

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
December 19, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 19, 2013, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Theodore K. Johnson, Vice Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Teresa Glanowski  
Phyllis A. Horton  
Sharon M. Kelly  
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:03 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 November 21, 2013. Minutes were approved unanimously, as mailed, upon motion by Ms. Horton and a second by Ms. Panty.

Agenda Item D – Report of the Chair. Mr. Connors reported on a meeting he attended to review draft legislation with County Executive Mark Poloncarz and Deputy County Executive Richard Tobe on December 9<sup>th</sup>. Attorney Ellen Bach was also present and answered questions and is doing additional research on points they made.

Agenda Item D.1 – Election of Nominating Committee. The Bylaws stipulate a Nominating Committee be appointed at the December Board meeting; the Chair nominating 2 individuals and the Board the other 3. Chair Connors selected Sheldon Berlow to head the Committee and Elaine Panty as his second appointee.

Trustee Johnson nominated Michael Amodeo. He previously spoke to Mr. Amodeo via phone who stated he would be willing to serve on the Committee. Trustee Panty nominated Sharon Kelly. Trustee Berlow nominated Kathleen Berens Bucki. There were no other nominations from the floor. Sharon Thomas motioned and Ms. Panty made a second, and the aforementioned individuals were approved as the Nominating Committee. Mr. Berlow will contact the individuals on the Committee to arrange a meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee who met December 12, 2013.

Present: Executive Committee Chair Jack Connors, Committee members Sheldon Berlow, Ted Johnson, Elaine Panty, and Wayne Wisbaum along with Library Director Mary Jean Jakubowski, COO Carol Batt and CFO Kenneth Stone. Ellen Bach, Esq. Whiteman, Osterman & Hanna was present via telephone.

Meeting began at 4:10 p.m. in the Joseph B. Rounds Conference Room.

Discussion was held regarding Chair Connors and Vice Chair Johnson's meeting with County Executive Mark Poloncarz.

Mr. Connors spoke about the need to appoint a Nominating Committee. Pursuant to the Bylaws of the Buffalo & Erie County Public Library Article VI (8) Committees "A Nominating Committee shall be selected at the December meeting in each year. It shall consist of five members, two of whom shall be appointed by the Chairman from the Board of Trustees, and three of whom shall be elected by the Board of Trustees from its members." Chair Connors indicated he would ask 2 trustees to be on the Committee.

Mr. Wisbaum arrived at approximately 4:20 p.m.

The Committee reviewed the agenda for the December 19, 2013 Board of Trustees meeting including proposed resolutions.

CFO Ken Stone will provide information regarding the 2014 budget during his presentation of Resolution 2013-42. He will also share information regarding the unassigned fund balance, as this account is often misleading.

Meet adjourned at 4:50 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Trustee Bucki arrived at approximately 4:12 p.m.

Agenda Item E.2.a – Adoption of 2014 Budget. This resolution presented the Library's 2014 Budget for consideration and adoption. Deputy Director CFO Kenneth Stone did a presentation going through the 2014 Budget. He remarked, all the information about the budget will be on the Library's website at

<http://www.buffalolib.org/content/budget-information/2014-budget>

as well as budget information sections going back to 2005. In response to questions from Mr. Berlow, Ms. Batt will look into how many "hits" we have on the budget section of the Library website. Mr. Berlow moved for approval of Resolution 2013-42 as presented and was seconded by Ms. Thomas. The 2014 Budget was adopted unanimously.

RESOLUTION 2013-42

WHEREAS, on December 3<sup>rd</sup> the Erie County Legislature finalized the County's 2014 Budget allocation for the Library, and

WHEREAS, the County allocation funds the Library's current service levels and includes the County Executive's recommended \$415,867 for service restorations, and

WHEREAS, this funding will allow the Library to provide an additional 18 open hours of service, fund outreach bookmobile operations, support existing and expanded services at multiple locations and reduce the budgeted use of unassigned fund balance from \$852,555 to \$702,555, and

WHEREAS, since the \$415,867 in funding results from anticipated growth in the tax base of 1.88%, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will remain unchanged at approximately \$0.47 per \$1,000 value, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the \$415,867 restoration funding and to the County Legislature in approving said funding, and

WHEREAS, the \$415,867 was allocated into one service restoration account which needs to be reallocated to the individual labor, benefit and utility accounts, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services; the nationally documented trend of active library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," 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 approves allocation of the \$415,867 restoration amount to the individual revenue, labor, benefit and utility accounts as shown in the attached *2014 Budget Operating and Grants by Line Item* needed to implement the restorations, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2014 Budget, utilizing the following sources to provide library services in 2014:

\$22,588,324 – County Property Tax for Library Purposes  
\$ 1,996,492 – New York State Aid – Operating Budget  
\$ 702,555 – Use of Fund Balance  
\$ 967,178 – Library Fines, Fees and Other Revenue  
**\$26,254,549 – Total Operating Budget**

\$ 613,444 – Library Grants Budget

**\$26,867,993 – Combined Operating and Grants Budget**, further detailed in the attached *2014 Budget Operating and Grants by Line Item*, 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.

Agenda Item E.2.b – Implement Contract Library Extensions. Mr. Stone explained this resolution implements the contracting library contract extension provision built into their 2013 contracts. The extension will be based on the 2014 budget figures just voted on and the extension will remain in effect until a new contract is in place with a deadline of July 31, 2014. Mr. Johnson moved for approval. Ms. Panty seconded. Approval was unanimous.

RESOLUTION 2013-43

WHEREAS, on May 16, 2013 the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2013-12 which authorized executing 2013 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2013 contracts incorporated a provision to extend the 2013 contract into 2014 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 & Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2014 budget allocation was not finalized until December 3, 2013 and New York State's allocation will not likely be finalized before April 2014, and

WHEREAS, this makes it difficult for the Buffalo & Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2014 fiscal year on January 1, 2014, and

WHEREAS, the contract extension provision provides for allocations based upon the 2014 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 2014 contract is adopted, not to exceed July 31, 2014, 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 & Erie County Public Library authorizes implementing the 2013 contract extension as described above, with budgetary amounts based upon the 2014 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, 2013 was included in the board packet.

Agenda Item E.2.d – Recommend Allocation of Additional NY State Construction Grant Funds. As detailed in proposed Resolution 2013-44, Mr. Stone explained \$26,250 in additional grant funding is available for the Hamburg Library expansion project. Hamburg Public Library Director Jack Edson gave a presentation on their expansion project. Hamburg Library Trustee Marianne Chiumento was also present to convey their gratitude. Mr. Johnson motioned, Ms. Panty seconded, and approval of Resolution 2013-44 was approved unanimously as presented.

RESOLUTION 2013-44

WHEREAS, on September 19, 2013, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2013-29 which, pursuant to the requirements of the New York State Library Construction Grant, recommended approval of construction projects submitted by B&ECPL libraries and allocated the System's \$641,863 share of the statewide grant proceeds amongst those projects, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of six projects were submitted for the \$14 million program supporting the Audubon, Eggertsville, City of Tonawanda, Hamburg, and the Town of Tonawanda's Kenilworth and Kenmore Libraries, and

WHEREAS, five of the projects were recommended for the maximum amount for which they were eligible, totaling \$218,714, with the balance of the proceeds, \$423,149, recommended to be allocated to the Hamburg Library building addition project, and

WHEREAS, based upon the size of the Hamburg Library's project and resulting grant request, the Hamburg Library would be eligible for grant funding of up to \$543,805, but to keep the total allocation within the System's grant share of \$641,863, the recommended allocation for the Hamburg project was reduced to \$423,149, and

WHEREAS, on December 12, 2013, the New York State Library's Division of Library Development staff notified the Library that because library systems elsewhere in the state were not able to fully utilize their share of the funds, a total of \$26,250 in additional grant funding is available to allocate to B&ECPL library requests, and

WHEREAS, allocating the \$26,250 in additional grant funding to the Hamburg Library project would benefit the Hamburg Library and support improved library services from this expanded facility, now, therefore be it

RESOLVED, that pursuant to grant requirements, the Board of Trustees of the Buffalo & Erie County Public Library, recommends the \$26,250 in additional grant funds be allocated to the Hamburg Public Library expansion project, and be it finally

RESOLVED, that the Director or her designee is authorized to amend and transmit the necessary grant documents to the New York State Library.

Agenda Item E.3 – Policy Committee.

Agenda Item E.3.a – Amend Exhibits and Displays Policy. Director Jakubowski explained during policy review, some inconsistencies among policies have been found.

The proposed amended Exhibits and Displays Policy includes clarification of language and provides consistency throughout. Following staff addressing two questions regarding proposed changes by Trustee Kelly, Ms. Thomas moved for approval and was seconded by Ms. Panty. The resolution was approved unanimously as presented.

RESOLUTION 2013-45

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of 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 Exhibits and Displays Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Exhibits and Displays Policy to supersede and replace the prevailing policy, adopted May 18, 2006.

Agenda Item E.3.b – Amend Policy for the Loan and External Exhibition of Rare and Unique Materials. Ms. Jakubowski explained the proposed amendments are language clarifications. Mr. Connors questioned if there should be Board approval for the borrowing of some of these materials due to their value. It was unanimously agreed to refer this resolution back to Committee and obtain Library legal counsel opinion. Crating, handling and liability insurance was also discussed.

Trustee Thomas left the meeting at approximately 5 p.m.

Agenda Item F – Report of the Director. Ms. Jakubowski thanked trustees for providing input into the B&ECPL Vision Statement and Core Values. As there were no other questions and thoughts from trustees, Ms. Jakubowski will proceed forward in working with staff to introduce these to the public.

Ms. Jakubowski was happy to report recent notification of a \$2,000 grant “Everyone Reads at Your Library” through the American Library Association. The grant will be used at the Niagara Branch Library where a children’s book club will be developed.

As requested at last month’s Board meeting, staff is currently working on a B&ECPL 10-year financial projection. A 4-year financial projection based on the County’s 4-year Financial Plan has been done and will be sent out. The 10-year projection will be reviewed and discussed at the B&ECPL joint Budget & Finance Committee and Planning Committee meeting scheduled for January 22, 2014 at 5:30 p.m. at the Central Library.

In response to discussion at last month's Executive Committee meeting, Ms. Jakubowski shared and reviewed 2013 technology purchases.

Ms. Jakubowski updated trustees on Resolution 2013-35 approved in October 2013 which authorized Library staff to negotiate an agreement with SirsiDynix-Bibliotheca for specific RFID products and services. As SirsiDynix was simply a pass-through, in essence the middle man, it has been determined it would be in the best interest, easier and more efficient for the Library to work directly with Bibliotheca. SirsiDynix has released the Library from utilizing them in this contract and the Library will be negotiating directly with Bibliotheca.

The Library is re-energizing its relationship with the Buffalo Public Schools including the development of e-mail blasts about B&ECPL services. The schools will send out the e-mails through their network(s). In addition, shortly after the first of the year, the Library will distribute over 10,000 2014 B&ECPL bookmark calendars and library card applications to Buffalo Public School students. Mr. Berlow inquired if the Library has a program to follow up on this. Ms. Jakubowski confirmed this and pointed out we have good contacts. Conversations are also being held with the International Institute to utilize their services in our libraries. In response to a question by Mr. Berlow regarding B&ECPL's relationship with UB, Ms. Jakubowski commented we are very interactive with the Library School, which falls under the Department of Education. We also have a significant relationship with Buffalo State College and their Education Division through Project Flight. Trustee Burd shared she feels there is an opportunity for more of a partnership with the Ken-Ton School Board as well.

Ms. Jakubowski shared the following information: To date, the year-end appeal has brought in just over \$53,000; the Bucks for Books campaign has brought in over \$37,000 from 542 responses; final figures from the Best Sellers Fundraising Party grossed \$43,730, netting after all expenses \$29,626 with 262 attendees. Each one of the libraries will receive \$800 for children's programming and services. She thanked everyone who helped with this successful event. She also reminded anyone who shops at Amazon to use "AmazonSmile" <http://smile.amazon.com> and select the Library as we will receive a donation back and the funds will be used for System programming to benefit all 37 libraries.

She reminded trustees to let her know if they are interested in attending NYLA Legislative Day on Thursday, February 27<sup>th</sup> in Albany, New York.

Ms. Jakubowski announced County Executive Poloncarz's nomination to the B&ECPL Board of Trustees, Mr. Frank Housh, whose term will begin January 1, 2014; he will be filling Jennifer Zivis' expired term. Mr. Housh sent apologies for not attending this meeting as he was out of town on business. Mr. Housh was a past trustee of the West



Seneca Public Library. In addition, System Trustee Dr. Rhonda Ricks was reappointed to a five-year term.

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

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

**2014 Budget** - On December 3<sup>rd</sup>, the Erie County Legislature adopted a 2014 County budget with amendments. As none of the amendments changed the County Executive's recommended allocation to the Buffalo & Erie County Public Library (B&ECPL), the County allocation to the Library is finalized.

In addition to funding the Library's current service levels, that adopted budget includes \$415,867 for service restorations as recommended by the County Executive, for a total County funding increase of 1.88%. As this increase solely reflects growth in the tax base, the County property tax rate for Library purposes (average full market value property tax rate) would remain unchanged at \$0.47 per \$1,000.

While not part of the Library's operating budget, \$340,000 in Erie County Capital funds are designated for the Library: \$250,000 to purchase, equip and stock a library outreach bookmobile; and \$90,000 to replace aging shipping and library maintenance vehicles.

**AmazonSmile** - Just in time for Black Friday, 20,000+ e-mails were sent asking library supporters to join "AmazonSmile" <http://smile.amazon.com> and select B&ECPL as their charity of choice, if they plan to make online (holiday) purchases from Amazon. The Library will receive a small percentage of the purchase proceeds.

**Best Sellers Fundraiser** - Over 300 attended the Best Sellers Fundraiser, Friday, November 22<sup>nd</sup> at the Lafayette Hotel. The event, organized by the Nickel City Professionals (formerly known as the Young Professionals) worked tirelessly to make the evening a success. The group, led by Chair Chrisi Pearl, successfully created a fun and enjoyable evening for all. Gross proceeds have surpassed \$43,000, with net proceeds expected to be finalized in the near future. Net proceeds will be divided equally among B&ECPL's 37 libraries and used for children's programming and material. We are thankful to Ms. Pearl and Nickel City Professionals for their ongoing support of the Library.

## Monthly Programming Statistics – November 2013

**1. Public Services****In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	185	1889	3694	36775
3.3 Children (age 6-12)	91	1326	2029	34499
4.4 Teens	29	535	207	5824
Intergenerational	62	781	1738	36678
5.3 Adults (excludes Technology)	208	2493	1909	22952
<b>TOTAL In Library Programs</b>	<b>575</b>	<b>7024</b>	<b>9577</b>	<b>136728</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	56	511	123	1658
System or Library-owned Cyber Train	29	370	198	3016
<b>TOTAL Adult Technology</b>	<b>85</b>	<b>881</b>	<b>321</b>	<b>4674</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	3	108	25	3452
Children (age 6-12)	0	63	0	9014
Teens	0	7	0	926
Intergenerational	1	43	50	6639
Adults (excludes Technology)	3	136	125	5053
<b>TOTAL Outreach (out of Library)</b>	<b>7</b>	<b>357</b>	<b>200</b>	<b>25084</b>

**Highlights:**

- The Technology Training Team taught 30 public classes for 192 attendees at 15 library locations in November. Individual “Book a Technology Trainer” appointments resulted in a total of 26 sessions at the Central Library and 2 additional locations.
- November 4<sup>th</sup> - Information Services and Outreach Librarian **Renée Masters** hosted a *MedlinePlus and More (Affordable Care Act Resources)* workshop for 21 participants presented by Lily Collins from the National Network of Libraries of Medicine/Mid Atlantic Region.

- November 13<sup>th</sup> - two actors from the production of *War Horse* visited and spoke to 159 students (grades 4<sup>th</sup> – 6<sup>th</sup>) and teachers from Bennett Park Montessori. The actors spoke about their experiences and what drew them to acting.
- November 16<sup>th</sup> - Grosvenor Room Librarian **Rhonda Konig** coordinated a joint programming event with the Western New York Genealogical Society. Dr. Blaine Bettinger “The Genetic Genealogist” presented “Using Genealogy to Explore Your Ancestry.” Approximately 100 people attended the event which took place in the Mason O. Damon Auditorium at the Central Library.
- November 17<sup>th</sup> - [Book] *Art Inspired by Science [Books]* closed on November 17<sup>th</sup> and by count and comment measures, the [Book] *Art Inspired by Science [Books]* exhibit was a success. Approximately 1,393 visited the exhibit.
- *The Wonderful Wizardry of Baum* opened November 21<sup>st</sup> and is already generating a lot of buzz. Supplementary displays will be mounted and programming is planned for adults and children system-wide. The exhibit continues through spring 2014.
- Jericho Road Ministries presented literacy training for refugees on Tuesdays (November 12, 19 & 26) and Thursdays (November 7, 14 & 21) at the Riverside Branch.

## 2. Collection Development

### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	151,332	156	3,824
3.1 Juvenile Fiction	362,293	2,701	37,734
4.1 Young Adult Fiction	69,896	723	8,545
5.1 Adult non-Fiction	1,372,022	2,002	24,074
6.1 Adult Fiction	557,609	3,283	45,127

### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	62,029	418	3,929
4.2 Young Adult audiobooks only	2,497	19	57
6.2 Adult	382,083	4,359	47,417

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	* 19,655	201	26,113	-4.5%
Music (Freegal)	Unlimited SONY Library		4,662	+1.8%
e-Audiobooks	6,674	102	6,565	-4.5%
e-Videos	370+ Moving Image Archive Library**	0	152	-10.1%

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

\*\* Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

**Highlights:**

- e-Content Enhancement: The Catalog has been enhanced to offer direct access to a selective collection of more than 450 Project Gutenberg eBook titles (<http://bit.ly/1dQycHZ>). The titles are available for download in several formats and can be read on a variety of devices. Project Gutenberg is the oldest producer of free and public domain eBooks, including classics such as Jane Austen’s *Pride and Prejudice*. This collection joins thousands of films and movies maintained by the Moving Image Archive (<http://m.buffalolib.org>) that can be accessed by users of the Library’s mobile website.
- Collection Development staff responded to 389 patron purchase suggestions and 77 staff suggestions in November.
- On November 20<sup>th</sup>, Librarians **Maureen McLaughlin** and **Pat Covley** and IT Administrator **Stephen Hovey** attended a demonstration of Zinio Downloadable Magazines by Roger Seifert of Recorded Books.

### 3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,632	+ 71	1.6%	27.7%
Twitter Followers	4,846	+ 107	2.3%	48.3%
Flickr Views	111,991	+ 4,860	4.5%	123.3%
Pinterest Followers	749	+ 27	3.7%	129.1%

**Highlights:**

- The Central Library Information Technology Team continues to roll out replacement staff and public PCs purchased with Gates Grant Funding, NYS Bullet Aid and Board-approved Committed Fund Balance – for equipment and technology replacement.
- RFID (Radio Frequency Identification) Developments - At the end of November, 30 libraries were fully up and running using RFID technologies, and 31 were live with Circulation functions.
- New Public Training Video - In November, Technology Trainer **Andy Aquino** developed the new video, *Your Account Feature in the New Catalog* (<http://bit.ly/1b3svVa>). The tutorial demonstrates how to access and use the “Your Account” feature to renew titles, pay fines, and more.
- Mark Twain in Buffalo - Training Lab Librarian **Jordan Smith** produced a new video highlighting Mark Twain’s time in Buffalo and the Mark Twain Room here at downtown Central Library. This YouTube video can be found at <http://bit.ly/1cMBqY>.
- New Intranet Launched - The talents of IT Administrator **Stephen Hovey** and Webmaster **Terri Dickson** paired well with a dedicated group of librarians and resulted in a complete new build using the open source Drupal platform. The site was rolled out for staff review and beta testing in November with a go-live date scheduled for early December.
- A new, all-in-one printer funded by NYS Senator Mark Grisanti’s Bullet Aid was installed at both the Niagara Branch and North Park Branch Libraries. In addition, the Bullet Aid was used to purchase a WAP device for patron Wi-Fi

users in November at the North Park Branch and a new RFID antenna at the Niagara Branch.

#### 4. Funding/Fundraising

Funding:

A resolution to adopt the 2014 Budget, including 2014 *Budget in Brief* Charts and the 2014 *Budget Operating and Grants by Line Item* documents, will be submitted for Library Board consideration at the Board’s December 19<sup>th</sup> meeting.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual: All campaigns including donations, memorial gifts, Best Sellers - Year-to-date	1/1/13 - 11/30/13	\$171,301
Donation Box - East Clinton	11/22/13	\$18.00
Book Sale - East Clinton	11/22/13	\$120.00
Crane Book Sale	Ongoing	\$413.35
Crane Donation Box		\$24.02
North Park Book Sale	Ongoing	\$69.27
North Park Donation Box		\$15.00

**Highlights:**

- Thank you to all who supported the Best Sellers event, notably System Trustees Jack Connors and Ted Johnson for sponsorships and System Trustees who purchased tickets - Kathleen Berens Bucki, Phyllis Horton, Sharon Kelly, Elaine Panty, Dr. Rhonda Ricks, Sharon Thomas and Wayne Wisbaum. Thank you, too, to the Librarians Association, members of the Association of Contracting Library Trustees (ACT), staff and trustees who purchased tickets, made donations and attended the event.
- In November, the following grants were submitted:
  - Kenneth L. & Katherine Koessler Family Foundation, \$5,000 for Summer Reading 2014.
  - Alfiero Family Foundation, \$5,000 for Summer Reading 2014
  - Junior League of Buffalo, Show House proceeds, \$300,000 for Rare Books & Special Collections
  - Dia Family Book Club Mini Grant, \$2,000, Niagara Branch Library

- The Library will participate in the Canalside Tree Lighting on Friday, December 20<sup>th</sup> and will receive grant funding of \$617.

### 5. Facilities

Work on the next phase of the second floor west project, (near the Literacy New York Buffalo-Niagara, Inc. and Young Audiences of WNY offices) at the Central Library began on Tuesday, December 3<sup>rd</sup>. The first part of this phase involves minor asbestos abatement work and will take place after 6 p.m. each day for about 2 weeks. Work will then shift to construction in the space which will add a new dividable public meeting room (a little smaller than the Central Meeting Room so the columns do not get in the way); exhibit space; and new public restrooms that will more than double the public restroom capacity currently available on the 1<sup>st</sup> and 2<sup>nd</sup> floors.

### 6. Staff Development

#### OCTOBER 2013 - REVISED:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	81	1111	7	25

#### NOVEMBER 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	72	1183	10	35

#### *Highlights:*

- Wellness Activity Success: Sixty-five (65) employees participated in B&ECPL’s online “Walk Across America” contest that ended November 20<sup>th</sup>. Competing teams used pedometers to count their daily steps and record them online to walk “virtually” from Buffalo, NY to the Hollywood sign in Los Angeles, CA. The activity encouraged employees to include walking for health in their regular routines. Staff comments were overwhelmingly positive.
- On November 5<sup>th</sup>, West Cluster Manager **Linda Rizzo** attended “More Fun, More Learning: Libraries and Museums Working Together for Young Learners” at the Strong Museum in Rochester, New York. November 14<sup>th</sup> - Librarians **Dan Caufield**, **Meg Cheman** and **Claudia Yates** attended *Tablets and Mobile Applications* a webinar presented by American Libraries. November 15<sup>th</sup> - **Rhonda Konig** attended the “Using DNA to Explore Your Ancestry” program sponsored by the Western New

York Genealogical Society. Also on November 15<sup>th</sup> - Assistant Deputy Director **Dawn Peters** presented a workshop on *Common Core and the Library: How the Public Library Can Help* at the 6<sup>th</sup> Annual Patricia Cotsen Arts Abilities Conference. Librarian **Brian Hoth** attended. On November 20<sup>th</sup> - **Christopher Wielgus** completed an *Effective Supervisory Skill Building* training course that was offered by Erie County. November 26<sup>th</sup> - **Renée Masters** and Dudley Branch Manager **Joshua Mitch** participated in the WebJunction webinar, *Health Happens in Libraries: Supporting Patron Information Needs* concerning Affordable Care Act enrollment.

**7. Media coverage/Media Releases**

Type of Communication	Topic	Air Date/Publish Date
This Week at Central	Schedule of Weekly Programs at Downtown Central Library	11/4, 11/12. 11/18 and 11/30 Various events and activities were promoted by the Buffalo News, Channel 2, Channel 4, Channel 7, YNN and Metro New
Cameras Invited	Salute to WNY Veterans Ceremony, Friday @ Noon, Central Library	11/7 Promotion of event in Buffalo News Covered by WIVB TV Channel 4
A.B.L.E.Y Advisor	ECL programs	11/23
East Clinton Shopper	ECL Programs	11/1, 11/22, 11/29
Riverside Review	Coming Events	11/27
Media Release	Downtown Library AIDS Quilt Display, Ceremony and Programs	11/29 Buffalo News, 12/2 article and photo, also covered in Business First, Channel 2 and Buffalo Rising
Cameras Invited	Best Sellers Fundraising Party	11/22 Event was promoted in Business First and in the Buffalo News
Health-related Listings	Depression and gluten-free eating	Published in the Buffalo News Saturday - Refresh section - 11/30



*Highlights:*

- The Library's Information Services Department is now researching health-related book titles in our catalog for use by the Buffalo Now's *Refresh* section.

## 8. Partnerships

*Highlights:*

- November 22<sup>nd</sup> - **Renée Masters** met with Simone Hicks, Health Insurance Navigator from Neighborhood Legal Services, to discuss ways for B&ECPL to partner with them to provide community outreach, information and workspace in support of the Health Insurance Marketplace provision of the Affordable Care Act.
- November 20<sup>th</sup> - the Frank E. Meriweather, Jr. Library hosted a County/ Buffalo Safe Neighborhoods Committee meeting. The meeting was sponsored by the County Legislature and commissioned by Chairwoman Betty Jean Grant.
- November 25<sup>th</sup> - the Frank E. Meriweather, Jr. Library hosted "Conversation with Buffalo School Superintendent Brown." This event was sponsored by *We Are Women Warriors*.
- November 26<sup>th</sup> - West Cluster Manager **Linda Rizzo**, Niagara Branch Manager **Kathryn Galvin**, and Library Associate **Tami Linkowski** attended the Open House "ESL Thanksgiving" at International Preparatory School #198 (formerly Grover Cleveland High School).
- In conjunction with the Day of the Dead exhibit installed in October at the Niagara Branch, Board members of the Hispanic Heritage Council conducted information sessions for children and the community about this family observance that began in Mexico but is now beginning to spread throughout the world.

## 9. Governance

An Advocacy link was placed on the Library's website and circulated through mass e-mails and facebook pages encouraging supporters to send an e-mail to their Erie County Legislator asking them to approve Erie County Executive Mark Poloncarz's 2014 budget proposal. Nearly 500 took action and sent e-mails.

The Library continues to move forward with the Library District Initiative. 21/22 contracting libraries are now included in draft legislation. The 22<sup>nd</sup> library has requested a meeting to discuss pursuit of participation in the District. Draft legislation

has been reviewed by System Trustees. This writer distributed the draft legislation, at the Board's request, to County Executive Mark Poloncarz. Arrangements are being made for a meeting with the County Executive and his staff, Board Chair Jack Connors, Vice Chair Ted Johnson, Attorney Ellen Bach and this writer.

### 10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
November 2013**

DATE	MEETING / EVENT
November 1, 2013	Meeting - Libby Post, Communication Services
November 1, 2013	Meeting - Labor-Management Healthcare Fund Summit
November 1, 2013	Meeting - Libby Post Focus Group
November 4, 2013	Meeting - Roseanne Butler-Smith, Amherst Public Library Director
November 4, 2013	Conference Call - Jeremy Johannesen, NYLA Exec. Director
November 4, 2013	Meeting - Pre-Construction 2nd Floor West
November 5, 2013	Meeting - Judy Hilburger, Clarence Public Library Trustee
November 6, 2013	Meeting - Jack Connors and Ted Johnson, B&ECPL Board of Trustees
November 6, 2013	Meeting - Nelson Starr, Jr. Admin. Consultant to the County Executive
November 7, 2013	Meeting - Legislator Betty Jean Grant
November 8, 2013	Conference Call - UB - Empire Shared Collections
November 8, 2013	Meeting - Libby Post, Joy Testa Cinquino
November 9, 2013	Meeting - ACT Trustee
November 13, 2013	Meeting - Managers/Directors
November 14, 2103	Meeting - B&ECPL Board of Trustees - Executive Committee
November 14, 2103	Meeting - B&ECPL Board of Trustees - Development & Advocacy Committee
November 15, 2103	Meeting - Scott Sackett, Literacy New York Buffalo-Niagara, Inc. Board Chair
November 15, 2103	Meeting - Nelson Starr, Erie County
November 18, 2013	Meeting - Library Patron
November 18, 2013	Meeting - Milestones of Science
November 19, 2013	Meeting - Patrick Martin, Esq., re: "At Buffalo"
November 19, 2013	Meeting - Jeannine Doyle, Doreen Woods
November 19, 2013	Meeting - Western New York Library Resources Council Board of Trustees
November 21, 2013	Meeting - Joint Advocacy
November 21, 2013	Media Event - Albright-Knox Art Gallery - re: C.E. 2014 Recommended Budget
November 21, 2013	Meeting - B&ECPL Board of Trustees - Policy Committee

November 21, 2013	Meeting - B&ECPL Board of Trustees
November 22, 2013	Meeting - Erie County Legislature - Budget Hearing for Library
November 26, 2013	Meeting - Carol Batt
November 26, 2013	Meeting - Administrative Team
November 27, 2013	Meeting - International Institute, Anne Conable, re: Immigrant Assimilation @ Libraries

Other:

### **Contracting Member Library Activity Reports**

**Eden Library** - submitted by Joyce Maguda, Director

Highlights of events and activities at the Eden Library:

- New computers - 6 adult and 2 children's replacement computers were purchased, along with headphones and an all-in-one printer. A NYS Bullet Aid grant from State Senator Patrick Gallivan funded 60% of the project, with the Friends of Eden Library Inc. covering the rest.
- RFID - Collection tagging is complete as we await self-checkout equipment. Funds from County Legislator John Mills were used to purchase shelf inserts for the DVD and CD collections.
- Yarn Club members continue their charitable work - currently for Home Space and local nursing home residents. Thus far, 2,865 items have been donated! They also sell items at the library to benefit programming.
- After another successful photo contest, the 2014 Friends of Eden Library calendars are now on sale (\$12).
- Author Talks - Local authors Darcy Thiel, Lorna Czarnota, Ted Malinowski and Jeff Schober shared their newest titles this year.
- Looking Ahead - Graham Cracker Houses with Explore & More and Holidays on the Farm with Tom Walsh (Dec.)/ Free Tax Prep by Daemen College VITA Tax students (Mar.)/ Used Book Sale and World Book Night (Apr.)/ monthly computer classes.

**Grand Island Memorial Library** - submitted by Lynn Alan Konovitz, Director

Highlights of events and activities at the Grand Island Memorial Library:

As we finish the year, we are both thankful and grateful for the following:

- Our new location sign, more visible and modern, that was funded by the Friends of the Grand Island Memorial Library.

- The Friends of the Grand Island Memorial Library who continue to hold very successful book sales raising additional funds to supplement library services and programs.
- The Town of Grand Island Board for continuing to maintain the library by repainting the entire interior, repointing brickwork and making other necessary repairs to make our 25-year-old building appear new.
- Children's Librarian **Anne Slater**'s wonderful programs such as December 14<sup>th</sup>'s Graham Cracker House presented by Explore & More.
- Adult Computer Classes presented by the B&ECPL staff that are so well received, second sessions are often needed.
- Our first ever adult book club formed by Board President Pat Rizzuto and other former Grand Island teachers, so successful more tables and seating had to be added.
- New York State Bullet Aid funding provided by Senator Mark Grisanti allowed the library to upgrade its internet, wireless access, and printing.

Agenda Item G - Report of Foundation. On behalf of Anne Conable, Library Foundation Administrator, Ms. Jakubowski provided a report of the Library Foundation of Buffalo & Erie County who met December 18, 2013. Victoria Newman is joining the trustees effective January 2014. At this meeting, they had a guest presentation by Meg Cheman and Amy Pickard reviewing 2013 accomplishments in Rare Books & Special Collections, which included completing the Foundation-funded four-year conservation commitment to the Milestones collection, priority digitization projects and beginning conservation on the Audubon Bird folios. 2014 plans include completing the Birds project, increasing in-house capability for digitization and executing the Milestones exhibit second half of the year.

The Foundation has received the results of the Siena Public Opinion Poll and asked it be distributed to System Trustees following the Board meeting; they asked this information not be made public until such time as it has been thoroughly reviewed. The Foundation asked Ms. Jakubowski and Consultant Libby Post to present the full findings at the January 18, 2014 ACT meeting, which will be held at the Eggertsville-Snyder Branch Library, so that all trustees throughout the Library System will have access to the information. The poll was successful in that it was completed on time, it was completed within budget and the results are positive in the questions that were asked. Ms. Jakubowski happily commented on a question in which people were asked how they felt on a variety of services throughout Erie County, indicating the Library clearly came out on top by being recognized for excellent service and needed by the residents of Erie County.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. None

There being no further business, on motion by Ms. Horton with a second by Ms. Panty, the meeting adjourned at approximately 5:18 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary