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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, July 19, 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 June 14, 2012	**ACTION**
D.	Report of the Chair	**INFORMATION**
	1. Res. 2012-26 – Intermit August Meeting	**ACTION**
E.	Committee Reports	
	1. Executive Committee	
	2. Budget and Finance Committee	
	a. Res. 2012-27 – 2013 Proposed Budget Guidance	**ACTION**
	b. Res. 2012-28 – Unanticipated Expenditure Assistance: Hamburg Public Library	**ACTION**
	c. Res. 2012-29 – NYS Library Construction Grant - Reduced Match Criteria and Review Guidelines	**ACTION**
	d. Monthly Financial Report	**INFORMATION**
	3. Policy Committee	
	a. Res. 2012-30 – Amend Internet Safety and Acceptable Use Policy	**ACTION**
	4. Bylaws Committee	
F.	Report of the Director (link sent via e-mail if on file)	**INFORMATION**
G.	Report of the Foundation	
H.	Public Comment	
I.	Unfinished Business	
J.	New Business	
K.	Adjournment	

PROPOSED
MINUTES
REGULAR MEETING AND EXECUTIVE COMMITTEE MEETING OF THE BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 14, 2012

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, June 14, 2012, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Elaine M. Panty, Secretary
Amy Alvarez-Perez
Phyllis A. Horton
Sharon M. Kelly
John G. Schmidt, Jr.
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. As a quorum was not present, they proceeded with informational items.

Agenda Item D – Report of the Chair. Mr. Connors reported on the May 29th Erie County Legislature's Community Enrichment Committee meeting he attended where there was discussion about the district option, but much of the time was spent discussing Legislator Kevin Hardwick's proposed charter amendment which would limit the decrease in County funding to the Library in any one year to no more than 2 ½ percent. Mr. Connors commented, while they appeared to like the spirit of the amendment, it will not help the Library grow or maintain what we have.

Trustee Schmidt arrived at approximately 4:07 p.m.

Continuing with his report, he noted the legislators seemed to agree as a group they should discuss this further. Mr. Connors communicated the Library needs a solution that will provide more funding - more than the 1% increase in the County Executive's Four Year Plan. Mr. Stone provided them with information on the nonimpact of the 1% over time. They were also informed the contract member libraries were asked to put together a restoration and recovery plan of what it would take to get to the hours they had back in 2010. The estimate is $2 ½ to $3 ½ million dollars and the Library will request to increase its budget by that. While they appeared stunned by the amount, the Library explained it has been cut by more than 26% over the last 5 - 6 years; it was felt they then understood where the Library was coming from. Also discussed was to put

the $2 million dollar interfund transfer they provide on the property tax line because if the Library becomes a special district, it needs to be incorporated there so we have a number we could take to the public in an initial budget that would reflect what we are actually getting now in total from the County. Trustee Panty reported on a separate prior meeting she had with Mr. Hardwick, where they discussed his amendment as a starting point and would like input from his fellow legislators and others. Trustees were reminded this proposed charter amendment is still under discussion and has not been formally introduced.

Agenda Item E - Committee Reports.

Agenda Item. E.1 – Executive Committee. In the absence of Vice Chair Thomas, Ms. Panty read the following report of the Executive Committee which met June 7, 2012:

Present: Executive Committee members Jack Connors and Elaine Panty along with Trustee Phyllis Horton, Director Mary Jean Jakubowski, CFO Kenneth Stone and COO Carol Batt.

Chair Jack Connors called the meeting to order at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was not present.

The Proposed Agenda for the June 14, 2012 Board meeting was reviewed.

Mr. Stone discussed the following proposed resolutions:

- Resolution 2012-21 Unanticipated Expenditure Assistance – Lackawanna Public Library
- Resolution 2012-22 Print Shop Copier Replacement

Mrs. Jakubowski briefly reviewed:

- Resolution 2012-23 Amend Rules of Conduct Policy
- Resolution 2012-24 Amend Central Library Access Ramp Policy

New Business – Mr. Stone discussed:

- Resolution 2012-25 Network Hardware/Software Maintenance and Professional Services Contract Renewal

Under New Business, Mrs. Jakubowski also briefly discussed the anticipated process for the Facility Study presentation to be given by Susan Kent, Peter Murad, etc. at the June 14th Board meeting.

No changes noted in the June 14th Board meeting Agenda.

The Executive Committee meeting concluded at 4:15 p.m.

Agenda Item E.2.c - Monthly Financial Report. The monthly financial report for the year as of April 30, 2012 was presented for information.

Agenda Item E.4 - Development Committee. In the absence of Committee Chair Anne Leary, Assistant Deputy Director Joy Testa Cinquino reported on the Development Committee meeting of June 4, 2012 where Ms. Testa Cinquino presented a draft System fundraising plan which focused on online giving, social media, event fundraisers, grants to corporate foundation and governments including grants for programming, direct appeals and, in the future, major gifts and capital campaigns. It was agreed to develop a plan to engage young adults (20, 30 and 40 year olds) to the Library with specific fundraising goals and cultivate that group. She added Ms. Leary had just recently met with 2 volunteers who have been recruited to build a young members group within the Library. The Milestones of Science anniversary in 2013 will be promoted with either one large event or a series of smaller fundraising events. A Story Time Ball for later this year was discussed for parents and young children. They will continue to involve all libraries in reaping the results from the fundraising goals. The Development Committee will next meet June 27, 2012 at noon at the Central Library.

Agenda Item F - Report of the Director. Director Jakubowski reported both she and Deputy Director - CFO Ken Stone attended the County's Capital Budget Discussion and Hearing and made presentations for the 2013-2016 potential capital proposals; the main focus is the asbestos abatement program at Central as well as the elevators. They also met with the elevator design people.

Ms. Jakubowski communicated she has been having discussions with Library Counsel Patrick Martin with regard to the Bylaws of the B&ECPL and requested the Chair call a meeting of the Bylaws Committee to discuss Article II, Section 6 of the Bylaws which discusses teleconferencing and videoconferencing abilities. As laws and interpretations have changed, this needs to be addressed in the Bylaws.

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

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:

Adds	Collection Size	Monthly Item Adds	Yr. to Date
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:

Adds	Collection Size	Monthly Item Adds	Yr. to Date
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 Strategies 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	Chautauqua-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.

Agenda Item G - Public Comment. No public comment.

Agenda Item H - Unfinished Business. No unfinished business.

Agenda Item I .2 - Facility Study Presentation. Ms. Jakubowski introduced and thanked Peter Murad and Nick Derr of Architectural Resources and Susan Kent and June Garcia of Library Strategies International LLC who the Library contracted with to conduct and produce the *2012 B&ECPL Facilities Assessment Report*. As the Library

moves forward in adopting its Strategic Plan for the next five years, this study will play a significant role as it reflects issues that need to be addressed as the Library moves into the future. The focus of the assessment of the B&ECPL facilities was based on the B&ECPL Strategic Goals. It included all 36 libraries in the System; it did not include the Central Library. It was noted the focus of this study is to make recommendations; it is not meant to be a criticism; it is a workbook for going forward; prioritization will be made on things that can possibly be done. The presentation by the team provided project methodology, the format and how to use the report, along with System-wide issues with solutions. A *Space Use & Facility Recommendation Summary Matrix* was handed out to trustees. Limited copies of the draft *2012 B&ECPL Facilities Assessment Report* were available for viewing at the meeting and the electronic draft report will be e-mailed to trustees. Trustees were asked to forward comments to Ms. Jakubowski in the next few weeks so they might be incorporated into the final version of the report. The final report will be posted on the Library's website. The team entertained questions and comments. It was mentioned the City of Buffalo is undertaking its own study to look at major building components of the City branches.

Trustee Wisbaum complimented everyone on this comprehensive report and asked "where is the funding?" Discussion ensued about the possibility of applications for construction grants in partnership with communities of these libraries if they wish to make structural or significant changes and the fact that many of the items in the report were either no cost or low cost. Mr. Connors commented if in the future we become a library district, the System can then prioritize what they would like to see done; communities will retain ownership of these buildings regardless of this.

Mr. Wisbaum inquired about cost estimates, library by library. Following discussion regarding the variability of costing things out and the shelf life of estimates, Mr. Connors commented after contract member library (CML) trustees and directors review this report, if they or the communities have an interest, we could work in assisting them in developing cost estimates or help with finding funding. He reiterated to trustees we do not own these CML buildings, it is the decision of each of the libraries. Ms. Jakubowski pointed out that just as this study is to open up conversation and begin a process for the Buffalo Branch libraries, it is the same for the contract member libraries. This is a subjective piece and can generate the interest; the contract member libraries will make their own decisions. In response to a question by Trustee Schmidt, Ms. Jakubowski commented they will begin looking and prioritizing items at the Buffalo Branch libraries. It was also pointed out that as future renovations are thought about at libraries, this study can be used as a reference.

As a quorum was still not present, in accordance with B&ECPL Bylaws Article II. Section 3, the Chair requested a motion to adjourn the regular Board meeting. On a motion by Ms. Horton and a second by Mr. Schmidt, the regularly scheduled Board meeting was adjourned at 5:27 p.m. Also pursuant to Bylaws, the Executive Committee

convened on June 14, 2012 at 5:28 p.m. to consider action items that had been scheduled for the full Board meeting. A sufficient number of Executive Committee members were in attendance to conduct business.

Agenda Item B – Approval/Changes to the Agenda. Mr. Connors informed trustees the proposed Board agenda would be revised by moving Agenda Item E.3.b. Resolution 2012-24 before Item E.3.a. Resolution 2012-23 as it is referenced in the other. Ms. Panty moved for approval and was seconded by Mr. Schmidt. Approval was unanimous. A revised draft of the Central Library Access Ramp Policy, Resolution 2012-24, was distributed to trustees.

Agenda Item C – Minutes of the Meeting of May 17, 2012. Minutes were approved unanimously by the Executive Committee, as mailed, upon motion by Ms. Panty and a second by Mr. Schmidt.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Unanticipated Expenditure Assistance: Lackawanna Public Library. On motion by Ms. Panty and seconded by Mr. Schmidt, this resolution was passed unanimously by the Executive Committee. In response to Ms. Panty's question, Mr. Stone confirmed that if the Library was a library district, we would not have to worry about this type of request – it would be one pot of money.

RESOLUTION 2012-21

WHEREAS, the contract between the Buffalo and Erie County Public Library (B&ECPL) 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 Lackawanna Public Library Board of Trustees has requested assistance to help offset cost impact of an employee's change from a waiver to full family health insurance coverage, and

WHEREAS, the Lackawanna Public Library Director consulted 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 $13,625, and

WHEREAS, without this assistance the Lackawanna Public Library Board has found that were they to have to offset this cost by reducing staff work hours over an extended period would result in inadequate staffing needed to operate the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, projected savings in System health insurance expense from other areas within the System budget, will result in sufficient monies being available within the 2012 budget 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 projected savings in the System health insurance accounts to provide up to $13,625 in fringe benefit funding assistance to the Lackawanna Public Library, 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.

Trustee Wisbaum left the meeting at approximately 5:30 p.m.

Agenda Item E.2.b - Print Shop Copier Replacement. On motion by Ms. Panty and seconded by Mr. Schmidt, Resolution 2012-22 was passed unanimously by the Executive Committee.

RESOLUTION 2012-22

WHEREAS, the Library's print shop is responsible for generating large quantities of program flyers, announcements, reports and related printing used system-wide and by each library location, and

WHEREAS, the current equipment used to produce most of this work is 6 years old and at the end of its useful life, and

WHEREAS, staff estimates the cost for these replacements at $25,000, and

WHEREAS, the Library has planned for equipment replacements and built up a committed fund balance over a period of years to accommodate this expense, and

WHEREAS, these funds are maintained in the Library Fund's balance sheet as a "Committed Balance - for equipment and technology replacement" account and now total just over $1.010 million, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees authorizes the use and budgeting of $25,000 from the Library Fund's "Committed Balance - for equipment and technology replacement " balance sheet account to undertake these replacements.

Agenda Item E.3 – Policy Committee. Ms. Panty, Chair of the Policy Committee, read the following report from their meeting of June 7, 2012:

Present: Policy Committee members Elaine Panty, Jack Connors and Phyllis Horton; Director Mary Jean Jakubowski and CFO Kenneth Stone.

Policy Committee Chair Elaine Panty called the meeting to order at 3:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. All members were present.

Mrs. Jakubowski reviewed administration and staff recommendations for changes to the Rules of Conduct and the Central Library Access Ramp Policy. All policy changes were reviewed/approved by the Library's Attorney, Patrick Martin. Discussion ensued.

Rules of Conduct changes:

- #1 add language to include use of offensive words likely to provoke violence;
- #2 add language to include prohibition of staring or following person in building;
- #5 rewording to include prohibition of lewd behavior and offensive or inappropriate touching;
- #6 add language to address property of another patron, staff or volunteer
- #8 add petitioning;
- #10 adds language to address smokeless electronic cigarettes and proximity to building where smoking is allowed. Also added cross reference to Central Library Access Ramp designation of "Smoke Free" area;
- #11 reword language regarding eating/drinking;
- #12 prohibition of bathing in restrooms;
- #13 prohibition of sleeping in Library;
- #14 addresses photography in Library, and
- #15 add language addressing no shirts, no shoes in Library.

The Committee recommends the amended Rules of Conduct be brought to the June 14th meeting of the Board of Trustees for approval. Policy with highlighted changes will be distributed with the Board packet and posted to the B&ECPL Webpage under Board of Trustees – Agendas, Action Items and Report of the Director.

Central Library Access Ramp changes:

- #1 add language to include using language that offends others;
- #2 add language to prohibit obscene or threatening gestures;
- #5 rewording to include prohibition of lewd behavior;
- #6 add language to address property of another patron, staff or volunteer
- #8 add petitioning and canvassing – denotation of designated area where petitioning and canvassing is allowed upon application to the Office of Development and Communication;
- #9 added prohibition of bike riding on ramp;
- #10 designation declaring the Central Library Access Ramp as a Smoke Free Area; and,
- #11 prohibits sitting on ramp walls.

The Committee recommends the amended Central Library Access Ramp Policy be brought to the June 14th meeting of the Board of Trustees for approval. Policy with highlighted changes will be distributed with the Board packet and posted to the B&ECPL Webpage under Board of Trustees – Agendas, Action Items and Report of the Director.

The Policy Committee meeting ended at 3:30 p.m. on a motion by Ms. Horton, second by Jack Connors.

Agenda Item E.3.b – (taken out of order) Amend Central Library Access Ramp Policy. Trustee Panty pointed out a revised draft of this policy was distributed at the beginning of the meeting and was e-mailed to trustees prior to the meeting. Mr. Connors remarked policies are reviewed periodically as part of the set schedule for reviewing policies which was included in the Board packet. This proposed amended policy was reviewed by Library Administration, the Policy Committee and vetted by Library Counsel Patrick Martin. Ms. Jakubowski noted items were added/identified to ease situations for predicaments the Library Security Department finds themselves in. Mr. Schmidt asked for further explanation on "and/or using language that offends others" and "disruptive behavior by cell phone use"; discussion ensued. Mr. Schmidt commented sometimes walking up the ramp is not the most pleasant experience and may affect certain people but he does not know if all this language does it. He stated he does not want to hold this up because he knows what the Library is trying to achieve. Ms. Panty moved for approval. Mr. Schmidt made the second. There being no further discussion, Resolution 2012-24 passed as amended by a vote of two to one, with Trustee Schmidt opposing.

RESOLUTION 2012-24

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Central Library Access Ramp Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts the proposed revisions of the Buffalo and Erie County Public Library's Central Library Access Ramp Policy to supersede and replace the prevailing policy, last amended May 21, 2009, and be it further

RESOLVED, that copies of the approved Central Library Access Ramp Policy be transmitted to all B&ECPL Contract Library Boards of Trustees, and be it finally

RESOLVED, that each Contracting Library Board be encouraged to adopt its own policy to reflect access to its building(s) as needed.

Agenda Item E.3.a - Amend Rules of Conduct Policy. Mr. Connors explained the proposed changes to the B&ECPL's Rules of Conduct and entertained a motion to amend the Rules. Trustee Kelly had two comments: Item 2 - needed parenthesis adjusted; and Item 15 - Absence of shirts and shoes should read "and/or". On motion by Mr. Schmidt, seconded by Ms. Panty, Resolution 2012-23 as amended with Trustee Kelly's suggested changes was approved by the Executive Committee.

RESOLUTION 2012-23

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

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

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts the proposed revisions of the Buffalo and Erie County Public Library's Rules of Conduct Policy to supersede and replace the prevailing policy, last amended September 28, 2006, and be it further

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

RESOLVED, that each Contracting Library Board be encouraged to adopt its own policy that articulates standards of appropriate behavior for anyone who visits that locally governed library facility.

Agenda Item I – New Business.

Agenda Item I.1 – Network Hardware/Software Maintenance and Professional Services Contract Renewal. COO Carol Batt presented this resolution explaining in 2006 the Library entered into a contract with Vitec Solutions, LLC to provide computer maintenance and technology staff support; that original contract allowed for two 3-year contract extensions. In 2009, the Board authorized the first contract extension and this resolution would authorize the second and final contract extension. Based on the fact that the Library's work with Vitec Solutions, LLC has met or exceeded the Library's needs, she requested approval of this resolution. On motion by Ms. Panty and seconded by Mr. Schmidt, this resolution was passed unanimously by the Executive Committee.

RESOLUTION 2012-25

WHEREAS, the Library has contracted for computer systems maintenance and related support since 1995, and

WHEREAS, there is a need for cost effective alternatives for on-site hardware and software, desktop and server support, and

WHEREAS, there is a need to be afforded the opportunity to utilize knowledgeable, trained personnel to support technology initiatives which require project specific expertise, and

WHEREAS, in 2006, the Buffalo and Erie County Public Library, through a publicly advertised Request for Proposals (RFP), sought written proposals from qualified information technology services vendors to partner with the Library to 1) provide hardware and software maintenance for all servers, workstations, printers and related computer equipment and 2) supply project managements and systems engineering professional services to maintain the Library's Local Area Network, including the Public Access Computing Model, and

WHEREAS, in 2006 the Board of Trustees adopted Resolution 2006-24 authorizing the Library Director to negotiate and execute the necessary contract based upon the terms listed in the RFP and the response submitted by VITEC Solutions, LLC, and

WHEREAS, this process resulted in a contract with VITEC Solutions, LLC 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, On May 21, 2009 the Board approved Resolution 2009-25 authorizing the Library Director to exercise the first renewal option which maintained all contractual terms and conditions, and

WHEREAS, the current contract extension expires at the end of June 2012, and

WHEREAS, it is mutually agreeable to the Library and the vendor that the contract be amended to include language indicating the on-site MCSE Systems Engineer position would only be filled on an as need basis, at the Library's request, and

WHEREAS, it is mutually agreeable to the Library and the vendor that no other contract terms or conditions would change, and

WHEREAS, the Library, upon review of the contractor's performance, desires to renew the agreement for the final three-year period, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library confirms the Library's desire to renew the agreement with VITEC Solutions, LLC for another three-year period, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director and/or her designee(s) to execute the necessary documents to implement the third and final three year contract renewal.

There being no further business, on motion by Ms. Panty, seconded by Mr. Schmidt, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary

B&ECPL Monthly Report
June 2012

Demand for library services continues to rise as evidenced by increased circulation, computer use and patron visits. As we enter into budget season, it is important to be reminded that libraries are key community assets. They are the community's living room, full of activity, productivity, entertainment and educational resources. Each of B&ECPL's 37 libraries is unique in their footprint, their programs and their services; and, each works in concert with each other, as a team, to provide excellent, quality services to the residents of Erie County. I am proud of our libraries, the staff that work for us and the services they provide.

Summer Reading is off to a terrific start. The Summer Reading Kick-off was held at the Central Library on Wednesday, June 13th. New York State Deputy Commissioner of Cultural Education Jeffrey Cannell was on site to officially open the Summer Reading season.

Monthly Programming Statistics – June 2012

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	74	1255	1435	24562
3.3 Children (age 6-12)	97	581	2706	10733
4.4 Teens	65	159	799	1776
Intergenerational	35	236	2020	9032
5.3 Adults (excludes Technology)	75	592	852	11347

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	65	287	312	1780
System or Library-owned Cyber Train	25	191	210	1829

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	20	162	486	4433
Children (age 6-12)	40	56	7849	10217
Teens	0	0	0	0
Intergenerational	0	3	0	295
Adults (excludes Technology)	14	92	446	3752

Summer Reading Programs:

	Number Registered		Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD	MTH	YTD
Children (age 5 and under)	413	413	45	45	817	817
3.4 Children (age 6-12)	523	523	34	34	975	975
Teens	236	236	48	48	640	640

Highlights:

- On Sunday, June 10th, the Juneteenth Festival Committee held one of the pre-Juneteenth events at the Frank E. Merriweather, Jr. Library (MRW). Donisha Prenderast, granddaughter of Bob Marley, presented her documentary "RasTa: A Soul's Journey" to a packed house.

- On Saturday, June 16th, the Summer Reading Kick-off Carnival took place at the Central Library and it was a tremendous success! Over 150 people including children, teens and adults enjoyed a Zombie Walk (courtesy of Terror Technologies), the Magic of Mr. J, a visit with both Maisy and Pinkalicious, face painting, crafts and games. They also had the opportunity to visit the informational tables that branch libraries and organizations had at this event: Penn-Dixie, Child Care Resource Network, Holy Cross Head Start, Byron Brown Summer Reading Challenge, Whitworth Ferguson Planetarium, Theatre of Youth, and East Delavan, Niagara, Orchard Park and West Seneca Libraries.

- On June 20th, Information Services and Outreach Librarian **Kenneth Wierzbowski** taught an "Introduction to Finding Funders" course at the University at Buffalo. The course, provided by the Foundation Center, was taught at the invitation of the United Way of Buffalo and Erie County. The course aims to help nonprofits find funders using the Foundation Center's comprehensive funding research tool, the Foundation Directory Online. Twenty patrons attended the course and the post-session reviews were all positive.

- On June 23rd, Mrs. Eva Doyle presented an "Eye on History" lecture at the MRW Branch. The role of blacks in the Revolutionary War was the topic. Each participant received a copy of the speech on the meaning of the "Fourth of July for Blacks" given by Frederick Douglass in Rochester in 1852.

- On June 26th, Information Services and Outreach Librarian **Dan Caufield** presented a 1 ½ hour lecture at Canisius Women's Business Center. Mr. Caufield spoke to 23 potential entrepreneurs and introduced them to many of the useful online resources the library offers to help start and grow a business.

- On June 29th, Information Services and Outreach Librarian **Kimberly Falkowski** conducted a Library workshop for 15 teens in the Young Audiences program. The workshop focused on the online catalog, Library of Congress classification and microfilm.

- On June 27th, the Erie County Legislature Minority Women Business Enterprise Committee and County Executive Mark C. Poloncarz sponsored an "Erie County Government: Open for Business" workshop at the MRW branch. The workshop concentrated on project building, securing contracts, bonding and joint Erie County/City of Buffalo certification.

2. Collection Development

Print Collections:

Print Collections:

	Collection Size	Monthly Item Adds	Yr. to Date Adds
2.1 Juvenile non-Fiction	160,162	424	2,829
3.1 Juvenile Fiction	354,800	2,527	11,573
4.1 Young Adult Fiction	67,413	816	5,818
5.1 Adult non-Fiction	1,392,962	2,765	13,477
6.1 Adult Fiction	559,811	4,404	27,921

Media Collections:

	Collection Size	Monthly Item Adds	Yr. to Date Adds
3.2 Juvenile	67,738	471	2,969
4.2 Young Adult audiobooks only	2,582	13	107
6.2 Adult	352,609	3,558	20,736

Electronic Collections:

	Collection Size	Adds	Downloads	% Change from previous month
e-Books	13,216	378	20,581	+ 1.2%
Music (Freegal)	Unlimited SONY Library		4,157	- 0.3%
e-Audiobooks	5,869	34	4,922	+ 2.3%
e-Videos	370	0	85	- 27.4%

Highlights:

- Circulation of eBooks continues to be strong. This month, 20,581 eBooks circulated to patrons; this compares to 9,903 in June of 2011. This month, 378 eBooks were added to the collection.

- Freegal Music continues to be popular. In June, patrons downloaded a total of 4,157 titles compared to 3,474 in June of 2011.

- On June 28th, the much anticipated exhibition "When Buffalo Burned: The War of 1812 on the Niagara Frontier" opened to the public. Working with **Dawn Stanton** and **Darlene Pennachi** from the Graphics Department, Rare Book Room Librarian **Charles Alaimo** curated the exhibit which highlights collections in Rare Books such as the War of 1812 Letters, maps from the period and documents related to government and popular culture. The newly restored portrait of Seth Grosvenor is hanging prominently in the room and public domain images are used to add color and bring the exhibit to life.

- **Amy Pickard** installed a new display in the Mark Twain Room titled "'The Walt Whitman Controversy' by Mark Twain" featuring an until-recently-unpublished writing about Twain. Readers learn what Twain really must have thought of literary censorship and book banning. Twain and Whitman shared the same publisher during the time when Whitman's *Leaves of Grass* was banned in Boston and this intersection left many to wonder what Twain thought of the whole situation. The piece now on display seems to answer that question.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	3,317	+ 39	+ 1.2%	10.0%
Twitter Followers	2,671	+ 73	+ 2.8%	8.9%
Flickr Views	40,162	+ 754	+ 1.9%	4.4%
Pinterest Followers	149	+ 22	+ 17.3%	N/A*

*N/A Pinterest created February 2012

Cory Buck @TheBuckMopsHere @buffalolibrary always hitting us with the great Twain quotes. Keep up the good work!

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

Highlights:

- Erie County Bid No. 212219-005 for the purchase of Vostro All-in-One PCs was evaluated and awarded to Adorama, Inc. The new computers will replace older, slow processing staff workstations as well as update the public technology at the Frank E. Merriweather, Jr. Library.

- The Holds process has been revised to now include an auto-generated "Pick Up" date and truncation of the cardholder's last name and library card number to provide greater confidentiality for open shelf retrieval. This process has been implemented at the Central Library and is being rolled out to the libraries that currently have the new receipt printers supporting the RFID Self-Checkout technology.

4. Funding/Fundraising

Funding:

Highlights:

- E-Rate recurring services funding requests for July 1, 2012 – June 30, 2013 were approved on July 10th. The Schools and Libraries Division of the Universal Service Administrative Company (administrator of the Federal E-Rate program) released the first funding wave of approvals for the new E-Rate funding year which began in July 1, 2012. All of the Library's recurring services funding requests were approved as submitted!

  This funding provides vital support that makes the following services possible:

  - High-speed Internet access for the entire System
  - Fiber optic Wide Area Network connections to all libraries
  - Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library
  - Wireless phone service

  In 2012-2013, the E-Rate program will fund an estimated 61% of system-wide telecommunications and Internet access costs and 90% of the cost of the services specific to the Central Library based upon National Free and Reduced Price Lunch participation rates within the school districts served by these libraries. B&ECPL is now set to receive funding of up to $327,960. Including current year projections and this newly approved funding, since its inception in 1998, the E-Rate program will have provided over $3.2 million to support Library telecommunications, Internet access, as well as data related equipment/ infrastructure. An additional funding request for networking equipment in the amount of $95,317 is still under review.

- The 2011 Erie County operating budget process will begin soon. Instructions, targets, guidelines and forms are anticipated to be released on or about July 16th, with budget requests due in mid-August. Options based upon identified needs will be presented for trustee guidance at the July meeting.

- The Erie County Legislature's Management & Finance Committee will conduct mid-year budget hearings next week. The Committee will be reviewing year-to-date financial performance and operating results of County Departments and funded agencies. The Library is scheduled to present information to the Committee on Wednesday, July 18th at 12:00 noon in the Legislative Chambers of Old County Hall.

- The City of Buffalo's capital project planning process is under way, with requests for improvements to City facilities due to be submitted online by July 20th. The City of Buffalo's Department of Public Works (DPW) has jurisdiction over capital work at library facilities. This spring, the City hired a firm to assess all City facilities to identify their capital needs. We hope to have a draft of that report next week to help guide development of branch library capital improvement requests. Hearings on proposed needs will take place by mid-September, with Mayoral recommendations due out in November for Common Council consideration in December.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Judy Summer Tribute Auction	April 8 - 30, 2012	$4,046 gross
Summer Mini Online Auction	June 7 - July 6, 2012	$533 (not final)
Annual Appeals	Year to date	$ 88,437.84 (this includes a onetime $10,113.84 from the Friends of the Riverside Library for Riverside Library)
East Delavan Book Sale	June 14, 2012	$157.00
Crane Book Sale	Ongoing	$557.45
Riverside Book Sale	Ongoing	$13.05

Highlights:

- The Summer Mini Online Auction of 9 items closed on July 6th. All items sold. Preliminary income raised is $533. There were a total of 19 bids on the 9 items. High bidders were from California, Pennsylvania and Western New York. We held this auction because we had contracted with the online "Bidding for Good" website through July 2012.

- A Young Professional's Committee is being formed to raise money for the Library System. Their first event will be held at Hotel Lafayette on November 16th.

- The Library is planning a StoryBook Ball for kids in fall/winter.

5. Facilities

- The air conditioning unit was repaired this month at the East Delavan Branch Library (EDL). EDL had been without air conditioning since May 18, 2012.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	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:

- Staff members participating in the Palmer Institute's Public Library Administrator's Certificate Program (PLACP) attended classes June 4-5.

- On June 13th, Director **Mary Jean Jakubowski**, Librarians **Dan Caufield, Meg Cheman, Dorinda Darden**, and Assistance Deputy Directors **Joy Testa-Cinquino** and **Dawn Peters** attended a meeting with June Garcia. June reviewed how to take the raw data gathered in the Post it Note Paloozza meetings and collate it for later review and assessment.

- On June 8th, at the New York State Library Assistants Association conference held at the Seneca Niagara Casino in Niagara Falls, Information Services and Outreach Librarian **Dan Caufield** presented a 1 ½ hour lecture. Mr. Caulfield's workshop covered reference service and database use stressing the difference between Internet and databases searches, common features when searching databases and where to find them in communities across the state. The lecture was well received by the 23 attendees. In addition, Director **Mary Jean Jakubowski** and Amherst Library Director **Roseanne Butler-Smith** presented an interactive program on *The Future of Libraries*. The program included development activities addressing letting go of the past and embracing the future of libraries and their services. Director **Jakubowski** also gave the opening welcome to the Buffalo-Niagara region before all conference attendees on June 7th.

7. Media coverage/Media Releases

Type of Communication	Air Date/Publish Date	Topic
WKSE Radio Interview	6/20/12	Mary Jean Jakubowski interviewed live on Summer Reading
102.5 Radio Interview	7/3/12	Mary Jean Jakubowski interviewed live on Summer Reading
Business First Phone Interview	For 7/13/12 issue	Mary Jean Jakubowski interviewed about smoke free ramp policy
WBFO Radio Interview	6/28/12	Carol Batt interview e-Books and Downloads
Media Release	Bflo News 7/7/12 Business First 7/6/12	New Smoke Free Policy
Media Release	Sent 7/11/12	YAWNY performances
A.B.L.E.Y Advisor	6/1, 6/8, 6/15, 6/22 and 6/29/12	ECL programs
East Clinton Shopper	6/4/12	ECL Programs
NIA Facebook Postings in June – 6		Summer reading suggestions
		Bike Workshop (2x)
		Be a library model
		Visit us at the Summer Reading Kick-off
		We have Blu-rays
Riverside Review		RIV Summer programs
WIVB		RIV Summer programs
WKBW		RIV Summer programs
WGRZ		RIV Summer programs
Art Voice		RIV Summer programs
Time Warner Cable		RIV Summer programs
July Central Programming press release	Various media outlets- Art Voice, Family, Buffalo News, etc.	July Central Programming

8. Partnerships

Highlights:

- Technology Support staff met with local preservationist and blogger Bernice Radle and discussed the impact social media can have on the Library's presence in the community and how the B&ECPL can connect with young professionals.

9. Governance

- System trustees, member library trustees and administration continue to discuss various aspects of regovernance.

- Member library trustees met with attorney Ellen Bach of Whiteman, Osterman & Hanna LLP to finalize recommended language for Memorandums of Understanding between the B&ECPL System and member libraries.

10. Director Activities

Meetings and Events:

June 1, 2012	Conference Call: Ellen Bach - Whiteman, Osterman & Hanna LLP
June 1, 2012	Meg Cheman, Special Collections
June 1, 2012	Anti-Bullying Coalition Meeting w/ Sawrie Becker, E.C. Comm. of Public Advocacy
June 1, 2012	HR/Workforce Development Meeting
June 4, 2012	Carol Batt, Chief Operating Officer
June 4, 2012	Development Committee Meeting
June 4, 2012	Public Library Advanced Certificate Program
June 4, 2012	Lou Petrucci, President - Buffalo Public Schools, Board of Education
June 5, 2012	Conference Call: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent - Library Strategies International
June 6, 2012	2013 Erie County Capital Budget Departmental Meeting
June 6, 2012	Staff Forum: Q&A w/ the Library Director
June 6, 2012	Elevator Replacement Project
June 6, 2012	Association of Contracting Library Boards of Trustees (ACT) Meeting – Budget
June 7, 2012	Welcome - Library Assistants Conference - Niagara Falls, NY
June 7, 2012	Policy Committee Meeting
June 7, 2012	B&ECPL Executive Committee Meeting
June 8, 2012	Library Assistants Conference presentation: "Future of Public Libraries"
June 11, 2012	Geno Principe - Fables Café, and Ken Stone Meeting

June 12, 2012	Anti-Bullying Coalition Meeting
June 12, 2012	Special Collections/Rare Book Room Meeting
June 12, 2012	PULISDO/DLD Conference Call
June 13, 2012	Library Strategies International - Susan Kent and June Garcia
June 13, 2012	Libby Post - Communication Services
June 13, 2012	Managers/Directors Meeting
June 13, 2012	Statewide Summer Reading Announcement @ Central
June 13, 2012	Meeting with Deputy Commissioner of NYS Cultural Education, Jeff Cannell
June 14, 2012	Library Strategies International - Susan Kent and June Garcia
June 14, 2012	Libby Post - Communication Services
June 14, 2012	Susan Kent, Ken Stone Meeting
June 14, 2012	Welcome - Scarlet O'Hats Club
June 14, 2012	Facility Study Review: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent & June Garcia - Library Strategies International
June 14, 2012	B&ECPL Board of Trustees Meeting
June 15, 2012	Library Strategies International - Susan Kent and June Garcia
June 15, 2012	Libby Post - Communication Services
June 15, 2012	E.C. Office for Disabled Board Meeting
June 15, 2012	Ken Stone, Budget Strategy Meeting
June 15, 2012	Dudley Branch Library: Peter Murad & Nick Derr - Architectural Resources, and Susan Kent & June Garcia - Library Strategies International
June 15, 2012	HR/Workforce Development Meeting
June 16, 2012	Libby Post - Communication Services
June 19, 2012	Children's Public Space Meeting: Dan Caufield, Chip Campbell, Mark Kross
June 20, 2012	WKSE 98.5 Radio: live telephone interview
June 20, 2012	Conference Call: Donall O'Carroll - Webster Szanyi, Patrick Martin, and Ken Stone
June 20, 2012	Rules of Conduct and Central Library Access Ramp Policy Review: Ken Stone, Joy Testa Cinquino, Dawn Peters, Mike Miechowski and Joe Bush
June 20, 2012	ACT Meeting
June 21, 2012	Admin. Team Meeting
June 26, 2012	Goals and Objectives Facilitator Meeting
June 26, 2012	Workforce Development Meeting: Doreen Woods
June 27, 2012	Bylaws Committee Meeting
June 27, 2012	WNY Independent Living - Todd Vaarwerk
June 27, 2012	Library Foundation of Buffalo & Erie County Meeting
June 28, 2012	Admin. Team Meeting
June 28, 2012	Conference Call: Architectural Resources - Peter Murad & Nick Derr

June 29, 2012	Paul Hogan - Oishei Foundation
June 29, 2012	Olmstead Center: Linda Wieck, Dan Caufield, Dawn Peters
June 29, 2012	Linda Rizzo - PLACP
June 29, 2012	HR/Workforce Development Meeting
June 29, 2012	Alcohol and Drug Dependency Services, Inc.: Ellen Breslin, Doreen Woods
June 29, 2012	Kelly Donovan - PLACP

Other:

Contracting Member Library Activity Reports – June 2012

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Two teams of readers have been preparing with Children's Librarian Kate Puehn for participation in the August 4th Battle of the Books competition.
- Two hundred twenty-six pre-readers and independent school-age readers registered in the Vacation Reading Club have been keeping reading logs and collecting incentive prizes.
- Vacation Fun Club, a weekly library program of stories and crafts for children entering grades 1 – 4, runs through August 14th. Thirty-four children are registered.
- Summer Preschool Story Time with 26 children meets every Thursday morning through August 16th.
- Hawk Creek Wildlife Center presented a live animal program featuring "Animals of the Night" on June 28th to an audience of 122.
- The Magic of Mr. J presents "A Ton of Fun Show" to readers and their families on July 12th.
- On July 17th, System computer training staff will offer a "Technology Petting Zoo", allowing the public to test drive a variety of eReaders.
- Charlie & Checkers will juggle, ride a unicycle, and perform their magic for all on July 20th.
- Computer training class on Downloadable eBooks is scheduled on July 24th.
- Carmen Presti and live animals from The Primate Sanctuary will present an educational program for school-age children on July 26th.
- The Central Programming Team will conduct a Pet Show on July 27th.
- On August 8th, there will be 2 presentations of Mr. K's Mobile Dome Planetarium.
- Glenn Colton will perform at the Summer Reading Club party on August 16th.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- Summer programming has begun at the Lackawanna Public Library and we are planning our annual summer picnic. We will have Glenn Colton entertaining us as well as a bounce house, carnival games, cotton candy and snow cones! Our Friends of the Library group has generously offered to provide hot dogs and lemonade. We are really looking forward to this event!
- We have started preparing for the Battle of the Books and have so many children interested in participating that we will have 2 teams this year instead of just 1. We also have a University at Buffalo student volunteering to help with our Battle teams. She participated in the Battle herself when she was younger and her team won! She brought in her trophy to show the kids and get everyone excited about the event.
- The Lackawanna Public Library has been invited to participate in the City of Lackawanna's Community Fun Days which will take place July 6-8. The focus of the event is on health, wellness and education. There will be games, music, and vendors. The library will join in with storytelling and face painting.

Respectfully submitted,

Mary Jean Jakubowski
Director