

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
October 19, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, October 19, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

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

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

Chair Frank Housh participated in the meeting by means of Skype; this was identified as such in the notice of the meeting to comply with the Bylaws of the B&ECPL Article II, Section 6, allowing him to be counted for quorum and voting.

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

Agenda Item C - Minutes of the Meeting of September 21, 2017. On motion by Ms. Vincent, seconded by Ms. Horton, the Minutes were approved unanimously as mailed.

Agenda Item D - Report of the Chair. Chair Housh shared with trustees that he was present while actor/comedian Bill Murray, who was in town for a Kleinhans Music Hall concert, and fellow performers stopped by the Central Library's Mark Twain Room after hours for a quick tour of the room led by Charles Alaimo and Library Director Jakubowski. Murray read from the original handwritten manuscript of *Adventures of Huckleberry Finn* while here.

Chair Housh reminded everyone the next Chairman's Book Club will take place Friday, October 27th at the Central Library reviewing the book *The New Urban Crisis: How Our Cities are Increasing Inequality, Deepening Segregation and Failing the Middle Class - and What We Can Do About It*. He dropped off an invitation to County Executive Mark Poloncarz.

Trustee Moore arrived at 4:05 p.m.

Together with Director Jakubowski and several Library staff members, Chair Housh will be attending the New York Library Association's Annual Conference in Saratoga Springs, New York beginning November 8th.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. Chair Housh requested the written report of the October 12th Executive Committee meeting be entered into the Minutes. Mr. Bedenko moved, Dr. Ricks made a second, and this was approved unanimously.

Present: Chair Frank Housh; Committee members Michael Amodeo, Sheldon Berlow, and Kathleen Berens Bucki. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:31 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Board Chair Housh reviewed the proposed agenda for the October 19th meeting of the Board of Trustees. He noted he would be attending the meeting via Skype; per the B&ECPL Bylaws, this was identified in the public notice of the meeting.

CFO Stone reviewed the financial resolutions being brought forth on the proposed agenda. He noted the Library continues to run within budget. Director Jakubowski indicated her interest in postponing a proposed resolution under New Business on the draft proposed agenda. Discussion ensued. This item will be brought forth at a later date. The proposed agenda was accepted as amended.

There being no further business, the Executive Committee meeting adjourned at 5:00 p.m. on a motion by Trustee Amodeo, second by Trustee Bucki.

Trustee Bucki arrived to the Board meeting at 4:06 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director CFO Kenneth Stone reported there was a Budget and Finance Committee briefing on October 11th; this was not an official meeting as there was not a quorum and only Committee member Joel Moore listened in via conference call.

Agenda Item E.2.a – Amend 2017 Operating and Grants Budgets: NY State Recurring Aid. CFO Stone reviewed proposed Resolution 2017-42. Ms. Vincent moved for approval. Mr. Johnson made a second and this was approved unanimously.

RESOLUTION 2017-42

WHEREAS, the Buffalo & Erie County Public Library receives recurring state aid to support various library activities, some of them budgeted in the library operating and some in the library grant budget, and

WHEREAS, final amounts for the State’s 2017-2018 fiscal year are now known, and

WHEREAS, the combined recurring operating and grant aid will increase by \$1,420 over the 2017 budgeted amounts, and

WHEREAS, the Library wishes to adjust the operating and grant budgets to reflect the above changes, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2017 grant and operating budgets to implement the following revenue and expenditure budget increases:

Grant	Revenue Change	Expense Change
Central Library Book Aid	34	34
Central Library Development Aid	159	159
Continuity of Service	25	25
Coordinated Outreach	85	85
New York State Library Automation	36	36
Library Services to County Corrections	(143)	(143)
Library Services to State Corrections	<u>23</u>	<u>23</u>
Total Grants	\$219	\$219
Operating	Revenue Change	Expense Change
408140 State Aid – Library System	\$1,048	
408150 State Aid – Member Libraries	\$153	
402190 Use of Fund Balance	(<u>\$1,201</u>)	
Total Operating	\$0	\$0

Agenda Item E.2.b – Authorization for Year-end Transfers in Excess of \$5,000. CFO Stone reviewed proposed Resolution 2017-43. Ms. Horton motioned, Dr. Ricks made a second and the Resolution was approved unanimously as presented.

RESOLUTION 2017-43

WHEREAS, the 2017 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

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

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

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

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

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the period ending August 31, 2017 was included in the Board packet. The Library is operating within budget.

Mr. Johnson requested trustees receive a copy of Committee Reports; Director Jakubowski replied draft reports will be handed out at future Board meetings.

Agenda Item F – Report of the Director. Director Jakubowski reported County Executive Mark Poloncarz has delivered his recommended 2018 Budget to the Erie County Legislature. The Library is extremely happy to report he is recommending a 2% increase in funding for the B&ECPL which is just over \$478,000. Advocacy information has been e-mailed to all trustees and library directors/managers to send in letters showing their support for libraries by encouraging members of the Erie County Legislature to support the County Executive’s proposed 2018 Budget. Chair Housh voiced the importance of advocacy and encouraged all to send in letters of support.

Director Jakubowski asked trustees to join her in congratulating Dr. Rhonda Ricks for being honored as one of the recipients of the Black Achievers Award; news articles were passed around for viewing. She thanked Dr. Ricks for all she does for the B&ECPL.

Trustees were reminded Friday, October 20th is the grand reopening of the North Park Branch Library; many elected officials will be attending. Beginning November 2nd, this branch will be open 5 days a week, 40 hours per week...this is an additional 8 open hours per week! She thanked Assistant Deputy Director Dawn Peters for working to make this happen. Director Jakubowski shared that the East Clinton Branch Library is the only remaining library open 32 hours per week; the B&ECPL will continue to work to expand hours at this location. Currently all Buffalo branches are open on Saturdays and Mondays – the 2 busiest days of the week. Open hours within all the libraries will continue to be examined.

The Buffalo Library Services Committee is scheduled to meeting October 23rd at 6 p.m. at the East Clinton Branch Library to discuss a request for a letter of support from the Board to rename the East Delavan Branch Library.

Director Jakubowski provided a brief update on the Organizational Review of the Lackawanna Public Library. They have addressed the 11 points of concern, however, the Team still has questions on 4 of those points. The Team will be formulating a response and trustees will be kept abreast.

This year, as part of the budget process, all contract libraries were asked to submit employee work schedules so that overviews and comparisons could be made in context to how employees are being scheduled. That review continues. Together with CFO Stone, Director Jakubowski will be requesting meetings with contract library boards regarding scheduling and to discuss board fiduciary responsibilities.

Following approval of Resolution 2017-41 at last month's Board meeting, the Director reported a settlement was negotiated.

Trustees were invited to tune in to Channel 7 later that night for a story on the B&ECPL's bookmobile - The Library on Wheels.

A tour of the Library's newest exhibit *Buffalo Never Fails – The Queen City and World War I* will be offered for trustees following the November 16th Board meeting. This exhibit will run for 2 years.

Mr. Johnson shared with trustees that the Flight 3407 Memorial opened last Saturday at the Clarence Public Library. Director Jakubowski encouraged trustees to visit the Memorial.

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

B&ECPL Monthly Report September 2017

Milestones of Science: Books That Shook the World! Exhibit Closes: The Milestones of Science exhibit officially ended its 2-year run on September 30th. The exhibit saw an unprecedented 84,865 visitors. Over 700 programs were conducted with the total number of program attendees surpassing 14,000. Many valuable lessons about exhibit construction, marketing, funding and collaboration have been learned. Engagement from the community was critical to the success of this extraordinary exhibit. Teacher engagement and student involvement aided in the success of both the exhibit and associated programming. Many of the programs will continue to be a part of the resources the Buffalo & Erie County Public Library (B&ECPL) provides. This exhibit could not have happened without the support of the B&ECPL Board of Trustees, our community partners, donors and sponsors; and most importantly, the hard work and dedication of the B&ECPL staff. Thank you, everyone!

Bullet Aid: New York State Senator Chris Jacobs, District 60, held a media event on September 28th at the downtown Central Library where he spoke to his appreciation of libraries and all that is provided to the community through library services. Senator Jacobs provided a total of \$120,000 in bullet aid funding - \$10,000 to each of the 12 libraries in his District: Crane Branch, Niagara Branch, North Park Branch and Riverside Branch Libraries, Angola Public Library, City of Tonawanda Public Library, Grand Island Memorial Library, Hamburg Public Library (Hamburg Branch, Lake Shore Branch), Orchard Park Public Library, and Town of Tonawanda Public Library (Kenmore Branch, Kenilworth Branch). Oversized checks were presented to each of

the library directors and trustee representatives in attendance. System Trustee Sheldon Berlow represented the Buffalo branches.

Town Hall Meeting: The Western New York Library Resources Council (WNYLRC) partnered with the B&ECPL to present a “Town Hall Event for Libraries” with New York State Senator Tim Kennedy, District 63, and New York State Assemblymember Crystal Peoples-Stokes, District 141. The lawmakers responded to a wide variety of questions from an audience of over 40. Library Director **Mary Jean Jakubowski** welcomed the attendees and acknowledged the support of our State leaders.

Passport to Reading: *Passport to Reading* concluded on September 30th with over 9,500 entries from people/families who traveled to one or more B&ECPL libraries during the summer months. Over 610 participants completed a region (minimum of 8 libraries) and 160 participants visited ALL 37 B&ECPL locations and the Library on Wheels. Grand prize and runner-up winners will be selected in early October.

Kelmscott Collection Nearing Completion: The Rare Book Room successfully bid at auction on 2 Kelmscott books, adding to the B&ECPL’s Kelmscott Press collection. *The Well at Worlds End* and *The Poems of John Keats* were acquired through the PBA Galleries auction of the Fred Bennett Collection of the Book Club of California. This acquisition brings the B&ECPL within 2 titles of completing the Library’s Kelmscott Press collection, established by our predecessors.

Roycroft Celebration: Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** brought original Roycroft items to the opening of *The Museum* on the historic Roycroft Campus on September 27th. The 200+ attendees had the opportunity to view B&ECPL’s manuscript of Elbert Hubbard’s *A Message to Garcia*, Hubbard’s note telling his son the location of his will “if the Kaiser [Wilhelm] gets us” (days before Hubbard perished on the *Lusitania*), and the *American Statesmen* with its show-stopping, hidden fore-edge painting of the Roycroft Campus.

Buffalo’s Reading Park: Spearheaded by Community Engagement Manager **Anne Conable**, the Project for Public Spaces of New York City - the Library’s technical assistance partner on Buffalo’s Reading Park (Park) project, lead a Public Input Workshop at the Central Library on Saturday, September 9th. Suggestions for programming, types of seating and other physical amenities were discussed. This input, plus the comments on over 300 surveys (print and electronic) collected to date, are all meant to guide and help structure the plan for the Park which will be developed over the next few months. At the B&ECPL’s request, the abandoned right-of-way where the Park will be located was recently approved as a Buffalo City Park by the City of Buffalo Common Council.

Diversity Job Fair: Information Services and Outreach Librarians **Sara Fuller**, **Susan Kriegbaum-Hanks** and **Shanley Olszowy**, as well as Information Services and Outreach Manager **Dan Caufield**, attended the Western New York Diversity Job Fair held at the Buffalo Niagara Convention Center. Library staff members offered job seekers internet access, resume templates, instructions on how to save their work to USB drives, and overviews of the Library's on-line job/career resources. Two presentations *Resume Do's and Don'ts* and *How to Prepare for an Interview* were also given. Staff networked with employment agents and assisted over 150 job seekers who visited the Library's information table.

Outside the Lines: During the week of September 11th - 16th, several libraries provided programs to celebrate the program - *Outside the Lines: Libraries Reintroduced*. This initiative was a weeklong national celebration demonstrating the creativity and innovation happening in libraries.

Outdoor creative activities including Flower Pressing and Collage programming occurred on the Central Library ramp. The East Clinton Branch Library created a community bouquet encouraging patrons to design a flower through any medium (digital print, paint, pencil, construction paper, origami).

The Crane Branch Library provided an interactive 3D poem/art installation piece that was placed at the circulation desk for patrons to interact with. The initiative promotes how libraries offer much more than just books in current times. The project involved placing words – affixed onto nails throughout the panel – for patrons to wrap colored yarn around. Each piece of yarn created a full sentence or a “line” in the poem. The finished product shows how the sentences interact with each other in painting by creating colorful intersections.



The Riverside Branch Library invited the community to decorate rocks for a Kindness Rock Garden. Children, teens and adults participated. Nearly 90 rocks were decorated in all and contained various expressions of kindness, courage, and love.

Gaming Unplugged: The B&ECPL is offering a new service – Gaming Unplugged. The Gaming Unplugged resources include board games, cards games and dice games. Over

70 *unplugged* games make up the collection including old favorites like Scrabble and Parcheesi along with modern titles such as Uncanny X-Men Dice Masters and Zombie Dice. The games are available for community agencies to borrow.

Wellness Wednesdays: Information Services and Outreach Librarian **Renée Masters** facilitated this month's Wellness Wednesdays informational event featuring the Erie County Department of Health, Office of Public Health Emergency Preparedness. Participants learned about the new free "Ready Erie" disaster preparedness phone app, how to set up an emergency kit for their cars, what a family needs to have on hand should there be a power outage or other emergency and how to create a "go-bag" for themselves and their pets.

Hispanic Heritage Month: The Central Library and the Hispanic Heritage Council of Western New York celebrated the annual kickoff of Hispanic Heritage Month September 15th with a well-attended ceremony featuring a Latino combo of musicians, McKinley High School's honor guard, remarks by public officials, artwork displays, and information tables by nonprofit service groups.

Children's Services Librarian **Pamela Bigsby**, with the assistance of Children's Services Manager **Kathryn Galvin**, Children's Services Librarians **Jennifer Lelinski** and **Mary Ann Budny**, and Children's Services Senior Page **Nancy Smith**, presented several children's activities in support of Hispanic Heritage Month including a Spanish/English bilingual preschool storytime, a series of *fiesta of folk arts* craft activities and a salsa taste off. Additional programming included a Spanish/English scavenger hunt, a *Learn to Draw Frida Kahlo* activity, and a *Make Your Own Hispanic Foods Cookbook* activity. Activities will continue into October to conclude on October 15th, the end of Hispanic Heritage Month.

Library on Wheels: The Library on Wheels continues to crisscross Erie County attending several special events. **Pamela Bigsby** drove the bookmobile to the block party at the YMCA on William Street along with Senior Page **Brittany Book**. Over 100 visited the bookmobile and approximately 300 people stopped to ask questions and receive information on library services. Library cards were issued and several items circulated. **Pamela Bigsby** and Bookmobile Branch Manager **Nicole Jesse** participated in the Great Pumpkin Farm Fall Festival. Children made pumpkin and Frankenstein puppets. There were 134 visitors to the bookmobile at this event. **Nicole Jesse**, Senior Page **Alyssa Johnson** and Grand Island Librarian **Anne Slater** participated in the Taste of Grand Island, where over 460 visited the bookmobile.

United States Patent and Trademark Office Visit and Training: Information Services and Outreach Librarian **Andrew Maines** facilitated a site visit and training sessions by Neil Massong and Spruce Fraser, librarians from the U.S. Patent & Trademark Office's (USPTO) Patent & Trademark Resource Center (PTRC) program. The full day of

training provided patrons with information and training on multiple topics relating to intellectual property. The agenda included: an overview of patents, trademark, copyright and trade secrets; how to use USPTO databases to conduct preliminary trademark and patent searches; and how to identify and respond to invention promotion scams. The day's events concluded with a local resources panel which featured local patent attorney Robert Simpson, UB Law professor Mark Bartholomew, and Megan McNally, director of The Foundry (a local MakerSpace/business incubator). In addition to answering audience questions, the panel spoke about additional local resources, services, and facilities available to inventors and entrepreneurs.

Buffalo Comicon: Central Library staff had the opportunity to meet over 2,000 pop-culture enthusiasts and support reading through comics and graphic novels during 2017 Buffalo Comicon held at the Buffalo Niagara Convention Center September 30th and October 1st. Forty-eight new library cards were issued. While many of the attendees were already library users, staff was able to introduce programming and online services they did not know the Library offered. Information Services and Outreach Librarians **Maria Lowe** and **Laura Scott** introduced the Library's graphic novel and Manga collections to attendees and ran the B&ECPL Manga Club Room during the convention. **Dan Caufield** presented 2 programs at the Convention: *The Science of Super Heroes* and *Comics in Culture*. Children's Services Librarians **Erin Burke** and **John Gaff** hosted a variety of children's programs and activities. TechKnow Lab Manager **Kara Stock** and TechKnow Lab Library Associate **Sean Goodrich** staffed a MakerSpace table. Hundreds of individuals of all ages experienced virtual reality, practiced coding via Osmo gaming, and learned to use some of the Library's small robots. Many of the attendees were amazed at the access to technology the Library offers and look forward to visiting and learning more.

Monthly Programming Statistics - September 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	134	1621	2956	35948
Children (age 6-12)	118	1536	1596	29388
Teens	19	452	84	5577
Intergenerational	124	1289	2425	37111
Adults (excludes Technology)	207	2006	2249	27662
TOTAL In Library Programs	602	6904	9310	135686

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	95	2	95
Children (age 6-12)	53	621	53	621
Teens	34	393	34	393
Intergenerational	0	0	0	0
Adults (excludes Technology)	138	1397	138	1401
TOTAL In Library Programs	227	2506	227	2510

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	38	15	211
System or Library-owned Cyber Train	7	105	50	716
One on One	122	950	126	1015
TOTAL Adult Technology	133	1093	191	1942

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	61	215	1264
Children (age 6-12)	13	71	1366	7327
Teens	0	12	0	276
Intergenerational	14	84	2496	13321
Adults (excludes Technology)	12	96	558	3277
TOTAL Outreach (out of Library)	51	324	4635	25465

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	157	13	2475
Adult Services	10	35	89	701
Launch Pad/TechKnow Lab	14	105	489	2484
Development/Communications	2	17	5	322
Grosvenor Room	1	9	20	159
TOTAL	29	323	616	6141

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2796	32543	
Visitors - Tour/Program	257	3374	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3053	35917	84865

Highlights:

- September 27th – Children’s Services Librarian **Jennifer Lelinski** conducted Storytime and accompanying literacy activities at the YWCA Children’s Center at Erie County Family Court. The Children’s Center provides safe, supervised, drop-in daycare for children ages 6 weeks though 12 years whose parents or guardians have official court business. It is operated by the YWCA of Western New York.
- September 28th – Information Services and Outreach Librarian **Sandra Courtney** presented a class at the Erie County Medical Center on Library Resources for New Entrepreneurs for students of the Erie County Medical Center Minority and Women Business Enterprise Training Program.

2. Collection Development

Collection Development - September 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,319	34,729	402	2,901	544,318
Young Adult Print	570	6,072	85	926	73,297
Adult Print	4,010	43,696	762	6,839	1,864,649
Media	5,416	47,213	454	5,605	542,085
Other*	2,652	27,952	5	198	186,390
Subtotal	16,967	159,662	1,708	16,469	3,210,739

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	705	6,900	473	4,889	51,626*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	88	904	69	751	9,803
e-Videos	0	1	0	1	100 +Moving Image Archive Library**
Subtotal	793	7,805	542	5,641	61,529

*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	17,760	167,467	2,250	22,110	3,272,268

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	528	4.9%	526	62.5%
Staff Initiated	50	0.0%	50	78.0%

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

Highlights:

- Grosvenor Room Librarian **Sue Cutrona** (with the assistance of Grosvenor senior pages) contributed information on Buffalo area newspapers to “News on the Margins,” a project by the Digital Public Library of America (DPLA) and the Educopia Institute. Collection inventories of African American and LGBT newspapers provided by libraries will be used to create nationwide open directories of sources by and for marginalized groups.
<https://educopia.org/research/margins>
- In September, 1,457 unique visitors from 22 countries viewed the Library’s Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, countries this month included Australia, Bahrain, Canada, Chile, China, Colombia, Costa Rica, Ecuador, Haiti, Iceland, India, Kosovo, Mexico, Nepal, Netherlands, Nigeria, Philippines, Russia, Saudi Arabia, Spain, and the United Kingdom.

3. Technology

Technology - September 2017

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	137	1,136	3,399	37,853	58	7,619
Flickr	31	749	7,701	95,243	-	54
Instagram	30	273	771	9,070	18	1,281
Pinterest	42	579	455	5,416	12	1,498
Tumblr	4	40	4	43	3	191
Twitter	39	1,090	162	7,726	33	9,711
YouTube	-	12	567	6,431	-	141
Total	283	3,879	13,059	161,782	124	20,495

¹Number of posts, pins, tweets, videos, etc., created by staff

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

³Total number of followers at end of month

Highlights:

- Platform Migration Test: In preparation for migrating the Library's Integrated Library System from its current live server to an identical test server with an upgraded Linux operating system, Information Technology staff worked with SirsiDynix to plan a mock migration. This test, successfully conducted on September 15th, provided an opportunity to address any unanticipated issues and yielded a downtime estimate of a few hours. The actual migration is scheduled for October 4th and will begin around 2:30 a.m. to minimize the impact on patrons and staff.
- Information Technology staff created a front end web page for Tipasa, OCLC's new cloud-based interlibrary loan platform. The service, which debuted this month, replaces ILLiad, the Windows-based ILL management system.
- Upgrades to Windows 10 on computers at various locations continue to be implemented by Information Technology staff.

4. Funding/Fundraising

Funding:

- 2017-18 New York State aid allocations for libraries have been finalized with the release of detailed aid tables by the State Library. This aid, enacted as part of the State's 2017-18 budget adopted in early April, constitutes the calendar year 2017 aid for libraries and library systems. B&ECPL's 2017 Adopted Budget estimated operating and recurring grant budget amounts were based upon no significant change from 2016 receipts. As the State's enacted budget largely reflected status quo operating aid, total operating and grant aid increased by \$1,420 (0.05%), from a combined \$2,911,659 to \$2,913,079. A minor budget adjustment resolution will be submitted to the System Library Board for consideration at its October meeting.
- New York State Aid for Public Library Construction, known as the Library Construction Grant Program, received a \$5 million increase from \$19 million to \$24 million statewide. This much appreciated State support recognizes the significant physical plant needs of an aging inventory of library facilities. The share of funds available for projects supporting the 37 public libraries in Erie County increased from \$871,099 last year to \$1,100,336 in this funding cycle.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - September 30, 2017	\$98,441.20

Highlights:

- The Library received word that the grant request was approved for "Community Webs Archiving" through IMLS and Archive-It.org. The grant will provide the Library with \$25,000 in web archiving services for 2 years.
- The *Bucks for Books* campaign mailing was designed and will be mailed at the beginning of October to past campaign donors.

5. Facilities

Highlights:

- The East Delavan Library's capital project to address Americans with Disabilities Act (ADA) and rehabilitation needs is about to get under way. The City of

Buffalo has awarded construction contracts and a construction kickoff planning meeting was held in September.

Abatement related work is anticipated to begin on October 16th, resulting in the library being closed through November 3rd. Construction will then focus on rehabilitating the basement meeting space and replacing the public restrooms. Work on constructing the new elevator and public entry off the parking lot will get under way in the spring. The main floor of the library is expected to remain open during most of this construction, with additional limited closures possible when needed construction tasks would be too disruptive for public use of the building. Staff will work with the City and contractors to minimize disruptions and provide advance notice of any temporary closures needed.

The project will significantly improve accessibility by constructing an ADA elevator to the basement level community meeting space and replacing existing public restrooms with ADA accessible facilities. The elevator will be constructed adjacent to the east side of the building, creating a new welcoming entrance while minimizing loss of interior space; the main circulation/public service area will be reconstructed to ADA standards, positioned to serve the new public entrance; the basement meeting space will be rehabilitated; and security system improvements will be installed.



- The East Clinton Branch Library was without air conditioning for several days due to work being done on the replacement of the old equipment. During that time, there were unusually high temperatures in Buffalo. Due to extreme temperatures within the building, the East Clinton Branch Library closed early on both Saturday, September 23rd and on Monday, September 25th. On that Monday, the Library on Wheels bookmobile showed up at the Library to provide library services for the community.

6. Staff Development

Staff Development - September 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	179	3207	7	56

Highlights:

- In September, B&ECPL Human Resources presented 5 live training sessions for staff. This included one session of *Addressing Computer Viewing Complaints*, 2 sessions of *Hiring in the Library – What Supervisors Should Know*, and 2 sessions of *Conducting Performance Evaluations*. The latter training is being offered as part of a larger effort to make the performance evaluation at the library more effective and efficient, including a roll-out of new evaluation forms.
- The B&ECPL collaborated with the Western New York Council on Occupational Safety & Health (WNYCOSH) to offer a workshop on *Workspace Ergonomics* on September 21st. Twelve employees learned how to improve their health, energy, and productivity by properly adjusting their chair and equipment, utilizing proper tools and accessories, and varying their tasks.
- The B&ECPL also sponsored employee attendance at 2 different leadership skills – succession training programs. Two employees began attending *Effective Supervisory Practices* on September 6th, a course conducted by Erie County to train new managers on the ins and outs of staff development, human resources, and general leadership skills. Another 2 employees were selected to take part in the *Leadership Accelerator Program* at the University at Buffalo. Attendees of the 10-week course will learn their current leadership strengths and weaknesses and learn how to develop the skills they need to excel and advance in their positions at the B&ECPL.
- Outside the B&ECPL, staff attended a variety of library programs, workshops, and conferences throughout September. One librarian attended the USA Toy

Library Association’s 1-day conference: *Learn to Play, Play to Learn*. She learned how to utilize toys and games to foster an environment of learning, whether it be STEAM-based programming, MakerSpaces, or accessible storytimes. Another librarian attended a series of workshops put on by Buffalo Niagara SCORE about creating and making the most of business websites. The knowledge gained at these programs is going to be used to create a training program for patrons of the B&ECPL.

- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics including: *Creating Inclusive Storytimes for ALL Children* (sponsored by the American Library Association); *Fall for New Nonfiction* (sponsored by School Library Journal); *FMLA Checklist for Employers* (presented by Skill Educators); *Get on Track and Stay There with Google Calendar* (presented by Simple K12); *Making Time for Middle Grade* (presented by Booklist); *Mindfulness for Librarians* (sponsored by the South Central Regional Library Council); *Opioid Crisis Town Hall: Library Needs and Responses* (presented by PLA); *The Ebb and Flow of Floating Collections* (presented by Library Journal); *The Name of the Game: Playing Tabletop Games to Build 21st Century Skills* (presented by WebJunction); *USGS Library: indexes, catalogs, and other bibliographic tools, a day in the life of a reference librarian* (presented by the Federal Depository Library Program (FDLP)); and *Working with Friends Groups: The Good, the Great, and the Unfriendly* (sponsored by ALA). A total of 32 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Hamburg Sun Interview with Library Director Mary Jean Jakubowski and Brian Hoth	Bookmobile & New Library Director @ Hamburg Public Library	The Hamburg Sun, September 2017
WBEN Radio Interview with Library Director Mary Jean Jakubowski	Various topics including Library Card Signup Month	Buffalo Means Business program aired on WBEN Radio on September 17 th
Media Event	NYS Senator Chris Jacobs Special Aid of \$10,000 each for 12 Libraries	WBFO Radio aired on September 28 th and 29 th ; WIVB TV Channel 4 aired on September 28 th ; Various local newspapers including Bee Publications printed the story as well.

Media Release	Indie Author Day	Buffalo Spree Magazine, September issue
Crane: WNY Family Magazine Online	Upcoming Programs	September
Crane: Council Member Joel Feroleto's Newsletter	Library Programs	September

8. Partnerships

Highlights:

- September 1st - **Sara Fuller, Shanley Olszowy** and **Laura Scott** attended Buffalo Urban League's Summer Youth Employment Program's end of summer information session. The teens were shown different resources the Library offers for college, career, and scholarship information. Information was also provided about the Launch Pad, computer classes, and general library programming.
- September - Children's Services Manager **Kathryn Galvin** corresponded with Elizabeth Schiavoni, Development and Marketing Officer of the Penn Dixie Fossil Park and Nature Preserve, regarding their interest in partnering with the Central Library as a site for their proposed Teen Science Café. If the Café comes to fruition, the proposed program would begin in fall 2018 and would create an informal learning network where teens can interact with scientists and other mentors.
- Local leaders from the American Legion, Veterans of Foreign Wars, AMVETS and 40/8 met with the Library to plan the opening celebration of the WWI exhibit which is called *Buffalo Never Fails: The Queen City and World War I*. The free event will be held on Saturday, November 18th at 10 a.m. at the Central Library. The Development & Communications Department, under **Joy Testa Cinquino**, is planning the program which will include an outdoor salute to veterans of all wars.
- A handsome, visiting exhibit on the work and history of the Hauptman-Woodward Medical Research Institute continues to be on display in the main floor Whisper Space of the Central Library through October 27th.

9. Planning for the Future

The B&ECPL 2016 *Annual Report of the Director* was completed and posted on the Library System website at:
<http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/2016%20annual%20report%20FINAL%209%2029%2017.pdf>. Each library and System trustees will receive a printed version of the report. Thank you, Assistant Deputy Director **Joy Testa Cinquino**, for all of your hard work on the Annual Report.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
September 1, 2017	Conference Call - Jennifer Johnston, Dean Otoka - Lackawanna Public Library
September 5, 2017	Meeting - Maureen McLaughlin, Steve Hovey, Kelly Donovan, Jennifer Childs
September 6, 2017	Conference Call - Jennifer Johnston
September 6, 2017	Meeting - Jillian Jones, Aaron Ott - Albright-Knox Art Gallery
September 6, 2017	Meeting - B&ECPL Board of Trustees - Policy Committee
September 7, 2017	Meeting - Heidi Julien, PhD, Brenda White, PhD, and John Gottardy, Director Financial Aid - University at Buffalo
September 7, 2017	Meeting - Peter Hurd, Veteran's Groups
September 7, 2017	Meeting - Frank Housh, Chair - B&ECPL Board of Trustees
September 7, 2017	Media Interview - Luke Hammill - Hamburg Sun
September 7, 2017	Media Interview - MIX 96
September 7, 2017	Media Interview - WBLK
September 8, 2017	Meeting - Project for Public Spaces
September 9, 2017	Public Planning Workshop - Project for Public Spaces
September 11, 2017	Meeting - Buffalo Presidential Center
September 11, 2017	Meeting - Siby Nair - India Association of Buffalo
September 11, 2017	Conference Call - Rotary Club of Buffalo
September 11, 2017	Conference Call - Frank Housh, Chair - B&ECPL Board of Trustees
September 11, 2017	Meeting - African Conscious Group
September 12, 2017	Meeting - Tech Services/Network Support
September 12, 2017	Meeting - Kenneth Stone
September 13, 2017	Meeting - Managers/Directors

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September 13, 2017 Meeting - Roseanne Butler-Smith, Monica Mooney
September 13, 2017 Meeting - Dawn Peters, Jeannine Doyle
September 13, 2017 Meeting - B&ECPL Board of Trustees - Budget & Finance Committee
September 14, 2017 Media Interview - WBEN
September 14, 2017 Meeting - Administrative Team
September 14, 2017 Conference Call - Matthew Etu - Buffalo Architecture Foundation
September 14, 2017 Meeting - B&ECPL Board of Trustees - Executive Committee
September 15, 2017 Meeting - Chip Campbell, Mark Kross
September 15, 2017 Event - Hispanic Heritage Month Kickoff
September 18, 2017 Conference Call - Lisa Rosenblum, Nick Higgins - Brooklyn Public Library
September 19, 2017 Meeting - Tech Services/Network Support
September 19, 2017 Meeting - Buffalo Common Council Committee
September 19, 2017 ZONTA
September 20, 2017 Meeting - Western New York Library Resources Council
September 21, 2017 Meeting - Dawn Peters
September 21, 2017 Meeting - Joy Testa Cinquino, Anne Conable
September 21, 2017 Meeting - B&ECPL Board of Trustees
September 22, 2017 Meeting - Jeannine Doyle
September 23, 2017 Event - Town Hall Meeting - Sen. Tim Kennedy, Assemblymember Crystal Peoples-Stokes
September 25, 2017 Meeting - Neil Massong, Ms. Spruce Fraser - US Patent and Trademark Office
September 25, 2017 Event - The Book Fairy Crowdfunding VIP Launch
September 26, 2017 Meeting - Patent and Trademark Office
September 26, 2017 Meeting - Dennis Galucki
September 26, 2017 Meeting - Carol Batt
September 27, 2017 Meeting - Anne Conable
September 27, 2017 Conference Call - Regents Advisory Committee (RAC)
September 27, 2017 Conference Call - Peggy Snajczuk, ACT President
September 27, 2017 Conference Call - John Lytle - EnvisionWare
September 27, 2017 Conference Call - Paul Notaro
September 27, 2017 Conference Call - Bill Josefiak
September 27, 2017 Event/Presentation - Grand Opening Celebration of The Museum - Roycroft Campus
September 28, 2017 Meeting - Administrative Team
September 28, 2017 Media Event - Sen. Chris Jacobs - Re: Bullet Aid to 12 Libraries
September 29, 2017 Meeting - Mark Kross
September 29, 2017 Meeting - Patrick Martin, Robert Patterson - Bond Schoeneck & King
September 29, 2017 Meeting - Joy Testa Cinquino

Other:

Contracting Member Library Activity Reports

Alden Ewell Free Public Library – submitted by Rebecca Moe, Director

Highlights of events and activities at the Alden Library:

- We have created a new Young Adult section of the library using a generous donation from a patron. New furniture (a café table and chairs) was purchased, along with a device charging hub, a new paperback book spinner, and many new fiction and nonfiction young adult books.
- A Used Book Sale to benefit the library was held from Saturday, September 30th until Saturday, October 7th in our book sale room.
- For the second year in a row, the Alden Lancaster Art Club is having an art show in our library. It was kicked off with a reception at the library on Saturday, October 7th. The art will be on display on the library's main floor for the remainder of the month.
- The Central Children's Department will be at our library twice this month to hold programs: *What Did the Scarecrow See?* for ages 3-6 will be on October 16th and *Take Flight!* for ages 8-12 on October 26th.
- The Central TechKnow Lab has been coming out to the library once a month to hold their Book a Tech Trainer program, which allows patrons to book 45-minute, one-on-one appointments to learn about the technology topic of their choice.
- Brownie Troop 30801 will be visiting the library on October 12th to work on their *A World of Girls: It's Your Story – Tell It!* Journey badge.
- Our summer programming was very successful this year, with 40 programs and 432 attendees total. Regular programming that will continue into the fall and beyond includes Lego Club, Science Fun, Story Time, Chess Club, Tuesday Crafternoons, and Adult Coloring Therapy.

Aurora Town Public Library – submitted by Robert Alessi, Director

Highlights of events and activities at the Aurora Town Public Library:

- THANK YOU to the B&ECPL System Board of Trustees for holding their September meeting at the Aurora Town Public Library! It was wonderful to have the opportunity to have so many trustees and staff members visit our library and see first-hand all we have to offer the community!
- The library is currently looking to improve our facility to make it an even more welcoming and comfortable environment by upgrading and making functional our existing fireplace. The Friends of the Aurora Town Public Library have pledged their support financially for this project which will help to enhance the overall

ambiance of the library and greatly improve our seating area where we have already placed additional tables, lounge chairs, a computer workspace and electrical outlets.

- Our summer programming session has wrapped up and our attention has turned to the busy fall programming season during which there will be something for EVERYONE to enjoy! There are weekly children's programs like Family Story Time, Preschool Story Time and Toddler Time, along with monthly offerings like Lego Club and Reading Club or specials from organizations like the Buffalo Museum of Science and the Girl Scouts of WNY. Families can enjoy live-animal programs or take part in our new Family & Friends Scrap Bag Challenge where they'll create works of art that will be displayed at the library! We also have lectures/activities on topics ranging from the Adirondack State Park to Understanding Dementia-Related Behavior and Amateur Photography to a new Book Discussion Club. There are so many more programs too, so please visit www.buffalolib.org for more details and listings on our calendar!!!!

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. In his absence, William Josefiak asked Director Jakubowski to share that the next ACT meeting will be Saturday, November 4th at the Hamburg Public Library. Agendas have been sent out via e-mail.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. Dr. Ricks conveyed she received an e-mail from the Buffalo Architecture Foundation (BAF) discussing Little Free Libraries on the East Side of Buffalo. Director Jakubowski updated trustees that the B&ECPL was chosen as one of the winners of BAF's 2017 Little Free Libraries Design Competition. The B&ECPL's application was made in collaboration with Trautman Associates; a professional architect was required to be involved with the project. The Library's Little Free Library will be a *Library Tree* which is being developed out of a reused, single-wide, metal locker and will be placed in Buffalo's Reading Park located just outside the Central Library. Director Jakubowski noted there are 5 other winners and BAF is looking for homes for those libraries. Through a formal agreement with BAF, the B&ECPL will be providing discarded books to the Little Free Libraries initiative. As the B&ECPL is providing the books, all contest entrants had to demonstrate there would be space to distribute B&ECPL literature on library programs, locations and resources at their Little Free Libraries.

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There being no further business, on motion by Mr. Johnson and a second by Mr. Bedenko, the meeting adjourned at 4:23 p.m.

Respectfully submitted,

Kathleen Burd
Secretary