies of the reports were available for review at the meeting in addition to being sent to trustees prior to the meeting. Deputy Director Kenneth Stone explained this is done every year as a precondition of receiving State Aid. Ms. Thomas moved for approval and was seconded by Ms. Horton, whereupon approval of Resolution 2013-10 was unanimous.

RESOLUTION 2013-10

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Library's charter as well as qualify for State Aid funds, each library files reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the Buffalo & Erie County Public Library filed both a Public Library Report and a Library System Report, while each contracting library also filed a Public Library Report, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo & Erie County Public Library "*Annual Report for Public and Association Libraries – 2012*" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "*Annual Report for Library Systems – 2012*" has been reviewed and accepted, and be it finally

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item E.3 – Buffalo Library Services Committee. Committee Chair Sharon Thomas read the following report of the Buffalo Library Services Committee which met April 17, 2013 at the E. Delavan Branch Library.

Present: Buffalo Library Services Committee Chair Sharon Thomas; Committee members Sheldon Berlow, Phyllis Horton and Elaine Panty; Library Director Mary Jean Jakubowski, COO Carol Batt, Assistant Deputy Director – Public Services Dawn Peters and Assistant Deputy Director – Workforce Development Doreen Woods. Also in attendance were Linda Rizzo, Buffalo Branch West Cluster Manager, Kathy Galvin, Niagara Branch Manager, and Amy Alvarez Perez.

Mrs. Thomas began the meeting at 6:10 p.m. by welcoming everyone to the Committee meeting. Ms. Rizzo welcomed everyone to the E. Delavan Branch Library.

Ms. Thomas described the charge of the Committee: to monitor and support service, outreach and staffing needs of the libraries in Buffalo. She further noted that she and the Board recognize the importance of the Buffalo Branch libraries to the residents of the City and is grateful for the work performed by the staff.

It was noted that members of the Buffalo Common Council were invited to attend this meeting. Mrs. Thomas asked Mrs. Jakubowski to forward minutes of the meeting to their attention and to provide each with a schedule of future meetings accompanied with an invitation to attend.

Mrs. Peters highlighted a variety of the events and services being provided by the Buffalo Branches, recognizing the increased number of partnerships being developed, along with school and community involvement. Ms. Galvin and Ms. Rizzo also provided examples of programs and services. Discussion ensued.

Mrs. Jakubowski was asked about capital improvements scheduled in the Buffalo Branches and at the Central Library. Mrs. Jakubowski distributed a list of B&ECPL's funding requests for the City of Buffalo, noting Buffalo did approve the total request amount of \$347,750. Monies for these projects need to be bonded. Mrs. Jakubowski indicated that all of the projects are important, with ADA improvements at the Niagara and E. Delavan Branches number one. Mrs. Jakubowski also noted the Library has applied to the Board of Elections for HAVA (Help America Vote Act) grant funds to improve accessibility at the Dudley and Riverside Branches – both of which are used as polling places. A brief description was given of the Central Library's current construction and a status update on the elevator project.

Ms. Thomas asked Mrs. Jakubowski to touch upon the 2014 budget considerations. Mrs. Jakubowski indicated CFO Ken Stone will be presenting the potential impact of the County Executive's revised Four Year Financial Plan to the full Board at their April 18, 2013 meeting. Discussion ensued. Members

of the Committee were asked to be in contact with their County representatives regarding budgetary concerns.

Mrs. Jakubowski, on behalf of the Committee and Administration, expressed thanks to the Buffalo Branch and Central Library staff for their dedication to the residents of Erie County – noting libraries are about community and staff must be recognized for the excellent work they are doing. Committee members all agreed and expressed their thanks.

Ms. Panty noted the increased number of refugees in the City and her appreciation of the libraries being involved in assisting our new neighbors.

The next meeting of the Buffalo Library Services Committee is scheduled for Wednesday, September 11, 2013 at 6 p.m. at the Frank E. Merriweather, Jr. Branch Library located at 1324 Jefferson Ave.

Meeting concluded at 7:15 p.m.

Agenda Item I.2 – Effect of E.C. Executive’s Revised Four Year Financial Plan (taken out of order). Folders containing information that went along with this informational presentation done by Deputy Director – CFO Kenneth Stone were distributed to trustees. This information can also be found on the Library’s website at: <http://www.buffalolib.org/content/budget-information/2013-budget> as well as the Trustee website. Mr. Stone introduced and provided background information of what the four year planning process is at the County level; an overview of Library funding history and current budget; how the Library compares with Library systems serving similar sized populations; Erie County mandated and discretionary funding; Erie County 2013-2016 Revised Financial Plan which contains a \$1 million Library funding reduction as part of the gap closing option; and Library 2013-2016 Financial Plan reflecting County revisions – three scenarios. Similar information was also presented at the March 23, 2013 annual ACT Trustee Workshop. The Planning Committee will be working on this. A draft *Library Evaluation – Facility Service Impact Criteria* document was discussed which is an evaluation tool which lists out criteria and how rankings would be scored for each. These were also handed out at the annual ACT Trustee Workshop; comments and suggestions are to be submitted by May 1<sup>st</sup> for future consideration by the Board’s Planning Committee. If the Library has to reduce the budget, this document will provide a methodology and focus on the bad effect of what the Library would need to do.

Trustee Thomas left the meeting at approximately 5 p.m. leaving 11 trustees in attendance.

Agenda Item E.4 – Planning Committee. Committee Chair Ted Johnson read the following report of the Planning Committee which met March 21, 2013 immediately following last month’s Board meeting.

*Attendees (Present):*

- \*Ted Johnson, Committee Chair, System
- \*Sheldon Berlow, System
- \*Jack Connors, System
- \*Frank Gist, System
- \*Elaine Panty, System

Ellen Bach, Whiteman, Osterman & Hanna LLP – via telephone  
Jeannine Doyle, Admin  
Suzanne Jacobs, Lancaster  
Mary Jean Jakubowski, Admin  
Libby Post, Communication Services  
Patricia Smith, Eden - via telephone  
Ken Stone, Admin  
Joy Testa Cinquino, Admin  
Doreen Woods, Admin

The Planning Committee meeting began at 5:10 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Committee Chair Ted Johnson welcomed everyone to the first meeting of 2013. All Committee members were present.

Attorney Ellen Bach of Whiteman, Osterman & Hanna LLP joined the meeting via conference call and outlined outstanding issues for District-related documents – Legislation and MOU.

She reviewed the following items from the agenda:

1. Open issues in the draft legislation:
  - a. Finalize list of libraries to be included in the district. To date, 17 libraries voted yes; 2 libraries have not voted; and 3 libraries voted no. Patricia Smith reported on the February 26, 2013 Rural Library Coalition meeting with Legislators Mills and McCracken held at the Collins Library; the meeting went well and many questions were answered. Ms. Jakubowski reported she received a letter that day from the Town of Collins Public Library’s Board of Trustees with a few more questions that she plans to answer. The Rural Library Coalition hopes to meet again in April sometime. It was agreed that the draft legislation including library names that have voted yes to date would be shared at the ACT Annual Trustee Workshop March 23, 2013.

- b. Consider whether to maintain the alternate election provisions or commit to General Election. Discussion ensued; it was decided to take out the alternate election provision.
- c. Increase from 25 the number of signatures needed to authorize the B&ECPL to hold election and to get trustee candidates on the ballot. Discussion ensued; it was decided to keep the number of 25 signatures per legislative district to hold election the same, however, increase the number of signatures needed to get trustee candidates on the ballot to 100 per candidate.
- d. Confirm feasibility of requirement that all of the District's expenditures must first be audited by the Board of Trustees on itemized vouchers presented to the Board. Discussion ensued; it was decided that CFO Ken Stone would work with Ms. Bach and give this further thought, and create a process for this.
- e. Discuss with the County all matters in the legislation that relate to the County. Ms. Bach wanted everyone to be aware conversations with the County still need to be had, but not at this time.

2. Discuss potential changes to MOU:

- a. Determine whether there are association libraries that want their buildings transferred to another entity before the District is created. (Paragraph 5, Real Property) Discussion ensued. It was agreed the Library should meet with libraries that voted no to the MOU to address concerns.
- b. Discuss whether to add language to make clear that interest income on funds devoted to a particular library will be used only for the benefit of that library. (Paragraph 6, Personal Property) Discussion ensued. Language could be added to MOU exhibits as a solution to this.
- c. Discuss any additional specific provisions desired on this issue, short of a guarantee that all of the libraries will remain open. (Paragraph 9, Closure of Library Facilities) Discussion ensued. Per Ms. Bach, a guarantee is not an option; all agreed. No specific proposals have been put forth on this issue.

It was suggested to have a meeting with Legislators Tom Mazur and Terry McCracken, the Library and the Cheektowaga Public Library Trustees to

address concerns regarding the District voiced in recent letters received from the Cheektowaga Public Library Board of Trustees.

3. Schedule of 2013 Meetings – It was decided to wait until after the March ACT meeting to work on the Planning Committee’s 2013 meeting schedule.

Meeting adjourned at 6:20 p.m.

\*denotes B&ECPL System Board Planning Committee Member

Mr. Johnson communicated they are working on scheduling the next Planning Committee meeting to be held prior to the next Board meeting.

Agenda Item F - Report of the Director. Ms. Jakubowski passed around an article from the *WNY Heritage* magazine by Anne Conable on the B&ECPL’s Milestones of Science Collection. The Director reminded trustees the annual conference of the Library Trustees Association of NYS is in Buffalo on May 3<sup>rd</sup> and 4<sup>th</sup> and encouraged trustees to attend. She also reminded everyone the Library will be having a happy hour fundraiser *After Hours @ the Library* on May 8<sup>th</sup> from 5:30 – 8 p.m. She thanked Trustee Wayne Wisbaum for sponsoring this event. A New Trustee Orientation Session is planned for May 11<sup>th</sup>; another session will be scheduled for those unable to attend. Both she and Administration look forward to working with the new trustees.

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

### **B&ECPL Monthly Report March 2013**

The New York Library Association’s Legislative Day in Albany, NY March 5<sup>th</sup> proved successful with \$4M being restored to State funding for libraries. System Trustee Elaine Panty, Lancaster Public Library Trustee and then ACT (The Association of Contracting Library Trustees) President Suzanne Jacobs, Aurora Town Public Library Trustee Deborah Carr-Hoagland along with Joy Testa Cinquino, Dawn Peters, Roseanne Butler-Smith (Amherst), Jack Edson (Hamburg), Shannon Jakubowski (Marilla), Lucy Stanton (Amherst) and this writer represented the B&ECPL.

The 2013 ACT Annual Workshop was held on Saturday, March 23<sup>rd</sup> in the Central Meeting Room of the Downtown Central Library. Sixty-three trustees, directors and administrators representing 16 contracting libraries and the System participated in the half-day event. Focus of the Workshop was a review of the County Executive’s Revised Four Year Financial Plan by CFO Ken Stone. As a result of the potential \$1M cut in



library funding as proposed by this plan as a funding gap closure measure for Erie County in 2014, participants received a draft copy of the *Library Evaluation - Facility Impact Criteria Summary*. Participants were asked to provide suggestions/comments/input into criteria by May 1<sup>st</sup>, which may be necessary to use should the County Executive’s plan be implemented. This writer explained the purpose of the criteria to be a planning and preparatory tool given our knowledge of the proposed plan. The second half of the Workshop included a presentation and participatory session conducted by Libby Post of Communication Services which focused on the Library District Initiative.

This writer, along with COO Carol Batt, attended the Community Enrichment Committee meeting of the Erie County Legislature on March 26<sup>th</sup> to meet County Executive Poloncarz’s nominees for Library Board Trustees. Nominees present were Michael Amodeo, Kathleen Berens Bucki, Teresa Glanowski, and Rhonda Ricks. This writer and Ms. Batt congratulated the nominees on their recommendation and expressed the desire of the Board, Administration and staff to work with each to secure long-term sustainability of the Library for the residents of Erie County. Final approval is expected for the above nominees, along with Kathleen Burd, at the April 11<sup>th</sup> meeting of the Legislature. All nominees have been invited to attend the April 18<sup>th</sup> meeting of the Library Board of Trustees.

Monthly Programming Statistics – March 2013

**1. Public Services**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	238	536	4091	9411
3.3 Children (age 6-12)	119	282	2285	4723
4.4 Teens	21	56	311	590
Intergenerational	67	158	1971	4015
5.3 Adults (excludes Technology)	421	915	3249	7465
<b>TOTAL In Library Programs</b>	<b>866</b>	<b>1947</b>	<b>11907</b>	<b>26204</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	35	95	145	437
System or Library-owned Cyber Train	39	106	310	1031
<b>TOTAL Adult Technology</b>	<b>74</b>	<b>201</b>	<b>455</b>	<b>1468</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	19	35	679	1433
Children (age 6-12)	9	11	602	677
Teens	0	0	0	0
Intergenerational	0	0	0	0
Adults (excludes Technology)	19	53	391	1607
<b>TOTAL Outreach (out of Library)</b>	<b>47</b>	<b>99</b>	<b>1672</b>	<b>3717</b>

**Highlights:**

- On March 14<sup>th</sup>, Information Services and Outreach Librarian **Dan Caufield** conducted a program discussing the history of graphic novels for students from Tapestry Charter School. The program defined graphic novels and how they are successfully able to convey a story through words and pictures. Using the resources picked earlier in the week, he helped students and teachers find examples of story and art in Central’s Graphic Novel collection and online through the Library’s webpage [www.getgraphic.org](http://www.getgraphic.org). Once their projects are complete, Tapestry Charter School will host a reception at Fables Café for students and parents and the best art works will be on display at the Fables art window in June.
- On March 15<sup>th</sup>, Information Services and Outreach Librarian **Rebecca Pieszala**, Sr. Clerk **Dori Sajecki** and Sr. Page **Melissa Kania** wrapped up the Adult Winter Reading Contest. This year’s contest was a great success. One hundred and twenty-two patrons participated, and a total of 771 reviews were submitted. Winter Reading participants were asked to write brief book reviews, each of which counted as an entry in a prize drawing. Entries were received from 32 libraries. Helen Yood from the Clearfield Branch Library was the grand prize winner.
- The Children’s Winter Reading Contest has drawn to a close! There were a total of 228 reviews written by 42 registrants. This was the first year of the Classroom Challenge, where schools, daycares and afterschool programs could write reviews for fun and prizes! Twenty-one individual classes registered with 9 submitting reviews. The winning class was the Youth Advantage Afterschool Program at the Father Belle Center.
- On March 19<sup>th</sup>, Information Services and Outreach Librarians **Susan Kriegbaum-Hanks** and **Renee Masters** attended the Diversity Job Fair held at the Buffalo-Niagara Convention Center. They spoke with many job seekers about the Library’s career resource databases.

- On March 15<sup>th</sup> (softly) and officially on March 18<sup>th</sup> the new Grosvenor Rare Book Room opened [*Book*] *Art Inspired by Science* [*Books*], an exhibit of artist’s books alongside the much earlier and rare scientific texts that inspired them. Coinciding with the exhibit is the display “The Art of Genealogy” which will be placed in the glass cases outside of the Grosvenor Room.
- Also on display is “*Huck Finn, illustrated*” which presents a variety of illustrated editions of Twain’s famous novel with many artists’ renditions of the scenes depicted in the book.
- On March 1<sup>st</sup> and 2<sup>nd</sup>, the Buffalo branch of NAACP sponsored the “Read Across America Day” by having *The Cat in the Hat* Storytime at the Frank E. Merriweather, Jr. (MRW) Library.
- Actor and filmmaker John Marshall Jones, who was a featured actor in the late 1990s WB network sitcom “Smart Guy,” presided over a free screening of a 2009 movie he directed, *The Guest at Central Park West*, about 2 Harvard University graduates who share a secret. This March 8<sup>th</sup> event was sponsored by Kappa Alpha Psi Fraternity, Inc. and held at the MRW Library.
- A program entitled “Congress on Your Corner” was held on March 19<sup>th</sup> at the MRW Library with a representative from the office of Congressman Brian Higgins. Satellite hours are held at various sites for constituents to talk directly with representatives about issues related to Social Security, the Veteran's Administration, passport issues and any other federal matters.

## 2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	156,854	230	1,215
3.1 Juvenile Fiction	388,210	3,196	10,951
4.1 Young Adult Fiction	69,710	936	2,548
5.1 Adult non-Fiction	1,382,760	1,984	7,394
6.1 Adult Fiction	555,439	3,588	11,692

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,383	231	756
4.2 Young Adult audiobooks only	2,556	9	11
6.2 Adult	366,532	3,681	11,301

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*15,953	273	28,727	+18.10%
Music (Freegal)	Unlimited SONY Library		5,206	+9.70%
e-Audiobooks	6,216	66	6,354	+20.50%
e-Videos	370	0	207	+1.50%

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

**Highlights:**

- Special Collections Librarian **Sue Cutrona** created a digital collection of historical postcards of Buffalo and Niagara Falls on Pinterest. This "pin board" of images complements the others that highlight Grosvenor Room collections: "Local History & Genealogy Digital Collections" and "Central Library Exhibits: Past & Present." <http://pinterest.com/buffalolibrary/>
- Collection Development staff responded to 592 patron purchase suggestions and 109 staff suggestions in March.

**3. Technology**

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
Facebook Fans/Likes	4,139	+ 173	4.4%	14.1%
Twitter Followers	3,744	+ 151	4.2%	14.6%
Flickr Views	53,210	+ 1,109	2.1%	6.1%
Pinterest Followers	475	+ 50	11.8%	45.3%

**Highlights:**

- Technology Support Librarian **Angela Pierpaoli** compiled and submitted 2012 B&ECPL statistical data for inclusion in the Public Library Data Service (PLDS)

Report. Published annually, the PLDS provides timely and relevant information about public libraries across the United States and Canada. Ranging from operating finances to library resources and technology, the data will be used to support management decisions.

- Thirty adult public computers were replaced with brand new All-in-One PCs at the Merriweather Branch Library. The computers feature Windows 7 technology and improved processing power and replace some of the oldest public computers in the System.
- IT Administrator **Steve Hovey** began a labor-intensive migration to Avast antivirus software on all PCs. It is a more solid antivirus license than Total Defense, and will ultimately prove cost-saving because there are no acquisition and ongoing upgrade fees (it is made available under their Education and Public Library free licensing program).
- RFID (Radio Frequency Identification) developments: A total of 26 libraries are now fully up and running using RFID technologies. Collection conversion is under way at the North Collins, Newstead, Boston, and Grand Island Libraries. Conversion will begin in the next few months at the Collins Library.

#### 4. Funding/Fundraising

Funding:

The final FY 2013-14 NYS Budget includes a \$4M restoration in Library Aid:  
\$81.6M (Executive Budget) + \$4M (Legislative Restoration) = \$85.6M

Detailed formulas for distribution of these funds are not yet finalized, however a ballpark estimate of restored funds to the B&ECPL would be in the neighborhood of \$115,000 - \$120,000 of funding above the Library's 2013 operating and grants budgets.

The restoration is an important step in restoring the 20% reduction in Library Aid since FY 2007-08. This year's appropriation of \$85.6M remains \$16.8M below the \$102.4M that is stipulated in Education Law (based on the 2012 US Census).

Other items of note in the NYS Budget include:

- \$14M for Library Construction Aid
- \$1.3M for MTA Payroll Tax Rebate (for libraries impacted by the tax)

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - includes bequests, Bucks for Books 2013, general donations, bequests and funds collected in 2013 from the 2012 year-end appeal	January 1 - YTD	\$31,539
Crane Book Sale	Ongoing	\$537.60
Crane Donation Box		\$29.00

**Highlights:**

- *After Hours @ the Library*, a happy hour fundraiser is confirmed for Wednesday, May 8<sup>th</sup> from 5:30 – 8 p.m. at the Central Library; inside near Fables Café and, weather permitting, outside on the ramp. Thank you to System Trustee Wayne Wisbaum for underwriting the event. This is a 21 and over party with food and beverages for sale through Fables Café. Tickets will be \$15 for non-library card holders and \$12 for card holders. The Library’s Young Professionals group will be helping to promote this as well.
- Rich Products provided a \$1,500 sponsorship for this year’s Summer Reading. The *Buffalo News* has committed to \$26,274 in promotional advertising for this year’s Summer Reading to include 2 large ads (one for the Summer Reading kick-off and the other to promote “Battle of the Books”), and 10 smaller size ads.
- The Erie Canal Harbor Development Corporation has approved a \$4,500 grant request for the Library to participate in this summer’s weekly activities at Canalside. Our Children’s Programming Team will provide storytelling and crafts every Wednesday, beginning July 3<sup>rd</sup> from 11 a.m. – 1 p.m.

**5. Facilities**

- From March 11<sup>th</sup> through 21<sup>st</sup>, the Central Maintenance staff painted the staff workroom and installed new, used office furniture at the Niagara Branch.
- Former BS&T workroom furniture was repurposed to the Network Department.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	160	317	4	6

**Highlights:**

- *Protecting Your Collection: Writing a Disaster Response Plan* - Processing & Serials Manager **Deborah Geier**.
- *An Introduction to the LSSC Program* was viewed on March 5<sup>th</sup>, followed by *Preparing a Folio* on March 28<sup>th</sup> - Library Associates **Diane Doster** and **Jeanne Lugris**
- **Maureen McLaughlin** participated in an OCLC focus group at the Martin Luther King Jr. Memorial Library in Washington, DC on March 8<sup>th</sup>. The discussion centered on trends in public libraries, as well as perceptions about current and potential OCLC services.
- *Cataloging in Transition*, a webinar sponsored by the Southeastern New York Library Resources Council - **Maureen McLaughlin** and **Jennifer Childs**.
- **Maureen McLaughlin** traveled to Salt Lake City, March 14-16, to attend the annual COSUGI (Customers of SirsiDynix, Inc.) conference. Product announcements and updates, as well as informational sessions were focused on SirsiDynix, the B&ECPL's major software vendor.
- *Emotional Intelligence: It's the Other Kind of Smart* - Processing Department
- **Carol Batt** and **Kelly Donovan** viewed the InfoPeople-sponsored webinar *How to Fail at Social Media (and How to Get it Right)* on March 20<sup>th</sup>.
- *Digital Security: In Your Library and at Home*, a webinar sponsored by the South Central Regional Library Council - **Carol Batt**, **Kelly Donovan**, **Kara Stock**, **Andy Aquino**, **Chelsey Lonberger**, **Jonathan Shiffner**, and **Jordan Smith**.
- **Jonathan Shiffner** participated in a variety of educational webinars in March, including *Build a School in the Cloud* (March 4<sup>th</sup>, sponsored by TedX).
- More than 2 dozen staff from libraries throughout the B&ECPL participated in the Public Library Association Spring Symposium on March 20<sup>th</sup>. The full-day symposium featured a wide variety of topics from children's programming to the future of libraries.
- Librarians **Tom Carloni** (Hamburg), **Kathryn Galvin** (Niagara), **Dawn Peters** (Central), **Kathy Smith** (Collection Development) and **Doreen Woods** (Central) participated in the American Library Association's *Lead the Change!* event in

Greece, NY on March 28<sup>th</sup>. The traveling national conference is designed to bridge key thoughts and concepts toward individual leadership.

### 7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event – The <i>Buffalo News</i> announced the 2013 Books for Kids kick-off @ Central on March 19	Books for Kids campaign	Buffalo News – March 19 & 20 WGRZ TV 2 – March 19
This Week @ Central	Events & Activities happening at Central	Sent to the media March 4, 11, 18, 25 and April 1 Sent to all media, portions were used in <i>Buffalo News</i> Gusto during the month of February, Artvoice
Winging It Taping – interviews taped in the Library on March 19	The upcoming spring season	Aired on the first day of spring – March 20
A.B.L.E.Y Advisor	ECL programs	March 1, 8, 15
East Clinton Shopper	ECL Programs	March 22
Buffalo Criterion	Buffalo Branch-NAACP Participates in “Read Across America Day”	March 9 – 15, 2013
Riverside Review	Preschool Storytime, tax sign-up, and LEGO Club	February 28, 2013
Riverside Review	Preschool Storytime and tax sign-up	March 9, 2013
Riverside Review	Preschool Storytime, Egg Hunt, and income tax sign-up	March 14, 2013
Riverside Review	Income tax sign-up and Radio Show: George & Gracie	March 23, 2013



## 8. Partnerships

### *Highlights:*

- On March 4<sup>th</sup>, Crane Library had a visit from local author Randolph Randy Camp. His daughter informed him that she found his book, *Wet Matches*, listed as a holding in their library. Mr. Camp came right to Crane to see the book on the shelf and to request a photo with staff to use on his website. **Paul Guminski** and **Linda Rizzo** graciously obliged. Mr. Camp was extremely excited, since ours is the first Library System to actually have his book in our buildings. Several other systems across the country have informed him that they will also be purchasing copies. Two of his other titles are on order for B&ECPL.
- The Niagara Branch has been partnering with *Say Yes* coordinator Chanda Ramirez to bring students in the afterschool program to the library for library card sign-up and orientation and topic related instruction.

## 9. Governance

Work on the Library District Initiative (LDI) continues. The training program, *Working with Public Officials* was held on several occasions throughout the System for staff. The March 13<sup>th</sup> Managers/Directors meeting also focused on the Initiative as did the Amherst Public Library staff meeting held on March 22<sup>nd</sup>. The Annual ACT Workshop held on Saturday, March 23<sup>rd</sup> at the downtown Central Library included a segment on the LDI. Libby Post of Communication Services presented. As reported earlier, B&ECPL representatives went to NYLA's Legislative Day March 5<sup>th</sup> in Albany; they spoke with New York State elected officials and/or their representatives regarding LDI status and timeline.

CFO Ken Stone and this writer, while in Albany, met with Deputy Commissioner of Cultural Education Jeffrey Cannell, State Librarian Bernard Margolis and Library Development representatives Carol Desch, Mary Beth Farr and Cassandra Artale to discuss steps necessary to become a special legislative district public library with regard to the NYS Education Department - Division of Library Development.

This writer met with County Legislator John Mills on March 25<sup>th</sup> to further discuss and answer his questions pertaining to the LDI. This writer requested the opportunity for continued and ongoing communication between Legislator Mills and the entire County Legislature on this and other topics pertaining to the Library.

## 10. Director Activities

Meetings and Events:

### LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI March 2013

DATE	MEETING / EVENT
March 1, 2013	Conference Call - Mary Beth Farr - DLD
March 1, 2013	Women's History Kick-off
March 4, 2013	Meeting - PULISDO, Albany, NY
March 5, 2013	NYLA Education Day - Albany, NY
March 6, 2013	NYLA Education Day, Albany, NY
March 6, 2013	Meeting - State Librarian Bernie Margolis and Deputy Comm. Cultural Education, Jeffrey Cannell - Albany, NY
March 7, 2013	Meeting - Administrative Team
March 7, 2013	Meeting - Jeannine Doyle, Doreen Woods - Human Resources
March 7, 2013	Welcome Remarks - Women's History Event
March 8, 2013	Meeting - Second Floor Space, Chip Campbell
March 8, 2013	Meeting - Meeting Room Policy, Joy Testa Cinquino
March 8, 2013	Meeting - Ellen Grant, Deputy Mayor of Buffalo, & Sharon Thomas, Trustee
March 8, 2013	Meeting - John Wichman, Creative Concepts Studio, & Anne Leary, Trustee
March 8, 2013	Meeting - Summer Internship Program
March 11, 2013	Meeting - Libby Post, Communication Services
March 11, 2013	Meeting - Jeannine Doyle, Doreen Woods: Job Specs
March 11, 2013	Meeting - Chris Catanzaro, Erie Canal Harbor Development, & Jack Connors, Board Chair
March 11, 2013	LDI Staff Training - Eden & West Seneca Public Libraries
March 12, 2013	Meeting - Libby Post, Communication Services
March 12, 2013	LDI Staff Training - Julia Boyer Reinstein & Lancaster Public Libraries
March 13, 2013	Meeting - Libby Post, Communication Services
March 13, 2013	Meeting - Managers/Directors
March 13, 2013	State of the County Address
March 14, 2013	Meeting - Libby Post, Communication Services

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March 14, 2013	Meeting - Regent Robert Bennett
March 14, 2013	LDI Staff Training - Crane Branch Library
March 14, 2013	Meeting - B&ECPL Executive Committee
March 14, 2013	Brief Welcome Remarks - Get the Rust Out Series
March 15, 2013	Meeting - Dennis Galucki
March 18, 2013	Meeting - David Rust, Say Yes program, & Chris Gibas, Literacy NY
March 19, 2013	Buffalo News Books for Kids Announcement
March 19, 2013	Meeting - Jeannine Doyle, Doreen Woods
March 19, 2013	Conference Call - PULISDO
March 19, 2013	Conference Call - PULISDO / DLD
March 20, 2013	Meeting - Chris Jacobs, Erie County Clerk, & Joy Testa Cinquino
March 20, 2013	Interview Dr. William Walters - UB LIS Chair Candidate
March 21, 2013	Meeting - Libby Post, Communication Services
March 21, 2013	Meeting - Administrative Team
March 21, 2013	Meeting - Carol Batt, Database Statistics 2012 - 2013
March 21, 2013	Meeting - B&ECPL Board of Trustees
March 21, 2013	Meeting - B&ECPL Planning Committee
March 22, 2013	Meeting - Libby Post, Communication Services
March 22, 2013	Presentation by Libby Post, Communication Services - Amherst Public Library
March 22, 2013	Meeting - Librarians Association, Advocacy
March 22, 2013	Meeting - Staff LDI Team
March 23, 2013	Meeting - Libby Post, Communication Services
March 23, 2013	ACT Trustee Workshop
March 25, 2013	Meeting - Legislator John Mills
March 26, 2013	Meeting - Erie County Legislature Community Enrichment Committee
March 26, 2013	Meeting - Frits Abel, Echo Art
March 26, 2013	Meeting - Jeannine Doyle, Doreen Woods
March 26, 2013	Meeting - Dawn Peters, Jeannine Doyle, Doreen Woods
March 26, 2013	Conference Call - WNYLRC
March 27, 2013	Interview - Development Manager Candidate
March 27, 2013	Meeting - YSG Summer Reading Kick-off
March 28, 2013	Meeting - WNYLRC

Other:

**Boston Free Library** – submitted by Laura McLeod, Director

Highlights of events and activities at the Boston Free Library:

- Spring Storyhour started March 4<sup>th</sup> and will continue twice weekly into May; attended by 145 children in January and February.
- A Superhero's program was presented by Central programming team, and our monthly LEGO Club continues to grow in popularity, with 45 children and parents attending in March alone. A newly formed knitting group started in March as well.
- The conversion of the collection to RFID started in late January, continued this past month, and is about 1/3 complete.
- "Dinner & a Show" Fundraiser sponsored by Legislator Mills and featuring "Nickel City Reptiles" has been scheduled as the kick-off for summer programming on Friday, June 14<sup>th</sup>.

**Lancaster Public Library** – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Public Library:

March was a busy month. Programming included:

- Two outreach programs at Depew Universal Pre-K
- Three Lapsits
- Three Storytimes
- One Toddler-time
- Three young adult programs
- Seven family programs
- Two adult book clubs
- One literacy program

The highlight of the month for the Lancaster Public Library was the Friends of the Library Chinese Auction fundraiser held at the Elks Lodge; 169 adults and numerous children attended. The fundraiser was held to support Sunday hours at the library and was very successful. April's main highlight will be the library's annual book sale from the 18<sup>th</sup> through the 21<sup>st</sup>.

Agenda Item G – Public Comment. There were two speakers.

Janice Bartoszek - said she sent a letter in March to the Board and Director and believes that at least one if not more books she had privy to in the past are missing from the Rare Book Room. Earlier that day, staff showed her various books; however, she is not

convinced these are the books she is speaking of. On another note, she wants trustees to spend time in the library to see that people are not reading books but instead are on the Internet. She asked trustees to look at statistics; she believes the Library is not being utilized as it was intended.

Dr. Timothy Callan, Erie County Deputy Budget Director - on behalf of County Executive Poloncarz, thanked the Board for welcoming the five new Library trustees. Regarding sales tax numbers, he noted they received a negative reconciliation for the State last week; in sales tax they are not meeting budget for the year. If they do not meet sales tax in the budget this year, the \$1 million estimate as a gap closure could become something quite different. They will tell the Library immediately when known and continue to have an open door on these discussions. He remarked "You will not get a \$2, 3 or 4 million cut with no warning." He expressed they do not expect to have any such gaps like that for the Library to bear, but right now they have an \$8 million gap for next year and in the current year budget they are operating under, if sales tax doesn't meet budget, the gap grows even more. Secondly, he pointed out the County Executive attended both recent CSEA information session meetings. He noted this contract proposal is not as good a deal for those members as last years; the County's fiscal situation is not as good. He discussed the possibility of tapping the Library's efficiency grant funds to settle union contracts and mentioned the Librarians Association contract is still out there with no movement so far. He encouraged the Library to talk with Erie County Fiscal Stability Authority Executive Director Ken Vetter and Chairman Jim Sampson about the possibility of reallocating some of the efficiency grant monies if necessary for the CSEA contract. His final point was that he received the Library's Capital Budget request for next year for just under \$6 million and stated "this is going to be hard, because of our budget problems; because we did not get property tax revenue from the County Legislature last fall, it is reasonable to assume they won't do it again for next year; our gap continues to compound and, because of that gap, we have to reduce bonding/borrowing." He explained, more bonding means more debt service payments out of the general fund. Right now they are looking at a cap on bonded share of capital projects for next year of \$25 million. The Capital Projects Committee, which consists of 4 County Legislators, the County Executive, a number of department heads and the County Comptroller, will meet next month in May. At that time, Ms. Jakubowski and Mr. Stone will present the Library's request in detail.

Agenda Item H - Unfinished Business. No unfinished business.

Trustee Gist left the meeting at 5:40 p.m. leaving 10 members in attendance.

Agenda Item I - New Business.

Agenda Item I.1 - Amend B&ECPL System Goals & Objectives - 2011-2014. Deputy Director Carol Batt introduced this resolution noting in 2012 the Board approved the

Goals & Objectives and minor changes are needed to more accurately address reporting statistics. Ms. Horton motioned for approval. Ms. Panty made the second. Mr. Johnson questioned why the database use percentages were exactly the same but there was a significant difference in the numbers. Ms. Batt explained that the Library migrated from an outside vendor product to software developed in-house for accessing databases. The vendor product theoretically counted every page viewed and Mrs. Jakubowski noted that inconsistencies were identified with the counts provided by the vendors. Ms. Batt stated that there is no library standard for counting database usage. She then explained that the new software provides an accurate count each time a database is accessed, not counting every page view, and these statistics are the new B&ECPL standard. Following this discussion, approval of Resolution 2013-11 was unanimous.

RESOLUTION 2013-11

WHEREAS, The Buffalo & Erie County Public Library (B&ECPL) administrative team is responsible to compile Goals and Objectives that reflect the Library's Five-Year Plan of Service, key initiatives, ongoing programs, and major projects, and

WHEREAS, on February 16, 2012, through Resolution 2012-4, the B&ECPL Board of Trustees approved the System Goals and Objectives 2011 - 2014.

WHEREAS, the Buffalo and Erie County Public Library System Goals and Objectives 2011 - 2014 are the basis for the 2011 - 2016 Plan of Service and must be updated annually, and

WHEREAS, statistical updates impact the current Goals and Objectives as adopted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts these amendments to its Buffalo and Erie County Public Library System Goals and Objectives 2011 - 2014.

There being no further business, on motion by Ms. Horton, seconded by Ms. Panty, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary