

MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 17, 2012

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, May 17, 2012, in the Lackawanna Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Sharon A. Thomas, Vice Chair
Frank Gist, Treasurer
Amy Alvarez-Perez
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Anne M. Leary
Jennifer Zivis (via conference call)

Chair Jack Connors called the meeting to order and recognized a quorum at 4:01 p.m. at the Lackawanna Public Library. Trustee Zivis was in attendance via conference call.

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

Agenda Item C - Minutes of the Meeting of April 19, 2012. On motion by Ms. Horton, and a second by Ms. Thomas, the Minutes were approved unanimously, as mailed.

Agenda Item D - Report of the Chair. Mr. Connors reported he and Director Mary Jean Jakubowski met with Erie County Executive Mark Poloncarz and Deputy County Executive Richard Tobe on May 10th and discussed a recovery and restoration plan the Library would like to see and expressed gratitude for the 1% increase in the Library's budget each year in 2013, 2014 and 2015 included in his Four Year Financial Plan. They discussed the Library's concerns over mandated costs. Conversations will continue. At the May 29th Legislature's Community Enrichment Committee meeting, they plan to present the Library's proposed budget for 2013, what the impact of the 1% increase will be and that the Library will be asking for additional funding.

The Library continues to work with Ellen Bach of Whiteman, Osterman & Hanna LLP on Memorandums of Understanding concerning the district option with contracting member libraries.

He shared there was an article in the *Buffalo News* profiling Assistant Deputy Director Doreen Woods for Mother's Day.

The Development Committee meeting scheduled for May 18th has been cancelled; the date will be shared once rescheduled.

Mr. Connors introduced Jennifer Johnston, Director of the Lackawanna Public Library, and thanked her for hosting the Board meeting. Ms. Johnston provided a history of the Lackawanna Public Library, the last of the Carnegie Libraries.

Agenda Item E - Committee Reports.

Agenda Item E.1 – Executive Committee. Ms. Thomas read the following report of the Executive Committee which met May 10, 2012:

Present: Executive Committee members Jack Connors, Elaine Panty and John Schmidt, Jr. Director Mary Jean Jakubowski, CFO Kenneth Stone and COO Carol Batt, were also in attendance.

Chair Jack Connors called the meeting to order at 4:10 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Mr. Connors briefly discussed the meeting both he and Director Jakubowski recently had with County Executive Mark Poloncarz, Deputy County Executive Richard Tobe and 2 members of the County Executive's staff. Main topics of the meeting included the 2013 budget and Library concerns, anticipated additional funding ask as well as the Library's Goals & Objectives, along with Organizational Competencies.

The Agenda for the May 17, 2012 Board meeting was reviewed. Under Budget and Finance Mr. Stone discussed the following resolutions:

- Resolution 2012-16 Consolidated NYS Library Aid 2012-2013 Application;
- Resolution 2012-17 Unanticipated Expenditure Assistance: Aurora Town Public Library;
- Resolution 2012-18 Authorize Chair to Execute 2012 Contracts with Contracting Libraries;
- Resolution 2012-19 NYS Construction Grant Award and Budgeting

Under New Business – Resolution 2012-20 Renew Collection Agency Contract, Mr. Stone and Director Jakubowski briefly reviewed the contract including

making a recommendation to enter into Unique Management's Small Account Program.

Meeting adjourned at 4:35 p.m. on a motion by Ms. Panty, second by Mr. Schmidt.

Agenda Item E.2 – Budget and Finance Committee. The following business items were presented by Deputy Director - CFO Kenneth Stone.

Agenda Item E.2.a – Consolidated NYS Library Aid 2012-2013 Application. A copy of the online application and budget narratives were sent to trustees via e-mail or U.S. mail for those with no e-mail prior to this meeting. Copies were available for review at the meeting as well. While the state budget has been adopted, detailed final allocation amounts are not yet available in the online reporting system. The State Library has used the lower statutory amounts for the various aid categories, so the online application and printouts do not yet reflect adopted budget restorations. The State Library will make revisions once the aid category allocations are finalized. On motion by Ms. Thomas and a second by Mr. Johnson, approval of Resolution 2012-16 was unanimous.

RESOLUTION 2012-16

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid, and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and has provided funding for many years, and

WHEREAS, each year an application must be transmitted to the State to receive most categories of these funds, and

WHEREAS, the State Library issued instructions indicating that the State Library has not yet finalized allocations from the adopted state budget and asked that the applications be submitted using existing statutory figures to avoid a delay in the initial disbursement of funds once a budget is approved, and

WHEREAS, the application process requires a number of assurances be provided by the Buffalo and Erie County Public Library Board of Trustees, now therefore be it

RESOLVED, that Central Book Aid received in 2011, pursuant to article 273.1 (b) (2) of Education Law, has been expended for adult non-fiction materials in non-print, and be it further

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees has reviewed and approves the budget application for the state-funded Central Library Development and Book Aid grant, and be it further

RESOLVED, that the Buffalo and Erie County Public Library has on file at System headquarters a signed Authentication of Annual Application form from each State Correctional Facility in the System's service area in support of the application for State Correctional Facilities, and be it further

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the Proposed State Aid Budget Application and Budget Narrative have been reviewed and accepted, and be it further

RESOLVED, that the Library Director or her designee is authorized to transmit the completed State Aid Budget Application and Budget Narrative to the State Division of Library Development.

Trustee Gist arrived at approximately 4:10 p.m.

Agenda Item E.2.b - Unanticipated Expenditure Assistance: Aurora Town Public Library. Ms. Horton moved for approval of Resolution 2012-17 and was seconded by Ms. Kelly. Approval was unanimous.

RESOLUTION 2012-17

WHEREAS, the contract between the Buffalo and Erie County Public Library and contracting libraries, in the TWENTY-SECOND item, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget...", and

WHEREAS, the Aurora Town Public Library Board of Trustees has requested assistance to help offset the need to honor contractual obligations for an extended sick leave for a staff member, and

WHEREAS, the Aurora Town Public Library Director consulted the B&ECPL staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of up to \$8,516, and

WHEREAS, without this assistance the Aurora Town Public Library Board has found that the loss of available work hours over an extended period would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, projected savings in System paid utilities at the Aurora Town Public Library, supplemented by turnover savings from other areas within the System budget, will result in sufficient monies being available within the 2012 budget salary to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves a reallocation within the budget to utilize Aurora Town Public Library System paid utility cost savings of \$2,000, supplemented by projected savings in the System salary, wage and fringe accounts of \$6,516 to provide up to \$8,516 in salary/wage/fringe benefit funding assistance to the Aurora Town Public Library, and be it further

RESOLVED, that the estimated amount to be provided from utility savings will be adjusted at year end to equal the actual utility savings with any positive or negative balance deducted or added from the amount supplemented by savings in the System salary, wage and fringe accounts, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library to implement the change.

Agenda Item E.2.c - Authorize Chair to Execute 2012 Contracts with Contracting Libraries. Resolution 2012-18 authorizes the Board Chair to sign contracting member library contracts based upon the 2012 budget as amended, for example by unanticipated expenditure assistance as approved above. Ms. Leary moved and was seconded by Mr. Johnson. Approval was unanimous.

RESOLUTION 2012-18

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo and Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2012 allocation was not known until mid-December, and New York State's overall allocation was adopted in April, and

WHEREAS, this made it difficult for the Buffalo and Erie County Public

Library and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2012 fiscal year on January 1, 2012, and

WHEREAS, to meet 2012 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees, on December 15, 2011 adopted Resolution 2011-42 implementing the extension provision contained in the 2011 contract until such time as a final 2012 contract is adopted, not to exceed July 31, 2012, whichever was earlier with funding based upon the estimated allocation of the 2012 B&ECPL Board adopted budget, and

WHEREAS, Erie County's 2012 budget is now in place and the New York State budget has been adopted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2012 contracts continuing the terms and conditions contained in the 2011 contract, utilizing 2012 salary tables and the budget amounts supported by the 2012 B&ECPL adopted budget as amended.

Agenda Item E.2.d - NYS Construction Grant Award and Budgeting. Mr. Stone noted together with the Department of Public Works, the Library is trying to time this bid to go out so construction can take place during the fall or winter as to not compete with school projects, keep people employed in the winter in construction and hopefully obtain a better price. He pointed out this resolution only deals with the Central Library Grant because the System Board manages the Central Library and Buffalo Branches. Grant awards are made to the other individual libraries and implemented by their boards and staff of the receiving library system, so awards to contracting libraries are issued directly to those libraries. Mr. Connors asked when the RFP's would go out. Mr. Stone shared the RFP for providing design for the asbestos abatement project was referred to the Legislature's Economic Development Committee; he met with them this week and they recommended it for Legislature approval. Assuming the Legislature approves this at their next meeting, the recommended firm of Watts Architecture & Engineering, PC would work with the Library on design and to develop bid specs and would probably go out to bid sometime in the summer. Following discussion regarding a question from Trustee Leary regarding the Krieger funds, Resolution 2012-19 was passed unanimously upon motion by Mr. Johnson and seconded by Ms. Horton.

RESOLUTION 2012-19

WHEREAS, on October 13, 2011 the Executive Committee of the Board of Trustees adopted resolution 2011-33 recommending New York State approval of requests for New York State \$14 million Library Construction Grant Program funding to help address capital needs at the Central, Aurora Town, Eden and West Seneca Libraries, and

WHEREAS, the Library has received notice that funding for these projects has been approved, and

WHEREAS, grant awards are made to the individual library and implemented by the board and staff of the receiving library system, so awards to contracting member libraries are issued directly to those libraries, and

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) Board itself is the recipient of the \$617,970 Central Library Grant, and

WHEREAS, on October 13, 2011 the Executive Committee of the Board of Trustees adopted resolution 2011-32 which authorized the use of \$755,407 in funds from the "Designated for Grant Match" balance sheet account; \$150,000 in Library Trust funds generated from interest earnings on the Krieger Donation; and \$250,000 from the Erie County Allocation for 2nd floor Central Library Space Reconfiguration to fund the costs of this project not covered by the New York State Construction Grant, and

WHEREAS, the \$250,000 from the Erie County Allocation for 2nd floor Central Library Space Reconfiguration is already budgeted in project #F.11001, and

WHEREAS, the next step to implement the Central Library grant project is to budget the grant and B&ECPL local share for the project and authorize the Library Director or her designee to take the necessary steps to undertake the project, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library with great appreciation accepts the New York State Library Construction Grant in the amount of \$617,970, and be it further,

RESOLVED, that the Board approves establishing a grant project budget for the state and library funds share of this project as follows:

Revenue

| | |
|--------------------|---|
| \$ 617,970 | New York State Construction Grant |
| \$ 150,000 | Library Trust Funds (portion of Krieger donation interest earnings) |
| <u>\$ 755,407</u> | Library Fund Designated Fund Balance for Grant Match |
| \$1,523,377 | Total Revenue |

Expense

| | |
|--------------------|---|
| \$1,523,377 | Central Library 2 nd floor Asbestos Abatement; Space Reconfiguration; and Security Improvements, and be it further |
|--------------------|---|

RESOLVED, that the Board authorizes the Library Director or her designee to take the necessary steps and execute any necessary documents to undertake this project.

Agenda Item E.2.e – Monthly Financial Report. The monthly financial report for the year as of March 31, 2012 month-end close was presented for information. The report also detailed monthly activity for January, February and March.

Agenda Item E.3 – Policy Committee. In the absence of Policy Committee Chair Elaine Panty, Ms. Jakubowski reported the Policy Committee met on May 10th and put together a new structure for process and review of Library policies which is a part of the Library's Organizational Competencies. The Administrative Team has prioritized adopted policies for review and submitted to counsel for review 2 updated policies - Rules of Conduct and the Central Library Access Ramp Rules of Conduct. These 2 proposed amended policies will be presented to the full Board following the next Policy Committee meeting.

Agenda Item E. 4 – Planning Committee. Planning Committee Chair Ted Johnson read the following report of the Planning Committee which met April 19, 2012.

Attendees (Present):

*Ted Johnson, Committee Chair, System
*Jack Connors, System
*Frank Gist, System
*Elaine Panty, System
*Sharon Thomas, System
Sue Alessi, North Collins
Ellen Bach, Whiteman, Osterman & Hanna LLP
Richard Earne, Grand Island
Judy Hilburger Clarence
Phyllis Horton, System
Suzanne Jacobs, Lancaster
Mary Jean Jakubowski, Admin
Linda Rizzo, Librarian
Susan Sabers Chapman, Alden
Patricia Smith, Eden - via telephone
Ken Stone, Admin
Joy Testa Cinquino, Admin
Doreen Woods, Admin

Meeting began at 5:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Introductions. Ted Johnson introduced himself as the new Chair of the Committee and welcomed everyone to the meeting.

Minutes of the November 10, 2011 meeting were distributed.

Discussion held with regard to Erie County Legislator Kevin Hardwick's proposal before the County Legislature's Community Enrichment Committee.

The proposal recommends the following amendment Article 24, Section 2404 to the Erie County Charter: "The amount to be raised for the Buffalo and Erie County public library under this section shall not be less than 97.5% of the amount raised in the previous year's adopted budget."

Discussion held with regard to Erie County Executive Mark Poloncarz's revised Four Year Financial Plan. The Plan includes a 1% increase in the Library's budget each year in 2013, 2014 and 2015. In addition the \$2M inter-fund transfer originally slated for 2013 and 2014 has been extended through 2015. It was noted by CFO Ken Stone that the 1% will only cover anticipated increases in mandated benefits: pension and health insurance in 2013. He reminded attendees of the importance in completing requested recovery and restoration packages - information has been sent to member library directors - in preparation for the B&ECPL's budget request.

Ellen Bach outlined outstanding issues for District related documents - Legislation and MOU. She reviewed substantive issues and processes associated with completion of the documents. Ms. Bach asked for input from member library attendees. There was a request from participants to have a full ACT meeting focused on Advisory Board components of the MOU. ACT will set a date and distribute information. Ellen Bach will attend. Main topics of discussion for the ACT meeting - appeal processes, private fund process, personnel concerns including but not limited to hiring of the director and transferability, program selection, collection development, and library hours (allocated and schedule).

The process and timeline as it pertains to the MOU was discussed. Schedule discussed as follows:

June 2012 - ACT will meet to work on issues related to advisory boards. All remaining issues in the MOU to be reviewed and resolved.

August 2012 - System Board will meet to review and approve the template MOU. ACT will meet to review and approve the template MOU for distribution to Member Library Boards for approval.

September 2012 - Exhibits for each member library's MOU will be prepared for final review and approval by the System Board.

October 2012 -Final, signature-ready MOU's will be provided to Member Library Boards for review and approval.

October 31, 2012 – Signed MOU’s to be returned to the System by this date. Signature of the MOU denotes an agreement to participate in the District. Lack of return or lack of signature indicates member library has chosen not to be included in the District.

November 2012 – System Board to sign MOU’s.

Outstanding issues with regard to legislation discussed. Legislation will need to state sponsors in early 2013. Jack Connors reminded the group that while not required, a “home-rule” message is needed locally.

Sue Jacobs, ACT President, noted that boards should be promoting the District with their local officials. Discussion ensued.

Next Planning Committee meeting scheduled for May 24, 2012 at 5 p.m. in the Central Library’s Joseph B. Rounds Conference Room. ACT meeting pertaining to Advisory Board language/issues date to be determined.

Meeting adjourned at 7:39 p.m.

*denotes B&ECPL System Board Planning Committee Member

Agenda Item F – Report of the Director. Director Mary Jean Jakubowski brought attention to the new formatted, pared down version of her written report which is sent to Board members prior to each meeting; she thanked staff for getting this together. She welcomed and recognized in the audience Suzanne Colligan, Kelly Donovan and Linda Rizzo, members of the Public Library Administrator’s Certificate Program (PLACP) which the Library is sponsoring for succession training. She also welcomed Joseph McMahan, Community Liaison, in attendance, as well as Elisabet Brinkworth, Junior Administrative Consultant to Erie County Executive Mark Poloncarz, who will be representing the County Executive’s office at future Board meetings.

She shared the following key dates, stating more information will be forthcoming:

- June 6, 2012 – Association of Contracting Library Boards of Trustees (ACT) meeting; location to be determined; beginning at 5 or 6 p.m.
- June 13, 2012 – Summer Reading Kickoff media event with Jeffrey Cannell, Deputy Commissioner for Cultural Education and Acting State Librarian; 10 a.m.
- August 4, 2012 – Battle of the Books to be held at Erie Community College – South Campus.

She recognized and congratulated Trustee Anne Leary who was chosen as the Volunteer of the Year for the Junior League of Buffalo.

Ms. Jakubowski referred to a handout distributed to trustees, *2012 System Public Programming*, a timeline which listed the topics for the multitudes of programs going on. She thanked Anne Conable for coordinating many of the programs.

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

B&ECPL Monthly Report April 2012

This month's report has assumed its new look to reflect Buffalo and Erie County Public Library's Goals and Objectives, along with key highlights and statistical information. We are excited to present this information to the public and trustees in this clear and concise format.

1. Public Services

Monthly Programming Statistics - April 2012

In Library Programs:

| | Number of Programs | | Number of Attendees | |
|----------------------------------|--------------------|-----|---------------------|-------|
| | MTH | YTD | MTH | YTD |
| 1.2 Children (age 5 and under) | 244 | 892 | 4510 | 16773 |
| 3.3 Children (age 6-12) | 121 | 379 | 1978 | 6211 |
| 4.4 Teens | 17 | 65 | 119 | 565 |
| Intergenerational | 53 | 163 | 1912 | 5623 |
| 5.3 Adults (excludes Technology) | 112 | 416 | 1878 | 8466 |

Adult Technology Programs:

| | Number of Programs | | Number of Attendees | |
|-------------------------------------|--------------------|-----|---------------------|------|
| | MTH | YTD | MTH | YTD |
| Training Lab or Library Desktop PCs | 33 | 154 | 239 | 1194 |
| System or Library-owned Cyber Train | 31 | 130 | 244 | 1270 |

Outreach (out of library):

| | Number of Programs | | Number of Attendees | |
|--------------------------------|--------------------|-----|---------------------|------|
| | MTH | YTD | MTH | YTD |
| 1.3 Children (age 5 and under) | 22 | 103 | 919 | 2785 |
| Children (age 6-12) | 3 | 14 | 88 | 1093 |
| Teens | 0 | 0 | 0 | 0 |
| Intergenerational | 0 | 1 | 0 | 75 |
| Adults (excludes Technology) | 13 | 61 | 241 | 2389 |

*Williamsville Branch Library not included in the above totals; figures will be included in May report.

Highlights:

- A screencast entitled: *How to borrow eBooks from the library for use on your Kindle device* was developed and is now available on the Library's website <http://bit.ly/Iz7znW>.
- The Central Library Training Lab Team conducted 39 public classes for 358 attendees at 18 library locations. Patron comments included:
 - “Very helpful - I had not borrowed e-books yet - so I am looking forward to starting my kindle more.”
 - “I took 2 computer courses at [local] High School and it was a waste of time. I learned more here.”
- On April 27th, Librarian **Wanda Collins** assisted with the Earth Day celebration at the Clarence Public Library. NYS Assemblywoman Jane Corwin performed the dedication of the Clarence Reading Tree. After the dedication, Wanda helped the children with their tree craft.
- On April 4th, We Are Women Warriors presented the program “Lest We Forget: April 4, 1968 -- The Day We Lost Our King” to honor Martin Luther King, Jr., at the Frank E. Merriweather, Jr. Library (MRW).
- Information Services and Outreach Librarian **Jamie Smith** and East Delavan Branch Manager **Gwen Collier** served as co-chairs and Information Services and Outreach Clerk **Valerie Thedford** served as greeter and committee member for the 16th African American Writers Reception held on Saturday, April 14th, from 2 – 4 p.m. at the Frank E. Merriweather, Jr. Library. The event featured a panel discussion with authors Karima Amin, Sharon Amos, and Eva M. Doyle. Moderator for this literary roundtable was Spoken Words artist and writer Vonetta T. Rhodes. There were over 50 participants. There was press from the *Buffalo Criterion* and *Challenger* newspapers.
- “Tell Me A Story 4”, a storytelling conference with workshops, was held at the Frank E. Merriweather, Jr. Library on April 21st. The feature teller this year was Jocelyn Dabney from Youngstown, Ohio.
- The documentary “Traces of the Trade: A Story from the Deep North” was shown at the MRW Library on April 25th. Award-winning filmmaker Katrina Browne discovers that her New England ancestors were the largest slave-trading family in U.S. history. The presentation included a Q & A session with James DeWolf Perry, a family member in the film and the film's principal historical consultant.
- Branch Manager **Kathryn Galvin** participated in an El Dia del Nino event at the Herman Badillo Academy on April 30th. Sponsored by the Hispanic Heritage Council, celebrity readers went to selected classrooms to read to the children. Kathy read The Secret Footprints by Julia Alvarez to Mr. Collins' third grade class.
- Riverside's open house was held with 45 children and adults attending. Events included crafts and an origami workshop presented by Wayne Tahara. Charlie

and Checkers, the featured event, performed magic. They also talked about the importance of having a library card and using the library. Representatives from Catholic Charities and Public Policy and Education Fund of New York were on hand to promote their programs and services. Also in attendance were City of Buffalo Common Council member Joseph Golombek, Jr. and Erie County Legislator Lynn Marinelli. Afterwards, refreshments were served. A special thank you goes to Riverside Library Friends Association President Elaine Panty, West Cluster Manager **Linda Rizzo**, and volunteer Anna Buckley for assisting. They were a tremendous help!

- Outreach visits were made to Holy Cross Head Start (Central Center); Niagara Daycare; Herman Badillo Academy; Holy Cross Head Start (Northwest Center and North Buffalo Center); Bethel Head Start, Enterprise Charter School and St. Agatha’s Head Start.
- The Children’s Programming Team presented the following programs at contracting member libraries throughout the System: Peepapalooza; Wild about the West; Pinkalicious; Don’t Let the Pigeon come to this Program; Fairy tales – for National Library Week and the Titanic.
- In April, tours of the Central Library were given to: Western New York Library Assistants Association (WNYLAA) of the Western New York Library Resources Council; Buffalo Public School’s ESL program; the New Creational Fellowship; the Elmwood Charter School; the Western New York Archivists group and as part of National Library Week, 2 tours were provided to patrons.

2. Collection Development

Print Collections:

| | Collection Size | Monthly Item Adds | Yr. to Date Adds |
|--------------------------|-----------------|-------------------|------------------|
| 2.1 Juvenile non-Fiction | 160,354 | 125 | 1,673 |
| 3.1 Juvenile Fiction | 356,361 | 1,451 | 6,634 |
| 4.1 Young Adult Fiction | 67,164 | 891 | 3,891 |
| 5.1 Adult non-Fiction | 1,398,612 | 1,826 | 7,929 |
| 6.1 Adult Fiction | 562,128 | 4,208 | 16,479 |

Media Collections:

| | Collection Size | Monthly Item Adds | Yr. to Date Adds |
|---------------------------------|-----------------|-------------------|------------------|
| 3.2 Juvenile | 67,401 | 258 | 1,624 |
| 4.2 Young Adult audiobooks only | 2,573 | 72 | 86 |
| 6.2 Adult | 349,599 | 3,131 | 13,896 |

Electronic Collections:

| | Collection Size | Adds | Downloads | % change previous month |
|-----------------|------------------------------|------|-----------|-------------------------|
| e-Books | 12,326 | *410 | 20,422 | - 2% |
| Music (Freegal) | Unlimited SONY Library | | 4,289 | - 5% |
| e-Audiobooks | 5,774 | 75 | 4,664 | - 4% |
| e-Videos | 370 | 0 | 137 | + 7% |

*e-Book "Adds" include 150 free promotional MaxAccess titles for 1 year

Highlights:

- Technical Services staff and the Collection Development Team transitioned the majority of print, audiobook, and music ordering to the Library's recently contracted primary vendor Ingram Inc.
- Weeding was done at the East Clinton and Dudley Branch Libraries.

3. Technology

Library 2.0 Activity:

| | Number of Connections | | % Change | |
|---------------------|-----------------------|----------------|----------------|-------------|
| | Current Month | Monthly Change | Previous Month | Yr. to Date |
| Facebook Fans/Likes | 3,225 | 209 | 6.9% | 14.3% |
| Twitter Followers | 2,530 | 78 | 3.2% | 15.0% |
| Flickr Views | 38,780 | 303 | 0.8% | 5.8% |
| Pinterest Followers | 138 | 86 | 165.4% | *N/A |

*N/A Pinterest created February 2012

- Library 2.0 interactions include:



[Angel a K @akepps](#) The Downtown Los Angeles Library has serious character, but I can't wait to be home to my beloved [@buffalolibrary](#) #noplacelikehome



[Janice W @wigs974](#) Love seeing the [@buffalolibrary](#) on twitter. Some of my best days as a kid were at the library. Support your local library!



Did you know that you can search the Library Catalog, renew items, place Holds and review your My Account features without ever leaving Facebook? Go to the Library's fan page and click on "Catalog Search" below our cover photo. We want to be where you are! Let us know what you think...

[6 people](#) like this. [Libby B. Maeder](#) That's awesome!

[Buffalo & Erie County Public Library - Central Library](#) Libby - We agree! You might want to share this post with your Facebook friends who might not yet be fans of the library.

[Libby B. Maeder](#) Done!

Highlights:

- A newly developed Drupal-based B&ECPL website went live for the public on April 16th. Overall, the rollout replicates the look, feel and content from the former site. Staff members are working on design changes that will help rebrand and further streamline the site. Webmaster **Terri Dickson** ensured a seamless cut-over after replicating information on the new platform which can be found here www.buffalolib.org.
- As part of the new website design, the federated format used to search library databases was replaced with an individual database search option. A dedicated staff committee worked IT Manager **Steve Hovey** to design page layout and ensure appropriate public search capabilities and statistical analysis. **Steve Hovey** wrote the underlying code to support the page functionality which replaces a vendor-based product that was previously purchased and billed under an annual maintenance contract. Links directly to library-developed Subject Guides are now also consolidated on a single page <http://bit.ly/JPUYzR>.
- The Kenmore and Kenilworth Libraries went live with RFID gates and self-check stations on April 9th and 10th. Twenty-one B&ECPL libraries are now fully functional with the RFID technology. Collection tagging and encoding has begun at the Julia Boyer Reinstein and Lancaster Libraries.
- Erie County Purchasing issued a bid for the Library's Internet Security Suite Licensing upgrade to *Total Defense Endpoint & Gateway r12 SE*. The product also includes anti-malware protection along with a host-based intrusion prevention system and gateway security. Upon bid review, a three-year licensing award was made to Vitec Solutions.
- The final report was submitted for the 2010 - 2012 Library Services and Technology Act (LSTA) grant: *Web 2.0 Technologies: Educating Adults and Seniors*. All session and attendance goals were exceeded.

- April 10th - Mr. Robert Hynes of Elma, NY donated a Merlin LCD Enhanced Vision Magnifying system. The system is less than one year old and will complement hardware in the Disabilities Resource Room.
- April 11th - Special Collections Manager **Meg Cheman** and Technology Support Librarian **Angela Pierpaoli**, representing the New Database Page Committee, presented the newly launched database page at the Managers' meeting.

4. Funding/Fundraising

Funding:

CFO **Kenneth Stone** is working with member library directors to develop restoration and recovery budget proposals for the Library's 2013 budget request. COO **Carol Batt** and Director **Jakubowski**, along with Administrative Team members, are working to address System, Central and Buffalo Branch needs.

Director **Jakubowski** and System Board Chair Jack Connors will be meeting with County Executive Mark Poloncarz May 10th to discuss 2013 budgetary concerns.

Director **Jakubowski** and System Trustee Elaine Panty met with Erie County Legislators Kevin Hardwick and Lynn Marinelli to discuss an Erie County charter change proposed by Legislator Hardwick.

Ms. Jakubowski continues communication and distribution of information pertaining to library activities, finances and governance issues to State, County and local officials.

Please see the discussion of New York State Library Construction Grant awards under (5) Facilities section.

Fundraising:

| Campaign Name | Campaign Dates | Raised to Date |
|---|--------------------------------|---|
| Annual - Judy Summer Tribute Online Auction | April 8 - 30, 2012 | \$3,465* <i>not final</i> |
| Yearlong Various Appeal | January 1, 2012 - Year to date | \$74,910 <i>(donations allocated to various funds including Memorials, Riverside Endowment, General, Buffalo News - materials)</i> |

Highlights:

- The Judy Summer Tribute Online Fundraising Auction ran successfully with 164 items and 563 total bids. Social media was used to promote the auction. For a first time effort, the results were as expected.
- The B&ECPL’s Board of Trustees Development Committee, under Chair Anne Leary, will convene on Friday, May 18th at 11:45 a.m. in the Joseph B. Rounds Conference Room at the Central Library.

5. Facilities

New York State Library Construction Grant awards for the 2011-2012 grant cycle were announced this week. A total of \$739,349 was awarded to B&ECPL libraries. Project summaries as listed by New York State are below. Libraries will have until June 30, 2014 to complete work on these projects.

| Library | Grant Amount | Project Description |
|----------------------------|--------------|--|
| Buffalo Central Library | \$617,970 | Asbestos abatement, space reconfiguration, and energy saving improvements of 25,900 square feet of the Central Library, plus security improvements inside/outside, will increase the effectiveness of library service and more efficiently utilize the building. |
| Aurora Town Public Library | \$108,200 | Replacement of a flat roof and the restoration of a peaked roof—including code compliant tapered insulation for proper drainage and energy efficiency—will reduce energy costs and increase conservation of resources. |
| West Seneca Public Library | \$8,332 | A total of 2,100 square feet of sidewalk will be replaced to allow safe entrance and egress from the library and to provide handicapped accessibility. |
| Eden Library | \$4,847 | Cracked, uneven sidewalks at the north, south and main entry of the library will be replaced to provide safe access and exit. Additionally, the replacement of deteriorated curbing in the parking lot will improve safety for all library users. |

The City of Buffalo has engaged consultants to provide a conditions assessment, including major components and building equipment, for City-owned facilities. This assessment includes the City-owned library facilities. City Department of Public Works

staff, working with the consultants and Library maintenance staff, has visited each library facility. The end product when available will help identify future capital improvement needs.

6. Staff Development

| | Number of Program Attendees | | Number of Programs Presented | |
|----------------|-----------------------------|-------------|------------------------------|-------------|
| | Month | Yr. to Date | Month | Yr. to Date |
| Staff | 99 | * | 203 | * |
| Administration | 7 | * | 7 | * |

*Yr. to Date totals will be available in the May 2012 report.

Highlights:

- On April 20th, IT and Technical Services staff members attended the UNYSUG (Upstate New York Sirsi Users Group) meeting in Painted Post, NY.
- Delivered online training on topics including sexual harassment, employee onboarding, and customer service to special populations in libraries (teens, and autistic patrons).
- Human Resources/Workforce Development Officer **Doreen Woods** participated in the University of Buffalo’s Department of Library & Information Studies “Future Librarian Day” panel on April 12th.

7. Media coverage/Media Releases

| Press Release/ Media Interview | Air Date/Publish Date | | Topic |
|---|-----------------------|--|---|
| WBEN Radio – On air interview | April 6 | April 6, 2012 | e-Books in Public Libraries |
| Press Release | April 12 | Criterion story - April 14 th issue | Young Audiences Perform at Central Library |
| Buffalo News | April 12 | April 12, 2012 Buffalo News article and picture in the paper | Community forum with Erie County Sheriff Howard |
| Press Release - Buffalo News - Artvoice | April 14 | April 14, 2012 | National Library Week – Merriweather Writer’s reception |

| | | | |
|--------------------------|----------|--|--|
| Buffalo News | April 16 | April 16 , 2012 Buffalo News article (page B3) | Deidre Williams did a pre-publicity feature story in the Buffalo News April 16 (page B3) on "Tell Me A Story - 4" which was held at the MRW Library. |
| Buffalo News | April 18 | April 23, 2012 | RFID in Libraries, A high-tech way to check out |
| Channel 2 - Online Event | | Beginning on April 23 rd | Judy Summer Online Auction |
| WBFO | April 20 | April 20, 2012 | Auction |
| Buffalo News | | April 18, 2012 | Online Auction |
| Business First Online | | Wk. of April 23 rd | Milestones Treasures |
| Riverside Review | April 25 | April 25, 2012 | Article on Riverside Library Open House. Senior Page Ashley Gormady , her grandmother Nancy, her sister Madison, and volunteer Anna Buckley are pictured doing origami. |
| Business First Print | | April 27 - May 3 | Bflo's Scientific Treasures, Milestones |
| Press Release | | May 1, 2012 | Aurora Library temporary closing |
| Press Advisory | | | Niagara Library "Dia" event |
| Press Advisory | | April 25, 2012 | Auction |
| Business First Online | | May 7, 2012 | Buffalo Library System granted state construction grant funds |

Highlights:

- Spree Magazine took photos of rare books for an upcoming story on “Treasures in Buffalo.”
- Since the story ran in *Business First* about the Milestones Collection, the Library has received a request from Spree Magazine to write a story.
- June 13th, the Library System will announce Summer Reading with a media event featuring the Deputy Commissioner for Cultural Education and Acting New York State Librarian, Jeffrey Cannell. Everyone is invited.
- April 25th, **Amy Pickard** worked with KC and Gail Kratt, photographers for *Buffalo Spree*, to capture images for the June issue of the Rare Book Room’s George Washington letter, the Geneva Porter 1929 diary and the Christian Homestead Ass’n (with “houses of ill-fame”) map.

8. Partnerships

Highlights:

- An introductory meeting was held to discuss an anti-bullying initiative to take place during October. Stakeholders participated from various organizations including WNY United Child and Adolescent Treatment Services, Family Justice Center, Self-Advocacy Association of New York State (SANYS-WNY), UB School of Social Work, WNY Independent Living Center, Gay and Lesbian Youth Services, Erie County (E.C.) Department of Public Advocacy, E.C. Commission on the Status of Women, E.C. Office for the Disabled, E.C. Social Services, E.C. Sheriff’s Department and OUTspoken for Equality. Future meetings are being scheduled.
- April 30th - Information Services & Outreach Librarian **Andrew Maines** met with UB Librarian Michael Lavin and Queen City Comics Emil Novak to begin planning the 2012 Comic Fest.

9. Governance

The B&ECPL Board of Trustees Planning Committee met April 19th and worked with Ellen Bach of Whiteman, Osterman & Hanna LLP to set a timeline of important dates in the progress of the B&ECPL’s district option. Several member library trustees participated in the meeting. Director **Jakubowski** and Human Resources/Labor Relations Officer **Jeannine Doyle** continued discussions with Ms. Bach with regard to the library district and Civil Service law, collective bargaining agreements, labor law, etc.

Libby Post of Communication Services continued to train staff, trustees and Friends Groups.

10. Director Activities

Meetings and Events:

- April 2, 2012 Interview with Channel 4 Why Guy - Fishing Exhibit
- April 2, 2012 Karen Senglap, U.B. Mtg.
- April 2, 2012 Keith Dash, Supervisor Town of Evans, Mtg.
- April 3, 2012 Mary Cooke, Supervisor Town of Grand Island & Chris Aronica, Council Member, Mtg.
- April 3, 2012 Terry McCracken, E.C. Legislator Mtg. - Lancaster Public Library
- April 4, 2012 Staff Forum: Q&A - North Collins Public Library
- April 5, 2012 Admin. Team Mtg.
- April 16, 2012 Deputy Directors Mtg.
- April 16, 2012 WBFO/WNED Interview - Judy Summer Tribute Online Auction
- April 16, 2012 Victor Rice, Pres. Library Foundation of Buffalo & Erie County, Mtg.
- April 16, 2012 *Buffalo News* photo - Judy Summer Tribute Online Auction
- April 16, 2012 Ken Stone Mtg. - ECFSA Grants
- April 16, 2012 Robert Shibley, U.B. Prof. Architecture, Peter Murad, Architectural Resources, and Paul Hogan, V.P. The John R. Oishei Foundation, Mtg. - Re-Imagine Concepts
- April 17, 2012 ACT Board meeting - Williamsville
- April 17, 2012 Robert Shibley Mtg. - Exhibit Space
- April 17, 2012 PULISDO/DLD conference call
- April 18, 2012 Libby Post, Communication Services - conference call
- April 19, 2012 Admin. Team Mtg.
- April 19, 2012 B&ECPL Board of Trustees Mtg.
- April 19, 2012 B&ECPL Planning Committee Mtg.
- April 20, 2012 Ellen Bach, Whiteman, Osterman & Hanna Mtg.
- April 20, 2012 *Business First* - Milestones Collection
- April 20, 2012 Paul Hogan and Jack Connors Mtg.

| | |
|----------------|--|
| April 25, 2012 | WNYLRC conference call |
| April 25, 2012 | BPS Student Artist Opening |
| April 25, 2012 | Elma Public Library - Dedication of the Zenath T. Heintz Community Room and Friends of the Elma Public Library Children's Room |
| April 26, 2012 | WNYLRC Regional Directors Mtg. |
| April 26, 2012 | B&ECPL Policy Committee Mtg. |
| April 26, 2012 | Hamburg Public Library - Construction Proposal Public Mtg. |
| April 27, 2012 | Anne Conable Mtg. |
| April 27, 2012 | H.R. Assistant Deputy Directors Mtg. |
| April 30, 2012 | Anti-bullying Coalition Mtg. with Sawrie Becker, E. C. Comm. of Public Advocacy |

Other:

Contracting Member Library Activity Reports - April 2012

Amherst Public Library - submitted by Roseanne Butler-Smith, Director

The first quarter of 2012 has proved to be a busy one for all 4 branches of the Amherst Public Library.

The Amherst Library has been very fortunate to be able to work with many non-library organizations and other members of our community despite fewer hours of public service and decreased staff level.

In January, the library was able to offer a paid page position to a young lady who had completed an 18-month long Internship program through New York State Disabilities Office (NYSDO) and the Amherst Library. We are excited to announce that the next NYSDO intern will begin in May of 2012, making this a total of 3 individuals who have learned many work skills while being trained in the library.

The Amherst Library continues to work with the Williamsville Central School District and be an internship site for students in their Transitions program. At the end of this school semester, a total of 10 students will have completed various volunteered projects at the library.

The first Williamsville Business Association Benefit Gala for the Williamsville Branch of the Amherst Libraries was held in February 2012. This event brought both the business and private community of the village together for an exciting night of delectable treats,

fine wines and exciting auction items. The benefit continued all month long with a basket raffle held in the library during hours of public service. The Amherst Library Board of Trustees is pleased to state that a net profit of more than twelve thousand dollars was made by this fundraiser to offset operational cost of our Village branch.

In March, all the details of a program with Erie County Council for the Prevention of Alcohol and Substance Abuse, the Amherst Town Youth Court and the Amherst Public Library were finalized. This program will make the Amherst Library the liaison site for Amherst Court appointed youths and ECCPASA.

The first quarter of 2012 allowed the Amherst Libraries to offer many successfully attended adult programs. An 8-week Adult Health series brought 350 attendees to the Audubon Library. As the Eggertsville-Snyder Branch serves as the only site in the Town of Amherst for free tax preparation, we saw many first time library visitors. I am pleased to say that a great number of these never before library visitors applied and received a County library card, once they saw all that the System has to offer. The warmer than normal winter still allowed for many senior members of the Clearfield community to visit the library and play a game or two of chess. For a number of years now, the Clearfield Branch has been home to the local Chess group and it is common during any afternoon of the week to see 2 if not 6 games of chess going on.

In addition to the numerous adult programs and Outreach programs offered, all 4 of the Amherst Libraries continued to make available our well known, attended and requested toddler, preschool programming and family programs.

Cheektowaga Public Library – submitted by Christine Bazan, Director

Highlights of events and activities at the Cheektowaga Libraries:

- The Reinstein Woods Nature Preserve presented 3 weeks of programs during April on nature and the local environment, for children ages 3-5.
- National Library Week was celebrated with a spring craft program for children ages 5-12, presented by the Cheektowaga Y.E.S.
- **Yvonne Maute**, Librarian Manager of the BTOP program, presented an overview of this employment and computer training program in the Cheektowaga Libraries to representatives of the Federal and State governments, as well as other recipients of similar grants, in Geneva, NY, April 30th - May 1st.
- Staff and volunteers of the Julia Boyer Reinstein Library began to tag books and other materials in preparation for becoming an RFID library later in 2012.

Agenda Item G – Report of the Foundation. On behalf of Library Foundation of Buffalo & Erie County Board President Victor Rice, Anne Conable reported the Foundation met on May 1st. Trustees agreed to contract services for the special legislative district initiative with Bolton-St. Johns, LLC. They also agreed to provide another year of sponsorship for Just Buffalo’s Babel program for the upcoming fall season. Dr. Richard Lee was nominated and approved to the Foundation’s Board of Directors. Ms. Leary added they have met with Ms. Jakubowski regarding programs the Foundation will help underwrite this year.

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

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business.

Agenda Item J.1 – Renew Collection Agency Contract. Mr. Stone introduced this resolution which would allow the Library to enter into another contract with Unique Management Services (UMS) to provide collections services for a three-year period with one three-year renewal option. He reported UMS has been providing collections agency services for the Library since November 2001, and through March 2012 library materials valued just over \$1 million have been recovered along with \$943,151 in cash. An advantage is they are totally integrated with the Library’s Automated Library Information System; in fact, SirsiDynix has declared them the sole source provider of collections agency services using the Library Automation System. He noted no complaints about their approach. He discussed the letter only small balance service commenting these accounts are not referred for full collection. Ms. Thomas moved. Ms. Kelly seconded. Resolution 2012-20 was approved unanimously.

RESOLUTION 2012-20

WHEREAS, the prompt return of library materials is a common goal of all libraries, and

WHEREAS, returning items in a timely manner maximizes the item’s availability to library patrons and reduces the time patrons wait to borrow popular/new items, and

WHEREAS, while the overwhelming majority of library patrons respond to library overdue e-mail/automated phone notices and return outstanding materials to their local library and/or reimburse the library for materials lost, a small percentage do not, and

WHEREAS, to encourage an even greater return rate, implementation of collections agency services was desired, and

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL), through a publicly advertised Request for Proposals, sought written proposals from collections agencies with extensive library collections experience, EMPHATICALLY stating that the primary need is to diplomatically recover library material and that preserving a positive relationship with our patrons is a high priority, and

WHEREAS, this process resulted in a contract with Unique Management Services (UMS) for an initial three-year term, with a provision for up to two renewal periods of equal length upon mutual agreement of the parties involved, and

WHEREAS, the Board of Trustees has previously authorized exercising both renewal options, and

WHEREAS, from inception through March 2012, library materials valued at \$1,004,076 have been recovered, along with fine and replacement fee payments of \$943,151 and waived charges of \$240,627 for a total value of \$2,187,854, while costs for collections agency services over this period were \$362,271 or 16.6% of recovered value, and

WHEREAS, given the continuing need to maximize return on invested taxpayer dollars in terms of keeping library materials available to the public, continuing collections agency services is in the interest of both library patrons and taxpayers, and

WHEREAS, since the Library first engaged UMS, the Library's Automated Library Information System vendor, SirsiDynix has designated UMS as *"the U.S. SOLE SOURCE provider of collection and notice management services that function in conjunction with the SirsiDynix debt collection management software. This Unique Management Services/SirsiDynix software interface is not available from any other source and SirsiDynix is the SOLE SOURCE provider of any maintenance, upgrades, and/or updates associated with the software interface."*, and

WHEREAS, seamless integration of these services with the Library's Automated Library Information System is critical to the effective and cost efficient operation of the Library, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library designates Unique Management Services as a sole source provider of collections agency services that function in conjunction with the SirsiDynix debt collection management software utilized by the B&ECPL, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approves entering into a contract to continue these services for another three years with one three year renewal option at a cost of \$8.95 per

Minutes of the Board of Trustees

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account referred for full collections services and \$2.95 per account sent for the letter only small balance service, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute the necessary documents.

There being no further business, on motion by Ms. Leary and a second by Ms. Thomas, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary