ECLEG JUL10'15 PM 3:08

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, July 16, 2015
4:00 p.m.

NOTE MEETING TO BE HELD AT: West Seneca Public Library
1300 Union Road
West Seneca, NY 14224

A.	Call of the roll	
B.	Approval / Changes to the Agenda	
C.	Minutes of the Meeting of June 18, 2015	**ACTION**
D.	Report of the Chair	**INFORMATION**
	1. Res. 2015-17 – Intermit August Meeting	**ACTION**
E.	Committee Reports	
	1. Executive Committee	
	2. Budget and Finance Committee	
	a. Res. 2015-18 – 2016 Proposed Budget Guidance	**ACTION**
	b. Monthly Financial Report	**INFORMATION**
	3. Building Oversight Committee	
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	
	1. Res. 2015-19 – RFP Award: Next Generation Integrated Library System	**ACTION**
	2. Res. 2015-20 – RFP Award: System Database Packages RFP #1506VF (*to be distributed at meeting*)	**ACTION**
K.	Adjournment	

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 18, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, June 18, 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
Alan Bedenko
Sheldon M. Berlow
Frank Gist
Phyllis A. Horton
Elaine M. Panty
Sharon A. Thomas
Teresa Vincent

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. There were no changes to the agenda.

Agenda Item C – Minutes of the Meeting of May 21, 2015. On motion by Trustee Horton, seconded by Trustee Panty, the Minutes were approved as mailed. At Trustee Berlow's request, as he was not at the May 21st Board meeting, Chair Johnson updated him on an item in the Minutes regarding a meeting with Larry Quinn of the Buffalo Public Schools concerning a possible cooperation regarding a Literary Magnet School.

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

Agenda Item D – Report of the Chair. Chair Johnson reported on a recent meeting he had with County Executive Mark Poloncarz whereat Mr. Poloncarz was supportive of the Library conducting a feasibility study to look at operating costs for a new North Park Branch Library; Mr. Johnson reminded trustees this branch is still in its temporary location and replaced the closed Fairfield Branch Library. During that meeting, County Executive Poloncarz expressed interest in what the Library is doing with the Milestones

of Science exhibit and wants to get the word out to the public about the Library's rare book collection; marketing and publicizing of all Library services offered was also discussed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on June 11, 2015. Trustee Elaine Panty read the following report of that meeting:

> Present: Executive Committee Chair Ted Johnson and member Sharon Kelly. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Deputy Director – COO Carol Batt, and Deputy Director – CFO Kenneth Stone.
>
> The Executive Committee meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was not present.
>
> The agenda for the June 18th meeting of the Buffalo & Erie County Public Library Board of Trustees was reviewed including proposed Resolutions 2015-15 and 2015-16. Discussion ensued.
>
> Trustee Panty reported she had attended a meeting of the City of Tonawanda Public Library Board of Trustees. Discussion ensued.
>
> Director Jakubowski noted the collaboration with the Buffalo Public Schools Registration Office regarding library card applications began June 8th. In addition, staff has been asked to reach out to other schools. Mount St. Mary's in Tonawanda now provides library card applications in their freshman welcome packets. Chair Johnson indicated he spoke with a trustee of the Hamburg School District who is interested in distributing applications as well. Chair Johnson is awaiting a return call to solidify the process.
>
> Chair Johnson noted he recently had a meeting with County Executive Mark Poloncarz. The conversation included discussion on the Library conducting a feasibility study regarding the North Park Branch Library. Discussion ensued. In addition, Chair Johnson shared the County Executive's comments regarding the Library's website, particularly his encouragement to enhance the Rare Book/Special Collections sections. COO Batt took note of the comments. Director Jakubowski acknowledged particular areas of the website need to be expanded, including the Rare Book/Special Collections section. Staff is working on the Milestones of Science exhibit and enhancing this section of the website.

Chair Johnson expressed interest in having the Library hire an advertisement agency to aid in "getting the word out" about special exhibits/events, particularly regarding the Rare Book Collection. Discussion ensued.

The Executive Committee meeting adjourned at 4:56 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2015 Contracts with Contracting Libraries. Deputy Director - CFO Kenneth Stone communicated to trustees that a draft contract template with changes as detailed in proposed Resolution 2015-15 was e-mailed to contracting library board presidents, contract library directors/managers and B&ECPL trustees on May 4th requesting feedback; no suggestions were received. Trustee Vincent made a motion, Trustee Gist seconded, and approval of Resolution 2015-15 as presented was unanimous.

RESOLUTION 2015-15

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2015 allocation was not known until mid-December, and New York State's overall allocation was adopted in late March, and

WHEREAS, this made it difficult for the Buffalo & Erie County Public Library and the contracting libraries to develop, consider and approve a contract prior to the beginning of the 2015 fiscal year on January 1, 2015, and

WHEREAS, to meet 2015 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 18, 2014 adopted Resolution 2014-43 implementing the extension provision contained in the 2014 contract until such time as a final 2015 contract is adopted, not to exceed July 31, 2015, whichever was earlier, with funding based upon the estimated allocation of the 2015 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2015 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the Library also desires to implement improvements to the 2015 contract including streamlining language by replacing several dozen times where "Buffalo and Erie County Public Library" is listed in full with "B&ECPL"; standardizing language referencing the current year and prior year fiscal periods; incorporating references to the new contract with the Clerical and Maintenance Union of the Buffalo & Erie County Public Library - Contracting Libraries, NYSUT/AFT

(CMU); simplifying language regarding the New York State Retirement System while also accommodating the recently added retirement Tier 6; and simplifying language regarding the relationship with the Erie County Fiscal Stability Authority (ECFSA) to ensure compliance should the ECFSA status change from advisory to a control period and vice versa; and

WHEREAS, a draft contract template featuring the changes was made available for review and feedback to Contracting Library Board Presidents, Contracting Library Directors/Managers, B&ECPL Trustees and no suggested changes were received, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Chair of the Board of Trustees to execute 2015 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2015 Board-adopted budget as amended.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the period ending April 30, 2015 was included in the board packet as an informational item. Mr. Stone explained this report was the basis for the Library's presentation at the Erie County Legislature's 2015 Mid-Year Budget Hearing June 17, 2015. As has been all year, the main area of concern is retiree health insurance expense which is running 67% ahead of where the Library was last year. Erie County is running about 50% ahead and he explained the reason for that is they are paying the legacy cost for ECMC employees and that is a declining cost; he pointed out if you take that out, the cost for retiree health insurance for Erie County is up 67% also. Mr. Stone conveyed retiree health insurance expense is very volatile and believes the Library will be well over budget at the end of the year for this budget item. Discussion ensued concluding with Mr. Stone expressing the Library's salary savings may be enough to cover the overage, but this may also eat into the Library's State Aid that is up $116,000 for 2015, and the Library may need to use its budgeted $700,000 from fund balance. The Library will continue to monitor this closely.

Agenda Item E.3 – Governance Committee. In Governance Committee Chair Sharon Kelly's absence, Director Jakubowski reported the Governance Committee met on June 11, 2015. Present were Committee Chair Sharon Kelly and member Alan Bedenko. No action was taken.

Agenda Item F – Report of the Director. Director Jakubowski was happy to report the East Clinton Branch Library had its grand re-opening June 15, 2015 with a wonderful turnout by both public officials and the community for the ribbon cutting; photos can be viewed on the Library's Flickr account. She encouraged trustees to visit the branch.

She was also excited to announce the Library's online store will be open for business at the end of June with approximately 25 prints available; all of the proceeds will benefit

preservation and conservation of the Library's rare materials. The making and matting of the prints are being done in-house on archival paper.

A sample of the banners being created in-house for the Milestones of Science exhibit was on display for trustees to view.

Ms. Jakubowski acknowledged the Library's Mid-Year Budget Hearing held June 17th went well and the Library's concern over the retiree health insurance expense budget line was made known.

Trustee Thomas inquired about the status of the Library's audit; Ms. Jakubowski replied it is all done. She mentioned the Cheektowaga Public Library's New York State audit being done by the Comptroller's Office was also complete; they hope to have the final report in hand toward the fall and make a presentation of their experience at the September ACT meeting.

Ms. Jakubowski announced the $300,000 that had been earmarked for the Library as part of the County Executive's sharing of the 2014 surplus was passed by the Erie County Legislature. This money will be used for materials and equipment, and decisions will be made on a go-forward basis.

Trustees were updated that an emergency declaration was signed by the County Executive for the sewer repair work as well as the opportunity for 3 full cleanings for the sewage that was backing up in the Central Library's Boiler Room and freight elevator/shaft. The freight elevator is back in working order. The Library is awaiting details of when the actual sewer repair work will begin. The approximate cost of the repair and cleanup is $255,000; this emergency repair will be expended from the $500,000 MEP (mechanical, engineering, plumbing) fund the Library received in its 2015 budget. The Library also expressed at the Mid-Year Budget Hearing the importance of ongoing funds in such a category as the Central Library is a 55 plus- year- old building. Mr. Stone added the Library's 2016 budget ask of $1 million for the MEP fund was also mentioned at the Hearing.

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

B&ECPL Monthly Report
May 2015

Robotics at the Central Library: The downtown Central Library hosted the VEX IQ Robotics Highrise Funfest Saturday, May 2nd. Organized by library partner Scott Read, iDesign Solutions and member of WNY STEM Hub, the competition involved middle

and high school students operating their self made VEX IQ Robot to organize and stack cubes in a designated playing field. TechKnow Lab Librarian **Kara Stock** hosted an Open House at the Launch Pad for all attending the *Robotics Funfest* demonstrating how the Library's 3D printer could be used to modify attendees' robots to aid in the competition.

Western New York Invention Convention: The WNY Invention Convention was held at the downtown Central Library Sunday, May 3rd with more than 400 participants from throughout Erie County. The Invention Convention provided students the opportunity to display science and problem solving skills by exhibiting a new invention or process. As the young inventors displayed their works, Central's Children's Department presented hands-on physics and science activities. Attendees, their families, and the judges learned about force and motion with the Library's *Marble Run* and turned recyclables into useful items with the Library's *Inventions out of Junk* program. The Buffalo & Erie County Public Library (B&ECPL) Lego station was in continuous use and a scavenger hunt sent families on a science based adventure throughout the Central Library. Adults and children participated in various table crafts and TechKnow Lab Librarian **Jordan Smith** hosted an Open House in the Launch Pad.

Buffalo Public Schools – Partnership: Strengthening the B&ECPL's partnership with the Buffalo Public Schools (BPS), this writer worked with Mark Frazier, Ed.D., Director of Student Placement and Registration, so that every BPS registrant would receive a library card application with their BPS registration packet. On average, more than 9,000 students register (or re-register) with the Buffalo Public Schools annually. A process has been put in place to retrieve completed library card applications and distribute cards to the applicants.

Mount Saint Mary Academy, Tonawanda – Partnership: All Mount Saint Mary Academy freshman will receive a library card application in their incoming welcome packets. Students will be strongly encouraged to have a B&ECPL library card. Information Services and Outreach Librarian **Shanley Olszowy** will be working with their school library media specialist to facilitate the program.

Radio Frequency Identification (RFID) Now in All 37 B&ECPL Libraries: RFID installation was completed on May 27, 2015 when theft prevention gates were powered up at the Lackawanna Public Library. Effectively, all 37 libraries are fully functioning with RFID technologies featuring patron self checkout. The project, which began in 2009 with the North Park Branch Library, was made possible with the use of Erie County Fiscal Stability Authority (ECFSA) funding for the Central Library, City branches and Amherst Libraries in Phase 1. Nine additional libraries were able to procure RFID equipment with funds from New York State Construction Grants with the remaining 15 libraries being funded with a second allocation of ECFSA funds. Special thanks to Project Manager Librarian **Kelly Donovan** who mentored and trained staff

throughout the process as well as Information Technology Computer Technician **Dave Kozlowski** who assisted on site with hardware and software installation at all 37 B&ECPL locations.

Monthly Programming Statistics – May 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	193	964	4455	18613
Children (age 6-12)	119	622	1801	8387
Teens	105	517	498	1660
Intergenerational	70	382	2128	11567
Adults (excludes Technology)	271	1436	1686	15431
TOTAL In Library Programs	758	3921	10568	55658

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	17	77	67	268
System or Library-owned Cyber Train	21	111	132	796
One on One	44	224	75	318
TOTAL Adult Technology	82	412	274	1382

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	7	32	315	1137
Children (age 6-12)	10	22	532	1383
Teens	1	2	88	121
Intergenerational	2	17	751	2939
Adults (excludes Technology)	9	47	354	2226
TOTAL Outreach (out of Library)	29	120	2040	7806

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	5	64	64
Children (age 6-12)	4	4	76	76
Teens	13	13	141	141
Intergenerational	5	5	67	67
Adults	3	3	40	40
TOTAL Summer Reading Programs	30	30	388	388

Highlights:

- May 6th – The Dudley Branch Library hosted an *All About Manga* program for teens and introduced this popular genre of graphic novels with history, discussion, and materials to look through. Participants were encouraged to discuss their favorite manga books and were introduced to the Library's collection. The program was presented by Colleen Corgel, a student in the University at Buffalo Library & Information Science program.

- May 14th – Librarian **Rhonda Konig** presented a live online streaming tour of the Grosvenor Room's genealogy resources to the Niagara Peninsula Branch of the Ontario (Canada) Genealogical Society. The recording equipment was run by and provided by the Genealogical Society.

- May 14th – Rare Book Curator **Amy Pickard** gave a tour of the Mark Twain Room to 5 attendees of the 2015 Facing Pages Statewide Literary Arts Convention being held at Just Buffalo Literary Center. Select items from the Rare Book Collection including the First Folio, the Kelmscott Chaucer, the *Message to Garcia* manuscript, the Geneva Porter diary, F. Scott Fitzgerald's *Rough Crossing* in the *Saturday Evening Post* and the "Matter of Measurements" chapter in Hemingway's *A Moveable Feast* were also shown to the group.

- May 16th – The Grosvenor Room partnered with the Western New York Genealogical Society to sponsor a genealogy program held at the downtown Central Library. The lecture was called *Deeds and Land Records: Genealogical Goldmine* and was presented by James Lawson, a professional genealogist and the president of the Niagara County Genealogical Society.

- May 17th – Children's Services Librarians **Erin Burke** and **Wanda Collins** represented the Library at Explore & More Children's Museum's annual Touch a Truck event in East Aurora. People came from all over Erie County, and Erin and Wanda promoted programs at the library this summer and encouraged them

to visit their local libraries. Books donated by Project Flight were given to attendees. Estimated attendance at the event was approximately 2,500.

- May 19th – Children's Services Manager **Kathryn Galvin** served as a judge in the PBS KIDS Writers Contest at WNED Studios. Kathy ranked 62 stories from kindergarten writers. West Seneca Library Director **Kathleen Goodrich** also served as a judge in other age groups.
- May 19th – Teens in Progress, a youth planning and community based organization, held a program as part of the Action Against Incarcerating Youth Week at the Frank E. Merriweather, Jr. Branch Library.
- May 27th – B&ECPL Library Director **Mary Jean Jakubowski** and Information Services and Outreach Manager **Dan Caufield** were guest speakers for the Imagine Buffalo Series held at the Ring of Knowledge; they discussed the changing role of libraries with the addition of MakerSpaces.

2. Collection Development

Collection Development – May 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,668	15,831	213	1,213	519,530
Young Adult Print	819	2,280	82	240	69,970
Adult Print	5,758	20,518	638	2,125	1,876,730
Media	5,274	20,597	503	2,227	487,627
Other*	3,482	14,636	10	26	197,689
Subtotal	20,001	73,862	1,446	5,831	3,151,546

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	468	2,561	160	837	29,330*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	63	299	35	116	7,963
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	531	2,860	195	953	37,663

*Includes 428 EBL titles

**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	20,528	76,191	1,671	6,589	3,189,209

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	454	5.3%	446	63.9%
Staff Initiated	99	0.0%	99	87.9%

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

Highlights:

- In May, 714 unique visitors from 11 countries including but not limited to Ukraine, Austria, Germany, Spain, Ireland, India, and New Zealand viewed the Library's Subject Guides (http://bit.ly/1BgHwzj).

3. Technology

Technology – May 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	364,277	2,241,692
Online Catalog	164,638	1,512,410

Social Networking:

	Monthly Activity[1]	YTD Activity	Monthly Audience[2]	Total Audience	Monthly Engagement[3]	YTD Engagement
Facebook	120	563	111	5,595	3,959	15,124
Flickr	101	437	-	52	11,514	100,508
Instagram	30	152	36	284	438	2,445
Pinterest	58	361	11	1,087	708	2,968
Tumblr	7	55	6	74	5	42
Twitter	139	768	117	7,665	886	4,325
YouTube	1	4	2	104	1,055	5,503
Total	456	2,340	283	14,859	18,565	130,915

[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.

May Social Networking Highlights:

- **Social Media Spotlight:** In addition to popular social media outlets Facebook and Twitter, the Library also maintains a presence on Pinterest. More than 1,000 Followers are kept abreast of Library programs, materials, and initiatives that are categorized through the use of Boards and Pins.

Technology Highlights:

- **ILS RFP Project Progress:** The ILS Evaluation Team and Task Force members visited the Monroe County Public Library and NIOGA Library System to get a hands-on look at the products and features being proposed by the vendors being considered to provide a Next Generation Integrated Library System for the B&ECPL. In addition, Requests for Clarification (RFC) were sent to the 2 remaining vendors to clarify pricing and final telephone conference calls were scheduled. Written RFC responses are due on June 2, 2015 and it is anticipated that the Evaluation Team will be making a vendor recommendation following final analysis of the 16 key evaluation criteria outlined in the original Request for Proposal (RFP).

4. Funding/Fundraising

Funding:

Library's 2 largest e-Rate Funding Requests for July 1, 2015 – June 30, 2016 - Approved: On May 21st, the Schools and Libraries Division of the Universal Service

Administrative Company (administrator of the Federal e-Rate program) approved the B&ECPL's Wide Area Network (WAN) and Internet Access funding requests in the very first wave of funding awards.

The up to $502,459 in funding approved helps support the following vital services:

- Internet access for the entire System; and
- Fiber optic connections to all libraries.

The Library's other funding requests are still in the review process. They involve funding for:

- Switching equipment modernization (the equipment being replaced is housed in the Central Library and serves all libraries) - $48,918 requested;
- Adding wireless access points (WAPs) for 25 libraries needing improved Wi-Fi coverage - $12,006 requested;
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library - $17,817 requested; and
- Wireless phone service [total of 5 lines] - $801 requested.

In 2015-2016, the e-Rate program will fund up to 90% for eligible Wide Area Network/Internet Access expense and up to 70% for plain old telephone service (POTS) (most of these services are eligible). Funding for POTS is being phased out, with the 70% funding this cycle decreasing to 50% in 2016-17; 30% in 2017-18; 10% in 2018-19 and 0% in 2019-20 and beyond.

Including current year projections and approved/requested 2015-16 funding, since its inception in 1998, the e-Rate program will have provided over $4.4 million to support Library telecommunications, Internet access, as well as data related equipment/ infrastructure.

Fundraising:

Campaign Name	**Campaign Dates**	**Raised to Date**
Annual Campaigns (All - including Bucks for Books, donations, etc.)	January 1 – May 31, 2015	$56,572.06
Borrower Services Donation Box	May 1st – May 31st	$27.00
Crane Book Sale	May 8th	$561.50
Crane Donation Box	May 8th	$32.00
North Park Book Sale	May 11th	$352.96
North Park Donation Box	May 11th	$15.00
Riverside Book Sale	May 5th	$52.00
Riverside Donation Box	May 5th	$70.50

Highlights:

- The Bucks for Books campaign raised $2,295 in May. Donations continue from a 10,000 piece mailing made in May.

- May 27th – Assistant Deputy Director **Joy Testa Cinquino** attended a daylong fundraising symposium sponsored by the Association of Fundraising Professionals, Western New York Chapter called: "It's All About the Ask." The program featured author Kent Stroman, CFRE from the Institute for Conversational Fundraising. He discussed opportunities to be more successful when soliciting for charitable contributions; for example, research your prospect, ask them what they think and don't be afraid to ask for a donation. There was also discussion about the best practices for pre-seeding and launching successful online campaigns and motivating others to help champion the fundraising process.

- Grant requests sent during the month of May by **Maureen Germaine** and **Joy Testa Cinquino**, Development and Communications, include:
  - American Library Association, $10,000 request for Latino American programming. The request is pending.
  - Bristol Myers Squibb, $5000 request for Milestones of Science. The request is pending.
  - Black Caucus of the American Library Association, $500 request for East Delavan Branch Library programming. The request is pending.
  - Alfred P. Sloan Foundation, $5,000 - a letter of intent sent for Milestones of Science programming. The request is pending.
  - James H. Cummings Foundation, $25,000 request for Milestones of Science. They asked that we apply during the next round of applications, July 1st.
  - Knight Foundation, $35,000 for multi-lingual translator prototypes. The request is pending.
  - Hearst Foundation, $50,000 for Milestones of Science. The request is pending.

- **Upcoming:** Join the Library on Friday, August, 28th at Coca-Cola Field and watch as the Buffalo Bisons take on the Pawtucket Red Sox in the last regular season Friday night home game. The game starts at 7:05 p.m. and is followed by fireworks. All are welcome to attend. Game tickets are $12 each and can be purchased through the Library's Development and Communications Department (858-7197 and 858-7182). A portion of the ticket price will benefit Buffalo & Erie County Public Libraries.

5. Facilities

Highlights:

- Progress continues on the Dudley Branch Library's project to replace the roof, install new HVAC equipment, rehabilitate masonry and add new windows. Anticipated completion is at the end of June.

- By late May, work to restore the fire damaged East Clinton Branch Library was nearing completion. In addition to the restoration work funded by the City of Buffalo, the Library contracted to paint undamaged portions of the library to brighten the whole facility. Library staff, with the assistance of Maintenance, IT and Shipping Department staff, are happily beginning to move materials and furnishings back to the library for a grand reopening set for June 15th.

  The Library deeply appreciates the commitment and response from the City of Buffalo, Mayor Byron Brown, Councilman Richard Fontana, Commissioner Steve Stepniak and the staff of the Buffalo Public Works Department for their important roles in returning the East Clinton Branch to service. We also thank our public for their interest/patience as we move through this process and library staff for their dedication, persistence and energy as they moved out and now are moving back into their branch!

- Sewage repairs needed under Oak Street continue to be discussed with Erie County's Department of Public Works. It is expected an emergency declaration will be presented and signed by the County Executive in short order. In the meantime, the B&ECPL has responded by reducing the flow to the broken pipe located under Oak Street by closing staff restrooms and sinks which drain into this pipe. Public restrooms along with other staff restrooms remain functional.

  Maintenance staff and Library Administration have met with an Industrial Hygienist, Nellie Brown, MS, CIH – Cornell University – ILR and Director of Workplace Safety and Health Programs. New processes have been put in place. H.R. Officer **Jeannine Doyle** is working with Ms. Brown and Erie County Medical Center's Center for Occupational and Environmental Medicine regarding employee health and safety measures.

6. Staff Development

Staff Development - May 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	346	1,310	2	15

Highlights:

- **Webinars:** A total of 20 different online webinars were viewed by staff in May from the Central, Buffalo branches and contract libraries, including but not limited to: *Integrated Library Systems* (presented by American Libraries*); Extreme Customer Service Every Time* (presented by OCLC); *Books for Your LGBTQ Audience* (presented by Library Journal); *eBook Investment* (sponsored by Elsevier); *Communicating the Library's Values* (NYS3Rs Association); and *Building STEAM Skills in Minecraft One Block at a Time (*presented by NYLA e-Institute.)

- **Compliance Training Completed**. At the May 29th deadline, 99.7% of active employees had completed their online compliance training, *Sexual Harassment: A Common Sense Approach* and *Workplace Violence: The Early Warning Signs* through Kantola Productions. Throughout the 3 month process, 728 employees completed this training.

- **Management and Succession Training Nears Completion.** On May 4th and 5th, B&ECPL hosted a 2-day session focused on public library facilities, automated systems and telecommunications in the Public Library Administrator's Certificate Program through Long Island University. Nineteen staff members from across the B&ECPL System will complete the program in September 2015 to earn an Advanced Certificate in Public Library Administration.

- **Other Training: Danielle White** attended the Eastern New York Association of College and Research Libraries (ENY/ACRL) Spring 2015 Conference; **Doreen Woods** attended a program on Verbal De-escalation presented by NAMI; **Jeannine Doyle** attended Hodgson Russ' Municipal Law workshop; **Amy Glende** attended the Rochester Teen Book Festival; **Joy Testa Cinquino** attended the AFP (Association of Fundraising Professionals) 2015 Symposium; and **Rachel Baker, Kathleen Brogan** and **Maria Pitt** attended *eBooks & eReaders.*

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release forwarded to local media. The release was composed by WNY Invention Convention.	Invention Convention	Covered by The Buffalo News on May 4th
Weekly calendar reminder	This Week @ Central	Sent to the media each week
Interview with Mary Jean Jakubowski	Hamburg Library and Library Expansion Projects	The Buffalo News May 29th. http://www.buffalonews.com/city-region/hamburg/coming-home-to-the-library-in-hamburg-and-elsewhere-20150529
Media e-mail	Libraries Closed on Memorial Day	The Buffalo News May 24th and 25th
CRA: Elmwood Village Association – Neighborhood Happenings	Upcoming Computer Classes	May 4th and 11th
CRA: Buffalo Family Newsletter - Kids Out and About	Story Time Tuesdays	On calendar
EDL: Challenger Community Newspaper	Health Fair	May 27th
MRW: Buffalo News	Mobile chess academy teaches young girls to strengthen their minds	May 13th
Riverside Review	Free Tax Assistance; Family Story Time; Upcoming Computer Classes; JJ the Therapy Dog; Mother's Day Cookie Decorating Party	May 6th, 13th, 20th and 27th

8. Partnerships

Highlights:

- May 19th – Robin Lester Kenton, Vice President Marketing & Communications - Brooklyn Public Library, met with Assistant Deputy Director **Joy Testa**

Cinquino to discuss marketing similarities and challenges in promoting library programs including Summer Reading and special event programming.

- May 20th – Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** met with representatives from the University at Buffalo to collaborate on a Shakespeare exhibit during the 400th anniversary of Shakespeare's death in 1616.

- May 28th - **Dawn Stanton** and **Darlene Pennachi** of the Graphics Department attended the sixth annual art portfolio development adjudication for the West Seneca School District's Academy of Visual Arts (AVA) juniors. The students presented at separate stations where Dawn and Darlene reviewed and evaluated their portfolios based on class criteria, art methods, meanings and design techniques.

9. Planning for the Future

- No report provided.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
May 1, 2015	Meeting - Collection Development (Foreign Language Materials), Pat Covley and Kelly Donovan
May 1, 2015	Meeting - Senator Michael Ranzenhofer
May 2, 2015	Event - VEX Robotics Competition
May 2, 2015	Meeting - Association of Contracting Library Trustees @ Hamburg Public Library
May 3, 2015	Event - Western New York Invention Convention
May 4, 2015	Meeting - Mary Craig, Erie Niagara Area Health Education Center, Inc.
May 4, 2015	Media Conference Call - Barbara O'Brien, Buffalo News
May 5, 2015	Meeting - Jeannine Doyle
May 5, 2015	Meeting - Elevator Project
May 5, 2015	Meeting - Patrick Martin and Michael Piette - Jaeckle Fleischmann & Mugel, and Ted Johnson, Chair B&ECPL Board of Trustees
May 5, 2015	Meeting - Michael Siragusa, Erie County Attorney, Re: 2nd Floor West

May 5, 2015	Event - Buffalo Public Schools Student Art Show
May 6, 2015	Meeting - Jeannine Doyle
May 6, 2015	Meeting - Joy Testa Cinquino and Anne Conable
May 7, 2015	Conference Call - Vicki Newman, Library Foundation of Buffalo & Erie County
May 7, 2015	Meeting - Ted Johnson, Chair B&ECPL Board of Trustees, and Larry Quinn, Buffalo School Board
May 8, 2015	Meeting - Joan Bozer, Maryann Saccomando Freedman, and Anne Conable
May 8, 2015	Conference Call - Patty Uttaro, Director Rochester Public Library
May 8, 2015	Meeting - Nate Hill, Chattanooga Public Library
May 11, 2015	Meeting - Carol Batt and Ken Stone
May 12, 2015	Meeting - Tim Ball, Corporation Counsel City of Buffalo
May 13, 2015	Meeting - Managers/Directors
May 13, 2015	Meeting - Budget & Finance Committee - B&ECPL Board of Trustees
May 13, 2015	Meeting - Dan Caufield
May 14, 2015	Meeting - Western New York Library Resources Council Business and Finance
May 14, 2015	Meeting - Administrative Team
May 14, 2015	Meeting - Roseann Hausrath
May 14, 2015	Meeting - Executive Committee - B&ECPL Board of Trustees
May 18, 2015	Meeting - Dr. Mark Frazier - Buffalo Public Schools, Library Card Registration
May 19, 2015	Meeting - Carol Batt
May 19, 2015	Meeting - Buffalo Common Council President Darius Pridgen - Ellicott District
May 19, 2015	Meeting - Joy Testa Cinquino and Robin Lester Kenton, V.P. Marketing & Communications - Brooklyn Public Library
May 19, 2015	Meeting - Jack Connors, B&ECPL Board of Trustees - Trustee Emeritus, President and Publisher of Business First of Buffalo and Buffalo Law Journal
May 19, 2015	Meeting - Western New York Library Resources Council Board of Trustees
May 20, 2015	Meeting - Mike Miechowski, Security Department
May 20, 2015	Meeting - Carol Batt and Anne Conable, etc. - IMLS Grant
May 20, 2015	Meeting - Amherst Public Library Board of Trustees
May 21, 2015	Meeting - Milestones of Science
May 21, 2015	Meeting - Dawn Peters and Christopher Wielgus
May 21, 2015	Meeting - B&ECPL Chair Ted Johnson and Trustee Sharon Thomas
May 21, 2015	Meeting - B&ECPL Board of Trustees
May 26, 2015	Meeting - Chris Bazan, Director Cheektowaga Public Library
May 26, 2015	Presentation - CCSAN "Beyond Books"
May 26, 2015	Meeting - Milestones of Science
May 26, 2015	Reception - Dr. Catherine Fisher Collins
May 27, 2015	Meeting - Buffalo Common Council Member David Rivera - Niagara District

May 27, 2015	Meeting - Arlee Daniels and Dawn Peters, Express Yourself Thursday - Update
May 28, 2015	Meeting - Administrative Team
May 28, 2015	Meeting - Buffalo Common Council Member Christopher Scanlon - South District
May 28, 2015	Meeting - Buffalo Common Council Member Rich Fontana - Lovejoy District

Other:

Contracting Member Library Activity Reports

Newstead Public Library – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- The Newstead Public Library was very fortunate to have our local Girl Scout Troop 30828 refinish our library benches as their community service project for their Bronze Award. Each girl put in over 20 hours of time for this prestigious award!
- Seven kindergarten and Head Start classes walked to the library in May. Some children received their first library card and all had a library tour and story.
- Adult programming is continuing to grow. Our monthly programs of Mahjong, Genealogy Group, Book Club and Reminisce are flourishing.
- The library will be participating in the annual Akron Sidewalk Sale on June 13th, sponsored by the Chamber of Commerce. Our Friends of the Library will be selling books and promoting Summer Reading.
- Summer Reading begins this month. Our mascot Babo SuperReader can be borrowed all summer long for children to take and share photos of Babo's summer travels! Programs and events are planned for all ages. We have a traveling planetarium, Nature Ed-ventures visits, Explore & More Children's Museum, Charlie & Checkers, Wondermakers and so much more!

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

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

- The City of Tonawanda Public Library celebrated our building's 50th Anniversary during National Library Week. The library had opened its new building to the public on April 12, 1965. The Open House celebration featured artwork from former Tonawanda Director Mary McKee, students from the Tonawanda City Schools, and original early 20th century artwork showcasing the Erie Canal. Music was provided by Harpist Beth Anne Breneman. Ned Schimminger from the Historical Society of the Tonawandas and Tonawanda Trustee Jay Holler provided

a historical slide show presentation about the history of the Tonawanda Library buildings from the beginning of the library in Tonawanda. David Pfaff, a representative from Senator Marc Panepinto's office, Assemblyman Robin Schimminger, and Erie County Legislator Kevin Hardwick presented proclamations to the library.

- On the evening of June 3rd, the Historical Society of the Tonawandas teamed up with the Tonawanda City Library for the "Best of Bugbee Show." This event was a tribute to the late David L. Bugbee, husband of Tonawanda Board President Bonnie Bugbee and photojournalist for the former Tonawanda News. A collection of his photographs are now on display through the end of this year. Thanks goes to **Dawn Stanton** and **Darlene Pennachi** from the Central Library Graphics Department for their work putting up quotes and Tonawanda Caretaker **John Marcaccio** for preparing the exhibit wall.
- The Northtowns Boys & Girls Club held their fifth "Read to Succeed Literacy Fair" event at the Tonawanda City Library. This is the second year running the event has been held at our library. Director **Glenn Luba** presided as one of the judges for the event.
- Chef J.J. Richert, owner of the Smoke on the Water restaurant in Tonawanda, spoke about the book *Nickel City Chef* and gave a live cooking demonstration at the library on June 2nd. Twenty-two people enjoyed his free samples and his "pulled pork ice cream cones."
- The summer programming/reading season will kick off this year with the Wondermakers on June 30th and conclude with Gravitational Bull as part of the End of Summer Picnic on August 20th. Our Battle of the Books team is vying to bring the trophy back to Tonawanda on August 1st.
- Other summer programs include local history discussions, garden walk talks, computer classes, health screenings, fun science programs for children, book babies story times, Lego clubs, school age story times, and more.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report.

Contract Member Library System Liaison Report – Trustee Panty reported on the June 8, 2015 City of Tonawanda Public Library Board of Trustees meeting she attended.

Trustee Housh arrived at approximately 4:34 p.m.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – RFP Award – Network & Computer Hardware Support Services. Deputy Director - COO Carol Batt introduced proposed Resolution 2015-16 as presented below which recommends VITEC Solutions, LLC for selection of stated services. She added, in this proposal the 2 representatives that work with the Library full-time from VITEC would remain as our break/fix personnel. A representative, Brett Kennedy, from VITEC Solutions, LLC was present to answer any questions. Trustee Panty moved, Trustee Thomas made a second, and approval was unanimous.

RESOLUTION 2015-16

WHEREAS, since 1995, the Library has contracted for computer systems maintenance and related network support, and

WHEREAS, the current contract expires at the end of June 2015, and

WHEREAS, on April 29th, the Library issued a Request for Proposal (RFP) seeking a qualified information technology services vendor to partner with the Library to 1) provide hardware and software maintenance and repair for all servers, workstations, printers and related computer equipment; 2) supply parts and replacement equipment for out of warranty products; and 3) optionally supply project management or consulting services, and

WHEREAS, the RFP was placed on the Library and Erie County websites, advertised in the Buffalo News and e-mail notices were sent to the 7 firms listed as providing these types of services on the Erie County/City of Buffalo Joint Certification MBE and WBE Resource Lists, and

WHEREAS, 1 firm, the Library's current service provider VITEC Solutions LLC (VITEC), submitted a response, and

WHEREAS, the Library's RFP evaluation committee was impressed by the high caliber of the response submitted by VITEC, and

WHEREAS, under current contract, the products, services and personnel provided by VITEC Solutions, LLC have met or exceeded the Library's needs and expectations, and

WHEREAS, the proposed base cost, at $146,250, is unchanged from the 2014 annual expense, and

WHEREAS, upon completing its review, the committee unanimously agreed that the proposal submitted by VITEC Solutions, LLC be recommended to the Board of Trustees for selection to provide these services, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library selects VITEC Solutions, LLC to provide network, server and workstation

support and maintenance/repair; replacement parts; project management; and consulting services, and be it further

RESOLVED, that the Library Director or her designee is authorized to negotiate and execute the necessary contract based upon this resolution, the terms listed in the RFP and the response submitted by VITEC Solutions, LLC.

There being no further business, on motion by Trustee Horton and a second by Trustee Thomas, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary