

REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
March 16, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, March 16, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Michael Amodeo
Sheldon M. Berlow
Kathleen Berens Bucki
Frank Gist
Sharon M. Kelly
Joel C. Moore
Elaine M. Panty
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:10 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C - Minutes of the Meeting of February 16, 2017. On motion by Ms. Panty and a second by Mr. Bedenko, the Minutes were approved unanimously as mailed.

Agenda Item D - Report of the Chair. Chair Housh congratulated Trustees Kathleen Berens Bucki, Kathleen Burd, Ted Johnson and Sharon Kelly on their reappointment to the B&ECPL Board of Trustees, approved by the Erie County Legislature at their March 9, 2017 meeting. He thanked them for agreeing to serve.

Chair Housh, together with representatives of the B&ECPL, visited Albany for New York Library Association's (NYLA) Library Advocacy Day on March 1, 2017. He reported they met with legislators conveying the message that libraries are education and should be funded like education. They requested cuts be restored and additional monies be given to help repair the damage done when the defunding of the Library

began about a decade ago. He felt the legislators were receptive. Chair Housh reminded trustees one of their key functions is to advocate for the Library and asked them to contact legislators and advocate for these monies. Director Jakubowski added, the Library was recently informed that both the NYS Senate and NYS Assembly have released their one house budget bills (see below), which signals the final stretch before adoption of the state budget:

Senate

- State Library Aid: **+\$8M** over Governor's Executive Budget (\$99.6M total)
- State Library Construction Aid: **+\$15M** (\$29M total)

Assembly

- State Library Aid: **+\$4M** (\$95.6M total)
- State Library Construction Aid: **+\$11M** (\$25M total)

Director Jakubowski feels this is a demonstration that advocacy works; she will send the NYLA advocacy letter link out to trustees via e-mail.

Trustee Wisbaum arrived at approximately 4:14 p.m.

Chair Housh reported a wonderful and very interesting Chairman's Book Club was hosted by Karen King, PhD, on March 10th reviewing the book *All the Single Ladies*. The Chair would like to have future March (Women's History Month) Chairman's Book Clubs guest-hosted. He reminded trustees the next Chairman's Book Club is June 16th reviewing the book *The Book that Changed America: How Darwin's Theory of Evolution Ignited a Nation*. If trustees know of any interested panelists, they are to let him know.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Vice Chair Bedenko summarized the meeting of March 9th and requested the written report be entered into the Minutes.

Ms. Berens Bucki made the motion, Mr. Gist seconded, and approval was unanimous.

Present: Chair Frank Housh, Vice Chair Alan Bedenko, and Committee members Sheldon Berlow, and Kathleen Berens Bucki (via telephone). Trustees Phyllis Horton, Ted Johnson and Elaine Panty were also present as were Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:30 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Housh encouraged those in attendance to attend the March 10th Chairman's Book Club.

The proposed agenda for the March 16, 2017 Board of Trustees meeting was reviewed; CFO Stone reviewed the preliminary year-end financials and explained the proposed 3 resolutions under Budget and Finance. Discussion ensued.

Trustee Johnson asked about the status of the Lackawanna Public Library audit. Director Jakubowski responded documentation was received; she and members of the Administrative Team are scheduling time to review.

Trustee Berlow asked about the status of the North Park Branch Library lease. Director Jakubowski noted the lease had been signed by both the Library, as benefactor, and the landlord, 975 Hertel, LLC. We are awaiting Mayor Byron Brown's signature. Once the lease is finalized, the Library will work with the landlord to schedule the expansion build out. Discussion ensued. Director Jakubowski will keep the Board apprised of any progress.

The meeting adjourned at 5:03 p.m. on a motion by Trustee Berlow, second by Vice Chair Bedenko.

Agenda Item E.2 – Budget and Finance Committee. A Budget and Finance Committee meeting took place March 8, 2017 at the Central Library at which time Interim Chair Michael Amodeo, members Katie Burd and Joel Moore, all via conference call, discussed the following Budget and Finance items with Deputy Director-CFO Kenneth Stone and Director Jakubowski.

Agenda Item E.2.a – Erie County 2018-2023 Capital Project Request Guidance. CFO Stone explained Resolution 2017-5 as presented below. Mr. Gist expressed he feels something more is needed on the exterior of the Central Library to indicate this building is a library. Mr. Stone pointed out as part of the current elevator project, a large library sign going up that wall is planned; estimates are also being prepared for at least one if not two more signs to go out to bid. Mr. Gist inquired about LED signs (with possible use for advertising/announcements) and the possibility of having the Library Foundation pay for them. Mr. Stone replied at this time we do not have the budget for the very expensive LED signs, he also pointed out they do have a limited life. Discussion ensued. Director Jakubowski conveyed this is a starting point and we haven't ruled anything out; the architects working on the elevator project have been asked to come up with designs so there is some similarity amongst the signs. Mr. Stone commented that the letters would be backlit with LED's with the ability to vary the colors. Following this discussion, Chair Housh entertained a motion to approve

Resolution 2017-5 as presented. Ms. Panty moved, Mr. Gist seconded, and approval of the following resolution was unanimous.

RESOLUTION 2017-5

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2018-2023 Erie County capital project requests prioritized as follows:

FOR THE 2018 FUNDING YEAR

- Begin the first phase of the Central Library Re-Imagine project at an estimated cost of \$6.0 million.

FOR THE 2019 - 2023 FUNDING YEARS

- Future phases of the Central Library Re-Imagine project: \$18.0 million in 2019, \$19.8 million in 2020 and \$21.8 million in 2021; and
- Shipping and maintenance vehicle replacements \$75,000 in 2019 and \$80,000 in 2020; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works (DPW) to address Central Library basic building system needs outside of the Re-Imagine project, and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.b – Exercise Internet Access RFP Renewal Option. CFO Stone explained Resolution 2017-6. Ms. Berens Bucki corrected the fifth paragraph, fourth line in the proposed resolution to read “...would include the option to extend for up to...” This amendment was unanimously approved on motion by Ms. Panty, with a second by Mr. Amodeo. Ms. Panty made a motion to approve this resolution as amended. Mr. Amodeo seconded, and approval was unanimous.

RESOLUTION 2017-6

WHEREAS, the Buffalo & Erie County Public Library provides Internet Access Service to the System's 37 library buildings and the Library on Wheels (bookmobile), and

WHEREAS, Internet Access services are eligible for E-rate program discounts, which currently pay 90% of the cost, and

WHEREAS, pursuant to E-rate program requirements, on January 27, 2012 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, after an extensive review process and resulting staff recommendation, the Buffalo & Erie County Public Library Board of Trustees adopted Resolution 2012-9 authorizing award of a contract to Fibertech Networks (now Lighttower), and

WHEREAS, that award provided for a multi-year agreement with Fibertech Networks (now Lighttower) pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2017 (coincident with the E-rate funding year) and the agreement would include the option to extend for up to 2 additional periods of 5 years with mutual agreement between the Library and the contractor, and

WHEREAS, the RFP included a provision that *"If rates are decreased for the general public or due to federal and/or state contracts or legislation (e.g. Telecommunications Act of 1996), charges shall be adjusted"* which is consistent with e-Rate rules requiring providers offer the lowest corresponding price (LCP), and

WHEREAS, Lighttower has confirmed they are willing to renew at LCP rates that are significantly lower than under the present term, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves exercising the first 5-year renewal, through June 30, 2022, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute needed documents to effectuate this renewal and to file all necessary E-rate forms and certifications on or before the respective E-rate filing deadlines throughout the term of the renewal.

Agenda Item E.2.c – Exercise Voice Telecom RFP Renewal Option. CFO Stone explained Resolution 2017-7. Mr. Bedenko moved, and Ms. Panty seconded, amending the resolution by adding a comma after the fourth paragraph "WHEREAS" suggested by Ms. Berens Bucki; this amendment was unanimously approved. Mr. Bedenko made

a motion, Mr. Wisbaum seconded, and Resolution 2017-7 as amended was unanimously approved.

RESOLUTION 2017-7

WHEREAS, the Buffalo & Erie County Public Library provides local voice telecommunications services to the System's 37 locations utilizing E-rate program discounts, which currently pay 50% and as of July 1, 2017 will pay 30% of the cost of the Library's eligible service, and

WHEREAS, pursuant to E-rate program requirements, on February 1, 2011 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, pursuant to Resolution 2011-8 Time Warner Cable Business Class (now known as Spectrum) was designated as the lowest cost response, and

WHEREAS, the Library's Chief Financial Officer was authorized to negotiate and execute the necessary documents to enter into a 3-year agreement with Time Warner Cable Business Class pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2017 (coincident with the E-rate funding year) and the agreement would include up to 3 three-year renewal options, and

WHEREAS, pursuant to Resolution 2014-3, the Buffalo & Erie County Public Library Board of Trustees approved exercising the first renewal option through June 30, 2017, and

WHEREAS, the RFP also included a provision that *"If for any reason, during the term of the contract, the Vendor reduces the pricing for similar services to a similarly situated entity, the Buffalo & Erie County Public Library shall receive an equivalent reduction in pricing for the services or products delivered to the Buffalo & Erie County Public Library"* which is consistent with E-rate rules requiring providers offer the lowest corresponding price (LCP), and

WHEREAS, the Library and Spectrum (formerly Time Warner Cable Business Class) desire to exercise the second 3-year renewal option that will continue service at comparable rates consistent with lowest corresponding price (LCP) rate rules, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves exercising a second 3-year renewal, through June 30, 2020, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute needed documents to effectuate this renewal and to file all necessary E-rate

forms and certifications on or before the respective E-rate filing deadlines throughout the term of the renewal.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the year as of December 31, 2016 preliminary year-end close was included in the Board packet as an informational item. CFO Stone was pleased to report the Library ended the year not only within budget but without drawing down its fund balance. He explained a combination of things including turnover, the shift to more staff in Tier 6 retirement, health insurance expenses moderating a bit, and a combination of utility rates being lower and the fact that the Library has been aggressively trying to implement energy saving features, helped prevent the need to use any of the Library's fund balance in 2016.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Panty read the following written report of the March 9, 2017 meeting:

Present: Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki (via telephone), Phyllis Horton, and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski and Assistant Deputy Directors (A.D.D.) Joy Testa Cinquino and Jeannine Doyle.

The meeting of the Policy Committee began at 5:15 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

A.D.D. Testa Cinquino reviewed the draft amended Bulletin Board Policy and Distribution Policy with the Committee. Discussion ensued. Minor grammatical and clarifying changes were made. Both policies were vetted by B&ECPL's legal counsel. On motions by Sharon Kelly, and Alan Bedenko, both policies will move to the full Board of Trustees at their regularly scheduled meeting March 16, 2017 for approval.

A.D.D Doyle reviewed the draft merged/amended Equal Employment Opportunity (EEO) and Anti-Harassment Policy. Discussion ensued. Upon review by the Policy Committee, several recommendations of clarifying language were made. A.D.D. Doyle will revise the document, send it to legal counsel for review, and the Policy Committee will then meet again for final review.

The *2017 B&ECPL Review Schedule for Board Adopted Policies* was accepted as presented.

On a motion by Trustee Bedenko, second by Trustee Horton, the meeting adjourned at 6:06 p.m.

Agenda Item E.3.a – Amend Bulletin Board Policy. Ms. Bucki requested the word “policy” in Item 9 of the draft amended Bulletin Board Policy be capitalized. This amendment was unanimously approved on motion by Mr. Amodeo, with a second by Mr. Bedenko. Chair Housh entertained a motion to approve the amended Bulletin Board Policy. Mr. Amodeo moved, Mr. Wisbaum seconded, and approval was unanimous.

RESOLUTION 2017-8

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Bulletin Board Policy which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include language to clarify the policy and identify its use for City of Buffalo (Central Library and Buffalo Branch Libraries), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library’s Bulletin Board Policy to supersede and replace the prevailing policy last amended October 17, 2013.

Agenda Item E.3.b – Amend Distribution Policy. Ms. Bucki moved to amend the draft amended Distribution Policy by capitalizing the word “policy” in Items 9 and 10. Mr. Bedenko made a second and approval was unanimous. Mr. Amodeo moved to approve the amended Distribution Policy. Mr. Gist made a second and approval was unanimous.

RESOLUTION 2017-9

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Distribution Policy which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include language for clarification purposes, adding the new bookmobile as a distribution location, and designating this policy for those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Distribution Policy to supersede and replace the prevailing policy last amended October 17, 2013.

Agenda Item F – Report of the Director. Trustees were informed the Library is still awaiting Mayor Byron Brown's signature on the North Park Branch Library lease; copies of the lease were available for viewing. Chair Housh thanked Mr. Berlow for his work on the lease. Ms. Jakubowski explained the space will be expanded by an additional 1,900 square feet; the City has agreed to pay for the build out which will be included in the monthly rent as well as the additional rental costs. Discussion ensued.

Director Jakubowski was happy to report the B&ECPL is in receipt of a \$14,730 donation from the Golden and Goldman Philanthropic Fund through the Foundation for Jewish Philanthropies, to be used to support "Reading is Food for Thought." She explained this is a weekly outreach program that will take place in the heart of the underserved community inside 2 local food pantries introducing reading and expanding literacy skills for children and adults. The Director expressed thanks.

Trustees were updated that the meeting with representatives of Project for Public Spaces, Inc. and partnering organizations regarding the Southwest Airlines Heart of the Community grant for the development of the Reading Park at Broadway and Washington Streets was cancelled due to inclement weather but has been rescheduled for March 30th. Trustees will be kept apprised.

Assistant Deputy Director Jeannine Doyle and her staff put together a *B&ECPL Public Librarian Positions* brochure to serve as a recruitment tool. This is being sent to library schools across the U.S. with a main focus on those that rank the highest in minority enrollment. She thanked staff for their work on this; copies were shared with trustees.

Trustees were invited to the opening reception of *Building Buffalo: Buildings from Books, Books from Buildings*, the architectural exhibit now on display in the Central Library's Rare Book Room. The reception will be held following the April 20th Board meeting from 5 – 7:30 p.m.

The Director thanked everyone who participated in the online Spring It On – 24 Hour Give-A-Thon March 14th – 15th. The B&ECPL had 51 donors, raising over \$2,000.

Trustees were invited to the Central Library on April 21st at 12:30 p.m., at which time students from Holmes Elementary School, who had been adopted by Praxair, will present the B&ECPL with a donation of over \$1,200 from bake sales for the Summer Reading Program!

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

B&ECPL Monthly Report February 2017

Celebrating Black History Month: February included a multitude of activities to commemorate Black History Month throughout the Central Library and Buffalo Branches. Author/historian Eva Doyle presented 3 talks that included scientists and innovators and WNY's role in the Underground Railroad.

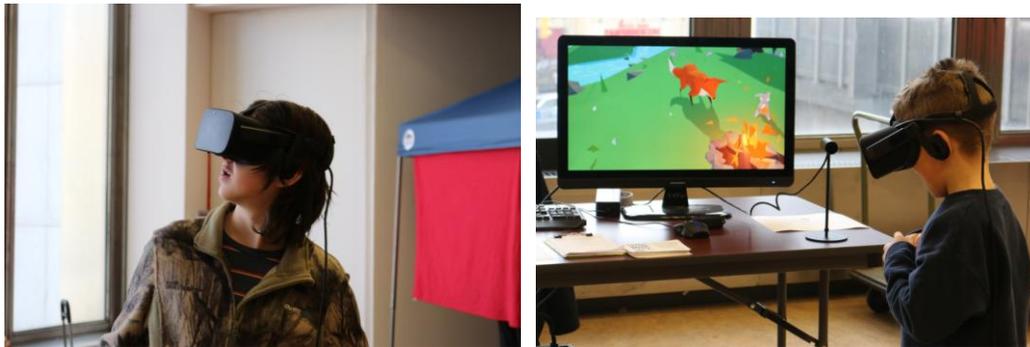


In addition, a large display *100 Years and More: Black History in Buffalo* was exhibited at the Central Library. In celebration, a program was hosted by the Michigan Street African American Heritage Corridor on February 15th. The exhibit featured information from many of the Michigan Avenue institutions and their impact on local African American history, art, and culture. Prominently featured were photos and histories from: Michigan Avenue YMCA, a cultural center of Buffalo's African-American community from the 1920's into the 1970's, Michigan Avenue Church and their relation to the Underground Railroad, the Nash House, the Colored Musicians Group, the African American Cultural Center and a special poster collection describing the influences of local civil rights champion Mary Talbert.

The exhibit was well received by hundreds of individuals who visited. Docents from the Michigan Street African American Heritage Corridor Commission were present to provide history lessons and answer questions regarding the Corridor.

New York State Regent Dr. Catherine Collins @ the Frank E. Merriweather, Jr. Branch Library - February 3rd: Regent Dr. Catherine Collins, along with the New York State Museum, sponsored a special screening and discussion of the film *Men of Bronze* (1977), a documentary about African American soldiers in WWI. The auditorium was filled to capacity and there was standing room only outside the auditorium doors. Partnering and developing/incorporating content was discussed with representatives from the New York State Museum, as well as the local community.

Virtual Reality @ the Library - February 4th: Information Services and Outreach Manager **Dan Caufield**, along with Alex and Nancy Fernandez (founders of VRBuffalo.org), helped coordinate a “Virtual Reality Showcase” at the Central Library as part of *Take your Child to the Library Day*. Bringing together local agencies and experts, the public was able to listen to speakers and experience the immersive power of virtual and augmented reality for entertainment and educational purposes. The University at Buffalo’s Dr. Richard Lamb, filmmaker Kevin Kline from Squeaky Wheel, John Futscher from Buffalo Game Space, Crosswater Digital Media specialist Armin St. George, Alex and Nancy Fernandez and TechKnow Lab Manager **Kara Stock** each spoke in the Ring of Knowledge about this emerging technology. Ms. Stock also spoke about the Launch Pad MakerSpace’s latest technology and programs. The first of its kind in Erie County, this showcase brought together many of the experts in the field of virtual and augmented reality to demonstrate where computer/human interaction is heading in the future.



Take Your Child to the Library Day - February 4th: Children’s Services Manager **Kathy Galvin**, Children’s Services Librarians **Pamela Bigsby**, **Mary Ann Budny**, **Wanda Collins**, **John Gaff**, Library Associate **Cyndy Lenzner**, Senior Page **Nancy Smith** and Page **Nancy Rypinski** presented a Pajama Day Party program for more than 150 participants. Library mascot **Reada Book** made an appearance and several volunteers from Leadership Buffalo assisted with the event where children “built homes,” read stories, etc.



Likewise, pajama parties
Clinton and
Branch Libraries. Children



were held at the Crane, East
Frank E. Merriweather, Jr.
and their families enjoyed

Where the Wild Things Are, read stories, did crafts, and learned about library services.

Take Your Child to the Library Day continued at the Dudley Branch Library where a special craft (making calming jars with glitter, water and glue) was made. The North Park Branch Library presented a Science, Technology, Engineering and Mathematics (STEM) themed airzooka program and the Niagara Branch Library provided stories, crafts and games to celebrate the day. The East Delavan Branch Library celebrated *Take Your Child to the Zoo Tails* in conjunction with *Take Your Child to the Library Day*. They hosted the Buffalo Zoomobile for 2 back-to-back storytime sessions featuring live animals from the stories. The Riverside Branch Library held a Beach Party Bash which was presented by Dave and Kathleen Jeffers, and included a sand box, music, a magic show and snow cones!

2017 Association of Contracting Library Trustees (ACT) Workshop – February 11th:

ACT held their annual workshop at the Central Library with 65 attendees representing 18 contracting libraries and the System. Library Administration presented seminars on Conducting Surveys, System Services, and Best Practices @ Your Library. Tours of the Rare Book Room Shakespeare exhibit and the Library on Wheels followed the program.

Library on Wheels @ Clearfield Branch: The Library on Wheels provided service outside of the Clearfield Branch Library February 18th, 24th and 25th while the branch underwent renovations. Staff from the Clearfield Branch Library assisted Library on Wheels Branch Manager **Nicole Jesse** and Senior Page **Alyssa Johnson**.

Congressman Brian Higgins Media Event @ Central: Congressman Brian Higgins, along with the Buffalo Public Schools and the Library, held a media event in the Milestones of Science exhibit area at the Central Library on February 21st to celebrate 4 students from Buffalo who designed a potato launcher for the NASA Space Center. The launcher, which is currently en route to the International Space Station, was designed as an experiment to determine if potatoes can grow in space. A student from the Niagara Falls schools who designed a recently commissioned NASA patch was also recognized. The event was covered by local TV stations, as well as WBEN and WBFO Radio. This writer spoke during the program. Tours of the Milestones of Science exhibit were provided to attendees.

Monthly Programming Statistics - February 2017**1. Public Services****Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	212	320	4347	6158
Children (age 6-12)	126	223	2266	3572
Teens	33	54	227	421
Intergenerational	104	179	2751	4016
Adults (excludes Technology)	257	458	3517	6155
TOTAL In Library Programs	732	1234	13108	20322

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	129	202	129	202
Teens	31	62	31	62
Intergenerational	0	0	0	0
Adults (excludes Technology)	173	302	173	302
TOTAL In Library Programs	333	566	333	566

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	3	8	18	55
System or Library-owned Cyber Train	18	32	129	223
One on One	81	161	101	208
TOTAL Adult Technology	102	201	248	486

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	4	71	100
Children (age 6-12)	0	6	0	2390
Teens	5	7	80	144
Intergenerational	1	4	355	651
Adults (excludes Technology)	9	23	163	873
TOTAL Outreach (out of Library)	17	44	669	4158

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	27	28	403	415
Adult Services	3	4	189	239
Launch Pad/TechKnow Lab	9	10	472	482
Development/Communications	1	4	40	58
Grosvenor Room	1	3	10	22
TOTAL	41	49	1114	1216

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2382	4993	
Visitors - Tour/Program	617	719	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	2999	5712	54660

Highlights:

- On February 4th and 18th, the program *Read to Alice* was held in the Children’s Area of the Crane Branch Library. Children had the opportunity to read out loud to a service animal (Shih Tzu) named Alice. Many parents and children have already commented on how much they enjoy this new program that is being offered. There are a couple families that visit on Saturdays specifically so their children can read books to Alice.
- February 8th – Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** presented a demonstration of the job and career databases available through the Library to 20 staff members of the New York State Department of Labor. Many were impressed by the resources and the range of services the Library offers including computer classes and Book a Technology Trainer.
- February 9th – **Kara Stock**, Graphic Artists **Dawn Stanton** and **Darlene Pennachi**, and Senior Page **Sarah Barry**, hosted a Valentine’s Day printmaking program. Forty-three attendees learned how to use a letterpress to make a card for their valentine.



- February 11th – Children’s Services held a special recognition of Black History Month with the program *Sojourner Truth Speaks*, presented by Motherland Connexions. During the hour-long presentation, an actress in period dress presented Sojourner Truth and other women from Black History, including Congresswoman and one time presidential candidate Shirley Chisholm.
- February 11th – **Susan Kriegbaum-Hanks** presented information on System services to members of the Association of Contracting Library Trustees. During the break, several members expressed awe at the scope of information and services available.
- February 11th – Information Services and Outreach Librarians **Maria Lowe** and **Laura Scott** planned and facilitated the Teen Manga Club. Participants learned how to make pom pom character charms, watched an anime episode from the new *Crunchyroll* subscription, ate snacks and met new people.
- February 21st - 25th – Children’s Services Librarian **John Gaff** presented STEM-based programming for National Engineers Week. Participants ages 8 and up engaged in a variety of activities which included the building of earthquake proof structures that were tested on a simulator, building and manipulating multiple air powered rockets to compare differences in construction, and building a boat out of recycled materials that was then used in a racing competition. The principles of the engineering design process were emphasized, with a primary focus on modifying a design to improve results. Programs were held in the Milestones of Science STEM Learning Center.
- February 21st – **Kara Stock** and Children’s Programming Librarian **Steve Clancy** staffed a table at the Buffalo Museum of Science for Engineers Week. Three hundred and fifty-five people of all ages interacted with our Meccanoid voice activated robot, built catapults with *Strawbees* and built basic circuits with littleBits Synth and Snap Circuits.



- On February 22nd and February 24th, Barbara Haney of SPCA Serving Erie County Wildlife Division visited the North Park and Crane Branch Libraries providing a live Animal Ambassadors program. The presentation included information about the SPCA’s mission, how to be mindful of the habitats of various animals, and 3 live animals: a kestrel, wood turtle, and screech owl.
- February 27th – **Kara Stock** and Launch Pad Manager **Jordan Smith** gave a tour of the Launch Pad to 19 eighth grade students from Tapestry Charter School. These students were interested in learning how to use our Hue Stop Motion Animation software so that they can create their own stop motion videos. They will be working with their teachers to design backgrounds and storyboards. Their videos should be complete by June and will then be showcased at the Central Library.
- During the month of February, East Clinton Branch Library celebrated Black History Month with a Dr. Martin Luther King Jr. “*I Have a Dream*” dream board. Children were encouraged to write or illustrate their own dream for America, in the frame of Martin Luther King Jr.’s “*I Have a Dream*” speech. The board was designed and decorated by Branch Manager **Kate Shea** and Page **Shawndria Thompson**.



2. Collection Development

Collection Development - February 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,020	7,026	290	741	534,572
Young Adult Print	598	1,226	113	215	72,950
Adult Print	4,135	8,757	729	1,589	1,863,835
Media	4,270	10,443	442	1,420	524,073
Other*	2,929	5,923	17	23	182,840
Subtotal	14,952	33,375	1,591	3,988	3,178,270

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	698	1,229	573	933	46,001*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	101	156	91	131	9,056
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	799	1,385	664	1,064	55,156

*Includes 428 EBL titles

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

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	15,751	34,760	2,255	5,052	3,233,426

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	427	4.0%	426	70.7%
Staff Initiated	126	4.8%	126	71.4%

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

Highlights:

- In February, 1,065 unique visitors from 16 countries: Brazil, Canada, Czechia (Czech Republic), India, Ireland, Mexico, Pakistan, Philippines, Puerto Rico, Russia, Singapore, Thailand, United Kingdom, United States, Vietnam, and Yemen viewed the Library's Subject Guides.

3. Technology**Technology - February 2017**

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	116	236	4,464	8,277	47	7,060
Flickr	214	214	14,020	19,003	0	54
Instagram	28	59	759	1,755	43	1,083
Pinterest	71	124	603	1,087	10	1,426
Tumblr	8	11	1	7	10	166
Twitter	143	288	863	2,647	70	9,405
YouTube	0	0	918	1,812	5	135
Total	580	932	21,628	34,588	185	19,329

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

Highlights:

- **Symphony ILS Upgrade:** On Saturday, February 18th, a SirsiDynix consultant performed a required binary file swap followed by an upgrade of the Library’s SirsiDynix Symphony Integrated Library System. The upgrade to Symphony version 3.5.2.1 from 3.4.1.5 resulted in a few hours only of patron downtime and inconvenience. Although successful, the software update exposed some extraneous user data from a previous migration, necessitating additional cleanup steps by SirsiDynix staff. An improved bill receipt and the display of additional informational fields during a checkout are among some of the staff interface enhancements.
- **New Online Catalog:** The Library’s SirsiDynix SureSailing consultant provided assistance with Enterprise (the Library’s new online catalog) features, including development of the front page, the harvest schedule, and additional customizations under consideration. The staff review phase of this next-generation interface has concluded. Enterprise is tentatively scheduled to be beta-released to the public in March, where it will be available alongside the current Vufind catalog for a limited time period.

4. Funding/Fundraising

Funding: No report.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – February 28, 2017	\$10,455.00

Highlights:

- The System received approval of a 2017 funding request for \$14,730 from the Golden and Goldman Philanthropic Fund for the “Reading is Food for Thought” initiative, a weekly outreach literacy program that will take place in 2 food pantries located in underserved communities. Grant S. Golden, M.D. and Deborah A. Goldman interviewed Library Director **Mary Jean Jakubowski**, Assistant Deputy Director – Public Services **Dawn Peters** and Assistant Deputy Director - Development and Communications **Joy Testa Cinquino** before approving the funds. The program will begin later this year.

5. Facilities

Highlights

- Construction continues at the Central Library. Both the elevator and the auditorium projects have experienced small delays. The Library continues to work with Erie County's Department of Public Works.
- Library Administration continues to work with the City of Buffalo on proposed construction projects at the East Delavan and Crane Branch Libraries.
- The West Seneca Public Library expansion project is currently ahead of schedule. Library Administration continues to participate in the coordination of System related impacts, i.e. technology installation.

6. Staff Development

Staff Development - February 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	299	543	6	12

Highlights:

- B&ECPL Designed and Presented Training Programs – *A+ Customer Service Training* is available to all B&ECPL staff, and is mandatory for Central and Buffalo branch library employees. This program is being given both on-site and virtually. *Addressing Computer Viewing Complaints* provides guidance on staff's options for action when patrons view adult content or other potentially offensive material in the library. A total of 5 staff members participated in this virtual training program. *Civil Service 101* provided staff with the rules, restrictions and language surrounding Erie County Civil Service and answered library-specific questions about Civil Service testing, canvassing and the appointment process.
- B&ECPL Sponsored Training – On February 16th and 17th, the B&ECPL partnered with Erie Community College to offer *Mental Health First Aid* training to library staff. This 8-hour course (split over 2 days) taught attendees how to identify, understand, and respond to signs of mental illnesses and substance use disorders. The training provided the skills needed to reach out and provide initial help and support to someone who may be experiencing a mental health crisis. Thirteen attended this program.

- Webinars – Staff continued to pursue a variety of webinar training opportunities on a wide range of topics in February, including: Creativity and Library Leadership (presented by Booklist); Digital Skills for Older Adults: Teaching Technology in Public Libraries (presented by WebJunction); Post-Truth: Fake News and a New Era of Information Literacy (presented by ALA); Transform Your Children’s Library into an Interactive STEAM Learning Environment (presented by Demco); and Turn Your Supporters into Fundraisers for Spring It On: Peer to Peer Fundraising (presented by United Way). A total of 33 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.
- External Training – Outside the B&ECPL, one librarian attended a series of workshops presented by SCORE and the Small Business Development Center. Topics included: Entrepreneurship 101: Starting Your Enterprise, Elements of a Financial Plan, Business Ethics, Federal Government Contracting, Risk Management, and Home-Based Business. The knowledge gained from these workshops will help guide the B&ECPL’s small business outreach. Another librarian attended a course offered by Duke University entitled Marketing for Non-Profits. The course addressed the most effective methods to strengthen fundraising programs, including new trends in annual giving, direct mail, and methods for identifying prospective new donors.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Newspaper Article	Most Popular Library Books in 2016. (The article was called <i>On Same Page about Great Reads</i>)	The Buffalo News, February 12 th
Media Interview with Library Director Mary Jean Jakubowski	Black History Month Activities	AM Buffalo, aired: February 14 th
Media Interview with Library Director Mary Jean Jakubowski	Library Services	WHTT Radio and 97 Rock Radio, aired: February 26 th
Media Interview with Library Director Mary Jean Jakubowski	Library Services	1520 AM Radio, aired: February 19 th
Media Release	Library System Board of Trustees Announced - Frank Housh, Esq. Re-elected Chairman	Sent February 6 th

Media Release	Polish Holocaust Display - The Good Samaritans of Markowa On Display at the Downtown Library through March 5	Sent February 8 th
Media Advisory	Kick-off for March as Women’s History Month in Buffalo & Erie County Media Event Announcement on Thursday, March 2 @ Central Library	Sent February 23 rd
Media Release	Chairman’s Book Club	Sent February 24 th
Media Event	Congressman Higgins Celebrates Buffalo & Niagara Falls Students Making History in Latest NASA Launch - Spud Launchers and Student Mission Patch Designers Share their Experiences As they Return from A Trip to Kennedy Space Center	Aired February 21 st , covered by WKBW TV, WGRZ TV, WIVB TV, Time Warner Cable News, WBFO and WBEN Radio Stations
Crane: Councilmember Joel Feroleto’s monthly listserv	Open Mic Night Programming	Periodically all month
Merriweather: Associated Press Release	Albright-Knox Freedom Wall Community Input Meeting	February 28 th
Niagara: Holy Cross Church Bulletin	BPS ESL Class Information	February 5 th
Riverside: Riverside Review	Focus Group	February 22 nd
Riverside: Riverside Review	February Activities	February 1 st

8. Partnerships

Highlights:

- February 4th – Children’s Services Manager **Kathryn Galvin** and Children’s Services Librarian **Pamela Bigsby** hosted volunteers from the Leadership Buffalo organization during the *Take Your Child to the Library Day* event from 1-3 p.m. A

total of 6 volunteers came to assist with the various activities for this event - storytimes, games, crafts, snacks, and the build your own reading fort activity. This partnership has worked out well for the Library and Leadership Buffalo plans on sending numerous volunteers to help with *Battle of the Books* activities in the near future.

- On February 13th, **Dan Lewandowski** met with other members of the Buffalo & Erie County Botanical Garden's Education Committee. The meeting consisted of reviewing goals and objectives for the committee for the upcoming year. Discussions included expansion of the Education Committee's outreach programming at the Dudley Branch Library.
- February 20th - Rare Book Librarian **Charles Alaimo** attended a meeting and dinner of the local VFW Forty & Eight Club, appealing for possible artifacts and photographs to be borrowed for the upcoming World War I (WWI) exhibit. Flyers with contact information were distributed, and members were engaged and enthusiastic about participating and/or visiting the exhibit.
- February 23rd - **Amy Pickard** attended a meeting of county-wide veterans at the Newcomb-Long American Legion in Derby and asked for any material/artifact contributions they can make to the upcoming (November 2017) WWI exhibit. Many seemed eager to contribute what they have and/or referred us to others who might.
- Riverside Branch Manager **Patti Foley** met with Evelyn Vossler of Black Rock Riverside (BRR) Alliance on February 23rd. BRR Alliance will be presenting a Junior Master Gardener Program at the library on select Saturdays for the next few months at the Riverside Library. The seedlings will be on display in the Children's Area of the library for all to watch their progress. Depending on the success of this program, these young gardeners may help tend to the Riverside Library gardens over the summer.
- New York State Senator Tim Kennedy hosted an informational table regarding the NYS Department of Health on February 23rd at the Merriweather Branch.
- On Monday, February 27th, art display walls purchased and donated by Kathy Moskal were delivered to the East Clinton Library. **Kate Shea** is making plans with BPS #69 art teacher, William Cavanaugh, to hold student art nights in the near future. Mr. Cavanaugh and Ms. Moskal collaborated on the art display walls for the East Clinton Library to promote student art.

- The Albright-Knox Art Gallery sponsored a community input forum for the upcoming Freedom Wall mural on February 28th at the Merriweather Library. A total of 65 patrons participated in the forum.
- Manager of Buffalo Branches **Linda Rizzo** forwarded information regarding Buffalo Public School Adult Education ESL classes held at the Niagara Branch Library to Holy Angels, Holy Cross, and Our Lady of Hope Churches for posting on their bulletin boards and inclusion in their bulletins. These 3 parishes work with immigrant and refugee communities.

9. Planning for the Future

- Representatives from throughout the Buffalo & Erie County Public Library System will descend upon Albany for the New York Library Association's Advocacy Day, Wednesday, March 1st. Library Administration, trustees and staff are preparing to advocate for the reinstatement of funding cut from the Governor's proposed 2017-2018 Budget.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
February 2017

DATE	MEETING / EVENT
February 1, 2017	Meeting - Frank Housh, Chair, Buffalo & Erie County Public Library (B&ECPL) Board of Trustees
February 1, 2017	Meeting - Auditorium Rehab (Phase 2) Scoping
February 1, 2017	Meeting - WWI Exhibit Committee
February 1, 2017	Media Meeting - Buffalo News
February 8, 2017	Meeting - B&ECPL Managers/Directors
February 9, 2017	Meeting - B&ECPL Board of Trustees Planning Committee
February 9, 2017	B&ECPL Board of Trustees Executive Committee
February 10, 2017	Conference Call - City of Buffalo
February 10, 2017	Media Event - AM Buffalo Taping
February 10, 2017	Meet - Western New York Library Resources Council (WNYLRC) Advocacy with Adam Sassone - New York State Governor's Office
February 11, 2017	Meeting - 2017 Association of Contracting Library Trustees Workshop
February 13, 2017	Conference Call - Project Flight
February 13, 2017	Meeting - Sheryl Knab, Chief Executive Officer, WNYLRC

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- February 13, 2017 Conference Call - Southwest Airlines Placemaking Grant
- February 14, 2017 New Trustee Orientation - Trustee, Joel Moore
- February 14, 2017 Media Event - Slice of Life Taping - Radio Show, hosted by Brenda Alesii
- February 15, 2017 Event - 100 Years and More, Black History in Buffalo
- February 16, 2017 Meeting - Administrative Team
- February 16, 2017 Meeting - WNYLRC Advocacy - Legislator Monica Wallace
- February 16, 2017 Meeting - B&ECPL Board of Trustees
- February 17, 2017 Meeting - WNYLRC Advocacy - Assemblyman Michael Norris
- February 17, 2017 Event - Mayor Byron Brown's State of the City Address
- February 21, 2017 Media Event - Press Conference Recognition of Buffalo Public School Students and NASA with Congressman Brian Higgins
- February 21, 2017 Meeting - Chairman's Book Club Participants
- February 21, 2017 Conference Call - Bond, Schoeneck & King - Patrick Martin, Robert Patterson
- February 22, 2017 Media Event - Chris Klein, WGRF & WHTT Radio Interview Taping
- February 22, 2017 Meeting - Jeannine Doyle, Kenneth Stone
- February 22, 2017 Conference Call - Karen King, PhD, Executive Director, Commission on the Status of Women
- February 23, 2017 Conference Call - Heidi Julien, Chair, University at Buffalo Department of Library and Information Studies
- February 23, 2017 Meeting - WNYLRC Advocacy - Assemblyman Angelo Morinello
- February 23, 2017 Meeting - Joy Testa Cinquino
- February 23, 2017 Event - Saturn Club Milestones of Science Presentation
- February 24, 2017 Meeting - Jonathan Rivera, Legislative Liaison - Office of the County Executive, Erie County Department of Public Works, and the Association for a Buffalo Presidential Center
- February 24, 2017 Meeting - Dawn Peters
- February 24, 2017 Meeting - B&ECPL New York Library Association Advocacy Day Team
- February 27, 2017 Meeting - Dawn Peters, Kenneth Stone
- February 27, 2017 Meeting - Karen King, PhD, Executive Director, Erie County Commission on the Status of Women, Bonnie Lawrence, Deputy Commissioner Environmental Compliance Services Div. - Erie County Department of Environment & Planning, and Kelly Hayes McAlonie, AIA University at Buffalo Capital Planning Group
- February 27, 2017 Meeting - Frank E. Merriweather, Jr. Library - Legislator Betty Jean Grant, Legislator Barbara Miller-Williams, Representatives from the African Consciousness Workshop
- February 28, 2017 Meeting - Advocacy in Albany
- February 28, 2017 Meeting - Public Library System Directors Organization (PULISDO)
- February 28, 2017 Meeting - New York Alliance of Library Systems (NYALS)

Other:

Contracting Member Library Activity Reports

Cheektowaga Public Libraries – submitted by Glenn Luba, Director

Highlights of events and activities at the Julia Boyer (JBR) and Anna Memorial (REI) Reinstein Libraries:

- Gail Potter, Project Coordinator for Mats for a Mission, set up a volunteer operation at the JBR location creating handmade mats for the homeless shelters around Buffalo. These mats are created with recycled plastic bags that are dropped off to the library. The crew has even created a homemade loom to speed up the process of completing mats.
- On January 20th, **Tim Wyzykowski** retired after many years with the Cheektowaga Public Library having served as a caretaker at the Anna Memorial Reinstein Library and the former Cheektowaga North Library. We thank him for his dedication to serving the library.
- Knitting is an active hobby in Cheektowaga. The Best Friends Knitting Club, WNY Modern Quilters, and Knit Night with Linda all meet at various times monthly at our JBR location. Please call the library to find the dates and times that they meet.
- Get help applying for assistance for your family! The REI Library will have a community service intern every Wednesday from 9:00 a.m. until 5:00 p.m. to guide you in applying for help with heating bills and buying food. Our intern can also help you find legal assistance, health clinics and more. This program is a partnership between Erie County Department of Social Services, the Reinstein Memorial Library and the UB School of Social Work.
- Our Thursday Afternoon Book Club at JBR became so successful that a second Book Club has been started on Tuesday afternoons. Anyone interested in joining the Tuesday edition club is asked to call the JBR Library.
- Nature Lovers can come out to the JBR Library on the second Thursday evening of each month to discuss all things amphibious and reptilian with the WNY Herpetological Society and on Wednesday evenings for storytime and crafts with volunteers from Reinstein Woods. Please call the JBR Library to register.
- Mike Randall came out to the JBR Library on February 22nd with his fun, interactive travelling show. Over 60 family members had a wonderful time with Mr. Randall.
- Both JBR and REI offer Lego Club for kids in grades K-5 who like to explore and build! Registration is required. Please call location of choice for times.
- The Reinstein Family Archives, located at the REI location, have loaned several pieces from the collection to the National Museum of American Jewish History in Philadelphia, Pennsylvania. They will be part of an exhibit titled "1917, How One Year Changed the World" featuring Boris Reinstein (Anna's husband) and his relationship with Vladimir Lenin.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. William Josefiak reported ACT will hold its next meeting April 8th at the Lackawanna Public Library. Gerry Murak, who presented last fall on strategic planning, will be doing a followup presentation about specific objectives, goals, and ideas to help each library develop a strategic plan. Mr. Josefiak reported the West Seneca Public Library project is ahead of schedule and as of April 1st, they would like to begin knocking out the front wall towards Union Road, doing abatement, moving books, etc.

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

Agenda Item I - Unfinished Business.

Agenda Item I.1 - North Park Branch Library Lease. This informational item was discussed under the Report of the Director.

Agenda Item J - New Business.

Agenda Item J.1 - Appointment of Review/Compensation Committee. Board Chair Housh nominated Trustee Bedenko to lead the Review/Compensation Committee and in addition named the following trustees to the Committee: himself, Sharon Kelly, Joel Moore, Phyllis Horton and Elaine Panty. In response to questions by Mr. Berlow, Chair Housh and Director Jakubowski explained this ad hoc committee was formed to address Director Jakubowski's written request for reappointment (her current term expires June 15, 2017) and salary increase. At Director Jakubowski's request, the Committee will also review Senior Administrator's salaries. The Committee will conduct a review and present recommendations to the Board. Following discussion, Trustee Kelly moved for approval of the Committee as appointed and was seconded by Trustee Amodeo. The motion unanimously passed. The Committee will decide on a meeting date and notice will be given.

There being no further business, on motion by Ms. Panty, a second by Mr. Amodeo, the meeting adjourned at approximately 4:53 p.m.

Respectfully submitted,

Kathleen Burd
Secretary