

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 15, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, September 15, 2016, at the Angola Public Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair  
Michael Amodeo  
Alan Bedenko  
Sheldon M. Berlow  
Frank Gist  
Theodore K. Johnson  
Sharon M. Kelly  
Elaine M. Panty

Agenda Items A and B - Call of the Roll and Approval/Changes to the Agenda. Chair Frank Housh called the meeting to order at 4:21 p.m. in the meeting room of the Angola Public Library. He explained the meeting would commence with informational items while awaiting the arrival of the eighth trustee, which would constitute a quorum and allow business to be conducted. Agenda items were taken out of order.

Agenda Item D - Report of the Chair. Chair Housh shared with trustees the reprise of the Chairman's Book Club held August 19<sup>th</sup> at the Frank E. Merriweather, Jr. Branch Library discussing *Between the World and Me* by Ta-Nehisi Coates went well. He encouraged trustees to attend the next Chairman's Book Club being held October 5<sup>th</sup> at the Central Library at 12 noon, discussing *Half-Earth: Our Planet's Fight for Life* by Edward O. Wilson; flyers were distributed.

Chair Housh briefly reported on the automobile accident at the Lackawanna Public Library, but noted this would be discussed further under the Report of the Director. He also conveyed there was a break-in at the East Delavan Branch Library, very little was taken, and there was damage to a window; an investigation is pending.

Agenda Item E.2.g - Monthly Financial Report. The monthly financial report for the month ending July 31, 2016 was included in the board packet as an informational item. Deputy Director CFO Kenneth Stone noted the report also detailed monthly activity for June and July; overall, the Library is within budget. Active employee health insurance

costs are modestly under budget and retiree medical charges have begun to moderate, coming in under budget, 1.2% less than the same period last year.

Agenda Item F – Report of the Director. Director Mary Jean Jakubowski reminded trustees the Library’s Fundraising Gala – *Celebrating Our Milestones – 180 Years of Books, History & Community* is being held on December 2, 2016. Sponsorships are being accepted. A handout with details was distributed to trustees. Housh Law Offices, PLLC has agreed to be a sponsor.

Director Jakubowski communicated an e-mail was sent out earlier that day to trustees regarding an accident at the Lackawanna Public Library where a car ran into the building; she acknowledged there is significant structural damage. Shoring up of the building will begin Friday; they are awaiting air sampling reports to rule out asbestos in the building. The bookmobile has been placed in the Memorial Park parking lot to provide services. Due dates of materials are being extended. There is an anticipated reopening date of Monday, September 19<sup>th</sup>, pending results of the air samples. The Library continues to work with the Lackawanna Public Library’s Director and Board of Trustees. Trustees will be kept apprised.

At the July System Board meeting held at the City of Tonawanda Public Library, a patron spoke during public comment expressing concerns about the Lackawanna Public Library; he had been invited to the Lackawanna Public Library’s Board meeting which was scheduled for Saturday, September 17<sup>th</sup>. Due to the accident, the Lackawanna Public Library Board cancelled that meeting and Ms. Jakubowski reached out to the patron notifying him of the cancellation and advised he directly contact the Lackawanna Public Library.

Director Jakubowski was pleased to report the Hispanic Heritage Month Kick-off took place earlier that day and remarked there was a good crowd with many elected officials present. There are monthlong activities planned throughout the libraries and other locations in Erie County.

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

## **B&ECPL Monthly Report July & August 2016**

**Summer Reading:** On Your Mark, Get Set, READ! has proven to be a successful summer reading program with over 43,300 participants. Programs for children, teens, and adults focused on activities to encourage activity for both the mind and body. Summer reading contests brought in 1,082 book reviews from children age 12 and

under, with an additional 68 reviews written by teens age 13-16, and 98 submitted by adults. All totaled, more than 1,730 books were read! Read Down Your Fines has again proven itself as a viable program to encourage children to read to reduce their overdue library fines. As of August 31<sup>st</sup>, 638 children under the age of 17 have participated reading for more than 66,950 minutes.

**Battle of the Books:** The 18<sup>th</sup> annual Battle of the Books was held at Erie Community College South on Saturday, August 6<sup>th</sup>. Twenty-eight teams, comprising 202 players and 17 coaches from 16 libraries, participated in the Jeopardy-like contest. Assistant Deputy Director (A.D.D.) **Dawn Peters** read the questions for the final championship round. Library Board of Trustees Chair Frank Housh introduced the championship round and awarded the 1<sup>st</sup> and 2<sup>nd</sup> place medals. After 5 regular rounds of questions about the books the teams had been assigned to read - *NERDS* by Michael Buckley, *Tesla's Attic* by Neal Shusterman, *The Wednesday Wars* by Gary D. Schmidt, *Wild Magic* by Tamora Pierce, and *Chomp* by Carl Hiaasen - Teams Amherst 1 and Grand Island faced off in the final round, with Amherst 1 emerging as the winner! Children's Services Manager **Kathy Galvin** and Children's Services Librarians **Mary Ann Budny, Erin Burke, Danielle Burning, Steve Clancy, Wanda Collins, John Gaff,** and **Maria Lowe** coordinated the event.

**Maker Camp:** For the 2<sup>nd</sup> straight summer, the Buffalo & Erie County Public Library (B&ECPL) has become a Maker Camp affiliate through Maker Media, Inc., San Francisco, California. Maker Camp is a summer camp geared towards children ages 8 through 12, with a focus on creativity, exploration, building, and tinkering. Each week, multiple projects were made available for both children and their families. Projects included Maker Camp buttons, journals, bridge building, a circuit wire loop game, do-it-yourself sidewalk chalk, and seed bombs. Those of any skill level were welcomed to make these hands-on Science, Technology, Engineering and Mathematics (STEM) based projects. Librarian **John Gaff**, with assistance from Launch Pad staff members **Sarah Barry** and **Toby Twiss**, oversaw the Camp.

**Outreach to Erie County's Immigrant and Refugee Population:** Information Services Outreach Librarian **Susan Kriegbaum-Hanks** and A.D.D. **Dawn Peters** hosted and presented to Erie County's New Americans Committee. Susan provided information on the Library's resources and discussed the various services the Library provides to New Americans and refugees. Approximately 25 New American and refugee community leaders were present at this meeting. Ms. Kriegbaum-Hanks also attended a meeting of the WNY Immigrant and Refugee Roundtable sponsored by the International Institute of Buffalo. She gave a brief overview of resources available for immigrants, refugees, and non-native speakers of English to an audience of approximately 25 members of various immigrant and refugee services organizations including the New York Immigration Coalition, the Immigrant and Refugee Research Institute, the Legal Aid Bureau, and Jericho Road.

**Chairman's Book Club:** On August 16<sup>th</sup>, the Chairman's Book Club, a public discussion on new books and current events hosted by Library Board Chair Frank Housh, met to discuss *Between the World and Me* by Ta-Nehisi Coates at the Frank E. Merriweather, Jr. Branch. Panelists Heron Simmonds-Price, Anthony Neal, and Sharon Holley facilitated a discussion. Twenty-seven were in attendance.

**On the Road:** The B&ECPL's Library on Wheels has crisscrossed Erie County this summer participating in special events including the Town of Lancaster's 4<sup>th</sup> of July Parade, Puerto Rican and Hispanic Day Parade, Buffalo Niagara Scottish Festival, Eden Corn Festival, Western New York Dairy and Ag Festival, and the Buffalo Reading Invasion at Delaware Park. The vehicle made special appearances at the City of Tonawanda Public Library and the Amherst Public Library summer picnics. In addition, the Library on Wheels began regularly scheduled stops in the Town of Colden as well as the Town of Wales. Stops also included the Boys & Girls Club of Holland and 18 Buffalo Public Schools' *Ready Freddy* events.

**Star Trek:** Boldly going where no man.... The Star Trek Convention was held August 27<sup>th</sup> from 11 a.m. to 3 p.m. at the downtown Central Library with many children and adults in attendance. The event was organized by Librarian **Brian Hoth**. Activities included children's crafts coordinated by Children's Services & Outreach Librarian **Erin Burke** and Senior Page **Nancy Smith**; a *drawbot* demonstration by Information Services & Outreach Librarian **Andrew Maines**; and Star Trek trivia hosted by eBranch Library Associate **Kristen Wall**. Two speakers presented talks related to Star Trek: Gary Earle Ross, professor emeritus at the University at Buffalo, spoke about how Star Trek bridged the 1950's/early 60's model of television/cinema Sci-Fi related to technological changes of today, and retired University of Buffalo Librarian, Mike Lavin, spoke about Star Trek graphic novels. Finally, Paul Krupinski of Ancient Eyes Productions brought his Mobile Dome Planetarium and related his presentation to Star Trek. In addition, the movies *Star Trek II: the Wrath of Khan* and *Star Trek Generations* were shown. Mr. Krupinski commented on how nice the Collections Gallery space was for setting up the Mobile Dome and the Milestones of Science display as an appropriate backdrop.

**Thanking our Legislators:** Chief Operating Officer **Carol Batt**, Chief Financial Officer **Ken Stone**, Assistant Deputy Director **Dawn Peters**, and Librarian **Renée Masters** attended a thank you breakfast for legislators at the Western New York Library Resources Council office on Tuesday, August 2<sup>nd</sup>. CFO Stone made a brief presentation on the New York State Construction Program for Libraries and Ms. Masters provided consumer health information to attendees.

**STEM, STEAM, STREAM:** The B&ECPL continued its efforts to promote science, technology, engineering and mathematics through varied summer programming. Coding workshops using RUBY, various 3D print projects including pieces to complete

a functioning robot, pieces for Cosplay costumes, replacement vacuum cleaner parts, etc., and Pokémon GO have all led to a very busy summer.

- Thirty students from the Buffalo Urban League Young Entrepreneur Program received a tour of the Launch Pad focusing on 3D printing. Thirty-eight seventh grade students from NYGEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) also toured the Launch Pad and learned about MakerSpace technologies. The students also attended a Medical Curiosities program given by Children's Programming Librarian **Danielle Burning** and toured the Milestones of Science collection. Twelve participants from Journey's End Refugee Services learned about the Launch Pad's recording studio while touring the Central Library and 16 students from the Math Science Technology Preparatory School enjoyed hands-on experience using the Launch Pad's Leap Motion Controller, littleBits Synth, Virtual Reality Goggles, and Mechanoid robot. The students were also given tours of the Milestones of Science exhibit from Rare Book Room Librarian **Charles Alaimo**.
- **John Gaff**, in partnership with the Boys & Girls Club of Buffalo, mentored 4 youth from the Babcock Clubhouse for the Boys & Girls Club's STEAM Competition Science Fair. The competition gave youth ages 8-12 experience in hands-on development and critical thinking in a team-based environment. John, along with co-mentor Rebecca Wasmer of First Lego League, guided the youth in choosing and developing a unique STEAM-based product and service based on cow farming and maintaining proper nutrition for the animals in the winter months.
- The Central Library hosted a series of programs entitled Printing Partners. Printing Partners is a series of book arts classes taught by staff from the Western New York Book Arts Center, one of our neighbors in Buffalo's Literary Corridor. Printing Partners was held every Tuesday and Thursday in July starting July 12<sup>th</sup>. These drop in, "make it and take it" workshops were targeted to children ages 6 - 13, but people of all ages participated. Children worked on dragon books, origami books, printmaking, quilling, and more. Sessions were held in the Milestones of Science STEM Education Center as a complement to the Gutenberg display of the Milestones of Science exhibit.

**Public Art Initiative:** The Library's collaboration with the Albright-Knox Art Gallery's Public Art Initiative continues to expand. Brooklyn-based fabric artist Amanda Browder's 3 site installation *Spectral Locus* (on short term display at Broadway and Fillmore, on the Ferry Street church at Colonial Circle, and at Clifton Hall next door to the Gallery) was partially created and assembled at the downtown Central Library in the 2<sup>nd</sup> floor unfinished space. The community was invited to donate fabric for the artworks (the Central Library as one of several collection points) and subsequently

assisted with the layout and sewing of *Spectral Locus* over 2 weekends in July and August. This marvelous community venture attracted several dozen helpers of all ages.

**The B&ECPL is where the people are!** Sharing B&ECPL’s services is an important part of the Library’s mission and we’re out there: Canalside, Erie County Fair, U.B. on the Green, etc. Throughout the summer, Children’s Services staff attended Canalside Tuesdays from 11 a.m. to 1 p.m. providing services, story times, and library cards as well as full days on the 4<sup>th</sup> of July and at the Maritime Festival. Staff manned the “Library Booth” at the Erie County Fair, Sunday, August 14<sup>th</sup>, and Monday, August 15<sup>th</sup>, sharing library service information and issuing over 80 library cards.

**Renée Masters** represented the B&ECPL System at *Unity in the Community & Care Fair Night*, an evening dedicated to health, unity, and community. Ms. Masters provided information regarding the Library’s health databases and other services. Rare Book Curator **Amy Pickard** gave a presentation about the Milestones of Science Collection and exhibit at Amberleigh Senior Living’s Learning Academy Speaker Series for approximately 50 residents. Information Services & Outreach Manager **Dan Caufield** and Library Director **Mary Jean Jakubowski** presented an overview on how B&ECPL resources support local business for the Vistage Group of Buffalo on July 12<sup>th</sup>.

**Renée Masters** represented the B&ECPL at Harmac Medical Products’ second annual Community Day. Renée interacted with over 60 adults and children informing them of library resources and services and having fun with hands-on crafts. This event is part of the larger Bailey Green Project whose aim is to clean, green, and revitalize the Bailey Genesee community on the east side of Buffalo. Children’s Services Librarians **Erin Burke** and **Wanda Collins** had a table at Holland International Speedway’s “NASCAR Family Night at the Races.” Representatives from the Cheektowaga Public Library, East Clinton Branch Library, and Central Library were on hand.

## Monthly Programming Statistics – July/August 2016

### 1. Public Services

#### July 2016

##### In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	200	1265	4961	28403
Children (age 6-12)	290	1073	6050	19101
Teens	162	393	1494	4026
Intergenerational	166	820	5747	21921
Adults (excludes Technology)	142	1396	1076	19446
<b>TOTAL In Library Programs</b>	<b>960</b>	<b>4947</b>	<b>19328</b>	<b>92897</b>

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**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)	45	162	45	151
Teens	16	401	17	425
Intergenerational	0	0	0	0
Adults (excludes Technology)	112	964	112	974
<b>TOTAL In Library Programs</b>	<b>173</b>	<b>1527</b>	<b>174</b>	<b>1550</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	50	10	202
System or Library-owned Cyber Train	7	107	39	751
One on One	67	456	113	641
<b>TOTAL Adult Technology</b>	<b>78</b>	<b>613</b>	<b>162</b>	<b>1594</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	1	31	39	1029
Children (age 6-12)	8	54	127	3389
Teens	0	5	0	602
Intergenerational	9	44	1017	5767
Adults (excludes Technology)	6	70	141	2591
<b>TOTAL Outreach (out of Library)</b>	<b>24</b>	<b>204</b>	<b>1324</b>	<b>13378</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	176	207	4508	4931
Children (age 6-12)	287	303	6007	6297
Teens	125	164	1102	1444
Intergenerational	125	143	5422	6311
Adults	49	55	387	429
<b>TOTAL Summer Reading Programs</b>	<b>762</b>	<b>872</b>	<b>17426</b>	<b>19412</b>

**August 2016**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	161	1426	4358	32761
Children (age 6-12)	337	1410	8167	27268
Teens	133	526	3069	7095
Intergenerational	163	983	7097	29018
Adults (excludes Technology)	182	1578	2383	21829
<b>TOTAL In Library Programs</b>	<b>976</b>	<b>5923</b>	<b>25074</b>	<b>117971</b>

**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)	67	229	73	224
Teens	19	420	19	444
Intergenerational	0	0	0	0
Adults (excludes Technology)	107	1071	107	1081
<b>TOTAL In Library Programs</b>	<b>193</b>	<b>1720</b>	<b>199</b>	<b>1749</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	9	59	38	240
System or Library-owned Cyber Train	10	117	65	816
One on One	50	506	78	719
<b>TOTAL Adult Technology</b>	<b>69</b>	<b>682</b>	<b>181</b>	<b>1775</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	35	67	1096
Children (age 6-12)	9	63	342	3731
Teens	2	7	515	1117
Intergenerational	124	168	1463	7230
Adults (excludes Technology)	6	76	152	2743
<b>TOTAL Outreach (out of Library)</b>	<b>145</b>	<b>349</b>	<b>2539</b>	<b>15917</b>



**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	163	370	4425	9356
Children (age 6-12)	331	634	8316	14613
Teens	119	283	3411	4855
Intergenerational	135	278	6680	12991
Adults	67	122	1085	1514
<b>TOTAL Summer Reading Programs</b>	<b>815</b>	<b>1687</b>	<b>23917</b>	<b>43329</b>

**July 2016**

**System-wide Milestones of Science Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	20	115	294	2123
Adult Services	4	27	77	542
Launch Pad/TechKnow Lab	11	47	141	952
Development/Communications	4	35	10	578
Grosvenor Room	4	18	13	91
<b>TOTAL</b>	<b>43</b>	<b>242</b>	<b>535</b>	<b>4286</b>

**Milestones of Science Exhibit:**

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2066	18138	
Visitors - Tour/Program	465	3000	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>2531</b>	<b>21138</b>	<b>30672</b>

**August 2016****System-wide Milestones of Science Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	16	131	273	2396
Adult Services	6	33	159	701
Launch Pad/TechKnow Lab	8	55	172	1124
Development/Communications	1	36	3	581
Grosvenor Room	2	20	21	112
<b>TOTAL</b>	33	275	628	4914

**Milestones of Science Exhibit:**

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	4727	22865	
Visitors - Tour/Program	472	3472	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	5199	26337	35871

**Highlights:**

- A.D.D. **Dawn Peters** provided a tour of the Launch Pad and the Milestones of Science exhibit for Martha Brogan, Director of the New Haven Free Public Library in Connecticut, July 6<sup>th</sup>. On her vacation with her husband, Ms. Brogan stopped in for a visit to see and learn more about the Library's Launch Pad as she is exploring prototypes for new programming and services at her historic downtown library. Librarians **Kara Stock**, **Jordan Smith**, and Senior Page **Trevor Brown** were on hand to demonstrate the various technologies, equipment, and software.
- Librarian **Danielle Burning** hosted the 4<sup>th</sup> Manga Club meeting July 23<sup>rd</sup>. Teens made Popin' Cookin' Sushi, which is a Japanese DIY candy - all one needs to do is add water! All the teens loved the craft and talking about their favorite Manga series.
- **Amy Pickard** gave a 2-hour tour to former Library Foundation of Buffalo & Erie County President Victor Rice and his guest Alex Keogan, Corporate Development Manager at Hebel, LLC. During this visit they were shown the *Milestones of Science: Books That Shook the World!* exhibit, Mark Twain Room,

*Celebrating 400 Years of Shakespeare* exhibit, Audubon’s *Birds*, *The Federalist*, and some significant manuscript items in the Rare Book Collection.

- Librarian **Shanley Olszowy** conducted a tour for 16 people from the Buffalo Adult Education Center on August 2<sup>nd</sup>. Many of the attendees were new immigrants to the U.S. and were very appreciative to have a library available.
- **Shanley Olszowy** conducted a tour for 11 librarians visiting from South Korea. Having time before their bus left for N.Y., all 11 librarians stopped in to see B&ECPL’s Central Library. The librarians were very impressed with the services and resources made available to our residents.
- The World Through Your Eyes, Inc. presented their first Open Mic Night at the Crane Library on Thursday, August 18<sup>th</sup>. The program was held in the 2<sup>nd</sup> floor community space with a very large turnout of 70 participants and audience members. The nonprofit organization will be planning monthly and eventually biweekly open mic nights at the Crane Library to promote a community of positivity and artistic expression. The event had musical performances, poetry readings, spoken word, and also discussions about overcoming depression.
- Librarian **Charles Alaimo** provided a tour of the Milestones of Science exhibit to a visiting family of 5 from Madrid.

## 2. Collection Development

### Collection Development - July 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,069	24,936	363	1,708	530,577
Young Adult Print	862	5,324	178	768	72,919
Adult Print	4,596	31,777	779	5,158	1,865,995
Media	3,592	28,320	356	2,680	510,111
Other*	2,877	23,803	38	282	205,241
Subtotal	15,996	114,160	1,714	10,596	3,184,843

\*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,269	5,401	1,018	3,803	39,692*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	70	438	63	385	7,799
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	1,339	5,839	1,081	4,188	47,590

\*Includes 428 EBL titles

\*\*Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	17,335	119,999	2,795	14,784	3,232,433

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	447	3.8%	446	71.6%
Staff Initiated	158	0.6%	158	88.6%

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

**Collection Development - August 2016**

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	6,184	31,120	371	2,079	532,986
Young Adult Print	1,021	6,345	121	889	73,617
Adult Print	5,284	37,061	732	5,890	1,865,742
Media	4,859	33,179	615	3,295	511,122
Other*	3,750	27,553	4	286	208,246
Subtotal	21,098	135,258	1,843	12,439	3,191,713

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	798	6,199	635	4,438	40,483*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	66	504	61	446	7,865
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	864	6,703	696	4,884	48,447

\*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	21,962	141,961	2,539	17,323	3,240,160

## Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	524	3.1%	522	69.5%
Staff Initiated	86	2.3%	86	77.9%

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

**Highlights:**

- **Charles Alaimo** completed a lengthy overhaul of the Library's archives in the Rare Book Room. The physical arrangement and descriptions in finding aids have been updated and improved and archival housing has been purchased to properly store various documents dating back to the beginnings of the Young Men's Association (early 1800's) and the Grosvenor Library (1869). The archives include over 3,000 photographs and slides, as well as documents, handwritten ledgers and correspondence, publications, and objects.
- In July and August, 1,253 unique visitors from 15 countries including Australia, Canada, Germany, India, Italy, Japan, Netherlands, Nigeria, Pakistan, Philippines, Saudi Arabia, South Korea, St. Vincent and Grenadines, United Kingdom, and the United States viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).

### 3. Technology

#### Technology - July 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	535,651	4,311,181
Online Catalog	543,508	5,357,906

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>	82	704	2,246	20,587	49	6,649
<a href="#">Flickr</a>	3	172	6,131	75,772	0	52
<a href="#">Instagram</a>	31	214	835	5,400	56	866
<a href="#">Pinterest</a>	45	433	631	3,957	10	1,316
<a href="#">Tumblr</a>	5	27	4	55	3	138
<a href="#">Twitter</a>	115	920	2,426	6,748	82	8,908
<a href="#">YouTube</a>	0	7	708	5,842	0	122
Total	281	2,477	12,981	118,361	200	18,051

<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

#### Technology - August 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	686,170	4,997,351
Online Catalog	739,873	6,097,779

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>	95	799	3,977	24,564	162	6,811
<a href="#">Flickr</a>	30	202	12,666	88,438	1	53
<a href="#">Instagram</a>	31	245	849	6,249	36	902
<a href="#">Pinterest</a>	59	492	749	4,706	17	1,333
<a href="#">Tumblr</a>	3	30	1	56	6	144
<a href="#">Twitter</a>	152	1,072	1,624	8,372	100	9,008
<a href="#">YouTube</a>	1	8	749	6,591	1	123
Total	371	2,848	20,615	138,976	323	18,374

<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

**Highlights:**

- Pokémon GO, the viral video game, has become an instant phenomenon at the B&ECPL. Game players use a free augmented reality app to catch or battle virtual fictional creatures in public settings, including many B&ECPL locations. The game craze sensation also extended to most of the Library’s social networking outlets. A July 11<sup>th</sup> Tweet announcing the Central Library’s PokéStop status generated a record-breaking total of 1,063 engagements.
- **Next-Generation ILS Implementation Progress:** The ILS Implementation Team focused on customizing the next-generation Enterprise catalog in August. Specialized features such as detailed format icons and B&ECPL-specific messages were tackled.

**4. Funding/Fundraising**

**Funding:**

**Highlights:**

- **City of Buffalo Capital Projects:** Requests for City of Buffalo Capital Projects for Buffalo Branch Libraries were submitted to the City on August 12<sup>th</sup>. The Library

submitted 4 requests involving the Crane, Frank E. Merriweather, Jr., Niagara, and Riverside Libraries.

The top priority identified is the Crane ADA Elevator, Restrooms and 2<sup>nd</sup> Floor Rehab Project. As of the end of 2017, the Crane Library will be the last remaining City branch with inaccessible public meeting space and public restrooms.

The East Delavan Library’s inaccessible basement public meeting space and restrooms are being addressed as part of a 2016 capital project which will add an elevator, address ADA needs, and reconfigure/rehabilitate the lower level meeting space. Bids for this work are expected to be received this fall, with construction beginning in early 2017. All other branch libraries are ADA accessible.

- **2017 Operating & Grants Budget Requests Transmitted to Erie County:** The Library’s 2017 Operating and Grants budget requests were submitted on time electronically to Erie County.

Pursuant to the Erie County Charter, the County’s proposed 2017 budget must be submitted to the Erie County Legislature on or before October 15<sup>th</sup>. Staff will continue to monitor the status of the proposed budget and update the Board as the budget process moves forward.

**Fundraising:**

<b>Campaign Name</b>	<b>Campaign Dates</b>	<b>Raised</b>
Annual Campaign	January 1 - August 31, 2016	\$58,279.00
Borrower Services Donation Box	July 2016	\$19.00
Borrower Services Donation Box	August 2016	\$11.00

**Highlights:**

- The Library submitted a request for \$1,800 to NEH (National Endowment for Humanities) for the upcoming WWI exhibition.
- Led by Elaine Panty, volunteers of the Riverside Branch Library held their annual Donated Book Sale on August 10<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup>. More than \$1,200 was raised to benefit the Riverside Branch Library. The Dollar-a-Bag Sale continues through September 15<sup>th</sup>.



- The Central Library's Annual Used Book Sale was held on August 11<sup>th</sup> - 13<sup>th</sup>, grossing \$4,367.

## 5. Facilities

- On July 19<sup>th</sup>, a meeting that included representatives of the Library Administration, B&ECPL's Maintenance Department, and Buffalo Branches was held at the Crane Library with the Kideney Architecture firm to discuss the plans for an elevator installation and potential remodeling of the interior of the library.
- On July 19<sup>th</sup>, B&ECPL staff Chief Financial Officer **Ken Stone**, Supervising Chief Stationary Engineer **Carl "Chip" Campbell**, Chief Stationary Engineer **Mark Kross**, City Branch Supervisor **Linda Rizzo**, East Delavan Library Branch Manager **John Stone**, and Associate AIA Brian Swartz for the City of Buffalo met with representatives from Clark Patterson Lee - Brian Kulpa, Deborah Pease, and David Schoell - for the 4<sup>th</sup> meeting for the East Delavan Library ADA Access and Compliance Project. The project's timetable was also solidified regarding deadlines for contracting bids.
- Work began on August 4<sup>th</sup> to remove and replace the failing HVAC system in the Mark Twain Room. Originally estimated to take 3 weeks, a defective part has pushed completion to sometime in September. In the meantime, to protect against potential fluctuations in climate during installation, the Huck Finn manuscript pages have been placed on display in the Grosvenor Room.
- Library Director **Mary Jean Jakubowski**, A.D.D. **Dawn Peters**, and **Dan Caufield** met with Erie County Correctional Facility Superintendent Mike Reardon and Chief of Operations Paul Evans to discuss remodeling the library at the Erie County Correctional Facility in Alden, New York. As new training rooms for staff are constructed, the floor plan of the library will be revised to accommodate collections and programming for inmates.
- Central Library Improvements: Two major Central Library facility improvement projects will get under way soon! On July 28<sup>th</sup>, the Erie County Legislature approved bid awards for the Central Library Elevator Project, and the initial contractor project meeting took place on August 30<sup>th</sup>. On August 29<sup>th</sup>, bids were opened for the first phase of the Auditorium Renovation Project. Recommended bid awards for the Auditorium Project will be presented to the Erie County Legislature in September, with work anticipated to begin as early as mid-October.
  - Elevator - a new, large, Americans with Disabilities Act (ADA) compliant passenger elevator will be constructed to transport patrons and staff from the Ellicott Street ground floor entrance to the 1<sup>st</sup> and 2<sup>nd</sup> public floors of

the library. The elevator will be constructed as an exterior addition next to the building, running along the exterior of the building adjacent to the Ellicott Street entrance. It will open on the 1<sup>st</sup> floor adjacent to the north side of the Ring of Knowledge. On the 2<sup>nd</sup> floor, it will open into the northeast corner of the Collections Gallery. The building's escalators will continue to operate during construction. They will be phased out after the new elevator is completed. This project will include some asbestos abatement in areas where space needs to be reconfigured for this project; for example, to accommodate the elevator and surrounding elevator openings. The Elevator Project is expected to begin by mid-September.

- Auditorium renovation/rehabilitation Phase 1 - this project will largely address behind the scenes needs for the Central Library's auditorium. A future phase, whose timing is subject to funding availability, will address the main public space and stage area.

The Phase 1 project will focus on rehabilitating the auditorium lobby, including replacing the deteriorated ceiling system and abating the asbestos above; replacing a failing drain above the ceiling adjacent to the northeast corner of the auditorium lobby which has caused water damage; addressing severe moisture penetration and damage behind the auditorium stage which has been sourced to a planter box located above the northeast section of the auditorium; and replacing the auditorium's HVAC system including the air handlers (circa 1964). This project will result in the ability to independently heat and cool the space as needed based on use, providing improved user comfort in an energy-efficient manner. The Auditorium Project is anticipated to begin in approximately mid-October. Both projects are anticipated to conclude by late spring/early summer 2017.

- Both projects are budgeted under Erie County's Capital Projects Budget for the Central Library. Multiple contractors bid both projects and the spread from high to low bids were relatively close. The bid award for the Elevator Project totaled \$1,624,147. Low bids identified at the bid opening for the auditorium work totaled \$823,730. The Library is also applying for a New York State Library Construction Grant to assist in funding this work.

## 6. Staff Development

### Staff Development - July 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	67	1726	1	29

### Staff Development - August 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	129	1855	1	30

### Highlights:

- Staff participated in various webinars including but not limited to: *Social Media Marketing through Facebook and Twitter* by Lynda.com, *Librarians Introduction to Reference USA* presented by Reference USA, *Business Insights, Unblurring the Lines Between Libraries, Archives and Museums* by LYRASIS, *Beyond an Apple a Day: Providing Consumer Health Information at Your Library* by National Network of Library Medicine, *Drafting a Provisional Patent Application* sponsored by the United States Patent & Trademark Office, *Understanding the Patent & Trademark Processes: Protecting Your Ideas and Inventions* sponsored by the Small Business Association of Buffalo, *Coding for Everyone: How Your Library Can Help Anyone Learn to Code* presented by Webjunction, *Cataloging for Non-Catalogers, Weeding the Library Collection* and *Director's Ask, New Manager Fundamentals* by Lynda.com, *Cartographic Resources Cataloging for Beginners*, an online workshop sponsored by ALA, *Dealing with Angry Patrons, Following Up for Greater Impact: New Project Outcome Surveys*, by PLA, and *Best Practices for Maximizing Digital Engagement* by OverDrive. A total of 63 webinars/online programs were attended by B&ECPL and Contract Library staff in July and August.
- B&ECPL completed its annual security training when 15 building guards received their 8-hour New York State Security Training at the Central Library on July 10<sup>th</sup>. Building guards were instructed in the role of a building guard, legal powers and limitations, emergency situations and responses, communications and public relations, access control, ethics and conduct, report writing, and first aid situations. This year, training focused especially on active shooter situations and responses, A+ Customer Service, and incident reporting.
- Launch Pad Manager **Jordan Smith**, TechKnow Lab Librarian **Jacqueline Hovey**, and TechKnow Lab Library Associate **Sean Goodrich** attended Education

Collaborative of WNY’s 2016 STEAM Conference at Hilbert College in Hamburg, New York on August 1<sup>st</sup> to learn how other educators in the region are implementing coding and technology programs into their curriculum.

- **Kathy Galvin** led a pilot session of the first staff training component of Ready to Read at New York Libraries “Early Literacy Community Asset Analysis” on August 22<sup>nd</sup>. Children’s Service Librarian **Wanda Collins** and East Aurora Librarian **Julia Gelsomino** participated in the training. They will complete the analysis for their respective libraries and in doing so, they will use the information they gain to make recommendations about improving the process and making it more standardized and useful at all Buffalo & Erie County Public Libraries. The goal of the asset analysis is for libraries to collect information about the early literacy landscape for families and children in their areas. While the analysis can be tailored to each library’s community, examples of standard information that may be included are: demographics, meetings with community stakeholders/leaders, and at least 2 focus groups.
- On August 17<sup>th</sup>, the B&ECPL hosted a screening of the ALA webinar *How to Respond to a Security Incident in Your Library*. The program, hosted by Dr. Steve Albrecht, identifies the top 10 security, behavior, crime, and emergency-related incidents that occur in libraries, describes the issues and concerns surrounding these incidents, and gives suggestions and advice on how to respond effectively. Ten library managers and supervisors from across the System, along with System Administration, attended the live screening. The B&ECPL also obtained archival access to the webinar and another 7 managers have viewed it virtually since the in-person training.
- Staff represented the B&ECPL at conferences in August. Three staff members from the Central Library TechKnow Lab attended the *STEAM Conference 2016* presented by the Education Collaborative of WNY. Library Director **Mary Jean Jakubowski** represented the B&ECPL at the *New York Alliance of Library Systems (NYALS) Conference*. She attended programs on a variety of topics, including: *2017 Advocacy Launch, Delivery System NYS, eBook Survey Update, Economic Impact of Libraries, Library Simplified, and What’s Up in Albany*.

### 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Interview with Library Director Mary Jean Jakubowski	Summer Reading	AM Buffalo, July 7 <sup>th</sup>

Interview with Mary Jean Jakubowski and Amy Pickard	"Unknown Stories of Western New York" - TV news feature about the rare book - <i>The Federalist</i>	WGRZ TV - News, aired Monday, July 25 <sup>th</sup>
TV Taping		AM Buffalo - Upcoming events and programs in the libraries in the fall, aired Monday, August 29 <sup>th</sup>
Media Release	Chairman's Book Club Media Advisory - the program is Tues., Aug., 16 @ the Merriweather Branch Library: <a href="https://www.buffalolib.org/content/news-releases/timely-chairmans-book-discussion-merriweather-library">https://www.buffalolib.org/content/news-releases/timely-chairmans-book-discussion-merriweather-library</a>	The Buffalo News and The Buffalo Challenger listed program details the week of August 15 <sup>th</sup>
Media Release	Indie Author Day	Sent to the media on August 23 <sup>rd</sup>
Media Release	Librarian & Human Resources Assistant Deputy for Library System Retires after 37 Years Doreen M. Woods Leaves Her Post	Sent to the media on August 2 <sup>nd</sup>
Media Release	Pegula Sports and Entertainment Announces One Buffalo Library Card with Buffalo & Erie County Public Library System	Sent to the media on July 27 <sup>th</sup> , covered in the Buffalo News, The Buffalo Challenger, WBEN Radio, WBFO Radio Channel 2 and 4, YNN News
Media Release	18 <sup>th</sup> Annual Battle of the Books Teen Reading Competition Hosted by Buffalo & Erie County Public Libraries Free, Family-Friendly Event on Saturday, August 6 @ E.C.C. South	Sent to the media on July 11 <sup>th</sup> and a "Cameras are invited" sent to the media on August 5 <sup>th</sup>
Media Release & Media Reminder	Chairman's Book Club	Reminder sent on August 13 <sup>th</sup>
Media Release & Media Reminder	Annual Used Book Sale @ Central Library	Sent week of July 25 <sup>th</sup>

WKSE Radio Interview with Honorable Penny Wolfgang and Dawn Peters	Library Services	July 2 <sup>nd</sup>
CRA: WNY Family Magazine Online	July Events	July 1 <sup>st</sup>
DUD: WNY Family Magazine: <a href="http://www.wnyfamilymagazine.com/">http://www.wnyfamilymagazine.com/</a>	Events Calendar, Library events	Web-based, updated continuously
Riverside Review	Book Sale, Summer Programs	July 13 <sup>th</sup>
Riverside Review	Book Sale, Summer Programs	July 27 <sup>th</sup>
DUD: Bee Newspapers	Book Sale advertisement	August 6 <sup>th</sup>
Riverside Review	Book Sale, Summer Programs	August 3 <sup>rd</sup>
Riverside Review	Book Sale	August 10 <sup>th</sup>

**Highlights:**

- A.D.D. **Dawn Peters** participated in a taped interview with Honorable Judge Penny Wolfgang on WKSE Radio on August 1<sup>st</sup>. The interview pertained to the many free services the B&ECPL provides to the residents of Erie County.
- B&ECPL has announced the One Buffalo Library Card with Pegula Sports and Entertainment. The announcement was sent via media release only as the Library expects to hold a media event with the Pegula organization once the cards are ready for distribution in B&ECPL libraries.
- Rare Book Curator **Amy Pickard** did an interview with Channel 2 reporter Pete Gallivan about the Library’s copy of *The Federalist*. This became part of the morning “Unknown Stories of WNY” series which aired Monday, July 25<sup>th</sup>.
- August 31<sup>st</sup> – **Amy Pickard** met with Channel 2’s Pete Gallivan to discuss and possibly record a story about Mark Twain’s short story *Curious Dream* published in the *Buffalo Express* in 1870 about the need for better care and maintenance of a North Street cemetery.
- Print Media:

Buffalo News: <http://www.buffalonews.com/city-region/amherst-public-library-wins-2016-battle-of-the-books-20160806>

Legislator John Mills' successful fundraising hot dog roasts for several Buffalo & Erie County Public Libraries: <http://www.buffalonews.com/city-region/southern-ontario/hot-dogs-and-books-amount-to-10000-over-the-years-for-collins-20160727>

More on Legislator Mills' support with members of the Concord Public Library: <http://www2.erie.gov/mills/index.php?q=legislator-mills-announces-fundraiser-concord-library-totals-11710-10-years>

Bee Publications article about the Library's Bookmobile in Lancaster: [http://www.lancasterbee.com/news/2016-08-11/What%2527s\\_Going\\_On](http://www.lancasterbee.com/news/2016-08-11/What%2527s_Going_On)

## 8. Partnerships

### *Highlights:*

- **Renée Masters** spoke with Elizabeth Carone, Vice President of National Alliance of Mental Illness (NAMI) of Erie County. Opportunities for distribution of informational materials to branch and town libraries were discussed. Ms. Carone has committed to provide the Library with copies of the newly updated edition of *The Mind Matters: A Practical Guide to Services for the Mentally Ill in Erie County* for circulation.
- A.D.D. **Dawn Peters** and Librarians **Linda Rizzo, Dan Caufield, Kathy Galvin, Kara Stock, Jordan Smith,** and **John Gaff** attended a meeting at The Foundry to discuss future collaborations with other maker groups in the area. Representatives from The Foundry, BuffaloLab, Buffalo Public Schools, Thimble, and Engineering for Kids were in attendance. Future goals for the group are to compile a list of making resources, organize a "month of making", and develop staff cross-training.
- Librarians **John Gaff, Jordan Smith,** and **Kara Stock** met with Jeff Dukat, STEAM Coordinator of the Boys & Girls Club of Buffalo, to discuss fall programming in the Launch Pad for their middle school aged kids. The clubs will begin visiting weekly this September to learn about stop motion animation and coding.
- Wellness Wednesday's programs have been scheduled through August of 2017. In an effort to improve attendance, the format has been changed to that of a mini health fair running from 11 a.m. to 2 p.m. This will allow for information from more than one Erie County Department to be presented over a longer period of time. Wellness Wednesdays is a collaboration between the B&ECPL and the Erie County Health Department.

- “Visit the Vault” behind-the-scenes tours were coordinated between the B&ECPL’s Development and Communications Department and the Executive Director of the Baird Foundation, Catherine Schweitzer, to support the planned 2017 architecture exhibit *Buildings from Books*. The 3 sessions of tours and presentations were conducted by **Amy Pickard** and guest exhibit curators Nicholas Adams, Vassar College’s Mary Conover Mellon Professor in the History of Architecture, and Frank Kowski, Buffalo State College’s Distinguished Professor Emeritus of Fine Arts. Rare Book Senior Page **Nicky Kondziela** assisted in the tours.

## 9. Director Activities

### Meetings and Events:

### LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI July & August 2016

DATE	MEETING / EVENT
July 5-6, 2016	Meeting - New York State Minimum Standards Committee, Utica, NY
July 7, 2016	Media Event - AM Buffalo - Summer Reading
July 7, 2016	Meeting - Administrative Team
July 7, 2016	Conference Call - Regents Advisory Council
July 11, 2016	Meeting - Jordan Smith, Interview - Milestones of Science Video
July 12, 2016	Presentation - Vistage International - Library Resources
July 12, 2016	Conference Call - Public Library System Directors Organization (PULISDO)
July 12, 2016	Conference Call - NY State Education Department - Division of Library Development and PULISDO
July 13, 2016	Conference Call - Monica Mooney, Director Clarence Public Library
July 13, 2016	Meeting - Frank Housh, Chair, B&ECPL Board of Trustees
July 13, 2016	Meeting - Erie County Legislature Mid-Year Budget Hearing
July 13, 2016	Meeting - B&ECPL Board of Trustees - Budget and Finance Committee
July 13, 2016	Event - Legislator John Mills' Hot Dog Roast, Eden Library
July 14, 2016	Tour - Dr. Mukhles Rahman, Trustee, Niagara Falls Public Library
July 14, 2016	Meeting - Carol Batt, Joy Testa Cinquino, Dawn Peters, Steve Hovey - Computer Filters
July 14, 2016	Meeting - B&ECPL Board of Trustees - Executive Committee
July 14, 2016	Event - Legislator John Mills' Hot Dog Roast - Concord Public Library
July 18, 2016	Conference Call - Patrick Martin - Bond, Schoeneck & King
July 18, 2016	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
July 19, 2016	Event - New Employee Orientation - Meet and Greet



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July 19, 2016	Meeting - Sean Heidinger, Shayna Israel - dig, The Innovation Center
July 19, 2016	Event - Library Night at the Ballpark
July 20, 2016	Meeting - Staff Forum West Seneca Public Library
July 20, 2016	Media Event - Interview with Pete Gallivan - Channel 2, Re: Federalist Papers
July 21, 2016	Meeting - Administrative Team
July 21, 2016	Meeting - B&ECPL Board of Trustees
July 21, 2016	Event - Marisa Wigglesworth, CEO, Buffalo Museum of Science
July 22, 2016	Conference Call - Rochester Region Library Council
July 25, 2016	Conference Call - Minimum Standards Committee
July 26, 2016	Meeting - Crane Library Elevator
July 27, 2016	Meeting - Dawn Peters, Dan Caufield
July 27, 2016	Event - Retirement Gathering for Assistant Deputy Director Doreen Woods
July 27, 2016	Meeting - Victor Rice and guest
July 28, 2016	Meeting - Anne Conable
July 28, 2016	Meeting - Amanda Vellake, Supervisor of Adult Education Division of Buffalo Public Schools
July 29, 2016	Meeting - Meg Cheman - WWI Exhibit
August 1, 2016	Meeting - Carol Batt, Ken Stone
August 9, 2016	Conference Call - Public Library System Directors Organization (PULISDO)
August 9, 2016	Conference Call - PULISDO and NYS Department of Education Division of Library Development
August 9, 2016	Meeting - Erie County Budget Department 2016 Year-End Projections and 2017 Budget
August 10, 2016	Meeting - Managers/Directors
August 10, 2016	Meeting - B&ECPL Board of Trustees Budget and Finance Committee
August 10, 2016	Event - WNYLRC 50th Celebration, Reed Library Fredonia State College
August 11, 2016	Meeting - Administrative Team
August 11, 2016	Meeting - Meg Cheman, Dawn Peters, Amy Pickard, Joy Testa Cinquino - WWI Exhibit
August 11, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
August 14, 2016	Event - B&ECPL @ the Fair
August 15, 2016	Meeting - Roseanne Butler-Smith, Director Amherst Public Library
August 16, 2016	Meeting - Michael Reardon, Paul Eagan, Daniel Caufield, Rebecca Moe, Dawn Peters - COR FAC - Library
August 16, 2016	Meeting - Laurie Dean Torrell, Just Buffalo Literary Center
August 16, 2016	Meeting - Literary Corridor Committee
August 16, 2016	Conference Call - PULISDO Minimum Standards Sub-committee
August 16, 2016	Event - Chairman's Book Club, Frank E. Merriweather, Jr. Branch Library
August 17, 2016	Webinar - How to Respond to a Security Incident in Your Library
August 18-19, 2016	Conference - New York Alliance for Library Systems
August 22, 2016	Meeting - Dawn Peters, Linda Rizzo
August 22, 2016	Media Event - AM Buffalo Taping - "Things to Do at the Library this Fall"

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August 23, 2016	Meeting - Dawn Peters
August 24, 2016	Conference Call - NewsBank
August 25, 2016	Meeting - Jeannine Doyle, Tracy Palicki, Ken Stone
August 25, 2016	Event - Behind the Scenes Tour
August 25, 2016	Meeting - Matt Etu, Austin Tylec, Buffalo Architecture Foundation
August 26, 2016	Meeting - Glenn Luba, Director Cheektowaga Public Library
August 26, 2016	Conference Call - PULISDO Minimum Standards Sub-committee
August 26, 2016	Events - 2 Behind the Scenes Tours
August 30, 2016	Event - Legislator John Mills' Check Presentation Orchard Park Public Library
August 30, 2016	Meeting - Dan Caufield, Jeannine Doyle, Jordan Smith, Kara Stock
August 31, 2016	Meeting - WNYLRC Annual Meeting Presentation Panel

### Other:

### Contracting Member Library Activity Reports

**Amherst Public Libraries** – Submitted by Roseanne Butler-Smith, Director

Summer has been a busy and exciting time for all 4 Amherst Libraries! Words cannot express what a wonderful summer 2016 has been, so I hope these pictures will! Opening day of summer programs: Clearfield Branch June 24<sup>th</sup> Summer Kick-Off event - over 125 in attendance:



Battle of the Books First Place Team... Amherst!



Bike Raffle Winners: over 10 weeks of summer, 24 bikes (6 per each Amherst Branch) ranging from toddler size to adult size bikes were raffled off. Bikes were donated by the Friends of the Amherst Library. These pictures are a few of the HAPPY winners.



On August 17<sup>th</sup> at the Main Library at Audubon, 447 people attended the 9<sup>th</sup> Annual Summer Reading Picnic including State Senator Michael Ranzenhofer and State Assemblyman Raymond Walter, both who helped serve a hot dog lunch to all.



And not to be forgotten...the New York State Construction Project completion at the Eggertsville-Snyder Library: new doors, windows, sidewalks, picnic table and bench! Not seen: updated electrical service, and a new phone system.





**Boston Free Library** – submitted by Lydia Herren, Director

Highlights of events and activities at the Boston Free Library:

- The Boston Free Library, accepted as a Google Maker Camp for the summer of 2016, received supplies from Google that allowed our summer reading club for ages 6-12 to participate in several different STEM learning activities and experiments. The program had a total attendance of 89 children through 6 sessions. Total summer programming attendance for the months of June, July, and August was 590.
- In cooperation with the bookmobile, the Boston Free Library will be represented at the Colden Art Festival on October 1<sup>st</sup>. Children who check out a book at the library during the 2 weeks prior to the festival will receive a voucher for free ice cream provided by Hershey's, the Colden Art Festival Board, and Harmony Market.
- October 23<sup>rd</sup> will be the Friends of the Boston Free Library's 34<sup>th</sup> Annual Gala Fundraiser. The event includes basket raffles, food, music, and the first chance to make a purchase at the book sale. The book sale runs during regular library hours from October 24<sup>th</sup> through October 28<sup>th</sup>.
- Upcoming fall activities include Preschool Story Time on Tuesday evenings at 6:15 p.m., Desert Dish Gardens with the Buffalo and Erie County Botanical Gardens on Saturday, October 8<sup>th</sup> at 11:00 a.m., and Book a Technology Trainer on October 11<sup>th</sup> at 5:00 p.m.

**Lancaster Public Library** – submitted by Jim Stelzle, Director

Highlights of events and activities at the Lancaster Public Library:

- The parking lot expansion has been progressing at a good pace. The lot is growing from 19 spaces to 35 spaces. Guard rails have been installed and the entire lot has been resurfaced. We are still waiting for fencing, concrete work, landscaping, and striping. The official grand opening is scheduled for September 18<sup>th</sup> from 1-3 p.m.
- It was a busy July and August with 142 children's programs, 18 young adult programs, 30 adult programs, and 20 family programs.



- The library started a Science Club using the science kits from Central this summer. It was so successful that children had to be turned away due to room size limits.
- The library has also started an Adult Yoga Class and has waiting lists to attend.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report – Bill Josefiak of ACT reported they held their initial ACT meeting in September and their goal/theme this year is improving the understanding trustees have about the System, what they do, and their responsibilities as trustees. He shared a speaker will be at the October ACT meeting presenting on creating a strategic three to five year plan; remaining meetings will deal with trustee training and financial responsibilities.

Contract Member Library System Liaison Report – Trustee Kelly reported she attended the board meetings of the Elma, Ewell Free (Alden), and Marilla Libraries in the last month. There were no specific issues, they are all proceeding, but noted most of them are struggling with minimal staffing. She remarked, they appear to be doing a good job.

Assistant Deputy Director Jeannine Doyle voiced a new Library Manager was hired at the Ewell Free (Alden) Library.

Agenda Item G – Report of Foundation. In Anne Conable's absence, Director Jakubowski was asked to remind trustees about the fundraising gala and to inform trustees the Library Foundation of Buffalo & Erie County is proceeding with the planning and search for a Development Officer to re-institute the fundraising aspect of the Foundation. In response to trustee questions, Ms. Jakubowski replied the description of the job is complete; it was worked on by herself and Dr. Rhonda Ricks who is on the Foundation Board, and the job description was approved by the Foundation Board. A compensation package is being developed. Mr. Berlow inquired what the general pay scale is. Ms. Jakubowski replied according to the nature of the job description that was put together, which requires a minimum of 10 years proven fundraising experience, anywhere from \$70,000 - \$100,000. He asked if the Foundation is prepared to pay this; Ms. Jakubowski conveyed she has taken on the responsibility as a Foundation trustee to be in contact with local foundations that provide capacity building grant funds for seed money to get the process started.

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

Agenda Item J – Unfinished Business. None.

Trustee Panty arrived at approximately 4:36 p.m., and a quorum was in attendance allowing trustees to proceed with action items.

Chair Housh thanked the Angola Public Library for hosting the meeting and called on Library Manager Jennifer Page to say a few words. Ms. Page explained that she has been the Library Manager since March and answered trustees' questions on the history of the building, computers, chartered population, and groups that utilize the building.

Agenda Item C - Minutes of the Meeting of July 21, 2016. On motion by Trustee Bedenko and a second by Trustee Panty, the Minutes were approved as mailed.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Chair Housh moved that the written reports of the August 11<sup>th</sup> and September 8<sup>th</sup> Executive Committee meetings be entered into the Minutes. On motion by Trustee Bedenko and seconded by Trustee Panty, this was approved unanimously.

Executive Committee Meeting Report - August 11, 2016

Present: Executive Committee Chair Frank Housh, Vice Chair Teresa Vincent, and Committee members Michael Amodeo, Sheldon Berlow and Elaine Panty. Also present was Library Director Mary Jean Jakubowski and Deputy Director - Chief Financial Officer Kenneth Stone.

The meeting of the Executive Committee began at 4:30 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Director Jakubowski noted there was no agenda to review as the August meeting of the B&ECPL Board of Trustees was intermitted via Resolution 2016-25 July 21, 2016 and there were no ACTION items being brought forth.

Director Jakubowski indicated she has heard from the City of Buffalo regarding the proposed North Park Library lease and space expansion. The space expansion at the current location appears to be moving forward. Trustee Berlow asked if the lease included an option to renew. Director Jakubowski indicated it did not; however, she has repeatedly expressed her concern on this matter with the City. Discussion ensued. Director Jakubowski will send another request that a lease renewal option be included in the proposed lease of 975 Hertel Avenue (North Park Library) for the benefit of the B&ECPL between the City of Buffalo and Main Street Associates.

CFO Stone reviewed 2016 year-end projections with the Committee. He is of the belief that the actual use of budgeted fund balance (usage) will be minimal. He noted there are factors that may change this, such as retiree medical, and he will monitor it closely.

CFO Stone and Director Jakubowski further discussed their meeting with Erie County Budget Director Robert Keating and Deputy Budget Director Dr. Timothy Callan regarding the 2017 budget. The County has requested that the Library's budget preparation be based on 2016's budget as they do not expect to be able to provide additional funding. CFO Stone and Director Jakubowski both noted that the County has indicated, both in the County Executive's Financial Plan and at this meeting, that should tax revenues end positively, the Library may receive some of that funding. The impact of the minimum wage increase on the Library's budget was also discussed. Discussion by the Executive Committee ensued.

CFO Stone noted he is preparing the B&ECPL's Buffalo Branch capital request. He also indicated he is working on preparing New York State Library Construction Grant requests. He anticipates requests so far exceed the funding allocated from the State. Discussion ensued. CFO Stone and Director Jakubowski will have recommendations regarding requests/allocations at the September Board meeting.

The Executive Committee meeting adjourned at 4:58 p.m.

#### Executive Committee Meeting Report - September 8, 2016

Present: Chair Frank Housh, Vice Chair Teresa Vincent, and Committee member Elaine Panty. Also present was Trustee Kathleen Berens Bucki, Trustee Ted Johnson, Library Director Mary Jean Jakubowski 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. A quorum was present.

Chair Housh reviewed the proposed agenda for the September 15, 2016 B&ECPL Board of Trustees meeting. He reminded those present that the Board meeting is being held at the Angola Public Library.

CFO Stone reviewed resolutions regarding budget and finance, the New York State Library Construction program, and the preservation of Volume 4 of John James Audubon's *Birds of America*. Discussion ensued.

Director Jakubowski spoke about proposed cost of living increases for the smaller libraries that are overseen by Library Managers. Library Managers are not a part of a bargaining unit and therefore wages/salaries are brought to the Board of Trustees. Director Jakubowski further spoke about the proposal for merit increases for staff in managerial or confidential statuses. Discussion

ensued. The Executive Committee agreed to bring forth both resolutions to the Board at their regularly scheduled meeting, September 15<sup>th</sup>.

CFO Stone requested consideration for the Board to reauthorize the Library to participate in the National Grid Energy Savings Incentive Program. Discussion ensued.

The meeting adjourned at 5:00 p.m.

Agenda Item E.2 - Budget and Finance Committee. The Committee met on August 10, 2016 and September 7, 2016. Chair Housh entertained a motion to have the written report of the September 7, 2016 meeting entered into the Minutes. Trustee Amodeo moved and was seconded by Trustee Bedenko. Approval was unanimous.

#### Budget & Finance Committee Report - September 7, 2016

Present: Chair Dr. Rhonda Ricks and Library Director Mary Jean Jakubowski. Ken Stone, Chief Financial Officer, joined the meeting at approximately 4:30 p.m.

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

Director Jakubowski reviewed the proposed Budget and Finance Items for the September 15<sup>th</sup> meeting of the Board of Trustees. In addition, she reviewed additional proposed resolutions that have financial impact.

Discussion ensued.

All resolutions will be brought forth to the Executive Committee for review at their September 8<sup>th</sup> meeting.

The meeting adjourned at 4:40 p.m.

Deputy Director CFO Ken Stone presented Budget and Finance Committee items.

Agenda Item E.2.a - Amend 2016 Budget: NYS Grant in Aid. Mr. Stone introduced Resolution 2016-33 for grant in aid sponsored by NYS Senators Michael Ranzenhofer and Patrick Gallivan totaling \$95,000 benefiting libraries within their districts. Mr. Stone pointed out Senator Ranzenhofer has fewer libraries in his district and has more seniority than Senator Gallivan and that is why the dollar amounts are slightly larger in his districts. The Library is thankful to both Senators Ranzenhofer and Gallivan who have been very strong library supporters. Trustee Johnson moved for



approval, Trustee Panty seconded, and Resolution 2016-33 was unanimously approved as presented.

RESOLUTION 2016-33

WHEREAS, the Library received notification that the New York State Legislature has approved aid in the amount of \$95,000 for the libraries located within Senate Districts 59 and 61, and

WHEREAS, this special aid was sponsored by New York State Senators Patrick M. Gallivan (District 59) and Michael H. Ranzenhofer (District 61), and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment, materials and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$95,000 in state aid, and be it further

RESOLVED, that the Buffalo & Erie County Public Library will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves, upon receipt of the grant proceeds, implementing a budget amendment to the 2016 operating budget, increasing revenues and expenses as follows:

2016 Operating Budget Revenue and Expense Increase (continued)	Fund Center	SAP Commitment Item #	
		Revenue #408160 State Aid Special	Expense # 516010 Contractual Payments
Contracting Member Libraries		Amount	Amount
Amherst Public Library Clearfield Branch	4205020	\$ 11,000	\$ 11,000
Amherst Public Library Eggertsville-Snyder Branch	4205030	\$ 11,000	\$ 11,000
Amherst Public Lib. Main Library at Audubon	4205010	\$ 11,000	\$ 11,000
Amherst Public Library Williamsville Branch	4205040	\$ 11,000	\$ 11,000
Clarence Public Library	4204025	\$ 10,000	\$ 10,000
Newstead Public Library	4204065	\$ 10,000	\$ 10,000
	<b>Subtotal District 61:</b>	<b>\$ 64,000</b>	<b>\$ 64,000</b>
	<b>GRAND TOTALS:</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it finally

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above cited contract libraries subsequent to receipt of these funds to implement the change at said contract libraries.

Agenda Item E.2.b – NYS Construction Grant Request – E. Delavan Library.

On motion by Trustee Kelly, seconded by Trustee Gist, approval of Resolution 2016-34 was unanimous.

#### RESOLUTION 2016-34

WHEREAS, up to an estimated \$871,099 in the New York State \$19,000,000 Public Library Construction Grant Program is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage City of Buffalo Capital funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the East Delavan Library needs an Americans with Disabilities Act (ADA) compliant elevator to provide access to basement community meeting space and public restrooms (presently accessible only by stairs) and those spaces also need to be rehabilitated and reconfigured to provide ADA compliant access, and

WHEREAS, these improvements would provide a more accessible, inviting, safe, and comfortable environment for patrons, and

WHEREAS, estimated construction costs for this work total \$799,830, with the amount eligible to be requested from the State grant totaling \$599,872, and

WHEREAS, since the 6 library project funding requests submitted system-wide exceed the available allocation, the estimated grant allocation available for the East Delavan Library Project would be \$203,106, and

WHEREAS, the City of Buffalo has sufficient funding to cover the cost of this project after grant funding, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations; and
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo & Erie County Public Library was established, the City of Buffalo-owned Niagara Branch Library building is a public library operated by the Buffalo & Erie County Public Library, which the Buffalo & Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to submit a \$19,000,000 NYS Public Library Construction Grant Program request for the East Delavan Library in the amount of \$599,872.

Agenda Item E.2.c - NYS Construction Grant Request - Central Library. Trustee Panty moved for approval. Trustee Johnson made a second, and approval of Resolution 2016-35 as presented was unanimous.

#### RESOLUTION 2016-35

WHEREAS, up to an estimated \$871,099 in the New York State \$19,000,000 Public Library Construction Grant Program is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage Erie County Capital funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Central Library needs to construct an Americans with Disabilities Act (ADA) compliant elevator adjacent to the facility's Ellicott Street entrance and begin "Phase 1" renovation of the Library's auditorium, which will replace original heating ventilation and air conditioning (HVAC) equipment; restore the lobby area; address moisture issues and abate asbestos in areas impacted by "Phase 1" construction, and

WHEREAS, these improvements would provide a more accessible, inviting, safe and comfortable environment for patrons, and

WHEREAS, estimated construction costs for this work total \$2,447,877, with the amount eligible to be requested from the State grant totaling \$1,835,907, and

WHEREAS, required State Office of Historic Preservation (SHPO) review of the project's Elevator element is complete and review of the Auditorium Phase 1 Renovation element is under way, and

WHEREAS, since the 6 library project funding requests submitted system-wide exceed the available allocation, the estimated grant allocation available for the Central Library Project would be \$350,000, and

WHEREAS, the County of Erie has sufficient funding to cover the cost of this project after grant funding, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations;
- 4) The Library agrees to address to the satisfaction of the State Historic Preservation Office (SHPO) any concerns raised once SHPO completes its review of the Auditorium Renovation Phase 1 element of this project; and

- 5) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo & Erie County Public Library was established, the County of Erie-owned Central Library building is a public library operated by the Buffalo & Erie County Public Library, which the Buffalo & Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to submit a \$19,000,000 NYS Public Library Construction Grant Program request for the Central Library in the amount of \$1,835,907.

Agenda Item E.2.d – NYS Construction Grant System Evaluation and Recommendations. Trustee Amodeo moved, Trustee Gist made the second, and approval of Resolution 2016-36 as presented was unanimous.

#### RESOLUTION 2016-36

WHEREAS, up to \$871,099 in the \$19 million state-wide New York State Public Library Construction Grant Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate, and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of 6 projects were submitted for this program supporting the Boston Free, Central, East Delavan, Hamburg, Julia B. Reinstein, and Lackawanna Libraries, and

WHEREAS, in July 2012 the Board of Trustees of the Buffalo & Erie County Public Library in Resolution 2012-29 set the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries located in communities with a poverty rate as determined by the 2010 U.S. Census, including margin of error, exceeding the Erie County average of 14.0% and/or
- Libraries located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said libraries for a 60% discount on eligible e-Rate services, and

WHEREAS, 4 of the above libraries, Central, East Delavan, J. B. Reinstein, and Lackawanna, qualify to receive up to 75% grant funding as they serve economically

disadvantaged communities, specifically: the Central, East Delavan and Lackawanna Libraries qualify under both criteria and the J.B. Reinstein Library qualifies under the school lunch participation criteria, and

WHEREAS, grant funding requested totals \$2,573,772, which is \$1,882,673 above the \$871,099 allocation available under this program, and

WHEREAS, after review the following allocation method was selected: 1) fully fund the 4 libraries requesting less than \$200,000; 2) Cap funding for the Central Library at \$350,000 and apply the balance, \$203,106 to East Delavan, now therefore be it

RESOLVED, that pursuant to grant requirements and the above criteria, the Board of Trustees of the Buffalo & Erie County Public Library recommends approval of the requested projects, in the following amounts:

Library	Total Eligible Cost	Grant Request	Recommended Award
• Boston Free Library Basement wall rehab & lighting	\$ 6,212	\$ 3,106	\$ 3,106
• Central Library, Buffalo ADA Elevator & Auditorium Phase 1 Renov.	\$2,447,877	\$1,835,907	\$ 350,000
• East Delavan, Buffalo ADA Elevator, Restrooms/Mtg Space Rehab.	\$ 799,830	\$ 599,872	\$ 203,106
• Hamburg Main Library Parking Lot Rehabilitation	\$ 33,300	\$ 16,650	\$ 16,650
• J. B. Reinstein Library, Cheektowaga Replace Roof	\$ 177,359	\$ 133,019	\$ 133,019
• Lackawanna Library Window & AC Replacement	\$ <u>220,290</u>	\$ <u>165,218</u>	\$ <u>165,218</u>
<b>TOTALS:</b>	<b>\$3,684,868</b>	<b>\$2,753,772</b>	<b>\$ 871,099</b>

, and be it further

RESOLVED, that should any of the above projects be withdrawn or otherwise be unable to fully participate in the program subsequent to this resolution's passage, any share of the funding allocation freed up is recommended to be distributed proportionally to those remaining projects whose requests were not fully funded, and be it further

RESOLVED, recommendations for the Lackawanna Library project and the auditorium element of the Central Library project are contingent on both Libraries

agreeing to address to the satisfaction of the State Historic Preservation Office (SHPO) any concerns raised once SHPO completes its review of said projects, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms, and documents in time to meet the October 5, 2016 filing deadline.

Agenda Item E.2.e – Budget NYS Library Construction Grants – E. Delavan Library. On motion by Trustee Bedenko and a second by Trustee Johnson, Resolution 2016-37 was approved unanimously as presented.

RESOLUTION 2016-37

WHEREAS, at its meeting of September 15<sup>th</sup>, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees, in its role as operator of the Buffalo Branch Libraries, approved submitting a New York State Library Construction Grant application to supplement City of Buffalo funding to rehabilitate and improve access to the East Delavan Library’s public meeting spaces and public restrooms making them fully Americans with Disabilities Act accessible (Resolution 2016-34), and

WHEREAS, at that same meeting the Board, in its role as Library System governing board, reviewed all construction grant applications and recommended grant award amounts for the 6 projects submitted (at the Boston Free, Central, East Delavan, Julia Boyer Reinstein, Hamburg and Lackawanna Libraries) to keep the total award within the \$871,099 allocated based upon the formulas in New York State Education Law 273-a to support B&ECPL projects (Resolution 2016-36), and

WHEREAS, recommended grant funding awards included \$203,106 for the East Delavan Library project, and

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

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves establishing a 2016 Grant Budget as shown below:

**2016 Grant Budget**

**East Delavan Library ADA Elevator, Restrooms & Meeting Space Rehab**

Revenue:	NYS Library Construction Grant	\$ 203,106
Expense:	To City of Buffalo for construction	\$ 203,106, and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes use of up to \$203,106 in Library fund assigned fund balance to advance cash

to the City of Buffalo upon submission of construction payment documentation to allow these projects to proceed promptly.

Agenda Item E.2.f – Conservation of John James Audubon’s *Birds of America* – Volume 4. Mr. Stone explained this resolution accelerates the restoration of the last volume of the *Birds of America* and allows the Library to save some transportation costs between the 2 volumes, picking up Volume 3 while dropping off Volume 4. On motion by Trustee Panty and a second by Trustee Johnson, the resolution was approved unanimously.

RESOLUTION 2016-38

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Rare Book area of Special Collections holds titles and collections of local, national and international impact, and

WHEREAS, the B&ECPL through Resolution 2015-11 authorized the conservation of John James Audubon’s *Birds of America* - Volume 2 with options for conservation of Volumes 3 and 4 to HF Group/ECS Conservation through the RFP process, and

WHEREAS, Resolution 2016-5 authorized the conservation of John James Audubon’s *Birds of America* - Volume 3, and

WHEREAS, the work on Volume 3 has been deemed satisfactory by Rare Book Room staff and is nearing completion, and

WHEREAS, pursuant to the RFP and HF Group/ECS Conservation’s response, costs for conserving Volume 4 would be \$47,350 for the identified scope of work with a provision to address unanticipated beyond scope work, subject to pre-approval by the Library Director, at a per diem cost of \$750, and

WHEREAS, Resolution 2015-11 requires the Board of Trustees’ approval to continue conservation of work beyond Volume 3, and

WHEREAS, sufficient funding is available within the 2016 operating budget via budget transfer combined with previously received donations, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement with HF Group/ECS Conservation for the purposes of conserving Volume 4 of John James Audubon’s *Birds of America* pursuant to the terms and conditions of the RFP and RFP response at the costs noted above, and be it further



RESOLVED, this resolution authorizes the Library Director and/or her designee(s) to implement budget transfers within the 2016 operating budget and/or utilize available donated funds for this purpose.

Prior to approval of the above action items, Mr. Berlow inquired if they contained anything controversial, or that rightfully or wrongfully the public will question. Chair Housh remarked he did not think so and explained these action items were all discussed at length at the September 8<sup>th</sup> Executive Committee meeting.

Agenda Item K - New Business.

Agenda Item K.1 - Cost of Living Adjustments Contract Library - Library Managers. Director Jakubowski explained there are 4 libraries in the System (Angola, Alden, Marilla, and North Collins Libraries) that are staffed by Library Managers, and they are the only non-represented individuals by bargaining units in the contract libraries; therefore, any cost of living increases they would receive require System Board approval. This resolution would provide a 2.5% cost of living increase effective January 1, 2017 and January 1, 2018, at an annual cost of approximately \$4,800. In response to a question by Trustee Gist, Ms. Jakubowski explained, based on NYS Education Law, at the smaller libraries the individuals do not hold Masters of Library Science degrees but are the library directors for those libraries. Trustee Panty moved for approval. Trustee Johnson made a second and approval of Resolution 2016-39 as presented was unanimous.

#### RESOLUTION 2016-39

WHEREAS, there are four (4) contracting libraries: Angola Public Library, Ewell (Alden) Free Library, Marilla Free Library, and the North Collins Public Library, of the Buffalo & Erie County Public Library (B&ECPL) System who have employees in the title of Library Manager whom are not represented by a bargaining unit, and

WHEREAS, the Library Managers benefits were reduced in 2014, and

WHEREAS, the Library Managers are not eligible for cost of living adjustments without approval of the System Board of Trustees, and

WHEREAS, members of the Clerical & Maintenance Union of the B&ECPL - Contracting Libraries, NYSUT/AFT (CMU) are scheduled to receive 2.5% increases effective January 1, 2017 and January 1, 2018, and

WHEREAS, the B&ECPL Director has reviewed the current wages of the Library Managers and recommends in recognition of the level of managerial responsibilities to their associated Board of Trustees and communities equal cost of living adjustments, now therefore be it

RESOLVED, effective January 1, 2017 and January 1, 2018 those holding the Library Manager titles will receive a 2.5% wage increase.

Agenda Item K.2 – Amend Managerial/Confidential Wage Package. Director Jakubowski introduced Resolution 2016-40 which proposes members of the Library Administration – 3 Assistant Deputy Directors, as well as 4 other individuals who are managerial or confidential staff, to receive up to a 2.5% merit increase determined individually by their supervisors through the evaluation process effective January 1, 2017 and January 1, 2018. If all individuals were to receive the 2.5% merit increases, it would cost approximately \$18,000. On motion by Trustee Panty, seconded by Trustee Gist, approval of Resolution 2016-40 as presented was unanimous.

On a separate note, Chair Housh pointed out that he and Vice Chair Teresa Vincent will be preparing Director Jakubowski's evaluation, along with a salary evaluation. If trustees have any comments/questions relating to this, they are to contact them privately.

#### RESOLUTION 2016-40

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has employees whom are designated as Managerial or Confidential and are therefore excluded from participation in a bargaining unit, and

WHEREAS, all Managerial and Confidential employees are paid at a flat salary rate without eligibility for incremental wages increases, merit based or otherwise, and

WHEREAS, the B&ECPL Director has reviewed the current wages and benefits for Managerial and Confidential employees and proposed recommended revisions, and

WHEREAS, on September 8<sup>th</sup>, the recommended wage increase was shared with the Board's Executive Committee and approved for transmittal to the full Board, now therefore be it

RESOLVED, the Board authorizes the Director to grant Managerial and Confidential employees wage increases of up to 2.5% effective January 1, 2017 and January 1, 2018 with the advice and recommendation of the direct supervisor; such increase shall be based solely on merit and in coordination with a satisfactory performance evaluation and the approval of the Director, and be it further

RESOLVED, Deputy Directors and the Library Director being subject to separate review and appointment by the B&ECPL Board of Trustees are therefore excluded from this resolution with Resolution 2014-16, 2014-32 and 2014-35 remaining relevant.

Agenda Item K.3 – Reauthorize Participation in National Grid Energy Savings Incentive Program. Mr. Stone introduced Resolution 2016-41 as presented pointing out he anticipates the projects the Library will be looking at will come in well within the proposed new limits as the Library wants to take advantage of the projects that make the most sense. He added this would go against the Library’s utility bill, and this fall is a good time to do it because our utility expenses are running under budget, allowing the Library to finance several improvements. Trustee Amodeo moved for approval. Trustee Johnson made a second and approval of Resolution 2016-41 as presented was unanimous.

RESOLUTION 2016-41

WHEREAS, the cost of utilities at roughly 4% of the operating budget is the fourth largest expense category for library operations behind the cost of personnel, library materials, and service/maintenance contracts, and

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

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

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

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

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

WHEREAS, costs not funded by the incentive can be placed on the monthly electric bill, with National Grid, and spread over up to 2 years at no interest cost or paid in a lump sum for a 15% discount, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes the Library Director or her designee to approve System participation in and payment of the non-incentive portion for projects benefitting the Buffalo Branches and

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for projects requested by Contracting Library Boards for their facilities so long as the non-incentive share of the cost does not exceed \$20,000 per facility and the estimated savings payback period does not exceed 5 years, and be it further

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

There being no further business, on motion by Trustee Johnson with a second by Trustee Bedenko, the meeting adjourned at approximately 4:58 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary