

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
March 19, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, March 19, 2015, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair  
Kathleen Berens Bucki, Secretary  
Michael Amodeo  
Alan Bedenko  
Katie Burd  
Frank Gist  
Phyllis A. Horton  
Sharon M. Kelly  
Elaine M. Panty  
Teresa Vincent

Jack Connors, Trustee Emeritus

Chair Ted Johnson called the meeting to order at 4:07 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 19, 2015. Minutes were moved by Ms. Vincent, seconded by Ms. Burd and unanimously approved as mailed.

Agenda Item D – Report of the Chair. Mr. Johnson informed trustees notification has been received from the New York State Comptroller's Office that the Cheektowaga Public Library is going to be audited; their initial meeting is scheduled for March 23<sup>rd</sup>. Director Mary Jean Jakubowski added, it is her understanding that neither trustees from the Cheektowaga Public Library Board nor their clerk who deals with their finances are available to attend that meeting. Ms. Jakubowski has scheduled a meeting with Cheektowaga Public Library Director Chris Bazan and Deputy Director - CFO Kenneth Stone for March 20<sup>th</sup> at which time they will ask Ms. Bazan to consider having Tracy Palicki, the Central Library's Business Office Manager, attend their initial

March 23<sup>rd</sup> meeting with the State as she feels it is important to have a second person at that meeting. Discussion ensued.

Chair Johnson updated trustees that both he and Vice Chair Frank Housh met with Geno Principe of BrainFood, LLC and negotiated a settlement (as authorized per Res. 2015-7), which includes prorated rent for the month of March and \$8,000 for back rent due. Once issues on Mr. Principe's end have been resolved, the change of ownership of Fables Café to Oded Rauvenpoor will take place. In response to Trustee Gist's question regarding the amount of back rent owed, Mr. Johnson replied \$11,000; he reminded trustees Mr. Principe could walk away and with an LLC, there are no assets. Mr. Johnson explained they felt it would hurt the Library more if the café was vacant; if the ownership change to Mr. Rauvenpoor does not go through, the Library will have to go through a timely RFP process. Mr. Rauvenpoor will be handling the catering for the March 21<sup>st</sup> annual ACT workshop which will provide a sampling of what is to come.

Mr. Johnson invited Trustee Emeritus Jack Connors to step forward and presented him with a framed replication of Resolution 2015-5 which was approved at the March 19, 2015 Board meeting honoring his years of service on the Library Board of Trustees and making him a Trustee Emeritus. Mr. Connors thanked everyone, apologized for not being at that meeting, but appreciated what the resolution said adding it is his pleasure to be involved with the Library.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. In Vice Chair Housh's absence, Trustee Panty read the following report of the Executive Committee which met March 12, 2015.

Present: Executive Committee Chair Ted Johnson; Committee members Michael Amodeo, Sheldon Berlow and Frank Housh. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, and Deputy Director - CFO Kenneth Stone.

The Executive Committee meeting began at 4:10 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Johnson began the meeting with a review of the status of the sale of Fables Café (BrainFood, LLC) to Oded Rauvenpoor. Discussion ensued. Chair Johnson and Vice Chair Housh will negotiate the lease. Chair Johnson indicated he is looking forward to learning more of what Mr. Rauvenpoor has planned for the café.

Chair Johnson reminded the Executive Committee of Vice Chair Housh's suggestion of System Trustees as liaisons to the Contracting Member Library boards. Discussion ensued. System Trustee liaison assignments to Contracting Member Library boards will be discussed by Vice Chair Housh at the March 19<sup>th</sup> Board meeting.

The agenda and proposed resolutions for the March 19<sup>th</sup> Board of Trustees meeting were reviewed. Chair Johnson briefly discussed the joint meeting of the Buffalo Library Services and Planning Committees held March 9<sup>th</sup>. Changes to the 2015-2016 Goals & Objectives have been made and the joint committees will report on this. Mr. Johnson was particularly interested in learning about the various types of programs being presented for various age groups. Discussion ensued. Trustee Amodeo asked if an annual report could be provided on the types of programs and the overall response to programs. Director Jakubowski indicated she would be able to provide such a report. Highlights from programs are also included in the Director's monthly report as well as monthly and year-to-date statistical information. Trustee Berlow commented libraries are becoming community centers and we need to make our libraries the centers of the community – providing services and opportunities that reflect what each community needs.

Discussion ensued regarding proposed Resolution 2015-9 RFP Award: Youth & Young Adult Mentoring, Peacekeeping & Library Use Interface Services. CFO Stone discussed the RFP process and the responses received. Director Jakubowski noted the value of having Stop the Violence Coalition on site explaining their involvement began during a time when the Central Library was having challenges with unruly patrons. Stop the Violence is comprised of members of the community – many of which are known by those who use the Central Library. They work with patrons – intercepting potential situations and securing a safe and welcoming environment. Further discussion ensued.

Chair Johnson noted briefly the recent visit to Albany by representatives of the Board – Vice Chair Housh and Trustee Panty, along with a contingent of staff and Library Administration. He recognized Trustee Carolyn Giambra who also attended. The goal of the visit was to encourage increased state funding for libraries and to increase New York State Library Construction Aid. He felt, by all reports, the trip was successful.

The Executive Committee meeting adjourned at 5:45 p.m.

Trustee Panty commended Stop the Violence Coalition for doing an excellent job in assisting the Library in making sure the Central Library is safe for all.

Trustee Berens Bucki arrived at approximately 4:17 p.m.

Agenda Item E.1.a – Liaison Assignments – Contracting Member Libraries.

Mr. Johnson explained it is the hope that each System Board member will become a liaison to one or more Contracting Member Libraries and attend one of their Board meetings; some trustees signed up at the March Executive Committee meeting. Vice Chair Housh is heading this up and will be in touch with trustees regarding this. A letter signed by Chair Johnson on behalf of the Board was sent out to all Contracting Member Library Board presidents regarding liaison assignments which will allow the Library to stay in touch and continue to build relationships. A copy of the letter was at each trustees' place. In response to a question by Trustee Kelly, Mr. Johnson noted the Buffalo Library Services Committee acts as liaison to the City branch libraries.

Agenda Item E.2 – Budget and Finance Committee. Director Jakubowski presented Budget and Finance Committee items as CFO Kenneth Stone was called away for a family emergency.

Agenda Item E.2.a – Erie County 2016-2021 Capital Project Request Guidance.

Ms. Jakubowski explained this resolution seeks Board approval for capital project requests as prioritized in proposed Resolution 2015-8. Trustee Panty made the motion and was seconded by Trustee Burd. Trustee Gist asked about the status of the elevator project. Ms. Jakubowski explained funding was set aside in 2010, and we have gone through a plethora of amalgamations of where to put an elevator in the Central Library. Twice this project has gone out for bid and twice there have been no responses. The Central Library building is filled with steel and has been described by others as an “engineering nightmare” to insert elevators inside the building. The Library has continued to meet and have conversations with the Department of Public Works and architects on how to redesign elevators for the Central Library. We are now looking at having an elevator placed on the outside of the building, completely enclosed with an entrance on the inside; from an engineering standpoint, this potentially could be far less expensive and much more feasible. She added the escalators are original to the building and parts are no longer being manufactured; the escalators break down at least twice a day. Trustee Amodeo asked if this was not a liability issue; Ms. Jakubowski replied yes but there are no real alternatives, further discussing issues with other elevators in the building. At this point in the meeting, Legislative Liaison Jonathan Rivera announced earlier that day the Legislature approved the resolution for the design phase of the new ADA elevators for the Library. Following this discussion, approval of Resolution 2015-8 as presented was unanimous.

RESOLUTION 2015-8

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2016-2021 Erie County capital project requests prioritized as follows:

**FOR THE 2016 FUNDING YEAR**

- Endorse and support Erie County Department of Public Works recommendations for the Central Library mechanical, electrical, plumbing, life-safety, and phase 2 of the elevator/escalator replacement project.

**FOR THE 2017 - 2021 FUNDING YEARS**

- Shipping and maintenance vehicle replacements (1 shipping; 1 maintenance) in 2017 - estimated cost \$75,000;
- Library flexible use bookmobile/techmobile acquisition - phase 2 in 2018 - estimated cost \$260,000; and
- Shipping vehicle replacements (2 shipping) in 2019 - estimated cost \$80,000;

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works (DPW) to address Central Library basic building system needs such as renovation/replacement of aging life safety and mechanical/electrical/plumbing systems; and post elevator project escalator demolition and space restoration, and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted

Agenda Item E.2.b - RFP Award: Youth & Young Adult Mentoring, Peacekeeping & Library Use Interface Services. This resolution recommends the selection of Stop the Violence Coalition (STVC) as described in proposed Resolution 2015-9. Both Ms. Jakubowski and Chair Johnson thanked two leaders of that organization, Pastor James Giles and Arlee Daniels, who were in attendance for STVC's presence in the building and interceding potential situations helping make the Central Library a comfortable environment. On motion by Trustee Gist, seconded by Trustee Panty, approval of Resolution 2015-9 as presented was unanimous.

RESOLUTION 2015-9

WHEREAS, over the years, the Library has undertaken programs to reach out to youth and young adults to encourage their use of the Central Library, and

WHEREAS, these efforts, combined with Central's location near metro rail and over 30 bus routes operating within a 0.2 mile circle, resulted in a daily surge in youth and young adult attendance in the late afternoon and early evening, and

WHEREAS, in 2009 as attendance levels began to surge, it became apparent that some of our youth and overall library operations would benefit from mentoring and intervention services provided by experienced personnel, and

WHEREAS, after research and consultation, the Library entered into a contract with a local non-profit community support organization: Stop the Violence Coalition (STVC) for a pilot program to address these issues, with STVC providing mentoring services with trained facilitators providing life management skills and monitoring the library building and grounds helping to maintain decorum and educate the young adults on proper library rules and behavior while using library services, and

WHEREAS, results from this collaboration have been outstanding, with youth and young adults attending the Library being able to enjoy their library experience while overall decorum in the facility is maintained, and

WHEREAS, as the current agreement's extension is expiring, the Library issued a Request for Proposals (RFP) to continue these services, and

WHEREAS, the STVC's proposal was rated highly and the RFP review committee recommends the Library award the contract to the STVC for an initial term running from April 1, 2015 through June 30, 2016 with 3 options to renew covering the 2016-17, 2017-18 and 2018-19 school years, and

WHEREAS, estimated costs total \$70,000 for the first contract period, April 1, 2015 through June 30, 2016, with the estimated costs for the 3 optional renewal periods funds of \$61,000, \$62,000, and 69,500 respectively, and

WHEREAS, funds are available within the 2015 operating budget professional services expense account (SAP#5160200) to support this effort, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library designates the Stop the Violence Coalition proposal as the best and lowest cost response and authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement, pursuant to the terms and conditions of the RFP and RFP response.

Agenda Item E.2.c - Monthly Financial Report. The monthly financial report for the month ending December 31, 2014 (preliminary, pre-audit) was included in the Board packet for information. Following discussion regarding the 2014 Fringe Benefits -

Hospital & Medical – Retirees budget line being over by approximately \$276,000, Ms. Jakubowski conveyed this budget line has been raised significantly in the Library’s 2015 budget.

Agenda Item E.3 – Buffalo Library Services Committee & Planning Committee (Joint Meeting). Planning Committee Chair Michael Amodeo provided a summary of the joint meeting held March 9, 2015 and motioned to have the written report entered into the Minutes; this was approved unanimously.

Present: Buffalo Library Services Committee Chair Sharon Thomas; members Sheldon Berlow, Katie Burd, Frank Gist\*, Phyllis Horton, Ted Johnson\*, Elaine Panty\* and Teresa Vincent; and Planning Committee Chair Michael Amodeo. \*Denotes member of both the Buffalo Library Services and Planning Committees. Also present was System Vice Chair Frank Housh, Library Director Mary Jean Jakubowski, along with the 2015-2016 Goals and Objectives Committee members COO Carol Batt, ADD Dawn Peters, West Seneca Public Library Director Kathy Goodrich, Marguerite Cheman, Kelly Donovan, Maureen McLaughlin, and Linda Rizzo.

The joint meeting of the Buffalo Library Services Committee and Planning Committee began at 5:05 pm in the Joseph B. Rounds Conference Room of the downtown Central Library.

At the February 19, 2015 B&ECPL Board of Trustees meeting, proposed Resolution 2015-4, Goals and Objectives 2015-2016, was referred to Committee (joint Buffalo Library Services and Planning Committees.) Board Chair Johnson opened the meeting explaining his interest in gaining a better understanding of both why the Goals and Objectives were set as they were and what is included in program planning – how are programs determined, what are the outcomes and how are the outcomes measured.

Director Jakubowski spoke about the Library’s Goals and Objectives being statistically driven because of New York State reporting requirements. She noted the overall goal and objective of the Library is to provide the services asked for by the residents of Erie County. She further explained the inclusivity of the Goals and Objectives Committee, being made up of staff from throughout the System. Information in determining the needs of the community was taken from direct input, surveys, focus groups and comment forms.

Mr. Johnson asked for input from the trustees – he expressed his concern over spreading library staff too thin by adding the expectation of increasing the number of programs/activities; trustees agreed. The suggested focus was to

increase the number of participants to programs through marketing and promotion. Discussion ensued.

Trustees expressed a need for increased teen programming – how to engage teens, what they are looking for and how to get them involved. Discussion ensued. Of particular concern are “at risk youth.” Discussion continued. Suggestions were made regarding teen activities, focus and opportunities.

Trustee Gist noted the importance of libraries being a part of the community. He used the example of the Frank E. Merriweather, Jr. Library noting it is a library and a community center. He cited several programs and events held at this library.

Trustee Thomas suggested contacting the faith-based community. She indicated she would put together a list of websites and contact information where program information can be shared.

Trustee Vincent suggested having a teen space – not the children’s area, and suggested having teens involved in the creation of the space. Suggestions included having teens draw/paint a mural on the wall, developing youth reporters for library happenings, putting videos on YouTube, etc. - encouraging teens that use the library to promote the library to their peers. Discussion ensued.

Trustee Berlow asked how the Board could help in promoting the Library as a place for the community. Director Jakubowski noted several of the Buffalo Branch Libraries needed face lifts to make them more modern/inviting/welcoming. Chair Johnson suggested a list of needs be put together. Library Director Jakubowski will develop a “face-lift” list that includes estimates for painting and other general considerations. She will provide the list to the Board. Another suggestion was to enhance gardens surrounding the libraries – perhaps using volunteers or local gardening organizations under the guidance of the Library’s gardener. Discussion ensued.

Director Jakubowski summarized changes requested to the Goals and Objectives:

- Remove the % increases in areas where the statistics are trending down or where the Library has seen continued success;
- Focus on increases in programs/participants in areas including: teens, ESOL, literacy and outreach;
- Continue to give surveys and encourage feedback;



- Look at other ways to gain knowledge of needs – contacting the non-user and former users; and
- Expand marketing.

Director Jakubowski noted the next step is to develop Organizational Competencies which provide tasks and responsibilities to Library Administration and staff which support the Goals and Objectives. COO Batt will be holding a committee meeting in late March to develop the Organizational Competencies.

The Buffalo Library Services and Planning Committees recommended the 2015-2016 Goals and Objectives be brought back to the Board for approval at their March 19<sup>th</sup> meeting with suggested changes incorporated.

The meeting adjourned at 6:35 pm.

Agenda Item E.3.a - Goals and Objectives 2015-2016. Proposed Resolution 2015-4 was brought before the B&ECPL Board of Trustees at its February 19, 2015 meeting and was referred to Committee. On March 9, 2015, the Buffalo Library Services Committee and the Planning Committee reviewed and amended the proposed 2015-2016 System Goals and Objectives and now recommend its approval by the full Board. Trustee Bucki suggested under *Item 5 - Space* the word “welcome” be changed to “welcoming”. On motion by Trustee Amodeo, seconded by Trustee Vincent, the System Goals and Objectives 2015-2016 as amended were approved.

#### RESOLUTION 2015-4

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Administrative Team, along with a Committee comprised of representatives from the Contract Libraries, Central Library and Buffalo Branches has compiled multiyear Goals & Objectives that support the Library’s current Five-Year Plan of Service, key initiatives, ongoing programs, major projects, and

WHEREAS, the Committee reviewed and analyzed data and input from surveys, focus groups, Comment Forms, along with general communication and feedback from patrons, partners and staff to determine said Goals & Objectives, and

WHEREAS, the Goals & Objectives have been reviewed by the Buffalo Library Services and Planning Committees of the Board of Trustees, and

WHEREAS, the Goals & Objectives include criteria by which the Library evaluates success in achieving its mission of service to the community, and

WHEREAS, the staff presented the Goals & Objectives to the Board of Trustees for information and action, now therefore be it

RESOLVED, the Board of Trustees of the Buffalo & Erie County Public Library adopts the attached Goals & Objectives for 2015-2016.

Agenda Item F – Report of the Director. Director Jakubowski informed trustees that just prior to the meeting at 3:50 p.m., she had a conversation with Steve Stepniak, City of Buffalo Commissioner of Public Works, Parks & Streets, conveying her concern after being notified last evening that the City had informed the Library's maintenance division they were having struggles finding funding to complete the repairs at the East Clinton Branch Library, possibly causing significant delays in reopening. Commissioner Stepniak assured the Library the City is continuing to look for funding to complete the project; the City has not yet engaged a contractor, although bids have been received for the replacement of ceiling tiles and carpet as well as painting. He will share more information once received and feels this should begin to move forward again early next week. Ms. Jakubowski will follow up and keep trustees updated. She expressed to Commissioner Stepniak that through community meetings she attended, the community is very much insistent on having that branch open as soon as possible as is the Library System. Ms. Jakubowski updated trustees that the East Clinton Branch drop box has been reopened, the Dudley Branch Library is offering extra hours during this time, materials from the East Clinton Branch have been ventilated/cleaned due to smoke, and the purchasing of some new shelving and chairs is being looked into.

Ms. Jakubowski was pleased to announce the first Women's Health Fair, part of the Health Happens in Libraries grant, was held at the Central Library March 18<sup>th</sup> and drew in well over 300 participants. Vendors requested having it again at the Central Library indicating this was the best participation they had in a long time. She thanked Librarian Renée Masters for managing the project and Joy Testa Cinquino who was also involved.

Ms. Jakubowski drew trustees' attention to a sampling of 20 collage works by Charles Clough received by the Library, temporarily in the Board room, which were done during a public session for the Hamburg Public Library as part of the Albright-Knox Art Gallery's Public Art Initiative with Erie County.

Flyers and stickers were distributed to trustees for the National literacy initiative *Read Aloud 15 Minutes* which the Library is participating in. Ms. Jakubowski explained the Library is working together locally with SUNY Buffalo State College, Read to Succeed Buffalo as well as the University at Buffalo; the Library is growing this effort and getting Literacy New York Buffalo-Niagara, Inc., Young Audiences of WNY, and Project Flight involved. Letters have gone out to County and City elected officials inviting them to support this effort as well. Contracting Member Libraries have been

asked to grow this involvement at their local levels. An invitation was extended to Library trustees and partners for the *Read Aloud 15 Minutes* press conference being held April 14<sup>th</sup> at 10 a.m. at the Central Library.

Concurring with attendees, Ms. Jakubowski believed the trip to Albany for NYLA Library Legislative Day was a success and informed trustees the Library has been made aware that the Assembly has included a \$2M increase in their recommendations for the budget for libraries across New York State along with an increase of \$10M for New York State construction funds, The Senate has included an additional \$5M for State Library Aid.

Copies of an article in the *New York Repository* dealing with genealogy written by Central Library Librarian Rhonda Konig were shared with trustees.

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

## **B&ECPL Monthly Report February 2015**

### **Introduction:**

- Early in the morning on Tuesday, February 24<sup>th</sup>, an electrical fire broke out at the East Clinton Branch Library. The building's fire detection system was activated and the Buffalo Fire Department quickly responded. Their quick and professional response prevented the fire from spreading to neighboring structures, confining it to the Library's electrical room.

The building's main electrical connections were destroyed and there was smoke and water damage to the facility. Buffalo Firefighters helped with the initial removal of water. Techniques used minimized damage to the Library's collection and computer equipment.

Chief Operating Officer **Carol Batt** directed the cooperative efforts of Library public service, maintenance and shipping staff to relocate materials, computer equipment and upholstered chairs to the unfinished portion of the Central Library's 2<sup>nd</sup> floor west space to air out and be cleaned as needed so all will be ready to be returned to the library.

City of Buffalo DPW (Department of Public Works) staff, lead by Commissioner Steve Stepniak, were immediately involved in arranging for securing the building and beginning emergency repairs. Councilman Rich Fontana also

visited the site and expressed his support for promptly getting the library back in operation.

The day following the fire, open hours at the Dudley Branch were increased from 40 to 56 hours per week to help make up for the lost service at East Clinton until the branch can reopen.

As of this writing (3/6/2015) electrical repairs are well under way and the City is working to obtain a contractor to replace damaged flooring, ceiling tiles and paint where needed. We hope to reopen the library within the next 15-45 days.

Weekly updates are being provided to elected officials. This writer has attended the Erie County Legislature's Community Enrichment Committee meeting and a meeting of the Kaisertown Community Coalition. Information pertaining to extended library hours at the Dudley Branch and the status of the East Clinton Branch Library can be found on the Library's website [www.buffalolib.org](http://www.buffalolib.org).

- B&ECPL trustees and staff participated in NYLA (New York Library Association) Library Legislative Day in Albany, February 25, 2015. Teams met with representatives from each senate and assembly district where a B&ECPL library is located. Library Director **Mary Jean Jakubowski** and Chief Financial Officer **Kenneth H. Stone**, along with Library System Vice Chair Frank Housh, Trustee Elaine Panty, Amherst Library Trustee Carolyn Giambra, West Seneca Public Library Director Kathy Goodrich and Hamburg Librarian Tom Carloni proudly represented the Buffalo & Erie County Public Library (B&ECPL).

Meetings were held with Assembly Members John D. Ceretto, Michael P. Kearns, Raymond Walter and Angela Wozniak and Senators Marc Panepinto and Michael Ranzenhofer and their staff. Teams also met with staff from the offices of Assembly Members Jane Corwin, David DiPietro, Crystal D. Peoples-Stokes, and Sean Ryan and staff from the offices of Senators Patrick M. Gallivan and Timothy Kennedy. Vice Chair Housh, Director Jakubowski and their team also met with Assembly Member Thomas Abinanti, Chairperson of the Assembly's Committee on Libraries and Education Technology.

Each team provided information on the library services provided in their districts, issues facing the library and a request to grow library aid at the same pace as aid to education as well as increase funding to the New York State Library Construction Grant program.

- TechKnow Lab staff has been working hard to prepare for the opening of the Launch Pad MakerSpace. The first 3D printer appointments were held and

TechKnow Lab staff also gave 8 separate equipment demonstrations. The Launch Pad will be officially blasting off mid-late March!

## Monthly Programming Statistics - February 2015

### 1. Public Services

#### In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	203	285	3601	5168
Children (age 6-12)	128	219	1613	2639
Teens	73	153	181	434
Intergenerational	75	129	2049	3283
Adults (excludes Technology)	280	515	3111	5066
<b>TOTAL In Library Programs</b>	<b>759</b>	<b>1301</b>	<b>10555</b>	<b>16590</b>

#### Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	17	32	53	100
System or Library-owned Cyber Train	26	46	188	341
One on One	44	90	76	135
<b>TOTAL Adult Technology</b>	<b>87</b>	<b>168</b>	<b>317</b>	<b>576</b>

#### Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	7	16	251	550
Children (age 6-12)	2	3	382	412
Teens	1	1	33	33
Intergenerational	6	8	679	776
Adults (excludes Technology)	12	19	458	986
<b>TOTAL Outreach (out of Library)</b>	<b>28</b>	<b>47</b>	<b>1803</b>	<b>2757</b>

#### Highlights:

- In honor of Black History Month, We Are Women Warriors and Legislator Betty Jean Grant hosted the 1<sup>st</sup> Annual "Wild 'N' Out Poetry Slam" on February 4<sup>th</sup> at the Frank E. Merriweather, Jr. Branch Library.
- On February 7<sup>th</sup>, the Children's Programming Team was all hands on deck for "Take Your Child to the Library Day" at the Central Library. Using the theme "Curious George Makes Music," children were provided with a variety of fun

and family friendly activities. The Library’s mascot *Reada Book* as well as Curious George made appearances. Approximately 160 people enjoyed this program.

- Mrs. Eva Doyle’s “Dressing Up For Black History” took place on February 7<sup>th</sup> - a contest for adults and students. Participants were to select a person from Black History, dress as that person, and present a 3-minute speech highlighting the achievements of the individual selected.
- On February 8<sup>th</sup>, the annual African American Read-In was held. 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.
- The 25<sup>th</sup> year celebration of “Along This Way: Storytelling in the African Tradition” was held on February 14<sup>th</sup> featuring storytellers Karima Amin and Sharon Holley, vocalist Joyce Carolyn, and percussionist Seku Ba Jehudi.
- On February 20<sup>th</sup>, Manager **Kathryn Galvin** and TechKnow Lab staff member **Sean Goodrich** participated in the celebration of Engineers Week at the Buffalo Museum of Science. Information about the Library’s programs and activities along with demonstrations of Launch Pad equipment was provided.
- The 38<sup>th</sup> annual Carter G. Woodson Essay Contest program was held on February 21<sup>st</sup> with the theme “A Tribute to African American Theater in Western New York.”

## 2. Collection Development

### Collection Development - February 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,933	7,375	534	858	515,104
Young Adult Print	403	1,045	35	105	68,978
Adult Print	4,288	9,651	167	860	1,876,081
Media	4,854	9,854	538	1,048	480,291
Other*	3,821	7,568	0	16	175,809
Subtotal	17,299	35,493	1,274	2,887	3,116,263

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	469	1272	214	349	33,569*
Music (Freegal)	NA	NA	NA	NA	Unlimited SONY Library
e-Audiobooks	54	128	24	36	7,717
e-Videos	0	0	0	0	370 ** +Moving Image Archive Library
Subtotal	523	1,400	238	385	41,656

\*Includes 5,628 EBL titles

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

## All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	523	1,400	238	385	41,656

## Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	432	3.5%	429	85.6%
Staff Initiated	87	9.2%	86	80.5%

\*Items in system or on-order at time of suggestion

**Highlights:**

- More than 1,000 unique visitors from 12 countries including but not limited to Germany, Philippines, Bangladesh, South Korea and Vietnam viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>) in February.
- The Rare Book Room acquired a scrapbook filled with memorabilia of the Otowega Club. Lewis J. Bennett, the real estate developer after whom Bennett High School was named and who created the community adjacent to Parkside known as Central Park, founded the social club in the 1890s and built a clubhouse designed by Green and Wicks in 1902 for families in the neighborhood at Starin and Linden. The scrapbook, which has been added to the local history collection, compiled by Bennett's son includes programs, menus, photos, bylaws and all possible ephemera produced about the club.

### 3. Technology

#### Technology - February 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	430,978	886,180
Online Catalog	315,427	622,719

Social Networking:

	Monthly Activity <sup>1</sup>	YTD Activity	Monthly Audience <sup>2</sup>	Total Audience	Monthly Engagement <sup>3</sup>	YTD Engagement
<a href="#">Facebook</a>	100	203	35	5,577	2,820	5,980
<a href="#">Flickr</a>	33	221	-	52	15,783	35,734
<a href="#">Instagram</a>	28	62	45	158	511	1,013
<a href="#">Pinterest</a>	81	146	30	1,031	531	1,131
<a href="#">Tumblr</a>	7	15	5	57	15	21
<a href="#">Twitter</a>	137	296	155	7,214	711	1,786
<a href="#">YouTube</a>	2	3	1	97	958	2,279
Total	388	946	271	14,186	21,329	47,944

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

<sup>2</sup>Number of followers

<sup>3</sup>Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

Social Networking Return on Investment:

	Current Month	Year to Date Average
Number of visits to Library website per post <sup>1</sup> created (all sites)	3.3	3.1
Number of engagements <sup>2</sup> per post created (all sites)	55.0	51.4

<sup>1</sup>Posts, pins, tweets, videos, etc. created by staff

<sup>2</sup>Likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

#### Highlights:

- Responses to the Library's Request for Proposal (RFP) for a Next Generation Integrated Library System (NGS) and Related Services continued to be evaluated



by the B&ECPL ILS Planning Team. ILS Consultant Rob McGee met with the team in early February to facilitate the evaluation process. On-site vendor demonstrations have been scheduled with 3 vendors (SirsiDynix, Innovative, and TLC) for early March 2015. We anticipate making a vendor selection in April and bringing that recommendation to the Library Board thereafter.

- Minecraft software has been installed on computers in the Central Library Training Lab to support new programming initiatives.
- RFID (Radio Frequency Identification) Developments: Thirty-four libraries were fully up and running using RFID technologies. Thirty-six libraries are live with circulation. Collection conversion continues at the Lackawanna Public Library.

#### 4. Funding/Fundraising

##### **Funding:**

Governor Cuomo’s proposed budget holds NY State aid to Libraries at the same level as was approved by the State Legislature last year, despite increasing pressure on library finances statewide. To help address Library needs at the state level, B&ECPL trustees and staff participated in NYLA (New York Library Association) Library Legislative Day, February 25, 2015. (See Introduction)

##### **Fundraising:**

<b>Campaign Name</b>	<b>Campaign Dates</b>	<b>Raised to Date</b>
Annual (includes all fundraising and donations since January 1, 2015)	January 1 - February 28, 2015	\$33,114.28
Borrower Services Donation Box	February 1 - February 28, 2015	\$10.00
North Park Book Sale		\$209.50
Riverside Book Sale	February 11, 2015	\$65.00
Riverside Donation Box	February 11, 2015	\$92.50

##### **Highlights:**

- Library Trustee Wayne Wisbaum will sponsor a (private) reception to spotlight the Library’s Rare and Special Collections on Tuesday, April 14<sup>th</sup> at the Buffalo Club from 5 - 7 p.m.

- During the month of February, grant applications for the Milestones of Science were sent to M & T Bank Foundation (\$10,000) – pending, and Bank of America Foundation (\$10,000) – pending.
- During the month of February, Summer Reading sponsorship requests were sent to 77 local businesses; Rich Products confirmed a \$1,500 sponsorship. A grant request was also sent to Dollar General Foundation for Summer Reading (\$3,000) – pending.
- **Anne Conable, Mary Jean Jakubowski and Joy Testa Cinquino** met with Community Foundation of Greater Buffalo’s Client Relations Directors Kate Masiello and Jane Mogavero to discuss Milestones of Science and possible sponsorships/ donations from Foundation clients.

### 5. Facilities

*Highlights:*

- Work continues in the Launch Pad. New glass doors have been added and shelving removed.
- Work continues at the Crane Branch Library, which received funding from the East Hill Foundation to improve and update its entrance way.

### 6. Staff Development

**Staff Development - February 2015**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	63	128	3	7

*Highlights:*

- On February 27<sup>th</sup>, Human Resources began system-wide annual compliance training on (Anti) Sexual Harassment and Workplace Violence presented by Kantola Productions, LLC. The training is expected to be completed by May 29<sup>th</sup>.
- Staff attended the following development programs presented by the B&ECPL during the month of February: *Safety Data Sheet Training, Adult Content Training, and Kindle Fire Basics*. Other topics presented at the February Managers’- Directors’ meeting included Disability/ Accessibility Services, Project Flight –

Books for Kids Campaign, Citybration and Buffalo Heritage Unlimited and RFID Conversion.

- Staff continued to take advantage of webinar training opportunities in the month of February, including courses on such topics as: *New York State Historic Newspapers* (presented by WNYLRC), *How to Transform a Summer Reading Program Into a Summer Learning Program with STEM* (presented by ALA), *Edelweiss Analytics*, *Too Old for Story Time*, *Chilton Library & Your Free National Car Care Month Toolkit* and *The Golden Age of Gaming: Board Games for Grown-ups*.
- Staff also participated in local training programs including: *Technology and Learning in the Classroom of the Future* workshop and the *Instruction Technology Fair* at the University at Buffalo.

### 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	Library System Announces 2015 Board of Trustees	Sent February 2, 2015; published in the Buffalo News and Business First
Media Release & Media Event	Oliver Wendell Holmes School in Tonawanda Receives Martin Luther King, Jr. "Readers Are Leaders" Honor	February 4, 2015
Interview with Mary Jean Jakubowski	Book lovers rejoice at news of new book from Harper Lee, author of <i>To Kill a Mockingbird</i>	Published in the Buffalo News on February 4, 2015
Media Reminder	Cameras Invited - Take Your Child to the Library Day	Sent February 6, 2015
Interview with Mary Jean Jakubowski	Popularity of Fifty Shades of Grey	Published in the Buffalo News on February 16, 2015
Media Release	"Reading Is Grand" African Storytelling Program at the Merriweather Library in Buffalo Members of Tradition Keepers Share their Family Stories	February 13, 2015; covered by the Buffalo Challenger

Media Alert	Weather related Buffalo closings - Central Library and the Frank E. Merriweather, Jr. Branch Library closed on Sunday, February 15, 2015	Sent on February 14, 2015 for February 15, 2015
Media Release	You Are Here: Buffalo on the Map <i>New Display @ Downtown Library Traces City's Growth since 1795</i>	February 24, 2015
Media Release promoting event on March 3, 2015	Central Library Hosts "Read Across America - Dr. Seuss" Festivities	Sent February 25, 2015; Event covered by Channel 2 and WBFO
Western New York Living Interview - Joy Testa Cinquino and Dr. Geraldine Bard (Project Flight) interviewed	Books for Kids	Channel 2; aired on February 28, 2015
Media Releases (2)	Electrical Fire at E. Clinton Branch Library in Buffalo This Morning	February 24, 2015
Media Release and Media Event	Erie County to Commemorate March as Women's History Month <i>Kickoff Scheduled for March 5 at the Downtown Library</i>	February 26, 2015
CRA (Crane): Elmwood Village Association - Neighborhood Happenings	Storytime Tuesdays	February 6 and 16, 2015
CRA: Buffalo Family Newsletter - Kids Out and About	Storytime Tuesdays	February 17 and 24, 2015
CRA: Buffalo Family Newsletter - Kids Out and About	It's Elephant and Piggie!	February 26, 2015
DUD (Dudley) - South Buffalo News	List of upcoming free programs at Dudley Branch Library	February 25, 2015
The Criterion, pg 10	Black History Events and Programs 2015	January 31 - February 6, 2015

Buffalo News	Free Poetry Competition (sponsored by We Are Women Warriors)	February 1, 2015
Buffalo News	Carter G. Woodson Essay Contest announcement	February 4, 2015
Buffalo News	Discussion about Violence in Buffalo (sponsored by We Are Women Warriors)	February 12, 2015
Riverside Review	Free Tax Assistance; Family Story Time; Upcoming Computer Classes; Children's Programs; "Take Your Child to the Library Day"	February 4, 11, 18 and 25, 2015

**Highlights:**

- February 23<sup>rd</sup> - Rare Book and Map Librarian **Charles Alaimo** and Rare Book Curator **Amy Pickard** were interviewed by reporter Gene Warner of the *Buffalo News* for an article on the current map exhibit, "You Are Here: Buffalo On The Map." The article appeared in the print edition the following day and in the online version that included many extra photographs in a Photo Gallery.
- Grosvenor/Rare Book Room licensed several images to WNED that will be used in a documentary on Buffalo's First Ward airing Monday, March 2<sup>nd</sup> at 8 p.m.
- Library Director **Mary Jean Jakubowski** and new System Trustee Alan Bedenko were named to the *Business First* "Power 250 - Most Influential People in 2015."

**8. Partnerships**

**Highlights:**

- City Branch Managers met with their local officials during "Meet Your Legislator" events planned by the Western New York Library Resources Council:
  - Crane Branch Manager **Patti Foley** met with Danny Corum, Chief of Staff for State Senator Marc Panepinto.
  - Dudley Branch Manager **Joshua Mitch** attended a meeting at NYS Assembly Member Michael Kearn's office.
  - Riverside Branch Manager **Mary Muscarella** met with NYS Assembly Member Robin Schimminger. Also in attendance from B&ECPL were

Grand Island Library Director **Lynn Konovitz** and Town of Tonawanda Library Director **Dorinda Darden** (KNM).

- E. Delavan Branch Manager **Gwen Collier** and E. Clinton Library Associate **Kate Shea** met with Samantha Bobeck, Legislative Analyst for Senator Timothy Kennedy.
  - Niagara Branch Manager **Suzanne Colligan**, Crane Branch Manager **Patti Foley**, and North Park Library Associate **Paul F. Guminski** attended a meeting with NYS Assembly Member Sean Ryan.
- The B&ECPL has been selected amongst 74 applicants to participate in the 2015 Health Happens in Libraries program. **Joy Testa Cinquino** and **Renée Masters** will develop and coordinate community health activities at participating libraries that will establish or deepen local partnerships to bring meaningful health services to their communities. This project is funded by a grant from the Institute of Museum and Library Services, and is managed by OCLC in partnership with ZeroDivide. A Women’s Health Fair is being planned for Wednesday, March 18<sup>th</sup>.

### 9. Planning for the Future

- The Goals & Objectives Committee, comprised of 14 staff members, Library Directors and Library Administration, finalized the draft of the 2015-2016 B&ECPL System Goals & Objectives (G&O); the original draft was presented to the Board of Trustees at their February 19<sup>th</sup> meeting at which time the Board moved to refer the draft G & O’s to the Buffalo Library Services and Planning Committees for input.
- NYLA Legislative Day - (See Introduction)

### 10. Director Activities

#### Meetings and Events:

**LIST of MEETINGS and EVENTS**  
**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**  
**February 2015**

DATE	MEETING / EVENT
February 2, 2015	Meeting - Elevator Project
February 2, 2015	Press Event - African American Read-In

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February 3, 2015	Meeting - Deputy Superintendent Michael Reardon, Erie County Correctional Facility
February 3, 2015	Meeting - Holmes Elementary School
February 4, 2015	Meeting - Advocacy, Phyllis O'Donnell, Trustee Cheektowaga Public Library
February 4, 2015	Meeting - Bill Loges, Reference USA, and Dawn Peters
February 4, 2015	Conference Call - READ Aloud and Buffalo STEM Week
February 5, 2015	Press Conference - Martin Luther King Leaders are Readers Initiative, Holmes Elementary
February 5, 2015	Telephone Interview - Toni Ruberto, Buffalo News, Books to Movies
February 5, 2015	Meeting - Association of Contracting Library Trustees
February 6, 2015	Meeting - Ted Johnson, Frank Housh, Jonathan Schechter, and Oded Rauvenpoor - Re: Fables Café
February 6, 2015	Meeting - Book Donor, Linda Malia
February 6, 2015	Meeting - Building Naming Rights, Anthony D. Mancinelli
February 6, 2015	Meeting - Maria Borowiak and Angela Pierpaoli
February 10, 2015	Presentation - Book Club, Pat Herr, <i>The Snow Child</i> by Eowyn Ivey
February 10, 2015	Conference Call: Public Library Systems Directors Organization (PULISDO)
February 10, 2015	Conference Call: New York Alliance of Library Systems (NYALS)/Public Library Systems (PLS)/Division of Library Development (DLD)
February 11, 2015	Meeting - Managers/Directors
February 12, 2015	Meeting - Administrative Team
February 12, 2015	Meeting - Community Foundation of Greater Buffalo, Kate Masiello and Jane Mogavero - Milestones of Science
February 12, 2015	Meeting - Ted Johnson and Frank Housh
February 12, 2015	Meeting - B&ECPL Board of Trustees Executive Committee
February 18, 2015	Meeting - Library Foundation, Hadley Exhibits - Milestones of Science
February 18, 2015	Meeting - BPS STEM Week and READ Aloud
February 18, 2015	Conference Call - Jaeckle Fleischmann; Lauren Suttell, Mike Hickey
February 19, 2015	Meeting - NYLA Legislative Day Team - Planning
February 19, 2015	Meeting - B&ECPL Board of Trustees
February 23, 2015	Meeting - Susan McClaren, Esq., Webster Szanyi, LLP
February 23, 2015	Conference Call - Bernie Margolis, NYS Library
February 25, 2015	NYLA Legislative Day - Albany, NY
February 26, 2015	Meeting - Crane Branch Library, Patti Foley and Andrew Mills

February 26, 2015	Meeting - Jack Connors and Joy Testa Cinquino - Business Hall of Fame
February 26, 2015	Media Event - Books for Kids Kick-off
February 27, 2015	Meeting - E. Clinton Branch Library - On-site, Ken Stone and Linda Rizzo

**Other:**

**Contracting Member Library Activity Reports**

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

Highlights of events and activities at the Eden Library:

- “Tuesday Tea & Downton Abbey” resumed for season 5 of the popular show. Ladies gather to enjoy a variety of teas with their brown bag lunches, and discuss weekly episodes.
- Therapy dog “Sinatra” returned for another session of “Paws for Reading” with members of the Boys & Girls Club sharing books with him.
- Yarn Club members continue their charitable work, focusing on local veterans’ groups and donating over **3,400** items to date!
- Local author Christina Abt discussed her new novel *Crown Hill: A Novel of Love, Life and the Afterlife*.
- Local artist Mary Ellen Bossert completed a 4-panel mural in the children’s area entitled “The World We Live In.” The project was funded through the generosity of Erie County Legislator John Mills and his annual hot dog roasts. An appreciation reception will be held on March 23<sup>rd</sup>.
- Looking Ahead –
  - 2 new laptops and 3 power bars funded by a “bullet aid” grant from State Senator Patrick Gallivan
  - Spring Used Book Sale April 22 – 25
  - Annual Family Picnic & Hot Dog Roast July 22<sup>nd</sup>

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

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

- Despite our never ending winter season, the Grand Island Memorial Library offered a variety of programs to the community.
- January featured a sold out one-on-one eReader session. Staff from the B&ECPL TechKnow Lab instructed patrons with tips on how to best utilize their eReader for downloading eBooks.



- February starred the “creatures” from the Aquarium of Niagara Touch Tank during the school break. This program was so popular the library had to offer a second session to accommodate the large crowd.
- Continuing throughout the winter are the preschool story hours and toddler programs for children. A small but active teen book club also meets monthly throughout the year. Adult programs include a new knitting club and the Monday night book club.
- Coming attractions in March will be the Friends of the Library “Spring Book Sale” on March 27<sup>th</sup> and 28<sup>th</sup>. This gift book sale runs Friday (27<sup>th</sup>) from 5-8 and Saturday (28<sup>th</sup>) from 10-3. As always, we appreciate the efforts of the *Friends of the Library* in raising funds for our library.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on March 4, 2015. In moving forward on the development of the Milestones of Science (MOS) exhibition, plans have been put together for a donor preview event at the very beginning of October. The public opening for the MOS exhibit has been moved back by one week to October 4<sup>th</sup>. Since the Foundation last met, they undertook an RFP process for the construction of the cases and physical elements that create the MOS exhibit and Hadley Exhibits, Inc. was selected. Work will begin shortly with designer/coordinator Scott Wood.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Ms. Jakubowski reported the Library has been notified that ACT liaison Suzanne Jacobs, also President of the Lancaster Public Library Board of Trustees, will be unable to attend future System Board meetings as their board meetings conflict this year; a new liaison will be solicited at the next ACT meeting. Trustees were reminded of the 2015 ACT Workshop on March 21<sup>st</sup> at the Central Library.

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

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

Agenda Item K – New Business. Assistant Deputy Director Joy Testa Cinquino reminded trustees that for 24 hours, beginning today, the *Buffalo Niagara’s Day of Giving – Spring it On!* online fundraising initiative was taking place hosted by the United Way. The Library is one of nearly 200 local organizations with a special webpage dedicated to the *Bucks for Books* campaign with donations going towards the purchase of new reading materials system-wide. She was excited to report prior to the start of the Board meeting, the Library was in the top five at \$2,315 in donations, exceeding its goal of \$1,000. Ms. Testa Cinquino thanked several Board members and staff in the room who had already donated. In addition, she formally thanked System trustees for donating to the Library in 2014 – pointing out 100% Board donation participation.

There being no further business, on motion by Ms. Panty, seconded by Mr. Amodeo, the meeting was adjourned at approximately 4:46 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary