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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, May 21, 2015
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Frank E. Merriweather, Jr. Branch Library
1324 Jefferson Ave.
Buffalo, NY 14208

A. Call of the roll

B. Approval / Changes to the Agenda

C. Minutes of the Meeting of April 16, 2015 — **ACTION**

D. Report of the Chair — **INFORMATION**

E. Committee Reports

1. Executive Committee

   a. Proposed Local Law to Provide Predictable Funding for B&ECPL – For Discussion — **INFORMATION**

2. Budget and Finance Committee

   a. Res. 2015-12 — 2015 Budget Adjustments: Allocating 2014 Year-end Balance — **ACTION**

   b. Monthly Financial Report — **INFORMATION**

3. Policy Committee

   a. Res. 2015-13 — Amend Rules of Conduct Policy — **ACTION**

   b. Res. 2015-14 — Amend Internet Safety and Acceptable Use Policy — **ACTION**

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

1. B&ECPL Organizational Competencies 2015–2016 — **INFORMATION**

J. New Business

K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 16, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, April 16, 2015, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair
Frank Housh, Vice Chair
Kathleen Berens Bucki, Secretary
Rhonda Ricks, Treasurer
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Phyllis A. Horton
Sharon M. Kelly
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Ted Johnson called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as mailed. An amendment to Proposed Resolution 2015-10 was distributed at the start of the meeting. Assistant Deputy Director – COO Carol Batt will explain the amendment at that point in the agenda.

Agenda Item C – Minutes of the Meeting of March 19, 2015. On motion by Ms. Kelly, seconded by Ms. Panty, Minutes were approved as corrected (spelling of Panepinto on page 12.)

Agenda Item D – Report of the Chair. Chair Johnson reminded trustees the May 21st Board meeting will be held at the Frank E. Merriweather, Jr. Branch Library. He reported Fables has been up and running for about 3 weeks under the new ownership with expanded hours. While everything has not been perfect, good comments have been received.

Mr. Johnson spoke at the March 21st Association of Contracting Library Trustees (ACT) Workshop discussing the plan for a System Trustee liaison to be assigned to each of the Contracting Library Boards; this was well received.

Mr. Johnson welcomed Bill Josefiak to the meeting who is the new ACT liaison to the System Board.

Trustee Wisbaum was thanked for sponsoring the April 14th Library donor recognition and cultivation event at the Buffalo Club; Mr. Johnson also thanked Meg Cheman and her team for putting on a great exhibit.

Trustee Ricks arrived at approximately 4:10 p.m.

Chair Johnson shared 3 personal goals he has for the year: 1) to expand educational programs for at-risk children and provide a safe library environment; 2) to start a search and feasibility review of finding a permanent home for the North Park Branch Library; and 3) to develop a plan to have the community think of libraries as community center hubs.

Chair Johnson hopes to visit every library in the System this year; on his recent visit to the North Park Branch Library, every computer seat was full and he feels this branch is not big enough. He asked North Park Branch Manager Paul Guminski for a wish list to review. He reminded trustees the North Park Branch replaced both the Fairfield and Northwest Branch Libraries. Further discussion ensued. Mr. Johnson asked if any trustees were opposed to further exploring this; there was no opposition voiced.

He hopes to work with Director Jakubowski and Trustee Sharon Thomas, Chair of the Buffalo Library Services Committee, on programs specifically targeting the at-risk children in the City Branches and try to find a way to re-engage them. In addition, following last month's Board approved resolution to engage Stop the Violence Coalition at the Central Library, he asked Ms. Jakubowski to meet with Arlee Daniels to see what kind of costs are involved to possibly expand that service to the City branches to provide a safer, more comfortable environment.

Trustees were asked to begin thinking of how to position our libraries and branches as community center hubs and entertain an idea of a marketing campaign.

Trustee Gist arrived at approximately 4:15 p.m.

Vice Chair Housh finalized the following System Trustee/Contracting Library Board liaison assignments. System Trustees will be notified of Contracting Library

Board meeting schedules via the Director's office; trustees are to let the libraries know which meeting/meetings they will be attending.

Michael Amodeo – Angola, Concord, Hamburg and North Collins Libraries
Alan Bedenko – Clarence and Newstead (Akron) Public Library
Kathleen Berens Bucki – Amherst Public Library
Katie Burd – Lancaster and Town of Tonawanda Public Library
Frank Housh – Cheektowaga and West Seneca Public Libraries
Ted Johnson – Boston, Collins, Eden and Orchard Park Libraries
Sharon Kelly – Alden (Ewell Free), Aurora Town, Elma and Marilla Libraries
Elaine Panty – Grand Island and City of Tonawanda Libraries
Teresa Vincent – Lackawanna Public Library

System Trustees on the Buffalo Library Services Committee of the B&ECPL Board of Trustees act as liaisons to the City Branch Libraries.

Trustee Wisbaum arrived at approximately 4:28 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Housh provided a summary of the Executive Committee meeting held at the Central Library on April 9, 2015 and requested the following written report be entered into the Minutes. Ms. Panty made the motion, Ms. Horton seconded, and approval was unanimous.

> Present: Executive Committee Vice Chair Frank Housh; Committee members Michael Amodeo, Sheldon Berlow and Sharon Kelly. Also in attendance were System Trustee Elaine Panty, COO Carol Batt and CFO Kenneth Stone.
>
> In Chair Ted Johnson's absence, Vice Chair Frank Housh called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.
>
> Trustee Amodeo arrived at approximately 4:09 p.m.
>
> The Committee reviewed the proposed agenda for the April 16, 2015 Board of Trustees meeting including the following proposed resolutions presented by Mr. Housh for Committee comment:
>
> 1. Approval of the New York State Annual Reports.
> 2. RFP Award for the conservation of Volume 2 of the *Audubon Birds* with options to conserve Volumes 3 and 4 at a future date. Mr. Housh requested clarification regarding where the proposers were located

(which state) and also requested that the resolution title be amended to clarify that the award covered options for conservation of Volumes 3 and 4.

Mr. Housh asked for updates regarding Fables Café. Discussion ensued.

Mr. Housh asked for clarification regarding the adopted New York State Budget 2015-2016 and its effect on Library operations. Discussion ensued.

Ms. Batt reported the Hamburg Library was scheduled for a soft reopening on April 27, 2015. Also, it was anticipated that funding for the repair of the East Clinton Branch Library would be formalized at the City of Buffalo Common Council meeting on Tuesday, April 14, 2015.

Mr. Housh reported that he would have updated information regarding System Board member contracting library liaisons at the April 16, 2015 Board meeting.

Mr. Housh asked if there was any new business or any other changes to the agenda. There were no additions or other changes noted.

The meeting adjourned at 4:24 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Approve New York State Annual Reports. Copies of both reports were sent via e-mail or U.S. mail to trustees prior to the meeting. Copies were also available for review at the meeting. Ms. Batt explained upon final review, there was one change to the Annual Report for Public and Association Libraries – 2014, Section 9 Service Outlet Information, Item 24 which asked to "indicate the year this outlet underwent a major renovation costing $25,000 or more" - the answer was updated to read "2014", which was the completion year of the second floor west area. The following resolution as amended was approved unanimously on motion by Ms. Panty and seconded by Mr. Gist.

RESOLUTION 2015-10

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Library's charter as well as qualify for State Aid funds, each library files reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the Buffalo & Erie County Public Library files both a Public Library Report and a Library System Report, while each contracting library also files a Public Library Report, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Buffalo & Erie County Public Library "*Annual Report for Public and Association Libraries – 2014*" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this *"Annual Report for Library Systems – 2014"* has been reviewed and accepted, and be it finally

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees assures that the Library System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item E.2.b – RFP Award – Conservation of Additional John James Audubon's *Birds of America* – Volume 2, with option for Volumes 3 and 4. Deputy Director CFO Ken Stone explained the RFP in Proposed Resolution 2015-11 provided pricing for conservation of 3 volumes, but the initial award is only for Volume 2 as detailed in the resolution. Volume 1 was completed last year. Ms. Kelly made a motion and Ms. Vincent seconded. Following discussion, during which time Assistant Deputy Director Dawn Peters and Meg Cheman discussed conservation methods in response to Mr. Gist's question, approval of Resolution 2015-11 as presented was unanimous.

RESOLUTION 2015-11

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Rare Book area of Special Collections holds titles and collections of local, national and international impact, and

WHEREAS, the B&ECPL recognizes both the need and its responsibility to conserve its rare and unique treasures, and

WHEREAS, the collection includes the complete John James Audubon *Birds of America* elephant folio, which is in need of conservation, and

WHEREAS, an RFP for the purposes of receiving proposals to conserve the Audubon *Birds of America*, Volume 2 with options for conservation of Volumes 3 and 4 was issued in October, 2014, and

WHEREAS, the Library received and thoroughly reviewed 3 submitted proposals, including completeness of the response, references, demonstrated ability, cost and consistency to the treatment plan used for Volume 1 of the *Birds of America*, and

WHEREAS, the Library recommends the award for the conservation of the John James Audubon *Birds of America* – Volume 2 be given to HF Group/ECS Conservation of Browns Summit, North Carolina with options to complete Volumes 3 and 4, and

WHEREAS, pursuant to the RFP and HF Group/ECS Conservation's response, costs for conserving Volume 2 would be $44,340 for the identified scope of work with a provision to address unanticipated beyond scope work, subject to pre-approval by the Library Director, at a per diem cost of $750, and

WHEREAS, pursuant to the RFP and HF Group/ECS Conservation's response costs for conservation of Volumes 3 and 4 would be $39,340 and $47,350 respectively for the identified scope of work with a provision to address unanticipated beyond scope work, subject to pre-approval by the Library Director, at a per diem cost of $750, now, therefore be it

RESOLVED, that the B&ECPL Board of Trustees authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement with HF Group/ECS Conservation for the purposes of conserving Volume 2 of the John James Audubon *Birds of America* pursuant to the terms and conditions of the RFP and RFP response at the costs noted above, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to include in that agreement options for conservation of Volumes 3 and 4, based upon mutual agreement, subject to the terms and conditions of the RFP and RFP response, with exercising either option based upon future funding availability and approval by the B&ECPL Board of Trustees, and be it finally

RESOLVED, this resolution authorizes the Library Director and/or her designee(s) to utilize available donated and operating funds for this purpose.

Agenda Item F – Report of the Director. Ms. Jakubowski recognized Trustee Wayne Wisbaum thanking him again for sponsoring the April 14th reception which showcased several of the Library's priceless treasures; both County Executive Mark Poloncarz and

Mayor Byron Brown were in attendance. Mr. Wisbaum spoke recognizing he believes the Library made some new relationships and friends of the Library; he thanked Joy Testa Cinquino and library staff for their assistance. Ms. Jakubowski conveyed by the end of that evening, 4 people requested additional tours of the Rare Book Room.

Ms. Jakubowski gave a shout out to Trustee Bedenko for his blog complimenting the event and the Library's rare book collection. She passed a copy around for trustees to view.

The Read Aloud 15 Minutes initiative media event kicked off April 14th at the Central Library with 8 elected officials present reading to children. Libraries have been contacted to reach out to their officials to participate at their branches/libraries. Director Jakubowski will appear on AM Buffalo April 17th promoting this initiative; local radio stations and newspapers are also involved as well. Two resolutions supporting Read Aloud 15 Minutes, one from the Erie County Executive and one from the Erie County Legislature, were shared with trustees. Read Aloud stickers were passed out; posters and flyers were available for distribution. Ms. Vincent added that Joy Testa Cinquino was a guest speaker at Independent Health and used that opportunity to talk about Read Aloud 15 Minutes.

Ms. Kelly inquired about a possible partnership with the Buffalo Zoo, especially with this initiative. Ms. Jakubowski noted we have partnered with them in the past and information on this initiative was sent to them; follow-up will be done. Mr. Berlow inquired if there is any way of evaluating the effectiveness of this initiative. Ms. Jakubowski replied we are strong partners with Literacy New York Buffalo-Niagara as well as Young Audiences of WNY and those are measurements we have asked them to be involved with. Some type of survey will be done. The Library is currently working on gathering statistics on library card applications coming back from the Buffalo Public Schools.

Trustees were updated that Ms. Jakubowski attended the April 14th Buffalo Common Council meeting where they passed a resolution for funding the East Clinton Branch Library repairs including replacement of carpeting and the ceiling as well as some painting; electrical work is complete. Library Maintenance Supervisor Chip Campbell will continue to push to get this project done so the library can reopen. Ms. Jakubowski met again with the Kaisertown Coalition who, together with Councilman Rich Fontana, have been wonderful advocates for getting this project done. Trustees will be kept apprised.

Copies of completed and signed 2015 Disclosure Statements -Appendix A for all System Trustees and Key Employees were submitted to Trustee Sharon Kelly, Chair of the Governance Committee, as required in the B&ECPL Conflict of Interest Policy.

Trustee Panty asked to acknowledge *Charlie and Checkers*, 2 brothers, who have provided unique entertainment encouraging reading at many of our libraries; there was a recent news article that they performed at the White House for Easter.

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

B&ECPL Monthly Report
March 2015

East Clinton Branch Library Update. The Buffalo & Erie County Public Library (B&ECPL) Maintenance Department continues to work with the City of Buffalo Department of Public Works, Parks and Streets regarding electrical work and repairs at the East Clinton Branch Library. This writer continues to be in contact with Commissioner Steven Stepniak, City of Buffalo Common Council Member Richard Fontana and Erie County Legislator Patrick Burke regarding the amount of time the Library has remained closed and the progress of the work. On Monday, March 9th, this writer and East Clinton Branch Manager **Kate Shea** attended a meeting of the Kaisertown Coalition, hosted by Legislator Burke, providing community members the status of the East Clinton Branch Library since the fire. As a result of the discussion, the library's dropbox has been reopened.

Health Happens at the Library. On March 18th, forty-four health and human service organizations participated in the first Women's Health Fair at the Central Library. The Fair included the keynote address *Is This an Unhealthy Relationship?* by Mary Travers Murphy, Executive Director of the Family Justice Center, along with a healthy food demonstration from Cornell Cooperative Extension of Erie County, a Tai Chi demonstration by the Taoist Tai Chi Society, and Zumba. Catholic Health WomenCare provided bone density tests and more than 40 individuals took the Health Information Challenge offered by the Western New York Library Resources Council (WNYLRC) Committee for Health Information Access. A FitBit Zip and a dozen other prizes were awarded. The Fair, attended by over 300 participants, was developed as part of the *Health Happens in Libraries* grant and was organized and presented by Information Services and Outreach Librarian **Renée Masters**.

A room full of Cats in Hats*?* On March 2nd, Librarian **Brian Hoth** reprised his role as the *Cat in the Hat* at the Library's *Read Across America* program in celebration of Dr. Seuss' birthday. Approximately 200 students from Bennett Park Montessori School participated in the event with this writer reading Seuss' *Green Eggs and Ham*.

Books for Kids. On March 20th, Information Services and Outreach Librarian **Melissa Blattner** participated in the *Books For Kids Day* at Wegmans on Sheridan Drive;

sponsor Channel 2 did live broadcasting shots throughout the entire day from 6 a.m. to 6:30 p.m. encouraging viewers to go to their local Wegmans and donate new children's books. Live spots were shot with Project Flight Co-Directors Dr. Garaldine Bard and Dr. Betty Cappella, **Joy Testa Cinquino** from the B&ECPL, as well as Megan Dearing and Mike Connelly from the *Buffalo News*.

Reading is Grand. Thanks to the *Reading Is Grand!* grant from the Black Caucus of the American Library Association (BCALA), 2 members of Tradition Keepers: Black Storytellers of WNY conducted a program at the Frank E. Merriweather, Jr. (MRW) Branch Library focusing on the importance of telling and documenting family stories. The program, which was held on March 14th, also had participants making journals.

Read Aloud – 15 Minutes. The B&ECPL has begun to introduce a new initiative: *Read Aloud – 15 Minutes*. Working with partners including but not limited to Literacy New York Buffalo-Niagara, Young Audiences of Western New York, Project Flight, Read to Succeed, etc., all 37 B&ECPL locations will be promoting the importance of reading to young children for 15 minutes a day. Stemming from a national campaign, the Library is encouraging support from elected officials, schools, educational agencies, etc. A full launch and press conference is scheduled for April 14th at the downtown Central Library.

Advocating for New York State Construction Funds for Libraries. On Monday, March 16th this writer traveled to Albany to present on the importance of New York State construction funds for libraries before the New York State Board of Regents. Along with representatives from the Albany Public Library System, New York Public Library System and Queens Public Library System, presentations included a brief film (produced by B&ECPL Librarian **Jordan Smith**), Power Point and oral reports.

2015 Association of Contracting Library Trustee (ACT) Workshop. On March 21st, the System Board of Trustees and Library Administration hosted the 2015 ACT Workshop. Attended by 57 trustees, library directors, System administrators, and staff, the focus of this year's program was Technology in Our Libraries. Following a general business meeting and the election of ACT Officers, Assistant Deputy Director **Dawn Peters** demonstrated the depth and richness of the B&ECPL website and Assistant Deputy Director **Joy Testa Cinquino** spoke about the upcoming Milestones of Science exhibit. Breakout sessions followed with TechKnow Lab Librarian **Kara Stock** providing hands-on learning presentations focusing on the many free technology services the TechKnow Lab Department provides system-wide including an introduction to OverDrive and Freegal downloadable applications. Information Services Manager **Dan Caufield** with Librarians **Andy Aquino**, **Steve Clancy, John Gaff** and TechKnow Lab Library Associate **Sean Goodrich** presented an overview of equipment and programming in the Launch Pad MakerSpace. Mrs. Cinquino provided training and demonstrated the value and use of social media in marketing of library programs and services. Following the

meeting, TechKnow Lab staff **Kara Stock**, **Andy Aquino** and **Chelsey Lonberger** taught 11 trustees the skills to download eBooks and music through the Library's website using Overdrive and Freegal respectively. Rare Book and Map Librarian **Charles Alaimo** provided a tour of *You Are Here!* - the Rare Book Room map exhibit.

Monthly Programming Statistics – March 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	262	547	4782	9950
Children (age 6-12)	138	357	1847	4486
Teens	147	300	446	880
Intergenerational	89	218	3019	6302
Adults (excludes Technology)	334	849	4423	9489
TOTAL In Library Programs	970	2271	14517	31107

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	17	49	63	163
System or Library-owned Cyber Train	20	66	151	492
One on One	48	138	60	195
TOTAL Adult Technology	85	253	274	850

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	20	86	636
Children (age 6-12)	6	9	368	780
Teens	0	1	0	33
Intergenerational	3	11	437	1213
Adults (excludes Technology)	11	30	699	1685
TOTAL Outreach (out of Library)	24	71	1590	4347

Highlights:

- March 5th - Focusing on Science, Technology, Engineering and Math (STEM), Dudley Branch Manager **Josh Mitch** and members of Lego Club & Craft Night completed their entry into this year's Rain Barrel Painting Contest sponsored by the Erie County Department of Environment and Planning. The theme of the

entry was *One Earth, One Chance, Recycle the Rain*. Winners are expected to be announced on or by May 1st.

- The 6th Annual Kick-Off of Women's History Month was well attended on March 5th at the Central Library featuring keynote speaker Noemi Ghazala, Superintendent of the Women's Rights National Historical Park, Seneca Falls; "Woman of Courage, Character & Commitment" awards were presented to community activist Constance Eve and young entrepreneur Zandra Cunningham.

- March 7th and March 21st – The first meetings of the Minecraft Club were held in the Central Library's TechKnow Lab. Minecraft is an open-ended game that has creative and building aspects, which have been critically acclaimed as a way to get children interested in Science, Technology, Engineering and Math. Two sections (ages 5 - 10 and 10 – 16) played Minecraftedu, a school/library version of the popular computer game. Moderated by Children's Programming Team Librarian **Steve Clancy**, this pilot program has the potential to develop into tournaments and traveling programs.

- March 18th - TechKnow Lab Librarian **Chelsey Lonberger** organized a Sphero Obstacle Course for library users in the Launch Pad, Central's MakerSpace. Twenty-four people of all ages completed the course using our Sphero app controlled ball. The winner finished in less than 3 minutes! Plans are under way to offer this program again soon.

- Dudley Library was a drop-off location for the Annual Prom Dress Drive from Urban Valet and Erie County Legislator Lynne Dixon. The public is encouraged to donate lightly used dresses and formal wear. Students will be able to "shop" for free dresses to wear to prom this year. The shopping event will be at Performing Arts Dance Academy in Hamburg, at a date/time TBA.

- On March 18th, We Are Women Warriors and Erie County Legislator Betty Jean Grant hosted a women's poetry slam in honor of Women's History Month at the MRW Library.

- The first of the new Women Events Buffalo discussion event "Salons" was held before a full house onstage in the Auditorium at the Central Library March 6th.

- The 6th Annual Roses for Outstanding Women program, hosted by author/ historian Eva Doyle - a frequent presenter at the Downtown Library, was held March 28th and honored 32 exceptional community leaders before a full house.

- County Executive Mark Poloncarz held his annual State of the County Address on March 26th in the Central Library Auditorium before a full house. This is the second year the County Address was held at the library.

2. Collection Development

Collection Development – March 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,788	11,163	142	1,000	517,118
Young Adult Print	416	1,461	53	158	69,196
Adult Print	5,109	14,760	627	1,487	1,875,539
Media	5,469	15,323	676	1,724	482,263
Other*	3,586	11,154	0	16	182,710
Subtotal	18,368	53,861	1,498	4,385	3,126,826

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	346	1,618	124	473	27,968
Music (Freegal)	NA	NA	NA	NA	Unlimited SONY Library
e-Audiobooks	56	184	24	60	7,773
e-Videos	0	0	0	0	370 ** +Moving Image Archive Library
Subtotal	402	1,802	148	533	36,111

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

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	18,770	55,663	1,646	4,918	3,162,937

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	521	6.9%	518	70.2%
Staff Initiated	142	4.2%	142	88.0%

*Items in system or on-order at time of suggestion

Highlights:

- Circulation of eBooks continues to be strong. A total of 34,134 eBooks circulated to patrons this month; this compares to 33,510 in March of 2014. This month, 346 eBooks were added to the collection.

- Freegal Music continues to be popular. In March, 751 patrons downloaded a total of 8,923 titles.

- More than 1,000 unique visitors from 11 countries viewed the Library's Subject Guides (http://bit.ly/1BgHwzj) in March; Taxes, Job and Career Resources, and the Health Insurance Marketplace continue to be the most popular guides.

- Technical Services Manager **Jennifer Childs** met with the manager of the Clarence Barnes & Nobles on March 26th to discuss seasonal magazine orders. She also learned about the store's summer reading program and fundraising opportunities for the B&ECPL.

3. Technology

Technology – March 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	524,707	1,410,887
Online Catalog	430,712	1,053,431

Social Networking:

	Monthly Activity[1]	YTD Activity	Monthly Audience[2]	Total Audience	Monthly Engagement[3]	YTD Engagement
Facebook	126	329	-	5,577	2,820	8,800
Flickr	46	267	-	52	33,136	68,870
Instagram	30	92	52	210	515	1,528
Pinterest	86	232	22	1,053	540	1,671
Tumblr	18	33	6	63	4	25
Twitter	168	464	181	7,395	854	2,640
YouTube	-	3	3	100	1,218	3,497
Total	474	1,420	264	14,450	39,087	87,031

[1]Number of posts, pins, tweets, videos, etc., created by staff
[2]Number of followers
[3]Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

March Social Networking Highlights:

- **Social Media Spotlight**: In March, the Buffalo version of *Read Across America*, which featured Dr. Seuss' *Green Eggs and Ham*, captured the interest of 515 Facebook users when it was posted to the B&ECPL – Central Library Fan page (https://www.facebook.com/buffalolibrary.central). The popular post, which included a description of the event and 4 photos, also generated 25 Likes, Comments, and Shares.

Highlights:

- As part of the ongoing Request for Proposal (RFP) review process to procure a Next Generation Integrated Library System (ILS), 3 industry-leading vendors were invited for on-site demonstrations early in March. Members of the Evaluation Team and Task Forces, as well as general staff and administrators, spent quality time during 6 demonstration days with Innovative, SirsiDynix, and TLC. Library consultant Rob McGee worked on site with the Evaluation Team to evaluate the vendors and issue a follow-up Request for Best Offers (RBFO), due back April 1, 2015 for final review. The Evaluation Team is scheduled to meet with Task Forces early in April to further the analysis.

- **Radio Frequency Identification (RFID) Developments**: At the end of March, 35 libraries were fully up and running using RFID technologies, while 36 were live with circulation. Collection conversion continues at the Lackawanna Public Library.

4. Funding/Fundraising

Funding:

The Library was recently informed by the New York Library Association that libraries had a very successful New York State budget cycle. Our message that "Libraries Are Education" and library funding should increase proportionately with increases in school aid has been heard loud and clear.

In this year's budget, libraries will receive:

- $5M increase in library aid over the Governor's Executive Budget, bringing total library aid in FY2015-16 to $91.6M. This represents nearly a 6% increase in library funding over last year, functionally tracing this year's percentage increase in education funding;

- $1.3M reimbursement for MTA Payroll taxes remitted in FY2014-15 (not applicable to B&ECPL);

- Permanent exemption from MTA Payroll taxes for public libraries and library systems going forward (not applicable to B&ECPL); and

- $14M in library construction aid (unchanged from the current funding level).

The $5M represents the biggest single-year increase in library aid in 7 years.

We are most grateful for the interest and support provided by our State Legislators. For the B&ECPL, the 6% increase represents approximately $116,000 to the Library Operating Fund and $36,000 in recurring Library Grants.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual	January 1, 2015 – March 31, 2015	$39,579.28
Borrower Services Donation Box	March 1, 2015 – March 31, 2015	$32.00
North Park Book Sale		$83.75
North Park Donation Box		$31.00

Highlights:

- The Library raised $2,705 by participating in the United Way's *Spring It On!* 24 hour online fundraising initiative March 19th which was dedicated to the *Bucks for Books* campaign.

- In March, a grant application was submitted to Walmart for Summer Reading at Canalside 2015. A Letter of Intent was sent to the Patrick Lee Foundation (Milestones of Science exhibit).
- The Baird Foundation awarded a $10,000 grant for the Milestones of Science exhibit.

- Meetings were held with the Buffalo Niagara Medical Campus and Praxair about supporting the Milestones of Science exhibit. A second meeting with Praxair's executive team was scheduled.

5. Facilities

- See Introduction - East Clinton Branch Library Update.

6. Staff Development

Staff Development - March 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	514	642	3	10

Highlights:

- A Staff Forum was held on Wednesday, March 18th at the Central Library. Discussion included updates on the Read Aloud initiative, bookmobile timetable and the upcoming WNY Invention Convention planned for early May at the Central Library.

- Deputy Director **Carol Batt** attended a WNYLRC-sponsored workshop "RiSCY Business: Revolution in Shared Collections" on March 20th.

- Librarian **Kelly Donovan** traveled to Dunkirk, NY on March 27th to attend *eBook Discovery*, a workshop sponsored by Erie 2 BOCES.

- Staff attended the following development programs presented by the B&ECPL during the month of February: *Safety Data Sheet Training* and *How to Get a Grip on Your Slip, Trip, and Fall Hazards*. The latter program was presented at the Managers-Directors meeting on March 11th.

- Throughout the month of March, staff continued to complete online compliance training through Kantola. At one month into the process, 47% of employees have completed both modules: *Sexual Harassment: A Common Sense Approach* and *Workplace Violence: The Early Warning Signs*. This is ahead of schedule for the projected completion date of May 29th.

- Staff continued to proactively seek out webinar training opportunities, including courses on such topics as: *Advocacy Every Day: Advocating for your Library* (presented by NY3Rs*); FMLA and Intermittent Leave* (presented by Star12); and *Jazz Appreciation* (presented by EdX). A total of 14 different webinars were viewed by staff throughout the B&ECPL.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
WGRZ TV Channel 2 Interview – Mary Jean Jakubowski	Books for Kids	March 20, 2015 – Channel 2
The Buffalo News	Books for Kids	March 21, 2015
State of the County Address – from Central Library Auditorium		Channel 2,4,7, YNN, Business First, Buffalo News

Media Release and Interview with Renée Masters	Women's Health Fair @ Central Library Part of the Health Happens in Libraries Initiative	Buffalo News Refresh, March 7, 2015
Read Across America – Media Invitation	Read Across America Program featuring Dr. Seuss' *Green Eggs and Ham* - hundreds of local school children attended at Central Library	WBFO Radio & Channel 7
Media Interview – Sandra Williams Bush, Frank E. Merriweather, Jr. Branch Library Librarian	"Reading is Grand" Storytelling Program	The Buffalo News – article – March 13, 2015 (also articles in The Buffalo Challenger)
Crane (CRA): Elmwood Village Association – Neighborhood Happenings	Free Computer Classes	March 2 and 9, 2015
CRA: Elmwood Village Association – Neighborhood Happenings	Musical Preschool	March 23, 2015
Dudley - South Buffalo Courier	Prom Dress Drive (month of March) featuring a photograph of Leg. Lynne Dixon and staff from Dudley Library (Michelle Miles, Joshua Mitch, Beata Yamin, Ariel Llewellyn.)	March 13, 2015
MRW - The Criterion, pg. 7	"Girls to Women Warriors" Poetry Slam Set for March 18th	March 7 & 13, 2015
MRW - Buffalo News	Poetry Contest Planned at Merriweather Library	March 8 & 11, 2015
MRW - The Challenger, pg. 10	Storytelling Event Set for Saturday at the Merriweather Library	
Riverside Review	Free Tax Assistance; Family Story Time; Upcoming Computer Classes; Easter Egg Hunt; St. Patrick's Day 'Shamrock Fun'	March 4, 11, 18 & 25, 2015

Highlights:

- Project Flight's Books for Kids campaign received a good deal of publicity from Channel 2 and The Buffalo News during the month of March. Wegmans and the media partners participated in a daylong donation campaign on March 20th with live media interviews on Channel 2. The Library was included in 4 interviews.

8. Partnerships

Highlights:

- March 16th - **Joshua Mitch** attended the Educational Committee meeting for the Botanical Gardens where the group discussed upcoming educational events at the gardens and how the libraries can be involved in outreach at these events. Plans were made to provide library information in giveaways for children at upcoming events. The theme of this year's programming at the gardens is "Every Garden Has a Story," which will provide opportunities for library outreach to be part of the programming agendas.

9. Planning for the Future

- No report.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
March 2015

DATE	MEETING / EVENT
March 2, 2015	Meeting - Jordan Smith - Re: Video development Board of Regents presentation
March 2, 2015	Program - Read Across America
March 3, 2015	Meeting - Jeanne Diehl and Erin Weller
March 3, 2015	Meeting - Dennis Galucki
March 3, 2015	Meeting - Joy Testa Cinquino and Maureen Germaine
March 4, 2015	Meeting - Carol Batt, Dawn Peters and Linda Rizzo - Re: E. Clinton Library
March 4, 2015	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees

March 5, 2015	Meeting - Administrative Team
March 5, 2015	Meeting - Erie County Legislature - Community Enrichment Committee
March 5, 2015	Press Conference - Women's History Month Kick-Off
March 5, 2015	Meeting - Western New York Foundation
March 5, 2015	Conference Call - Buffalo Public Schools Science Week (STEM)
March 9, 2015	Conference Call - Dr. Paul Wietig, University at Buffalo
March 9, 2015	Meeting - B&ECPL Board of Trustees Joint Planning & Buffalo Library Services Committees
March 9, 2015	Meeting - Machnica Community Center
March 10, 2015	Conference Call - Public Library Directors Organization, NYS Department of Education Division of Library Development
March 10, 2015	Event - Bobinski Lecture, UB Graduate School of Education - David Weinberger
March 11, 2015	Meeting - Managers/Directors
March 11, 2015	Meeting - Aaron Ott, Albright-Knox Public Art Initiative
March 11, 2015	Meeting - Ken Stone
March 12, 2015	Press Conference - Buffalo Public Schools Science Week
March 12, 2015	Conference Call - Bernie Margolis, New York State Librarian
March 12, 2015	Meeting - B&ECPL Board of Trustees Executive Committee
March 13, 2015	Meeting - Dawn Peters and Joy Testa Cinquino
March 13, 2015	Meeting - Assemblywoman Crystal People-Stokes
March 16, 2015	Presentation - New York State Board of Regents, Albany, NY
March 18, 2015	Press Conference - Women's Health Fair
March 18, 2015	Meeting - Staff Forum
March 18, 2015	Program Introduction - Mary Travers Murphy
March 18, 2015	New Trustee Orientation - Alan Bedenko
March 19, 2015	Meeting - Mark Kross
March 19, 2015	Meeting - Administrative Team
March 19, 2015	Meeting - Dawn Peters
March 19, 2015	Interview - WGRZ (Channel 2) Books for Kids Campaign
March 19, 2015	Meeting - B&ECPL Board of Trustees
March 19, 2015	Event - Young Audiences of Western New York National Celebration
March 20, 2015	Press Conference - Erie County Executive Health and Human Service Plan
March 20, 2015	Meeting - Kara Stock
March 20, 2015	Meeting - Chris Bazan, Cheektowaga Public Library Director
March 21, 2015	Workshop - 2015 Association of Contracting Library Trustees
March 23, 2015	Event - Eden Library - Mural Unveiling
March 24, 2015	Meeting - Cynnie Gaasch, Young Audiences of Western New York, Anne Ryan, Read to Succeed, and Joy Testa Cinquino - Read Aloud - 15 Minutes
March 24, 2015	Meeting - Western New York Library Resources Council Board of

	Trustees
March 25, 2015	Meeting - Youth Services Group
March 25, 2015	Meeting - Amy Lawrence, Literacy New York Buffalo – Niagara, Read Aloud - 15 Minutes
March 26, 2015	Meeting - Meri Grube, Albright-Knox Art Gallery, and Anne Conable
March 26, 2015	Meeting - Carol Batt, Dawn Peters and Maureen McLaughlin - Re: Online User Registration
March 26, 2015	Meeting - Oded Rauvenpoor and Leah Wiseman
March 26, 2015	Program - Erie County Executive Mark Poloncarz State of the County Address
March 27, 2015	Meeting - Patrick Ravines and others - Buffalo State College Art Conservation Program
March 27, 2015	Meeting - Oded Rauvenpoor, Jonathan Schechter, Ted Johnson and Nicholas Hoffman
March 30, 2015	Conference - BizWomen's Mentoring Monday
March 31, 2015	Conference Call - Ted Johnson

Other:

Contracting Member Library Activity Report

Amherst Public Library – submitted by Roseanne Butler-Smith, Director

The first quarter of 2015 has been very busy for all 4 Amherst Libraries despite the weather!

On February 6th, the Williamsville Business Association hosted the 4th Annual Love your Village, Love Your Library Gala. This fundraiser helps to keep the doors open at our Williamsville Branch, as this Library only receives partial direct funding from the System Library operating budget. I am happy to announce that more than 200 people attended this wonderful event and the proceeds from this year's Gala totaled over $22,000.00.

A new phone system at The Main Library at Audubon is what all the talk is about!!! The 2014-2015 New York State Library Construction Grant allowed the original 1988 phone system to be replaced with new technology and equipment.

Library staff is also anxiously awaiting the RFID auto return system to be installed and then up and operating! Construction has started for this! The old delivery room is all clean and opened, and waiting to be filled with a 9 bin return sorter. Funds for this project came from the RFID grant the Library System received from the County. A huge THANK YOU! to **Kelly Donovan** for all her work with us on this very exciting technological improvement.

Construction work at the Eggertsville-Snyder Branch Library has also started. New windows, doors, sidewalks and an electrical upgrade will give the library a new and improved look! Funds for this project are also from the 2014-2015 New York State Library Construction Grant.

And let's not forget the Clearfield Branch, a new carpet for the entire building will be going out to bid; please note in 2014 over 300,000 feet walked over the current carpet. Funds for this project will be coming directly from the building's owner...the Town of Amherst.

So even with the snow, lots and lots of snow, the Amherst Libraries were preparing for what we hope will be another busy/successful year!

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Bill Josefiak, ACT liaison to the System Board, reported ACT met on March 21st prior to the annual ACT Workshop and elected the following officers for 2015: Pat Smith President, Peggy Snacjzuk Vice President, Suzanne Jacobs Secretary and Bill Josefiak Treasurer and ACT liaison to the System Board. About 59 staff and trustees attended the workshop; everyone walked away appreciative of what the Library does. The next ACT meeting will be May 2nd at the Hamburg Public Library; the agenda will be a general overview of the NYS Annual Reports and Hamburg Public Library Director Jack Edson will provide a tour of their new expansion and discuss grants, monies and the process of connecting with the town.

Agenda Item H – Public Comment. Amherst Public Library Director Roseanne Butler-Smith was excited to announce the automatic book return was in use that morning at the Audubon Branch. An open house is being planned for June as they are awaiting replacement of a damaged unit. COO Carol Batt added this is the conclusion of the RFID conversion project; the Library wanted to prototype and implement this automated material handling in at least one library. Ms. Batt explained the process whereby the item is placed in a chute within the wall, goes on a conveyor belt, is checked in, discharged off patron's record immediately, goes into 1 of 9 sorting bins, and a receipt is provided. This was funded through the remainder of the ECFSA (Erie County Fiscal Stability Authority) incentive grant.

Agenda Item I – Unfinished Business. There was no unfinished business.

Agenda Item J – New Business. As one of Chair Johnson's personal goals of making the Library safer, he asked trustees their thoughts on attaching libraries to the State Law about drug-free zones around schools. Discussion ensued with varied thoughts.

There being no further business, on motion by Mr. Berlow, seconded by Ms. Burd, the meeting was adjourned at approximately 5:08 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary