

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 PROPOSED AGENDA  
 Thursday, October 16, 2014  
 4:00 p.m.

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

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of September 18, 2014 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
  - 1. Executive Committee
  - 2. Budget and Finance Committee
    - a. Res. 2014-34 – NYS Construction Grant System Evaluation & Recommendations ACTION
    - b. Monthly Financial Report INFORMATION
  - 3. Planning Committee Working Group: Planning for Our Future
- F. Report of the Director (sent via e-mail if on file) INFORMATION
- G. Report of the Foundation
- H. The Association of Contracting Library Trustees (ACT)/  
Contracting Library Trustee Report
- I. Public Comment
- J. Unfinished Business
- K. New Business
  - 1. Res. 2014-35 – Reappointment of Deputy Director – COO Carol Batt (to be distributed at meeting) ACTION
  - 2. Res. 2014-36 – Amend Library Managers Wage/ Benefits Package (to be distributed at meeting) ACTION
  - 3. Res. 2014-37 – Amend Managerial/Confidential Employees Wage/Benefits Package (to be distributed at mtg.) ACTION
  - 4. Res. 2014-38 – Amend Director Mary Jean Jakubowski Benefits Package (to be distributed at meeting) ACTION
- L. Adjournment Comm. 20M-1  
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PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 18, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, September 18, 2014, at the Orchard Park Public Library pursuant to due notice to trustees. The following members were present:

Jack Connors, Chair  
Theodore K. Johnson, Vice Chair  
Kathleen Berens Bucki, Secretary  
Sheldon M. Berlow  
Katie Burd  
Frank Gist  
Frank Housh  
Elaine M. Panty  
Rhonda Ricks

Chair Jack Connors called the meeting to order at 4:06 p.m. in the Orchard Park Public Library meeting room. He explained the meeting would commence with informational items while awaiting the arrival of an eighth Trustee, which would constitute a quorum and allow business to be conducted. Agenda items were taken out of order.

Agenda Item D – Report of the Chair. Chair Connors called on Darcy Connors of Nickel City Professionals to provide an update on the Best Seller’s Fundraising Party for which he is Co-Chair. The event is scheduled for Friday, November 21, 2014 at 7:30 p.m. at Hotel @ The Lafayette. He announced to date, \$16,500 in sponsorships have been received. Tickets are \$75.00 and are available on the Library’s website. To answer a question by Trustee Berlow, Darcy Connors explained the Library is Nickel City Professionals only focus. Monies raised by this group are divided and distributed to each of B&ECPL’s 37 libraries for children’s programming.

Trustee Burd arrived at 4:10 p.m., and a quorum was in attendance.

Continuing with the Report of the Chair, Chair Connors conveyed at the July 17, 2014 Board of Trustees meeting, Resolution 2014-19 was approved securing general liability insurance coverage for all 37 B&ECPL and member library locations, with limits of \$2 million general aggregate/\$1 million each occurrence, no deductible, at a cost not to exceed \$52,492 per year for the first year. Trustees requested prices be brought back to

the Board for increased coverage limits. After Chair Connors reported figures provided by Lawley Insurance to increase the base, Mr. Berlow expressed an increase was well worth it and recommended adding the maximum amount presented, \$5 million to both general aggregate and occurrence at a cost of an extra \$10,550. Ms. Jakubowski pointed out this is umbrella coverage and would go back to the inception of the policy which was in July. Trustee Ricks inquired as to where the money is coming from. Deputy Director Kenneth Stone recommended as part of the motion that the Board authorizes the Director or her designee to implement the necessary budget transfer of funds, which will probably come from professional services. Following discussion, the motion to add umbrella liability insurance of \$5 million general aggregate/\$5 million per occurrence which would bring the Library's coverage up to \$7 million general aggregate/\$6 million per occurrence with no deductible and to authorize the Director or her designee to make the necessary budget transfer of funds for the extra \$10,550 premium was made by Trustee Panty, seconded by Trustee Gist, and was approved unanimously (assigned Resolution 2014-33.)

Chair Connors resurrected the *Final Report of the Re-Imagine the Central Library, B&ECPL*, which was prepared by Architectural Resources on August 31, 2012 and provided each trustee with a copy. The Central Library building is now 50 years old and this document shows how the building could be re-imagined and re-purposed. Chair Connors pointed out the County owns the building and it would be the County that would have to do this. While there have been no discussions with them on this document, he thinks that because of what is going on in the City of Buffalo, he feels this should be revisited and would like to have a conversation with the County Executive and Deputy County Executive in the months ahead to bring them up to speed on this. This could provide County officials a legacy should they, at some point, decide this is worth doing. This document is 2 years old, and is by no means a final document, but a concept. Mr. Connors informed Nelson Starr of the County Executive's office, who was in the audience, that he could take a copy back to the County Executive.

Trustee Frank Housh arrived at approximately 4:22 p.m.

Trustee Ricks commented this may fit in with the Buffalo Billion Investment Development Plan, but would need to be narrowed down for the ask, the sooner the better. Discussion ensued.

Agenda Item B - Approval/Changes to the Agenda. Mr. Connors entertained a motion to add Executive Session during New Business to discuss personnel matters. Trustee Johnson made the motion, Trustee Panty seconded, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of July 17, 2014. On motion by Trustee Gist and seconded by Trustee Burd, the Minutes were approved as mailed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee.

The following report of the Joint Meeting of the Executive Committee and Budget and Finance Committee of August 14, 2014 was included in the board packet:

Present: Executive Committee members Sheldon Berlow, Sharon Kelly and Elaine Panty. Chair Jack Connors joined the meeting via telephone. Budget and Finance Committee Chair Michael Amodeo and member Sheldon Berlow. Committee member Jack Connors joined the meeting via telephone. Library Director Mary Jean Jakubowski and Chief Financial Officer Kenneth Stone also attended the meeting.

The Joint Executive and Budget and Finance Committee meeting began at 4:10 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum of the Executive Committee was present; per B&ECPL Bylaws Article II, Section 6, Chair Connors acknowledged his participation by telephone did not allow him to be included for quorum or vote on the proposed agenda action item.

The Committees agreed to have Paul Powell, Lawley Insurance representative, speak to the Library's recently approved general liability insurance policy prior to proceeding with agenda items. As requested by the Board at their July 17<sup>th</sup> meeting, Mr. Powell presented quotes for higher level coverage under general liability. He also reviewed other insurances carried by the B&ECPL including Directors & Officers/Employment Practices/Fiduciary Liability/Workplace Violence, Crime Coverage, Network Security and Privacy Liability Coverage, and Inland Marine Coverage (Rare Books). Discussion ensued. The Committee agreed the decision for increased general liability should be brought to the full Board of Trustees at their September 18<sup>th</sup> meeting.

There was no Board meeting in August.

Director Jakubowski presented ACTION Item Resolution 2014-24 - Authorize Director to Negotiate and Implement Contract with HeinOnline noting the concept of such an agreement was vetted through Library Counsel Patrick Martin and a legal opinion from his office was received. In his opinion, he notes the competitive bidding and related procurement requirements of Sections 103 and 104-b of the General Municipal Law do not apply to the proposed arrangement between the Library and HeinOnline. Any agreement made would not be exclusive and materials can be used for other purposes. Mr. Martin noted in his opinion that eliciting proposals (via RFP or otherwise) is not required. On a motion by Trustee Berlow, second by Trustee Kelly, Resolution 2014-24 was approved unanimously by the Executive Committee (Trustees Berlow, Kelly and Panty).

CFO Stone reviewed the draft Procurement Policy along with both Library Counsel Martin's opinion statement and Appendix A that compares the draft B&ECPL policy

with Erie County's [Procurement Policy]. Discussion ensued. The Committee recommended the policy be sent to the Policy Committee for final review. CFO Stone reviewed the 2015 Proposed Budget. CFO Stone and Director Jakubowski noted the use of fund balance included in the budget and noted increases, particularly retiree medical which has risen significantly in 2014. Questions arose from the discussion pertaining to bargaining agreements. Director Jakubowski informed the group the effects of the CSEA contract are reflected in the budget. The Librarians Association is voting on their tentative agreement Friday, August 15, 2014. Funding for potential wage and benefit adjustments including the Librarians Association, CMU and non-represented employees is set aside under Contractual Salary Reserves. Discussion continued. The Committee thanked CFO Stone for the information and his work on the 2015 budget.

The Joint Meeting of the Executive Committee and Budget and Finance Committee adjourned at 5:50 p.m.

Agenda Item E.1.a. Authorize Director to Negotiate and Implement Contract with HeinOnline. The following resolution was unanimously approved by the Executive Committee at its August 14, 2014 meeting.

RESOLUTION 2014-24

WHEREAS, the Buffalo & Erie County Public Library ("B&ECPL") has an extensive collection of rare and unique materials, and

WHEREAS, the B&ECPL is committed to providing access to rare and unique materials, and

WHEREAS, the B&ECPL has been approached by William S. Hein Co. Inc. ("Hein") requesting the non-exclusive use of our slavery and particular law materials for the purpose of developing an online database to be published as a part of HeinOnline, and

WHEREAS, the B&ECPL would be recognized as the primary source of the materials, be provided free access to the database at all 37 library locations and receive a royalty from the Hein Co. from the sale of said database, and

WHEREAS, this concept and proposal has been vetted, with a legal opinion and guidance received from Library Attorney Patrick E. Martin, and

WHEREAS, pursuant to the legal opinion, the competitive bidding and related procurement requirements of Sections 103 and 104-b of the General Municipal Law do not apply to the proposed arrangement between the Library and HeinOnline, now therefore be it

RESOLVED, the Board of Trustees authorizes the Director to negotiate and enter into agreement with William S. Hein Co., Inc. for the purposes of developing an online database using rare and unique materials in the B&ECPL collection.

Pursuant to the Bylaws, Resolution 2014-24 was mailed to the full Board within 3 business days.

Trustees were updated by Ms. Jakubowski that the Library did enter into a non-exclusive agreement with HeinOnline September 17, 2014 and the Library will receive a 10% royalty on gross sales of the database from HeinOnline. The Library will receive digitized copies, free access to the databases, and it will take 6 months to a year before anything goes online. Discussion ensued regarding the content of the Library's in-depth Slavery Collection.

The following report of the Joint Meeting of the Executive Committee and Building Oversight Committee of September 11, 2014 was presented by Trustee Johnson with Sheldon Berlow, Chair of the Building Oversight Committee, summarizing the portion of the meeting concerning the Amherst Public Library - Audubon Branch and West Seneca Public Library expansion projects emphasizing these would be cost neutral to the Library System's budget. Print renderings of both expansion plans were available for review at the September 18<sup>th</sup> Board meeting.

Present: Executive Committee: Chair Jack Connors, members Sheldon Berlow, Ted Johnson, Sharon Kelly and Elaine Panty; Building Oversight Committee: Chair Sheldon Berlow, members Jack Connors, Frank Gist and Teresa Glanowski. Also in attendance were Trustee Frank Housh, Library Director Mary Jean Jakubowski, Deputy Directors Carol Batt and Ken Stone, and Assistant Deputy Director Joy Testa Cinquino.

The Joint Executive and Building Oversight Committee meeting began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum of each Committee was present.

Chair Connors asked Building Oversight Committee Chair Berlow to begin with the Building Oversight Committee as presentations were scheduled from the West Seneca Public Library and the Amherst Public Library.

Building Oversight Chair Berlow invited the West Seneca Public Library to present their proposed expansion project. Introductions occurred. Guests from the West Seneca Public Library included: West Seneca Public Library Board of Trustees' President Paul Notaro and Trustees Bill Josefiak and Jennifer Dobe. West Seneca Public Library Director Kathy Goodrich, West Seneca Town Supervisor Sheila Meegan and Town Councilmember Gene Hart were also present. Town Grant Writer Connie Miner and Architect Brian Kulpa of Clark Patterson Lee Design Professionals began the presentation.

Mr. Kulpa reviewed the plans and presented a PowerPoint slide show of building renderings. Print renderings were also distributed to attendees. The project will be completed in 2-3 stages. The overall goal is to add approximately 10,000 sq. ft. of space to the existing building to develop the library as the center of the *Town Center* which is a part of West Seneca's Master Plan. Space will include new community and meeting rooms, expanded programming areas, redesigned traffic flow and an updated children's area, new circulation desk, etc. Discussion ensued.

Both Ms. Minor and Mr. Kulpa reiterated their belief that the building will remain operations cost neutral. The building will be energy efficient with day lighting and thermal masses in areas. The current boiler and HVAC will be replaced with a high efficiency model. West Seneca Public Library Board Chair Notaro also noted the cost neutrality.

Mr. Kulpa expressed the addition will essentially double the size of the library. It will incorporate the old building with a cohesive style. The library will be accessible by way of automobile and on foot. West Seneca is working to make itself a *walkable* community and the library will begin to seal this concept.

A question arose regarding cost. Mr. Kulpa expressed he is working on the assumption the costs will be approximately \$275 sq. ft. The Town Supervisor expressed the Town supports the project. Ms. Minor noted the library will be requesting New York State Construction Grant funds. The question "Why not a new building?" was asked. Councilmember Hart responded "the location of the library is at the center of our town. We want to make it the centerpiece of our Town Center. The Town has already invested significant funds into this building and thus we want to move forward with improvements." Committee Chair Berlow thanked the West Seneca Public Library for their presentation and time.

Mr. Berlow then requested the Amherst Public Library make their presentation regarding the Audubon Branch. Roseanne Butler-Smith, Amherst Public Library Director, thanked the Committee and noted Amherst Public Library Board President Jeffrey Voelkl had to leave to perform a wedding. She recognized Amherst Public Library Board Trustees Ronald Kern and Carolyn Giambra who were in attendance. Ms. Butler-Smith reintroduced Architect Brian Kulpa who is also the architect for the Amherst Public Library - Audubon Branch project.

Ms. Butler-Smith explained the Audubon Branch is currently a 22,000 sq. ft. building located on one of the many Town campuses. It is proximate to the University at Buffalo, several residential areas, the Town's nature walk, as well as the Town Court, the Police building and Amherst Senior Center. It is a very busy branch, second in circulation only to the Central Library.

The building does lack in community space and there is no designated children's area. This proposal, which will be operationally cost neutral, will be done in 2 phases. Mr. Kulpa explained the phases. Phase 1 will be a 1,400 sq. ft. build out that will double the size of the current community room and create outdoor space including a

patio, programming and play areas. Phase 2, a 5,000 sq. ft. build out, will create new children's space, new support space and new restrooms. Mr. Kulpa provided a PowerPoint presentation and renderings. Discussion ensued.

Ms. Butler-Smith noted she has been working with the Town and trustees on this plan. The Town is very supportive. The library will be requesting New York State Construction Grant funds.

Mr. Kulpa noted he is looking at thermal energy programs for all 4 of the buildings located on the Audubon Town campus. A question arose regarding timeline; Mr. Kulpa expressed 6-8 months for the design phase and then further for the construction. Mr. Berlow thanked the Amherst Public Library for their presentation.

Discussion ensued regarding support of the projects. On a motion by Frank Gist and second by Jack Connors, the Building Oversight Committee unanimously approved recommending moving both projects to the Board of Trustees for approval at its September 18<sup>th</sup> meeting. Director Jakubowski will prepare resolutions for approval.

The Executive Committee reviewed the agenda and proposed resolutions for the September 18<sup>th</sup> Board of Trustees meeting.

Chair Connors entertained a motion to enter into Executive Session to discuss a personnel review. This was moved by Trustee Ted Johnson, seconded by Trustee Sharon Kelly, and approved unanimously at 5:30 p.m. Chair Connors asked all System Trustees as well as Director Jakubowski to remain for Executive Session. At 5:45 p.m., on motion by Trustee Kelly, seconded by Trustee Johnson, the Committee unanimously approved to end Executive Session. No action was taken.

The Joint Executive and Building Oversight Committee meeting adjourned at 6:00 p.m.

Agenda Item E.1.b – Support for Amherst Public Library – Audubon Branch Expansion Project. Following Mr. Berlow's summary, Chair Connors called for a motion. Ms. Berens Bucki moved, Mr. Gist made a second, and approval was unanimous.

#### RESOLUTION 2014-25

WHEREAS, the Amherst Public Library Board of Trustees and staff have worked diligently to develop a two phase 6,400 sq. ft. expansion project at the Audubon Branch Library, and

WHEREAS, the expansion project addresses the current lack of community meeting room and outside community space and the need for a dedicated, modern and welcoming children's area, and



WHEREAS, the Amherst Public Library Board of Trustees has provided written assurance of the operating cost neutrality of the proposed improvements in compliance with Buffalo & Erie County Public Library's (B&ECPL)'s guidelines , and

WHEREAS, B&ECPL staff, B&ECPL's Board Building Oversight Committee and Executive Committee, have reviewed the proposed project and confirms its significant benefit to Amherst Public Library patrons and community at large while utilizing design and energy efficient components to maintain operating cost neutrality, and

WHEREAS, these improvements will benefit library service in Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library finds that the proposed Amherst Public Library – Audubon Branch 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 & Erie County Public Library enthusiastically approves of and affirms its support for the Amherst Public Library – Audubon Branch expansion project.

Agenda Item E.1.c – Support for West Seneca Public Library Expansion Project. Chair Connors called for a motion to approve Resolution 2014-26 as presented. Mr. Housh moved, Ms. Burd made a second, and approval was unanimous.

RESOLUTION 2014-26

WHEREAS, the West Seneca Public Library Board of Trustees , staff and town officials have worked diligently to develop a 10,000 sq. ft. two – three phase expansion project, and

WHEREAS, the expansion project addresses the current lack of community meeting room space, deficient library access, the need for an expanded, updated children's area, and inefficient HVAC, etc., and

WHEREAS, the West Seneca Public Library Board of Trustees has provided written assurance of the operating cost neutrality of the proposed improvements in compliance with Buffalo & Erie County Public Library's (B&ECPL)'s guidelines , and

WHEREAS, B&ECPL staff, B&ECPL's Board Building Oversight Committee and Executive Committee, have reviewed the proposed project and confirms its significant benefit to West Seneca Public Library patrons and community at large while utilizing design and energy efficient components to maintain operating cost neutrality, and

WHEREAS, these improvements will benefit library service in Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library finds that the proposed West Seneca 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 & Erie County Public Library enthusiastically approves of and affirms its support for the West Seneca Public Library Branch expansion project.

Agenda Item E.2 – Budget and Finance Committee. The *2015 Proposed Budget, August 18, 2014, Operating and Grants – by Line Item Per SAP Structure* handout was distributed to trustees.

Agenda Item E.2.a – Amend 2014 Budget – Grants and State Aid. Mr. Stone explained this resolution allocates additional savings received as a result of the State budget process as presented in Resolution 2014-27. On motion by Trustee Johnson and a second by Trustee Ricks, approval was unanimous.

#### RESOLUTION 2014-27

WHEREAS, the Buffalo & Erie County Public Library receives recurring state aid to support various library activities, some of them budgeted in the library operating and some in the library grants budget, and

WHEREAS, final amounts for the State's 2014-2015 fiscal year are now known, and

WHEREAS, the overall operating aid increased \$21,331 (1.06%) and aid to recurring library grant projects increased \$6,530 (1.06%) over the 2014 budgeted amounts, and

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

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2014 grant and operating budgets to implement the following revenue and expenditure budget changes:

<b>Grant</b>	<b>Revenue Change</b>	<b>Expense Change</b>
Central Library Book Aid	639	639
Central Library Development Aid	2,766	2,766
Continuity of Service	446	446
Coordinated Outreach	1,508	1,508
New York State Library Automation	683	683
Library Services to County Corrections	79	79
Library Services to State Corrections	409	409
<b>Subtotal</b>	<b>6,530</b>	<b>6,530</b>
	<b>Revenue Change</b>	
408140 State Aid - Library System	18,615	
408150 State Aid - Member Libra	2,716	
402190 Use of Fund Balance	<b>(21,331)</b>	
<b>Subtotal</b>	<b>0</b>	

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the period ending July 31, 2014 was included in the board packet. Mr. Stone explained the report details monthly activity for both June and July. The Library is within budget. Utilities, as predicted, are moderating; however, they are still and will end up over budget for the year. Fund balance utilization was discussed, noting a large amount will be used.

Agenda Item E.3 – Policy Committee. Elaine Panty, Policy Committee Chair, presented the September 11<sup>th</sup> Policy Committee report.

Present: Policy Committee Chair Elaine Panty; Committee members Kathleen Berens Bucki, Frank Housh and Sharon Kelly; Library Trustee Frank Gist; Library Director Mary Jean Jakubowski; Deputy Directors Carol Batt and Ken Stone; and Assistant Deputy Director Joy Testa Cinquino.

The Policy Committee meeting began at 3:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

The Committee reviewed the Buffalo & Erie County Public Library System (B&ECPL) Free Direct Access Plan, the Information Technology Security Policy Manual and the new B&ECPL Procurement Policy; all which were vetted by Library Legal Counsel Patrick Martin.

Director Jakubowski explained the Free Direct Access Plan (Plan) was in need of updating as it refers to the Erie County Home and Infirmary Library. The Library was closed when the Home and Infirmary ceased. The Plan is on file with the New York State Department of Education – Division of Library Development (DLD). Typically the Plan must be approved by each of the B&ECPL's 22 contracting libraries. Director Jakubowski noted because the change does not affect anyone, the need to have the 22 libraries vote, according to DLD, is not necessary. Director Jakubowski expressed DLD has indicated their requirements for the Free Direct Access Plan are expected to change in 2015. The Plan will then be brought back to the Committee for revision.

Deputy Director Carol Batt reviewed the Information Technology Security Policy Manual. Key factors – this group of policies reflects the protocols and responsibilities of which the Library's Information Technology/Network Support Department adheres to and follows. Deputy Director Batt explained the previous group of policies included personnel policies. The personnel policies have been moved under the auspices of Human Resources and will be presented with the B&ECPL Personnel Policies due later this year.

Deputy Director Ken Stone reviewed the Procurement Policy. He explained the history of policy development and comparison between B&ECPL's Policy and Erie County's. Deputy Director Stone provided oversight regarding Request for Proposals (RFP) – the Library Director will, by way of the Policy, be required to submit an RFP for all professional, technical or consultant services with a fiscal year value of \$20,000 or more. Contracts with a fiscal year value of \$20,000 or more must be approved by the B&ECPL Board of Trustees. Contracts for legal counsel and professional, technical or other consultant services related to Library legal issues having a value of \$20,000 or more shall be subject to review by the Library Director and approval by the Board of Trustees. Discussion ensued. Deputy Director Stone and Director Jakubowski explained this is a change in practice as previous Board resolutions provided for the Library Director to seek and approve consultant services. Members of the Committee noted a few typographical errors to be changed for the final (draft) document.

The Policy Committee recommends the three policies for approval by the Board at its September 18<sup>th</sup> meeting.

In addition, Assistant Deputy Director Joy Testa Cinquino spoke to the Special Events Policy that she is working on. Questions arose pertaining to what type of special events does the Board wish to be held at the downtown Central Library and Buffalo Branches and how, if at all, the Board would like the library staff involved. For example: Should library staff seek special events or should staff accommodate events? This discussion is expected to continue at the next Policy Committee meeting.

The next Policy Committee meeting is scheduled for Thursday, November 13<sup>th</sup> at 3 p.m.

On a motion by Trustee Kelly and second by Trustee Housh, the meeting adjourned at 3:50 p.m.

Agenda Item E.3.a – Amend Free Direct Access Plan. Chair Connors asked for a motion to approve Resolution 2014-28 as presented. Mr. Johnson moved, Mr. Housh made a second, and approval was unanimous.

RESOLUTION 2014-28

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is required to follow New York Codes, Rules and Regulations – Title 8 Education, and

WHEREAS, Commissioner’s Regulation 90.3 requires the System to have a Free Direct Access Plan, and

WHEREAS, the current Free Direct Access Plan includes a statement pertaining to service to the Home and Infirmary, and

WHEREAS, library services to the Home and Infirmary ceased when the Home and Infirmary closed in Alden, NY, and

WHEREAS, the Free Direct Access Plan must be amended to remove the language pertaining to services to the Home and Infirmary, and

WHEREAS, the amended policy has been vetted and approved by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves the amended Free Direct Access Plan.

Agenda Item E.3.b – Amend Information Technology Security Policy. Chair Connors asked for a motion to approve Resolution 2014-29 as presented. Mr. Johnson moved, Ms. Berens Bucki made a second, and approval was unanimous.

RESOLUTION 2014-29

WHEREAS, the purpose of the Buffalo & Erie County Public Library (B&ECPL) *Information Technology Security Policy Manual* is to ensure the integrity and confidentiality of the system network as well as all hardware, software and data associated with B&ECPL operations, and

WHEREAS, the Information Technology Department is committed to protecting the Library's employees, users, partners and the B&ECPL from illegal or damaging actions by individuals, either knowingly or unknowingly, and

WHEREAS, staff determined that the contents covered within the existing policy included both staff and System polices that would be better addressed separately. A new *Information Technology Security Policy Manual* has been developed to address the technical aspects of Library network and security and the remaining elements which cover staff use of the Internet and technologies (e-mail, social networks, etc.) will be addressed with new Personnel policies scheduled to be reviewed later in 2014, and

WHEREAS, staff has drafted recommended policy guidelines in this area and prepared drafts for the consideration of the Board's Policy Committee, and

WHEREAS, this proposed policy has been reviewed and approved by B&ECPL's legal counsel, and

WHEREAS, the Board's Policy Committee has approved those drafts, recommending them for adoption by the full Board of Trustees, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees adopt the proposed *Information Technology Security Policy Manual* which will supersede and replace the prevailing *Information Technology Security Policy* adopted September 17, 2009.

Agenda Item E.3.c. – B&ECPL Procurement Policy. Chair Connors asked for a motion to approve Resolution 2014-30 as presented. Mr. Johnson moved, Mr. Gist made a second, and approval was unanimous.

#### RESOLUTION 2014-30

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, establishing Library specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) would better address the needs of the Library, and

WHEREAS, staff have developed the proposed *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b* and attached same to this resolution, and

WHEREAS, the Library's legal counsel has reviewed the proposed policy, concluded that the proposed policy complies with the above statutes and recommends the proposed policy for adoption by the B&ECPL, and

WHEREAS, the Policy, Budget and Finance, and Executive Committees have reviewed this policy and recommend it for approval by the Board, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed Procurement Policy, and be it further

RESOLVED, that this newly adopted policy supersedes the procurement related stipulations of all previously adopted Board resolutions.

Agenda Item E.4 – Planning Committee Working Group: Planning for Our Future. The following Committee report of August 6, 2014, was included in the board packet as an informational item. A correction was made to the fourth last paragraph to a ...“2/3” vote of the Legislature.

Present: Working Group - Chair Michael Amodeo, members - System Trustees Teresa Glanowski, Frank Housh, and Sharon Kelly, Contract Library Trustees Suzanne Jacobs (Lancaster), George Oliver (East Aurora), Pat Smith (Eden) and Peggy Snajczuk (Orchard Park). Also present were System Director Mary Jean Jakubowski and Chief Financial Officer Kenneth Stone.

Trustee Amodeo called the meeting to order at 5:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Trustee Amodeo began the meeting by thanking everyone for attending and asked everyone to reflect on their objective for this Working Group. He asked if all agreed that the purpose of the Group was to work toward finding an alternative, permanent and consistent source of funding for the Buffalo & Erie County Public Library. He further asked their thoughts on how to go about doing so.

Sue Jacobs (Lancaster) indicated we need to look at past experience when projecting the future. Funding has always been a great uncertainty. Pat Smith (Eden) noted keeping libraries open – particularly the rural libraries, has always been a concern.

Trustee Glanowski noted that in addition to alternative, permanent and consistent funding, the objective of the group should be to secure adequate funding. Committee members noted incremented and consistent increases are necessary.

Trustee Amodeo asked the timeframe of the necessity to pursue [funding]. The Group responded “yesterday.” In addition, it was felt the structure of the Library continues to be necessary.

Discussion ensued pertaining to the objective of the Working Group. Trustee Housh express that no matter what is done it must be done in a way to not create political pushback. He noted he believed the reason the district initiative was not looked at positively was because of its political nature.

Inclusivity from the beginning of any objective should include the parties i.e. County Executive, Legislature, etc. who have an effect – direct or indirect, on the Library’s finances. Also noted was to include the Mayor’s office, Buffalo Common Council, and the Association of Local Governments. Recognized is inclusivity from the contract library boards as well.

Discussion continued regarding the predictability of future budgets. CFO Stone explained there are several factors which are volatile such as retiree medical, utilities, etc. that cannot often be predicted.

Trustee Amodeo spoke to strategy. All agreed engagement is necessary. “We want to be your partner” was the phrase suggested to denote inclusion. It was agreed the demonstration of cost benefit of the Library must be expressed.

CFO Stone suggested a tagline such as *Libraries are the Intellectual Roads & Bridges of the Community*; other taglines suggestions: *Libraries are the Intellectual Infrastructure of the Community*, *Invest in the Library*, *Invest in the Community*, and *the B&ECPL Your 21<sup>st</sup> Century Library*.

Pat Smith (Eden) noted Legislator John Mills was very interested in knowing the outcome of the meeting. Trustee Amodeo suggested Working Group members contact their Legislators and let them know what is going on. All Legislators should hear the same message. Director Jakubowski suggested System trustees be paired with Contract Library trustees and meetings be scheduled with Legislators (at a minimum) quarterly – more so during budget development season. A list showing trustees with paired Legislators was distributed. Director Jakubowski will compile talking points for the first message to be sent to Legislators, etc.

Trustee Amodeo also expressed his understanding that Legislator Hardwick has re-proposed a local law whereby the Library’s budget cannot be cut by more than 2.5% from one year to the next. Trustee Housh noted he believed this was a proposal for budget reductions. Several Group members agreed. Director Jakubowski passed out the Hardwick proposal and noted new language has been added to Section 2 (d) that indicates the local law could be overridden by a 2/3 vote of the Legislature. She also indicated the proposal is currently with the Community Enrichment Committee of the Legislature. Brief discussion followed.

Trustee Amodeo suggested perhaps starting discussions with Legislator Hardwick as he has something in which he is invested. A brief discussion was held regarding Legislator Burke’s concept of sales tax sharing. Director Jakubowski indicated she would follow up with Legislator Burke regarding status of this potential proposal.

The next meeting of the Working Group is scheduled for Wednesday, October 15<sup>th</sup> at 5:00 p.m. at the Central Library.

Meeting adjourned at 6:09 p.m.



In Working Group Chair Amodeo's absence and on his behalf, Ms. Jakubowski updated trustees that following the August 6<sup>th</sup> meeting, a draft objective of the Group had been sent out for comment and the objective has been determined as follows: "To secure permanent, reliable revenue stream that provides sufficient funds to operate the libraries and system functions of the Buffalo & Erie County Public Library System. The funding stream should be one that keeps pace (increases and/or decreases) with local economic activity so the Library can continue to meet the changing needs of the community." Ms. Jakubowski took a moment to verify System Trustees with their assigned Legislators for future meetings. No System Trustees fall within the districts of Legislators Hardwick, Burke, Mills and Morton. Ms. Jakubowski asked Mr. Johnson if he could meet with Legislator Hardwick as his office falls within his district. Mr. Amodeo previously agreed to meet with Legislator Burke, Mr. Connors was asked to meet with Legislator Mills instead of Legislator Dixon, and someone will be assigned to Legislator Morton. The County Executive and Legislators have been invited to the next meeting of the Working Group scheduled for October 15<sup>th</sup> at 5 p.m. at the Central Library.

Agenda Item E.5 - Special Collections Committee. Mr. Connors, Chair of the Special Collections Committee, reported the Committee met prior to the Board meeting where Meg Cheman and Amy Pickard provided an update on Rare Book Collection projects for conservation and digitization of materials with price tags for each. Mr. Connors noted it is an ambitious plan but something that needs to be done; the longer the Library takes to conserve these materials, the more they deteriorate and are not accessible to the public. Committee members were provided a Rare Book Room exhibit schedule which included the Milestones of Science exhibit to take place in May of 2015 in the 2<sup>nd</sup> floor gallery space.

Agenda Item F - Report of the Director. Ms. Jakubowski congratulated System Trustee Elaine Panty for being selected as the recipient of the Western New York Library Resources Council (WNYLRC) 2014 Outstanding Library Advocate Award. Ms. Jakubowski will accept the award on her behalf October 8, 2014.

Ms. Jakubowski was pleased to report Buffalo Council Member Christopher Scanlon was able to secure through the Valley Community Association a \$5,000 donation for new exterior signage at the Dudley Branch Library. The Library is very grateful.

Invitations are being sent out for a reception celebrating the Donald H. Cloudsley Fine Art Collection which will take place following the October 16<sup>th</sup> Board meeting at the Central Library. The collection is currently on temporary display in the Administrative Area, but will eventually be moved to the public area on the 2<sup>nd</sup> floor west space following the Milestones exhibit. She recognized Mr. Cloudsley as a long serving Director of the B&ECPL and the collection is a donation by his Foundation. Mr. Berlow inquired about re-addressing the Beverly Pepper sculpture. Ms. Jakubowski noted

moving the sculpture into the 2<sup>nd</sup> floor west space is an initial start of having a public art arena in this space. We are aware this piece needs restoring and will be looking into grant funding for this. Discussion ensued.

Flyers were distributed for the Buffalo Humanities Festival September 26 – 27, 2014. The Library is pleased to be involved together with the Albright-Knox Art Gallery, Burchfield Penney Art Center and SUNY Buffalo State.

Ms. Jakubowski indicated she is proud the Library was chosen as the first installment for Erie County's Public Art Initiative and passed around photos of the Tape Art initiative, "Buffalo Caverns". Much positive feedback was received. In response to Mr. Gist's question, Ms. Jakubowski replied the mural was only up for a short time as this is the nature of the project; it is considered performance art. The public was invited to help remove the mural.

The Library's Bullying Stops Here program was recognized nationally with an article in *American Libraries* published by the American Library Association. The kick-off is October 3<sup>rd</sup>; invitations will be sent out.

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

### **B&ECPL Monthly Report July & August 2014**

Summer reading has come to a close. Our libraries provided a wide variety of programs and reading adventures using the themes "Fizz, Boom, Read," "Spark a Reaction" and "Literary Elements" for children, teens and adults. All totaled, over 1,400 summer reading programs were held with 46,377 participants.

Read Down Your Fines thus far had 669 participants, reading over 73,500 minutes to read down \$4,901.39 in library fines. Read Down Your Fines is held annually for children under the age of 17 whereby a child reads or is read to in order to promote literacy, reduce library fines and bring the child's library card back into good standing.

Work is nearly complete on the downtown Central Library's 2<sup>nd</sup> floor west space. The approximate 25,000 square feet of space has undergone asbestos abatement, electrical and HVAC work, as well as the construction of a meeting room and public gathering space. The completed space was recently used for the Library's Annual Book Sale (August 7-9) and is scheduled to host the 2014 echo Art Fair. Sixteen thousand square feet of the "raw" space will be used for not-for-profit, B&ECPL mission-related tenants. A Request for Proposal (RFP) is being developed to seek proposals from a potential

renter, who may then sublet the space to additional B&ECPL mission-related subtenants. The RFP is expected to be ready for distribution in September.

From August 17<sup>th</sup> through August 29<sup>th</sup>, the downtown Central Library’s marble wall and North facing façade was transformed into “Buffalo Caverns” by Tape Art Creative Director Michael Townsend and staff of Providence, Rhode Island. This creative mural was the first of many public art displays from the Public Art Initiative, an innovative partnership between the Albright-Knox Art Gallery, Erie County and the City of Buffalo. The mural brought many admirers to the Library with several expressing their gratitude and appreciation for the Library’s participation. Tape Art is considered “performance art” and thus the mural was removed – with the public being invited to participate on August 29<sup>th</sup>. The Library continues to participate in the Public Art Initiative and is speaking with Albright-Knox with regard to future projects.

Monthly Programming Statistics – July 2014

1. Public Services

Monthly Programming Statistics – July 2014

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	212	1225	5793	25106
3.3 Children (age 6-12)	368	1183	8318	19262
4.4 Teens	156	986	1832	4632
Intergenerational	118	506	7415	20108
5.3 Adults (excludes Technology)	184	1676	1382	16889
<b>TOTAL In Library Programs</b>	<b>1038</b>	<b>5576</b>	<b>24740</b>	<b>85997</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	13	74	73	412
System or Library-owned Cyber Train	15	207	98	1556
One on One	66	418	80	541
<b>TOTAL Adult Technology</b>	<b>94</b>	<b>699</b>	<b>251</b>	<b>2509</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	2	36	12	784
Children (age 6-12)	6	57	80	2767
Teens	0	8	0	219
Intergenerational	6	22	1820	5715
Adults (excludes Technology)	8	63	194	2463
<b>TOTAL Outreach (out of Library)</b>	<b>22</b>	<b>186</b>	<b>2106</b>	<b>11948</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	200	225	5610	5987
3.4 Children (age 6-12)	302	324	8124	8759
Teens	108	164	1271	1961
Intergenerational	94	112	6860	8170
Adults	6	12	39	88
<b>TOTAL Summer Reading Programs</b>	<b>710</b>	<b>837</b>	<b>21904</b>	<b>24965</b>

**Monthly Programming Statistics - August 2014**

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	113	1338	3537	28643
3.3 Children (age 6-12)	314	1497	9608	28870
4.4 Teens	98	1084	1285	5917
Intergenerational	108	614	5911	26019
5.3 Adults (excludes Technology)	156	1832	905	17794
<b>TOTAL In Library Programs</b>	<b>789</b>	<b>6365</b>	<b>21246</b>	<b>107243</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	12	86	63	475
System or Library-owned Cyber Train	22	229	136	1692
One on One	52	470	62	603
<b>TOTAL Adult Technology</b>	<b>86</b>	<b>785</b>	<b>261</b>	<b>2770</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	3	39	79	863
Children (age 6-12)	3	60	149	2916
Teens	2	10	594	813
Intergenerational	13	35	2240	7955
Adults (excludes Technology)	3	66	175	2638
<b>TOTAL Outreach (out of Library)</b>	<b>24</b>	<b>210</b>	<b>3237</b>	<b>15185</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	104	329	3444	9431
3.4 Children (age 6-12)	265	589	9598	18357
Teens	81	245	1802	3763
Intergenerational	96	208	6151	14321
Adults	28	40	417	505
<b>TOTAL Summer Reading Programs</b>	<b>574</b>	<b>1411</b>	<b>21412</b>	<b>46377</b>

**Highlights:**

- Through July and August, the TechKnow Lab Training Team conducted 47 public classes for 328 attendees. In addition, the Central Library hosted 47 Book a Technology Trainer one-on-one appointments, while 30 sessions were held at community libraries. The Team continues to receive outstanding reviews and is in high demand for its programs.
- July 8<sup>th</sup> - Information Services and Outreach Librarian **Renée Masters** coordinated the installation of the Odyssey Art exhibit, part of Aspire’s iXpress art program, in the Assistive Technology Room (ATR) exhibit space. The exhibit, consisting of 4 self-portraits and 2 collaborative pieces created by iXpress artists, is located outside of the ATR on the first floor of the downtown Central Library and will be on display through the end of September 2014.
- July 16<sup>th</sup> - Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated activities for a Central Library Job Fair with approximately 400 people attending the event. Twenty-eight employers and service agencies participated. Joyce Faines of Buffalo Employment & Training Center was available to provide resume assistance. An instructional workshop on the Library’s Job & Career databases was also a part of the Fair.

- July 17<sup>th</sup> - Information Services and Outreach Librarian **Suzanne Colligan** coordinated the Small Business Administration-U event: "Social Enterprise Strategies." Small Business Development Center staff member, Andrew Delmonte, spoke about running a socially responsible small business. Attendees were also introduced to Library resources and the Book a Librarian service.
- July and August is fondly referred to as "Genie Season" and the Grosvenor Room Genealogy and Local History collections were highly used by researchers from as far away as Luxemburg and Poland, and from across the United States including but not limited to: Florida, California, Michigan and Pennsylvania.
- The 16<sup>th</sup> annual Battle of the Books competition was held at Erie Community College South campus with 29 teams of over 200 children from 17 libraries competing on Saturday, August 2<sup>nd</sup>. Children entering grades 6 to 9 were required to read 5 books, 4 chosen by library staff and 1 Kid's Choice title, and answer trivia questions based on those titles. The competition was close and after 5 rounds of play, teams Clarence 1 and Marilla 1 were eligible to compete in the championship round. Clarence 1 fought their way to becoming the champions. Congratulations, Clarence 1! Children's Programming Team Manager **Brian Hoth** served as events coordinator.

Many thanks go to the Children's Programming staff (Librarian's **Mary Ann Budny, Erin Burke, Steve Clancy, Wanda Collins, Maria Lowe**, Library Associate **Cyndy Lenzner**, Senior Page **Kasheay Stoudmire**, and Library practicum student Joanna Battaglia) and all the volunteers, coaches and mentors who labored hard to make this a very successful event!

- August 5<sup>th</sup> - Nicky Kondziela, the Library's 2014's riverrun intern, presented the culmination of her work: *Bruce Shanks: Politics of Yesterday and Today* about former Buffalo News cartoonist and Pulitzer Prize-winning artist Bruce Shanks in the Ring of Knowledge. A Buffalo State College graduate student, Ms. Kondziela studied the collection of Shanks' political cartoons from the Library's Rare Book Collection and reported on the historical and political context from which the cartoons originated, as well as the universal messages that resonate in the current day. As part of her internship, Ms. Kondziela also presented this topic at Buffalo State College.
- Library Associate **Tami Linkowski** attended the banquet for Upward Bound on August 7<sup>th</sup> at Templeton Landing. The Niagara Branch Library was recognized with a certificate of appreciation for its partnership with their summer program.
- On August 14<sup>th</sup>, the Olmstead Island Block Club utilized the Dudley Branch community room for their monthly meeting. This was their first assembly. The

group has been promoting future meetings in collaboration with the Dudley Branch in hopes of generating more interest in community members. The group meets every second Thursday of the month at 6:30 p.m.

- On August 21<sup>st</sup>, Rare Book and Map Librarian **Charles Alaimo** presented several Buffalo newspapers to Albany Public TV's Matt Ryan and his cameraman. The 2 were filming headlines and front pages covering the President William McKinley assassination for an upcoming documentary for PBS. When preparing for the filming, Charles uncovered (within a collection of miscellaneous newspapers) several issues of the Buffalo Courier from September 1901 that covered McKinley's appearance at the Pan-Am and the assassination and subsequent indictment of his assassin, Leon Czolgosz.
- B&ECPL's 2014 Online Summer Reading contest(s) *Kids Fizz, Boom, Read; Teens Spark a Reaction; and Adults Literary Elements* ran from June 2<sup>nd</sup> through August 23<sup>rd</sup>. The Kids Online Summer Reading contest brought 110 registrants with 64 children writing a total of 680 reviews. The grand prize winner of a Kindle Fire HD was Caleb Ross from the West Seneca Public Library. Twenty-four teens registered for the Teens Online Summer Reading contest with 16 teens writing a total of 201 reviews. Winning a Kindle Fire HD, Teens Online Summer Reading contest grand prize winner was Anna Vaccarella from the Clarence Public Library! One hundred and forty-four adults registered with 733 reviews submitted. Judith Bluestone from the Amherst Public Library - Clearfield Branch won the grand prize of a Kindle Fire HDX. Congratulations to all of our winners!
- **Brian Hoth** and **Cyndy Lenzner** represented the B&ECPL at Holland International Speedway's *Library Night at the Races* August 23<sup>rd</sup>. Staff members staffed a promotional table with information regarding B&ECPL and giveaways. Three lucky winners received a canvas library bag filled with library-related materials.

## 2. Collection Development

### Collection Development - July 2014

#### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,640	506	2,756
3.1 Juvenile Fiction	363,269	2,808	20,722
4.1 Young Adult Fiction	69,427	542	4,747
5.1 Adult non-Fiction	1,355,328	2,058	13,533
6.1 Adult Fiction	536,368	3,988	27,348

#### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,111	437	5,706
4.2 Young Adult audiobooks only	2,483	6	106
6.2 Adult	396,296	4,296	32,228

#### Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*40,900	436	34,446	+11.3%
Music (Freegal)	Unlimited SONY Library		4,466	+3%
e-Audiobooks	7,088	58	8,115	+5.7%
e-Videos	370+ Moving Image Archive Library	0	150	+26.1%

\*e-Book "collection size include 13,225 EBL titles

\*\*Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

#### Highlights:

- Collection Development staff responded to 505 patron purchase suggestions and 76 staff suggestions in July.
- The Collection Development Team and Technical Services are in the process of combining their operations. Space planning and reorganization efforts are under



way. The merger is designed to maximize efficiency, enhance communication, and ensure timely delivery of new library materials.

- On July 1<sup>st</sup>, **Charles Alaimo** set up a new display for the Gluck Manuscript Collection. Ralph Waldo Emerson’s original manuscript of his collection of essays *Representative Men* is now on exhibit. A first edition is included in the display as well as an edition from Harvard University Press which used the B&ECPL’s own manuscript to create a definitive edition.
- A non-credited, handwritten 40-leaf manuscript that had been a mystery in the Rare Book Room possibly since the 1950s was identified this month as being a very early partial draft of local author Bernice Kavinoky’s *We Burn Like Candles*. The manuscript is an early draft of what became a chapter in Kavinoky’s novel *All the Young Summer Days*, of which the Library has a later typescript and signed first edition in the Rare Book Collection.

Collection Development – **August 2014**

Print Collections

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,996	646	3,402
3.1 Juvenile Fiction	364,423	3,123	23,845
4.1 Young Adult Fiction	69,853	762	5,509
5.1 Adult non-Fiction	1,354,757	1,485	15,018
6.1 Adult Fiction	535,713	3,933	31,281

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,013	406	6,112
4.2 Young Adult audiobooks only	2,475	9	115
6.2 Adult	397,513	4,765	36,993

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	41,439*	238	34,445	+0.0%
Music (Freegal)	Unlimited SONY Library		4,342	-2.8%
e-Audiobooks	7,117	29	8,114	+0.0%
e-Videos	370+ Moving Image Archive Library	0	198	32.0%

\*e-Book "collection size include 13,517 EBL titles

\*\*Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

**Highlights:**

- Collection Development staff responded to 399 patron purchase suggestions and 97 staff suggestions in August.
- In July and August, the Library's Subject Guides (<http://bit.ly/mInDZS>) received 1,493 unique visitors from United States, Canada, United Kingdom, Italy, Panama, Philippines, and Poland.
- The B&ECPL continues to partner in the Empire Shared Collection Project which is designed to provide consolidated 'last copy' access to specified library materials. In its initial phase, with emphasis on serial holdings, the B&ECPL Interlibrary Loan Department (ILL) is beginning to facilitate electronic document delivery for 'shared' items that are housed at the University at Buffalo's Library Annex located at 3850 Rensch Road in Amherst. Some of the B&ECPL's older serial titles were not previously cataloged and this project helps maximize staff efficiency and ensures that these items are now fully cataloged and available electronically in a timely manner. Patrons wishing to view physical holdings are encouraged to visit the B&ECPL Central Library (for items that we have in our collection) or they may also use the UB Library Annex. B&ECPL staff members **Maureen McLaughlin** and **Meg Cheman** are working on collection content and are examining options to import and manage catalog records for these titles.
- The B&ECPL has been partnering in a pilot project coordinated by the Western New York Library Resources Council (WNYLRC) to provide eBooks in a wide range of nonfiction subject areas. In July, the Library enhanced its license with the EBL eBook Library to offer uninterrupted access to consortium titles and enhance the collection with titles from the publishers Dorling-Kindersley and

Harbinger. The books can be identified and accessed in the Library’s catalog or directly from the EBL platform via a link from the Library’s website.

- Conservation of 4/8 maps being conserved with a New York State Conservation/Preservation Discretionary Grant have been returned. The maps will be a part of the upcoming Special Collections exhibit "You Are Here: Buffalo on the Map."

### 3. Technology

#### Technology - July 2014

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,169	+ 55	1.1%	9.8%
Twitter Followers	5,989	+ 145	2.5%	21.4%
Flickr Views	208,896	+ 6,564	3.2%	75.7%
Pinterest Followers	902	+ 10	1.1%	16.4%

#### Technology - August 2014

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,258	+ 89	1.7%	11.7%
Twitter Followers	6,183	+ 194	3.2%	25.3%
Flickr Views	228,677	+ 19,781	9.5%	92.4%
Pinterest Followers	908	+ 6	0.7%	17.2%

#### *July-August Social Networking Highlights:*

- Fans are Increasing: Facebook: 5,258 fans. Twitter: 6,183 followers. Flickr: 228,677 views. Pinterest: 900+ users, 36 Boards, 3,452 Pins.

#### *Technology Highlights:*

- The B&ECPL issued a Request for Proposal (RFP) for the professional services of an Integrated Library System (ILS) Consultant to provide assistance with the evaluation of and potential procurement of an alternative Integrated Library System. The Library is planning to provide updated information and make a

consultant recommendation to the Board of Trustees at the September 18, 2014 meeting.

- B&ECPL Information Technology and Technology Support staff continued to work closely with Hamburg Public Library Director **Jack Edson** to insure that current and future technology needs are managed during the building renovation and expansion project. A site visit was conducted to review progress and confirm RFID equipment needs and gate placement.
- B&ECPL Maintenance and Information Technology staff established comprehensive wifi coverage in the newly renovated 2<sup>nd</sup> floor west space of the Central Library, ensuring quality access for programming and public use.
- Statistical data for the Central Library and City branches was submitted on July 14, 2014 to complete Edge Initiative requirements. The Edge Initiative, funded by the Bill and Melinda Gates Foundation and coordinated through the New York State Education Department - Division of Library Development, supports libraries in making strategic decisions and identifying areas for improvement. Our local data is analyzed to assess operations, programming and partnership. This, in turn, will help assess how the community is using technology and how best practices can be put into place to align future growth and services with community priorities.
- RFID (Radio Frequency Identification) Developments: By the end of August, 31 libraries were fully up and running using RFID technologies, while 34 are live with circulation. Collection conversion continues at the Concord Public Library.
- TechKnow Lab Team members created 2 new videos in August. **Andy Aquino** navigates the Library's mobile device interface in *Introduction to the Library's Mobile Device Site* (<http://bit.ly/1oHwJi>) and **Chelsey Lonberger** shows users how to work with the Downloads2Go site in *Borrowing eBooks: Using the OverDrive Media Console App on a Nook HD* (<http://bit.ly/1vmsfdv>).
- Mobile Library Services: Librarian **Melissa Blattner** assisted Chief Operating Officer **Carol Batt** in the completion of a Mobile Library Vehicle RFP that is under final review.
- Authority Control Backfile Processing Project Completed: The Library's authority control backfile processing project was completed in August with the receipt of more than 1,430,000 corrected and updated bibliographic records, as well as a new set of 880,000+ authority records. As a result, most subject and name headings now conform to current Library of Congress standards. All data files processed by the contracted vendor were incorporated into the database by

Technology Support Services Specialist **Johnny Hsu** who ensured minimal public inconvenience during the final weekend of the month. In addition to providing thousands of new “see” and “see also” links, a great number of author headings were standardized and updated with death dates. Staff and patrons will benefit from these search and display improvements. The project will soon shift into a maintenance mode as records for new titles are sent to the vendor on a regular basis for processing.

#### 4. Funding/Fundraising

##### **Funding:**

**2015 Erie County Operating and Grants Budget Request Submitted:** On August 18, 2014, the Library transmitted its 2015 budget request to Erie County’s Division of Budget, Management and Finance.

The proposed budget request was reviewed at the August 14, 2014 joint meeting of the Executive and Budget and Finance Committees. The request was developed pursuant to the guidance provided in Resolution 2014-17, adopted by the full Board of Trustees at their meeting on July 17<sup>th</sup>, with the following criteria:

- Assumes County funding remains consistent with the County’s 2014-2017 four-year plan which estimates no change in the tax rate and 2.0 percent tax base growth. Under these assumptions, 2014’s Library Tax Levy of \$22,588,324 would grow to \$23,040,090; and
- Incorporates the cost impact of the January 1, 2015 scheduled New York State minimum wage increase of \$0.75 per hour; and
- Incorporates the cost of contracted bargaining unit agreements and rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritizes the public service provision in budget adjustments needed to balance the 2015 budget request.

A summary of the budget request will be provided at the September 18<sup>th</sup> Board of Trustees meeting.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual - includes all donations in 2014	January 1, 2014 - Year-to-date	\$160,492.95
Central Library Annual Used Book Sale	August 7 - 9	\$4387.89
Borrower Services Donation Box		\$14.00
Crane Book Sale	July 7, 2014	\$604.50
Crane Donation Box	July 7, 2014	\$31.50
North Park Book Sale	July 2014	\$90.40
North Park Donation Box	July 2014	\$35.00
Crane Book Sale	August 13, 2014	\$583.00
Niagara Book Sale	August 2014	\$293.92
North Park Book Sale	August 2014	\$106.75
North Park Donation Box	August 2014	\$8.00

**Highlights:**

- Sponsorship solicitations have been sent for the Nickel City Professionals' "Best Sellers 2014" fundraising event (November 21<sup>st</sup> @ the Hotel Lafayette); to date, \$12,640 has been received. Tickets can be purchased at any time for \$75.00 from the Development Communications Department - 858-7182.
- The Development Office is refining the Milestones of Science sponsorship package.
- In August, North Park's new children's seating cushions were received and are fantastic! These seating cushions were made possible by a generous donation from Dr. Grant Golden and Ms. Deborah Goldman.



## 5. Facilities

**City of Buffalo Capital Project Planning Process Also Under Way:** Buffalo's capital project process began in earnest in late July, with requests for improvements to City facilities due by August 31<sup>st</sup>. The City of Buffalo's Department of Public Works (DPW) has jurisdiction over capital work at library facilities as the City is the building owner. Chief Financial Officer (CFO) **Kenneth Stone** and Supervising Chief Stationary Engineer **Charles (Chip) Campbell** have been working with DPW staff to identify and prioritize branch capital needs in connection with the citywide VFA assessment process. City DPW's focus is in critical systems such as roofs, building envelop, mechanical, electrical, plumbing, elevators, interior construction, structural, life safety and property protection. City DPW recommended budgeting 2% of the asset value per year. For the City-owned library facilities, this equals approximately \$450,000 per year.

The Library submitted a 2015 capital project request following these guidelines in the amount of \$450,000 and \$31,500 for bonding costs totaling \$481,500. Library Director **Mary Jean Jakubowski** and CFO **Stone** will present an overview of the Library's request to the City's Citizens [capital project] Planning Council at their meeting on September 3<sup>rd</sup>. The committee is scheduled to make their recommendations to the Mayor on or before October 7<sup>th</sup>.

A briefing of proposed needs will be provided to the Board's Executive Committee for their feedback. Hearings on proposed needs will take place by mid-September, with Mayoral recommendations due out in November for Common Council consideration in December.

## 6. Staff Development

### Staff Development - July 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	74	769	5	12

#### Highlights:

- Technology Support and IT staff members **Kelly Donovan, Mike Grabek, Steve Hovey, and Dave Kozlowski** along with COO **Carol Batt** participated in a telephone conference training session with Nova Chase, Director of Quality Assurance and Support Services EnvisionWare, Inc., June 10<sup>th</sup> to review to insure that the B&ECPL is receiving platinum level service and support related to our RFID equipment and public computer reservation module.
- Training programs attended include: *Making Your Space: Creators and Makers in the Library; Makerspaces in Libraries: Legal Considerations; Gadgets in the Library: a Practical Guide to Personal Electronics for Librarians; and RDA for Music: Scores, etc.*
- Advanced Public Library Certification classes continued through the Long Island University's Palmer Institute. Participants are expected to complete the program in 2015.
- Dudley Branch Librarian **Gwen Collier** was selected to join the Book Reviewing Committee for the School Library Journal magazine.

### Staff Development - August 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	133	902	0	12

#### Highlights:

- Training programs attended include: Edge Initiatives - *Assessing Your Community's Needs, Building Your Public Access Technology Services, and Strengthening Your Library's Partnerships*; Infogroup/ReferenceUSA's User Group Conference; Manager Training – TedTalk video with Simon Sinek; and *Know & Go: BibFrame*.



**7. Media coverage/Media Releases**

Type of Communication	Topic	Air Date/Publish Date
Media Exposure - part of Albright-Knox Art Gallery & Erie County Public Art Campaign	Tape Art @ Central Library	Various - Buffalo News, Business First, WBFO Radio, ArtVoice, Channel 4, Channel 7 August 18 - 29
Media Exposure - Mary Jean Jakubowski participated in the unveiling of Public Art @ Canalside	Shark Girl @ Canalside	Various - Buffalo News, Channels 2, 4, 7, Spree Blog, Buffalo Rising online, August 27 & 28
Media Exposure	Filming @ Central Library for Buffalo Billions presentation on August 22	Will air in October
Media Exposure	Filming @ Central Library on August 21 for an Albany PBS station on the McKinley Shooting in 1901	Will air in September on PBS in Albany
Interview with Mary Jean Jakubowski	Bullying Stops Here Library Campaign	(National) American Libraries Sept./Oct. issue
Media Exposure - Partnership - Mary Jean Jakubowski participated	Mayor Brown, BPS Students join Educators, Scientists and Business Leaders for the BPS STEM Kick-off	Buffalo News and other local media
Media Release - August 5	Clarence Public Library wins Battle of the Books Second year Clarence takes the Gold	Bee Publications
Media Release - July 31	Works of Former Buffalo News Editorial Cartoonist Bruce Shanks discussed by Researcher Collection from Buffalo & Erie County Public Library Archives	Listed in the Buffalo News
Media Release - July 20 & 25, August 6	Annual Used Book Sale @ Central Library	August 7 Channel 2 and the Buffalo News

Media Release – July 25	Symposium; Before & 60 Years After Brown v Board of Education	Covered by WBFO Radio and Channel 2 News
Media Release – July 22	16 <sup>th</sup> Annual Battle of the Books Announced	Listed in Buffalo News – Refresh and Gusto Calendar, WNY Family Magazine, and Kidsoutandabout website
Crane: Elmwood Village Assoc. Neighborhood Happenings	Summer Reading Program, Summer Fun Programs, Exercise Like the Animals	July 7 July 14 July 21 July 28
Crane: Buffalo Family Newsletter	Defiant Monkey & The Wondermakers The Wondermakers Super-LEGO Challenge	July 17  July 24 July 31
Crane: WNY Family Magazine Online Calendar	SPCA Wildlife Presentation Buffalo & Brandy	August 2014
Niagara: West Side Little Paper	Dia Family Book Club	July 19 – August 1 issue
Riverside Review	Upcoming events – Book Sale, Summer Reading contest, programs	July 2, 9, 16, 30
Crane: Elmwood Village Assoc. Neighborhood Happenings	Summer Reading Program Summer Fun Programs Exercise Like the Animals	August 4 August 11
Crane: Buffalo Family Newsletter	SPCA Buffalo & Brandy	August 7
Crane : WNY Family Magazine Online calendar	SPCA Wildlife Presentation Buffalo & Brandy	August 2014
Dudley: Article from Catherine Miller on Community Papers of WNY webpage: <a href="http://www.communitypapersofwny.com/story/961-Legos_and_crafts_at_Dudley_Library.html">http://www.communitypapersofwny.com/story/961-Legos_and_crafts_at_Dudley_Library.html</a>	Dudley Programs, featuring “LEGO Club & Craft Night”	August 26
Riverside Review	Upcoming events – ongoing Bag Sale, Summer Reading Contest, programs	August 6, 13, 20, 27

**Highlights:**

- Library Director **Mary Jean Jakubowski** was interviewed in July for an American Libraries publication article on our “Bullying Stops Here” campaign – The B&ECPL has been included in the September/October 2014 edition article *How Libraries Help Kids Stand Up to Bullying*. Published by the American Library Association, this publication is recognized as one of the leading library resources on library trends both nationally and internationally by members of the library community.
- Buffalo Niagara Enterprise shot a video segment for an upcoming 43 North (Buffalo Billions) Awards Ceremony from the Central Library. The theme is innovation and the Mark Twain Room is featured.

## 8. Partnerships

**Highlights:**

- August 9<sup>th</sup> - Rare Book Curator **Amy Pickard** attended the by-invitation open house at the new Margaret L. Wendt Archive and Resource Center at Forest Lawn before it opened to the public. Forest Lawn staff all expressed a desire to increase the spirit of cooperation and collaboration between all regional records holders including the B&ECPL.
- Creative Lab - July 30<sup>th</sup> - Information Services Manager **Dan Caufield** and Technology Trainer **Kara Stock** have been working toward setting up a Creative Lab in the Central Library. Following the Maker Space movement, this new area will be a place people can go to get the training, tools, and camaraderie to start turning their ideas into reality. Scheduled to open in fall of this year, Dan and Kara have been researching and ordering equipment, programming ideas, and exploring staffing structures.

## 9. Planning for the Future

The Library Board of Trustees Planning Committee Working Group: Planning for Our Future met on August 8, 2014 to discuss strategy development for a stable financial future for the Buffalo & Erie County Public Library’s 37 locations. The Group is made up of representatives from B&ECPL System and Contract Library Boards. The focus of the meeting was to develop an objective for the Group. Draft Objective: *To secure permanent, reliable revenue stream that provides sufficient funds to operate the libraries and system functions of the Buffalo & Erie County Public Library System. The funding stream should be one that keeps pace (increases and/or decreases) with local economic activity so the Library can continue to meet the changing needs of the*

*community.* Teams of trustees are being developed. Communication to the County Executive and County Legislators has been sent. The next meeting is scheduled for 5 p.m., Wednesday, October 15, 2014 at the downtown Central Library.

**10. Director Activities**

Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
July & August 2014**

DATE	MEETING / EVENT
July 1, 2014	Meeting - Erie County Legislature Community Enrichment Committee
July 2, 2014	Meeting - Carol Batt
July 2, 2014	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
July 3, 2014	Meeting - Jack Edson, Hamburg Public Library
July 7, 2014	Media Event - Literacy New York
July 7, 2014	Meeting - Jeannine Doyle and Dawn Peters - Staffing Patterns - Buffalo Branches
July 8, 2014	Meeting - Ken Vetter, Erie County Fiscal Stability Authority Board
July 9, 2014	Meeting - Managers/Directors
July 10, 2014	Meeting - Administrative Team
July 10, 2014	Meeting - B&ECPL Board of Trustees Executive Committee
July 10, 2014	Event - Concord Library 20th Anniversary & Legislator Mills Hot Dog Roast
July 14, 2014	Media Event - Interview with YNN Summer Reading
July 14, 2014	Meeting - Jeannine Doyle
July 15, 2014	Meeting - Creative Space
July 15, 2014	Meeting - Joy Testa Cinquino - Online Store
July 16, 2014	Meeting - WNY STEM Workforce Development Committee
July 16, 2014	Webinar - NYS Ready to Read Early Literacy
July 16, 2014	Meeting - Erie County Legislature Mid-Year Budget Hearing
July 16, 2014	Event - Eden Library Summer Picnic & Legislator Mills Hot Dog Roast
July 17, 2014	Meeting - Maria Borowiak
July 17, 2014	Meeting - Carol Batt and Pat Covley - EBL 2014-2015
July 17, 2014	Meeting - B&ECPL Board of Trustees
July 18, 2014	Meeting - Milestones of Science

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July 21, 2014      Media Event - Phone Interview American Libraries B&ECPL's Bullying Stops Here Program

July 28, 2014      Meeting - Jeannine Doyle

July 29, 2014      Meeting - RBDB Jury Rochester Regional Library Council

July 29, 2014      Event - Welcome Remarks Brown v. Board of Education Program

July 29, 2014      Meeting - Joy Testa Cinquino - Milestones of Science

July 29, 2014      Media Event - Phone Interview with *Orchard Park Sun* - Battle of the Books

July 29, 2014      Meeting - Ken Stone - Procurement Policy

July 30, 2014      Meeting - Scott Read, iDESIGN Solutions, and Dawn Peters

July 30, 2014      Meeting - Anne Conable

July 30, 2014      Meeting - Victor Rice, Library Foundation of Buffalo & Erie County

July 30, 2014      Meeting - Jeannine Doyle

July 31, 2014      Meeting - Administrative Team

July 31, 2014      Meeting - Tara Vogel, Exec. Director, Literacy New York - Buffalo-Niagara

August 1, 2014      Meeting - Project Flight

August 1, 2014      Meeting - NIOGA Library System - Tom Bindeman & Lisa Erickson

August 2, 2014      Battle of the Books

August 4, 2014      Meeting - Milestones of Science

August 4, 2014      Meeting - ILS Consultant RFP

August 5, 2014      Meeting - Mobile Library Vehicle RFP

August 5, 2014      Program - riverrun Internship: Nicky Kondziela "Politics of Yesterday and Today" Bruce Shanks

August 5, 2014      Meeting - Ken Stone Year-end Projections & 2015 Budget

August 6, 2014      Tour - Staff 2nd Floor West

August 6, 2014      Meeting - Board of Trustees Planning Committee Working Group: Planning for our Future

August 11, 2014      Media Event - Mike Desmond, WNED - Languages Spoken in Libraries

August 11, 2014      Meeting - Paul Hogan, John R. Oishei Foundation

August 11, 2014      Meeting - Ken Stone, Buffalo Branch Capital Request

August 12, 2014      Media Event - AM Buffalo - Reading and Getting Ready for School

August 14, 2014      Meeting - ILS Consultant RFP

August 14, 2014      Tour - David Lage, Brooklyn based Architect - Re: Public Art

August 14, 2014      Meeting - Joint Board of Trustees Executive Committee & Budget and Finance Committee

- August 14, 2014 Meeting - Project Flight Advisory Committee
- August 15, 2014 Meeting - Evaluation Review
- August 15, 2014 Meeting - Anne Conable
- August 18, 2014 Media Event - Public Art Project - Tape Art @ the Library
- August 19, 2014 Conference Call - Rochester Regional Library Council
- August 19, 2014 Meeting - Carol Batt, Dawn Peters and Pat Covley - Re: EBL
- August 20, 2014 Meeting - Milestones of Science
- August 20, 2014 Media Event - Clarence Public Library BOB Pizza Party with Legislator Edward A. Rath, III
- August 21, 2014 Media Event - Buffalo Schools STEM Experience
- August 21, 2014 WNYLRC Open House
- August 23, 2014 Event - Holland Speedway - Library Night at the Races
- August 25, 2014 Meeting - Dawn Peters and Jeannine Doyle
- August 26, 2014 Meeting - West Seneca Library Building Expansion Project
- August 26, 2014 Media Event - "Shark Girl" Public Art at Canalside
- August 27, 2014 Meeting - Carol Batt
- August 27, 2014 Meeting - Jeannine Doyle and Doreen Woods - Re: Staff Training
- August 27, 2014 Meeting - Carol Batt, Ken Stone, Dawn Peters and Kelly Donovan - Re: Freegal

Other:

### **Contracting Member Library Activity Reports**

**Alden Ewell Free Library** - submitted by Kris Rogers, Director

Highlights of events and activities at the Alden Library:

- The Ewell Free Library celebrated the 100<sup>th</sup> Anniversary of its opening in July 2014. We had balloons for the children and fancy cupcakes for all patrons.
- Summer reading at the library was successful. We had 83 children register for the Reading Challenge of 10 hours. They read a total of 200 hours. From the children who completed the challenge, a name was drawn to win 2 tickets to the Museum of Science in Buffalo.
- We had 3 Make and Take Craft sessions in July and 3 entertainment programs for the children and their families.
- Alden will celebrate Banned Book Week later this month. A display will encourage patrons to check out a formerly banned book.

- We will celebrate the Halloween season with a program by Charlie and Checkers on October 14<sup>th</sup>.

**Aurora Town Public Library** – submitted by Robert Alessi, Director

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

- It was a fun and busy summer at the Aurora Town Public Library! For much of the months of July and August, Children’s Librarian **Julia Gelsomino**, along with Librarians **Alison Lawrence** and **Jan Siebold**, held weekly Summer Reading Clubs, Summer Fun Club, Wacky Wednesday, Preschool Story Time, Toddler Time, LEGO Club and Tuesday Crafternoons. If that wasn’t enough, we had a variety of performers and activities including Carmen Presti and the Primate Sanctuary, Mr. K’s Mobile Dome Planetarium, “Fairy Gardens” with the Buffalo & Erie County Botanical Gardens, In Jest Science Circus, Nickel City Reptiles, “Birds of Prey” with Wild Spirit Education and so much more. We even had a couple of brand new offerings this summer including an evening on creative writing for teens and a program on secret codes and ciphers for tweens.
- This summer, the Aurora Senior Center’s “Wednesday Afternoon with the Artists” group exhibited their fantastic works for the first time in the library community room! The Friends of the Aurora Town Public Library funded the installation of a wonderful artwork hanging system over 2 years ago, and we continue to have interest from new artists and groups looking to display their creations for the whole community to enjoy.
- Our fall programming session will kick off at the end of September, with children’s programs like Book Babies, Toddler Times (day and evening sessions), Preschool Story Times (day and evening sessions) and LEGO Club (monthly) being offered along with specials such as “Australian and Asian Animals” with Buffalo Animal Adventures. The Cyber Train will also be here with classes like “Book a Technology Trainer”, “Shopping Online” and “All Things Audio”.
- **Maria Pitt**, our long-time Senior Library Clerk, is retiring this month. May she enjoy a long, happy and healthy retirement!

**Newstead Public Library** – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Library:

- Fizz, Boom Read!!! Wow, what a fun summer! Children had a blast at all of our summer science programs. Children viewed the constellations in a traveling planetarium. They got their hands messy by making oobleck, bubble prints, gooey slime; they grew marbles and so much more. Families were entertained and enriched by magicians, storytellers and wildlife from the SPCA. In total, 722 children and parents enjoyed 29 free summer library programs! We were

fortunate to have the talented Children's Programming Team, outside performers (thanks to our programming budget), and of course our terrific staff!

- Sixteen teens participated in Battle of the Books, reading 80 books collectively!
- This summer we had 66 children read 100,500 minutes, that is incredible! Our walls and windows were filled with the names of all the readers.
- Sixty-four children read down over \$200 in fines. Many cleared their cards and are now able to borrow materials again!
- We have had a couple of very popular new adult programs. Mahjong players meet at the library now once a week to play this tile game that originated in China. Our Genealogy Group meets monthly to share their ideas and experiences.
- The fall will bring back Preschool Storyhour, American Girl Club, LEGO Club and our senior Reminisce Group.

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

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

- Team Tonawanda experienced a “rebuilding” year for the Battle of the Books which took place on Saturday, August 2<sup>nd</sup>, at the ECC South campus. The team had a wonderful experience that will help them compete for next year's title.
- The SPCA visited on August 9<sup>th</sup> entertaining and informing 40 patrons about their mission. A turtle, hawk and owl were brought in for a show and tell session allowing the guests to see these particular species up close.
- We celebrated our end of summer picnic on August 14<sup>th</sup>. The Jump Bunch group came in to set up a variety of children's activities to keep them entertained. The Kiwanis Club of the Tonawandas provided and grilled hotdogs for the patrons and Tonawanda YES offered face painting and balloon figures.
- Our LEGO Club meets twice a month providing a dedicated group of youngsters an opportunity to get creative.
- Our Knitting Club meets 3 to 4 times a month providing a wonderful opportunity for the group to have fun while helping each other expand their knitting experiences.
- Nature Adventures was here on August 5<sup>th</sup> with their program titled Crazy Science Concoctions. Twenty children were entertained and educated by science-based activities.
- The Historical Society of the Tonawandas currently has 3 exhibits on display. The first is a series of original oil paintings and sketches of canal scenes from the early 1900's. The second focuses on items pertaining to Crystal Beach. The last one is images of artifacts in their collection and local scenes from the early to mid twentieth century.



Agenda Item G – Public Comment. Roseanne Butler-Smith, Director of the Amherst Public Library, thanked Trustee Berens Bucki for attending their end of summer programming picnic; this year 525 people attended.

Mr. Connors thanked Peggy Errington, Director of the Orchard Park Public Library, for hosting the Board meeting. Ms. Errington offered tours of the library following the meeting to see the many renovations that have taken place thanks to NYS Construction Grants and the Town of Orchard Park.

Agenda Item H – Unfinished Business. None.

Agenda Item I – New Business.

Agenda Item I.1 – Integrated Library System (ILS) Consultant Contract. Deputy Director – COO Carol Batt introduced this resolution providing detailed background information including the Library migrated to its current ILS system SirsiDynix in 2004, making it a good 10 years since this has been evaluated. The 2014-2015 maintenance cost on this product is \$157,694.74 and she felt this is very significant and the appropriate time for a complete analysis. Due to the complexity of the analysis and anticipated subsequent contract negotiations, it was determined it is in the best interests of the Library to actually hire a consultant to assist with this. She pointed out we have IT staff and support staff that could do this internally, however because it is extremely labor intensive, the amount of time needed to be put into this can be offset by a specialized industry consultant. She explained the formal Request for Proposal (RFP) process done and that one complete RFP response was received from an extremely qualified vendor. It was decided it was worth the Library's time to put that RFP through a complete and total evaluation process with an RFP review committee. Two staff members conducted thorough telephone interviews with 9 representatives cited as references in the RFP response who provided glowing references with comments that they could not have done this anywhere near as well without this particular consultant. In every case, they said there was no doubt that they saved tangible money by hiring the consultant. This consultant group is exceedingly well known for their contract negotiation skills. Ms. Batt added, this is an extensive package of services and would include on-site staff, public focus group sessions, assistance with the formulation of the formal RFP, help with the evaluation process of the RFP's, help on-site with vendor evaluation and help with contract negotiations. Mr. Johnson moved for approval of Resolution 2014-31 and Ms. Panty made a second. In response to a question by Mr. Gist asking what was wrong with the current system, Ms. Batt reiterated it is important for the Library to evaluate what we are offering and ensure we have quality products at the best possible price. One thing wrong would be the contract negotiation because that keeps going up, but perhaps most importantly is that the current platform we are on with SirsiDynix is an older generation product, not their current product. We have not moved to Sirsi's current product for the very reason that we feel we need to do a

broader market analysis to ensure the product they have to offer is the best product. If the Library stayed with its current system, although they are fully supporting it on a technical and maintenance level, they are not doing any research and development on it at all. Following discussion, Resolution 2014-31 was unanimously approved as presented.

RESOLUTION 2014-31

WHEREAS, the Integrated Library System (ILS) which supports circulation functions, the patron database and request systems, the online catalogs and various statistical reports is vital to the function of the Buffalo & Erie County Public Library (B&ECPL), and

WHEREAS, The ILS industry has been changing and the current SirsiDynix Symphony software platform is an older generation product, and

WHEREAS, after general industry assessment and in accordance with B&ECPL Organizational Competency Initiative 11.4 (by June 30, 2014, develop action plan and timeline to acquire and implement a new integrated library system, if necessary and cost effective), it was determined that this is the appropriate time for the B&ECPL to fully evaluate and potentially procure an alternative Integrated Library System, and

WHEREAS, due to the complexity of the analysis and anticipated subsequent contract negotiation, it was determined that it is in the best interest of the Library to engage an industry-qualified consultant to facilitate the process, and

WHEREAS, a formal Request for Proposal (RFP) for an Integrated Library System Consultant was issued and available on the County of Erie website, the Library's website and published in The Buffalo News, and

WHEREAS, the Library elected to conduct a complete evaluation of the one proposal received, and

WHEREAS, a Library committee thoroughly reviewed the overall proposal regarding the scope, services, references and costs, and

WHEREAS, the review committee issued a *Response Evaluation Committee Review Report* which recommends a contract be awarded for a comprehensive range of ILS services to RMG Consultants, Inc., and

WHEREAS, the Library has planned for technology-related expenses and built up a committed fund balance over a period of years to accommodate this expense, and

WHEREAS, funds allocated by previous Board Resolution 2014-5, maintained in the Library Fund's balance sheet as a "Committed fund balance - for equipment and technology replacement," would be used to pay for consulting fees, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library affirms the need for an industry-qualified professional consultant to assist the Library with a full scale ILS evaluation at the present time, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director and/or her designee(s) to negotiate and execute the necessary documents to enter into an agreement with RMG Consultants, Inc. at a cost not to exceed cost of \$44,499 to perform all tasks related to a full scale ILS analysis for the Buffalo & Erie County Public Library as well as an option for additional services not specifically detailed in the proposal, by mutual agreement, at a professional services rate not to exceed \$200 per hour and one-day on-site visit costs not to exceed \$2,250, all inclusive, and be it 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 contract on a timely basis, and implement budget transfers to place the funds in the appropriate SAP account, and be it further

RESOLVED, that in the event that contract negotiations with the stated consulting firm does not result in a fully executed agreement, at a future date the Library would reissue an RFP for an Integrated Library System Consultant.

Chair Connors entertained a motion to enter into Executive Session at 5:21 p.m. to discuss personnel matters. This was moved by Ms. Burd, seconded by Ms. Panty and approved unanimously. Director Jakubowski was asked to remain for Executive Session.

At 5:25 p.m., upon motion by Mr. Johnson and a second by Ms. Panty, the Board reconvened in public session to act on the following Resolution, number 2014-32.

Agenda Item I.2 – Reappointment of Deputy Director – CFO. Mr. Connors entertained a motion for the reappointment of Deputy Director – CFO Kenneth Stone with the wage/benefits package presented with Resolution 2014-32. Ms. Panty moved for approval, Ms. Burd seconded and approval was unanimous.

#### RESOLUTION 2014-32

WHEREAS, the Library Director has determined that the performance of Deputy Director - Chief Financial Officer Kenneth H. Stone has been exemplary, and

WHEREAS, the Library Director recommends the reappointment to the position of Deputy Director - Chief Financial Officer, and

WHEREAS, Mr. Stone has indicated a willingness to accept another three-year appointment, now therefore be it

RESOLVED, that the Board of Trustees hereby approves the reappointment of Kenneth H. Stone to the position of Deputy Director - Chief Financial Officer, for a three-year appointment, effective September 30, 2014, under the Deputy Director - CFO Wage and Benefits Package.

*Proposed Deputy Director - Kenneth Stone, CFO Wage/Benefits Package*  
 Effective at time of (Re) Appointment unless otherwise noted

<b>Benefit</b>	<b>Deputy Director</b>
<b>WAGES</b>	Salary: \$110,000. Effective 1/1/2015 \$110,000. Effective 1/1/2016 \$112,200. Effective 1/1/2017 \$114,444.
<b>VACATION</b>	20 days/ 0 - 14 years/ bank max 45 days 25 days/ 15 - 24 years / bank max 50 days 30 days/ 25 or more years/ bank max 60 days Effective January 1, 2015, employees shall be eligible to sell back up to forty (40) hours of vacation each year. Such employees must have at least eighty (80) hours of vacation leave in their bank in order to be eligible for such sell back. Payment for such sell back shall be made in payroll period 24.  Upon termination of employment, he will be entitled to receive a cash payment equal to his accrued vacation time. In no event will such payout exceed the maximum bank days.
<b>HOLIDAYS</b>	Eight(8) paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving and Christmas. Two (2) floating holidays: Presidents' Day and Good Friday, which may be taken on the day the holiday is observed OR work on the holiday and subsequently "float" that holiday to a day more beneficial to Library operations. All floating holidays must be taken within the calendar year, in eight (8) hour increments.
<b>SICK LEAVE</b>	15 days per year - accumulates on a bi-weekly basis to 225 day bank.  If retire from library service with 10 years of service, shall be eligible for sick leave bonus deposited in a health reimbursement account as follows: <ul style="list-style-type: none"> <li>• Minimum of 800 hours accumulated sick leave as of date of retirement- \$2000</li> <li>• Minimum of 1200 hours accumulated sick leave as of date of retirement- \$3000</li> <li>• Minimum of 1800 hours accumulated sick leave as of date of retirement- \$5000</li> </ul>

<b>INSURANCE</b>	<p>Health - Individual or family coverage after one month of employment. BlueCross/BlueShield - 3 plan levels (Core, Value and Enhanced). Employee pays 15% of monthly premium of Core or Value, plus additional charge for Enhanced Plan. Effective 1/1/15, eliminate 105 (h) for Value Plan.</p> <p>Waiver - \$100-F/67-S per month paid (no payment if spouse is a Library/County employee) to waive health insurance. Dental - Single coverage at no cost; family coverage at 10% of premium.</p>	
<b>RETIREE HEALTH</b>	<p>Hired before 7/1/06 - 85% employer contribution of Core premium.</p> <p>Hired on or after 7/1/06 - 50% employer contribution of Core premium.</p> <p>Hired on or after 10/1/14 - 50% employer contribution of Value premium.</p>	
<b>PERSONAL LEAVE</b>	<p>4 days per year after one full year of continuous employment.</p>	
<b>LUNCH</b>	<p>One-half hour paid.</p>	

Prior to adjournment, Trustee Ricks requested someone send her what MBE/WBE (Minority Business Enterprise /Women’s Business Enterprise) participation looks like as far as the Procurement Policy and where we are as far as the goals. Ms. Jakubowski agreed to do this.

There being no further business, on motion by Ms. Panty with a second by Mr. Gist, the meeting adjourned at approximately 5:26 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: October 16, 2014

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2014-34  
New York State Construction  
Grant System Evaluation and  
Recommendations

BACKGROUND:

The 2014-2015 New York State budget again includes a \$14 million State Aid for Library Construction Grant Program. The share of funds available for projects supporting the 37 public libraries in Erie County is \$641,863 to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other libraries. Eligible work performed on or after July 1, 2014 may qualify for grant funding. All proposals must contain assurances matching funds are secured, the project has begun or will begin within 180 days after grant approval and that the library intends to continue operating at the location for the next 10 years.

The Buffalo & Erie County Public Library in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems for the \$14 million Public Library Construction Grant Program. A total of seven projects were submitted for consideration. Five projects, at the City of Tonawanda, Elma, Lake Shore, Kenmore and Kenilworth Libraries would extend the life of their existing facilities, by replacing or rehabilitating major building components such as a roof, boilers, windows/doors, as well as an elevator. The remaining two projects involve expansions: of the West Seneca Library building and the parking lot at the Lancaster Library.

Three of the libraries, the City of Tonawanda Public Library and the Kenilworth and Kenmore Libraries of the Town of Tonawanda Public Library, qualify to receive up to 75% grant funding as they serve economically disadvantaged communities. Grant funding requested totals \$917,612, which is \$275,749 above the \$641,863 allocation available under this program.

Staff reviewed the projects and discussed alternatives to adjust the recommended awards down to the \$641,863 in grant funds available for Executive Committee consideration. The result is a recommended two-tiered approach to adjust recommended awards. Projects extending the life of existing facilities would be awarded the full eligible amount requested. Expansion related projects would have the

requested amounts lowered proportionally so that the combined total of all project requests equals the \$641,863 allocation available. This would allow the largest number of libraries to benefit from the program this year.

Using this methodology, the requests are recommended for grant funding in the amounts below:

Library	Total Eligible Cost	Grant Request	Recommended Award
• City of Tonawanda Library Replace boiler	\$ 38,538	\$ 28,904	\$ 28,904 (75%)
• Elma Public Library Window and door replacements	\$ 57,921	\$ 28,960	\$ 28,960 (50%)
• Lakeshore Library - Hamburg Replace roof and skylight	\$ 97,165	\$ 48,582	\$ 48,582 (50%)
• Lancaster Library Parking lot expansion	\$ 134,080	\$ 67,040	\$ 42,181 (31.5%)
• Kenmore (Tonawanda Town) Elevator rehabilitation	\$ 67,055	\$ 50,291	\$ 50,291 (75%)
• Kenilworth (Tonawanda Town) Door and window replacement	\$ 22,980	\$ 17,235	\$ 17,235 (75%)
• West Seneca Library Expansion Phase 1	<u>\$1,353,200</u>	<u>\$ 676,600</u>	<u>\$ 425,710 (31.5%)</u>
<b>TOTALS:</b>	<b>\$1,770,939</b>	<b>\$ 917,612</b>	<b>\$ 641,863 (36.2%)</b>

**ACTION REQUIRED:**

Motion to approve Resolution 2014-34.

## PROPOSED RESOLUTION 2014-34

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

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

WHEREAS, a total of seven projects were submitted for the \$14 million program supporting the City of Tonawanda, Elma, Hamburg's Lakeshore Branch, Lancaster, Town of Tonawanda's Kenilworth and Kenmore Libraries and the West Seneca Libraries, and

WHEREAS, in July 2013 the Board of Trustees of the Buffalo & Erie County Public Library in Resolution 2013-29 set the criteria for qualifying for up to seventy-five percent (75%) funding as:

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

WHEREAS, three of the above libraries, the City of Tonawanda Public Library and the Kenilworth and Kenmore Libraries of the Town of Tonawanda Public Library, qualify to receive up to 75% grant funding as they serve economically disadvantaged communities, specifically: the City of Tonawanda Public Library is located in the City which has in excess of 42% of students participating in the free or reduced lunch program in the Tonawanda City School District, while the Kenilworth and Kenmore Libraries are located in the Town of Tonawanda and served by the Ken-Ton School District in which in excess of 42% of students participate in the free or reduced lunch program, and

WHEREAS, grant funding requested totals \$917,612, which is \$275,749 above the \$641,863 allocation available under this program, and



WHEREAS, after reviewing alternatives presented by staff, the Board’s Executive Committee recommends a two-tiered approach to adjust the recommended awards as follows: projects extending the life of existing facilities would be awarded the full eligible amount requested, while projects involving expansions would have the requested amounts lowered proportionally so that the combined total of all project requests equals the \$641,863 allocation available, a process that would allow the largest number of libraries to benefit from the program this year, now, therefore be it

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

Library	Total Eligible Cost	Grant Request	Recommended Award
• City of Tonawanda Library Replace boiler	\$ 38,538	\$ 28,904	\$ 28,904 (75%)
• Elma Public Library Window and door replacements	\$ 57,921	\$ 28,960	\$ 28,960 (50%)
• Lakeshore Library - Hamburg Replace roof and skylight	\$ 97,165	\$ 48,582	\$ 48,582 (50%)
• Lancaster Library Parking lot expansion	\$ 134,080	\$ 67,040	\$ 42,181 (31.5%)
• Kenmore (Tonawanda Town) Elevator rehabilitation	\$ 67,055	\$ 50,291	\$ 50,291 (75%)
• Kenilworth (Tonawanda Town) Door and window replacement	\$ 22,980	\$ 17,235	\$ 17,235 (75%)
• West Seneca Library Expansion Phase 1	<u>\$1,353,200</u>	<u>\$ 676,600</u>	<u>\$ 425,710 (31.5%)</u>
<b>TOTALS:</b>	<b>\$1,770,939</b>	<b>\$ 917,612</b>	<b>\$ 641,863 (36.2%)</b>

, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms and documents in time to meet the October 16, 2014 filing deadline.

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 10/16/2014

AGENDA ITEM NUMBER: E.2.b.

Budget & Finance Committee  
Financials for the Month Ending **8/31/2014**

**BACKGROUND:**

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of August 31, 2014 month-end. The report also details monthly activity for August. Overall, with 66.6% of the budget year elapsed, year-to-date Library revenue, at 93.9% collected, is well within budget and year-to date expense, at 64.3%, is within budget as the impacts of our elongated winter season on utility costs is moderated by milder temperatures and lower rates this spring and summer. Items of note include:

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** The full \$22,588,324 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments received in July.** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. The initial payment represents approximately 90% of the total for the year for basic Library Aid. The Library's 2014 budget assumed state library aid at 2013's funding level. The enacted NY State 2014-15 budget actually increased library aid by 1.2% which will result in operating revenue increase of approximately \$23,000 above budget.
- ✓ **Refunds - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year. The year to date amount is principally contract library reimbursement of that portion of their 2013 salary and benefits covered by locally collected fine and fee revenue (payroll and benefits for all libraries' personnel is processed through the Library system, utilizing Erie County's SAP financial system. The amounts were credited after the cut-off for 2013 year-end accruals.
- ✓ **Refunds - Contract Library** revenue represents a return of fine revenue collected by contracting member libraries in excess of local expenses of those libraries. The revenue is transmitted as part of the year-end closing process.

**EXPENSE :**

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 63.5% of the budget.
- ✓ **Fringe Benefit expense also running under budget at 65.9% overall.**  
The impact of vacancies on percent driven benefits (employer costs of payroll taxes, unemployment insurance, NY State and Local Employees retirement and workers compensation) was partially offset by retiree health insurance expense being at 87.6%, the latter subject to significant swings due to changes in usage by retirees and is an area of concern that we are monitoring.
- ✓ **Maintenance and Repair shows at 73.0%**  
A variety of factors including replacement of toilet paper dispensers with vandal resistant, plumbing replacements, and hand dryers for the new public restrooms contributed to higher than expected year-to-date results. Savings in other accounts are expected to offset.
- ✓ **Telephone and Internet Service charges show at 83.3% pending receipt of e-Rate reimbursements.** The federal e-Rate program covered 61% of Jan-June expense, increasing to 62% on July 1<sup>st</sup>. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in anticipated reimbursements, these charges are expected remain within budget.
- ✓ **Insurance Premiums above budget due to the addition of general liability coverage:** This additional coverage was authorized by Resolution 2014-19, which also authorized budget transfers to cover the cost. These transfers will be made prior to year-end.
- ✓ **Long cold winter had a major impact on utility expense, both in usage and higher natural gas and electric rates compared to the milder winter of 2013.** Natural gas expense of \$151,670, at 79.8% of the 2014 annual budget was 44.2% higher than the \$105,187 paid in January – August 2013. Electricity expense of \$518,229, at 70.6% of the 2014 annual budget was 16.7% above the \$444,163 paid in January – August 2013. This season's more extreme cold impacted both usage and rates paid for natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, YTD interfund utility expense stands at \$669,899 (71.2% of budget) and is \$120,549 (21.9%) the above the same 2013 period.** The Library participates in Erie County's utility purchasing pool which saves costs compared to retail pricing. Staff will continue to closely monitor this situation.

ACTION REQUIRED: None – Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2014 OPERATING BUDGET**

Revenue Detail as of 8/31/2014

66.6% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue August	YTD Revenue	To Be Realized	Budget Collect
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	\$325,277	\$0	\$325,277	28,842	\$232,115	\$93,162	71.4%
422000	Copies	25,137	0	25,137	1,870	\$13,869	11,268	55.2%
466040	Printing	42,406	0	42,406	4,012	\$32,713	9,693	77.1%
466030	Book Bags	1,500	0	1,500	126	\$876	624	58.4%
466020	Minor Sale - Other	8,972	0	8,972	754	\$5,134	3,838	57.2%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,674	\$10,975	5,025	68.6%
420530	Comm - Tel Booth Food Svs	20,640	0	20,640	518	\$9,701	10,939	47.0%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$439,932</b>	<b>\$0</b>	<b>\$439,932</b>	<b>37,795</b>	<b>\$305,383</b>	<b>\$134,549</b>	<b>69.4%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	\$22,588,324	\$0	\$22,588,324		\$22,588,324	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,741,427	0	1,741,427	163,597	\$1,741,865	(438)	100.0%
408150	NYS Aid to Member Libraries	255,065	0	255,065	232,002	\$232,002	23,063	91.0%
408160	State Aid - Special		0	0		\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0		\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$24,584,816</b>	<b>\$0</b>	<b>\$24,584,816</b>	<b>395,599</b>	<b>\$24,562,191</b>	<b>\$22,625</b>	<b>99.9%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	\$398,231	\$0	\$398,231		\$0	\$398,231	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$25,661	(\$15,661)	256.6%
466170	Refund Contract Lib Retire	0	0	0		\$0	0	0.0%
466070	Refund P/Y Expenses			0		\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	130	\$2,677	12,323	17.8%
466000	Misc Receipts	0	0	0	339	\$3,841	(3,841)	0.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	100	\$1,025	2,975	25.6%
479100	Other Contributions	100,000	0	100,000		\$0	100,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$527,246</b>	<b>\$0</b>	<b>\$527,246</b>	<b>568</b>	<b>\$33,204</b>	<b>\$494,042</b>	<b>6.3%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$702,555	\$275,000	\$977,555		\$0	\$977,555	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$702,555</b>	<b>\$275,000</b>	<b>\$977,555</b>	<b>0</b>	<b>\$0</b>	<b>\$977,555</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,254,549</b>	<b>\$275,000</b>	<b>\$26,529,549</b>	<b>433,963</b>	<b>\$24,900,778</b>	<b>\$1,628,771</b>	<b>93.9%</b>

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**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2014 OPERATING BUDGET**

Expenditure Detail as of 8/31/2014

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
<b>OPERATING EXPENDITURES</b>													
<b>PERSONAL SERVICES</b>													
<b>Regular Salaries &amp; Wages</b>													
500000	Full Time - Salaries	\$8,289,406		\$0	\$8,289,406	\$667,447	5,445,077			\$5,445,077	\$2,844,329	65.7%	65.7%
500010	Part Time - Wages	3,860,140		\$0	3,860,140	300,764	2,255,053			2,255,053	\$1,605,087	58.4%	58.4%
500020	Regular PT - Wages	1,010,405		\$0	1,010,405	93,991	660,246			660,246	\$350,159	65.3%	65.3%
500300	Shift Differential	15,000		\$0	15,000	1,880	11,115			11,115	\$3,885	74.1%	74.1%
500330	Holiday Worked	15,000		\$0	15,000		9,709			9,709	\$5,291	64.7%	64.7%
500350	Other Employee Payments	50,000		\$0	50,000	27,950	40,930			40,930	\$9,070	81.9%	81.9%
	<b>Salaries &amp; Wages</b>	<b>\$13,239,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,239,951</b>	<b>\$1,092,032</b>	<b>8,422,130</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,422,130</b>	<b>\$4,817,821</b>	<b>63.6%</b>	<b>63.6%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$191,000</b>		<b>\$0</b>	<b>\$191,000</b>	<b>\$8,586</b>	<b>107,780</b>			<b>107,780</b>	<b>\$83,220</b>	<b>56.4%</b>	<b>56.4%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,430,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,430,951</b>	<b>\$1,100,618</b>	<b>8,529,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,529,910</b>	<b>\$4,901,041</b>	<b>63.5%</b>	<b>63.5%</b>
<b>FRINGE BENEFITS</b>													
502010	Employer FICA - REGULAR	\$832,722		\$0	832,722	68,659	527,396			527,396	\$305,326	63.3%	63.3%
502020	Employer FICA - MEDICARE	\$194,723		\$0	194,723	16,058	123,343			123,343	\$71,380	63.3%	63.3%
502030	Employee Health Insurance	\$2,477,309		\$0	2,477,309	176,266	1,592,822			1,592,822	\$884,487	64.3%	64.3%
502040	Dental Plan	\$114,796		\$0	114,796	7,403	58,202			58,202	\$56,594	50.7%	50.7%
502050	Workers Compensation	\$73,878		\$0	73,878	1,140	31,178			31,178	\$42,700	42.2%	42.2%
502060	Unemployment Insurance	\$33,606		\$0	33,606	173	5,049			5,049	\$28,557	15.0%	15.0%
502070	Hospital & Medical - Retirees	\$765,677		\$0	765,677	53,234	671,053			671,053	\$94,624	87.6%	87.6%
502090	Health Insurance Waiver (Incl: 117)	\$33,204		\$0	33,204	2,118	19,360			19,360	\$13,844	58.3%	58.3%
502100	Retirement	\$2,246,402		\$0	2,246,402	242,191	1,435,568			1,435,568	\$810,834	63.9%	63.9%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		0			0	\$2,000	0.0%	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$6,774,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,774,317</b>	<b>\$567,242</b>	<b>4,463,971</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,463,971</b>	<b>\$2,310,346</b>	<b>65.9%</b>	<b>65.9%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2014 OPERATING BUDGET**

Expenditure Detail as of 8/31/2014

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumber ed & PY Capital Project Balances	2014 Budget Adjustme nts/ Revisions	Adjusted Budget	August Expended	Year-to- Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	% Current Budget	
												YTD Expended	YTD & Encumb
505000	Office Supplies	104,400		5,000	109,400	10,239	76,435	31,654		108,089	\$1,311	69.9%	98.8%
505200	Clothing Supplies	3,350	318	0	3,668	62	247	613		860	\$2,808	6.7%	23.5%
505600	Auto Truck & Heavy Equip Supplies	8,650		0	8,650	615	5,295			5,295	\$3,355	61.2%	61.2%
505800	Medical & Health Supplies	1,250		0	1,250		331			331	\$919	26.4%	26.4%
506200	Maintenance & Repair	88,950	1,541	0	90,491	5,929	66,100	17,597		83,697	\$6,795	73.0%	92.5%
506400	Highway Supplies (Rock Salt)	11,500		2,500	14,000		9,401	2,186		11,586	\$2,414	67.1%	82.8%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,452	9,214			9,214	\$4,986	64.9%	64.9%
510100	Out of Area Travel	15,000		0	15,000	149	7,808			7,808	\$7,192	52.1%	52.1%
510200	Training and Education	58,590		0	58,590	25,710	54,566	304		54,869	\$3,721	93.1%	93.6%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	35,962		0	35,962	3,568	19,947			19,947	\$16,015	55.5%	55.5%
	Telephone & Internet Service	233,314			233,314	3,077	194,378			194,378	\$38,936	83.3%	83.3%
515000	<b>Total Utility Charges</b>	<b>269,276</b>		<b>0</b>	<b>269,276</b>	<b>6,645</b>	<b>214,326</b>	<b>0</b>	<b>0</b>	<b>214,326</b>	<b>54,950</b>	<b>79.6%</b>	<b>79.6%</b>
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	\$882		0	882		882			882	\$0	100.0%	100.0%
	Lackawanna Public	\$15,000		0	15,000		11,250	3,750		15,000	\$0	75.0%	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$15,882</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>12,132</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>76.4%</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2014 OPERATING BUDGET**

Expenditure Detail as of 8/31/2014

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD & Encumb
516020	Professional Services Contracts & Fees	1,029,788	106,857	0	1,136,645	47,358	712,574	290,155		1,002,729	\$133,917	62.7%	88.2%
516030	Maintenance Contracts	105,180	1,333	0	106,513	5,606	75,291	26,207		101,498	\$5,014	70.7%	95.3%
530000	Other Expenses	171,160	10,158	(7,500)	173,818	6,675	92,904	11,500	7,415	111,819	\$61,998	53.4%	64.3%
545000	Rental Charges	4,769		0	4,769	357	3,180	1,588		4,768	\$1	66.7%	100.0%
555030	Litigation Settlement	0		5,000	5,000		5,000			5,000	\$0	100.0%	100.0%
555050	Insurance Premiums	55,000		(5,000)	50,000	15,744	63,838			63,838	(\$13,838)	127.7%	127.7%
559000	County Share Grants			0	0		0			0	\$0	0.0%	0.0%
561410	Lab & Technical Equipment	70,145	54,070	275,000	399,215	7,275	107,823	53,060		160,882	\$238,333	27.0%	40.3%
561430	Building, Grounds and Heavy Equip		8,772	0	8,772		2,450		6,322	8,772	\$0	27.9%	100.0%
561450	Library Books and Media	3,009,000	204,035	0	3,213,035	193,562	2,068,118		204,035	2,272,153	\$940,882	64.4%	70.7%
575040	Interfund Exp - Utilities												
	Fuel Oil	5,000		0	5,000		0			0	\$5,000	0.0%	0.0%
	Natural Gas	190,096		0	190,096	1,644	151,670			151,670	\$38,426	79.8%	79.8%
	Electricity	733,910		0	733,910	58,468	518,229			518,229	\$215,681	70.6%	70.6%
	<b>Total Interfund Exp - Utilites</b>	<b>929,006</b>	<b>0</b>	<b>0</b>	<b>929,006</b>	<b>60,112</b>	<b>669,899</b>	<b>0</b>	<b>0</b>	<b>669,899</b>	<b>259,107</b>	<b>72.1%</b>	<b>72.1%</b>
942000	Interfund - Holding Center	(93,478)		0	(93,478)	(7,790)	(62,319)			(62,319)	(\$31,159)	66.7%	66.7%
	Interfund - Correctional Facility	(101,253)			(101,253)	(8,438)	(67,502)			(67,502)	(\$33,751)	66.7%	66.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(5,732)			(5,732)	(\$2,866)	66.7%	66.7%
	<b>Total ID Library Services</b>	<b>(\$203,329)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$203,329)</b>	<b>(\$16,944)</b>	<b>(135,553)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$135,553)</b>	<b>(\$67,776)</b>	<b>66.7%</b>	<b>66.7%</b>
910600	Intefund Expense - Purchasing Servic	\$28,221		0	28,221	\$2,271	18,167			18,167	\$10,054	64.4%	64.4%
910700	Interfund Expnese - Fleet Services	\$48,116		0	48,116	\$2,437	21,570			21,570	\$26,546	44.8%	44.8%
980000	Interdepart Services DISS	211,177		0	211,177	17,598	140,785			140,785	\$70,392	66.7%	66.7%
	<b>System Operating Grand Totals</b>	<b>\$26,254,549</b>	<b>\$387,084</b>	<b>\$275,000</b>	<b>\$26,916,633</b>	<b>\$2,060,710</b>	<b>17,295,781</b>	<b>\$438,613</b>	<b>\$217,772</b>	<b>\$17,952,166</b>	<b>\$8,964,467</b>	<b>64.3%</b>	<b>66.7%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2014 OPERATING BUDGET**

Expenditure Detail as of 8/31/2014

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	1,089,311			1,089,311	0	982,902			982,902	\$106,409	90.2%	90.2%
490	General Obligation Bond Proceeds												
561250	Building Improvements		26,699		26,699		0			0	\$26,699	0.0%	0.0%
	<b>Total General Obligations</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,699</b>	<b>0.0%</b>	<b>0.0%</b>
	<b>Total Erie County Capital for Library</b>	<b>\$1,089,311</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$1,116,010</b>	<b>\$0</b>	<b>982,902</b>	<b>\$0</b>	<b>\$0</b>	<b>\$982,902</b>	<b>\$133,108</b>	<b>88.1%</b>	<b>88.1%</b>
	<b>Grand Total Operating and Erie County Capital</b>	<b>\$27,343,860</b>	<b>\$413,783</b>	<b>\$275,000</b>	<b>\$28,032,643</b>	<b>\$2,060,710</b>	<b>18,278,682</b>	<b>\$438,613</b>	<b>\$217,772</b>	<b>\$18,935,067</b>	<b>\$9,097,576</b>	<b>65.2%</b>	<b>67.5%</b>



**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending August 31, 2014**

Main Trust	\$903,824.48
Encore Editions Proceeds (Invested per resolution 2006-19)	\$91,900.52
2013 Ending Balance	<b>\$995,725.00</b>

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2014 Activity and Balances

Restricted Donations		<b>\$143,740.51</b>
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)		
Unrestricted Donations		
Pending Board Action	\$63,135.00	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
<b>Total Unrestricted Donations</b>		<b>\$63,135.00</b>
Interest Income		<b>\$707.93</b>
Less Disbursements		
Direct For Library Programs/Services/Support	(\$94,563.16)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$94,563.16)</b>
Balance, 2014 Activity		<b>\$113,020.28</b>

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Cumulative Balance Library Trust **\$1,108,745.28**

**Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:**

Library material purchases (direct from trust)	(\$1,477.64)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$36,535.08)
Equipment, furnishings & supplies	(\$15,607.14)
Exhibit/display preparation and support/Rare Book Room	(\$4,620.44)
Preservation/Conservation (Audubon Birds)	(\$27,930.00)
Construction Grant Match	\$0.00
Raiser's Edge Software and Related Fundraising Expense	(\$6,356.21)
Fundraiser Event Expense	(\$1,896.65)
Other	(\$140.00)
<b>Total</b>	<b>(\$94,563.16)</b>

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## B&ECPL Monthly Report September 2014

September brought good news to the Buffalo & Erie County Public Library (B&ECPL) with System Trustee Elaine Panty having been named Outstanding Library Advocate by the Western New York Library Resources Council (WNYLRC). A twenty-six year plus trustee, Ms. Panty is a true believer in library systems and systems working together with member libraries. She has participated in Library Advocacy Day in Albany and tirelessly touts the value of libraries to elected officials, community groups, businesses, organizations – to anyone who will listen. Congratulations Trustee Panty and thank you from all of us throughout the B&ECPL System.

The 2<sup>nd</sup> floor west construction project of the downtown Central Library is essentially complete, with minor punch list items remaining.

The echo Art Fair was held in the 2<sup>nd</sup> floor west space September 5<sup>th</sup> – 7<sup>th</sup>; attendance topped 2,850. Library card holders received a \$1 discount to the Fair. Many compliments were received and many encouraged the continuation of art in the Library.

### Monthly Programming Statistics – September 2014

#### 1. Public Services

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.2 Children (age 5 and under)	115	1453	2516	31159
3.3 Children (age 6-12)	82	1581	1043	29936
4.4 Teens	31	1115	104	6021
Intergenerational	54	669	4504	30536
5.3 Adults (excludes Technology)	224	2056	1628	19422
<b>TOTAL In Library Programs</b>	<b>506</b>	<b>6874</b>	<b>9795</b>	<b>117074</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	18	104	52	527
System or Library-owned Cyber Train	21	251	157	1856
One on One	54	524	60	663
<b>TOTAL Adult Technology</b>	<b>93</b>	<b>879</b>	<b>269</b>	<b>3046</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
1.3 Children (age 5 and under)	7	46	111	974
Children (age 6-12)	2	62	261	3177
Teens	0	10	0	813
Intergenerational	2	38	283	8248
Adults (excludes Technology)	11	77	645	3283
<b>TOTAL Outreach (out of Library)</b>	<b>22</b>	<b>233</b>	<b>1300</b>	<b>16495</b>

**Highlights:**

- The Central Library TechKnow Lab Training Team kicked off the back-to-school season by teaching 25 classes and 51 one-on-one appointments for public and staff during the month of September. The Team continues to receive high rating scores and collect positive comments from the 223 total attendees at 18 libraries.
- On September 5<sup>th</sup>, an international group of 7 from the Bauhaus Institute Dessau (Germany) visited the Grosvenor Room researching all aspects of our region's grain elevators. Planning to spend only one day at this library and the Buffalo History Museum, the group's leader decided more days would be necessary due to the volume of material Grosvenor Room staff helped them find.
- *The Wonderful Wizardry of Baum* rare book exhibit concluded at the end of the month having been in place since the end of November 2013. Several exhibit visitors came from Toronto, others from Los Angeles, Providence, Chicago, Denver, Cincinnati, Niagara-on-the-Lake, Nashville, NYC, DC, Boston and places in Florida, Pennsylvania, Virginia, Louisiana and Washington, etc. To celebrate the author of these beloved children's books and commemorate the 75<sup>th</sup> anniversary of the *Wizard of Oz* movie, many supplementary exhibits and programs took place throughout the Library System.
- On September 16<sup>th</sup>, Information Services Librarian **Andrew Maines** led the Literally Speaking Lunchtime Book Discussion for the title *Before you Know*

*Kindness*, by Chris Bohjalian. When learning of this discussion through the Library's Twitter feed, Bohjalian tweeted back that he "was Lobster Boy," a reference to a character in his book and he was "flattered" we were discussing his book!

- On September 27<sup>th</sup>, Information Services and Outreach Librarians **Danielle Burning** and **Andrew Maines** helped coordinate activities of Comics Fest at the Clarence Public Library. In addition to running trivia tables and organizing free comic book giveaways, Ms. Burning also gave a comic book presentation to a Clarence Girl Scout Troop which helped all 14 scouts earn their Comic Artist badge.
- All 8 City branches hosted a Block Club Day on September 27<sup>th</sup>; an event where City Block Club members were welcomed to their area libraries to get more information about their local library and the services offered. Participating in the Niagara Branch event was City of Buffalo Common Councilmember David Rivera as well as Deborah Tucker from Council President Darius Pridgen's office.

## 2. Collection Development

### Collection Development – September 2014

#### Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	147,348	377	3,779
3.1 Juvenile Fiction	362,509	2,450	26,295
4.1 Young Adult Fiction	69,319	797	6,306
5.1 Adult non-Fiction	1,355,440	2,313	17,331
6.1 Adult Fiction	533,560	3,583	34,864

#### Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	64,109	566	6,678
4.2 Young Adult audiobooks only	2,482	26	141
6.2 Adult	400,367	6,376	43,369

## Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	*42,149	309	32,678	-5.1%
Music (Freegal)	Unlimited SONY Library		4,655	+7.2%
e-Audiobooks	7,184	67	8,492	+4.7%
e-Videos	370+ **Moving Image Archive Library	0	204	+3.0%

\*e-Book " collection size include 13,918 EBL titles

\*\* Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

**Highlights:**

- Collection Development staff responded to 439 patron purchase suggestions and 141 staff suggestions in September.
- Library Subject Guides (<http://bit.ly/mInDZS>) continue to be popular internationally, receiving 766 unique visitors from 7 countries in September.
- On September 10<sup>th</sup>, 8 maps were successfully returned having been conserved with a New York State Conservation/Preservation Discretionary Grant. These largely one-of-a-kind maps from the Rare Book Room, ranging in dates from early 1800s to 1909, represent and chronicle the growth and changes of Buffalo, from fledgling village to burgeoning city. The recently conserved maps will be part of an upcoming maps exhibit scheduled to open in mid-October.

**3. Technology**Technology - **September 2014**

## Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	5,317	+ 59	1.1%	13.0%
Twitter Followers	6,370	+ 187	3.0%	29.1%
Flickr Views	240,095	+ 11,418	5.0%	102.0%
Pinterest Followers	924	+ 16	1.8%	19.2%

### *September Social Networking Highlights:*

- Social network statistics continue to rise demonstrating the importance of using alternate forms of communication regarding library happenings. Links and information on each of B&ECPL's social networking sites are as follows:
  - **Facebook:** The Buffalo & Erie County Public Library – Central Library Facebook page can be viewed at <http://on.fb.me/ZseqZ8>. \*\*In addition to the Central Library Facebook page, most B&ECPL Libraries have their own individual Facebook pages.
  - **Twitter:** The @buffalolibrary twitter feed can be viewed at <http://bit.ly/10bPpyO>.
  - **Flickr:** New albums included photos from the Hispanic Heritage Month Kickoff and echo Art Fair events have been added to the Library's Flickr page. The Library's photostream can be viewed at <http://bit.ly/xDPsx4>.
  - **Pinterest:** The Library's 37 Pinterest Boards feature 3,575 Pins and can be viewed at <http://pinterest.com/buffalolibrary/>.

### *Technology Highlights:*

- Per Board-approved Resolution 2014-31, the B&ECPL has entered into a consulting contract with RMG Consultants, Inc. to assist with a full scale evaluation and procurement process for the Library's Integrated Library System (ILS). Library staff members have already participated in several telephone conferences with consultant Rob McGee and are completing an exhaustive System IT Survey as background information. Consultant McGee will be onsite in Buffalo for 2 weeks beginning October 20<sup>th</sup> to compile information and assist the Planning Team with RFP (Request for Proposal) preparation. Included in the process will be 4 Focus Group sessions to solicit staff, public and trustee comment.
- COO **Carol Batt**, RFID Project Coordinator **Kelly Donovan**, and Amherst Library Director **Roseanne Butler-Smith** met with a representative from Bibliotheca to begin planning for the implementation of an Automated Materials Handling (AMH) system. The AMH will interface with RFID technology to provide a building-exterior drop box system that will automatically discharge and sort returned items. This technology will significantly restructure labor-intensive staff work patterns using a seamless public interface. Installation and implementation are targeted for the first quarter of 2015 and this is being paid for with designated Erie County Fiscal Stability Authority grant funds.

- System IT staff upgraded the PC Reservation and LPTOne Print management software on all public computers at the Central Library. The upgrade brings the PCs to the most currently supported version and allowed for the implementation/activation of Windows 7 accessibility features which include a screen magnifier and verbal narration. These features will be made available at all community libraries as the software upgrade is rolled out in each location. Librarian **Renee Masters** is evaluating the accessibility features and will develop instructions that can be used by staff and the public.
- The Library's RFP for a bookmobile to re-establish B&ECPL Mobile Library services is in the final stages of review. It is anticipated that the RFP will be issued and advertised in October with service implementation in 2015.
- Thirty-five of the 37 B&ECPL libraries are now circulating items using RFID (Radio Frequency Identification) software. Of the 35, Concord is scheduled to be 100% live later this month when their security gates are activated and the Hamburg 100% 'live' launch will coincide with gate installation following their building expansion and remodeling project which is expected to be complete in January 2015. The remaining 2 libraries, Angola and Lackawanna, are expected to begin onsite collection conversion shortly, with gate installations anticipated during the first quarter of 2015.
- The Lancaster Library now has 2 public use laptops which supplement standard desktop computers. They are available for in-library checkout with a valid library card and were purchased with New York State Senator Patrick M. Gallivan Bullet Aid funds.
- *Tour Your Local Library: Hamburg Public Library* (<http://bit.ly/Yci90O>) is the first in a series of virtual visits to all 37 public libraries through Erie County. Filmed by TechKnow Lab Librarian **Jordan Smith**, the videos will showcase the unique qualities and treasures of B&ECPL libraries. The videos will be available through the Library's website and used for advocacy and marketing purposes.

#### 4. Funding/Fundraising

##### **Funding:**

Multiple libraries spent their September finalizing proposals for New York State Library Construction Grant funding. The share of funds available for projects supporting the 37 public libraries in Erie County is \$641,863 to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other libraries. Requests were due to the B&ECPL on October 3<sup>rd</sup>.

B&ECPL in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries, which are then forwarded to the New York State Library for their review. A total of 8 projects were submitted. Five projects, at the City of Tonawanda, Elma, Lake Shore, Kenmore and Kenilworth Libraries would extend the life of their existing facilities by replacing or rehabilitating major building components such as a roof, boilers, windows/doors, as well as an elevator. Three projects involve expansions: of the Audubon and West Seneca Library buildings and the parking lot at the Lancaster Library. Subsequently, the Amherst Public Library withdrew the Audubon Branch Library request indicating they plan to apply next year.

Grant funding requested totals \$917,612, which is \$275,749 above the \$641,863 allocation available under this program. Staff is reviewing applications and will offer options to balance to available funding for consideration by the Board at their October meeting.

### **Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual - Includes all fundraising through the System Development Office	January 1, 2014 - Year-to-date	\$185,611.95
Borrower Services Donation Box		\$21.00
Crane Book Sale	September 10, 2014	\$404.00
Crane Donation Box	September 10, 2014	\$25.00
Niagara Book Sale		\$293.92
North Park Book Sale	Ongoing	\$106.75
North Park Donation Box		\$8.00

### **Highlights:**

- The Development & Communications Department has started to actively seek sponsorship funding for the Milestones of Science exhibit which will open in spring 2015; levels range from \$150,000 to \$1,000. A preliminary pitch (for a letter of intent) was made to the Western New York Foundation. The Library Foundation of Buffalo & Erie County will receive a co-presenter request as will other local foundations including the Wendt Foundation, Baird Foundation, John R. Oishei Foundation, etc.
- Tickets for the *Best Sellers Fundraising Party* are on sale and can be purchased by calling **Maureen Germaine** at 858-7197. The event is Friday, November 21<sup>st</sup>.



- Grants submitted in September include: Kelly for Kids Foundation for Dia Programming at the Niagara Branch Library \$2,000 and the Knights News Challenge for Milestones of Science - exhibit accessibility funding.

## 5. Facilities

### *Highlights:*

- The Library continues to work with the Erie County Department of Public Works (DPW) regarding a project which includes the installation of new elevators and the removal of the escalators at the downtown Central Library. This project has been bid twice with no response. Together with DPW, the Library is brainstorming other ideas including the placement of elevators on the exterior of the building in an effort to reduce costs and provide more conducive accessibility.
- The Library also continues to work with the City of Buffalo on issues/concerns at the Niagara Branch Library and Frank E. Merriweather, Jr. Branch Library as well as construction projects at the Dudley Branch Library.
- Library Maintenance staff is coordinating work at the Crane Branch Library which is being funded by a \$15,000 East Hill Foundation Grant received earlier this year.

## 6. Staff Development

### Staff Development - September 2014

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	145	1180*	3	15*

\*September year-to-date figures correct errors reported in July & August.

### *Highlights:*

- Librarian **Melissa Blattner** participated in a series of WebJunction-sponsored webinars in September, including *Community Connections: Break with Tradition* and *How Libraries Can Meet the Evolving Needs of Patrons in the Digital Age*.
- On September 20<sup>th</sup>, Information Services Librarian **Rhonda Konig** attended a presentation titled "Forgotten People, Forgotten Places: The Erie County Poorhouse Cemetery Project" which focused on the history of the poorhouse and the records related to deaths that occurred at the poorhouse.

- Assistant Deputy Director **Doreen Woods** conducted 2 training sessions with Central library Senior Pages reviewing public service policy and procedures.
- Librarian **Gwen Collier** presented “Creating Inclusive Library Environments for Patrons with Mental Illnesses” at the September 10<sup>th</sup> Managers/Directors meeting.

### 7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	Buffalo Common Council Member Scanlon Secures \$5,000 for Dudley Branch Library Signage	Sent September 23
Media Release, interview and photo - with Mary Jean Jakubowski	New Library Mascot	September 23 Buffalo News
Media Releases	Lauren Belfer @ City of Tonawanda Library  Judy Summer Concerts in September  Block Club @ Buffalo Libraries	Artvoice & Buffalo News Gusto  Buffalo News
Aging is for Everyone TV program on Channel 7 Buffalo - Dan Caufield interviewed	Public library resources available to all and how seniors lead the way in technology training	September 27 5:30 a.m.
Interview - Rhonda Konig for Penny Wolfgang’s Radio Show	Genealogy Research	September 6 & 7
Crane: Elmwood Village Assoc. Neighborhood Happenings	Library Card Sign-up Month Computer Class Preschool Storytime It’s a Mystery!	September 9 September 16 September 29
Merriweather (MRW) : The Buffalo Challenger	September is Library Card Sign-up Month (also list of MRW activities)	Submitted August 29 <sup>th</sup> and published twice in September
West Side Little Paper	Block Club Day	Sept. 27 <sup>th</sup> - Oct. 10 <sup>th</sup> ed. Hispanic Heritage Month Film Festival

Riverside Review	Ongoing bag sale; Computer class; Family Storytime; Block Club open house; Tax assistance	September 3, 10, 17, 24
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**Highlights:**

- On September 24<sup>th</sup>, Information Services and Outreach Manager **Dan Caufield** was a guest on Channel 7's *Aging is for Everyone*. Dan spoke about library resources and how seniors are leading the way in technology training.
- **Rhonda Konig** was interviewed for Judge Penny Wolfgang's radio show which aired on September 6<sup>th</sup> and 7<sup>th</sup> on the following Buffalo radio stations: WWKB, WWWS, KISS, WLKK and STAR. The interview focused on genealogy research.
- The *Buffalo News* featured the Library's new Owl mascot with an article and large color photos in late September - part of Library Card Sign-up Month and the "Name the Owl" contest. System Director **Mary Jean Jakubowski** was interviewed.

**8. Partnerships**

**Highlights:**

- On September 12<sup>th</sup>, Rare Book Curator **Amy Pickard** and Special Collections Manager **Meg Cheman** held an initial meeting with Barbara Bono, Professor and Shakespeare expert from the University at Buffalo, to discuss a collaborative exhibit with UB featuring Shakespeare's First Folios. This exhibit will be held in 2016, the 400<sup>th</sup> anniversary of Shakespeare's death, and will engage our community through fun and educational programming and events.

**9. Planning for the Future**

- The next scheduled meeting of the B&ECPL Board of Trustees Planning Committee Working Group: Planning for Our Future is scheduled for Wednesday, October 15<sup>th</sup> at 5:00 p.m. in the new meeting room of the 2<sup>nd</sup> floor west space at the downtown Central Library.

## 10. Director Activities

### LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI September 2014

DATE	MEETING / EVENT
September 3, 2014	Meeting - Staff Forum
September 3, 2014	Meeting - 2015 City of Buffalo Capital Improvement Program - BFD, DPW, Culturals
September 3, 2014	Meeting - Board Presidents (Boston Free, Eden, N. Collins) - Re: Library Managers
September 4, 2014	Meeting - Carol Batt
September 4, 2014	Meeting - Administrative Team
September 4, 2014	Meeting - Sheryl Knab, WNYLRC
September 4, 2014	Meeting - Mimi Harrison, Levenger Press - Re: Huck Finn Proposal
September 4, 2014	Meeting - Board Presidents (Ewell Free and Marilla Free) - Re: Library Managers
September 5, 2014	Meeting - Carol Batt, Melissa Blattner, Kelly Donovan and Dawn Peters - Bookmobile
September 6, 2014	Event - echo Art Fair VIP
September 6, 2014	Meeting - Doreen Woods and Sr. Pages - Re: Adult Content Viewing Training
September 7, 2014	Event - echo Art Fair
September 8, 2014	Meeting - Carol Batt, Maureen Germaine, Dawn Peters, Joy Testa Cinquino and Doreen Woods - Re: Knight Foundation Library Initiative (Grant)
September 9, 2014	Meeting - Anne Conable and Patrick Martin - Re: Cloudsley Exhibit Reception
September 9, 2014	Meeting - Anne Conable - Re: Donated Artwork (Ani Hoover) Placement
September 9, 2014	Conference Call - PULISDO
September 9, 2014	Conference Call - NYS/PLS - Directors
September 10, 2014	Meeting - Managers/Directors
September 10, 2014	Meeting - Trustee Sheldon Berlow and Ken Stone - Re: RFP 2nd Floor West Review
September 10, 2014	Meeting - Anne Conable
September 11, 2014	Meeting - B&ECPL Board of Trustees Policy Committee
September 11, 2014	Meeting - B&ECPL Board of Trustees Joint Executive & Building Oversight Committees
September 12, 2014	Event - Judy Summer Concert Series - Barbara Levy Daniels
September 15, 2014	Event - Hispanic Heritage Month Kickoff
September 15, 2014	Meeting - Carol Batt, Maureen Germaine, Dawn Peters, Joy Testa Cinquino and Doreen Woods - Re: Knight Foundation Library Initiative (Grant)
September 16, 2014	Meeting - WNY STEM Hub

September 16, 2014 Conference Call - Regents Advisory Committee

September 17, 2014 Meeting - Chip Campbell, Maureen Germaine, Dawn Peters and Joy Testa Cinquino - Re: Crane Library and East Hill Foundation Grant

September 17, 2014 Meeting - Kevin and Sean Marmion, Meg Cheman, Amy Pickard and Dawn Peters - Re: B&ECPL Card Digitized Catalog Demo

September 17, 2014 Meeting - Meg Cheman, Dawn Peters and Amy Pickard - Re: Special Collections Board Presentation Discussion

September 18, 2014 Meeting - Administrative Team

September 18, 2014 Conference Call - Mike Piette, Jaeckle Fleischmann & Mugel, LLP - Re: RFP 2nd Floor West

September 18, 2014 Meeting - B&ECPL Board of Trustees Special Collections Committee

September 18, 2014 Meeting - B&ECPL Board of Trustees

September 19, 2014 Event - Diane Chrisman, Twentieth Century Club

September 19, 2014 Media - Charity Vogel, Buffalo News

September 19, 2014 Meeting - Anne Conable

September 22, 2014 Media - Buffalo News - Re: B&ECPL Mascot

September 22, 2014 Meeting - Doreen Woods and Sr. Pages - Re: Adult Content Viewing Training

September 23, 2014 Meeting - WNYLRC Business and Finance Committee

September 23, 2014 Meeting - WNYLRC Board of Trustees

September 24, 2014 Meeting - Ken Stone

September 24, 2014 Meeting - Dan Frisa - Re: Presentation of Book

September 24, 2014 Meeting - Meg Cheman, Anne Conable, Dawn Peters, Joy Testa Cinquino - Re: ALA Exploring Human Origins

September 25, 2014 Meeting - Scott Wood, Anne Conable and Joy Testa Cinquino - Re: Milestones of Science

September 26, 2014 Event - Judy Summer Concert Series - Amherst Saxophone Quartet

September 29, 2014 Meeting - Carol Batt, Dan Caufield, Jordan Smith and Kara Stock - Re: Central Library MakerSpace

September 30, 2014 Meeting - Circulation Committee

Other:

### **Contracting Member Library Activity Reports**

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

Highlights of events and activities at the Boston Free Library:

- As the children head back to school and families gear up for fall, the Boston Free Library continues to be a vital part of the surrounding community. The theme for

September was “Welcome back to Books” with beautiful displays of books, movies, and media for area families.

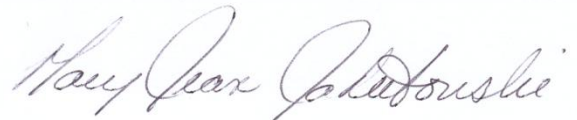
- September brought back our popular Preschool Storyhour, offered twice a week, as well as LEGO Club and our Adult Reading Club.
- Fall programming continues in October with a Spider program (October 4<sup>th</sup>) and a visit from Charlie and Checkers (October 11<sup>th</sup>).
- October rounds out with our 32<sup>nd</sup> Annual Gala Fundraiser and Booksale. This much anticipated event includes basket raffles, food, drink and, of course, mingling with old friends.

**Lancaster Public Library** – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Public Library:

- July and August were busy months with 19 family programs, 17 youth programs, 19 toddler and preschool programs, 20 adult programs, 16 juvenile programs and various tutor sessions and class tours.
- September highlights included: 2 book clubs, 1 toddler program, 3 preschool programs, 4 Lapsit programs, a family movie program, a craft program, a children’s “Music with Mar” program, a VNA Flu Shot program, a financial program and various meeting room uses by the community.
- The library has acquired several computer readers and tablets, a new TV and 2 new public laptop computers over the last 2 months. It was a busy summer at the Lancaster Public Library.

Respectfully submitted,



Mary Jean Jakubowski  
Director