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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, June 14, 2012
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library
Joseph B. Rounds Conference Room
1 Lafayette Square, Buffalo, NY 14203

A. Call of the roll

B. Approval / Changes to the Agenda

C. Minutes of the Meeting of May 17, 2012 — **ACTION**

D. Report of the Chair — **INFORMATION**

E. Committee Reports

1. Executive Committee
2. Budget and Finance Committee
   - a. Res. 2012-21 – Unanticipated Expenditure Assistance: Lackawanna Public Library — **ACTION**
   - b. Res. 2012-22 – Print Shop Copier Replacement — **ACTION**
   - c. Monthly Financial Report (to be distributed at meeting) — **INFORMATION**
3. Policy Committee
   - a. Res. 2012-23 – Amend Rules of Conduct Policy — **ACTION**
   - b. Res. 2012-24 – Amend Central Library Access Ramp Policy — **ACTION**
4. Development Committee

F. Report of the Director (sent via e-mail if on file) — **INFORMATION**

G. Public Comment

H. Unfinished Business

I. New Business

1. Res. 2012-25 – Network Hardware/Software Maintenance and Professional Services Contract Renewal — **ACTION**
2. Facility Study Presentation by Susan Kent/Peter Murad — **INFORMATION**

J. Adjournment

PROPOSED
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)
$ 755,407	Library Fund Designated Fund Balance for Grant Match
$1,523,377	**Total Revenue**

Expense

$1,523,377	Central Library 2nd 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 McMahon, 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:

Angela 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* *not final*
Yearlong Various Appeal	January 1, 2012 – Year to date	$74,910 *(donations allocated to various funds including Memorials, Riverside Endowment, General, Buffalo News – materials)*

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 14th 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 23rd	Judy Summer Online Auction
WBFO	April 20	April 20, 2012	Auction
Buffalo News		April 18, 2012	Online Auction
Business First Online		Wk. of April 23rd	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

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

B&ECPL Monthly Report
May 2012

The Buffalo and Erie County Public Libraries continue to provide a tremendous amount of services to the residents of Erie County given the daily challenges faced with reduced hours and limited staff and resources. System-wide, staff and administration focus on meeting patrons educational, technological, and entertainment needs.

Summer programming is well under development with an exciting media kick-off scheduled at the Central Library for Wednesday, June 13th. The following Saturday, June 16th, is the Summer Reading Carnival where entertainers will delight both children and adults, while zombies roam the halls of the Central Library. Story time, movies, summer reading schedules, games and prizes are included in the day's schedule. Representatives from various libraries will also be on hand to encourage ongoing participation in "Dream Big, READ"!

Read Down Your Fines is once again scheduled for this summer. The program, now in its fourth year, incents children and teens by removing fines/fees from their library cards through the act of reading. Last year more than $3,800 in fines/fees were eliminated through this program. This equates to over 253 hours of summer reading!

Battle of the Books is well under way. Please hold open Saturday, August 4th, so that you can attend the final battle round at Erie Community College – South Campus! The championship battle is expected to begin around 11:30 a.m.

The Library is working with various organizations from throughout Erie County to prepare for a significant anti-bullying awareness campaign this October. Details will follow as plans are developed. Currently, the steering committee consists of representatives from the Library, Erie County Executive Mark Poloncarz's office, Erie County Commission on the Status of Women, Erie County Office for Persons with Disabilities, Erie County Department of Social Services, Erie County Sheriff's Department, Boys & Girls Clubs of Buffalo, Child and Adolescent Treatment Services, Erie County Legislator Edward Rath, Self Advocacy Association – NYS, UB School of Social Work, Parent Network of WNY, Gay & Lesbian Youth Services, Mobile Safety – Net Team, WNY United, Western Region PTA, Family Justice Center, Lutheran

Services, WNY Peace Center, International Institute of Buffalo, Yogi's Safe Haven Support Group – and the list is growing! We are proud to be at the forefront of this critical topic and welcome additional participants.

Below are the months other activities and highlights:

1. Public Services

Monthly Programming Statistics – May 2012

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	267	1146	5473	22745
3.3 Children (age 6-12)	90	472	1564	7841
4.4 Teens	28	94	363	977
Intergenerational	32	196	1150	6872
5.3 Adults (excludes Technology)	95	512	1173	10290

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	52	222	251	1468
System or Library-owned Cyber Train	33	162	281	1551

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	35	142	1110	3947
Children (age 6-12)	4	16	1321	2368
Teens	0	0	0	0
Intergenerational	2	3	220	295
Adults (excludes Technology)	17	78	923	3306

*Williamsville Branch not included in these totals. Some January-April adjustments made since last reported.

Highlights:

- The Central Library Training Team produced 3 screencasts in May: *How to Send Email Attachments* (http://bit.ly/JRJFbF), *How to Open and Save Email Attachments* (http://bit.ly/KC8x30), and *How to Set up an iPad to Download eBooks and Audiobooks* (http://bit.ly/Ku9JqU).
- The Training Team conducted 40 public classes for 293 attendees at 18 library locations.

- El Día de los Libros/El Día de los Niños, Niagara Branch's signature event of the year, was held on the evening of Wednesday, May 2nd. Approximately 75 people attended.
- On May 16th, Information Services Librarian **Beth Lewitzky** introduced the 3rd installment of the Ring of Knowledge Social Justice Lunchtime Series. The speaker was Michael Niman, Buffalo State College Professor and columnist, whose talk was entitled, "Efficacy and Staying Power of Leaderless Groups: From People of the Rainbow to Occupy."
- The Children's Programming Team presented 119 programs system-wide to an audience of **2,176**.
- Author Tewodros (Teddy) Fekadu, "No One's Son" (Leapfrog Press, 2012), presented at the Frank E. Merriweather, Jr. Branch and the Niagara Branch May 20th and May 24th respectively.
- On May 24th, the *Buffalo News* and "Say Yes to Education" presented an educational webinar to explain the program and how it will affect children and parents in the Buffalo Public Schools. Panelists included Mary Anne Schmitt-Cary, Director of "Say Yes to Education"; Amber Dixon, Interim Superintendent Buffalo Public Schools; Louis Petrucci, President Board of Education; and Sam Radford, President District Parenting Council.
- Outreach visits were made to Childtime Learning Center; YMCA Daycare at the Family Court; CAO Ferry; Bethel Head Start; St. Agatha's Head Start; Niagara Daycare and Holy Cross Head Start (Central, Main and Northwest Centers).
- A *Genealogy 101* presentation was given at the Federal Building, as part of the Federal Women's Program Network Lecture Series. Sixty-five attended the program.
- Central Library tours were given to: Friends of the Orchard Park Public Library; Bennett Park Montessori School; School #6; St. Joseph's School; Department of Education at Daemen College and visiting Librarians and 2 archivists.

2. Collection Development

Print Collections:

	Collection Size	Monthly Item Adds	Yr. to Date Adds
2.1 Juvenile non-Fiction	160,309	732	2,405
3.1 Juvenile Fiction	355,876	2,412	9,046
4.1 Young Adult Fiction	67,425	1,111	5,002
5.1 Adult non-Fiction	1,396,198	2,783	10,712
6.1 Adult Fiction	560,373	7,038	23,517

Media Collections:

	Collection Size	Monthly Item Adds	Yr. to Date Adds
3.2 Juvenile	67,678	875	2,498
4.2 Young Adult audiobooks only	2,571	8	94
6.2 Adult	350,741	3,282	17,178

Electronic Collections:

	Collection Size	Adds	Downloads	% Change from previous month
e-Books	12,838	*512	20,332	- 0.4%
Music (Freegal)	Unlimited SONY Library		4,169	- 2.8%
e-Audiobooks	** 5,835	61	4,812	+ 3.2%
e-Videos	370	0	117	- 14.6%

*e-Book "Adds" include 150 free promotional MaxAccess titles for 1 year.
**e-Audiobook Total includes 50 renewed (replaced) MaxAccess titles.

Highlights:

- Technical Services staff and the Collection Development Team finalized the transition of DVD and Blu-Ray disc ordering to Baker & Taylor, the vendor the Library recently contracted with for video purchases.
- A *Buffalo in 1940* display, is now being exhibited in the cases near the Grosvenor Room entryway.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	3,278	+ 53	+ 1.6%	11.1%
Twitter Followers	2,598	+ 68	+ 2.7%	9.8%
Flickr Views	39,408	+ 628	+ 1.6%	3.6%
Pinterest Followers	127	- 11*	- 8.0%*	N/A**

*Pinterest modified its "follower" calculation method May 2012.
**N/A Pinterest created February 2012.

- Library 2.0 interaction Highlights:

Rolly Pollies @RollyPolliesWNY @buffalolibrary At the Orchard Park branch checking out some books for the kids!

Timothy M. Kennedy @SenKennedy Yesterday, we joined @BuffaloLibrary officials to announce a significant state investment in our local libraries: http://www.nysenate.gov/press-release/senator-kennedy-library-officials-announce-state-grants-buffalo-erie-county-libraries

GreyHouse Publishing @greyhousepub @buffalolibrary - This self-checkout technology is fantastic! Can't wait to see this in libraries across the country! http://www.rfidnews.org/2012/04/23/buffalo-libraries-deploy-rfid-self-checkout-system

Highlights:

- Staff members are being trained to maintain the new Drupal website pages related to their respective departments. This by-product of the new website design allows authorized staff to perform updates in a timely manner and helps to insure site accuracy.
- Erie County Dell PowerEdge Servers Bid No. 212207-005 was awarded to Dell Marketing L.P.

4. Funding/Fundraising

Funding:

- On May 7th, System Trustee Elaine Panty and this writer met with Erie County Legislators Kevin Hardwick and Lynn Marinelli to discuss Legislator Hardwick's Erie County Charter change proposal.
- On May 15th, System Board Chair Jack Connors and this writer met with Erie County Executive Mark Poloncarz, Deputy County Executive Richard Tobe and 2 staff members to discuss the 2013 budget process, the CE's amended Four Year Financial Plan and the Library's need for additional funding. Discussions will continue.
- Mr. Connors, CFO Ken Stone, COO Carol Batt, this writer and the Administrative Team met with the Erie County Legislature's Community Enrichment Committee on May 29th to discuss Legislator Kevin Hardwick's Erie County Charter Amendment Change, which would limit the % reduction to the Library's annual budget to 2.5%. Much discussion was held. Legislator Hardwick's proposal remains in Committee. Along with Legislator Hardwick, Community Enrichment Committee Chair Marinelli and Legislators Dickson, Mazur, Loughran, Grant and Lorigo were in attendance.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Yearlong Various Appeals	January 1, 2012 - YTD	$75, 194 (includes donations through the mail and online, includes Memorial gifts, *Buffalo News* donations made in 2012 calendar year, general and recurring gifts)
Judy Summer Online Auction	April 8 – 30, 2012	$ 4,046 gross, includes shipping and handling fees
June Online Auction	June 6 – July 6, 2012	

Highlights:

- The Development Committee, under Chair Anne Leary, met on Monday, June 4, 2012. A draft of the 2012 – 2013 development plan was presented by Assistant Deputy Director **Joy Testa Cinquino**. The 7 areas of fundraising support the Library will focus on include:
    - Online Giving
    - Event Fundraisers
    - Grants
    - Programming Sponsorships
    - Direct Appeals
    - Major Donors, Planned Giving
    - Capital Campaign (future)

  The Committee will meet again before the end of June.

5. Facilities

The air conditioning at the East Delavan Library failed completely just before the Memorial Day weekend. The unit's condenser, the heart of the system, is not repairable. Maintenance staff is working with City of Buffalo Public Works staff, including Commissioner Steven Stepniak, to expedite replacement of this City owned item.

6. Staff Development

	Programs Attended (Attendees)		Programs Given	
	Month	Yr. to Date	Month	Yr. to Date
Staff				
Administration				

*Statistical Table is being redesigned to include staff training for all 37 libraries. Complete Monthly and Year to Date Totals will be provided in a future report.

Highlights:

- On May 5th, Merriweather (MRW) Branch Manager **Sandra Williams Bush** attended the African American Genealogical Society's Spring Conference *"Unlocking the Mystery of Family History"* at the Cleveland Public Library (CPL).

- On May 19th, MRW Branch Manager **Sandra Williams Bush** and Dudley Branch Manager **Suzanne Colligan** attended *"Using Genetic Genealogy to Explore Your Ancestry"* sponsored by the Western New York Genealogical Society.

- The Public Library Administrator's Certificate Program (PLACP) resumed on May 8th with 20 participants.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release & flyer	June Central Programming	Various media outlets – ArtVoice, Family, Buffalo News, etc.
Media Release & photo	Book Talk program by Teddy Fekadu	Buffalo News, Bflo Challenger May 21, 2012, Section D, p.5.
Media Release	El Día de los Libros/El Día do los Niños	Did not air WIVB – TV filmed at Niagara Branch
Media Release	Hands on Computer Open Labs	Sent May 30, 2012
Invitation to Media Event	Summer Reading Media Event on 6/13/12	Sent June 5, 2012
Media Release	Zombie Walk and Summer Reading Carnival	Sent June 5 to various media outlets Buffalo News Blog 6/6

Media Event Announcement and Media Release Library Calls to reporter	Construction Grants	Business First broke the story. Media event covered by Buffalo News Channel 4 Bee Publications WBFO radio
Call to reporter	Library Return on Investment	Buffalo News Article 6/4
Call from reporter	Library eReader use and computer training	Article in all Bees week of 5/23
Call from reporter	Local stats pertaining to major wars – info provided by Grosvenor Room	Article published in the Buffalo News on 5/27

Highlights:

- Summer Reading media event will be held on Wednesday, June 13th at 10 a.m. at the Central Library.

- Return on Investment flyers, along with additional program literature and flyers, were distributed to all State and County officials.

8. Partnerships

Highlights:

- Neighborhood Health Center Mattina began staffing an outreach/information table at the Niagara Branch on Monday, May 7th. They are scheduled to come every Monday from 3-4 p.m.

9. Governance

Highlights:

- Library Administration continues to work with Libby Post, Communication Services.
- System Board Chair Jack Connors and this writer met with New York State Assembly Member Robin Schimminger to discuss the Library District Initiative.
- Chair Connors and this writer met with City of Buffalo Comptroller Mark Schroeder to discuss the Library District Initiative.

10. Director Activities

Meetings and Events:

May 1, 2012	Libby Post, Communication Services
May 1, 2012	Library Foundation of Buffalo & Erie County Board Mtg.
May 2, 2012	Libby Post, Communication Services
May 2, 2012	2013 Budget Restorations - Dawn Peters, Carol Batt
May 2, 2012	Staff Forum: Q&A with the Library Director
May 2, 2012	Advocacy Strategy, Board Chair Jack Connors, Trustee Anne Leary, Libby Post - Communication Services
May 2, 2012	Libby Post, Communication Services - Training (Friends Group)
May 3, 2012	Libby Post, Communication Services - Training (Friends Group)
May 3, 2012	Admin. Team Mtg.
May 3, 2012	Libby Post, Communication Services, and Joy Testa Cinquino
May 3, 2012	Bolton-St. Johns, LLC - conference call with Foundation
May 4, 2012	Lucy Cook
May 4, 2012	HR/Workforce Development
May 4, 2012	Kevin Thompson, University of Buffalo - Medical Campus Display
May 5, 2012	Association of Contracting Library Boards of Trustees Mtg. - Open Meetings Law Presentation
May 7, 2012	Legislators Kevin Hardwick & Lynn Marinelli & Trustee Elaine Panty Mtg.
May 7, 2012	2013 Budget Restorations - Dawn Peters, Carol Batt
May 7, 2012	Joy Testa Cinquino, Anne Conable - Mtg.
May 8, 2012	Milestones of Science - Planning Mtg.
May 8, 2012	Perry Project Mtg.
May 9, 2012	Managers/Directors Mtg.
May 9, 2012	Tour of Lafayette Hotel
May 10, 2012	County Executive Mark Poloncarz, Deputy CE Richard Tobe, B&ECPL Board Chair Jack Connors Mtg.
May 10, 2012	State Construction Grant Press Conference Senator Tim Kennedy and NYS Assembly Members Crystal Peoples-Stokes and Sean Ryan
May 10, 2012	North Buffalo Library Group -- Annie Reed
May 10, 2012	B&ECPL Executive Committee Mtg.
May 10, 2012	Susan Kent and June Garcia, Library Strategices International, conference call
May 11, 2012	Unique Management Small Balance Program, Ken Stone, Carol Batt, etc.

May 14, 2012	Salvation Army Luncheon, Anne Leary
May 15, 2012	Western New York Library Resources Council (WNYLRC) Executive Board Mtg.
May 15, 2012	WNYLRC Board Mtg.
May 16, 2012	Admin. Team Mtg.
May 16, 2012	Victor Rice, Pres. Library Foundation of Buffalo & Erie County, Mtg.
May 17, 2012	WNYLRC Committee Chair Mtg.
May 17, 2012	B&ECPL Board of Trustees Mtg.
May 18, 2012	Library Foundation, Bolton-St. Johns, LLC
May 20, 2012	Explore & More Touch a Truck
May 22, 2012	Anti-bullying Coalition Mtg.
May 22, 2012	Western New York Library Resources Council
May 23, 2012	Budget - Ken Stone, Carol Batt
May 24, 2012	Library Assistance Conference Preparation - Roseanne Butler-Smith
May 24, 2012	Town of Tonawanda - Kenmore Branch Grand Reopening
May 25, 2012	Buffalo City Comptroller Mark Schroeder, B&ECPL Board Chair Jack Connors Mtg.
May 25, 2012	State Assembly Member Robin Schimminger, B&ECPL Board Chair Jack Connors Mtg.
May 25, 2012	HR/Workforce Development
May 29, 2012	Erie County Legislature - Community Enrichment Committee Mtg.
May 30, 2012	Hamburg Library - Hamburg Opted-in-card holders
May 30, 2012	Admin. Team Mtg.
May 30, 2012	Carol Batt
May 30, 2012	Library Assistance Conference Preparation - Roseanne Butler-Smith
May 31, 2012	Chautaugua-Cattaraugus Library System with Tom Bindeman, NIOGA, Sheryl Knab, WNYLRC

Other:

Contracting Member Library Activity Reports – May 2012

North Collins Public Library – submitted by Mary Muscarella, Director

Highlights of events and activities at the North Collins Public Library in the spring of 2012:

- Computer classes were attended by 22 patrons
- Story time was attended by 208 patrons
- Book club was attended by 44 patrons
- Movie nights were attended by 10 patrons
- A presentation by Hawk Creek was attended by 40 patrons
- A 'Pinkalicious' Party was attended by 18 patrons
- A Fairy Tale program was attended by 14 patrons
- New carpet was installed in May
- Battle of the Books team has 9 teen members

Town of Tonawanda Public Library – submitted by Dorinda Darden, Director

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

- Radio Frequency Identification (RFID) gates and self check-out machines were installed on April 9, 2012 and April 10, 2012 for the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches respectively. We are now live with RFID.
- The Town of Tonawanda Public Library – Kenmore Branch held its Grand Re-Opening Ceremony on Thursday, May 24, 2012 featuring the Magic of Mr. J., face painting with Coco the Clown and making balloon animals. There were 50 in attendance who enjoyed the entertainment and refreshments that were made possible through the generous donation from the Kenmore-Town of Tonawanda Friends of the Library. The library was closed from January 23rd – February 7th to reconstruct the public area of the library from a 2010-2011 New York State Construction Grant awarded in the amount of $76, 805 with matching funds from the Town of Tonawanda.

Respectfully submitted,

Mary Jean Jakubowski
Director