

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

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

Frank Housh, Chair  
Alan Bedenko, Vice Chair  
Kimberly Johnson, Secretary  
Joel Moore, Treasurer  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Lucy Candelario  
Frank Gist  
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. Chair Housh entertained a motion to amend the agenda to add Resolution 2018-4, Amend 2018 Budget – NYS Grant-in-Aid, under Budget and Finance Committee. Mr. Bedenko moved, Ms. Panty made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of February 15, 2018. The Minutes were approved unanimously, as mailed, on motion by Mr. Bedenko and a second by Ms. Candelario.

Agenda Item D – Report of the Chair. Chair Housh reported the March 9<sup>th</sup> Chairman's Book Club hosted by Dr. Karen King, Executive Director, Erie County Commission on the Status of Women, reviewing *Men Explain Things to Me* was a wonderful event.

Trustee Ricks arrived at 4:06 p.m. during the Report of the Chair.

Chair Housh explained Trustee Bedenko was selected for membership on the Governance Committee at the February 15<sup>th</sup> Board of Trustees meeting which he was unable to attend. Per Bylaws Article V, Section 6, all members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined, and such independence must be documented in the Board minutes. Mr. Bedenko verbally confirmed he qualified as an Independent Trustee per the Bylaws and there are no circumstances which would disqualify him from serving on the Governance Committee at this time.

Trustees were invited to attend the next Chairman's Book Club taking place on May 11<sup>th</sup> reviewing *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance. This was the most requested adult non-fiction book by B&ECPL patrons in 2017.

Trustees were updated that at a meeting Chair Housh and a few trustees had with County Executive Mark Poloncarz, the County Executive agreed to make a call to help expedite the repair of the longstanding damaged front stairs at the Central Library.

Trustee Wisbaum arrived at 4:10 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The proposed March 7<sup>th</sup> Executive Committee Meeting Report was at each trustee's place. Vice Chair Bedenko summarized the meeting and requested the written report be entered into the Minutes. Mr. Gist made a motion, Ms. Panty made a second, and this was approved unanimously.

Present: Executive Committee Chair Frank Housh and Vice Chair Alan Bedenko; Committee member Kathleen Berens Bucki. Also present were Director Mary Jean Jakubowski, Chief Financial Officer (CFO) Kenneth Stone and Chief Operating Officer (COO) Jeannine Doyle.

The meeting of the Executive Committee, run by Chair Housh, began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The Committee reviewed the proposed agenda for the March 15<sup>th</sup> Board of Trustees meeting. CFO Stone discussed proposed Resolution 2018-3 Erie County 2019-2024 Capital Project Request Guidance - the only proposed resolution. Discussion ensued. No changes were noted.

Chair Housh requested Director Jakubowski prepare a written update on the Lackawanna Public Library Review for the Board's review and consideration for Board action at the April meeting.

There being no further business, the Executive Committee meeting adjourned at 4:28 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 – Erie County 2019-2024 Capital Project Request Guidance. Deputy Director – Chief Financial Officer Kenneth Stone informed trustees that instructions were received March 14<sup>th</sup> for Capital Project Requests; it is the same process and requests are due April 6<sup>th</sup>. He explained recommendations as detailed in proposed Resolution 2018-3. Following discussion on the status of asbestos abatement at the Central Library in response to a trustee's question, Ms. Burd moved for approval of Resolution 2018-3 as presented. Ms. Panty made the second and approval was unanimous.

RESOLUTION 2018-3

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, requests for County capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2019-2024 Erie County capital project requests prioritized as follows:

**FOR THE 2019 FUNDING YEAR**

- Begin the first phase of the Central Library Re-Imagine project at an estimated cost of \$6.0 million; and
- Shipping and maintenance vehicle replacements \$80,000 in 2019

**FOR THE 2020 – 2024 FUNDING YEARS**

- Future phases of the Central Library Re-Imagine project: \$18.0 million in 2020, \$19.8 million in 2021 and \$21.8 million in 2022; and
- Shipping and maintenance vehicle replacements: \$85,000 in 2021 and \$87,000 in 2023; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works to address Central Library basic building system needs including protecting the building envelope, outside of the Re-Imagine project, and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's

instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.c (taken out of order) – Amend 2018 Budget: NYS Grant-in-Aid. This walk-on resolution was handed out at the start of the meeting. Mr. Stone explained this resolution would recognize and budget \$13,000 in funds received to benefit the Amherst Public Library sponsored through NYS Assemblymember Raymond Walter. Trustee Berlow questioned if these monies affect the Library's overall operating budget/funding. Mr. Stone responded no, typically these grant funds are used to allow groups to have additional programs or purchase additional equipment/ furnishings. On motion by Mr. Bedenko, and a second by Mr. Berlow, Resolution 2018-4 was approved unanimously as presented.

#### RESOLUTION 2018-4

WHEREAS, the Library received notification from the State Department of Education that *a grant-in-aid has been apportioned to your library system* in the amount of \$13,000 for the benefit of the Amherst Public Library, and

WHEREAS, this special aid was sponsored by New York State Assemblymember Raymond Walter to assist libraries within his district, and

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

WHEREAS, given the fiscal challenges facing New York State (hence local and state library aid), authorizing the contracting library to retain these funds until such time as they can be used for purposes consistent with the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$13,000 in state aid, and be it further

RESOLVED, that upon transfer of the proceeds, the Buffalo & Erie County Public Library will encourage the receiving library to promptly utilize these funds for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a budget amendment to the 2018 operating budget, increasing revenues and expenses as follows:

2018 operating budget revenue and expense increase	SAP Commitment Item #	
	Revenue #408160	Expense #516010
	State Aid Special	Contractual Payments
Contracting Member Libraries	Amount	Amount
Amherst Public Library	\$ 13,000	\$ 13,000
<b>GRAND TOTALS:</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>

and be it further

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

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above cited contract library to implement this change.

Agenda Item E.2.b – Monthly Financial Report. Mr. Stone pointed out a revised monthly financial report, which is the first preliminary look at the 2017 year-end close, was at each trustee's place to replace the one included in the mailed board packet which was run before the County officially had done its first close; he explained a journal entry error under Interdepartmental Services DISS. Mr. Stone reported the Library did end the year within budget, not having to draw down its Fund Balance.

Agenda Item F – Report of the Director. Director Jakubowski thanked Chair Housh, Trustees Panty and Kimberly Johnson, as well as staff throughout the System for attending the New York Library Association (NYLA) Advocacy Day in Albany February 28<sup>th</sup>. Trustees were provided material packets delivered to the delegation.

Director Jakubowski also presented to the NYS delegation on March 8<sup>th</sup>. Just before the Board meeting, Director Jakubowski received an e-mail from NYLA announcing the release of the one house budget bills; the NYS Assembly proposed restoring the Governor's \$4 million cut to state library aid and increasing the state library construction aid by \$50 million for a total of \$64 million; the NYS Senate's proposal also recommended the restoration of the \$4 million to state library aid, plus an additional \$2 million in state library aid. The Senate's proposal also was in support of adding \$50 million to the state library construction aid. She sent this e-mail to trustees and asked them to visit the active live link and complete the information requested to show their support for these proposals to ensure they arrive intact in the final NYS Budget. She voiced advocacy does work and thanked all for their support. Chair Housh

reiterated the importance of trustee advocacy and asked trustees to also make phone calls to the NYS delegation as well.

Trustee Moore questioned the ratification process. Chair Housh explained the process, commenting it is like any other bill.

At each trustee's place was a memo from the Director to the Board in response to Chair Housh's request at the March 7<sup>th</sup> Executive Committee meeting requesting a written update be prepared regarding the Organizational Review of the Lackawanna Public Library (LCW) the System Board approved on January 19, 2017. As previously reported to trustees, the B&ECPL found 12 areas of concern over the course of several months and the LCW has responded point by point, meeting the required corrective actions to date. It is Director Jakubowski's recommendation that periodic monitoring continue in the areas of staff scheduling, reimbursement for gas and supplies from the LCW petty cash account, and the automated ledger. Director Jakubowski is confident we can close the books on a formal review at this time, continue to monitor, and revisit if deemed necessary. In response to questions by Mr. Berlow, Director Jakubowski noted the LCW Board of Trustees is ultimately responsible for administrative oversight of the LCW. All reports were sent directly to the Chair of their Board. Concerns about the performance of the LCW Director are under their direction and they are responding accordingly. They are aware monitoring is being continued. Chair Housh noted he will address this subject further under New Business.

Director Jakubowski referred to the many handouts at each trustee's place:

- *Spring it On 24 Hour Give-a-Thon*: beginning March 20<sup>th</sup> at 6 p.m. through March 21<sup>st</sup> at 6 p.m., anyone can make an online donation to the B&ECPL; this is hosted by the United Way of Buffalo & Erie County.
- *Destinations at the Reading Park*: the Director pointed out the Library continues to work with our partners at Project for Public Spaces out of New York City as well as Buffalo Place and a multitude of other local partners on the development of this Park. She conveyed the Southwest Airlines Heart of the Community Grant is likely to only cover Phases 1 and 2, however, working with Project for Public Spaces has the potential for additional grants down the road; they have access to many other funders.

Director Jakubowski passed around the following articles/photos:

- Billboards advertising the B&ECPL's WWI exhibit: Trustees were asked to keep an eye out for 3 different billboard locations in downtown Buffalo currently promoting the Library's WWI exhibit sponsored by Greyline Outdoor Advertising.
- People in the News: Criterion Article/Photo – Dr. Rhonda Ricks participated in the Buffalo Niagara Freedom Station Coalition, part of the 2018 Black History

Month Celebration, held at the Historic Michigan Street Baptist Church. Buffalo Business First Article/Photo – Joy Testa Cinquino participated in Mentoring Monday.

Any trustees interested in participating in the Inside Out Project were asked to stay following the Board meeting to have their photographs taken.

In closing, Director Jakubowski shared a card from former Deputy Director Carol Batt who thanked everyone for their thoughts and prayers.

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

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

**Trustees, Administrators and Staff go to Albany** – On February 27<sup>th</sup> and 28<sup>th</sup>, wearing bright green t-shirts, an enthusiastic group consisting of Buffalo & Erie County Public Library (B&ECPL) trustees, administrators and staff descended upon Albany for the New York Library Association's (NYLA) Library Advocacy Day; B&ECPL Board of Trustees' Chair **Frank Housh**, B&ECPL Trustees **Kimberly Johnson** and **Elaine Panty**, West Seneca Public Library Trustee **Bill Josefiak**, Library System Director **Mary Jean Jakubowski**, Chief Financial Officer **Kenneth Stone**, Assistant Deputy Directors **Dawn Peters** and **Joy Testa Cinquino**, Buffalo Branches Manager **Linda Rizzo**, Amherst Public Library Director **Roseanne Butler-Smith**, Newstead Public Library Director **Kristine Sutton**, West Seneca Public Library Director **Kathy Goodrich**, and Niagara Branch Manager **Jason Barone** met with the following elected officials and/or their staff (in alphabetical order):

- Assemblymember Didi Barrett, Chair Committee on Libraries and Education Technology;
- Assemblymember David DiPietro;
- Senator Patrick Gallivan;
- Senator Chris Jacobs;
- Senator Tim Kennedy;
- Assemblymember Angelo J. Morinello;
- Assemblymember Michael J. Norris;
- Assemblymember Crystal D. Peoples-Stokes;
- Senator Michael Ranzenhofer;
- Assemblymember Sean M. Ryan;
- Assemblymember Robin Schimminger;
- Assemblymember Monica P. Wallace; and
- Assemblymember Raymond Walter.

Meetings included a sense of urgency this year as Governor Andrew Cuomo's proposed budget would reduce library operating and recurring grant aid by \$4.0 million (4.2%) compared to the 2017-18 budget as enacted by the Legislature, reducing statewide general aid to libraries to \$91.6 million (the B&ECPL's reduction being approximately \$121,852, from \$2.91 to \$2.79 million). Additionally, the Governor's budget would reduce funding for the New York State Library Construction Grant program by \$10 million (from \$24 million statewide to \$14 million which would reduce the share available for projects at the B&ECPL System and member libraries from \$1.1 million down to \$641,863).

The level of interest and support expressed by the State delegation and their staff was encouraging.



Local meetings with State representatives also continued. On February 1<sup>st</sup>, members of the Western New York Library Resources Council (WNYLRC), Assistant Deputy Director **Dawn Peters**, Buffalo Branches Manager **Linda Rizzo**, Frank E. Merriweather, Jr. Branch Manager **Joshua Mitch**, East Delavan Branch Manager **John Stone**, and librarians from Erie Community College (ECC) met with a representative of Assemblymember Crystal D. Peoples-Stokes in the ECC City Campus Library. On February 9<sup>th</sup>, Assistant Deputy Director **Joy Testa Cinquino**, Clarence Public Library Director **Monica Mooney** and Newstead Public Library Director **Kristine Sutton** met with Assemblymember Michael J. Norris at the Clarence Public Library. On February 22<sup>nd</sup>, Deputy Director **Jeannine Doyle**, Orchard Park Public Library Director **Peggy Errington** and Hamburg Public Library Director **Brian Hoth** met with Senator Chris Jacobs at the Orchard Park Public Library.

**Take Your Child to the Library Day** – *Take Your Child to the Library Day* was held on Saturday, February 3<sup>rd</sup>, at libraries throughout the B&ECPL System. The Central Library hosted an array of programs including pajama-themed activities where children were to come to the library in their pajamas and participate in a plethora of games and storytimes. Artists from the Albright-Knox Art Gallery presented a design your own pajama activity while in the Ring of Knowledge puppeteer and balloon artist Janice Spagnola presented “The Magic of Books.” Ms. Spagnola was supported by



Young Audiences of Western New York (YAWNY). Other fun options included bedtime tales, a key chain photo booth, “Bears in a Bed” snack and hot chocolate. *Take Your Child to the Library Day* continued at the East Clinton Branch Library where staff hosted a full day of crafting groundhog pop-ups, playing Othello and Zombie Dice board games, and listening to “Teddy Bear” storytime. At the East Delavan Branch Library children and adults of all ages dropped in to learn various ways they could take an image, whether their own drawn design, an image from the web, or images out of the provided comic books and magazines, and turn them into wearable 1” buttons. The Dudley Branch Library held a pajama party story hour where everybody was encouraged to wear their pajamas, bring a stuffed animal, and listen to stories. Following the story hour, all were able to make a shrinky dink craft. The Crane Branch Library hosted the Buffalo Zoomobile. The Frank E. Merriweather, Jr. Branch Library hosted a storytime program and a button making craft. The North Park Branch Library held a story hour, Olympic-themed crafts and a scavenger hunt. The Niagara Branch Library provided storytime and a Mini MakerSpace table where children and adults engaged in Science, Technology, Engineering and Mathematics (STEM) related activities. The Riverside Branch Library held a daylong scavenger hunt that encouraged children and adults to explore the library.

**Celebrating Trustee Emerita Sharon Thomas’ Legacy** – Chief Operating Officer **Jeannine Doyle**, Children’s Services Manager **Kathryn Galvin** and Children’s Services Librarian **Jennifer Lelinski** attended a reception at the Sharon A. Thomas Children’s Center at Buffalo City Court in honor of its one year of service. Thanks are due to Information Services and Outreach Librarian **Melissa Blattner** and the Library’s Shipping Department for ensuring that the Children’s Center at Buffalo City Court is stocked with books from Project Flight. The Center offers children the opportunity to select and keep a book of their own in an effort to promote a love of reading, improve literacy skills and develop educational skills.

**African American History Month** – The Central Library celebrated Buffalo’s African American history with an exhibit offered through the Michigan Street African American Heritage Corridor Commission entitled “100 Years and More Black History in Buffalo.” The exhibit featured information from many of the Michigan Avenue institutions and their impact on local African American history, art and culture. Docents from the Michigan Street African American Heritage Corridor Commission were on hand to provide tours and answer questions. Prominently featured were photos and histories from:



- Michigan Avenue YMCA. A cultural center of Buffalo's African American community from the 1920's into the 1970's;
- Michigan Avenue Church and their relationship to the Underground Railroad;
- Nash House;
- Colored Musicians Group;
- African American Cultural Center;
- Special poster collection describing the influences of local civil rights champion Mary Talbert.

**Library as Educational Partner** – On February 3<sup>rd</sup>, **Kathryn Galvin** presented a unit about library resources for educators attending the continuing education program “Library as Educational Partner.” Kathy displayed the science, storytime, and gaming kits that can be checked out by teachers. She demonstrated internal and external websites with useful content such as lesson plans and unique digital images. On February 10<sup>th</sup>, TechKnow Lab Manager **Jordan Smith**, Library Associate **Sean Goodrich**, and Technical Specialist **Tyler Kasniak** hosted 15 teachers for a 3-hour training session as part of the “Library as Educational Partner” program. Teachers were given a demonstration of Virtual Reality (VR) Technologies, training on how to record audio with *Garageband*, how to safely use the 3D printers, and an overview of the Science, Technology, Engineering, Arts and Mathematics (STEAM) gadgets and gizmos the Library offers. The teachers were pleasantly surprised with all the free technology they and their students have access to through the Library and look forward to bringing in classes for special projects.

**Leaders are Readers** – Partnering with Project Flight, the B&ECPL presented the prestigious Dr. Martin Luther King, Jr. *Leaders are Readers* award to Buffalo Public School PS33 Bilingual Center. The school received over 2,000 new children's books which were in part distributed to the students. Remaining books will be presented at a later date and used as incentives within the school. Principal Miguel Medina and students presented a beautiful assembly including musical performances from the students focused on Dr. King. Special guests included New York State Office of General Services Communications Director Heather Groll, Project Flight Co-Director Dr. Geraldine Bard, B&ECPL Assistant Deputy Director **Dawn Peters**, Dudley Branch Manager **Daniel Lewandowski**, East Clinton Branch Manager **Paul Guminski** and Librarian **Melissa Blattner**. *Reada Book*, the B&ECPL's lovable owl mascot, also made an appearance.

**Art in the Stacks** – Information Services and Outreach Librarian **Renée Masters** led a group of 7 photography students and their instructor from YAWNY on a tour through the Central Library's Tier B stacks to photograph interesting and unusual subjects to develop their photography skills. The students photographed everything from very old books to stacks of unused shelving and equipment. Art and education are found everywhere in the library.

**Buffalo Never Fails: The Queen City and World War I Exhibit** – Assistant Deputy Director **Joy Testa Cinquino**, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** attended and were recognized at the monthly Erie County American Legion meeting/dinner in Orchard Park. Peter Hurd, from the Erie County Veterans Museum, formally thanked the Library with a special presentation of Certificates of Appreciation acknowledging the Library's WWI exhibit. He especially noted the opening ceremony that brought together multiple local veterans' organizations – something that almost never happens!

Exhibit tours continue including Educator Nights whereby local school teachers preview the exhibit and receive training from B&ECPL staff on the exhibit and history kits developed on WWI for classroom use. **Kathryn Galvin** and Special Collections Librarian **Charles Alaimo** have coordinated and presented tours. Total exhibit attendance exceeds 12,500 since its opening in November 2017.

**Meg Cheman**, along with **Charles Alaimo**, provided a tour for 10 Masters Architecture Studio students from the University at Buffalo School of Architecture highlighting the exhibit. In addition, the group toured the Mark Twain Room and the Rare Book vault. As part of the students' assignment, many questions were discussed about the architecture needs for these types of library spaces – including lighting, security, climate control, etc.

**Wellness Wednesdays** – *Wellness Wednesdays* continue and on February 14<sup>th</sup>, **Renée Masters** and Health Educator Kelly Fletcher from the Erie County Department of Health planned and participated in *Wellness Wednesday - Love your Heart*. Nurse Educator Paula Quisenberry from the ECMC Stroke/Sepsis Team instructed several visitors on how to take their own pulse to identify irregularities that increase the risk of stroke. The Erie County Department of Senior Services was also on hand to provide information about health habits that decrease the risk of heart disease. Kelly Fletcher completed questionnaires and issued Quit Kits for smoking secession. In all, over 50 visitors stopped by the event to receive health information.

**Monthly Programming Statistics – February 2018****1. Public Services****In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	214	345	4458	6856
Children (age 6-12)	141	244	2380	3772
Teens	29	56	208	631
Intergenerational	179	301	4301	7286
Adults (excludes Technology)	281	539	3861	6788
<b>TOTAL In Library Programs</b>	<b>844</b>	<b>1485</b>	<b>15208</b>	<b>25333</b>

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

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	69	123	76	130
Teens	87	194	87	194
Intergenerational	39	54	39	54
Adults (excludes Technology)	203	397	205	399
<b>TOTAL In Library Programs</b>	<b>398</b>	<b>768</b>	<b>407</b>	<b>777</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	11	40	83
System or Library-owned Cyber Train	8	13	66	97
One on One	120	243	126	251
<b>TOTAL Adult Technology</b>	<b>133</b>	<b>267</b>	<b>232</b>	<b>431</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	10	25	227	432
Children (age 6-12)	9	18	411	532
Teens	0	1	0	15
Intergenerational	10	17	989	1735
Adults (excludes Technology)	3	7	36	615
<b>TOTAL Outreach (out of Library)</b>	<b>32</b>	<b>68</b>	<b>1663</b>	<b>3329</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	3	7	23
Adult Services	4	16	40	383
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	3	3	41	41
Grosvenor Room	3	4	32	42
<b>TOTAL</b>	<b>12</b>	<b>26</b>	<b>120</b>	<b>489</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3407	6884	
Visitors - Tour/Program	120	474	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>3527</b>	<b>7358</b>	<b>12548</b>

**Highlights:**

- February 1<sup>st</sup> – Girl Scout Troop 30259 received a tour of the Frank E. Merriweather, Jr. Branch Library followed by a group activity of button making using the branch's 2" button maker. The program was led by Library Associate **Lisa Perry** and Branch Manager **Joshua Mitch** with 25 scouts in attendance.
- February 4<sup>th</sup> – Outreach – Children's Services Librarian **Erin Burke** and Senior Page **Sally Schaefer** provided pre-concert activities for the BPO Kids performance "Project Trio with the BPO" at Kleinhans Music Hall. Children

were invited to make pan flutes out of straws, and everyone was encouraged to take stickers, bookmarks, and library flyers. About 300 people stopped by the library's table.

- February 8<sup>th</sup> – Outreach – **Erin Burke** and Children's Services Page **Nancy Rypinski** attended the 2018 ELA Olympics Night at REACH Academy Charter School. About 60 people stopped by the library's table to make a paper plate tiger craft, or take bookmarks, stickers, pencils, and library flyers. Several people took applications to sign up for library cards, and one person even signed up for one on the spot!
- February 9<sup>th</sup> – Outreach – Library on Wheels Branch Manager **Nicole Brown** and Senior Page **Alyssa Johnson** visited Global Concepts Charter School. Approximately 300 children visited the bookmobile and there were 200 items checked out. Eleven library cards were registered, with approximately 50-60 registered beforehand at the Central Library and the Lackawanna Public Library, who partnered with the Library on Wheels on this event.
- February 10<sup>th</sup> – Information Services and Outreach Librarian **Maria Lowe** hosted the Teen Advisory Group. **Jordan Smith** was tremendously helpful in assisting the teens with the editing software in the Launch Pad. The Teen Advisory Group created and produced a video for the national Collaborative Summer Library Program (CSLP) "2018 Teen Video Challenge." Maria entered the video on behalf of the group <https://youtu.be/Ik0aD0ao1tg>. Winning videos will be announced in the spring.
- February 10<sup>th</sup> – Outreach - **Kathryn Galvin** and Information Services Page **Brittany Book** visited Buffalo Public School PS 80 Highgate Heights as part of their Saturday Academy program. For this month's program, children explored the properties of sound by making a simple harmonica from rubber bands, paper and craft sticks. Thirty-five people attended and look forward to discovering more about science and the Library.
- February 15<sup>th</sup> – Outreach - Niagara Branch Manager **Jason Barone** and Crane Branch Manager **Victoria Burke** attended Literacy Night at the Herman Badillo Bilingual Academy. Forty-one parents and children attended and were informed of library programs, resources, and events.
- February 20<sup>th</sup> – Outreach - **Kathryn Galvin** visited the YWCA Children's Center at Erie County Family Court. The Center is operated by the YWCA of WNY. Kathy presented a storytime and led rhythm activities for the children in attendance.

- February 22<sup>nd</sup> – **Sean Goodrich** and Children’s Services Librarian **Steve Clancy** manned a table at the Buffalo Museum of Science’s national Introduce a Girl to Engineering Day event, where they spoke to 525 people about the many services the Launch Pad and the Library as a whole have to offer.
- February 23<sup>rd</sup> – **Jordan Smith**, Information Services and Outreach Librarian **Sara Fuller**, and Children’s Services Librarian **John Gaff** collaborated to host a VEX robotics demonstration for Engineers Week at the Central Library. Launch Pad Senior Page **Travis Rafka** came up with some unique ideas for the robots. In addition to the various robotic challenges such as picking up objects, Travis also created a soccer competition for patrons to try utilizing various Launch Pad robots.
- February 26<sup>th</sup> – The Niagara Branch hosted representatives from the Western New York Law Center who presented a Small Business Legal Clinic. Thirty people attended and were provided with a wealth of resources and options to aid them in starting or maintaining their own small business.

## 2. Collection Development

### Collection Development – February 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,816	5,979	249	537	541,122
Young Adult Print	621	1,259	83	171	73,333
Adult Print	3,916	8,290	886	1,678	1,852,371
Media	5,108	12,037	435	954	549,208
Other*	2,902	6,095	30	38	186,113
Subtotal	15,363	33,660	1,683	3,378	3,202,147

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	771	1,483	557	962	57,178*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	89	185	69	127	11,029
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	860	1,668	626	1,089	68,307

\*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	16,223	35,328	2,309	4,467	3,270,454

## Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	571	6.8%	568	63.9%
Staff Initiated	49	6.1%	49	81.6%

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

**Highlights:**

- Circulation of eBooks experienced a 9.8% increase in downloads compared to February 2017. Usage of eAudiobooks also continues to trend upward with a 21.9% increase in downloads over February 2017.
- In February, 2,011 users from 22 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to visits from within the United States, other countries this month included Australia, Bangladesh, Canada, Ecuador, Egypt, Estonia, Germany, India, Japan, Lebanon, Nepal, the Netherlands, Nigeria, the Philippines, Puerto Rico, Senegal, South Africa, Sweden, Taiwan, Ukraine, and the United Kingdom.



- On Saturday, February 3<sup>rd</sup>, volunteers from the India Association of Buffalo visited the Central Library's Technical Services Department to begin the work of organizing, translating, and transliterating a large number of books donated by the Consulate General of India, New York. Titles selected for the Clarence Public Library and Amherst's Audubon Branch, as well as the Central Library, will highlight India's rich culture and heritage. Department Manager **Jennifer Childs** and Senior Pages **Daniella Gaspard** and **Jyothi Kamath**, along with Assistant Deputy Director **Maureen McLaughlin**, Amherst Public Library Director **Roseanne Butler-Smith** and Library System Director **Mary Jean Jakubowski**, assisted the group who will continue their efforts at a later date.

### 3. Technology

#### Technology – February 2018

##### Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	105	216	2,618	5,467	31	7,796
<a href="#">Flickr</a>	299	356	12,431	18,757	0	54
<a href="#">Instagram</a>	28	49	869	1,757	11	1,396
<a href="#">Pinterest</a>	37	109	2,706	6,005	5	1,529
<a href="#">Tumblr</a>	1	2	0	2	0	194
<a href="#">Twitter</a>	89	178	901	1,679	41	9,884
<a href="#">YouTube</a>	0	0	7	14	0	142
Total	559	910	19,532	33,681	88	20,995

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

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

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

### 4. Fundraising

##### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1, 2018 – February 28, 2018	\$32,124.02

**Highlights:**

- **“Save the Date”** – The Library will once again participate in the United Way’s *Spring It On* 24-hour, online giving campaign March 20<sup>th</sup> and 21<sup>st</sup>. The campaign begins Tuesday, March 20<sup>th</sup> at 6 p.m. You can participate by making an online donation to the Library at: <https://www.springiton.org/organizations/buffalo-erie-county-public-library>.
- On Saturday, April 21<sup>st</sup>, the Library will host “Library Night with the Buffalo Bandits.” The game starts at 7:30 p.m. Tickets are \$15 each and can be purchased online at <https://groupmatics.events/s/other/Buffalo>. Seating is in section 318. \$5 from each ticket will help support Buffalo & Erie County Public Libraries. We hope you will join us and cheer on the Bandits!

**5. Facilities**

**Highlights:**

- Construction continues on the Central Library’s elevator project and renovations at the East Delavan Branch Library. Both projects are expected to be completed later this year.

**6. Staff Development**

**Staff Development – February 2018**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	143	267	5	10

**Highlights:**

- B&ECPL Human Resources (HR) offered 1 session of their training class *Hiring at the Library – What Supervisors Should Know*. The Department also continued its collaboration with the Counseling Department at Erie Community College to allow library staff to attend February’s session of *Mental Health First Aid*, an 8-hour course that teaches one how to identify, understand, and respond to signs of mental illness and substance use disorders.
- B&ECPL HR sponsored a screening of the American Library Association’s webinar *Prepare for the Future: Tech Strategies You Need to Know (Part 2)*. The training finished the program started in January, which gave a broad survey of

the current state of consumer and emerging technology that libraries and librarians can use.

- Two State Report Help Sessions were presented in the month of February by B&ECPL's technology support librarian. The training was aimed at new directors and managers to help with their non-financial State reporting. In total, 6 employees attended these sessions which were offered at the Central Library and Julia Boyer Reinstein Library.
- Outside the B&ECPL, staff attended a variety of library programs, workshops, and meetings throughout February including: *NASA @ My Library Training Conference*, workshops presented by the Small Business Association regarding taxation, risk management, planning, and ethics, and *2018 Tax Changes You Need to Know About*, presented by the WNY Planned Giving Consortium.
- Webinar training opportunities included: *Comics Build Better Worlds: World Building, Reader Engagement, and Empathy* (presented by Baker & Taylor); *Creating Accessible Online Resources for People with Disabilities* (presented by TechSoup); *Diverse Titles for Youth and Young Adults* (presented by Booklist); *Homelessness in Small and Rural Communities: Libraries Can Help!* (presented by WebJunction); *Legal Issues in the Archive: Old Loans and Unknown Sources* (presented by DHPSNY); *Libraries, Social Media and Politics: Do You Know What to Post?* (presented by EveryLibrary); and *Working with Partners: How to Plan for Collaborative Outcome Measurement* (presented by PLA). A total of 26 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
Article	Library Director Mary Jean Jakubowski was featured as one of 250 Most Influential Western New Yorkers	Buffalo Business First, week of February 19 <sup>th</sup>
Media Interview with Library Director Mary Jean Jakubowski	Winter Reading, Books about US Presidents, Women's History Month	WKBW TV, AM Buffalo aired on February 19 <sup>th</sup>
Media Release & Media coverage	News Release Topic: Dr. Martin Luther King Jr. "Leaders Are Readers" Program School Award for Literacy To Be Presented to Buffalo Public School - PS33 Bilingual Center Tuesday, February 13, 2018 @ 9:30 a.m.	WIVB TV, Channel 4, February 13 <sup>th</sup>

Media Release	Library System 2018 Board of Trustees Officers Announced - Frank Housh, Esq. Re-elected Chairman	Submitted February 5 <sup>th</sup>
Photo Gallery	Photo Gallery - of Central Library - Published by The Buffalo News	The Buffalo News, February 2 <sup>nd</sup>
Buffalo News Article	Black History Month Programs at Frank E. Merriweather, Jr. Branch Library	February 5 <sup>th</sup>
stepoutbuffalo.com	North Park Branch Library Musical Storytime	February 12 <sup>th</sup>
TCT TV	Information Services and Outreach Librarian Sandra Courtney was a guest on TCT TV: Public Report Program. The interview focused on Black History Month activities featured at B&ECPL, including Michigan Ave. Historic Corridor Black History Month Exhibit as well as Library resources available to the community.	February 13 <sup>th</sup>
Riverside Review	March Happenings at the Library	February 28 <sup>th</sup>
Fun4KidsinBuffalo.com	North Park Branch Library Musical Storytime	February 12 <sup>th</sup>
Buffalo News Article	Black History Month Programs at Frank E. Merriweather, Jr. Branch Library	February 5 <sup>th</sup>

***Highlights:***

- At the invitation of **Joy Testa Cinquino**, *Buffalo Business First's* new publisher John Tebeau and his wife JoAnn toured the Central Library including the exhibits. A tour of the Rare Book Room was provided by **Amy Pickard**. Mr. Tebeau has offered the same type of promotional advertising support to the Library as had been provided by the weekly newspaper by Mr. Tebeau's predecessor, Jack Connors. Details are currently being worked out.

**8. Partnerships*****Highlights:***

- Planning for the Central Library outdoor Reading Park accelerated in February with a series of meetings February 13<sup>th</sup> - 15<sup>th</sup>. The Park's programming partners, representatives of the City, Buffalo Place, and 2 classes from the UB School of Architecture & Design (which have contributed to the Park's design development) met with our Project for Public Spaces consultants to review and discuss design, programming and maintenance issues. Construction drawings,

budget specifying and purchasing quotes are under way for a projected late June Park launch.

- Director of Security and Safety Management **Alan Rozansky** and **Dawn Peters** met with Buffalo Police Department (BPD) Chiefs Joseph Gramaglia from B-District; Anthony Barba from D-District; and Carmen Menza from E-District; along with BPD Community Engagement Officer Anthony LeBron from A-District to establish working relationships with the City Branch libraries in their Districts. Ms. Peters also spoke with Captain Steven Nichols, who is the direct contact for Community Policing/Special Events. Each District has 2 Community Engagement Officers. The libraries will work with the Community Engagement Officers to collaborate on programs to get communities engaged with both the libraries and the Buffalo Police Department. Captain Nichols is looking forward to collaborating with the libraries.
- The Old First Ward Community Association has partnered with the Dudley Branch Library to expand their outreach services. Every other Wednesday morning, the Association is at the Dudley Branch Library providing information on emergency repair programs and other grants available through the City of Buffalo to homeowners.
- The Hip Hop Co-Op collaborated on the film screening program on February 22<sup>nd</sup> in the Frank E. Merriweather, Jr. Branch Library. In addition to facilitating conversation, the group advertised the program and arranged for transportation for patrons from the Boys & Girls Club to attend. Future program flyers will be sent for additional advertisement.
- February 23<sup>rd</sup> – **Amy Pickard** and **Meg Cheman** attended an invitational “Meet and Greet” at Buffalo State’s Art Conservation School to meet new professors and foster collaborative conservation projects. The students showcased many of their projects, including the *Antiphonarium de Tempore et de Sanctis Chori Monialium S. Nicolai Nouelli Lucet* from the Rare Book collection, a folio-sized 17<sup>th</sup> century antiphonary, which is a very large, leather-bound, hand-scribed liturgical book of choral music/chants.
- A Board Game Group for Teens met in the North Park Branch Library meeting room on February 24<sup>th</sup>. This group is facilitated by the Parent Network of WNY and the Autism Spectrum Disorder Center at Oishei Children's Hospital. The possibility of future programs is being discussed.
- Grosvenor Librarian **Sue Cutrona** and **Charles Alaimo** met with Buffalo State Archivist Heather Gring and Associate Publisher at *Challenger Community News* Leah Hamilton to discuss a student project. Students from Buffalo State will be

inventorying the Grosvenor Room's copies of the *Challenger Community News* to index the paper and fill gaps in the Library's collection.

## 9. Planning for the Future

- February 7<sup>th</sup> – **Jordan Smith** met with local musician Bryan Johnson about the possibility of hosting weekly songwriting workshops in the Launch Pad. Beginning in March, the Launch Pad will host workshops every Sunday.
- February – **Jordan Smith** has started working on a public art initiative and outdoor summer installation titled "You Are the Library." This photo project ties into the international *Inside Out Project* created by French photographer and muralist JR and encourages organizations to take portraits of individuals and wheat-paste them in public settings. Approximately 40 photos of library patrons have been taken by Jordan and/or Technical Clerk **Sarah Barry**, with signed photo release forms, and photos will continue to be taken through March. The projected installation date is early June.
- February – All of the basic equipment necessary for a digital A/V conversion station has arrived and has been installed in the Launch Pad's Studio 2. After the development of procedures, system tests and staff training, library patrons will be able to bring in personal photos, slides, home videos, etc., and convert them for digital archives. Convertible formats include photos, slides, VHS, Hi8 cassettes, MiniDV cassettes, Super 8 and DVD.

## 10. Director Activities

### Meetings and Events:

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

DATE		MEETING / EVENT
February 1, 2018	Meeting - Administrative Team	
February 1, 2018	Meeting - Safety and Security	
February 1, 2018	Meeting - Nancy McNamara - Buffalo Niagara Partnership	
February 2, 2018	Meeting - Linda Rizzo - Staff Association	
February 2, 2018	Meeting - Brian Carter - UB School of Architecture and Planning	
February 2, 2018	Meeting - Thomas Moran, BPD District A Chief - Re: Collaboration	
February 3, 2018	Event - Indian Association of Buffalo	
February 6, 2018	Conference Call - Public Library System Directors Organization ( PULISDO)	

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February 6, 2018	Conference Call - PULISDO - Division of Library Development (DLD)
February 6, 2018	Conference Call - Beth Porterfield, PS33 Bilingual Center - <i>Readers are Leaders</i>
February 8, 2018	Meeting - UB Architecture Students
February 8, 2018	Meeting - B&ECPL Board of Trustees Executive Committee
February 8, 2018	Meeting - New Trustee Orientation
February 9, 2018	Meeting - Joy Testa Cinquino
February 9, 2018	Meeting - Indian Association of Buffalo
February 19, 2018	Media Event - AM Buffalo, Channel 7 with Linda Pellegrino
February 20, 2018	Meeting - Jeannine Doyle
February 20, 2018	Meeting - Sheryl Knab, Western New York Library Resources Council
February 20, 2018	Meeting - Administrative Team
February 21, 2018	Meeting - West Seneca Community Center & Library - Bi-Weekly Construction Team
February 21, 2018	Meeting - Jennifer Koch, PhD, Executive Director Community Music School
February 21, 2018	Meeting - Advocacy Day Team Preparation
February 22, 2018	Conference Call - Project for Public Spaces (PPS)
February 22, 2018	Event - Mayor Byron Brown - 2018 State of the City Address Luncheon
February 22, 2018	Meeting - Vianne Uthman - Erie County Labor Relations
February 23, 2018	Meeting - Anne Conable
February 23, 2018	Meeting - Rich Newberg
February 23, 2018	Meeting - Security Solutions Group
February 26, 2018	Media Event - B&ECPL Podcast
February 26, 2018	Meeting - Jeannine Doyle
February 28, 2018	Event - New York Library Association (NYLA) Library Advocacy Day - Albany, NY

### Other:

### Contracting Member Library Activity Reports

**Angola Public Library** – submitted by Jennifer Page, Director

Highlights of events and activities at the Angola Public Library:

- We are currently looking forward to having a new circulation desk installed this month. Funding for this project is thanks to Senator Chris Jacobs.
- In April we will be starting a 4 week session of Mommy & Me Yoga. This low impact program is geared for mothers and caregivers and little ones of all ages.
- We have started Movie Nights once a month with children's movies and "all ages" movies (PG & PG-13). These programs have become a favorite with families that are unable to visit movie theaters due to special needs and allergies.

**Clarence Public Library** – submitted by Monica Mooney, Director

Highlights of events and activities at the Clarence Public Library:

- *The Mad Hatter Tea Party* took place February 20<sup>th</sup> from 2-4 p.m. Children did not want to be late for this *very important date* where they played “un-games” and enjoyed delicious treats and made hats mad enough for any mad hatter! Students from the Clarence High School National Art Honor Society assisted Librarian **Sarah McLean-Plunkett** in designing and creating the scenery that turned the library’s meeting room into a scene from Wonderland!
- **Monica Mooney** and **Sarah McLean Plunkett** represented the Clarence Public Library during *Family Literacy Night* at St. Mary’s Swormville on Friday, March 2<sup>nd</sup> from 6:30-8 p.m. We talked to many parents about the library, encouraged parents to get library cards and promoted the quality children’s programming we offer at the Clarence Library. At the end of the event, we raffled off a free tote bag of brand new Dr. Seuss books in celebration of *Read Across America*.
- In partnership with the Clarence Youth Bureau, the Clarence Public Library hosted our first-ever “*Fast ‘n Furious LEGO™ Grand Prix*” on Monday March 5<sup>th</sup> at 4 p.m. Kids ages 6-12 used LEGOs to build a car on a radio controlled base and raced them on a course in the library’s large meeting room. Following this fun and exciting STEM activity, the kids then had their own version of battle bots with their cars.
- Our new *Spring Garden Series* kicks off in March! On Monday, March 12<sup>th</sup> at 7 p.m., local landscaper Terence O’Brien will be at the library for his presentation *Landscaping Basics: What NOT to do in the Garden*. A humorous look at the most common new landscaping mistakes, this light-hearted talk will provide attendees the tools to make educated choices in landscaping design and implementation. On Saturday, March 17<sup>th</sup> at 11 a.m., the Clarence Library will host the Buffalo and Erie County Botanical Gardens for a hands-on program on terrariums. Participants will make their own miniature greenhouses to take home with them! More Garden Series events will continue throughout the spring.
- The Clarence Public Library’s newly formed *Tabletop Game Space* for new and existing players will take place Thursday, March 8<sup>th</sup> and Thursday, March 22<sup>nd</sup> at 4 p.m. Players ages 13 and up can meet and connect in a safe and social environment to play various board games featuring elements of strategy, light role-play and cooperative game play. Thank you to Friends of the Clarence Public Library for funding this program!

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Mr. Bill Josefiak was not in attendance. Chair Housh filled trustees in on some funding issues with the new West Seneca Community Center/ Public Library expansion project; even though there is work stoppage, there is still work



going on. Director Jakubowski conveyed she spoke with the Town of West Seneca Supervisor the prior day, who communicated the project is coming back on track and expects the Library will have access to the building in early June with an expected Library grand opening in mid to late June.

Director Jakubowski reported the annual ACT workshop was held Saturday, March 10<sup>th</sup>. B&ECPL staff provided a series of instructional programs as well as a tour of the WWI exhibit; 54 people were in attendance and rave reviews were received.

Agenda Item H – Public Comment. Chair Housh called on B&ECPL’s new County Executive liaison, Jason Hurley. Mr. Hurley provided the following update on the repairs for the damaged front stairs at the Central Library: a work order was created, they are working with a contractor, and there were more issues with the ground underneath than expected. No timeline could be provided at this time.

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

Agenda Item J – New Business. Chair Housh referred to the Lackawanna Public Library (LCW) Organizational Review discussed under the Report of the Director. The Chair conveyed that because this review process began with a Board resolution, he believed it should end formally with a Board resolution. Discussion ensued. To put some finality to this, he suggested at the April Board meeting a resolution be placed on the agenda with the specific determination on how to proceed – either with Director Jakubowski’s recommendation to continue monitoring and not proceed further with a formal audit or proceed with a formal audit. Discussion ensued on what a formal audit under government standards entails as opposed to an operational organizational review, which was done at the LCW. Director Jakubowski pointed out the Organizational Review was done because the findings were predominantly operational in nature. Chair Housh requested a proposed resolution with Director Jakubowski’s recommendation be put on the April 19<sup>th</sup> Board of Trustees meeting agenda, trustees vote, and we then send a cover memo under the Chair’s signature to the Lackawanna Public Library Board of Trustees on the Board’s decision on how to proceed.

Mr. Berlow inquired specifically what the process to continue monitoring LCW would be. Director Jakubowski replied this involves active review of their payroll sheets for scheduling, comparison of their automated ledgers to their petty cash accounts, as well as monitoring of their petty cash reimbursement items as an ongoing practice, which were the main areas of concern. Ms. Johnson questioned if this was going to be an ongoing practice, would this be specific to LCW or would it extend to other branches as well? Chair Housh answered no; we specifically did this review of LCW based on specific issues that were brought to our attention which the Library was required to address. Director Jakubowski acknowledged with regard to monitoring other libraries, issues have been raised as a result of this. Letters have been sent to particular library Boards, and she and CFO Stone have been meeting with various Boards to address

concerns. All contract member libraries submitted scheduling information during the 2018 budget process. She noted as a result, there was an increase of 37.5 operational hours per week throughout the System and since January, an additional 14 operational hours per week have been added.

Ms. Candelario questioned the difference between how we are monitoring as opposed to a full fledged audit as well as who conducts the audits. Chair Housh explained the contract between the B&ECPL and the contract member libraries allows us to monitor what they are doing and entitles us to request information from them. If we find the operations at one of the libraries are below a certain threshold, it allows us to do a formal audit. CFO Stone added their contract provides for us to access their books and records. They are also subject to audit by the Erie County Comptroller as well as the State Comptroller.

Mr. Moore expressed concern over monitoring "indefinitely"; discussion ensued, and Mr. Stone recommended using the wording "to be determined."

During the 2018 budget process, all contract member libraries were asked to provide information showing their typical work schedules for employees. This information was reviewed against their open hours of operation. Director Jakubowski reported there being scheduling concerns noted at approximately 8-10 libraries. These libraries were asked to make changes; they have made shifts in schedules and have, in some cases, expanded open hours. There were a handful of libraries where there were minor scheduling concerns. Discussions continue with contract member library directors and trustees. The Director acknowledged having staff come in one hour ahead of opening to do preparation work is considered reasonable.

In closing, Chair Housh expressed initially he felt strongly for the need to proceed next with an audit because of the gravity of the situation; he expressed reasons why he now feels the Director's recommendation for monitoring is then reasonable, conveying because this has been the scheduling culture for so long, to enforce this immediately on LCW isn't fair, especially as this may be going on in some way at other libraries. The LCW has done what was recommended in the Organizational Review.

System Board members were reminded by Director Jakubowski that they are responsible for the Central Library and Buffalo Branch libraries over which we have direct administrative authority. She assured trustees that in investigations of the Buffalo Branch libraries, staff hours scheduled during closed hours are within reasonable time frames, and staff is scheduled no more than ½ hour before opening in the public service arena. She explained this has been the tradition in both the Central Library and Buffalo Branch libraries; she remarked we know this can work because we do it.

There being no further business, on motion by Ms. Panty, a second by Mr. Bedenko, the meeting adjourned at approximately 4:55 p.m.

Respectfully submitted,

Kimberly Johnson  
Secretary