

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 21, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, May 21, 2015, at the Frank E. Merriweather, Jr. Branch 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
Michael Amodeo
Alan Bedenko
Katie Burd
Frank Gist
Sharon M. Kelly
Elaine M. Panty
Sharon A. Thomas
Wayne D. Wisbaum

Chair Ted Johnson called the meeting to order at 4:04 p.m. in the auditorium of the Frank E. Merriweather, Jr. Branch Library. A quorum was present. Linda Rizzo, Manager - Buffalo Branches, welcomed everyone and offered a tour of the library following the meeting.

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

Trustee Kelly arrived at 4:05 p.m.

Agenda Item C - Minutes of the Meeting of April 16, 2015. On motion by Trustee Thomas and a second by Trustee Panty, the Minutes were approved unanimously, as mailed.

Agenda Item D - Report of the Chair. Chair Johnson reported on a meeting he and B&ECPL Director Mary Jean Jakubowski had with the Buffalo School Board regarding partnering on programs for at-risk, inner city youth. Although Buffalo Summer School is cancelled for this year, they were put in contact with David Rust, Executive Director,

Say Yes to Education – Buffalo, who is running some summer enrichment programs; while probably too late for this summer, programs for next summer will be looked into.

As an entry step in the hope of getting a library card into the hands of every Buffalo Public School student, as of June 1, 2015 students will be provided a library card application to fill out at the time of registration. Trustee Amodeo inquired if there will be a student orientation informing them of library locations, etc. Ms. Jakubowski replied every new card holder will be sent a packet of information with their new library card as well as be provided information at the time of application.

Mr. Johnson updated trustees he met with members of the Hamburg School Board and they are receptive to the desktop program we have with the Buffalo Public Schools where children can check their homework online from any library; they are also open to the idea of providing library card applications at the time of Hamburg Public School new student registration. Their board will discuss these ideas further.

After meeting with Larry Quinn of the Buffalo School Board, Mr. Johnson and Ms. Jakubowski were asked to see if System trustees have an interest/willingness to consider having there be a connection/library co-location for a high school Literary Magnet School and exploring this potential opportunity. Discussion ensued and trustees were reminded this is very much in the infancy stage of creation. Trustee Thomas voiced it was a great idea as did other trustees; there was no objection from Board members present for the Library to find out more about this potential opportunity.

Chair Johnson requested Board support to look into what the operational cost would be to run a new facility for the North Park Branch Library. Following discussion, there were no objections voiced by trustees to have Library staff investigate what operational costs would be for a new facility for the North Park Branch Library.

During the Report of the Chair, Trustee Burd arrived at 4:07 p.m. and Trustee Ricks at 4:11 p.m.

Agenda Item E – Committee Reports.

Trustee Wisbaum arrived at 4:30 p.m.

Agenda Item E.1 – Executive Committee. Trustee Housh provided a summary of the Executive Committee meeting held at the Central Library on May 14, 2015 and requested the following written report be entered into the Minutes. Trustee Burd made the motion, Trustee Panty seconded, and approval was unanimous.

Present: Executive Committee Vice Chair Frank Housh; Committee members Michael Amodeo, Sheldon Berlow and Sharon Kelly. Also present were System Trustee Elaine Panty, Library Director Mary Jean Jakubowski, and Deputy Director – CFO Kenneth Stone. In addition, Legislator Kevin Hardwick joined the meeting.

The Executive Committee meeting began at 4:04 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Trustee Housh welcomed Legislator Hardwick to the meeting and asked if he would speak to his proposed local law regarding library funding. Legislator Hardwick noted he had spoken to developing a local law that could act as a “shock absorber” and potentially prevent the Library from receiving significant budget cuts, should budget cuts be necessary. He assured the Executive Committee that he was not aware of any forthcoming cuts, but wanted to revisit his proposal as it had been over a year since last discussed. He also noted his intent was to discuss the matter with the Library Board as he did not wish to move forward without their approval. Discussion ensued.

Legislator Hardwick described the necessary steps to bring the local law to fruition, should the Board support having it move forward. He was unsure if the law would need to go to public referendum; however if this should be the case, he would need to present it to the Legislature by July in order for it to be on the November ballot.

Mr. Housh thanked Legislator Hardwick for attending the meeting, noting the entire Board should weigh in on the proposal. Mr. Housh requested the information be provided in the Board’s packet and placed on the May 21st Board of Trustees meeting Agenda for discussion under the Executive Committee. Discussion ensued.

The Committee reviewed the agenda for the May 21, 2015 Board of Trustees meeting including proposed resolutions. Director Jakubowski noted the changes proposed for the Rules of Conduct Policy and Internet Safety and Acceptable Use Policy were necessitated by a report of the United States Government Printing Office. She reminded the Committee the B&ECPL is a Government Depository Library and has particular guidelines to which it must adhere. Discussion ensued.

Director Jakubowski noted review of submissions to the Bookmobile bid request is under way. Review of the ILS RFP responses and Database RFP responses continue.

CFO Stone and Director Jakubowski spoke to the status of the sewer situation at the downtown Central Library. Discussion ensued.

Director Jakubowski brought the Committee up to date on the status of the E. Clinton Library, where work continues.

The meeting adjourned at 5:00 p.m. on a motion by Trustee Kelly, second by Trustee Amodeo.

Agenda Item E.1.a – Proposed Local Law to Provide Predictable Funding for B&ECPL – For Discussion. A copy of proposed *County of Erie Local Law Intro. No. 5-1 of 2014* sponsored by Legislator Kevin Hardwick was included in the board packet as an informational item for discussion. Legislator Hardwick attended the May 14, 2015 B&ECPL Board of Trustees Executive Committee meeting inquiring if there was Library Board support for him to pursue this further. Mr. Housh expressed this law allows for only a certain amount of the Library's budget to be cut, acting as a "shock absorber" and called on Executive Committee member/Planning Committee Chair Michael Amodeo to speak further on this. Trustee Amodeo reminded trustees Legislator Hardwick had come to a Planning Committee meeting last fall introducing this proposed law explaining it would prohibit any cuts to Library funding for operational costs in excess of two and one-half percent in any given year. During the Planning Committee meeting, the Library discussed putting something into the law about predictable revenues whereby the Library would benefit when times are good and not just cap losses when times are bad as currently in Leg. Hardwick's proposed law; officials present indicated they did not believe there was any support (from other officials) for such language inclusion. Mr. Housh conveyed the sense of the room at the Executive Committee on May 14, 2015, was while they appreciated the fact that Legislator Hardwick was attempting to hold the Library as harmless as possible in the event of another budget crisis, for a variety of reasons the Executive Committee did not feel it was appropriate to add the Library's public support to this. Discussion ensued. Mr. Gist inquired why the Library wouldn't support it; Mr. Housh responded there were a variety of reasons, one being the proposed local law is not binding and can be overridden, secondly the Committee questioned whether it would be effective in its particular goal in keeping the Library harmless and, in addition, the Committee was concerned it would make the Library the focal point of a political debate with political fallback, pointing out there were no co-sponsors to this law. Mr. Housh remarked it was the sense of the Executive Committee to respectfully request the Board instruct Chair Johnson to gratefully decline the opportunity to publicly support this proposed legislation. Following discussion, Chair Johnson asked if anyone wished to make a motion to accept supporting this local law. No motion was made to support this local law. Chair Johnson will send a letter to Legislator Hardwick declining the Library's public support of proposed *County of Erie Local Law Intro. No. 5-1 of 2014*.

Agenda Item E.2 – Budget and Finance Committee. A meeting of the Budget and Finance Committee took place May 13, 2015 to discuss budget and finance items.

Agenda Item E.2.a – 2015 Budget Adjustments: Allocating 2014 Year-end Balance. Deputy Director CFO Ken Stone explained proposed Resolution 2015-12 background information provided trustees with an overview of the Library's 2014 ending position, subject to final audit, and recommends adjustments to Library Fund committed and assigned balances as well as re-appropriation of a portion of the balance into the 2015 budget as detailed in the resolution. These recommendations were reviewed by the Board's Budget and Finance and Executive Committees. On motion by Trustee Kelly, seconded by Trustee Thomas, approval of Resolution 2015-12 as presented was unanimous.

RESOLUTION 2015-12

WHEREAS, at its regular meeting of December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2014-42 adopting the Library's 2015 budget, and

WHEREAS, subsequent to adopting the 2015 budget, a number of 2014 projects and activities not completed or implemented in 2014 are desired to be completed or implemented in 2015, and

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

WHEREAS, sufficient 2014 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$305,000 of available 2014 ending fund balance to increase the Library's Committed for Equipment and Technology Replacement balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$205,000 of available 2014 ending fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library amend the 2015 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$35,000 as detailed in Exhibit 1.

Resolution 2015-12 Exhibit 1: Appropriation of Unassigned Fund Balance

Recommended Use of Available Unassigned Funds

Unassigned Balance Remaining After Recommended Commitments:	\$2,262,799
Augment 2014 County Capital for library vehicle replacement project balance to fund a second shipping vehicle replacement (vehicle presently has over 150,000 miles) - Library funds would be placed in Library Fund Operating Capital Outlay account SAP#561440	(\$25,000)
Buildings & grounds equipment (lawnmowers, snow-throwers, etc.) - Library Operating Fund account SAP#516430	(\$10,000)
Total Recommended Use of One-time Funds	(\$35,000)
Remaining Available Unassigned Balance	\$2,227,799

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the period ending March 31, 2015 was included in the board packet for information. Mr. Stone noted while the Library is within budget as a whole, retiree health insurance expense is running above budget and this will be closely monitored throughout the year. Chair Johnson inquired if there is a particular time of year where retiree health insurance costs run higher. Mr. Stone remarked it is all over the map and explained the County is self-insured and each month an adjustment is made where the actual cost expenses are disbursed across the County departments proportionately to their budgets. He provided additional detail, and reminded trustees contracts that were recently adopted had incentives for employees to retiree this past December and a lot of people did.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty read the following report from the meeting of April 16, 2015.

Present: Policy Committee Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki, and Sharon Kelly. Library Director Mary Jean Jakubowski was also present.

The Policy Committee meeting began at 5:15 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Director Jakubowski requested the Policy Committee review recommended changes to the Rules of Conduct and the Internet Safety and Acceptable Use Policy. The impetus for the changes came from recommendations made by the United States Government Printing Office (GPO) from their 2014 Audit of the Buffalo & Erie County Public Library as a United States Depository Library. The GPO recommended language be included in each of the policies to indicate GPO access is available to all who request it, without restriction. Current policy prohibits the use of the Internet for children under the age of 17 without parental permission. Discussion ensued.

The Committee approved recommended changes in language and requests the amended Rules of Conduct and Internet Safety and Acceptable Use Policy be approved by the full Board at its May 21st meeting. This will bring the documents in compliance with the GPO's recommendations.

The 2015 B&ECPL Review Schedule for Board Adopted Policies was accepted as presented.

On a motion by Trustee Kelly, second by Trustee Bedenko, the meeting adjourned at 5:55 p.m.

Agenda Item E.3.a - Amend Rules of Conduct Policy. The proposed changes to the Rules of Conduct are in compliance with the United States Government Printing Office (GPO) recommendations for language to be included to indicate GPO access is available to all who request it, without restriction; the proposed changes address school age minors having access to the GPO website during school hours. On motion by Trustee Bedenko and a second by Trustee Amodeo, the amended policy was approved unanimously.

RESOLUTION 2015-13

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of the Library's standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Rules of Conduct, and

WHEREAS, the impetus for the proposed changes came from recommendations made by the United States Government Printing Office (GPO) from their 2014 Audit of the Buffalo & Erie County Public Library as a United States Depository Library, and

WHEREAS, to comply with the Library's responsibilities to provide access to and services for Federal depository library resources as required by 44 U.S.C. 19 and the legal requirements and program regulations of the Federal Depository Library Program, proposed changes that address school age minors having access to the United States Government Printing Office website during school hours were made in the attached draft amended Rules of Conduct, and

WHEREAS, the attached draft amended Rules of Conduct are in compliance with the GPO's recommendations, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions of the Buffalo & Erie County Public Library's Rules of Conduct to supersede and replace the prevailing policy, last amended June 14, 2012, and be it further

RESOLVED, that copies of the approved Rules of Conduct be transmitted to all B&ECPL Contract Library Boards of Trustees, and be it finally

RESOLVED, that each Contracting Library Board will be sent a copy of this policy for informational purposes.

Agenda Item E.3.b – Amend Internet Safety and Acceptable Use Policy. The proposed changes to the Internet Safety and Acceptable Use Policy were recommended by the United States Government Printing Office (GPO); new language was added for minors to access the GPO website from all B&ECPL public access computers with restrictions having been put in place to prevent further access to the Internet. On motion by Trustee Berens Bucki, seconded by Trustee Amodeo, the amended policy was approved unanimously.

RESOLUTION 2015-14

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of the Library's standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Internet Safety and Acceptable Use Policy, and

WHEREAS, to comply with the Library's responsibilities to provide access to and services for Federal depository library resources as required by 44 U.S.C. 19 and the legal requirements and program regulations of the Federal Depository Library Program, new language was added for minors to access the United States Government Printing Office (GPO) website from all B&ECPL public access computers with restrictions having been put in place to prevent further access to the Internet, and

WHEREAS, the attached draft amended Internet Safety and Acceptable Use Policy is in compliance with the GPO's recommendations, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions of the Buffalo & Erie County Public Library's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy, last amended July 19, 2012, and be distributed to all Buffalo & Erie County Public Libraries, Contracting Libraries and Contracting Library Trustees.

Director Jakubowski will send a letter to the GPO indicating the Library's policies have been amended and the Library is in full compliance with their recommendations.

Agenda Item F – Report of the Director. Director Jakubowski thanked County Executive Mark Poloncarz for including the Library in their surplus reallocations for \$300,000 to use for materials as well as equipment. It is the Library's understanding this will go to the County Legislature next week for vote. Trustees will be kept informed.

The East Clinton Branch Library repairs are moving forward. While there have been delays, contractors are there working and we hope to have the branch open in the next couple weeks.

Notification was received from New York State that the Library's 2014 State Report has been approved and accepted.

The Library's 2015 mid-year budget hearing with Erie County has been scheduled for June 17, 2015. Chair Johnson will speak.

Ms. Jakubowski was pleased to announce that in September, the Library will have its first graduating class of 19 students from the Public Library Administrator's Certificate Program through the Palmer School of Library and Information Science - Long Island University. Ten members of the class have had promotions and one participant (managerial/confidential status) has assumed additional responsibilities and received a raise. A save the date notification will be sent out for a graduation reception once the date is finalized.

The Marilla Free Library Board of Trustees has requested a meeting with the B&ECPL Board of Trustees Building Oversight Committee to present plans for a building addition. A meeting will be scheduled.

The Bookmobile Review Committee has reviewed the submissions for the bookmobile bid and has sent a recommendation to the Erie County Purchasing Department; once approved, it will take approximately 3-4 months for the building of this custom vehicle.

As discussed at the May Executive Committee meeting, Director Jakubowski updated trustees on the sewage backup that there is a collapsed pipe below the middle of Oak Street which is affecting the boiler room of the Central Library where sewage backup occurs after extreme rainfall. The Library has been working with Erie County, who has been very responsive, and the Department of Health. The Library has brought in an industrial hygienist for recommendations on how to handle this situation and protect staff. While we have not received their report, they did provide a process for dealing with the sewage. A professional company will be brought in to do extensive cleaning. Bids for the repair work are being gathered; an initial bid for the cost of the repair was felt to be extreme and comparison bids are being obtained. The County will be paying this bill. It is realized this needs to be fixed sooner rather than later and is moving forward; it is the Library's understanding that an emergency declaration is being prepared. Mr. Housh questioned if the cost could be spread; Mr. Stone provided a detailed response concluding it is the thought it is the building owner's responsibility which is the County. Further discussion ensued.

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

B&ECPL Monthly Report

April 2015

Read Aloud 15 Minutes Launched: The Buffalo & Erie County Public Library (B&ECPL) launched this community-wide initiative with a media event held on Tuesday, April 14th at the Central Library. Joining Library System Director **Mary Jean Jakubowski** and County Executive Mark C. Poloncarz were New York State Senator Timothy Kennedy; Erie County Legislator Lynne Dixon; Erie County Legislator Barbara Miller Williams; Erie County Legislator Majority Leader Joseph Lorigo; Erie County Legislator Ted Morton; Buffalo Common Councilmember Michael LoCurto; Buffalo Common Councilmember Demone Smith; Anne Ryan from Read to Succeed Buffalo; Tara Vogel from Literacy New York Buffalo-Niagara, Inc.; Michelle Kavanaugh from WNY STEM Hub; Karen Rybicki from the Erie County Department of Social Services; Randy Camp from Back to Basics Ministries; Joan Simmons from the Niagara Frontier Movement for the Advocacy of African American Human Rights, Inc.; and Cynnie Gaasch from Young Audiences of Western New York. Details about the Read Aloud campaign were announced and the dignitaries read to the school children. More than 4 dozen local companies (schools, stores, not-for-profits, churches, media, daycare centers) have already signed up to partner with the Library and to spread the message that reading aloud for 15 minutes to every child, every day can make a difference in cognitive skill and language development, kindergarten preparedness and lifelong learning. More information can be found at: <http://tinyurl.com/BufReadAloud>.

Community Heroes Honored: E. Delavan Branch Manager **Gwen Collier** and staff hosted a reception for Community Heroes during National Library Week on April 16th. The library honored Erie County Legislator Betty Jean Grant; New York State Regent Dr. Catherine F. Collins; Korean Defense Veteran Sandi Williams; columnist Eva Doyle; Buffalo Public Schools District Parent Coordinating Council President Sam Radford; and young entrepreneur Zandra A. Cunningham. Also honored, but unable to attend were Buffalo Common Council President Darius Pridgen and Buffalo Police Commissioner Daniel Derenda. Along with Buffalo Common Councilmember Richard Fontana and the B&ECPL Administrative Team, approximately 50 patrons participated in this event. We congratulate our Community Heroes and thank them for all they do in support of the Library and community.



Niagara Branch Library Celebrates: “Dia de los Niños/Dia de los Libros (Day of the Children/Day of Books)” was held on April 30th at the Niagara Branch Library (NIA). Library Associate **Tami Linkowski**, Senior Page **Habiba Mohamed**, and Pages **Veronica Vazquez** and **Gloria Hurtado** played key roles in decorating and preparing the auditorium for this well attended event. This annual event allowed Niagara to kick off the System’s new reading initiative “Read Aloud 15 Minutes - Every child. Every parent. Every day.” Participants included representatives from Niagara District Councilman David Rivera’s office. Dr. Seuss’ *Oh, the Places You’ll Go* was read in Spanish by Mr. Rivera’s aide, Noemi Santiago, alongside **Tami Linkowski** who read it in English. Hispanic Heritage Council of WNY, Hispanic Women’s League, Amor and Heritage Traditional Dance Company, Miss Borinquen of WNY Leadership Pageant, and Puerto Rican and Hispanic Day Parade of WNY representatives were in attendance. Amor and Heritage performed interactive dance numbers. Children made mini

maracas with the assistance of branch staff and candidates from the Miss Borinquen of WNY Leadership Pageant.

Lincoln at the Library: On Monday, April 27th, Central Library hosted “A Tribute to Abraham Lincoln in Word & Song.” The program, which included a performance by Lincoln re-enactor Fritz Klein, and remarks by County Executive Mark Poloncarz and History Museum CEO Melissa Brown, was sponsored by the National Parks Service. Attended by Buffalo Public School students, the program held in commemoration of the 150th anniversary of Lincoln’s death, was one of several given at various locations along the historic trail of Lincoln’s funeral procession from Washington, DC to his hometown of Springfield, Illinois.

RFID (Radio Frequency Identification) Nearing Completion: By April 30th, 36 libraries were fully up and running using RFID technologies, while all 37 locations were live with circulation. In addition, an Automated Materials Handling (AMH) system was installed at the Audubon Library. Taking full advantage of RFID technology, the system allows patrons to return materials using an outdoor drop chute which automatically discharges the items off the cardholder record and then sorts the items into separate preconfigured bins. The technology also offers the option for a return receipt and is streamlining staff workload with the automated sorting that takes place. The AMH was funded by an Erie County Fiscal Stability Authority Grant.

Thank You: System Trustee Wayne Wisbaum hosted a Rare Collections reception at the Buffalo Club which included invited guests along with Erie County Executive Mark Poloncarz, Buffalo Mayor Byron Brown, Library Foundation of Buffalo & Erie County President Victor Rice, Baird Foundation Executive Director Catherine Schweitzer, Officers of Nickel City Professionals, Library System Trustees and Trustee Emeriti. Our sincere thanks to Trustee Wisbaum for hosting this wonderful event.

Monthly Programming Statistics - April 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	224	771	4208	14158
Children (age 6-12)	146	503	2099	6586
Teens	112	412	282	1162
Intergenerational	94	312	3137	9439
Adults (excludes Technology)	316	1165	4256	13745
TOTAL In Library Programs	892	3163	13982	45090

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	11	60	38	201
System or Library-owned Cyber Train	24	90	172	664
One on One	42	180	48	243
TOTAL Adult Technology	77	330	258	1108

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	25	186	822
Children (age 6-12)	3	12	71	851
Teens	0	1	0	33
Intergenerational	4	15	975	2188
Adults (excludes Technology)	8	38	187	1872
TOTAL Outreach (out of Library)	20	91	1419	5766

Highlights:

- April 1st - TechKnow Lab Librarian **Andy Aquino** presented an introduction to The Launch Pad to a gathering of 25 B&ECPL staff. Staff was provided a hands-on introduction to many Launch Pad devices.
- The Cora P. Maloney College and Engineering Design Program of the UB School of Architecture had a field trip to the Frank E. Merriweather, Jr. Branch Library (MRW) on April 2nd which included a tour and presentations by Mrs. Eva Doyle and retired Common Council President George K. Arthur.
- April 8th - In continuing with B&ECPL efforts to support STEM programming, Children's Services Manager **Kathy Galvin**, Buffalo Branches Manager **Linda Rizzo** and Information Services Manager **Dan Caufield** presented *Adding STEM To Your Programming* at the monthly Managers/Directors meeting. The presentation described how to incorporate science concepts into library programming.
- On April 16th, the Office of Senator Kirsten Gillibrand and NYS Assemblywoman Crystal Peoples-Stokes sponsored a presentation *Understanding Certification for Minority & Women-Owned Businesses* at MRW.
- April 16th - Children's Services Librarians coordinated Family Literacy Night, a collaborative effort between Child and Adolescent Treatment Services' *Building Brighter Futures Program* and the Library. Children from Gloria J. Parks'

Community Center and Highgate Heights Elementary School attended. There was a bonanza of activities designed to let them experience the many things the Library has to offer: a demonstration of the Launch Pad offered by practicum student Sarah Marino; a graphic novel giveaway; an early performance by Gravitational Bull; and later, storytelling with Karima Amin; a performance by the Daughters of Creative Sound; a chance to make a friendship wreath; and a scavenger hunt. Child and Adolescent Treatment Services also provided artistic outlets for the students here with a performance by The Wondermakers, a weeklong art display near the Mark Twain Room, and an open mic in the auditorium.

- April 17th - Four high school students from Buffalo Academy of the Sacred Heart volunteered in The Launch Pad for their Annual Day of Sharing. TechKnow Lab staff **Trevor Brown, Sean Goodrich, Chelsey Lonberger, Jordan Smith, Jeff Stenzel** and **Kara Stock** trained them on the Sphero App controlled ball, Osmo gaming system, MaKey MaKey, Augmented Reality books and the Leap Motion Controller. The students were then our hosts for the department introducing the technology to library users of all ages.
- April 19th - Children's Services Manager **Kathryn Galvin** and Niagara Branch Pages **Habiba Mohamed** and **Veronica Vazquez** staffed an information and activity table at the Buffalo Philharmonic Orchestra's BPOkids concert "Dr. Seuss Meets the BPO!" These family concerts feature 1 hour of pre-concert children's activities. Held in the Mary Seaton Room, hundreds of kids and their families visited the table activities. While a variety of crafts and information were presented, the clear favorite was the MaKey MaKey. Families stood in line to make music by pressing the celery stalk "keyboard," and held hands with one another to complete the musical circuit.
- April 19th - Children's Services Librarian **Erin Burke** visited Bennett Park Montessori 3rd grade class 308B to conclude the Online Winter Reading Contest. They were the winner of the prize for classroom entry. Erin presented each child with an individual prize package, and the class received an award certificate, a \$20 Amazon gift card to use on supplies, and a learning presentation by the Buffalo Museum of Science.
- "Youth Explosion" took place on April 22nd featuring singing, dancing, and music for area teens/youth at the Niagara Branch Library. This event was spearheaded by "A Team of H.O.P.E." Support was received from area health and utility agencies. The branch looks forward to future collaborations with the Team and their partners.

- April 25th – Children’s Services, working with WNED, hosted *WNED Day at the Central Library*. Dozens of children and their families who attended the event were treated to storytelling and special guest appearances by Princess Presto and Clifford the Big Red Dog, a chance to play the Marble Roller Coaster as designed and led by Children’s Librarian **John Gaff**, partake in the Lego Challenge led by Senior Page **Nancy Smith**, explore new apps in the PBS iPad mobile learning lab and try a scavenger hunt throughout the Central Library. Parents had the opportunity to participate in a diagnostic reading workshop conducted by Read to Succeed Buffalo. Thanks to Dr. John Craig, WNED Vice President of Education and Outreach, Beth Fronckowiak, WNED Manager of Learning and Technology, and Yvonne Minor-Ragan, President of Buffalo Promise Neighborhood.

2. Collection Development

Collection Development – April 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,668	15,831	213	1,213	519,602
Young Adult Print	819	2,280	82	240	69,635
Adult Print	5,758	20,518	638	2,125	1,876,019
Media	5,274	20,597	503	2,227	485,438
Other*	3,482	14,636	10	26	197,950
Subtotal	20,001	73,862	1,446	5,831	3,148,644

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	475	2,093	204	677	28,953*
Music (Freegal)	NA	NA	NA	NA	Unlimited SONY Library
e-Audiobooks	52	236	21	81	7,902
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	527	2,329	225	758	37,225

*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	20,528	76,191	1,671	6,589	3,185,869

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	489	5.5%	488	67.7%
Staff Initiated	104	0.0%	103	90.4%

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

- More than 1,000 unique visitors from 13 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>) in April including but not limited to India, Canada, Albania, Germany, Kenya, Pakistan and Poland.

3. Technology

Technology - April 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	466,528	1,877,415
Online Catalog	294,341	1,347,772

Social Networking:

	Monthly Activity ¹	YTD Activity	Monthly Audience ²	Total Audience	Monthly Engagement ³	YTD Engagement
Facebook	114	443	-	5,513	2,365	11,165
Flickr	69	336	-	52	20,124	88,994
Instagram	30	122	38	248	479	2,007
Pinterest	71	303	23	1,076	589	2,260
Tumblr	15	48	5	68	12	37
Twitter	165	629	153	7,548	799	3,439
YouTube	-	3	2	102	951	4,448
Total	464	1,884	221	14,607	25,319	112,350

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

²Number of followers

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

4. Funding/Fundraising

Funding:

- City of Buffalo DPW staff advised the Library of an opportunity to apply for HUD funding for eligible neighborhood libraries, specifically the East Delavan, Frank E. Merriweather, Jr., Niagara, and Riverside Branch Libraries, with a deadline of less than one week. With help from City DPW staff on pricing estimates, library staff was able to develop and submit a timely grant request totaling \$2.1 million. Projects would provide the following:
 - East Delavan: ADA access to the lower level public meeting space including constructing and an Americans with Disability Act (ADA) compliant family restroom; undertake exterior and interior rehabilitation/modernization; and implement energy saving replacements.
 - Merriweather: Reconstruct roof area construction joints; exterior rehabilitation and ADA improvements; and electrical improvements.
 - Niagara: Full ADA access to the lower level meeting space including ADA compliant family restroom; rehabilitate exterior systems; and interior improvements, including community meeting space.
 - Riverside: Exterior rehabilitation (eliminate leaks, masonry repointing and rehab parking lot); and replace main level flooring.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual 2015, all campaigns including Year-end, Spring it on!, Bucks for Books	January 1, 2015 - April 30, 2015	\$50,653 (includes payment of \$5,000 from the Baird Foundation for Milestones of Science.
Crane Book Sale	April 8, 2015	\$739.00
Crane Donation Box	April 8, 2015	\$37.00
East Delavan Book Sale	April 8, 2015	\$111.00

Highlights:

- Grant requests and Letters of Intent were sent for Milestones of Science to ALA STARnet, the Cullen Foundation and Gilead Foundation.

- Notification has been received that the Library will receive funding (for the third consecutive year) to provide programming at Canalside Buffalo this summer.

5. Facilities

Highlights:

- East Clinton Branch Update: The East Clinton Branch Library remained closed for the month of April and extended hours continued at the Dudley Branch Library. This writer has been in frequent contact with City of Buffalo Common Councilmember Richard Fontana and Department of Public Works, Parks and Streets Commissioner Steve Stepniak. In addition, this writer has met with members of the library community including the Kaisertown Coalition keeping them abreast of the branch status.
- Dudley Branch Update: Work on the Dudley Branch Library project is nearing completion, with work expected to wrap up by the end of June. The project funded replacing the roof; replacing the HVAC system; performing masonry restoration; and adding windows on the northwest and southwest sides of the building providing patrons with more natural lighting and views of the adjoining pocket park from the library's meeting room.

6. Staff Development

Staff Development - April 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	322	964	3	13

Highlights:

- A total of 29 different webinars were viewed by staff throughout April. Webinars and programs included: *Health Happens in Libraries – Defining Outcomes* (presented by OCLC); *Creepy Thrillers and Seriously Wicked Title for Spring* (presented by School Library Journal); and *Look at the Stars: New SF for young readers* (presented by WebJunction); Lunchtime Learning Session Concerning 3D Printing sponsored by WNYLRC; *STEAM and the Maker Mentality for School Aged Youths*; *Financial Education Resources for Library Staff*; and *STEM and STEAM Programming for Teens in Libraries*.

- Members of the ILS Task Force joined the Evaluation Team for a series of webinars with the 2 vendors that proposed solutions for a Next Generation Integrated Library System.
- **Kelly Donovan, Lydia Herren, Brian Hoth, Mary Muscarella, and Danielle White** attended the WNYLRC annual conference *Tough Conversations: The Future of the Library Profession* on April 24th.
- On April 30th, Librarian **Angela Pierpaoli** and COO **Carol Batt** participated in *Why Assessment? An Introduction and How to be Successful*, a webinar in the NY3Rs Library Assessment in Action Series.
- Sixty-two employees across the Library System “replaced a working lunch with a walking lunch” by participating in the ninth annual *National Walk@Lunch Day*® sponsored by BlueCross BlueShield of WNY and the B&ECPL Wellness Committee on April 29th. Many participants submitted pictures of their walks, including the Grosvenor Room staff whose photo with Shark Girl was published in the *Buffalo News*.



- Staff continued to complete online compliance training through Kantola Productions LLC, with a 77% completion rate of the video presentations *Sexual Harassment: A Common Sense Approach* and *Workplace Violence: The Early Warning Signs*.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release for event	East Delavan Library Honors Community Leaders at Upcoming Free Public Reception	
Media Invite and Media Release	Read Aloud 15 Minutes Campaign Kickoff	WBEN – April 14 th Buffalo News - April 15 th WBFO, Channel 7

Media Release	National Money Smart Week @ the Library	
Media Release	Hamburg Public Library to Reopen Monday, April 27 th	
Buffalo News Gusto	<i>Museums, galleries offer free fun for all</i> by Christine Smyczynski	April 2 nd
WNYLRC Watch Blog	Article on the Launch Pad	April 11 th
Buffalo News	<i>3-D printers are triggering an explosion in global innovation</i> by Samantha Christmann	April 25 th
Crane (CRA): Elmwood Village Association - Neighborhood Happenings	National Library Week Events	April 6 th
CRA: Elmwood Village Association - Neighborhood Happenings	Duct Tape Design Program	April 13 th
CRA: Elmwood Village Association - Neighborhood Happenings	Upcoming Computer Classes	April 27 th
CRA: Buffalo Family Newsletter - Kids Out and About	Tiny Tots Story Time and Preschool Story Time Duct Tape Design	Online calendar
MRW - The Criterion	"Tell Me A Story"	April 18-24 th
MRW - The Challenger	"Merriweather Library: Nine Years Strong!" - (article with schedule of programs/events)	April 8 th , 15 th
Panorama Hispano News	Dia de los Niños/Dia de los Libros (Day of the Children/Day of Books)	May 2015 issue
Riverside Review	Free Tax Assistance; Family Story Time; Upcoming Computer Classes; JJ the Therapy Dog; National Library Week Contests; Mother's Day Cookie Decorating Party	April 1 st , 8 th , 15 th , 22 nd & 29 th

Highlights:

- April 11th - WNYLRC Librarian Jaclyn McKewan wrote a post about The Launch Pad titled *Launching a New Facility* on the WNYLRC Watch Blog: <http://wnylrcwatch.org/newsletter/?p=7722>.
- April 2nd: The Launch Pad was featured in a *Buffalo News Gusto* article titled *Museums, galleries offer free fun for all*: <http://bit.ly/1yX6553>.
- April 25th: The Launch Pad was featured in a *Buffalo News* article titled: *3-D printers are triggering an explosion in global innovation*: <http://bit.ly/1PSECFR>.



Trevor Brown, left, demonstrates the 3D printer in the Central Library's "Launch Pad" area, a creative space that offers high-tech opportunities as well as hands-on crafts. Above is the Original Kazoo Co. in Eden, the only metal kazoo factory in the country.
Image 2 of 4

CLOSE X

Senior Page **Trevor Brown** from April 2, 2015 *Buffalo News* article *Museums, galleries offer free fun for all* by Christine Smyczynski.

8. Partnerships

Highlights:

- April 23rd - Buffalo Branches Manager **Linda Rizzo**, Children's Department Manager **Kathy Galvin**, and East Clinton Manager **Kate Shea** met with Lynette Hare of Youth United of Buffalo (YUB) on Clinton Street. They discussed ways

in which our organizations can partner together in order to achieve many of our shared goals, including promoting literacy amongst at-risk youth, and providing a safe, educational atmosphere for children who otherwise are not offered such amenities. They discussed the possibility of providing story hours at YUB's summer day camp, as well as ways in which our Library's programs could be promoted and attended by members of YUB and other similar organizations.

- April 27th - **Joshua Mitch** attended the monthly Educational Committee meeting at the Buffalo Botanical Gardens facility. He brought bookmarks, library card applications, and information about the Library System to be displayed and given away at upcoming programs. The group discussed upcoming events that story times can be integrated into for library outreach and participation.

9. Planning for the Future

No report provided.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

April 2015

DATE	MEETING / EVENT
April 1, 2015	Meeting - Administrative Team
April 1, 2015	Meeting - Mike Miechowski, Security
April 1, 2015	Meeting - Sheryl Knab, Western New York Library Resources Council (WNYLRC)
April 12, 2015	Meeting - University at Buffalo School of Information and Library Science Accreditation External Review Panel
April 13, 2015	Meeting - Joy Testa Cinquino and Maureen Germaine
April 13, 2015	Meeting - Kaisertown Coalition
April 14, 2015	Press Conference/Event - Read Aloud 15 Minutes
April 14, 2015	Meeting - Barbara Leggett, Explore & More Children's Museum
April 14, 2015	Meeting - City of Buffalo Common Council
April 14, 2015	Conference Call - Public Library System Directors Organization and NYS Department of Education - Division of Library Development
April 14, 2015	Event - Donor Recognition & Cultivation Party
April 15, 2015	Meeting - Leslie Zemsky - "What's Fun at Larkinville"

Minutes of the Board of Trustees

Page 23

April 15, 2015	Conference Call - Margaret Vanwyck, Odgers Berndtson Engagement Mgr.
April 15, 2015	Event - City of Tonawanda Public Library - 50th Anniversary Celebration
April 15, 2015	Meeting - Association of Contracting Library Trustees - Board
April 16, 2015	Meeting - Administrative Team
April 16, 2015	Event - Dudley Library - Recognizing Community Heroes
April 16, 2015	Meeting - B&ECPL Board of Trustees
April 16, 2015	Meeting - B&ECPL Board of Trustees Policy Committee
April 17, 2015	Media Appearance - AM Buffalo
April 17, 2015	Meeting - Victor Rice, Library Foundation of Buffalo & Erie County President
April 17, 2015	Meeting - Zaw Win, Wash Project (Burmese Community)
April 21, 2015	Meeting - Arlee Daniels, Mentoring Program
April 23, 2015	Conference Call - WNYLRC Benefits Committee
April 27, 2015	Meeting - Joy Testa Cinquino and Maureen Germaine
April 27, 2015	Event - Lincoln 150 Years
April 27, 2015	Presentation - Bistro Bookers "Books That Went to War"
April 29, 2015	Press Conference - Kleinhans Music Hall (Photo Album)
April 29, 2015	Meeting - David Rust and Esther Annan - Say Yes
April 29, 2015	Tour - Victoria Newman - Library Foundation of Buffalo & Erie County Trustee, and others
April 30, 2015	Meeting - Administrative Team
April 30, 2015	Meeting - Patrick Martin and Michael Piette - Jaekle Fleischmann & Mugel, LLP, and Ted Johnson, B&ECPL Board of Trustees Chair

Other:

Contracting Member Library Activity Reports

Alden Ewell Free Library – submitted by Kristie Rogers, Manager

Highlights of events and activities at the Alden Ewell Free Library:

- Our Association paid to have the interior of our building repainted last month. We searched the old minutes and found that it has been at least 30 years since some of the rooms were painted. Everything looks clean and fresh. Staff members **Jamie Craft** and **Fred Blowers** repainted the Victorian railing in the entry back to its original black wrought iron finish. It looks beautiful with our antique oak trim.
- Our library sponsored our 8th Annual Egg Hunt on the Saturday before Easter. We had 30 children and their parents and grandparents. All the children received prizes for their efforts and 3 lucky participants won stuffed animals. The finder of the “sparkly” egg won a large chocolate rabbit from *Henry’s Candy* in Alden.

Aurora Town Public Library – submitted by Robert Alessi, Director

Highlights of events and activities at the Aurora Town Public Library:

- It's Book Sale season at the Aurora Town Public Library!!! First up will be the Library Discards Sale in the community room from Thursday, May 28th through Friday, June 12th. Less than 2 weeks later, the Friends of the Aurora Town Public Library will hold their annual book sale across the street from the library at the First Presbyterian Church. The sale runs from Thursday, June 25th through Saturday, June 27th. The Friends use the funds raised from their sale to support the library, especially when it comes to the many programs offered for the community to enjoy.
- The library has hosted a variety of exhibitions from artists of all ages over the course of the last few months. Artwork by Parkdale Elementary School students was on view in the Children's Area, and both the East Aurora Art Society followed by the East Aurora Preschool put on displays in the library community room. Each of the displays was absolutely wonderful and enjoyed by many patrons.
- The library has just added several brand new pieces of furniture in front of our previously existing fireplace. There are several comfy lounge chairs, and soon we will have a couple of new tables and 2 new computer carrels. Our goal is to get the fireplace up and running (it has not been used in at least 20 years) and add additional electrical wiring in order to provide patrons with improved access to outlets for use with laptops, tablets, mobile devices and more.
- It will be a fun and busy summer at the Aurora Town Public Library! For much of July and August, Children's Librarian **Julia Gelsomino**, along with Librarians **Alison Lawrence** and **Jan Siebold**, will hold weekly Summer Reading Clubs, Summer Fun Club, A-Team Teen Program, Preschool Story Time, Family Story Time, Lego Club and Tuesday Crafternoons. If that wasn't enough, we have a variety of performers and activities scheduled including the Roycroft Chamber Music Festival family performance, the Buffalo Zoo, Mr. K's Mobile Dome Planetarium, the Buffalo & Erie County Botanical Gardens, Aquarium of Niagara Touch Tank, Nature Ed-Ventures, Nickel City Reptiles, Omnipresent Puppet Theater and so much more.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT Liaison Bill Josefiak reported ACT met May 2, 2015 and commented their overall philosophy is to educate trustees the best they can by providing them with information regarding finances and their roles as trustees. The first part of the ACT meeting included information and discussion on the NYS Annual Report, with the second part consisting of Hamburg Public Library Director Jack Edson providing information on their library's expansion project, involvement with the community, and raising of funds.

Trustee Amodeo exited the Board meeting at approximately 4:58 p.m.

Chair Johnson conveyed contracting member library (CML) System liaison reports/updates can be provided during this part of the agenda. Mr. Housh reminded trustees as a CML liaison, it is not the expectation for them to attend every contracting member library board meeting.

Trustee Panty reported she will be attending the June 8, 2015 City of Tonawanda Public Library Board of Trustees meeting; she was asked to also attend a Friends' Group meeting. She will be choosing a date to attend a Grand Island Memorial Library Board of Trustees meeting.

Trustee Kelly reported she attended the May Elma Public Library Board of Trustees meeting and provided a brief summary; she will bring questions they had to CFO Ken Stone following the meeting. Trustee Kelly has also notified the other CML's she is liaison to as to what future meetings she will be attending.

Trustee Bedenko attended the Board of Trustees meeting of the Clarence Public Library in April and Newstead Public Library May 20, 2015. He provided a brief summary.

Trustee Burd made contact with the Kenmore Branch Library but has not finalized a meeting date to attend.

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

Agenda Item I – Unfinished Business.

Agenda Item I.1 – B&ECPL Organizational Competencies 2015-2016. This was included in the board packet as an informational item. Director Jakubowski explained Organizational Competencies will help the Library achieve its service goals and are the responsibility of the Library Administration to get done over the next 2 years. She updated trustees on the status of the Organizational Competencies the Board is responsible for: Initiative 5.1 "...the Board of Trustees will introduce System Goals and Objectives to staff, Contracting Member Library Trustees and the public. Goals and Objectives will be posted on the B&ECPL website" – this has been completed; Initiative 5.2 "...review contract between the B&ECPL and Contracting Member Library Trustees" – this has been completed; Initiative 5.3 concerning reviewing policies - this is ongoing and the Board is reviewing a minimum of 3 policies per year; Initiative 5.4 concerning reviewing and adopting a Five Year Plan - this will be started in early 2016.

Agenda Item J – New Business. No new business.

There being no further business, on motion by Trustee Berens Bucki, seconded by Trustee Kelly, the meeting was adjourned at approximately 5:04 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary