

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
July 16, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, July 16, 2015, at the West Seneca Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair
Frank Housh, Vice Chair
Kathleen Berens Bucki, Secretary
Rhonda Ricks, Treasurer
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Phyllis A. Horton
Sharon M. Kelly
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Ted Johnson called the meeting to order at 4:00 p.m. in the meeting room of the West Seneca Public Library. A quorum was present. Mr. Johnson thanked West Seneca Public Library Director Kathy Goodrich for hosting the meeting.

Agenda Item B – Approval/Changes to the Agenda. Trustee Panty motioned to amend the agenda to proceed with all action items first for personal time constraints. Trustee Bedenko provided the second, and the motion carried.

Agenda Item C – Minutes of the Meeting of June 18, 2015. On motion by Trustee Burd and a second by Trustee Vincent, the Minutes were approved as mailed.

Agenda Item D.1 – Intermit August Meeting. Chair Johnson introduced Resolution 2015-17 and entertained a motion to intermit the August Board meeting. Trustee Berlow moved and Trustee Horton seconded. Approval was unanimous.

RESOLUTION 2015-17

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2015, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2015 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

With the August 20, 2015 Board meeting cancelled, Policy Committee Chair Elaine Panty requested the August 20th, 5:15 p.m. Policy Committee meeting be moved in its place to 4 p.m. Notice will be sent out.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – 2016 Proposed Budget Guidance. Deputy Director – CFO Kenneth Stone announced 2016 budget instructions are expected to be released from Erie County Friday. Once received, the B&ECPL's budget would be prepared following the recommended guidelines as proposed in Resolution 2015-18 below. Trustee Panty made a motion, Trustee Vincent seconded, and approval was unanimous.

RESOLUTION 2015-18

WHEREAS, the Library anticipates receiving Year 2016 budget instructions from the Erie County Budget Office on or about July 15, 2015, with budget requests due to the Erie County Budget Office no later than August 14, 2015, which is before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, budget preparation and review alternatives were discussed by the Board's Executive Committee, and

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2016 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines and submitting the request to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to complete the 2016 budget request utilizing the following criteria:

- Assume County funding is consistent with the County's 2014-2017 four-year plan which estimates no change in the tax rate and 2.0 percent tax base growth. Under these assumptions, 2015's Library Tax Levy of \$23,013,857 would grow to \$23,474,134; and
- Incorporate the cost impact of the January 1, 2016 scheduled New York State minimum wage increase of \$0.25 per hour; and
- Incorporate the increased costs of contracted bargaining unit agreements and for unrepresented personnel pursuant to previously approved Board resolutions along with rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize the public service provision in budget adjustments needed to balance the 2015 budget request, and
- Submit for County funding consideration a progressive series of service improvement options for 2016 and beyond developed in cooperation with System and contracting library leadership and trustees that will allow the Buffalo & Erie County Public Library System to successfully meet evolving community needs within the context of constrained Erie County resources, and, be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow.

Trustees Wisbaum and Housh arrived at 4:04 p.m. and 4:05 p.m. respectively.

Agenda Item J – New Business.

Agenda Item J.1 – RFP Award: Next Generation Integrated Library System. Deputy Director - COO Carol Batt introduced Resolution 2015-19 which unanimously recommends a contract be awarded to SirsiDynix. Trustee Horton moved, Trustee Vincent seconded, and approval of Resolution 2015-19 as presented was unanimous.

RESOLUTION 2015-19

WHEREAS, the Integrated Library System (ILS) which supports circulation functions, the patron database, the online catalogs and various statistical reports is vital to the function of the Buffalo & Erie County Public Library (B&ECPL), and

WHEREAS, it is important that the Library monitor technology to ensure that quality products and services are being provided in the most cost-effective manner, and

WHEREAS, after general industry assessment and in accordance with B&ECPL 2012-2014 Organizational Competency Initiative 11.4 (by June 30, 2014, develop action plan and timeline to acquire and implement a new integrated library system, if necessary and cost effective), it was determined that this was the appropriate time for the B&ECPL to fully evaluate and potentially procure an alternative Integrated Library System (ILS), and

WHEREAS, a formal Request for Proposal for a Next-Generation Integrated Library System and Related Services (RFP #1437VF) was issued December 5, 2014 and 3 industry-standard vendors, Innovative, SirsiDynix, and The Library Corporation (TLC), submitted proposals in response to the RFP, and

WHEREAS, a Library review committee working with contracted Project Consultant Rob McGee of RMG Consultants, Inc., analyzed the overall proposals and determined that all 3 vendors met minimum requirements, rated high enough to warrant further evaluation, and should be given the opportunity to demonstrate their products on-site to B&ECPL staff, and

WHEREAS, staff Task Forces were formed to assist with the evaluation, and extensive reference checks were performed, and

WHEREAS, in addition to the on-site demonstrations, the vendors were issued a "Request for Best and Final Offers (RBFO)" that allowed the Library to request clarification and ask additional questions and afforded the vendors the opportunity to refine their pricing and positions, and

WHEREAS, the committee members continued analysis and again assigned a point value to 16 key evaluation criteria outlined in the RFP and the lowest scoring response was dropped narrowing the finalist field to 2 vendors, SirsiDynix and The Library Corporation (TLC), and

WHEREAS, during the final phase of analysis, Request for Clarification (RFC) e-mails were sent to SirsiDynix and The Library Corporation (TLC) to clarify the B&ECPL's test server requirements, provide vendors the opportunity to reconsider previously submitted pricing, and provide the Library with a methodology to best compare the overall cost proposals, and

WHEREAS, B&ECPL staff visited a sampling of library systems using the proposed products, conducted additional reference phone calls, and participated in vendor webinars, and

WHEREAS, the committee members then again assigned a point value to 16 key evaluation criteria outlined in the RFP and the highest scoring proposal was from SirsiDynix, and

WHEREAS, SirsiDynix proposed the most cost-effective financial package meeting Library specifications over a 5-year period and annual maintenance costs would be significantly reduced from current rates, and

WHEREAS, additional products will be added to complement the ILS and provide an improved end-user (customer) experience, including the Enterprise Discovery Service which will replace the Library's current Vufind open source public Catalog and supports expansive search capabilities for more relevant results, as well as the Ebsco Discovery Service (EDS) which will provide a streamlined single search integrated into the online Catalog spanning databases along with the physical and digital Catalog holdings, which will eliminate the need for patrons to perform 2 separate searches to query the databases and Catalog, and

WHEREAS, SirsiDynix implied costs are significantly lower than The Library Corporation (TLC); including no need for overall policy development and/or major data migration, minimal staff training, and the retention of expertise and significant knowledge-base that has been acquired over the past several years, and

WHEREAS, after the conclusion of this exhaustive 6-month analysis, the review committee unanimously recommended that a contract be awarded to SirsiDynix, and

WHEREAS, as the Library's current vendor, SirsiDynix has provided a secure, functional product that has performed with no unanticipated downtime over the past several years and the B&ECPL is confident in the company and their new BLUEcloud Suite of products and web-based services, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director and/or her designee(s) to prepare the necessary documents to implement the resulting contract on a timely basis with SirsiDynix to provide Next-Generation ILS products and related services, and be it further

RESOLVED, that in the event that contract negotiations with SirsiDynix does not result in a fully executed agreement, the Director and/or her designee(s) would be authorized to negotiate and execute an agreement with the next highest rated proposer, The Library Corporation (TLC).

Agenda Item J.2 – RFP Award: System Database Packages RFP #1506VF. Resolution 2015-20 was sent to trustees via e-mail prior to the meeting and hard copies were

available at the meeting. Assistant Deputy Director of Public Services Dawn Peters introduced Resolution 2015-20 as presented below. Trustee Vincent moved for approval. Trustee Burd seconded. Chair Johnson inquired if there was a cost increase from the past. Ms. Peters reported the current mix of subscriptions from the vendors totals \$303,176.17; first year costs for the new mix of the enhanced and upgraded databases from these vendors would be \$319,247.00, which amounts to an increase of approximately \$16,000.00 for an improved set of reference databases. There being no further discussion, Resolution 2015-20 was approved unanimously.

RESOLUTION 2015-20

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) provides our communities with database products and related digital content that address a variety of information needs for youth and adults, and

WHEREAS, the Library issued a Request for Proposals (RFP) for the purpose of receiving proposals to provide access to databases and digital content, and

WHEREAS, the Library received and thoroughly reviewed 17 submitted proposals, including completeness of the response, references, demonstrated ability, cost and support, and

WHEREAS, funding for electronic databases is a regular component of the library materials budget line of the operating budget and sufficient funds are available to accommodate these purchases, now therefore be it,

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into agreements to procure the following database products/services:

1) EBSCO database subscriptions: Reference Database for High School and Adults, MasterFILE Premier, Reference Materials for K-8, Primary Search, Novelist K-8 Plus, Novelist Plus, MAS Ultra-School Editions, Middle Search Plus, and History Reference Center database, with first year costs of \$95,600, with a 2% increase for year 2 and no more than a 3% increase for the third year of the subscription; and

2) Gale database subscriptions: Chilton Library, Biography in Context, Literature Resource Center, Science in Context, and Small Business Resource Center, at a cost of \$60,657 for each of the next 2 years with an increase to \$64,223 for the third year of the subscription; and

3) InfoGroup's subscriptions: ReferenceUSA, Canadian Business, Canadian White Pages, Data Visualization/charts/graphs, and Heat Maps at a cost of \$79,800 for each of the next 3 years; and

4) Mergent Online subscription: at a cost of \$21,985 for each of the next 3 years; and

5) NewsBank subscription: Access World News – Local and World Wide database, at a cost of \$40,430 in year 1; \$42,895 in year 2 and \$44,180 in year 3; and

6) World Book Online subscription: World Book Online Public Library Edition including World Book Kids for Young Children, Info Finder, and the Spanish Enciclopedia Estudianti Hallazgos, at a cost of \$20,775 for each of the next 3 years.

This concluded action items; the meeting proceeded with information items on the agenda, with the Report of the Chair to take place at the conclusion of the meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Housh conveyed the West Seneca Public Library is his hometown library, pointing out the meeting is taking place in the only publicly available meeting room, further evidencing the need for an expansion. Mr. Housh moved the following written report of the July 9, 2015 Joint Meeting of the Executive Committee and Budget & Finance Committee be entered into the Minutes. Trustee Bedenko made a second. Approval was unanimous.

Present: Executive Committee Chair Ted Johnson; Committee members Michael Amodeo (also member of Budget & Finance Committee), Sheldon Berlow, and Frank Housh; and Budget & Finance Committee Chair Dr. Rhonda Ricks. Also present were Library Director Mary Jean Jakubowski, Deputy Director – CFO Kenneth Stone and Assistant Deputy Director (ADD) Dawn Peters.

The Joint Meeting of the Executive Committee and Budget & Finance Committee began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum of both Committees was present.

The agenda including proposed resolutions for the July 16, 2015 B&ECPL Board of Trustees meeting was reviewed.

Director Jakubowski noted the ILS System review has been completed and proposed Resolution 2015-19 addresses the review committee's findings and recommendations. Discussion ensued.

ADD Peters briefly explained proposed Resolution 2015-20 RFP Award: System Database Packages; Chair Johnson requested she be prepared to speak

about current year pricing, what is being recommended and the costs of such services.

CFO Stone discussed 2016 budget guidance, noting the Library is waiting on instructions from the County Budget Office, including projected utility rates. He expects this information to arrive shortly. Discussion ensued.

Chair Johnson noted his interest in rebranding the B&ECPL and feels it is critical that all libraries in the System work together on this. He will speak with the Association of Contracting Library Trustees (ACT) regarding a rebranding effort.

The meeting adjourned at 5:00 p.m.

Trustee Berens Bucki arrived at 4:13 p.m.

Trustee Panty inquired as to the status of the sewer problems at the Central Library. Mr. Housh reported this is being addressed at a cost of approximately \$250,000. He explained the high cost is due to having to adhere to NYS D.O.T. requirements for shutting down a major thoroughfare. Oak Street behind the Central Library will be shut down over several weekends for repair work to take place. Ms. Jakubowski anticipates the work to begin at the beginning of August; there is still some detail work to be completed.

Agenda Item E.2.b – Monthly Financial Report. The financial report for the period ending May 31, 2015 was included in the board packet as an informational item. CFO Stone reported the Library is operating within budget.

Agenda Item E.3 – Building Oversight Committee. Trustee Berlow, Chair of the Building Oversight Committee, reported the Committee met June 29, 2015 at the Marilla Free Library to discuss a building expansion project they are looking into. A color handout of the proposed project was distributed to trustees. Mr. Berlow summarized the Committee's acknowledgment that the Marilla Free Library is in need of more space and encouraged the Marilla Free Library to proceed along the track, knowing they have yet to face matters of fundraising and construction issues; he added, they are very enthused and very determined. The System is available to help them along with this process and the Committee encouraged the Marilla Free Library to contact other libraries that have already been through the process. The Committee also cautioned the Marilla Free Library, the goal is for any expansion to be net neutral from a cost point of view. The following written report of the June 29, 2015 meeting was requested to be entered into the Minutes.

Present: Building Oversight Committee Chair Sheldon Berlow; Committee member Rhonda Ricks, PhD; Buffalo & Erie County Public Library (B&ECPL) Board Chair Ted Johnson; and System Library Director Mary Jean Jakubowski. Also present were Marilla Free Library Board President Martha Mummery; Trustees Dorothy Miller, Jim Tait and Jay Walkowiak; and Library Director Shannon Jakubowski.

The meeting began at 6 p.m. in the meeting room of the Marilla Free Library located at 11637 Bullis Road, Marilla, NY. A quorum was present.

Committee Chair Sheldon Berlow thanked everyone for being in attendance. The meeting was held at this location as the Marilla Free Library Board is interested in expanding their library.

A tour of the library was given. Todd Audsley, Architect from SmartDesign of Batavia, NY, guided the group through the proposed expansion.

Discussion ensued. Renderings were shared and a basic floor plan reviewed. The Marilla Free Library Board of Trustees discussed their interest in moving forward. As they are a free association library with the building being owned by the Association, they are responsible to raise the funds needed for the expansion project. A very rough estimate of \$867 thousand was given. Architect Audsley asked if the B&ECPL could commit to a portion of the funding. Committee Chair Berlow noted the B&ECPL cannot make a specific commitment as construction grant funding availability is dependent on the number of "asks" for a portion of the funds available. Director Jakubowski commented current NYS Construction Funds available to the B&ECPL are approximately \$642 thousand for 37 libraries. Chair Berlow encouraged the group to raise the entirety of what is needed for the project noting they should apply for the construction grant funds when ready to do so.

Following discussion, suggestions were made by the B&ECPL Committee members and Director Jakubowski to contact the Hamburg Public Library Board of Trustees who recently completed a construction project and the Clarence Public Library Board of Trustees who successfully raised funds for a new building in 2001. In addition, it was suggested the library be in contact with the Town of Marilla, local businesses, and friends of the library. Director Jakubowski also noted the B&ECPL's Development Department is available for additional suggestions and guidance.

A brief discussion regarding operational cost neutrality took place.

Committee Chair Berlow, speaking on behalf of the Committee, encouraged the Marilla Free Library to move on in the process toward expansion of the library – particularly in fundraising and communication with the Town of Marilla, local businesses, etc. Committee Chair Berlow further asked the Marilla Free Library Board of Trustees to keep the System Board of Trustees abreast of the fundraising progress and, as the library gets closer to the goal of expanding, represent the plans, etc. to the System Board of Trustees.

The meeting concluded at 7:45 p.m.

Trustee Ricks arrived at 4:23 p.m.

Agenda Item F – Report of the Director. Director Jakubowski shared with trustees that 22,000 “We’ve Missed YOU!” post cards were sent out to individuals who have not used their library cards for a period of 3 years, reminding recipients of all the great services provided by the B&ECPL.

A marketing advertising promotion for the Library’s *Read Aloud 15 Minutes - Every child. Every parent. Every day.* was included in Valpak of Western New York, Inc. It included the names of all libraries and telephone numbers.

A thank you note and pictures from the John T. Waugh Elementary School, which was part of the 2015 Martin Luther King Literacy Initiative award program done jointly with Project Flight, were passed around for trustees to view.

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

B&ECPL Monthly Report

June 2015

East Clinton Branch Library Reopens – The East Clinton Branch held its Grand Reopening Ribbon Cutting Ceremony and Reception Monday, June 15th. A crowd of more than 40 joined Buffalo Branch Manager **Linda Rizzo**, East Clinton Branch Manager **Kate Shea**, and this writer in the ribbon cutting along with Erie County Executive Mark Poloncarz, Erie County Legislator Patrick Burke, and Lovejoy District Common Council Member Richard Fontana, and several members of the Kaisertown Coalition. The East Clinton Branch reopened after 4 months of repairs and upgrades following an electrical fire in late February. The Buffalo & Erie County Public Library (B&ECPL) Administration wishes to express its sincerest thanks to the City of Buffalo’s Common Council, City of Buffalo Commissioner of Public Works, Parks and Streets Steven Stepniak and his staff, B&ECPL’s Maintenance, Shipping, Network Support,

Graphics and Printing Departments and Buffalo Branch staff for all of their hard work and efforts to reopen the branch. A special thanks to the residents of Kaisertown for their patience, understanding and support.

Maker Faire – Representing the Central Library’s Launch Pad, TechKnow Lab Librarians **Kara Stock** and **Jordan Smith** staffed a table at the *2nd Annual Buffalo Mini Maker Faire* at the Buffalo Museum of Science. Over 275 people stopped by the Library’s exhibit to build a robot using Cubelets, and experiment with our MaKey MaKey Play-Doh piano and Google Cardboard VR (virtual reality).

Visit Buffalo Niagara – On June 9th, this writer, Development and Communications Officer **Joy Testa Cinquino**, along with Rare Book Curator **Amy Pickard** met with Visit Buffalo Niagara’s CEO/President Patrick Kaler and President of Marketing Ed Healy. Ms. Pickard showed rare books from the Milestones of Science Collection to develop interest in the upcoming “Books That Shook the World” exhibit. In addition, the group visited and experienced the Central Library’s Launch Pad.

Summer Reading Kick-off – The media event for the Library’s annual Summer Reading Kick-off took place June 10th at the downtown Central Library with the public kick-off occurring June 13th. This year’s theme *Every Story has a Hero* is sure to bring excitement and adventure. Kick-off events included entertainment by the Hill Brothers, where 40 students from the Bennett Park Montessori School sang and danced to songs about reading and visiting the Library. The group was joined by *Reada Book*, the Library’s mascot. Presentations were made by Earth Spirit Educational Services, who brought (live) reptiles and amphibians found in the WNY area. Children’s Services staff spoke about the importance of reading throughout the summer to maintain learning skills, develop vocabulary and acknowledge that reading is fun!

B&ECPL at Canalside and Larkin Square – The Library is well represented at Canalside this summer with 2 locations: the Library’s Read Box will be located at Buffalo News’ *NewsRoom at Canalside* and our Children’s Programming Services Team will be located next to SharkGirl, Tuesdays 11 a.m. to 1 p.m. through September 1st. On June 23rd, Librarians **Kara Stock** and **Andrew Maines** staffed a table at *Larkin Square’s Food Truck Tuesday*. The Library’s MaKey MaKey Play-Doh piano helped grab the attention of passersby and many were interested to know that the Central Library offers free one-on-one training for our 3D printer. See the Library again at Larkin Square Tuesday, July 21st and Tuesday, September 8th. Library card registration is a new service available at these locations this year.

Lincoln at the Library Continues – On June 30th at the Central Library, United States Postal Service representatives presented and cancelled mail with a special Lincoln 150 Funeral Train Pictorial Postmark commemorating the event in front of the Gluck

Lincoln Display located in the front of the building across from the MakerSpace. Many philatelists participated.

Monthly Programming Statistics - June 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	84	1048	1775	20388
Children (age 6-12)	116	738	1978	10365
Teens	121	638	969	2629
Intergenerational	72	454	2398	13965
Adults (excludes Technology)	269	1720	1478	16924
TOTAL In Library Programs	662	4598	8598	64271

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	11	88	35	303
System or Library-owned Cyber Train	23	134	151	947
One on One	69	293	238	556
TOTAL Adult Technology	103	515	424	1806

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	34	170	1307
Children (age 6-12)	30	52	1590	2973
Teens	0	2	0	121
Intergenerational	12	29	1277	4216
Adults (excludes Technology)	9	56	154	2380
TOTAL Outreach (out of Library)	53	173	3191	10997

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	31	36	542	606
Children (age 6-12)	49	53	1026	1102
Teens	53	66	607	748
Intergenerational	23	28	1226	1293
Adults	2	5	23	63
TOTAL Summer Reading Programs	158	188	3424	3812

Highlights:

- June 11th – Information Services and Outreach Librarian **Renée Masters** presented at an OCLC/WebJunction sponsored webinar, *Health Happens in Libraries: Launching Community Conversations with Local Health Data*. Attendees learned how the B&ECPL has built awareness, partnerships and services in support of community health, using local data and networks. The live webinar was attended by 98 from around the country. The webinar has been archived at <http://www.webjunction.org/events/webjunction/launching-community-conversations-local-health-data.html>.
- The entire Frank A. Sedita Academy 2nd grade (4 classes) visited the Crane Branch Library on Friday, June 12th. Branch Manager **Patti Foley** shared information with them about our summer reading and fun programs planned at the branch this summer. Following a story, the students were allowed to choose books and check them out with their new library cards. The Frank A. Sedita Academy was a recipient of a 2015 Martin Luther King (MLK) Initiative award from Project Flight. The school received a donation of 2,000 books. More than 85 library cards have been issued under the MLK Initiative.
- June 18th – As part of the NYS Library Division of Library Development Adult Literacy Grant, **Andrew Maines** conducted a resume writing workshop for 38 inmates located at the Gowanda Correctional Facility.
- June 23rd – **Amy Pickard** and Rare Book and Map Librarian **Charles Alaimo** participated in the tour and presentation for members of the Aurora Women's Club. Members were provided with a tour of the Mark Twain Room, the *You Are Here: Buffalo on the Map* exhibit, the Grosvenor Room by Charles, and then a presentation of rare books by Amy. The group was also given a hands-on experience in the Launch Pad to their delight as well. All of the members were engaged and enthusiastic.

2. Collection Development

Collection Development – June 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	5,468	25,274	266	1,789	520,521
Young Adult Print	1,315	4,502	90	508	70,889
Adult Print	5,767	31,855	714	4,309	1,877,100
Media	5,206	30,573	452	3,210	490,252
Other*	3,344	21,538	17	58	178,242
Subtotal	21,100	113,742	1,539	9,874	3,137,004

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	359	2,920	226	1,063	29,642*
Music (Freegal)	NA	NA	NA	NA	Unlimited SONY Library
e-Audiobooks	104	403	45	161	8,139
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	463	3,323	271	1,224	38,151

*Includes 428 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	463	3,323	271	1,224	38,151

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	502	4.6%	502	65.3%
Staff Initiated	91	0.0%	91	75.8%

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

Highlights:

- A total of 30,873 eBooks circulated to patrons in June; 717 patrons downloaded a total of 8,212 titles.
- In June, 692 unique visitors from 10 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).

3. Technology**Technology – June 2015**

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	368,278	2,609,970
Online Catalog	173,555	1,685,965

Social Networking:

	Monthly Activity ¹	YTD Activity	Monthly Audience ²	Total Audience	Monthly Engagement ³	YTD Engagement
Facebook	110	673	72	5,667	2,457	17,581
Flickr	62	499	-	52	11,099	111,607
Instagram	28	180	35	317	535	2,980
Pinterest	80	441	21	1,108	699	3,667
Tumblr	8	63	7	81	7	49
Twitter	158	926	113	7,778	1,326	5,651
YouTube	-	4	1	105	925	6,428
Total	446	2,786	249	15,108	17,048	147,963

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of new followers

³Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

June Social Networking Highlights:

- **Social Media Celebrates Summer Reading:** Summer Reading launched in June with the theme *Every Hero has a Story*. The B&ECPL's social networking specialists sprang into action to promote the programs, performances, incentives and contests associated with the season, along with summer reading suggestions. The kick-off event was captured in a Flickr album with 12 photos that have

gained a total of 700+ views! The album can be viewed here:
<https://www.flickr.com/photos/buffalolibrary/sets/72157654624951742>



Highlights:

- **ILS RFP Project Progress:** The B&ECPL ILS Evaluation Team has completed analysis of the proposals that were received in response to Library Request for Proposal (RFP) #1437VF Next-Generation Integrated Library System (“NGS”) and Related Services. A vendor recommendation, following final analysis of the 16 key evaluation criteria outlined in the original RFP, has been submitted to the Library Director and Chief Financial Officer for final review. The Evaluation Team which included **Kelly Donovan** (Project Manager), Chief Operating Officer **Carol Batt**, IT Administrator **Steve Hovey**, Assistant Deputy Director **Dawn Peters**, **Jennifer Childs**, **Maureen McLaughlin**, and **Angela Pierpaoli**, along with 22 other staff Task Force members representing all areas of B&ECPL operations, working with Library Consultant Rob McGee, helped evaluate the vendors and vendor products. It is anticipated that a recommendation will be made to the Board of Trustees at its regularly scheduled meeting on July 16, 2015.
- Technical Service/Technology Support Manager **Maureen McLaughlin** worked with **Steve Hovey** to develop an online library card application that can be used at off-site events to facilitate card registration. A procedure for registering new B&ECPL cardholders at offsite programs and events was implemented in June. It is a hybrid process that makes use of 2 laptop computers and a Wi-Fi hotspot and was developed as a gap measure in anticipation of a streamlined mobile registration application.
- Web filtering software, required by the Children’s Internet Protection Act (CIPA), was upgraded to a new product called Lightspeed Rocket. Upon market research, **Steve Hovey** identified this quality product that ensures CIPA-compliant filtering based on a comprehensive education-specific database and

granularly customizable policies. It replaces Websense software at a significantly reduced cost.

4. Funding/Fundraising

Funding:

- Library System Board of Trustees Chair Ted Johnson, Chief Financial Officer **Kenneth Stone**, and this writer presented a mid-year budget report to the Finance and Management Committee of the Erie County Legislature on Wednesday, June 17th. The Library noted it is running within budget and expressed concerns about the volatility of retiree medical costs overall and the potential for increased expenditures.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
YTD Annual Campaign including appeals, donations, grants, etc.	January 1 - June 30, 2015	\$56,012.00
Crane Book Sale	June 15 th	\$755.00
Crane Donation Box	June 15 th	\$35.00
Central Library Borrower Services Donation Box	June 1 - June 30, 2015	\$46.00

Highlights:

- Library System Board Chair Ted Johnson, Library Director **Mary Jean Jakubowski**, and Assistant Deputy Directors **Joy Testa Cinquino** and **Dawn Peters** met with a representative from the Cullen Foundation regarding a pending Milestones grant request. A tour followed by staff members of the Grosvenor Room and Launch Pad.
- Members of the East Hill Foundation Board and staff, providers of a \$15,000 grant for upgrades at the Crane Branch Library in Buffalo, were impressed with the work done after taking a tour of the library guided by System Director **Mary Jean Jakubowski**, Buffalo Branch Manager **Linda Rizzo** and Crane Manager **Patti Foley**. Improvements included a new display case, new outside benches, tiling, paint and new signage.
- Tickets are on sale for the Friday, August 28th *Library Night @ the Bisons* for \$12; call **Maureen Germaine** at 858-7197.

- Grants were written in June for:
 - Cullen Foundation, \$25,000, Milestones of Science – pending
 - Best Buy Foundation, \$5,600 for Launch Pad, MakerSpace – pending
 - Canalside – 4th of July programming - approved \$250
- The Library has been awarded a \$3,000 “Latino Americans: 500 years of History” grant provided by the National Endowment for Humanities and American Library Association.

5. Facilities

Highlights:

- An emergency declaration was given by the County Executive regarding required work on the partially collapsed sewer behind the Central Library. Maintenance Supervisor **Chip Campbell** is working with the County on this matter. The declaration included up to 3 sanitization cleanings in the Central Library’s Boiler Room. The first of the 3 cleanings has been partially completed allowing the library’s freight elevator to be put back into service.

6. Staff Development

Staff Development - June 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	79	1,389	1	16

Highlights:

- A total of 17 different webinars were viewed by staff in June from throughout the B&ECPL System including: *The Facebook Reach Problem* (presented by American WNYLRC); *Diversity: Working Well with Others* (presented by BizLibrary); *Beyond Book Sales: Practical Ideas for Raising Funds for Your Library* (presented by WebJunction); *Bibliographic Templates in BLUEcloud Cataloging*, a Tips & Tricks Webinar (sponsored by SirsiDynix); *Workforce Literacy: Supporting Job Seekers in Your Community* (sponsored by WebJunction); and *Getting Started with STEAM* (sponsored by NYLA MSRT).



- Forty-seven employees attended the staff wellness fair on June 24th at the Central library. Staff members were able to check their blood pressure and cholesterol, receive a chair massage, and talk with BlueCross BlueShield and Emblem Health representatives. Special guest Toma Dobrosavljevic, winner of the 2014/2015 *The Biggest Loser* television show, greeted staff and gave encouragement for healthy living.
- The B&ECPL delivered *Interacting with Emotionally Disturbed Persons: Learning to Use Verbal De-Escalation for Positive Results*. The program was presented by Officer Genevieve Rak of the Buffalo Police Department and was attended by 26 staff members from the Central, Buffalo branch and contract libraries.
- Programs and conferences attended by staff include: the 2015 American Library Association Annual Conference in San Francisco, CA, attended by Deputy Director - Chief Financial Officer **Ken Stone**, Assistant Deputy Director - Public Services **Dawn Peters**, Amherst Public Library Director **Roseanne Butler-Smith** and Librarians **Danielle Burning**, **Renee Masters** and **Angela Pierpaoli**; Mr. Stone, Ms. Peters and Ms. Pierpaoli also participated in the June 26th preconference workshop, *PLA's Project Outcome Launch*, sponsored by the Public Library Association. Assistant Deputy Director - Development and Communications **Joy Testa Cinquino** attended a Buffalo Billions Grant workshop at D'Youville College; Librarian **Sue Cutrona** (Grosvenor Room) attended the Photographic Process Identification workshop presented by RIT and the Image Permanence Institute; **Sara Edwards** (Audubon) attended NYSLAA's Annual Conference in Corning, NY; Technology Support Librarian **Angela Pierpaoli** participated in *Community Engagement and Assessment*, a Practical Library Assessment webinar sponsored by NY3Rs Association; Collection Development Manager **Kelly Donovan** viewed *Master Search Tools in ipage*, a webinar sponsored by Ingram on June 24th.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event, Media Release and Cameras are Invited Release. Director Jakubowski was interviewed.	Summer Reading Kick-off, Summer Reading 2015 @ Buffalo & Erie County Public Libraries, Every Hero Has a Story	June 10 th - Attended by WBEN radio, WBFO radio and Channel 4. Covered also in the Buffalo News.
Media Release and Program	Stamp Collectors Event Commemorates 150 Year Anniversary of President Abraham Lincoln's Death <i>Central Library Hosts Postmark Stamping with US Postal Service</i>	June 11 th - Published in the Buffalo News
Media Release and Media Event. Director Jakubowski was interviewed.	Library, Closed Since February Because of a Fire, Reopens on Monday, June 15 @ 12 noon Repairs Complete @ East Clinton Branch Library	June 12 th - Event was June 15 th . Covered by The Buffalo News, YNN and Channel 2.
E-mail Invite	Upcoming Library Job Fair @ the Central Library - free to participate	Sent June 16 th
Media Release	East Hill Foundation Provides Library Grant - Buffalo's Crane Branch Library receives \$15,000 for interior & exterior upgrades	Sent June 17 th
Media Invite	2015 Winner of the Biggest Loser Race @ Library Today - media & photographers invited	Sent June 24 th
Crane: Elmwood Village Association - Neighborhood Happenings	Crane Branch summer programs and reading	June 29 th
East Clinton (ECL): WGRZ (Channel 2)	ECL's reopening	June 15 th
ECL: Time Warner Cable News	ECL's reopening	June 15 th
ECL: Buffalo News	ECL's reopening	

Niagara Calendars sent to local government officials and agencies	Various	
North Park: Family Magazine	Free Tax Assistance; Family Story Time; JJ the Therapy Dog; Super Hero Training Camp; Summer Reading Contests; Zoomobile	
Riverside Review	Programs	June 3 rd , 10 th , 17 th & 24 th

8. Partnerships

Highlights:

- June 18th – **Amy Pickard** provided a tour to Albright-Knox Art Gallery docents of the Mark Twain Room and the map exhibit; after which, the group was shown materials of interest from the Grosvenor Room and from the Rare Book Collection.
- June 22nd – **Renée Masters** spoke with Liese Ness, Community Coalition Coordinator for the Erie County Health Department (ECHD), regarding ways the B&ECPL can help the department's efforts to collect survey data for the Community Health Assessment. The Community Health Assessment sets the direction for public health initiatives throughout Erie County. Collection of survey data is essential for identifying the health issues and trends impacting this community. The ECHD has recognized that public libraries are important community gathering places and therefore an ideal partner for effective survey data collection.

9. Director Activities

LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

June 2015

DATE		MEETING / EVENT
June 1, 2015	Meeting - Dudley Branch Library	
June 1, 2015	Meeting - Joy Testa Cinquino	
June 2, 2015	Meeting - Councilman Joseph Golombek, Jr. - North District	
June 3, 2015	Meeting - B&ECPL Elevator Project	

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June 3, 2015	Workshop - Consolidated Funding Better Buffalo Fund
June 4, 2015	Presentation - WNY STEM HUB
June 4, 2015	Erie County Legislative Session
June 5, 2015	Memorial Service - Dorothy Solomon
June 8, 2015	Meeting - Kaisertown Coalition - Machnica Center
June 9, 2015	Meeting - Visit Buffalo Niagara, Patrick Kaler and Ed Healy
June 9, 2015	Conference Call - Public Library System Directors (PULISDO)
June 9, 2015	Conference Call - PULISDO, NYS Education - Division of Library Development (MBE/WBE Representative)
June 10, 2015	Meeting - Managers/Directors
June 10, 2015	Media Event - Summer Reading
June 10, 2015	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
June 10, 2015	Assist at E. Clinton Branch Library
June 11, 2015	Meeting - Administrative Team
June 11, 2015	Meeting - ILS RFP
June 11, 2015	Meeting - Prep for Cullen Foundation Site Visit
June 11, 2015	Meeting - B&ECPL Board of Trustees Executive Committee
June 11, 2015	Meeting - B&ECPL Board of Trustees Governance Committee
June 12, 2015	Appreciation Celebration – Crane Branch Library/East Hill Foundation
June 15, 2015	Media Event - Reopening - E. Clinton Branch Library
June 15, 2015	Meeting - Ken Stone, Mid-Year Budget Hearing Prep
June 15, 2015	Meeting - Cullen Foundation
June 16, 2015	Meeting - Jason Aronoff, Secretary Town of Tonawanda Public Library Board of Trustees
June 16, 2015	Meeting - Western New York Library Resources Council (WNYLRC) Board of Trustees
June 17, 2015	Meeting - Erie County Legislature B&ECPL Mid-Year Budget Hearing
June 17, 2015	Conference Call - New York State Education Department - Division of Library Development, MBE/WBE
June 18, 2015	Meeting - Milestones of Science
June 18, 2015	Meeting - Library Foundation of Buffalo & Erie County President Victor Rice
June 18, 2015	Conference Call - Patrick Martin, Esq.
June 18, 2015	Conference Call - Farber Vehicles
June 18, 2015	Meeting - B&ECPL Board of Trustees
June 19, 2015	Conference Call - Regents Advisory Council (RAC)
June 19, 2015	Angola Hot Dog Fundraiser Sponsored by Legislator John Mills
June 25, 2015	Meeting - B&ECPL Board Chair Ted Johnson, Roderick English (Marketing) and Joy Testa Cinquino
June 27, 2015	Memorial Service - Peter Tift
June 29, 2015	Conference Call - WNYLRC Strategic Planning Sessions
June 29, 2015	Meeting - Materials Budget
June 29, 2015	Meeting - Building Oversight Committee - Marilla Free Library
June 30, 2015	Media Event - Lincoln 150 Funeral Train Pictorial Postmark cancelation @ Central
June 30, 2015	Meeting - B&ECPL Board Chair Ted Johnson and Library Foundation of Buffalo & Erie County President Victor Rice

Other:

Contracting Member Library Activity Reports

Boston Free Library – submitted by Lydia Herren, Director

Highlights of events and activities at the Boston Free Library:

- Legislator John Mills sponsored a Hot Dog Roast on June 11th as the kick-off for our summer programming. Entertainment featured Nickel City Reptiles. The event had an attendance of over 140 people and raised \$1,100 dollars.
- July marks the beginning of Boston's popular summer programs for preschoolers and children 6-12 years old. The theme for our summer reading program for children entering 1st - 4th grade is Super Hero Training. Boston's Battle of the Books team is going strong and looking forward to the competition in August.
- Upcoming summer performances include Wondermakers on July 17th at 3:00 p.m., Charlie and Checkers on July 20th at 6:30 p.m., and Mike Randall on July 30th at 6:00 p.m. Nature Ed-Ventures will be coming to wrap up our summer programming on August 24th at 6:00 p.m.
- Boston Free Library has been updating its artwork. The Friends Group sponsored re-matting and framing of historic watercolors of local buildings to feature this unique part of our collection. A new large-scale art piece is currently being installed in the front hallway, and the young adult room has seen several new additions as well.

Lancaster Public Library – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Public Library:

- June included class visits, preschool programs, juvenile programs, YA programs, family programs and adult programs including computer training.
- Planning is under way for the 100 year celebration of the library's current charter. Events will include a block party and a dance. The library will also be entering the 4th of July parade and have an information table at the event.
- A "Bat Cave" was constructed with the help of Cross Roads Enterprises and arrived just in time for our summer program kick-off with Mr. Ted Morton reading to an eager group of children. *Reada Book* helped Mr. Morton with his presentation.
- Our Battle of the Books team is progressing well and hopes to be a contender in the upcoming battle.
- Eighty-two programs are scheduled for July and August and will range from Nickel City Reptiles to the improv group *The Defiant Monkey* to *Narcan*.
- The library anticipates a very busy summer.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. William Josefiak reported the ACT Board will meet in August to set upcoming meetings and agendas. He introduced West Seneca Public Library Board of Trustees present – Jennifer Dobe, Cynthia Johnson, and Kelly Clifford. He thanked trustees for their support of the West Seneca Public Library expansion project.

Contract Member Library System Liaison Report - Trustee Panty attended the Grand Island Memorial Library Board of Trustees meeting July 9, 2015.

Following discussion regarding a patron complaint regarding viewing of “objectionable” content on a public computer at one of the branches reported by Trustee Panty, Director Jakubowski suggested the Library do a presentation on protocol for addressing situations like this at an upcoming ACT meeting.

Assistant Deputy – Human Resources Jeannine Doyle announced to date, 20 of the Contract Member Library Boards of Trustees have adopted the *B&ECPL's Personnel Policies and Procedures*.

Agenda Item H – Public Comment. Roseanne Butler-Smith, Amherst Public Library Director, suggested the Library remind trustees they can post their *Rules of Conduct* on their bulletin boards to assist with patron complaints and protocols; this has been helpful in the past at the Amherst Libraries.

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item D – Report of the Chair (taken out of order). Chair Johnson reported, together with Ms. Jakubowski and Ms. Testa Cinquino, he met with a consultant concerning branding, marketing and working towards plans on advertising the Milestones of Science exhibit. The opening of the Milestones of Science Exhibit is scheduled for Sunday, October 4, 2015.

Vice Chair Housh reported he attended the July 13, 2015 Library Trustees Association of NYS (LTA) seminar in Hammondsport, New York. He summarized the seminar emphasizing two points that came out of the seminar, library boards are for governance and staff is for management. There should be clear policy pronouncements, stating what Library policies are as they relate to individual items. Absent a clear policy, it makes it difficult for management to understand and follow.

There being no further business, on motion by Trustee Horton and a second by Trustee Panty, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary