

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 18, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, May 18, 2017, at the Dudley Branch Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Katie Burd, Secretary
Michael Amodeo
Kathleen Berens Bucki
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty
Teresa Vincent

Chair Frank Housh called the meeting to order at 4:04 p.m. at the Dudley Branch Library. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C – Minutes of the Meeting of April 20, 2017. On motion by Ms. Horton, with a second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh invited trustees to the Chairman’s Book Club scheduled for June 16th at the Central Library where *The Book That Changed America: How Darwin’s Theory of Evolution Ignited a Nation* by Randall Fuller will be discussed. He announced the book *The New Urban Crisis: How Our Cities Are Increasing Inequality, Deepening Segregation, and Failing the Middle Class – and What We Can Do About It* by Richard Florida has been chosen for the fall Chairman’s Book Club, date TBA, with the plan to invite members of local government strategic planning departments to participate.

Trustee Burd arrived at approximately 4:07 p.m.

Chair Housh thanked the Dudley Branch Library for hosting the meeting and for the great work they do. He called on Dan Lewandowski, Branch Manager, who shared information about their library. In response to Chair Housh's question as to needs of their library, Mr. Lewandowski shared his thoughts including the need for numbers for the outside of their building; Director Jakubowski noted there are remaining funds from City of Buffalo Common Council Member Christopher Scanlon that were used for the Dudley Branch Library new signage which can be used to purchase these.

Agenda Item D.1 – Executive Session. Chair Housh entertained a motion to enter into Executive Session at 4:13 p.m. to discuss a personnel matter. This was moved by Mr. Amodeo, seconded by Ms. Kelly, and approved unanimously. All staff and public were excused from the room.

At 4:24 p.m., on motion by Mr. Bedenko, seconded by Ms. Panty, the Board reconvened in public session at which time Chair Housh entertained a motion to add proposed amended Resolution 2017-19 to the agenda at the conclusion of New Business. Mr. Bedenko moved, Ms. Panty made a second, and this was approved unanimously.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Bedenko summarized the meeting of May 11th and moved the written report be entered into the Minutes. Ms. Kelly made a second and approval was unanimous.

Present: Chair Frank Housh, Vice Chair Alan Bedenko, Committee members Sheldon Berlow and Kathleen Berens Bucki, along with ex officio member Ted Johnson. Also present were Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Carol Batt, and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:34 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Housh announced the next book for the Chairman's Book Club: *The New Urban Crisis: How Our Cities Are Increasing Inequality, Deepening Segregation and Failing the Middle Class--and What We Can Do About It* by Richard L. Florida.

The proposed agenda for the May 18, 2017 Board of Trustees meeting to be held at the Dudley Branch Library was reviewed. Chair Housh requested Executive Session be added to the agenda under Report of the Chair.

CFO Stone reviewed the financial resolutions. Discussion ensued regarding allocation of year-end balances.

Director Jakubowski announced Jeannine Doyle will become the B&ECPL's Freedom of Information Law (FOIL) Records Access Officer upon approval by the Board. She also noted a Records Management Officer needs to be named. Discussion with the candidate will be held later this week and will be included in the resolution for Board approval. Discussion ensued.

The Executive Committee adjourned at 5:05 p.m. on a motion by Trustee Berlow, second by Vice Chair Bedenko.

Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - 2017 Budget Adjustments: Allocating 2016 Year-end Balance. Deputy Director - CFO Kenneth Stone explained proposed Resolution 2017-15 as presented. In response to a question Chair Housh had regarding printing costs, CFO Stone explained the intent of the printing fees is to reduce waste and help recover the cost for items such as toner, paper, etc. On motion by Ms. Horton, with a second by Ms. Vincent, Resolution 2017-15 was approved unanimously.

RESOLUTION 2017-15

WHEREAS, at its regular meeting of December 15, 2016, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2016-49 adopting the Library's 2017 budget, and

WHEREAS, subsequent to adopting the 2017 budget, a review of 2016 budgetary savings indicates funding is available to address deferred capital outlay needs for furnishings and equipment, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Committed for Equipment and Technology Replacement" and "Assigned for Grant Local Share Match" balance sheet accounts, and

WHEREAS, sufficient 2016 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$200,000 of available 2016 ending fund balance to increase the Library's Committed for Equipment and Technology Replacement balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$200,000 of available 2016 ending fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library amend the 2017 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$250,000 as detailed in Exhibit 1.

Resolution 2017-15 Exhibit 1: Appropriation of Unassigned Fund Balance

Recommended Use of Available Unassigned Funds

Unassigned Balance Remaining After Recommended Commitments:	\$3,004,638
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Furnishings/fixtures to support projects including: expanded meeting space at the North Park Branch; East Delavan ADA improvements; flooring replacement at the Dudley Library; and meeting/community space furnishings at multiple locations - Library funds would be placed in Library Fund Operating Capital Outlay account SAP#561420	(\$110,000)
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Buildings & grounds equipment (lawnmowers, snow-throwers, etc.) - Library Operating Capital Outlay account SAP#561430	(\$15,000)
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Replace approximately 25 vintage 2009 public photocopiers and approximately 36 bill/coin vend units that date back to 2001 at library locations throughout the system; acquire high capacity floor cleaning equipment; and purchase additional signage modeled after the large "LIBRARY" signage to be installed as part of the Central Library Ellicott Street Elevator project. Despite the varied item types, they all fit in the Library Operating Capital Outlay account SAP#561410	(\$125,000)
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Total Recommended Use of One-time Funds	(\$250,000)
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Remaining Available Unassigned Balance	\$2,754,638
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Agenda Item E.2.b – Expand Participation in Energy Savings Incentive Programs. CFO Stone explained this resolution would expand the B&ECPL’s participation in energy savings incentive programs from buildings served by National Grid to include buildings served by New York State Electric and Gas (NYSEG) who is offering a similar program. Ms. Kelly questioned the 3 libraries that pay for their own utilities; Mr. Stone explained in 2 cases they are located in municipalities with municipal electric, and the County cannot beat their rates. The B&ECPL still pays for their electric, but it is part of

the funding the individual library gets directly. He then explained, at the West Seneca Public Library, the town has one service, and the town sends the West Seneca Public Library the bill. On motion by Ms. Panty with a second by Ms. Vincent, Resolution 2017-16 was approved unanimously as presented.

RESOLUTION 2017-16

WHEREAS, the cost of utilities at roughly 3.5% of the operating budget is the fourth largest expense category for library operations behind the cost of personnel, library materials, and service/maintenance contracts, and

WHEREAS, improving energy efficiency of library facilities benefits the environment and reduces utility expense freeing up budget dollars for other library programs and services, and

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) libraries have a history of incorporating energy saving features into construction and major repair projects, and

WHEREAS, on December 2, 2014 the Executive Committee acting on behalf of the Board adopted Resolution 2014-40 which authorized participation in the National Grid Energy Savings Incentive Program and payment of the non-incentive portion for projects benefitting the Buffalo Branches and for projects requested by Contracting Library Boards for their facilities so long as the non-incentive share of the cost did not exceed \$10,000 per facility and the estimated savings payback period does not exceed 2 years, and

WHEREAS, on September 15, 2016, the Board adopted Resolution 2016-41 reaffirming its authorization to participate and increased the limits for payment of the non-incentive share to a not to exceed \$20,000 per facility as long as the savings payback period does not exceed 5 years, and

WHEREAS, National Grid continues to offer incentives and LED technology continues to improve, expanding the potential for cost effective projects, and

WHEREAS, New York State Electric and Gas (NYSEG) offers similar incentives, and

WHEREAS, the electric utility costs for 34 of the 37 libraries within the B&ECPL are paid through the B&ECPL budget, energy cost savings from the proposed measures would accrue to the B&ECPL, not the individual libraries, and

WHEREAS, costs not funded by an incentive can be placed on the monthly electric bill, with National Grid, and spread over up to 12 months at no interest cost or paid in a lump sum for a discount, while under the NYSEG program costs not funded by the incentive are directly billed to the building owner, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to approve System participation in and payment of the non-incentive portion for National Grid and NYSEG incentive projects benefiting the Buffalo Branches and for projects requested by Contracting Library Boards for their facilities so long as the non-incentive share of the cost does not exceed \$20,000 per facility and the estimated savings payback period does not exceed 5 years, and be it further

RESOLVED, that this authorization shall remain in effect until it is rescinded or otherwise modified by Board resolution, and be it finally

RESOLVED, that the Library Director or her designee is authorized to execute and submit the necessary documents to effectuate this participation.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending March 31, 2017 was included in the board packet. Mr. Stone noted the Library is operating within budget.

Agenda Item E.3 – Joint Development & Advocacy Committee and Library Foundation of Buffalo & Erie County. In Committee Chair Wayne Wisbaum's absence, Mr. Housh summarized the meeting of April 24, 2017 and requested the written report be entered into the Minutes. Mr. Bedenko moved, Ms. Vincent made a second, and approval was unanimous. Ms. Jakubowski conveyed another joint meeting is scheduled for June 5th at 4:30 p.m. to continue discussions.

The following were present: Committee Chair Wayne Wisbaum; Committee members Sheldon Berlow, and Elaine Panty (by phone); Buffalo & Erie County Public Library (Library) System Board Chair Frank Housh, Library Foundation of Buffalo & Erie County (FDN) President Jack Connors; Library System Director Mary Jean Jakubowski; and Assistant Deputy Director (A.D.D.) Joy Testa Cinquino.

Committee Chair Wisbaum began the meeting by reviewing the agenda. A.D.D. Testa Cinquino talked about the structure of the Library Development Department. In 2016, a total of \$259,190 in donations were raised through an Annual Year-end Appeal, Bucks for Books, Bequests, the Gala, Summer Reading, Milestones and Architecture exhibit grants, and other donations. Each year single donations have increased. The 2017 fundraising goal of \$433,100 includes a grant from the Rotary Foundation of Buffalo (which may not be paid in full during 2017). The Rotary Grant will be announced publicly in late spring or early summer.

FDN President Connors explained that the FDN had considered hiring a president or development officer to raise the profile of the FDN and to raise

funds; however, based on the results of the John R. Oishei Foundation report, FDN trustees agreed it was not ready and must first take a step back to determine how best to structure itself to benefit the Library. Annually, the FDN distributes designated funds, through the interest on its accounts, to the Library for specific projects (children's programming, rare collections, Amherst Library garden, etc.) The FDN was the primary underwriter of the Milestones of Science exhibit and annually sponsors Just Buffalo Literary Center's Babel series. Library staff makes presentations and requests to the FDN Board. Most recently the FDN received updates on the Milestones of Science Gala and exhibition and plans for the upcoming World War I exhibit. The FDN has been enthusiastic and supportive of Library needs, but has not had the staff to raise any new funds.

Committee Chair Wisbaum said the FDN has some of the pieces in place to reignite the Grosvenor Society of high-end donors.

Mr. Housh inquired about the size of the FDN Board. FDN President Connors said the current Board has five members and that FDN trustees have discussed increasing the size.

All agreed there needs to be a clear line of open communication and responsibilities between the two organizations. FDN Board President Connors noted that there is a possibility the John R. Oishei Foundation could assist with capacity building or recommend someone to provide expertise.

Director Jakubowski said the Multnomah County Library (Portland, Oregon) established a foundation five years ago and could offer advice.

Committee member Berlow suggested another meeting be held to continue discussion with trustees of both the Library and the FDN in the next month or so; all agreed.

Agenda Item F - Report of the Director. Director Jakubowski reported on the North Park Branch Library expansion project which continues to move along. A meeting is scheduled for May 19th to finalize items such as outlets, data drops, etc.

Director Jakubowski discussed handouts provided to trustees including: *Passport to Reading*, being held June 18 - September 30, 2017; a letter regarding the June 7th formal dedication ceremony of the Sharon A. Thomas Memorial Children's Center at Buffalo City Court (along with Project Flight, the B&ECPL will be providing books to the Center - the Board will discuss at next month's meeting the possibility of pooling together to do something to honor Sharon Thomas); and a fundraising flyer on the

Rotary Club of Buffalo's *Shred-a-thon*, being held June 10th from 9 a.m. to 12 p.m. at Ferguson Electric with proceeds benefiting the B&ECPL/Rotary Reads Kids Club.

Trustees were asked to mark their calendars for July 25th for a reception and opening kick-off from 6 p.m. – 8 p.m. for the Gaelic games which are coming to Buffalo. More information is forthcoming. A James Joyce exhibit will coincide with the Gaelic games. An article speaking about the games was shared with trustees.

Director Jakubowski was pleased to announce the B&ECPL has been selected as one of 75 libraries (picked from 513 applications) across the U.S. to participate in a significant programming project, *NASA @ My Library*, a collaboration between NASA and the American Library Association (ALA). This will help extend the B&ECPL's Science Technology Engineering and Mathematics (STEM) activities for children.

In closing, Director Jakubowski was happy to report New York State Assemblyman Robin Schimminger has committed to provide additional funds of \$5,000 to the Riverside Branch Library; the Town of Tonawanda and City of Tonawanda Libraries, which fall within his district, are also scheduled to receive additional funds.

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

B&ECPL Monthly Report **April 2017**

BUILDING BUFFALO: Buildings from Books, Books from Buildings Exhibit Opens:

An opening reception for *BUILDING BUFFALO: Buildings from Books, Books from Buildings* was held on April 21st at the Central Library. Exhibit guest curators Nicholas Adams spoke about the discovery and exhibit creation process and Frank Kowsky spoke about Buffalo architecture and memorialized well-known local architect Ted Lownie. Buffalo & Erie County Public Library (B&ECPL) Board members, Library administration and staff, exhibit sponsors, Lownie family members, and many friends of Buffalo architecture attended the opening. Rare Book Curator **Amy Pickard** and Rare Book Room Senior Page **Nicky Kondziela** were also acknowledged for their work. The new *BUILDING BUFFALO* catalogue was unveiled at the event. The catalogue is available for purchase from the B&ECPL's Online Store (<https://buffalo-erie-county-public-library-online-store.myshopify.com/collections/building-buffalo-architecture-catalog>) or at the Central Library.

National Library Week April 9 - 15: Libraries throughout the System hosted a multitude of programs, events and activities in celebrating all things library!

I Love My Library was the common theme throughout.

3rd Annual Health Fair @ Central: Healthy Me-Healthy Family was held April 12th. The health fair was the product of B&ECPL's partnership with the Erie County Department of Health (ECDOH) and the Labor Management Health Fund (LMHF). Over 40 agencies were represented at the event. Attendance surpassed 650. One hundred twenty adult visitors registered for prizes. Zip codes were collected for informational purposes - 29 zip codes were represented.

Week of the Young Child April 23 - 29: Children's Services provided various events and activities throughout the week including hosting New York State Senator Timothy Kennedy who read the book *Last Stop on Market Street* to children from Rainbow K and The Children's Place of Buffalo and Erie County. Library mascot Reada Book also made an appearance.

Money Smart @ the Library: Information Services & Outreach Librarian **Sandra Courtney** coordinated a Money Smart Fair held at the Central Library, April 26th. Held in conjunction with Money Smart Week (April 23 - 29), a national initiative sponsored by the American Library Association (ALA) and the Federal Reserve Bank (Chicago) provided personal financial literacy programming. Approximately 150 participants were able to secure information from 15 community organizations that partnered with the Library for this event. Vendors provided information and programs about consolidating debt, mortgages, free and low cost health benefits, Social Security initiatives, and beyond.

3rd Annual Read & Win Program: B&ECPL Building Guard **Mike Williams**, a member of the City Joint Council Division of the International Free & Accepted Modern Masons, Inc. and Order of the Eastern Star, hosted the 3rd Annual Read & Win program at the Frank E. Merriweather, Jr. Branch Library. Guest storyteller Karima Amin, sponsored by the Masons, was enjoyed by all. The Masons also provided gift prize baskets for children who submitted reading logs throughout the month of March. The program drew a total of 45 attendees.

El Dia De Los Ninos: The Crane Branch Library and the Niagara Branch Library held Day of the Child celebrations April 27th. Focused on diversity, programs were filled with multilingual and multicultural readings, activities, and dance. Amor and Heritage, a traditional Hispanic dance company, and The Belle Center partnered in the daylong events.

Library of Congress Teacher Summer Institute: Congratulations to Information Services & Outreach Librarian **Maria Lowe** who has been accepted to attend the Library of Congress Teacher Summer Institute. She will spend a week in Washington D.C. at the Library of Congress, studying primary documents and creating lesson plans around the upcoming Central Library Rare Book Room World War I exhibit.

Holmes Elementary School Raises Funds for the Library: Holmes Elementary School from the Kenmore-Town of Tonawanda School District (Ken-Ton) donated \$1,280 towards the Library's Summer Reading program. Raising the funds through bake sales and in collaboration with Praxair, children and teachers presented the check to Board Chair Frank Housh, Trustee Katie Burd and Assistant Deputy Director **Dawn Peters** on Friday, April 21st. The students and their teachers were provided a tour of the Central Library by Children's Services Librarians **Mary Ann Budny** and **Kathryn Galvin**. Children's Services Librarian **John Gaff** and Page **Gara Helm** introduced the students to technology from the Launch Pad in the STEM Learning Center located alongside the Milestones of Science exhibit. The students posed for superhero photos in front of the green screen, made their own buttons, and learned how a 3D printer works. Thank you Holmes Elementary!

Independent Health: Trustee Teresa Vincent presented a check for \$917.40 on behalf of her employer, Independent Health. Independent Health employees raised the funds hosting a dress-down day. The funds will go toward future health and wellness programming. This is the second year Independent Health employees have supported the B&ECPL. Thank you Independent Health and Trustee Vincent!

Health in Libraries – National Recognition: Congratulations to Information Services & Outreach Librarian **Renée Masters** who participated in a 5 member panel discussion at the University of Rhode Island's Graduate Library and Information Studies' 2017 *Annual Gathering: Health in Libraries* on April 21st. State of Rhode Island, Chief of Library Services, Karen Mellor remarked that she was impressed by the consumer health information the B&ECPL System is providing, noting that the B&ECPL serves roughly the same population as the entire State of Rhode Island. This event provided a wonderful opportunity to showcase B&ECPL and its programs and to network with a new group of library professionals. Beyond the event, Ms. Masters provided recruitment information at the school to encourage student librarians to consider starting their career at the Buffalo & Erie County Public Library.

Monthly Programming Statistics - April 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	186	802	3821	15923
Children (age 6-12)	171	530	2500	8357
Teens	26	97	239	791
Intergenerational	138	508	4306	12233
Adults (excludes Technology)	231	1019	4655	15774
TOTAL In Library Programs	752	2956	15521	53078

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)	53	339	53	339
Teens	32	123	32	123
Intergenerational	0	0	0	0
Adults (excludes Technology)	158	622	158	625
TOTAL In Library Programs	243	1084	243	1087

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	17	33	113
System or Library-owned Cyber Train	12	56	95	398
One on One	76	313	94	400
TOTAL Adult Technology	93	386	222	911

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	7	19	200	535
Children (age 6-12)	16	31	1920	4696
Teens	1	9	8	236
Intergenerational	3	10	1825	2811
Adults (excludes Technology)	13	46	185	1306
TOTAL Outreach (out of Library)	40	115	4138	9584

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	21	63	290	997
Adult Services	4	13	48	360
Launch Pad/TechKnow Lab	7	24	80	619
Development/Communications	0	8	0	79
Grosvenor Room	0	5	0	40
TOTAL	32	113	418	2095

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	3135	12164	
Visitors - Tour/Program	227	1269	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3362	13433	62381

Highlights:

- April 2nd – Children’s Services Librarians **Wanda Collins** and **Jennifer Lelinski**, with Page **Gara Helm**, staffed a library information/craft table as part of the preconcert children’s activities of the Buffalo Philharmonic Orchestra’s Children’s Series at Kleinhan’s Music Hall. The day’s theme was “Superheroes” and staff coordinated superhero crafts to the delight of attendees.
- April 7th – TechKnow Lab Manager **Kara Stock**, Launch Pad Manager **Jordan Smith**, and Senior Page **Trevor Brown** gave a tour of the Launch Pad to

girls from the Boys & Girls Club of Buffalo. They learned how a 3D printer works and had hands-on fun with a variety of STEM technology in the room.

- April 8th – Children’s Service Manager **Kathryn Galvin** and Senior Page **Nancy Smith** represented the Library at Towne Square Media’s Kidabaloo at the Hamburg Fairgrounds Event Center. Attendance was in excess of 1,000.
- April 12th – The Library on Wheels celebrated National Bookmobile Day at the Central Library. Library on Wheels staff gave tours, registered visitors for library cards, and had giveaways for children including books from Project Flight. Afterwards, refreshments were served to individuals of organizations the Bookmobile has partnered with over the past year.
- On April 22nd and April 23rd, community member Simone “GOODNE\$\$” Green held 2 Inner-City Poetry Marathons with a combined total of 64 attendees at the Frank E. Merriweather, Jr. Branch Library.
- April 30th – Information Services & Outreach Manager **Daniel Caufield** staffed a library information table at the spring Buffalo Comicon held at the Marriott Hotel in Amherst. Dan greeted attendees providing information about the Library’s programs and online services. At least a dozen teachers were enthralled by the Get Graphic classroom kits and mentioned they would be contacting Dan for more information on how B&ECPL supports education through graphic novels.

2. Collection Development

Collection Development – April 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,008	15,051	252	1,532	538,708
Young Adult Print	547	2,356	88	402	73,067
Adult Print	5,444	19,260	827	3,324	1,864,259
Media	4,368	20,942	805	2,988	530,398
Other*	3,027	12,423	26	71	185,014
Subtotal	16,394	70,032	1,998	8,317	3,191,446

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	628	2,698	458	1,969	47,452*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	100	362	86	308	9,262
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	728	3,061	544	2,278	56,814

*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	17,122	73,093	2,542	10,595	3,248,260

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	564	2.7%	560	74.3%
Staff Initiated	54	1.9%	54	74.1%

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

Highlights:

- In April, 1,141 unique visitors from 25 countries including: Australia, Bangladesh, Belgium, Canada, China, Columbia, Ghana, India, Ireland, Italy, Nepal, Netherlands, Nigeria, Philippines, Puerto Rico, Qatar, Russia, Singapore, South Korea, Spain, Syria, Turkey, United Kingdom, United States, and Venezuela viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).
- Volume IV of John J. Audubon's *Birds of America* is back in the nest! After several years of work, all 4 elephant folio volumes have now been conserved – each volume disbound and each plate treated and re-housed to protect this treasure long into the future.
- Grosvenor Librarian **Sue Cutrona** and Genealogy Librarian **Rhonda Konig** assessed historic Surrogate Court ledgers held by the Erie County Comptroller's

Office. The ledgers, which date back to 1884, contain information of interest to genealogists and will be added to the Grosvenor Room collections.

- **Rhonda Konig** completed a new collection guide called *Early Genealogy Sources for Buffalo & Erie County*. It features Grosvenor resources that cover the years 1880 and earlier.

3. Technology

Technology - April 2017

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	125	494	3,687	16,195	67	7,162
Flickr	48	280	8,391	37,696	0	54
Instagram	30	120	1,094	3,868	35	1,158
Pinterest	57	251	602	2,309	12	1,449
Tumblr	3	19	2	34	8	178
Twitter	140	585	800	4,390	48	9,494
YouTube	0	8	659	3,361	0	136
Total	403	1,757	15,235	67,853	170	19,631

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:

- **Social Media Spotlight:** National Library Week (April 9-15) was celebrated across several of the Library's social media channels. Facebook Fans and Twitter Followers responded positively to ALA's "Libraries Transform" theme. The goal of the campaign was to increase funding support and advance information policy issues.
- **Launch Pad** - The Launch Pad's recording studio is now equipped with light diffusers on stands for patron use with photo and video projects. Additionally, the main room which hosts various interactive technologies has some new items: Cozmo and Dash robots, which help younger users learn coding, as well as several K'NEX sets for children to build engineering designs.

4. Funding/Fundraising

Funding:

The Library's 2018-2023 Capital Project request was submitted to Erie County on time, pursuant to Board approved Resolution 2017-5.

Re-imagining the Central Library is the focus of this cycle's request. The proposed multi-year project would implement the 2012 *Re-Imagine the Central Library Report* recommendations (The final Re-Imagine report may be viewed online at <http://www.buffalolib.org/content/re-imagine/report-presentations>). Timing for the first phase could complement the City of Buffalo's major mixed-use project adjacent to the Central Library, the *201 Ellicott Street Project* <https://www.buffalorising.com/2016/12/big-reveal-bold-design-unveiled-for-201-ellcott-street/> and <http://www.201ellicott.com/>.

The project would utilize green design and energy efficiency features; provide more self-service opportunities; and provide additional opportunities for collaborative use of this prime downtown space amongst area educational/non-profit institutions. In addition to preserving a major county asset, the project will allow those assets to be made more broadly available to residents, businesses, and tourists, bolstering the Central Library's role as a unique downtown family destination near the core of a revitalized Buffalo.

Project phasing would be developed in cooperation with the Erie County Department of Public Works (DPW). Additionally, the Library affirmed its support for requests submitted by the DPW to address Central Library basic building system needs outside of the Re-Imagine Project.

Future year requests reflect an initial estimate for phasing of the Re-Imagine Project (2019, 2020, and 2021) and continue shipping and vehicle replacements (2019 and 2020).

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - April 30, 2017	\$33,615

5. Facilities

Highlights:

- Work continues on both the elevator and auditorium projects at the Central Library.

- Progress is being made on the West Seneca Public Library expansion project. Materials from the West Seneca Library are being stored at the Central Library for an interim period. The System’s Network Department has been actively involved in moving computers and technology equipment. Their involvement will continue throughout the expansion project.

6. Staff Development

Staff Development - April 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	196	1079	9	30

Highlights:

- B&ECPL’s Human Resources Department continued to offer 2 online training programs to staff. Twenty more employees completed *A+ Customer Service Training*, a program developed by the B&ECPL’s Customer Service Committee to establish standards for excellent customer service. The training period for the course *Practical Tips for Difficult Homeless Patrons*, offered to Central and Buffalo branch public service and security staff, also continued this month. The online self-paced course offers great insight and practical guidelines for understanding homelessness and handling common scenarios that may come up in a library environment. Twenty-five additional employees completed the course in April.
- Human Resources also presented 3 live training sessions. Sessions included: *Addressing Computer Viewing Complaints*, a virtually-presented training that provides guidance on staff’s options for action when patrons view adult content or other potentially offensive material in the library; *Conducting Performance Evaluations*, a course for managers that gives resources, guidelines, and tips to make the most of staff reviews; and *Civil Service 101*, a session covering the rules, restrictions, and language surrounding Erie County Civil Service.
- Human Resources brought in Western New York Council on Occupational Safety and Health trainer Nellie Brown to conduct a health and safety training program entitled *Occupational Stress*. The 2 sessions of the program went over how the body responds to stress, how job demands/control can contribute to acute and/or chronic stress, and what one can do to effectively cope with stressful situations in the workplace. Twelve employees benefited from this training.

- Staff also attended a wide variety of offsite library conferences in April including: *Patent & Trademark Resource Center Conference* in Alexandria, VA, *COSUGI Conference* presented by SirsiDynix in Salt Lake City, UT, and the New York State Library Association’s *Youth Services Section Spring Conference* in Ithaca, NY. Programs attended at the Western New York Library Resources Council included: *Active, Collaborate, and Educate: Health Outreach and Programming in Your Community*, *National Library of Medicine’s Online Playground: K-12 Science and Health Education Resources*, *Eco-Literacy Conquers Illiteracy*, *Video Production & Content Creation Made Easy in Your Library*, and *REAL: Resources and Education for Awesome Libraries*.
- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics in April, including: *#OwnVoices: SLJ in Conversation About Publishing Diverse Books* (presented by School Library Journal); *2017 Library Journal Serials Pricing Article: Learn What These Trends Mean for Your Library* (hosted by Library Journal and EBSCO); *Build Your Political Literacy Skills for Advocacy* (presented by WebJunction); *Census Business Builder* (presented by Census.gov); and *Informed Browsing: Explore Your Library’s Collection with Metadata* (presented by NoveList). A total of 21 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Television Interview with Director Mary Jean Jakubowski	Books for Kids	WGRZ TV Channel 2 Western New York Living TV Program Monday, April 3 th
Media Event @ Buffalo Hearing & Speech Center, Mary Jean Jakubowski	Books for Kids	The Buffalo News, WGRZ TV Channel 2, April 4 th
Radio Public Affairs Program Interview with Mary Jean Jakubowski	Various library services including downloads, children’s and family programming	WBLK Radio, WYRK Radio, WJYE Radio, April 16 th
Live Media Remote Interviews with Mary Jean Jakubowski	Books for Kids @ Wegmans	WBLK Radio, WGRZ TV Channel 2, The Buffalo News, April 21 st
Magazine Interview with Mary Jean Jakubowski	The Future of Libraries	Buffalo Spree Magazine, will be published this summer

Public Service Announcements	Library Awareness Month, Love Your Library Month	Sent to all media in early April
Crane: WNY Family Magazine Online	Upcoming Programs	April 1 st submission
Crane: Council Member Joel Feroleto's Newsletter	Kidding Around Yoga, Upcoming Programs	April 20 th submission for May Newsletter
Merriweather: Challenger Community News	Promotion for 'Eye on History' Award Program Honoring Chess Master Michael McDuffie	April 5 th
Merriweather: Challenger Community News	Promotion for Inner-City Poetry Marathon	April 5 th
Merriweather: Challenger Community News	Article about Tradition Keepers Program	April 19 th
Riverside Review	April/May Activities	April 26 th

8. Partnerships

Highlights:

- April 21st – The Library on Wheels visited Wegmans at 5275 Sheridan Drive to assist in promoting the *Books for Kids* campaign. Thirty individuals visited. Library on Wheels Branch Manager **Nicole Jesse** conducted 2 story times for children inside the store. Six individuals received a library card including several Wegmans employees.
- Library Director **Mary Jean Jakubowski** and Assistant Deputy Director **Joy Testa Cinquino** participated in Mentoring Monday – presented by *Buffalo Business First*. Mary Jean and Joy offered one-on-one advice and coaching during the nationwide initiative designed for business women to help others.
- Library Director **Jakubowski** and Launch Pad Manager **Jordan Smith** met via conference call with University at Buffalo Assistant Professor Samuel Abramovich to finalize a research proposal for a study of Launch Pad usage.
- Information Services & Outreach Librarian **Sandra Courtney** conducted an in-service for 20 staff members of the Economic State Development Office on Buffalo & Erie County Public Library's Online Resources. Special emphasis was made towards small business resources and online grant resources.

- **Jordan Smith** met with Alex Thayer and Kevin Kline of Squeaky Wheel Film & Media Art Center about collaborating on a summer program hosted by the Launch Pad. Likely to begin in June or July, the Launch Pad will host Squeaky Wheel's long running Tech Arts for Girls program, a 4 week course on production and design.
- Assistant Deputy Director **Dawn Peters**, TechKnow Lab Manager **Kara Stock**, and **Jordan Smith** gave a tour of the Launch Pad to Judith Phillips, EEO Manager at the US Army Corps of Engineers. Ms. Phillips is interested in providing future STEM programming for the Launch Pad and was very impressed with the emerging technologies the Library offers to its patrons.
- The Grosvenor Room partnered with the Western New York Genealogical Society to offer a half-day event featuring presentations on Orleans County genealogy and historical research. Orleans County Historian Matthew Ballard presented *Understanding the Orleans County Department of History* and genealogist Holly Ricci-Canham presented *Family Farming in Orleans County*. The event was held at the Central Library.
- **Rhonda Konig** gave a presentation at the Western New York Library Resources Council's regional conference. Rhonda's presentation was called *Embracing Genealogists* and focused on library and archive partnerships with genealogists and genealogical societies, as well as serving genealogists. B&ECPL's partnerships with the Western New York Genealogical Society and the Polish Genealogical Society of New York State were highlighted as part of the presentation.
- The Dudley Branch Library served as a drop-off site for Erie County Legislator Lynne Dixon's 8th Annual Prom Dress Drive. People were encouraged to drop off any gently used prom dresses which will be made available to residents on April 29th and 30th.

9. Planning for the Future

- The B&ECPL Board of Trustees Development & Advocacy Committee met with the Library Foundation of Buffalo & Erie County (Foundation) April 24th to begin joint discussions on the role and structure of the Foundation and the fundraising efforts of the B&ECPL. Future meetings are being planned.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
April 3, 2017	Event - Mentoring Monday - Buffalo Business First
April 3, 2017	Conference Call - Western New York Library Resources Council (WNYLRC) Personnel Committee
April 4, 2017	Event - Project Flight Media Event @ Buffalo Hearing & Speech Center
April 4, 2017	Meeting - LIBTalk (WNYLRC) Discussion
April 5, 2017	Meeting - Administrative Team
April 5, 2017	Meeting - Human Resources
April 5, 2017	Conference Call - WNYLRC Personnel Committee
April 6, 2017	Meeting - Kenneth Stone, Jeannine Doyle, Tracy Palicki
April 6, 2017	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Policy Committee
April 7, 2017	Meeting - University at Buffalo School of Engineering - Chitra Rajan, Liesl Folks
April 8, 2017	Meeting - Association of Contracting Library Trustees (ACT) Board
April 10, 2017	Meeting - Joy Testa Cinquino, Meg Cheman
April 11, 2017	Conference Call - Sam Abramovich, PhD (UB) and Jordan Smith
April 11, 2017	Conference Call - Robert Patterson – Bond, Schoeneck & King
April 11, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
April 11, 2017	Conference Call - PULISDO, New York State Department of Education - Division of Library Development
April 11, 2017	Meeting - Brian Swartz - City of Buffalo, Kenneth Stone
April 12, 2017	Meeting - Managers/Directors
April 12, 2017	Media Event - Radio Interview with Yasmin Young - WBLK
April 12, 2017	Media Event - Radio Interview with Todd Anderson - WBLK
April 12, 2017	Meeting - B&ECPL Board of Trustees Executive Committee
April 12, 2017	Meeting - B&ECPL Board of Trustees Planning Committee
April 19, 2017	Meeting - Ellicott Elevator Lobby Finishes
April 20, 2017	Meeting - Carol Batt, Maureen McLaughlin, Steve Hovey
April 20, 2017	Meeting - Joy Testa Cinquino, Anne Conable
April 20, 2017	Meeting - B&ECPL Board of Trustees
April 20, 2017	Event - Architecture Exhibit Opening
April 21, 2017	Event - Books for Kids

April 24, 2017 Meeting - Carol Batt, Kenneth Stone
April 24, 2017 Media Event - Buffalo Spree Magazine Interview
April 24, 2017 Meeting - Joint B&ECPL Board of Trustees Development & Advocacy Committee and Library Foundation of Buffalo & Erie County
April 25, 2017 Meeting - Dawn Peters
April 25, 2017 Meeting - Carol Batt, Maureen McLaughlin
April 25, 2017 Meeting - Chip Campbell
April 25, 2017 Conference Call - Andy Rabb - City of Buffalo
April 25, 2017 Meeting - Kenneth Stone, Chip Campbell
April 25, 2017 Conference Call - Recruitment - University of Michigan School of Information
April 25, 2017 Meeting - Gary Howell and James Stelzle - Lancaster Public Library
April 25, 2017 Meeting - Personnel
April 26, 2017 Meeting - Dawn Peters
April 26, 2017 Meeting - Kenneth Stone
April 27, 2017 Meeting - Scott Bylewski - Central Library Re-Imagine Project
April 27, 2017 Meeting - Dawn Peters, Linda Rizzo
April 27, 2017 Meeting - Joy Testa Cinquino, Anne Conable
April 27, 2017 Meeting - NYS Assemblyman Michael Kearns, James Maynard, PhD, - University at Buffalo, Joy Testa Cinquino, Meg Cheman
April 27, 2017 Event - United Way Pitch 10
April 28, 2017 Meeting - Carol Batt, Joy Testa Cinquino, Dawn Peters

Other:

Contracting Member Library Activity Report

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

The first 4 months of 2017 have been a busy time for all 4 of the Amherst Libraries.

The Clearfield Library is sporting a new fresh look! Thanks to the Town of Amherst for having a new carpet installed throughout the entire building, the Amherst Library caretakers for updating the old circulation desk, and the countless staff members and volunteers who moved everything out and then back in the building in order to have all the work done.

The Main Library at Audubon continued to be heavily visited with many patrons attending the various adult programs that were offered. An average of 38 adults came every Tuesday night to hear various speakers on a variety of topics as part of the Holistic Series. Each session of the jewelry making classes brought a full house of happy patrons. The Children's Writers Club continued to be very popular as on

average 35 “want to be authors” and authors came to the library each month to discuss what else.... children’s books.

Thanks to the Town of Amherst Councilmember Debbie Bucki, the Village of Williamsville, the Amherst Highway Department and the New York State Department of Transportation, new road informational signs featuring the world-wide recognized library symbol will be put up throughout the town directing residents and visitors to the whereabouts of each Town Library.

Each week, through rain, sleet or snow more than 50 students and teachers from Bornhava Childhood Center for Children with Developmental Disabilities continued to visit the Eggertsville-Snyder Branch for a special story hour led by Ms. Beth.

The Williamsville Library received more than \$34,000 from the Williamsville Business Association’s 6th Annual Love Your Village, Love Your Library Gala. All funds will be used to offset operational cost of the “littlest” Amherst Library, the library that was to be closed in 2005 due to the “red/green” budget crisis.

Agenda Item G - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Director Jakubowski reported Bill Josefiak of ACT was unable to attend the meeting but mentioned ACT will begin meeting again in September; she provided an update on the West Seneca Public Library expansion project noting they are likely to be closing for a period of 4 - 6 months and are working with the town to get on-site portable classrooms so library services can continue; the Library on Wheels bookmobile will be on site during that time as well.

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

Agenda Item I - Unfinished Business. No unfinished business.

Agenda Item J - New Business.

Agenda Item J. 1 - Appointment of Records Management Officer. Director Jakubowski conveyed the previously appointed Records Management Officer is no longer with the B&ECPL. Resolution 2017-17 would appoint Shannon McNamara as the new Records Management Officer. Ms. Panty moved, Ms. Vincent made a second, and approval was unanimous.

RESOLUTION 2017-17

WHEREAS, New York State regulations require the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) to adopt an official resolution naming a member of the staff to serve as the Library’s Records Management Officer, now, therefore be it

RESOLVED, that effective May 18, 2017, Shannon McNamara is appointed to serve as the B&ECPL Records Management Officer, officially succeeding all others who have held that post, and be it further

RESOLVED, that correspondence be transmitted to the New York State Archives in Albany confirming this appointment.

Agenda Item J.2 – Appointment of Freedom of Information Law (FOIL) Records Access Officer. Director Jakubowski presented proposed Resolution 2017-18 naming Jeannine Doyle as the new FOIL Records Access Officer. Ms. Panty moved and was seconded by Ms. Burd. Approval was unanimous.

RESOLUTION 2017-18

WHEREAS, New York State regulations require the Buffalo & Erie County Public Library (B&ECPL) appoint one or more persons as records access officer, now, therefore be it

RESOLVED, that effective May 18, 2017, Jeannine Doyle is appointed to serve as the B&ECPL Records Access Officer, officially succeeding all others who have held that post.

Agenda Item J.3 – Director Reappointment and Salary Increase. Based on Executive Session held during Report of the Chair, assigned Resolution 2017-19 had been unanimously approved to be added to the agenda. Mr. Bedenko, Chair of the Review/Compensation Ad Hoc Committee, pointed out the Committee made a recommendation to the Board that Director Mary Jean Jakubowski be reappointed for another 3-year term and receive an increase in salary to \$135,000 on June 15, 2017 with annual salary increases of 2.5% per year. Ms. Kelly made a motion, seconded by Ms. Horton, to approve Resolution 2017-19. This was unanimously approved as follows:

RESOLUTION 2017-19

WHEREAS, Mary Jean Jakubowski was appointed Director of the Buffalo & Erie County Public Library (B&ECPL), effective June 16, 2011, and

WHEREAS, Ms. Jakubowski was reappointed as Director to a three-year term ending June 15, 2017, and

WHEREAS, Ms. Jakubowski has indicated a willingness to accept another three-year appointment, and

WHEREAS, pursuant to the terms of appointment, the Director's salary is subject to review and adjustment by the B&ECPL's Board of Trustees, and

WHEREAS, the B&ECPL's Board of Trustees Review/Compensation Committee conducted an evaluation of Ms. Jakubowski's performance and found it more than satisfactory, and

WHEREAS, it was noted Ms. Jakubowski as Director has not had a salary adjustment since her appointment in 2011, now therefore be it

RESOLVED, that the Board of Trustees hereby approve the reappointment of Mary Jean Jakubowski to the position of Director for a three-year term appointment, effective June 15, 2017, and be it further

RESOLVED, that Mary Jean Jakubowski's annual salary shall be increased to \$135,000, and that said increase shall take effect at the commencement of this reappointment, and be it further

RESOLVED, that for the term of this reappointment, Mary Jean Jakubowski's salary shall be subject to an increase of 2.5% per annum, and be it finally

RESOLVED, that Mary Jean Jakubowski's current benefit package will remain the same as it is at the time of this Resolution; however, it is subject to periodic review and change by Board Resolution.

Director Jakubowski expressed thanks to the Board of Trustees.

There being no further business, on motion by Mr. Amodeo and a second by Mr. Johnson, the meeting adjourned at approximately 4:50 p.m.

Respectfully submitted,

Kathleen Burd
Secretary