

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
November 17, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, November 17, 2016, at the Central Library pursuant to due notice to trustees. The following members were present:

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

Chair Frank Housh called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C - Minutes of the Meeting of October 20, 2016. The Minutes were approved unanimously, as mailed, upon motion by Trustee Panty and a second by Trustee Bedenko.

Agenda Item D - Report of the Chair. Chair Housh summarized the November 1, 2016 Erie County Legislature's Budget Hearing he attended with Director Mary Jean Jakubowski and Deputy Director CFO Kenneth Stone; he felt this went well. They answered questions posed by the Legislature. They conveyed the Library supports Erie County Executive Mark Poloncarz's 2017 Proposed Budget funding increase to the Library and asked the Legislature to support this as well. Trustee Panty remarked she felt CFO Stone's presentation of the Library's budget is always helpful and clear. The Erie County Budget Public Hearing is scheduled for Monday, November 21st at 6 p.m.

Director Jakubowski interjected she attended County Executive Poloncarz's public presentation of his Proposed 2017 Budget November 16th in the City of Tonawanda whereat Erie County Legislator Kevin Hardwick was present. Following her publicly thanking the County Executive for his continued support and imploring the Erie County Legislature to support the additional funding for the B&ECPL, Legislator Hardwick clearly and publicly said he didn't think the Library had anything to worry about.

Chair Housh reported attending the November 14th Riverside Branch Library's 70 Years of Service Anniversary Celebration; he thanked Trustees Panty and Horton along with the Friends of the Riverside Library for putting on this wonderful event. Trustee Berlow and Director Jakubowski were also present along with other active and retired Library staff. He passed around a proclamation received from Mayor Byron Brown for the Riverside Branch Library's 30 years of service at 820 Tonawanda Street, proclaiming November 14, 2016 Riverside Library Day, and congratulating them on 70 years of service in the community.

Chair Housh reminded trustees of the November 28th Chairman's Book Club being held at the Audubon Branch Library apprizing the book *Half-Earth: Our Planet's Fight for Life*. *All the Single Ladies* will be reviewed March 10, 2017 at the Central Library; panelists are being gathered.

Per direction at the October 20, 2016 Board meeting, Chair Housh sent an additional response letter to the citizen from Oregon who had written about the "mishandling" and possible digitization of Mark Twain's *Huckleberry Finn* manuscript by the Library in an attempt to cultivate a relationship and perhaps engage him to raise funds, etc. Chair Housh read the response letter from this individual who remained dissatisfied. No other communication will be sent.

Chair Housh pointed out the Nominating Committee will be chosen next month; he asked trustees to advise him of any interest.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Chair Housh summarized the Executive Committee meeting of November 9, 2016 and asked the written report be entered into the Minutes. Trustee Horton moved, Trustee Bucki seconded, and approval was unanimous.

Present: Chair Frank Housh; Members Sheldon Berlow and Elaine Panty. Also present were Library Director Mary Jean Jakubowski, Chief Operating Officer Carol Batt, and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:35 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Housh reviewed the proposed agenda for the November 17, 2016 Board of Trustees meeting. He reminded trustees of the repeat Chairman's Book Club which will take place on November 28th at the Audubon Branch Library.

CFO Stone reviewed proposed resolutions regarding budget and finance. He noted the Library continues to function within budget. Discussion ensued.

Director Jakubowski thanked trustees for providing suggestions/recommendations regarding the proposed New Construction/Library Expansion Policy. She suggested that she provide a summary of the trustees' recommendations to the Board in their November Board packets. She will also include, under separate cover, her suggested modifications to the policy. Discussion ensued.

Trustee Panty reminded the Committee of the upcoming 70th Anniversary Party at the Riverside Branch Library - Monday, November 14th at 6:30 p.m. All are welcome and encouraged to attend.

The meeting adjourned at 4:50 p.m. on a motion by Trustee Berlow and second by Trustee Panty.

Agenda Item E.2 - Budget and Finance Committee. Budget and Finance Committee Chair Dr. Ricks read the following written report of the meeting of November 9, 2016 and motioned to have it entered into the Minutes; this was seconded by Trustee Panty and unanimously approved.

Present: Chair Dr. Rhonda Ricks, Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone.

The Budget & Finance Committee meeting began at 4:03 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

CFO Stone reviewed the proposed Budget and Finance items for the November 17, 2016 meeting of the Board of Trustees including year-end transfers exceeding \$5,000 and the Clarence Public Library's request for unanticipated expenditure funds. Discussion ensued.

CFO Stone noted the Library continues to run within budget and is currently below budget in the areas of retiree and active medical expenditures. Director

Jakubowski noted this was a positive change as medical costs are the most volatile portion of the budget. Costs will continue to be monitored.

CFO Stone noted he continues to wait for reimbursement of approximately \$84K in e-Rate reimbursement which is anticipated following July - September wide area network reimbursement review.

The meeting adjourned at 4:50 p.m.

Agenda item E.2.a - Unanticipated Expenditure Assistance - Clarence Public Library. Proposed Resolution 2016-47, as explained by Director Jakubowski, was approved unanimously as presented, on motion by Trustee Panty and seconded by Trustee Bedenko.

RESOLUTION 2016-47

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

WHEREAS, the Clarence Public Library Board of Trustees has requested assistance to support the unanticipated cost of temporary staff coverage due to a long-term illness, and

WHEREAS, B&ECPL staff worked with Clarence Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$18,768, and

WHEREAS, without this assistance the Clarence Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2016 B&ECPL operating budget salary and wage accounts to accommodate this request, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2016 B&ECPL operating budget to utilize

vacancy savings in the salary and wage accounts to provide up to \$18,768 in fringe benefit funding assistance to the Clarence Public Library, and be it further

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

Agenda Item E.2.b – Authorization for Year-end Transfers in Excess of \$5,000. Proposed Resolution 2016-48, as explained by Director Jakubowski, was approved unanimously as presented, on motion by Trustee Johnson and seconded by Trustee Horton.

RESOLUTION 2016-48

WHEREAS, the 2016 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications related expenses

and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending September 30, 2016 was included in the Board packet for information.

Agenda Item F – Report of the Director. Director Jakubowski shared an article in the *Buffalo Law Journal* “Voting Rights Act turned upside down” featuring Chair Frank Housh.

She reminded trustees of her continued participation in the NYS Minimum Standards Sub-committee which is a group of library and system directors and staff from across New York State that are addressing the Minimum Standards for New York’s Public Libraries. A handout of the current 11 minimum standards was provided to trustees; both the Sub-committee and the NYS Division of Library Development are recommending changes. She briefly explained some of the changes being looked at. As they become more vetted, she will share that information. A formal packet will be distributed to trustees for feedback in the near future; this also will be shared at a future ACT meeting and Managers/Directors meeting.

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

B&ECPL Monthly Report October 2016

Celebrating Our Milestones Library Gala – The Gala will be held Friday, December 2, 2016 at the downtown Central Library. Buffalo & Erie County Public Library (B&ECPL) System Trustee Wayne D. Wisbaum is being honored with the inaugural Grosvenor Award. The Library Foundation, the Presenting Sponsor, has donated \$10,000 toward the event. We expect 200+ attendees. Sponsorships, tickets, and program ads are available for purchase. For more information or to purchase tickets, please contact **Joy Testa Cinqino** at 858-7182.

2017 Erie County Executive’s Budget Released – On Friday, October 14, 2016 Erie County Executive Mark Poloncarz released his 2017 Proposed Budget.

The County Executive’s Proposed Budget recommends a County funding increase of \$469,483 (2.0%) to libraries through funds generated by growth in the equalized full value property tax base so there is no increase in the property tax rate. The additional funding will help offset increased contractually obligated costs while sustaining Library operations and services.

The proposed budget will be considered by the Erie County Legislature in November, with adoption of a 2017 Budget anticipated in early December.

County funding of \$23,943,617, combined with funding from New York State of \$2,227,239 in operating aid, use of \$485,186 in Library fund balance, and \$894,302 in other library revenue, brings the Library's 2017 proposed operating budget to \$27,550,344; a 1.1% increase over the 2016 Adopted Budget.

In addition to the operating budget, \$684,450 in state aid is included in the Library Grants Budget. Current service levels will be sustained, including a full year's schedule for the high-tech bookmobile service that hit the road during 2016.

Erie County's 2017 Proposed Capital Budget will support improvements to the County-owned downtown Central Library; specifically, \$325,000 for continued rehabilitation of the 50+ year old building's mechanical, electrical, and plumbing systems and \$600,000 to undertake the second phase of the Central Library Auditorium Rehabilitation and Asbestos Abatement.

Information on the proposed budget has been posted on the Library's website at: <http://www.buffalolib.org/content/content/library-system/budget-information/2017-budget>. This page will be updated as the budget process moves forward.

Chairman's Book Club – The second Chairman's Book Club was held in the Central Library's Ring of Knowledge, Wednesday, October 5th. B&ECPL System Board of Trustees Chair Frank Housh hosted a discussion of Edward O. Wilson's latest book *Half-Earth: Our Planet's Fight for Life*. The panel, which consisted of Lynda H. Schneekloth, Professor Emerita, University at Buffalo School of Architecture and Planning, and Douglas G. Swift, Principal, CityView Properties, LLC, discussed today's environmental issues/challenges and provided opportunities for questions and answers. This well received program will be repeated at the Audubon Branch Library on Monday, November 28th.

One Buffalo Community Library Cards – On October 5th the B&ECPL launched, in partnership with Pegula Sports & Entertainment (PSE), B&ECPL's "One Buffalo" community library card. The cards, unveiled during a media event with Mayor Byron Brown, representatives of Pegula Sports & Entertainment, B&ECPL System Board of Trustees Chair Frank Housh, Library Director **Mary Jean Jakubowski**, and local school children was designed to market library services to those who may not be library minded but are familiar with the One Buffalo tagline. The event was covered by Channel 4, Channel 7, Western New York Family Magazine and WBFO radio. During the first week of the One Buffalo Community Library Card promotion, more

than 600 new library cards were issued to individuals who did not previously hold or have active B&ECPL library cards.

Education and Outreach Award – Rare Book Curator **Amy Pickard** and System Board of Trustees Vice Chair Teresa Vincent attended Preservation Buffalo Niagara's Award Ceremony to receive the 2016 Preservation Award – Education and Outreach which was given to the Rare Book Room for its preservation/conservation efforts with rare books of architectural historical significance. Congratulations to all!

Marriage of Shakespeare's Folios – In an unprecedented collaboration, the Buffalo & Erie County Public Library – Rare Book Room and the University at Buffalo's (UB) Special Collections brought together, though a ceremonial marriage on October 4th, the University's and Library's collection of Shakespeare's First Folios. UB's 4 Folios arrived at the front entrance of the Central Library in a Pierce Arrow Motor Car escorted by UB Poetry and Rare Book Curator Michael Basinski. The Library's Rare Book Curator **Amy Pickard** ceremoniously joined UB's Folios with the Library's – placing each side by side on exhibit in the Rare Book Exhibit Room. The 8 Folios will remain on exhibit here through February 2017. A celebration, "A Shakespeare's Jubilee" was held on October 13th with more than 100 in attendance. Associated with the University at Buffalo's Shakespeare conference, the celebration held at the Central Library included student performances with excerpts from *A Midsummer Night's Dream* and *Return to the Forbidden Planet*, plus the Peace of the City urban remix of *Twelfth Night*. **Anne Conable**, Manager, Community Engagement, and Barbara Bono, Associate Professor of English (UB), coordinated the event.

Get Covered! Health Insurance Information Fair – The downtown Central Library hosted the Get Covered! Health Insurance Information Fair on October 1st. Positioned in advance of the open enrollment for the New York State of Health insurance exchange, the event was undertaken to improve health insurance literacy among community members. There were representatives from insurance and healthcare providers along with free health screening and nutrition on-a-budget information.

Lights on Afterschool – The Central Library Children's Services and Launch Pad staff participated in the nationwide celebration called *Lights on Afterschool*, Thursday, October 20th. The event, in support of working families, highlights the role of afterschool programs in keeping children safe while inspiring them to learn. Children's activities in the Milestones of Science STEM Education Center consisted of science activities featuring engineering and electrical circuitry along with tours of the Milestones of Science exhibit. In addition to activities provided by Children's Services, Launch Pad staff gave tours of the MakerSpace to 350 children and their parents. The children used the Recording Studio to record their thoughts on the importance of their afterschool programs.

***Alice's Ordinary People* Screened at the Frank E. Merriweather, Jr. Branch Library** – Filmmaker Craig Dudnick debuted his most recent film *Alice's Ordinary People* in Buffalo on October 25th at the Frank E. Merriweather, Jr. Branch Library. States Mr. Dudnick: “the documentary film is about Alice Tregay, an unsung heroine of the Civil Rights Movement. Alice is a woman who refused to stand still for injustice and brought others together to change what was.” A discussion with Mr. Dudnick was held following the film.

Disability Awareness Month – The downtown Central Library celebrated Disability Awareness Month with a daylong event October 20th, celebrating with accomplishments, successes, and stories. A Diversity Career Fair was held Friday, October 28th in collaboration with the Erie County Office for the Disabled.

National Opera Week – Opera singing was in full voice Wednesday, October 19th with several performances in the Ring of Knowledge.

Indie Author Day – More than 40 local and independent authors manned booths/tables at the downtown Central Library for Indie Author Day. Authors signed books, discussed book content, and took pictures with attendees.

Kids Escaping Drugs – Children’s Services Manager **Kathryn Galvin**; Children’s Services Librarians **Pamela Bigsby**, **Wanda Collins**, and **John Gaff**; Senior Pages **Chelsea O’Donnell**, **Anna Pease**, and **Nancy Smith**; practicum student **Christine Schaefer**; and Library Associates **Paul Guminski** and **Kate Shea** from the North Park and East Clinton Branch Libraries; represented the Library at the Kids Escaping Drugs Galleria of Treats at the Walden Galleria Mall October 27th. This busy event, which attracts thousands of children and their families, provided the opportunity for the Library to introduce our services to many who may not otherwise be aware of library programming, resources, etc. *Reada Book*, the Library’s mascot, made several appearances to the delight of children and parents alike with many families taking pictures with *Reada*. Children’s Services librarians also hosted continuous readings for the annual Read for the Record and dozens of children and their families stopped by after their trick-or-treating to learn more about the Library. This year’s Read for the Record book was *The Bear Ate Your Sandwich* by Julia Sarcone Roach.

Monthly Programming Statistics - October 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	262	1796	5245	40316
Children (age 6-12)	157	1659	3484	32247
Teens	28	581	290	7623
Intergenerational	159	1225	5809	37028
Adults (excludes Technology)	282	2056	3170	27328
TOTAL In Library Programs	888	7317	17998	144542

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	26	274	26	269
Teens	39	482	39	506
Intergenerational	0	0	0	0
Adults (excludes Technology)	112	1323	112	1333
TOTAL In Library Programs	177	2079	177	2108

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	0	66	0	261
System or Library-owned Cyber Train	18	150	135	1079
One on One	66	642	84	894
TOTAL Adult Technology	84	858	219	2234

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	6	44	64	1235
Children (age 6-12)	2	72	436	4549
Teens	0	9	0	1167
Intergenerational	24	201	7034	15845
Adults (excludes Technology)	15	100	516	3519
TOTAL Outreach (out of Library)	47	426	8050	26315

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	14	148	295	2765
Adult Services	8	44	457	1203
Launch Pad/TechKnow Lab	10	68	576	2137
Development/Communications	5	43	86	719
Grosvenor Room	0	21	0	130
TOTAL	37	324	1414	6954

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	3222	28438	
Visitors - Tour/Program	940	4608	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4162	33046	42580

Highlights:

- Mobile Services & Outreach Manager **Brian Hoth**, Senior Page **Mulumba Bondo**, and Director **Lydia Herren** of the Boston Free Library participated at the Colden Arts Festival October 1st. One hundred and thirty one (131) people visited the Bookmobile.
- TechKnow Lab staff **Kara Stock**, **Jordan Smith**, **Sean Goodrich**, **Andy Aquino** and **Jacqueline Hovey** and Information Services Librarian **Maria Lowe** gave a tour of the Launch Pad to 32 members of the Erie 1 BOCES Communicators Group on October 5th. Later on the 5th, **Jordan Smith**, **Sean Goodrich**, and **Andy Aquino** as well as **Maria Lowe** and **Sandra Courtney** provided another tour to 30 members of School Librarians Association of WNY.
- Information Services & Outreach Librarian **Shanley Olszowy** held a Living Library event October 6th. The event brought together people of different backgrounds to discuss their lives and different biases they have faced. The event allowed people to learn about someone different than themselves and to gain a better understanding about the diversity within our communities. There were 7 books that represented Wiccan, Atheist, Pastor, "The Smile Lady", New

Mom/Converted Jew/Adult Child of an Addict, and Congressman/Veteran LaFalce. There were 14 people in attendance.

- Sensory Storytime – **Maria Lowe**, working with the Kenmore Library, coordinated 4 Sensory Storytime programs for children with special needs. Sensory Storytime is a storytime program for children who may have difficulty with traditional storytime settings, particularly children with autism. It utilizes techniques such as a visual narrative, and incorporates sensory rich materials and activities like manipulative and gross motor activities in a safe, enclosed environment.
- Teen Manga Club – **Maria Lowe** and **Laura Scott** hosted the Teen Manga Club. There was a nice mix of teens, some returning from the summer Manga Club, others who heard about it from the Library’s advertising at Buffalo Comicon, and those who learned about it from Central staff. Teens made Cubee figures, tried Japanese snacks, watched anime clips, talked about their favorite manga books and characters, and also voted on future activities. By unanimous vote, future meetings will be extended from an hour to an hour and a half.
- I-Prep High School 9th grade students visited the Niagara Branch on October 27th and 28th. Librarian Allison Farrinacci and teacher Mary Claire Perez de Leon brought 40 students from Bangladesh, Burma, Congo, Eritrea, Malaysia, Iraq, Puerto Rico, Syria, Tanzania, Thailand, and Yemen. Library Manager **Suzanne Colligan** provided tours for both groups. The tour included an overview of materials, promotion of the database *Pronunciator*, the ESL/Citizenship collection, and audiovisual materials.
- Children’s Services organized and hosted the Central Library’s Annual Spooky Library event on October 29th. The event featured trick-or-treating throughout the first floor, crafts in the Kid’s Space, a mad scientist lab, and spooky stories told on the tier decorated as a haunted house. Also adding excitement to the event was a visit from Hawk Creek Wildlife Sanctuary. Hawk Creek personnel presented a show and tell program about night animals in keeping with the spooky theme. The event was well attended with families looking forward to coming back for other programs this year. Approximately 265 participated. In addition, TechKnow Lab Manager **Kara Stock** and Library Display Artist **Darlene Pennachi** held a “spooky” Printmaking class in the Launch Pad. Using printing blocks and a press, participants learned how early technologies were used to create images and manuscripts. Many of the conversations led to the Gutenberg press noted in the Milestones of Science exhibit.

2. Collection Development

Collection Development - October 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,651	41,314	311	2,825	534,800
Young Adult Print	828	7,989	117	1,139	73,138
Adult Print	5,529	47,606	658	7,332	1,865,139
Media	6,286	45,168	616	4,367	517,657
Other*	3,317	33,948	0	297	208,720
<i>Subtotal</i>	20,611	176,025	1,702	15,960	3,199,454

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	856	8,065	649	5,825	42,344*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	122	715	105	631	8,077
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
<i>Subtotal</i>	978	8,780	754	6,456	50,520

*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	21,589	184,805	2,456	22,416	3,249,974

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	448	2.9%	443	77.9%
Staff Initiated	99	3.0%	99	86.9%

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

Highlights:

- In October, 726 unique visitors from 11 countries viewed the Library’s Subject Guides (<http://bit.ly/1BgHwzj>).

3. Technology

Technology - October 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	802,063	6,510,852
Online Catalog	1,092,530	8,154,633

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	100	1,031	3,820	31,848	47	6,889
Flickr	52	254	7,753	103,310	0	53
Instagram	33	308	940	7,841	31	954
Pinterest	97	637	608	5,866	15	1,377
Tumblr	4	36	11	73	3	149
Twitter	146	1,384	1,119	10,540	70	9,162
YouTube	1	9	805	8,155	2	125
Total	433	3,659	15,056	167,633	168	18,709

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:

- Digitization Committee Chair **Meg Cheman**, together with members **Abigail Barten**, **Glenn Luba**, **Allison Lund**, **Maureen McLaughlin**, **Amy Pickard**, and **Linda Rizzo**, show-cased the new and improved Digital Collections website and internal Content Management platform on October 10th. The committee discussed the Digital Plan and demonstrated how member libraries can suggest collections to digitize. <http://www.buffalolib.org/content/digital-collections>

- **Next-Generation ILS Implementation Progress** – The ILS Implementation Team shifted its focus to the integration of eResource Central (eRC) in October. eRC is a digital content management tool that unites the B&ECPL’s eBook and eAudio collections with its physical collections through the Enterprise catalog. Patrons will have the ability to search for digital content alongside traditional items, view real-time availability, place holds, and download titles directly from a single interface. The module was installed this month and a training session was held for staff members from Information Technology, Technical Services, Technology Support, and Central Information Services Departments.

4. Funding/Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – October 31, 2016	\$87,257.65

Highlights:

- The Library was notified it was selected to receive The Rotary Club of Buffalo’s Major Project Grant for \$175,000. The funds will be used to update and brighten the children’s areas in the 9 City of Buffalo Libraries, including the downtown Central Library, creating “Rotary Reads - Kids Club” areas. Planning will begin in 2017.

5. Facilities

Highlights:

- Items purchased through a New York State Special Legislative Project, courtesy of Assemblyman Robin Schimminger, have started to arrive at the Riverside Branch Library. There is now a new, colorful carpet for the Children’s area, a café table and chairs for the Young Adult section, a new side table, and a paperback rack for children’s chapter books.
- On October 21st, Chief Financial Officer **Ken Stone**, Assistant Deputy Director **Dawn Peters**, Supervising Chief Stationary Engineer **Carl “Chip” Campbell**, Manager of City Branches **Linda Rizzo**, East Delavan Branch Manager **John Stone**, and Associate AIA Brian Swartz for the City of Buffalo met with representatives from Clark Patterson Lee (CPL) - Brian Kulpa, Deborah Pease, and David Schoell, at CPL’s offices for a meeting regarding the East Delavan Branch Library ADA Access and Compliance Project. During the meeting, members discussed revisions to plans for the east wall’s window setup and

addressed issues with the greenery along the east wall regarding snow plow accessibility. Minor design choices were made regarding a railing to be added alongside the front entrance ramp. The final design for the new Information Desk was presented and color options for the desk surface and accents were reviewed and confirmed. A public input meeting is scheduled for Monday, November 14th, at the East Delavan Branch Library.

6. Staff Development

Staff Development - October 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	169	2153	0	31

Highlights:

- The B&ECPL sent staff to a variety of exciting and informative external training opportunities throughout the month.
- Two employees continued to participate in Erie County’s *Effective Supervisory Practices* course. October sessions included: *DiSC Assessment Workshop; Compliance & ADA Awareness; Accountability: Discipline, Part 1; and Performance Evaluations.*
- Three B&ECPL librarians presented at 2 different Western New York Library Resources Council (WNYLRC) workshops in October: *We Can Build It! 2017 Summer Reading Program Working Session* and *Assessing & Addressing YA Audiences: Taking a New Look at Young Audiences.* In addition, staff attended WNYLRC’s Safe and Secure workshop that focused on safety and security in the library.
- Librarian **Nicole Jesse** attended the Association of Bookmobile and Outreach Services 2016 Conference from October 19th to October 21st in Covington, Kentucky.
- A variety of webinar training programs were also attended including but not limited to: *Coding Clubs: Youth Programming for Public Libraries* (presented by TechSoup); *How Successful Libraries Thrive in Uncertain Times* (presented by WebJunction); *How to Brand Your Government Documents Collection without a Wax Seal* (presented by FDLP); *Let's Celebrate Women's Small Business Month Together: Get Tips for Starting or Growing a Small Business, Diversities in Libraries* (hosted by American Libraries); *Selecting the Right Products for Your MakerSpace* (hosted by

Special Libraries Association); *The 4 Habits of Servant Leaders* (presented by Training Magazine Network); *Connecting to Collections' Caring for Archives, Managing Library Technology: Keeping All the Balls in the Air* (presented by WebJunction); and *Emerging Tech Trends in Libraries – Part 5* (presented by InfoPeople); and *The Library's Legal Answers for Meeting Rooms* (presented by WebEx).

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Event, Advisory and Release	Buffalo & UB Libraries Hold Wedding of the Folios, Merging Treasured Shakespeare Works	October 4 th , covered by Channel 4 and WBFO radio
Media Event, Advisory and Release	One Buffalo Community Library Card Unveiled - <i>PSE joins Buffalo & Erie County Public Library System in promoting educational living</i>	October 5 th and 6 th Channels 7 and 4, WBFO radio and WNY Family Magazine
AM Buffalo Live Interview with Amy Pickard and Joy Testa Cinquino	Milestones of Science and One Buffalo Library Card	October 10 th
Media Release	Nearly 40 Local Authors to Participate in Indie Author Day	Published in the Buffalo News, Buffalo Rising, and Artvoice October
Media Release	Chairman's Book Club to be held October 5 th @ Central Library	October 1 st , covered in the Buffalo News, Artvoice, and Spree Magazine
Mass e-mail	Tickets on Sale - Wayne D. Wisbaum to be honored @ Library Fundraising Gala	October 31 st
Article Submission - Refresh	Various health-related topics including depression and cancer	Published in the Buffalo News on October 8 th & October 15 th
Crane: WNY Family Magazine Online	October Events	October 1 st
Merriweather: Criterion	Screening and Discussion of <i>Alice's Ordinary People</i> - documentary film	Published in issue of October 15 th - 21 st

Niagara: Bee Newspapers	Various programs submitted to online calendar event suggestion form	Online submission
Riverside Review	Job Club, Preschool Story Time, Fall on the Farm, Computer Class, Secret World of Spiders	October 12 th

Highlights:

- **AM Buffalo** – Special Collections Manager **Meg Cheman** and Assistant Deputy Director of Development and Communications **Joy Testa Cinquino** appeared on AM Buffalo to discuss the Milestones of Science and the new One Buffalo library card October 10th.
- Launch Pad Manager **Jordan Smith** created a promotional video highlighting the Milestones of Science exhibit: <http://bit.ly/MilestonesofSci> which is now viewable through the Library’s YouTube account.

8. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
October 2016**

DATE	MEETING / EVENT
October 3, 2016	Meeting - Frank Housh, Chair, B&ECPL Board of Trustees
October 4, 2016	Media Event - Marriage of Shakespeare's Folios
October 4, 2016	Meeting - Daniel Frisa, Author
October 5, 2016	Media Event - One Buffalo Library Card
October 5, 2016	Event - Chairman's Book Club
October 5, 2016	Conference Call - Western New York Library Resources Council - Personnel Committee
October 5, 2016	Meeting - Town of Tonawanda Public Library - Kenmore Branch
October 6, 2016	Meeting - Darlene Pennachi
October 6, 2016	Meeting - Joy Testa Cinquino, Anne Conable
October 7, 2016	Meeting - Biel's Document Management
October 11, 2016	Meeting - Central Library Elevator Construction
October 11, 2016	Conference Call - Public Library System Directors Organization (PULISDO)

Minutes of the Board of Trustees

Page 19

October 11, 2016 Meeting - Dawn Peters, Joy Testa Cinquino
October 12, 2016 Meeting - Managers/Directors
October 12, 2016 Meeting - Strategic Planning Committee
October 12, 2016 Meeting - Karen Lee Spaulding, John R. Oishei Foundation
October 13, 2016 Meeting - Administrative Team
October 13, 2016 Meeting - Just Buffalo Literary Arts Center, City of Buffalo, Buffalo Place
October 13, 2016 Meeting - Carol Batt
October 13, 2016 Meeting - Buffalo & Erie County Public Library Board of Trustees - Executive Committee
October 13, 2016 Event - Shakespeare Folios Reception
October 14, 2016 Event - Buffalo Public Schools Adult Education Annual Partner Breakfast
October 14, 2016 Meeting - Joy Testa Cinquino
October 17, 2016 Meeting - Jeannine Doyle, Dawn Peters
October 17, 2016 Conference Call - Bond Schoeneck & King
October 18, 2016 Event - Theatre of Youth Reception
October 18, 2016 Meeting - OCLC/WorldShare Early Adopter Program
October 18, 2016 Conference Call - NewsBank
October 18, 2016 Meeting - ZONTA
October 19, 2016 Meeting - Carol Batt
October 19, 2016 Meeting - Ken Stone, Dawn Peters
October 19, 2016 Conference Call - Jonathon Welsh, Talking Leaves Books
October 20, 2016 Meeting - Patron, Dawn Peters
October 20, 2016 Conference Call - New York State Department of Education - Division of Library Development
October 20, 2016 Meeting - Disability History Awareness Week
October 20, 2016 Meeting - Buffalo & Erie County Public Library Board of Trustees
October 21, 2016 Presentation - Erie County Fiscal Stability Authority
October 24, 2016 Meeting - Administrative Team
October 24, 2016 Meeting - Joy Testa Cinquino
October 25, 2016 Conference Call - Abigail Mack, Mack Art Conservation
October 25, 2016 Meeting - Ken Stone
October 25, 2016 Meeting - Rotary Club of Buffalo
October 26, 2016 Conference Call - Minimum Standards Committee

Other:

Contracting Member Library Activity Reports

Elma Public Library – submitted by Karen Korpanty, Director

Highlights of events and activities at the Elma Public Library:

- Teen Book Club, hosted by Children’s Librarian **Kate Puehn**, met on October 3rd to discuss *The Apothecary* by Maile Meloy.
- On October 5th, Librarian **Alison Lawrence** offered “No Tricks, Just Treats,” a program of stories, games, and a craft for children in grades K – 3.
- “Tales from Beyond,” a night of spooky tales for ages 11 – 17, was performed by Cris Johnson on October 10th.
- On October 12th, Central program staff presented “Magical Creatures” to school-age children.
- Teens & Tweens pulled up chairs to the “Art Bar” for a crafty evening on October 17th.
- An evening of “Mark Twain Live!” was performed by Mike Randall to a full house on October 19th. This event was sponsored by the Friends of the Elma Public Library.
- On October 24th, Liz Thompson explored the “Mysterious World of Bats” with a curious audience of all ages.
- Adults shared an evening relaxing and coloring on October 31st.
- In recognition of Library Card Sign-up Month, the Friends of the Elma Public Library will be awarding a pizza party to the class at the Elma Primary School which had the most new library card registrations and individual student library visits during the month of October.
- Throughout the month, Elma Primary School Kindergarten art students have displayed seasonal leaf pictures on the wall of the children’s area.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- October is always an exciting month at the Library! We hosted a Spooky Magic Show and magician Cris Johnson made a “ghost” fly around the room. Our Friends of the Library group generously covered the cost of the program.
- We also have local writer Marjorie Norris visiting the library on Saturdays to teach teens and adults how to express themselves through poetry, prose, and free thought.

- The Department of Labor continues to visit the library on Tuesdays and Thursdays to assist with job placement and to provide our patrons with career resources and guidance.
- We now have an ESL class that meets on Thursdays to practice their conversational English skills. They are extremely thankful that we can provide them with space to learn.

Agenda Item G - Report of the Foundation. The November 16th meeting of the Library Foundation of Buffalo & Erie County was cancelled and rescheduled for December 6, 2016. Director Jakubowski called on Joy Testa Cinquino who updated trustees on the Library's Fundraising Gala - *Celebrating Our Milestones - 180 Years of Books, History & Community* being held on December 2, 2016 for which the Foundation is a Silver Sponsor. Proclamations are expected from the offices of County Executive Mark Poloncarz, NYS Congressman Brian Higgins, and NYS Senator Tim Kennedy.

Agenda Item H - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. On William Josefiak's behalf, Director Jakubowski reported the ACT Board met November 9th. Programming is being developed for the December ACT meeting which will be set around a general orientation of trustee responsibilities; information will be sent to trustees.

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

Agenda Item J - Unfinished Business.

Agenda Item J.1 - Adopt New Construction/Library Expansion Policy. Chair Housh reminded trustees, at the October 20, 2016 Board of Trustees meeting, proposed Resolution 2016-44 was tabled for trustee comments to be made and discussed further at today's meeting. Trustee comments were received; these, together with Director Jakubowski's recommendations, were shared with trustees prior to the Board meeting via e-mail and/or U.S. mail. Chair Housh suggested proposed Resolution 2016-44 be referred back to the Policy Committee to consider all comments. Policy Committee Chair Panty remarked this was a wise move. Trustee Berlow moved, Trustee Panty seconded, and it was unanimously approved to refer proposed Resolution 2016-44 with comments received back to the Policy Committee which was scheduled to meet directly after the Board meeting at 5 p.m. Trustees were invited to stay for the Policy Committee meeting.

Agenda Item K - New Business. There was no new business.

There being no further business, on motion by Trustee Panty with a second from Trustee Horton, the meeting was adjourned at approximately 4:28 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary