

**BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, February 16, 2012
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 January 19, 2012 **ACTION**
- D. Report of the Chair **INFORMATION**
 - 1. Committee Appointments (to be distributed at meeting) **ACTION**
- E. Committee Reports
 - 1. Executive Committee
 - a. Res. 2012-5 — Authorize Director to Adjust Salary - Secretary to Director **INFORMATION**
 - 2. Budget and Finance Committee
 - a. Monthly Financial Report (to be distributed at meeting) **INFORMATION**
- F. Report of the Director (sent via e-mail if on file) **INFORMATION**
- G. Public Comment
- H. Unfinished Business
 - 1. Res. 2012-4 — 2011-2014 Goals and Objectives; Organizational Competencies 2012-2014 **ACTION**
- I. New Business
 - 1. Res. 2012-6 — LSTA Service Improvement Invitational Grant 2012-2013 **ACTION**
- J. Adjournment



Monthly Report of Library System Activity February 16, 2012

1. PUBLIC SERVICES

Programs, Learning Opportunities, Outreach and Events

On January 31st, Director **Mary Jean Jakubowski** was joined by System Board Chair **Jack Connors**, Trustee **Elaine Panty**, Library staff **Ken Stone**, **Carol Batt**, **Joy Testa Cinquino** and **Jeannine Doyle** at the Erie County Legislature's Community Enrichment Committee meeting. The Library was invited to update members on last year's progress and the coming year's plans. There was some discussion regarding the Special Legislative District Public Library initiative. The Library reported it is still in the process of working with staff and board members to answer questions before going public with an education campaign.

Thirty-three public technology classes were held during the month of January for 361 attendees at the Central Library and 11 community libraries. The overall satisfaction rating was 4.63 out of 5. Public comments included:

- *Makes me excited about taking more classes - thank you for offering them!!*
- *I have attended previous non-library computer workshops, and this one is far superior. Teacher very effective + projection is so helpful.*
- *The class was fun. I'd never used Google Maps before + this class was so interesting.*
- *Excellent use of tax \$.*

Community Library staff comments included:

- *Looking forward to the upcoming "downloading e-books" program.*
- *It was excellent.*

The Library's participation in a beta test enabling catalog access through the Central Library's Facebook Fan page <http://j.mp/iZSx5s> ended with the official release of the SirsiDynix Social Library on Friday, January 20th. The application allows patrons to search the catalog, place holds, renew items, and access My Account while logged into their Facebook accounts. The product's use and popularity will be monitored and evaluated.

The Training Team continues to develop and update classes. Central Training Lab Coordinator **Kara Stock** updated *Introduction to the Library Website*, *Microsoft Publisher Basics*, and *Google It*. Kara is also writing the *eLibrary Catalog* computer class for the public. Technology Trainer **Nell Aranoff** updated *Introduction to Skype*, and Technology Trainer **Tom Carloni** updated *Borrowing eBooks from the Library for Your Nook, Sony, Kobo or Similar eReader*, *Searching for eBooks and Audiobooks on the Library's Website*, and *Borrowing eBooks from the Library for Your Kindle*. Tom also completed the *Desktop Outlook* staff class.

Technology Trainers **Andy Aquino** and **Nell Aronoff** are working on e-Library screencasts; **Tom Carloni** will begin working on a screencast about the Kindle.

An attractive bookmark that promotes the *Downloads 2 Go* service, as well as the instructional handouts and video tutorials available on the Library's website, was designed in January. *Getting Started with Your eReader* will be distributed to all library locations.

Anne Conable from Development and Communications reported the following with regard to programming at Central:

Coordinated details, and support promotion, for events occurring this month:

- "Imagining Buffalo" series –
 - 1/3 (40) and 1/17 (48) Chuck LaChiusa
 - 1/10 (68) Kimberley Minkel/Gladys Gifford, NFTA
 - 1/24 (68) Robert Shibley, UB School of Architecture
 - 1/31 (42) Nancy Spector, Albright-Knox Art Gallery
- Working for Downtown Brown Bag Lunch series: 1/4 featuring Hon. Brian Higgins (38)
- UNYTS Community Blood Drive 1/12
- Martin Luther King Day program 1/12 (72)
- Chess @ the Library Open House 1/29 (22)

Joy Testa Cinquino, **Anne Conable**, **Dawn Peters** and **Dan Caufield** participated in planning meetings for future programs with Eva Doyle, RBR staff, Just Buffalo, Disability Awareness Month, Alianza Latina, Womens History Month and Occupy Buffalo programs.

Ms. Conable coordinated copy and layout for centralized Women's History Month (March) calendar – partnership with Erie County as well as coordinated rewrite and submission of IMLS grant (due February 1st) for Depression/digital project – partnership with Randforce Associates, UB Center for Urban Studies, Cleveland State University Center for Public and Digital History, and Buffalo Broadcasters Association.

Anne Conable was the featured speaker at the Sunday, January 8th, Forest Lawn Sunday at the Cemetery Lecture series: *175 Years of Libraries in Buffalo & Erie County*. The event was sold-out with nearly 100+ attending this lecture which kicked off the 2012 Forest Lawn Chapel series.

On January 10th, all Information Services librarians attended a meeting called by Human Resources/Labor Relations Officer **Jeannine Doyle**. This meeting reviewed the new Correctional Facility staffing model. Beginning in February, all full-time librarians and part-time librarians in Information Services will work some hours at the Erie County Correctional Facility to ensure all required service hours are filled.

On January 12th, Information Services Librarians **Dan Caufield** and **Ken Wierzbowski** helped coordinate and spoke at a SCORE workshop held in the Central Meeting Room at the Central Library. The workshop was an all-day event aimed at entrepreneurs who want to start and manage their own businesses. Periodically throughout the day, both Ken and Dan met with attendees of the workshop to educate them on small business resources available at the Central Library and to answer reference questions. The workshop was well received by the 26 attendees.

On January 12th, **Dan Caufield** coordinated the Library's *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 Miguel Santos, Ann Marie Szpakoska and Sharon Holley, the music of the Colored Musicians Club and vocal performance of Pastor **Angela Stewart**, a presentation of "A Different Time, Similar Circumstances" by the students from Bennett Park Montessori School and a keynote speech by Ellicott District Common Council Member Darius Pridgen. The program was well received by the 120 people in attendance.

Throughout January, Information Services librarians held 11 sessions with patrons through the Book A Librarian service. During these sessions, they answered various reference questions, demonstrated search techniques for using library databases and helped find print materials related to their questions.

Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** made contact with Shane Stephenson of the Buffalo Employment & Training Center (BETC). A 2-hour training session focusing on the library databases and their information useful to job seekers has been scheduled for Thursday, February 23rd at 10 a.m. at BETC.

On January 21st, **Dan Caufield**, **Ken Wierzbowski** and Sr. Page **Melissa Kania** staffed an information table at the Straight Talk 2012 event 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 20 local organizations who counsel and educate small business owners and potential owners. Over 400 people attended the classes and workshops provided by the various local agencies. Classes covered such topics as Taxes and Small Business, Finding Funding, Legal Issues of Starting a Small Business and Business Basics. **Dan Caufield** was one of 4 speakers for the Business Basics workshop. This class was presented at the beginning of the day and all attendees were required to hear this lecture before going on to other workshops. The other 3 speakers for Business Basics included members from the Small Business Development Center (SBDC), Sue McCarthy, Clifford Bell, and Mike Hefka. Each of the SBDC members spoke about the importance of planning and stressed a well thought out business plan. This led in very well to Mr. Caufield's part of the lecture which informed the audience what the Library has in the way of business resources.

Information Services Librarian **Beth Lewitzky** began planning a program series suggested by community members called "Organization, Action & Vision" to be started in March 2012. She reached out to 7 possible speakers who all agreed to participate once dates, times and place were set. The overall theme of these talks will focus on activism in Erie County and how grass roots movements grow and get their message to a larger audience.

Information Services Librarian **Hadeen Stokes** has been working with Webmaster **Terri Dickson** and the Graphics Department finalizing plans for the 2012 Winter Reading Challenge "Get wrapped up in a good book". Everything is in place and publicity has already begun. This online reading contest encourages patrons to read and leave book reviews on the Library's website. For each review submitted, participants receive a token and a chance to win a Kindle Fire. The more reviews participants enter, the more chances they have to win. Registration will open on January 30th and the contest will run through the month of February. This competition is open to all B&ECPL staff but the top prize for staff will be a Kindle Touch instead of the Fire.

Information Services Librarians **Jamie Smith** and **Hadeen Stokes** along with Librarians **Gwen Collier**, **Sandra Bush** and **Claudia Yates** have formed the African American Writers Reception Committee. This committee has been revived after some years to plan and execute an African American Writers Reception which will be held at the Frank E. Merriweather, Jr. Library (MRW) on April 14th. This reception will allow authors a chance to talk about their books and meet the public who enjoy their work. The committee has started its discussion of dates for the reception and which speakers to invite.

Hadeen Stokes worked with Michelle Gentner from the *Buffalo News* on being a seminar presenter at the February 14th Career Fest at the Millennium Airport Hotel. Hadeen will present an overview of the Library resources valuable to job seekers.

On January 25th, **Hadeen Stokes** held a phone meeting with Staff Sergeant Jason Harper from the US Marines Corp about ASVAB books and the Learning Express Database. Hadeen will follow up with him to see if he would like a demo of the database or possibly teaching a small group of recruits on how to use Learning Express to practice for the ASVAB.

On January 6th, Rare Book Librarian **Amy Pickard** attended by invitation a lunch meeting to preliminarily discuss ideas to develop a community-involved, educational experience for all ages around a Shakespeare Garden in honor of the 400th anniversary of Shakespeare's death in 2016. The effort is being spearheaded by Catherine Prion-Sarata, a retired Erie Community College English Professor who studied and taught Shakespeare, and involves several other key community members. Another meeting will be scheduled to continue this effort.

On January 19th, **Amy Pickard** and Grosvenor Room Librarian **Sue Cutrona** attended a meeting of the WNY Archivists at St. Louis Roman Catholic Church where the church's archivist provided a narrative history and tour of the collection.

On January 20th, **Amy Pickard** hosted Steven Galbraith, a curator of R.I.T.'s Cary Collection, and Hand Bookbinder Fred Jordan. This was an opportunity for Mr. Galbraith to see B&ECPL's rare book collection and to talk about possible collaborative efforts. Also, in return, Mr. Galbraith extended an invitation for us to visit the Cary.

On January 21st, Grosvenor Room Librarian **Rhonda Konig** attended a Western New York Genealogical Society Board meeting.

On January 26th, **Rhonda Konig** taught a Genealogy 101 Course with 16 students in attendance. Senior Page **Austin Clark** assisted.

Grosvenor Room Librarian **Carol Pijacki** conducted 4 short Grosvenor Room tours for 6 people.

In partnership with YAWNY (Young Audiences of Western New York), **Meg Cheman** coordinated the appearance of award-winning slam poet Gayle Danley in the Ring of Knowledge on January 17th. More than 75 people including fifth and sixth grade classes from Bennett Park Montessori attended this exciting performance.

On January 26th and 27th, **Meg Cheman, Dan Caulfield, Glenn Luba, Kristine Sutton, Beth Staebell, Dorinda Hayes, Peggy Errington, Jack Edson, Mary Muscarella and Dawn Peters** attended a "Goals and Objectives" training workshop hosted by Consultant June Garcia of Library Strategies International LLC. The trainers will act as facilitators to staff in future training sessions describing what the new Goals and Objectives of the B&ECPL System will be and ways in which each Library can help meet these goals.

The Rare Book Room closed and dismantled the "Lafayette Square: Then and Now" exhibit during the last week of January. This was a very successful and popular exhibit and as indicated by the guest register, was seen by people from all over the country. It was of special interest to many attendees of the National Trust for Historic Preservation in October. Word of mouth was a great promoter as many people came to Grosvenor to specifically ask to see the "Lafayette Square Exhibit."

Highlights from the guest register include:

- Excellent
- I love the history of the bldgs. I love Buffalo. Thank you.
- Visiting Buffalo for 1st time. Enjoying the city and surroundings. Display provides an interesting perspective + insight. [London, England]
- Wonderful city you have – And an amazing library.
- I loved it and I learned something new!
- Fabulous – makes me even prouder of my hometown city!
- Very impressive, wanted to find out some about Sq. & I did.
- Outstanding collection! [Truro, MA]
- As always another great exhibit. Good job!
- Smashing, just smashing! [San Francisco, CA]
- It is cool to see what Buffalo was like before I was born.
- Thanks for this exhibit! It's a help to many.
- Thanks for preserving these things.
- Informative + attractive display – have enjoyed it in pieces by visiting multiple times. Helps to understand + appreciate history. It's a shame many buildings have had such short lives. Generally find the displays here engrossing + well-done, + attractive.

The next exhibit "Some Things Fishy in Rare Books: Izaak Walton's *Compleat Angler* and Other Fish Tales" is being installed and is scheduled to open February 7th.

Librarian **Wanda Collins** continues to revamp and update the kit, flannel board and puppet pages on the YSG portion of the Intranet. Wanda along with Librarian **Kasey Mack** is also working to add extra flannel boards to the website and add descriptive 'pop-up' windows to each item. Librarians **Kasey Mack** and **Kathy Goodrich** put

finishing touches on the Online Winter Reading Challenge before it went live on January 30th. They also developed the Battle of the Books Kid's Choice voting ballot.

Librarian **Mary Ann Budny** gathered copies of the 2012 Caldecott, Newbery and Coretta Scott King Award winners to convert over to reference.

The Central Library has been a hub of activity. The first program of 2012 was "Get Your Game On" gaming program. Sr. Page **Laura Raichel** led over 20 children as they played the Wii, GameCube and some old-fashioned board games. The Pizza Lovers' Book Club had their first meeting of 2012 on Saturday, January 21st. **Mary Ann Budny** led the discussion on penguin and weather books. Later the children made a snowman out of donut holes, pretzels, fruit roll-ups and thin mints. (And of course ate pizza!!)

On January 28th, **Kasey Mack** had a very successful meeting of the Lego Club. Thirty-one children played Brick-tionary (like Pictionary but with Legos!) All the children had a wonderful time. Their creations were displayed on the Kid's Space and Central Library's Facebook pages.

Along with public programming, there were several class visits and tours in January. Each Friday, Bennett Park Montessori teacher Randy McWharf visits the Central Library with his sixth grade class. The students work on research for school and also borrow books for pleasure reading.

On January 6th, **Mary Ann Budny** gave a tour of the first floor of the Central Library for the students of Aspire group home. After the tour, Mary Ann read them stories. The Bennett Park Montessori pre-school visited on January 19th for a special storyhour about Martin Luther King, Jr. Sr. Page **Nancy Smith** read stories about sharing and kindness.

Programs - Branches - City and Town

The end of January marked the beginning of programming season for the CPT (Childrens Programming Team). East Delavan, North Park and Crane Libraries began their winter storyhour session the week of January 23rd. The children at these branches were thrilled by the return of Miss Nancy!

Librarians **Mary Ann Budny**, **Paula Kloczek**, **Kerra Alessi** and Library Associate **Cyndy Lenzner** visited the Pinnacle Charter School on January 4th and 5th. They gave the students their library cards and read stories. After the stories, the children decorated paper mittens for a mitten garland they used to decorate the classroom.

Librarians **Michelle Snyder** and **Pat Covley** each contributed book reviews for the *Buffalo Rising* website in January.

Collection Development staff responded to 388 patron purchase suggestions and 123 staff suggestions in January.

The Merriweather Branch started 2012 with new hours: Thursday was changed to 12-8 from 3-8 and Friday was changed to 1-6 from 10-6 with all other hours remaining the same.

Houghton Academy PTO met in the East Clinton Library's Community room on January 25th with 6 in attendance.

Merriweather Library's Annual Dr. Martin Luther King, Jr. program was sponsored and hosted by Mrs. Eva Doyle. The theme of the January 14th program was "Dr. Martin Luther King, Jr.: His Life and Legacy". Participants included praise dancers, singers, poets, musicians and speakers; attendance was 100.

On January 14th, the Buffalo Genealogical Society of the African Diaspora held a session in the MRW Library's computer lab on using FamilySearch.com with 14 in attendance.

"Tradition Keepers: Black Storytellers of WNY" held a storytelling program on January 21st at the MRW Library for children 12 years old and younger with 16 in attendance.

East Delavan (EDL) Library Branch Manager **Gwen Collier** continues to do programming and outreach to Bethel Headstart and Ferry Center Headstart for the MRW Library. **Ms. Collier** has provided outreach services to CAO Ferry, Bethel 1485 Jefferson and Bethel 1424 Jefferson where she read stories, sang songs, took one classroom collection and provided a bug craft; 203 adults and children were served during outreach in January.

EDL Library's Clerk and Page Supervisor **Stephen Carson** created the public relations information for an upcoming African American History book check out incentive for adults where one winner will receive either a NFTA card for March or a \$50 gas card. The goal of the contest is to promote literacy during African American History Month that will last throughout the year. Mr. Carson will also be placing this contest on EDL's Facebook page.

Graphics Department staff **Dawn Stanton** and **Darlene Pennachi** provided new, welcoming signage for East Delavan including a new "Dolly Parton Imagination Display" section solely for the purposes of promoting this program. It will include applications, news and posters.

The Dudley Branch celebrated Chinese New Year on January 21st. Children colored masks or made a puppet. **Suzanne Colligan** made and served haystacks (cookies made

out of chow mein noodles, chocolate and butterscotch chips) and fortune cookies to 8 attendees.

Suzanne Colligan visited St. Agatha's Head Start program twice this month (January 3rd and January 23rd) to read stories and deliver books to a total of 40+ children.

East Cluster Manager **Nancy Mueller** attended the Erie County Records Commission meeting on January 11th at Erie County Hall which is chaired by the newly elected County Clerk Christopher Jacobs. Nancy is Records Manager for the B&ECPL System.

Nancy Mueller, Linda Rizzo, Dan Caufield and Assistant Deputy Director for Human Resources **Doreen Woods** met on January 30th to discuss plans for upcoming staff refresher training on security issues when dealing with patrons and sexually explicit material on the public PCs.

Miss Lisa Brown returned with a Valentine's card making craft. With the help of Crane Page **Julia Conte**, many children created cards while parents expressed their heartfelt wishes to return.

On January 9th at the Niagara Branch, Library Associate **Tami Linkowski** introduced Board Game Night for children on Monday evenings. Five children played Chutes and Ladders, Checkers and Stratego. They loved it. It was a new experience for some children who were only used to playing games on the computer. Tami will lead "bored" game night once a month. In the meantime, some children have been playing the games themselves on evenings when the program is not formally offered.

Tami Linkowski presented Wild Craft Wednesdays throughout the month. Tami keeps the crafts fresh with an assortment of simple and more challenging craft ideas. Team Buffalo, a.k.a. TEAM F.A.M.E., resumed weekly science programming on January 17th.

Nancy Smith, from the Children's Programming Department, held Preschool Storytime Monday, January 23rd and Monday, January 30th at North Park Library from 10:30-11:30 a.m. All of the children who attended were read a story by the always entertaining Miss Nancy. In total 9 children and 6 adults attended the storytimes.

Sr. Page **Sarah Barry** ran the Crazy Craft Monday program on 3 Mondays in January. In all, 19 children and 9 adults attended these programs.

Sean Goodrich ran the "Wiikends" program every Friday and Saturday in January. Any North Park patron can pick up the controller and try his or her hand at Wii

bowling, baseball, tennis or boxing from 4:00-7:30 p.m. every Friday and 3:00-5:30 p.m. every Saturday. In total, 17 children and 3 adults played Wii during these times.

Ellen Witoff, a citizenship specialist from Catholic Charities, expressed appreciation for being able to use the community room at the Riverside Branch Library to teach a citizenship class. She commented to **Brian Hoth** that it was the best space she has worked in and expressed interest in scheduling additional classes in April.

On Friday, January 13th, **Brian Hoth** visited Niagara Daycare and presented a program on polar bears to 3 classes of 14 preschool students and their teachers. The children heard stories, sang songs, and did a polar bear craft. Brian also dropped off 1 classroom collection.

On Wednesday, January 25th, **Brian Hoth** visited Holy Cross Head Start and read stories to 7 classes of 136 prekindergarten children and their teachers. He also dropped off 7 classroom collections.

On Thursday, January 26th, **Brian Hoth** visited Muchkinland Daycare Center to promote preschool programming beginning in February and encouraged them to come.

Many children have registered for next month's Lego Club and Game Night. Plans are under way to celebrate National Library Week with programs, activities, drawings, and an open house scheduled for Saturday, April 14th.

Angola Public Library - submitted by Mary Truby, Director

A new year has begun at the library and ushered in a flurry of activity. The most exciting news is that we have received notice we have been awarded an Erie County Community Development Block Grant. The grant will help build a much needed meeting room addition to our library. It will permit us to have more programs and the space for increased attendance. We anticipate a period of upheaval and stress before the project is completed but the end product will be well worth it.

In a month filled with holidays, the library has had the opportunity to showcase several of these occasions. We commemorated Martin Luther King, Jr.'s birthday with a display of books about his life and accomplishments.

Chinese New Year, the Year of the Dragon, saw the library decorated with festive Chinese lanterns and fanciful dragons. We made paper fortune cookies for patrons to choose. Some merely had fortunes in them but lucky patrons won a mystery prize or a lucky orange which is reputed to bring prosperity in the coming year. The chopstick

game tested patron's skill using them to pick up small objects within a time limit. Staff helped children make colorful dragon puppets to take home with them.

Groundhog Day did not go unnoticed. "Grab the Ground Hog" was the game of the day. Children were asked to put their hand into the ground hog's den to try to find a ground hog among a variety of other animals. Pop-up ground hogs were given as prizes.

In this technological society the role of our library is changing. Patron's desires for electronic resources are continuing to rise. Traditional books, reference materials and periodicals are no longer the most wanted items. Our library has had an increase in the number of public computer users and we answer many questions about downloading e-books. We have also seen more people coming in to use our wireless access.

Even though libraries are changing, many things remain the same. We still have many tutors who use the library and parents who bring their children to our storytime programs. We are looking forward to spring and the resumption of our children's programs and in the near future a bigger and better place to hold them.

Clarence Public Library – submitted by Monica Mooney, Director

We started out the New Year at the Clarence Public Library with an array of children's programs. In addition to our regular Preschool Storyhour, Toddler Time and Wee Read with our children's programming coordinator, **Amy Swarts**, we also had Creative Essence of Clarence Center here at the library on January 12th to host "Stuffed Animal Hospital." Children were encouraged to bring their favorite stuffed animal with them to the library for a make-believe "Immediate Care" clinic for their cuddly friends. Participants could make and take home a hospital gown, bracelet and plaster cast for their plush pals. This unique program attracted over 60 children.

The Clarence Library Lego Club continues to meet on a monthly basis. Kids enjoy making their Lego creations and putting them on display in the library. Last year, we had over 400 children attend our Lego Club, making it the most popular program for school age children. In March, we look forward to having creations from Lego enthusiast Joe Carrigan on display.

Upcoming programs for February and March include the monthly Library Craft Time hosted by the Clarence Youth Bureau, Primate Sanctuary's "Old World" and "New World" with Carmen Presti, Explore & More's "Fuzzy Felted Rainforest Snakes," and Kelkenberg Farms visit in early spring with their baby animals. Also in March and April, staff from the Central Library's Children's Programming Team will present

programs: *The Titanic*, *Don't Let the Pigeon Come to this Program*, and *Nursery Rhymes & Fairy Tales*.

Computer classes presented by the Technology Team from the Central Library will be held in March and include *Introduction to the Library Web site*, *Downloads 2 Go* and *Family History Research with Ancestry Library Edition Database*.

The Clarence Free Tax Service sponsored by the AARP and IRS will be at the Clarence Library Wednesdays through Saturdays, February 1st through April 14th. Trained tax aide volunteers provide free tax preparation assistance to patrons.

The *Bookmarks* Book Club meets every second Tuesday of the month at the Clarence Library. Upcoming titles to be discussed will be *The Sisters* by Nancy Jensen in February, *Ellis Island* by Kate Kerrigan in March and *The Pleasure of My Company* by Steve Martin in April. UNYTS will be hosting a blood drive at the library on February 27th. Also, through March 15th, the Clarence Library will be one of the drop-off locations for Assemblywoman Jane Corwin's Annual Food Drive to Combat Hunger.

On March 2nd, in conjunction with Dr. Seuss's birthday and *Read Across America*, Library Director **Monica Mooney** and Clarence Library Youth Programming Coordinator **Amy Swarts** will visit Curious Minds Montessori on Goodrich Road to present Dr. Seuss-themed programs to their preschool and toddler classes.

Director **Monica Mooney** has been working with IT Administrator **Stephen Hovey** in a collaboration effort with the Clarence School District that would allow students to access the school's *Lexia*TM Learning software at the Clarence Library. A dedicated PC will be set up for this project.

In September, the Clarence Public Library had solar panels installed on the roof of the library by Solar Liberty of Buffalo. The project, funded by grant monies received by the Town of Clarence, allows the library to be more environmentally-friendly and save on utility costs. Patrons can also view real-time value of electricity generated, power usage and cost savings on a wall monitor located in the library. The solar panel installation has been well received by the community.

Collections: Development and Use

Library staff recently submitted recommendations to the Erie County Department of Purchasing for the award of Bid Number 211382-005 (Books & Non-Print Library Materials and Related Ancillary Services for the Buffalo and Erie County Public Library). Given the scope of materials needed by the B&ECPL, awards are being made in 6 major categories determined by material type that correspond to the Library's

internal Collection Development and Acquisitions processes as well as the format of the bid document. This has resulted in contract awards with multiple bidders. These awards will help insure that the Library acquires material in the most cost effective manner while providing the flexibility to obtain in stock titles on a timely basis to address public interest or demand.

The annual process of rolling over outstanding orders from the previous fiscal year to 2012 was completed mid-January. Materials budget allocations were made and Library Administrative Manager **Tracy Palicki** entered funds into the Technical Services Department Acquisitions Module. With new budgets in place, ordering of materials has resumed. Bookplates are being affixed to all materials purchased with funds raised during the *Bucks for Books* campaign.

Kara Stock designed the survey that will be used to collect information from all B&ECPL libraries for "SnapShot Buffalo & Erie County Public Library System: A Day in the Life of a Library System."

To improve services at the Correction Facility branch, **Kenneth Wierzbowski** continues a new labeling project and organization scheme which will help staff keep better track of items in the popular materials collection. This collection holds materials that are highly in demand and, until this current undertaking, were indistinguishable from materials out on the open floor. During the month of January, he expanded his previous finding aid to include the non-fiction materials in this collection.

This month, Rare Book Room Librarian **Charles Alaimo** created a display in celebration of the bicentennial of the birth of Charles Dickens. On display in the Gluck Manuscript Collection case are original letters and an essay on "The great international walking match" of 1868. Dickens was an avid walker and walking matches were quite common in the 19th century. Mr. Alaimo also created a display for a one-of-a-kind Buffalo and vicinity fishing map, to coincide with the next Rare Book Room display on Izaak Walton's *Compleat Angler*, and other rare books on fish.

Carol Pijacki completed the Civil War travelling display and began the next Grosvenor display on the topic of fish and fishing to compliment the RBR display on Izaak Walton's *Compleat Angler*.

Carol Pijacki presided at the Literally Speaking Lunchtime Book Discussion Group. **Susan Cutrona** led the discussion of *The History of Love* by Nicole Krauss.

Rhonda Konig created a guide to using the Grosvenor Room's marriage records on microfilm.

Music Collection: **Carol Pijacki** completed 2 check-ins; 13 Orchestration Verification Sheets.

The application of RFID (Radio Frequency Identification) tags began mid-January and **Josh Mitch** has made great progress already.

The reorganization and shelving of the microfilm collection has been completed on Tier A. Microfilm is now shelved alphabetically by title and the microfilm guide updated by Senior Page **Matthew Golebiewski**.

Freegal Music downloads continue to be popular. In January, 711 patrons downloaded a total of 4,603 titles.

In January, 545 downloadable eBooks were added to the Library's collection. A total of 21,110 eBook titles were downloaded in January compared to 8,103 in January of 2011.

East Delavan Branch Library's Page Supervisor and Clerk **Stephen Carson** completed the conversion of CD's from drawers to shelving units to permit better visibility of the CD collection.

2. FUNDING

Finances

The New York State Library Construction Grant review process for the 2011-12 grant cycle continues, with award notices anticipated in the spring. CFO **Ken Stone** has been informed that grant requests for B&ECPL libraries have been recommended for approval by the NYS Division of Library Development and forwarded to the NY State Dormitory Authority for review. The Dormitory Authority is the funding source for this grant. Additionally, because other library systems were unable to match their full grant allocations, additional funds are available for eligible projects not already recommended for the maximum 50% grant share. One B&ECPL project falls into this category, the Central Library asbestos abatement and space reconfiguration project, which could receive additional grant funding of \$75,232 towards the project.

In addition to the Central Library, project requests submitted would help replace the roof at the Aurora Town Public Library; reconstruct sidewalks at the West Seneca Public Library; and reconstruct sidewalks/curbs at the Eden Library. The original grant request for these 4 projects totaled \$664,117 and should the recommended supplemental funding be approved, the total grant share would increase to \$739,349.

Fundraising

The Development and Communications Department is currently cataloging book donations secured by former B&ECPL Trustee Judy Summer for the online auction that will be held in her name. The auction will kick-off Library Week (April 9th) and will run through April 30th. More than 150 items were donated. The auction will be online through the [biddingforgood](http://biddingforgood.com) website.

Working with Laurie Dean Torrell, Director of Just Buffalo Literary Center, both of our organizations are partnering to extend an invitation to a dozen of Judy Summer's friends to the March and April Babel author's events and VIP receptions at Kleinhans. Just Buffalo was generous to provide the tickets in honor of Judy's love and support of the Library, Just Buffalo and reading as a whole.

Donations continue to trickle in from the year-end (2011) solicitation. To date \$58,059.25 has been donated from 1,146 donors. The average gift is \$50.41.

Grosvenor Room was awarded an RBDB grant in the amount of \$14,000 to digitize some of the early Buffalo City Directories with Backstage Library Works doing the digitizing.

3. OPERATIONS AND INFRASTRUCTURE

Technology

Three RFID libraries recorded well over 80% self-check circulation during the month of January. Elma topped out at 88% with East Clinton close behind with 87% of the circulation performed by patron self checkout. East Aurora recorded 82% and Orchard Park rounded out the top four with 79%. Kudos to the staff and public in these locations who are promoting and supporting the new technology. The RFID self-check system is a tool to maximize efficiency. It helps free staff from the repetitive mundane check-out procedure and provides additional time for reader's advisory and other library tasks.

RFID tagging and encoding continues at the Central Library and several community libraries. The Central Library's Borrower Services Department went live with RFID Staff Stations on January 19th, followed by the Stacks Department on January 27th. Two additional locations, Reinstein Memorial Library and West Seneca Public Library, are now fully RFID operational, going live with gates and self-check stations on January 23rd and 24th, respectively. Gates were installed and tested in the Central Library Media Room and at the Borrower Services elevator, January 25-26. Project Coordinator **Kelly Donovan** and IT Field Engineer **Dave Kozlowski** spent countless hours facilitating the training and installation. Dave was also primarily responsible for pre-installation of all

equipment and he continues to install staff RFID-enabled workstations at the Central Library in preparation for the projected February 2012 go-live date.

Internet bandwidth was increased at several B&ECPL libraries during the month of January. The increases were necessitated by heavy user and system demand at the Central Library, almost every City Branch (Dudley, Crane, Merriweather, East Delavan, East Clinton, North Park, Niagara) and the following contract libraries: Kenmore, Concord, Clarence, East Aurora, Lackawanna. The increased capacity ensure that public PCs are more responsive.

On January 18, 2012, public wireless download capability was enabled at all B&ECPL libraries. Library users can now download from the OverDrive site to personal devices such as laptops, eReaders, and iPads. While we cannot guarantee that all devices will be fully supported, for the most part, Internet-enabled electronic devices are able to complete the download process in-house. Download capability is not available on library-owned desktops or laptops. Technical Support Services Specialist **Johnny Hsu** played the instrumental role in the wireless implementation.

In order to take advantage of e-Rate funding opportunities and insure compliance with e-Rate regulations, an RFP (Request for Proposal) and an RFB (Request for Bid) were recently prepared. Both projects were placed for public bid through the Erie County Division of Purchasing. The "RFP for Internet Access Services" will be awarded to a qualified vendor who will insure transparent connections to and from the Internet and support expansion of the Library's bandwidth to the Internet, if required to provide sufficient service to the Library's patrons. The "RFB for a Switching Upgrade" is needed because the number of workstations and how they are utilized is expected to increase load on the Central Library's network. A switch hardware upgrade is required to meet both current and future needs.

Senior Computer Operator **Roseann Hausrath** and Technology Support Manager **Maureen McLaughlin** coordinated 2011 end of year statistics required for annual formal reports. In addition, **Roseann** began the setup for year 2012 including utilizing delimited output which will serve as the basis for a computerized stat project which should help streamline future reporting and minimize manual data entry.

Other Information Technology (IT) Projects:

- Computers system-wide were upgraded to Adobe Flash 11
- Laptops were configured and delivered to the Concord Public and North Collins Public Libraries. The laptops for in-library public use were purchased with private funds
- Library IT Administrator **Steve Hovey**, along with part-time computer techs **John Sloma** and **Steve Stoveld**, disconnected and moved the Circulation Desk

PCs and all public workstations to facilitate a building renovation project at the Kenmore Library

- Library Webmaster **Terri Dickson** began to build a Drupal substructure which will eventually replace the Library's current public website www.buffaloli.org. The new site will ultimately have an updated look and authorized staff will be able to provide edits to insure information accuracy and relevancy.

The new Database Page Committee met twice in January to develop the new database page that will replace the current page when WebFeat is discontinued. The structure of the page is now in place. All database links and descriptions have been added, overall design is being developed and functionality is being tested. The framework and functionality are in place for the new page: <http://databases.buffalolib.org/databases/>. The goal of the committee is to replace the current federated search of the databases. Committee members include **Steve Hovey**, Computer Operator **Sandy Sywak** and Librarians **Meg Cheman**, **Pat Covley**, **Angela Pierpaoli**, **Kristine Sutton**, **Ken Wierzbowski** and **Hadeen Stokes**.

The Library's Subject Guides received 1,200 unique visitors from 19 countries in January. The most popular Subject Guides were Music, Genealogy, Virtual Database Tours, and Movies.

Chief Operating Officer **Carol Batt** informed Crane Branch that on January 3rd they would receive an Internet bandwidth upgrade of 5 Mb. Staff and patrons alike have noticed the increased speed and responsiveness and are greatly appreciative.

On January 12th, Crane received a new touch screen computer for one of their staff RFID workstations. They were a test site for the new combination. It was set up by IT staff member **Dave Kozlowski** who also stayed to help work out some initial bugs.

Facilities

The City of Buffalo recently completed a project to install new energy efficient lighting on the main floor of the Crane Library. The project included repairing/replacing damaged ceiling tiles and repainting the ceiling.

Staff Development

On January 28th, Librarian **Claudia B. Yates** became the Manager of Children Services when Librarian **Peggy Errington**, the former Manager, became the Director of the Orchard Park Public Library.

The *Downloads 2 Go* class was revised and presented to staff on January 30th as an eBook session focused on the Kindle and the Nook. Because of limited class space, it was

recorded by IT staff and will be offered for staff viewing as a podcast. Public Downloads 2 Go classes will kick off on February 1st at the West Seneca Public Library.

On January 6th, Technical Services and Technology Support Manager **Maureen McLaughlin** attended a Regional Advisory Committee (RAC) meeting at D'Youville College's Montante Family Library.

Carol Batt attended an Infopeople webinar entitled "The Hopeful Workplace" on January 17th. This program presented by industry specialists George Needham and Joan Frye Williams provided an excellent overview on cultivating a hopeful workplace environment during difficult times.

Technical Services Manager **Jennifer Childs** attended a Preservation Committee meeting at the Western New York Library Resources Council (WNYLRC) on January 18th.

Library Director **Mary Jean Jakubowski**, along with Deputy Directors **Ken Stone** and **Carol Batt**, attended *Business First's "Power Breakfast: What lies ahead for the Western New York economy in 2012?"* on January 19th. *Business First* put together a panel of experts who shared their insight into the factors that will influence the region's business prospects in the year ahead.

Throughout the month, several staff members attended the NYLA e-Institute webinar series, *Lean Library Management*, which focused on strategies for reducing costs and improving services. **Carol Batt** and **Maureen McLaughlin** viewed the introductory session, *What is Lean Library Management and How Can it Help Your Library*, on January 12th. They were joined by **Mary Jean Jakubowski** on January 19th for *Lean Techniques to Streamline Your Customer Holds Workflow Process* and **Jennifer Childs** on January 26th for *Lean Techniques to Streamline Your Technical Services/New Book Service Delivery Chain*.

Doreen Woods visited the University of Buffalo's Graduate School of Library and Information Science on January 25th. Ms. Woods discussed the most-desired skills and traits in new librarians with graduate students in the LIS585 Public Libraries class.

Doreen Woods updated the Central Library Emergency Evacuation procedure. The procedure was distributed to all employees and posted on the Intranet.

Jeannine Doyle developed new policy and procedure for handling requests for reasonable accommodations by employees and job applicants. Human Resources shall follow the policy and procedures for requests for accommodations and shall be available to assist staff in gaining a greater understanding of the law and clarify institutional obligations under the law to provide reasonable accommodations.

Processing Department Supervisor **Deborah Geier** attended the January 24th session of *Microsoft Excel Basics*. On January 31st, she and Library Associate **Jeff McChesney** attended the *Microsoft Excel Intermediate* class.

Library Associates **Cindy Zubler** and **Diane Doster** attended a Western New York Library Assistants (WNYLA) meeting on January 31st at UB's Health Sciences Library.

January 10th and 18th, Information Services Librarians **Patty Pohl**, **Susan Kriegbaum-Hanks** and **Michelle Hurley** participated in training conducted by **Peter Lisker** regarding the Assisted Technology Room (ATR) and resources for disabilities available for patrons at the Central Library.

On January 20th, **Kathy Galvin** attended a Refugee Educational Forum presented by Assemblyman Sean Ryan at D'Youville College.

Library staff attended Library District Training presented by Libby Post of Communication Services at various locations throughout the System.

4. COMMUNICATIONS AND COMMUNITY RELATIONS

Information Services Librarian **Beth Lewitzky**, serving as the point person for ordering important tax forms, helped coordinate tax forms setup procedure with other staff. Information Services senior pages have been busy filling in available tax forms which are located outside the Media Room and finding past tax forms online.

There is still a high demand for help from the many visitors sent to the Buffalo & Erie County Public Library from the Canadian Consulate of Buffalo. Information Services computer desk senior pages have been very busy assisting these visitors with finding the website for their application for a temporary resident visa and helping them with their printouts.

Media Coverage / Media Releases

Joy Testa Cinquino sent Press Releases for:

- Kenmore Reopening Delayed
- Winter Reading Contest
- Eva Doyle - Eye on History Series
- New Library Trustees

Mary Jean Jakubowski appeared live on AM Buffalo on January 17th. We have asked the producer if they are interested in the Library appearing on the show monthly to provide updates on Library programming, popular books, etc.

The Graphics Department accomplished the following in the past month:

- CFD - Installed decorations for Children's Area and Young Adult Area
- Women's History Event calendar
- Winter Reading Contest - adult, teen, kids - posters
- Sesame Street Ticket Contest - poster for city branches
- Battle of the Books Kids Choice - posters
- Regional Institute pages
- Bi-lingual signage for Central stairwells
- Signage for EDL, WIL, POP, CEN
- CEN - Martin Luther King Jr. program - invite, program, posters
- KNM, KNL, REI, JBR - closed for renovations - signage and bookmarks
- REI - Computer Center - invitation & banners
- Teen Top Ten - voting - posters
- E-Library bookmark
- RBR - Fishing Display

The Library received 35 online patron comments, many asking about the new online catalog.

On January 9th, the first of 3 public hearings to improve the Buffalo Public Schools' code of conduct and bring down the student suspension rate was held at the Frank E. Merriweather, Jr. Library with 75 in attendance. Also, the District's Advisory Board scheduled an additional public hearing on January 18th with 85 in attendance.

Assemblyman Sean Ryan held a town hall meeting on January 12th concerning the NFTA budget cuts. With an overwhelming community response, Assemblyman Ryan commented on the meeting's great success and the helpfulness of the Crane staff. Many news outlets reported on the concerns of individuals who use the NFTA as their primary source of transportation. Those media partners present included YNN Buffalo and WBFO 88.7 FM who held interviews with attendees.

On Tuesday, January 10th, **Brian Hoth** introduced himself to Office Assistant Susan Gartin at the Riverside Review and dropped off publicity for upcoming programming.

Library 2.0: Facebook. The Buffalo & Erie County Public Library - Central Library Facebook page has 2,905 fans, up from 2,822 in December; an increase of 83 fans. A sampling of posts include:

Buffalo & Erie County Public Library - Central Library Buffalo Libraries are closed on Monday, Jan 16 in honor of Martin Luther King, Jr. Central Library hosts a tribute to MLK on Thursday, Jan 12 at Noon. Free and open to the public. Storytelling, music, poetry and more!



January 5 at 4:36pm 3 people like this.

Hispanic Heritage Council of Western New York Inc. We join WNY in Celebrating the Dream !



Buffalo & Erie County Public Library - Central Library On this day in 1875, Mark Twain published "The Boy's Ambition" in the Atlantic Monthly. It was the first installment in his Old Times on the Mississippi series, published in the Atlantic and then later collected in book form as Life on the Mississippi. As the Atlantic series appeared a year before Tom Sawyer, this first article marks the debut of Twain's most famous setting and his river-boy persona. This info is from Today In Literature | 24 Empire Ave | St. John's | Newfoundland | A1C 3E6 | Canada .



January 17 at 11:05am Sweet Jenny's - Buffalo - NY likes this.



Sweet Jenny's - Buffalo - NY Great!

PhilipJames Jarosz A Twain you just can't miss ! It's Smart to be Smart! Visit your



Public Library in person or on-line and Get Smart !

Library 2.0: Twitter. As of January 30th, @buffalolibrary, the System's Twitter page, has 2,279 followers, up from 2,200 in December; an increase of 79 followers. In addition to many RTs (re-tweets), tweets mentioning the Buffalo Library included:



Justin Hoenke @JustinLibrarian Good Twitter Practice for Libraries (a post over at Tame The Web)
<http://goo.gl/KT1os> @QueensLibrary @buffalolibrary



Myenchantedbookshelf @myenchantedbksh Supporting my local library @buffalolibrary they are amazing and without them I wouldn't get to read all the books I want to!!



Buffalo History @bflohistory @buffalolibrary we champion the library! it's where we go to learn about the intricacies of our city's history!

Library 2.0: Flickr. In January, 29 new photos were posted to Flickr. The set "Lego Club at the Central Library" can be viewed here <http://bit.ly/zIeB3W> "All time" photo

views totaled 37,269, up from 36,649 in December; an increase of 620.
<http://bit.ly/xDPsx4>

Partnerships

On January 9th and 25th, Information Services Librarian **Peter Lisker** met with Ophelia Morey from SUNYAB Health Sciences Library regarding displays of health information at public libraries. An initial outline for an outreach program was developed with Ms. Morey this month and allows an avenue to advertise many of the electronic medical resources offered by SUNYAB Health Sciences Library and B&ECPL.

In cooperation with Read to Succeed Buffalo (RTSB), East Delavan Library will continue in their partnership by featuring a Storyhour which is open to the public, but is geared to RTSB partner day care centers. The program is facilitated by **Nancy Smith** from the Children's Programming Team and **Felicia Santiago** from RTSB. Every Friday, the children are at the library from 10:00 a.m. until noon. Approximately 45 patrons participated in the first program of the year. EDL Branch Manager **Gwen Collier** provided 100 library applications to Ms. Santiago for the purposes of the population who is not served by the Dolly Parton program so they may register for a library card and become users of the library.

Kathryn Galvin, Linda Rizzo, Dan Caufield, Joy Testa Cinquino and Anne Conable attended a meeting at the Central Library with members of Alianza Latina to discuss the possibility of them staffing an information table at the Niagara Branch, Central, and other locations. There are tentative plans to offer the first session at Niagara in February.

The Literacy Volunteers SES program continues to tutor students in the Niagara Branch meeting room on Tuesday and Thursday evenings on school nights.

Council member David Rivera's Constituent Drop In night was held on Tuesdays this month.

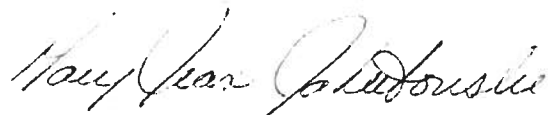
5. SPECIAL PROJECTS

Strategic Plan: Consultants Susan Kent and June Garcia of Library Strategies International LLC along with Peter Murad and Nick Derr of Architectural Resources continue to work with this writer on the Library's Strategic Plan. Consultants Kent, Garcia, Murad and Derr are currently visiting B&ECPL libraries. To date 31/37 locations have been reviewed.

System Goals and Objectives, along with Organizational Competencies have been distributed to System Trustees for review and comment. The Board is expected to vote

on Goals and Objectives and Organizational Competencies at the February 16th Board of Trustees meeting. A team of enthusiastic staff members, lead by Assistant Deputy Director **Dawn Peters** are being trained in the next phase of the plan development. They are expected to meet with staff to identify and assess Goal and Objective focused activities over the course of the next 2 months. It is anticipated the Strategic Plan will be presented at the May Board meeting.

Respectfully submitted,

A handwritten signature in cursive script, reading "Mary Jean Jakubowski".

Mary Jean Jakubowski
Director

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
January 2012

January 3, 2012	Albany - Commissioner of Education/DLD - Special Legislative District Public Library
January 4, 2012	Staff Forum: Q&A with Library Director
January 4, 2012	Susan Sizemore Meeting
January 5, 2012	South District Common Council Member Michael Kearns @ Cazenovia Resource Center - Meeting
January 6, 2012	Mary Woronowski - Buffalo Niagara Partnership
January 6, 2012	Hein Online - Catalog Project
January 6, 2012	Doreen Woods/Jeannine Doyle
January 6, 2012	Libby Post, Communication Services - conference call
January 10, 2012	Public Website Meeting
January 10, 2012	Admin Team Meeting
January 10, 2012	Doreen Woods/Jeannine Doyle
January 10, 2012	Charity Vogel - Buffalo News
January 11, 2012	Libby Post, Communication Services
January 11, 2012	Managers/Directors Meeting
January 12, 2012	Libby Post - SLDPL Training a.m. & p.m.
January 12, 2012	Black History Month Opening Remarks
January 12, 2012	Rich Tobe, Deputy County Executive
January 12, 2012	B&ECPL Executive Committee
January 13, 2012	Libby Post - SLDPL Training
January 17, 2012	AM Buffalo
January 17, 2012	WNYLRC Board Meeting
January 18, 2012	Meg Cheman - Special Projects
January 18, 2012	Sawrie Becker & Anne Conable - Anti-bullying Meeting
January 19, 2012	Business First Economic Forecast Power Breakfast
January 19, 2012	Meeting - Volunteers
January 19, 2012	NYLA e-Institute Webinar Series: Lean Library Management
January 19, 2012	B&ECPL Board of Trustees Meeting
January 20, 2012	Doreen Woods/Jeannine Doyle
January 20, 2012	Ellen Bach - Whiteman, Osterman & Hanna
January 21, 2012	ACT Meeting

January 23, 2012	Mayor Byron Brown Meeting
January 23, 2012	Legislative Education Day - Meeting
January 25, 2012	Governor Andrew Cuomo's 2012 Executive Budget
January 25, 2012	Susan Kent/June Garcia
January 26, 2012	Susan Ken/June Garcia
January 26, 2012	June Garcia - Strategic Planning
January 26, 2012	Admin Team Meeting
January 26, 2012	NYLA e-Institute Webinar Series: Lean Library Management
January 27, 2012	Susan Kent/Peter Murad - Facility Visits
January 27, 2012	June Garcia - Strategic Planning
January 27, 2012	Grant Training
January 30, 2012	Ken Stone Meeting
January 31, 2012	Community Enrichment Committee Meeting
January 31, 2012	Doreen Woods/Jeannine Doyle

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 19, 2012

The regular monthly meeting of the Board of Trustees of the Buffalo and Erie County Public Library was held on Thursday, January 19, 2012, in the Central Library pursuant to due notice to trustees. The following members were present:

Sharon A. Thomas, Chair
Jack Connors, Vice Chair
Elaine M. Panty, Secretary
Frank Gist, Treasurer
Amy Alvarez-Perez
Phyllis A. Horton
Theodore K. Johnson
John G. Schmidt, Jr.
Wayne D. Wisbaum

Chair Sharon A. Thomas called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room.

Agenda Item B - Agenda/Changes to the Agenda. Chair Thomas entertained a motion to amend the agenda so the Board could convene in Executive Session at the conclusion of New Business for the purpose of obtaining legal advice from counsel Ellen Bach of Whiteman Osterman & Hanna LLP. A motion was made by Ms. Horton, seconded by Mr. Gist and carried unanimously.

Agenda Item C - Minutes of the Meeting of December 15, 2011. On motion by Trustee Connors and a second by Trustee Alvarez-Perez, the Minutes were approved as mailed.

Trustee Wisbaum arrived at approximately 4:06 p.m.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 - Election of Officers and Executive Committee. Ms. Thomas called on Committee Chair Amy Alvarez-Perez to make a report. The Nominating Committee offered the following slate of officers and Executive Committee members for 2012:

Chair - Jack Connors
Vice Chair - Sharon A. Thomas
Secretary - Elaine M. Panty
Treasurer - Frank Gist

In addition to the Chair and Vice Chair, proposed members of the Executive Committee are Anne Leary, Elaine Panty and John Schmidt, Jr. On motion by Ms. Horton, seconded by Mr. Johnson, the slate was unanimously approved as presented.

Agenda Item E - Meeting Schedule for 2012. The meeting schedule was included in the Board packet mailing for information.

Agenda Item F - Report of the Chair. Ms. Thomas reminded trustees to return the 2012 B&ECPL Board of Trustees - Committee Volunteer Form that was enclosed in their Board packets. These are due back to the Director's Office by February 2nd. She encouraged trustees to attend New York Library Association (NYLA) Legislative Education Day in Albany on March 6th. In response to a question by Trustee Schmidt, Ms. Jakubowski explained the Library creates a local message and NYLA creates a state-wide message to bring to Albany. The message and details will be worked out and relayed once attendees have been confirmed.

Agenda Item G - Committee Reports.

Agenda Item G.1 - Executive Committee. Jack Connors reported the Executive Committee convened on January 12, 2012 at the Central Library.

Present were Executive Committee members Jack Connors, Elaine Panty, Anne Leary and via telephone Sharon Thomas and John Schmidt. Director Mary Jean Jakubowski, CFO Kenneth Stone and Libby Post, Consultant - Communication Services, were also present.

Discussion was held regarding NYLA Legislative Education Day March 6, 2012 in Albany, New York. Board members are encouraged to participate.

Discussion was held on the Special Legislative District Public Library.

Libby Post discussed media relations and strategies as they pertain to the district option.

Elaine Panty discussed the Nominating Committee and elections to be held at the January 19, 2012 Board meeting.

The Board Agenda for the January 19, 2012 meeting was reviewed and approved.

Executive Session was called at 5:06 p.m. to discuss a personnel matter. Executive Session ended at 5:12 p.m. with no action taken.

The Executive Committee meeting adjourned at 5:14 p.m.

Agenda Item G.2 – Budget and Financial Committee.

Agenda Item G.2.a – Monthly Financial Report. The monthly financial report for the month ending November 30, 2011 was included in the Board packet for information. Deputy Director Kenneth Stone reported the Library is operating within budget. He added, in Governor Andrew M. Cuomo's released Budget, there is no change for Library Aid from the 2011-12 Enacted Budget. The Library based its 2012 state aid estimates on the Enacted Budget.

Agenda Item H – Report of Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County trustees met on December 22, 2011. They approved a resolution requested by Gordon Gross to rename and repurpose a library foundation endowment fund in Judy Summer's memory. A resolution is on the agenda requesting support of this action. Foundation trustees Rick Berger and Bridget Quinn-Carey resigned and they are working to fill those seats. The Foundation agreed to support the Library's upcoming Strategic Plan and also conservation work needed on the Seth Grosvenor portrait which will be a centerpiece of the Library's War of 1812 exhibit later this year.

Agenda Item I – Report of the Director. In addition to her previously transmitted written report, Director Jakubowski thanked the Foundation for the grant match of \$25,000 for the Strategic Plan. The strategic planning process is well under way. June Garcia, Susan Kent, as well as Peter Murad of Architectural Resources, will be back next week to continue tours of libraries. Progress on this will be reported back to the Board.

Ms. Jakubowski reported, together with Jack Connors, she met with Deputy County Executive Richard Tobe and provided him with information on the Special Legislative District Public Library option. Additional information on the Library's governance structure was also sent to him. The lines of communication are open and the Library looks forward to working with Mr. Tobe and County Executive Poloncarz.

She shared with trustees the Library's year-end appeal is still in progress; to date, there have been 1,152 donors and brought in approximately \$54,500. She thanked Ms. Testa Cinquino and her staff for their hard work on this and all the fundraising initiatives that have been going on.

Request for bid responses for the Library's materials vendors have been reviewed. Deputy Director Carol Batt and her team worked hard to do a thorough assessment and the good news is the numbers are coming in good. New bid discounts meet or exceed past bids. They are working with the County to get bids awarded.

She reminded and encouraged trustees to attend the upcoming ACT (Association of Contracting Library Boards of Trustees) meeting, Saturday, January 21st at 9 a.m. at the Orchard Park Public Library. Ms. Jakubowski, Jack Connors, Ken Stone as well as Ellen Bach will be present.

Ms. Jakubowski mentioned the wonderful January 16th front page article in the *Buffalo News* regarding e-Books. She also appeared on AM/ Buffalo January 17th and has been asked to do something at least monthly with them to share information on all the Library's services.

She referred to an invitation at each trustees place for a Computer Center Celebration at the Julia Boyer Reinstein Library on February 14th at 10 a.m. funded by the NYS Library with funding provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP). Trustees were encouraged to attend.

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

Monthly Report of Library System Activity January 19, 2012

1. PUBLIC SERVICES

Programs, Learning Opportunities, Outreach and Events

The Buffalo and Erie County Public Library (B&ECPL) Technology Team led by Librarian **Kara Stock** had a busy and productive 2011. Three hundred twelve public classes were held for 2,409 total attendees, representing a 17% increase in attendance over 2010. Grand total attendance reached 2,600 including staff classes. In addition, 12 brand new classes were developed (including *Introduction to Skype*, *Resume Creation*, *Family History Research* and *Introduction to eBay*) and significant updates were made to 48 additional classes. Five Camtasia public screencasts were also developed covering overviews of *The Buffalo News*, *Consumer Reports*, Reference USA and Chilton Library databases as well as free computer classes at the B&ECPL.

The Library's Technology Training staff reviewed several websites offering typing instruction and selected the most appropriate to support individual self-paced practice sessions. Peter's Online Typing Course offers 18 free typing lessons and 6 free typing exercises for the beginner (no registration is required). TypingWeb is an online typing tutor for all skill levels including beginner, intermediate and advanced courses as well as 8 typing games and a typing test (free registration is required if you wish to track your progress). Goodtyping offers 27 online typing lessons (free registration is required

if you wish to track your progress). These sites can be reached by clicking the "Typing Practice" icon that has been added to the in-library public computers or by visiting the Computer Training Lab's "Online Tutorials" page at <http://bit.ly/ZbN5w>.

In December, **Kara Stock** updated *Introduction to YouTube* and *Computer Basics*. She is also writing a new public class introducing the e-Library Catalog and is working on a class that will show students how to get on the Library's Wireless with their own laptop. Librarian **Nell Aronoff** updated *Internet Intermediate* and *Microsoft Word Intermediate*. Librarian **Andy Aquino** finished the *Introduction to eBay* class. Librarian **Tom Carloni** finished a draft for a staff class on *Microsoft Outlook - Desktop version* and updated the handout *Borrowing eBooks from the B&ECPL Website for Your Kindle*, based on a patron suggestion. It now emphasizes that 3G service must be turned off when applicable.

Database Subject Guides, created by B&ECPL librarians, had visits from 22 different countries during December and 66 countries throughout the year. Users from as far away as Vietnam, Nigeria, Saudi Arabia and Serbia, to name just a few, as well as users from Canada and Mexico, our nearest neighbors, have discovered and used our Subject Guides. Subject Guide visits for 2011 totaled 19,271.

The B&ECPL submitted the LSTA Partnership Survey to the New York State Library evaluating the current Five-Year Library Services and Technology Act (LSTA) Plan, 2007 to 2012. The report will analyze partnerships established by the State Library and local library systems to implement LSTA-funded projects, such as the Summer Reading Program and LSTA Service Improvement Grants. Librarians **Peggy Errington**, **Kathy Goodrich** and **Kara Stock** provided background information for the LSTA-funded Summer Reading and Cyber Train Technology Training programs. The data and supporting narrative was compiled to present an overview of the opportunities, benefits and challenges working with partnering organizations.

Anne Conable from the Development and Communications Department coordinated details, and support promotion, for events occurring this past month including:

- "Imagining Buffalo" series –
 - 12/6 Talk and Lafayette Hotel tour, Rocco Termini (80);
 - 12/13 Patricia Szarpa, WNY Land Conservancy (34);
 - 12/20 Carl Paladino, Ellicott Development (72);
 - 12/27 Dennis Galucki, C-SAAHN founder (27)
- Working for Downtown Brown Bag Lunch series:
 - 12/7 Peter Cammarata & David Stebbins, RiverBend Master Plan (37)
- UNYTS Community Blood Drives 12/1 and 12/22

- Coordinated with Rare Book Room (RBR)/Special Collections and Graphics to finalize 2012 exhibit plan with programming. Also established 2012 Milestones conservation plan with RBR.
- Presented a talk and slide show as part of the Forest Lawn Chapel series on the history of the Library on 1/8 (70 attendees).

Eva M. Doyle, columnist and leader in the African American community, met with **Joy Testa Cinquino**, **Anne Conable** and **Dawn Peters** to discuss a series of presentations in the Ring Of Knowledge at the Central Library in February - June. The programs, titled *Eye on History*, will focus on Ms. Doyle's 33-year career as a writer, educator and advocate for the black community.

Joy Testa Cinquino is working with **Yvonne Maute** to plan a grand opening celebration for the computer center at the Reinstein Library in Cheektowaga on Tuesday, February 14th at 10 a.m.

Dawn Stanton and **Darlene Pennachi** from the Graphics Department worked on the following during the past month:

- New Gluck display
- New GRO display
- New tabletop display - Census
- "Staff Forum" posters
- "Download Now" posters
- Children's Area decorations for CFD
- Signs for LCW, GRO, KNM, TON, ECL, EDL, JBR, POP, HSS
- Program for Martin Luther King celebration
- New business card design

December 10th, Grosvenor Room Librarian **Rhonda Konig** attended the Western New York Genealogical Society Board meeting.

Rhonda Konig wrote 2 blog posts: *Land and Property Resources for Erie County and New York State* and *Saving Genealogy Dollars in the New Year*.

Central Library and Adult Services

On December 13th, **Dan Caufield** met with members of the Small Business Development Center and the Small Business Administration at Buffalo State College to discuss how library resources help small business develop and grow.

This December, Programming and Outreach Librarian **Kenneth Wierzbowski** initiated a dialog with the United Way of Buffalo and Erie County and People Inc. to find an audience for a proposed *Grantseeking Basics* course to be held at the Central Library.

The class will cover: what you need to have in place before you seek a grant; the world of grantmakers; the grantseeking process; and available tools and resources. This course is offered in conjunction with the Foundation Center and is tentatively slated for this coming February or March.

Children's Programming Team

The Children's Programming Team continues to plan and execute System supported programs and activities for children and teens.

During the month of December, the Children's Programming Team presented 37 programs at the Central Library and System branches (including Outreach, school visits and programs) for 750 individuals.

Class visits, tours and programs made the Central Library a very busy place in December. The 3rd annual Winterfest took place on December 3rd and was very successful. The West Room was transformed into a winter wonderland where children enjoyed milk and cookies, games and craft stations such as cocoa cones - a perennial favorite. So many children made the cones that we ran out of ingredients! Children also enjoyed playing games like tree toss, pin the hat on the polar bear and the always popular snowball toss. Children made a fun foam snowman or gingerbread ornament and mitten garland.

Also on December 3rd, there were 2 special programs. Explore & More returned to present their Graham Cracker House program in the morning. Children and their families made graham cracker houses. It was great sticky, messy fun and the children love to make the houses. Some of the houses were eaten before they left the room! In the afternoon, Librarians **Kasey Mack** and **Paula Kloczek** presented the cookie decorating program. Over 30 children decorated their cookie trees with frosting, M&M's and sprinkles. They also made snowman faces.

The Pizza Lovers' Book Club met for the last time in 2011 on December 17th. **Mary Ann Budny** talked about holiday books and several children also shared some holiday books they had read. After the discussions, the children made a holiday wreath to bring home and, of course, ate pizza!

From December 27th through December 29th, the Central Library went to the dogs! The *Martha Speaks* book club returned with dog themed activities for children ages 5- 10. Along with listening to Martha stories and watching one of the episodes, children had the opportunity to learn about famous first dogs, dog care, doggie etiquette and dog heroes featuring Seeing Eye dogs, therapy dogs and army dogs. The lead-in for the *Martha Speaks* program included movies with canine heroes; *Cats and Dogs* on December 28th and *First Dog* on December 29th.

December was a very busy month for Central Library class visits and tours. Currently Bennett Park Montessori 5th and 6th grades visit the library each Friday for research. They also take time to select books to take home for pleasure reading!

The Bennett Park Montessori preschool made their monthly class visit on December 8th. **Paula Kloczek** presented a snowman program for the students. Despite the lack of snow on the ground, all the students enjoyed the theme. The children each made a snowman to bring home. The children had such a good time that they kept asking when their next visit to the library would be!

On December 9th, the Pinnacle Charter School 1st grade visited. Library Associate **Cyndy Lenzner** provided the tours. **Wanda Collins** shared stories with the students including The Missing Mitten Mystery and The Mitten. After the stories, each student decorated a pair of paper mittens and strung them together with yarn.

December 12th was a busy day with 2 class visits. Lorraine Elementary School visited in the morning and **Kasey Mack** provided the tour for these students with special needs. The students especially loved the Media Room – even the teachers started looking for materials during their stop there! In the afternoon, Windemere Elementary arrived for a tour and stories. We were prepared for 50 students and were very surprised when 100 students and 20 adults showed up on our doorstep! **Meagan Carr, Cyndy Lenzner** and **Nancy Smith** quickly filled in for all hands on deck. Meagan read stories to the students in the West Room; Nancy read stories in the Kid's Space, while Cyndy and **Kasey Mack** led the tours. The children received their first library cards and borrowed books to enjoy over the holidays. This was a very successful visit – a good time was had by all!

On December 20th and 21st, the Tapestry Charter School's 5th and 6th grade visited the Rare Book Room for the unique opportunity to view the Milestones of Science collection as presented by Rare Book Librarians **Amy Pickard** and **Charles Alaimo**. After the tour of the Rare Book Room, **Kerra Alessi** and **Kasey Mack** took the students on a general tour of the Central Library. The children took special interest in the Mark Twain Room and enjoyed seeing those artifacts. The students especially liked visiting Tier B and, of course, listening to the ghost story. The theme for the student's research project was titled "believing in things you cannot see". Kasey and Kerra supplied books for them on aerodynamics, electricity, magnetism, climate and physics in general.

"Count the Kisses" was the December counting contest and there were 114 entries. The winner was 5-year-old Adam with the closest guess of 260. Contest entries have increased each month since the counting contest was re-introduced at the Information Services desk. Not only is this contest fun but it encourages children to come up to the reference desk to interact with staff.

Some highlights of System programs include a final "Minute to Win It" program at the Lackawanna Library presented by **Paula Kloczek**. The children enjoyed playing all of the different games and were enthusiastic about competing. The children had so much fun they asked when Paula would be coming back! The cookie decorating program was very popular all month long. Children at the Dudley, Reinstein and Eggertsville Libraries decorated and made a snowman face out of a round cookie - fun to make and fun to eat! **Paula Kloczek** also presented the last "Goodnight/Sleeptight" program of 2011 at the East Aurora Library on December 13th. The children wore pajamas and carried in blankets, pillows and stuffed animals. They enjoyed 2 stories, cookies and an episode of *Charlie and Lola*. After the movie, they personalized door hangers for their bedrooms and made s'mores to go. When the children and parents left, they told Paula they had a great time!

Most of the preschool storyhours ended in November; however, Amherst Libraries' Clearfield, Williamsville and Audubon continued programming until mid-December. Featuring a winter theme, **Wanda Collins** presented a Lapsit and preschool storyhours at the Clearfield Library. **Cyndy Lenzner** presented a toddler and preschool program at the Williamsville Library. **Becky Piezsala** presented a Baby Lapsit and toddler program at the Audubon Library.

Clearfield Library was the scene of a "snowball" fight! **Wanda Collins** and her preschoolers engaged in a cotton ball snowball fight before the start of storyhour. Wanda followed the snowball fun with the poem *The mitten in the snow*. The children then created mitten folders big enough for all their mitten animal friends.

Kasey Mack visited the Enterprise Charter kindergarten on December 14th. The theme was "Ramadan, Eid and Diwali" and all the students had an awesome time! Kasey read *My First Ramadan* and 1 very simple non-fiction book about the holiday. Then they talked about Diwali and for the craft made Fanoos lanterns

Children's Programming staff also continues to present stories, songs and puppets to children at the YMCA at Family Court.

Peggy Errington, Dan Caufield and **Meg Cheman** met with a representative from Young Audiences of Western New York (YAWNY) on December 15th to plan a Young Audiences sponsored visit from award-winning slam poet Gayle Danley in January.

Buffalo City Branches

- Lego Club continues at East Delavan Library (EDL)! It ran 4 Wednesdays in December with a total of 17 participants. EDL also continues to put the Wii out on Saturdays from 12-2 p.m. The Wii program was conducted 3 times this month with 11 participants playing.

- EDL held a special Story Time on December 17th this month featuring Spin-a-Storyteller member Sharon Holly. The library held this program as a spin-off of Read to Succeed Buffalo's (RTSB) press release and kick-off for the Dolly Parton Imagination Library (DPIL) program on December 10th at RTSB headquarters on Pearl Street (East Cluster Manager **Nancy Mueller** attended this kick-off event as the East Delavan Library is a partner with the DPIL program and RTSB).
- In cooperation with *Read to Succeed Buffalo (RTSB)*, East Delavan Library is featuring a Story Hour which is open to the public, but is geared to RTSB partner day care centers. The program is facilitated by Senior Page **Nancy Smith** from Children's Programming Team and Felicia Santiago from RTSB. Every Friday, the children are here from 10 a.m. until noon. The program includes stories, songs, crafts and lunch is provided by Read to Succeed.
- Central Library Graphic Department staff **Dawn Stanton** and **Darlene Pennachi** met with **Gwen Collier** this month to discuss the location of the new Dolly Parton Imagination Library display and how to create a more welcoming EDL experience with better signage. This team is going to create a hallway display and mount new ALA Read posters.
- **Gwen Collier** provided outreach through MRW to Bethel at 1485 Jefferson to 5 classes; 73 students participated along with 15 teachers/adults/ and parent volunteers. She also provided outreach at CAO Ferry to 4 classes with 89 participants.
- East Delavan's adult computer classes continue. There were 4 classes held this month with a total of 13 for all 4 classes. The computer class is facilitated by Kim McCarty, Buffalo Public School teacher. The spring session will run 10 weeks.
- The Dudley Branch (DUD) held 3 successful programs leading up to the holidays: on December 6th, Librarian **Mary Ann Budny** from the Children's Programming Team entertained 20 people with a story and helped them to decorate holiday cookies; DUD Branch Manager **Suzanne Colligan** hosted a Piñata Party for 20 people and children crafted their own piñatas and played the traditional game to knock down a piñata so kids could scramble for candy; on December 20th, the Explore & More team showed families how to create a graham cracker cookie house with 40 people in attendance.
- DUD Senior Page **Kate Shea** and volunteer Chelsea Hausrath made a terrific looking holiday display window. New holiday lights were purchased and library patron Judith Jones generously donated 2 Christmas trees to brighten the library!
- DUD Branch Manager **Suzanne Colligan** visited 34 preschool children at St. Agatha's Head Start on December 19th. She shared a pop-up book and delivered books for the children to use at school.
- East Delavan also provided 2 programs sponsored by Explore & More of East Aurora: Graham Cracker House Making and Multicultural Mask Making;

attendance was low, 4 for Graham Cracker House and 7 for Masks. Enthusiasm was high and the participants had a great time.

- East Clinton Branch (ECL) offered 2 sessions of Explore & More's gingerbread house activity and had 28 children and 6 adults in attendance. Also, ECL's Sr. Page **Patty Salatka** held 2 sessions of Christmas craft activities for school-age children and had 26 attendees over the 2 dates.
- The Explore & More annual holiday program Graham Cracker House was held on December 19th at the Frank E. Merriweather, Jr. Branch Library (MRW) with 2 sessions and a total of 36 participants for both.
- On December 28th, the MRW branch hosted the community celebration of the third night of Kwanzaa, which emphasizes "ujima", the Swahili word for collective work and responsibility. Queen Afua, New York City-based author of *Sacred Woman: A Guide to Healing the Feminine Body, Mind and Spirit*, was the keynote speaker. A total of 200 were in attendance!
- The Buffalo Genealogical Society of the African Diaspora put up a display of select obituaries from their Buffalo African-American Funeral Program and Obituary Collection at the Merriweather Library. This is to highlight the upcoming visit of Karla F.C. Holloway, author of Passed on: African American Mourning Stories: a Memorial.
- On December 7th, the Partnership for the Public Good presented its 2012 community agenda at the Merriweather Library. The organization includes 107 community groups that range from Catholic Charities to neighborhood block clubs. The members are involved with issues such as transit fares, the environment and cultural funding.
- On December 6th, officials from the Buffalo Sewer Authority held a community meeting at MRW to discuss issues with Buffalo's storm sewer system.
- Council Member David Rivera's Constituent Drop In Night at the Niagara Branch was held on Tuesdays in the early weeks of the month.
- On December 6th, Riverside Branch Manager **Brian Hoth** met with Dennis S. Raup, President of VisionMakers, regarding college planning and educational workshops.
- On Monday, December 19th, **Brian Hoth** visited Town Boys and Girls Club regarding the Creepy Crawly Critters program scheduled at the Library on Thursday, December 29th. He met Robert Nowack, Club Director, and Gabrielle Mosher, Teen Director, and talked about upcoming programs for 2012.
- On December 20th, Brian met with Danny Hamilton, performer with Charlie and Checkers, regarding summer programming.
- Crane Library welcomed the Wordflight Poetry Reading series to the meeting room again this month. Interest continues to grow.
- The Crane Book Club met and discussed Catcher in the Rye.

- The Crane Branch Library welcomed Miss Lisa as a regular school-age craft teacher on December 10th and December 17th. The nature craft programs were a big hit with the children and parents.
- The month winded down, at Crane, with the best act -- Michele Costa from theatre Figüren. Approximately 100 people attended this program.
- On Tuesday, December 6th, Explore & More presented their annual, very popular Graham Cracker House program at the Niagara Branch, with approximately 25 children, parents and even a few teens attending. They made some outstanding and tasty creations as a great introduction to the holiday season. All appreciate the outreach efforts of Explore & More to bring a little bit of the Children's Museum directly to the City Branches.
- Library Associate **Tami Linkowski** presented a weekly craft program for kids of all ages. This month, the Monday nights crafts included snowflakes, Rudolph and a candy cane mouse. The children's work is hung up throughout the library and gives it a festive look.
- On December 8th, Riverside part-time Clerk **Daniel Lewandowski** did a book talk on Graphic Novels, highlighting the title American Born Chinese. The program was designed for teens and older. There were 4 attendees -- a few were college students but 2 others were teachers/tutors, who got some good ideas for their own teaching.
- **Tami Linkowski** provided a tour and library instruction to an enthusiastic class of 1st graders from School 3 on Monday, December 19th. In addition to a basic library orientation, she presented stories and a unit about nocturnal animals.
- Riverside Branch Manager **Brian Hoth** conducts outreach on behalf of the Niagara Branch. This month he visited Niagara Day Care on December 9th. The theme was winter -- Brian read books about winter activities and the children made a snowman. On December 21st, Brian conducted outreach at Holy Cross Head Start, taking story time to 7 classes of 140 children and teachers. The theme was musical instruments. It made for a lively program as Brian incorporated instruments from the classroom, as well as those in the programming kit! Brian also dropped off 7 classroom collections.
- Meeting Room users this month at the Niagara Branch included the Homeschool Association, Parent Network of WNY, Citybration, Let's Go to the Library, Literacy Volunteers S.E.S., and the Sybls Theater Ensemble.
- TEAM F.A.M.E. activities, Literacy Volunteers Drop In Night and FVA SES tutoring take place weekly and/or bi-weekly on the main floor of the Niagara Branch.
- Explore & More held their annual Graham Cracker House program on December 14th at the North Park Library. Due to the high demand for this program, 2 sessions were held -- one from 5-6 p.m. and the other from 6-7 p.m. In total, 34 children and 8 adults attended both sessions.

- North Park Library's LA **Sean Goodrich** and Sr. Page **Katie Brown** held a session of Winter Bingo on Saturday, December 17th from 3-4 p.m. A total of 12 children and 4 adults attended.
- Sr. Page **Sarah Barry** held her Crazy Craft Monday program on 2 Mondays in December. On Monday, December 5th, the children made paper plate wreaths and on Monday, December 12th, they created Christmas tree ornaments using foam board.
- On Saturday, December 3rd at the Riverside Library, Claudia Newton from Explore & More Children's Museum presented the ever popular Graham Cracker House program; 10 children attended. They had a lot of fun creating the tasty treat.
- On Saturday, December 10th, the branch held a Santa Story Time with 30 children and adults in attendance. The children made ornaments and watched *Rudolph the Red Nosed Reindeer*. Branch Manager **Brian Hoth** dressed up as Santa Claus reading stories to the children and handing out gifts. Afterwards, they all had cookies and hot cocoa. Library Clerk **Jill Ptak** entertained the crowd playing Christmas songs on her flute with the children singing along. Senior Page **Leah Brown** and Page **Caitlin Goodrich** helped with the crafts and refreshments. Volunteer Andrew Sloan helped as well.
- On Thursday, December 29th, Naturalist Mark Carra from Beaver Meadow Audubon Society presented a program entitled "Creepy Crawly Critters" to 18 children and adults. The audience got a close up look at critters ranging from a cockroach to a goliath bird eating spider. Mr. Carra mentioned some interesting facts about each animal, including diet, habitat, and which ones were venomous. Everyone enjoyed the program and asked many questions.

Elma Public Library – submitted by Karen Korpanty, Library Director

The Elma Public Library reports a successful fall with 49 children's programs attended by a total of 759 children and their families. Preschool Story Hour for 3 – 5 year olds, Toddler Time for the younger 2 year olds with their caregivers, and a popular Book Babies Lapsit for our youngest patrons, newborn to 2 years, were offered each week. Monthly programs for school-age children included grade K – 3 evening story and craft sessions: "Things that Go Bump in the Night", "Try It, You'll Like It", and "Ho, Ho, Ho! It's Christmas". The once a month Saturday morning Lego Club crafted a creative Christmas display out of legos. The newly formed Pizza Lover's Book Club (pizza provided by the Friends of the Elma Library) for grades 6 – 9 has a steady attendance of 6 children. Could this be the next *Battle of the Books* team?

Two special programs, "Stinky Story Time" and "Wimpy Kid", provided by the Central Children's Programming Team were presented to very appreciative audiences. On December 3rd, Explore & More brought back a favorite "Graham Cracker House" program for 38 children and their families. Book characters, "Frog" and "Toad", from

the beginning readers written by Arnold Lobel, visited the library for 2 events on December 16th. Parents snapped photos of the celebrities with their children. Stories and crafts were included in the fun.

The final days of 2011 saw the completion of another exciting building renovation project. A colorful and inviting preschool children's room has been created out of a formerly dull and boring room originally designed to house computers. Book shelves and a large portion of the juvenile book collection were temporarily relocated to the meeting room during September and October so that new drywall and plaster could be applied to library walls. After the construction crew left, Alixandra Martin, East Aurora artist and children's book illustrator, spent days on scaffolding painting a huge mural on the resurfaced walls in the renovated room, as well as in the original children's area. The library has been enlivened with vibrant colors and whimsical scenes. The transformation was featured in the October 23rd issue of the *Buffalo News* and the murals can be seen on Facebook. The very supportive and hardworking Friends of the Elma Library have financed the entire project.

Lackawanna Public Library - submitted by Jennifer Johnston, Library Director

The Lackawanna Public Library had a busy December 2011. In the month of December alone, we increased our circulation from last year by 1,178 items.

Explore & More Children's Museum visited this month and showed us how to make graham cracker houses. This program is always a hit; we served cookies and had over 40 children participate. Some of our regular adult patrons even came down to join in the fun. In addition to Explore & More, we hosted all of our regular programs including Arts & Crafts, Saturday Movie Matinees, Gaming and the Y.E.S. group crafts and face painting.

We also partnered with a new local restaurant called Nelson's Ridge and created a reading incentive program. We are calling it an "Appetite for Reading Challenge". We created a card that will be punched every time a child visits the library and checks out a book. When a child has their card punched 5 times, John Nelson, the owner of Nelson's Ridge, will give that child a free breakfast. Mr. Nelson generously agreed to run this challenge for the entire year!

We started a "Toy Time" program highlighting the new toys that Lackawanna received from the Family Place grant. Local families are enjoying this program immensely. The toys we received are incredible and a big thanks goes to **Mary Ann Budny** from the Central Library for selecting the toys and sending them to us. We have seen fathers and children playing together with the doll house, mothers and children pretending to cook dinner and even girls practicing their cheer routines on our rug! Our "Toy Time" has turned into playtime for everyone.

We hosted a second book signing in December for the Images of America, Lackawanna book written by Gerald L. Halligan and John Koerner. There is a section in the book devoted to the library and its impact on the community. The book also contains many beautiful pictures of the library and the grounds. The books were extremely popular and sold quickly at the library. Everyone was eager to get a signed copy for holiday gift giving.

We also held a HEAP session for people that needed assistance applying for the HEAP program. This program was coordinated through Congressman Brian Higgins' Outreach office. Over 65 people came to the Lackawanna Public Library to apply for the HEAP benefit.

We are in the process of painting the interior of the library and have had many positive comments about the changes. The library has not been painted in over 20 years so it is definitely time for an update. Our caretakers are proud of the work they do and are committed to making this library an inviting place to visit. All of the staff at the Lackawanna Public Library are looking forward to doing great things in 2012.

Collections: Development and Use

The Request for Proposal (RFP) for "Books & Non-Print Library Materials and Related Ancillary Services" prepared by B&ECPL staff and presented for public bid by the Erie County Division of Purchase was opened on December 9th at the Erie County Rath building. Upon complete evaluation, contracts will be awarded for 2 year periods with renewal options. The bid process insures the most cost-effective, timely, and reliable print and media purchases for the B&ECPL.

Technical Services Librarians **Maureen McLaughlin** and **Jennifer Childs** participated in a phone conference with representatives from subscriptions vendor W.T. Cox on December 20th. The discussion centered on website problems, communication delays, and other issues as a result of the transition to the new company from Ebsco.

A total of 26,214 new titles were cataloged by Technical Services Department staff in 2011, representing a 0.5% decrease compared to 2010. In addition 153,960 total volumes were recorded by the cataloging staff. This represents a significant decrease of 13.6% over the same period in 2010. Reasons for the change include a migration to Centralized Collection Development which changed some ordering patterns. In addition, the strong emphasis on eBook purchases decreased the available funding for print and other physical formats within a steady-state overall materials budget.

Freegal Music downloads continue to be popular. In December, 704 patrons downloaded a total of 4,365 titles. In December of 2010, 2,860 titles were downloaded by 454 patrons. A total of 47,042 titles were downloaded by library patrons in 2011.

In December, 297 downloadable eBooks were added to the Library's collection and a total of 5,228 volumes were added in 2011. A total of 16,081 eBook titles were downloaded in December by library patrons with a total of 131,992 titles downloaded for the year. This marks an increase of 386.8% from the previous year! *The Help* by Kathryn Stockett was the most popular eBook title in 2011.

Children's Programming Team collection developers **Peggy Errington**, **Kathy Goodrich** and **Kerra Alessi** continue to order children's and teen materials for all System libraries. The opportunity to "Suggest an Item" through the library catalog continues to be very popular with teens.

Peggy Errington and **Kathy Goodrich** attended Collection HQ webinar training December 12th and 21st; **Kerra Alessi** also attended December 21st. **Peggy Errington** attended an Ingram iPage webinar detailing Ingram's search and centralized order building functionalities on December 28th.

On December 13th, Rare Book and Map Librarian **Charles Alaimo** set up a new exhibit in the James Fraser Gluck display case. Using a manuscript letter and sonnet from the Gluck collection, the British writer and artist Dante Gabriel Rossetti (1828-1882), is represented also by other works held in the Rare Book Room including editions published by Kelmscott (William Morris) and the Roycrofters.

Rhonda Konig completed a *Famous Buffalonians in the Census* travel exhibit. The exhibit includes census schedules of famous Buffalonians such as Mary Talbert, Elbert Hubbard, Charles Burchfield, and others. Accompanying the schedules are portraits of the exhibit subjects, images of ephemera associated with them, and biographical sketches which focus on their time in Buffalo. The census documents are arranged chronologically and include information on census records and their development. This is a very timely topic due to the public release of the 1940 census on April 2, 2012.

2. FUNDING

Finances

The Library's 2012 Adopted Budget, including charts, graphs and trend information has been posted to the Library's website www.buffalolib.org (on the home page under "About the Library," click on "The Library System", then click on "Budget Information"). A business card sized "2012 Pocket Budget" with budget figures and key library operating statistics has been drafted and will be issued once 2011 year-end statistics become available.

Fundraising

The 2011 year-end appeal has brought in \$53,302.50 total to date through January 9, 2012.

Mary Jean Jakubowski and **Joy Testa Cinquino** hosted **Stan Lipsey**, *Buffalo News* publisher, and **Carly Hartmans** to acknowledge their support for the *Bucks for Books* campaign and to update them on the 2012 budget. There was also informal discussion regarding the *News* running a similar fundraising campaign in 2012.

The final *Bucks for Books* recap:

Campaign dates: September 4, 2011 - October 30, 2011

- 1758 Donors
- 397 online donations = \$32,345.40
- \$8,565 designated gifts to specific libraries
- **TOTAL GIFTS \$257,729.72.**

Gift amount breakdown:

\$50,000	1 gift
\$10,000	4 gifts
\$5,000	2 gifts
\$4,000	1 gift
\$3,000 - \$3,615	2 gifts
\$2,000 - \$2,600	4 gifts
\$1,000 - \$1,200	15 gifts
\$100 - \$600	353 gifts
\$51 - \$75	119 gifts
\$50	919 gifts
\$2 - \$40	316 gifts
44 gifts were anonymous	

Anne Conable coordinated rewrite for February 1st of IMLS grant for Depression/digital project. Submit related conference proposal for June, NYS History Association.

3. OPERATIONS AND INFRASTRUCTURE

Technology

Deputy Director **Carol Batt**, Library IT Administrator **Stephen Hovey** and Technology Support Librarian **Kelly Donovan** participated in a telephone conference call with representatives from EnvisionWare, Inc. on December 5th. The purpose of the call was to insure that EnvisionWare customer service representatives were providing the appropriate level of RFID (Radio Frequency Identification) technology support for the B&ECPL. In addition to confirming a project problem escalation strategy an assurance of Platinum Level on-site Support was discussed.

The West Seneca and Reinstein Libraries are live with RFID staff stations. The completion of the project will occur during the week of January 23rd, when gates and self-check stations are installed.

Patron comments and suggestions continued to result in refinements to e-Library, the Library's new online catalog. The catalog entry page was redesigned and additional details were added to patron's checkout and holds lists. The issue of persistent logins was solved through the application of a software patch.

The "SirsiDynix Social Library Beta" application was installed on the Central Library's Facebook Fan page in December. This feature gives Facebook users an additional way to search the library's catalog, check their accounts, place holds, and renew materials. Patron feedback will be important to future development of this product.

Meg Cheman and Pat Covley, cochairs of the newly formed New Database Page Committee, conducted its first meeting with members **Stephen Hovey, Angela Pierpaoli, Kristine Sutton, Sandy Sywak, Hadeen Stokes and Ken Wierzbowski**. The committee is developing the design and function of a new webpage to access and search our electronic databases. As of April 2012, B&ECPL will no longer be using Webfeat as our multi-search provider.

Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** updated catalog search links for 13 subject guides to reflect changes in the new online catalog.

Central Library Reorganization: Materials and shelving were moved to expand the Kid's Space and allow for more space and seating. The area is now more group/class friendly and has a better open feel. Shelf locations of collections are still being evaluated and adjusted.

Staff Development

A strong emphasis on staff training in 2011 resulted in 31 classes for 191 attendees. This accounted for an impressive 203% increase in attendance compared to 2010!

Website master **Terri Dickson** completed an American Library Association (ALA) eCourse: *Using Drupal to Build Library Websites*. The multi-session training provided functional knowledge of Drupal, an open source content management tool that allows users to build complex websites without extensive programming, making it perfect for library websites. This training positions the B&ECPL to create drupal-based infrastructure that may ultimately replace both the Library's current website and Intranet.

Five B&ECPL staff members including **Stephen Hovey** and **Kelly Donovan** participated in a Library Journal-sponsored Tech Summit *Power to the Patrons: From Systems to Services* on December 8th. This online forum examined what technologies patrons are using, what technologies they want from their library, and how these technologies can help enhance their connection with the library. The daylong conference offered a variety of programs and panel presentations with thought leaders from libraries around the country. The industry's leading vendors also showcased their latest innovations with presentations and webcasts throughout the show. The summit better positions B&ECPL staff to begin comparisons of open source products such as Koha and Evergreen to traditional Integrated Library Service providers such as SirsiDynix and Polaris.

On December 6th, **Kara Stock** and **Nell Aronoff** viewed *Free Windows 7 Curriculum: Basic Computer Training at Your Library*, a webinar hosted by Webjunction.

Jeanne Diehl and **Jeannine Doyle** updated the policy and procedure for the Family and Medical Leave Act (FMLA). New uniform documents were developed and will be utilized to ensure all employees are afforded the proper protections under FMLA, including a guidance sheet for employees and supervisors.

From the Development and Communications Department, **Debra Lawrence** and **Linda Bohen** conferenced with Blackbaud/ Raisers Edge via phone and the Intranet to learn how to run financial reports and handle recurring online gifts.

Meg Cheman coordinated 2 webinars for Info Service and Collection Development staff to learn and evaluate CollectionHQ, a collection maintenance and marketing tool being considered for use in our libraries.

On December 27th, Information Services Librarian **Peter Lisker** reviewed hardware/software in the Disabilities Technology Room for future staff training. On December 29th, **Peter Lisker** offered tours of ATR to Information Services staff members.

Peggy Errington and **Kathy Goodrich** attended a meeting with **Mary Jean Jakubowski**, **Joy Testa Cinquino**, **Dawn Peters** and **Tracy Palicki** to discuss procedures for encumbering *Bucks for Books* funds as well as the disbursement of Library Gala children's programming funds.

Kathy Goodrich viewed "5 Big Ideas for the Future of Early Childhood", a Hatch Early Learning Webinar December 1st, and attended a Children's Center Advisory Board Committee meeting on December 6th.

Kathy Goodrich and **Mary Ann Budny** were both very involved in the planning and execution of the annual Staff Association Winter Gathering, themed this year as the Gingerbread Bash.

Dudley Branch Library Cleaner **Patty Miller** has retired from County service after 30 years. We all wish her all the best for a happy retirement. Cleaner **Theresa Hampton** began working here this month and is a welcome addition.

4. COMMUNICATIONS AND COMMUNITY RELATIONS

Media Coverage / Media Releases

System-wide Press Releases were sent for the following:

- 12/16 Board of Trustee update
- 12/22 Holiday Hours for Buffalo Libraries
- 12/23 eReaders Downloads from the Library
- 12/30 Most Popular Reads in 2011
- 1/4 Merriweather Library New Hours
- 1/6 Central events, Martin Luther King celebration, Children's programs and computer classes

Media interviews:

- 1/10 **Mary Jean Jakubowski** & **Charity Vogel**, to discuss the rise in eReadership.
- 1/17 **Mary Jean Jakubowski** & **AM Buffalo**, to discuss Central programming.

Sent a mass e-mail to 20,000+ library card holders about donating online to the Library's year-end appeal.

The Library received 50+ comments through our patron comment section of the website. A majority of the comments were from library users asking about the changes in the new online catalog. Patrons were advised that the migration to the new e-Library catalog was necessary to insure that the Library is operating a state-of-the-art catalog which will allow for the implementation of additional enhancements. The catalog changeover was long overdue, in part because feature development in the old Web2 Catalog was abandoned by our software vendor approximately three years ago. In addition, the search catalog feature in the old catalog was unacceptably slow. The new version will insure speedier search results. The library continues to refine user preferences on the new catalog and appreciates you taking the time to comment about it.

Library 2.0: Facebook. As of December 27th, the Central Library Facebook page had 2,822 fans, an increase of 35 fans from the previous month. The transition of Facebook content management to **Joy Testa Cinquino** is complete, with Technical Services staff contributing limited, non-event related posts. Following are a sampling of the December postings:



Buffalo & Erie County Public Library - Central Library

Developer Rocco Termini is the next speaker in the "Imagining Buffalo" Series. Termini is redeveloping the historic Hotel Lafayette. Hear him on Tuesday, December 6th, 12:10 p.m. at the downtown Central Library. Free. Talk will be followed by an onsite tour of the Hotel-in-progress.



PhilipJames Jarosz Now this is Buffalo at its best.



Elizabeth Padgett I was looking through the exhibit on Lafayette Square through the years, and I had no idea that the original Central Library building had been so pretty. Do you know why it was torn down and rebuilt in the 1960s? I couldn't find an explanation. Thank you!



Buffalo & Erie County Public Library - Central Library Elizabeth, The "old" Library building on Lafayette Square was indeed a lovely building with stature befitting the Buffalo Library's status as the most important cultural institution of that day – designed by Cyrus Eidlitz, who beat out H. ...H. Richardson among others in a design competition for the job. The Library served the institution well from 1897-1963, eventually a victim of its own success, crowded with a burgeoning collection, aging systems and heavy wear and tear as an "old building." When the solution for the three financially struggling libraries by the 1950s was a merger, under the financial auspices of Erie County for the first time, the old building was demolished to make way for a state of the art modern Library building to house the merged collections, centralized services and staff for the resulting Buffalo & Erie County Public Library...



Buffalo & Erie County Public Library - Central Library Now on Facebook! Did you know that you can search the Library's catalog, place Holds or access the My Account features on Facebook? You can even "Like" items or send item info to your friends! We're participating in a beta test. Give it a try...visit <http://on.fb.me/s8Udtb> to test the new application. Then tell us <http://bit.ly/vcroDN> what you think! Your comments are important to us.



Wall
Info
Friend Activity 1
Insights
Photos
Events
RSS/Atom
Notes
Search the Catalog

Angela Pierpaoli likes this.



Justin Reitz with Hunt Real Estate This is a very cool feature.

Library 2.0: Twitter. As of December 28th, @buffalolibrary, our System Twitter page, has 2,200 followers, an increase of 48 this month. In addition to many RTs (re-tweets), tweets mentioning the Buffalo Library included:



Thea Tio @TheaTio 1 Dec Soo excited to go home and download books from the @buffalolibrary onto my @AmazonKindle!! Instructions: <http://www.buffalolib.org/e-Content/media/Kindle.pdf> #geekalert



WNY Heritage Press @WNYHeritage 13 Dec A nice way to spend your lunch hour: Patricia Szarpa, the exec director of the WNY Land Conservancy, will talk at @buffalolibrary at noon!

Library 2.0: Flickr. No new photos were posted to Flickr in December. "All time" photo views totaled 36,649 up from 36,220 in October; an increase of 429.
<http://www.flickr.com/photos/buffalolibrary/>

Partnerships

Anne Conable reports that the Library Foundation of Buffalo & Erie County, Inc. Board met on December 22nd. The agenda included the close out financials and recordkeeping for the November 5th *A Rare Affair* Gala.

On Friday December 9th, Assistant Deputy Director for Public Services **Dawn Peters**, West Cluster Manager **Linda Rizzo**, Riverside Branch Manager **Brian Hoth** and Niagara Branch Manager **Kathy Galvin** visited Buffalo State College's Community Academic Center. It is a new agency in their service area that uses service learners from the College to provide after school support to children on the West Side. They also provide instruction to incoming refugee students who have not yet made the transition to Buffalo Public Schools. The Community Academic Center is located on Grant Street

near Ferry. It was a very productive first meeting and there seems to be good possibilities for collaborations in the future.

5. SPECIAL PROJECTS

Re-Imagining

After months of committee meetings and much input from staff, community focus groups and individual stakeholders, the Re-Imagine Team presented a plan fully reflecting the needs and desires of the Library as well as the community. With a welcoming 21st century design, the building incorporates innovative library space and services of the future with the potential for great community development.

Facility Issues

In the past few months, the City of Buffalo installed new energy efficient lighting fixtures on the main floor of the Crane Library; in the basement of the Niagara Library and the main floor of the Riverside Library. In addition to being energy efficient, the fixtures improve overall lighting in these locations.

LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI December 2011

DATE	MEETING / EVENT
December 1, 2011	County Executive Elect Mark Poloncarz - Meeting
December 1, 2011	Joy Testa Cinquino - Meeting
December 2, 2011	Ellen Bach, Whiteman Osterman & Hannah - Conference Call
December 2, 2011	Human Resources/Workforce Development Meeting
December 2, 2011	Erie County Budget and Finance Committee
December 2, 2011	Erie County Legislature Budget Hearing
December 5, 2011	Public Services: Carol Batt and Dawn Peters Meeting
December 6, 2011	Carol Batt - Meeting
December 6, 2011	Special Projects - Meg Cheman Meeting
December 6, 2011	Meeting -- Computer Area Central Library
December 6, 2011	Erie County Legislature - Budget Amendments and Vote

Minutes of the Board of Trustees

Page 24

December 6, 2011	Webinar: Education, Advocacy and Lobbying - Oh My!: What's Allowed (and What's Not) When Reaching out to Elected Officials
December 7, 2011	Staff Forum: Q&A with Library Director
December 8, 2011	ACT Board Meeting
December 8, 2011	Library Strategies International - Conference Call
December 8, 2011	New Trustee Luncheon: Ted Johnson and Jennifer Zivis
December 8, 2011	B&ECPL Executive Committee Meeting
December 9, 2011	Library Foundation - Anne Conable Meeting
December 12, 2011	RE: B&ECPL Bargaining Unit Representatives and Administration
December 12, 2011	Joy Testa Cinquino - Meeting
December 13, 2011	Susan Kent -- Library Visits
December 13, 2011	Human Resources/Workforce Development Meeting
December 13, 2011	Anne Leary Meeting
December 13, 2011	DLD Conference Call
December 14, 2011	Member Library Directors' Meeting
December 14, 2011	Managers/Directors Meeting
December 14, 2011	Kristin Heltman-Weiss & Students - Meeting
December 14, 2011	Re-Imagine Meeting
December 15, 2011	Communication Services Libby Post - Conference Call
December 15, 2011	William S. Hein, Scott Fiddler & Kevin Marion Meeting
December 15, 2011	Communication Services Libby Post Power Mapping Session
December 15, 2011	B&ECPL Board of Trustees Meeting
December 20, 2011	Foundation Anne Conable Meeting
December 20, 2011	Common Council Member Darius Pridgen Meeting
December 21, 2011	Meeting Regarding First Floor Plan
December 22, 2011	Administrative Team Meeting
December 22, 2011	Brown & Brown Insurance Meeting
December 22, 2011	Library Foundation Meeting

December 28, 2011 Trustee Emeritus Becky Pordum Meeting

December 29, 2011 Administrative Team Meeting

Agenda Item J - Public Comment. There was no public comment.

Agenda Item K - Unfinished Business. No unfinished business.

Agenda Item L - New Business.

Agenda Item L.1 - Collaboration Agreement - Young Audiences of Western New York (YAWNY). Mr. Stone explained this resolution allows the Library to enter into a collaboration agreement with YAWNY as has been done with Project Flight and Literacy Volunteers who utilize library space at the Central Library to house their operations. The resolution requests approval of this collaboration and authorizes the Library Board Chairperson to execute into a contract. YAWNY provides theatre experiences aimed at youth - young through teen, a segment the Library is trying to enhance. They would utilize the former Teen Room space. Compensation for use of this space would consist of cash payment plus programs and services. To date, the Library has been working on this draft contract with legal counsel Patrick Martin and has made revisions to reflect comments by Trustee John Schmidt; they will continue to do this until a signed agreement is obtained. Ms. Panty moved, Ms. Horton seconded. In response to a question by Trustee Schmidt if the draft contract attached to the resolution is still subject to revision, Mr. Stone explained that it is. Mr. Stone offered to e-mail any subsequent versions to those interested. After additional discussion, Resolution 2012-1 was approved unanimously.

RESOLUTION 2012-1

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL) and Young Audiences of Western New York (YAWNY), the lead provider of arts education programs in Western New York, are seeking to create a space at the Central Library to serve as a base for YAWNY's arts educational efforts and provide performance and workshop programming in Library facilities serving young library patrons and their families, and

WHEREAS, a proposed contract has been developed outlining terms through which YAWNY would occupy space within the Central Library formerly known as the Teen Room, in exchange for a combination of cash payment and programs and services at B&ECPL library locations, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library approve entering into a collaborative agreement with YAWNY and authorizes the Chairperson to execute a contract to that effect.

Agenda Item L.2 – Vending Machine Contract – Central Library. Upon motion by Ms. Panty and a second by Mr. Gist, approval of Resolution 2012-2 was unanimous.

RESOLUTION 2012-2

WHEREAS, vending machine service in the Central Library is provided by *Next Generation Vending and Food Service* under an expired contract offering a 12% commission, and

WHEREAS, Erie County recently extended its award for vending services with *Next Generation Vending* through December 31, 2014, with a commission rate of 16%, and

WHEREAS, the Library has the option to utilize the rates and term length of the County's contract, and

WHEREAS, the service provided by *Next Generation Vending* has been satisfactory, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library authorizes the Library Director to execute a contract with *Next Generation Vending and Food Service* utilizing the County award commission rate and term length.

Agenda Item L.3 – Support Creation of the Judy Summer Library Endowment. Mr. Stone drew attention to the background information of the proposed resolution which recognizes former trustee Judy Summer and the many things that she did for the Library. In recognition for her love of the Library, Gordon R. Gross wanted to make a meaningful contribution in her name to the Library and this does that. Mr. Gist moved for approval and was seconded by Ms. Panty, whereupon Resolution 2012-3 was approved unanimously.

RESOLUTION 2012-3

WHEREAS, the Gordon and Gretchen Gross Library Endowment Fund was established as an agency endowment fund at the Community Foundation for Greater Buffalo in 2007, and

WHEREAS, long-time Buffalo & Erie County Public Library Trustee Judith K. Summer, a passionate advocate of the Library, passed away on November 11, 2011, and

WHEREAS, Gordon R. Gross wishes to directly benefit the Library in her memory by renaming the fund as the *Judy Summer Library Endowment Fund*, and

WHEREAS, he requests conversion of the fund from an agency endowment fund whose purpose was to provide funds to the Library Foundation of Buffalo and Erie County for its unrestricted purposes into an endowment fund ("Fund") of the Community Foundation with the Buffalo and Erie County Public Library being 100% beneficiary, provided that annual distributions from this fund may only be used by the Buffalo and Erie County Public Library for the acquisition of books and other reading materials, and

WHEREAS, these changes were approved by the trustees of the Library Foundation of Buffalo & Erie County at their meeting on December 22, 2011, and

WHEREAS, the Board of Trustees of the Buffalo and Erie County Public Library gratefully acknowledges this meaningful action and fully supports the creation of this new fund within the Community Foundation for Greater Buffalo, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library accepts, agrees and supports the provision that annual distributions from this fund may only be used by the Buffalo and Erie County Public Library for the acquisition of books and other reading materials, be it further

RESOLVED, that the trustees of the Buffalo & Erie County Public Library System support the proposed changes to honor the memory of Library Trustee Judy Summer, thanks the Library Foundation of Buffalo and Erie County for their support of this change and requests the trustees of the Community Foundation for Greater Buffalo take similar action in this matter at their next meeting.

Agenda Item L.4 – Goals and Objectives. Draft 2011-2014 Goals and Objectives as well as 2012-2014 Organizational Competencies were distributed to trustees at the meeting. Ms. Jakubowski explained this is an informational item which will be brought back to the Board for approval on February 16, 2012. Trustees were asked to contact her before the next February Executive Committee meeting with any input, comments, questions or concerns. She pointed out the Goals and Objectives are the result of many meetings with consultants Susan Kent and June Garcia and participation from trustees. A multi-year approach was taken through 2014 looking towards the district option to have some solidification at the 2014 mark. This is a working document and they will be developing the Five Year Plan of Service for the future. The Organizational Competencies are system-wide and the Administrative Team has direct responsibility for achieving these.

Ms. Thomas entertained a motion to enter Executive Session. A motion was made by Ms. Panty, seconded by Mr. Johnson, and approved unanimously at 4:32 p.m. Director Jakubowski, Deputy Director Stone and legal counsel Ellen Bach were asked to remain for Executive Session. At approximately 5:45 p.m., Mr. Johnson excused himself from Executive Session. No action was taken in Executive Session.

At 6:09 p.m., on motion by Ms. Panty, seconded by Ms. Horton, the Board concluded Executive Session and, there being no further business, adjourned the meeting.

Respectfully submitted,

Elaine M. Panty
Secretary