

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, September 19, 2013  
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Riverside Branch Library  
820 Tonawanda Street, Buffalo, NY 14207

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of July 18, 2013 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
  - 1. Executive Committee
    - a. Res. 2013-25 – Authorizing 2013 Budget Transfer for Central Library 2<sup>nd</sup> Floor West Reconstruction INFORMATION
    - b. Res. 2013-16 – Consolidated NYS Library Aid 2013-2014 Appl. INFORMATION
  - 2. Budget and Finance Committee
    - a. Res. 2013-26 – Unanticipated Expenditure Assistance: Concord Public Library ACTION
    - b. Res. 2013-27 – Unanticipated Expenditure Assistance: West Seneca Public Library ACTION
    - c. Res. 2013-28 – Amend Budget - Grants & State Aid ACTION
    - d. Res. 2013-29 – NYS Construction Grant Evaluation & Recommendations ACTION
    - e. Monthly Financial Report INFORMATION
  - 3. Policy Committee
    - a. Res. 2013-30 – Amend Gift & Donor Recognition Policy ACTION
    - b. Res. 2013-31 – Amend Collection Development Policy ACTION
    - c. Res. 2013-32 – Amend Confidentiality of Library Records Policy ACTION
  - 4. Buffalo Library Services Committee
  - 5. Bylaws Committee
    - a. Res. 2013-33 – Amend B&ECPL Bylaws ACTION
- F. Report of the Director (link sent via e-mail if on file) INFORMATION
- G. Report of the Foundation
- H. Public Comment
- I. Unfinished Business
- J. New Business
- K. Adjournment



PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 18, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, July 18, 2013, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Elaine M. Panty, Secretary  
Frank Gist, Treasurer  
Michael Amodeo  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Teresa Glanowski  
Phyllis A. Horton  
Sharon M. Kelly  
Rhonda Ricks

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

Agenda Item B – Approval/Changes to the Agenda. Chair Connors entertained a motion to revise the agenda to add Proposed Resolution 2013-24 to be presented under Agenda Item E.2.e – Budgeting NY State Senate Bullet Aid for Libraries; copies were distributed at the start of the meeting. Ms. Horton moved for approval and was seconded by Mr. Gist. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of June 20, 2013. On motion by Ms. Panty and seconded by Mr. Gist, the Minutes were approved unanimously to include the following language change on page 11, second full paragraph, replacing the word “buy” with “but”.

Agenda Item D – Report of the Chair. Mr. Connors attended the County Legislature’s mid-year budget hearing for the Library on July 17<sup>th</sup> and updated trustees: the Library is on pace to work within its budget and is hopeful the Library will not need to use the entire \$700,000 budgeted fund balance allocated. In response to questions from the

Legislature, the Library provided an update on the status of the Library District Initiative.

Agenda Item D.1 – Intermit August Meeting. Chair Connors introduced Resolution 2013-18. As there appears to be no pressing business on the August calendar and based on tradition, Mr. Connors made the motion to intermit the August Board meeting and Ms. Panty seconded. Approval was unanimous.

RESOLUTION 2013-18

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2013, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo and Erie County Public Library* states: The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2013 meeting of the Buffalo and Erie County Public Library Board of Trustees is hereby intermitted.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. In Vice Chair Ted Johnson's absence, Mr. Connors presented the following report of the Executive Committee which met July 11, 2013:

Present: Executive Committee Chair Jack Connors; Committee members Sheldon Berlow, Ted Johnson and Elaine Panty; Trustee Frank Gist; Library Director Mary Jean Jakubowski; CFO Kenneth Stone; and Assistant Deputy Director Jeannine Doyle.

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

Brief discussion was held regarding library district training for new trustees. Mrs. Jakubowski noted training continues, great questions were asked and follow-up information was sent as requested. She will send a follow up e-mail once all have gone through training – last scheduled for July 22<sup>nd</sup>.

The Committee reviewed the agenda for the July 18, 2013, Board of Trustees meeting including the proposed resolutions.

Mrs. Jakubowski spoke to Proposed Resolution 2013-18 which intermits the August meeting of the Board of Trustees. Following discussion, Chair Connors suggested it can be determined at the July Board meeting whether or not the August meeting should be intermitted.

Ms. Doyle addressed Proposed Resolution 2013-23 speaking to the County's personnel policies and the definition of part-time employees. She identified the Library as having recognized County personnel policies throughout its history. Ms. Doyle noted one of her "charges" is to develop comprehensive personnel policies for the Library.

Mr. Stone reviewed Proposed Resolutions 2013 - 19, 21 and 16. Discussion ensued. For Proposed Budget Guidance Resolution 2013-20, Mr. Stone explained budget instructions had not yet been received, however, are expected shortly. In so much as the Library is aware of a potential funding cut and has no other knowledge of the 2014 targets but is aware of the County's financial status, library administration believes requesting a modest increase to cover costs of mandated benefits is most realistic. Discussion ensued. The Committee recommended the resolution remain written as presented and be put before the Board.

Mrs. Jakubowski introduced Proposed Resolution 2013-22 and thanked Trustee Gist, Chair of the Building Oversight Committee, for attending. Both Mr. Connors and Mr. Berlow in attendance are also members of the Building Oversight Committee. All agreed the Hamburg Public Library Board of Trustees satisfied the requests for information and assurance of operations being cost neutral that were asked of the Committee and recognize the project as beneficial to the Hamburg community. The Building Oversight Committee recommended moving Resolution 2013-22 to the System Board for approval at the July 18, 2013 Board meeting.

Trustee Berlow suggested the Library take a look at Makerbot.com. Discussion ensued. Mrs. Jakubowski will review the website and thanked Trustee Berlow for the suggestion.

Mrs. Jakubowski requested the Board begin to consider adding a Vision Statement to further support the Library's Mission and Principals. Several early drafts were shown. Discussion ensued. Mrs. Jakubowski suggested she research examples of public library vision statements and provide the examples with proposed suggestions to the Board at a future date. Chair Connors and trustees agreed.

Meeting adjourned at 5:30 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Page and Sr. Page Wage Adjustments. Deputy Director - CFO Kenneth Stone presented this resolution which would adjust the page and sr. page wage scales effective January 1, 2014 to reflect the increase in the minimum wage that was enacted into law and maintain the delineation between page and sr. page wages as shown in Exhibit one which also sets the scales for the following two years. He remarked the Library is reasonably confident, in looking at the vacancies, there will be sufficient funding to cover the increase in the minimum wage next year without reducing service hours or existing employee work hours. Ms. Glanowski moved for approval, and Ms. Panty made a second. Ms. Kelly asked how many pages/sr. pages there are. Ms. Doyle replied she believes between pages (approx. 160) and sr. pages, just over 200 total. Approval of Resolution 2013-19 was unanimous.

RESOLUTION 2013-19

WHEREAS, the part-time page and sr. page staff perform a variety of important tasks necessary to operate a library, and

WHEREAS, the New York State minimum wage is scheduled to increase to \$8.00 per hour, on January 1, 2014, \$8.75 per hour on January 1, 2015 and \$9.00 per hour on January 1, 2016, and

WHEREAS, the current starting wage is \$7.50 per hour for page staff and \$8.00 per hour for senior page staff, and

WHEREAS, page and senior page wage scales need to be adjusted to reflect the legislated wage increases and maintain the progression between page and senior pages, including the range of several steps awarded based on length of service and performance to aid recruitment and retention efforts, now therefore be it

RESOLVED, the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library to increase the page and sr. page wage scales as shown in Exhibit one, and be it further

RESOLVED, the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library to develop its 2014 and future budget requests using the new wage scales.

Exhibit One

**Current Wage Rate Ranges:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$7.50	\$7.75	
Sr. Page:	\$8.00	\$8.20	\$8.40

**Effective January 1, 2014:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$8.00	\$8.25	
Sr. Page:	\$8.50	\$8.70	\$8.90

**Effective January 1, 2015:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$8.75	\$9.00	
Sr. Page:	\$9.25	\$9.45	\$9.65

**Effective January 1, 2016:**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Page:	\$9.00	\$9.25	
Sr. Page:	\$9.50	\$9.70	\$9.90

Agenda Item E.2.b – 2014 Proposed Budget Guidance. Mr. Stone presented an amendment to Proposed Resolution 2013-20 to correct the amount of “County funding amount provided in 2013” to read “ \$22,172,457”. On motion by Ms. Horton and seconded by Ms. Panty, the amendment was approved unanimously. Mr. Stone updated trustees the Library just received 2014 budget guidance from the Erie County Director of Budget & Finance which suggests submitting a status quo budget. Proposed Amended Resolution 2013-20 recommends the Library 1) develop a base budget request starting with the status quo County funding amount provided in 2013 of \$22,172,457; and 2) request additional funding only to the extent necessary to address the net

impact of contractually obligated rate increases on the Library's ability to maintain existing programs and services. It also contains that should the County's fiscal environment improve as the budget process goes forward, he and the Director would be tasked with developing service restoration options for consideration during budget deliberations. In response to Mr. Connors inquiry if the 2013 allocation included the \$300,000 amount, Mr. Stone replied it did. Discussion ensued regarding the prospects of the sales tax getting better and the potential opportunity to get additional funding if this would happen. The following resolution as amended was approved unanimously on motion by Trustee Panty and seconded by Trustee Berens Bucki.

RESOLUTION 2013-20

WHEREAS, the Library anticipates receiving Year 2014 budget instructions and preliminary targets from the Erie County Budget Office on or about July 15, 2013, with budget requests due to the Erie County Budget Office on or about August 15, 2013, which may be before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, budget preparation and review alternatives were discussed by the Board's Executive Committee, and

WHEREAS, the Executive Committee recommends that Library trustees articulate guidelines for preparing the 2014 budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines; provide for feedback on the draft budget by the Budget and Finance Committee to aid the Library Director in finalizing the budget submission to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library hereby directs the Library Director to complete the 2014 budget request utilizing the following criteria:

- Develop a base budget request starting with the County funding amount provided in 2013 (\$22,172,457); and
- Request additional funding only to the extent necessary to address the impact of contractually obligated rate increases on the Library's ability to maintain existing programs and services, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow, and be it finally

RESOLVED, that should the County's fiscal environment improve as the budget process goes forward, the Director is authorized to prepare service restoration options for consideration during budget deliberations.

Agenda Item E.2.c – Project Flight – Grant Budgeting. This resolution would allow the Library to assume operation of the book bank, with recurring grant funding from Project Flight as described in the resolution below. Mr. Amodeo moved to approve. Ms. Glanowski made a second, and the resolution was approved unanimously.

RESOLUTION 2013-21

WHEREAS, since November 2009 the Buffalo & Erie County Public Library (B&ECPL) has maintained a successful collaboration with Project Flight, LLC., a not-for-profit organization devoted to promoting literacy in school and at home through school and family literacy initiatives, and

WHEREAS, that collaboration included Project Flight's operation of a book bank in Central Library basement space which provides free books for distribution to those in need throughout the County including access to approximately \$200,000 in free materials for library use, and

WHEREAS, Project Flight has offered recurring grant funding to allow the Library to assume operation of the book bank, and

WHEREAS, this arrangement would benefit both the Library and Project Flight in their efforts to continue this successful program, and

WHEREAS, since Project Flight's fiscal year runs from November 1<sup>st</sup> to the following October 31<sup>st</sup>, the initial grant period would run from July 29, 2013 through October 31, 2014, with the grant amount totaling \$23,100, while subsequent grant periods would run from November 1<sup>st</sup> to October 31<sup>st</sup>, now therefore be it

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2013 Grants Budget by appropriating grant revenues and expenditures in the amount of \$23,100 to support the Library's operation of the Project Flight book bank.

Agenda Item E.2.d – Monthly Financial Report. Financials for the month ending May 31, 2013 were included in the board packet. Overall, the Library operated within its budget for the period.

Agenda Item E.2.e – Budgeting NY State Senate Bullet Aid for Libraries. Mr. Stone conveyed this is the second year in a row the Senate has sponsored aid to individual libraries in their districts. As described in the proposed resolution, Ms. Panty moved for approval and was seconded by Mr. Gist, whereupon approval of Resolution 2013-24 was unanimous.

RESOLUTION 2013-24

WHEREAS, the Library received notification that the New York State Legislature had approved aid in the amount of \$128,000 for 28 libraries, and

WHEREAS, this allocation, known as "Bullet Aid" was sponsored by New York State Senators Patrick Gallivan, Mark Grisanti and Michael Ranzenhofer to assist designated libraries within their districts, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment materials and other needs, and

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they can be used for purposes consistent with the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library gratefully accepts the award of \$128,000 in state aid, and be it further

RESOLVED, that subsequent to receipt of the proceeds, the Buffalo & Erie County Public Library will work to promptly utilize these funds for purposes consistent with the sponsor designation, and be it further

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library approves a budget amendment to the 2013 operating budget, increasing revenues and expenses as follows:

Fund Center		SAP Commitment Item #	
		Revenue # 408160	Expense # 516010
		State Aid Special	Contractual Payments
Amherst - Audubon	4205010	\$ 9,000	\$ 9,000
Amherst - Clearfield	4205020	\$ 9,000	\$ 9,000
Amherst - Audubon	4205030	\$ 9,000	\$ 9,000
Amherst - Audubon	4205040	\$ 9,000	\$ 9,000
Angola Public Library	4204015	\$ 3,000	\$ 3,000
Aurora Town Public Library	4205110	\$ 3,000	\$ 3,000
Boston Free Library	4204020	\$ 3,000	\$ 3,000
City of Tonawanda Public Library	4204080	\$ 3,000	\$ 3,000
Clarence Public Library	4204025	\$ 9,000	\$ 9,000
Eden Public Library	4204040	\$ 3,000	\$ 3,000
Elma Public Library	4204045	\$ 3,000	\$ 3,000

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Ewell Free Library (Alden)	4204010	\$ 3,000	\$ 3,000
Grand Island Memorial Library	4204050	\$ 3,000	\$ 3,000
Hamburg PL – Lake Shore Branch	4205330	\$ 3,000	\$ 3,000
Hulbert Library (Concord Town)	4204035	\$ 3,000	\$ 3,000
Lancaster Public Library	4205420	\$ 6,000	\$ 6,000
Marilla Free Library	4204055	\$ 3,000	\$ 3,000
Newstead Public Library	4204065	\$ 9,000	\$ 9,000
Orchard Park Public Library	4204075	\$ 4,000	\$ 4,000
Town of Collins Public Library	4204030	\$ 3,000	\$ 3,000
Town of North Collins Public Lib.	4204070	\$ 3,000	\$ 3,000
Town of Tonawanda – Kenilworth	4205530	\$ 3,000	\$ 3,000
Town of Tonawanda – Kenmore	4205540	\$ 4,000	\$ 4,000
West Seneca Public Library	4204085	\$ 6,000	\$ 6,000

		Revenue #408160	Expense #530000
		State Aid	Special
			Other Exp.
Buffalo – Crane Branch Library	4203315	\$ 3,000	\$ 3,000
Buffalo – Niagara Branch Library	4203360	\$ 3,000	\$ 3,000
Buffalo – North Park Branch Lib.	4203370	\$ 3,000	\$ 3,000
Buffalo – Riverside Branch Library	4203380	\$ 3,000	\$ 3,000
<b>Grand Total</b>		<b>\$ 128,000</b>	<b>\$ 128,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the above contracting libraries to retain these funds until such time such time as they can be used for purposes consistent with the sponsor designation, and be it further

RESOLVED, that the amounts allocated to Buffalo Branch libraries may be transferred amongst system accounts as needed to accomplish the purposes consistent with the sponsor designation, and be it further

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

Agenda Item E.3 – Building Oversight Committee. For the benefit of the new trustees, Ms. Jakubowski provided a brief overview of what this Committee is responsible for.

Mr. Gist, Chair of the Building Oversight Committee, read the following report from the meeting of June 26, 2013:

Present: Building Oversight Committee Chair Frank Gist; Committee members Sheldon Berlow and Wayne Wisbaum; along with Director Mary Jean Jakubowski, COO Carol Batt, CFO Ken Stone and Information Technology Administrator Steve Hovey. Also in attendance, Hamburg Public Library Board President Martha Salzman, Hamburg Public Library Trustee Beverly Halligan, Library Director Jack Edson and Douglas Hutter, Architect – Zaxis Architectural, P.C.

Chair Gist called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Gist asked Hamburg Library Director Jack Edson to present background information on the expansion project. Mr. Edson spoke to the increase in the Town of Hamburg's population, increase in service demands, changes in services and need for additional meeting room space. Mr. Edson noted the library is an integral part of the Hamburg community. The expansion project would expand the library from approximately 9,900 sq. ft. to approximately 16,000 sq. ft. - adding greater meeting, programming and computer space. The project includes new HVAC (currently air-conditioning is not working), new ADA compliant restrooms, a new ADA ramp and provide new ceilings and refurbished lighting throughout. Estimated cost of the project is \$2.2 million. Mr. Edson also noted the Town of Hamburg is the predominant funder of the project – with additional funds being raised privately. The Hamburg Library is a recipient of NYS Library Construction Funds and anticipates applying for additional funds during the next funding cycle.

Discussion ensued.

Mr. Hutter of Zaxis Architectural presented the current architectural designs and conceptual photographs of the project to the Committee. He noted the meeting room will increase capacity to 66 (currently low 40's), and also the inclusion of a coffee shop – services for which will be contracted by the Town of Hamburg. He indicated he is working with the town engineer; the town will be putting the project out to bid. Mr. Hutter also described a "secret" garden concept included in the plan as an attractive, creative use of space, designed as a key visual component of the library.

Mr. Hutter and Hamburg Library Board President Salzman spoke to the requirement of cost neutrality. Mr. Hutter explained the changes in the efficiency levels of the new mechanicals as well as window replacements

and refurbishing of lighting including use of high efficiency LED light bulbs. Mr. Edson addressed the efficient layout of the building and his belief staffing patterns may change slightly, however he and the Board are committed to being operating cost neutral. Board President Salzman concurred. Discussion ensued.

Trustee Berlow spoke about solar programs and suggested geothermal energy also be investigated. Mr. Hutter noted Solar Liberty program will be introduced after construction as the current budget does not cover this [program.] CFO Stone noted any agreements with such a program need to have the System involved/included as the System pays the utility bills. He also noted the Orchard Park Public Library is running a similar program. CFO Stone suggested a meeting with Mr. Hutter to further discuss said program. Mr. Hutter agreed and indicated NYSERTA funds are also being investigated – as are National Fuel rebates. Rainwater harvesting is expected to be used to feed the “secret” garden. Mr. Hutter will get back to the Committee following his discussion with town engineers regarding geothermal energy.

Chair Gist asked about new windows and the skylight being tinted, noting challenges at the Merriweather Library. Mr. Hutter indicated the skylights and window replacements will be insulated glass with tints. The skylights and windows, in the addition, will also have motorized shades.

Chair Gist asked the anticipated timeline of the project. Timeline described as start date of late summer 2013, framework and enclosure completed by November, interior work to begin in winter, with exterior completion and parking lot work expected in the spring of 2014.

The Building Oversight Committee thanked the Hamburg Public Library for their presentation. The Committee will consider providing a recommendation of support to the System Board following a briefing to absent Committee members. It was suggested the Building Oversight Committee be invited to the July meeting of the B&ECPL Executive Committee.

Director Jakubowski introduced 2 building projects at the Central Library; 1) Second floor future partner, exhibit, meeting space; and 2) Elevator installation and escalator removal project.

Discussion ensued. The floor plan of the second floor space was shown to the Committee and reviewed. CFO Stone asked the Committee for thoughts on hiring a property manager. Discussion ensued. Trustee Berlow indicated he did not think the size of the area – approximately 25,000 sq. ft., required a full-time property manager. He suggested the Library consider hiring someone

internally or possibly a leasing consultant. Director Jakubowski and CFO Stone thanked Trustee Berlow for his input and expertise. Both will work with him further as this project progresses.

CFO Stone discussed the elevator installation and escalator removal project. Discussion ensued.

Director Jakubowski indicated she would brief and provide minutes to absent Committee members Jack Connors and Sharon Thomas.

Chair Gist thanked everyone for attending and adjourned the meeting at 6:30 p.m.

In regards to a property manager for the second floor space, for the record Mr. Berlow reiterated perhaps somebody on staff could do this part-time so as not to have to hire a new person to take care of the space. Mr. Berlow mentioned for the new trustees on the Board, as seen in the Hamburg Library expansion drawings that were passed around, this is a very ambitious project and feels it is important they know there was some concern on the part of the Committee as to whether everything they wanted done could be done for the budget they had. They have been made aware they cannot go over budget and come back to the System to make it up; they have to remain dollar neutral.

Agenda Item E.3.a – Reaffirming Support for the Hamburg Library Expansion. Ms. Panty motioned to approve. Ms. Horton seconded. Ms. Kelly questioned why we need to reaffirm. Mr. Connors explained the scope/costs changed a bit and this reaffirms cost neutrality. Following discussion, Resolution 2013-22 was approved unanimously as presented.

#### RESOLUTION 2013-22

WHEREAS, the Hamburg Public Library Board of Trustees and staff have worked diligently to develop a library renovation and 6,590 sq. ft. expansion project that addresses building deficiencies, improves the public's ability to access and utilize their public library while maintaining a neutral operating cost impact in compliance with Buffalo & Erie County Public Library's (B&ECPL)'s guidelines, and

WHEREAS, the Hamburg Public Library Board of Trustees has provided written assurance of the operating cost neutrality of the proposed improvements, and

WHEREAS, the Buffalo and Erie County Public Library Board of Trustees indicated its initial support for the project on September 20, 2012 when it adopted Resolution 2012-36, endorsing the Hamburg Public Library's request for New York

State Construction Grant funding to combine with Town of Hamburg proceeds to allow the project to move forward, and

WHEREAS, B&ECPL guidelines for new construction, including major expansion projects require that such projects "must be expenditure neutral (when adjusted for inflation) in the context of B&ECPL's overall operating budget," and

WHEREAS, the Hamburg Public Library Board of Trustees have developed a project with cost neutrality as a guiding factor, and

WHEREAS, B&ECPL staff, Building Oversight Committee, and Executive Committee review of the proposed project confirms its significant benefit to Hamburg Library patrons and community at large while utilizing design and energy efficient components to maintain operating cost neutrality, and

WHEREAS, this improvement will benefit library service in Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library finds that the proposed Hamburg Public Library expansion project satisfies and is consistent with B&ECPL guidelines regarding operating cost neutrality, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library enthusiastically approves of and reaffirms its support for the Hamburg Public Library expansion project.

Agenda Item 4 – Policy Committee. Policy Committee Chair Elaine Panty reported the Committee met at 3 p.m. prior to the Board meeting. In addition to herself, Committee members Berens Bucki, Connors and Horton were present as well as Director Jakubowski and Deputy Director Batt. The Committee reviewed the following 3 policies with recommended changes by Administration and Library legal counsel, Patrick Martin: Gift and Donor Recognition Policy, Collection Development Policy, and Confidentiality of Library Records Policy. The Policy Committee recommends approval of these 3 revised policies to be brought to the next meeting of the Board of Trustees via resolution.

Agenda Item 5 – Bylaws Committee. Proposal to Amend Bylaws. Bylaws Committee Chair Sharon Kelly reported the Committee met June 20, 2013 at 3 p.m – discussions of that meeting were included in the June Board Minutes. The proposed revisions to the Bylaws Article I, Section 4, regarding Trustee Emeritus, were reviewed and approved by Buffalo & Erie County Public Library's legal counsel. Ms. Kelly noted the proposed revisions do not change the meaning of the current Bylaws but help to clarify. Copies of proposed Bylaw changes were included in this month's board packet as an

informational item to comply with the requested time period for review by trustees. Proposed revisions will be voted on at the next Board meeting, September 19, 2013.

Agenda Item F – Report of the Director. Director Jakubowski had asked the Executive Committee to give consideration to adding a Vision Statement to support the Library’s Mission and Principals. As requested, Ms. Jakubowski is working on examples to share with trustees and will send those out.

She thanked everyone for participating in the *Hug Your Library* events. Of the 25 libraries who completed their *Hug* events (the Grand Island Memorial Library’s event is next week), over 1,500 people did participate and there was great press; this reflected how much the communities do appreciate their libraries.

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

### **B&ECPL Monthly Report June 2013**

A rousing Summer Reading Kick-Off was held Wednesday, June 12<sup>th</sup> in the Ring of Knowledge. Students from Buffalo’s Enterprise Charter School and Bennett Park Montessori Buffalo Public School #32 joined library staff for the event. The Hill Brothers entertained the group with lively songs about reading. Various programs and contests are under way throughout the Library System.

Twenty-five libraries held “Hug Your Library...so it’s here tomorrow” rallies during the second half of June. (Grand Island Memorial Library will hold their event on July 24<sup>th</sup>.) By all accounts, the *Hugs* have been successful – upbeat events with community participation, support from some elected officials and some media exposure. Pictures of the events can be found on the Library’s website [www.buffalolib.org](http://www.buffalolib.org).

Battle lines have been drawn for the 2013 *Battle of the Books* with teams working hard to perfect their knowledge of this year’s selected titles. The final battle is scheduled for Saturday, August 3<sup>rd</sup> at ECC’s South Campus gym. All are invited to this fast paced, exciting event. Volunteers are needed for timekeepers, readers, runners, etc. Last year over 500 cheered on as the Marilla Free Library captured victory in 2012.

Public surveys continue, the results of which are being assessed. Surveys for July/August are focused on the satisfaction of current adult, teen and children’s programs. Surveys are distributed following completion of programs. Additional

surveys to ascertain program interests from non-program attendees are under development.

Monthly Programming Statistics – June 2013

**1. Public Services**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	62	1015	1252	18377
3.3 Children (age 6-12)	82	577	2182	11665
4.4 Teens	82	210	803	2307
Intergenerational	73	379	4485	14508
5.3 Adults (excludes Technology)	198	1545	1081	14988
<b>TOTAL In Library Programs</b>	<b>497</b>	<b>3726</b>	<b>9803</b>	<b>61845</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	50	257	167	1005
System or Library-owned Cyber Train	35	211	255	1785
<b>TOTAL Adult Technology</b>	<b>85</b>	<b>468</b>	<b>422</b>	<b>2790</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	10	80	418	3013
Children (age 6-12)	25	54	5783	7904
Teens	2	3	144	235
Intergenerational	6	12	601	1461
Adults (excludes Technology)	12	84	235	2254
<b>TOTAL Outreach (out of Library)</b>	<b>55</b>	<b>233</b>	<b>7181</b>	<b>14867</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	30	39	405	542
3.4 Children (age 6-12)	43	57	980	1346
Teens	47	59	498	661
Intergenerational	24	32	1276	1453
<b>TOTAL Summer Reading Programs</b>	<b>144</b>	<b>187</b>	<b>3159</b>	<b>4002</b>

**Highlights:**

- Information Services & Outreach Librarians answered 10 *Book a Librarian* requests. The *Book a Librarian* program allows individuals with in-depth questions to meet with a Librarian for one-on-one service.
- Seven patrons took advantage of the *Book a Technology Trainer* – a new service program which provides one-on-one training to meet individualized technology instruction needs.
- On June 4<sup>th</sup>, the Buffalo Genealogical Society of the African Diaspora (BGSAD) co-sponsored a half-day genealogy conference that included 8 workshops at the Frank E. Merriweather, Jr. Branch Library (MRW).
- On June 6<sup>th</sup>, Information Services Manager **Dan Caufield** presented a Small Business Marketing workshop to members and clients of the Small Business Development Center. Attendees were so interested in the Library's resources that they called the Central Library for follow-up *Book a Librarian* appointments to learn more.
- New equipment and furniture have been ordered for the Central Library's Assistive Technology Room.
- Information Services and Outreach Librarian **Renee Masters** is developing a partnership with Starlight Studio. Starlight Studio is an art studio and gallery located downtown which supports adults with disabilities in their artistic development. The artwork from Starlight Studio is in and around the Central Library's Assistive Technology Room.
- On June 10<sup>th</sup>, the Library kicked off the Adult Summer Reading Program and contest titled "Beach Reads."
- On June 15<sup>th</sup> and June 16<sup>th</sup>, Frank E. Merriweather, Jr. Branch Manager **Sandra Williams Bush** represented the Merriweather Library at the Heritage Tent of the annual Juneteenth Festival held in Martin Luther King Jr. Park. In addition, Central Programming Team members, RPT Senior Page **Nancy Smith** and Librarian **Mary Ann Budny** also participated in Juneteenth.
- June 18<sup>th</sup>, **Renée Masters** and Librarian **Michelle Hurley** participated in an outreach event in collaboration with the City of Tonawanda Library for a Cancer Awareness outdoor festival at Clint Small Stadium. Access to consumer health information was promoted along with summer library programs, *Hug your*

*Library* events and a craft for youngsters. Thirty-eight adults and 43 children visited the Buffalo & Erie County Library table.

- On June 25<sup>th</sup>, Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** attended a summer job orientation session for 14 to 17-year-olds and their parents conducted by the Buffalo Employment and Training Center. Many demonstrated an ongoing interest in the Library's job resources and GED help available through the *Job Now!* database.

## 2. Collection Development

### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	154,994	387	2,392
3.1 Juvenile Fiction	360,245	3,736	21,780
4.1 Young Adult Fiction	69,789	679	4,912
5.1 Adult non-Fiction	1,378,970	2,420	14,865
6.1 Adult Fiction	558,701	5,269	26,338

### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,040	554	2,101
4.2 Young Adult audiobooks only	2,492	0	16
6.2 Adult	371,347	4,386	24,231

### Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*17,599	273	27,528	+6.1%
Music (Freegal)	Unlimited SONY Library		4,575	-2.5%
e-Audiobooks	6,368	61	7,081	+10%
e-Videos	370	0	161	+5.9%

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

### Highlights:

- Collection Development staff responded to 389 patron purchase suggestions and 96 staff suggestions in June.

- Circulation of eBooks continues to be strong. This month, 27,528 eBooks circulated to patrons. This compares to 20,581 in June of 2012. Added to the collection this month were 273 eBooks.
- Freegal music continues to be popular. In June, 747 patrons downloaded a total of 4,575 titles compared to 4,157 titles in June of 2012.
- Phase two of the *[Book] Arts Inspired by Science [Books]* exhibit was installed on June 27<sup>th</sup>. All new content—artists’ books and science books—occupies the display cases in the Grosvenor Rare Book Display Room now. Works by Rich Kegler (founder of WNYBAC), Tim Frerichs (of SUNY Fredonia), Doug Beube (nationally/internationally acclaimed sculptural artist), and Amandine Nabarra-Piomelli (Californian photographic book artist).
- This month, Rare Book and Map Librarian **Charles Alaimo** provided image reproductions for 3 remote researchers using 3 unique collections from the Rare Book Room. Plates from *Costumes des peuples qui habitent les pays* were sent to New York City; two letters of Charles Sumner to Theodore Tilton from the Gluck Manuscript Collection; and photographs from the Grosvenor Family Genealogy: the Sardis L. Chrissey papers were sent to California.
- The Grosvenor Room received as a donation, 35 reels of gently used microfilm covering the *Daily Courier* and *Courier Express* newspaper from 1842-1921. The reels will replace heavily scratched and deteriorating film currently in the collection.

### 3. Technology

#### Library 2.0 Activity:

to Date	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr.
Facebook Fans/Likes	4,323	+ 74	1.7%	19.2%
Twitter Followers	4,178	+ 134	3.3%	27.8%
Flickr Views	56,198	+ 1,741	3.2%	12.0%
Pinterest Followers	577	+ 20	3.6%	76.5%

**June Facebook Highlight:** Long after the last B&ECPL library building closed on June 11<sup>th</sup>, conversations about books and reading continued well into the evening on Facebook. More than 30 Buffalo & Erie County Public Library – Central Library fans shared the titles they were currently reading. By the next morning, the “back and forth” resulted in more than 50 exchanges and several “Likes”!

A total of 133 new photos highlighting the 2013 Summer Reading Kick-Off and several *Hug Your Library* events were posted to Flickr in June. The Library's photostream can be viewed here: <http://bit.ly/xDPsx4>.

The Library's **Pinterest** site now features 33 Boards and 2,102 Pins. It can be viewed at <http://pinterest.com/buffalolibrary/>.

**Highlights:**

- Information Services and Outreach Librarian **Brian Glanowski** coordinated with the IT Department in order to get the PubEAST patent searching workstation up and running and designed a flyer for Library Patent resources.
- **System Upgrade:** Information Technology staff members **Johnny Hsu** and **Stephen Hovey** upgraded the SirsiDynix Symphony Workflows client and remotely deployed the new software to all staff workstations. The upgrade ensured compatibility with WorldCat, the chief source of the Library's catalog records. The upgrade also provided a few "fixes" and introduced some features that are being evaluated for future implementation.
- **"PIN" Reset Feature Debuts:** In June, the ability to reset or create a PIN (Personal Identification Number) online was introduced to the new catalog. Developed by IT Manager **Stephen Hovey**, this long-awaited feature was immediately welcomed by patrons who can now access their accounts, place holds, and pay bills without staff assistance when their PINs are lost or forgotten.
- **RFID (Radio Frequency Identification) Developments:** A total of 26 libraries are fully up and running using RFID technologies. North Collins is also circulating material with RFID self-checks and staff stations. Grand Island and Newstead are using RFID staff stations and will begin using RFID self-checks by mid-July. All 3 of these locations will have gates installed during the last week of July. Collection conversion continues at the Boston, Lake Shore, and Collins Libraries.
- **New Public Training Video:** Technology Trainer **Chelsey Lonberger** developed a new online tutorial, *Introduction to Dropbox* (<http://bit.ly/15n3NH9>). Dropbox is a free online file hosting service that allows users to upload and store their photos, documents, videos, and other files.

**4. Funding/Fundraising**

## Funding:

New York State Library Construction Grant Awards were announced on June 27<sup>th</sup>. Funding was requested for a total of 8 projects. Grant funding requested totaled \$1,228,284, which was \$586,421 above the \$641,863 allocation available under this program. Each library requesting funds received a share of the available grant funds as follows:

<b>Library</b>	<b>Award</b>
• <b>Audubon Library - Amherst</b> Replace 2 HVAC units	\$ 36,575
• <b>Angola Library</b> Meeting room/rest room addition	\$118,572
• <b>Clarence Library</b> Expand parking lot	\$ 19,740
• <b>Dudley Library</b> Replace roof & HVAC, add windows & restore masonry	\$119,108
• <b>Hamburg Library</b> Building expansion	\$290,084
• <b>Lancaster Library</b> Acquire land for parking expansion	\$ 34,611
• <b>Newstead Library</b> Automated door openers	\$ 3,731
• <b>West Seneca Library</b> Exterior masonry restoration	<u>\$ 19,442</u>
<b>TOTALS:</b>	<b>\$641,863</b>

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual (including <i>After Hours</i> event, donations, Summer Reading, cash sponsorships and bequests)	Jan. 1 – year-to-date	\$37,093.98
Crane Book Sale	Ongoing	\$386.15
Crane Donation Box		\$20.00
North Park Book Sale	Ongoing	\$111.25
North Park Donation Box		\$56.56
Riverside Book Sale	Ongoing	\$28.00

**Highlights:**

- The Library and System Trustee Wayne Wisbaum are planning a noon-hour concert series at the Central Library to begin in 2014. Mr. Wisbaum will obtain sponsorships to offset concert costs.

**5. Facilities**

- Air conditioning stopped working mid-month at the Crane Library. Both the Maintenance Department and City of Buffalo were in to assess the unit. Repair bids were requested from 3 companies and have been submitted to the City of Buffalo. The City, as owner of the building, is responsible for major system repairs and replacements.
- On loan from Richard “Flick” Williams is his plaque from the Recording Industry Association to commemorate the “Gold Record” for the Motown release “Come Get It” as a member of the Rick James Stone City Band. It is hanging in the William A. Miles Center for African and African-American Studies at the MRW Library.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	100	706	1	15

**Highlights:**

- On June 17<sup>th</sup>, Librarian **Pat Covley** traveled to Omaha, Nebraska for a Reference USA User conference. Twenty-five librarians from throughout the country learned more about the Reference USA databases and served as a focus group to help determine future changes to the database.
- June 23<sup>rd</sup> – 26<sup>th</sup>, Rare Book Curator **Amy Pickard** attended the 2013 Rare Books and Manuscript Section (RBMS) Preconference in Minneapolis. The theme of the conference was “Performance in Special Collections” with emphasis on performing arts special collections but broadly interpreted “performance” meant access and service in special collection. Rare was the presence of public libraries at this conference because so few have special collection rare books such as B&ECPL’s. Hennepin was the only other public library listed among the registered attendees.
- Buffalo Branch Managers have been briefed on the revised and amended Facility Use Policy with Assistant Deputy Director **Joy Testa Cinquino**. The meetings focus on changes in the room reservation fee structure and guidelines.

**7. Media coverage/Media Releases**

Type of Communication	Topic	Air Date/Publish Date
Media Invitation & Press Release	Dudley Library in Buffalo Awarded State Construction Grant	July 3 and July 8 Covered by WKBW TV Channel 7
Photographs taken at Central Library	Summer Reading	June 29 The Buffalo News Refresh section
Interview –with Children’s Librarian Kathy Goodrich and members of <i>Battle of the Books</i> teams’. The article was written by Kayla Reumann (a former member of the Marilla Battle Team).	<i>Battle of the Books</i>	June 20 The Buffalo News – Teen section
Press Release and Media Invite to <i>Hug</i> Events	<i>Hug Your Library</i> Events	June 20, Buffalo News photo, WNYmedia net livecast, Buffalo Challenger- photo WBFO interview with Mary Jean Jakubowski

TV Interview	<i>Hug Your Library</i> and Summer Reading	June 20 AM Buffalo interview with Mary Jean Jakubowski
Research	Battle of Gettysburg	June 30 - Buffalo News Series – used photos from the Library’s collection
Ads (free of charge)	Summer Reading	Various dates throughout the summer in The Buffalo News and WGRZ TV 2
Media Release and Media Event - Mary Jean Jakubowski	Dig Into Reading – Summer Reading 2013	June 12 Interview with WBFO radio aired June 17 – 18
Buffalo Rocket - Grapevine	Summer Reading Kick Off and <i>Hug Your Library</i>	June 13, 2013
Facebook Postings	In Jest, Nickel City Reptiles, AYC, Book Discussion and Summer Reading Kick-Off	June 1, 3 and 19
Buffalo Rocket - Grapevine	Summer Reading Kick-Off and <i>Hug Your Library</i>	June 13, 2013
Riverside Review Buffalo Rocket	Donations for Friends Book Sale	June 1, 2013
Riverside Review	Preschool Storytime and Donations for Friends Book Sale	June 22, 2013
Riverside Review Buffalo Rocket	Preschool Storytime, Mike Randall and Friends, and Donations for Friends Book Sale	June 29, 2013
A.B.L.E.Y Advisor	ECL Programs	June 7, 14, 21
East Clinton Shopper	ECL Programs	June 21
Buffalo Challenger	Article on George Frasier to speak at MRW	May 1, 2013; p2
Buffalo News	Article on George Frasier to speak at MRW	May 6, 2013

Buffalo Criterion	Article on George Frasier to speak at MRW	May 4-10, 2013; front page
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### 8. Partnerships

**Highlights:**

- Holland Speedway has teamed up with the Library System and is offering a reading incentive and a Library Day at the Races on Saturday, August 10<sup>th</sup>.
- Legislator Betty Jean Grant visited with **Mary Schiffhauer** at the Crane Branch on June 7<sup>th</sup> and discussed numerous activities going on at the Crane Branch Library. Legislator Grant commenting “she was very pleased to see so many patrons sitting in the library and just reading.” Ms. Schiffhauer noted this a daily occurrence in this neighborhood as a destination point and plays an integral role in the community.

### 9. Governance

- The Library District Initiative Staff Leadership Team enthusiastically came together for *Train the Trainer* workshops. The Team, which consists of staff from throughout the System including: **Jack Edson**, (Hamburg Library), **Kathy Galvin** (Niagara Branch), **Paul Guminski** (Crane Branch), **Brian Hoth**, (Riverside Branch), **Monica Mooney** (Clarence Library), **Mary Muscarella** (North Collins Library), **Tracy Palicki** (Business Office), **Patti Ross** (Amherst Library) and **Linda Rizzo** (Buffalo Branch West Cluster) participated in a *Train the Trainer* workshop with Libby Post from Communication Services. Plans for training System staff will be scheduled over the summer. **Joy Testa Cinquino** and this writer are the administrative staff liaisons.
- Library trustees continue to meet and discuss various elements of the District Initiative.
- A System library trustee orientation was held.
- Introduction to the District Initiative for new System library trustees was conducted. Sessions continue in July.

## 10. Director Activities

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

DATE	MEETING / EVENT
June 1, 2013	New Trustee Orientation Session
June 3, 2013	Conference Call - Libby Post, Communication Services
June 3, 2013	Conference Call - Roseanne Butler-Smith and Kaleida Health
June 3, 2013	Meeting - Carol Batt, Jason Aronoff
June 4, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 5, 2013	Lily Berlyn - Explore & More at Canalside
June 5, 2013	Dedication - Flowerboxes, Lackawanna Public Library
June 6, 2013	Meeting - echo Art Fair - John Massier Hallwalls
June 6, 2013	Meeting - Explore & More, Barbara Park Leggett
June 7, 2013	Meeting - Daniel Caufield, Dawn Peters
June 11, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 11, 2013	Conference Call - PULISDO
June 11, 2013	Conference Call - DLD/PULISDO
June 12, 2013	Conference Call - Regents Advisory Council
June 12, 2013	Meeting - Managers/Directors
June 12, 2013	Media Announcement - Summer Reading
June 12, 2013	Meeting - Linda Rizzo, Buffalo Branch West Cluster Manager
June 12, 2013	Media Appearance- WBFO Radio, Eileen Buckley
June 13, 2013	Meeting - Administrative Team
June 13, 2013	Meeting - B&ECPL Executive Committee
June 13, 2013	Meeting - B&ECPL Planning Committee
June 14, 2013	Meeting - Milestones of Science Committee
June 18, 2013	Conference Call - Ellen Bach, Whiteman, Osterman & Hanna
June 18, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 18, 2013	Meeting - WNYLRC Board
June 18, 2013	Meeting - Marilla Free Library Board
June 18, 2013	Meeting - Libby Post, Communication Services
June 19, 2013	Meeting - <i>Hug Your Library</i> Run-through
June 20, 2013	Media Appearance - A.M. Buffalo

Minutes of the Board of Trustees

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June 20, 2013	Meeting - B&ECPL Bylaws Committee
June 20, 2013	Meeting - B&ECPL Board of Trustees
June 20, 2013	Media Event - <i>Hug Your Library</i>
June 21, 2013	Meeting - Libby Post, Communication Services
June 21, 2013	Meeting - LDI (Library District Initiative) Brainstorming
June 21, 2013	Meeting - B&ECPL Elevator Project
June 23, 2013	Trustee Training - LDI
June 24, 2013	Dr. Richard Lee Memorial Service
June 24, 2013	Media Event - Concord Public Library <i>Hug</i>
June 25, 2013	Meeting - Ken Stone
June 25, 2013	Meeting - Jeannine Doyle, Doreen Woods
June 25, 2013	Meeting - Project Flight
June 26, 2013	Meeting - Carol Batt, Dawn Peters re: Maker Space
June 26, 2013	Meeting - Sheryl Knab, WNYLRC
June 26, 2013	Media Event - Marilla Free Library <i>Hug</i>
June 26, 2013	Meeting - Library Foundation of Buffalo & Erie County
June 26, 2013	Meeting - B&ECPL Building Oversight Committee
June 27, 2013	Meeting - Administrative Team
June 27, 2013	Meeting - Chris Gibas, Literacy New York
June 27, 2013	Media Event - East Delavan Branch Library <i>Hug</i>
June 27, 2013	Meeting - Cynnie Gaash, YAWNY
June 28, 2013	Meeting - Bullying Stops Here Committee
June 28, 2013	Meeting - Ken Stone, Joy Testa Cinquino

Other:

**Boston Free Library** – submitted by Laura McLeod, Director

Highlights of events and activities at the Boston Free Library:

- The month of June began with the formation of a new *Battle of the Books* team. Drawing from 4 area school districts as well as local homeschooling families, these children meet as strangers and become good friends by the end of the summer.
- Summer Programming kicked off on June 14<sup>th</sup> with Legislator John Mills hosting a hot dog roast and Nickel City Reptiles for entertainment. Over 250 people attended this exciting event. The Town Supervisor even took a hand at the grill!
- The love of libraries was the theme at the *Hug Your Library* event of June 21<sup>st</sup>.

Following our popular afternoon Lego Club, 49 people formed a circle, held hands, and took turns speaking about the importance of libraries in their lives.

- A family program featuring Charlie and Checkers rounded out the month, with magic, comedy and laughs around.

Lancaster Public Library – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Library for June:

- Programming included: Lapsits, toddler storytime, teen gaming, Battle of the Books preparation, Cyber Train classes, a children's craft, class visits, a movie showing, chess club, adult book club, a Social Security educational workshop and a *Hug Your Library* program.
- Displays this month included: The Blue and the Gray: Songs of the Civil War, wool processes and an art display from the Twin Village Art Society.
- Two new children's computers and 6 new adult computers were added for the public thanks to a grant from Senator Patrick Gallivan, and help from Carol Batt and Network Support.
- July kicks off our family summer programming with acts such as "Primate Sanctuary", Nickel City Reptiles and "Bubble Man."

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County trustees met on June 26, 2013 to discuss relaunching what was previously known as the Grosvenor Society as the "new" Grosvenor Society which will be a high-end giving society raising money to support public access for the Library's rare books and special collections. More information is forthcoming.

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

Agenda Item I – Unfinished Business.

Agenda Item I.1 – Consolidated NYS Library Aid 2013-2014 Application. Trustees agreed to postpone Resolution 2013-16 until the next Board meeting as the State's online system to generate the request is still not available.

Agenda Item I.2 – Adopt Proposed Terms and Conditions of B&ECPL Personnel Policies Regarding Part-time and Dual Employment. Jeannine Doyle, Assistant Deputy Director – Human Resources, explained B&ECPL's Organizational Competency Initiative #10.4, due by the end of this year, charges Administration with developing a comprehensive set of Library personnel policies and procedures. Ms. Doyle clarified this relates to employees at City Branches and the Central Library. Should any of the contract member libraries choose to adopt these policies, they can if they would like to.

Ms. Doyle further explained, at the present time, the B&ECPL adheres to the Erie County Personnel Policies. This resolution deals with part-time and dual employment and the Library wishes to adapt these policies to provide clarity and fit the Library, which is unique. Through these policies the hope is to define part-time employment for our employees as working 19 hours (or fewer than 20 hours) per week at this library or in a combination of libraries, so it is clear. It would revert back to a strict interpretation of the policy that part-time employees are eligible to work up to 19 hours per week.

The second part of the resolution is to adopt a policy which clarifies the County's dual employment policy. The County's policy talks about dual employment in terms of County departments; this does not necessarily fit the Library. This resolution would clarify the policy the Library puts in place with regards to dual employment as described in the proposed resolution. Ms. Panty made the motion, and Ms. Glanowski made a second. Ms. Doyle pointed out to trustees, there is a pending grievance by the Librarians Association on this topic. The Librarians Association feels this violates the Collective Bargaining Agreement by limiting the hours of part-time librarians. Ms. Doyle commented the Librarians Association defines part-time librarians as librarians who work up to 19 hours per week. Trustee Berens Bucki asked how many people this would affect. Ms. Doyle explained the idea of this policy was not to affect any employees hired prior to January 1, 2013. There are only a handful of employees in that situation prior to that date. If the Library District would come into existence, this would essentially be moot. It would be clear that the Library is one employer and that practice would no longer be allowed. Following discussion, Resolution 2013-23 was approved unanimously as presented.

#### RESOLUTION 2013-23

WHEREAS, the Buffalo & Erie County Public Library ("B&ECPL") has historically adopted and adhered to the personnel policies of Erie County (the "County"); and

WHEREAS, the County currently has two personnel policies in place which define part-time employment as "fewer than twenty (20) hours per week" [Erie County Personnel Policy, Chapter II, Section 2, "Type of Appointment"] or "less than fifty percent of the time prescribed as a normal work week" [Erie County Personnel Policy, Chapter IV, Section 9, "Part-time and Seasonal Employment and Emergency Defense Appointments"]; and

WHEREAS, two applicable collective bargaining agreements which cover employees of the B&ECPL also define "part-time" as "less than 20 hours per week" in the [AFSCME Art. II, (d)] or "fewer than (20) hours per week" [Librarians Association Article 2, 2.11(n)]; and

WHEREAS, the County also has a personnel policy in place which prohibits full-time, regular part-time, seasonal or part-time employees from holding more than one County position without the written approval of the Commissioner of Personnel [Erie County Personnel Policy, Chapter IV, Section 9, "Dual Employment in County Service"]; and

WHEREAS, some part-time employees of the B&ECPL hold or have held more than one part-time position within the Library System; and said employees are often caused to work more than 19 hours in a given work week when the hours are combined; and

WHEREAS, in January 2013, the B&ECPL reverted to strict adherence of the aforementioned policies and stopped allowing its part-time employees to exceed 19 hours per week by holding more than one part-time position within the Library System; and

WHEREAS, the B&ECPL desires to adapt the aforementioned Erie County policies in order to provide clarity among the various policies and to appropriately reflect the structure of the Library System; and

NOW THEREFORE BE IT,

RESOLVED, B&ECPL Human Resources shall draft personnel policy(ies) specific to the B&ECPL related to part-time and dual employment; and

IT IS FURTHER RESOLVED, that the B&ECPL will strictly adhere to the definition of "part-time" and not cause any "part-time" employee to work more than 19 hours in any given work week; and

IT IS FURTHER RESOLVED, that the B&ECPL defines "part-time" employee as an employee who works less than 20 hours per work week in any library or combination of libraries within the B&ECPL System; and

IT IS FURTHER RESOLVED, that any B&ECPL employee who holds a part-time position may not accept an additional position which would result in working hours more than 19 hours per week; and

IT IS FURTHER RESOLVED, that should a contracting library cause any part-time employee to work more than 19 hours per week at their library or in combination with any other library within the System, said contracting library will be responsible for any costs and/or liability associated with such employee working more than 19 hours without seeking financial assistance from the B&ECPL; and

IT IS FURTHER RESOLVED, that unless otherwise negotiated through the process of collective bargaining, no full-time, regular part-time, seasonal or part-time employee may serve concurrently in another part-time position within the Library System without the written approval of the System Library Director; and

IT IS FURTHER RESOLVED, that no dual employment will be approved in the same department or in different departments, branches, or contracting libraries absent extenuating circumstances, in which case a short-term appointment may be considered.

Agenda Item I – New Business. There was no new business.

There being no further business, on motion by Ms. Panty with a second by Mr. Gist, the meeting adjourned at approximately 5:08 p.m.

Respectfully submitted,

Elaine M. Panty  
Secretary



## B&ECPL Monthly Report July and August 2013

### Introduction:

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 31<sup>st</sup>, 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 29<sup>th</sup> 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, leafs 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
<b>TOTAL In Library Programs</b>	<b>951</b>	<b>4677</b>	<b>21804</b>	<b>83649</b>

**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
<b>TOTAL Adult Technology</b>	<b>82</b>	<b>550</b>	<b>359</b>	<b>3149</b>

**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
<b>TOTAL Outreach (out of Library)</b>	<b>30</b>	<b>263</b>	<b>3405</b>	<b>18272</b>

**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
<b>TOTAL Summer Reading Programs</b>	<b>756</b>	<b>943</b>	<b>20019</b>	<b>24021</b>

**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
<b>TOTAL In Library Programs</b>	<b>661</b>	<b>5338</b>	<b>19103</b>	<b>102752</b>

**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
<b>TOTAL Adult Technology</b>	<b>86</b>	<b>636</b>	<b>438</b>	<b>3587</b>

**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
<b>TOTAL Outreach (out of Library)</b>	<b>38</b>	<b>301</b>	<b>4155</b>	<b>22427</b>

**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
<b>TOTAL Summer Reading Programs</b>	<b>497</b>	<b>1440</b>	<b>19470</b>	<b>43491</b>

**Highlights:**

- July 11<sup>th</sup> - 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 11<sup>th</sup> - 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 16<sup>th</sup> - **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 20<sup>th</sup> - 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 24<sup>th</sup> - **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 31<sup>st</sup> - **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 3<sup>rd</sup> - 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 7<sup>th</sup> - County Legislators Betty Jean Grant and Timothy Hogue presented "Part II - A Summit on Violent Crime & Homicide in Buffalo, New York" at the Frank E. Merriweather, Jr. Library auditorium.
- August 10<sup>th</sup> - 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 17<sup>th</sup> - 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 25<sup>th</sup> - **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 31<sup>st</sup> - 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 29<sup>th</sup> with Theatre Figures.
- 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 30<sup>th</sup>. 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 12<sup>th</sup> 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 17<sup>th</sup> 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	+.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 200<sup>th</sup> 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 19<sup>th</sup> 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 8<sup>th</sup>. 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 22<sup>nd</sup> "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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 8<sup>th</sup> and 9<sup>th</sup> – 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 17<sup>th</sup>.
- Technology Trainer **Jonathan Shiffner** viewed the South Central Regional Library Council's webinar, *Connecting Libraries, New Technologies and Communities*, on July 2<sup>nd</sup> and participated in 2 online sessions sponsored by OCLC on July 29<sup>th</sup>, *Amp Up Your Technology Training and Engaging Stakeholders, the First Step to Creating a Digitally Inclusive Community*.
- On July 16<sup>th</sup>, 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 17<sup>th</sup>, 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 16<sup>th</sup>, Information Services and Outreach Librarian **Rebecca Pieszala** watched a 1 hour webinar entitled *Book List Buzz*, which discussed titles for book clubs.

- On July 28<sup>th</sup>, 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 8<sup>th</sup>, 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/Customer Service Training* workshop on August 21<sup>st</sup>.
- 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 5<sup>th</sup>. 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 21<sup>st</sup>.
- Librarian **Kathy Goodrich** attended the *Uncommon Approaches to the Common Core* workshop in Albany on August 13<sup>th</sup> and 14<sup>th</sup>.

**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 <i>The 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 <i>The 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 <b>Joy Testa Cinquino</b>
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
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 <sup>th</sup>	<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

**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 8<sup>th</sup>. 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 12<sup>th</sup> 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 8<sup>th</sup> 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 1<sup>st</sup>, 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 16<sup>th</sup>, **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 24<sup>th</sup>, 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 26<sup>th</sup>, 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 8<sup>th</sup>, **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 see a grant from the Sabres Foundation after the first of the year.
- On August 14<sup>th</sup>, **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 1<sup>st</sup>, **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 6<sup>th</sup> – 8<sup>th</sup>. 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**

<b>DATE</b>	<b>MEETING / EVENT</b>
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
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 Budget 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
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
August 8, 2013	Meeting - B&ECPL Joint Executive Committee and Budget & Finance Committee
August 9, 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 25<sup>th</sup>. 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 13<sup>th</sup> 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 28<sup>th</sup> 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**.

Respectfully submitted,



Mary Jean Jakubowski  
Director