

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 18, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, January 18, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Kimberly Johnson, Secretary
Michael Amodeo
Katie Burd
Lucy Candelario
Theodore K. Johnson
Elaine M. Panty
Rhonda Ricks
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order and recognized a quorum at 4:28 p.m. in the Joseph B. Rounds Conference Room.

Trustee Kathleen Berens Bucki attended via conference call; this did not conform with the Bylaws of the B&ECPL Article II, Section 6, thus she was not counted for quorum or voting.

Chair Housh welcomed the System's newest trustee Lucy Candelario who was appointed by County Executive Mark Poloncarz; Ms. Candelario shared information about herself.

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

Agenda Item C - Minutes of the Meeting of December 21, 2017. Ms. Burd moved for approval, Mr. Amodeo made a second, and approval was unanimous.

Agenda Item D - Report of the Nominating Committee.

Agenda Item D.1 - Election of Officers and Executive Committee. In Nominating Committee Chair Alan Bedenko's absence, Committee member Panty reported the

Committee met on January 11th. The following slate was nominated for 2018 (all nominees were willing to accept appointment):

Chair – Frank Housh
Vice Chair – Alan Bedenko
Secretary – Kimberly Johnson
Treasurer – Joel Moore

In addition, it was proposed that Trustees Sheldon Berlow, Kathleen Berens Bucki and Dr. Rhonda Ricks serve on the Executive Committee. There were no nominations from the floor. Mr. Amodeo moved to close nominations. Dr. Ricks made a second. Approval was unanimous. Mr. Johnson moved to approve the slate as presented. Dr. Ricks made a second. Approval was unanimous.

Agenda Item E – Meeting Schedule for 2018. The 2018 meeting schedule was included in the board packet mailing.

Agenda Item F – Report of the Chair. Chair Housh shared with trustees that in addition to the Erie County Legislature confirming Ms. Candelario as the B&ECPL's newest System trustee at their meeting earlier that day, Trustee Amodeo was also reappointed through December 31, 2022. He thanked them both for agreeing to serve.

Trustees were reminded to turn in their committee selection forms by February 2nd. Committee assignments will be reported in February. 2018 Conflict of Interest statements are due back to the Director's Office as well.

Chair Housh asked trustees if they wished to make any changes to their current Contract Member Library (CML) System Liaison assignments. He asked Trustee Candelario to consider filling former trustee Teresa Vincent's assignment as liaison to the Lackawanna Public Library. A 2018 CML Board meeting schedule will be shared at the next B&ECPL Board meeting.

Trustees were invited to the next Chairman's Book Club to be hosted by Dr. Karen King on March 9th reviewing the book *Men Explain Things to Me*.

Chair Housh shared he attended an excellent annual Dr. Martin Luther King, Jr. celebration on January 11th at the Central Library.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee met on January 11, 2018; a copy of the written report was at each trustee's place. Chair Housh

entertained a motion to have the written report entered into the Minutes. Ms. Burd moved. Mr. Johnson made a second, and this was approved unanimously.

Present: Executive Committee Vice Chair Alan Bedenko and member Sheldon Berlow. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Chief Operating Officer Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone. Board Chair Frank Housh attended via conference call; this did not conform with the Bylaws of the B&ECPL Article II, Section 6, thus he was not counted for quorum or voting.

The meeting of the Executive Committee began at 4:43 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was not present.

The Committee reviewed the proposed agenda for the January 18, 2018 meeting of the Board of Trustees including proposed resolutions.

Trustee Bedenko reviewed the Nominating Committee's recommendation for 2018 officers and Executive Committee members.

Director Jakubowski shared she is working on a letter to send to principals of Buffalo Public, Charter, parochial and private schools in the City of Buffalo indicating the recent change in the B&ECPL's *Rules of Conduct* and encouraging student use of our libraries.

There being no further business, the Executive Committee meeting adjourned at 5:15 p.m.

Agenda Item G.2 – Budget and Finance Committee. Budget and Finance Committee Chair Dr. Rhonda Ricks asked Deputy Director CFO Kenneth Stone to proceed with budget and finance items.

Agenda Item G.2.a – Establish Grant Budget and Use of Grant Match – Crane Library. Mr. Stone explained proposed Resolution 2018-1 as presented. Mr. Johnson moved for approval. Ms. Panty seconded. Approval was unanimous.

RESOLUTION 2018-1

WHEREAS, on December 12, 2017 the City of Buffalo Common Council approved Mayor Byron Brown's recommended 2018 Capital Budget for the City of Buffalo which includes approval to bond \$347,750 in 2018 for the Crane Branch Library Elevator/ADA Improvements Project, and

WHEREAS, this multi-phase project would, as funding becomes available, rehabilitate and undertake Americans with Disabilities Act (ADA) improvements at the branch, and

WHEREAS, the City's \$347,750 is not estimated to be available until late Spring 2018, and

WHEREAS, if phase one design does not begin promptly, the ability to apply for New York State Library Construction Grant funding in the anticipated next round would be precluded, and

WHEREAS, Library staff estimates \$170,000 would allow phase one design to move forward and the Library Assigned Fund Balance for grant match has more than sufficient funds to cover this amount, and

WHEREAS, with the East Delavan Branch Library ADA Improvements Project under construction now, the Crane Library would be the last City branch library with public meeting space and restrooms inaccessible to Americans with disabilities, and

WHEREAS, since this project addresses the public's ability to access and use these spaces, it is in the City's and Library's interest to begin the work as soon as possible, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves establishing a 2018 Grant Budget as shown below:

2018 Grant Budget

Crane Library ADA Elevator, Related Space Improvements and Rehabilitation

Revenue:	Use of Library Assigned Fund Balance	\$ 170,000
Expense:	To City of Buffalo for the Crane Library Proj.	\$ 170,000

Agenda Item G.2.b – Monthly Financial Report. The monthly financial report for the period ending November 30, 2017 was included in the board packet.

Mr. Stone briefed trustees on NYS Governor Andrew Cuomo's 2018-2019 Executive Budget proposal released January 16th. In terms of State Library Aid, the Governor has proposed a \$4 million reduction from \$95.6 million to \$91.6 million (about 4.2%). Regarding the Library Construction Aid program, over the past 2 years the Legislature has increased this from \$14 million to \$24 million, and now the Governor has taken that away, proposing \$14 million. Mr. Stone pointed out the Governor is proposing an overall increase to the Education Budget of 3% and part of the Library's advocacy message has been "Libraries are Education!" and this needs to be recognized. Chair Housh shared he feels a trustee's primary role is to advocate. He encouraged trustees to join him in Albany February 28th for New York Library Association's (NYLA)

Advocacy Day. He also asked each trustee to personally contact their elected officials and advocate for library funding.

Agenda Item H - Report of the Director. Director Jakubowski remarked she will re-send information to trustees on NYLA Advocacy Day in Albany. To date, in addition to library staff, Chair Housh and Trustee Panty have agreed to attend.

The Director recognized and welcomed Maureen McLaughlin, the System's new Assistant Deputy Director - Technical Services, Information Technology and Network Support. Ms. McLaughlin has been with the B&ECPL since 1992. A revised Organization Chart of Library Administration was distributed to trustees for informational purposes (this can also be found on the B&ECPL's website).

For the 40th year, a celebration of the legacy of Dr. Martin Luther King, Jr. took place with music, dancing and much more. In attendance were Chair Housh, Erie County Executive Mark Poloncarz, representatives from the City of Buffalo and the Governor's Office, as well as family members of Mary Lewis, the now deceased staff member responsible for starting the first celebration in 1978! A Proclamation from NYS Governor Andrew Cuomo proclaiming January 15, 2018 as Reverend Dr. Martin Luther King, Jr. Day in the Empire State and a copy of the program were passed around for trustee viewing.

Regarding the Governor's 2018-2019 Executive Budget proposal's reduction to libraries, Director Jakubowski shared that libraries across NYS are working to promote libraries and advocate for an increase in the budget, minimally back to where it was; State Education Law requires that Library Aid should be \$102.6 million.

A new trustee orientation will be scheduled for Trustees Lucy Candelario and Kimberly Johnson.

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

B&ECPL Monthly Report December 2017

2018 Erie County Budget Adopted - On December 7th, the Erie County Legislature adopted a 2018 County Budget with amendments. The Legislature approved modest amendments, however, none changed the County Executive's 2018 Budget for the Buffalo & Erie County Public Library (B&ECPL).

The 2018 Operating and Grants Budget sustains library operations and services at current levels. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements; those approved for unrepresented and managerial/confidential employees via previous Board resolutions; along with a reserve for labor agreements not yet settled. Current agreements provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions limiting the employer share of both active and retiree health care costs over the longer term. The Library's overall operating budget, including State Aid and Library revenue, increases 1.6% from 2017's \$27,550,344 to \$27,997,864 in 2018. Including grants, the combined total increases 1.6% from 2017's \$28,234,794 to \$28,682,534 in 2018.

While not part of the Library's operating budget, the County's Capital Budget provides \$1,050,000 to support improvements to the County-owned, downtown Central Library; specifically, \$400,000 for continued rehabilitation of the 50+ year old building's mechanical, electrical and plumbing systems and \$650,000 to complete Central Library auditorium rehabilitation and asbestos abatement.

On December 21, 2017, the B&ECPL Board of Trustees adopted the Library's 2018 Budget.

Resolution 2017-46, 2018 Budget in Brief Charts, and the 2018 Budget Operating and Grants by Line Item documents may be found at:

<http://www.buffalolib.org/content/budget-information/2018-budget>.

2018 City of Buffalo Capital Budget Adopted: Includes Projects for the Crane and Niagara Branch Libraries – On December 12th, the City of Buffalo Common Council approved Mayor Byron Brown's recommended 2018 Capital Budget for the City of Buffalo with amendments. That budget includes approval to bond \$347,750 in 2018 for the Crane Branch Library Elevator/ADA Improvements Project. The funds will allow the design to begin, which will assist the Library in its effort to solicit grant funding towards the project.

This multi-year, phased project would include: constructing an elevator to the 2nd floor public meeting/performance space presently accessible only by stairs; converting the public restrooms also located on the 2nd floor to ADA accessible restrooms; and rehabilitating the 2nd floor space.

The budget also identifies \$423,613 to be bonded in a future year to rehabilitate the interior of the Niagara Branch Library. Further, the plan recommends \$250,000 per year for Library building improvements in 2019-2022.

2017: A Year of Change – Libraries are changing their focus to meet the new needs of those we serve. This is evident in B&ECPL’s 2017 year-end statistics. What once were buildings of solitude and research, libraries are now vibrant centers of activity. In 2017, in-library programming attendance increased by 8.3%, with attendance surpassing 180,000. Even more significant is the number of children, teens and adults receiving library programming outside the libraries through outreach in the community. Reaching more than 32,400, this is an 11% increase in attendance over 2016 statistics. Participation in a variety of large scale community events is the most prevalent factor in the attendance increase. With a new (informal) motto in-hand “we are where the people are,” in 2018, the B&ECPL will continue to actively participate in community events throughout Erie County. One-on-one programming, particularly for adults, has increased 39%+ demonstrating the new preference of our constituents to meet with staff 1:1 for assistance in areas such as job searching and small business development. The Central Library’s Launch Pad hosted more than 5,345 recording studio hours in 2017, the popularity of which prompted the creation of a second studio. While still significant in total use statistics, traditional statistics such as circulation (6,484,481) and registered public access computer sessions (633,932) have declined 5.1% and 10.1% respectively. One notable exception is in the circulation of eBooks and eAudiobooks which continue to increase in use by 8.6% and 20.3%. 2018 materials budgets will be further adapted to meet the growing need for eResources. Circulation of downloadable music/ music videos, available through Freegal, also grew (1%). Circulation statistics and computer use statistics are countercyclical, meaning when the economy declines, use will rise and vice versa. Notable decreases in circulation and public access computer sessions also occurred in libraries undergoing significant renovations or which were closed because of damage caused by matters outside the control of the library.

B&ECPL collections now surpass 3.2 million for print and media materials. The Library’s eBook collections rose in size by 24% and eAudiobooks increased by 22%. Website usage rose to over 18.4 million which includes website visits, online catalog use and digital collection access.

Social network followers are nearly 21,000. This is the total followers involved in B&ECPL’s Facebook, Flickr, Instagram, Pinterest, Tumblr, Twitter and YouTube accounts/feeds.

2018 will be a year of review, reflection and restructure with a large push to increase library card holders by reducing access barriers wherever possible. Committees are being formed to further reach out to the community to determine future needs, interests and wants in library services.

Documentary Screening – On December 11th at the Frank E. Merriweather, Jr. Branch Library, PUSH BUFFALO (PUSH) hosted a screening of the HBO documentary “Happening,” which featured Buffalo and organizations/initiatives such as PUSH and

the Westside Art Strategy Happenings (WASH) Project. The program consisted of an introduction to the documentary by PUSH leaders, followed by the film and a brief discussion afterwards. There were approximately 50 people in attendance.

Winter Happenings:

B&ECPL @ Canalside - Children's Services Librarians **Wanda Collins** and **Jennifer Lelinski**, along with Page **Nancy Rypinski**, provided outreach at the 2017 Holiday Celebration and Tree Lighting event at Canalside. Over the course of the evening, over 400 children stopped by the Library's table of crafts to make "wish ornaments" where children put a wish inside a clear ornament and then decorated it. They also made small foam sticker trees as well.

Graham Cracker Houses - Graham crackers abound with several Buffalo branches, including the Crane, Dudley, Frank E. Merriweather, Jr. and North Park Branch Libraries hosting Explore & More Children's Museum who presented a fun frosting-filled program where children were able to make their own graham cracker houses. In all, more than 120 children and their families participated.



Jingle Bell Jam - **Jennifer Lelinski** and Senior Page **Sally Schaefer** participated in the Jingle Bell Jam at Kleinhans Music Hall. Approximately 350 children visited the Library's booth.

Wellness Wednesday - Taming Holiday Stress - The B&ECPL, in partnership with Erie County Department of Health - Community Wellness, held a program where attendees were invited to take a break and spend a few minutes slowing down and have a cup of tea, color a holiday-themed sheet, create a meditation jar or participate in 1 of 2 guided meditation sessions. By the end of the event, 18 meditation jars were created and 10 individuals took part in meditation sessions. Many others took advantage of flyers and fact sheets on managing stress, resources for depression/suicide prevention and self-care suggestions.

Buffalo Public School (BPS) 80 - Children's Services Librarian **Pamela Edholm** and Children's Services Senior Page **Nancy Smith**, along with Librarian **Jennifer Crowley** from the Buffalo branches, hosted winter-themed crafts and activities at the Saturday Academy event at BPS 80. Library staff helped students and their families make a snowflake ornament and a balsa wood glider. Librarians read winter-themed stories. Approximately 75 participated.

BPS 43 Visit to the Central Library - Children's Services Librarians **Pamela Edholm**, **Mary Ann Budny**, **Steve Clancy** and **Wanda Collins**, along with Library Associate **Cyndy Lenzner** and Senior Page **Nancy Smith**, hosted 6 classes from BPS 43 in early December where the children were treated to winter-themed stories, songs and other interactive activities.

Annual Kwanzaa Celebration - On December 21st, the Frank E. Merriweather, Jr. Branch Library hosted Celebrating Kwanzaa. Presented by Sharon Holley and Karima Amin of We All Storytellers, the program included stories, symbols, history, and a take-home craft for younger participants.

Carolers in the Central Library - On Thursday, December 14th, patrons at the downtown Central Library enjoyed some impromptu holiday cheer as 18 employees (in festive costumes) of downtown-based advertising agency Crowley Webb & Associates caroled through the library. Many regular patrons and a few staff joined in!

Celebrating the New Year - On Saturday, December 30th, the Crane Branch Library hosted a New Year's Eve Party for children to be able to ring in the New Year at 12 noon. Noisemaker and party hat crafts were made and a symbolic balloon drop rang in the New Year! On this same day, the Central Library Children's Department also hosted a "Noon" Year's Eve Party. Participants made party hats and noisemakers, and then were treated to stories, songs, and a countdown to noon, followed by dancing and games. Popcorn and sparkling juice were served. A wildlife demonstration by Hawk Creek Wildlife Center followed the party at 1 p.m. and animals' winter adaptations were discussed.

Alabaster Box Holiday Meal for the Homeless - The second annual Alabaster Box Holiday Meal for the Homeless was held at the Central Library on December 16th. The Black Monarchy Foundation, Inc. and IamPhyNomenal LLC presented the program with donations from local food vendors. More than 125 individuals were served by volunteers. Each guest also received a gift. Clothing donations were available as well. This is the fourth consecutive year the Central Library has hosted a holiday meal for the homeless.

Monthly Programming Statistics - December 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	92	2180	1933	48393
Children (age 6-12)	153	1994	2881	37747
Teens	22	532	163	6127
Intergenerational	154	1786	5337	52279
Adults (excludes Technology)	169	2663	1479	35939
TOTAL In Library Programs	590	9155	11793	180485

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	97	0	97
Children (age 6-12)	52	828	52	828
Teens	89	710	89	710
Intergenerational	0	0	0	0
Adults (excludes Technology)	464	2235	464	2241
TOTAL In Library Programs	605	3870	605	3876

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	54	18	319
System or Library-owned Cyber Train	7	134	42	915
One on One	83	1242	89	1333
TOTAL Adult Technology	94	1430	149	2567

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	93	228	1915
Children (age 6-12)	5	87	80	8307
Teens	0	18	0	392
Intergenerational	4	107	1195	17757
Adults (excludes Technology)	4	119	77	4072
TOTAL Outreach (out of Library)	25	424	1580	32443

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	8	26	153	464
Adult Services	2	2	14	14
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	1	0	200
Grosvenor Room	2	6	10	31
TOTAL	12	35	177	709

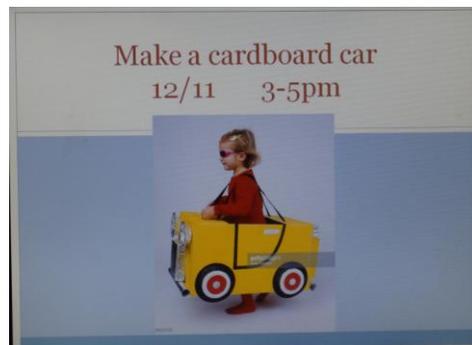
Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3091	4739	
Visitors - Tour/Program	108	451	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3199	5190	5190

Highlights:

- December 1st – Rare Book Curator **Amy Pickard** provided a tour of the *Buffalo Never Fails: The Queen City and World War I* and the *Building Buffalo* architecture exhibit to 8th grade Amherst Middle School students in the Studio in Art class. They were particularly interested in the WWI posters and the illustrations in the historic architecture books. TechKnow Lab Manager **Kara Stock**, Launch Pad Manager **Jordan Smith**, Library Associate **Sean Goodrich**, and Senior Page **Travis Ratka** provided the students with a tour of the Launch Pad as well.

- December 7th – **Jordan Smith** and Information Services and Outreach Librarian **Sara Fuller** conducted an outreach program at the WNY STEM (Science, Technology, Engineering, and Mathematics) student showcase held at Buffalo State College. Staff met with students, teachers, professors, and local community leaders. Mr. Smith also networked with Sarbani Banerjee, Professor of Computer Science at Buffalo State College, regarding the possibility of collaborating with the Launch Pad on offering coding programs in the future.
- **Travis Ratka** and Launch Pad Library Technology Clerk **Sarah Barry** hosted Maker Mondays throughout the month of December. Re-purposing and creating with what you have on hand was the theme this month and patrons learned how to make toy vehicles out of cardboard boxes and discarded 3D print filament spools.



- December 20th – East Delavan Branch Library Manager **John Stone** participated in the King Center Charter School Early Literacy event designed to provide parents of students and children ages 3 to 5 with information regarding early literacy advocacy. Adult and youth card applications, information on free services offered that would be useful for students (e.g. brochure on free databases for parents looking to help kids research school projects), the Osmo iPad game system, and free giveaway items for the young students were provided.
- December 21st – Information Services and Outreach Librarian **Sandra Courtney** conducted a Library Business Resources program for the Erie County Medical Center's Minority & Women Business Enterprises Program. Fifteen participants learned about the B&ECPL's business databases as well as the Launch Pad and TechKnow Lab resources. Library applications were distributed. Book a Librarian and Book a Technology Trainer were of great interest to the class. Participants were taught how to design e-mail alerts using our *Buffalo News* database and RSS feeds from our MasterFILE database to keep abreast of information important to their business.

- Saturday, December 30th – local children’s author Regina Hennegan presented a Storytime program in the children’s area of the Frank E. Merriweather, Jr. Branch Library. She read from her picture book *Oh My Gosh! There’s a Mouse in My House!*
- LEGO Mania! Every Tuesday throughout the month of December, children of many ages dropped into the East Delavan Branch Library to build their custom creations using LEGOs. LEGO programs, which support STEM programming, are popular throughout the B&ECPL System.



2. Collection Development

Collection Development - December 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,783	45,262	203	3,744	541,479
Young Adult Print	816	8,639	97	1,295	72,448
Adult Print	3,174	55,796	589	8,964	1,856,953
Media	7,149	64,125	606	7,260	545,731
Other*	2,611	37,068	22	231	184,624
Subtotal	16,533	210,890	1,517	21,494	3,201,235

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	2,272	11,031	1,226	7,357	55,749*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	724	1,944	484	1,483	10,843
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	2,996	12,976	1,710	8,841	66,692

*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	19,529	223,866	3,227	30,335	3,267,927

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	467	4.7%	466	61.0%
Staff Initiated	39	0.0%	39	74.4%

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

Highlights:

- In December, 1,177 unique visitors from 23 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, countries this month included Bangladesh, Brazil, Canada, Chile, China, Czechia, India, Israel, Italy, Kenya, Lebanon, Macau, Morocco, the Netherlands, Peru, the Philippines, Poland, Portugal, Russia, South Africa, Ukraine, and the United Kingdom. Job & Career Resources continues to be the most frequently consulted resource.

3. Technology

Technology - December 2017

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	103	1,454	3,201	51,881	29	7,729
Flickr	2	1,124	11,100	139,631	-	54
Instagram	31	365	1,562	12,862	26	1,362
Pinterest	32	789	371	6,873	5	1,519
Tumblr	2	50	3	52	4	198
Twitter	83	1,334	1,050	10,772	35	9,812
YouTube	2	14	323	7,713	0	143
Total	255	5,130	17,610	229,784	99	20,817

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:

- The B&ECPL's use of social networking to accomplish digital outreach and marketing continues to be successful. At the end of 2017, more than 20,000 users were following the Library, especially via popular sites such as Facebook and Twitter. Pinterest and Instagram, both of which rely heavily on visual features, continue to show growth as well, spreading the message of the value of libraries to a much wider audience.

4. Fundraising

Fundraising:

Campaign Name	Campaign Dates	Total
Sum of All Appeals	January 1 - December 31, 2017	\$378,463.64

Highlights:

- 2017 Year-end Appeal:** \$102,571.
- Heart of the Community/Southwest Airlines Grant:** \$150,000.
- Misc. Grants/Sponsorships:** \$45,000.
- Bucks for Books 2017 Campaign:** \$35,388.
- Grosvenor/Rare Book Room:** \$10,355.
- Special Events:** \$10,059.
- 2016 Year-end Appeal (received 2017):** \$9,468
- General Donations:** \$5,202.
- Social Media Ads:** \$4,305.
- Misc:** \$3,086.
- Online Store:** \$3,029

5. Facilities

Highlights:

- Work on the first phase of the Central Library Auditorium Rehabilitation Project was essentially completed in December. The first scheduled use of the space is on the evening of January 4th for a public hearing concerning the Erie Canal Harbor Development Corporation’s Project Plan.

6. Staff Development

Staff Development - December 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	140	3837	5	79

Highlights:

- In December, the B&ECPL Human Resources Department coordinated with the International Institute of Buffalo (IIB) to present a second session of *Cultural Competency Training* to staff. The training defined culture and ethnocentrism, outlined the unique cultural diversity of Buffalo and Western New York, identified cross-cultural communication challenges, and demonstrated strategies to overcome cultural and linguistic barriers. Sixteen staff members attended the training hosted at the Frank E. Merriweather, Jr. Branch Library.
- Focusing on succession training, the B&ECPL Human Resources Department collaborated with the UB Center for Leadership to present a *DiSC Assessment*

Training. Ten staff members participated in the program which assessed leadership style and identified individual strengths and weaknesses. The program, based on a 360° approach, surveyed participant’s supervisors, peers, and direct reports, as well as gave the individuals the opportunity to assess themselves allowing for self reflection and the determination of leadership qualities and traits.

- Human Resources presented *Hiring in the Library – What Supervisors Should Know* for library managers and supervisors and sponsored a screening of the American Library Association’s webinar *Developing Effective Community Partnerships*. The training gave advice on clarifying the needs of one’s library and community, methods to develop new partnerships, tips on defining the scope and reciprocity of a partnership, and concrete steps one could take right away to start developing a new tie in the community.
- The B&ECPL TechKnow Lab presented *eBooks & eReaders*, an overview of how to download eBooks and eAudiobooks from OverDrive for use on home computers and eDevices, to staff on December 6th at the Kenmore Branch Library.
- Outside the B&ECPL, staff also attended a variety of library programs, workshops, and meetings including but not limited to: *Leadership Accelerator Program*, *Workers’ Compensation Workshop* and *Situational Leadership*.
- Staff continued to pursue a variety of webinar training opportunities, examples include: *Celebrating the Best Books of 2017* (presented by Junior Library Guild); *Eliminating FMLA Confusion* (presented by NOVAtime); *From Tot to Teens: STE(A)M Powered Ideas for Programming* (presented by WebJunction); *LibraryCon Live!* (presented by Library Journal); *Planning Story Times for Children* (presented by WebJunction); *The Opioid Epidemic* (presented by American Libraries Live); *Embracing eBooks Like a Boss* (presented by Library Journal); *Blended Learning: A Five Dimensional Puzzle* (presented by InSync); *How to file for E-rate Funding* (presented by the New York State Library); *How Collection Weeding Makes a Better World* (presented by Ingram/Library Journal); and *Dealing with Difficult People in the Workplace* (presented by SirsiDynix).

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Radio Interview with Library Director Mary Jean Jakubowski	<i>Buffalo Never Fails: The Queen City and World War I</i> exhibit and other library programming	WUFO Radio, December 5 th
Newspaper Article	<i>Buffalo Never Fails: The Queen City and World War I</i> exhibit	Buffalo Rising, December 13 th

TV Interview with Library Director Mary Jean Jakubowski	Net Neutrality in Libraries	WIVB TV, Channel 4, December 26 th
Radio Interview with Library Director Mary Jean Jakubowski	Net Neutrality in Libraries	WBFO Radio, December 28 th
Radio Interview with Library Director Mary Jean Jakubowski	<i>Buffalo Never Fails: The Queen City and World War I</i> exhibit	WBFO Radio, December 31 st
Just Buffalo Literary Center: Online Calendar	Merriweather Branch Library Book Club	All Month

8. Partnerships

Highlights:

- **Say Yes Buffalo** - Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** met with the 20 community coordinators of Say Yes Buffalo at their headquarters on Main Street. She introduced the resources and services available throughout the Library System. It is not an exaggeration to say that all were deeply impressed by what the Library had to offer and they affirmed they wish to work more closely with the Library in the future in fulfilling their educational mission to the students and parents of the Buffalo Public School District.
- **American Library Association (ALA) American Dream Grant** - **Susan Kriegbaum-Hanks** met with John Starkey, Principal of Lafayette International High School, and Talia Rodriguez, Program Coordinator of Say Yes Buffalo. The focus of the discussion involved the Library’s application for an American Dream grant sponsored by the ALA and funded by Dollar General to provide increased library services to the immigrant and refugee community of the Grant/West Ferry area. The ultimate purpose of the discussion was to seek partnership with Lafayette International High School and Say Yes Buffalo in finding a venue for a cyber-caravan and obtaining letters of partnership endorsing the project. In addition, Ms. Kriegbaum- Hanks met with several other potential partners on this grant including Laura Hill Rao of Buffalo State College Civic and Community Engagement Office and Anna Matejova of Jericho Road Community Health Center.
- **Westminster Economic Development Initiative (WEDI)** - **Sandra Courtney** met with Caitlin Cosentino, Economist Development Specialist, and Yanush Sanmugaraja, Economic Development Director, WEDI.

- **Buffalo Olmsted Parks Conservancy** – Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** met with Jim Mendola of Buffalo Olmsted Parks Conservancy to discuss the loan of Grosvenor Room’s related scrapbooks for an upcoming 100th anniversary fundraiser at the Buffalo History Museum for the Conservancy.
- **The Library as an Educational Partner** – Children’s Services Manager **Kathryn Galvin**, Community Engagement Manager **Anne Conable**, Launch Pad Manager **Jordan Smith** and Information Services and Outreach Librarian **Maria Lowe** met with BPS Social Studies Teacher Richard Pyszczyk to discuss progress and refine content on the professional development course *The Library as Educational Partner*. This course will provide teachers an in-depth view of the resources the Library has to provide them and their students, accompanied by hands-on learning activities. *Buffalo Never Fails*, B&ECPL’s World War I exhibit, will be used as a starting point for the various library activities including a detailed building and exhibit tour, instruction on selected databases of interest to educators, exposure to primary sources the Library owns, and the Launch Pad. The course was initiated through a partnership of Ms. Conable and Mr. Pyszczyk and is offered by the Buffalo Teacher Resource Center. It will be held on Saturday mornings on selected dates in January and February 2018.
- **Jericho Road Community Health Center and Journey’s End Refugee Services** – Niagara Branch Library Manager **Jason Barone** met with ESL and refugee service providers including Jericho Road Community Health Center and Journey’s End Refugee Services in order to investigate ways in which the library can aid the New American population. Potential avenues for collaboration include hosting of ESL/ENL classes on-site, use of the auditorium for events and programming, and arranging Welcome to Your Library sessions for interested participants.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
December 1, 2017	Meeting - Julia Jamrozik - University at Buffalo (UB), Environmental Design Class
December 1, 2017	Meeting - Drs. Geraldine Bard and Betty Cappella
December 4, 2017	Meeting - Carla Kestner - Medaille College

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December 4, 2017	Meeting - Sarah Potwin - Niagara Falls Public Library
December 5, 2017	Meeting - UB Center for Leadership and Organizational Effectiveness - speaker
December 5, 2017	Presentation - Imagine Program
December 5, 2017	Interview - Live Radio with Eva Doyle
December 5, 2017	Conference Call - Public Library System Directors Organization (PULISDO)
December 5, 2017	Conference Call - PULISDO and New York State Department of Education - Division of Library Development (PULISDO/DLD)
December 5, 2017	Meeting - Rob Petrillo
December 6, 2017	Presentation - Working for Downtown
December 6, 2017	Conference Call - UB
December 7, 2017	Meeting - Concord Public Library Board of Trustees
December 7, 2017	Conference Call - Lauren Moore, Rebekkah Aldrich
December 7, 2017	Conference Call - Consulate General of India and India Association of Buffalo
December 7, 2017	Conference Call - Melissa Brown
December 8, 2017	Presentation - Panel Participation - UB Graduate School of Education
December 11, 2017	Meeting - Little Free Library Planning
December 11, 2017	Meeting - Jeannine Doyle, Ken Stone, Tracy Palicki
December 11, 2017	Event - Lancaster Public Library
December 12, 2017	Meeting - Tech Services/Network Support
December 12, 2017	Media Interview - Brenda Alessi - ESPN 1520
December 12, 2017	Meeting - Elma Public Library Board of Trustees
December 13, 2017	Meeting - Managers/Directors
December 13, 2017	Meeting - Anne Conable
December 13, 2017	Conference - Hadley Exhibits, Katie Burd
December 13, 2017	Conference Call - Robert Patterson
December 13, 2017	Meeting - B&ECPL Board of Trustees - Budget & Finance Committee
December 14, 2017	Meeting - Chip Campbell
December 14, 2017	Meeting - Joy Testa Cinquino, Maureen Germaine
December 14, 2017	Conference Call - Paul Notaro
December 14, 2017	Conference Call - NYS Assemblyman Sean Ryan
December 14, 2017	Meeting - B&ECPL Board of Trustees - Executive Committee
December 15, 2017	Conference Call - UB Graduate School of Education - Amy VanScoy
December 15, 2017	Meeting - Graphics Department
December 16, 2017	Event - Holiday Meal for the Homeless
December 18, 2017	Meeting - Anthony Billoni
December 18, 2017	Meeting - Buffalo Presidential Center
December 19, 2017	Meeting - Tech Services/Network Support
December 19, 2017	Meeting - East Aurora Public Library Board of Trustees
December 19, 2017	Conference Call - Western New York Library Resources Council - Business and Finance Committee

December 20, 2017	Meeting - Little Free Library
December 21, 2017	Meeting - Administrative Team
December 21, 2017	Event - Retirement Celebration - Mary Ann Budny & Tim Galvin
December 21, 2017	Meeting - William S. Hein & Co.
December 21, 2017	Meeting - Hadley Exhibits - Little Free Library
December 21, 2017	Meeting - B&ECPL Board of Trustees
December 26, 2017	Media Interview - Ali Ingersoll - News 4 WIVB
December 27, 2017	Meeting - West Seneca Community Center & Library - Bi-weekly Construction Team
December 27, 2017	Media Interview - Michael Mroziak - WBFO
December 28, 2017	Meeting - Jeannine Doyle

Other:

Contracting Member Library Activity Reports

Elma Public Library – submitted by Thomas Carloni, Director

Highlights of events and activities at the Elma Public Library:

- The Elma Public Library continues to host a steady group of patrons during the monthly Adult Coloring Club, along with attracting several new patrons to the recently introduced Elma Cooks! Cookbook Club and the Elma Public Library Book Club.
- On November 22nd, Children's Librarian **Kate Puehn** visited over 150 fifth grade students at Iroquois Middle School to promote upcoming library programs.
- On December 4th, **Ms. Puehn** made her monthly outreach visit to the EMW Boys and Girls Club afterschool program at the Elma Primary School. She entertained 20 students with a story and craft.
- The B&ECPL Cyber Train was in Elma on November 7th for an Introduction to Windows 10 class, as well as November 20th for Editing Digital Photos.
- On December 2nd, the library hosted its annual Graham Cracker House program with a special visit from Santa. This program brought in 125 children and family members.
- The library recently began borrowing from the Central Library's Gaming Unplugged collection to provide an assortment of board and card games for patrons to play in our meeting room when it is not in use.
- We recently installed a living aquarium in the library with several types of plants and 6 African Cichlids to the excitement of many in the Elma community.
- On February 7th, the library will be hosting Indulge: Delectable Botanical Luxuries, a fun and educational program offered by the Buffalo Botanical Gardens.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- The Lackawanna Public Library continues to serve as a center of the community. We hosted Lackawanna Historical Association meetings, PTA meetings, Department of Labor appointments and English as a Second Language sessions as well as regular tutoring sessions.
- New programs were presented in December. We decorated cupcakes with frosting and sprinkles and played holiday bingo for prizes during our Super Saturday program. All of our families thoroughly enjoyed themselves and were so thankful to our staff.
- We also hosted a Holiday Extravaganza Party where we gave everyone reindeer gift bags full of seasonal goodies. Families enjoyed every minute of the programs and one young man said that the Holiday Extravaganza Party was the best day of his life!
- We are proud to say that our Toddler Time program is steadily increasing and we are seeing new families and children every week.
- We are looking forward to January and our new Cookbook Club where we will be serving up sausage cinnamon rolls and monkey bread. We are also doing a cooking demo and sharing recipes.
- Earth Spirit is visiting the library in January to teach children how to snowshoe in the backyard and talk about winter wildlife.
- We also have a representative from the University at Buffalo's Educational Opportunity Center coming in January to share information about training and education.
- Overall, we had a successful and exciting 2017 and are looking forward to new adventures in 2018!

Agenda Item I – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on January 9th. Along with updates on recent year-end fundraising and new exhibitions being worked on, trustees reviewed requested updates from departments and libraries on how they used funds received from the Foundation. Replies varied and included 2 books needed for the Kelmscott collection, a wide variety of children's programming performers, purchases for the eAudiobook collection, a lecturer for staff professional development, and entertainers and supplies at many branches. Recipients are being asked periodically for updates on how funds are spent and this will be reported on in the future. Total amounts funded by the Foundation were discussed.

Agenda Item J – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. In Bill Josefiak's absence, Director Jakubowski reported ACT is meeting Saturday, January 20th at the City of Tonawanda Public Library. Both she and

Deputy Director COO Jeannine Doyle will be presenting. The Annual ACT Workshop will be held Saturday, March 10th; information is forthcoming.

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

Agenda Item L – Unfinished Business.

Agenda Item L.1 – Approve *Monumental Women of Western New York* Proposal (as amended). Proposed Resolution 2017-54 was tabled at the December 21, 2017 Board meeting pending clarification and brought back to this meeting amended. Chair Housh made a motion to further amend proposed Resolution 2017-54 inserting the following as the fifth paragraph: “Whereas, it is further understood that other future dedications will reflect the diverse women in the history of Western New York such as, but not limited to, Mary Talbert and Maria Love, and”. Ms. Panty made a second. Approval was unanimous. Mr. Amodeo moved to approve proposed Resolution 2017-54 as further amended. Mr. Johnson made a second. This was approved unanimously.

RESOLUTION 2017-54, as amended

WHEREAS, a proposal to place a monument dedicated to a significant woman of importance to the development of the City of Buffalo and the Women’s Suffrage Movement was brought forth to the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees by the Monumental Women of Western New York group, and

WHEREAS, this monument would be the first in a series of monuments dedicated to the substantial contribution of women associated with Buffalo, New York, and

WHEREAS, the Central Library is to be the inaugural site of such a monument as determined through extensive review of the Women’s Suffrage Movement in Buffalo, with the Library’s location being central to such activities, and

WHEREAS, it is understood Louise Blanchard Bethune, FAIA, was selected as the first dedication; she was the architect for the Hotel Lafayette which neighbors the Central Library, as well as the first woman admitted to the American Institute of Architects, and

WHEREAS, it is further understood that other future dedications will reflect the diverse women in the history of Western New York such as, but not limited to, Mary Talbert and Maria Love, and

WHEREAS, the Central Library holds many resources in its collections and local history file on both the Women’s Suffrage Movement and local women of historical significance, thus connecting the monument with B&ECPL resources, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees supports the commitment of the B&ECPL to participate in and approve the design of the monument to Louise Blanchard Bethune, which will be placed on the Central Library ramp, the specific location of which requires further approval by the B&ECPL Board of Trustees, and be it further

RESOLVED, that the B&ECPL Board of Trustees will participate in community stakeholder meetings to pursue the potential for additional monuments dedicated to local women of significance to be placed at the Central Library.

Agenda Item M - New Business. None.

There being no further business, on motion by Mr. Johnson with a second from Ms. Burd, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary