

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
May 17, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, May 17, 2018, at the North Park Branch 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  
Katie Burd  
Lucy Candelario  
Frank Gist  
Theodore K. Johnson  
Sharon M. Kelly  
Elaine M. Panty  
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:05 p.m. in the North Park Branch Library Community 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 April 19, 2018. On motion by Trustee Bedenko, second by Trustee Candelario, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh recognized North Park Branch Manager Jennifer Crowley and thanked her for hosting the meeting; she expressed appreciation for the new expansion/space which is used very much by patrons of all ages. Chair Housh also recognized Trustee Berlow for his work in connection with the expansion project. Ms. Crowley will look into putting their monthly calendar of programs in the *Buffalo Rocket Community News* per Trustee Panty's suggestion.

Chair Housh reported there was a good crowd for the May 11<sup>th</sup> Chairman's Book Club which reviewed *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* which was the most requested adult nonfiction book by B&ECPL patrons in 2017. *The Death and Life of the Great Lakes* by Dan Egan will be reviewed at the fall Chairman's Book Club, date to be announced.

Trustee Burd arrived at 4:12 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The May 10, 2018 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. Trustee Panty made a motion, Trustee Kelly made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh; Committee members Alan Bedenko and Sheldon Berlow; Committee member Kathleen Berens Bucki joined the meeting via conference call, however this did not conform with the Bylaws of the B&ECPL Article II, Section 6, and did not constitute presence. In addition, Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Jeannine Doyle and Chief Financial Officer (CFO) Kenneth Stone were in attendance.

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

The agenda and proposed resolutions for the May 17, 2018 meeting of the Board of Trustees were reviewed.

CFO Stone described the proposed financial resolutions. He then discussed the findings of the Erie County Comptroller's Office Petty Cash Audit. Discussion ensued. Following Board approval of the recommended budget changes, Director Jakubowski will forward the Resolution to the Comptroller's Office.

CFO Stone discussed the monthly financials, indicating the B&ECPL continues to function within budget.

Trustee Panty reviewed and briefly discussed the changes in the 3 amended policies coming before the Board.

Trustee Berlow reported on the recent meeting of the Development and Advocacy Committee, expressing work with the Library Foundation of Buffalo & Erie County (Library Foundation) is multifaceted. The Development and

Advocacy Committee worked on a document that begins the process of redefining the relationship between the B&ECPL and the Library Foundation. Creating this document in a methodical manner will benefit organizations. Discussion ensued.

The Executive Committee meeting adjourned at 4:50 p.m. on a motion by Trustee Bedenko, second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Network, Server & Workstation Engineering, Support and Maintenance Contract Renewal. Deputy Director Chief Financial Officer (CFO) Kenneth Stone explained proposed Resolution 2018-7 as presented. Trustee Ted Johnson made a motion, Trustee Bedenko made a second, and approval was unanimous.

#### RESOLUTION 2018-7

WHEREAS, the Library has contracted for computer systems maintenance and related support since 1995, and

WHEREAS, the current contract expires at the end of June 2018, and

WHEREAS, there is a need for cost-effective alternatives for on-site hardware and software, desktop and server support, and

WHEREAS, there is a need to be afforded the opportunity to utilize knowledgeable, trained personnel to support technology initiatives which require project specific expertise, and

WHEREAS, in 2015, the Buffalo & Erie County Public Library (B&ECPL), through a publicly advertised Request for Proposals, sought written proposals from qualified information technology services vendors to partner with the Library to 1) provide hardware and software maintenance for all servers, workstations, printers and related computer equipment; 2) supply parts and replacement equipment for out-of-warranty products; and 3) optionally provide project management or consulting services, and

WHEREAS, in 2015, the B&ECPL Board of Trustees adopted Resolution 2015-16 authorizing the Library Director to negotiate and execute the necessary contract based upon the terms listed in the RFP and the response submitted by VITEC Solutions, LLC, and

WHEREAS, this process resulted in a contract with VITEC Solutions, LLC for an initial three-year term, with a provision for up to two renewal periods of equal length upon mutual agreement of the parties involved, and

WHEREAS, the vendor has requested renewal with no change in terms, and

WHEREAS, the Library, upon review of the contractor's performance, desires to renew the agreement for another three-year period, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL confirms the Library's desire to renew the agreement with VITEC Solutions, LLC for another three-year period, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or his/her designee to execute any paperwork required to effectuate the renewal.

Agenda Item E.2.b – Petty Cash Balance Adjustments. CFO Stone explained proposed Resolution 2018-8 as presented. On motion by Trustee Panty, second by Trustee Ted Johnson, approval was unanimous.

RESOLUTION 2018-8

WHEREAS, the Erie County Comptroller recently completed a County-wide Petty Cash Audit, and

WHEREAS, this audit identified the need to adjust petty cash balances to reflect current operational needs and usage patterns, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes adjusting Library Fund petty cash balances as follows:

Name	Current	Revised	Notes
Microform Room Change Fund	\$ 35.00	\$ 0.00	Close / eliminate
City Branches Change Fund	\$375.00	\$200.00	Reduce by \$175.00
Change Machine-Central	\$600.00	\$250.00	Reduce by \$350.00
Secondary Change Fund	\$300.00	\$450.00	Increase by \$150.00
Circulation Change Fund	\$441.00	\$641.00	Increase by \$200.00,

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to undertake the actions necessary to implement the above changes.

Agenda Item E.2.c – Amend Grants Budget: NYS Special Legislative Grant. CFO Stone explained proposed Resolution 2018-9 as presented. Trustee Panty made a motion, Trustee Burd seconded, and approval was unanimous.

RESOLUTION 2018-9

WHEREAS, the Library received the initial disbursement from the State Department of Education for Special Legislative Project TM09C62, sponsored by New York State Assemblymember Robin Schimminger in 2017, indicating the grant has been awarded, and

WHEREAS, this special aid, totaling \$5,000, is designated for the purchase of furnishings, book trucks, and signage for the Riverside Branch Library, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$5,000 in state aid, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes amending the Library Grants budget by appropriating grant revenues and expenditures in the amount of \$5,000 for this project.

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report for the year as of March 31, 2018 was included in the Board packet. Mr. Stone explained this is the first report for 2018 as the County does not close fully until March, having to do with their year-end process. The Library is operating within budget.

Agenda Item E.3 – Policy Committee. The April 25<sup>th</sup> Policy Committee Meeting Report was at each trustee's place along with the *2018 Review Schedule for Board Adopted Policies*. Committee Chair Panty summarized the meeting and made a motion to have the written report entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously. Trustee Panty thanked the Committee for their hard work.

Present: Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski, Deputy Director – COO Jeannine Doyle, Deputy Director – CFO Ken Stone and Assistant Deputy Director Joy Testa Cinquino.

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

The *2018 B&ECPL Review Schedule for Board Adopted Policies* was accepted as presented.

Deputy Director Stone reviewed the proposed amended Credit Card/Business Charge Account Policy, noting changes. Discussion ensued. On a motion by Trustee Kelly, second by Trustee Bucki, the Policy Committee recommends the proposed amended Policy be brought to the full Board for approval at their May 17<sup>th</sup> meeting.

Assistant Deputy Director Testa Cinquino reviewed the proposed fully revised Facility Use Policy noting the magnitude of the changes from the original Policy. Trustees Kelly and Bedenko requested additional grammatical changes. The Policy, with suggested changes, will be brought to the full Board for approval at its May 17<sup>th</sup> meeting on a motion by Trustee Kelly, second by Trustee Bedenko.

Deputy Director Doyle reviewed the proposed amended Loan and External Exhibitions of Rare and Unique Collections Policy. Discussion ensued. Additional language changes were made. On a motion by Trustee Bucki, seconded by Trustee Bedenko, this proposed amended Policy with additional suggested changes will be brought to the full Board following review/approval by Buffalo & Erie County Public Library's legal counsel.

On a motion by Trustee Bedenko, second by Trustee Bucki, the meeting adjourned at 4:40 p.m.

Trustee Moore arrived at 4:18 p.m.

Agenda Item E.3.a – Amend Credit Card/Business Charge Account Policy. In response to Trustee Berlow's questions, CFO Stone clarified credit limits, noting the Library pays balances off monthly so there are no interest charges and invoices are monitored with crosschecks. There are internal procedures followed which are referenced in the Policy. Following this discussion, Trustee Burd motioned for approval of the amended Credit Card/Business Charge Account Policy as presented. Trustee Moore made the second, and approval was unanimous.

#### RESOLUTION 2018-10

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Credit

Card/Business Charge Account Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include adding language for an American Express Business Travel Account with a limit of \$7,500 and a change in the limit of the Amazon Business Charge Account from \$7,500 to \$10,000, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Credit Card/Business Charge Account Policy to supersede and replace the prevailing policy adopted September 17, 2015, and be it finally

RESOLVED, that a copy of the approved Credit Card/Business Charge Account Policy be posted on the B&ECPL's website.

Agenda Item E.3.b – Amend Facility Use Policy. Assistant Deputy Director Joy Testa Cinquino noted this policy was last amended in 2015; staff, the Committee and legal counsel made clarifications, removed redundancies, and expounded on political use for library spaces in the proposed amended policy. This resolution also authorizes the Director to update capacities/ADA compliance in Section III that may change between now and the next policy review, such as for the E. Delavan Branch once their construction project is complete. Ms. Testa Cinquino read the last paragraph of Section F.3 Political Functions in response to a question by Trustee Gist. Following this, Trustee Kimberly Johnson made a motion, Trustee Gist made a second, and approval of Resolution 2018-11 as presented was unanimous.

#### RESOLUTION 2018-11

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Facility Use Policy which has been vetted and edited by B&ECPL legal counsel, and

WHEREAS, recommended changes include removal of redundant language and clarification concerning facility use for political purposes, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Facility Use Policy to supersede and replace the prevailing policy last amended October 15, 2015, and be it further

RESOLVED, that this Resolution authorizes the Library Director to update *Section III. Library Contact Information* for meeting room capacity and ADA compliance to the East Delavan Branch Library after completion of their elevator project, and be it further

RESOLVED, that this Resolution authorizes the Library Director to update *Section III. Library Contact Information* to other City of Buffalo Libraries upon completion of future construction/renovation projects, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes Library Administration to update various instruments and disseminate information needed to implement this Policy, and be it finally

RESOLVED, that a copy of the approved Facility Use Policy be posted on the B&ECPL's website.

Agenda E.3.c - Amend Policy for the Loan and External Exhibition of Rare and Unique Materials. Deputy Director Chief Operating Officer Jeannine Doyle explained a complete rewrite of this policy was done including changes made by Library legal counsel. Existing language was reformatted to provide a more comprehensible and concise statement of the intent of the policy and conditions of an agreement for loan and language was added clarifying conditions with borrowers including transport, storage, display, insurance requirements, etc. Trustee Gist motioned, Trustee Bedenko made a second, and approval of Resolution 2018-12 as presented was unanimous.

#### RESOLUTION 2018-12

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Policy for the Loan and External Exhibition of Rare and Unique Materials which has been vetted and edited by B&ECPL legal counsel, and

WHEREAS, recommended changes include reformatting the policy throughout to provide a more comprehensible and concise statement of the intent of the policy and conditions of an agreement for loan, as well as the modification of existing language and addition of new language to clarify certain requirements, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Policy for the Loan and External Exhibition of Rare and Unique Materials to supersede and replace the prevailing policy last amended February 20, 2014, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes Library Administration to update various related instruments and disseminate information needed to implement this Policy, and be it finally

RESOLVED, that a copy of the approved Policy for the Loan and External Exhibition of Rare and Unique Materials be posted on the B&ECPL's website.

Chair Housh thanked the Policy Committee for their work in reviewing these policies.

Agenda Item E.4 – Development and Advocacy Committee. As Committee Chair Wisbaum had not arrived to the meeting yet, Mr. Housh explained the Library Foundation of Buffalo & Erie County and the B&ECPL Board of Trustees Development and Advocacy Committee are working toward a single vision as how to work best together. He called on Committee member Berlow for any additional comment. Mr. Berlow added the Library wants to develop its view and needs, and have an agreement between the two parties before long.

The following May 3, 2018 Development and Advocacy Committee Meeting Report was at each trustee's place:

Present: Committee Chair Wayne Wisbaum; Committee members/trustees Sheldon Berlow, Elaine Panty and Rhonda Ricks; Library System Director Mary Jean Jakubowski; and Assistant Deputy Director Joy Testa Cinquino.

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

Committee Chair Wisbaum began the meeting by thanking Library Director Jakubowski for her work in developing a draft document *Discussion Items for Redefining the Organizations' Relationship* between the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo & Erie County (Foundation). Director Jakubowski noted the document was developed in an effort to get a conversation started, to move forward discussions and to clarify each organization's responsibilities to each other in a positive and productive manner.

Trustees reviewed the draft document point by point. Trustee Panty provided notable history of the relationship between the B&ECPL and the Foundation. Discussion ensued.

Trustee Berlow requested the noted changes will be incorporated into the document. Director Jakubowski will make changes and provide a red-lined copy of the document to the Committee for further review. In addition, the document will be reviewed by B&ECPL's legal counsel.

The next meeting of the Development and Advocacy Committee will be scheduled for early July. A survey of dates/availability will be made via the Director's Office.

The meeting was adjourned on a motion by Trustee Panty, second by Trustee Berlow, at 5:45 p.m.

Agenda Item F – Report of the Director. Director Mary Jean Jakubowski congratulated Trustee Lucy Candelario who was recognized as a 2018 Women of Distinction Honoree by the NYS Senate. An article was available for trustee viewing reflecting her contributions to community service.

Trustee Wisbaum arrived at 4:34 p.m.

Director Jakubowski announced the B&ECPL and our partner Project Flight received recognition by the NYS Broadcasters Association in collaboration with WGRZ Channel 2 for the Library's work with Project Flight's annual *Books for Kids* campaign.

Trustees were updated that the 2017 Public Library Systems Annual Report was approved by the NYS Education Department; Director Jakubowski again thanked staff for their work on this.

The Read Down Your Fines program will again be held this summer beginning June 2<sup>nd</sup>; this program is for children ages 16 and under to reduce library fines on their library cards by reading books. The program is being extended by 2 weeks this year to carry over into the school year.

Trustees were encouraged to visit the Buffalo Public School's annual art show currently being held at the Central Library. The exhibit will take place through June 11<sup>th</sup>. The Library has hosted this great program for more than 20 years.

A B&ECPL water bottle was at each trustees place; Trustee Jakubowski explained these were part of the B&ECPL's Staff Development Day held May 9<sup>th</sup> at the Central Library. Over 300 staff members from across the System participated. A variety of training programs were held, offering staff improved ways to better serve the public. The day began with *Active Shooter Training*, followed by programs on topics including communication skills, teen programming, diversity, everyday computer skills, and more. The Human Resources staff was recognized for arranging this day.

Trustee Gist asked Director Jakubowski to discuss an e-mail sent earlier to trustees regarding NYS Minimum Standards changes. She remarked this e-mail announced it being the final opportunity for public comment on proposed changes to the NYS Minimum Standards before the Board of Regents votes to put changes into practice. Director Jakubowski stressed changes in the Minimum Standards will affect all.

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

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

**National Library Week** - Libraries throughout the System celebrated *National Library Week* April 8<sup>th</sup> - 14<sup>th</sup> with a multitude of programs, activities and events. Special book displays, performers and lectures were held. The Buffalo & Erie County Public Library (B&ECPL) received a Proclamation from the Erie County Legislature declaring April 2018 as *Love Your Library Month* and recognizing April 8 - 14, 2018 as *National Library Week*, urging all Erie County residents to visit any of B&ECPL's 37 locations or the *Library on Wheels* bookmobile.

**Thrive! A Free Health Fair for Older Adults** - On April 12<sup>th</sup>, the Central Library hosted its fourth annual *Adult Health Fair* featuring over 40 community organizations, Erie County services and colleges. New this year were students from the University at Buffalo's Audiology program. The students, under the direction of faculty, were able to perform over 40 free hearing tests. Other highlights included: Hustle for Health, a group from the Gloria J. Parks Community Center rocked the house with aerobic line dancing; Tai Chi demonstrations; tabling by 40+ health care agencies; demonstrations of library resources; assistance with downloading books/music from B&ECPL's collections; and enthusiastic talks by Erie County Commissioner of Senior Services Timothy Hogues and this writer. Information Services and Outreach Librarian **Renée Masters** coordinated the event which was attended by over 450.

**Two Films Screened at the Frank E. Merriweather, Jr. Branch Library** - Sankofa Heritage Collective, Inc. hosted a screening of the film "42" in the library's auditorium followed by discussion. The film, which focused on Jackie Robinson's breaking Major League Baseball's color barrier in 1947 with the Brooklyn Dodgers, was presented in celebration of Jackie Robinson Day, April 15<sup>th</sup>. On Thursday, April 12<sup>th</sup>, local filmmaker Korey Green screened his documentary *The Blackness Project* in the library's auditorium which was followed by open discussion.

**23<sup>rd</sup> Annual Books for Kids Campaign** - Assistant Deputy Director - Development and Communications **Joy Testa Cinquino**, Mobile Services and Outreach Manager **Samantha Purpora**, Librarian **Melissa Blattner**, Senior Page **Alyssa Johnson** and this writer participated in Project Flight's annual *Books for Kids* drive April 20<sup>th</sup> at Wegmans on Sheridan Drive. Throughout the month of April, the Library System supported the *Books for Kids* campaign by receiving donated books at all 37 locations and the *Library on Wheels* bookmobile. This year's goal of 50,000 books will be donated to local kids who may not otherwise have a book to call their own. Major partners included WGRZ Channel 2, Townsquare Media - WYRK, WBLK and MIX 96 FM, The Buffalo News and Wegmans.

**Library on Wheels at the Martin Luther King, Jr. Park** – On April 21<sup>st</sup>, **Samantha Purpora** and Stacks Page **Laurie Sandretto** attended the first of multiple visits in celebration of Buffalo Olmsted Parks' 150 Year Celebration. More information and the schedule of visits can be found on the B&ECPL website at <http://www.buffalolib.org/content/bookmobile>. B&ECPL System Trustee Dr. Rhonda Ricks made the connection between the B&ECPL and the Buffalo Olmsted Parks Conservancy.

**Library as an Education Partner** – Information Services and Outreach Librarian

**Maria Lowe** presented a Buffalo history-focused session for *Library as Education Partner* professional development with the Buffalo Public Schools on April 21<sup>st</sup>. Teachers were shown how to find digitized resources on the B&ECPL website. World War I (WWI) posters from B&ECPL's collection were reviewed using a Library of Congress analysis tool. Teachers were provided WWI poster images, conducted their own analyses and shared their findings with the group. Other primary sources for use with elementary students along with a B&ECPL created Padlet (an online tool) were used in the presentation.

**Girls Get IT** – On April 14<sup>th</sup>, the Central Library hosted a new technology/ entrepreneurship conference for girls called *Girls Get IT*. Collaboratively initiated by the University at Buffalo, B&ECPL, Girl Scouts of WNY, and a multitude of other partners, over 200 sixth through tenth grade girls viewed a new documentary film and listened to panel discussions on women entrepreneurs. The young women concluded their daylong program by participating in dozens of wide-ranging, technology-based activities provided by local tech companies.

**Money Smart Fair** – The second annual *Money Smart Fair* was held at the Central Library on April 25<sup>th</sup> with the theme *Stretch Your Dollar*. Information Services and Outreach Librarian **Sandra Courtney** organized the Fair. Approximately 15 organizations including the Northland Workforce Training Center participated. Over 125 individuals participated.

**Buffalo Never Fails** – Programming related to the exhibition *Buffalo Never Fails: The Queen City and World War I* continued this month including a *Ten Minute Play Festival*, where members of the local acting community offered staged readings of 7 original short plays inspired by selected items displayed in the exhibit. Fifty attended this one-of-a-kind theatrical evening which was coordinated by local playwright James Marzo and Community Engagement Manager **Anne Conable**. The Committee for the second annual *One Community One Book* led by Clarence Public Library Director **Monica Mooney** selected Ernest Hemingway's WWI-inspired romance *A Farewell to Arms* as its 2018 featured title; book discussions and other activities in several of the libraries have begun and will continue through May. Special showings of the 2 screen

versions of the novel (1932 and 1957) were offered in April in collaboration with the North Park Theatre.

**National Young Audiences Week** – The B&ECPL’s in-house partner Young Audiences of Western New York (Young Audiences) conducted and/or sponsored a multitude of arts activities for youth at the Central Library between April 2<sup>nd</sup> and 7<sup>th</sup>. Specifically held during spring break week, workshops, performances and hands-on art explorations led by Young Audiences’ teaching artists were well-attended. **Anne Conable** and Children’s Services Manager **Kathryn Galvin** coordinated programming with Young Audiences.

**Pundit Club of Buffalo** – On April 9<sup>th</sup>, the Pundit Club held their meeting at the downtown Central Library. The evening’s speaker, Jad Cordes, read his recently published paper based on the history of Edward Sheriff Curtis and Curtis’ great *North American Indian* photo-documentary work. The culmination of the evening included the viewing of 20 Curtis plates held by the B&ECPL’s Rare Book Room. Special Collections Manager **Meg Cheman**, Rare Book Curator **Amy Pickard**, **Anne Conable**, Assistant Deputy Director **Dawn Peters** and this writer were on hand to provide insight into the collection. Also available were Pundit Club archival items from both the Rare Book Room and the Buffalo Collection. Tours of the *Omar Khayyám’s Rubáiyát* exhibit were also offered.

**Community Outreach** – Staff from the B&ECPL participated in various community events, activities and programs in the month of April as described below. Information Services and Outreach Librarians **Susan Kriegbaum-Hanks** and **Sara Fuller** attended the Western New York Diversity Job Fair held at the Buffalo Niagara Convention Center; eighty-seven job seekers visited the Library’s information table. **Sandra Courtney** provided the third business training program for Westminster Economic Development Initiative (WEDI) staff. Staff is being trained to use library business databases with immigrant clients who are writing business plans and starting small businesses. Three databases - Small Business Resource Center, Reference USA-Business and Business Insight Essentials were reviewed. **Samantha Purpora** and Librarian **Nicole Brown** attended the Boom Days event in the Old First Ward. Information Services and Outreach Manager **Daniel Caufield** attended the Buffalo Educational Opportunity Center’s (EOC) College Opportunities Conference. Dan spoke with attendees and EOC staff about library resources that help individuals in choosing a career and college. Rare Book and Map Librarian **Charles Alaimo** gave a slide show presentation of the *Buffalo Never Fails: The Queen City and World War I* exhibit at the Amberleigh Senior Center in Williamsville. Over 50 people attended the visual tour of the exhibit in their Learning Center, and all were impressed with the Library’s collections of local and international materials. **Amy Pickard** presented at the University at Buffalo Emeritus Group (retired staff and faculty) luncheon. The talk, *Unexpected Treasures in Your Public Library*, featured the surprisingly rare and unique

items in the Library’s collection and how they were acquired. These treasures included the Audubon *Birds*, Twain’s *Huck Finn* manuscript, Shakespeare’s First (Second, Third & Fourth) Folio(s), and more. Riverside Branch Library Manager **Patti Foley** and Niagara Branch Library Manager **Jason Barone** brought Storytime to Jericho Road’s Parent-Child Home Program’s Family Fun Day for 76 children and parents.

**Daniel Caufield** staffed a library information table at the Queen City Bookstore’s Buffalo Comicon at the Buffalo Marriot Niagara in Amherst, a celebration of comics and cosplay. While there, Dan spoke about the Library’s Get Graphic program which encourages literacy, art and communications through the use of comics and graphic novels. Children’s Services Librarian **Jennifer Lelinski** and Kenmore Librarian **Joseph Patton** attended the Buffalo Autism Linked Resource Fair at the Epic Sports and Fun Center in Williamsville. They presented information about Sensory Storytime, providing examples and handouts for attendees. Children’s Services Librarians **Erin M. Burke** and **John Gaff** attended *Kidabaloo* at the Hamburg Fairgrounds, assisted by Information Services Senior Page **Brittany Book** and Media Room Senior Page **Alexandria Meranto**. Approximately 600 people stopped by the library’s table to meet *Reada Book* - B&ECPL’s mascot, make a craft and learn about library resources. Special Collections Librarian **Rhonda Konig** taught *DNA Testing for Genealogy* at the Orchard Park Senior Center. Over 60 people attend this class offered through University Express, a free programming series for older adults.

**Monthly Programming Statistics - April 2018**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	189	742	3890	14852
Children (age 6-12)	140	521	2424	8638
Teens	33	123	333	1343
Intergenerational	216	697	5176	16596
Adults (excludes Technology)	283	1153	4354	16052
<b>TOTAL In Library Programs</b>	<b>861</b>	<b>3236</b>	<b>16177</b>	<b>57481</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)	63	265	63	278
Teens	136	469	136	469
Intergenerational	0	99	0	99
Adults (excludes Technology)	232	874	232	876
<b>TOTAL In Library Programs</b>	<b>431</b>	<b>1707</b>	<b>431</b>	<b>1722</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	18	12	110
System or Library-owned Cyber Train	7	29	65	221
One on One	118	491	124	514
<b>TOTAL Adult Technology</b>	<b>129</b>	<b>538</b>	<b>201</b>	<b>845</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	14	51	323	1049
Children (age 6-12)	13	43	752	1992
Teens	2	5	37	267
Intergenerational	8	37	1130	4388
Adults (excludes Technology)	12	28	351	1103
<b>TOTAL Outreach (out of Library)</b>	<b>49</b>	<b>164</b>	<b>2593</b>	<b>8799</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	11	30	136
Adult Services	5	26	77	604
Launch Pad/TechKnow Lab	1	1	2	2
Development/Communications	1	4	50	91
Grosvenor Room	1	10	15	135
<b>TOTAL</b>	<b>11</b>	<b>52</b>	<b>174</b>	<b>968</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4055	14920	
Visitors - Tour/Program	174	953	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>4229</b>	<b>15873</b>	<b>21063</b>

**Highlights:**

- Journey’s End Math Academy – The Niagara Branch Library hosted students and teachers from Journey’s End for a weeklong Math Academy from April 2<sup>nd</sup> through April 6<sup>th</sup>. Between 40 and 50 students attended each day of the 5-day program.
- April 3<sup>rd</sup> – *Little Free Library* Painting. Launch Pad Manager **Jordan Smith**, as well as **Darlene Pennachi** and **Dawn Stanton** of the Graphics Department, hosted a public painting event that allowed patrons to help paint the soon-to-be-installed *Little Free Library*.
- April 4<sup>th</sup> – **Jordan Smith** helped to host the installation event of ARTcovz in the Launch Pad. ARTcovz is a local volunteer run organization that provides free make & take crafts and art projects for the public. A small ARTcovz cabinet with free art projects for patrons to take now resides in the Launch Pad. ARTcovz artists will replenish these projects monthly.
- April 6<sup>th</sup> – Central Library Gardener **Beaufort Willbern** hosted *Sprout Up*, a program for children explaining how to plant seeds and how plants grow. During the following week, Beaufort and children’s programming staff hosted planting sessions allowing young gardeners a chance to plant seeds. The

sprouted plants will be added to the Central Library flower garden. Dozens of participants planted seeds and are watching them grow in the Kid's Space.

- April 7<sup>th</sup> – the North Park Branch Library hosted *Musical Storytime* presented by Buffalo Cello School instructor Bethany Erhardt. There were 28 attendees between the ages of 3 and 8, along with many younger siblings.
- April 18<sup>th</sup> – Information Services and Outreach Librarian **Shanley Olszowy** hosted a group from Buffalo Urban League's Adult Education Division. They had a full building tour as well as a session in the TechKnow Lab where they learned about electronic resources, mainly Pronunciator and JobNow. Attendees also learned how to use the Library catalog after signing up for library cards.
- April 20<sup>th</sup> – The Child Care Resource Network and the Western New York Chapter of the New York Association of Education for Young Children brought programming to the Kid's Space with a special program for *Family Friday* during the *Week of the Young Child*. They shared the book *Monday is One Day* by Arthur A. Levine with a lively audience of children and families, followed by an art activity. Children's Services Librarian **Wanda Collins** assisted with the program.
- April 21<sup>st</sup> – East Clinton Branch Library's *Earth Day Concert*, with returning fan favorite Nan Hoffman, had 28 patrons singing along to songs for a livable land. Nan also demonstrated how to recycle some common household trash into simple fun musical instruments that anyone can play.
- April 21<sup>st</sup> – Tradition Keepers held their 10<sup>th</sup> annual *Tell Me a Story* workshop program in various rooms of the Frank E. Merriweather, Jr. Branch Library. Workshops about storytelling and resources for storytellers were conducted in the morning followed by a large storytelling concert with Dylan Pritchett. The programs were well-attended and resulted in many new cardholders getting their first library cards at the branch.
- April 23<sup>rd</sup> – Information Services and Outreach Librarians **Maria Lowe** and **Shanley Olszowy** hosted students from the Buffalo Academy of Scholars. Shanley led them through the WWI tour and Maria hosted the Poster program. After analyzing 2 WWI posters, students chose themes and made their own propaganda posters.
- A board game get-together for teens was held in the North Park Branch Library meeting room on April 14<sup>th</sup> and 28<sup>th</sup>. This program is facilitated by the Parent Network of WNY and the Autism Spectrum Disorder Center at Oishei Children's Hospital. The library provided a variety of board games for the group to use, in

addition to games brought by the attendees. There were 20 attendees during the month of April.

- April 26<sup>th</sup> – **Renée Masters** facilitated the bimonthly free community training on opiate overdose recognition and naloxone reversal provided by the Erie County Opiate Task Force; twenty-one individuals attended. This ongoing effort to educate the public and save lives will continue for the foreseeable future.
- April 26<sup>th</sup> – **Shanley Olszowy** and **Renée Masters** hosted a group from Buffalo Public Schools @ Response to Love Center. They had a full building tour as well as a session in the TechKnow Lab where they learned about electronic resources, mainly Pronunciator and JobNow. Attendees also learned how to use the Library catalog.
- April 27<sup>th</sup> – Lieutenant Salvatore Losi and Officer Steve came to the Crane Branch Library to read to children and talk about the K-9 Unit.
- On Saturday, April 28<sup>th</sup>, and Sunday, April 29<sup>th</sup>, local poet Venecia Goodne\$\$ Green and the Frank E. Merriweather, Jr. Branch Library collaborated to present a 2-day poetry marathon in celebration of *National Poetry Month*.

## 2. Collection Development

### Collection Development - April 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,555	13,746	377	1,210	542,155
Young Adult Print	571	2,485	84	360	73,616
Adult Print	4,977	18,118	1,289	4,026	1,846,566
Media	4,886	22,509	446	1,780	553,142
Other*	3,252	12,549	22	77	185,034
Subtotal	18,241	69,407	2,218	7,453	3,200,513

\*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,227	3,469	703	2,216	59,139*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	166	471	129	353	11,314
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,393	3,940	832	2,569	70,553

\*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	19,634	73,347	3,050	10,022	3,271,066

- The Darwin Martin House guest book featured in the *Building Buffalo: Buildings from Books, Books from Buildings* architecture exhibit is now available via the B&ECPL Digital Collections. The book includes, among many others, the signatures of preeminent architect Frank Lloyd Wright and poet Carl Sandburg.
- In April, 1,973 users from 30 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to visits from within the United States, other countries using these resources this month included Algeria, Argentina, Bahrain, Belgium, Brazil, Canada, China, Czechia, Denmark, Dominican Republic, Eritrea, Germany, India, Indonesia, Ireland, Italy, Jamaica, Japan, Kenya, Mexico, Northern Mariana Islands, Pakistan, Palestine, the Philippines, South Africa, South Korea, Spain, United Arab Emirates, and the United Kingdom.

### 3. Technology

#### Technology - April 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>	127	462	4,852	13,626	41	7,853
<a href="#">Flickr</a>	115	497	9,396	35,716	0	54
<a href="#">Instagram</a>	30	110	1,078	3,839	30	1,453
<a href="#">Pinterest</a>	91	268	2,845	11,492	8	1,544
<a href="#">Tumblr</a> <sup>4</sup>	0	3	0	2	0	196
<a href="#">Twitter</a>	86	354	760	3,147	41	9,977
<a href="#">YouTube</a>	1	1	6	20	1	143
Total	450	1,695	18,937	67,842	121	21,220

<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

<sup>4</sup>Discontinued effective April 2018

#### Highlights:

- April 24<sup>th</sup> - **Renée Masters** met with Doug Baker, technical representative from Sorensen Communications, who demonstrated a desktop videophone. The Central Library was looking for a suitable replacement for the current Z20 videophone which will soon no longer meet ADA requirements. The Sorenson Video Relay Service® (SVRS®) standard videophone which is known and well-reviewed nationwide is free to public libraries; the Central Library has ordered this which will assist patrons with hearing and speaking disabilities.

### 4. Funding/Fundraising

#### Funding:

##### E-Rate Funding Approved:

As of April 27<sup>th</sup>, \$355,380.69 (99.9%) of the Library's funding requests under the Federal "e-Rate" program for telecommunications and Internet access services in the next funding year were approved as submitted. The one remaining request, \$431.89 for the

bookmobile's 4G data access, is in final review status. E-Rate funding supports the following vital services:

- Internet access for the entire System (600 Mbps bandwidth – moved through the Central Library and then via a fiber based Wide Area Network (WAN), to the 36 library outlets);
- Fiber optic connections for the WAN to all libraries, with bandwidth of 30 Mbps for most locations; 40 Mbps for the East Delavan, Kenmore and Niagara Libraries; 50 Mbps to the Merriweather Library; all connecting to the Central Library using bandwidth of up to approximately 1.13 Gbps;
- 4G LTE wireless hotspot service for the *Library on Wheels* (bookmobile); and
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library.

**Erie County Comptroller Releases County-wide Petty Cash Audit Report:**

The report, included on the Erie County Legislature's agenda for April 26, 2018, covered the myriad of change, petty cash and imprest funds held by county departments and related agencies, including the Library.

In a letter dated April 24, 2018, the Deputy Comptroller for Audit addressed 2 areas regarding the Library:

- 1) *During our audit we found that the petty cash funds below did not agree with the general ledger balance in SAP. We were informed that the differences were the result of an unrecorded decrease.*

	<i>Current</i>	<i>Balance</i>	
	<i>G/L</i>	<i>12/31/16</i>	<i>Shortage</i>
<i>Microform Room Change Fund</i>	\$ 35.00	\$ 0.00	\$ 35.00
<i>City Branches Change Fund</i>	\$375.00	\$200.00	\$175.00

- 2) *During our audit we identified the additional petty cash funds below did not agree with the general ledger balance in SAP. We were informed that the differences may be the result of unrecorded internal transfers.*

	<i>Current</i>	<i>Balance</i>	
	<i>G/L</i>	<i>12/31/16</i>	<i>Shortage</i>
<i>Change Machine-Central</i>	\$600.00	\$250.00	\$350.00

	<i>Current</i>	<i>Balance</i>	
	<i>G/L</i>	<i>12/31/16</i>	<i>Overage</i>
<i>Secondary Change Fund</i>	\$300.00	\$450.00	\$150.00
<i>Circulation Change Fund</i>	\$375.00	\$200.00	\$200.00

For item #1, the Microform Room Change Fund was discontinued several years ago, while the \$175 difference in the City Branches Change Fund resulted from eliminating \$25 change funds for the 7 Buffalo (City) Branch libraries closed during the 2005 County fiscal crisis ( $\$25 \times 7 = \$175$ ).

For item #2, \$350 was indeed transferred from the Central Change Machine and split between the Secondary and Circulation Change Funds.

Staff will prepare a resolution for Board consideration to adjust each account's balance to reflect current usage and submit the information to the Comptroller's Office.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - April 30, 2018	\$95,490.42

**Highlights:**

- The Library received a \$7,500 donation to support ESOL (English for Speakers of Other Languages) patrons. The funds will be used to purchase 100 MP3 audio players for on-demand listening language courses, word to word dictionaries, and provide additional training for Library staff.
- April 21<sup>st</sup> - *Library Night at the Bandits* - the Library welcomed 93 people to a Buffalo Bandits lacrosse game fundraiser and received \$5 for every ticket sold.
- April 29<sup>th</sup> - ALEX AND ANI - the Library hosted *shop for a cause* at the ALEX AND ANI store in Williamsville; approximately 45 people attended. ALEX AND ANI will donate 15% of the total dollar amount purchased to the Library's *Bucks for Books* campaign.

**5. Facilities**

**Highlights:**

- The new Central Library elevator, which began construction in fall 2016, is now estimated to be operational by June.
- The East Delavan Branch Library project, which began construction in fall 2017, is now estimated to be complete by this September.

## 6. Staff Development

### Staff Development - April 2018

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	138	602	5	32

#### Highlights:

- Three national conferences were attended by B&ECPL staff in April. From April 9<sup>th</sup> - 12<sup>th</sup>, Information Services and Outreach Librarian **Andrew Maines** attended the 40<sup>th</sup> annual *Patent & Trademark Resource Center (PTRC) Training Seminar* in Alexandria, VA. The seminar provided training on trade secrets, non-traditional trademarks, the benefits and nuances of provisional patent applications, and the growing pro se assistance and related legal networks. Librarian **Andrew Aquino** attended the *Computers in Libraries Conference* from April 17<sup>th</sup> - 19<sup>th</sup> in Arlington, VA to glean some new ideas about how the System can keep pace with current tech trends across the country. Assistant Deputy Director **Maureen McLaughlin** and Librarian **Angela Pierpaoli** attended the *2018 COSUGI Conference* from April 16<sup>th</sup> - 18<sup>th</sup> in Atlanta, GA. The conference, sponsored by SirsiDynix, had training programs about new products, updates to existing products, and how to better navigate and use products, presented by both company representatives and other customers from around the country.
- B&ECPL Human Resources (HR) offered 1 session of *Progressive Discipline* on April 11<sup>th</sup> and 1 session of *Managing Leave and Accommodations* on April 25<sup>th</sup> for library managers and supervisors.
- On April 17<sup>th</sup>, the B&ECPL sponsored an *Ask US 24/7 Training* at the Central Library, presented by the Western New York Library Resources Council (WNYLRC). Six librarians attended from across the B&ECPL System.
- On April 24<sup>th</sup>, B&ECPL HR hosted a screening of the Association for Library Collections & Technical Services' webinar, *Preserving Family Recipes*. Also on April 24<sup>th</sup>, B&ECPL Information Services hosted a screening of the webinar *Starting or Expanding Immigration Services at Your Library* conducted by the Immigration Advocates Network in conjunction with the New York State Library Association.
- The B&ECPL was well represented at state and local conferences in April. **Wanda Collins** and **Jennifer Lelinski** attended NYLA's *Youth Services Section Spring Conference* in Syracuse, NY on April 13<sup>th</sup>. **Jason Barone** attended *Racial*

*Equity Impact Analysis Training* presented by the Greater Buffalo Racial Equity Roundtable on April 18<sup>th</sup>. Assistant Deputy Director **Joy Testa Cinquino** attended the *NYS Research Institute for Public Libraries' Regional Conference*, hosted by the Mid York Library System in Utica, NY on April 18<sup>th</sup>. Special Collections Librarian **Susan Cutrona** attended the WNYLRC workshop *More Enclosures!* on April 19<sup>th</sup> at the Albright-Knox Art Gallery to learn to custom-make archival-quality enclosures for special collection items.

- Staff continued to pursue a variety of webinar training opportunities on a wide range of topics in April, including: *Basics for New Library Directors* (presented by NYSED); *Coding in the Real World* (presented by School Library Journal); *How to Foster Diversity & Inclusion in Hiring* (presented by Glassdoor); *Promoting Library Resources with Email* (presented by NoveList); *Ready to Read! Board Books, Picture Books, & Middle Grade Novels* (presented by Booklist); and *Voter Perceptions of Libraries: Getting from Awareness to Funding in 2018* (presented by WebJunction). A total of 37 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
TV Interview with Library Director Mary Jean Jakubowski	Books for Kids	WGRZ TV Channel 2 WNY Living, April 2 <sup>nd</sup>
Taping from the Grosvenor Room	Dr. Martin Luther King, Jr. visit to Buffalo in 1967	WIVB TV Channel 4, April 4 <sup>th</sup>
Interview Library Director Mary Jean Jakubowski	Books for Kids	WBLK Radio, April 4 <sup>th</sup>
Taped Interview with Librarian Renee Masters	Thrive! Health Fair	Buffalo News Refresh section, April 7 <sup>th</sup>
Taped Interview with Library Director Mary Jean Jakubowski	Books for Kids, Downloadables, World War I Exhibit	WBEN Radio, Brenda's Bites show aired on April 22 <sup>nd</sup>
Taping from the Library (took place last fall)	Grosvenor Room ancestry files used as a backdrop to connect an adopted man to his natural mother	National TLC program Long Lost Family aired on April 8 <sup>th</sup>

Live Interviews with Library Director Mary Jean Jakubowski and Assistant Deputy Director Joy Testa Cinquino	<i>Books for Kids</i> drive live from Wegmans	WGRZ TV Channel 2 Daybreak WYRK morning show MIX 96 morning show WBLK morning show on April 20 <sup>th</sup> Also covered in The Buffalo News throughout the month of April
Media Release	1000+ Books Donated By Consulate General of India To Buffalo & Erie County Public Libraries Free Programs at Amherst Public Library to Celebrate India Arts & Culture	Sent April 16 <sup>th</sup> Covered in the NEWS INDIA TIMES on April 26 <sup>th</sup> and Artvoice on April 17 <sup>th</sup>
Media Release	World War I and <i>One Community One Book Day</i> programs	Buffalo Rising, April 17 <sup>th</sup> <a href="https://www.buffalorising.com/2018/04/wwi-programs-downtown-central-library/">https://www.buffalorising.com/2018/04/wwi-programs-downtown-central-library/</a>
WBLK-Yasmin Young	Promote Thrive! Health Fair	April 9 <sup>th</sup>
Riverside Review	Book Sale Donations	April 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> & 25 <sup>th</sup>

**Highlights:**

- The national cable TV program *Long Lost Family* aired a program on TLC that included footage videotaped at the Central Library last fall. The show featured an adopted Buffalo man who was searching for his natural mother.

**8. Partnerships**

**Highlights:**

- April 27<sup>th</sup> - **Kathryn Galvin** and Children’s Services Librarian **Nancy DiStasio** met with Reach Out and Read Regional Coordinator Tricia Kirst to discuss future steps for library collaboration with local Reach Out and Read sites. Reach Out and Read is a national nonprofit organization that gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together.

## 9. Director Activities

### Meetings and Events:

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

DATE	MEETING / EVENT
April 2, 2018	Conference Call - Monumental Women of Western New York
April 4, 2018	Meeting - Erie County Legislator April N.M. Baskin, District 2
April 4, 2018	Media Interview - WBLK - Yasmin Young
April 6, 2018	Meeting - Erie County Legislator John Bruso, District 8
April 6, 2018	Meeting - Mike Jackson - Smuckers/Milk-Bone
April 9, 2018	Meeting - New York State Senator Chris Jacobs
April 10, 2018	Meeting - Keith Ambrose, Daniel Fitzgibbons - Erie County Department of Public Works
April 10, 2018	Meeting - Just Buffalo Literary Center
April 10, 2018	Conference Call - Public Library System Directors Organization (PULISDO)
April 10, 2018	Conference Call - New York State Department of Education Division of Library Development and PULISDO
April 10, 2018	Meeting - Monumental Women of Western New York
April 11, 2018	Event - Health Fair
April 11, 2018	Meeting - Managers/Directors
April 12, 2018	Meeting - Administrative Team
April 12, 2018	Media Event - Health Fair
April 12, 2018	Meeting - B&ECPL Board of Trustees Executive Committee
April 13, 2018	Conference Call - Erie County Department of Public Works
April 13, 2018	Media Event - Lackawanna Public Library
April 13, 2018	Meeting - Paul Hogan - The John R. Oishei Foundation
April 14, 2018	Event - Lake Shore Public Library Grand Reopening
April 16, 2018	Meeting - Daniel Fitzgibbons - Erie County Department of Public Works; Chip Campbell - B&ECPL Maintenance
April 16, 2018	Meeting - Erie County Legislator John Bruso, District 8
April 17, 2018	Media Interview - WBEN - Brenda Alesii
April 18, 2018	Seminar - Buffalo Niagara Convention & Visitors Bureau - Human Trafficking in Buffalo
April 19, 2018	Meeting - B&ECPL Board of Trustees
April 19, 2018	Event - WWI Buffalo Never Fails - Ten Minute Play Festival
April 20, 2018	Event - Books for Kids
April 24, 2018	Library Tour - Erie County Legislator John Bruso and Staff

April 24, 2018	Library Tour - Erie County Commissioner of Public Works Bill Geary and Staff
April 25, 2018	Meeting - West Seneca Community Center & Library
April 25, 2018	Meeting - B&ECPL Board of Trustees Policy Committee
April 26, 2018	Meeting - Administrative Team
April 26, 2018	Meeting - Jeannine Doyle
April 26, 2018	Meeting - Town of Collins Public Library - Abigail Barten-McGowan
April 27, 2018	Meeting - Joy Testa Cinquino
April 29, 2018	B&ECPL Fundraising Event - ALEX AND ANI, Williamsville Store
April 30, 2018	Interview - Jeannine Doyle, Michelle Snyder, Jacob Maracle
April 30, 2018	Conference Call - PULISDO Trustee Education Regulation Committee

**Other:**

**Contracting Member Library Activity Reports**

**Elma Public Library** – submitted by Thomas Carloni, Director

Highlights of events and activities at the Elma Public Library:

- On March 30<sup>th</sup>, we hosted an Egg Hunt in the children's area of the library with almost 100 children and their families attending.
- April 23<sup>rd</sup> was the Opening Reception of the annual, week-long Iroquois Central Art Show. Over 350 patrons came to the library on Monday evening alone to view the amazing art on display by our local students.
- On April 11<sup>th</sup>, Children's Librarian **Kate Puehn** visited over 80 students at Iroquois Middle School to promote upcoming library programs.
- For 2 Saturday mornings each month, the library is hosting Paws for Love, a reading/therapy dog program through the Erie County SPCA. The program has had all available time slots filled so far.
- NYS Assemblymember David DiPietro visited the library on April 27<sup>th</sup> and presented a NYS Assembly Citation for Community Spirit to Director **Thomas Carloni** and the Elma Public Library staff.
- We will be hosting an Intro to Etsy class on May 11<sup>th</sup>. This class was very popular when it was introduced at the Kenmore Library last month and should be a success with Elma patrons as well.
- Next month, Director **Thomas Carloni** and the Elma Public Library Board of Trustees will be joined by the bookmobile to promote library services during the annual Town of Elma Memorial Day parade.

**Lackawanna Public Library** – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- The Lackawanna Public Library continues to serve as the hub of the city. We host weekly ESL classes with Literacy New York Buffalo-Niagara, Inc. and visits from the Department of Labor to meet the needs of our community.
- Our Toddler Time program is growing and each week we see new families joining Miss Lisa for stories, songs and crafts.
- The Lackawanna Public Library has 3 meeting rooms and we are able to provide meeting space for large groups like the Lackawanna Stakeholders Coalition or smaller space for one-on-one tutoring sessions.
- We are also booking many class visits to the library from local teachers and visits to classrooms for outreach.
- We have a Battle of the Books team this year and Miss Meg is hosting a kick-off party in May with games, snacks and prizes.
- We are also hosting a class from the Lackawanna Middle School for Steeler Service Day in May. The seventh graders will use old books to create dynamic book art to display around the library.
- Our staff is participating in a wellness program with the Cornell Cooperative Extension. As a result, we are receiving a free self-sustained tower garden to grow herbs and vegetables right inside the library. We hope to grow our own fresh produce and start a salad club program.
- Finally, our staff is participating in the Staff Development Day at the Central Library. We are all looking forward to learning new things and making new connections.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. None.

Agenda Item H – Public Comment. None.

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

Agenda Item J – New Business.

Agenda Item J.1 – Buffalo Presidential Center Presentation. Chair Housh called on Bren Price, representing The Association for a Buffalo Presidential Center (BPC) Board of Trustees; this local, not-for-profit organization is seeking to create a space at the Central Library to serve as a base for their offices and operations along with providing exhibits, displays and performance/workshop programming in library facilities. Handouts and brochures were at each trustee's place.

An informational presentation, using their website as a vehicle to outline BPC's mission, who they are, and what they do, was done by Mr. Price. He pointed out they see themselves as an active partner with the Library, with a common mission, and are looking to find a space that allows them to grow as an organization, grow their exhibits and programs, and collaborate.

Director Jakubowski updated trustees that the Library has had discussions with the BPC for several years and has been partnering with them in various programs/events. She believes it would be a valuable collaboration and opportunity to bring in another co-locator to the Library. The plan would be for the BPC to occupy 635 square feet of space on the ground floor of the downtown Central Library.

Discussion took place that this is to be a cost neutral transaction; Mr. Price stated the BPC could live up to the stipulations (modest rent, in kind programming/services/exhibits, and paying for the expense of improvements for the office space build-out) for 10 years out. Mr. Berlow asked if the BPC sees growth beyond this space. Mr. Price commented the BPC would like to grow within the Library if space becomes available and if/when they can afford it. Director Jakubowski conveyed that consideration for space on the second floor of the Central Library was explored, however, due to the cost of the build-out, the BPC at this time is not in a position financially to do this. The potential for additional space has been identified for the future.

Trustees' questions were answered and discussion ensued regarding BPC's future growth, collection, exhibit plans, space needs, cost neutrality, and integrating BPC items in B&ECPL's exhibits.

Trustee Kimberly Johnson questioned in giving this opportunity for space to this organization, does this open the door for other organizations to request the same. Director Jakubowski answered yes, the B&ECPL has and continues to entertain requests from other like-minded organizations who share similar missions as the Library and who can provide in kind programs/services; currently there are 4 other co-locators in the Central Library with similar missions who provide a modest rent and in kind services and/or programs: Project Flight, Literacy New York Buffalo-Niagara, Inc., Young Audiences of Western New York, and The Hispanic Heritage Council of Western New York, Inc.

Mr. Price invited trustees to visit their website [www.buffalopresidentialcenter.org](http://www.buffalopresidentialcenter.org) for additional information.

Chair Housh conveyed that a proposed resolution will be brought to the June 21<sup>st</sup> Board of Trustees meeting 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.

There being no further business, on motion by Trustee Burd with a second by Trustee Panty, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Kimberly Johnson  
Secretary