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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, October 17, 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 September 19, 2013 **ACTION**
- D. Report of the Chair **INFORMATION**
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2013-34 – Unanticipated Expenditure Assistance - Amherst Public Library **ACTION**
 - b. Res. 2013-35 – RFID (Radio Frequency Identification) RFP Award **ACTION**
 - c. Monthly Financial Report **INFORMATION**
 - 3. Policy Committee
 - a. Res. 2013-36 – Amend Bulletin Board Policy **ACTION**
 - b. Res. 2013-37 – Amend Distribution Policy **ACTION**
 - 4. Planning 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
 - 1. 2014 Budget Update **INFORMATION**
- K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
September 19, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, September 19, 2013, at the Riverside Branch Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Michael Amodeo
Sheldon M. Berlow
Kathleen Berens Bucki
Katie Burd
Sharon M. Kelly
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:05 p.m. at the Riverside Branch Library. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C – Minutes of the Meeting of July 18, 2013. On motion by Ms. Panty, seconded by Mr. Johnson, the Minutes of the Meeting of July 18, 2013 were approved unanimously as corrected.

Agenda Item D – Report of the Chair. Mr. Connors reported the echo Art Fair was a success and provided an opportunity to showcase how the second floor of the Central Library can be utilized. He updated trustees on the status of contract member library Memorandums of Understanding (MOU) for participation in the Library District. To date, 14/22 MOU's have been returned with commitments for participation; with the exception of the Boston Free Library who is working out building issues and real estate language for their exhibit but are leaning in a positive direction, and the Ewell (Alden) Free Library who has chosen not to participate, the other libraries have indicated they will be meeting soon and seem favorable. Letters will be sent to the Ewell (Alden) Free Library from both attorney Ellen Bach of Whiteman, Osterman and Hanna and the System Board to make sure they are fully aware what non-participation means for them; essentially per the law, they will be responsible to find their own source of

funding for their library. Once the replies are all in, the Planning Committee will meet to finalize the legislation.

A county-wide public opinion poll regarding the Library District sponsored by the Library Foundation of Buffalo & Erie County (Foundation) to be done by Siena College Research Institute is planned for November. It will be equal amongst the legislative districts; various statistics can then be drawn from this poll. Currently an in-house survey for library patrons is being done based on the financial component of the Library asking questions such as would they prefer to have a direct say in the Library's funding and if they had the opportunity to provide additional funds, how much would they be willing to provide. While not a scientific poll, it provides an idea of community support for the Library.

Mr. Connors welcomed and thanked Buffalo Common Council Member Joseph Golombek, Jr. for being in attendance and for his support.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Mr. Johnson reported the Executive Committee convened in joint session with the Budget & Finance Committee on August 8, 2013. He presented the following report:

Present: Executive Committee Chair Jack Connors via telephone; Committee members Sheldon Berlow and Ted Johnson, Elaine Panty (via telephone); Trustees Michael Amodeo and Frank Gist; Library Director Mary Jean Jakubowski and CFO Kenneth Stone. Absent: Wayne Wisbaum.

The meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. This was a joint meeting with the Budget and Finance Committee. A quorum of the Executive Committee was present. Budget and Finance Committee members in attendance: Chair Jack Connors via telephone; Committee members Michael Amodeo and Sheldon Berlow; and System Board Treasurer Frank Gist.

There was no Board meeting in August.

CFO Ken Stone presented ACTION Item Resolution 2013-25 Authorizing 2013 Budget Transfer for Central Library 2nd Floor West Reconstruction. A motion to approve was made by Ted Johnson with a second by Elaine Panty. Following discussion, the Executive Committee unanimously approved this resolution.

As there was no other business to come before the Executive Committee, CFO Stone began discussion on the 2014 Budget. He distributed budget documents explaining the budget was due to the County by August 15th. He further reviewed both anticipated revenue and expense. Discussion ensued.

The meeting adjourned at 5:10 p.m. on a motion by Sheldon Berlow and second by Jack Connors.

Agenda Item E.1.a – Authorizing 2013 Budget Transfer for Central Library 2nd Floor West Reconstruction. The following action was taken, pursuant to Article VI, Section 1 of the Bylaws, which state: “The Executive Committee, in intervals between meetings of the Board of Trustees, shall have the powers and duties of the Board of Trustees, not inconsistent with law.” This resolution was approved unanimously by the Executive Committee on August 8, 2013.

RESOLUTION 2013-25

WHEREAS, the Central Library 2nd Floor west asbestos abatement and reconstruction project is well under way, with main floor asbestos abatement and spray on re-fireproofing complete, and fire rated column enclosures under construction, and

WHEREAS, the next phase of the project involves completing the public space areas to include public meeting space, add badly needed public restroom capacity, add an exhibit space, and prepare the remaining space for future build-out and use by collaborations with mission related non-profits renting the space, and

WHEREAS, bids were solicited and received on July 24th, with the total low bid cost including alternates at \$1.134 million being approximately \$180,000 higher than anticipated, and

WHEREAS, turnover and restructuring savings in part-time labor is sufficient to cover the \$180,000 and make \$95,000 available if needed for project contingencies, now, therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves budget adjustments amongst the following accounts:

Account Description & Number	Amount
Library Operating Budget:	
Part Time - Wages #500010	(\$275,000)
County Share - Grants #559000	\$275,000
Grant Project Budget #420NYSCONSTCTR1215:	
County Share Revenue #479000	(\$275,000)
Professional Svcs (Const) #516020	\$275,000

Pursuant to the Bylaws, Resolution 2013-25 was mailed to the full Board within three business days.

Trustee Bucki inquired if this was an expense the Library anticipated or if it just came up. Discussion ensued; Mr. Stone explained across the board, bid pricing is coming in higher than expected.

Mr. Johnson reported the Executive Committee also met on September 12, 2013 at the Central Library. He presented the following report.

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson and Elaine Panty; Library Director Mary Jean Jakubowski; and CFO Kenneth Stone. Absent: Wayne Wisbaum.

The Executive Committee meeting began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Discussion was held regarding the recent echo Art Fair. Trustee Berlow noted the Library's Beverly Pepper sculpture. Discussion ensued. All agreed the sculpture is an important part of the Library's holdings and should be displayed prominently. Mrs. Jakubowski noted she would pursue this.

Discussion was held on the Library District Initiative (LDI) including status, ongoing education and recent meetings with trustees.

The Committee reviewed the agenda for the September 19, 2013, Board of Trustees meeting taking place at the Riverside Branch Library, including proposed resolutions and bylaw amendments.

As NYS no longer requires Board approval, Mrs. Jakubowski asked proposed Resolution 2013-16 Consolidated NYS Library Aid 2013-2014 Application be withdrawn from the agenda. This had been postponed from the July 18, 2013 Board of Trustees meeting as the Library waited for the New York State Division of Library Development to "open" the portal to the Consolidated NYS Library Aid 2013-2014 Application. Following discussion, on a motion by Trustee Johnson, with a second by Trustee Panty, the Executive Committee unanimously approved to withdraw proposed Resolution 2013-16.

With no further business, the meeting adjourned at 5:20 p.m. on a motion by Trustee Panty and a second from Trustee Johnson.

Agenda Item E.1.b – Consolidated NYS Library Aid 2013-2014 Application. As noted in the above Executive Committee Meeting Report, Resolution 2013-16 was withdrawn by unanimous vote of the Executive Committee on September 12, 2013 pursuant to the provisions of Article VI, Section 1 of the Bylaws of the Buffalo and Erie County Public Library.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Unanticipated Expenditure Assistance: Concord Public Library. Due to the retirement of their library director, the Concord Public Library is in need of assistance as described in Resolution 2013-26 below. Ms. Panty moved, Ms. Kelly made a second and approval was unanimous.

RESOLUTION 2013-26

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, 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 Hulbert Library of the Town of Concord Board of Trustees has requested assistance to help offset one-time above budget expense associated with the Concord Library Director’s recent retirement, and

WHEREAS, B&ECPL staff worked with Concord Library 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 \$9,689, and

WHEREAS, without this assistance the Hulbert Library of the Town of Concord Board of Trustees has found that having to hold a key position vacant over an extended period, as would otherwise be required to address this cost, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2013 B&ECPL operating budget salary and benefits accounts 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 & Erie County Public Library approves a reallocation within the B&ECPL operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide up to \$9,689 in salary/wage/fringe benefit funding assistance to the Hulbert Library of the Town of Concord, and be it further

RESOLVED, that a copy of this resolution be transmitted to the above contracting library.

Agenda Item E.2.b – Unanticipated Expenditure Assistance: West Seneca Public Library. Due to the retirement of their library director, the West Seneca Public Library is in need of assistance as described in Resolution 2013-27 below. Ms. Panty moved, Ms. Burd made a second and approval was unanimous.

RESOLUTION 2013-27

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, 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 West Seneca Public Library Board of Trustees has requested assistance to help offset one-time above budget expense associated with the West Seneca Public Library director’s recent retirement, and

WHEREAS, B&ECPL staff worked with West Seneca Public Library 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 \$6,268, and

WHEREAS, without this assistance the West Seneca Public Library Board of Trustees has found that having to hold a key position vacant over an extended period, as would otherwise be required to address this cost, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2013 B&ECPL operating budget salary and benefits accounts 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 & Erie County Public Library approves a reallocation within the B&ECPL operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide up to \$6,268 in salary/wage/fringe benefit funding assistance to the West Seneca Public Library, and be it further

RESOLVED, that a copy of this resolution be transmitted to the above contracting library.

Agenda Item E.2.c – Amend Budget – Grants & State Aid. Mr. Stone explained this resolution takes care of a number of things all related to State Aid and provided background information as presented in Resolution 2013-28 below. On motion by

Ms. Panty, with a second by Mr. Amodeo, the resolution was approved unanimously as presented.

RESOLUTION 2013-28

WHEREAS, the Library receives recurring state aid to support various library activities, some of them budgeted in the Library Operating and some in the Library Grants budget, and

WHEREAS, final amounts for the State's 2013-2014 fiscal year are now known, and

WHEREAS, the overall operating aid increased \$93,270 (4.9%) and aid to recurring library grant projects increased \$41,172 (7.2%) over the 2013 budgeted amount, and

WHEREAS, the Library has been awarded a New York State Regional Bibliographic Grant in the amount of \$17,024 to support continued digitalization of the Buffalo City Directories from 1828-1868, and

WHEREAS, a grant budget needs to be established to undertake that program, and

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees in Resolution 2013-17, accepted and budgeted a \$119,108 New York State Library Construction Grant to support improvements at the Dudley Library, and

WHEREAS, the Board previously approved in Resolution 2012-35 authorizing the use of \$75,000 of committed fund balance as grant match support for the Dudley Library improvements which now need to be incorporated into the Construction Grant project budget, and

WHEREAS, the Library wishes to adjust the operating and grant budgets to reflect the above changes, now, therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2013 grant and operating budgets to implement the following revenue and expenditure budget changes:

Grant	Revenue Change	Expense Change
Central Library Book Aid	4,025	4,025
Central Library Development Aid	17,449	17,449
Continuity of Service	2,815	2,815
Coordinated Outreach	9,509	9,509
New York State Library Automation	4,307	4,307
Library Services to County Corrections	493	493
Library Services to State Corrections	2,574	2,574
Subtotal	41,172	41,172

Operating	Revenue Change
408140 State Aid - Library System	81,344
408150 State Aid – Member Libraries	11,926
402190 Use of Fund Balance	(93,270)
Subtotal	0

and, be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes establishing a Regional Bibliographic Database grant budget in the following amounts:

Revenue: \$17,024
 Grant Program Expenses: \$17,024, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the operating budget and grants budget to transfer \$75,000 to the Dudley Library NY State Construction Grant as follows:

Operating Budget
 Revenue: \$75,000 Use of Fund Balance – SAP 402190
 Expense: \$75,000 Local Share Grant Match – SAP 559000

Dudley Project Grant Budget
 Revenue: \$75,000 Grant Match
 Expense: \$75,000 Dudley Library Improvements.

Trustee Thomas arrived at approximately 4:34 p.m.

Agenda Item E.2.d – NYS Construction Grant Evaluation & Recommendations. This resolution was e-mailed to trustees prior to the meeting and copies were distributed at this meeting. Following Mr. Stone's presentation, on motion by Mr. Amodeo, with a second by Ms. Panty, Resolution 2013-29 was approved unanimously as presented.

RESOLUTION 2013-29

WHEREAS, up to \$641,863 in the \$14 million state-wide New York State Public Library Construction Grant Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of six projects were submitted for the \$14 million program supporting the Audubon, Eggertsville, City of Tonawanda, Hamburg, and the Town of Tonawanda's Kenilworth and Kenmore Libraries, and

WHEREAS, in July 2012 the Board of Trustees of the Buffalo and Erie County Public Library in Resolution 2012-29 set the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries located in communities with a poverty rate as determined by the 2010 U.S. Census, including margin of error, exceeding the Erie County average of 14.0% and/or
- Libraries located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said libraries for a 60% discount on eligible e-Rate services, and

WHEREAS, three of the above libraries, the City of Tonawanda Public Library and the Kenilworth and Kenmore Libraries of the Town of Tonawanda Public Library, qualify to receive up to 75% grant funding as they serve economically disadvantaged communities, specifically: the City of Tonawanda Public Library is located in the City which per the U. S. Census Bureau, 2006-2010 American Community Survey (ACS) 5 year estimates has a poverty rate including margin of error of 14.23 percent and has in excess of 41% of students participating in the free or reduced lunch program in the Tonawanda City School District, while the Kenilworth and Kenmore Libraries are located in the Town of Tonawanda and served by the Ken-Ton School District in which in excess of 39% of students participate in the free or reduced lunch program, and

WHEREAS, grant funding requested totals \$718,714, which is \$76,851 above the \$641,863 allocation available under this program, and

WHEREAS, after reviewing alternatives presented by staff, the Board’s Executive Committee recommends a two-tiered approach to adjust the recommended awards as follows: projects with requested funding under \$100,000 would be awarded the full eligible amount requested, while project(s) requesting in excess of \$100,000 would have the requested amounts lowered proportionally so that the combined total of all project requests equals the \$641,863 allocation available, a process that would allow the largest number of libraries to benefit from the program this year, and

WHEREAS, due to extenuating circumstances, a response to review questions requesting revised quote estimates for the Hamburg Public Library request are not yet finalized but anticipated to be finalized prior to the grant deadline to NY State, now, therefore be it

RESOLVED, that pursuant to grant requirements and the above criteria, the Board of Trustees of the Buffalo & Erie County Public Library, subject to the conditions noted below, recommends approval of the requested projects, in the following amounts:

Library	Total Eligible Cost	Grant Request	Recommended Award
• Audubon Library - Amherst Replace Phone System	\$ 7,800	\$ 3,900	\$ 3,900 - 50%
• Eggertsville Library - Amherst Upgrade Electrical; Replace Doors, Windows & Sidewalks	\$ 135,260	\$ 67,630	\$ 67,630 - 50%
• City of Tonawanda Library Replace: Meeting Rm. HVAC; Staff Rm. HVAC Valve; Temperature Controls; Ventilator and Relief Damper	\$ 39,395	\$ 29,546	\$ 29,546 - 75%
• Hamburg Library Expansion – Interior Portion	\$1,000,000	\$ 500,000	\$ 423,149 - 42%
• Kenilworth (Tonawanda Town) Reroofing and HVAC Improvements	\$ 40,350	\$ 30,263	\$ 30,263 - 75%
• Kenmore (Tonawanda Town) HVAC Improvements	<u>\$ 116,500</u>	<u>\$ 87,375</u>	<u>\$ 87,375 - 75%</u>
TOTALS:	\$1,339,305	\$718,714	\$ 641,863, and be it

further

RESOLVED, that the amount recommended for the Hamburg Public Library project shall be adjusted to reflect revised quote estimates, not to exceed either: 1) the remaining grant allocation available for projects at the funding levels recommended in this resolution or 2) the maximum eligible grant amount for the Hamburg Library project, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary grant application, forms and documents in time to meet the October 10, 2013 filing deadline.

Agenda Item E.2.e – Monthly Financial Report. Financials for the month ending July 31, 2013 were included in the board packet. Mr. Stone noted the report details monthly activity for June and July. Overall, the Library operated within its budget for the period. He pointed out the Library did get good news on the NYS Retirement System; rates had been anticipated to go up slightly, but they actually went down slightly. The Library received a credit for the estimated charges in prior years of about \$87,000.

Agenda Item E.3 – Policy Committee. COO Carol Batt introduced the following 3 resolutions which the Policy Committee, who met July 18th, recommended for Board approval.

Agenda Item E.3.a – Amend Gift & Donor Recognition Policy. Ms. Batt explained the proposed amendment contains minor terminology changes to better reflect the sentiment of the document. On motion by Mr. Johnson and a second by Ms. Thomas, the resolution was approved unanimously.

RESOLUTION 2013-30

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of 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 Gift and Donor Recognition Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Gift and Donor Recognition Policy to supersede and replace the prevailing policy, adopted April 18, 2002 and amended on June 17, 2010, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.b – Amend Collection Development Policy. Besides minor terminology changes, the methodology to ask for something to be added to the

Library's collection has been added to this policy. On motion by Mr. Berlow and a second by Ms. Burd, the resolution was approved unanimously.

RESOLUTION 2013-31

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of 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 Collection Development Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Collection Development Policy to supersede and replace the prevailing policy, adopted January 18, 2001 and amended on June 17, 2010, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.c – Amend Confidentiality of Library Records Policy. Ms. Batt explained, the current policy cannibalizes the NYS Law that covers confidentiality of library records; instead, this has been pulled out and the Law has been stated in its entirety. A new paragraph has been included that talks about the Library will not give, share or sell patron information. Information will not be available for use by outside parties. On motion by Mr. Amodeo and a second by Ms. Kelly, approval was unanimous.

RESOLUTION 2013-32

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a new structure for process and review of 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 Confidentiality of Library Records Policy, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Confidentiality of Library Records Policy to supersede and replace the prevailing policy, adopted June 17, 1993 and amended on June 17, 2010, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes policy distribution to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Policy Committee Chair Elaine Panty reported the Policy Committee met prior to the Board meeting at 3 p.m. In addition to herself, present were Policy Committee members Kathleen Berens Bucki and Jack Connors. A quorum was present. Director Jakubowski and Assistant Deputy Director Testa Cinquino were also present. The Committee reviewed two proposed amended policies – Bulletin Board Policy and Distribution Policy. Recommended changes were discussed. These have been vetted by library counsel Patrick Martin. The Committee recommends these 2 amended policies for Board approval at the October 17th Board meeting. In response to a question by Mr. Berlow, the practicality of glass enclosed bulletin board areas was discussed.

Agenda Item E.4 – Buffalo Library Services Committee. Buffalo Library Services Committee Chair Sharon Thomas read the following report of their meeting of September 11, 2013 which was held at the Frank E. Merriweather, Jr. Branch Library:

Present: Buffalo Library Services Committee Chair Sharon Thomas; Committee members Sheldon Berlow and Elaine Panty; Library Director Mary Jean Jakubowski; COO Carol Batt; CFO Kenneth Stone; Buffalo Branch East Cluster Manager Nancy Mueller; Buffalo Branch West Cluster Manager Linda Rizzo; East Delavan Library Branch Manager Gwen Collier; and East Clinton Library Associate Sue Carson.

Members of the Buffalo Common Council and Mayor Byron Brown were invited to this meeting. In attendance was Tom Olejniczak representing Councilmember Fontana and Timothy VonDerepten representing Councilmember Golombek.

Committee Chair Sharon Thomas began the meeting at 6:05 p.m. and welcomed everyone to the Frank E. Merriweather, Jr. Library.

Ms. Thomas described the charge of the committee: to monitor and support service, outreach and staffing needs of the libraries in Buffalo. She further noted that she and the Board recognize the importance of the Buffalo Branch Libraries to the residents of the City and is grateful for the work performed by the staff.

West Cluster Manager Linda Rizzo highlighted several events, programs and statistics regarding the West Cluster Libraries (Crane, Niagara, North Park and Riverside). Computer use statistics are noted to be stabilizing; however, Ms. Rizzo believes this is because computers are being used at maximum capacity. Patrons are using the free Wi-Fi available 24/7.

Ms. Rizzo expressed a thank you to Councilmember Golombek for his sponsorship of summer reading programs at the North Park Library. She acknowledged the Councilmember also sponsored programs at the Riverside Library. Ms. Rizzo also thanked the Riverside Library Friends Group for their ongoing support – especially for summer programming.

Several new partnerships have been formed by and with the West Cluster Libraries including but not limited to: Canopy of Neighbors, School 76, D'Youville College Upward Bound Program, Amherst Youth Council and Catholic Charities.

Ms. Rizzo noted several building issues including a leaky roof in the children's area at the Crane Library and the elevator not in service at the Niagara Library. Flooding was noted in the basement at Niagara as well. CFO Stone indicated the Maintenance Department is diligently working with the City of Buffalo to address these issues.

Ms. Rizzo announced a bilingual program (Storytime) will begin this fall and the staff is looking for trainers who speak the native languages of the various refugee groups that frequent the Niagara Library.

East Cluster Manager Nancy Mueller highlighted several programs and noted Wi-Fi use is rising in the East Cluster Libraries as well (Dudley, East Clinton, East Delavan and Frank E. Merriweather, Jr.)

Ms. Mueller expressed concern about usage at the E. Clinton Library, identifying the mainstay of circulation to be DVD's at this location. In addition, she noted Ms. Carson's frequent attempts to draw members of the community into the library for programs. Mr. Olejniczak from Councilmember Fontana's Office indicated they have noticed a change in the neighborhood and are also having difficulty in getting participation. Trustee Panty noted the Senior Center's attendance is declining as well. Mr. Olejniczak suggested collaborating with the Machnica Center. The Library will contact him to arrange a meeting at the Center in the near future. Discussion ensued. Also suggested was getting college students involved as tutors for the children in the neighborhood. Ms. Mueller will contact Canisius College Office of Service Learning.

Ms. Mueller spoke to the E. Delavan Library's partnership with Read to Succeed and the "Week of the Young Child" in which both are partnering. She also noted the Crane Branch as being very busy and the Dudley Library's collaboration with the Cazenovia Resource Center.

Partnerships are being developed with the Kaisertown Homework Help network, the United Way's CASH program, Bethel Head Start and the Dudley Valley Association.

Three of the East Cluster Libraries are being used as polling places: Dudley, East Delavan and Riverside.

Director Jakubowski noted the lack of signage for the Dudley Library – reflecting on Councilmember Fontana's generosity in obtaining signage for the E. Clinton Library several years ago. She asked for assistance from Mr. Olejniczak and Mr. VonDerepten. Both agreed they would follow up with Councilmember Scanlon's Office. Director Jakubowski will send a letter.

CFO Stone was asked to briefly review construction projects for the Buffalo Branches. Having just come from the Capital Fund hearings with the City of Buffalo who owns 7/9 buildings in Buffalo (the Central Library is owned by Erie County, and the North Park Library is leased by

the City), Mr. Stone noted he is hopeful of receiving upwards of \$500,000 for 2014. In addition to building issues noted earlier in this report, ADA accessibility and HVAC are examples of needed work.

Director Jakubowski briefly described future construction projects at the downtown Central Library.

Committee Chair Thomas, on behalf of the Committee and Administration, expressed thanks to the Buffalo Branch and Central Library staff for their dedication to the residents of Erie County – noting libraries are about community and staff must be recognized for the excellent work they are doing.

The next meeting of the Buffalo Library Services Committee is scheduled for Monday, January 13, 2014 at 6 p.m. at the Crane Branch Library located at 633 Elmwood Avenue.

Meeting concluded at 7:20 p.m.

Ms. Thomas added she was very thankful for representation by the offices of Councilmembers Fontana and Golombek.

Agenda Item E.5 – Bylaws Committee.

Agenda Item E.5.a – Amend B&ECPL Bylaws. Sharon Kelly, Bylaws Committee Chair, explained Resolution 2013-33 was introduced in public session July 18, 2013 and, according to the Bylaws, is to be voted upon at this meeting. She reminded trustees the proposed Bylaws amendments are in Article I - Tenure of office and powers and duties of Trustees, Section 4, and have to do with who is eligible to be appointed a Trustee Emeritus and that it is a non-voting position both on the Board and on Committees – these changes simply clarify existing language. Ms. Panty motioned, Ms. Thomas seconded, and approval was unanimous.

RESOLUTION 2013-33

WHEREAS, the Board's Bylaws Committee met on June 20, 2013 to review the current Bylaws of the Buffalo & Erie County Public Library (B&ECPL), and

WHEREAS, the Committee has completed its review of the current Bylaws, and

WHEREAS, copies of proposed amendments were provided for the Board's consideration at a public meeting, July 18, 2013, and

WHEREAS, all proposed changes have been reviewed and approved by B&ECPL legal counsel, and

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the July 18, 2013 meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopt the proposed Bylaws of the Buffalo and Erie County Public Library to supersede and replace the prevailing Bylaws, last amended, December 18, 2008.

Agenda Item F – Report of the Director. Ms. Jakubowski concurred with Chair Connors, the echo Art Fair was a significant success to the Library. Over 4,000 people participated in this event. She commented it was wonderful to see individuals, some of who had never been in the Central Library and some of who had not been here since they were children, remark so positively about what libraries are doing in their communities as well as what the Central Library is doing and how it is looking these days. She thanked staff who are making these significant changes.

She discussed the Library's wonderful kick-off of Hispanic Heritage Month. Local government and state officials were present. Calendars of month-long events that will be taking place are available; several Spanish language films will be shown at the Central and Niagara Branch Libraries.

She encouraged trustees to attend the Anti-Bullying campaign "Bullying Stops Here" kick-off on October 2nd at 10 a.m. at the Central Library. She expressed she is very proud the Library is participating, has the opportunity to show we stand for equality of all, and is against bullying.

Trustees were invited to attend the next Planning Committee meeting scheduled for Thursday, October 10th at 5 p.m. at the Central Library.

The following was submitted by the Director and transmitted to Board members prior to the meeting – (a correction has been included).

B&ECPL Monthly Report July and August 2013

Historically, summer months in public libraries are filled with children's summer reading programs, family activities, intergenerational experiences and adult reading contests. This year was no exception. By August 31st, more than 43,450 children and adults participated in various summer oriented programs – highlights of which are included in this report. Technology training remained in full swing, with 168 programs held throughout the System accommodating 817 attendees. And that's not all ... 78 outreach programs attracted over 7,500 attendees. The Online Summer Reading Challenge enjoyed another successful year. A combined total of 198 teens, children and

daycares registered for this challenge. A total of 1,253 books were read and reviews written! Thirty (30) libraries participated in the Kids Online Reading Challenge and 19 participated in the Teen Online Challenge. Winners were from the Lakeshore Public Library and Clarence Public Library, respectively.

Our annual *Read Down Your Fines* program has once again brought us success in working with children to get back in good graces with the Library. A total of \$5,060.89 of fines were *Read Down* throughout the System. This amount equates to approximately 1,265 hours of reading, or 75,913 minutes. A total of 624 patron accounts were adjusted, either by reading or being read to.

I am truly proud of our summer accomplishments and know, as you read through this report, you will be as well.

In other news:

After years of contemplating, many meetings and behind the scenes work to ensure the safe transport and offsite handling of *Audubon's Birds of America*, on August 29th volume one of the *Birds* was delivered to Northeast Document Conservation Center in Massachusetts for much needed conservation. The treatment process is expected to take about 6 months and will include the removal of the volumes binding and treating each leaf in the volume. Once returned, leaves from the *Birds* will be on display in the Rare Book Room (RBR). We are currently seeking funding/sponsorships to continue this process with the remaining 3 volumes.

Monthly Programming Statistics – JULY 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	232	1247	5434	23811
3.3 Children (age 6-12)	289	866	7576	19241
4.4 Teens	158	368	1547	3854
Intergenerational	116	495	6116	20624
5.3 Adults (excludes Technology)	156	1701	1131	16119
TOTAL In Library Programs	951	4677	21804	83649

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Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	54	311	134	1139
System or Library-owned Cyber Train	28	239	225	2010
TOTAL Adult Technology	82	550	359	3149

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	7	87	89	3102
Children (age 6-12)	1	55	6	7910
Teens	0	3	0	235
Intergenerational	9	21	2866	4327
Adults (excludes Technology)	13	97	444	2698
TOTAL Outreach (out of Library)	30	263	3405	18272

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	230	269	5266	5808
3.4 Children (age 6-12)	276	333	7433	8779
Teens	149	208	1456	2117
Intergenerational	101	133	5864	7317
TOTAL Summer Reading Programs	756	943	20019	24021

Monthly Programming Statistics – AUGUST 2013

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	121	1368	2829	26640
3.3 Children (age 6-12)	207	1073	8712	27953
4.4 Teens	93	461	1378	5232
Intergenerational	94	589	5391	26015
5.3 Adults (excludes Technology)	146	1847	793	16912
TOTAL In Library Programs	661	5338	19103	102752

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Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	52	363	140	1279
System or Library-owned Cyber Train	34	273	298	2308
TOTAL Adult Technology	86	636	438	3587

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	6	93	44	3146
Children (age 6-12)	3	58	830	8740
Teens	3	6	670	905
Intergenerational	12	33	1457	5784
Adults (excludes Technology)	14	111	1154	3852
TOTAL Outreach (out of Library)	38	301	4155	22427

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	127	396	2873	8681
3.4 Children (age 6-12)	192	525	9241	18020
Teens	94	302	1986	4103
Intergenerational	84	217	5370	12687
TOTAL Summer Reading Programs	497	1440	19470	43491

Highlights:

- July 11th - Information Services and Outreach Librarian Dan Caufield helped organize and spoke at a small business workshop with members of the Small Business Administration. The theme and title of the workshop was *Leading vs. Managing Your Small Business*.
- July 11th - Information Services and Outreach Librarian **Renée Masters** met with Lily Booth from Starlight Studio and Gallery. The organization was created by the Learning Disability Association of WNY to support adults with disabilities in their artistic development. As part of the upgrades planned for the Assistive Technology Room, Buffalo & Erie County Public Library (B&ECPL) will be partnering with Starlight Studio and Gallery to exhibit artwork created by studio artists on the wall adjacent to the Assistive Technology Room.

- July 16th - **Sue Cutrona** presented “Pinterest & Digital Displays” and participated in a panel discussion during the *Digital Display Tools: PechaKucha* held at Western New York Library Resources Council (WNYLRC); 20 in attendance.
- July 20th - Grosvenor Room Librarian **Rhonda Konig** volunteered at an Italian Heritage event at the Lake Erie Italian Club in Lackawanna where she answered genealogy questions and promoted the Library’s genealogy resources. Approximately 200 people were in attendance.
- July 24th - **Amy Pickard** presented artists’ books to the Young Audiences Keepers of Culture group. About 10 young adults viewed and discussed the *[Book] Arts Inspired by Artists’ [Books]* exhibit.
- July 31st - **Renée Masters** participated in *UB on the Green Care Share*, a night dedicated to health and wellness. Over 30 groups offered free health screenings, fun activities, and a host of other resources. The UB Care Fair was presented in association with UB’s Academic Health Center, the Office of Inter-professional Education and the Teaching & Learning Center.
- August 3rd - The Battle of the Books (BOTB) competition took place at ECC South campus in Orchard Park. Twenty-nine (29) teams from 19 libraries competed for the coveted BOTB trophy. This year, Clarence 3 won the BOTB championship with Clarence 2 being runner-up. Director **Mary Jean Jakubowski** read the final questions to these outstanding teams. Approximately 615 people attended the event either as a participant in the Battle (177 teens/ 35 coaches and assistant coaches), as a volunteer (103), or as a spectator (300). This year’s sponsors included the *Buffalo News*, Rich Products and National Fuel Gas. For the first time a fundraiser was held simultaneously, with all proceeds going toward future BOTB competitions. A total of \$979 was raised. Erie County Legislator John Mills and Nelson Starr from the County Executive’s Office were in attendance as were System Trustees Katie Burd and Sharon Kelly.
- August 7th - County Legislators Betty Jean Grant and Timothy Hogues presented “Part II - A Summit on Violent Crime & Homicide in Buffalo, New York” at the Frank E. Merriweather, Jr. Library auditorium.
- August 10th – Library staff **AJ Cich, Danielle Burning, Melissa Kania, Kathleen Mack, and Dan Caufield** brought Comics-Fest to the Orchard Park Public Library. Comics-Fest promotes both literacy and art through the use of comics and graphic novels. Highlights of this event are: a free comic giveaway, a table with prizes, superhero themed programs and several craft and game stations for children. Artists from *Visions Arts Group* (a local comic and drawing

- club) also attended, offering several demonstrations on how comics are written and drawn.
- August 17th - The Riverside Library hosted an End of the Summer Picnic for 50 children and adults who had participated in summer programming and the reading contest. The children toured the fire truck from Engine 26 and firefighters gave demonstrations of various equipment and fire apparatus. Afterwards, a mountain bike and picnic/summer basket, generously donated by the Friends of the Riverside Library, was raffled.
 - August 25th - **Renée Masters** participated in a health information outreach activity at the Elmwood Village Art Festival as part of the WNYLRC Committee for Health Information Access. Health Sciences librarians from several area libraries also attended. In addition to the resources available through the National Institutes of Health, Buffalo & Erie County Public Library resources were also promoted. Over 400 attendees visited the Health Information Outreach table over the 2-day festival.
 - August 31st – The 2013 Adult Summer Reading Challenge concluded and was a great success. One hundred and fifty (150) patrons participated, and a total of 870 reviews were submitted. Summer Reading participants were asked to write brief book reviews, each of which counted as an entry in a prize drawing. The grand prize, a Kindle Fire, was won by a North Park Library patron.
 - Buffalo Infringement Festival visited the Crane Branch Library on July 29th with Theatre Figuren.
 - East Cluster Manager **Nancy Mueller** attended the first meeting of the *Parent, Child and Family Engagement* “brainstorming” meeting at the Child Care Resource Network, 1000 Hertel Avenue, on Tuesday, July 30th. This newly formed group will focus on how to get parents/caregivers more involved in their child’s education. The group is comprised of various public entities including but not limited to: Pat Ragin, WNED-TV Education & Outreach, Heath H. Frisch, Buffalo Public Schools Director of Parent and Family Engagement, and Grace McKenzie, CCRN Outreach & Marketing Specialist.
 - A memorial tribute for Walter Cotton (Harris) -- NYC actor, director, writer, and producer -- was held at the Frank E. Merriweather, Jr. Library on August 12th by family and friends. A special tribute was provided by author Ishmael Reed. Mr. Cotton (stage name) was born in Buffalo where several members of his family still reside. The Harris family roots in the city go back to the 1820’s.

- Talking Leaves Books in conjunction with the Frank E. Merriweather, Jr. Library, hosted award winning author ReShonda Tate Billingsley on August 17th for a reading and discussion of her new book, *A Family Affair*.

2. Collection Development

JULY 2013:

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	154,841	408	2,800
3.1 Juvenile Fiction	362,339	3,949	25,729
4.1 Young Adult Fiction	70,406	740	5,652
5.1 Adult non-Fiction	1,378,783	2,196	17,061
6.1 Adult Fiction	560,321	4,043	30,381

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,825	313	2,414
4.2 Young Adult audiobooks only	2,474	0	16
6.2 Adult	372,561	3,587	28,088

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*18,101	502	29,249	+6.3%
Music (Freegal)	Unlimited SONY Library		4,769	+4.2%
e-Audiobooks	6,434	66	7,150	+1.0%
e-Videos	370	0	102	-36.6%

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

AUGUST 2013:

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	154,750	366	3,166
3.1 Juvenile Fiction'	362,616	2,912	28,641
4.1 Young Adult Fiction	70,521	526	6,178
5.1 Adult non-Fiction	1,377,675	1,444	18,505
6.1 Adult Fiction	561,073	3,896	34,277

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,631	209	2,623
4.2 Young Adult audiobooks only	2,480	3	19
6.2 Adult	375,349	4,920	33,008

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	18,463*	362	29,343	+0.3%
Music (Freegal)	Unlimited SONY Library		4,769	+4.2%
e-Audiobooks	6,492	58	7,419	+3.8%
e-Videos	370	0	119	+16.7%

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

Highlights:

- A hand-drawn, Rare Book Room map, *Buffalo in 1813* – from a map then made by *Juba Storrs*, has been fully conserved with funds from a Greater Hudson Heritage grant. This map shows the homes and businesses of the first settlers of Buffalo, such as Dr. Chapin and Seth Grosvenor, before the village was burned in December 1813. The restored map will be exhibited in the Grosvenor Room in December to commemorate the 200th anniversary of the Burning of Buffalo.
- Collection Development staff responded to 861 patron requests for purchase and 163 staff suggestions in July and August.

- Circulation of eBooks continues to be strong. A total of 864 eBooks were added to the collection between July and August.
- Freegal Music downloads continue to rise. Between July and August 1,508 patrons downloaded 9,297 songs.

3. Technology

JULY 2013:

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	4,362	+ 39	0.9%	20.2%
Twitter Followers	4,320	+ 142	3.4%	32.2%
Flickr Views	58,221	+ 2,023	3.6%	16.1%
Pinterest Followers	609	+ 32	5.5%	86.2%

AUGUST 2013:

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
to Date				
Facebook Fans/Likes	4,439	+ 77	1.8%	22.4%
Twitter Followers	4,438	+ 118	2.7%	35.8%
Flickr Views	71,691	+ 13,470	23.1%	42.9%
Pinterest Followers	650	+ 41	6.7%	98.8%

Facebook: The B&ECPL’s Facebook summer page features posts that range from informational to inspirational, often with a dash of humor. Posts are used to promote interesting programs, highlight the libraries’ collections, and advertise a variety of free services.

Flickr: A total of 577 new photos were posted to Flickr between July and August. The Library’s photo stream can be viewed here: <http://bit.ly/xDPsx4>.

Pinterest: The Library’s site continues to attract new followers and now features 34 Boards and 2,315 Pins. It can be viewed at <http://pinterest.com/buffalolibrary/>.

Highlights:

- **Authority Control Contract Awarded:** A contract for authority control services was awarded to one of several bidders in July. The selected vendor's work will begin with a scan of the Library's bibliographic database designed to correct common errors and update obsolete coding. Both the public and staff will benefit from these improvements.
- **200 New All-in-One Computers** were ordered with previously Board-approved monies from the "Committed fund balance – for equipment and technology replacement." The computers will replace obsolete equipment using the Window XP operating system. Initial deployment began at the Central Library with close to 100 public computers replaced. In August, computers were replaced at the Crane, Dudley, North Park and Riverside Branches. Public computers were also replaced at the Alden and Angola Libraries. The equipment for these locations was purchased with a combination of residual Gates Grant funding as well as monies made available through recent New York State Senate Bullet Aid.
- **RFID (Radio Frequency Identification) Developments:** As of the end of August, 29 libraries are fully up and running using RFID technologies. Collection conversion has begun at the Eden Library and continues at the Boston, Lake Shore, and Collins Libraries.
- **Article Spotlights YouTube Initiative:** "Library YouTube Channel", written by Librarian **Kara Stock**, is featured in the new book, *Library Publishing Toolkit*, edited by Allison P. Brown, published by IDS Project Press, and funded by the Rochester Library Resources Council. The article highlights the Technology Training Team's YouTube channel initiative, which supplements in-library technology training and expands the Team's presence with locally-produced videos and screencasts on a variety of topics that are available 24/7. Published in print as well as EPUB and eBook formats, the article (pages 34-38) can be downloaded here: <http://www.publishingtoolkit.org>.
- **New Public Training Videos:** Technology Trainer **Andy Aquino** developed a new online tutorial, *Basic Searching in the New Catalog* (<http://bit.ly/119KoLU>). The video demonstrates how to search for books, DVDs, Blu-ray discs, CDs, eBooks, and more using the B&ECPL's New Catalog interface. Technology Trainer **Chelsey Lonberger** developed a new online tutorial: *Using BookMyne* (<http://bit.ly/13idaIa>). The BookMyne App is a mobile catalog for the Buffalo & Erie County Public Library System.

4. Funding/Fundraising

Funding:

- Funding requests for construction projects have been submitted for projects at the Audubon, City of Tonawanda, Eggertsville, Hamburg, Kenilworth and Kenmore Libraries. A total of \$641,863 is available to match up to 75% of eligible project cost for economically challenged communities and up to 50% for other communities. Projects are currently under staff review with recommendations scheduled to be brought for System Board consideration at its September 19th meeting.
- A 2014 Operating and Grants Budget request was submitted on time to the Erie County Budget Office. The request follows the guidance provided by the Library Board in Resolution 2013-20 and was reviewed at a joint meeting of the Board's Executive and Budget and Finance Committees on August 8th. The requested Library Tax share is unchanged from 2013's adopted budget at \$22,172,457 and existing service levels/open hours would be maintained. The County Executive is expected to release his proposed 2014 Budget on or before October 15, 2013.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - Includes all donations made YTD through August 31 including a \$50,000 bequest and downtown Central Library's Book Sale	January 2013 – August 31, 2013	\$94,144.06
Donation Box – East Clinton	Ongoing	\$15.00
Book Sale – East Clinton	Ongoing	\$40.00
Donation Box - Borrower Services	Ongoing	\$25.00 in July and \$51.00 in August
Crane Book Sale	Ongoing	\$688.85
Riverside Book Sale	Ongoing	\$29.82
Riverside Donation Box	Ongoing	\$18.50
East Delavan Book Sale	August 6	\$58.00
Niagara Book Sale	August 12 - 20	\$355.60
Niagara Donation Box	August 23	\$52.00

Highlights:

- Central Library's Annual Used Book Sale raised \$5,940, including \$785 raised from the \$5 admission to the preview sale.

- Sponsorships have been sent for the November 22nd "Best Sellers" event presented by the volunteer group now known as the "Nickel City Professionals".
- A grant request for \$8,000 was submitted to the Gannett Foundation for children's programming and materials.

5. Facilities

- Dudley Branch Manager **Suzanne Colligan** met with **Chip Campbell** and **Mark Kross** (Maintenance Department), along with representatives from the City of Buffalo Department of Public Works and Cannon Design to discuss improvements to the Dudley Library which include a new roof, masonry repairs, replacement of the HVAC system and the addition of more windows to the library. Funding for improvements is made available through the City of Buffalo and the New York State Library Construction Grant program. In August, 90% payment (\$107,197 of the \$119,108 NYS Construction Grant) was transmitted to the Library.
- Jimmy Wong and Darien Pratchett from the Erie County Board of Elections met with B&ECPL Maintenance Supervisors **Chip Campbell**, **Mark Kross**, East Cluster Manager **Nancy Mueller** and East Delavan Manager **Gwen Collier** at the library to confirm that East Delavan will now be a polling place for Lovejoy Districts 1, 2, 3 for the primaries and the general election.
- Bid awards for contracts to continue the reconstruction of the Central Library's second floor space will be brought before the Erie County Legislature for their review and approval later in September. This next phase will: construct an approximately 1,400 sq. ft. public meeting room with the ability to divide the space to accommodate 2 smaller meetings at the same time; construct a public reception/exhibit space of approximately 5,800 sq. ft.; and establish corridor pathways with lighting to provide access to the balance of the space (approximately 14,000 sq. ft.) which will otherwise remain unfinished until the Library finalizes use and financing plans for that space.

Modifications will also occur in the space adjacent to the 2nd floor hallway lobby area, to construct new public restrooms. Asbestos abatement will occur in this area before the new restrooms are constructed.

The estimated total cost of this 2nd phase construction is \$1.3 million and is supported by a combination of county capital, library capital and a portion of a \$617,970 New York State Library Construction Grant.

6. Staff Development

JULY 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	126	832	3	18

AUGUST 2013:

Staff	73	905	0	18
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July Highlights:

- July 8th and 9th – Twenty (20) librarians continued annual participation in the Public Library Administrators Certificate Program.
- Central Library and Buffalo Branch Librarian III and IV Managers participated in business training using lynda.com [editor’s note: small “l” is correct] on July 17th.
- Technology Trainer **Jonathan Shiffner** viewed the South Central Regional Library Council’s webinar, *Connecting Libraries, New Technologies and Communities*, on July 2nd and participated in 2 online sessions sponsored by OCLC on July 29th, *Amp Up Your Technology Training and Engaging Stakeholders, the First Step to Creating a Digitally Inclusive Community*.
- On July 16th, Technical Services Manager **Jennifer Childs** and Technology Trainer **Andy Aquino** attended *Digital Display Tools: PechaKucha & Panel*, a workshop sponsored by the Western New York Library Resources Council.
- On July 17th, Information Services and Outreach Librarian **Renée Masters** completed a 30 minute webinar *Introduction to ZoomText 10* in preparation for receiving the new software in the Assistive Technology Room at Central Library this fall.
- On July 16th, Information Services and Outreach Librarian **Rebecca Pieszala** watched a 1 hour webinar entitled *Book List Buzz*, which discussed titles for book clubs.
- On July 28th, Information Services and Outreach Librarian **Danielle Burning** watched an hour-long webinar *Book Group Buzz*, hosted by Booklist, on upcoming titles for book clubs.

- On August 8th, Technology Support Librarian **Angela Pierpaoli** viewed *Using Gimlet to Impact Reference Communication in Your Library*, a WNYLRC Lunchtime Learning series webinar.
- Technology Trainers **Kara Stock**, **Andy Aquino**, and **Jordan Smith** watched OverDrive, Inc.'s product update webinar *Coming Soon: OverDrive Media Console 3.0*.
- Librarian **Dale Schmid** attended Erie County's *Communication/CustomerService Training* workshop on August 21st.
- Assistant Deputy Director of Development and Communications **Joy Testa Cinquino** conducted training on the new Facility Use Policy to Buffalo library managers and staff responsible for reserving meeting rooms.

August Highlights:

- **Joy Testa Cinquino** and **Doreen Woods**, Assistant Deputy Director - Workforce Development Officer, attended the WBFO Prescription Drug Abuse Awareness Television Program & Campaign Overview Luncheon on Monday, August 5th. The workshop introduced the fall 2013 outreach effort aimed at raising awareness of WNY's growing prescription painkiller addiction, and sought help from educational institutions to share resources with the community.
- Central Library and Buffalo Branch Librarian III and IV Managers participated in business training using lynda.com on August 21st.
- Librarian **Kathy Goodrich** attended the *Uncommon Approaches to the Common Core* workshop in Albany on August 13th and 14th.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event & Press Release	DUDLEY LIBRARY IN BUFFALO AWARDED STATE CONSTRUCTION GRANT	July 8 Covered by WKBW TV Channel 7 <i>Buffalo News</i> Article
Media Event & Press Release	SENATOR MARK GRISANTI ANNOUNCES GRANTS FOR BUFFALO & ERIE COUNTY PUBLIC LIBRARIES	July 15 covered by: Channel 7, YNN News

Media Release	Battle of the Books	July 22 Gusto
Media Release	STREET MAP OF BUFFALO IN 1813 CONSERVED FOR LIBRARY	July 26 – covered with interviews on: WBFO Radio WKBW TV Channel 7 News The <i>Buffalo News</i> WGRZ TV – Daybreak News
Media Release	ANNUAL USED BOOK SALE @ DOWNTOWN CENTRAL LIBRARY, AUG 8-10	Sent July 26. Covered by: WKBW TV Channel 7 News The <i>Buffalo News</i> – pre event promos and day of photos
Media Release	ORCHARD PARK PUBLIC LIBRARY AND AMHERST'S CLEARFIELD BRANCH LIBRARY TO HOST DIGITAL BOOKMOBILE NATIONAL TOUR EVENT	August 13 Pre-event coverage in the <i>Buffalo News</i> and town publications
Live TV Interview	Summer Reading	July 26 WB 40 Winging It!, Interview with Joy Testa Cinquino
South Buffalo News (photo)	Grant Money to Dudley	July 11
<i>Buffalo News</i>	Romeo Doyle Muhammad Scholarship program - Merriweather	July 18
<i>Buffalo News</i>	Summit on Violent Crime in Buffalo held by Legislator Betty Jean Grant - Merriweather	July 18
A.B.L.E.Y Advisor	East Clinton programs	July 5, 11, & 26
East Clinton Shopper	East Clinton programs	July 24
Niagara Facebook Postings	Hug pictures, Hindi DVD's	July 6, 13, 16, 22 & 27
Niagara Facebook Events	In Jest, Penn-Dixie, Nickel City Reptiles, The Wondermakers	
Riverside Review Buffalo Rocket	Glenn Colton and Donations for Friends Book Sale	July 2

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Riverside Review Buffalo Rocket	Penn Dixie, Preschool Storytime and Donations for Friends Book Sale	July 13
Riverside Review Buffalo Rocket	Paul Antonio Magic, Preschool Storytime, and Donations for Friends Book Sale	July 18
Riverside Review Buffalo Rocket	Magical Prospecting w/ Mr. J, Preschool Storytime w/SPCA, Reading contests (bike and picnic set giveaway), and Riverside Friends donated book sale	July 27
<i>Buffalo News</i> - Merriweather	Article on Mrs. Doyle's essay contest with photo	August 4; p. 2
<i>Buffalo News</i> - Merriweather	Legislators set summit	August 6
<i>Buffalo News</i> - Merriweather	Houston Author ReShonda Tate Billingsley comes to Buffalo at request of local 'Girl Fridayz' book club	August 17
A.B.L.E.Y Advisor	East Clinton programs	August 2, 9, 16, 23 & 30
East Clinton Shopper	East Clinton Programs	August 23
<i>Buffalo News</i> - Mark Sommer - Aug. 5 th	<i>Buffalo in 1813</i> map	August 7
WKBW- Kendra Eaglin	<i>Buffalo in 1813</i>	August. 7
WGRZ Daybreak - Kevin O'Neill	<i>Buffalo in 1813</i>	August 19
<i>Books on Books</i> blog	[Book] <i>Art Inspired by Science</i> [Books] RBR display	August 17
West Side Little Paper	Book Sale	August 16-30 edition
Facebook	Book Sale	August 6
	Summer Album	August 23
Riverside Review Buffalo Rocket	Cold Blooded Critters (Beaver Meadow)	August 1
Riverside Review Buffalo Rocket	\$1 bag book sale; Thank you to the Friends for running a successful book sale.	August 15

Riverside Review Buffalo Rocket	\$1 bag book sale; Recognition of patron Anna Zhou for reading the most books this summer.	August 23
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Highlights:

- GRO (Grosvenor) Librarians provided assistance and access to archives for a 3 -part series on the World University Games of 1993, aired on YNN in July. <http://buffalo.ynn.com/content/674589/the-legacy-of-the--93-world-university-games/>
- The New York State Legislature has provided an appropriation in capital funds for public library construction projects, some of which were awarded to the Dudley Branch. This money will fund a new roof, new HVAC, and new windows. The formal presentation of funds took place at the library on Monday, July 8th. On hand for the presentation were NYS Assemblyman Michael P. Kearns, NYS Senator Tim Kennedy, Erie County Legislator Lynne Dixon, Buffalo Mayor Byron Brown, and Buffalo Councilman Christopher Scanlon. Also in attendance were several members of Library Administration.
- Library Administrators and New York State Senator Mark J. Grisanti announced New York State Bullet Aid Awards to Buffalo Libraries on July 12th at the Crane Library. Also in attendance were representatives from the West Cluster including Manager **Linda Rizzo**, Niagara Branch Manager **Kathy Galvin**, and Crane Branch Manager **Mary Schiffhauer**. The West Cluster falls under the auspices of Senator Grisanti. Each branch will receive \$3,000 from him for use in purchasing material in relation to the common core curriculum and/or for technology training.
- A half page advertisement was purchased by the Friends of the Riverside Library in the Riverside Review the week of July 8th to promote summer programming and the annual Friends book sale.
- The recently restored map, *Buffalo in 1813 - from a map then made by Juba Storrs*, has gained quite a bit of media interest. Special Collections Manager **Meg Cheman** was interviewed by Mark Sommer of the *Buffalo News*, Kendra Eaglin for Channel 7 News and by Kevin O'Neill for Channel 2's Daybreak. This hand-drawn map, restored by a grant from the Greater Hudson Heritage Network, shows the homes and businesses of early BuffaloNiagarans, such as Seth Grosvenor and Ebenezer Walden, just 8 months before the Burning of Buffalo during the War of 1812.

- Blogger Robert Bolick who curated *Books On Books: Bookmarking the Evolution of the Book* saw the Rare Book Room's blog about the exhibit *[Book] Art Inspired by Science [Books]* and liked it so much that he requested the narrative content (labels) to blog a digested/distilled version of and about the exhibit at <http://books-on-books.com/2013/08/17/bookmarking-book-art-exhibit-at-the-grosvenor-rare-book-room/>.

8. Partnerships

Highlights:

- On July 1st, Rare Book Curator **Amy Pickard** provided a tour of the Rare Book collection to Kari Bonaro, an emissary for Matt Enstice of the Buffalo Niagara Medical Campus, primarily focusing on Medical Milestones of Science for possible collaborative programs/displays.
- On July 16th, **Amy Pickard** provided a tour of the Mark Twain Room, *[Book] Arts Inspired by Artists' [Books]* exhibit, and many other items in the Rare Book Collection to an entourage from the University at Buffalo including Provost and Executive Vice President for Academic Affairs Charles (Chip) Zukoski, his wife (Barbara Morgan), Vice Provost for University Libraries H. Austin Booth, Curator of Poetry Collection Michael Basinski, and Director of Grants Development Donald Elick. A spirit of institutional cooperation was present as both parties discussed possible collaborations.
- On July 24th, the final "Hug Your Library so it's Here Tomorrow" event was held at the Grand Island Memorial Library. Throughout the Library System, 26 Hug events were held with nearly 1,900 attendees. This was a great opportunity for the public to show and share their support for libraries. The "Hug" campaigns were sponsored by the Library's Joint Advocacy Group which is comprised of Library Administration and members of the Librarians Association. Future advocacy events are being planned. Next up: National Library Card Sign-Up Month (September).
- On July 26th, University at Buffalo's David Gray, Professor of Poetry and Letters, Steve McCaffery and poet wife Karen MacCormack toured the Grosvenor Display Room and many other book history examples in the RBR in hopes of cultivating a collaborative seminar on the history of the book.
- On August 8th, **Joy Testa Cinquino** and Development Manager **Maureen Germaine** met with Rich Jureller, Director of Community Relations for the Buffalo Sabres, about several partnership opportunities including having a Sabres player participate in the Library's Winter Reading Kick-off in January and

distributing Sabres Kids Club flyers in libraries. The Library also plans to seek a grant from the Sabres Foundation after the first of the year.

- On August 14th, **Joy Testa Cinquino** and **Maureen Germaine** met with representatives from the Buffalo Philharmonic Orchestra about partnerships around their Family Concerts.
- Literacy New York, Catholic Charities, Dept. of Social Services, and the Library have joined forces in a literacy/workforce development initiative at the downtown Central Library. Students attend literacy classes in the morning and afterwards help in various departments facilitating collection upkeep such as straightening shelves, wiping off/cleaning children's materials and helping with program preparations. Literacy New York is the lead organization in this initiative, which is funded through a grant.
- The Riverside Library hosted students from D'Youville College's Upward Bound Summer Session on Monday's throughout the summer. Their sessions included library orientation and card sign up, a class on evaluating the authenticity of websites and social media safety (taught by Riverside staff member **Dan Lewandowski**), a folded books project and a duct tape book bag. In addition, the students participated in numerous class visits to the Niagara Branch Library. On August 1st, **Kathy Galvin** attended the Upward Bound banquet at D'Youville College where the library was recognized for its "hard work and dedication to the scholars of the 2013 Upward Bound Summer Program."
- This writer continues to meet with representatives from Women's and Children's Hospital Library, Kaleida Health Library, UB's School of Information and Library Sciences and **Roseanne Butler-Smith**, Director – Amherst Public Library, to develop partnerships in and among these groups to provide services to hospital patients and their families.
- This writer has joined with representatives from around Western New York, including but not limited to the University at Buffalo and Just Buffalo to discuss future collaborations. The group is calling itself Literary Buffalo Strategy Group. Topics to date have included: Erie County Rare Books Commission Report, Babel Series and 100,000 Authors and Artists for Change.
- The 2013 echo Art Fair is being held at the downtown Central Library September 6th – 8th. Over 100 artists – local, national and international are expected to display their works. Many future collaborations and partnerships are expected to develop as a result of this highly anticipated event.

9. Governance

Activities surrounding the Library District Initiative (LDI) continue. Letters were sent to all contracting library board presidents from System Board Chair Jack Connors in July, outlining next steps in the MOU (Memorandum of Understanding) process. Chair Connors, Vice Chair Ted Johnson, ACT President Paul Notaro, ACT Past-President Suzanne Jacobs, this writer and LDI Attorney Ellen Bach met with several library boards to answer questions and further educate trustees on the LDI. In addition, this writer and Communication Services President Libby Post presented to new System trustees. Follow-up messaging has been sent to all. Ms. Bach and her team at Whiteman, Osterman and Hanna are completing local Exhibits to each of the contracting library's MOU's. All MOU's are duplicative of each other, save for the Exhibits which identify specific assets associated with the individual libraries.

Staff Library District Initiative Team members (Trainers) have scheduled and are meeting with staff from throughout the System regarding the LDI. Excellent questions have been asked with responses being sent to the Trainer in short order. This writer and Ms. Post, along with members of Library Administration are developing FAQ's.

The Library Foundation has hired Sienna College to conduct a public opinion poll in the future regarding library governance and funding. Results of the survey will be reported to the Board when the poll is completed.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
July 8, 2013	Meeting - Carol Batt, Dawn Peters - Policy Review
July 8, 2013	Media Event - Assemblyman Michael P. Kearns - Construction Grant Announcement
July 9, 2013	Meeting - Dr.'s Geraldine Bard and Betty Cappella, Project Flight
July 9, 2013	Meeting - Jeannine Doyle, Doreen Woods
July 10, 2013	Meeting - Libby Post, Communication Services
July 10, 2013	Meeting - Managers/Directors
July 10, 2013	Meeting - Chris Gibas and Amy Lawrence, Literacy NY - Workforce Development Collaboration
July 10, 2013	Meeting - Jeannine Doyle

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July 10, 2013	Meeting - System Trustees Kathleen Berens Bucki, Katie Burd and Teresa Glanowski - LDI Training
July 11, 2013	Meeting - Administrative Team
July 11, 2013	Meeting - Libby Post, Communication Services, and Librarians Association Joint Advocacy Team
July 11, 2013	Meeting - B&ECPL Executive Committee
July 12, 2013	Meeting - Libby Post, Communication Services
July 12, 2013	Media Event - Senator Mark Grisanti - Announcement Bullet Aid to Libraries
July 15, 2013	Conference Call - Susan Kent and June Garcia, Library Strategies International
July 16, 2013	Meeting - Carol Batt, Dawn Peters and RBR staff - Insurance
July 16, 2013	Tour - University at Buffalo Provost Zukoski
July 17, 2013	Presentation - Erie County Legislature Mid-Year Budget Hearing for Library
July 18, 2013	Meeting - Tina Cortes, E.C. Executive Office - Posting Contracts Online
July 18, 2013	Meeting - B&ECPL Board of Trustees Policy Committee
July 18, 2013	Meeting - B&ECPL Board of Trustees
July 19, 2013	Meeting - Roseanne Butler-Smith; Anne Perrault/UB; Elaine Mosher and Diane Schwartz/Kaleida Health - Children's Hospital Collaboration
July 22, 2013	Meeting - System Trustee Rhonda Ricks, Ph.D. - Board Orientation and LDI Training
July 22, 2013	Meeting - Elevator Project Pre-Bid
July 23, 2013	Meeting - Jeannine Doyle, Doreen Woods
July 24, 2013	Meeting - Victor Rice, Chair Library Foundation of Buffalo & Erie County
July 24, 2013	Meeting - Jeannine Doyle, Dawn Peters
July 25, 2013	Meeting - Administrative Team
July 26, 2013	Meeting - Town of Tonawanda Public Library Trustee Jason Aronoff
July 26, 2013	Meeting - Literary Buffalo Strategic Planning Group
July 30, 2013	Meeting - Doreen Woods
July 30, 2013	Media Event - WBFO Eileen Buckley
July 31, 2013	Meeting - Anne Conable, Joy Testa Cinquino - New Grosvenor Society Discussion

August 2013

DATE	MEETING / EVENT
August 1, 2013	Meeting - Joy Testa Cinquino
August 1, 2013	Meeting - Legislator John Mills
August 3, 2013	Event - Battle of the Books
August 6, 2013	Meeting - Patrick Martin Riverrun Internship
August 6, 2013	Meeting - Year-end Budget Projections 2014 Budget
August 6, 2013	Conference Call - Lake Research Partners

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August 7, 2013	Media Event - War of 1813, Channel 7
August 8, 2013	B&ECPL Book Sale
August 8, 2013	Meeting - Carol Batt, Jeannine Doyle, Dawn Peters
August 8, 2013	Conference Call - Ellen Bach, Whiteman, Osterman & Hanna Meeting - B&ECPL Joint Executive Committee and Budget & Finance Committee
August 8, 2013	B&ECPL Book Sale
August 9, 2013	Meeting - Lawley Insurance, Carol Batt, Meg Cheman, Amy Pickard
August 9, 2013	Meeting - Paul Hogan, Anthony Armstrong, Carol Batt, Ken Stone
August 10, 2013	B&ECPL Book Sale
August 10, 2013	Event - Library Night at the Races Holland Speedway
August 12, 2013	Meeting - Libby Post, Communication Services
August 12, 2013	Meeting - LDI Staff Team
August 13, 2013	Meeting - Kate Capriotto-Truslow, Houghton College
August 13, 2013	Meeting - Focus Group - Future of the Library
August 13, 2013	Meeting - Joy Testa Cinquino, Libby Post - Communication Services
August 13, 2013	Meeting - Joint Advocacy Team
August 13, 2013	Meeting - Library Foundation of Buffalo & Erie County
August 14, 2013	Meeting - Focus Group - Future of the Library Managers/Directors
August 14, 2013	Meeting - Focus Group - Future of the Library
August 15, 2013	Meeting - Focus Group - LDI
August 19, 2013	Meeting - Clarence Public Library Board of Trustees, Ellen Bach
August 19, 2013	Meeting - Newstead Public Library, Ellen Bach
August 19, 2013	Event - Clarence Public Library Battle of the Books Celebration
August 20, 2013	Meeting - Boston Free Library Board of Trustees, Ellen Bach
August 20, 2013	Meeting - Attorneys Patrick Martin, Ellen Bach
August 20, 2013	Meeting - Town of Tonawanda Public Library Board of Trustees, Ellen Bach
August 20, 2013	Meeting - Elma Public Library Board of Trustees, Ellen Bach
August 21, 2013	Meeting - Cheektowaga Public Library Board of Trustees, Ellen Bach
August 21, 2013	Meeting - Ken Stone, Ellen Bach
August 21, 2013	Meeting - Rural Coalition Eden Public Library, Collins Public Library, North Collins Public Library
August 22, 2013	Meeting - Admin Team
August 29, 2013	Meeting - Carol Batt, Jeannine Doyle, Dawn Peters
August 29, 2013	Meeting - Joy Testa Cinquino, Maureen Germaine
August 29, 2013	Meeting - Anne Conable, Joy Testa Cinquino, Dawn Peters - YAWNY Conference

August 30, 2013

Event - Concord Public Library - Annette Gernatt Retirement

Other:

Contracting Member Library Activity Reports

Cheektowaga Public Library – submitted by Christine S. Bazan, Director

August highlights of events and activities at the Julia Boyer Reinstein Library:

- Hawk Creek Nature family program - 185 attended
- Carmen Prestia's Primate Sanctuary family program - 80 attended
- Nickel City Exotics family program - 205 attended
- Mr. J's Magic Show family program - 80 attended
- Battle of the Books team meetings and Battle at ECC
- Cheektowaga Public Libraries' Public Computer Center classes for workforce development - 4 classes presented
- Cheektowaga Libraries book club monthly meeting
- UNYTS blood drive

August highlights of events and activities at the Anna M. Reinstein Memorial Library:

- Nickel City Exotics family program - 80 attended
- Carmen Prestia's Primate Sanctuary family program - 50 attended
- Buffalo Museum of Science Digging Dinosaurs program - 40 attended
- Battle of the Books team meetings and Battle at ECC
- Charlie and Checkers family magic show - 30 attended
- New York State Construction Grant project for library window replacement and upgrade completed

North Collins Public Library – submitted by Mary Muscarella, Director

Highlights of events and activities at the North Collins Library:

- Computer classes: Internet Basics 6/10 – 6 attended; eReaders 8/19 – 3 attended
- *Hug Your Library* event 6/26 – 75 attended
- Battle of the Books team – 7 members
- Summer Reading program – 35 registered
- Upcoming annual fundraiser – *Celebrate North Collins!* Saturday, 9/28 from 10-2
- Monthly book club with 8 members
- Bi-weekly knitting group with 5 members

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

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

- Frey Electric Construction Company started the lighting upgrade at the Kenmore Branch on July 17, 2013. The upgrade was completed on July 25th. They replaced the 400 watt High Intensity Discharge light fixtures with new three lamp T-5 energy efficient light fixtures. Patrons and staff have favorably commented on the brightness in the main area of the library making it more welcoming and inviting. The lighting upgrade was paid with funds from the Kenmore-Town of Tonawanda Friends of the Library.
- The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches received \$3,000 and \$4,000 respectively from grants through the Bullet Aid from the 2013-14 New York State budget.
- The Town of Tonawanda Public Library – Kenilworth and Kenmore Branches participated in the New York State Summer Reading Program with the theme *Dig into Reading*. The *Summer Fun Club* and the *Independent Reading Program* were held throughout the month of July. Special family programs were held throughout the month of August. All the programs were well attended. The public especially enjoyed the *Primary Sanctuary of Niagara Falls* live primate show on August 13th with 128 in attendance at the Kenmore Branch Library and 60 in attendance at the Kenilworth Branch Library.
- At the recommendation from Buffalo & Erie County Public Library Assistant Deputy Director of Development & Communications **Joy Testa Cinquino**, Town of Tonawanda Public Library Director **Dorinda Darden** participated in a phone interview with *Buffalo News* reporter Charity Vogel on August 28th about what children are doing the last week of summer vacation now that most of the summer programs have ended. A photographer from the *Buffalo News* also came and talked as well as took pictures of children that were visiting the Kenmore Branch. Dorinda's interview focused on summer reading which was included in the *Buffalo News* article on August 30, 2013 titled *A frazzled final week* that was written by Karen Robinson and Charity Vogel.
- We look forward to the feedback on program ideas at the Kenmore Branch Library from an *Adult Program Survey* distributed on August 27, 2013 that was developed by Kenmore Branch Librarian **Beth Lewitzky**.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met twice over the course of the summer. They agreed to fund and hire Siena College Research Institute to handle the public opinion

poll on the Library Legislative District. The Foundation trustees agreed to postpone a fundraising event on October 15th to give it further planning for excellent success. A cultivation event is being planned for early December in conjunction with the opening of the *Wizard of Oz* exhibit happening at the Central Library; trustees along with a number of potential donors who are interested in the Rare Books Collection will be invited. Lastly, the Foundation agreed to underwrite the transportation and special crating required for John James Audubon's first folio to be sent for conservation work in Boston.

Mr. Connors voiced he thinks conserving these precious treasures is a great investment and thanked the Foundation for underwriting this.

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

Agenda Item I – Unfinished Business. No unfinished business.

Agenda Item J – New Business. Joy Testa Cinquino asked all to *Save the Date* for Friday, November 22nd from 7:30 – 11:30 p.m. for the Nickel City Professionals *Best Sellers* fundraising party to be held at Hotel @ The Lafayette. Last year's event raised almost \$49,000; each library received \$900 to use for programming and materials for children's areas. Solicitations were handed out with the hope of 100% Board participation. She thanked *Business First* who will be running a number of ads. She shared details of this fun event. Tickets are available online through the Library. Ms. Jakubowski reminded everyone that all funds raised will go to children's programming and materials available to the entire community through the 37 Buffalo & Erie County Public Libraries.

There being no further business, on motion by Ms. Panty, seconded by Ms. Kelly, the meeting adjourned at approximately 5:09 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary



B&ECPL Monthly Report September 2013

The 2013 echo Art Fair, attended by more than 4,000, was held at the downtown Central Library September 6, 7, and 8. By all accounts, the Fair was a success with both artists and visitors expressing their delight and appreciation of this year's cavernous location on the second floor of the Library. Event organizers were also pleased. The Library received over \$2,800 in donations from the event.

September is National Library Card Sign-Up Month! Through the enthusiastic efforts of library staff, 3,030 new card holders joined our System in September 2013. The Kenmore Library (Delaware Road) registered 192 new library card holders! Runners up were: Williamsville – 175, Audubon – 159, Merriweather – 142 and Niagara with – 126. The Central Library added 399 new users. Staff members from the Circulation Department with exemplary efforts are: **Suzanna Krauszer** – 56, **Sara Daly** – 49, **Rachel Volzer** – 47, **Robyn Teubner** – 46 and **Doris Henderson** – 35. Thank you to all for your hard work.

On September 6th, Rare Book Curator **Amy Pickard** gave political satirist/comedian Mark Russell, and his wife Ali, a tour of the Mark Twain Room and the *[Book] Art Inspired by Science [Books]* exhibit. A Buffalo native, Mr. Russell is preparing for an event in November at The Mark Twain House & Museum in Hartford and visited to learn as much as he could about Twain in Buffalo and the *Adventures of Huckleberry Finn* manuscript. As a follow-on, Mr. Russell has agreed to provide his quick wit and song at a future fundraising event for the Buffalo & Erie County Public Library (B&ECPL).

Congratulations to **Sandra Williams Bush**, Branch Manager – Frank E. Merriweather, Jr. Library, who received a Community Service award from the Buffalo Association of Black Social Workers for her dedication and service at the Merriweather Library and to the North Jefferson community.

The Haunted Library: Technology Trainer and B&ECPL filmmaker **Jordan Smith's** production, *The Haunted Library – the Movie*, premiered on September 24th to over 100 staff of the B&ECPL. The movie features interviews with library staff and paranormal investigators from the local group PRONE. *The Haunted Library* traces the history of the Lafayette Square site and shines a light on some present day theories about what might be happening in the Library. The film will make its public debut in October.

Monthly Programming Statistics – September 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	83	1449	1571	28113
3.3 Children (age 6-12)	47	1120	1155	29108
4.4 Teens	21	482	186	5418
Intergenerational	45	634	5400	31415
5.3 Adults (excludes Technology)	185	2032	1561	18473
TOTAL In Library Programs	381	5717	9873	112527

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	47	411	141	1423
System or Library-owned Cyber Train	31	304	193	2501
TOTAL Adult Technology	78	715	334	3924

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	0	93	0	3146
Children (age 6-12)	3	61	201	8941
Teens	1	7	21	926
Intergenerational	4	37	193	5977
Adults (excludes Technology)	10	121	398	4250
TOTAL Outreach (out of Library)	18	319	813	23240

Highlights:

- Information Services and Outreach Librarian **Dan Caufield** conducted a Small Business Resource Class at Burchfield Penney Arts Center for 36 students enrolled in the Entrepreneurial Artists Program. The program was organized by the Small Business Development Center, with whom the Library regularly partners.
- Information Services & Outreach Librarian **Renée Masters** created 2 Subject Guides pertaining to the Affordable Care Act (ACA) and to the Health Insurance Marketplace which is due to be rolled out October 1st.

- On Sunday, September 15th, Librarians **Wanda Collins**, **Erin Burke**, and Manager **Brian Hoth** represented the Library at the first annual Maritime Festival from 11 a.m. to 2 p.m. at Canalside. Over 120 children participated in library programs.
- The Department of Transnational Studies, University at Buffalo, presented an African and African Diasporic Film Festival on 3 Saturdays at the Frank E. Merriweather, Jr. Branch Library. Assistant Professor of African and African-American Studies, Toni Pressley-Sanon, introduced and facilitated the film discussions.
- A total of 241 entries were received for the contest "What My Library Means to Me."

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	153,437	309	3,475
3.1 Juvenile Fiction	362,941	3,392	32,033
4.1 Young Adult Fiction	70,707	748	6,926
5.1 Adult non-Fiction	1,376,564	1,876	20,381
6.1 Adult Fiction	561,582	4,312	38,589

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	63,373	411	3,034
4.2 Young Adult audiobooks only	2,488	14	33
6.2 Adult	378,517	5,191	38,199

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*19,348	1,111	26,670	-9.1%
Music (Freegal)	Unlimited SONY Library		4,601	+1.6%
e-Audiobooks	6,527	51	6,574	-11.4%
e-Videos	370		111	-6.7%

*e-Book "collection size reflects expiration of 150 promotional MaxAccess titles

Highlights:

- Fantastic discovery on an NBC Orchestration! **Carol Pijacki** discovered an inscription on the score *Dante-Symphonie (1859)*, written to musician and conductor Leopold Damrosch, with what appears to be the signature of composer Franz Liszt. The score has been transferred to the Rare Book Room collection.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,508	+ 69	1.6%	24.3%
Twitter Followers	4,593	+ 155	3.5%	40.5%
Flickr Views	87,676	+ 15,985	22.3%	74.8%
Pinterest Followers	670	+ 20	3.1%	104.9%

Social Network Activity:

September Social Networking Highlights:

Facebook Spotlights Library Card Sign-Up Month: Local celebrities proudly shared their love of the B&ECPL during National Library Card Sign-Up Month. A post featuring BPO conductor JoAnn Falletta reached more than 2,300 Facebook users!

Flickr Continues its Popularity Streak: In September, 171 new photos were posted to Flickr. The echo Art Fair is among the photographed events that accounted for a substantial increase in the number of “all time” views. The Library’s photostream can be viewed here: <http://bit.ly/xDPsx4>.

Highlights:

- Information Technology Administrator **Stephen Hovey** is developing a mobile version of the Library’s website to integrate with smart phone technologies. It will provide clean, quick links to What’s Happening (calendar of events), Libraries Open Today, B&EPL Libraries, the Catalog, the My Account Feature and the full website. Public release is targeted for mid-October.
- RFID (Radio Frequency Identification) Developments: As of the end of September, 30 libraries are fully up and running using RFID technologies. In

addition, equipment has been delivered to the Boston Free Library, which will be live within the next few weeks.

- New Public Training Video: Technology Trainer **Chelsey Lonberger** developed a new video, *Tumblr Tutorial* (<http://bit.ly/1aiVsfX>).
- Collection Development staff responded to 465 patron purchase suggestions and 90 staff suggestions in September.

4. Funding/Fundraising

Funding:

Erie County's 2014 Proposed budget is anticipated to be released on or before October 15th. Staff will prepare an analysis of the proposed budget for presentation at the October 17th System Board meeting.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - Year-to-date, all giving, all campaigns	January 1 – September 30, 2013	\$98,724.06
Crane Book Sale	Ongoing	\$429.50
Crane Donation Box		\$47.50
North Park Book Sale	Ongoing	\$244.50 (Includes previous months)
North Park Donation Box		\$64.00 (Includes previous months)
Borrower Services		\$29.00
ECL Donation Box	Ongoing	\$15.00
ECL Book Sale	Ongoing	\$40.00

Highlights:

- An 1,800 piece solicitation for the 2013 *Bucks for Books* campaign was mailed September 25th. To date, (included in the year-to-date, all giving, all campaigns figure) \$5,746 has been raised. Donations continue to come in for this campaign.
- A grant request for \$5,000 for children's reading materials was submitted to the Paul J. Koessler Foundation on September 16th.
- A letter of request for \$15,000 for the Library's Workforce Development, Training and Outreach was submitted on September 19th to the JP Morgan Chase Foundation. We have been notified our request has been denied.

- Requests for sponsorships and tickets continue to be made for the Best Sellers Fundraising Party on November 22nd. Staff and trustees can purchase tickets for \$70 each through November 1st. Questions – contact **Maureen Germaine** at 858-7197. Proceeds will benefit children’s programming for all 37 Buffalo & Erie County Public Libraries.
- The Development & Advocacy Committee of the System Board of Trustees, under the chairmanship of Wayne Wisbaum, will meet on Thursday, November 14th in the Joseph B. Rounds Conference Room of the Central Library at 4:45 p.m. – 6:15 p.m.
- On September 20th, Director **Mary Jean Jakubowski**, Assistant Deputy Directors **Joy Testa Cinquino** and **Dawn Peters**, Development Manager **Maureen Germaine**, West Side Cluster Manager **Linda Rizzo**, and Branch Manager **Patti Foley** met with Julia Spitz of the East Hill Foundation to discuss a potential grant to beautify the entrance of the Crane Branch Library.

5. Facilities

Central Library 2nd Floor West Project Moves Forward: Contract awards for the next phase of the Central Library 2nd floor west project will be considered by the Erie County Legislature October 10, 2013. The proposed awards and project contingency total \$1.27 million, funded by a variety of sources including New York State Library Construction Grant, Library Grant Match and county capital project funds. The project will construct a dividable public meeting space (modestly smaller than the Central Meeting Room, which allows it to be configured to keep columns out of sightlines); a public reception and exhibit space; and additional public restrooms.

Work is expected to begin later this fall and be completed in 2014.

Central Library Oak Street Elevator Repairs Completed: Permanent repairs, replacing the temporary patch installed when a contractor damaged the floor of the Oak Street elevator, were completed on Monday, October 7th. The cost of the repair was covered by the contractor responsible for the damage.

New York State Library Construction Grants Submitted on Time: Review documents were submitted online on Monday, October 7th, three days ahead of schedule. The next step in the process will consist of Library Development staff, followed by Dormitory Authority of the State of New York (DASNY) review. This process could last up to several months. Award notices are not expected prior to spring 2014.

6. Staff Development

September Staff Development program statistics will be reported next month.

Highlights:

- The B&ECPL hosted a full day meeting of the Upstate New York Sirsi Users Group (UNYSUG) on September 24th. Staff members from public library systems across the state, including Four County, Mid York, Nioga, North Country, and Southern Tier, attended. In addition to group discussion on topics of common interest, SirsiDynix representatives provided an update on product developments and **Kelly Donovan** presented *RFID Implementation & Use at the B&ECPL*. The successful event was organized by Technical Services Librarian **Jennifer Childs** and IT staff member **Johnny Hsu**.
- Technology Trainers **Andy Aquino** and **Chelsey Lonberger** joined other B&ECPL staff members in Niagara Falls from September 26-28 for the New York Library Association's (NYLA) 2013 Annual Conference and Trade Show: Libraries Spark Imagination. Librarians **Kerra Alessi**, **Brian Hoth**, **Renée Masters** and **Linda Rizzo** also attended.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	National Library Card Sign-Up Month @ Buffalo & Erie County Public Libraries; Also, <i>What My Library Means to Me</i> Contest	September 10 Published in <i>Buffalo News</i> , <i>Metro News</i> , <i>Bee Publications</i>
Interview with Information Services Librarian Dan Caufield	Banned Book Week	<i>Bee Publications</i> , story ran on September 18
Media Release – Flyer	Western New York Genealogical Society, Inc. – Library Workshop	September 17
Media Release – Flyer	2013 Bullying Stops Here Media Announcement – Invitation	September 24, Event on 10/2/13 covered by Channels 2.4.7. YNN, WBFO, <i>Buffalo News</i>
Media Release – Flyer	5th Annual Buffalo Comics Fest @ Frank E. Merriweather, Jr. Branch Library	September 26 Published in the <i>Buffalo News</i> , and the <i>Buffalo Criterion</i>

Media Release	Central's Weekly Calendar	September 3, 9, 16, 23 & 30 Various items covered by the <i>Buffalo News</i> , <i>Buffalo Rising</i> and <i>Artvoice</i>
<i>Buffalo News</i> (MRW)	Article on Mrs. Doyle's essay contest with photo	August 4; p2
<i>Buffalo News</i> (MRW)	Legislators set summit	August 6
<i>Buffalo News</i> (MRW)	Houston author ReShonda Tate Billingsley comes to Buffalo at request of local 'Girl Fridayz' book club	August 17
<i>A.B.L.E.Y Advisor</i>	ECL programs	August 2, 9, 16, 23 & 30
<i>East Clinton Shopper</i>	ECL programs	August 23

Highlights:

- September 12th - **Dan Caufield** was interviewed by Jennifer Waters about censorship and book banning for the *Amherst Bee* newspaper. Ms. Waters' feature article for the paper, "*Dangerous Minds seek to Limit Access to Books*" appeared in the September 18th edition of the *Amherst Bee* and coincided with the Library System's Banned Book week.
- GRO got blogged! On September 28th, the Executive Director of the Medieval Academy of America highlighted the Medieval collection in the Rare Book Room on her blog titled *Manuscript Road Trip*. She discusses the start of the Rare Book collection with the help of Seth Grosvenor and James F. Gluck, and shares that we have one of the oldest public library collections in the country.
<http://manuscriptroadtrip.wordpress.com/2013/09/28/manuscript-road-trip-on-the-road-to-niagara/>

8. Partnerships

Highlights:

- September - Information Services Library Associates **Sandy Schamber** and **Karen Kida** helped coordinate and monitor the work of volunteers provided by a grant from the Department of Social Services, Literacy New York Buffalo-Niagara, Inc. and Catholic Charities. Participants in this program attend literacy/employment counseling programs in the morning and then are assigned tasks in various departments at the Central Library. A total of 20 volunteers will eventually be part of this program which will run for the remaining part of 2013.

- On September 3rd, **Meg Cheman** gave a tour of the Central Library with special emphasis on the Special Collections areas for Dr. Heidi Julien, the new chair of the Department of Library and Information Studies of the University at Buffalo.
- On September 25th, **Doreen Woods** and **Jeannine Doyle** presented a full-day seminar on Human Resources Management to the NYLA Leadership and Management Academy.

9. Governance

On Thursday, September 26th, Library System Director **Mary Jean Jakubowski**, Assistant Deputy Director **Joy Testa Cinquino**, System Board Chair Jack Connors and Consultant Libby Post presented a panel discussion on "Travel the Road to a Special Library District " to attendees of the 23rd Annual NYLA Conference - Libraries Spark Imagination in Niagara Falls, NY. The speakers discussed the steps and milestones reached as we prepare for a public vote for a Special Library District in 2014.

Attorney Ellen Bach of Whiteman, Osterman & Hanna spoke to and met with several Contract Library Boards regarding MOU (Memorandum of Understanding) Exhibit circumstances. She continues to provide guidance on the Library District Initiative.

As of September 30th, 18/22 Contract Libraries have positively responded and returned signed MOU's. Of the remaining 4 libraries: one library has notified the System of its positive response – we are awaiting receipt of the document; 2 libraries continue to work with Ellen Bach on Exhibit clarifications; and one library has indicated they do not wish to participate in the District Initiative.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
September 3, 2013	Meeting - Jeannine Doyle, Doreen Woods
September 3, 2013	Event - IMAGINE Buffalo Series - Welcome/Introduce Frits Abell
September 3, 2013	Meeting - Dr. Heidi Julien, Prof. & Dept. Chair - Library and Information Studies, UB
September 3, 2013	Meeting - Frank Cammarata, Exec. Director Erie County Office for the Disabled
September 4, 2013	Staff Forum: Questions & Answers

September 4, 2013 Meeting - New York State Library Conference Programming

September 4, 2013 Meeting - 2014 Capital Bond Requests for the City Libraries

September 5, 2013 Meeting - Administrative Team

September 5, 2013 Meeting - Dan Caufield - Whisper Zone Furniture

September 6, 2013 Tour - Mark and Ali Russell

September 7 & 8, 2013 echo Art Fair

September 10, 2013 Meeting - Jeannine Doyle, Doreen Woods

September 10, 2013 Conference Call - PULISDO/DLD

September 11, 2013 Meeting - Managers/Directors

September 11, 2013 Hearing - 2014 Capital Improvements Program (CIP) Hearing - Buffalo

September 11, 2013 B&ECPL Board - Buffalo Library Services Committee

September 12, 2013 Meeting - Erie County Department Public Works, Re Elevator Project

September 12, 2013 Meeting - Literary Buffalo Strategy Group

September 12, 2013 Meeting - B&ECPL Board - Executive Committee

September 13, 2013 Event - Hispanic Heritage Month Kick-off

September 16, 2013 Meeting - Bullying Stops Here Committee

September 17, 2013 Conference Call - Ali Russell

September 17, 2013 Event - Women of Influence Luncheon

September 17, 2013 Meeting - WNYLRC Board Meeting

September 18, 2013 Conference Call - NYS Regents Advisory Council

September 19, 2013 Meeting - Administrative Team

September 19, 2013 Meeting - B&ECPL Board - Policy Committee

September 19, 2013 Meeting - B&ECPL Board of Trustees

September 20, 2013 Webinar - Mobile Devices Gateway to Your Library

September 20, 2013 Meeting - Crane Library - East Hill Foundation

September 23, 2013 Meeting - NYLA Conference Program

September 24, 2013 Meeting - LDI Staff Team

September 24, 2013 Movie Premiere - Haunted Library

September 24, 2013 Meeting - NYLA Program

September 24, 2013 Conference Call - Dr. Don Levy, Siena College

September 25, 2013 Meeting - Library Foundation of Buffalo & Erie County Board

September 26, 2013 NYLA Conference - Presentation: Travel the Road to a Special Library District

September 27, 2013 Meeting/Tour - Tom Galante, CEO Queens Library, and Bridget Quinn Carey, COO Queens Library

September 27, 2013 Meeting - Ellen Bach - Whiteman, Osterman & Hanna ; Judy Hilburger - Board President and Monica Mooney Director of the Clarence Public Library

September 30, 2013 Meeting - Sam MaGavern - Co-Director Partnership for the Public Good

September 30, 2013 Meeting - Joy Testa Cinquino - Exhibits & Displays Policy

Other:

Contracting Member Library Activity Reports

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Programming included: Book Babies (Lapsit), Toddler Time, Preschool Story Hour, Lego Club, and a special Clifford Story Time presented by the Central Program Team.
- The Teen Book Club, led by Librarian **Kate Puehn**, met on September 23rd. The teens selected *The Great Gatsby* for their next book.
- Two local elementary schools participated in our September Library Card Sign-Up Contest. Winning classes won a pizza party and books for their classroom, courtesy of the Friends of the Elma Library.
- The September Cyber Train class was on eBooks and eReaders.
- The Friends of the Elma Public Library held their annual Book Sale on September 27th and 28th.
- The B&ECPL Edward S. Curtis Indian display was on view all month.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- September was a busy month. We saw increases in circulation, patron count and new library card holders!
- We placed 4th out of 29 teams for the 2013 *Battle of the Books* competition and celebrated with a pizza party for coaches, volunteers, teammates and their families.
- We added some new programs this fall. We started “Wacky Wednesdays” and it was a hit. Miss Sarah and Miss Danette baked chocolate cupcakes and the kids decorated them with M&Ms and Oreo cookies to look like owls with big round

eyes. We are also offering an adult "Ghost Hunting 101" class taught by the PRONE group that has investigated several libraries in our system.

- We had a "Community Outreach" visit from Lynne Dixon and Mark Poloncarz in September. Thirty-two interested citizens stopped in to talk personally with our elected officials.
- I met with Brandy Mingle from Mobile Safety-Net Team this month. This team is a basic human needs initiative supported by the John R. Oishei Foundation. We discussed Lackawanna community needs and services and how Brandy's team might be able to help.
- We continue to host Remedy Staffing meetings each month for people who need jobs. Interested applicants are able to apply for jobs and submit resumes on site.
- We are looking forward to another busy and exciting fall!

Respectfully submitted,



Mary Jean Jakubowski
Director