

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

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

Frank Housh, Chair  
Alan Bedenko, Vice Chair  
Kimberly Johnson, Secretary  
Michael Amodeo  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Lucy Candelario  
Frank Gist  
Sharon M. Kelly  
Elaine M. Panty

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 October 18, 2018. On motion by Trustee Burd, second by Trustee Panty, the Minutes were approved as mailed.

Trustee Bucki arrived at 4:07 p.m.

Agenda Item D – Report of the Chair. Chair Housh conveyed with sadness of the passing of Sue Alessi, President of the North Collins Public Library Board of Trustees.

Chair Housh reminded trustees about the importance of 100% participation by Board members in the B&ECPL annual appeal fundraiser currently going on when applying for grants.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Bedenko summarized the November 8, 2018 Executive Committee meeting and motioned the written report be entered into the Minutes; Trustee Amodeo made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh; Vice Chair Alan Bedenko; and Committee members Sheldon Berlow and Kathleen Berens Bucki. Also present were Trustee Elaine Panty, Chief Operating Officer (COO) Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:07 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the proposed agenda for the November 15<sup>th</sup> Board of Trustees meeting. The Committee sampled food from proposed café concessionaire Roly Poly.

Chair Housh reported that he would be testifying before the Erie County Legislature during the Budget Hearing on November 13<sup>th</sup>. He encouraged trustees to attend and noted he would report back on the Budget Hearing at the Board of Trustees meeting.

CFO Stone reviewed proposed Resolution 2018-34 Approve Allocation Method for Additional NYS Construction Grant Funds; no changes were noted.

COO Doyle reviewed proposed Resolution 2018-35 System Database Packages RFP Award; no changes were noted.

Trustee Berlow briefed the Committee regarding the Development & Advocacy Committee. COO Doyle provided an update on the status of the attorney review of the written proposal for a working relationship with the Library Foundation of Buffalo & Erie County indicating that a proposal would be forthcoming before the Development & Advocacy Committee meeting next week.

Mr. Stone reviewed proposed Resolution 2018-36 Central Library Café Concessionaire RFP Award. Chair Housh and Trustee Berlow inquired about requiring a monthly minimum rent. Discussion ensued. Chair Housh inquired if this resolution should be added to the agenda for November 15<sup>th</sup>; discussion ensued and the Committee agreed it should be added. Minor changes were recommended to the proposed Resolution. Chair Housh requested the Roly

Poly menu be sent to all trustees and suggested that a food sampling be provided at the November 15<sup>th</sup> Board meeting.

The Executive Committee approved the proposed agenda with modifications noted above on a motion by Trustee Bedenko, second by Trustee Bucki.

There being no further business, the Executive Committee meeting adjourned at 4:32 p.m. on a motion by Trustee Bedenko, second by Trustee Bucki.

Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - Approve Allocation Method for Additional NYS Construction Grant Funds. Deputy Director - CFO Kenneth Stone explained Resolution 2018-34 as presented. On motion by Trustee Burd, second by Trustee Panty, approval was unanimous.

RESOLUTION 2018-34

WHEREAS, on September 20, 2018, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2018-25 approving recommendations for construction grant funding amongst the 6 projects submitted for grant funding, and

WHEREAS, the grant funding requested totaled \$1,658,076, which was \$99,267 above the \$1,558,809 allocation available, and

WHEREAS, the Board chose a method to balance the requests to available funding by allocating the maximum eligible funding to the 4 smaller project requests, reducing the recommended allocation for the 2 largest projects as follows:

Library	Reduction Amount	% of Total Reduction
Audubon	\$32,537	33%
Crane	\$66,730	67%
Total Reduction	\$99,267	100%, and

WHEREAS, on October 25<sup>th</sup>, the Library received correspondence from the New York State Library that additional State Aid for Library Construction funds, total amounts to be determined, will be available for reallocation among 21 public library systems, and

WHEREAS, as timing for any adjustments will be compressed, the State Library requested Library Systems determine how to allocate additional funds ASAP, and

WHEREAS, staff recommends additional funds be allocated between the 2 projects in the same proportion as were the reductions, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves allocating any additional 2018-19 NYS Public Library Construction Grant funding between the Audubon and Crane Library projects in the same proportion as the reductions: 33% to the Audubon Library project and 67% to the Crane Library project, and be it finally

RESOLVED, that the Library Director or her designee is directed to transmit this Resolution to the New York State Library.

Following Item E.2.a, Trustee Rhonda Ricks joined the meeting via conference call, but was not counted for quorum or voting per B&ECPL Bylaws Article II, Section 6.

Agenda Item E.2.b – System Database Packages RFP Award. Deputy Director – COO Jeannine Doyle explained Resolution 2018-35 as presented. Following trustees' questions being answered regarding content of the database, usage, value, etc., on motion by Trustee Bucki, second by Trustee Gist, approval was unanimous.

#### RESOLUTION 2018-35

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) provides our communities with database products and related digital content that address a variety of information needs for youth and adults, and

WHEREAS, the Library issued a Request for Proposals (RFP) for the purpose of receiving proposals to provide access to databases and digital content, and

WHEREAS, the Library received and thoroughly reviewed 16 submitted proposals, including completeness of the response, references, demonstrated ability, cost and support, and

WHEREAS, funding for electronic databases is a regular component of the library materials budget line of the operating budget and sufficient funds are available to accommodate these purchases, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into agreements to procure the following database products/services:

- 1) ProQuest renewal subscriptions:** Ancestry Library Edition and HeritageQuest Online, powered by Ancestry.com, provide genealogical and historical resources, at a total cost of \$75,000 for the first year and \$76,900 for the second year.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the month ending September 20, 2018 was distributed in the board packet as an information item.

Agenda Item E.3 – Development & Advocacy Committee. Committee member Berlow summarized the Development & Advocacy Committee meeting held at 3:30 p.m. prior to the Board meeting. Committee members Panty, Ricks (via conference call), as well as Director Jakubowski and Assistant Deputy Director Joy Testa Cinquino were in attendance. Trustee Berlow explained with the help of Library legal counsel, the Committee has arrived at what they feel would be an appropriate document to present to the Library Foundation of Buffalo and Erie County (Foundation) Board, but will not do this without the permission of the B&ECPL System Board. He called on Director Jakubowski to explain the process for next steps. Director Jakubowski conveyed she was given the charge by the Committee to electronically send the *Draft 5 Proposal for Redefining the Organizations' Relationship* to the entire Board for review and comment with feedback due by November 30<sup>th</sup>. This information will be collated and distributed to the Development & Advocacy Committee. Discussion regarding the document is expected to take place at the December 20<sup>th</sup> Board meeting with the intent of finalizing the document to be submitted to the Foundation and begin the conversation of redeveloping the relationship between the organizations. Trustee Berlow implored trustees to read this very important document and provide any feedback.

Trustee Gist questioned what the problem with the Foundation is; he expressed he thought this was resolved. Discussion ensued, clarifying the current rapport between the B&ECPL and the Foundation is excellent, with strong communication and a positive working relationship. It was noted the impetus for the document resulted from conversations with the Foundation who is looking to restructure and reengage; subsequently requesting the B&ECPL define B&ECPL's expectations of the Foundation and what the B&ECPL would like the responsibilities of the Foundation to be. The intent of the (DRAFT 5) *Proposal for Redefining the Organizations' Relationship* is to clarify, demonstrate and solidify in writing the relationship between the B&ECPL and the Foundation, particularly as it relates to fundraising and fundraising activities. This document, once approved by the B&ECPL Board of Trustees, will be presented to the Foundation and used to open conversation between the organizations on this matter. The Foundation is anticipating this document. The Development and Advocacy Committee fully expects negotiation on several components of this document. Discussion ensued regarding B&ECPL Board members also being members of the Foundation Board.

Agenda Item F – Report of the Director. In response to a comment by Trustee Gist, Director Jakubowski shared that the B&ECPL is working with the Ralph C. Wilson, Jr. Foundation; a meeting for November 16<sup>th</sup> is scheduled.

As part of the B&ECPL's letter writing campaign in support of Erie County Executive Mark Poloncarz' proposed 2019 Budget for the B&ECPL, trustees were encouraged to sign and return letters handed out addressed to Legislator Barbara Miller-Williams who is the representative for the Central Library.

Together with Chair Housh and CFO Stone, the Director presented at the Erie County Legislature's Finance and Management/Budget Committee Budget Hearing in support of the County Executive's proposed 2019 Erie County Budget for the B&ECPL. She thanked trustees Sheldon Berlow, Kimberly Johnson and Elaine Panty for being in attendance. She felt the presentation went well.

The Director was happy to report that over 200 people attended NY Times best-selling author David Baldacci's visit to the Central Library earlier in the day. This wonderful program was brought to the B&ECPL from Talking Leaves Books. Trustees Kelly and Panty were in attendance.

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

## **B&ECPL Monthly Report October 2018**

**2019 Budget:** Erie County Executive Mark C. Poloncarz released his 2019 Recommended Budget on October 12<sup>th</sup>. His budget includes a 2.0% (\$488,450) increase in Library Tax Support for the Buffalo & Erie County Public Library (B&ECPL) consistent with prior years' budgets where the County Executive shared revenue resulting from property tax base growth.

Increased costs include contracted 2019 COLAs of 2.5% for Librarians Association members, 2.0% for AFSCME members, and 2.25% for CSEA unit members; a \$0.70 per hour (6.7%) increase in the New York State minimum wage; step increases; and up to 2.5% for managerial/confidential personnel. The Contracting Library Clerical and Maintenance Unit (CMU) contract expires 12/31/2018. A successor contract is not yet in place and, therefore, the Library's budget includes \$54,996 in the Contractual Salary Reserves line.

It is important to note that the very much appreciated 2.0% increase in County support sustains the Library in the face of these cost changes. Without the 2.0% increase, Library "use of fund balance" would be more than doubled, going from \$498,684 in the 2018's Adopted Budget to \$1,057,648 (3.7% of expenditures) in 2019 - an unsustainable level over time.

Without the proposed 2.0% increase, the Library will have to undertake a review of services and staffing levels to pare down use of fund balance to a maintainable level. With the increase recommended by the County Executive, the Library's 2019 budgeted use of fund balance would be \$506,529 (1.8% of expenditures).

While not part of the Library's Operating Budget, Erie County Capital funds have been included in the County's 2019 Recommended Capital Budget for System vehicles and improvements to the County-owned Central Library building:

\$80,000 for Shipping and Maintenance Vehicle Replacement Program;  
\$400,000 for Central Library Exterior Building Envelope and Site Improvements; and  
\$500,000 for Central Library Mechanical, Electrical, and Plumbing Improvements.

Information on the Library's 2019 Proposed Budget is posted on the Library's website at <https://www.buffalolib.org/content/budget-information/2019-budget>.

On Tuesday, November 13, 2018, at 11:30 a.m., the Erie County Legislature is scheduled to conduct a hearing on the Library's Proposed Budget. This writer, Chair Frank Housh and Chief Financial Officer Kenneth Stone will present before the Legislature's Finance and Management/Budget Committee. A Public Hearing is scheduled for 6:00 p.m. on the overall County Budget. Both meetings will be held in the Chambers of the Erie County Legislature, 92 Franklin Street, 4<sup>th</sup> floor, Buffalo, New York.

**Reading Park Launch:** The Central Library was abuzz with hundreds of kids in Halloween costumes and their families enthusiastically celebrating the Launch of Buffalo's Reading Park. Though chilly weather required moving the event inside the Central Library, spirits were not in the least dampened. A kazoo-driven Costume Parade, led by the Library's owl mascot *Reada Book* and historical reenactors Abraham Lincoln and Ulysses S. Grant, was a highlight of the many activities which also included seasonal-themed craft activity stations, a Petting Zoo, and 2 stages of family performers encompassing hip hop, jazz, salsa music, spoken word poetry, and interactive Hula-Hooping. Reading Park sponsor Southwest Airlines was represented by a lively troupe of airline employees who handed out children's books provided by Project Flight, along with locally made sponge candy. Cider, donuts, and small pumpkins were also distributed. Led by the Library's Development & Communications staff, this very successful event anticipates the fully completed Reading Park next spring/early summer. Gratitude is due the Library's Reading Park partners Southwest Airlines, Project for Public Spaces, the City of Buffalo, Buffalo Place, Just Buffalo Literary Center, WNY Book Arts Center, Albright-Knox Art Gallery, University at Buffalo School of Architecture & Planning, Erie County, Plurality Press, Visit Buffalo Niagara, and Joy Kuebler Landscape Architect, with programming partners Young Audiences of Western New York, Restoration Society, Inc., Hispanic Heritage Council of Western New York, Inc., Association for a Buffalo Presidential Center, and Literacy New York Buffalo-Niagara, Inc. Television, radio and print media covered the event.

**Isaías González-Soto Branch Library Celebrated:** On October 15<sup>th</sup>, the B&ECPL came together with the Hispanic Heritage Council of Western New York, Inc., a host of Isaías González-Soto family members, public officials, and the public to celebrate the renaming of the Niagara Branch Library to the Isaías González-Soto Branch Library. More than 100 were in attendance as this writer, Assistant Deputy Directors **Dorinda Darden, Maureen McLaughlin** and **Joy Testa Cinquino** and Library Display Artist **Dawn Stanton** officially dedicated the Isaías González-Soto Branch Library. Speakers included U.S. Representative Brian Higgins, New York State Senators Tim Kennedy and Chris Jacobs, New York State Assemblymember Sean Ryan, County Executive Mark Poloncarz, Erie County Legislator Barbara Miller-Williams, Buffalo Common Council Member David Rivera, Israel González-Soto (son of Isaías), and Casimiro Rodríguez, President, Hispanic Heritage Council of Western New York, Inc. The event also included a video presentation, a ribbon cutting, light refreshments and musical entertainment from the Son Borikua featuring Manny Pérez. A Bilingual Family Storytime, with the assistance of the Belle Center, followed the event.

**East Delavan Branch Renamed:** The Buffalo Common Council, at its October 16, 2018 meeting, unanimously approved the renaming of the East Delavan Branch Library to the Leroy R. Coles, Jr. Branch Library. The renaming was initiated by United Veterans of Buffalo. Mr. Coles was a U.S. Army Veteran. He served as President and Chief Executive Officer of the Buffalo Urban League from 1972-1998. Mr. Coles was a prominent community leader and an advocate for civil rights. He participated in the historic March on Washington in 1963 with the Reverend Dr. Martin Luther King, Jr. and with Minister Louis Farrakhan in the Million Man March in 1995. Mr. Coles served on numerous boards during his 26 years with the Buffalo Urban League some of which included the Black Leadership Forum, Boy Scouts of America, Buffalo Chapter of American Red Cross, New York State Constitution Review Committee, Theodore Roosevelt Inaugural Site at Wilcox Mansion, and Children's Hospital. Mr. Coles passed away on March 25, 2015 at the age of 83. B&ECPL Administration is working with the City of Buffalo on interior and exterior signage. In addition, library documentation, website, etc. will be changed to reflect the new name. At the request of Mr. Coles' family, a dedication ceremony and reception is planned for the spring of 2019.

**Indie Author Day:** The third annual Indie Author Day at the Central Library was held October 13<sup>th</sup>. A strong showcase and networking opportunity for writers in Erie County, 52 writers and their work were featured in a tradeshow format with opportunity given to sell their books. This event is Buffalo's entry in the national Indie Author Day each October, designed to connect all types of local writers with their community's library. Participating writers donated copies of their books to the B&ECPL's *Local Author* collection. Four speakers presented on technical assistance topics including *Everyone Has a Story: Writing for Journals, Memoirs, Newspapers & Books*, *A Digital Marketing Guide for Authors*, *Good Readers Deserve Good Research*, and *More Eyes: Everybody Needs an Editor*.



**Drag Queen Story Hour:** By popular request and in celebration of Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) History Month and National Coming Out Day, Children’s Services Manager **Kathryn Galvin** and Children’s Services Librarian **Susan Buttaccio** organized and hosted Drag Queen Family Time with Ms. Figgy Pudding at the Central Library. Held in the Ring of Knowledge, Ms. Pudding read stories of acceptance and inclusion and held a sing-a-long with the more than 100 attendees. Families in attendance raved about the program and have requested it be repeated on a regular basis.



**Passport to Reading:** The culmination of the summer-long Passport to Reading program drew to a conclusion with the presentation of the grand prize winners, the Houghtaling family of Buffalo. The family traveled to all 37 libraries and visited the *Library on Wheels* in July, August, and early September. This writer presented the family with prizes and read a story to those in attendance. There were more than 6,000 entrants in the 2018 Passport to Reading program with 60 visiting all 37 locations and the *Library on Wheels*.

## Monthly Programming Statistics - October 2018

### 1. Public Services

#### In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	267	1892	6042	42028
Children (age 6-12)	192	1707	4458	32902
Teens	24	545	124	6834
Intergenerational	260	2037	7465	56244
Adults (excludes Technology)	237	2492	4551	34660
<b>TOTAL In Library Programs</b>	<b>980</b>	<b>8673</b>	<b>22640</b>	<b>172668</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	13	0	13
Children (age 6-12)	45	547	45	598
Teens	28	976	22	970
Intergenerational	16	212	16	212
Adults (excludes Technology)	165	1854	165	1857
<b>TOTAL In Library Programs</b>	<b>254</b>	<b>3602</b>	<b>248</b>	<b>3650</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	42	19	216
System or Library-owned Cyber Train	12	74	58	487
One on One	139	1283	144	1383
<b>TOTAL Adult Technology</b>	<b>156</b>	<b>1399</b>	<b>221</b>	<b>2086</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	10	114	212	2954
Children (age 6-12)	8	102	615	4834
Teens	2	8	120	445
Intergenerational	10	118	2431	16810
Adults (excludes Technology)	13	95	292	2933
<b>TOTAL Outreach (out of Library)</b>	<b>43</b>	<b>437</b>	<b>3670</b>	<b>27976</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	4	31	143	927
Adult Services	3	50	56	1139
Launch Pad/TechKnow Lab	0	2	0	5
Development/Communications	0	10	0	255
Grosvenor Room	1	19	3	234
<b>TOTAL</b>	<b>8</b>	<b>112</b>	<b>202</b>	<b>2560</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4186	37186	
Visitors - Tour/Program	202	2523	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	4388	39709	44899

**Highlights:**

**Launch Pad Success** – Launch Pad patron John Caesar recorded an audition in front of the green screen in Studio 2 and landed a lead part in August Wilson’s *King Hedley II*, a stage production which is scheduled to run at Buffalo’s Paul Robeson Theatre from November 9 – December 2, 2018. *Break a leg, Mr. Caesar!*

**“L” is for Library Baby Shower** – Children’s Services Librarians **Jennifer Lelinski** and **Nancy DiStasio** and Children’s Services Manager **Kathryn Galvin** hosted the L is for Library Baby Shower on October 20<sup>th</sup>. The shower was open to expecting families and those with children under the age of one. Many partners from the early childhood community attended and each had a chance to make brief presentations about their services. Agencies included the Child Care Resource Network, Catholic Charities WIC, Every Bottom Covered, the Care Connection Lactation and Wellness Center, the Erie County Department of Health, Fisher-Price Play Lab, and the University at Buffalo’s Buffalo BabyLab. Children’s Department staff led an interactive demonstration of Lap Bounces and a lively group reading of *Peek-a Who?* Attendees received a gift tote bag with brand new books and a package of diapers. The shower was supported by the 2017 Year-end Appeal.

**Library on Wheels** – the *Library on Wheels* continues to traverse Erie County and remains in high demand. Two locations were added to the regular stop rotation: Buffalo Public School (PS) 45 - International School After School Program and the Head Start Program at the King Urban Life Center in Buffalo. Special events this month included Botanical! at the Buffalo and Erie County Botanical Gardens, University at Buffalo Educational Opportunity Center (UBEOC) Strengthening Families Celebration, Elmlawn Family Fall Fest in Tonawanda, and Tricks, Treats and Science Discoveries Learning Fair at the University at Buffalo Jacobs School of Medicine and Biomedical Sciences.

**Genealogy, Family Traditions and African American History** – Genealogy Librarian **Rhonda Hoffman** offered a hands-on tutorial of HeritageQuest Online at the Frank E. Merriweather, Jr. Branch Library. Patrons were able to use library laptops to follow along as they learned how to use this database for family history research. Sponsored

by the Western New York Library Resources Council (WNYLRC), writer and archivist Valerie Frey hosted *Preserving Family Recipes: How to Save and Celebrate your Food Traditions*, held at the North Park Branch Library. The presentation focused on content from her recently published book of the same title. Students from Buffalo State College's African & African-American Studies course visited the Frank E. Merriweather, Jr. Branch Library for a tour led by Frank E. Merriweather, Jr. Branch Library Manager **Joshua Mitch** and Library Associate **Lisa Perry**. The tour was followed by presentations from guest speakers Eva Doyle and Frank E. Merriweather, III. The program was organized by Professor Lawrence Sherlick from Buffalo State College.

**Raising a Reader** - North Park Branch Library Manager **Jennifer Crowley** and Dudley Branch Library Clerk Typist **Alia Williams** participated in the Buffalo Public Schools' Raising a Reader program at PS 50 North Park Community School. Information was shared on library resources and programs. Families were encouraged to register for library cards. Crane Branch Library Manager **Dan Lewandowski** and **Joshua Mitch** participated in the Buffalo Public Schools' Raising a Reader program at PS 37 Marva J. Daniels Futures Preparatory School. They met with families about events at their local libraries, gave out information on library cards, and met with the school librarian.

**Graphic Novels** - Information Services and Outreach Manager **Dan Caufield** presented a *History of Comics & Graphic Novels* workshop for middle school students from Tapestry Charter School. The students learned the history of graphic novels and comics and how they have been used to tell stories and educate the public. The students are working on a visual literacy project that combines art, writing and technology. They will return again in January 2019 to work with Launch Pad staff in creating stop motion animation for their stories. Final projects by these students will be placed on display at the Central Library. Stop motion animation will be showcased at Central Library's Ring of Knowledge in May of 2019.

**Read for the Record** - Joined by children from Enterprise Charter School, **Kathryn Galvin** and Children's Services Librarians **Wanda Collins**, **Erin M. Burke**, and **Amanda McCormick** hosted Read for the Record, in which children all around the country try to set a record reading the same story on the same day. This year's title was *Maybe Something Beautiful* by F. Isabel Campoy. Following the reading, Young Audiences of Western New York provided a mural making activity with artist Kristin Brandt. The event finished up with performer Cyndy Hannah leading the children in a dance party. Read for the Record is a national reading program sponsored by Jumpstart. We await the results to learn if a "record" was broken.

**Outreach** - The following are some of the outreach events held in October. Isaiás González-Soto Branch Library Manager **Jason Barone** and Library Associate **Tami Linkowski** participated in the D'Youville College Community Night. **Dan Caufield** spoke to attendees at *Entrepreneurs & Arts* about library resources useful

to entrepreneurs. This workshop was presented by the Small Business Development Center and the School of Arts and Humanities at SUNY Buffalo State. Information Services and Outreach Librarian **Maria Lowe** visited East Community High School to promote library card sign-up and to talk about reading, library programs and resources for students. She talked to 6 social studies classes and interspersed her presentation with book trailers and author clips for high impact. **Kathryn Galvin** and Children's Services Page **Sarah Zaslavsky** joined Lancaster Public Library Director **Kara Stock** and staffed a table representing the Library at the Erie County Fall Festival at Como Lake Park. Human Resources Manager **Judy Fachko** and **Dan Lewandowski** participated in the Say Yes Buffalo Career Fair at the Atrium @ Rich's. Judy and Dan met with perspective college students and talked to them about a career with the public library. Information about jobs in the public library was available along with information about a degree in library sciences. **Dan Caufield** staffed a library information table for the Buffalo Museum of Science's "Franken Science" event. The event was held to celebrate the 200<sup>th</sup> anniversary of Mary Shelley's *Frankenstein*.

**Wellness** - Information Services and Outreach Librarian **Renée Masters** welcomed Felicitas Kush-Lango who presented the first in a series of 6 weekly lunchtime sessions of MaLa contemplative practice. Ms. Kush-Lango is offering these free sessions to both staff members and the public. The mindful, contemplative practice sessions were well received by both staff and the public. Sandra Lewis from SilverSneakers® presented Small Steps, a program designed to demonstrate how incremental changes can lead to big health benefits. Attendees learned some easy at-home exercises by participating and took home a helpful booklet with some great resources. Eat Smart Western New York came to the Central Library for a lunchtime wellness outreach program featuring recipes, nutrition information, and ways to stretch the family budget and still eat healthy meals. Over 20 individuals visited the Eat Smart Western New York nutritionist.

**Teen Advisory Group** - **Maria Lowe** oversaw the Teen Advisory Group (TAG) as they hosted the Tween Manga Party for kids 10 to 12 years of age at the Central Library. TAG ran activity stations where participants made Pokémon habitats, Pikachu ears, anime-themed buttons, and watched the anime *Boruto*. Information Services and Outreach Librarian **Kit Pitkin**, Senior Page **Tony Skubis**, and **Sarah Zaslavsky** assisted with the program.

**Whisper Space Exhibit** - A new art exhibit has been installed on the Whisper Space wall from Arts Work for Autism Services, Inc. Both art on canvas and ceramics are included and will remain on exhibit through January 2019. This is the 5<sup>th</sup> exhibit Arts Work for Autism Services, Inc. has brought to share with library visitors since 2015. In addition, various works by Arts Work have been on display at such local museums and galleries as Albright-Knox Art Gallery, Burchfield Penny Art Center, and CEPA Gallery.

**American Dream Grant Continues** - American Dream Grant programs continued throughout the month of October. Information Services and Outreach librarians, using mobile library resources, provided programming to immigrants and refugees. The programs were held at the Buffalo State Community Academic Center and Jericho Road Community Health Center. ESL students visited the citizenship website “Preparing for the Oath.” The students took practice tests and watched informational videos to prepare and practice for the U.S. Citizenship test. The students have gained considerable technology skills since the Library started bringing the laptops.

**Halloween Celebrations** - The annual Spooky Library Halloween Party was held on October 27<sup>th</sup>. This annual party offers lots of not-too-scary fun, with 3 floors of trick-or-treating, tales of terror on the tier, the mad scientist lab, a chance to meet animals of the night presented by Hawk Creek, skull bracelets, and more. **Kathryn Galvin** and Children’s Services Librarians **Susan Buttaccio, Erin M. Burke, Wanda Collins, Jennifer Lelinski**, Children’s Services Library Associate **Cynthia Lenzner**, Senior Pages **Nancy Smith** and **Sally Schaefer**, and Pages **Nancy Rypinski, Brittany Book** and **Madalena Di Moscato** assisted. Earlier in the month, **Dan Lewandowski** and Library Associate **Mary Parr** held a Craft Night program on Terror-ariums. A horrifying twist on terrariums, these creations are graveyards in a bottle. Using mason jars, glow in the dark rocks, tombstones, skeleton parts, pumpkins, and old twigs painted to look like dead trees, patrons were able to create their own terror-arium! In honor of Halloween, Information Services and Outreach Librarian **Andrew Maines** taught an *Introduction to Patents* class in the Central Library’s TechKnow Lab that included having attendees research a “Spooky Patent” coloring book. The class covered basic information on what a patent is, why a patent might be needed, and how a user can employ the established search approach to ensure the best search results.

## 2. Collection Development

### Collection Development - October 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,565	33,886	377	3,114	545,001
Young Adult Print	574	6,528	127	1,067	74,418
Adult Print	5,038	46,454	877	9,170	1,838,299
Media	5,148	52,671	570	4,831	566,143
Other*	3,031	29,509	14	138	182,853
Subtotal	17,356	169,048	1,965	18,320	3,206,714

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,713	10,696	1,034	6,775	66,289*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	341	1,661	210	1,183	12,535
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	2,054	12,357	1,244	7,958	78,924

\*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	19,410	181,405	3,209	26,278	3,285,638

**Highlights:**

**Huckleberry Finn Returns** - The Rare Book Room took delivery of the conserved, re-housed and now properly digitized *Adventures of Huckleberry Finn* manuscript from Etherington Conservation Services (ECS) on October 9<sup>th</sup>. ECS worked with the manuscript throughout the month of September to de-acidify each leaf and repair minor tears and paper loss. Two archival clamshell cases were custom made to house the 7 packets of leaves in book-sequential order. The 1,361 leaves were digitized to conform to today's high quality archival resolution, format and color standards. The work was needed to preserve the Library's nationally/internationally significant cultural treasure long into the future. Following thorough review of the digital version, the electronic version will be placed online so that we can share Twain's manuscript with the world.

**Subject Guides** - In October, 1,959 users from 40 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors hailed from Belarus, Brazil, Canada, China, Côte d'Ivoire, Czechia, Denmark, France, Germany, Honduras, Hong Kong, India, Indonesia, Ireland, Jamaica, Japan, Kenya, Mauritius, Mexico, Moldova, Morocco, the Netherlands, Oman, Pakistan, the Philippines, Poland, Portugal, South Africa, South Korea, Spain, Sweden, Taiwan, Tanzania, Turkey, Ukraine, United Arab Emirates, the United Kingdom, Venezuela, and Zimbabwe.

### 3. Technology

#### Technology - October 2018

Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	127	1,170	6,430	46,555	71	8,263
<a href="#">Flickr</a>	274	1,225	13,752	106,143	0	54
<a href="#">Instagram</a>	40	308	1,682	12,771	43	1,691
<a href="#">Pinterest</a>	127	736	3,233	30,342	46	1,727
<a href="#">Tumblr</a> <sup>4</sup>	0	3	0	2	0	196
<a href="#">Twitter</a>	107	917	792	8,526	64	10,016
<a href="#">YouTube</a>	0	4	6	64	5	152
Total	675	4,363	25,895	204,403	229	22,099

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

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

<sup>3</sup>Total number of followers at end of month

<sup>4</sup>Discontinued effective April 2018

### 4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - October 31, 2018	\$162,951
Bucks for Books	January 1 - October 31, 2018 (Appeal letter sent in October)	\$30,063

#### Highlights:

**Year-end Appeal** - The Library designed a year-end mailer that will be sent to 100,000 addresses (library card holders, past donors, and Erie County residents). The appeal will be mailed in mid-November.

### 5. Facilities

#### Highlights:

**East Clinton Branch** - A new electric water heater was installed at the East Clinton Branch Library by Central Maintenance to replace an older one, which had begun to leak.



**Leroy R. Coles, Jr. Branch Library** – Local artist Julia Bottoms has begun initial painting of her commissioned work as part of the renovation project in the downstairs meeting space at the Leroy R. Coles, Jr. Branch Library. The paintings are of various members of the local community who were photographed on October 11<sup>th</sup> by the artist. When complete, the mural will feature the painted portraits plus light background graphics and quotes from the models.

## 6. Staff Development

### Staff Development – October 2018

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	223	4074	5	80

#### Highlights:

**Training Collaborations** – B&ECPL’s Human Resources Department collaborated with the Western New York Council on Occupational Safety and Health (WNYCOSH) to present *Walking & Working Surfaces*. Attendees learned how to identify common safety hazards in and around the library and were provided information on how to prevent slips, trips, and falls in the course of their workdays. In addition, *Back Injury Prevention* training courses have begun with employees learning proper lifting techniques for typical library-used containers.

**B&ECPL Hosts Webinar** – On October 10<sup>th</sup>, 15 staff members from across the System attended the screening of the NYS Library workshop *Introducing Supercharged Storytimes for All* at the Central Library, learning about a new early literacy program being promoted throughout the State. Staff members have the option to pursue the full training module, which consists of a series of early literacy workshops to deepen and enhance the storytime experience for young children and their families.

**Building Guard Training** – The B&ECPL has contracted with Mark Tartaro, Senior Police Training Professor at SUNY Erie Community College, to provide *Defensive Tactics* training to library security staff which includes training on verbal skills for de-escalation, physical positioning for de-escalation, escort and protective techniques, and how to protect patrons, employees, and self in volatile situations.

**Local, Regional and National Conferences** – The following were attended in October: *FIN Forward! Network Days* (presented by the Foundation Center); *Association of Bookmobile and Outreach Services (ABOS) Conference* and *Intersect Unconference* (presented by WNYLRC). Two B&ECPL employees were presenters at the Unconference - **Jason Barone** presented *Coding & Composing: Sonic Pi* and **Erin Weller**, Human Resources

Administrative Clerk, co-facilitated the session *Mentoring the Mentors* to help library workers identify mentorship experiences that are tailored to their career level and best-suited to their development needs.

**Supervisory Training** – The B&ECPL continues to invest in succession training. During the month of October, 2 supervisory employees attended weekly sessions of *Effective Supervisory Practices*, a course conducted by Erie County to train new (and not so new) managers on the ins and outs of staff development, human resources, and general leadership skills. Four librarians partook in the *YSS Empowerment, Advocacy and Leadership Academy* that began October 10<sup>th</sup>. Participants in this 7-month program will learn to develop their leadership skills through a series of online and in-person workshops on topics such as self-advocacy, customer service, library marketing, presentation skills, community collaborations, and more.

**Webinars** – Staff pursued a variety of webinar training opportunities on a wide range of topics in October, including: *#Trending Now: Using Data to Grow Your Patronage* (presented by Library Journal); *Dreaming of STEAM: Hands-on Learning for Young Readers* (presented by Booklist); *Get Ready for Money Smart Week 2019* (presented by ALA); *No Fear Coding: How to Start a Coding Club and Why It Works* (presented by School Library Journal); *Teaching Tough Topics with Children’s Literature* (presented by Lee & Low Books); *The Patent Office and Its Publications* (presented by FDLP Academy); and *YA Announcements: Winter and Beyond* (presented by Booklist).

**Other** – Staff attended a variety of workshops and training sessions in October including: *Correctional Facility Librarians Training Day* by the NYS Department of Corrections; WNYLRC’s workshop *How to Fill Out FOIA/FOIL Requests*; *Mold: Prevention, Detection, and Recovery* presented by DHPSNY; and the Western New York Library Assistants Committee’s fall networking event at the Buffalo History Museum.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Advisory & Media Release	Local Authors to Participate in Third Indie Author Day Downtown Central Library Hosts Free Showcase for Authors	The Buffalo News, October 13 <sup>th</sup> ; Refresh, October 11 <sup>th</sup> ; The Buffalo Criterion, October 27 <sup>th</sup> ; Buffalo Rising Online, October 8 <sup>th</sup> ; <a href="https://www.buffalorising.com/2018/10/third-annual-indie-author-day/">https://www.buffalorising.com/2018/10/third-annual-indie-author-day/</a>

Media Advisory & Media Release	Isaías González-Soto Branch Library Naming Dedication Ceremony & Celebration	The Buffalo News, October 16 <sup>th</sup>
Media Advisory & Media Release	Library Invites Community to Celebrate Downtown's Newest Outdoor Space on Sunday, October 28 <sup>th</sup> Launch of Buffalo's New Reading Park!	The Buffalo News, October 24 <sup>th</sup> ; The Buffalo News, October 29 <sup>th</sup> – Picture Page; Buffalo Rising Online, October 24 <sup>th</sup> ; <a href="https://www.buffalorisin.com/2018/10/fall-in-love-with-buffalos-reading-park/">https://www.buffalorisin.com/2018/10/fall-in-love-with-buffalos-reading-park/</a> WBLK Radio, October 28 <sup>th</sup> (Event was covered by all local TV stations)
Interviews with Library Director Mary Jean Jakubowski	Reading Park Launch	Mix 96 Radio, October 26 <sup>th</sup> ; WBLK Radio, October 26 <sup>th</sup> & 28 <sup>th</sup> ; WBFO Radio, October 28 <sup>th</sup> ; WIVB TV, Channel 4, October 28 <sup>th</sup> ; The Buffalo News, October 28 <sup>th</sup> ; YNN Spectrum News, October 28 <sup>th</sup> .
Media Advisory	The Buffalo & Erie County Public Library System Announces the Winner of the 2018 Passport to Reading!	
Media Advisory	NY Times Best Selling Author David Baldacci to visit Downtown Central Library on November 15 <sup>th</sup> - Promotes New Book, <i>Long Road to Mercy</i> , in Free Noon-hour Event	Sent October 30 <sup>th</sup>
Radio Interview with Assistant Deputy Director Dorinda Darden and Hispanic Heritage Council of Western New York President Casimiro Rodríguez, Sr.	Isaías González-Soto Branch Library	WUFO Radio, October 12 <sup>th</sup>
The Buffalo Criterion	Community Meeting at the Frank E. Merriweather, Jr. Branch Library on October 25 <sup>th</sup>	October 20 <sup>th</sup> – 26 <sup>th</sup>

The Buffalo Criterion	Renaming of the East Delavan Branch Library	October 20 <sup>th</sup> – 26 <sup>th</sup>
Challenger Community News	The Best Kept Secrets in Medicine presentation at the Frank E. Merriweather, Jr. Branch Library on October 13 <sup>th</sup>	October 24 <sup>th</sup>
The Buffalo News - Reporters' Notebook	Probe Your Past - The Basis of DNA Testing Informational Session at the Frank E. Merriweather, Jr. Branch Library	October 30 <sup>th</sup>

## 8. Partnerships

### *Highlights:*

**Every Person Influences Children (EPIC) - Jason Barone** met with Jasmarie Flores of Every Person Influences Children (EPIC). The González -Soto Branch will host several single workshops for parents in November and December.

**Adult Education Partner Event** - Assistant Deputy Directors **Dorinda Darden** and **Dawn Peters** attended the Buffalo Public Schools' Adult Education Division's *Annual Partner and Student Recognition Breakfast* held at Emerson Commons.

**Buffalo Public School 50 - Jennifer Crowley** spoke with staff at the PS 50 North Park Community School to arrange for outreach visits.

**Journey's End - Joshua Mitch** met with Katlyn Keane from Journey's End to extend partnership opportunities.

**The Arc of Erie County** - Riverside Branch Library Manager **Patti Foley** met with Alicia Rose, Program Manager at The Arc of Erie County. As a result, Ms. Rose will bring a parent group to the Riverside Branch Library on a weekly basis. A storytime will be conducted along with introductions to library services.

**Advisory Board** - Representing the B&ECPL, **Joshua Mitch** will participate on the Department of Library and Information Studies (DLIS) Advisory Board at the State University of New York at Buffalo (UB).

## 9. Planning for the Future

**Say Yes Career Fair** - The first annual Say Yes to Your Career Exploration Fair was held on October 17<sup>th</sup> from 4 to 6 p.m. at Rich Products. This event was designed to give Say Yes scholars - current college students who are graduates of Buffalo public and charter schools - an opportunity to explore different career paths with local employers

and participate in professional development activities. **Judy Fachko** and **Dan Lewandowski** participated on behalf of the B&ECPL promoting careers in the library and librarianship.

## 10. Director Activities

### Meetings and Events:

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

DATE	MEETING / EVENT
October 2, 2018	Meeting - Dorinda Darden, Joy Testa Cinquino, Linda Rizzo
October 2, 2018	Meeting - Joy Testa Cinquino
October 2, 2018	Meeting - Ken Stone, Joy Testa Cinquino, Chip Campbell, Mark Kross
October 2, 2018	Meeting - B&ECPL Auditorium Design Review
October 3, 2018	Conference Call - Erie County Executive Mark Poloncarz
October 3, 2018	Event - North Park Branch - Passport to Reading Award Ceremony
October 4, 2018	Meeting - Jeannine Doyle, Ken Stone
October 5, 2018	Meeting - Joy Testa Cinquino, Meg Cheman, Amy Pickard
October 5, 2018	Conference Call - Jordan Smith, Little Free Library Artists
October 5, 2018	Meeting - Trailblazing Women - The Monument Project
October 6, 2018	Event - Drag Queen Family Time Program
October 7, 2018	Meeting - Buffalo Presidential Center
October 8, 2018	Meeting - Joy Testa Cinquino, Anne Conable
October 8, 2018	Conference Call - Mary Beth Farr, NYS Department of Education - Division of Library Development (DLD)
October 8, 2018	Conference Call - Southwest Airlines - Heart of the Community Grant
October 9, 2018	Meeting - Manny Perez, Son Borikua - Manny Perez and His Latin Jazz Project
October 9, 2018	Conference Call - Public Library System Directors Organization (PULISDO)
October 9, 2018	Conference Call - PULISDO and NYS Department of Education - DLD
October 9, 2018	Meeting - Western New York Library Resources Council (WNYLRC)
October 10, 2018	Meeting - Managers/Directors
October 10, 2018	Meeting - Jason Barone, Joy Testa Cinquino, Anne Conable, Dorinda Darden, Linda Rizzo
October 11, 2018	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees - Executive Committee
October 11, 2018	Meeting - B&ECPL Board of Trustees - Development & Advocacy Committee
October 12, 2018	Meeting - Legislator John Bruso
October 15, 2018	Event - Isaías González-Soto Library

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October 16, 2018	Conference Call - NYS Department of Education - DLD
October 16, 2018	Meeting - Joy Testa Cinquino
October 16, 2018	Meeting - Lackawanna Public Library Planning Committee
October 17, 2018	Meeting - Administrative Team
October 18, 2018	Meeting - Denise Juron-Borgese, Ciminelli Real Estate Corporation
October 18, 2018	Meeting - Cheryl Kwiatkowski
October 18, 2018	Meeting - OR 18, LLC
October 18, 2018	Meeting - B&ECPL Board of Trustees
October 19, 2018	Meeting - Property Optics
October 19, 2018	Meeting - Community Foundation for Greater Buffalo
October 22, 2018	Conference Call - Southwest Airlines - Heart of the Community Grant
October 22, 2018	Interview - University at Buffalo (UB) Institute of Museum and Library Services (IMLS) Grant
October 22, 2018	Meeting - Café Request for Proposals (RFP) Review Committee
October 23, 2018	Meeting - Mark Kross, Ken Stone
October 24, 2018	Meeting - Heidi Julian, Chair UB Graduate School of Education - Department of Information and Library Studies
October 24, 2018	Meeting - Dr. Lori Quigley, Vice President of Academic Affairs Medaille College
October 24, 2018	Event - Literacy New York Buffalo-Niagara, Inc.
October 25, 2018	Meeting - We Hang Christmas Lights
October 25, 2018	Meeting - Administrative Team
October 25, 2018	Media Interview - Buffalo News - Fashion Friday
October 25, 2018	Workshop - 201 Ellicott Ciminelli Project Community Stakeholders
October 26, 2018	Interview - Town Square Media Mix 96
October 26, 2018	Conference Call - Mary Beth Farr, NYS Department of Education - DLD
October 26, 2018	Meeting - Tracy Palicki, Re - Angola
October 26, 2018	Meeting - Jay Zupa - Lightscapes of WNY
October 27, 2018	Meeting - Erie County Bicentennial Planning Committee
October 27, 2018	Media Interview - WBFO
October 28, 2018	Event - Buffalo's Reading Park Launch
October 30, 2018	Meeting - East Delavan Construction Project
October 31, 2018	Presentation - West Seneca Rotary Club
October 31, 2018	Meeting - Jeannine Doyle, Ken Stone

**Other:**

**Contracting Member Library Activity Reports**

**Newstead Public Library** – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- We are happy to present one of our final Pushing the Limits, Science Book Clubs this month. Through a grant from the National Science Foundation, we have presented 9 programs featuring a STEM-related book with a discussion and speaker on each book. This month we are discussing *Honeybee Hotel*, by Leslie Day, and will have a local beekeeper lead our discussion. These science events have been well received in the community.
- Making connections within the community is vital for our residents. The library has been partnering with the Mobile Safety-Net Team to form the Building Unity through Community Coalition in the Akron/Newstead community. Our mission is to meet the needs of all Akron-Newstead residents and increase the awareness of and access to support and services. We have recently partnered with the Independent Foundation to participate in the Good for the Neighborhood program. We hosted the first of 4 yearly events this past August with a “Back-to-School” theme. Nearly 50 backpacks were distributed to Akron schoolchildren, 26 people had health screenings done, and all 90 participants enjoyed a free farmers market and were able to visit with nearly 15 health and wellness partners. We are excited for our second Good for the Neighborhood event to happen on November 13<sup>th</sup>.

**City of Tonawanda Public Library** – submitted by John Gaff, Director

Highlights of events and activities at the City of Tonawanda Public Library:

- As part of the University Express initiative by Erie County Senior Services, which offers learning experiences to those 55 and older, the City of Tonawanda Public Library hosted 4 presentations in October to 122 attendees. The library will host an additional 4 presentations in November. A sample of the topics include medical marijuana, Robert F. Kennedy’s presidential campaign, and providing care to prisoners.
- With items purchased through a grant from New York State Assemblymember Robin Schimminger, the library is now offering MakerSpace open house programs. Technology available includes littleBits, Osmo gaming, Bee Bots, Sphero and more. The library will look to add more technology in the coming months.
- To complement the aforementioned MakerSpace programming, the library is also now offering monthly hands-on STEM programs. Thus far, programs have included balloon-powered vehicles and stomp rockets.

- To celebrate Halloween, the library welcomed performer Cris Johnson and his Spooky Magic Halloween Party. In total, 49 children and their families joined in on the fun.
- Due to popular demand, the library has split its Book Babies Storytime into 2 sessions! The library now offers 4 storytimes for children and their families each week when in session.
- The Friends of the Library hosted a party to welcome new Library Director John Gaff. The party featured refreshments and a performance by the Buffalo Ukulele Club.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County met on November 13<sup>th</sup>; they are anxiously awaiting the opportunity to review the document being worked on by the Development & Advocacy Committee. Ms. Conable reported that one of the annual functions of the Library Foundation in October is to distribute funds received from the portfolio at the Community Foundation to various departments within the B&ECPL to support a variety of specified purposes, ie. helping to fund the Amherst Public Library gardens, children’s programs and materials, special collections work, staff development, etc.; these funds totaled approximately \$7,800. Departments receiving funds are to report back on how funds from the previous year were spent by January 1, 2019.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT Treasurer Bill Josefiak reported the next ACT meeting is scheduled for Saturday, November 17<sup>th</sup> at the West Seneca Public Library. In keeping with the theme of updating and educating new and long-standing trustees, they will be discussing auditing. The Cheektowaga, Clarence and Orchard Park Public Libraries will provide insight on what it is like to be audited by the NYS Comptroller’s Office.

Contract Member Library System Liaison Report – Trustee Panty reported on the November 12, 2018 City of Tonawanda Public Library Board of Trustees meeting she attended. She shared information about their new Library Director John Gaff and the many programs going on at that library. Chair Housh reminded System trustees to fulfill their CML System Liaison assignment before year-end.

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

Agenda Item J – Unfinished Business. There was no unfinished business.

Agenda Item K – New Business.

Agenda Item K.1 – Central Library Café Concessionaire RFP Award. Chair Housh updated trustees that there has been a lot of work done since Fables Café at the Central



Library went dark; an RFP was put out with a single response received from RP Buffalo LLC (dba Roly Poly). The owner was unavailable to attend the Board meeting due to a prearranged commitment. Sample wraps, soups and cookies from Roly Poly were provided for sampling at the Executive Committee on November 8<sup>th</sup> and were also made available at the Board meeting. Chair Housh explained the proposed contract is for a 3-year term with no minimum monthly rent required [but rather 5% gross sales as the monthly rent]. He explained the Executive Committee had discussed if not having a minimum rent was in the best interest of the Library, acknowledging a minimum really did not do the Library any good in the past and may have precipitated some of the problems. CFO Stone explained Resolution 2018-36 as presented. Per Trustee Gist's request, Chair Housh and Director Jakubowski shared that they did look into the possibility of a Starbucks at the Central Library, but noted there were several issues; primarily Starbucks does not franchise and there would be an extreme upfront cost as well as annual expenses. Trustee Amodeo asked if Roly Poly's full menu handed out at the Board meeting would be available at the Central Library; Director Jakubowski replied it is her understanding it would be. She updated trustees that together with Deputy Directors Doyle and Stone, they made an unannounced visit to Roly Poly on Main Street for lunch and felt it to be clean, with the workers being extremely friendly, polite and accommodating. She pointed out that because Roly Poly is a franchise, they comply/follow certain specifications, expectations, etc. as dictated by the parent company. Following further discussion, Trustee Amodeo made a motion and Trustee Panty made a second, and approval of Resolution 2018-36 as presented was unanimous.

#### RESOLUTION 2018-36

WHEREAS, since spring 2005, the Central Library has included a concessionaire operated café space to provide a revenue generating amenity for patrons and staff, and

WHEREAS, the most recent concessionaire/operator ceased café operations in early August, 2018, and

WHEREAS, in September 2018, the Library issued a Request for Proposals (RFP) seeking a "Central Library Café Concessionaire/Operator," posting same on the Library's and Erie County Purchasing's websites and advertising the opportunity in the *Buffalo News*, and

WHEREAS, a pre-proposal conference was held in early October with 4 representatives attending, with 1 proposal, from RP Buffalo LLC (dba Roly Poly) submitted, and

WHEREAS, RP Buffalo LLC has operated the Buffalo Roly Poly franchise at 846 Main Street for 5 years, and proposes to offer the same menu of rolled sandwiches,

soups and salads at the Library under the Roly Poly brand with menu, delivery and catering options via phone or its website *OrderRolyPoly.com*, and

WHEREAS, RP Buffalo LLC proposes 5% of gross sales as the monthly rent and proposes initial operating hours of 9:00 a.m. - 4:00 p.m. Monday - Friday, and

WHEREAS, the Library's RFP evaluation committee followed the review process listed in the RFP, including conducting site visits and taste tests as part of the evaluation, resulting in a unanimous recommendation to award to RP Buffalo LLC, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library selects RP Buffalo LLC (dba Roly Poly) to provide café operations in the Central Library, and be it further

RESOLVED, that the Library Director be tasked to negotiate and execute the necessary contract based upon this Resolution, the terms listed in the RFP, the response submitted by RP Buffalo LLC, and legal review by the Library's attorney.

There being no further business, on motion by Trustee Bedenko with a second by Trustee Burd, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Kimberly Johnson  
Secretary