

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 21, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 21, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Alan Bedenko, Vice Chair
Joel Moore, Treasurer
Michael Amodeo
Kathleen Berens Bucki
Katie Burd
Lucy Candelario
Sharon M. Kelly
Elaine M. Panty
Rhonda Ricks
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C - Minutes of the Meeting of May 17, 2018. On motion by Trustee Panty, second by Trustee Bedenko, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. At the June 14th Executive Committee meeting, Chair Housh requested Director Mary Jean Jakubowski provide to the Board organizational charts reflecting the restructure of System Senior Administration (Administration). In response to this, an organizational chart along with flow charts were at each trustee's place, to be discussed during the Report of the Director. Chief Operating Officer Jeannine Doyle noted that the Human Resources Department, which falls under her responsibilities as COO, was erroneously left off the flow charts; corrected flow charts will be sent out to trustees. Chair Housh remarked that while not a Board function, the Director has consulted with both him and Vice Chair Bedenko on the restructuring of Administration due to attrition, and they approved of the restructure. The Chair welcomed and called on Dorinda Darden, current Director of the

Town of Tonawanda Public Library, who will be joining Administration as an Assistant Deputy Director, Public Services – Buffalo Branches, e-Branch/ILL, and Bookmobile Services. Ms. Darden shared her B&ECPL work history and thanked the Board for this opportunity.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The June 14, 2018 Executive Committee Meeting Report was at each trustee's place. Vice Chair Bedenko summarized the meeting and moved to have the written report entered into the Minutes. Trustee Ricks made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh; Committee members Alan Bedenko and Kathleen Berens Bucki. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Jeannine Doyle, Chief Financial Officer (CFO) Kenneth Stone and Town of Tonawanda Public Library Director Dorinda Darden.

The meeting of the Executive Committee began at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Housh welcomed and congratulated Ms. Darden on her soon-to-be appointment to the Buffalo & Erie County Public Library (B&ECPL) Administrative Team. Ms. Darden has accepted the position of Assistant Deputy Director and as such will oversee the Buffalo Branches, e-Branch/ Interlibrary Loan (ILL) and Bookmobile Services. In addition, she will work to further integrate the services of Project Flight's Book Bank into the B&ECPL, strengthen connections/relations with City of Buffalo officials and take on a leadership role in several system-wide committees. Discussion ensued.

Director Jakubowski briefly discussed the restructuring of Library Administration and the changes to Assistant Deputy Director Dawn Peters' role and responsibilities. Chair Housh requested Director Jakubowski share organizational charts reflecting the restructure of Library Administration with the Board.

The agenda and proposed resolutions for the June 21, 2018 meeting of the Board of Trustees were reviewed.

CFO Stone noted the B&ECPL continues to function within budget.

The Executive Committee meeting adjourned at 4:20 p.m. on a motion by Trustee Bedenko, second by Trustee Bucki.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2018 Contracts with Contracting Libraries. Deputy Director CFO Kenneth Stone explained this is a standard item each year; a contract extension is done until the budget amounts are finalized and then a contract is authorized. Trustee Panty moved for approval. Trustee Bucki seconded, and approval of Resolution 2018-13 as presented was unanimous.

RESOLUTION 2018-13

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2018 allocation was not known until mid-December, and New York State’s overall allocation was adopted in early April, and

WHEREAS, this made it difficult for the Buffalo & Erie County Public Library (B&ECPL) and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2018 fiscal year on January 1, 2018, and

WHEREAS, to meet 2018 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 21, 2017 adopted Resolution 2017-47 implementing the extension provision contained in the 2017 contract until such time as a final 2018 contract is adopted, not to exceed July 31, 2018, whichever was earlier, with funding based upon the estimated allocation of the 2018 B&ECPL Board-adopted budget, and

WHEREAS, Erie County’s 2018 budget is now in place and the New York State budget has been adopted, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2018 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2018 Board-adopted budget as amended.

Agenda Item E.2.b – 2018 Budget Adjustments: Allocating 2017 Year-end Balance. CFO Stone explained the Library ended the year within budget with net Personnel Services expense, Fringe Benefit expense and Electric & Natural Gas Utility expense running below budget contributing to 2017’s estimated unassigned ending fund balance. He further explained the plan for adjustments to Library assigned fund balance accounts and recommendations for use of available unassigned fund balance as detailed in proposed Resolution 2018-14, Exhibit 1. He pointed out the remainder, estimated at \$2,837,112, would remain in available unassigned fund balance, which would be 10% of 2018 Adopted Budget operating expense. Trustee Amodeo moved for

approval, Trustee Wisbaum made a second, and approval of Resolution 2018-14 as presented was unanimous.

RESOLUTION 2018-14

WHEREAS, at its regular meeting of December 21, 2017, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2017-46 adopting the Library's 2018 budget, and

WHEREAS, subsequent to adopting the 2018 budget, a review of 2017 budgetary savings indicates funding is available to address deferred capital outlay needs for furnishings and equipment, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Assigned for Grant Local Share Match" balance sheet account, and

WHEREAS, sufficient 2017 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library allocate \$250,000 of available 2017 ending fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library amend the 2018 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$195,000 as detailed in Exhibit 1.

Resolution 2018-14 Exhibit 1: Appropriation of Unassigned Fund Balance

Recommended Use of Available Unassigned Funds

Unassigned Balance Remaining After Recommended Assigned Balance Changes:	\$3,032,112
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Additional LED conversions at multiple locations - Library funds would be placed in Library Fund Operating account SAP#506200	(\$25,000)
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Buildings & grounds equipment (lawnmowers, snow-throwers, etc.) - Library Operating Capital Outlay account SAP#561430	(\$15,000)
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Replace approximately 60 outdated tower computers, 2 laptops used in meeting rooms, 8 self-check kiosks, outdated software and outdated printers; add equipment for offsite library card registrations; and add a bookedge scanner. Despite the varied item types, they all fit in the Library Operating Capital Outlay account SAP#561410	(\$155,000)
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Total Recommended Use of One-time Funds	(\$195,000)
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Remaining Available Unassigned Balance	\$2,837,112
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Agenda Item E.2.c – Amend 2018 Grant Budget: Rotary Reads – Kids Clubs Grant. Assistant Deputy Director Joy Testa Cinquino explained proposed Resolution 2018-15 as presented. On motion by Trustee Panty, seconded by Trustee Amodeo, approval was unanimous.

RESOLUTION 2018-15

WHEREAS, in 2016 the Buffalo & Erie County Public Library (B&ECPL) applied for and was notified it had been selected as the recipient of the Rotary Club of Buffalo Major Project Grant, and

WHEREAS, in 2018 the B&ECPL received official notification that the amount of the award is to be \$116,675, and

WHEREAS, the B&ECPL shall administer the funds to develop *Rotary Reads - Kids Club* reading spaces in City of Buffalo branch libraries, and

WHEREAS, the grant funds shall be used for design, furnishings, materials and implementation of *Rotary Reads - Kids Club* designated children’s spaces, and

WHEREAS, a grant budget needs to be established to undertake the project, now therefore be it

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2018 Grant Budget by appropriating grant revenues and expenditures in the amount of \$116,675 to support the *Rotary Reads - Kids Club* project, and be it further

RESOLVED, the B&ECPL Board of Trustees authorizes the Library Director or designee to establish and administer the *Rotary Reads - Kids Club* grant budget in the following amounts:

Revenue:	\$116,675
Grant Program Expenditures:	\$116,675

Agenda Item E.2.d – The monthly financial report for the month ending April 30, 2018 was included in the board packet as an information item.

Agenda Item F – Report of the Director. Director Jakubowski referred to the organizational chart and flow charts at each trustee’s place showing the history of System Senior Administration demonstrating the multitude of changes in restructuring and reorganizing made throughout the years to meet the ever changing needs of the Library and those it serves. She noted the size of Administration was larger in the past. As Director, she has been examining the strengths of the current Administration as well as needs recognized from a system-wide perspective. Strengths, roles and

responsibilities of current Administration Team members were discussed, including new duties that will fall under Assistant Deputy Director Dawn Peters who will serve as a consultant to our contract member libraries as well as assume trustee training responsibilities as new NYS regulations regarding trustee training are anticipated. The Director feels the reorganization of Administration now provides a better balance and will continue to assess this going forward. Trustees' questions were answered.

The Director was pleased to announce that 2 special acquisitions were added to the Rare Book Room. The first is the second to last book of the B&ECPL's collection of Kelmscott Press titles - the acquisition of William Morris' *The Story of Sigurd the Volsung*, 1898. The second is 1 of the 2 second-oldest pre-publication copies of Mark Twain's *Adventures of Huckleberry Finn* which will be on exhibit when the *Huckleberry Finn* manuscript is sent out for digitization later in August. Both items will be brought to next month's Board meeting. She added that both of these items were acquired through an online auction for less than what they were originally valued.

Board members were invited to a dedication event for the new West Seneca Community Center and Library on July 6th at 11 a.m. In addition, West Seneca Public Library Director Kathy Goodrich has offered Board members an early private tour of the library; e-mail notification will be sent out when the date is known.

A special one-time performance by Japanese Puppet Master Koryu Nishikawa V will be held Saturday, June 23rd at 2 p.m. at the Central Library. Trustees were invited to attend.

As part of the Make Music Day, a kazoo flash mob took place on the front ramp of the Central Library at 2:15 p.m. Trustees were invited to stop by to see the next performer, Art Booth, World Music, at 5 p.m. following the meeting. This live, free, fun-filled musical celebration began at noon.

The following handouts were at each trustee's place:

- Invitation to Rotary Club of Buffalo's Major Grant Announcement, June 27th at 10 a.m. at the Niagara Branch Library for Rotary Reads - Kids Clubs;
- Invitation for a Bus Trip to Buffalo Day @ Chautauqua, July 3rd, 10 a.m. - 7 p.m., whereat the Director will be speaking;
- Invitation to the Library Night at the Ballpark! fundraiser, July 20th at 7:05 p.m., Buffalo Bisons vs. Durham Bulls;
- *Passport to Reading* booklet which runs June 15th - September 15th; and
- Note cards from the Inside Out project.

Trustees were updated that sturdier posters for the *You are the Library* photo project are being made, thanks to Hadley Exhibits, to replace the current posters on display outside the Central Library, which will hopefully stay up all summer.

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

B&ECPL Monthly Report May 2018



You Are the Library:

The Central Library launched its *You Are the Library* initiative this month. Launch Pad Manager **Jordan Smith**, along with **Darlene Pennachi** and **Dawn Stanton** of the Graphics Department, and various Launch Pad staff installed approximately 140 portraits as a part of the international INSIDE OUT: The People's Art Project which was inspired by French artist and photographer JR. INSIDE OUT is a global platform for people to share their untold stories and transform messages of personal identity into works of public art. The Library's contribution to INSIDE OUT can be found on the granite walls surrounding the Central Library's front entrance ramp. Wheat paste was used to affix the portraits. This project depicts the diversity and wonderful personalities of Buffalo & Erie County Public Library (B&ECPL) users. B&ECPL's platform reads: *Libraries are not just places to find books, music, movies, technology classes, children's programming and more, but rather, they are in fact the communities they serve. They are the people themselves, blue collar, white collar, immigrants and indigenous, of all genders and colors. You are the library, and we wouldn't want it any other way. Our You Are the Library photo project can be found on the INSIDE OUT project page:* <http://www.insideoutproject.net/en/group-actions/united-states-buffalo-ny>.

Nickel City Con:

Information Services & Outreach Manager **Daniel Caufield**, Librarians **Erin Burke**, **John Gaff** and **Maria Lowe**, and Central Library Senior Pages, provided youth activities during the Nickel City Con on May 19th and 20th at the Buffalo Niagara Convention Center. Nickel City Con is a celebration of pop culture from comics, movies, art and TV shows. This year's Con drew thousands of people to downtown Buffalo and the Library hosted free activities for all ages. Given one of the larger Convention Center rooms, Central staff was able to conduct 3 programs each day: Jedi Training, Superhero School and Mad Science. TechKnow Lab staff hosted a MakerSpace activity table allowing participants to experience virtual reality, a chance to play with Cozmo the robot, and explore new technologies. Senior Pages staffed craft areas which offered adult and children coloring and *Star Wars* and superhero crafts. Various celebrities graciously posed with B&ECPL's *One Buffalo* library card including Lou Ferrigno, Richard Dreyfuss and Barbra Eden. Over 2,000 people visited the Library's room at the convention, many of which have been seen here at the Central Library after the event. Photos from the event can be seen on the Library's Flickr page, at:

<https://www.flickr.com/photos/buffalolibrary>.



Little Free Library:

As a winner of the Buffalo Architecture Foundation's (BAF) Little Free Library design contest, the B&ECPL, along with Young Audiences of Western New York, Hadley Exhibits and Trautman Associates, designed and constructed the Central Library's Little Free Library that was installed on May 24th. Members of the public assisted in the painting of the "Learning Tree" that now graces the Central Library's front ramp. A total of 6 Little Free Libraries were created as a result of the BAF's contest for which the B&ECPL has committed to providing (donated, discarded) books to the Little Free Library initiative for a period of 2 years.



Rare Book Room/Special Collections Acquisitions:

The Rare Book Room (RBR) is one step closer to completing its collection of Kelmscott Press titles with the acquisition of William Morris' *The Story of Sigurd the Volsung*, 1898. Rare Book Curator **Amy Pickard** was able to secure Nelson Doubleday's (of Doubleday Books) personal copy of *The Story of Sigurd*. Specimen pages of *Froissart's Chronicles* dated September, issued 7 October 1897, remain to be acquired. Further, the RBR was able to acquire 1 of the 2 second-oldest pre-publication copies of Mark Twain's *Adventures of Huckleberry Finn*. This particular copy belonged to and was inscribed by English novelist Sir Hugh Walpole. It is a significant addition to the RBR collection and will be placed on display in the Mark Twain Room in the near future. The Special Collections Department (a.k.a. Grosvenor Room) received an anonymous donation of an original index to Buffalo Superior Court alien declaration of intents from 1871-1891. A declaration of intent was the paperwork that a U.S. alien resident filled out to declare their intent to become a U.S. citizen. The Index will be added to the Buffalo Collection. Twenty-two pieces of vintage Harold Arlen and Jack Yellen sheet music will be placed in the Grosvenor Room sheet music collection. Arlen and Yellen are famed Buffalo songwriters. Arlen wrote such popular tunes such as "Over the Rainbow," "That Old Black Magic," and "Between the Devil and the Deep Blue Sea." Yellen's hits included "Ain't She Sweet" and "Happy Days are Here Again." The Library maintains a collection of approximately 70 Arlen songs and over 170 Yellen songs. Through a partnership with the Western New York Genealogical Society, the RBR's 10-volume collection of Saint Peter United Evangelical Church (360 Genesee Buffalo, NY) records have been microfilmed and are now easily accessible from the Grosvenor Room's microfilm collection.

Staff Development Day:

May 9th brought over 324 staff members from throughout the B&ECPL System to the Central Library for Staff Development Day. The keynote presentation, *Active Shooter Situations*, was delivered by Mark Kreyer of Homeland Security. Following, staff was split into programming tracks based on their main job duties and/or career stage. Tracks included Career Skills, Clerical Skills, Leadership, Programming, Public Services, and Safety & Security.

Sixteen different training programs were conducted including: *Advocacy & Outreach* (presented by B&ECPL Development & Communications); *Civil Service 101* (B&ECPL Administration); *Communication Skills* (EAP); *Diversity* (Marc Rummenie, National Federation of Just Communities); *Everyday Computer Skills* (B&ECPL TechKnow Lab); *Harassment in Libraries* (Pati Aine Guzinski, Erie County Dept. of Health); *I Still Don't Want to Talk About It* (B&ECPL Administration); *Internal Customer Service* (Jack Colocousis, ECC Training); *MakerSpace Programming* (B&ECPL TechKnow Lab); *Organization & Time Management* (Lisa Scolnick, ECC Training); *Partnering for Performance: Situational Leadership II for Managers* (Frank Ciccio, Illuminaire Group); *Sirsi Tips & Tricks* (B&ECPL Circulation Committee); *Stop the Bleed* (Beth Moses, ECMC); *Team Building* (EAP); *Teen Programming* (B&ECPL Teen Committee); and *Workplace Injury Prevention* (Rachel Terhart, WNYCOSH). The day ended with a teambuilding trivia event. Attendance at Staff Development Day presentations/trainings account for 1,161 of the month's 1,234 recorded training attendances.

Monthly Programming Statistics - May 2018

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	217	959	4992	19844
Children (age 6-12)	158	679	1885	10523
Teens	43	166	368	1711
Intergenerational	177	874	3348	19944
Adults (excludes Technology)	274	1427	3416	19468
TOTAL In Library Programs	869	4105	14009	71490

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	8	8	8
Children (age 6-12)	92	357	107	385
Teens	174	643	174	643
Intergenerational	15	114	15	114
Adults (excludes Technology)	202	1076	203	1079
TOTAL In Library Programs	491	2198	507	2229

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	22	15	125
System or Library-owned Cyber Train	2	31	15	236
One on One	121	612	162	676
TOTAL Adult Technology	127	665	192	1037

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	63	508	1557
Children (age 6-12)	18	61	970	2962
Teens	0	5	0	267
Intergenerational	13	50	2718	7106
Adults (excludes Technology)	10	38	309	1412
TOTAL Outreach (out of Library)	53	217	4505	13304

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	3	3	20	20
Teens	5	5	34	34
Intergenerational	0	0	0	0
Adults	0	0	0	0
TOTAL Summer Reading Programs	8	8	54	54

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	13	138	358
Adult Services	5	31	207	811
Launch Pad/TechKnow Lab	1	2	3	5
Development/Communications	3	8	102	243
Grosvenor Room	3	13	44	179
TOTAL	14	67	494	1596

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3433	18219	
Visitors - Tour/Program	483	1570	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3916	19789	24979

Highlights:

- **Library on Wheels** - The Library on Wheels continues to crisscross Erie County attending various events and festivals along with its regularly scheduled stops in Colden, Evans, Holland and Sardinia. Highlights include attending the Buffalo Public Schools Parent and Family Engagement Summit at West Hertel Academy, Say Yes Saturday Academy at PS 91 B.U.I.L.D. Academy, Sunday @ Skateland event at Skateland on East Ferry Street, "Stress-less Day" event at the Centre Drive Business Park, Buffalo Olmsted Parks' 150 year celebration - Martin Luther King, Jr. Park, John T. Waugh Elementary School Cultural Literacy

Night, Town of Elma Memorial Day Parade and the Buffalo United Charter School Summer Reading Kick-off.

- **Health Awareness @ Your Library** – Information Services & Outreach Librarian **Renée Masters** hosted and facilitated the *Annual Mental Health Awareness Information Fair* and *6th Annual Flash Mob* on May 3rd at the Central Library. The event included 30 organizations that provided information, support and services addressing mental health issues in Western New York. The Fair included inspirational speakers, a drum circle, an audience participation trivia show and culminated in a Flash Mob participation dance on the library's entrance ramp. This is the third year the Central Library has hosted the event sponsored by Restoration Society, Inc., BestSelf Behavioral Health, Inc., the Buffalo Psychiatric Center and Mental Health PEER Connection. **Renée Masters** and Collection Development Librarian **Michelle Snyder** represented the B&ECPL and the Western New York Library Resources Council's (WNYLRC) Committee for Health Information Access at the Western New York Children's Psychiatric Center's annual Employee Health Fair on May 10th.
- **Buffalo Never Fails: The Queen City and World War I Programming** – Rare Book and Map Librarian **Charles Alaimo** gave a presentation on May 1st at the City of Tonawanda Public Library as one of the University Express classes provided by the Erie County Department of Senior Services. Mr. Alaimo repeated the program at the Golden Age Senior Center on Grand Island May 16th. Kenneth Knoespel, Interim Dean of the Ivan Allen College of Liberal Arts - Georgia Institute of Technology, presented *Exploring a Family Archive: Postcards from the World War I Trenches* that focused on his family's collection of postcards, written by his Grandfather, a German soldier who participated in most of the battles from 1914-1918. *One Community One Book World War I Day* was held on May 5th and offered a full day of family activities pertaining to World War I and Ernest Hemingway's *A Farewell to Arms*. Talks on the legacy of World War I and Hemingway's writing, music of World War I, and a children's program exploring the important role of the "Donut Girls" were featured. Literally Speaking, the Central Library's Book Club, also read and met to discuss Hemingway's *A Farewell to Arms* on May 5th.
- **Other Highlights** – May 11th – East Clinton Branch Library's Mother's Day program had 22 children making "Jars of Sunshine" for their parents. They decorated the outside of the jars and filled them with candy, wrapped in special notes they wrote for their parents. May 11th and May 25th – Button Maker Fridays were held by North Park Branch Library staff Senior Pages **Rachel Puckett** and **Gabrielle Catalano** and Page **Byanca Temmons-Barnwell**. Patrons of all ages had an opportunity to create wearable pin-back buttons or magnets using premade templates, their own designs, or images from donated

books and magazines. May 12th – Information Services & Outreach Librarian **Andrew Maines** presented “Finding Grandpa’s Patents,” a class for the Western New York Genealogical Society on how to use U.S. patents for genealogical research and finding additional family information. May 16th – Information Services & Outreach Librarian **Susan Kriegbaum-Hanks** attended the Buffalo Public Schools Adult Education Job Fair. She spoke with 80 job seekers and job coaches about employment opportunities and career resources available at the Library. She also had the chance to speak with several members of the Adult Education’s English for Speakers of Other Languages class and an outreach specialist from the Northland Workforce Training Center and Buffalo Employment & Training. May 16th – **Andrew Maines** lead a tour of the Central Library for 10 members of the Western New York Law Librarians group. The tour focused on the Library’s legal material collections and government documents, as well as in-depth tours of the closed stacks, Grosvenor Room, Launch Pad, and the *Buffalo Never Fails: The Queen City and World War I* exhibit. May 21st – **Jordan Smith, John Gaff** and Technical Specialist **Shane Hallnan** hosted the first in a series of programs in collaboration with the Boys & Girls Club based around NASA and STEAM activities. For the first session, 8 kids learned how to make rockets out of straws, paper, tape and erasers, teaching the kids about physics through aerodynamics and weight distribution.

2. Collection Development

Collection Development – May 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,779	17,525	239	1,449	543,472
Young Adult Print	996	3,481	135	495	74,302
Adult Print	5,702	23,820	990	5,016	1,843,476
Media	5,497	28,006	477	2,257	555,719
Other*	3,041	15,590	7	84	184,665
Subtotal	19,015	88,422	1,848	9,301	3,201,634

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	946	4,415	596	2,812	60,085*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	140	611	116	469	11,488
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,086	5,026	712	3,281	71,673

*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	20,101	93,448	2,560	12,582	3,273,307

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	577	1.6%	577	71.1%
Staff Initiated	52	9.6%	52	61.5%

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

Highlights:

- In May, 1,337 users from 18 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to visits from within the United States, other countries using the resources this month included Bangladesh, Canada, China, Colombia, Egypt, Ethiopia, Germany, India, Kenya, Nepal, New Zealand, the Philippines, Poland, South Africa, Sweden, Switzerland, and Taiwan.

3. Technology

Technology - May 2018

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
Facebook	114	576	7,213	20,839	56	7,909
Flickr	214	711	12,458	48,174	0	54
Instagram	30	140	1,318	5,157	36	1,489
Pinterest	60	328	3,054	14,546	21	1,565
Tumblr ⁴	0	3	0	2	0	196
Twitter	84	438	1,302	4,449	27	10,004
YouTube	1	2	10	30	1	144
Total	503	2,198	25,355	93,197	141	21,361

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

⁴Discontinued effective April 2018

4. Funding/Fundraising

Funding:

- E-Rate funding 66% of Central Library Fiber Optic Upgrade Project** - In late May, the winning cabling bidder notified the Library that they are ready to begin work on the project by mid-June. The project will replace fiber optic cabling between the Central Library's data center and multiple wiring closets that was originally installed in 1998-99. The new fiber and related technology will increase data capacity from the present 2 Gigabits to 20 Gigabits. Installation is expected to begin the week of June 11th and be completed within approximately 2 weeks. Under a separate bid, transceivers connected to the fiber will also be replaced with new units compatible with existing and newer equipment. This is an e-Rate project with e-Rate awarded funding for cabling and transceivers totaling \$9,203.87, 66% of the combined total cost of \$13,911.24.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – May 31, 2018	\$98,268.33

Highlights:

- The Library was invited to submit a formal application for the Ralph C. Wilson, Jr. Foundation and KaBOOM! Play Everywhere Challenge. The Library had submitted a preliminary request for additions to the Reading Park.
- Upcoming: On Friday, July 20th, it's the annual *Library Night at the Ballpark* fundraiser. Join us as the Buffalo Bisons take on the Durham Bulls. The game starts at 7:05 p.m. Tickets are \$14 each; \$6 from each ticket goes to Buffalo & Erie County Public Libraries. Tickets can be purchased by contacting **Maureen Germaine** at 716-858-7197 or germainem@buffalolib.org.

5. Facilities

Highlights:

- Construction continues at the Central Library on the elevator project.
- The East Delavan Branch Library project, which includes the installation of an elevator and renovation of the lower level of the library, continues.

6. Staff Development

Staff Development – May 2018

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	1234	1836	19	51

Highlights:

- B&ECPL Human Resources (HR) offered *Conducting Performance Evaluations* for managers and supervisors on May 31st. The training conveyed the importance of regular performance evaluations, gave tips and tricks to make the most of performance evaluation meetings, and included information on where to find the correct forms and resources.

- On May 16th, B&ECPL HR sponsored a screening of the NYLA webinar *Beyond Bilingual: Making Storytimes ELL Friendly*. The webinar highlighted the experience of a library that has developed simple strategies and techniques to make storytimes for young children friendly for parents and children who are English language learners by creating visual schedules, incorporating simple props, using translated resources, using plain language, and more.
- The B&ECPL was well represented at local, regional, and national library programs, workshops, and meetings throughout May. Nationally, 1 librarian attended the *Health Information for Public Librarians Symposium* in Atlanta, GA from May 22nd – 23rd. The B&ECPL’s participation in this exclusive event (limited to only 150 participants) provided a unique opportunity to place the B&ECPL in the forefront of health information and literacy efforts nationwide. On a regional scale, 3 librarians attended *A Whole Book Approach to Reading Picture Books with Children* at the Prendergast Library in Jamestown, NY on May 21st, which highlighted ways to get children involved in the storytime by using tactile elements, explanations of books as objects, and discussion components. Another librarian attended the *Ready to Read at New York Libraries Summit* on May 10th in Clifton Park, NY. Locally, 2 staff members attended *Introduction to Web Design*, a technology program presented by WNYLRC on May 17th, and 1 librarian attended WNYLRC’s program *We’ve Got the Numbers! Understanding, Finding, and Mapping Census Data* on May 22nd. Six B&ECPL employees attended the Western New York Library Assistants’ *Getting to Know You* event, which included a tour of the Robert H. Jackson United States Courthouse and Buffalo City Hall, as well as being a networking event for library assistants.
- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics in May, including: *Creating a Social Media Policy for Your Library* (presented by ALA); *Fundamentals of Electronic Resource Acquisitions* (presented by ALCTS); *The Healing Library* (presented by CLRC); *Taking Community Partnerships to the Next Level* (presented by WebJunction); *A Teen Walks in the Library* (presented by CSU Virtual Library); and *Understanding and Supporting Patrons with Autism Spectrum Disorders* (presented by Infopeople). A total of 30 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
Taped Radio Interview with Library Director Mary Jean Jakubowski	Summer Reading, Family Programming, Free Library Cards	<i>Issues and Views</i> radio program aired on all Townsquare Media radio stations, May 20 th

Live 15 Minute Radio Interview with Library Director Mary Jean Jakubowski	Buffalo Never Fails: The Queen City and WWI Exhibit, Free Library Cards and Free Music and Downloads	WBEN Radio Afternoon Show hosted by Tom Bauerle and David Bellavia live, May 25 th (live at 3:15 p.m. and repeated at 6:15 p.m.)
Media Event with WNED TV & WBFO Radio - Library COO Jeannine Doyle was Master of Ceremonies and was Interviewed on WBFO Radio	The Great American Read	WBFO Radio, WNED online and social media May 22 nd
News Coverage	Omar Khayyám's Rubáiyát Display	The Public Newspaper, May 9 th issue
Newspaper Article Interview with Library Director Mary Jean Jakubowski	Central Library's Reading Park	The Buffalo News, May 11 th
Riverside Review	May Happenings	May 2 nd
Riverside Review	May Happenings at the Riverside Library & Book Sale Donations	May 9 th
Riverside Review	Book Sale Donations	May 16 th and 23 rd
Fun4KidsinBuffalo.com	Fairy Tale Engineering Program	May 1 st
WBFO - Great American Read	What's Your Favorite Book?	May 23 rd

Highlights:

- Frank E. Merriweather, Jr. Librarian **Joshua Mitch** was interviewed and appeared in a *Buffalo News Sunday Magazine* article called Going Against Type. The article was in the magazine's May issue.

8. Partnerships

Highlights:

- May 18th - Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** attended Buffalo State Art Conservation student Clara Huisman's Second Year Masters Project Presentation. She chose to conserve *Antiphonarium de Tempore et de Sanctis Chori Monialium S. Nicolai Nouelli Lucet* from the Rare Book collection, a folio-sized 17th century antiphonary, which is a very large, leather-bound, hand-scribed liturgical book of choral music or chants. The

Library intends to showcase the restored book in one of the Grosvenor Room cases in the near future.

- The Niagara Branch Library, in partnership with the Public Library Association, a division of the American Library Association, will host an intern through the Inclusive Internship Initiative program. The intern will work throughout the summer to develop and implement a STEM/STEAM-based coding program integrating computer skills, arts, and music.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
May 2, 2018	Meeting - In-house Partner Coffee
May 2, 2018	Presentation - University at Buffalo (UB) School of Information and Library Science - Library Management Class (LIS 581)
May 3, 2018	Meeting - Joy Testa Cinquino
May 3, 2018	Meeting - Amherst Town Supervisor Brian Kulpa, Amherst Public Library Director Roseanne Butler-Smith and Board President Jeffrey Voelkl
May 3, 2018	Meeting - B&ECPL Board of Trustees Development & Advocacy Committee
May 4, 2018	Meeting - Jeannine Doyle, Maureen McLaughlin, Dawn Peters
May 7, 2018	Meeting - Jeannine Doyle
May 7, 2018	Meeting - Chairman's Book Club Panelists
May 8, 2018	Meeting - Dennis Galucki
May 8, 2018	Meeting - Brian Carter, UB School of Architecture
May 8, 2018	Event - Buffalo Public Schools' Student Art Show Opening
May 9, 2018	Staff Development Day
May 9, 2018	Meeting - Heidi Julien, UB School of Information and Library Science; Austin Booth, UB Libraries; Sheryl Knab, Western New York Library Resources Council (WNYLRC)
May 10, 2018	Media Interview - Mark Sommer - Buffalo News
May 10, 2018	Meeting - Administrative Team
May 10, 2018	Meeting - Sam Abramovich - UB School of Information and Library Science
May 10, 2018	Meeting - B&ECPL Board of Trustees Executive Committee
May 11, 2018	Meeting - Mark Kreyer - U.S. Department of Homeland Security
May 11, 2018	Event - Chairman's Book Club
May 14, 2018	Meeting - Jeannine Doyle
May 14, 2018	Meeting - Buffalo Place

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May 14, 2018 Meeting - Restoration Society, Inc.
May 15, 2018 Meeting - West Seneca Public Library
May 15, 2018 Meeting - Jeannine Doyle
May 15, 2018 Meeting - Staff Forum
May 16, 2018 Meeting - Library Card Committee
May 16, 2018 Meeting - WNYLRC Board of Trustees
May 17, 2018 Media Interview - WYRK - Dale Mussen - Issues and Views
May 17, 2018 Conference Call - Jennifer Morris
May 17, 2018 Meeting - B&ECPL Board of Trustees
May 18, 2018 Meeting - Rosalyn Damico, Jeannine Doyle, Renée Masters, Dawn Peters
May 18, 2018 Meeting - Visit Buffalo Niagara (VBN)
May 18, 2018 Meeting - Jeannine Doyle, Dawn Peters
May 23, 2018 Meeting - Joy Testa Cinquino
May 24, 2018 Meeting - Clarence Elementary School - 2nd graders
May 24, 2018 Meeting - Anne Conable
May 24, 2018 Meeting - Rotary Reads Planning Committee
May 25, 2018 Media Interview - WBEN - David Bellavia and Tom Bauerle
May 29, 2018 Conference Call - Sapna Advani
May 30, 2018 Meeting - Administrative Team
May 30, 2018 Meeting - Sue Chapman - Library Trustees Association
May 31, 2018 Conference Call - Rotary Reads Committee
May 31, 2018 Meeting - Trustee Sheldon Berlow

Other:

Contracting Member Library Activity Reports

Angola Public Library – submitted by Jennifer Page, Director

Highlights of events and activities at the Angola Public Library:

- Installation of our new circulation desk is complete. This has been a much needed renovation to our library and it is much appreciated by our patrons. Funding for this project is thanks to Senator Chris Jacobs.
- In May, the Angola Public Library was delighted to participate in John T. Waugh Elementary School's Literacy Night. The event was well received and included many book-based games and crafts. We look forward to joining this event next year.
- We are looking forward to a great summer kick-off this month. It will include the Buffalo Museum of Science and the start of a brand new Summer Reading program.

Clarence Public Library – submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

May:

- May was *One Community One Book* month. Ernest Hemingway's *A Farewell to Arms* was the selected title this year and the Clarence Library participated by holding several events. On May 7th, Mary Sorrels, A.P. English Educator at Clarence High School, presented *Ernest Hemingway: A Wounded Man, A Lost Generation, & the Modernist Era*. On May 14th, Edna Scherf, President of the Clarence Book Review Club, facilitated a discussion on themes presented in *A Farewell to Arms*. We also screened both the 1932 and 1954 versions of *A Farewell to Arms* on May 12th and May 22nd respectively. All of these events were well-received by attendees.
- On May 16th, Storytime Coordinator **Amy Swarts** visited The Little Red Schoolhouse for Community Helpers Week and presented a fun-filled storytime to 30 children from the preschool and encouraged them to visit the library.
- On May 31st, the Clarence Library hosted 64 kindergarten students from Clarence Center Elementary School. The children were assigned to 1 of 4 groups and all were able to do a variety of activities including a tour of the library with Mrs. Mooney and Mr. Jeremy, a storytime and scavenger hunt in the Children's Reading Garden with Miss Marnee and Mrs. Stevens and enjoy a "Rock Painting" session with Miss Sarah. The rocks that the children painted will be placed in the Children's Reading Garden.

June:

- In the spirit of this year's Summer Reading theme, *Libraries Rock*, June's After-school Craft Club@CPL will be having a "Rock Painting Party." Children can pick a musical theme or any person who inspires them and paint them on a river rock. They can either keep them or hide them in our Children's Reading Garden!
- On June 15th, **Monica Mooney** and **Amy Swarts** will make their annual visit to the kindergarten classes at Harris Hill Elementary to promote our Summer Reading programs.
- Our Garden Series continues in June with Gardening for Butterflies (presented by the Buffalo and Erie County Botanical Gardens) on June 2nd and Gentle Beekeeping (presented by Robert Colligan of Gentle Bee Honey) on June 21st.
- The Clarence Library's Summer Reading program kick-off begins Thursday, June 28th at 6:30 p.m. with Harry Potter Night. Join us for an evening of Quidditch, scavenger hunts, potion brewing and more as we pay tribute to the popular fantasy series by J. K. Rowling! Costumes are encouraged! Many great events are planned for July and August including visits from InJest, Penn Dixie Fossil Park, Cosmic Adventures Traveling Planetarium, Buffalo Animal

Adventures, Bubblemania and more. Hope to see you at the Clarence Public Library this summer!

North Collins Public Library – submitted by Jacob Rachwal, Library Manager

Highlights of activities at the North Collins Public Library:

- On May 7th, the library hosted the first of 3 *Conversations on School Districts*, sponsored by County Executive Mark Poloncarz. Many from the community came to share in the conversation.
- Prior to the holiday, Clerk Typist **Hannah Broughton** presented a Mother's Day Card Making session for all ages. Participants in this program made Mother's Day cards in celebration of the holiday.
- The Siberian Husky Club of the Niagara Frontier visited the library on May 30th. They brought along 4 Siberian Huskies for a meet and greet and also spoke about their sporting skills and breed characteristics.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT.

Agenda Item H – Public Comment. None.

Agenda Item I – Unfinished Business.

Agenda Item I.1 – Collaboration Agreement with the Association for a Buffalo Presidential Center (BPC). At the May 17th B&ECPL Board of Trustees meeting, following a presentation done by Ben Price representing the Association for a Buffalo Presidential Center Board of Trustees, it was agreed that a resolution would be brought before the Board requesting approval to enter into a collaborative agreement with the BPC and authorizing the Library Director and/or designee to negotiate and execute a contract for co-location at the Central Library. Trustee Panty made a motion to approve Resolution 2018-16 as presented. Trustee Bedenko made a second and approval was unanimous. Chair Housh congratulated the group and conveyed the Library looks forward to working with them.

RESOLUTION 2018-16

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) and The Association for a Buffalo Presidential Center (BPC), a local, not-for-profit organization providing cultural education, study and public awareness of Buffalo and Western New York's contribution to the presidency and national affairs, are seeking to create a space at the Central Library to serve as a base for BPC's offices and operations along with providing exhibits/displays and performance and workshop programming in library facilities, and

WHEREAS, BPC would occupy 635 sq. ft. of space on the ground floor of the downtown Central Library, and

WHEREAS, it is understood improvements will be made at the expense of the BPC, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves entering into a collaborative agreement with BPC and authorizes the Library Director and/or designee to negotiate and subsequently execute a contract for co-location at the Central Library.

Agenda Item J - New Business. Trustee Panty shared she attended a ceremony for the Little Free Library (LFL) in the community garden in her neighborhood. Director Jakubowski reminded trustees that this and 5 other LFL's are sponsored by the Buffalo Architecture Foundation (BAF). The B&ECPL plays 2 roles in that not only were we a winner of the BAF's LFL contest (located on the Central Library's front ramp), but the B&ECPL has committed to providing (donated, discarded) books to the BAF's LFL initiative for a period of 2 years. All of the winning BAF LFL's contain flyers promoting B&ECPL services.

There being no further business, on motion by Trustee Bedenko with a second by Trustee Candelario, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary