ECLEG NOV18'13 PM12:28

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, November 21, 2013
4:00 p.m.

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

A. Call of the roll

B. Approval / Changes to the Agenda

C. Minutes of the Meeting of October 17, 2013 **ACTION**

D. Report of the Chair **INFORMATION**

E. Committee Reports

1. Executive Committee
2. Budget and Finance Committee
   - a. Res. 2013-38 – Authorization for Director to approve Year End Transfers in Excess of $5,000 **ACTION**
   - b. Res. 2013-39 – Unanticipated Expenditure Assistance - Lackawanna Public Library **ACTION**
   - c. Res. 2013-40 – Central Library 2nd Floor West Monitoring & Testing – 2013 Budget Transfer **ACTION**
   - d. Monthly Financial Report **INFORMATION**
3. Policy Committee
4. Development & Advocacy Committee

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

G. Public Comment

H. Unfinished Business

1. Executive Session – Legal Review of Draft Special Library District Legislation
2. Res. 2013-41 – Authorization to Disseminate Draft Special Library District Legislation **ACTION**

I. New Business

J. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
October 17, 2013

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, October 17, 2013, in the Central Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair
Theodore K. Johnson, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Sheldon M. Berlow
Kathleen Berens Bucki
Teresa Glanowski
Phyllis A. Horton
Sharon M. Kelly (via conference call)
Rhonda Ricks
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. Trustee Kelly was in attendance via conference call. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of September 19, 2013. Ms. Thomas moved, Ms. Horton seconded, and approval was unanimous.

Agenda Item D – Report of the Chair. Mr. Connors welcomed Christina (Chrisi) Pearl, Nickel City Professionals' Chair, who was present to provide an update later in the meeting on the *Best Sellers Fundraising Party*.

Mr. Connors publicly thanked County Executive Mark Poloncarz for including an increase in the Library's 2014 Budget; Mr. Poloncarz had promised if assessed values went up, and they did, the Library would share in a portion. He also thanked Nelson Starr, Junior Administrative Consultant to the County Executive - Library liaison, who was in attendance for always taking a positive message back.

Mr. Connors reported work continues on the Library District Initiative and an update would be provided in the Planning Committee report.

Agenda Item E – Committee Reports.

Agenda Item E.1 - Executive Committee. Trustee Johnson read the following report of the Executive Committee who met October 10, 2013.

> Present: Executive Committee Chair Jack Connors; Committee members Ted Johnson, Elaine Panty and Wayne Wisbaum (arrived at 4:23 p.m.); Library Director Mary Jean Jakubowski; COO Carol Batt; and CFO Kenneth Stone. Absent: Sheldon Berlow.
>
> Meeting began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.
>
> The Committee reviewed the agenda for the October 17, 2013 Board of Trustees meeting including proposed resolutions.
>
> COO Carol Batt explained the assessment process with regard to proposed Resolution 2013-35 RFID (Radio Frequency Identification) RFP Award. Discussion ensued. RFID is expected in all 37 libraries by the end of 2014.
>
> CFO Ken Stone briefly discussed the status of the 2014 budget. The County Executive's budget will be available for review October 15th.
>
> There was no other business to come before the Executive Committee.
>
> The Executive Committee meeting adjourned at 4:45 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director CFO Kenneth Stone presented the following two resolutions.

Agenda Item E.2.a – Unanticipated Expenditure Assistance: Amherst Public Library. This resolution would authorize a transfer of $3,850 to the Amherst Public Library to help them address an unforeseen circumstance due to a lengthy medical leave. On motion by Ms. Panty and a second by Ms. Thomas, Resolution 2013-34 was unanimously approved.

RESOLUTION 2013-34

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process

for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget", and

WHEREAS, the Amherst Public Library Board of Trustees has requested assistance to provide coverage for a key employee on medical leave, and

WHEREAS, B&ECPL staff worked with Amherst Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of $3,850, and

WHEREAS, without this assistance the Amherst Public Library Board of Trustees has found that having to leave this function unstaffed, as would otherwise be required to address this cost, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2013 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it,

RESOLVED that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the B&ECPL operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide up to $3,850 in salary/wage/fringe benefit funding assistance to the Amherst Public Library, and be it further

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

Agenda Item E.2.b – RFID (Radio Frequency Identification) RFP Award. Mr. Stone explained the details as appear in Resolution 2013-35 and on motion by Ms. Horton, with a second by Ms. Panty, this Resolution was approved unanimously as presented. Mr. Johnson gave kudos to Deputy Director COO Carol Batt and her team for the very professional way the procurement process was handled and for an excellent job.

RESOLUTION 2013-35

WHEREAS, one of the major Library initiatives to generate operating savings, while at the same time improving customer service involves a complete overhaul of the inventory, materials handling and theft-deterrent operations by implementing a system-wide, state-of-the-art Radio Frequency Identification based system (otherwise known as RFID), and

WHEREAS, while RFID technology results in major cost savings and streamlined materials handling for public and staff, and

WHEREAS, in 2009, pursuant to Board Resolution 2009-18, the Buffalo & Erie County Public Library (B&ECPL) negotiated a contract with EnvisionWare to begin the implementation of a state-of-the-art RFID-based project, and

WHEREAS, the contract with EnvisionWare is set to expire on October 31, 2013 and a new Request for Proposal (RFP) was issued by the B&ECPL seeking a qualified vendor to provide implementation and support at 6 remaining contract libraries that do not currently have RFID systems, to identify a qualified vendor to provide ongoing maintenance and support for the 31 B&ECPL libraries currently functional with RFID technology, and thirdly to solicit proposals for an RFID-supported prototype Materials Handling System, and

WHEREAS, the Library has successfully implemented RFID technology in 31 B&ECPL libraries using funds dedicated through a combination of 2 separate Erie County Fiscal Stability Authority's (ECFSA) Efficiency Incentive Grant Awards and 8 New York State Construction Grant awards, and

WHEREAS, the funding remains from an Erie County Fiscal Stability Authority's Efficiency Incentive Grant Award to convert the 6 remaining libraries and implement a prototype Materials Handling System, and

WHEREAS, a total of 3 major vendors submitted proposals in response to the RFP, including EnvisionWare, 3M Library Systems and SirsiDynix-Bibliotheca, Inc., and

WHEREAS, an RFP review committee was established to review the proposals and compare equipment, technology, services and costs; paying particular attention to ongoing maintenance/support costs and vendor reputation/references, and

WHEREAS, after screening proposals, checking references, analyzing answers to clarifying questions provided by all proposers, and evaluating any equipment replacement or conversion costs, the committee scheduled out package cost totals for maintenance and support for the systems at the 31 converted libraries, implementations at the 6 remaining libraries and a prototype Materials Handling System, and

WHEREAS, based upon lowest overall cost and best performance, the committee recommends that the following awards be made, and should the Library be unable to successfully negotiate contracts with the primary vendors, awards be given to the second lowest proposers (stated as alternates):

- Ongoing maintenance and support at 31 libraries – **EnvisionWare** (alternate SirsiDynix-Bibliotheca)

- Implementation and support at the 6 remaining libraries – **EnvisionWare** (alternate SirsiDynix-Bibliotheca)
- Materials Handling System – **SirsiDynix-Bibliotheca** (alternate – EnvisionWare),

now, therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library designates the 3 stated proposals as the lowest cost and best performance, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute the necessary documents to enter into agreements to provide RFID equipment, supplies and services for the Buffalo & Erie County Public Library, with the designated primary responders, and be it further

RESOLVED, that in the event that contract negotiations with the stated primary vendor(s) do not result in a fully executed agreement, the Director and/or her designee(s) would be authorized to negotiate and execute an agreement with the second lowest proposers, designated as alternate(s), and be if further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director and/or her designee(s) to prepare the necessary documents to implement the resulting contracts on a timely basis.

Agenda Item E.2.c – Monthly Financial Report. Financials for the month ending August 31, 2013 were included in the board packet. The Library is operating within budget. Mr. Stone pointed out utilities, which had in previous years been saving the Library money, are now right on budget.

Agenda Item E.3 – Policy Committee. Director Jakubowski presented the following 2 resolutions which the Policy Committee, who met September 19th, recommended for Board approval.

Agenda Item E.3.a – Amend Bulletin Board Policy. The proposed amended Bulletin Board Policy would add a sentence "Upon receipt of approved materials, the Library will make a best effort to distribute them within seven working days." On motion by Mr. Johnson and a second by Ms. Glanowski, the amended Bulletin Board Policy was approved unanimously.

RESOLUTION 2013-36

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

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Bulletin Board Policy to supersede and replace the prevailing policy, adopted May 18, 2006.

Agenda Item E.3.b – Amend Distribution Policy. Ms. Jakubowski explained the proposed amended Distribution Policy includes clarification in language as to the sorting of materials being distributed as well as language added for the Library to make a best effort to distribute materials within 7 working days. Mr. Johnson moved for approval and was seconded by Mr. Gist. The resolution was approved unanimously.

RESOLUTION 2013-37

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

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Distribution Policy to supersede and replace the prevailing policy, adopted May 18, 2006.

Agenda Item E.4 – Planning Committee. Committee Chair Ted Johnson read the following report of the October 10, 2013 Planning Committee meeting.

Present: Planning Committee Chair Ted Johnson; Committee members Michael Amodeo, Jack Connors, and Elaine Panty; Contract Library Trustees Judith Hilburger (Clarence) and George Oliver (Aurora); Director Mary Jean Jakubowski; COO Carol Batt; CFO Kenneth Stone; and Assistant Deputy Director Doreen Woods. Joining the meeting via conference call: Contract Library Trustee Pat Smith (Eden) and Ellen Bach, Esq., of Whiteman, Osterman & Hanna.

Chair Johnson called the meeting to order at 5:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Mr. Johnson asked Director Jakubowski to discuss the status of Library District Initiative (LDI) Memorandums of Understanding (MOU's). To date, 18/22 MOU's have been returned with positive responses. One, known to be a positive response is in route; two are outstanding with Attorney Ellen Bach working with the Clarence Public Library to clarify Exhibit content and with the Boston Free Library on language pertaining to the Boston Free Library building. The Ewell (Alden) Free Library has determined they will not pursue participation in the LDI. Notification was received via e-mail. Discussion ensued.

Chair Johnson asked Ms. Bach to review with the Planning Committee components of the draft Legislation as they pertain to needed conversations with Erie County. Discussion ensued. Ms. Bach was asked to add language to various sections to clarify points of the Legislation. She will do so in time for the November 9th ACT (Association of Contracting Library Trustees) meeting.

Discussion was held pertaining to *next steps* regarding the draft Legislation including timetable.

Draft Legislation will be reviewed at the upcoming November 9, 2013 ACT meeting. Following the meeting, any potential changes will be made. System Trustees will then receive copies and determine if it is ready for distribution in draft format for review by key stakeholders. Discussion continued.

With no further business, the Planning Committee adjourned at 6:50 p.m.

Trustee Panty questioned the status of letters to be sent to the Ewell (Alden) Free Library regarding non-participation in the LDI. Ms. Jakubowski replied letters are being prepared by Attorney Ellen Bach, from the legal aspect, as well as Board Chair Connors.

Agenda Item F – Report of the Director. Ms. Jakubowski called upon Nickel City Professionals' Chair Chrisi Pearl to discuss the *Best Sellers Fundraising Party* to be held on November 22, 2013, from 7:30 p.m. – 11:30 p.m. at the Hotel @ Lafayette. Ms. Pearl provided details on this event whose proceeds will benefit the B&ECPL System and encouraged participation through sponsorship and/or attendance. Ms. Jakubowski detailed some of the great prizes including maps and prints from the Rare Books Collection; donations for auction items are being accepted.

The Director publicly acknowledged appreciation to Mr. Poloncarz and his administration for including the Library with an increase in the 2014 Budget. She also recognized in the Library's Capital Budget, amongst other things, the inclusion of funding for a bookmobile as well as some shipping vehicles.

She reminded trustees that evening a *Celebration at the Dudley Branch Library: 110 Years of Service on South Park Avenue* was being held.

Director Jakubowski provided trustees with an update on the results of the in-house survey for library users and non-users to better understand the community's needs and priorities when it comes to funding and providing library services to the residents of Erie County. To date, 874 responses were entered in the Library's database. Of the 874 responses, 736 indicated they use the Library at least once monthly – 500 of these are patrons who visit the Library at least once weekly; 773 responded yes, they would like to be given the opportunity to have a direct say in the Library's funding. Questioned if they are in favor of providing additional funding to support the Library through property taxes – a total of 731 responses indicated they would be willing to provide additional funding; of these, 221 responded $5.20 per year more; 198 at $13 per year more and 312 responded $26 per year more. She reminded trustees a county-wide public opinion poll regarding the Library District is planned for mid-November.

Bucks for Books donation envelopes were handed out and full Board participation was encouraged. To date, there are 350 *Bucks for Books* responses; a total of $20,273 donated – a 19.4% response rate.

The November 9, 2013 ACT meeting is being held at the Clarence Public Library – coffee at 9:30 a.m. with the meeting to begin at 10:00 a.m. Ms. Jakubowski encouraged trustee attendance as draft legislation will be reviewed with all contract member library trustees.

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

B&ECPL Monthly Report
September 2013

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

September is National Library Card Sign-Up Month! Through the enthusiastic efforts of library staff, 3,030 new card holders joined our System in September 2013. The Kenmore Library (Delaware Road) registered 192 new library card holders! Runners up were: Williamsville – 175, Audubon – 159, Merriweather – 142 and Niagara with – 126. The Central Library added 399 new users. Staff members from the Circulation

Department with exemplary efforts are: **Suzanna Krauszer** – 56, **Sara Daly** – 49, **Rachel Volzer** – 47, **Robyn Teubner** – 46 and **Doris Henderson** – 35. Thank you to all for your hard work.

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

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

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

Monthly Programming Statistics – September 2013

1. Public Services

In Library Programs:

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

Adult Technology Programs:

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

Outreach (out of library):

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

Highlights:

- Information Services and Outreach Librarian **Dan Caufield** conducted a Small Business Resource Class at Burchfield Penney Arts Center for 36 students enrolled in the Entrepreneurial Artists Program. The program was organized by the Small Business Development Center, with whom the Library regularly partners.

- Information Services & Outreach Librarian **Renée Masters** created 2 Subject Guides pertaining to the Affordable Care Act (ACA) and to the Health Insurance Marketplace which is due to be rolled out October 1st.

- On Sunday, September 15th, Librarians **Wanda Collins, Erin Burke**, and Manager **Brian Hoth** represented the Library at the first annual Maritime Festival from 11 a.m. to 2 p.m. at Canalside. Over 120 children participated in library programs.

- The Department of Transnational Studies, University at Buffalo, presented an African and African Diasporic Film Festival on 3 Saturdays at the Frank E. Merriweather, Jr. Branch Library. Assistant Professor of African and African-American Studies, Toni Pressley-Sanon, introduced and facilitated the film discussions.

- A total of 241 entries were received for the contest "What My Library Means to Me."

2. Collection Development

Print Collections:

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

Media Collections:

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

Electronic Collections:

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

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

Highlights:

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

3. Technology

Library 2.0 Activity:

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

Social Network Activity:

September Social Networking Highlights:

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

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

Highlights:

- Information Technology Administrator **Stephen Hovey** is developing a mobile version of the Library's website to integrate with smart phone technologies. It will provide clean, quick links to What's Happening (calendar of events), Libraries Open Today, B&ECPL Libraries, the Catalog, the My Account Feature and the full website. Public release is targeted for mid-October.

- RFID (Radio Frequency Identification) Developments: As of the end of September, 30 libraries are fully up and running using RFID technologies. In addition, equipment has been delivered to the Boston Free Library, which will be live within the next few weeks.

- New Public Training Video: Technology Trainer **Chelsey Lonberger** developed a new video, *Tumblr Tutorial* (http://bit.ly/1aiVsfX).

- Collection Development staff responded to 465 patron purchase suggestions and 90 staff suggestions in September.

4. Funding/Fundraising

Funding:

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

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual - Year-to-date, all giving, all campaigns	January 1 – September 30, 2013	$98, 724. 06
Crane Book Sale	Ongoing	$429.50
Crane Donation Box		$47.50
North Park Book Sale	Ongoing	$244.50 (Includes previous months)
North Park Donation Box		$64.00 (Includes previous months)
Borrower Services		$29.00
ECL Donation Box	Ongoing	$15.00
ECL Book Sale	Ongoing	$40.00

Highlights:

- An 1,800 piece solicitation for the 2013 *Bucks for Books* campaign was mailed September 25th. To date, (included in the year-to-date, all giving, all campaigns figure) $5,746 has been raised. Donations continue to come in for this campaign.

- A grant request for $5,000 for children's reading materials was submitted to the Paul J. Koessler Foundation on September 16th.

- A letter of request for $15,000 for the Library's Workforce Development, Training and Outreach was submitted on September 19th to the JP Morgan Chase Foundation. We have been notified our request has been denied.

- Requests for sponsorships and tickets continue to be made for the Best Sellers Fundraising Party on November 22nd. Staff and trustees can purchase tickets for $70 each through November 1st. Questions – contact **Maureen Germaine** at 858-7197. Proceeds will benefit children's programming for all 37 Buffalo & Erie County Public Libraries.

- The Development & Advocacy Committee of the System Board of Trustees, under the chairmanship of Wayne Wisbaum, will meet on Thursday, November 14th in the Joseph B. Rounds Conference Room of the Central Library at 4:45 p.m. – 6:15 p.m.

- On September 20th, Director **Mary Jean Jakubowski**, Assistant Deputy Directors **Joy Testa Cinquino** and **Dawn Peters**, Development Manager **Maureen Germaine**, West Side Cluster Manager **Linda Rizzo**, and Branch Manager **Patti Foley** met with Julia Spitz of the East Hill Foundation to discuss a potential grant to beautify the entrance of the Crane Branch Library.

5. Facilities

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

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

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

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

6. Staff Development

September Staff Development program statistics will be reported next month.

Highlights:

- The B&ECPL hosted a full day meeting of the Upstate New York Sirsi Users Group (UNYSUG) on September 24th. Staff members from public library systems

across the state, including Four County, Mid York, Nioga, North Country, and Southern Tier, attended. In addition to group discussion on topics of common interest, SirsiDynix representatives provided an update on product developments and **Kelly Donovan** presented *RFID Implementation & Use at the B&ECPL*. The successful event was organized by Technical Services Librarian **Jennifer Childs** and IT staff member **Johnny Hsu**.

- Technology Trainers **Andy Aquino** and **Chelsey Lonberger** joined other B&ECPL staff members in Niagara Falls from September 26-28 for the New York Library Association's (NYLA) 2013 Annual Conference and Trade Show: Libraries Spark Imagination. Librarians **Kerra Alessi, Brian Hoth, Renée Masters** and **Linda Rizzo** also attended.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	National Library Card Sign-Up Month @ Buffalo & Erie County Public Libraries; Also, *What My Library Means to Me* Contest	September 10 Published in *Buffalo News, Metro News, Bee Publications*
Interview with Information Services Librarian **Dan Caufield**	Banned Book Week	*Bee Publications*, story ran on September 18
Media Release – Flyer	Western New York Genealogical Society, Inc. – Library Workshop	September 17
Media Release – Flyer	2013 Bullying Stops Here Media Announcement – Invitation	September 24, Event on 10/2/13 covered by Channels 2.4.7. YNN, WBFO, *Buffalo News*
Media Release – Flyer	5th Annual Buffalo Comics Fest @ Frank E. Merriweather, Jr. Branch Library	September 26 Published in the *Buffalo News*, and the *Buffalo Criterion*
Media Release	Central's Weekly Calendar	September 3, 9, 16, 23 & 30 Various items covered by the *Buffalo News, Buffalo Rising* and *Artvoice*
Buffalo News (MRW)	Article on Mrs. Doyle's essay contest with photo	August 4; p2
Buffalo News (MRW)	Legislators set summit	August 6

Buffalo News (MRW)	Houston author ReShonda Tate Billingsley comes to Buffalo at request of local 'Girl Fridayz' book club	August 17
A.B.L.E.Y Advisor	ECL programs	August 2, 9, 16, 23 & 30
East Clinton Shopper	ECL programs	August 23

Highlights:

- September 12th - **Dan Caufield** was interviewed by Jennifer Waters about censorship and book banning for the *Amherst Bee* newspaper. Ms. Waters' feature article for the paper, "*Dangerous Minds seek to Limit Access to Books*" appeared in the September 18th edition of the *Amherst Bee* and coincided with the Library System's Banned Book week.

- GRO got blogged! On September 28th, the Executive Director of the Medieval Academy of America highlighted the Medieval collection in the Rare Book Room on her blog titled *Manuscript Road Trip*. She discusses the start of the Rare Book collection with the help of Seth Grosvenor and James F. Gluck, and shares that we have one of the oldest public library collections in the country. http://manuscriptroadtrip.wordpress.com/2013/09/28/manuscript-road-trip-on-the-road-to-niagara/

8. Partnerships

Highlights:

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

- On September 3rd, **Meg Cheman** gave a tour of the Central Library with special emphasis on the Special Collections areas for Dr. Heidi Julien, the new chair of the Department of Library and Information Studies of the University at Buffalo.

- On September 25th, **Doreen Woods** and **Jeannine Doyle** presented a full-day seminar on Human Resources Management to the NYLA Leadership and Management Academy.

9. Governance

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

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

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

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
September 3, 2013	Meeting - Jeannine Doyle, Doreen Woods
September 3, 2013	Event - IMAGINE Buffalo Series - Welcome/Introduce Frits Abell
September 3, 2013	Meeting - Dr. Heidi Julien, Prof. & Dept. Chair - Library and Information Studies, UB
September 3, 2013	Meeting - Frank Cammarata, Exec. Director Erie County Office for the Disabled
September 4, 2013	Staff Forum: Questions & Answers
September 4, 2013	Meeting - New York State Library Conference Programming
September 4, 2013	Meeting - 2014 Capital Bond Requests for the City Libraries
September 5, 2013	Meeting - Administrative Team
September 5, 2013	Meeting - Dan Caufield - Whisper Zone Furniture
September 6, 2013	Tour - Mark and Ali Russell
September 7 & 8, 2013	echo Art Fair

September 10, 2013	Meeting - Jeannine Doyle, Doreen Woods
September 10, 2013	Conference Call - PULISDO/DLD
September 11, 2013	Meeting - Managers/Directors
September 11, 2013	Hearing - 2014 Capital Improvements Program (CIP) Hearing - Buffalo
September 11, 2013	B&ECPL Board - Buffalo Library Services Committee
September 12, 2013	Meeting - Erie County Department Public Works, Re Elevator Project
September 12, 2013	Meeting - Literary Buffalo Strategy Group
September 12, 2013	Meeting - B&ECPL Board - Executive Committee
September 13, 2013	Event - Hispanic Heritage Month Kick-off
September 16, 2013	Meeting - Bullying Stops Here Committee
September 17, 2013	Conference Call - Ali Russell
September 17, 2013	Event - Women of Influence Luncheon
September 17, 2013	Meeting - WNYLRC Board Meeting
September 18, 2013	Conference Call - NYS Regents Advisory Council
September 19, 2013	Meeting - Administrative Team
September 19, 2013	Meeting - B&ECPL Board - Policy Committee
September 19, 2013	Meeting - B&ECPL Board of Trustees
September 20, 2013	Webinar - Mobile Devices Gateway to Your Library
September 20, 2013	Meeting - Crane Library - East Hill Foundation
September 23, 2013	Meeting - NYLA Conference Program
September 24, 2013	Meeting - LDI Staff Team
September 24, 2013	Movie Premiere - Haunted Library
September 24, 2013	Meeting - NYLA Program
September 24, 2013	Conference Call - Dr. Don Levy, Siena College
September 25, 2013	Meeting - Library Foundation of Buffalo & Erie County Board
September 26, 2013	NYLA Conference - Presentation: Travel the Road to a Special Library District
September 27, 2013	Meeting/Tour - Tom Galante, CEO Queens Library, and Bridget Quinn Carey, COO Queens Library
September 27, 2013	Meeting - Ellen Bach - Whiteman, Osterman & Hanna ; Judy Hilburger - Board President and Monica Mooney Director of the Clarence Public Library
September 30, 2013	Meeting - Sam MaGavern - Co-Director Partnership for the Public Good
September 30, 2013	Meeting - Joy Testa Cinquino - Exhibits & Displays Policy

Other:

Contracting Member Library Activity Reports

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Programming included: Book Babies (Lapsit), Toddler Time, Preschool Story Hour, Lego Club, and a special Clifford Story Time presented by the Central Program Team.

- The Teen Book Club, led by Librarian **Kate Puehn**, met on September 23rd. The teens selected *The Great Gatsby* for their next book.

- Two local elementary schools participated in our September Library Card Sign-Up Contest. Winning classes won a pizza party and books for their classroom, courtesy of the Friends of the Elma Library.

- The September Cyber Train class was on eBooks and eReaders.

- The Friends of the Elma Public Library held their annual Book Sale on September 27th and 28th.

- The B&ECPL Edward S. Curtis Indian display was on view all month.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- September was a busy month. We saw increases in circulation, patron count and new library card holders!

- We placed 4th out of 29 teams for the 2013 *Battle of the Books* competition and celebrated with a pizza party for coaches, volunteers, teammates and their families.

- We added some new programs this fall. We started "Wacky Wednesdays" and it was a hit. Miss Sarah and Miss Danette baked chocolate cupcakes and the kids decorated them with M&Ms and Oreo cookies to look like owls with big round eyes. We are also offering an adult "Ghost Hunting 101" class taught by the PRONE group that has investigated several libraries in our system.

- We had a "Community Outreach" visit from Lynne Dixon and Mark Poloncarz in September. Thirty-two interested citizens stopped in to talk personally with our elected officials.

- I met with Brandy Mingle from Mobile Safety-Net Team this month. This team is a basic human needs initiative supported by the John R. Oishei Foundation. We discussed Lackawanna community needs and services and how Brandy's team might be able to help.

- We continue to host Remedy Staffing meetings each month for people who need jobs. Interested applicants are able to apply for jobs and submit resumes on site.

- We are looking forward to another busy and exciting fall!

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County Trustees met on September 25, 2013 where guests Kate Masiello and Betsy Constantine from the Community Foundation for Greater Buffalo reviewed their portfolio. Trustees agreed to make a change to the largest fund; moving to a different kind of format to a fund which will provide a much better return on investment. She explained there are 11 endowed funds within their portfolio, all which live at the Community Foundation. Those funds will spin off this year about $54,000, and many of those dollars are earmarked for certain purposes. As the year progresses, the Library Foundation will share additional information on 2014 events being discussed to more actively raise funds for rare books and special collections.

Mr. Gist inquired if Library Foundation meetings are open public meetings.
Mr. Connors explained they are not required to be open meetings, but if any trustees wish to attend they should let him know. He also pointed out the Annual Report of the Library Foundation is public information.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – 2014 Budget Update. Handouts were distributed to trustees. Deputy Director CFO Kenneth Stone presented this informational item commenting in this uncertain economic climate, it is a good sign for Buffalo that the property tax base is growing again and the Library is appreciative the County Executive is continuing to share that growth with the Library. This budget will allow the Library to maintain its existing service levels. The additional funding is something Administration will work with the Board to develop proposals to implement. In addition to the bookmobile and

shipping vehicles previously discussed, he was happy to report a maintenance truck was included as well. In response to a question by Mr. Connors, Ms. Jakubowski replied they will have an outline on what the intent will be for using the additional monies included in the 2014 Budget in time for the meeting with the Legislature. Mr. Berlow inquired along with the accolades for the increase, will the Library be conveying to the Legislature that this isn't enough. It was agreed. Mr. Stone and Ms. Jakubowski explained the handouts show since 2011 the Library's finances have been status quo, but they also show what happened to Library funding between 2008 and 2011 and the Library still has work to do to get back to a level of public service the community wants.

Prior to adjournment, Trustee Panty thanked Nelson Starr for his continued attendance at Library Board meetings. She also recognized Amherst Public Library Director Roseanne Butler-Smith who was in attendance. The Development & Advocacy Committee meeting to be held on November 14th at 4:45 p.m. following the Executive Committee meeting has been confirmed.

There being no further business, on motion by Ms. Panty, seconded by Ms. Horton, the meeting adjourned at approximately 4:38 p.m.

Respectfully submitted,

Elaine M. Panty
Secretary

Buffalo & Erie County Public
LIBRARY

B&ECPL Monthly Report
October 2013

Budget - 2014 Buffalo & Erie County Public Library (B&ECPL) budget preparation has been completed, with the Library learning Erie County Executive Mark Poloncarz has recommended an increase of $415,867 to libraries in his 2014 proposed budget through funds generated by growth in the equalized full value property tax base. This restored funding will be used to support library hours and services. In addition, the proposed budget includes $340,000 of capital funds for the purchase of a bookmobile and shipping vehicles. We are grateful for Mr. Poloncarz's budget recommendations. This writer has sent letters to elected officials asking for support of the County Executive's budget. A letter writing campaign from patrons is being constructed.

The Library's budget hearing is scheduled for Friday, November 22nd at 12:30 p.m. in Legislative Chambers at Old County Hall, 92 Franklin Street, Buffalo. Trustees and staff are encouraged to attend. The public hearing for Erie County's budget is scheduled for Monday, November 25th at 5:00 p.m., also in Legislative Chambers.

Bullying Stops Here – B&ECPL's 2nd annual *Bullying Stops Here* campaign kicked off with a media event on October 2nd. Several public officials attended the event including: New York State Senator Mark Grisanti, Erie County Legislator Edward Rath, Erie County Clerk Chris Jacobs, Press Secretary to the Erie County Executive - Peter Anderson, Buffalo Deputy Mayor Dr. Ellen Grant, Buffalo Public Schools Administrator Dr. William Keresztes, Buffalo State College student Lyndsay Raymond and writer/performer Annette Daniels-Taylor. Representatives were also on hand from the offices of New York State Senator Timothy Kennedy and United States Senator Kirsten Gillibrand.

Banners were placed at 37 Buffalo & Erie County Public Libraries during the month of October for patrons to sign showing their commitment against bullying. More than 60 banners were also distributed throughout the Buffalo Public Schools.

Diversity Job Fair – the Central Library hosted a Diversity Job Fair on October 30th. More than 20 WNY employers participated, accepting resumes, interviewing and offering career information in honor of National Disability Awareness Month. The event, coordinated through the Development & Communications Department, was

sponsored by the Erie County Disabilities Office. More than 350 attended the event. Future events are being planned.

Monthly Programming Statistics – October 2013

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	255	1704	4968	33081
3.3 Children (age 6-12)	115	1235	3362	32470
4.4 Teens	24	506	199	5617
Intergenerational	85	719	3525	34940
5.3 Adults (excludes Technology)	253	2285	2570	21043
TOTAL In Library Programs	732	6449	14624	127151

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	44	455	112	1535
System or Library-owned Cyber Train	37	341	317	2818
TOTAL Adult Technology	81	796	429	4353

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	12	105	281	3427
Children (age 6-12)	2	63	73	9014
Teens	0	7	0	926
Intergenerational	5	42	612	6589
Adults (excludes Technology)	12	133	678	4928
TOTAL Outreach (out of Library)	31	350	1644	24884

Highlights:

- October - Information Services and Outreach Librarians **Rebecca Pieszala, Renée Masters, Rhonda Konig** and **Dan Caufield** conducted 7 "Haunted History" tours on October 10th, 12th, 17th, 19th, 24th, 26th, and 31st at the downtown Central Library. Patrons toured while listening to many stories and anecdotes about the Central Library's haunting. Following the tour, patrons viewed *The*

Haunted Library - Buffalo & Erie County Public Library, an in-house production produced by **Jordan Smith** from B&ECPL's Computer Training Lab. This film can now be found on YouTube at: http://www.youtube.com/watch?v=WTWlnfjbkWk. The film features interviews with library staff and paranormal investigators from the local group PRONE. *The Haunted Library* traces the history of the Lafayette Square site and shines a light on some present day theories about what might be happening in the Library.

- Comics Fest 2013 - October 5th - Information Services and Outreach Librarians **Andrew Maines** and **Dan Caufield** along with Sr. Pages **Melissa Kania, Candi Lea** and **Mandi Lea** participated in the 2nd Comics Fest for 2013 at the Frank E. Merriweather, Jr. Branch Library. Promoting reading and art through comics and graphic novels, this event is always popular and it was a pleasure to share the day's activities at this new location.

  UB Associate Professor John Jennings presented a lecture: "BLACK PANELS: African American Agency in the Comics Medium" followed by the documentary *White Scripts and Black Supermen* featuring Dr. Jennings and other notable comic experts. Local comic arts group Visions also attended the event providing an opportunity for patrons to talk with working comic artists about drawing and writing comics and watch several demonstrations. Attendees enjoyed the trivia table, which included a number of great prizes. A photo booth with costumes allowed patrons to explore their secret identities and photographers from *The Buffalo News* and the *Criterion* where present and took several photos of children enjoying their free comics and trivia prizes.

- October 16th – At the invitation of Legislator Betty Jean Grant, Erie County Executive Mark Poloncarz held a Town Hall style meeting about his 2014 Erie County Budget Proposal in the Merriweather Branch auditorium. This well attended program was a part of Legislator Grant's *We Are Women Warriors* bi-monthly meetings.

- October 17th - "110 Years of Library Service" was celebrated at the Dudley Branch Library in honor of Dudley's 110 years of service to the South Park Avenue neighborhood! Mayor Byron Brown, Jim Kennedy from NY Senator Tim Kennedy's office, and Erie County Legislator Lynne Dixon were in attendance. Mayor Brown presented a proclamation to the library as well as a prepared speech delivered to local media presence; B&ECPL Director **Mary Jean Jakubowski** spoke, as did outgoing Dudley Branch Manager **Suzanne Colligan**.

- October 21st - Children's author Geoff Rodkey visited the downtown Central Library and spoke to 279 students (grades 3rd – 8th) from Enterprise Charter

School and Bennett Park Montessori. Mr. Rodkey talked about his life, career, and what motivated him to be a writer. The students were very interested and had many questions. Heather Lyon, chief academic officer for Enterprise Charter, reported: "My teachers and students had a GREAT time! I heard tons of good feedback! Thank you so much for thinking of us and I look forward, as well, to future collaborations!"

- October 21st - Riverrun 2013 summer intern and UB English doctoral candidate Alison Fraser presented her findings on Ann Montgomery's *Little Harlem Hotel* and the associated photo collection to a full audience in the Ring of Knowledge at lunchtime. Alison's report will be kept on file in the Rare Book Room and used whenever this collection is discussed/presented.

- October 23rd - **Renée Masters** invited attendees at the Disability History Month Kickoff festivities held at the Central Library to visit the newly renovated and updated Assistive Technology Room (ATR). Artwork provided through Starlight Studio enhanced the experience. Starlight Studio artist Janet Harrison received a certificate of appreciation and had photographs taken of herself with her artwork that will be shared via B&ECPL social media outlets.

1. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	152,754	193	3,688
3.1 Juvenile Fiction	362,696	3,000	35,033
4.1 Young Adult Fiction	69,864	896	7,822
5.1 Adult non-Fiction	1,375,131	1,691	22,072
6.1 Adult Fiction	558,801	3,255	41,844

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	62,029	477	3,511
4.2 Young Adult audiobooks only	2,481	5	38
6.2 Adult	379,596	4,859	43,058

Electronic Collections:

	Collection Size	Adds	Downloads	% change previous month
e-Books	19,655 *	317	27,353	+2.6%
Music (Freegal)	Unlimited SONY Library		4,579	-0.5%
e-Audiobooks	6,572	45	6,877	+4.6%
e-Videos	370+Moving Image Archive Library**		779	+601.8%

* e-Book collection size reflects expiration of 150 promotional MaxAccess titles
** Access to Moving Image Archive (http://bit.ly/1eMd454) via mobile website, beginning Nov. 2013

Highlights:

- Collection Development staff responded to 513 patron purchase suggestions and 94 staff suggestions in October.

- The Library's Subject Guides (http://bit.ly/mInDZS) received 1,204 unique visitors from 13 countries in October, the highest to date in 2013. The most popular destinations included the timely Health Insurance Marketplace and Affordable Care Act (Obamacare) pages, as well as the Genealogy Guide.

2. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,561	+ 53	1.2%	25.7%
Twitter Followers	4,739	+ 146	3.2%	45.0%
Flickr Views	107,131	+ 19,455	22.2%	113.6%
Pinterest Followers	722	+ 52	7.8%	120.8%

October Social Networking Highlights:

- Facebook Spotlights a Haunted Month: Spooky programs, tours, books, songs, and films, including the B&ECPL's own *The Haunted Library – the Movie* were featured on the Central Library's Facebook page throughout October.

- Twitter Growth Continues: The Central Library setting of a TEDxBuffalo 2013 remote viewing site produced a flurry of @buffalolibrary (http://bit.ly/10bPpyO) "mentions" and "retweets," contributing to a gain of 146 new Twitter Followers in October.

- Flickr Views Increase: The Buffalo Comics Fest at the Merriweather Branch was among the photographed events that accounted for a substantial increase in the number of "all time" views in October. The Library's photostream can be viewed here: http://bit.ly/xDPsx4.

- The Library's Pinterest site attracted 52 new followers in October. It now features 35 Boards, 2,578 Pins, and can be viewed at http://pinterest.com/buffalolibrary/.

Highlights:

- Mobile Website Debuts: IT Manager **Stephen Hovey** developed a mobile website for patrons who access the Library's website with smartphones, small tablets, and other mobile devices. Smaller device screens are auto-detected and redirected to a browser view (http://m.buffalolib.org) that features popular destinations including the calendar of events, a list of libraries open today, links to individual library pages, as well as the online Catalog and My Account. As a bonus feature, it also provides access to thousands of films and movies maintained by the Moving Image Archive.

- Public computers at the Clarence and Marilla Libraries were upgraded using New York State Bullet Aid funds.

- Wireless access points (WAPs) were upgraded at 10 B&ECPL libraries, providing more stable public wifi access.

- IT Department staff facilitated the installation of a brand new ScanPro microfilm reader at the Frank E. Merriweather, Jr. Branch Library. This computer-based model replaces dated equipment and provides state-of-art reading and printing capabilities for use with the microfilm and/or microfiche documents housed in the William A. Miles Center for African and African-American Studies.

- RFID (Radio Frequency Identification) Developments: At the end of October, 30 libraries were fully up and running using RFID technologies. Collection conversion is nearly complete at the Eden Library and continues at the Boston, Collins and Hamburg Libraries.

- New Public Training Video: Technology Trainer **Chelsey Lonberger** developed a new video, *Freegal Tutorial* (http://bit.ly/19vnT7z). Freegal is a free music and music video download service that is available through the Library.

- A new Wireless Access Point was installed at the Niagara and Riverside Branches in October. In addition, a new all-in-one printer was installed on

Thursday, October 31st at Riverside. The new technology was purchased through Bullet Aid funds awarded by State Senator Mark Grisanti.

- On October 24th, Information Technology replaced 5 children's computers with new models at the North Park Branch.

- October – **Andrew Maines** helped Erie County Corrections staff with the installation of 8 new computers at the Erie County Correctional Facility and 5 new computers at the Erie County Holding Center. These new computers will host Westlaw databases, and their installation ushers in new way inmates and staff will access mandatory legal information. Electronic access will replace the more expensive and often outdated/damaged paper copies of reference materials.

3. Funding/Fundraising

Funding:

Information on the Library's 2014 budget request, including charts, graphs, schedules and narratives, is posted on the Library website's 2014 Budget Information page at: http://www.buffalolib.org/content/budget-information/2014-budget .

Erie County's Proposed Budget Documents may found at: http://www2.erie.gov/exec/index.php?q=budget-office.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual – includes all fundraising to date in 2013 including donations, *After Hours* fundraising event, endowments, *Bucks for Books*, memorial gifts	YTD	$136,325.00
Bucks for Books Campaign	Solicitation began in October – YTD	$25,463.00
Niagara Donation Box	October 29, 2013	$81.00
North Park Book Sale	Ongoing	$86.95
North Park Donation Box		$15.00
Borrower Services		$21.00
Merriweather Book Sale	October 8 – 13, 2013	$550.11

Highlights:

- October 8th – The Book Nook, the Central Library's *new* ongoing book sale, opened in the magazine room outside of Fables Café.

- As of October 31st, the *Best Sellers Fundraising Party* has raised $23,645 in ticket sales and sponsorships. If you have not purchased tickets, please do so by calling **Maureen Germaine** at 858-7197. We hope to have 100% Board participation. The *Best Sellers Fundraising Party* is Friday, November 22nd from 7:30 – 11:30 p.m. at the Hotel @ the Lafayette.

- Grants totaling $20,000 were submitted to Arts Services Initiative ($5000 – Live from the Library Concert series), Frank L. Ciminelli Family Foundation ($5000 – Workforce Development), Kelly for Kids Foundation ($5000 – Summer Reading), and the Build-A-Bear Foundation ($5000 – Summer Reading). In addition, a small grant for participation in the Holiday Canalside programming has been submitted. All grants are pending.

4. Facilities

- Taking inspiration from the echo Art Fair, in early October, some Central Library staff created outdoor book sculpture homage to the book. The sculpture is placed to the left of the Library's Washington Street entrance. It can also be seen from the Children's Area, looking out onto the gardens. The sculpture was a collaborative staff effort with the Maintenance Department, Graphics Department and the Grosvenor Room designing and installing this fine piece of book art [re]using superseded or duplicative discarded materials.

- On October 17th, a patron's car struck the East Clinton Branch building, damaging brickwork and a window on the driveway side of the building. Estimates have been received and repairs will soon be under way.

- Work on the Central Library 2nd floor west project is expected to resume in November. Pursuant to the recommendation of the Erie County Department of Public Works in cooperation with the Library, the Erie County Legislature awarded contracts for the next phase of work on October 10, 2013.

  This phase will include construction of an exhibit space at the east end of the area along with a flexible public meeting space to supplement the existing Central meeting room. The project will also include additional asbestos abatement to allow construction of public restrooms adjacent to the meeting space.

  Work is expected to be completed by mid-2014.

5. Staff Development

Staff development remains a critical component of the B&ECPL. Providing opportunity for staff to participate and subsequently bring back new and exciting ideas, concepts, services, etc. is important in keeping up with the ever changing needs of Erie County residents.

A plethora of programs attended by staff this month include the following:

- **Renée Masters** completed *The Canny Consumer: Resources for Consumer Health Decision-Making*. This month-long online class, presented by National Network of Libraries of Medicine - Middle Atlantic Region, focused on the resources health consumers or those assisting consumers can use to navigate the health care system, find quality health information and make informed health care decisions. October 8th - **Dan Caufield** attended a webinar by Gale entitled *Common Core Standards and Your NOVELNY/Gale Resources*. October 10th - **Dan Caufield** attended an ALA webinar entitled *Money Smart Week @ your library* which discussed how libraries can take part in Money Smart Week, April 5-12, 2014 and teach financial literacy. October 11th - **Rebecca Pieszala** viewed the 1 hour Gale *Opposing Viewpoints* webinar. Technical Services Librarians **Jennifer Childs**, **Kelly Donovan**, and **Maureen McLaughlin** joined COO **Carol Batt** and other Admin. Team members to attend the keynote panel and other sessions of the online conference *The Digital Shift: Reinventing Libraries*. The October 16th event was sponsored by Library Journal/School Library Journal. Librarian **Dale Schmid** attended *Cataloging with RDA*, a series of online classes conducted each afternoon from October 22-25. The program was sponsored by the NY 3Rs Association. **Jennifer Childs** attended *Library Collections on Exhibit*, a workshop sponsored by the Western New York Library Resources Council (WNYLRC) on Thursday, October 24th. Also on October 24th, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** participated in a webinar about *BiblioBoard*, a digital collection presentation platform hosted by and available through Ebsco. Grosvenor Room Librarian **Sue Cutrona** attended *Exhibit Techniques & Best Practices*, a workshop at WNYLRC. Assistant Deputy Director **Doreen Woods** attended the Department of Information and Library Science (DLIS) Faculty Retreat for library stakeholders on October 25th. New DLIS Chair, Dr. Heidi Julien, lead the retreat in a discussion of ongoing topics leading to the creation of a new DLIS Strategic Plan. Members of the Development & Communications Department and the Grosvenor Room attended the webinar *Creating Online Exhibits: New Ways to Reach Out and Publicize Services* on October 28th. It was presented by LYRASIS. On October 30th, Technology Support Librarian **Angela Pierpaoli** and other members of the Subject Guides Committee viewed *Creating Subject Guides for the 21st-Century Library*, an ALA TechSource workshop.

In addition to attending various programs, B&ECPL staff also conducted programs:

- October 14 - Principal Security Officer **Michael Miechowski** and Senior Building Guard **Joseph Bush** conducted the *New York State 8 Hour Annual In-Service Training Course for Security Guards* for 32 Central Library and Buffalo Branch building guards on October 14th. Deputy Director **Ken Stone,** Assistant Deputy Director **Doreen Woods**, as well as Buffalo Branch Cluster Managers **Nancy Mueller** and **Linda Rizzo** also attended the training.

- October 28th – **Andrew Maines** hosted a session concerning the Westlaw database that has been installed at the Holding Center and the Correctional Facility. Library Associate **Wendy Prabucki** and Information Services and Outreach Librarians **Brian Glanowski** and **Patricia Pohl** also attended.

- On October 31st and November 5th, Assistant Deputy Director – Human Resources, **Jeannine Doyle** presented training in Providing Customer Service to Diverse Patrons to all full-time and part-time staff of the Amherst Libraries.

Training Statistics:

SEPTEMBER 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	125	1030	0	18

OCTOBER 2013:

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	73	1103	5	23

6. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
TV Coverage	Throwback Thursday, Central Library Photos	November 7, Winging It TV show, WB 23.
Media Release & Media Event	Celebrating Dudley Library's 110 Years of Service on South Park Ave.	October 17, covered in advance by the Buffalo News and South Buffalo News, night of by YNN News and WGRZ, Channel 2 News and Metro News

Media Release	Little Harlem Hotel History Presentation Using Library Archives	Sent October 16 Covered in advance by the Buffalo News
Media Release	Non-Profit Grant Resources @ Your Library Seminar	Sent October 18 Covered in advance by the Buffalo News
Media Release & Media Event	2nd Annual Anti-bullying Kickoff @ Downtown Library	October 3, covered by The Buffalo News, Channel 2, Channel 4, Channel 7 News, YNN News
Niagara Press Release	Day of the Dead Display	October 31
A.B.L.E.Y. Advisor	East Clinton programs	October 18 & 25
East Clinton Shopper	East Clinton programs	October 25
Buffalo News Gusto	*Comics Fest* at Merriweather	October 3-10
www.metrowny.com	"110 Years of Service Celebration" at Dudley	October 26

7. Partnerships

Highlights:

- Maria Cala of the Hispanic Heritage Council created a *Day of the Dead* altar exhibit in the Niagara Branch Teen Zone accompanied by interpretive documentation. *Day of the Dead* is one of Mexico's biggest celebrations. It extended from November 1st - 2nd, two days spent celebrating the life and death of loved ones. This exhibit replicated an altar decorated with *ofrendas* such as family pictures, personal items and remembrances, as well as symbolic items such as candles and food.

8. Governance

At the October 10th Planning Committee meeting, a tentative "next step" schedule regarding draft legislation was discussed. Draft legislation will be reviewed at the ACT meeting November 9th. It will be reviewed with System Trustees at the November 21st meeting of the Board of Trustees.

As of November 9th, 19/22 contract libraries have positively responded and returned signed MOU's. Of the remaining 3 libraries, 2 libraries continue to work with Attorney Ellen Bach on Exhibit clarifications and have indicated their interest in being included in the draft legislation and one library has indicated they do not wish to participate in

the District Initiative. Chair Connors has sent this library a letter requesting a meeting to discuss their intent on providing library services in their chartered area.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
October 1, 2013	Conference Call - Dr. Heidi Julien - Chair LIS
October 1, 2013	Training - eBook Readers
October 1, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 1, 2013	Meeting - Dawn Peters
October 2, 2013	Media Event - Bullying Stops Here
October 2, 2013	Meeting - Nelson Starr, Jr. Admin. Consultant to the County Executive
October 2, 2013	Meeting - WNYLRC 47th Annual Meeting
October 3, 2013	Meeting - Administrative Team
October 3, 2013	Meeting - Follow up echo Art Fair
October 3, 2013	Meeting - Open Buffalo - Partnership for the Public Good
October 3, 2013	Meeting - Jeannine Doyle
October 9, 2013	Meeting - Managers/Directors
October 10, 2013	Meeting - B&ECPL Board of Trustees - Executive Committee
October 10, 2013	Meeting - B&ECPL Board of Trustees - Planning Committee
October 11, 2013	Conference Call - Ellen Bach, Esq. - Whiteman, Osterman & Hanna
October 15, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 15, 2013	Conference Call - PULISDO
October 15, 2013	Conference Call - PULISDO/DLD
October 16, 2013	Meeting - Anne Conable
October 16, 2013	Seminar - The Digital Shift Reinventing Libraries
October 16, 2013	Meeting - Nelson Starr
October 16, 2013	Meeting - Frank E. Merriweather, Jr. Branch Town Hall Meeting - Leg. Betty Jean Grant, C.E. Mark Poloncarz
October 17, 2013	Meeting - Administrative Team
October 17, 2013	Conference Call - Don Levy
October 17, 2013	Meeting - B&ECPL Board of Trustees
October 17, 2013	Dudley Library 110 Year Celebration
October 18, 2013	Meeting - Howard Hoag, Prentice Office Environments
October 21, 2013	Meeting - Erie County Fiscal Stability Authority Finance Committee Meeting
October 21, 2013	Meeting - Jeannine Doyle, Ken Stone

October 21, 2013	Meeting - Steve Hossenlopp, Mentholatum
October 22, 2013	Meeting - Anne Conable
October 22, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 22, 2013	Meeting - Patrick Martin, Esq.
October 23, 2013	Meeting - Carol Batt
October 23, 2013	Welcome Disability History & Empowerment Day
October 23, 2013	Meeting - WNYLRC Committee
October 24, 2013	Mass for Trustee Emeritus Dan Roach
October 24, 2013	Meeting - Carol Batt
October 25, 2013	Meeting - Prentice Office Environments, Chip Campbell
October 25, 2013	Meeting - Carol Batt
October 28, 2013	Meeting - Carol Batt, Ken Stone
October 29, 2013	Meeting - Carol Batt, Dawn Peters, Meg Cheman, Amy Pickard
October 29, 2013	Meeting - Jeannine Doyle, Doreen Woods
October 29, 2013	Meeting - Joy Testa Cinquino, Libby Post - Consultant Communication Services
October 29, 2013	Meeting - Paul Notaro - ACT President, Suzanne Jacobs
October 30, 2013	Meeting - Joint Advocacy Group
October 30, 2013	Welcome Diversity Job Fair
October 30, 2013	Conference Call - Don Levy
October 30, 2013	Literacy New York - Cocktails in Character
October 31, 2013	Meeting - Administrative Team
October 31, 2013	Meeting - Erie County Fiscal Stability Authority

Other:

Contracting Member Library Activity Reports

Angola Public Library – submitted by Mary Truby, Director

Highlights of events at the Angola Library for the month of October:

- The continued good weather made it possible for the special education class from the William T. Hoag Educational Center to come to the library several times this month for a story and craft time fun.
- Our preschool story time program with "Miss Paula" has resumed and will continue into December.
- Plans are under way for artwork of students from Lake Shore Central High School to be displayed throughout the library for an extended period of time.
- The "Big Red Dog" program on October 21st was well attended. The children and their parents were treated to stories and activities related to *Clifford the Big Red Dog*.

- One of the most anticipated events in October was the Halloween "Spook-tacular" with "Miss Laurie" on October 25th. Children, ages 3-8, were invited to come in costume for stories, games and tasty Halloween snacks.
- Our annual "Harvest Dinner Fundraiser" is being held on November 2nd at the Evans Center Fire Hall. The Board of Trustees, employees and friends are hard at work making sure that the fun-filled event is a success. The evening will include a turkey dinner, music and a basket and afghan raffle.
- The library was the site of the monthly meetings of the Liberwyrms Book Club and the Evans Garden Club. Tutors continue to use the library on a daily basis as a well located site to meet with students.

Clarence Public Library – submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

- On October 12th, Erie County Legislator Edward Rath sponsored a Hot Dog Roast Fundraiser at the Clarence Public Library. Legislator Rath will be at the Clarence Library on November 15th to present Director **Monica Mooney** with a check from the fundraiser. All proceeds will go to benefit the Clarence Public Library.
- The Clarence Library used NYS Bullet Aid grant funding allocated by Senator Michael H. Ranzenhofer to purchase 19 new public access computers as well as a new server and a new wireless access point. The public access computers consist of the following:
    - 15 public-use adult PCs (HP Compaq Pro 4300 All-in-One Desktop)
    - 4 juvenile public-use PCs (Optiplex 3010 Small form factor)
- The new computers replace dated "end-of-life technology" and will provide a great benefit to our patrons with fast, state-of-the-art computing and strong wireless access.
- A public acknowledgement to Senator Ranzenhofer and ribbon cutting event for the new computers are currently being planned and will be held in December.
- Upcoming Programs:
    - Local presenter Bob Poczik presents a review of *The Summer of 1787: The Men Who Invented the Constitution*. Based on the book by author David O. Stewart, Mr. Poczik's presentation will bring to life this story of struggle and compromise, passions, conflicts, and the balance of principle against self-interest - Tuesday, November 19th, 7 p.m.
    - The 10 Best Buildings in Buffalo. Chuck LaChiusa, an expert in identifying Buffalo's architectural treasures, will conduct a presentation featuring photographs and information from his web site—*Buffalo Architecture and History* - Tuesday, December 17th, 7 p.m.

- *Make Your Own Graham Cracker House for the Holidays* presented by Explore & More Children's Museum of East Aurora - two sessions: Saturday, December 7th at 2 p.m. & 3 p.m. Explore & More provides the graham crackers to build the house, the candies to decorate it and the royal frosting to hold it all together!

- An expanded parking lot for the Clarence Public Library was constructed in late October and early November. The Clarence Library was awarded funds through the Public Library Construction Grant program to help with the cost of the project. The new parking lot will help to alleviate the parking issues that often occurred during busy times at the library.

Respectfully submitted,

Mary Jean Jakubowski
Director