

**BUFFALO & ERIE COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 PROPOSED AGENDA
 Thursday, March 21, 2013
 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 February 21, 2013 **ACTION**
- D. Report of the Chair **INFORMATION**
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2013-6 – Erie County 2014-2019 Capital Project Request Guidance **ACTION**
 - b. Monthly Financial Report **INFORMATION**
 - c. Res. 2013-7 – 2013 Budget Adjustments: Allocating 2012 Year-end Balance **ACTION**
- 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
 - 1. Res. 2013-8 – Authorization to Execute Contract with Communication Services **ACTION**
 - 2. Res. 2013-9 – Central Library Café Contract Renewal/ Amendment **ACTION**
- K. Adjournment

**PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 21, 2013**

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, February 21, 2013, in the Central Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Amy Alvarez-Perez
Sheldon M. Berlow
Phyllis A. Horton
Sharon M. Kelly
John G. Schmidt, Jr.
Sharon A. Thomas
Wayne D. Wisbaum

Chair Jack Connors called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of January 17, 2013. Minutes were moved by Ms. Panty, seconded by Ms. Horton and approved unanimously.

Agenda Item D – Report of the Chair. Chair Connors reported Consultant Libby Post of Communication Services performed trustee training this month on the Library District Initiative; work on the timetable is continuing, looking at possible public referendum in November 2014. Updates will continue.

Trustees were reminded the Library's Elected Officials Reception was being held following the meeting.

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Together with Director Jakubowski and ACT President Suzanne Jacobs, Mr. Connors plans to meet with County Executive Mark Poloncarz February 22nd to update him on what the Library did in 2012, what it has planned for 2013 and what the outlook is.

Trustee Wisbaum arrived at approximately 4:12 p.m. and Trustee Schmidt at approximately 4:14 p.m.

Agenda Item D.1 – Committee Appointments. Committee appointment lists were distributed to trustees at the beginning of the meeting. Mr. Connors is willing to accommodate any changes, and he asked trustees to advise him in this regard. Mr. Wisbaum moved for approval of appointments as presented. He was seconded by Ms. Thomas, whereupon committee appointments were unanimously approved.

Mr. Connors commented, while committees are not required to meet a certain number of times per year, the Board's goal is for committees to meet at least once in a calendar year; some will need to meet more often due to the needs of the Library. Ms. Thomas, Chair of the Buffalo Library Services Committee, remarked she would like this committee to meet in the spring and fall and will contact members via e-mail to set a date and time for the first meeting. The Buffalo Common Council and Mayor's office will be invited to attend these two meetings.

In response to a question by Mr. Berlow, Mr. Connors communicated the Library does not have an audit committee. Discussion ensued.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson read the following report of the Executive Committee which met February 14, 2013:

Present: Executive Committee members Jack Connors, Elaine Panty and Ted Johnson; Trustees Sheldon Berlow and Frank Gist; Director Mary Jean Jakubowski; and CFO Kenneth Stone. Libby Post of Communication Services was also in attendance.

Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Mr. Connors reviewed the agenda for the February 21st Board of Trustees meeting. Mr. Stone reviewed proposed Resolution 2013-5 – Central Library Switching Equipment Purchase. Mrs. Jakubowski requested a presentation on the Affordable Care Act by Human Resources Officer Jeannine Doyle be added to the agenda under "New Business." Mrs. Jakubowski explained the need for

guidance from the Board on this matter. Executive Committee agreed the presentation be added.

Mr. Connors reviewed the 2013 Committee Volunteer Appointments. A complete listing will be provided at the February Board of Trustees meeting.

The meeting adjourned at 4:30 p.m. Following the meeting Libby Post, conducted trustee training on "Working with Public Officials."

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Central Library Switching Equipment Purchase. Deputy Director CFO Kenneth Stone presented this resolution as explained below. Ms. Panty moved, Ms. Horton seconded, and approval of Resolution 2013-5 was unanimous.

RESOLUTION 2013-5

WHEREAS, a portion of the Central Library's network switching equipment is at or beyond normal end of life and needs to be replaced with new equipment that will be technologically up to date and able to handle the increasing data transfer requirements to move data to and from the Internet and our patron(s) public access computers and Wi-Fi equipped personal computers being used in the Central Library, and

WHEREAS, coincident with the 2012-13 e-Rate funding cycle, the Library, through the Erie County Purchasing Department, solicited bids from qualified vendors for the replacement equipment, receiving a lowest qualified bid of \$105,908, and

WHEREAS, the Library then submitted a request to the Universal Services Administration Company (USAC) that administers the Federal e-Rate program to cover 90% of the purchase of this equipment, and

WHEREAS, on February 5th, 2013 that request was approved by the Universal Services Administration Company in the requested amount of \$95,317, 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 on the Library Fund's balance sheet as a "Committed fund balance – for equipment and technology replacement" which now has an available balance of \$985,695, now therefore be it

RESOLVED, that the Buffalo and Erie County Public Library Board of Trustees authorizes the use and budgeting of \$10,591 from the Library Fund's "Committed fund

balance – for equipment and technology replacement “to undertake these replacements, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of e-Rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the e-Rate reimbursement.

Agenda Item F – Report of the Director. Director Jakubowski’s written Monthly Report reflected a great deal of statistical information from 2012; she expressed it was a successful year and many of the Library’s statistics in 2012 did rise. Completion of 2012 Organization Competencies was very successful and soon there will be online access to view status information and reports on these. She thanked the Administrative Team for working hard on the Organizational Competencies.

Trustees were encouraged to attend the Association of Contracting Library Boards of Trustees (ACT) Annual Trustee Workshop on Saturday, March 23rd at the Central Library from 8:30 a.m. to 1 p.m. The flyer with full information will be sent out by March 1st.

As trustees were notified, the Association of Erie County Governments postponed the Library’s presentation for their February meeting; this has been rescheduled for April 25th. The Library’s presentation will be on the Special Legislative District Public Library initiative, being done by Ms. Jakubowski, Mr. Stone and Mr. Connors. Reminders will be sent out.

Work on the New York State Annual Report is under way with statistical information being gathered. This will be brought to the Board.

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

B&ECPL Monthly Report January 2013

2012 was a tremendous year for the Buffalo and Erie County Public Library (B&ECPL) and we have much to be proud of. Key accomplishments include:

- Circulation up by 1.2%
- Computer sessions up by 1.8%
- Website visits closing in on 6 million annually

- Programming attendance has surpassed 159,000
- 832 Technology programs conducted
- 129,000 items added to collections: 35,409 new titles
- Library catalog is now fully ADA compliant
- B&ECPL Central Library New York State – Division of Library Development 2012-2016 Plan of Service submitted/approved
- B&ECPL System New York State – Division of Library Development 2012-2016 Plan of Service submitted/approved
- Budget advocacy returned \$300,000 in restored funding from Erie County
- 2012 Library ROI (return on investment) \$6.56
- Fundraising surpasses \$258,000
- A new logo for the B&ECPL was introduced
- Library District Initiative moves forward – 20+ meetings, 15+ training sessions with Contracting Library Trustees, Association of Contracting Library Boards of Trustees (ACT), System Trustees, Administration and staff

Monthly Programming Statistics – January 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	99	99	1853	1853
3.3 Children (age 6-12)	61	61	794	794
4.4 Teens	11	11	93	93
Intergenerational	22	22	438	438
5.3 Adults (excludes Technology)	88	88	1183	1183
TOTAL In Library Programs	281	281	4361	4361

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	24	24	75	75
System or Library-owned Cyber Train	29	29	395	395
TOTAL Adult Technology	53	53	470	470

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	9	9	316	316
Children (age 6-12)	0	0	0	0
Teens	0	0	0	0
Intergenerational	0	0	0	0
Adults (excludes Technology)	13	13	777	777
TOTAL Outreach (out of Library)	22	22	1093	1093

Highlights:

- On January 17th, the Library held its annual *Tribute to Martin Luther King, Jr.* program at the Central Library. Community activist and small business counselor Clifford Bell acted as Master of Ceremony for this program. Featured were the poems/stories of Eva Doyle, Annett Daniels Taylor and Sharon Holley, the music of the Colored Musicians Club and vocal performance of Pastor Angela Stewart; also, keynote speeches by US Congressman Brian Higgins, State Assembly Member Crystal Peoples-Stokes, Erie County Legislator Betty Jean Grant, Buffalo Deputy Mayor Ellen Grant, and WBLK radio personality Jazzy T. The program was well received by the 130 people in attendance.
- Information Services & Outreach Librarian **Rebecca Pieszala** kicked off the Adult Winter Reading Program. As of January, 85 people have signed up for the contest and over 250 reviews have been submitted.
- The Online Kids and Teens Winter Reading Challenge began on January 16th. A Classroom Challenge has been added for children and teens. Teachers are able to register their classroom and track the students' reading progress. Over 350 students are registered.
- On January 12th, Erika Haygood Gault and Ntare Ali Gault presented a reading of their play "Ain't She Brave" at the Frank E. Merriweather, Jr. (MRW) Library. Erika was joined by Annette Daniels-Taylor, Zoe Scruggs and Ekeate Bailey for the reading.
- On January 16th, Erie County Legislature Chair Betty Jean Grant hosted a public discussion on a proposal for a new downtown stadium at the MRW Library. The meeting included a presentation by Pat Freeman, sportscaster for WUFO Radio.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	158,194	400	400
3.1 Juvenile Fiction	357,701	4,502	4,502
4.1 Young Adult Fiction	69,863	1,043	1,043
5.1 Adult non-Fiction	1,384,076	2,681	2,681
6.1 Adult Fiction	556,657	5,213	5,213

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,615	303	303
4.2 Young Adult audiobooks only	2,567	0	0
6.2 Adult	363,072	3,987	3,987

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*15,193	269	28,005	+22.5%
Music (Freegal)	Unlimited SONY Library		5,214	-1.5%
e-Audiobooks	6,107	49	5,914	+22.5%
e-Videos	370	0	246	+50.9%

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

Highlights:

- To supplement the efforts of the centralized Collection Development Team, all City branches and contract libraries have been allocated a discretionary materials budget for 2013. These funds will be used to purchase uncataloged paperbacks as well as replacement or supplemental print and media items.
- The Library's Subject Guides received 1,017 unique visitors from 4 countries in January. The Genealogy, Local Authors, and Small Business pages ranked among the most popular guides.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month to Date	Monthly Change	Previous Month	Yr.
Facebook Fans/Likes	3,766	+ 138	3.8%	3.8%
Twitter Followers	3,441	+ 173	5.3%	5.3%
Flickr Views	51,303	+ 1,143	2.3%	2.3%
Pinterest Followers	380	+ 53	16.2%	16.2%

Social Network Activity:

- The Buffalo & Erie County Public Library – Central Library. There were many great Facebook posts in January, but none received more attention than the Blizzard of '77 anniversary post with 46 “Likes,” 152 “Shares,” and 37 “Comments.” In addition, 1,166 people saw this post.
- Our @buffalolibrary Twitter page had 3,441 followers, an increase of 203 followers over December 2012.
- In January, 54 new photos were posted to Flickr <http://bit.ly/xDPsx4>. “All time” photo views totaled 51,303.
- As of January 31, 2013, we have 380 Pinterest <http://bit.ly/yyiDgY> followers, an increase of 60 since December. We currently have 30 Boards and 1,560 Pins.

Highlights:

- An alternative to the traditional e-Library Catalog is now available for public review in beta format and users (both public and staff) are invited to provide online feedback. Powered by open-source software, the ADA-compliant interface <http://bit.ly/Wbr313> sports a simple search box, faceted search capabilities, and relevancy ranked results. It also introduces user tagging and comments, in addition to social media sharing options.
- Technology Trainer Jordan Smith used his film director talents to explore the complex world of the Buffalo & Erie County Public Library Request System in his new documentary: *Behind the Request* <http://bit.ly/U4xVEk>. This film chronicles the journey of a requested book from the Central Library to the Crane Branch and profiles the people who make it all possible.

- **New self-help e-mail videos - Technology Trainer Chelsey Lonberger developed 2 new videos: *Creating a Gmail Account* <http://bit.ly/UGRX91> and *Sending an Email Attachment Using Gmail* <http://bit.ly/11EJ8Bc>. Restrictions on the number of users who may sign up for a Gmail or Yahoo account from one location are making in-library, hands-on training more challenging. The Central Library Training Team is responding to this by offering more online videos to help patrons create and use e-mail accounts.**
- **The Grosvenor Room at the Central Library is now home to 4 new Scan Pro 800 microfilm scanners. The equipment works with positive and negative fiche, 16mm and 35mm roll film and aperture cards, and allows for scans to be printed or saved to a flash drive. This new technology replaces dated readers and will provide genealogy and local history enthusiasts with greater quality, improved access and print/save options.**
- **RFID (Radio Frequency Identification) developments: A total of 25 libraries are now fully up and running using RFID technologies with the implementation of self-checkout at the Marilla Free Library on January 10, 2013. Collection conversion is under way at the North Collins, Clarence, and Boston Libraries. Conversion will begin in the next few months at Collins and Grand Island.**

4. Funding/Fundraising

Funding:

- **A grant request for \$12,949 was submitted to the New York State Education Department for a Conservation/Preservation program grant.**
- **The Library was notified it did not make it to the final rounds of the Art Place Grant Application submitted in November with partners - the Community Foundation of Greater Buffalo and the John Oishei Foundation - in the amount of \$500,000. The Library is currently reviewing alternate funding opportunities through community sponsors.**
- **The Library received notification from the Ford Dealers of Western New York it was not selected as a 2013 recipient of a vehicle through the Ford Van Program.**

Fundraising:

The Library now has a "Library Calculator" on the public website where people can determine the value of library services by plugging in their use. The link is: <http://www.buffalolib.org/calculator/valuecalc.php>.

Campaign Name	Campaign Dates	Raised to Date
Donation Box East Clinton	Ongoing	\$23.00
Crane Book Sale	Ongoing	\$491.50

5. Facilities

Last Thursday, the Erie County Legislature awarded a contract for asbestos abatement of the vacated portion of the Central Library's 2nd floor. Work to convert the space for future use by the Library and mission related non-profits is anticipated to begin in early October. Cost for the abatement phase, including construction contingency, is estimated at \$844,193. A combination of County, Library and New York State Library Construction Grant funds are supporting this project.

Planning and design work for the Central Library Elevator Project continues, with bid documents anticipated to be released by early summer, for potential construction start in October 2013. Current plans call for replacing the original small elevator across from the escalators with 2 full size Americans with Disabilities Act complaint, energy efficient elevators. Once the elevators are operational, the original 1963 escalators will be removed. Principal source of funding for this project is \$2.3 million in County Bonds authorized pursuant to the 2010 Erie County Capital Budget.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	63	63	0	0

Highlights:

- On January 15th, Maureen McLaughlin and Carol Batt viewed the South Central Regional Library Council's Leadership Luncheon webinar *What Library Managers Need to Know About Linked Data*.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Buffalo Business First print edition	Mary Jean Jakubowski named #84 most influential Western New Yorker	Week of February 8, Online edition 2/6
Winging It - Live Interview with Mary Jean Jakubowski	Winter Reading	Tues., February 5

WBEN Radio Interview with Mary Jean Jakubowski	Tax forms in Libraries	Wed., January 30
Media Event and Media Release	IMLS Grant Awarded	Wed., January 30 Covered by Channels 2 and 7 Radio interviews with WBFO and WBEN Covered in Buffalo News on February 9 Covered by the Tonawanda News and Business First
Interview with Mary Jean Jakubowski	Local author Sylvia Coles spouse of Merriweather Library architect, Robert Coles	Will run in the Buffalo News week of February 11
Interview with Amy Pickard, Rare Book Curator	Valentine Collection of letters in the Library	Will run as part of a larger article in the Buffalo News week of February 11
	NY State meeting held at the Clarence Public Library on the new gun law	Covered by all media
Interview with Mary Jean Jakubowski	Most popular books in 2012	Buffalo News, story ran on Sat., January 12
Interview with Mary Jean Jakubowski	Pew Report and interest in eBooks vs. print	January 23, WBFO Radio
Media Release and Event	Tribute to Martin Luther King, Jr. at downtown Central Library on January 17	Covered by Channels 2 and 4, WBFO Radio
Interview with Mary Jean Jakubowski	echo Art Fair coming to Central Library in September 2013	Interview as part of a larger article in the Buffalo News on Tues., January 29
Media Release	Library System 2013 Board of Trustees Officers Announced	Friday, January 25
Erie County Clerk Chris Jacobs Media Event at Downtown Central Library Mary Jean Jakubowski MC	Renew Local: Vehicle registration envelopes available in all Buffalo & Erie County Public Libraries	Tues., January 15 covered by YNN and Channel 4, Metro News

Media Release	Winter Reading Challenge Kick-off	Sent: Tues., January 15
Pennysaver DUD	February Dudley Events	January 24
A.B.L.E.Y Advisor	ECL Programs	January 2, 9
East Clinton Shopper	ECL Programs	
Niagara Facebook Postings in January	Teen Night and Library	
Riverside Review	Preschool Story Time and LEGO Club	January 3
Riverside Review	Preschool Story Time	January 12
Riverside Review	Preschool Story Time, ongoing book sale, and income tax signup	January 7
Riverside Review	Tax service and Movie Matinee	January 26
Riverside Review	Preschool Story time and LEGO Club	January 3

8. Partnerships

Highlights:

- Throughout January, Information Services Librarian **Peter Lisker** visited 7 branch and contract libraries with UB Heath Sciences Librarian **Ophelia Morey** as part of the ongoing MEDLINE/BECPL Joint Health Information Project.
- Science Firsthand started meeting with children ages 6-12 in the area behind the Ring of Knowledge on January 24th. This partnership at the Central Library location (along with other branches) will continue through the school year.
- On January 23rd, Special Collections Manager **Meg Cheman**, Rare Book Librarian **Amy Pickard**, Rare Book and Map Librarian **Charles Alaimo**, Assistant Deputy Director **Dawn Peters**, Director **Mary Jean Jakubowski** and, from the Development Office, Assistant Deputy Director **Joy Testa Cinquino**, **Anne Conable**, **Dawn Stanton**, **Darlene Pennachi** and **Deb Lawrence** participated in a charrette to discuss the Milestones of Science Anniversary Exhibit. Community partners from W.S. Hein & Co., Hadley Design, Crowley Webb, University at Buffalo and others came together to consider the Milestones and the exhibit. Thank you to System Trustee **Ted Johnson** for training staff to prepare for the brainstorming session. Trustee attendees were **Ted Johnson**, **Anne Leary** and **Wayne Wisbaum**.

- On January 28th, **Meg Cheman** and **Amy Pickard** attended a planning session for a **Discovery Seminar** being planned with the University at Buffalo. The seminar will incorporate rare book materials from B&ECPL and UB into a series of classes designed around an exploration theme.
- West Cluster Manager **Linda Rizzo** was installed as a member of the Board of Directors of the Riverside Business Association on January 15th. Librarian **Sue LoPatriello** was installed as secretary of that organization.

9. Governance

On Saturday, January 19th, Library Administrators **Mary Jean Jakubowski**, **Carol Batt**, **Joy Testa Cinquino** and **Jeannine Doyle** along with System Trustees **Ted Johnson** and **Elaine Panty** participated in the ACT meeting at the Clearfield Branch Library. Consultant **Libby Post** made a presentation on the Library District Campaign plan. An updated Q &A and a board census were distributed.

All trustees should plan to attend the *Elected Officials Reception* following the February 21st Board meeting at the Central Library. To date, the following officials have confirmed attendance:

- Buffalo Common Council Member **Richard Fontana**
- Buffalo Common Council Member **David Franczyk**
- Buffalo Common Council Member **Joseph Golombek, Jr.**
- Buffalo Common Council Member **David Rivera**
- Buffalo Common Council Majority Leader Member **Demone Smith**
- City of Buffalo Deputy Mayor **Ellen Grant**
- Erie County Legislator **Lynne Dixon** (tentative)
- Erie County Legislator **Betty Jean Grant** (tentative)
- Erie County Legislator **Kevin Hardwick**
- Erie County Legislator **John Mills**
- Erie County Legislator **Edward Rath, III** (tentative)
- NYS Assembly Member **Michael Kearns**
- NYS Assembly Member **Crystal Peoples-Stokes**
- NYS Assembly Member **Sean Ryan** – (will try to attend)
- NYS Senator **Mark Grisanti** (**Ron Deschenes** will attend for the Senator)
- NYS Senator **Tim Kennedy**
- **Sean McCormick** for Congressman **Chris Collins**

Trustees planning to attend, please RSVP to **Joy Testa Cinquino** ASAP at 858-7182.

10. Director Activities

Organizational Competencies and Initiatives Status and Summary Update:

#1 Collections – A coordinated weeding schedule has been developed for the Central Library and Buffalo branches (1.1). The centralized collection process (1.2) is being reviewed and a process and timeline (1.3) to create a new collection development plan for the Central Library and Buffalo branches is under construction.

#2 External Partnerships – System-wide partner information has been collected, collated and shared with all B&ECPL libraries (2.1). Semi-annual updates are planned. Criteria for partnership opportunity assessment and the development of generic partnership agreements are in progress.

#3 Finance – A budget overview was conducted for System Trustees and library staff (3.1) along with a presentation to the Association of Contracting Library Boards of Trustees (ACT). The Budget Fast Facts pocket sized resource tool was distributed to System Trustees, Contracting Library Trustees and staff (3.3). The 2013 Budget Fast Fact tool is under development.

#4 Fundraising – The Fundraising Plan (4.1) was adopted by the System Board of Trustees September 20, 2012 via Resolution 2012-34. Development of fundraising materials (4.2) is ongoing.

#5 Governance – The Board of Trustees requested contracting libraries post Library Board Meeting Minutes on the associated page of the B&ECPL website (5.1) at the ACT Workshop in March, 2012. Reminders have been sent via the Development and Communications Office. Goals and Objectives, along with Organizational Competencies, have been presented to trustees and staff (5.2). Public announcements were made. Goals and Objectives and Organizational Competencies and Initiatives can be found on the B&ECPL website www.buffalolib.org. Initial education continued with staff and trustees (5.3). Fifteen sessions were conducted in 2012. Meetings concerning the SLDPL (Special Legislative District Public Library) continue with local, county and state municipal leaders (5.7). The Strategic Plan is in progress (5.5). Initiatives 5.4, 5.8 – 5.11 have been extended. Seven policies have been reviewed (5.6); six have been amended and one has been withdrawn.

#6 Marketing and Public Relations – A Comprehensive marketing plan is under development (6.1). The Library can be found on Facebook, YouTube, Flickr, Pinterest and Twitter (6.2).

#7 Measurement and Evaluation – Comprehensive statistical reports are now included in the Library Director's Monthly Report. Templates have been developed for system-

wide input (7.1). Management is reviewing and analyzing data; data will be used to further develop and realign library services. Organizational Competencies and Initiatives will be updated quarterly to the B&ECPL Board of Trustees via the Report of the Library Director (7.2).

8 Operational Efficiencies – Restructuring of the B&ECPL Staff Intranet has been extended to 12/2014 (8.1). Patrons may now self retrieve holds at the Central Library and the Buffalo branches (8.2). Many contracting libraries are also promoting self retrieval of patron holds. New staff scheduling criteria has been put into place at the Central Library and the Buffalo branches (8.4 and 8.5). Criteria includes but is not limited to programming schedules, project deadlines, cross-training, staff development opportunities and time-off requests.

#9 Organizational Structure – Civil Service job descriptions have been reviewed by the Human Resources Office (9.2). Surveys have been conducted and up-to-date job descriptions are under development.

#10 Policies – The B&ECPL's Circulation Policy has been reviewed, amended and adopted by the Board of Trustees via Resolution 2012-46 (10.1). Procedures are currently under review by the staff Circulation Committee. Access to B&ECPL Policies and Procedures are now easily accessible (one-click) on the Library's website heading "Policies" at www.buffalolib.org.

#11 Technology – The B&ECPL's website has been reviewed and redesigned to place focus on current library events and features. This process is ongoing to insure timeliness of content (11.1). The Library's online catalog is now fully ADA compliant (11.2).

#12 Training and Staff Development – The B&ECPL Staff Development Plan has been developed, submitted and approved by the Library Director. The Plan was designed to provide employees with information, knowledge and skills needed to successfully operate today's modern library. All levels of staff have been included. Training will be provided in various formats including but not limited to: on-site training, off-site training, electronic delivery, digital delivery, pod-casts, webinars, etc. (12.2.) Customer service training including integrated collection development and merchandizing training is under development (12.3).

Detailed information on each of the Organizational Competencies updated in this report will be available soon – details are forthcoming.

Meetings and Events:

LIST of MEETINGS and EVENTS	
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI	
January 2013	
DATE	MEETING / EVENT
January 3, 2013	Meeting - Affordable Health Care Act
January 7, 2013	Conference Call - Patrick Martin, Library Counsel
January 7, 2013	Meeting - West Seneca Public Library, Potential Expansion Project
January 8, 2013	Meeting - Dawn Peters, Special Collections Huckleberry Finn Manuscript, etc.
January 8, 2013	Meeting - Affordable Health Care Act
January 9, 2013	Managers/Directors Meeting
January 9, 2013	Conference Call - Libby Post, Communication Services
January 10, 2013	Meeting - Administrative Team
January 10, 2013	Conference Call - <i>echo Art</i>
January 10, 2013	Meeting - B&ECPL Executive Committee
January 11, 2013	Meeting - Deputy Director Ken Stone and Lackawanna Public Library Director Jennifer Johnston
January 11, 2013	Conference Call - Regents Advisory Council
January 14, 2013	Meeting - New Trustee Orientation, Sheldon Berlow
January 14, 2013	Meeting - Dr. Richard Lee, Potential Partnership UB Discovery Series
January 15, 2013	Meeting - Western New York Library Resources Council (WNYLRC)
January 16, 2013	Meeting - Suzanne Jacobs, Overview of ACT Presentation
January 17, 2013	Meeting - B&ECPL Board of Trustees
January 18, 2013	Meeting - Diana Chak, Women Elect
January 19, 2013	Meeting - Association of Contracting Library Boards of Trustees (ACT)
January 22, 2013	Meeting - Mary Woronowski, Buffalo Niagara Partnership
January 22, 2013	Conference Call - Public Library System Directors (PULISDO)
January 22, 2013	Conference Call - NYS Education Department - Division of Library Development
January 23, 2013	Meeting - Milestones Charrette
January 23, 2013	Conference Call - Ellen Bach, Esq., Whiteman Osterman & Hanna
January 24, 2013	Meeting - Administrative Team
January 25, 2013	Legislative Luncheon - Buffalo/Niagara Partnership
January 28, 2013	Meeting - Institute of Museum and Library Services (IMLS), Grant Partners
January 28, 2013	Meeting - Dr. Richard Lee, Discovery Series Explorers and Exploration
January 29, 2013	Seminar - Accelerate Upstate NY (Lt. Governor Robert Duffy speaking)

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January 30, 2013	Conference Call - New York State Library Association - Jeremy Johannesen
January 31, 2013	Meeting - Ted Johnson, B&ECPL Trustee
January 31, 2013	Public Hearing - Erie County Legislature

Other:

Alden Ewell Free Public Library – submitted by Kris Rogers, Director

Highlights of events and activities at the Alden Library:

- Our library holds Story Time twice each week for 3 to 5 year old children on Mondays at 10:30 a.m. and Tuesday evenings at 6:30 p.m. We have stories, games, and a craft each time. Some of our Story Time “graduates” are avid readers now.
- February’s Theme Table holds love stories both in book form and DVDs. We also have coloring pages and a crossword for the younger patrons.
- On Saturday, March 30th, we will hold our 6th Annual Indoor Egg Hunt at the library. Pre-registration is required as space is limited. Every participant gets to find 6 eggs which are then turned in for prizes. Everyone is a “winner”. We have loads of fun even if the hunt lasts only 10 minutes!

Aurora Town Public Library – submitted by Robert Alessi, Director

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

- Computer classes, especially those on eBooks and eReaders, are soaring in popularity in the new year. In addition to classes on e-mail, free resources online and Twitter, the Cyber Train is now scheduled to conduct 4 eBook and eReader classes during the first 3 months of the year since each one has been booked to capacity within only a couple days of being announced!
- Our winter/spring weekly children’s programming kicked off at the beginning of the month. From February through mid-May we will offer Book Babies, Toddler Times (day and evening sessions) and Preschool Story Times (day and evening sessions), along with our monthly Lego Club.
- The Aurora Town Public Library will once again offer special programming during the annual Town of Aurora Winterfest. This year, Jeff Musial of Nickel City Reptiles will entertain families and patrons of all ages on February 21st.

- Aurora Historical Society Director and Town Historian Robert Lowell Goller will deliver a lecture on April 9th on the early days of East Aurora and the Underground Railroad. This event is generously sponsored by the Friends of the Aurora Town Public Library.
- Work on the replacement of the lower, flat building roof and restoration of our upper, peaked roof and porch roof will resume when the weather permits. The final coatings will be applied in the spring. A 2012 New York State Library Construction Grant was awarded to the Aurora Town Public Library in June 2012 and will cover half of the cost of the roofing project. The balance of the cost of the project will be funded by the Town of Aurora.

Agenda Item G – Public Comment. No public comment.

Agenda Item H – Unfinished Business. There was no unfinished business.

Agenda Item I – New Business.

Agenda Item I.1 – Affordable Care Act Presentation. Mr. Connors called upon Assistant Deputy Director – Human Resources/Labor Relations Officer Jeannine Doyle to do an informational presentation introducing the Affordable Care Act with regard to its possible impact on the Library. Her presentation included background information, concerns, potential strategies and initial recommendations. Trustee discussion ensued. New interpretations of this Act are coming forth; trustees will be updated. Recommendations will be brought to the March Board meeting for consideration.

There being no further business, on motion by Ms. Horton with a second by Ms. Panty, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary



B&ECPL Monthly Report February 2013

The Library System held its 2013 Legislative Reception on Thursday, February 21, 2013. Invitees included all elected officials from the City of Buffalo, Erie County Legislature, New York State Assembly and Senate and US Congress. Attendees were given a presentation by Library Director Mary Jean Jakubowski and System Board Chair Jack Connors focusing on the State of the Library System and were provided with take home folders on the Library District Initiative. A tour of the Central Library including the Rare Book Room was given to interested parties.

Attendees included:

David Franczyk - Buffalo Common Council ; Joseph Golombek, Jr. - Buffalo Common Council; Dr. Ellen E. Grant - Deputy Mayor, City of Buffalo; Michael Kearns, New York State Assembly; Ron Deschenes for Senator Mark Grisanti; Sean McCormick for Congressman Chris Collins; Stefan Mychajliw - Erie County Comptroller; Nelson Starr for Erie County Executive Mark Poloncarz; and Chris Jacobs - Erie County Clerk. Trustees in attendance: System Board Chair Jack Connors; System Trustees: Dr. Amy Alvarez Perez, Sheldon Berlow, Frank Gist, Phyllis Horton, Ted Johnson, Sharon Kelly, Elaine Panty and Wayne Wisbaum. Lancaster Public Library Trustee Suzanne Jacobs and West Seneca Public Library Trustee Jennifer Dobe were also present.

Administration and staff are feverishly working on the State Report, which is now due at the end of April. The report which will be brought to the Board for approval is required annually. Currently, 24 reports (23 State and 1 PLDS) are submitted.

Work continues on the Library District Initiative. Trustee training *Working with Elected Officials* took place in February, as did staff training.

Administration is reviewing year-end statistics to determine new and ongoing trends in library patron needs. Early review indicates a fluctuation in types of reading materials being sought and a rise in programming demand. Further review is forthcoming.

Monthly Programming Statistics – February 2013

1. Public Services

February 2013

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	228	327	4255	6108
3.3 Children (age 6-12)	104	165	1716	2510
4.4 Teens	26	37	177	270
Intergenerational	31	53	825	1263
5.3 Adults (excludes Technology)	124	212	2449	3632
TOTAL In Library Programs	513	794	9422	13783

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	36	60	217	292
System or Library-owned Cyber Train	37	66	301	696
TOTAL Adult Technology	73	126	518	988

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	8	16	438	754
Children (age 6-12)	2	2	75	75
Teens	0	0	0	0
Intergenerational	0	0	0	0
Adults (excludes Technology)	21	34	439	1216
TOTAL Outreach (out of Library)	31	52	952	2045

Highlights:

- **NEW Program Series:** February 1st, 15th and 22nd - Information Services and Outreach Librarian **Beth Lewitzky** initiated and ran a 4-part series for young adults entitled "History of African American Concert Dance" with Steve Porter, a former Buffalo State instructor and dance historian. The series reviewed history and current trends in African American concert dance. Similar program series are under consideration.

- **NEW Program Series:** The first Science Saturday with Librarian Kasey Mack took place on February 2nd and was very successful! Fifteen children explored "matter". They discussed the scientific method and made hypotheses.
- **Celebrating Black History Month:** The Frank E. Merriweather, Jr. Branch Library (MRW) hosted a plethora of activities in celebration of Black History Month:
 - February 6th, "We Are Women Warriors" sponsored a Spoken Word Festival.
 - February 7th, Group Ministries, Inc. Community Wellness Project held a mini-concert in honor of National Black HIV/AIDS Awareness Day.
 - The 23rd year celebration of "Along This Way: Storytelling in the African Tradition" was held on February 9th featuring storytellers Karima Amin and Sharon Holley; vocalist Joyce Carolyn and percussionist Eddie Sowande Nicholson were also featured.
 - The 36th Annual Carter G. Woodson Essay Contest program was held on February 16th with the theme "A Salute to African American Poets and Writers".
 - February 17th, the Annual African American Read-In was held at the MRW Library. This is a national event sponsored by the Black Caucus of the National Council of Teachers of English. Local organizers are Kenneth and Sharon Holley in cooperation with "Tradition Keepers: Black Storytellers of WNY".
- Mayor Byron Brown held a "Code Green" public meeting at MRW in the auditorium on February 13th which was very well attended. The Buffalo Green Code is a historic, economic and community development initiative by Mayor Brown which will revamp the City's 60-year-old zoning code.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	157,949	585	985
3.1 Juvenile Fiction	358,331	3,253	7,755
4.1 Young Adult Fiction	69,679	569	1,612
5.1 Adult non-Fiction	1,384,043	2,729	5,410
6.1 Adult Fiction	555,889	2,891	8,104

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	65,634	222	525
4.2 Young Adult audiobooks only	2,570	2	2
6.2 Adult	365,505	3,633	7,620

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*15,680	487	24,325	-13.1%
Music (Freegal)	Unlimited SONY Library		4,744	-9%
e-Audiobooks	6,173	66	5,272	-10.9%
e-Videos	370	0	204	-17.1%

*eBook "collection size include 150 free promotional MaxAccess titles for 1 year

Highlights:

- Collection Development staff responded to 613 patron purchase suggestions and 155 staff suggestions in February.
- Circulation of eBooks, although strong, dipped this month as expected. With eReaders, a popular holiday gift, came an increase in eBook downloads in January.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	3,966	+ 200	5.3%	9.3%
Twitter Followers	3,593	+ 152	4.4%	9.9%
Flickr Views	52,101	+ 798	1.6%	3.9%
Pinterest Followers	425	+ 45	11.8%	30.0%

Social Media:

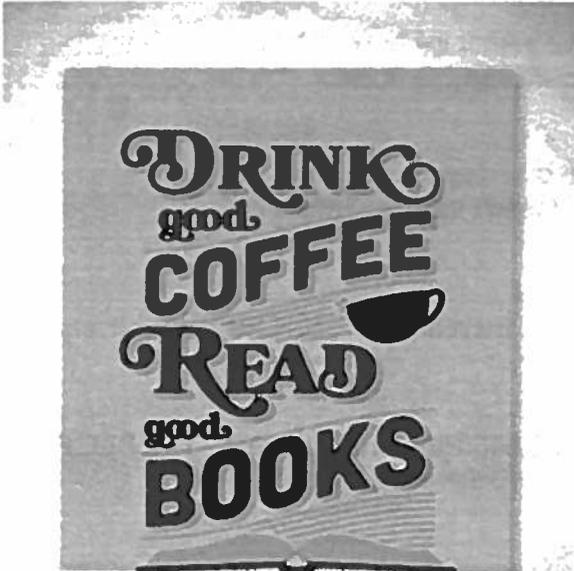
February Facebook Record: The Buffalo & Erie County Public Library – Central Library Facebook page gained an impressive number of new fans (200) in February, spurred by several popular posts, including these 2: the first was viewed by 4,879 people...



Buffalo & Erie County Public Library - Central Library
February 25

Good Morning & Happy Monday,

Sharing this from the Improbables Libraries, Improbables Bibliothèques Facebook page.



Like · Comment · Share

49

Carol Sant Batt, Kathy Goodrich and 62 others like this.

4,789 people saw this post

and with more than 40 comments, the second is an excellent example of the site's ability to become a place for people to share and discuss...



Buffalo & Erie County Public Library - Central Library
February 29

Hello,
Anyone reading anything they want to share?

Unlike · Comment · Share

Buffalo & Erie County Public Library - Central Library and 5 others like this.

View 42 more comments



Mary Martin Wonder by R. J. Palacio
February 29 at 6:59pm via mobile · Like · 3



Shreen Beshares The Passage and The Twelve by Justin Cronin.
February 29 at 7:05pm · Like · 1



Laura Wood The Name of the Star by Maureen Johnson.
February 29 at 7:05pm · Like · 1



Ethan Hagen Peter Heller's "The Dog Stars"...so good.
February 29 at 7:05pm via mobile · Like · 1

2,441 people saw this post

A few February Twitter highlights:



NHS of South Buffalo @NHSSouthBuffalo

Feb 8

Curling up w a good book/movie from @buffalolib and warm blankets great, but if you're under that blanket cuz you're cold, call 823.3630



david etkin @DavidAetkin

Feb 20

Teaching my daughter to use the #nerdies12 winner list to search for Nook books on the @buffalolib site. Yup—it starts @ home



Lawrence Congdon @LC_Sun

Feb 22

Top 15 fiction ebooks @buffalolib are bodice-rippers. Next 5 are Agatha Christie. And my mother claims she doesn't have a Kindle...? o_0

“All time” photo views on *Flickr* reached 52,101; an increase of 798. Our photostream can be viewed here: <http://bit.ly/xDPsx4>.

At the end of February, there were 30 Boards and 1,646 Pins on **Pinterest**. The BECPL page can be viewed at <http://bit.ly/yYiDgY>.

Highlights:

- **NEW:** Technology Trainer **Jonathan Shiffner** developed a handout, *Borrowing eBooks and Audiobooks: the OverDrive App for the Nook Tablet, Nook Color and Nook HD* (<http://bit.ly/W7ZS2T>). The resource describes how to locate, download, and authorize the OverDrive Media Console app required to access eBooks and Audiobooks from the Library for a Nook Tablet, Nook Color or Nook HD Tablet. The handout also details how to find, check out, and download eBooks from the Library to a device.
- **RFID (Radio Frequency Identification) developments:** A total of 25 libraries are fully up and running using RFID technologies. The Clarence Public Library went live with staff stations on February 26, 2013. Gate and self-check installation is scheduled for March 19th. Collection conversion is under way at the North Collins, Newstead, and Boston Libraries. Conversion will begin in the next few months at Collins and Grand Island.
- **NEW:** The Library now has a “Library Calculator” on the public website where people can determine the value of library services by plugging in their use. To date, more than 550 people have used the calculator. The link is: <http://www.buffalolib.org/calculator/valuecalc.php>.

4. Funding/Fundraising

Funding:

On Sunday, March 3rd, the Library successfully submitted e-Rate funding requests for the July 1, 2013 – June 30, 2014 funding cycle well in advance of the March 14th deadline. The e-Rate program is overseen by the Federal Communications Commission and provides discounts to schools and libraries for eligible products and services, including telecommunications and Internet Access. Funding is provided on a sliding scale based upon poverty levels as determined by National Free and Reduced Lunch Program participation in the school district where each library is located (higher NSLP - National School Lunch Program - participation results in higher funding levels).

Services receiving funding support include the Library's fiber optic wide area network, which is used to connect all 37 library locations to the Library's information systems and the Internet; 300mb of Internet Access bandwidth with potential to increase to 400mb if demand warrants; and basic voice telecommunications services for library locations. Total costs for these services for this funding cycle is \$545,836, with e-Rate discounts of \$323,088 requested, lowering the net cost to the Library to \$222,748, resulting in a 59.2% discount on these services.

Since its inception in 1998, including the funding approved for the current year and funding requested for the next cycle, the Library will have received over 3.5 million in e-Rate support.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - includes any donations received since January 1, 2013 - including: bequests, Bucks for Books, online donations, general donations, Grosvenor Room donations, and a donation received this year from the Black and White event held in November	January 1 – March 10, 2013	\$26,933.98
Crane Book Sale	Ongoing	\$483.78
Crane Donation Box		\$52.00
North Park Book Sale	Ongoing	\$155.45
North Park Donation Box		\$52.30

Highlights:

- **HOLD the DATE:** On Wednesday, May 8th, downtown Central Library will host a fundraiser "Jazzin' It Up @ the Library". The cocktail reception will be held from 5:30 – 8 p.m. (time may change). Tickets will be in the \$15 range and will include live music. Food and beverages will be handled by Fables /The Mansion.
- The Young Professionals volunteer group has agreed to plan a 2013 "What is Black and White and Read All Over" fundraiser in the fall. The event will be similar to last years with a (unconfirmed) \$75 per person ticket price.
- A grant request for \$6,215 was submitted to the Erie Canal Harbor Development Corp. for a Canalside Visitor Experience 2013 program involving weekly children's reading programs during the summer months.

5. Facilities

On or after March 18, 2013, a capital project to abate asbestos in the vacated second floor space (former BST space) will begin. Notice of this project is being posted outside of Central Library entrances. The project will remove asbestos-containing material sprayed on beams and the ceiling of this area.

The project is expected to take approximately two months from start to finish; the work is not expected to impact normal Library operations and the Library will remain open.

In an effort to expedite completion of the project, the contractor will have 2 shifts working per day. Mark Cerrone, Inc. is the New York State certified contractor who won the bid from Erie County to perform the work. Watts Engineers, under a separate contract through the Erie County Department of Public Works (DPW), will perform air monitoring throughout the project. County DPW will also be involved and is responsible for overall project direction.

Following federal and state regulations for this type of work, the area will be sealed off. All abatement operations will take place in this sealed environment. As a further protective measure, "negative air pressure" will be maintained using "hogs" to pull and filter air in the work area before exhausting the air to the outside (far away from points of entry).

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	88	155	0	0

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Live TV Interview with Mary Jean Jakubowski	Winter Reading and the Library in general	Healthy Zone, 2/26/13 on WGRZ TV 2
Taped interview - radio Mary Jean Jakubowski	Library delegation going to Albany	WBFO radio taped on 3/1/13 aired on 3/4/13
TV taped segment from the Grosvenor Room and teen area of Central Library	Local adopted woman searches for her family history	Taped on 2/27/13 for Gannett TV station in Syracuse
Taped TV interview (in Albany) with Mary Jean Jakubowski - hosted by Assemblyman Michael Kearns	Library activities and funding	Taped on 3/5/13 to air in March on cable TV
Media Release	This Week @ Central	Sent 2/19/13 and 2/25/13 Sent to all media, portions were used in <i>Buffalo News</i> <i>Gusto</i> during the month of February, <i>Artvoice</i>
Media Release	Libraries Closed on President's Day	Sent on 2/15/13, info ran in the <i>Buffalo News</i>
Media Release - Cameras Invited	Women's History Month Media Event	Sent to all media inviting them to the 3/1/13 event. Covered by Channel 2 and WBFO radio
Amy Pickard, Interviewed by Michelle Kearns of <i>Buffalo News</i>	Paper Valentines	2/12/13
A.B.L.E.Y Advisor	ECL programs	2/ 1, 8, 15, 22/2013
East Clinton Shopper	ECL Programs	2/1/13
<i>Buffalo News</i>	MRW Black History Month Events article by Diedre Williams	2/2/13
<i>Buffalo Challenger</i>	MRW Black History Month Events	2/6/2013

Highlights:

- On February 22nd, *Buffalo News* reporter Anne Neville and a photographer visited the Mark Twain and Grosvenor Rooms to interview author Tom Reigstad about his newly-released book *Scribblin' for a Livin': Mark Twain's Pivotal Period in Buffalo*.

8. Partnerships

Highlights:

- On February 6th, **Meg Cheman** attended a meeting with representatives from UB to discuss next steps in the Shared Collections initiative.
- On February 11th, **Meg Cheman** and **Amy Pickard** along with Mike Basinski, Amy Vilz and Don Elick of UB, met with Dr. Richard Lee to discuss the plan for Dr. Lee's proposed "Explorers and Exploration" seminar course to be offered by UB this fall. The course will provide students with guided access/exposure to UB's and B&ECPL's rare book material throughout the course.
- On February 16th, **Amy Pickard** consulted with University at Buffalo Archivist Amy Vilz about the arrangement and description of the J.J. Lankes letters.
- East Cluster Manager **Nancy Mueller** met with Bonny Ryder from Science Firsthand Learning on February 6th to coordinate the partnership between the Library and Firsthand Learning.
- **Nancy Mueller**, West Cluster Manager **Linda Rizzo** and Assistant Deputy Director for Public Services **Dawn Peters** attended a planning meeting with Holland Speedway sales and marketing representative Mike Lester on February 25th. This meeting was to begin planning a partnership with Holland Speedway for B&ECPL's summer programs.

9. Governance

The Library held 2 "All Staff Meetings" with consultant Libby Post and a Managers/Directors meeting to review the status of, timeline and project plan for the Library District Initiative.

Library Director **Mary Jean Jakubowski** and Chief Financial Officer **Kenneth Stone** attended a meeting of the Rural Library Coalition on February 26th at the Collins Public Library to address concerns and questions posed by trustees of coalition members. Trustees from the Angola Public Library, Boston Free Library, Town of Collins Public

Library, Concord Public Library, Eden Library, and the North Collins Public Library were present. Erie County Legislators John Mills (District 11) and Terry McCracken (District 8) also attended the meeting. Excellent questions were asked and addressed accordingly. Ongoing communication is encouraged and welcomed.

10. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
February 2013**

DATE	MEETING / EVENT
February 1, 2013	Western New York Library Resources Council (WNYLRC) Conference Presenter - Resource Sharing
February 4, 2013	Meeting - Legislator Timothy Hogues
February 4, 2013	Meeting - Carol Batt, D&O Renewal Application
February 4, 2013	Meeting - Dr. Mike Bisinski, Curator UB Rarebooks/Poetry
February 4, 2013	Meeting - Joy Testa Cinquino, LDI Timeline
February 5, 2013	Media Appearance - Live TV Winging It on WB23
February 5, 2013	Press Event - GED UB Educational Opportunity Center
February 6, 2013	Staff Forum: Q&A w/Library Director
February 6, 2013	Conference Call - Libby Post, Communication Services
February 6, 2013	Media Interview - Charity Vogel Re: Merriweather Library
February 7, 2013	Meeting - ACT Board
February 7, 2013	Meeting - Patrick Martin, Library Counsel
February 8, 2013	Meeting - Mark Mortenson, Buffalo Museum of Science, and Anne Leary, B&ECPL Trustee
February 10 - 14, 2013	Meetings/Presentations - Libby Post, Communication Services
February 10, 2013	Training - <i>Working with Elected Officials</i> @ Lancaster Public Library
February 11, 2013	Meeting - Geno Principe Re: Fables
February 11, 2013	All Staff Meeting
February 11, 2013	Conference Call: Library Trustees Association Conference
February 12, 2013	All Staff Meeting

February 12, 2013	Meeting - Union Leadership Re: District
February 13, 2013	Managers/Directors Meeting
February 13, 2013	Meeting - Steve Bell, Mower and Associates
February 13, 2013	Meeting - Milestones of Science Updates
February 14, 2013	Meeting - Paul Hogan, Oishei Foundation
February 14, 2013	Meeting - Christopher Wielgus
February 14, 2013	Meeting - B&ECPL Executive Committee
February 14, 2013	Trustee Training - Libby Post, Communication Services
February 20, 2013	Meeting - Re: Legislative Reception
February 21, 2013	Meeting - Administrative Team
February 21, 2013	Meeting - Kenneth Stone
February 21, 2013	Meeting - Ted Johnson, B&ECPL Trustee
February 21, 2013	Meeting -B&ECPL Board of Trustees
February 21, 2013	Legislative Reception
February 22, 2013	Meeting - CE Poloncarz & Deputy CE Rich Tobe - Four Year Plan
February 22, 2013	Meeting - 2013 State of the City Address
February 25, 2013	Meeting - NYLA Legislative Day Team
February 25, 2013	Meeting - "Office Space Coalition" - Office Disabled
February 26, 2013	Meeting - Whitney Walker - Oishei Foundation - Mobile Safety Team
February 26, 2013	Media Appearance - Channel 2 Healthy Zone - Janet Snyder, Reading and Health
February 26, 2013	Meeting - West Seneca Library Board of Trustees, Town Officials, Cathy Foertch - West Seneca Public Library Director, and Ken Stone Re: potential building project
February 26, 2013	Meeting - Rural Library Coalition meeting including Legislators McCracken & Mills
February 27, 2013	Meeting - Amherst Public Library Board of Trustees
February 28, 2013	Meeting - Hamburg Public Library Trustees Beverly Halligan and Maryanne Chiumento, B&ECPL Chair Jack Connors, and Ken Stone - Re: Hamburg Public Library Building Expansion
February 28, 2013	Meeting - Nelson Starr, Jr. Administrative Consultant to CE - Tour of Central Library including RBR

Other:

Newstead Public Library – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- The Newstead Public Library has been a warm spot for many to visit during these colds winter months! Many adult programs were presented in the months of February and March. We are fortunate to be able to offer our Deaf Culture and Beginner Sign Language 8 week class once again. A local teacher of signing teaches these classes. Cyber Train classes were very well attended, especially the Downloads 2 Go. Our Women's Book Club continues to read great books monthly, with the psychological thriller *Before I go to Sleep* and the fairy-tale-like, quirky book, *The Particular Sadness of Lemon Cake* starting out the new year. Our Reminisce Group was treated to a visit by the Newstead Town Historian, for a look back at Main Street in Akron. The newest monthly program is Peace, Love and Yarn. This group knits and crochets for various community and charity groups. So far, they have worked together to make over 200 squares that were donated to Knit-A-Square and to the Linus Project. They have also made dozens of hats, gloves and scarves that were donated to local Food Pantries in Akron and Clarence Center.
- There were many fun events to keep children busy too. Through the magic of Mr. J and to the amazement of little ones, it snowed inside the library! The wonderful Central Library Program Team hosted a Superhero and Froggy program to the delight of many. Winter Storytime is in full swing for pre-schoolers. Our American Girls Club is back and LEGO builders have their monthly creations on display at the library. We celebrated Dr. Seuss' birthday by visiting Holy Cross Headstart with stories and Horton puppet give-a-ways for all!
- In celebration of Agriculture Literacy Week (March 18-22), Cornell Cooperative Extension of Erie County is sponsoring a Beekeeping program at the library. Children will enjoy stories read by a local Akron beekeeper and have a taste of honey.
- Folk singer Nan Hoffman will entertain for families this month.
- Coming in March, local author, poet and artist Diane Denton will read from her historical novel, *A House Near Luccoli*, which focuses on the fascinating Italian Baroque composer, Alessandro Stradella.
- The Newstead Public Library is the place to be for residents of the Akron/Newstead community!

City of Tonawanda Public Library – submitted by Glenn Luba, Director

Highlights of events and activities at the City of Tonawanda Library, February and March 2013:

- Fancy Nancy program, 9 patrons
- Lego's Club, 2 sessions, 49 patrons
- PreSchool Storyhour, 5 sessions, 24 patrons
- Computer Training, 3 sessions, 17 patrons
- ToddlerTime, 8 sessions, 92 patrons
- Daycare Visit Storytime, 2 sessions, 24 patrons
- Froggy program, 21 patrons
- Knitting Club, 2 sessions, 19 patrons

Respectfully submitted,



Mary Jean Jakubowski
Director