

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 15, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, February 15, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Kimberly Johnson, Secretary
Joel Moore, Treasurer
Michael Amodeo
Kathleen Berens Bucki
Katie Burd
Lucy Candelario
Frank Gist
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty
Rhonda Ricks

Chair Frank Housh called the meeting to order at 4:06 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 proposed agenda.

Agenda Item C - Minutes of the Meeting of January 18, 2018. On motion by Ms. Burd, second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. Chair Housh reported on an appearance he made at the January 20th Association of Contracting Library Trustees (ACT) meeting whereat he thanked trustees for their service, urged them to be advocates on behalf of their libraries, and informed them of the System Board's strong sense that there should be a minimum of chargeable hours at each library during non-open hours, which had been previously discussed. He shared this is something the System Board has been looking at and will engage constructively if a problem; if this is a problem that does not find resolution, one of the things considered would be a cut in their budget. He pointed out when the Library is given additional funding, the Legislature wants to know if they will

see more open hours. Director Mary Jean Jakubowski received some concerned trustee feedback following Chair Housh's appearance.

Chair Housh encouraged trustees to attend the next Chairman's Book Club taking place March 9th in honor of Women's History Month reviewing *Men Explain Things to Me* by Rebecca Solnit. The guest host will be Dr. Karen King, Executive Director of the Erie County Commission on the Status of Women. Panelists include System Trustee Dr. Rhonda Ricks, Hilary Vandembark of the University at Buffalo, and Sara Vescio of Canisius College.

Trustees were updated the March 8th Executive Committee meeting has been rescheduled for March 7th so as not to conflict with attendance at County Executive Mark Poloncarz's 2018 State of the County Address.

Chair Housh referred to the *2018 Contracting Member Library System Liaison Schedule* at each trustee's place. He thanked Ms. Candelario for agreeing to be the System liaison for the North Collins Public Library for 2018. Trustees were reminded they are asked to attend one meeting in 2018 for each assigned library and provide a report at the next System Board meeting.

Agenda Item D.1 - Committee Appointments. 2018 Committee appointment lists were distributed to trustees at the beginning of the meeting. Per Bylaws Article V, Section 6 - "...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee..." The proposed 2018 Governance Committee members consist of himself, Mr. Bedenko (Chair), and Ms. Kelly; Mr. Housh and Ms. Kelly each verbally confirmed they are independent trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee. Mr. Bedenko will be asked to confirm at the next Board meeting. Ms. Panty suggested new trustee Lucy Candelario be a member of the Buffalo Library Services Committee; Ms. Candelario agreed. Dr. Ricks motioned, Mr. Johnson seconded, and 2018 Committee assignments as amended were unanimously approved.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Chair Housh summarized the meeting of February 8, 2018 noting the passing of Vice Chair Alan Bedenko's Father. He requested the written report be entered into the Minutes. Mr. Johnson moved, Ms. Bucki made a second, and approval was unanimous.

Present: Chair Frank Housh; Committee members Sheldon Berlow, Kathleen Berens Bucki and Dr. Rhonda Ricks. Also present was Library Director Mary Jean Jakubowski, Chief Operating Officer Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

The Committee reviewed the proposed agenda for the February 15, 2018 meeting of the Board of Trustees. Chair Housh noted the passing of Vice Chair Alan Bedenko's Father. Director Jakubowski will send a sympathy card on behalf of the Board and Library Administration.

CFO Stone noted the Library continues to run within budget.

Chair Housh reviewed 2018 Committee volunteer preferences/appointments; nominations for 2018 Committee assignments will be presented at the February 15th Board meeting.

Chair Housh informed those present that he spoke at the recent Association of Contracting Library Trustees (ACT) meeting focusing on the importance of advocating for libraries and the need for efficiencies. In speaking to ACT, he noted the Legislature's expectation that the Buffalo & Erie County Public Library and its member libraries will provide increased services/open hours with the additional funding received via Erie County. He stressed the importance of fiduciary responsibility of each Board, and the System Board's persistence in reducing the scheduling of staff during non-open hours. Chair Housh indicated to the Executive Committee that he is aware he has caused consternation amongst some of the contract libraries and stated his intent was to do so and draw attention to the staff scheduling situation to the Contract Library Boards.

There being no further business, the Executive Committee meeting adjourned at 4:28 p.m. on a motion by Trustee Bucki, second by Trustee Berlow.

Trustee Gist arrived at 4:15 p.m.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Unanticipated Expenditure Assistance 2017 – Aurora Town Public Library. Deputy Director Chief Financial Officer Kenneth Stone presented proposed

Resolution 2018-2. Ms. Panty moved for approval. Ms. Burd seconded. Approval was unanimous.

RESOLUTION 2018-2

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in the TWENTY-SECOND item, provides a process for requesting assistance in the event of "unforeseeable circumstances" that "result in a material impact on the 'Public Library's' operating budget...", and

WHEREAS, the Aurora Town Public Library Board of Trustees has requested assistance to help offset the need to honor contractual obligations for an extended sick leave for a staff member impacting their 2017 budget, and

WHEREAS, the Aurora Town Public Library Director consulted the B&ECPL staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of up to \$3,137, and

WHEREAS, without this assistance the Aurora Town Public Library Board has found reimbursing the System for the cost of addressing the loss of available work hours over an extended period would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, projected savings in System paid utilities and turnover from other areas within the System budget, will result in sufficient monies being available within the 2017 personnel budget to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2017 budget to utilize savings in the System budget to provide up to \$3,137 in salary/wage/fringe benefit funding assistance to the Aurora Town Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library to implement the change.

Agenda Item F – Report of the Director. Deputy Director Chief Operating Officer Jeannine Doyle provided a brief report in Director Mary Jean Jakubowski's absence. Ms. Doyle sent out via e-mail to System and Contract Member Library Trustees registration information for the annual ACT Workshop taking place March 10th; the registration deadline is March 2nd.

COO Doyle referred to 3 handouts at each trustee's place: *Return on Investment*, *B&ECPL Statistics 2017* and *One Day in the Life of our Libraries – Snapshot Day* statistics. The Development and Communications Office put these together and will be effective tools used when visiting elected officials at the New York Library Association's Advocacy Day in Albany on February 28th. In addition, COO Doyle reported Library staff continues to meet with legislators locally, through the Western New York Library Resources Council, regarding advocacy.

A Staff Development Day has been planned for Wednesday, May 9, 2018; the Central Library and Buffalo branch libraries will be closed that day in order for staff to attend this full day staff development program.

Chair Housh called on Assistant Deputy Director Joy Testa Cinquino to provide information on Buffalo's Reading Park project made possible through Southwest Airlines Heart of the Community grant in partnership with Project for Public Spaces. Ms. Testa Cinquino noted a formal announcement will be made at the end of June, but there is no specific date yet. There will be an *In the News* e-mail sent to all staff and trustees soon with updated media coverage including the *Most Popular Book Reviews* written by staff, trustees and the public which ran in *The Buffalo News*.

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

B&ECPL Monthly Report January 2018

State Funding for Libraries – On January 16th, Governor Andrew Cuomo released his 2018-19 Proposed Budget. That budget reduced Library operating and recurring grant aid by \$4.0 million (4.2%) compared to the 2017-18 budget as enacted by the Legislature, reducing statewide general aid to libraries to \$91.6 million. Additionally, the Governor's budget reduced funding for the New York State (NYS) Library Construction Grant program by \$10 million (from \$24 million statewide to \$14 million).

The Buffalo & Erie County Public Library's (B&ECPL's) 2018 adopted budget based its operating and recurring grant state aid estimates on the 2017-18 enacted budget. Therefore, state aid to B&ECPL would fall short of budget under the Governor's proposal. The estimated shortfall would be \$93,212 in the Library Operating fund and \$28,640 in the Library Grants fund, for a combined total of \$121,852.

The NYS Library Construction Grant program provides capital matching funds on a project basis. In the current year's (2017-18) State budget, \$1.1 million was available to be allocated to projects in B&ECPL's service area. Projects recommended for 2017-18

funding include: Central Library Auditorium Phase 2 Renovation and Security Improvements; Dudley Library Concrete Pad/Flooring Rehabilitation and Security Improvements; Niagara Library Security Improvements; Julia B. Reinstein Library HVAC and Door Improvements; Elma Library Partial Roof and Septic Line Replacement; Lake Shore Library HVAC Replacement; and Kenmore Library Electrical Service Replacement.

Should the Governor's proposed \$10 million reduction go through, the B&ECPL share of the budget would be reduced by \$458,473 (from \$1,100,336 to \$641,863) and future projects may be delayed or simply not get done.

B&ECPL representatives are meeting locally with our NYS representatives and the reception has been positive (both for restoring the operating aid and capital funding). System, Buffalo branch and contracting library representatives will also be traveling to Albany on February 28th for New York Library Association's Library Advocacy Day to further convey the importance of improving state funding.

Advocating for State Funding for Libraries – Joining forces with representatives from libraries throughout the Western New York region, Assistant Deputy Director **Joy Testa Cinquino**, Amherst Public Library Director **Roseanne Butler-Smith** and other B&ECPL representatives attended a Western New York Library Resources Council (WNYLRC) sponsored legislative visit with NYS Assemblymember Raymond Walter. Later that same day, Riverside Branch Manager **Patti Foley**, Assistant Deputy Director **Dawn Peters** and Town of Tonawanda Public Library Director **Dorinda Darden** met with NYS Assemblymember Robin Schimminger. On January 19th, Assistant Deputy Director **Peters**, Buffalo Branches Manager **Linda Rizzo**, Cheektowaga Public Library Director **Glenn Luba**, Frank E. Merriweather, Jr. Branch Manager **Joshua Mitch**, Dudley Branch Manager **Dan Lewandowski**, East Delavan Branch Manager **John Stone**, and East Clinton Branch Manager **Paul Guminski** along with representatives from Canisius College, the University at Buffalo and the Theodore Roosevelt Inaugural Site met with Senator Timothy Kennedy's Chief of Staff Adam Fogel and Legislative Director Rick Rodgers. Also on January 19th, Deputy Director **Kenneth Stone** along with Aurora Town Public Library Director **Robert Alessi** and Boston Free Library Director **Lydia Herren** met with NYS Assemblymember David DiPietro. Also in attendance at this meeting was Elma Public Library Director **Tom Carloni** and representatives from WNYLRC. Several B&ECPL representatives including Deputy Director **Kenneth Stone**, **Linda Rizzo**, **Dan Lewandowski**, **Joshua Mitch**, **Glenn Luba** and West Seneca Public Library Director **Kathy Goodrich** along with several West Seneca Public Library Trustees met with NYS Senator Patrick Gallivan on January 26th. Local meetings with NYS representatives will continue through February.

40th Annual Martin Luther King, Jr. Celebration – Central Library celebrated the milestone *40th Annual Community Celebration of the Life and Legacy of Dr. Martin Luther King, Jr.* on January 11th. An overflow crowd including 3 classes from nearby schools heard inspiring remarks by County Executive Mark Poloncarz, Yasmin Young (WBLK Radio), Imam Dawoud Sabu Adeyola (son of Mrs. Mary Lewis, one of the originators of the Library's celebration) and a representative from Mayor Byron Brown's office. Jazz music was performed by the Colored Musicians Club of Buffalo and an exuberant dance by Differential Flava Crew. The Honorable Clifford Bell served as Master of Ceremonies.

Winter Reading Kick-Off – This writer along with Niagara Branch Manager **Jason Barone** and Assistant Deputy Director **Joy Testa Cinquino** attended the Winter Reading Challenge Kick-off event at Buffalo Public School (BPS) 76 Herman Badillo Bilingual Academy. Approximately 60 children in 3 second grade classes were in attendance to listen to Buffalo Sabres defenseman Justin Falk read them a story and learn about the B&ECPL's Winter Reading Challenge, which is open to children, school classrooms and adults. The Winter Reading Challenge runs through March 17th. Visit the Library's website www.buffalolib.org for details.

Buffalo Teacher Center – “The Library as Educational Partner”: The Central Library is for the first time presenting a Teacher Professional Development course under the auspices of the Buffalo Teacher Center. Seventeen BPS teachers are participating in this 5-session course on Saturday mornings (February-March) which offers a “deep dive” into the myriad resources the Library offers for educators including primary sources, technology workshops, outreach kits and classroom programs, exhibitions, and online resources. BPS Social Studies Coordinator Rich Pyszczek, Community Engagement Manager **Anne Conable**, and Children's Services Manager **Kathryn Galvin** coordinated this opportunity with additional staff trainers from the Grosvenor Room, Information Services, and the Launch Pad. Additional for-credit courses for teachers utilizing library resources for classrooms are under discussion.

As a part of the program, Information Services and Outreach Librarian **Renée Masters** provided an in-depth tour of the Central Library and an overview of eResources including the library catalog, subject guides, Get Graphic, book clubs and databases relevant to the high school curriculum. Rare Book Curator **Amy Pickard** showed primary sources that the Grosvenor and Rare Book Room have to offer to 16 teachers participating in the program. The group actively examined personal diaries from the Revolutionary War, Civil War and 1937, as well as an annotated Pan-American guidebook, some Slavery Collection documents and some women's suffrage letters.

Straight Talk Conference – Information Services and Outreach Librarian **Sandra Courtney** and Information Services and Outreach Manager **Daniel Caufield** attended the 2018 Straight Talk Conference at the Buffalo Convention Center

January 20th. Straight Talk is the Small Business Administration's largest small business development event. Approximately 275 people were in attendance. Mr. Caufield was one of the keynote speakers, introducing the vast array of library services available to help small businesses. Forty-two library cards were issued to new users anxious to use library resources.

Buffalo Never Fails: The Queen City and World War I Exhibit – Participation and tours have been strong with over 9,000 visiting since the exhibit officially opened in mid-November. Educator nights are scheduled in upcoming weeks and school tours have been active and are expected to increase. Information Services and Outreach Librarians **Maria Lowe, Renée Masters** and **Shanley Olszowy**, with assistance from the Grosvenor Room, Children's Programming Team, and Development and Communications staff, hosted 200 8th graders from Pioneer Central School District January 9th. The students toured the exhibit and participated in 3 World War I (WWI) related programs including: *School Garden Army* presented by **Pamela Edholm**; *WWI Technological Advancements: Aviation* by **John Gaff** and **Steve Clancy** and a hands-on history and overview of a soldier's life presented by **Dan Caufield**. **Amy Pickard** and Grosvenor Librarian **Charles Alaimo** provided the tours. On January 13th Girl Scout Troop #30034 along with 2 Boy Scouts toured the Central Library and the exhibit, paying particular attention to the role the Boy Scouts played in the war effort. Children's Librarian **Wanda Collins** worked with the girls. Information Services Librarian **Susan Kriegbaum-Hanks** toured 20 students from Journey's End Refugee Center on January 20th. **Maria Lowe** and **Shanley Olszowy** hosted a group of 30 8th graders from Waterfront Elementary School on January 26th. The students participated in the Library's WWI exhibit tour as well as the *Influencing Youth on the Home Front* program. **Maria Lowe** coordinated and participated in a visit to the exhibit by 40 Amherst High School students on January 30th; **Renee Masters** and **Shanley Olszowy** assisted. Branch Manager **Kate Shea** created a *Post to the Past* program to connect the East Clinton Branch Library with the Central Library's WWI exhibit. Patrons are given the chance to write to Private Lewis, a fictional WWI soldier, who will then "write" back, in the form of Kate who has done extensive research on the topic creating an interactive element and interest in WWI history. The Dudley Branch Library is featuring a "Dudley During the War" display which features pictures of what life at Dudley was like during WWI. Photos on exhibit were taken from the Dudley archives, digitized, and reproduced for the display. Alongside the display one can find promotional material on *Buffalo Never Fails: The Queen City and World War I*.

Buffalo Sabres Library Day – January 20th was Library Day at the Buffalo Sabres Family Fun Day Game. Children's Services Librarians **Erin Burke** and **Pamela Edholm**, along with Children's Services Senior Page **Sally Schaefer** and computer/distribution desk Senior Page **Robert Ranic**, staffed the B&ECPL table at the Sabres Family Fun Day Game. They were joined by *Library on Wheels* Branch Manager **Nicole Brown** and Senior Page **Lois Rotchford**. The bookmobile was open before and after the game. The

staff worked with children and families to complete the hockey-themed craft that was offered. Thirteen new library cards were registered and more than 175 visited the library table and had pictures taken with Library mascot *Reada Book*.

Job Fair – Susan Kriegbaum-Hanks coordinated the Central Library’s first 2018 Job Fair for 30+ companies and organizations January 24th. Approximately 350 job seekers attended the event. Many employers expressed amazement at the volume of people in attendance and at the quality of potential employees. Additional Job Fairs are being planned.

Wellness Wednesdays – Renée Masters facilitated *Wellness Wednesday - Healthy New Year!* on January 17th with a focus on healthy choices. A food preparation demonstration featuring whole grain Tabbouleh salad and nutrition information was provided by Eat Smart New York. Erie County Department of Health-Community Wellness and Erie County Department of Senior Services also participated. Nearly 50 individuals visited the event. Monthly Wellness Wednesdays will continue through September of 2018.

Raspberry Pi in Your Library – The Niagara Branch hosted attendees from WNYLRC on January 25th for Donald Watkins’ presentation on *Raspberry Pi in Your Library*. Participants learned about the Raspberry Pi mini-computer and ways it can be used in a library context to enhance programming, enable access to STEM students, and pique the interest of our patrons. The Niagara Branch received a Raspberry Pi mini-computer from WNYLRC for hosting the event. The computer will be used to develop technology programming at the branch, as well as at other City branches.

Library on Wheels – In addition to its regularly scheduled stops and participating in Buffalo Sabres Library Day, the *Library on Wheels* bookmobile rolled into Clarence January 28th to participate in the Town’s Winterfest. Library Associate **Tracy Haynes** and Senior Page **Alyssa Johnson** participated with 62 visitors coming on board. The very next day, January 29th, *Library on Wheels* Branch Manager **Nicole Brown** and **Alyssa Johnson** visited BPS 59 Dr. Charles R. Drew Science Magnet. More than 90 children visited the bookmobile and checked out 63 items. Nicole talked to the students about what a bookmobile does and the benefits of having a library card.

Monthly Programming Statistics – January 2018

1. Public Services

In Library Group Programs:

| | Number of Programs | | Number of Attendees | |
|----------------------------------|--------------------|------------|---------------------|--------------|
| | MTH | YTD | MTH | YTD |
| Children (age 5 and under) | 131 | 131 | 2398 | 2398 |
| Children (age 6-12) | 103 | 103 | 1392 | 1392 |
| Teens | 27 | 27 | 423 | 423 |
| Intergenerational | 122 | 122 | 2985 | 2985 |
| Adults (excludes Technology) | 258 | 258 | 2927 | 2927 |
| TOTAL In Library Programs | 641 | 641 | 10125 | 10125 |

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) | 54 | 54 | 54 | 54 |
| Teens | 107 | 107 | 107 | 107 |
| Intergenerational | 15 | 15 | 15 | 15 |
| Adults (excludes Technology) | 194 | 194 | 194 | 194 |
| TOTAL In Library Programs | 370 | 370 | 370 | 370 |

Adult Technology Programs:

| | Number of Programs | | Number of Attendees | |
|-------------------------------------|--------------------|------------|---------------------|------------|
| | MTH | YTD | MTH | YTD |
| Training Lab or Library Desktop PCs | 6 | 6 | 43 | 43 |
| System or Library-owned Cyber Train | 5 | 5 | 31 | 31 |
| One on One | 123 | 123 | 125 | 125 |
| TOTAL Adult Technology | 134 | 134 | 199 | 199 |

Outreach (out of library):

| | Number of Programs | | Number of Attendees | |
|--|--------------------|-----------|---------------------|-------------|
| | MTH | YTD | MTH | YTD |
| Children (age 5 and under) | 15 | 15 | 205 | 205 |
| Children (age 6-12) | 9 | 9 | 121 | 121 |
| Teens | 1 | 1 | 15 | 15 |
| Intergenerational | 7 | 7 | 746 | 746 |
| Adults (excludes Technology) | 4 | 4 | 579 | 579 |
| TOTAL Outreach (out of Library) | 36 | 36 | 1666 | 1666 |

System-wide Buffalo Never Fails WWI Programming:

| | Number of Programs | | Number of Attendees | |
|----------------------------|--------------------|-----------|---------------------|-------------|
| | Month | YTD | Month | YTD |
| Children Services | 1 | 27 | 16 | 480 |
| Adult Services | 12 | 14 | 343 | 357 |
| Launch Pad/TechKnow Lab | 0 | 0 | 0 | 0 |
| Development/Communications | 0 | 1 | 0 | 200 |
| Grosvenor Room | 1 | 7 | 10 | 41 |
| TOTAL | 14 | 49 | 369 | 1078 |

Buffalo Never Fails WWI Exhibit:

| | Month | YTD | From Opening 11/16/2017 to present |
|---|-------------|-------------|---------------------------------------|
| Visitors - Non-tour related | 3477 | 8216 | |
| Visitors - Tour/Program | 354 | 805 | |
| TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors) | 3831 | 9021 | 9021 |

Programming Highlights:

- The Riverside Branch Library was host to the Boys and Girls Clubs of the Northtowns annual art exhibit. Impressive art work of various media filled every clear shelf, ledge and table of the library from January 2nd through January 13th. Judging took place on January 11th.
- January 12th - **Sandra Courtney** hosted the SCORE workshop *Starting and Managing Your Own Business* at the Central Library. Thirty-eight participants attended the workshop. Sandra presented information on business plans and business databases available from B&ECPL. Information was presented on legal, financial, marketing, taxes and insurance by various speakers.
- January 13th - **Maria Lowe** planned and hosted the Teen Advisory Group (TAG). The group finished their props for their Summer Reading film. Launch Pad Senior Page **Dominique Morrow** helped them film the video. Next month the group will edit the footage and add music.
- January 13th - **Maria Lowe** planned and hosted the Teen Manga Club. Maria showed slides from her visit to the Albright-Knox Art Gallery featuring Japanese artist Takashi Murakami and his exhibition, "The Deep End of the Universe".

The teens colored manga coloring sheets, made fortune cookie Valentines and watched an episode of anime.

- January 16th – **Sandra Courtney** conducted a training program on “How to use Reference USA Business and Consumer LifeStyles” for the staff of the Westminster Economic Development Institute (WEDI). Five staff members were in attendance. The training was conducted in the TechKnow Lab.
- January 16th – The Erie County Department of Health presented free Narcan training in the Frank E. Merriweather, Jr. Branch Library auditorium. Participants were educated on the proper steps in recognizing the signs of opioid overdose and administering naloxone. Each participant was given a naloxone kit.
- January 19th – Launch Pad Manager **Jordan Smith** and Library Associate **Sean Goodrich** hosted a tour of the Launch Pad for 11 members of the WNYLRC Regional Advisory Committee. Jordan highlighted how patrons are making use of the library’s recording studios and VR technologies, while Sean showed off some of the technologies available in the Launch Pad including 3D printers, Leap Motion and Magnet Tiles. **Amy Pickard** gave a tour of the WWI *Buffalo Never Fails* exhibit to the group.
- On January 19th and January 26th, Niagara Branch Manager **Jason Barone**, Library Technology Clerk **Andrew Henning**, and Library Associate **Tami Linkowski** hosted class visits from the Buffalo Public Schools Adult Education class. Twenty-eight students from around the world attended with 4 teachers. They were given a tour of the library and its resources for New Americans and registered for library cards.
- January 20th – As part of NASA @ My Library, NASA Solar System Ambassador Dr. Warren Marcus held an *Explore the Stars with NASA* program in the new North Park Branch meeting room. During this program, children and parents learned about stars, galaxies, and more. Following the presentation, all made galaxy slime with Senior Page **Rachel Puckett**. Twenty children participated.
- January 22nd – **Susan Kriegbaum-Hanks** conducted a tour for 20 adults studying English as a New Language at Journey’s End Refugee Center and 3 of the Center’s teachers. All of the adult students applied for library cards and took home copies of *Fahrenheit 451*.
- January 25th – Children’s Services Librarian **John Gaff** and Children’s Services Page **Nancy Rypinski** visited Westminster Charter School for their Literacy Night event. The library provided 3 activities for children and their families to try. Those activities included building with Strawbees, cardboard sculptures,

and gliders. John and Nancy also provided information regarding library services throughout the System and signed attendees up for library cards. Overall, staff interacted with 75 Literacy Night attendees.

- January 27th – Information Services and Outreach Librarian **Sara Fuller** coordinated a VEX Robotics Challenge with members of IDesign Robotics. Four teams from local schools signed up to participate in this robotics challenge. Students gained valuable hands-on Science, Technology, Engineering, and Mathematics (STEM) skills while gaining points to qualify for the Northern New York State championship.
- January 27th – **Kathryn Galvin** and Information Services Page **Brittany Book** attended the BPS 80 Highgate Heights Saturday Academy. The craft for that day was “paint your own hat”. Kathy and Brittany saw many creative productions from the children and their parents. It was a great opportunity to let families know about the upcoming Take Your Child to the Library Day event.
- January 30th – January 31st – **John Gaff** and **Nancy Rypinski** visited Aloma D. Johnson Community Charter School for Literacy Night. John and Nancy provided information regarding library services and programming, as well as hands-on activities.
- January 31st – *Library on Wheels* Branch Manager **Nicole Brown** and Senior Page **Lois Rotchford** visited Clinton Elementary School and saw the first and second graders. Nicole talked to them about what the bookmobile does, and how they can use their library cards! Approximately 300 students visited the bookmobile and checked out 169 items!

2. Collection Development

Collection Development - January 2018

Physical Collections:

| | Monthly Item Adds | YTD Item Adds | Monthly Title Adds | YTD Title Adds | Collection Size |
|-------------------|-------------------------|------------------|-----------------------|-------------------|--------------------|
| Juvenile Print | 3,163 | 3,163 | 288 | 288 | 539,827 |
| Young Adult Print | 638 | 638 | 88 | 88 | 72,895 |
| Adult Print | 4,374 | 4,374 | 792 | 792 | 1,855,051 |
| Media | 6,929 | 6,929 | 519 | 519 | 549,299 |
| Other* | 3,193 | 3,193 | 8 | 8 | 185,561 |
| Subtotal | 18,297 | 18,297 | 1,695 | 1,695 | 3,202,633 |

*Includes magazines, generic copies, and other

Electronic Collections:

| | Monthly Item Adds | YTD Item Adds | Monthly Title Adds | YTD Title Adds | Collection Size |
|-----------------|-------------------------|------------------|-----------------------|-------------------|---|
| e-Books | 712 | 712 | 405 | 405 | 56,453* |
| Music (Freegal) | N/A | N/A | N/A | N/A | Unlimited SONY Library |
| e-Audiobooks | 96 | 96 | 58 | 58 | 10,941 |
| e-Videos | 0 | 0 | 0 | 0 | 100 +Moving Image Archive Library** |
| Subtotal | 808 | 808 | 463 | 463 | 67,494 |

*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 | 19,105 | 19,105 | 2,158 | 2,158 | 3,270,127 |

Purchase Suggestions:

| | Received | % Owned* | Unique Titles | % Ordered |
|------------------|----------|----------|---------------|-----------|
| Patron Initiated | 659 | 5.8% | 658 | 61.2% |
| Staff Initiated | 40 | 5.0% | 40 | 45.0% |

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

Highlights:

- The post-holiday season generated a spike in usage of downloadable materials. In January, 42,478 Overdrive eBooks were checked out, an all-time circulation record for this format. Similarly, eAudiobooks posted the highest number of downloads to date, with an end-month circulation total of 16,708.
- In January, 2,114 users from 29 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to visits from within the United States, other countries this month included Albania, Argentina, Australia, Canada, Costa Rica, France, Germany, India, Indonesia, Israel, Kenya, Luxembourg, Malaysia, Mexico, Nepal, the Netherlands, Pakistan, Peru, the Philippines, Senegal, Singapore, South Africa, South Korea, Tanzania, Thailand, Turkey, Ukraine, and the United Kingdom.

3. Technology

Technology - January 2018

Social Networking:

| | Monthly Staff Activity ¹ | YTD Staff Activity | Monthly Public Activity ² | YTD Public Activity | Monthly New Followers | Total Followers ³ |
|---------------------------|-------------------------------------|--------------------|--------------------------------------|---------------------|-----------------------|------------------------------|
| Facebook | 111 | 111 | 2,849 | 2,849 | 36 | 7,765 |
| Flickr | 57 | 57 | 6,326 | 6,326 | 0 | 54 |
| Instagram | 21 | 21 | 888 | 888 | 23 | 1,385 |
| Pinterest | 72 | 72 | 3,299 | 3,299 | 5 | 1,524 |
| Tumblr | 1 | 1 | 2 | 2 | 0 | 195 |
| Twitter | 89 | 89 | 778 | 778 | 31 | 9,843 |
| YouTube | 0 | 0 | 7 | 7 | 0 | 143 |
| Total | 351 | 351 | 14,149 | 14,149 | 95 | 20,909 |

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

4. Fundraising

Fundraising:

| Campaign Name | Campaign Dates | Raised to Date |
|---------------|----------------------|----------------|
| Annual Appeal | January 1 - 31, 2018 | \$20,441.94 |

Highlights:

- The Library is one of 20 selected to participate in the American Dream Literacy Initiative through the American Library Association (ALA). The initiative will support the Library's Community Assistant Cyber Caravan that includes 6 laptops, a hotspot, projector, projection screen, and printer. The goal of the project is to offer free computer and Internet access to the refugee and immigrant population on the West Side of Buffalo.
- On Saturday, April 21st, the Library will host *Library Night with the Buffalo Bandits*. The game starts at 7:30 p.m. Tickets are \$15 each and can be purchased online at <https://groupmatics.events/s/other/Buffalo>. Seating is in section 318. \$5 from each ticket will help support the Buffalo & Erie County Public Libraries. We hope you will join us and cheer on the Bandits!

5. Facilities

Highlights:

- Progress continues on the Central Library elevator project. The elevator shaft is largely enclosed and work continues inside the building.

6. Staff Development

Staff Development - January 2018

| | Number of Program Attendees | | Number of Programs Presented | |
|-------|-----------------------------|-------------|------------------------------|-------------|
| | Month | Yr. to Date | Month | Yr. to Date |
| Staff | 124 | 124 | 5 | 5 |

Highlights:

- In January, B&ECPL Human Resources (HR) debuted a new training class: *Managing Leave and Accommodations*. The training, intended for library managers and supervisors, gave an overview of what one needs to know to handle employee health-related issues legally and practically. It included an overview of FMLA, ADA, and reasonable accommodations, guided managers about eligibility, who to contact, and the steps involved, and reviewed relevant B&ECPL policies and procedures. Two sessions were held in January, with a total of 8 supervisory employees attending.
- The B&ECPL is collaborating with the Counseling Department at Erie Community College to allow library staff to attend *Mental Health First Aid*, an 8-hour course that teaches one how to identify, understand, and respond to signs of mental illness and substance use disorders. Training will be offered to library staff on a monthly basis in 2018.
- On January 31st, B&ECPL HR sponsored a screening of ALA’s webinar *Prepare for the Future: Tech Strategies You Need to Know (Part 1)*. The training provides a broad survey of the current state of consumer and emerging technology that libraries and library staff can use. Ten library employees are participating in the 2-part training which will conclude in February.
- On January 10th, Abigail Barten-McGowan, Director Town of Collins Public Library, conducted training on *Virtual Reality* for all public service staff at the Collins Public Library promoting the Library’s new VR Technology and associated programming. A total of 7 employees were trained to use the new devices.

- Outside the B&ECPL, staff also attended a variety of library programs, workshops, and meetings throughout January including: *SirsiDynix Connections Summit*, a virtual conference put on by the B&ECPL’s ILS provider; *Raspberry Pi in Your Library* on January 25th, a workshop presented by WNYLRC familiarizing library staff with the Raspberry Pi mini-computer; U.S. Postal Service workshops focusing on efficient mailing options for the Library; and *Racial Equity Training*, provided by the Buffalo Niagara Partnership’s Diversity & Inclusion Council.
- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics including: *Circles or Triangles? What Shape is Your DNA?* (taught by DNA expert Diahan Southard and sponsored by Legacy Family Tree); *Disrupting Tradition: The Good, Bad and Ugly About Library Innovation* (presented by South Central Regional Library Council); *Introduction to Data from the National Center for Health Statistics* (presented by FDLP Academy); *Navigating Digital Repositories for New York’s Historical Collections* (presented by the Empire State Library Network); *Practical Nuts & Bolts Strategies: Day to Day Protection of Small Museums* (presented by Connecting to Collections Care); *Preservation in Exhibits* (presented by DHPSNY); and *Using Review Copies to Promote New Titles* (presented by Edelweiss+). A total of 18 different webinars were attended.

7. Media Coverage/Media Releases

| Type of Communication | Topic | Air Date/Publish Date |
|---|--|---|
| Taped TV Interview with Library Associate Sean Goodrich | Central Library Launch Pad MakerSpace | WKBW TV Channel 7, January 9 th |
| Media Coverage | 40 th Annual Martin Luther King, Jr. Community Celebration | 93.7 WBLK Radio, January 11 th |
| Taped Radio Interview with Library Director Mary Jean Jakubowski | Promoting Winter Reading, Job Fair | 93.7 WBLK Radio, January 22 nd |
| Media Coverage | Central Library Job Fair | WKBW TV Channel 7, January 24 th and 93.7 WBLK Radio |
| Taped TV Interview with Library Director Mary Jean Jakubowski and Rare Book Curator Amy Pickard | Rare Collections from the Central Library Vault | WKBW TV Channel 7, January 25 th |
| Buffalo News Photo Shoot | Central Library photo spread for a <i>Close Up</i> cover story | The Buffalo News, date TBD |

| | | |
|---|--|---|
| Live Interviews with Library Director Mary Jean Jakubowski and Rare Book Room Curator Amy Pickard | Bookmobile, <i>Take Your Child to the Library Day</i> programming and <i>Buffalo Never Fails: The Queen City and World War I</i> exhibit | WIVB TV Channel 4, January 31 st |
| Media Release and Media Event | Stories Can Take You to Amazing Places – Library System Announces Winter Reading 2018; Sabres Defenseman Justin Falk Reads to Second Graders | Various media outlets in January |
| Media Release | Take Your Child to the Library Day - Saturday, February 3, 2018 Buffalo & Erie County Public Libraries Plan Free Family Activities | Buffalo Criterion Newspaper, January 27 th |
| Media Release | Job Fair @ Central Library | Various media outlets in January |
| Riverside Review | January programs | January 10 th |
| Merriweather: Buffalo News | Partnership for the Public Good meeting in the Merriweather Auditorium | January 12 th |

Highlights:

- January 9th – TechKnow Lab Library Associate **Sean Goodrich** was interviewed by WKBW/Channel 7’s Mike Randall. Sean showed Mr. Randall some of the equipment available in The Launch Pad including the 3D printers and studios.
- January 25th – **Amy Pickard** showed WKBW/Channel 7’s Mike Randall items in the Rare Book Collection including *The Kelmscott Chaucer*, Mark Twain’s *Notice to Readers* (Huckleberry Finn manuscript) and the Roycroft *American Statesman* with the Roycroft Campus painted in the fore edge. The spot aired that evening on a program called “The NOW Buffalo.”
- **Rhonda Konig** wrote a brief article for the March 2018 *Western New York Genealogical Society JOURNAL*. Topics covered were American Ancestors databases and the online Erie County Poorhouse Registers.

8. Planning for the Future

- January 19th – **Renée Masters** met with **Joy Testa Cinquino** to discuss marketing strategies for the upcoming 4th annual Health Fair. This year the focus is on

healthy aging. The event will be called *Thrive! A health fair for older adults* and will take place on Thursday, April 12th.

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
January 2018**

| DATE | MEETING / EVENT |
|------------------|--|
| January 2, 2018 | Meeting - Maria Borowiak |
| January 2, 2018 | Meeting - Dawn Peters |
| January 3, 2018 | Meeting - Jeannine Doyle, Maureen McLaughlin |
| January 3, 2018 | Meeting - Wayne Wisbaum, Trustee |
| January 3, 2018 | Meeting - Town of Tonawanda Public Library Board of Trustees |
| January 4, 2018 | Meeting - Amy Hughes |
| January 4, 2018 | Meeting - Administrative Team |
| January 4, 2018 | Meeting - Joy Testa Cinquino |
| January 4, 2018 | Meeting - Town of Collins Public Library Board of Trustees |
| January 5, 2018 | Meeting - Mark Stambach |
| January 5, 2018 | Meeting - Jessica Pirro - Crisis Services |
| January 5, 2018 | Meeting - Joy Testa Cinquino |
| January 8, 2018 | Meeting - Jeannine Doyle |
| January 8, 2018 | Conference Call - Charlene Golonka - Greenfield Public Library, MA |
| January 8, 2018 | Meeting - Orchard Park Public Library Board of Trustees |
| January 9, 2018 | Event - Welcome Pioneer Middle School |
| January 9, 2018 | Meeting - Monumental Women of Western New York |
| January 9, 2018 | Conference Call - Public Library System Directors Organization (PULISDO) |
| January 9, 2018 | Conference Call - PULISDO, New York State Department of Education, Division of Library Development (DLD) |
| January 9, 2018 | Meeting - Library Foundation of Buffalo & Erie County |
| January 10, 2018 | Meeting - Kristine Sutton |
| January 10, 2018 | Meeting - Managers/Directors |
| January 10, 2018 | Media Event - Winter Reading Announcement with Sabres |
| January 11, 2018 | Event - 40th Annual Martin Luther King, Jr. Celebration |
| January 11, 2018 | Meeting - Cindy Zubler, Kathy Goodrich, Dawn Peters |
| January 11, 2018 | Meeting - Anne Conable |

Minutes of the Board of Trustees

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- January 11, 2018 Conference Call - Association of Contracting Library Trustees (ACT) Board
- January 11, 2018 Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Executive Committee
- January 12, 2018 Conference Call - Beth Porterfield, BPS #33
- January 12, 2018 Meeting - Kenneth Stone, Joy Testa Cinquino, Tracy Palicki
- January 16, 2018 Meeting - Jeannine Doyle
- January 16, 2018 Meeting - Joy Testa Cinquino, Meg Cheman, Peter Schiffmacher
- January 16, 2018 Presentation - Zonta Club Buffalo
- January 17, 2018 Meeting - Rich Newberg, Meg Cheman
- January 17, 2018 Meeting - Western New York Library Resources Council Board of Trustees
- January 18, 2018 Meeting - Staff Association
- January 18, 2018 Meeting - Maureen McLaughlin, Jeannine Doyle
- January 18, 2018 Webinar - The Opiate Crisis: What Libraries Can Do (ipweb@infopeople.org)
- January 18, 2018 Meeting - B&ECPL Board of Trustees
- January 19, 2018 Tour - Central Library - Brian Bray - Erie County Social Services
- January 20, 2018 Meeting - Re: ACT Workshop
- January 22, 2018 Meeting - Jeannine Doyle, Maureen McLaughlin, Dawn Peters
- January 22, 2018 Meeting - Buffalo Common Council Working Caucus
- January 22, 2018 Interview - Yasmin Young, WBLK Radio
- January 23, 2018 Conference Call - Tim Gavin and Susan Sabers Chapman - Library Trustees Association
- January 23, 2018 Meeting - Mark Stambach
- January 23, 2018 Meeting - Monica Mooney
- January 23, 2018 Meeting - Buffalo Common Council
- January 24, 2018 Meeting - West Seneca Community Center & Library - Bi-Weekly Construction Team
- January 24, 2018 Meeting - Hein Online
- January 25, 2018 Meeting - Amy Pickard
- January 25, 2018 Interview - Mike Randall - WKBW
- January 25, 2018 Meeting - Joy Testa Cinquino, Meg Cheman
- January 25, 2018 Event - Jack Connors Retirement
- January 26, 2018 Meeting - Jeannine Doyle, Dawn Peters
- January 29, 2018 Meeting - Anne Conable
- January 30, 2018 Meeting - Nicole Brown
- January 30, 2018 Meeting - Jeannine Doyle
- January 31, 2018 Interview - Angela Christoforos - WIVB-TV
- January 31, 2018 Meeting - Amy VanScoy - University at Buffalo
- January 31, 2018 Interview - Sandy Tan - Buffalo News

January 31, 2018 Event - West Seneca Public Library - Northwest Savings Bank Grant Award

Other:

Contracting Member Library Activity Reports

Town of Collins Public Library – submitted by Abigail Barten-McGowan, Director

Highlights of events and activities:

- The Board of Trustees is currently evaluating our hours of service, and plans to add more open hours. Evaluation includes analysis of current statistics as well as surveys in the library, the Recreation Center and on Facebook.
- Our regular programming for all ages including Craft Club, Lego Club, Quilting with Florence, Movies with the Collins 50+ Seniors, and Toddler Time continue to be great successes and include wonderful partnerships within the community.
- Due to the popularity of a recent Tinkering program, the Collins Library has developed 2 monthly in-house Tinkering programs where children can explore building and STEAM skills through free play and challenges.
- The Collins Library continues to host Gaming Unplugged nights, utilizing the collection developed by Central to enhance engagement in tabletop gaming with patrons of all ages.
- January was our first session of Early Literacy Lapsit programming for children ages 6 – 24 months. We are planning more sessions for Thursday evenings in February and are evaluating additional sessions.
- February 3rd will be Take Your Child to the Library Day and we have a number of special events planned including Take and Make Crafts, a Scavenger Hunt, and a special session of Tinkering in the Library!
- February 6th Chautauqua Opportunities will be presenting a Dementia Basics program.
- The Erie County Botanical Gardens will be presenting a special Desert Dish Terrarium program for children on February 12th.
- February will be the start of a new evening Book Club, making our programming more accessible for those unable to meet in the mornings.
- On February 22nd, there will be a fun program building igloos out of crispy treats. Kids will be able to build and decorate their igloo – a perfect activity for winter break!
- March 24th is our annual Egg Hunt, one of our biggest programs of the year! Kids will get to search the library for eggs before we open for special prizes.
- March and April will bring a number of Cyber Train classes specifically requested by the community, including Microsoft Excel Intermediate, Microsoft Word Intermediate, and eBooks and eReaders.

West Seneca Public Library – submitted by Kathleen J. Goodrich, Director

Highlights of events and activities at the West Seneca Public Library:

- On December 14th, 21 children attended a *Star Wars* program that celebrated the release of the new movie. The children made BB-8 ornaments. They also dressed in *Star Wars* gear provided by Librarian **Sarah Ackers**.
- On December 18th, 16 teens participated in the “Extreme Gingerbread House Challenge”. Each individual was supplied materials to create their own gingerbread house. The completed houses were put on display at the library. Public had the opportunity to vote for the house they liked the best. The winner received a \$20 Amazon gift card.
- On January 18th, Director **Kathy Goodrich** attended the Envision West Seneca 2.0 seminar. Brian Kulpa, from Clark, Patterson and Lee, was one of the presenters. He discussed the new library and community center as a mixed-use facility. Brian also spoke on the West Seneca Library’s MakerSpace and how it will positively impact the community.
- On January 31st, the Northwest Savings Bank awarded the West Seneca Public Library a \$5,000 grant. This grant will go toward buying equipment for the MakerSpace.
- On February 5th, Director **Kathy Goodrich** presented her bi-monthly book talk at West Seneca’s Eden Heights Assisted Living Center. The book that was discussed was *The Electrifying Fall of the Rainbow City* by Margaret Creighton. Pictures of the Pan-American Exposition were passed around. There were 13 people that attended. They really enjoyed the talk.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. In the absence of ACT representation, Chair Housh encouraged trustees to attend the annual ACT Workshop on March 10th.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business. None.

There being no further business, on motion by Ms. Burd and a second by Ms. Panty, the meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary