BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, March 20, 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 February 20, 2014 **ACTION**

D. Report of the Chair **INFORMATION**

E. Committee Reports

1. Executive Committee

2. Budget and Finance Committee

a. Res. 2014-1 – Authorization to Implement Settlement - Personal Injury Matter **ACTION**

b. Res. 2014-2 – 2014 Budget Adjustments: Allocating 2013 Year-end Balance **ACTION**

c. Res. 2014-3 – RFP Award Voice Telecommunications (to be distributed at meeting) **ACTION**

d. Monthly Financial Report **INFORMATION**

3. Policy Committee

4. Bylaws Committee – Proposal to Amend Bylaws (to be distributed at meeting) **INFORMATION**

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

G. The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report

H. Public Comment

I. Unfinished Business

J. New Business

K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 2014

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, February 20, 2014, in the Central 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
Wayne D. Wisbaum, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Frank Gist
Teresa Glanowski
Frank Housh
Sharon M. Kelly
Elaine M. Panty
Rhonda Ricks
Sharon A. Thomas

Chair Jack Connors called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Director Mary Jean Jakubowski was in attendance via conference call.

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

Agenda Item C – Minutes of the Meeting of January 16, 2014. On motion by Mr. Johnson, with a second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Connors entertained a motion to enter into executive session to discuss attorney communications at 4:07 p.m. This was moved by Mr. Johnson, seconded by Ms. Panty and approved unanimously. Director Jakubowski was asked to remain in attendance via conference call. All members of the audience were dismissed from the room.

The following trustees arrived during executive session: 4:08 p.m. Trustees Berlow and Thomas; 4:09 p.m. Trustee Amodeo; 4:10 p.m. Trustee Glanowski; and 4:16 p.m. Trustee Wisbaum.

At 4:34 p.m., upon motion by Ms. Panty and a second by Mr. Housh, the Board reconvened in public session. No action was taken in executive session.

At approximately 4:35 p.m., Director Jakubowski excused herself and disconnected from the conference call for the remainder of the meeting.

Agenda Item D.1 – Committee Appointments. The Committee Appointment List was included in the mailed board packet. Ms. Burd moved for approval and was seconded by Ms. Glanowski, whereupon committee assignments were approved unanimously. Mr. Connors asked Committee Chairs to schedule future meetings.

At 4:36 p.m. the meeting was temporarily adjourned to resume following a brief tour of the Central Library second floor west project area. The group reconvened at 4:45 p.m. to continue with the meeting agenda.

Continuing with the Report of the Chair, Mr. Connors reminded trustees of the following invitations:

- Erie County Legislature Majority Caucus Open House following the Board meeting from 5 – 7 p.m.
- B&ECPL Board of Trustees Training Session on March 8th from 9 – 3 p.m. at the Central Library. Gerry Nichols will be presenting. A second session is being looked into for those unable to attend.
- Mayor Byron Brown's State of the City Address, February 21st at noon; tickets were distributed to those trustees who RSVP'd.

Mr. Connors commented staff is currently working on assembling information for the audit by the Erie County Comptroller's office.

As also mentioned in the February 13th Executive Committee Report, Mr. Connors updated trustees on an encouraging phone conversation he had with the Governor's Office regarding clarification on their support for the Library District Initiative (LDI). The Library was assured the Governor's Office sees libraries as candidates for consolidation as evidenced by the fact the Governor has already signed off on some districts. New York State Librarian Bernard Margolis was also present on the call; he offered the B&ECPL his support and assistance and conveyed how important the creation of a district is not only for Buffalo & Erie County but for other districts within the state. Imparted was that B&ECPL is the largest district looking into this; other large libraries in the state are looking at Buffalo to see what the outcome may or may not be.

Mr. Connors reminded trustees the NYS Education Department, Board of Regents, has endorsed the district concept right along; the State Librarian has totally endorsed it.

Trustee Burd inquired if there has been any interest from local state officials. Mr. Connors replied we really haven't talked to anyone [specifically about the draft legislation]. The Board wants to get our conversations on draft legislation with both offices of the Mayor and County Executive to a point where they are comfortable with it whether they agree with it or not, and then have conversations with state representatives about possible sponsorships.

Agenda Item E – Committee Reports.

Agenda item E.1 – Executive Committee. Mr. Johnson read the following report of the February 13, 2014, Executive Committee meeting:

> Present: Executive Committee members Jack Connors, Ted Johnson, Sheldon M. Berlow, Sharon M. Kelly and Elaine Panty. Director Mary Jean Jakubowski, COO Carol Batt, Deputy Directors Jeannine Doyle and Dawn Peters and Library Administrative Assistant Maria Borowiak were also present.
>
> Chairman Jack Connors called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.
>
> Mr. Connors reviewed the 2014 Committee Volunteer Appointments. A complete listing will be provided in the February board packet.
>
> Mr. Connors requested the Board be provided a walkthrough of the Central Library 2nd floor west space currently under construction at the February 20th Board meeting. Ms. Batt will look into arranging this.
>
> Mr. Connors updated trustees per Resolution dated February 6, 2014 from the Erie County Legislature, the Erie County Comptroller's Office will perform audits of the Buffalo & Erie County Public Library at their discretion. The Library has not been contacted for a meeting at this point. Discussion ensued.
>
> Trustees were informed the Republican Caucus requested a copy of the Library District Initiative (LDI) draft legislation.
>
> Mr. Connors also updated trustees on a conference call he and Director Jakubowski had with Lonnie Threatte of the Governor's Office regarding clarification of the Governor's view on the B&ECPL moving forward on the LDI in light of the proposed budget. Bernard Margolis, State Librarian, also took part in this conversation. Per the Governor's Office request,

Ms. Jakubowski is sending a packet of information on the LDI which they will review, share with the next level up and continue further conversations with the Library. Discussion ensued.

Ms. Panty moved, and Ms. Kelly seconded a motion to go into executive session at 4:30 p.m. to allow Assistant Deputy Director Jeannine Doyle to provide an update on current union contract negotiations. Attendees were not excused from the room. Executive session ended at 4:38 p.m. on a motion by Ms. Panty, seconded by Mr. Berlow. No action was taken in executive session.

Mr. Johnson discussed the January 22, 2014, Joint Planning and Budget & Finance Committee meeting where it was agreed that language regarding holding a special election should be removed from the draft legislation and the current five year trustee term currently in the draft legislation might be better changed to a three year term, and this recommendation was to be brought to the February 20th Board meeting. Mr. Berlow voiced that no changes should be made to the draft legislation until the City responds with their recommendations. The Committee discussed a deadline should be set for response from the City.

Ms. Jakubowski updated trustees on a meeting she attended with the Ewell Free Library Board of Trustees whereat they asked the Ewell Free Library be added to the draft legislation. Currently the lawyers are discussing issues dealing with real property, the building, etc.

The Committee reviewed the agenda for the February 20, 2014 Board of Trustees meeting. The Policy Committee is scheduled to meet at 3 p.m. prior to the Board meeting to review Attorney Patrick Martin's recommended changes to Proposed Res. 2013-46 Amend Policy for the Loan and External Exhibition of Rare and Unique Materials under Unfinished Business which was previously referred back to Committee at the December 19, 2013 Board of Trustees meeting.

There was no other business to come before the Executive Committee.

The Executive Committee meeting adjourned at 5:00 p.m. on a motion by Ms. Kelly, seconded by Ms. Panty.

Mr. Johnson asked Mr. Berlow to contact Mayor Byron Brown to check on the status of his response to the LDI draft legislation; Mr. Berlow conveyed he is in the process of doing this.

Agenda Item E.2 – Joint Budget and Finance and Planning Committee. The following informational report of the Joint Budget and Finance and Planning Committee meeting held January 22, 2014, was included in the mailed February board packet.

Present: Budget & Finance Committee - Chair Jack Connors, Member Sheldon Berlow; Planning Committee - Chair Ted Johnson, Members Sheldon Berlow, Jack Connors and Elaine Panty; System Trustees Teresa Glanowski and Wayne Wisbaum; Director Mary Jean Jakubowski; COO Carol Batt; CFO Kenneth Stone; Assistant Deputy Directors Joy Testa Cinquino, Jeannine Doyle, Dawn Peters and Doreen Woods.

Committee Chairs Connors and Johnson called the joint meeting of the Budget & Finance Committee and Planning Committee to order at 5:35 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Budget & Finance Committee Chair Connors welcomed everyone and explained the purpose of the meeting was to review a 10 year financial projection, which was requested by System Trustee Dr. Rhonda Ricks. Mr. Johnson asked CFO Ken Stone to present his findings.

CFO Stone noted he developed a base plan (2014 – 2023) and provided an overview of how figures were determined, including use of percentage estimates regarding health care and retirement costs found in the County's 4 Year Financial Plan. In addition, economic trends were used beyond the first 4 years. Mr. Stone cautioned that there are many, many factors that can affect outcomes and often change significantly and with short notice. He provided the example of the County's figures in the 4 Year Financial Plan for 2013, which projected the potential of a $1M loss in funds for the Library. This, however, did not come to fruition and thankfully the Library received $300,000 in restoration funding.

Key takeaways from the presentation include the following:

- Base plan projects modest gaps ranging from 1.1% in 2015, peaking at 3.2% in 2023;
- Gaps of above magnitude could be addressed by modest changes implemented over time, ie. staffing reductions through attrition, limiting growth in other operating and library materials accounts, etc.;
- Gap closure methods do have service impacts….potentially forcing reduced open hours and limiting response to new demands;
- County funding history – past decade demonstrates 3 significant funding reductions to Library, 24.5% in 2005, 6.7% in 2009 and 4.5% in 2011;

- Even with restorative funding in 2013 and 2014, County funding for libraries is 14.4% ($3.8 M) below funding received in 2000; consumer prices have increased 38% over same time period;
- Predicting County funding capacity into the future is problematic – volatility of sales tax, mandated costs, health insurance cost growth, etc.;
- Library funding constitutes the largest single chunk of County discretionary expenditures – should the County again face significant financial pressure over the 10-year period, the Library would be significantly impacted.

CFO Stone, using projection equipment, demonstrated the ripple effect of both modest changes in assumptions. He noted the difference between the current funding structure and that of a library district is that a reduction situation is far less likely to happen.

Planning Committee Chair Johnson thanked Director Jakubowski and CFO Stone for the presentation and time it took to prepare. He then spoke to the District Initiative explaining Ellen Bach, Attorney with Whiteman, Osterman & Hanna, is communicating with Deputy County Executive Richard Tobe on language in the draft legislation for the District.

Mr. Johnson expressed to the group his thoughts regarding the length of trustee terms asking the Committee their opinion regarding the 5 year term currently in the draft legislation. Mr. Johnson expressed there was some question regarding trustee responsibility and accountability. Discussion ensued.
Mr. Connors asked Director Jakubowski to look into the other special legislative district public libraries trustee appointments and see if there was a pattern of 3 or 5 years.[1]

Planning Committee Chair Johnson raised concern and asked if the Committee would consider modifying Section 2 Election to eliminate language indicative of holding a special election. Discussion ensued. Attendees agreed the language regarding holding a special election should be removed and that any vote regarding District matters should be held at the general election.
Mr. Johnson indicated he would bring this to the Board for discussion.

Trustee Glanowski questioned how Board vacancies will be filled. Director Jakubowski indicated she would look into the draft legislation and report back to the Committee.[2]

Planning Chair Johnson briefly discussed the County Executive's concerns regarding the proposed District's buying power and the responsibility of the

County. Much of this pertained to the Central Library building. Discussion ensued.

Trustee Wisbaum spoke to ongoing communication with all parties involved, including the County Executive. Discussion ensued.

Mr. Connors indicated there was some confusion regarding the STAR Exemption and the impact on the District tax. Director Jakubowski indicated the STAR Exemption does not apply to the District tax. She noted she will speak with Ellen Bach about other exemptions which may [impact the District tax].[3]

On motion by Jack Connors with a second by Elaine Panty, the meeting adjourned at 7 p.m.

Follow-up by Director Jakubowski:

1. According to the NYS Department of Education Division of Library Development (DLD), 21 special legislative district public libraries have trustees that are elected for 5 years and 26 have trustees that are elected for 3 years.

2. Draft Special District Legislation Section 3 (3) "...All other vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the public library district until the next annual election, at which time the vacancy shall be filled by election for the remaining portion of the term. In the event there are no candidates from a legislative district in which a vacancy exists, whether for a full term or a portion of an unexpired term, the board of trustees of the library district may appoint an individual who is qualified pursuant to this act for election to the board of trustees to serve on the board of trustees until the next annual election."

3. Ellen Bach has put the question regarding exemptions to the New York State Real Property Tax Office. Information is forthcoming.

At this time, per the above Joint Budget and Finance and Planning Committee Report, Mr. Johnson entertained discussion on 2 items of concern by the County per Deputy County Executive Richard Tobe regarding the draft legislation – a three year trustee term versus a five year term, and elimination of the special election language. Mr. Johnson suggested an impromptu straw vote be done to obtain trustees' thoughts. Further discussion ensued. Mr. Housh requested more information be provided before the Board is asked to make a consensus. It was decided that no straw vote or changes to

the draft legislation would be done at this time, allowing the Mayor's office the courtesy to provide feedback on the draft legislation as was provided for the County Executive's office.

Agenda Item E.3 – Policy Committee. Chair Panty reported the Policy Committee met at 3 p.m. prior to the Board meeting to review proposed amendments to the Policy for the Loan and External Exhibition of Rare and Unique Materials, Agenda Item I.1 – under Unfinished Business. Mr. Connors requested this item be taken out of order and reported on at this time.

Agenda Item I - Unfinished Business. (taken out of order)

Agenda Item I.1 – Amend Policy for the Loan and External Exhibition of Rare and Unique Materials. Copies of proposed amended Resolution 2013-46 were distributed to each trustee at the beginning of the meeting. Chair Panty explained proposed Resolution 2013-46 was presented at the December 19, 2013 B&ECPL Board of Trustees meeting where it was unanimously agreed to refer this motion back to the Policy Committee to consult with Library Legal Counsel Patrick Martin regarding whether there should be Board approval for the borrowing of some materials due to their value. The Policy Committee met prior to the Board meeting to review Mr. Martin's recommendations which included language "The B&ECPL Board of Trustees must approve the loan of all materials valued at $50,000 and above," and the Policy Committee recommends the amended Policy for the Loan and External Exhibition of Rare and Unique Materials for approval by the full Board as presented. Ms. Thomas moved for approval. Mr. Gist seconded. Approval was unanimous.

RESOLUTION 2013-46

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the Policy for the Loan and External Exhibition of Rare and Unique Materials which was presented at the December 19, 2013 B&ECPL Board of Trustees meeting where it was unanimously agreed to refer this motion back to the Policy Committee to consult with Library Legal Counsel Patrick Martin regarding whether there should be Board approval for the borrowing of some materials due to their value, and

WHEREAS, the Policy Committee consulted with Library Legal Counsel Patrick Martin and included his recommendations in the attached draft of the Policy for the Loan and External Exhibition of Rare and Unique Materials, now, therefore, be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Policy for the Loan and External Exhibition of Rare and Unique Materials to supersede and replace the prevailing policy, adopted July 21, 2005 and amended on May 21, 2009.

Agenda Item F – Report of the Director. In the absence of Director Mary Jean Jakubowski, Assistant Deputy Director – COO Carol Batt presented the following information. Ms. Batt reported the March 22nd ACT Trustee Workshop agenda will include a condensed presentation of the B&ECPL's 10 year financial projection as well as a more detailed analysis of the results of the B&ECPL Use and Perception Survey conducted by the Siena Research Institute; an introduction of survey results had been provided at the January 18th ACT meeting held at the Eggertsville-Snyder Branch Library.

NYLA's (New York Library Association) Library Legislative Day is February 26, 2014. Ms. Batt and Mr. Stone will be leading a contingent to Albany; Ms. Panty will be attending representing System Trustees.

Ms. Batt was excited to share with trustees that the Library has put together a small committee of staff members doing in-depth research on 3D printers and Makerspace. In early April, some Library staff including Assistant Deputy Director Dawn Peters will be attending the annual Computers in Libraries 2014 Conference in Washington, D.C.; one track is an entire day on Makerspaces. Mr. Berlow, Ms. Bucki and Mr. Connors provided additional information on the subjects of 3D printers and/or Makerspaces. Ms. Batt added the intent is for the Library not to just have 3D printers but to do programming around them such as a recording studio, a place to create podcasts, etc. The committee will evaluate what others are doing, prioritize what is the best fit, and look at available space in the building.

Staff is working diligently on the State Report; it is anticipated reports will be brought to the Board in April for review and approval.

Over 26 Community Focus Groups took place in January and February. There are thoughts of scheduling a few more in March. Once the Focus Group meetings are complete, comments and feedback will be compiled and shared with the Board. The plan is to use this information and develop it into the Library's next set of Goals and Objectives which will start in 2015.

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

B&ECPL Monthly Report
January 2014

It has been a busy month throughout the Buffalo & Erie County Public Library (B&ECPL) System. Focus Groups comprised of library users and partners were held at various library locations across Erie County. Information gleaned from the participants will be used in the development of future library goals and objectives, use of public funds, services, programs, equipment, advocacy, etc. Comments, concerns, recommendations, compliments will be reviewed and addressed. Focus Groups will continue in February and March. Libby Post, Communication Services, is the moderator of the Focus Group sessions.

1. Public Services

Monthly Programming Statistics – January 2014

* Due to program attendance reporting changes issued by the New York State Division of Library Development, reporting categories need to be clarified and updated. January 2014 statistics for *Library Programs* will be included with the February 2014 report.

Highlights:

- The Technology Training Team kicked off 2014 by conducting 27 public classes for 208 attendees at 15 library locations throughout January. The increasingly popular individual "Book a Technology Trainer" appointments resulted in 71 sessions at 5 library locations.

- January 15th - Adult Winter Reading program officially opens! Book reviews are now officially accepted and posted. Reviews and entry information can be found on the Library's web page under *All About Reading – Online Winter Reading 2014*. Information Services and Outreach Librarian **Rebecca Pieszala** is coordinating this year's program.

- January 15th – *Oz* aficionado and collector Barbara Kennerson presented "The Oz you Might Not Know" in the Ring of Knowledge, then toured "The Wonderful Wizardry of Baum" exhibit with Rare Book Curator **Amy Pickard** seeing the artifacts and ephemera that she loaned us in the exhibit.

- January 18th - Information Services Librarian **Rhonda Konig** coordinated the 36th annual *Tribute to Martin Luther King, Jr.* Community activist and small business

counselor Clifford Bell acted as Master of Ceremony for this lunchtime program held at the Central Library's Ring of Knowledge. Featured were the poems/stories of the Njozi Ensemble, **Sharon Holley**, Frank E. Merriweather, Jr. Branch Manager **Sandra Williams Bush** and a vocal performance by Pastor (and Library employee) **Angela Stewart**. The Library received a proclamation from the Governor's office recognizing the Library's MLK event as one of the state's longest consecutive running tributes in New York State.

- January 18th - Information Services Librarians **Dan Caufield** and **Suzanne Colligan** staffed an information table at the "Straight Talk 2014" held at the Buffalo Niagara Convention Center. This annual event is sponsored by the U.S. Small Business Administration and encourages local entrepreneurs to meet with representatives from over 50 local organizations who counsel and educate small business owners and potential owners. Over 350 people attended the classes and workshops provided by the various local agencies.

- January 23rd - Information Services and Outreach Librarian **Renée Masters** hosted a public outreach event for the Affordable Care Act from 6:00 – 7:30 p.m. at the Frank E. Merriweather, Jr. Branch Library. Christin LoFaso, Navigator from Niagara Falls Memorial Healthcare Center, and Roger Thumer, Certified Assistor, provided information and answered questions.

- January 23rd - Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated a *Job Fair* held at the downtown Central Library. Twenty-five companies and organizations participated, accepting applications, discussing job opportunities, etc. to a crowd of over 400. In addition, Buffalo Employment & Training Center Counselor Shane Stephenson conducted one-on-one resume reviews for attendees. ECC One Stop counselors presented information and tips to individuals interviewing for a job, and library staff presented workshops on the Library's employment resources and how to create resumes using Microsoft Word.

- Merriweather Branch Manager **Sandra Williams Bush** performed in 3 Martin Luther King, Jr. programs this month: January 16th for the 36th Annual Celebration at the B&ECPL Central Library; January 17th for the 23rd Annual Commemoration presented by WNY Coalition of Blacks in the Courts, Ceremonial Courtroom, Erie County Hall; and January 19th at Trinity United Methodist Church, Amherst, NY.

2. Collection Development

Print Collections:

	Collection Size	Monthly Adds	YTD Adds
2.1 Juvenile non-Fiction	148,764	626	626
3.1 Juvenile Fiction	358,602	2,191	2,191
4.1 Young Adult Fiction	68,991	677	677
5.1 Adult non-Fiction	1,359,025	1,685	1,685
6.1 Adult Fiction	547,459	3,238	3,238

Media Collections:

	Collection Size	Monthly Adds	YTD Adds
3.2 Juvenile	62,905	907	907
4.2 Young Adult audiobooks only	2,519	15	15
6.2 Adult	386,655	5,547	5,547

Electronic Collections:

	Collection Size	Adds	Downloads	% Change downloads from previous month
e-Books	35,391	403	33,219	+20%
Music (Freegal)	Unlimited SONY Library		4,427	-.5%
e-Audiobooks	6,801	38	7,784	+18%
e-Videos	370 + Moving Image Archive Library**	0	245	+48.5%

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

Highlights:

- In January, the Library's Subject Guides (http://bit.ly/mInDZS) received 1,032 unique visitors from 10 countries including Qatar, Australia, India and Italy.
- Collection Development staff responded to 523 patron purchase suggestions and 87 staff suggestions in January.

- New Mark Twain Display: Rare Book and Map Librarian **Charles Alaimo** developed *An Innocent Abroad?* - an exhibit which highlights the publication of Twain's travel bestseller that brought him international celebrity, just as he was about to marry Olivia Langdon and move to Buffalo.

- On January 25th, Rare Book staff **Charles Alaimo** and **Natalia Salansky** assisted a visiting archivist from Japan just to conduct personal research on items in the Rare Book Room and Grosvenor Room collections. Takahiro Sakaguchi, an assistant professor from Kyoto University's Archives Department, viewed material on the Charity Organization Society of Buffalo from the 19th century.

3. Technology

Library 2.0 Activity:

	Number of Connections		% Change	
	Current Month	Monthly Change	Previous Month	Yr. to Date
Facebook Fans/Likes	4,790	+ 84	1.8%	1.8%
Twitter Followers	5,097	+ 162	3.3%	3.3%
Flickr Views	128,948	+ 10,085	8.5%	8.5%
Pinterest Followers	789	+ 14	1.8%	1.8%

January Social Networking Highlights:

Facebook Offers Virtual Warmth: With weather phenomena ranging from the famous *The Wizard of Oz* twister to frigid local temperatures and snowy days, the Central Library Facebook page offered a variety of suggestions for keeping warm and staying entertained throughout January. The formula suggested for surviving one particularly cold evening "... large sweater, warm tea, **good book**, soft socks, and box of chocolate" was the month's most popular post, seen by more than 2,800 Facebook users.

Twitter, Libraries, and Hockey: The number of @buffalolibrary Twitter followers surpassed 5,000 in January! This milestone achievement was aided by the Central Library Winter Reading 2014 kickoff event that featured Buffalo Sabres Center Cody Hodgson and his sidekick Sabretooth. Hockey fans generated a record flurry of publicity for the B&ECPL with scores of "Tweets," "Retweets," and "Mentions" during and after the duo's visit. The Library's Twitter feed can be viewed at (http://bit.ly/10bPpyO).

Flickr Views: The 36th Annual Martin Luther King, Jr. Tribute, the Winter Reading kickoff event, and a *Wizard of Oz* program were captured in 176 new snapshots posted

to Flickr, the online photo sharing site. The Library's photostream, viewed more than 10,000 times in January, can be viewed here: http://bit.ly/xDPsx4 .

Technology Highlights:

- RFID (Radio Frequency Identification) Developments: At the end of January, 31 libraries were fully up and running using RFID technologies, while 32 were live with circulation. Collection conversion continues at the Collins and Hamburg Libraries.

- Two New Public Training Videos: Technology Trainer **Andy Aquino** produced *An Hour of Computer Training – A Minute of Time* (http://bit.ly/1aCJNHw), a fast-paced and fun time lapse production that presents a compressed look into a typical computer training class. The many services offered by the Team are highlighted in *Free Computer Classes through the Buffalo & Erie County Public Library* (http://bit.ly/1aw4abD), a video created by Trainer **Chelsey Lonberger**.

- Baum Exhibit Video: Technology Trainer **Jordan Smith** produced a new video to promote *The Wonderful Wizardry of Baum* (http://bit.ly/1fqfTXW), the exhibit on display at the Central Library through summer 2014. The video is a short trip down Central's "Yellow Brick Road" with stops at the Ring of Knowledge, Rare Book Room, and other points along the way.

- IT Administrator **Steve Hovey** met with Hamburg Library Director **Jack Edson** and architect Doug Hunter to establish the staging protocol for the switch and cabling moves that need to be made prior to the initial phase of construction associated with the 2014 building expansion.

- Public computers were replaced at the Collins, Grand Island, Julia Boyer Reinstein and City of Tonawanda Libraries and servers were upgraded at Audubon, Clarence and West Seneca.

4. Funding/Fundraising

Funding:

The FY 2015 (2014-15) Proposed NY State Budget, released on January 22nd, eliminates a $4,000,000 restoration of State Library Aid approved by the Legislature and included in the FY 2014 (2013-2014) Enacted Budget. This represents a 4.7% reduction in aid over the State FY 2014 (2013-2014) Enacted Budget.

The impact for B&ECPL would be a reduction of $119,901 from the FY 2014 Enacted NY State Budget. The reduction breaks down to $93,354 in the operating budget and $26,547 in the library grants budget. Since the Library's 2014 Adopted Budget was based on the state allocation in the 2014 Enacted Budget, if the Governor's Proposed FY 2015 budget is approved unchanged, the Library would face a revenue shortfall of nearly $120,000.

E-mail alerts have been sent to all System and contracting library trustees and directors advising them of the possible reduction and providing information to allow them to conveniently voice their concerns via tools available at the New York Library Association website www.nyla.org. Background information, charts and graphs were also provided to the Erie County Budget Office to aid their efforts to evaluate the overall impact of the proposed state budget on the County.

B&ECPL will send representatives to join with libraries across the state to meet with their legislators in Albany on February 26, 2014 to explain the impact of these reductions and ask legislators to address this issue.

Overall, state library aid in the FY 2015 Proposed Budget, not adjusted for inflation, would fall to the same level it was in the mid 1990s. While the state budget is not scheduled to be finalized until April 1, 2014, the funding is provided to libraries for calendar year 2014.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual – includes monies donated from the year-end appeal that arrived in January 2014, Bucks for Books and other donations	January 1 – January 31, 2014	$17,700
Crane Book Sale	Ongoing	$420.25
Crane Donation Box		$20.00
North Park Book Sale	Ongoing	$132.85
North Park Donation Box		$13.00
Riverside Donation Box	December 30, 2014	$36.26
Merriweather Donation Box	January 2014	$165.50

5. Facilities

Work on the Central Library 2nd floor west project continues. Asbestos abatement of the space for the new restrooms is complete. Construction of the restrooms, new public meeting room and exhibit space is under way. Construction of these spaces is anticipated to be completed later this spring.

Library maintenance staff are working with City of Buffalo Department of Public Works staff and Cannon Design (hired by the City) to move the Dudley Library improvement project towards bidding. The project will replace the roof, HVAC system, restore brickwork on the front of the building and add windows to provide additional natural light. Computerized HVAC control equipment that will work with both the existing and replacement units have already been delivered and will soon be employed to improve energy monitoring and utilization at the branch.

On another Buffalo Branch initiative, 5 year utility consumption and cost information was provided to Wendel Energy Services, under contract with the City of Buffalo, to explore additional energy saving projects. Information generated by this work can be used to apply for grants to assist in funding future energy saving projects.

At the downtown Central Library **Renée Masters,** with the assistance of the Graphics Department, created an inviting new look for the Whisper Space quiet study area on the first floor of the Central Library. Quotations and art elements were added to the pillars as well as a large sign bearing the quote "Here is where people one frequently finds, lower their voices and raise their mind"- Richard Armour , in calligraphy with embellishments. Table signs asking patrons to silence cell phones and text only have been distributed as well. Comfortable new seating along with plenty of sunlight, tables and ample electrical outlets make this an attractive area for quiet reading and study.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	52	52	0	0

Highlights:

- A multitude of training opportunities were afforded to staff in January. Most were attended via online webinars – reducing both cost and time. Program titles included: *The Future of Libraries, Optimizing Materials Handling on the Cheap: How to Lean Your Workflow, Flexible Spaces, New EPA Small boiler Emission Rules & Impending Compliance Deadlines, Using Big Data for Library Advocacy, Care and Storage of Historic collections, Strategies to Sustain Digitized Special Collections, Negotiation Fundamentals, Business Insights, Conflict Resolution, Fizz, Boom, Read – NYS Summer Reading Program, The Affordable Care Act and Mental Health Parity, YALSA Excellent in Non-Fiction Finalists, When a Story is More than Paper: Transmedia and Young Adult Literature, Common Core 101, etc.*

- Assistant Deputy Director, Workforce Development Officer **Doreen Woods** and Supervising Chief Stationary Engineer **Carl "Chip" Campbell** met with New York State Department of Labor Associate Industrial Hygienist Daryl Odhner to discuss changes in material data safety sheets (MSDSs) beginning to affect both public and private workplaces. MSDS literature provides workers and emergency personnel with procedures for handling or working with substances in a safe manner. Mr. Odhner will work with the B&ECPL to train employees on using the new symbols and format of MSDS literature in all B&ECPL libraries.

7. Media coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release	*Public Library Focus Groups Announced*	January 3 Throughout January The Buffalo News WBFO Bee Publications
Media Event	*Tribute of Martin Luther King, Jr.*	January 15 & 16 Buffalo News
Media Release	*Job Fair @ Downtown Central Library*	January 22 Day of coverage – Channel 7 Prior coverage – The Buffalo News, WBFO radio

Media Event	*Winter Reading Announcement*	January 17 Buffalo News Channels 4, 7 and YNN
Media Release	*Take Your Child to the Library Day*	January 23 Buffalo News
Media Release	*Wonderful Wizardry of Baum Exhibit @ Central Library*	January 23 Buffalo News, WBFO, Channel 2
Interview with Kevin O'Neill, Channel 2 - Daybreak	*The Wonderful Wizardry of Baum Exhibit at Central*	January 29
Panoramahispanonews.com	Dia Family Book Club	January 29
Buffalo Rocket	Dia Family Book Club	January 30
Riverside Review	Coming Events	January 15
Riverside Review	Coming Events	January 22
Riverside Review	Coming Events	January 29
Buffalo News, The Challenger, The Buffalo Criterion	Announcement of the 37th Annual Carter G. Woodson Contest (Merriweather Branch Library)	Various dates

Highlights:

- Downtown Central Library held a Winter Reading media event on January 17th with Cody Hodgson from the Buffalo Sabres. The event was covered by local media including The Buffalo News, YNN TV, Channel 4, and Channel 7. The Buffalo Sabres also used social media to spread the word about Winter Reading.

- January 29th – Rare Book Curator **Amy Pickard** presented *The Wonderful Wizardry of Baum* exhibit on Channel 2 News Daybreak's Kevin O'Neill spot.

8. Partnerships

Highlights:

- Buffalo Branches West Cluster Manager **Linda Rizzo** attended an Explore & More Children's Museum partnership discussion on January 13th. Representatives from non-profits serving children and families responded to the question "How Can Explore & More work with your organization to benefit the children and families of Buffalo, while fitting each of our missions?" The Library has been working with Explore & More to be a part of the Museum's proposed Canalside location. Discussions continue.

- **Kathy Galvin** participated in a formative meeting of community providers partnering with School 3. The group will meet on a bimonthly basis.

- Jericho Road Ministries presented literacy training for refugees on Tuesdays (January 7, 14, 21 & 28) and Thursdays (January 2, 9, 16, 23 & 30) at the Riverside Branch Library.

- Catholic Charities of Buffalo presented Citizenship Exam Training classes on Saturday, January 18th, and Saturday, January 25th, at the Riverside Branch Library.

- Buffalo Branches East Cluster Manager **Nancy Mueller** attended the January meeting of the *Parent, Family and Child Engagement Collaborative: FACE Collaborative,* at WNED studios on January 28th.

- **Nancy Mueller** and Central Manager - Children's Programming **Brian Hoth** attended a meeting at Holland Speedway with Holland Speedway Manager Tim Bennett on January 29th to discuss B&ECPL's summer partnership/ program with the raceway. The second "Library Night at the Races" is scheduled for August 23, 2014.

9. Governance

Conversations continue with elected officials. Draft legislation is being reviewed and commented on. Ellen Bach, Esq. of Whiteman, Osterman & Hanna LLP has been in communication with Deputy County Executive Richard Tobe. Comments and concerns are being addressed. System Trustees are reviewing particular sections of the draft legislation and expected to discuss potential changes.

This writer and Board Chair Jack Connors met with Trustees of the Ewell Free Library. Ellen Bach joined via telephone to further discuss the Ewell Free Library's participation in the Library District Initiative.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
January 3, 2014	Meeting - Carol Batt, Dawn Peters, Re: Mobile Services Meeting
January 3, 2014	Conference Call - Barbara Lilly, DLD
January 7, 2014	LIBRARY EMERGENCY CLOSING
January 9, 2014	Webinar - ALA Future of Libraries
January 9, 2014	Meeting - B&ECPL Board of Trustees Executive Committee
January 10, 2014	Meeting - Administrative Team
January 10, 2014	Meeting - Books for Kids
January 13, 2014	Meeting - 2nd Floor West Renovations
January 13, 2014	Meeting - Wendy Patterson, Dean School of Education, Buffalo State College
January 13, 2014	Meeting - B&ECPL Board of Trustees Buffalo Library Services Committee
January 14, 2014	Meeting - Milestones of Science
January 14, 2014	Meeting - Libby Post, Communication Services
January 16, 2014	Media Event - 26th Annual MLK Celebration
January 16, 2014	Meeting - B&ECPL Board of Trustees
January 17, 2014	Winter Reading Announcement with Buffalo Sabres
January 21, 2014	Meeting - Joy Testa Cinquino, Ken Stone, Chip Campbell, Mark Kross, Re: Auditorium
January 21, 2014	Conference Call - PULISDO ONLY
January 21, 2014	Conference Call - DLD/PULISDO
January 22, 2014	Meeting - Frits Abel, Anne Conable, Re: 2014 Echo Art Fair
January 22, 2014	Meeting - Jeannine Doyle
January 22, 2014	Meeting - B&ECPL Board of Trustees Joint Planning Committee with Business and Finance Committee
January 23, 2014	Meeting - Administrative Team
January 23, 2014	Meeting - Melissa Brown, Buffalo History Museum
January 23, 2014	Meeting - Jeannine Doyle
January 24, 2014	Conference Call - Ellen Bach, Esq., Whiteman, Osterman & Hanna
January 24, 2014	Meeting - System Trustee Katie Burd, Dorinda Darden
January 27, 2014	Meeting - Ewell Free Library

January 28, 2014	Meeting - Evelyn Hamilton, Medaille College
January 28, 2014	Meeting - Jeannine Doyle, Doreen Woods
January 30, 2014	Conference Call - Assemblyman Michael Kearns
January 31, 2014	Meeting - Carol Batt, Dawn Peters, Re: Collection Development
January 31, 2014	Meeting - Watts Engineering, Re: Occupancy Study

Other:

Contracting Member Library Activity Reports

Concord Public Library – submitted by Bridgette Heintz, Director

Highlights of events and activities at the Concord Library:

January 2014

- Mid-December to Mid-January: Boy Scout Troop #524 provided a train set for the enjoyment of the community, which was housed in the library meeting room.
- 1/17/14: The Focus Group meeting with Libby Post was attended by 14 retirees. All had positive feedback for the staff afterward and they thanked us for hosting the meeting.
- 1/21/14: Snap Shot day included an eBooks and eReaders class attended by 10 patrons.
- 1/27/14: The Buffalo Zoo presented 2 sessions of their "Zoo Tails" program to a total of 22 children and 18 adults, including another local Cub Scout troop who received a tour of the library prior to the program.

February 2014

- 2/3/14 - 3/3/14: PJ Preschool Storytime will be held Mondays at 6:30 p.m. for ages 3-5 years.
- 2/4/14: The "Book and a Movie" Book Club will meet to discuss *Dolores Claiborne* by Stephen King (meeting rescheduled from January due to weather).
- 2/4/14: An Eat Smart NY Community Educator from the Cornell Cooperative Extension will begin hosting a series of free nutrition talks in the library for our patrons.
- 2/18/14: The library will host the following Cyber Train computer classes:
    - Computer Basics
    - Internet Basics
- 2/22/14: Magician Mr. J will present his "Beach Party Bash" program for all ages at 11 a.m.
- 2/25/14: The "Book and a Movie" Book Club will meet to discuss *The Princess Bride* by William Goldman.

March 2014

- 3/11/14: The Children's Programming Team will present their *Wizard of Oz* program at 5:30 p.m. for ages 6-12 years.
- 3/18/14: The library will host an eBooks and eReaders class from 11-1 p.m.
- 3/22/14: Nature Ed-Ventures will present their "Crazy Science Concoctions" program at 11 a.m. for ages 7-11 years.
- 3/25/14: Another meeting of the "Book and a Movie" Book Club; title TBD.
- 3/28/14: Another eBooks and eReaders class from 3-5:30 p.m. in response to patron demand.

Orchard Park Public Library – submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Library:

- Adult 4th Tuesday Speaker Series: Joseph Bieron – Postcard Views: a Walk Down Main Street Buffalo, NY, Circa 1910 (January); Judith Geer – History and Literature of Adirondack State Park (February); Catherine Colmerauer – Home Town Journalism (March).
- Orchard Park played host to a very successful One-on-One eReader Technology Training class in January. Nineteen satisfied patrons left with an eBook downloaded to their tablets and the confidence to visit the B&ECPL web site for more.
- A Kindle Basics Computer Training class was also very popular in January.
- Special children's programs in January included Charlie & Checkers and It's Magic of Course.
- BPOvations: BPO Maestro Paul Ferington previews forthcoming BPO concerts - Symphonic Monuments (February), The Rhine and the East (March).
- Take Your Child to the Library Day – Saturday February 1st. Eighty-five children participated in a day filled with *Wizard of Oz* themed stories, crafts, games and fun. Feedback from the event was overwhelmingly positive.
- Special children's programs in February included Explore & More Children's Museum's Pop-Up Valentines. Later in the month kids are encouraged to bring their favorite fuzzy friends to Stuffed Animal Story Time.
- An iPad Basics Computer Training class is scheduled for February. Tablet use has increased exponentially at Orchard Park, and with it interest in the Library's downloadable services.
- Local author Wende Essrow will read her children's picture book *Paintbrush Dreamer*, followed by watercolor painting activities in March.
- The *Wizard of Oz* will visit the Orchard Park Library once again in March with activities and crafts for children based on the classic movie and books.

- Class visit season begins again in earnest in March, with several visits scheduled from Ellicott Elementary School.
- Also in March, the Friends of the Orchard Park Library will sponsor their Spring Donated Book Sale, March 7, 8 & 9. The Friends volunteer and fundraising efforts represent a tremendous asset to the Orchard Park Library and the greater community.
- The Orchard Park Library is the 3rd most visited library in Buffalo & Erie County and ranks 5th overall in circulation of library materials for 2013.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report provided. Mr. Connors called on Suzanne Jacobs, President of the Lancaster Public Library Board of Trustees, who was in the audience for any comment. Ms. Jacobs thanked the Board for including this item on the agenda and welcomed trustees to attend the March 22nd ACT Annual Trustee Workshop to be held at the Central Library.

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

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

There being no further business, on motion by Mr. Johnson with a second by Ms. Panty, the meeting adjourned at approximately 5:20 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary