

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
March 20, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, March 20, 2014, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Theodore K. Johnson, Vice Chair  
Kathleen Berens Bucki, Secretary  
Katie Burd  
Frank Gist  
Phyllis A. Horton  
Frank Housh  
Sharon M. Kelly  
Elaine M. Panty  
Rhonda Ricks  
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B - Approval/Changes to the Agenda. There were no changes to the agenda.

Agenda Item C - Minutes of the Meeting of February 20, 2014. Minutes were moved by Phyllis Horton, seconded by Elaine Panty and unanimously approved as mailed.

Agenda Item D - Report of the Chair. Mr. Connors thanked those trustees who attended the System Trustee Training session on March 8<sup>th</sup> where Jerry Nichols presented. Mr. Nichols will be brought in a second time for those trustees who were unable to make the original session. Mr. Connors reminded trustees the Annual ACT (Association of Contracting Library Trustees) Trustee Workshop is March 22<sup>nd</sup> and encouraged attendance.

Ms. Jakubowski will report on the audit of the Library during the Report of the Director.

Ms. Thomas inquired when the Special Legislative District Public Library vote will take place. Mr. Connors conveyed we need to get a home rule message. At the March 22<sup>nd</sup> ACT Trustee Workshop, contracting library trustees will be provided information about what they need to be doing as far as getting out and having conversations with their local politicians. Mr. Connors feels if we can get a home rule message from either the Legislature or the County Executive, we would not have a hard time getting sponsors for the bill. Ms. Jakubowski emphasized the timing of the vote has to come to the forefront as we are getting asked on a regular basis when the vote will take place. The Planning Committee will be meeting following the Board meeting to discuss this further. Mr. Connors pointed out the Library plans to have New York State Librarian Bernard Margolis come to Buffalo to explain things which should help gather support. Mr. Connors also discussed concern over the decline in the Canadian dollar resulting in lower sales tax revenue coming in which will impact the County Executive's four year plan; they then would have to find money from somewhere to make this up. Ms. Panty inquired if Mayor Byron Brown has gotten back to Mr. Berlow regarding their recommendations on the draft legislation. Ms. Jakubowski stated she understood the Counsel for the City has been in contact with Mr. Berlow that they are working on things. Counsel was told the Library is working on the draft legislation and had hoped to have input from the City back; decisions will be made regardless, but we would still appreciate their input.

Ms. Panty inquired if we have received a timeline from the Comptroller's office on the audit. Ms. Jakubowski replied we have not.

Trustee Ricks arrived at approximately 4:14 p.m.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Mr. Johnson read the following report of the Executive Committee which met March 13, 2014 at the Central Library:

Present: Executive Committee members Sharon Kelly and Elaine Panty, along with Library Director Mary Jean Jakubowski and CFO Kenneth Stone.

Meeting began at 4:10 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was not present.

Agenda for the March 20<sup>th</sup> meeting of the Board of Trustees was reviewed. No changes noted.

CFO Stone and Director Jakubowski spoke to Resolution 2014-1 Authorization to Implement Settlement - Personal Injury Matter. Discussion ensued.

CFO Stone updated trustees on the status of the B&ECPL audit. Director Jakubowski reminded trustees of the upcoming Association of Contracting Library Trustees Annual Workshop being held at the downtown Central Library on March 22<sup>nd</sup>.

A brief discussion was held regarding the Library District Initiative.

The Executive Committee meeting adjourned at 4:45 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorization to Implement Settlement – Personal Injury Matter. CFO Kenneth Stone conveyed the language in Resolution 2014-1 was crafted with the attorneys, and recommends it for approval as presented. Mr. Johnson moved. Mr. Gist made a second. Approval was unanimous.

#### RESOLUTION 2014-1

WHEREAS in May 2008, an individual allegedly sustained a personal injury at the Lackawanna Public Library and filed suit against a number of entities including the Buffalo & Erie County Public Library, and

WHEREAS, while the Buffalo & Erie County Public Library maintained its position that it should not have been a named party in this case, litigation expense has occurred as the case moved through the judicial process, and

WHEREAS, the Library's counsel recommended engaging in settlement discussions, and

WHEREAS, the Executive Committee of the Board of Trustees had been briefed throughout the proceeding and authorized the Library Director to enter into settlement discussions, and

WHEREAS, a settlement agreement that will avoid additional litigation expense for the Library has been negotiated, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Director to disburse the settlement amount of \$5,000 and if needed, implement a budget transfer in that amount to allow the expense to be booked to the account best fitting this situation.

Agenda Item E.2.b – 2014 Budget Adjustments: Allocating 2013 Year-end Balance. Mr. Stone explained in Resolution 2014-2, there are no expense budget adjustments, this resolution would only adjust the Library Fund committed balances for equipment and technology replacements and local grant match funds. He provided a brief overview on

the factors that contributed to 2013's unassigned ending fund balance which include Salaries and Wage expense ran under budget saving \$456,983; Fringe Benefit expense ran below budget saving \$223,377; Professional Services Contracts & Fees ran under budget saving \$204,550; and Library Materials expenditures ran under budget saving \$146,789 – he explained a portion of this is a cost savings from converting the legal collections at the Erie County Holding Center and Correctional Facility libraries from hardcover to digital subscriptions. He further explained the inter-fund charge component. He thanked Dan Caufield, Andrew Maines and the librarian staff who worked with the County on this conversion. He also noted the Library came within a hair of being over budget on utilities. This resolution recommends adjusting Library Fund committed balances to ensure sufficient funds are in place for future equipment and technology replacements (\$200,000) and to ensure local matching funds are available for anticipated private and public grants (\$500,000) as described in the resolution. Mr. Connors asked how this compares with end of year 2012. Mr. Stone noted we started the year at \$2,943,000 and would end at \$2,598,000 if these two changes are approved. Ms. Panty moved, Ms. Berens Bucki seconded, and approval of Resolution 2014-2 was unanimous.

#### RESOLUTION 2014-2

WHEREAS, at its regular meeting of December 19, 2013, the Board of Trustees of the Buffalo and Erie County Public Library adopted Resolution 2013-42 adopting the Library's 2014 budget, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Committed for Contingency - equipment and technology replacement" balance sheet account, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Committed for Grant Local Share Match" balance sheet account, and

WHEREAS, sufficient 2013 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$200,000 of available 2013 ending fund balance to increase the Library's Committed for Contingency - equipment and technology replacement balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$500,000 of available 2013 ending fund balance to increase the Library's Committed for Grant Local Share Match balance sheet account.

Agenda Item E.2.c – Voice Telecom RFP Renewal Option Award. Copies of this resolution were distributed to trustees at the beginning of the meeting. Mr. Stone explained the resolution authorizes renewal of the Library's telecommunications contract with Time Warner Cable Business Class as described in Resolution 2014-3. Ms. Jakubowski asked Mr. Stone to share details on Library cell phone usage since often cell phone usage is called into question in public funding. Mr. Stone explained we have 5 cell phones in total – one shared between the Administrators for weekend duty; one for Network Support along with an Internet card; two for Shipping truck drivers and one which remains in-house for 24/7 Security guard coverage. The Library's pre-discount cost for all is \$486 for the entire year. In response to trustee questions, Mr. Stone explained the Library's wide area network and e-Rate program. Resolution 2014-3 as presented was moved by Ms. Thomas, seconded by Ms. Panty and approved unanimously.

RESOLUTION 2014-3

WHEREAS, the Buffalo & Erie County Public Library provides local voice telecommunications services to the System's 37 locations, and

WHEREAS, these services are eligible for E-rate program discounts, which currently pay 61% and as of July 1, 2014 will pay 62% of the cost of the Library's eligible service, and

WHEREAS, pursuant to E-rate program requirements, on February 1, 2011 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, pursuant to Resolution 2011-8 TIME WARNER CABLE BUSINESS CLASS was designated as the lowest cost response, and

WHEREAS the Library's Chief Financial Officer was authorized to negotiate and execute the necessary documents to enter into a three-year agreement with TIME WARNER CABLE BUSINESS CLASS pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2014 (coincident with the E-rate funding year) and the agreement would include up to three three-year renewal options, and

WHEREAS, the initial contract period will conclude June 30, 2014, and

WHEREAS, the Library and TIME WARNER CABLE BUSINESS CLASS' desire to exercise the first three-year renewal option which will continue service at current rates, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves exercising a three-year renewal, through June 30, 2017, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute needed documents to effectuate this renewal and to file all necessary E-rate forms and certifications on or before the respective E-rate filing deadlines throughout the term of the renewal.

Agenda Item E.2.d – Monthly Financial Report – The monthly financial report for the month ending December 31, 2013, preliminary, pre-audit, was included in the board packet.

Agenda Item E.3 – Policy Committee. Elaine Panty, Policy Committee Chair, reported they met prior to the Board meeting at 3:30 p.m. Present were Policy Committee members Kathleen Berens Bucki, Phyllis Horton, Frank Housh and Sharon Kelly as well as Trustee Sharon Thomas and Director Mary Jean Jakubowski. The Committee reviewed and approved the *2014 Review Schedule for Board Adopted Policies*. They also confirmed 2014 meeting dates which are April 10, June 12, September 11 and November 13, 2014, all to begin at 3:00 p.m. The meeting was adjourned at 3:48 p.m. Ms. Panty reminded trustees additional Policy Committee meetings can be held if needed.

Agenda Item E.4 – Bylaws Committee. Sharon Kelly, Bylaws Committee Chair, reported the Committee met March 19, 2014; present were herself, Bylaws Committee member Kathleen Berens Bucki and Director Mary Jean Jakubowski. They reviewed recommended amendments to Bylaws Article II, Section 6 regarding participation in trustee meetings via conference telephone and videoconferencing, which were vetted by Legal Counsel Patrick Martin. Ms. Kelly provided background information that participation by conference telephone was discussed by the Committee last year but after discussions with Mr. Martin and because Not-For-Profit Corporation Law was in the process of being revised, the Committee decided not to recommend changes to this provision at that time. She explained the Library is subject to two sets of laws: Not-For-Profit Corporation Law, which was silent on whether participation in a meeting by conference telephone may count toward a quorum or in a vote; and Open Meetings Law, on which the New York State Committee on Open Government has issued opinions that videoconferencing must be used, and if someone chooses to participate via videoconferencing, that site must follow open meeting notice procedures and must be open for public participation. Not-For-Profit Corporation Law no longer is silent and has now been amended recognizing trustees are considered present for quorum and can vote if participating by videoconferencing. Because the Library is subject to Open Meetings Law and Not-For-Profit Law and wants to be transparent to the public, the Policy Committee recommends the Board amend the Bylaws to allow videoconferencing as the only alternate means of attending a meeting to count for quorum and to vote, giving the requisite public notice per Open Meetings Law. Copies of suggested Bylaw changes were distributed to the trustees at this March 20, 2014

Board meeting to comply with the requested time period for review by trustees. Proposed revisions will be voted on at the April 17, 2014 Board meeting.

Ms. Kelly communicated the Bylaws Committee will ask Mr. Martin to examine the existing Bylaws to verify the Library's compliance with the revised Not-For-Profit Corporation Law.

Agenda Item F – Report of the Director. Ms. Jakubowski reported on the March 17<sup>th</sup> meeting she requested with Erie County Comptroller Stefan Mychajliw. During the meeting, she brought to his attention the following concerns: only one member of the audit team that will be working with the Library was present at the initial Audit Entrance Conference, and the conference was not informative; the Library believes the GAO (Government Accounting Office) standards were not being adhered to; we still had not met with the Head Auditor who will be participating in the audit; we still had not met with Deputy Comptroller for Audit Christopher Musialowski; the Library expected to receive an audit timeline and a better understanding of the methodologies of the County's audit. The Comptroller acknowledged the lines of communication need to be open, and that there was an understanding there was a plethora of information the Library was being asked for and time was needed to put this information together. Ms. Jakubowski has scheduled a meeting March 21<sup>st</sup> with Christopher Musialowski and the Head Auditor David Kinda to meet with her, CFO Ken Stone, and Business Office Manager Tracy Palicki. The goal of this meeting is to put names and faces together, go over and review where items are found on the Library website that we have submitted, as well as show the depth of information available, and hopefully obtain timeline information.

Ms. Jakubowski also met with Legislators Joseph Lorigo and John Mills, Chairman of the Erie County Legislature Majority Caucus, earlier that day with regard to the audit about increased communication, what the etiology and the impetus of the audit was, and to acknowledge that the Library recognizes it is the most significant portion of the discretionary funding. She also asked why information on the Legislative District and the Foundation's poll had been inclusive. They assured her, "This is not a witch hunt," but an opportunity for them to learn more about the operations of the Library. In response to misinformation they had on the ability to access current Library budget information contained on the Library's website, Ms. Jakubowski sent them a message with information and links guiding them to the information they did not see.

Lastly she spoke to the Comptroller to the effect that the Library is not a County "department". He expressed he was very clear on this, and the question of who is and is not a department has been raised with him on more than one occasion through other audit processes.

This month, Ms. Jakubowski also met with new Legislator Ted Morton from District 8 and Legislator Patrick Burke from District 7 and provided them a tour of the Central Library and packets of information about the Library. She will be following up with them to see what questions they may have [regarding the library].

Flyers and posters for the *Judy Summer Concert Series* which is free and open to the public were distributed; the first concert is scheduled for April 2<sup>nd</sup>.

On February 26<sup>th</sup>, the Library hosted Erie County Executive Mark Poloncarz's State of the County address - the program flyer was circulated. Ms. Jakubowski thanked all Library staff who provided input for this event, was happy to report we received a tremendous amount of compliments, and received a number of phone calls from other agencies who may be interested in using the Central Library as a venue.

The NYS Commission for the Blind had a ceremony at the Central Library on March 19<sup>th</sup>; the Library was the recipient of funding through that office for increasing our collections of Braille and large print materials. The National Federation of the Blind is meeting in New York State and the Library has been approached by the local chapter to possibly host part of their conference.

With sadness, Ms. Jakubowski shared with trustees that Wally Mohn, a former Administrator of the Library from 1988 through 1996 recently passed away; his memorial service flyer was circulated. She stated he was a very kind, gentle soul and long time friend of the Library since his retirement.

Copies of the PLDS (Public Library Data Service) 2014 report were distributed to trustees. The NYS Annual Report that does require Board approval will be brought to the Board in April.

The \$15,000 check from the East Hill Foundation for improvements at the Crane Branch Library was received and the Library is very grateful.

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

## **B&ECPL Monthly Report February 2014**

**NYLA (New York Library Association) Library Legislative Day:** Two teams comprised of staff, administrators and a System board trustee participated in NYLA's Library Legislative Day in Albany, on February 26<sup>th</sup>. Chief Operating Officer **Carol Ann Batt**, Chief Financial Officer **Kenneth H. Stone**, along with Library System Trustee



**Elaine Panty**, Buffalo Branches West Cluster Manager **Linda Rizzo**, Amherst Public Library Director **Roseanne Butler-Smith**, Marilla Free Library Director **Shannon Jakubowski**, and West Seneca Public Library Director **Kathleen Goodrich** proudly represented the Buffalo & Erie County Public Library (B&ECPL). Meetings were held with Assembly Members John D. Ceretto, Jane L. Corwin, David DiPietro, Michael P. Kearns, Sean Ryan, and Raymond Walter and Senators Timothy Kennedy and Michael Ranzenhofer. Teams met with staff from the offices of Assembly Members Crystal D. Peoples-Stokes and Robin Schimminger and staff from the offices of Senators Patrick M. Gallivan and Mark Grisanti.

**Erie County Comptroller's Office Audit of Library:** On February 6<sup>th</sup>, the Erie County Legislature adopted a resolution requesting the Erie County Comptroller's office perform "audits of the Buffalo Public Library at their discretion."

On February 18<sup>th</sup>, the Library received a letter from the Deputy County Comptroller for Audit notifying us that "*the Erie County Comptroller's Office is commencing an audit of the Buffalo and Erie County Public Library (BECPL) for the period January 1, 2011 through December 31, 2013.*" The letter included an extensive request for documents to be provided no later than February 25, 2014. Some of the documents requested involve the Library Foundation of Buffalo and Erie County, Inc. and as such are not maintained by the Library (the Foundation is a separate and independent 501(c)3 with its own board of trustees). Staff began assembling documents and provided a transmittal including documents reviewed and gathered to date, to the Comptroller's office on February 25<sup>th</sup>.

The response to the Comptroller's office included the following language: "*Given the voluminous nature of the document request, as of this writing, the Library has not completed its review and assembly of the information requested. We continue to work on the remaining information requested and will provide additional responses as we complete review and assembly of materials. The material provided in this correspondence and accompanying CD Rom represents our progress to date. We look forward to meeting with your staff on Thursday. Hopefully we can clarify the scope and volume of information needed in this meeting*".

The Audit Entrance Conference took place on Thursday, February 27<sup>th</sup>. The additional clarification pertaining to the objective, scope, methodology and timing of the audit, sought by the Library, was not provided.

On February 28<sup>th</sup>, Library Director Jakubowski delivered a letter to the Erie County Comptroller's office requesting clarification, noting: "*At the Entrance Conference we had expected to be given the objectives, scope, methodology and timing of the performance audit. Inasmuch as this information was not available and given the broad, voluminous nature of the initial information called for, to effectively and efficiently proceed further in reviewing and gathering documents, the Library request that this be provided.*"

*The Library's request for objectives, scope, methodology and timing of the audit is consistent with Comptroller General of the United States prescribed generally accepted auditing standards and can be found in Chapter 6, section 6.47 (Communicating with Management) of the General Auditing Standards...* [GAO standards for audit are specified in the Erie County Charter].

On March 3<sup>rd</sup>, the Library received a letter from the Comptroller's office that provided minimal clarification, for example: "field work for this Audit should take no longer than three weeks..." However, nowhere in the letter did it address the methodology proposed for the audit. The letter was accompanied by a subpoena requesting the documents from the original request that had not yet been provided be delivered to the Comptroller's office by 4:00 p.m. March 13<sup>th</sup>.

On March 6<sup>th</sup>, the Library was informed by several Contracting Member Library Directors that their libraries had received letters from the Comptrollers' office requesting financial statements and a list of library trustees. They are in the process of providing those documents.

Library Administration is in the process of reviewing and assembling the remaining available documents and will submit a response by the March 13<sup>th</sup> deadline.

Copies of the letters received and transmitted have been shared via e-mail with B&ECPL System Trustees and Contracting Member Library Trustees and Directors. We will continue to update the status as more information becomes available.

**"Take Your Child to the Library Day"** was celebrated on Saturday, February 1<sup>st</sup> throughout B&ECPL's libraries. The event, which began in Connecticut in 2012 to encourage individuals to learn of the services libraries offer, is now celebrated annually worldwide. Ninety-eight children and adults enjoyed an afternoon at the Central Library with crafts, games, movies, and snacks based on *The Wizard of Oz* theme. Branch and contracting libraries also sponsored programs, workshops and book clubs.

Monthly Programming Statistics – January and February 2014

**1. Public Services**

**January**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	102	102	1619	1619
3.3 Children (age 6-12)	63	63	785	785
4.4 Teens	49	49	194	194
Intergenerational	45	45	1249	1249
5.3 Adults (excludes Technology)	190	190	1688	1688
<b>TOTAL In Library Programs</b>	<b>449</b>	<b>449</b>	<b>5535</b>	<b>5535</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	10	10	74	74
System or Library-owned Cyber Train	24	24	186	186
One on One	59	59	100	100
<b>TOTAL Adult Technology</b>	<b>93</b>	<b>93</b>	<b>360</b>	<b>360</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	5	5	89	89
Children (age 6-12)	1	1	44	44
Teens	1	1	5	5
Intergenerational	0	0	0	0
Adults (excludes Technology)	8	8	495	495
<b>TOTAL Outreach (out of Library)</b>	<b>15</b>	<b>15</b>	<b>633</b>	<b>633</b>

**February**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	201	303	3477	5096
3.3 Children (age 6-12)	105	168	1673	2458
4.4 Teens	80	129	377	571
Intergenerational	66	111	2005	3254
5.3 Adults (excludes Technology)	253	443	2976	4664
<b>TOTAL In Library Programs</b>	<b>705</b>	<b>1154</b>	<b>10508</b>	<b>16043</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	6	16	43	117
System or Library-owned Cyber Train	36	60	288	474
One on One	62	121	83	183
<b>TOTAL Adult Technology</b>	<b>104</b>	<b>138</b>	<b>414</b>	<b>674</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	3	8	62	151
Children (age 6-12)	0	1	0	44
Teens	1	2	15	20
Intergenerational	1	1	154	154
Adults (excludes Technology)	14	22	379	874
<b>TOTAL Outreach (out of Library)</b>	<b>19</b>	<b>34</b>	<b>610</b>	<b>1243</b>

***Highlights:***

- The “newly branded” Central Library TechKnow Lab Training Team maximized its skills and talents in the short month of February by conducting 38 public classes for 305 attendees at 18 library locations.
- Introduced in 2013, the Book a Technology Trainer one-on-one program is becoming increasingly popular. These 1 hour sessions are designed to assist with software support or Internet training. The TechKnow Lab Team conducted 13 appointments at the Central Library and 25 sessions at 7 community libraries.

- On February 11<sup>th</sup>, Information Services & Outreach Librarians **Dan Caufield** and **Suzanne Colligan** spoke as part of a Small Business Administration Workshop series called, "Straight Talk" held at Medaille College. Straight Talk is an 8 week series of classes aimed at helping potential entrepreneurs start and run a business. Over 120 entrepreneurs enjoyed the presentation and many have called to arrange a one-on-one meeting through the Library's Book a Librarian service.
- On February 11<sup>th</sup>, Erie County Legislator Lynne Dixon hosted a district meeting at the Dudley Branch. The legislator used the Dudley community room for this open meeting for any members of the community to discuss various issues with her.
- On February 16<sup>th</sup>, the Annual "African American Read-In" was held at the Frank E. Merriweather, Jr. Branch Library (MRW). This is a national event sponsored by the Black Caucus of the National Council of Teachers of English. Local organizers are Kenneth and Sharon Holley in cooperation with Tradition Keepers: Black Storytellers of WNY.
- We Are Women Warriors held a Black History program on February 18<sup>th</sup> at MRW with the theme: "The Four Mighty M's: **M**arcus Garvey, **M**alcom X, **M**artin Luther King, Jr., and Nelson **M**andela". The program included a tribute to the late City of Buffalo Councilmember-at-large Beverly Gray.
- Mrs. Eva Doyle sponsored a contest for children in grades 4 through 12 - "Dressing Up For Black History" on February 22<sup>nd</sup> at MRW. Students selected a person from Black History, dressed as that person and presented a 3-minute speech highlighting the achievements of the individual selected.
- On February 21<sup>st</sup>, the East Delavan Branch hosted a program which spoke to the contributions of African Americans in the Korean War. The keynote speaker was Ted Kirkland, veteran, columnist, retired sheriff and author. Approximately 70 people attended the program. Senator Tim Kennedy presented a special medal to Sandi Williams, President and Founder of the United Veterans of Buffalo, who organized this event.
- The inaugural session of the Dia Family Book Club was held on February 25<sup>th</sup>. Every child received their own copy of the book *Say Hello*, by Rachel Isadora. 2013 Miss Borinquen Queen of WNY, Amari Minter, read *Biblioburro* to the Club participants. The Dia Family Book Club is supported by the Dollar General Literacy Foundation and the Association for Library Service to Children.

## 2. Collection Development

### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,791	274	900
3.1 Juvenile Fiction	358,843	1,485	3,676
4.1 Young Adult Fiction	68,921	389	1,066
5.1 Adult non-Fiction	1,356,942	1,943	3,628
6.1 Adult Fiction	545,213	4,095	7,333

### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,091	540	1,447
4.2 Young Adult audiobooks only	2,512	37	52
6.2 Adult	389,189	5,056	10,603

### Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	36,031	640	30,374	-8.6%
Music (Freegal)	Unlimited SONY Library		4,194	-5.3%
e-Audiobooks	6,862	61	7,372	-5.3%
e-Videos	370 + Moving Image Archive Library*	0	113	-53.9%

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

### Highlights:

- In February, the Library's Subject Guides (<http://bit.ly/mInDZS>) received 907 unique visitors including but not limited to visitors from: Saudi Arabia, Columbia, Spain, South Korea, France, Brazil, Mexico, Puerto Rico, Canada, United States, Philippines, Turkey and the Ukraine.
- Collection Development staff responded to 415 patron purchase suggestions and 96 staff suggestions in February.

- February 4<sup>th</sup> – The Birds flew home to roost! Volume One of the Audubon *Birds of America* was returned to the Library from North East Document Conservation Center in Andover, Massachusetts, where all of the plates were removed from their binding and given much needed conservation treatment. Upon complete inspection and inventory, Plate 1 - Wild Turkey, was put on display in the Grosvenor Room. Each successive plate will be shown on a monthly basis, bringing the Birds back to the public.

Complementing the individual Audubon plate under glass is a copy of the Bien Chromolithographic Edition of the *Birds of America* donated by the *Buffalo News* that visitors may browse.

- February – Two new collection displays, *Local Authors* and *Local Music* have been established at the downtown Central Library. Local authors and musicians are encouraged to add to the collections.

### 3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,863	+ 73	1.5%	3.3%
Twitter Followers	5,246	+ 149	2.9%	6.3%
Flickr Views	142,461	+ 13,513	10.5%	19.9%
Pinterest Followers	810	+ 21	2.7%	4.5%

#### *February Technology Highlights:*

- February - Information Services and Outreach Librarian **Renée Masters**, with the help of **Stephen Hovey**, Network Support, installed the Z20 Videophone in the Assistive Technology Room. **Mary Slon**, Stacks Request Page, made the first call using the new device. Mary reports the new device is a vast improvement from the previous TTY.

### 4. Funding/Fundraising

Funding:

- The Crane Branch Library was awarded a \$15,000 grant from the East Hill Foundation. On February 7<sup>th</sup>, Library Director **Mary Jean Jakubowski**, Assistant Deputy Director for Public Service **Dawn Peters**, Development Manager **Maureen Germaine**, Maintenance Department Manager **Chip Campbell**, Buffalo

Branches West Cluster Manager **Linda Rizzo**, and Crane Branch Manager **Patti Foley** met to discuss the work to be done.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual – includes general donations, Bucks for Books, a large bequest, and the \$15,000 grant from the East Hill Foundation for Crane Library	January 1, 2014 - YTD	\$87,539.57
Crane Book Sale		\$587.50
Crane Donation Box		\$45.85
North Park Book Sale		\$96.05
North Park Donation Box		\$21.00
Riverside Book Sale		\$17.10
Riverside Donation Box		\$67.76
Merriweather Donation Box	February 2014	\$61.00

**Highlights:**

- The Library is planning a fundraiser with political humorist Mark Russell on Sunday, May 18, 2014 at 2 p.m. in the Central Library Auditorium. Tickets will be \$100, \$30, and \$10 for students. The \$100 reserved seat ticket includes a “meet and greet” reception with Mr. Russell after the concert.
- With \$15,000 in funding from Gordon Gross, secured by System Trustee Wayne Wisbaum, “The Judy Summer Concert Series” kicks off on April 2<sup>nd</sup> with the Buffalo Chamber Players. Additional dates are: April 10<sup>th</sup> – Charles Reedy Jazz Quintet; Friday, April 25<sup>th</sup>, Buffalo State Chamber Music Ensembles; Wednesday, May 7<sup>th</sup>, the Buffalo Gay Men’s Chorus; and Friday, June 13<sup>th</sup>, Amherst Saxophone Quartet. A speaker will also be booked.
- The Development & Communications Department is preparing for an April “Bucks for Books” mailing to 10,000+.
- A Community Grant request for \$1,000 was submitted to the Junior League of Buffalo. The Library did apply for the \$300,000 JL Show House funding. We have been notified we are not in the running to receive the Show House funding.



- Ninety sponsorship requests (including 2 renewals) were sent to local companies for sponsorship of 2014 Summer Reading, Bucks for Books, and the Best Sellers fundraiser in November.

### 5. Facilities

The downtown Central Library’s 2<sup>nd</sup> floor west project continues. Wall framing and drywall are being installed, electrical is nearly complete and data lines are being planned. The project is proceeding on time and within budget. Project completion, including the installation of new public restrooms, is expected in late spring/early summer.

### 6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	236	288	2	2

**Highlights:**

The Library believes strongly in the need for staff to continue developing and learning new skills to meet the demand of the public it serves. The following staff development opportunities were attend in the month of February:

- TechKnow Lab Trainer **Ian Shoff** viewed the Webjunction-hosted webinar, *Library Surveys for Success*; Technology Support Librarian **Kelly Donovan** participated in the *Edge Initiative* webinar; Librarians **Angela Pierpaoli** and **Dale Schmid** participated in the WNYLRC Luchtime Learning webinar *Tracking Desk Statistics in Google Form*; the TechKnow Lab Training Team joined other staff members for the *9<sup>th</sup> Handheld Librarian Conference* online event produced by Learning Times, and beginning March 10<sup>th</sup>, employees and volunteers will be able to view Workplace Violence and Sexual Harassment compliance training provided by Kantola Productions LLC. The video training will be accessible online in each library, eliminating the travel time commitment and commuting costs frequently incurred with large staff groups.

### 7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Radio Interview - WBFO radio news reporter Mike Desmond interviewed <b>Mary Jean Jakubowski</b>	Focus Groups	February 3 - 4

Media Release	Library System 2014 Board of Trustees Officers Announced, Jack Connors Re-elected Chairman	February 6
Echo Art Fair Media Release with a quote from Library Director <b>Mary Jean Jakubowski</b>	Echo Art Fair Returns to Central Library	February 10 Buffalo News, ArtVoice
Media Invite	Books for Kids event	
Media Release/ Media Event <b>Mary Jean Jakubowski</b> interviewed	Books for Kids 2014 Campaign	The Buffalo News - February 26 Channel 2 - February 25
TV Interview with Channel 4, Al Vaughters interviewed <b>Mary Jean Jakubowski</b>	Investigating a patron complaint regarding lost materials	February 6
Media Release	Buffalo & Erie County Public Library in Albany to Meet with WNY Delegation	WBFO Radio - interview with <b>Mary Jean Jakubowski</b> - aired on March 3
This Week @ Central calendars	Calendar of weekly events @ downtown Central Library	February 3, 10, 17, 24. Various items picked up in the Buffalo News, Channel 2 and Channel 7 including Focus Group dates and "Take Your Child to the Library Day"
West Side Little Paper	Dia Family Book Club Stuffed Animal Storytime	February 15 - 28 edition
Artvoice	Winter's Eve Book Discussion	February 20 - 26 edition
Riverside Review	Coming Events & holiday closing	February 12
Riverside Review	Coming Events	February 26
The Challenger	Announcements of Black History month programs at Merriweather Branch	February issues
The Challenger	Black History Program Honoring AFAM Korean War Veterans at East Delavan	February 19

The Buffalo News	We Are Women Warriors program at Merriweather Branch	February 18
The Buffalo News	Dressing Up For Black History contest (Mrs. Eva Doyle's program) - Merriweather Branch	February 21

**Highlights:**

- The Library's Public Services Department continues to supply articles for the *Buffalo News Refresh* section which appear in the paper on Saturdays. Topics range from books available in the Library about health and well being, sports and fitness, to name a few.

**8. Partnerships**

**Highlights:**

- Assistant Deputy Director/Workforce Development Officer **Doreen Woods** met with Anthony Dell, Corporate Recruitment Manager from Medaille College, concerning the college's Employment Incentive Program. The college will offer a 20% discount to any current B&ECPL employee or official volunteer who enrolls in a qualifying program with Medaille College's School of Adult and Graduate Education (SAGE).
- Information Services and Outreach Librarian **Renée Masters** continues to work with Miriam Callahan, Erie County Department of Senior Services, to create updated versions of pamphlets highlighting B&ECPL books of interest to community caregivers including memory loss and dementia and coping skills for caregivers.
- On February 3<sup>rd</sup>, **Doreen Woods** visited the University at Buffalo's Department of Library and Information Science program with retired librarian Margaret Waite, formerly of the North Tonawanda Public Library. The presentation covered desired skills and traits of new librarians, resumes and interviewing, Civil Service requirements and experiences common to 21<sup>st</sup> century public library professionals.
- On February 10<sup>th</sup>, **Renée Masters** met with Dana Ranke and Veronica Federiconi, Director of Autism Services. Plans were made to exhibit artworks created by artists from the [ArtWorks studio](#). The new exhibit will be installed the first week of April which is Autism Awareness month.

- On February 13<sup>th</sup>, **Renée Masters** met with Amy Holdnack from the iExpress art program, part of Aspire of WNY. Plans were made for her group to exhibit art work at the Central Library for the months of June, July and August.
- On February 28<sup>th</sup>, **Doreen Woods** met with Susan Corieri, Assistant Dean for Enrollment Management from Syracuse University's School of Information and Library Management. Ms. Corieri would like to bring Syracuse University graduate students to view some of B&ECPL's excellent resources.

## 9. Governance

Work continues on the education of the Library District Initiative to key stakeholders. Discussions ensue regarding contents of the draft legislation.

## 10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
February 2014**

DATE	MEETING / EVENT
February 3, 2014	Meeting - 2nd Floor West Renovations
February 3, 2014	Meeting - Scott Woods
February 4, 2014	Meeting - Milestones of Science
February 4, 2014	Conference Call - Ellen Bach, Esq., Whitman, Osterman & Hanna
February 5, 2014	Meeting - Staff Forum: Q&A w/ Library Director
February 6, 2014	Meeting - Administrative Team
February 6, 2014	Meeting - Al Vaughters - Channel 4
February 6, 2014	Conference Call - Bernie Margolis, State Librarian, and Jeff Cannell, NYS Educ. Dept.
February 6, 2014	Meeting - Association of Contracting Library Trustees - Board
February 7, 2014	Meeting - Libby Post, Communication Services
February 7, 2014	Meeting - Carol Batt
February 7, 2014	Meeting - LDI Staff
February 7, 2014	Meeting - Anthony Dell, Medaille College
February 7, 2014	Meeting - Crane Library, East Hill Foundation Funds
February 10, 2014	Meeting - Dawn Peters

## Minutes of the Board of Trustees

Page 21

February 10, 2014 Meeting Joy Testa Cinquino, Re: NYLA Leg. Packets  
February 10, 2014 Meeting - Paul Hogan, Oishei Foundation  
February 11, 2014 Meeting - Joy Testa Cinquino, Carol Batt; Training Lab Videos  
February 11, 2014 Media Event - MLK Readers are Leaders Awards - Herman Badillo Bilingual Academy  
February 11, 2014 Meeting - VALIC - Introduction to new library representatives  
February 11, 2014 Conference Call - NYSL/PLS Directors  
February 12, 2014 Meeting - Managers/Directors  
February 12, 2014 Meeting - Statistics Brainstorming  
February 12, 2014 Webinar - PLDS - Special Section on Output Measures  
February 13, 2014 Meeting - Anthony Armstrong, Make Communities, LLC (and Board)  
February 13, 2014 Meeting - Re: NYLA Leg. Day  
February 13, 2014 Meeting - B&ECPL Board of Trustees Executive Committee  
February 20, 2014 Meeting - B&ECPL Board of Trustees Executive Session via Conference Call  
February 24, 2014 Administrative Team  
February 25, 2014 Media Event - Books 4 Kids Kick-Off - Olmsted Center for the Visually Impaired  
February 26, 2014 Meeting - Julia Spitz, East Hill Foundation  
February 26, 2014 Meeting/Tour - Megan Fitzgerald, Medaille College  
February 26, 2014 Meeting/Media Event - Erie County Executive Mark Poloncarz; State of the County Address  
February 27, 2014 Meeting - Erie County Comptroller - Audit Entrance Conference  
February 27, 2014 Meeting - Frits Abel - Echo Art Planning Meeting & Tour  
February 28, 2014 Meeting - Anne Conable

Other:

Hamburg Public Library - submitted by Jack Edson, Director

### Highlights:

- Construction has begun on our \$2.6M expansion project which will expand the Hamburg Public Library by 6,000 square feet!
- For details about the project, or to make a donation, please visit our website: <http://www.hplthinkingbig.com/>.
- Our Groundbreaking/Community Picnic has been scheduled for Thursday, June 12<sup>th</sup> at 4 p.m., so please "Save the Date" and plan to join us for the celebration.
- Our finish date for the overall project is around December 1, 2014.

- Librarian **Tom Carloni** has been appointed Branch Manager at our Lake Shore Branch Library with new Assistant Librarian **Brian Glanowski**. The first thing they did was rearrange the furniture and collection for a more streamlined look.

Marilla Free Library – submitted by Shannon Jakubowski, Director

Highlights of events and activities at the Marilla Library:

- New public computers, Wireless Access Point, server and headphones were installed with funds provided by Bullet Aid courtesy of Senator Patrick Gallivan.
- February 1<sup>st</sup> was *Take Your Child to the Library Day*; we had 25 children participate in a scavenger hunt around the library and *Wizard of Oz* themed crafts throughout the day.
- Stuffed Animal Story Time program – 7 children attended.
- *Wizard of Oz* program – 12 children attended.
- The Marilla Library Book Club meets at 2:00 p.m. the fourth Tuesday of the month. In February they read *Faithful Places* by Tana French, and in March they will be reading *Nothing Daunting* by Dorothy Wickenden.
- Story Time with Miss Shannon for children ages 3 to 5 began in March and will run through April.
- The Friends of the Library Group will be hosting the WNY Regional Friends meeting, March 14<sup>th</sup>.
- *Hunt for Horton* is happening at the Marilla Library to celebrate Dr. Seuss' Birthday and Read Across America. Every child who participates receives a Horton puppet.
- New this year, the Marilla primary kindergarten class visits the library once a month.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report provided.

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

Agenda Item I – Unfinished Business. There was no unfinished business.

Agenda Item J – New Business. No new business.

Agenda Item K – Adjournment in Memory of Richard Berger and Stanley Zagora. Within the past four weeks, the Library sadly experienced the passing of two former trustees Richard Berger and Stanley Zagora. Chair Connors entertained a motion to

observe a moment of silence for these two fine men and to adjourn the meeting in their memory. Ms. Panty moved and Ms. Horton made the second. A moment of silence was observed. There being no further business, the meeting adjourned at 4:57 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary