

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 18, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, April 18, 2019, at the Central Library pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, Chair
Alan Bedenko, Vice Chair
Sheldon M. Berlow
Lucy Candelario
Carima El-Behairy
Frank Gist
Frank Housh
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of March 21, 2019. On motion by Trustee Ted Johnson, second by Trustee Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reminded trustees this month is *Love Your Library* month; in addition, the next Board meeting, May 16, 2019, will take place at the Leroy R. Coles, Jr. Branch Library (formerly the East Delavan Branch).

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on April 11, 2019; a copy of the written report was at each trustee's place. Trustee Bedenko read from the report and moved to have the written report entered into the Minutes. Trustee Ted Johnson made a second, and approval was unanimous.

Present: Executive Committee Chair Kathleen Berens Bucki; Members Alan Bedenko, Sheldon Berlow, Katie Burd and Frank Housh. Also present were Trustees Ted Johnson and Elaine Panty, Director Mary Jean Jakubowski, CFO Ken Stone and COO Jeannine Doyle.

Chair Bucki called the meeting to order at 4:06 p.m. in the Joseph B. Rounds Conference Room at the Central Library. A quorum was present.

The Committee reviewed the agenda for the April 18, 2019 Board of Trustees meeting. Director Jakubowski spoke about the New York State Annual Reports.

Trustee Panty inquired on the status of the damage/repair to the vandalism at the Leroy R. Coles, Jr. Branch Library. Director Jakubowski provided an update and reminded trustees of the upcoming dedication ceremony for this library, April 26, 2019 at 2:00 p.m.

Trustee Panty shared the installation of the new circulation desk at the Riverside Library is nearly complete. She expressed her gratitude to the Maintenance Department who installed the desk and to Senator Chris Jacobs who provided funding.

Discussion was held on the status of the Request for Proposal (RFP) Central Library Café Concessionaire Operator. Trustee Housh requested he be informed if there were any RFP respondents when the RFP period closed on April 12th. Director Jakubowski asked CFO Stone to follow up with Trustee Housh once information was known.

The meeting adjourned at 4:35 p.m. on a motion by Trustee Burd and second by Trustee Bedenko.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Approve New York State Annual Reports. Deputy Director Chief Operating Officer Jeannine Doyle explained this resolution would authorize filing the System's New York State Annual Reports for 2018. Copies of both reports were sent to System Trustees via e-mail, with hard copies mailed to those System trustees without an e-mail address on file. COO Doyle shared some of B&ECPL's impressive highlights from 2018, noting program offerings continue to increase in the areas of children and young adults; one-on-one programs; collaborations with schools, child care centers, municipalities and literacy providers; and attendance in ESL programs across all age groups. Total circulation was up for 2018. Following discussion regarding the increases, Trustee Ted Johnson motioned, Trustee Panty seconded and approval of

Resolution 2019-9 as presented was unanimous. Chair Bucki expressed thanks for the hard work done on these reports.

RESOLUTION 2019-9

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Buffalo & Erie County Public Library's (B&ECPL) charter as well as qualify for State Aid funds, each library files reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the B&ECPL files both a Public Library Report and a Library System Report, while each contract library also files a Public Library Report, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees assures that the B&ECPL "*Annual Report for Public and Association Libraries – 2018*" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the B&ECPL Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "*Annual Report for Library Systems – 2018*" has been reviewed and accepted, and be it finally

RESOLVED, that the B&ECPL Board of Trustees assures that the B&ECPL System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item F – Report of the Director. Director Jakubowski shared that trustees in attendance received their new B&ECPL I.D. cards which allows entry at the Oak Street entrance of the Central Library and the Administrative area if the doors are locked.

Trustees were reminded of the following:

- April 26, 2019 at 2 p.m. – Leroy R. Coles, Jr. Branch Library Dedication Ceremony and Reception.
- April 1 – 30, 2019 - Books for Kids campaign. Director Jakubowski shared information about this campaign, detailed in the handout, which is done in collaboration with Project Flight. Trustee Kelly asked if Project Flight receives the unsold children's books from library book sales. Director Jakubowski explained there are rarely leftover children's books, but we do collect them and find good uses for them such as in day-care centers, the Sharon A. Thomas Children's Center at Buffalo City Court, etc.
- May 3, 2019, from 5:30 – 7:30 p.m., downtown Central Library – Opening Reception for the new exhibit *Telling the Story: Enslavement of African People in the United States*, ceremony at 6 p.m.
- May 4, 2019 at 8:30 a.m. – ACT meeting at the Aurora Town Public Library. Presentations on safety in the libraries will be done by Jeannine Doyle and Dawn Peters; meeting reminders will be sent out.
- May 6, 2019 at 10 a.m., downtown Central Library – Project Play 2019 Community Conversations with author and motivational speaker Kevin Carroll; this is being held thanks to the B&ECPL's relationship with the Ralph C. Wilson, Jr. Foundation and Project Play Western New York.
- May 9, 2019 at 6:30 p.m. – Author Margaret Creighton will be presenting at the Clarence Public Library on her book *The Electrifying Fall of Rainbow City* which is the feature selection for the 2019 One Community One Book series; Trustees were reminded to RSVP to Anne Conable for the private meet and greet beginning at 4:30 p.m., details of which had been e-mailed prior. Handouts detailing One Community One Book month-long programs were distributed.

Following the Board meeting, trustees were invited to attend the Public Hearing for the NYS Complete Count Commission on the 2020 Census at BPS #95 Waterfront Elementary School; Director Jakubowski will be presenting.

A copy of the *Cheektowaga Bee's* article about CBS Evening News anchor Jeff Glor who spoke to a packed house at the City of Tonawanda Public Library was passed around. Trustee Panty attended that event.

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

B&ECPL Monthly Report March 2019

New York State Budget – The 2019 New York State Budget is now finalized with the following impacts noted for Library Aid Programs and the State Aid for Library Construction Program:

- Library Operating Aid: Statewide, at \$96.7 million, these funds are unchanged from last year. B&ECPL's share, \$2.25 million, is unchanged.
- State Aid for Library Construction: Statewide, at \$14.0 million, this is a reduction of \$20 million (59%) from the 2018 allocation. This will reduce funding for B&ECPL and member library projects by \$916,946, from last year's \$1,558,809 down to \$641,863. The Construction Aid cuts will impact funding available for projects in the next project application cycle.

In addition, \$20 million in funding has been allocated for the 2020 Census complete count efforts, whereby public libraries are noted in the appropriation as eligible to receive a portion of this funding. It is not known at this time the amount being specifically allocated to public libraries. Funds will be administered by the Empire State Development Corporation. Additional information will be provided as it becomes available. This writer anticipates being appointed to the Erie County Complete Count Committee.

Also noted in the budget is Targeted Aid. This aid, \$15 million, is allocated for school districts, public libraries and not-for-profit institutions, divided equally between the Senate, Assembly, and Governor. Additional information will be provided as it becomes available. Libraries are being encouraged to advocate for a portion of this funding.

A significant change in this year's budget includes the granting of the Legislature's authority to conduct mid-year budget cuts. The *Buffalo News* reported on March 31, 2019: *Further, the Legislature has given authority to Cuomo's budget division to cut up to \$190 million from the new budget if tax receipts during the busy tax month of April do not improve. They started falling off last December amid several competing explanations.* B&ECPL will monitor this situation. The following is a link to the *Buffalo News'* full article: <https://buffalonews.com/2019/03/31/final-pieces-of-2019-state-budget-come-together/>.

Digitized – Mark Twain’s *The Adventures of Huckleberry Finn Manuscript* is now in digital format and available online from the B&ECPL’s Digital Collections webpage at <https://www.buffalolib.org/content/digital-collections>. Etherington Conservation Services (ECS) digitized the 1,361-page manuscript in accordance with current archival standards and to B&ECPL’s specifications. A team from B&ECPL’s Grosvenor Room/Special Collections, Cataloging and Network Support Departments collaborated to get the digital version online. Technical Services and Digital Librarian **Allison Lund**, Rare Book Clerk **Nicky Kondziela Gerace**, Library Information Technology Administrator **Steve Hovey**, Webmaster **Terri Dickson**, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** are commended for their work on this project.

Women’s History Month 2019 – Women’s History Month was celebrated with an opening program at the Central Library on March 1st featuring remarks by Lt. Governor Kathy Hochul and music by the Buffalo Women’s Choir. Highlights of month-long events included: March 2nd – Annual Roses for Outstanding Women Ceremony honoring 30 local women and hosted by author/historian Eva Doyle; visiting exhibit from Yad Vashem (Israel’s official memorial to victims of the Holocaust), *Spots of Light: To Be a Woman in the Holocaust*, which was on display in partnership with the Holocaust Resource Center of Buffalo; March 3rd – Dr. Karolina Krasuska of the University of Warsaw, Poland who spoke on themes related to the exhibit; March 21st – press event held by Trailblazing Women of WNY announcing funding and the names of the 3 women to be honored in sculpture: architect Louise Blanchard Bethune, civil rights leader Mary Talbert and Native American heritage keeper Geraldine “Sid-Tah” Green with Dr. Karen King, Executive Director, Erie County Commission on the Status of Women, conducting the announcement. Other events included: a book discussion of Kate Manne’s *Down Girl*, Girls’ Chess Club, Airplane Gliders and Amelia Earhart at the Crane Branch Library, A Tribute to Former Congresswoman Shirley Chisholm at the Frank E. Merriweather, Jr. Branch Library, Drag Queen Story Time at the Central Library, *Project Glam* sponsored by WBLK 93.7 and Jack FM 92.9, designed for women to network with other women, exposure to small businesses and a fashion show.

New York Library Association (NYLA) sustainability initiative *New York Reads: Drawdown* – Libraries throughout the B&ECPL are participating in the statewide *New York Reads: Drawdown* environmental sustainability initiative in the months of March and April. The focus of this initiative is to engage communities in conversations on science-based solutions to slowing down climate change. Various programs and activities include: creating grocery totes out of recycled tee-shirts; making decorative paper dahlias from recyclable materials; Go Back to the Bar! program where participants make bar soap holders; water filtration experiments; Up-Cycled Gardening program in which patrons create take-home gardens in containers brought in to repurpose and recycle; a rain barrel painting project; an Earth Day celebration concert; and movie nights with recently released films focused on environmental health.

Homegrown Author Series - Information Services and Outreach Librarian

Andrew Maines hosted the March Homegrown Author Series, March 23rd. Local author, historian, and entrepreneur Mark Goldman spoke on a variety of topics from a Buffalo Sicilian neighborhood in the lower West Side, his experience in grassroots historic advocacy, as well as his most recent book *Albright: The Life and Times of John J. Albright*.

The Homegrown Author Series is held monthly every 4th Saturday from 2-3 p.m. in the Central Library's Ring of Knowledge. Information can be found on the Central Library's event calendar at www.buffalolib.org.

Library Night with the Buffalo Bandits - This event was held on March 23rd at the KeyBank Center. **Andrew Maines** hosted an information table, speaking with 50 people about library resources and services the B&ECPL provides. Created as a fundraising event, \$625 was raised for the B&ECPL.

2019 Winter Reading - Information Services and Outreach Librarian

Stephanie Molnar brought the Adult Online Winter Reading Contest to its conclusion, awarding a Kindle Fire 10 to a lucky adult participant from the Boston Free Library. Readers submitted book reviews which were posted to the Library's website. Ninety-seven adult participants submitted 565 book reviews.

The Kids, Teen and Classroom Online Winter Reading Contest also concluded with 10 teens (ages 12-16) reading and reviewing 62 books and 86 children (ages 5-11) reading and reviewing 933 books. Grand prize winners representing the West Seneca Public Library and the Frank E. Merriweather, Jr. Branch Library each received an Amazon Kindle 10. Six classrooms registered with students reading 44 books. The winner of an Amazon gift card and various books and crafts went to Ms. Samantha Myers' 5th grade class from Fletcher Elementary School in the City of Tonawanda. Children's Services Librarian **Amanda McCormick** coordinated the Kids and Classroom Contest and Information Services and Outreach Librarian **Maria Lowe** coordinated the Teen Contest.

Monthly Programming Statistics - March 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	232	560	5230	12025
Children (age 6-12)	165	451	2473	7270
Teens	34	83	326	707
Intergenerational	272	714	5881	15472
Adults (excludes Technology)	267	685	4652	11428
TOTAL In Library Programs	970	2493	18562	46902

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	5	4	5
Children (age 6-12)	78	211	78	211
Teens	200	387	200	387
Intergenerational	25	82	25	82
Adults (excludes Technology)	180	469	180	470
TOTAL In Library Programs	487	1154	487	1155

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	12	32	71
System or Library-owned Cyber Train	7	27	47	195
One on One	152	447	169	473
TOTAL Adult Technology	164	486	248	739

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	15	39	355	760
Children (age 6-12)	11	18	551	1095
Teens	2	3	200	300
Intergenerational	8	24	1015	2467
Adults (excludes Technology)	17	49	482	1455
TOTAL Outreach (out of Library)	53	133	2603	6077

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	5	8	128	238
Adult Services	1	7	35	132
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	1	4	4
Grosvenor Room	3	6	25	92
TOTAL	10	22	192	466

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	5672	15739	
Visitors - Tour/Program	192	466	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	5864	16205	68998

World Puppetry Day - In honor of World Puppetry Day March 21st, 3 local puppeteers - Franklin LaVoie, Josh Marcks and Michele Costa - offered storytelling and puppetry methods to patrons at the Central Library on Saturday, March 23rd.

Outreach - On March 4th, Children’s Services Manager **Kathryn Galvin** and Children’s Services Page **Sarah Zaslavsky** took library programming to the Valley Community Association for their Family Literacy Night series. Kathy and Sarah led the families in a series of educational activities utilizing the Science of Sound programming kit.

Sarah Zaslavsky and Children's Services Library Assistant **Devon Cozad** attended the Pizza Palooza event at Buffalo Public School (BPS) #80 Highgate Heights on March 14th.

Frank E. Merriweather, Jr. Branch Manager **Joshua Mitch** and Leroy R. Coles, Jr. Branch Manager **Kit Pitkin** attended a Wellness Fair held at BPS #192 Buffalo Academy for the Visual and Performing Arts on March 6th.

On March 16th, Information Services and Outreach Librarian **Renée Masters** participated in a health literacy outreach event at the Walden Galleria Mall. The event was organized by students participating in a National Network of Libraries of Medicine (NNLM) funded project titled Teens Reaching Teens: SHARING Information about NNLM Resources. Renée spoke with individuals about the Library's resources and issued new library cards.

Kathryn Galvin and Children's Services Page **Nancy Rypinski** attended the Buffalo Public Schools' Saturday Academy at BPS #80 Highgate Heights for their Career Fair Day on March 16th.

North Park Branch Manager **Jennifer Crowley** visited the Buffalo Zoo Preschool on March 25th.

Isaías González-Soto Branch Manager **Jason Barone** and Information Services and Outreach Librarian **Shanley Olszowy** attended the National Grid Community Expo held at Our Lady of Hope Church in Buffalo on March 28th.

Children's Services Librarian **Nancy DiStasio** and **Nancy Rypinski** attended the Western New York Family Magazine Summer Camp and Fun Fair at the Boulevard Mall on March 30th.

Tours – Rare Book and Map Librarian **Charles Alaimo** provided an in-depth tour of the *Buffalo Never Fails: The Queen City and World War I* exhibit to 8 students and 1 teacher from Canisius College who are currently studying the War for a Capstone course.

Shanley Olszowy and **Maria Lowe** hosted 8th graders from St. Mary's Elementary School. The group toured *Buffalo Never Fails: The Queen City and World War I* exhibit and participated in a scavenger hunt and the WWI program: *WWI Posters: Influencing Youth on the Homefront*.

Children's Services Librarian **Erin M. Burke** and **Devon Cozad** hosted a visit from Camp Centerland – JCC of Buffalo on March 15th. The group, which included children from kindergarten through 6th grade, had a tour of the Central Library, a science activity, and the opportunity to check out books.

On March 18th, with the help of Technical Specialists **Tyler Kasniak** and **Shane Hallnan**, as well as Technical Clerk **Dominique Morrow**, Launch Pad Manager **Jordan Smith** hosted a hands-on tour of the Launch Pad for a staff development outing of 9 employees from M&T Bank.

Grosvenor Room Librarian **Rhonda Hoffman** provided a tour of the Grosvenor Room's Music Collection to David M. King, Music Librarian with the Carnegie Library of Pittsburgh, March 22nd.

Children's Services Librarians **Jessie Blum**, **Erin M. Burke** and **Susan Buttaccio**, as well as **Devon Cozad**, toured the Central Library with kindergarten and first grade students from BPS #80 Highgate Heights on March 28th.

Library on Wheels - The *Library on Wheels* added the Catholic Health System's McAuley Residence, Kenmore Mercy Hospital and the Ken-Ton Family Care Center as new stops. In March, the *Library on Wheels* attended 5 special events including: Super Family Literacy Night! at Parkdale Elementary School in East Aurora on March 7th, the Buffalo Public Schools' Saturday Academy program at BPS #80 Highgate Heights on March 16th and BPS #97 Harvey Austin School on March 30th, Community Action Organization (CAO) Head Start at the Fruit Belt Academy, and the Charter School of Inquiry in Buffalo on March 29th. The special events resulted in 230 visitors and 219 items checked out.

Job Fairs - New York State Senator Chris Jacobs and Roswell Park Comprehensive Cancer Center sponsored a Job Fair at the North Park Branch Library on March 9th. Staff from Roswell Park were on hand to help attendees with resumes and share information on 185 available positions. More than 130 individuals visited the library to receive assistance and discuss job opportunities with Roswell Park staff.

On March 26th, Information Services and Outreach Librarians **Sara Fuller** and **Danielle Ptak** attended the Western New York Diversity Job Fair held at the Buffalo Niagara Convention Center.

Robotics in the Library - **Jason Barone**, Library Associate **Tami Linkowski**, and Buffalo Branch Librarian **Lee Ann Kostempski** hosted the ROBOFest program at the Isaiás González-Soto Branch Library on March 20th. Twenty participants programmed a "human robot" in order to solve a challenge, made Bristlebots out of toothbrushes and vibrating motors, and explored color and coding with Ozobots.

Summer Reading and Program Planning - Children's Services staff presented the annual Youth Services Group (YSG) summer program planning meeting "YSG Spring Blast Off!" recognizing this year's summer reading theme "A Universe of Stories." The meeting was held on March 20th at the Central Library. **Maria Lowe** presented

information about teen programming and Assistant Deputy Director of Development and Communications **Joy Testa Cinquino** and Library Display Artist **Dawn Stanton** provided information on marketing. Topics included marketing tips, Collaborative Summer Library Program (CSLP) materials, teen programs, summer specials, and uses of incentives for summer reading. Jalen Law, a visual artist from the Jalen Law Collection, was invited to the meeting and provided a programmer demonstration.

Teen Activities - Maria Lowe hosted the Reader’s Quest book group for middle school students on March 23rd. The participants discussed the graphic novel *Amulet*. Also on this date, Rising Voices book group for high school students met and discussed the book *Speak* by Laurie Halse Anderson.

Business Development - On March 25th, Information Services and Outreach Librarian **Sandra Courtney** presented a workshop on Marketing & Research using the library database ReferenceUSA Consumer/Lifestyles. The workshop, part of PathStone and Community Action Organization’s Business Development Series, connected entrepreneurs with library resources that will assist in the building and development of business plans and connect the entrepreneurs with information resources that will help them to be successful in their business endeavors.

American Dream Grant Cyber Train Caravan - On March 1st, 8th, 15th and 29th, Information Services and Outreach Librarians **Sara Fuller** and **Susan Kriegbaum-Hanks** took the American Dream Grant Cyber Caravan to Jericho Road Hope Refugee Drop-In Center. A total of 32 adults practiced English language skills by learning about vowels and viewed interactive videos on citizenship and community life; they also practiced lessons in preparation for the Naturalization interview and civics test.

2. Collection Development

Collection Development - March 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,211	9,456	265	879	542,118
Young Adult Print	642	1,703	94	321	74,473
Adult Print	4,559	11,619	768	2,159	1,833,186
Media	4,239	12,485	513	1,433	571,716
Other*	2,912	8,230	7	23	180,768
Subtotal	16,563	43,493	1,647	4,815	3,202,261

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,022	3,382	732	2,206	73,749*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	220	716	154	550	14,566
eVideos	0	0	0	0	100
Subtotal	1,242	4,098	866	2,756	88,415

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	17,805	47,591	2,533	7,571	3,290,676

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	630	4.9%	626	64.4%
Staff Initiated	51	0.0%	51	80.4%

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

Subject Guides - The Library's Subject Guides were viewed by 1,741 visitors from 22 countries in March. In addition to the United States, visitor countries of origin included Australia, Barbados, Belize, Brazil, Canada, France, Greece, Hong Kong, India, Kenya, Morocco, Namibia, the Netherlands, Pakistan, Panama, the Philippines, Puerto Rico, South Africa, South Korea, Turkey, and the United Kingdom.

Willa Cather Letter - Rare Book Room staff provided digital images of a 2-page letter from American writer Willa Cather to the *Complete Letters of Willa Cather* database of the *Willa Cather Archives* of the University of Nebraska at Lincoln. The typed, autograph letter to Mr. Watson is dated February 12, 1941 and will be included in the comprehensive online collection.

FamilySearch Affiliate Library - The B&ECPL, through the Grosvenor Room/Special Collections Department, has become a FamilySearch Affiliate Library. FamilySearch is a non-profit organization which has collected genealogical records world-wide since the 1930's. FamilySearch's goal is to digitize genealogical records and make them available for free for patrons of FamilySearch Affiliate Libraries and Family History Centers.

FamilySearch databases are accessible from computers in the Central Library's Grosvenor Room.

Song Book Content Added to Online Catalog – Tens of thousands of individual songs found in B&ECPL's collection of song books have been recently added to the B&ECPL's online catalog. This extensive project which took 10 years to complete, provides for easy and efficient online searching of an individual song, subsequently identifying the anthology in which the song can be found. Completed by Grosvenor Room Senior Pages **Donna Tarbania** and **Joell Gilley** (and worked on by a multitude of staff members), the song lists were added to B&ECPL's online catalog by **Allison Lund**.

3. Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - March 31, 2019	\$56,348.11

Spring it On! – The Library participated in the United Way's *Spring It On!* March 20th - 21st online giving campaign. Over a 24-hour period, 43 donors gave \$2,280 to support the Library's *Bucks for Books* campaign.

4. Facilities

Central Library American with Disabilities Act Review – Working with Erie County Office for the Disabled Executive Director Frank Cammarata, **Renée Masters** participated in a walk-through of the Central Library to assess the current status of compliance with Americans with Disabilities Act (ADA) accessibility standards. Mr. Cammarata provided guidance and feedback for Assistant Maintenance Supervisor **Mark Kross**, Assistant Supervisor of Building Operations and Maintenance **Thomas Murphy**, and Information Services and Outreach Manager **Dan Caufield**. Assessment will be ongoing to assure the Central Library meets or exceeds required standards.

Dedication Plaque – The plaque, photographs and proclamations from the October 2018 dedication ceremony of the Isaiás González-Soto Branch Library have been installed. **Dawn Stanton**, Assistant Library Display Artist **Darlene Pennachi**, and **Thomas Murphy** assisted workers from ASI Signage Innovations with installation March 26th. The plaque was provided by the Hispanic Heritage Council of Western New York, Inc.

5. Staff Development

Staff Development - March 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	293	640	4	13

Staff Training - *Difficult Staff-Patron Situations Training - Managers Version, Part 1* (presented by Peter Lepore, Enterprise Learning System/B&ECPL); *Getting Started in Grants, Part 2* (2 sessions presented by CharityHowTo/B&ECPL); *Youth Services Group Meeting* (presented by B&ECPL Children's Department).

Workshops - *Dealing Effectively with Unacceptable Employee Behavior* (presented by Skillpath); *Exceeding Expectations: Positioning the Library in the Community* (presented by University at Buffalo, 2019 Bobinski Lecture Series); *FCS Administrators Update* (presented by FCS Administrators); *How to Borrow Money* (presented by SBA); *Social Media Marketing* (presented by SBA).

Conferences - *Computers in Libraries Conference* (presented by Information Today); *COSUGI Annual Conference* (presented by COSUGI/SirsiDynix); *Spring Fever Conference* (presented by the Society of Children's Book Writers and Illustrators).

Webinars - *5 Ways to Promote Digital Equity in Your Library* (presented by Booklist); *Accompanying the Young Reader: Helping to Choose Appropriate Books* (presented by WebJunction); *Activate the Library Space with Learning* (presented by OCLC); *Amplifying Student Voices Across Community* (presented by PBS); *Balancing Books and Social Issues: Homelessness and Trauma* (presented by Infopeople); *Book Tasting in the Library: A Recipe for Reading* (presented by Infopeople); *Career Advancement, Mentoring, & Team Building* (presented by NYLA YSS); *Data Visualizations for Decision-Making* (presented by RIPL); *E-Resources Licensing: Best Practices, Parts 1, 2, & 3* (presented by ALA); *Effective Online Outreach: Tools and Tactics for Connecting Communities and Collections* (presented by OCLC); *Empowering Young Media Creators and Consumers* (presented by PBS); *Growing Summer Meals with Innovative Community Partnerships* (presented by Hunger Solutions NY); *How to Give a Laughter-as-Therapy Program in Your Library* (presented by Infopeople); *How Will Advanced Intelligence Impact Library Systems Over the Next Decade* (presented by Library Journal); *Implicit Bias in the Workplace* (presented by Infopeople); *Intergenerational Programs at the Library: Connecting Generations for Healthy Communities* (presented by OCLC); *Interlibrary Loan* (presented by Idaho Commission for Libraries); *Library of Congress BIBFRAME Progress* (presented by ALCTS); *Middle Grade Magic* (presented by School Library Journal); *QuestionPoint Redesign* (presented by OCLC); *READsquared Kickoff* (presented by NYSED); *Reducing Workplace Stress with Mindfulness* (presented by Infopeople); *Serving Children with Autism Spectrum Disorder, Parts 1 & 2*

(presented by ALA); *Sirsi SPP BC Acquisitions Demo and Product Update* (presented by SirsiDynix); *Spring Graphic Novels* (presented by School Library Journal); *Spring Picture Books: New Books for the Newest Readers* (presented by Booklist); *Springing Forward: Youth Titles to Watch* (presented by Booklist); *Strategic Planning in a Deeply Weird World: The Flexible Roadmap Field Guide Approach* (presented by OCLC); *Supercharge Your Storytime Assessment: Using Data to Tell Your Story* (presented by OCLC); *Supporting a Patron in Crisis* (presented by Washington State Library); *Training for a Harassment Free Workplace* (presented by Kantola); *Using Social Media as a Tool to Advocate Diversity and Inclusion* (presented by Infopeople); *Weeding Fundamentals for Public Libraries* (presented by LibraryWorks); *What's New in Children's Literature* (presented by Infopeople); *Why Read Crime Mysteries & Thrillers and How to Help Those That Do* (presented by EBSCO); *Working with Individuals Affected by Homelessness* (presented by ALA); *Workplace Violence: The Early Warning Signs* (presented by Kantola).

Other - *Public Library System Administrators Orientation* (presented by New York State Department of Education - Division of Library Development); *Supercharged Storytimes* (presented by New York State Library/OCLC).

6. Communications//Media Coverage/Media Releases/Social Media

Type of Communication	Topic	Air Date/Publish Date
Media Coverage	Drag Queen Family Time	WKBW TV News, March 2 nd
Media Coverage	Library hopes for visitor boost from digitized Huck Finn manuscript	Buffalo Business First, online edition, March 28 th
Media Invitation	Books for Kids - April 2019 Campaign Kickoff	The Buffalo News, WGRZ TC, Townsquare Media stations, March 26 th
Article	March Calendar of Events at the North Park Branch Library	Buffalo Common Council Member Joel Feroletto's eNewsletter, February 28 th
Media Coverage	Job Fair at the North Park Branch Library - Roswell Park Looks to Fill 185 Positions	WKBW TV, March 5 th
Article	March Events at the Riverside Library	Riverside Review, March 6 th , 13 th , 20 th & 27 th
Article	Really, Really Free Market at the Riverside Library	Riverside Review, March 13 th & 27 th

Media Coverage	Celebrating the First African American Congresswomen at the Frank E. Merriweather, Jr. Branch Library	WKBW TV, March 16 th & 17 th
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Social Media

MARCH 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	131	365	10,434	25,406	68	8,535
<u>Flickr</u>	60	425	16,071	46,040	N/A	54
<u>Google Ads</u> ¹	N/A	N/A	2,603	7,777	N/A	N/A
<u>Instagram</u>	35	102	1,450	5,181	54	1,958
<u>Pinterest</u>	12	157	3,686	7,630	26	1,861
<u>Podcast</u> ²	4	12	N/A	N/A	N/A	N/A
<u>Twitter</u>	127	352	1,128	3,505	33	10,090
Total	369	1,413	35,372	95,539	181	22,498

¹ Google Ads is provided to the Library through a grant. Monthly activity based on public clicks and verified calls from the Library's online advertisement.

² Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

7. Partnerships

Niagara, Orleans and Genesee County Public Library System (NIOGA) - On March 6th, the Children’s Services Department co-hosted a summer performer showcase. The session featured brief presentations from several programmers who are available to conduct their programs at area libraries, including many who were new to the System. The showcase was held at the North Tonawanda Public Library and was coordinated by NIOGA Youth Services Consultant Laura Herold.

University at Buffalo - Jordan Smith met with researcher Samuel Abramovich and others of the MakerSpace Assessment Research Team on March 21st to discuss initial interview results and tactics, as well as potential conferences to present the research resulting from the Institute of Museum and Library Services (IMLS) Grant study including: Connected Learning Summit (October 3-5, 2019 in Irvine, CA), Play Make Learn Conference (August 8-9, 2019 in Madison, WI), and Maker Ed (October 12-13, 2019 in Pittsburgh, PA).

Buffalo Broadcasters Association - Meg Cheman attended a collection launch event at the Buffalo Broadcasters Association (BBA) archives in Cheektowaga. Through grants and community partnerships, the BBA has digitized many news reels focused on Buffalo and surrounding area history from the 1970's. The reels are accessible through New York Heritage <https://nyheritage.org/>. The B&ECPL, working with its own complementary Rich Newberg Reports Collection, will explore ways to link these collections to give the community broader access to this unique on-the-spot history.

CreativeMornings - Jordan Smith staffed a library information table at the monthly *CreativeMornings* event held on March 8th at the Central Library.

Young Women's Christian Association - Kathryn Galvin attended a meeting of the Advisory Committee for the Young Women's Christian Association (YWCA) Children's Center in the Courts.

Child Care Resources Network - Kathryn Galvin met with Susan DiNatale, Director of Education and Training, and Kathy Kiblin, Education and Training Specialist, from the Child Care Resource Network to discuss professional training opportunities by the Child Care Network for B&ECPL staff.

Buffalo Public Schools - Assistant Deputy Director Dorinda Darden and Buffalo Branches Manager **Linda Rizzo** attended the Buffalo Public Schools' Student Support Services Community Partner meeting held at BPS #93 Southside Elementary on March 8th.

Feed Buffalo - Joshua Mitch has been in contact with Drea d'Nur, founder of the non-profit organization Feed Buffalo, in regards to collaborating on a satellite food pantry for the community at the Frank E. Merriweather, Jr. Branch Library.

Penn Dixie Fossil Park & Nature Reserve - Penn Dixie's science-based program, Teen Science Café, is now being held at the Frank E. Merriweather, Jr. Branch Library.

Erie County Legislator Lynne Dixon - Legislator Dixon held a Home Energy Assistance Program (HEAP) outreach program at the Dudley Branch Library.

8. Planning for the Future

The Library System sent 949 signed letters from patrons to the Western New York State delegation requesting their consideration for an increase in public library funding in the proposed FY2019/20 State budget. The letters encouraged restoration of and an increase in statewide Library Operating Aid to \$200 million, State Aid for Library Construction to \$75 million, and to allocate \$40 million statewide for training, translation, materials and equipment for next year's Census 2020.

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
March 2019**

DATE	MEETING / EVENT
March 1, 2019	Event - Welcome Remarks - Women's History Month Kickoff
March 2, 2019	Workshop - Association of Contracting Library Trustees (ACT) 2019 Annual
March 3, 2019	Event - Welcome Remarks - Spots of Light: To Be a Woman in the Holocaust
March 4, 2019	Event - New York State Census Commission Complete Count Committee Hearing
March 4, 2019	Meeting - Ewell Free Library Board of Trustees
March 5, 2019	Meeting - Joy Testa Cinquino
March 6, 2019	Conference Call - Public Library System Directors Organization Trustee Education Committee
March 6, 2019	Meeting - Administrative Team
March 18, 2019	Meeting - Jeannine Doyle
March 18, 2019	Conference Call - Karen King, Executive Director - Erie County Commission on the Status of Women
March 18, 2019	Conference Call - Kyle Coles
March 18, 2019	Meeting - Library Foundation of Buffalo and Erie County
March 19, 2019	Meeting - Rotary Reads Kids Clubs
March 21, 2019	Media Event - Trailblazing Women of WNY
March 21, 2019	Meeting - New York State Assemblymember Karen McMahon
March 21, 2019	Event - Women's History Month Book Club: "Down Girl"
March 21, 2019	Meeting - Elaine Panty, B&ECPL Board of Trustees
March 21, 2019	Meeting - B&ECPL Board of Trustees
March 22, 2019	Meeting - Robert Alessi, Dorinda Darden, Peggy Errington, Paul Guminski, Jacqueline Hovey, Linda Rizzo
March 25, 2019	Meeting - Jeannine Doyle
March 25, 2019	Conference Call - Kulture Khazana
March 25, 2019	Media Interview - Buffalo Business First
March 26, 2019	Conference Call - PULISDO Trustee Education Committee

Other:

Contracting Member Library Activity Reports

North Collins Public Library – submitted by Jacob Rachwal, Director

Highlights of events and activities at the North Collins Public Library:

- On March 11th, we had a special visit from Punkin the Clown who presented a St. Patrick's Day show in the library. There were many in attendance and all shared in her special magic tricks and balloon sculptures.
- On March 25th, Library Manager **Jacob Rachwal** presented an ALL DAY drop-in program in celebration of International Waffle Day. For this program, participants made their own waffle and ate it in the library. A variety of toppings were available and participants were encouraged to check out an assortment of "waffle-related" materials. In all, 63 people of all ages participated.
- A standing-room-only crowd of over 130 people came out on March 26th when we hosted the Buffalo Zoo as they presented their program World Safari. This program combined interesting animal facts with geographic locations for a global understanding of the animal kingdom.
- On March 27th, we hosted United Healthcare as they came to our library with an information table to assist with any questions that patrons might have on Medicare.

Town of Tonawanda Public Library – submitted by Mary Muscarella, Director

Highlights of events and activities at the Town of Tonawanda Libraries:

- *Buffalo's Presidential Connections* was presented in March at the Kenmore Branch by a representative from the Theodore Roosevelt Inaugural National Historic Site.
- *Make a Terrarium* and *Make a Succulent Garden* programs were presented in March at both the Kenilworth and Kenmore Branches by the Buffalo and Erie County Botanical Gardens.
- The Siberian Husky Club of the Niagara Frontier brought huskies and some sled equipment in March for presentations at both the Kenilworth and Kenmore Branches.
- NEW - *Cook Book Club* is being held at the Kenilworth Branch on the 4th Wednesday of each month.
- NEW - *Retro Game Night* is being held every Thursday evening at the Kenmore Branch.

- *Life on a Coral Reef* presentation by local underwater photographer Mary Lou Frost will be held on Wednesday, April 10th at 7 p.m. at the Kenmore Branch.
- *Joy of Trains* display and presentation will be held on Tuesday, April 23rd from 10 a.m. – 2 p.m. at the Kenmore Branch.
- We welcomed a new pet at the Kenmore Branch – a turtle named “Chomper.” Patrons and staff love her!
- “Pete the Cat” will be at the Kenmore Branch to celebrate Children’s Book Week in May.
- Bicycles (2 at the Kenilworth Branch and 2 at the Kenmore Branch) will be raffled in our Summer Reading Contest this year for the first time.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski reminded trustees of the next ACT meeting May 4th at the Aurora Town Public Library - 8:30 a.m. coffee and 9 a.m. business meeting with program.

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

Agenda Item I – Unfinished Business. Trustee Ted Johnson asked if any responses to the RFP Central Library Café Concessionaire Operator were received. CFO Stone updated trustees that one bid was received. It was from RP Buffalo LLC (dba Roly Poly), who had previously been awarded the bid but pulled out because their franchiser did not approve the Library for a franchise location at that time. CFO Stone explained their franchiser had a change of heart and they have a tentative site visit scheduled for May 3rd which is before the next May 16th Board of Trustees meeting. CFO Stone shared there was a second person of interest, but they missed the bid deadline by 2 hours making their proposal unacceptable. CFO Stone remarked he would not recommend bringing anything forward to the Board until we have a firm commitment/approval from Roly Poly’s franchiser; Director Jakubowski agreed and pointed out the Board can decide how long they are willing to wait before they take any next steps. In response to Trustee Ted Johnson’s statement/question on whether this is even a proposal {without franchiser approval}, CFO Stone replied that Roly Poly has submitted a proposal which indicates they are seeking approval from their franchiser and they have indicated they anticipate they will get it. CFO Stone pointed out that if we do not get a response by the May Board meeting, the Board can reject the proposal and put it out to bid again. Discussion ensued, including the value of possibly having the Board require any future café operators be the sole caterer for events held at the Central Library, as well as Trustee Berlow requesting Trustee Ted Johnson reach out to Jason Davidson, a former Fables café operator, asking his opinion on how to make the café successful. Trustee Ted Johnson replied he has no problem reaching out to Mr. Davidson. Trustee Kelly asked if we have many catered events. Director Jakubowski replied we have occasional catered events and our in-house partners do

cater events from time to time in the library as well; Director Jakubowski reiterated, it is up to the Board to make something like this required.

Agenda Item J - New Business. None.

There being no further business, on motion by Trustee Ted Johnson with a second by Trustee Bedenko, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary