

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 21, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, February 21, 2019, at the Central Library pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, Chair
Kimberly Johnson, Secretary
Joel Moore, Treasurer
Sheldon M. Berlow
Katie Burd
Lucy Candelario
Frank Gist
Frank Housh
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:05 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 January 17, 2019. On motion by Trustee Candelario, second by Trustee Gist, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported Trustees Frank Housh and Kimberly Johnson will be representing the B&ECPL along with 13 staff members in Albany on February 27th for New York Library Association’s Advocacy Day.

2019 Contracting Member Library System Liaison Schedules were at each trustee’s place. Trustees were reminded they are asked to attend one meeting in 2019 for each assigned library and provide a report at the System Board meeting that follows.

The Chair called upon Trustee Berlow to provide an update on the *Proposal for Redefining the Organizations’ Relationship* between the B&ECPL and Library Foundation of Buffalo & Erie County, Inc. Trustee Berlow reported no response has been received

to date, however, he understands the Foundation has hired counsel to help them proceed.

Agenda Item D.1 – Committee Appointments. 2019 Committee appointment lists were distributed to trustees at the beginning of the meeting. Trustee Burd moved to approve 2019 Committee assignments. Trustee Panty seconded, and appointments were approved as presented.

Per Bylaws Article V, Section 6 – “...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee...” The proposed 2019 Governance Committee members consist of Mr. Bedenko (Chair), Mr. Gist, Mr. Housh and Ms. Kelly; with the exception of Mr. Bedenko who was not in attendance, each verbally confirmed they are independent trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee. Mr. Bedenko will be asked to confirm at the next Board meeting.

Committee Chairs will need to schedule meetings for 2019 as needed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on February 14, 2019; a copy of the written report was at each trustee’s place. Chair Bucki summarized the meeting and entertained a motion to have the written report entered into the Minutes. Trustee Kelly moved. Trustee Panty made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki; members Sheldon Berlow, Katie Burd and Frank Housh. Also present were Trustee Elaine Panty, Director Mary Jean Jakubowski, Chief Operating Officer Jeannine Doyle and Chief Financial Officer (CFO) Ken Stone.

Chair Bucki called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

Chair Bucki indicated the *2019 Contracting Member Library System Liaison Schedule* will be distributed during the February Board meeting. In addition,

2019 B&ECPL Board committee assignments are being reviewed and prospective Committee Chairs will be contacted.

Trustee Berlow requested he be able to make a report to the Board regarding the status of the proposed agreement between the B&ECPL and the Library Foundation of Buffalo and Erie County, Inc. at the February Board meeting. Chair Bucki indicated she would call on him to do so during her report - Report of the Chair.

Director Jakubowski shared information regarding vandalism which occurred at the Leroy R. Coles, Jr. Branch Library explaining that the incident has been reported to the police. A complaint dispatch (CD) number has been issued.

Director Jakubowski requested consideration from the Board for the Planning Committee, once set, to review the B&ECPL's Mission, Vision, Core Values and Principles. This request comes as the American Library Association's Library Bill of Rights, which were adopted by the B&ECPL and referenced in the B&ECPL's Principles, have been amended.

Director Jakubowski reminded members of the Executive Committee of the request by the Association of Contracting Library Trustees (ACT) to work together to update and modernize language found in the agreement between the B&ECPL and each contract library. It was recommended this task be given to the Governance Committee. ACT will form a committee following the 2019 Annual ACT Workshop, March 2nd.

Director Jakubowski provided an update on the status of the *Summons of Notice* with OR 18, LLC. Discussion ensued.

The Committee reviewed the proposed agenda for the February 21, 2019 Board of Trustees meeting including proposed Resolution 2019-3 Unanticipated Expenditure Assistance - West Seneca Public Library introduced by CFO Stone.

The Executive Committee meeting adjourned at 4:28 p.m. on a motion by Trustee Housh, with a second by Trustee Burd.

Following this report, Trustee Housh pointed out he does not like that Fables Café remains closed and that we are still waiting on Roly Poly's franchiser to schedule a date to send a representative out. Director Jakubowski updated trustees that CFO Stone spoke to the local franchisee Wednesday, per the Board's request, and indicated the need to have something arranged with the franchiser by the end of next week. CFO Stone conveyed to Roly Poly that we are to the point where if we cannot get something moving in the next 2 weeks, the B&ECPL will have to look at reissuing the RFP. CFO

Stone further noted that if we have to go back to reissuing the RFP, that will add a month to 6 weeks of additional delays. Trustees will be informed when the meeting has been scheduled. Trustee Kelly pointed out the notices for the *Downtown Library Tuesday Noon-Hour IMAGINE Series* still state you can get lunch at Fables Café; Director Jakubowski will have staff contact the organizer of this series to correct the media releases.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Unanticipated Expenditure Assistance – West Seneca Public Library. CFO Stone explained proposed Resolution 2019-3 as presented. Trustee Ted Johnson moved for approval. Trustee Kimberly Johnson made a second, and approval was unanimous.

RESOLUTION 2019-3

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s’ operating budget”, and

WHEREAS, the West Seneca Public Library Board of Trustees has requested assistance to help offset one-time above budget expense associated with the West Seneca Public Library Director’s retirement in 2018, and

WHEREAS, B&ECPL staff worked with West Seneca Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of \$2,966, and

WHEREAS, without this assistance the West Seneca Public Library Board of Trustees has found that having to hold a key position vacant over an extended period, as would otherwise be required to address this cost, would have resulted in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2018 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves a reallocation within the B&ECPL 2018 operating budget to utilize vacancy savings in the salary,

wage and fringe accounts to provide up to \$2,966 in salary/wage/fringe benefit funding assistance to the West Seneca Public Library, and be it further

RESOLVED, that a copy of this resolution be transmitted to the above contracting library.

Agenda Item F – Report of the Director. Director Jakubowski shared a message from former Trustee Wayne Wisbaum’s wife, Janet Wisbaum, expressing her gratitude for everyone’s contributions made in his name and inviting trustees to a memorial service in his honor on April 15th at Temple Beth Zion beginning at 11 a.m. with a reception to follow; a follow-up e-mail will be sent out.

Trustees were reminded that tomorrow is the last day to register for the Annual ACT Trustee Workshop being held at the Central Library on March 2nd. Approximately 70 members from the contract member libraries are signed up to attend.

Director Jakubowski together with Trustees Berlow, Gist and Panty attended Mayor Byron W. Brown’s 2019 State of the City Address; Trustee Candelario was also present representing The Belle Center.

As a system-wide initiative, Library Administration and staff worked very hard to simplify the library card application for the B&ECPL. Translations have now been extended to include 10 languages based on conversations with the Buffalo Public Schools and the Library will continue to expand languages in the future. Director Jakubowski thanked staff for their efforts.

As a good neighbor, to date the B&ECPL System has accumulated over 2,100 items (1,600 books and 550 CD’s, DVD’s and audiobooks) to donate to the Barker Public Library which recently burned to the ground. These books were either donated to libraries or weeded from our collections. Materials weeded from collections were put up for sale to Erie County residents which is a requirement under NYS Education Law. NIOGA Library System, who is their main library supporter, is also collecting materials. Trustee Berlow asked if the Barker Public Library was insured; Director Jakubowski remarked she understands they were insured for the building but not for its contents, which is not uncommon in libraries. Trustee Moore asked if the B&ECPL is insured for its contents. Director Jakubowski replied in general our contents are not insured; she noted we do a regular assessment of risk verses need. The Director further conveyed that our rare and unique items are very much insured and held in a secure vault that is fire resistant.

Trustees were invited to the Women’s History Month in Buffalo and Erie County Kick-off Event on Friday, March 1st at 4 p.m. at the Central Library. A handout detailing the

event was passed around for viewing. There is a month-long calendar of library events as well as partner events planned throughout Erie County.

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

B&ECPL Monthly Report January 2019

Winter Job Fair - The Buffalo & Erie County Public Library's (B&ECPL) 2019 Winter Job Fair was held January 23rd at the Central Library. The Job Fair featured 34 companies and organizations, many of which expressed amazement at the volume of people in attendance (approximately 350). Information Services and Outreach Librarians **Susan Kriegbaum-Hanks** and **Sara Fuller** coordinated the event which was well publicized by radio station WBLK. Additionally, TechKnow Lab Librarian **Andy Aquino** organized and supervised the TechKnow Lab's Help Center. The Help Center, located in the West Room, provided assistance to attendees with printing, copying, and scanning resumes. Laptops were available to retrieve resumes and to apply for jobs.

Winter Reading - Winter Reading kicked off on January 18th with a media event attended by students, parents and teachers from Buffalo Public School (BPS) #81. Buffalo Sabres right wing, Tage Thompson, along with mascot *Sabretooth*, entertained the children. The Library's mascot, *Reada Book*, also made an appearance. The Winter Reading contest runs through March 15th with prizes being offered in the categories of adult, children and classroom. One overall winner will receive an Amazon Kindle Fire 10 eReader. Information on the contest, including how to participate and submit entries, can be found at www.buffalolib.org.

41st Annual Martin Luther King, Jr. Celebration - Information Services and Outreach Librarian **Sandra Courtney**, in collaboration with Community Engagement Manager **Anne Conable**, coordinated the 41st Martin Luther King, Jr. Community Celebration January 17th. Approximately 140 people participated including children from Elmwood Village Charter School, Bennett Park Montessori School and Enterprise Charter School. The presentation featured Master of Ceremonies Clifford Bell, dance/drum duo Le Ballet Touba and storyteller Denise Chapman-Acosta. A soulful rendition of "Amazing Grace" was performed by B&ECPL staff member **Angela Stewart**.

Homegrown Author Series - Information Services and Outreach Librarian **Andrew Maines** hosted the inaugural Homegrown Author series featuring local author Janet McNally known for her work *Girls in the Moon*, as well as her prize winning collection of poems, *Some Girls*. Janet read from her recent YA novel *The Looking Glass* and answered questions from the audience. 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.

Ten Minute Plays - *Ten Minute Plays*, coordinated with local playwright James Marzo and the Buffalo Academy of Visual & Performing Arts, was held on January 17th at the Central Library. Social issue themes such as drug addiction, broken families and poverty were featured from both local adult playwrights and students. *Ten Minute Plays* events were "invented" by Mr. Marzo who is heavily connected with the local playwrighting community. Similar events have been done on various themes at the Burchfield-Penney Art Center, Buffalo History Museum (BHM) and Buffalo Museum of Science. *Ten Minute Plays* at the Central Library were first held in April 2018, with the reading of 8 original *Ten Minute Plays* inspired by objects displayed in the *Buffalo Never Fails: The Queen City and World War I* exhibit. Selected plays are read as a staged reading (writers are responsible for casting from the local actor community) at the institution. Collaborations are being developed with the BHM for *Ten Minute Plays* to be held in May as part of One Community One Book - plays inspired by Pan American Exposition photographs from the BHM collection.

Congratulations Grosvenor Room Librarian Rhonda Hoffman - The Genealogical Institute on Federal Records Alumni Association (Gen-Fed Alumni) has announced the recipient of the Richard S. Lackey Scholarship for 2019, **Rhonda Hoffman**.

Awarded yearly, the scholarship covers the recipient's tuition and expenses to a week-long seminar given by the Genealogical Institute with a focus on Federal Records (Gen-Fed). The scholarship application specifies an "experienced researcher employed in a paid or volunteer position in the services of the genealogical community." Ms. Hoffman has been a genealogy librarian for 17 years and currently serves as the Genealogy Specialist for the B&ECPL System. She has a Master of Library Science degree from the University at Buffalo and a Bachelor of Arts degree in History from SUNY Geneseo. Rhonda has been researching her own genealogy for 2 decades. She is the editor of the Western New York Genealogical Society's *JOURNAL* and volunteers for Search Angels, a nonprofit organization which helps reunite adoptees with their birth families through the use of DNA testing and traditional genealogy research.

Monthly Programming Statistics – January 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	140	140	2827	2827
Children (age 6-12)	126	126	1947	1947
Teens	26	26	228	228
Intergenerational	171	171	3064	3064
Adults (excludes Technology)	191	191	2957	2957
TOTAL In Library Programs	654	654	11023	11023

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	1	1	1	1
Children (age 6-12)	74	74	74	74
Teens	98	98	98	98
Intergenerational	38	38	38	38
Adults (excludes Technology)	142	142	143	143
TOTAL In Library Programs	353	353	354	354

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	5	5	33	33
System or Library-owned Cyber Train	8	8	58	58
One on One	138	138	139	139
TOTAL Adult Technology	151	151	230	230

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	16	16	246	246
Children (age 6-12)	1	1	160	160
Teens	1	1	100	100
Intergenerational	9	9	774	774
Adults (excludes Technology)	19	19	691	691
TOTAL Outreach (out of Library)	46	46	1971	1971

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	36	75	1191
Adult Services	4	58	42	1306
Launch Pad/TechKnow Lab	0	3	0	7
Development/Communications	0	11	0	282
Grosvenor Room	1	22	33	286
TOTAL	6	130	150	3072

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4951	44718	
Visitors - Tour/Program	150	2885	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	5101	47603	57,894

Outreach - The *Library on Wheels* attended 3 special events that included the Charter School of Inquiry on January 10th, the Buffalo Public Schools' Raising a Reader program on January 12th at BPS #93 Southside Elementary School and the Clarence Winterfest on January 27th. The special events resulted in 124 visitors, 22 library card applications, and 153 items checked out.

Children's Services Librarian **Amanda McCormick** escorted *Reada Book* to the Kids Day program at Canisius College on January 3rd. During the Canisius women's basketball game, *Reada* mingled with the crowd and visited with old friends.

On January 4th, 11th, 18th and 25th, Information Services and Outreach Librarians **Susan Kriegbaum-Hanks**, **Stephanie Molnar** and **Sara Fuller** took the American Dream Cyber Caravan to Jericho Road Hope Refugee Drop-In Center. Students with all

levels of English language proficiency viewed lessons selected by their instructors, including the Voice of America website, phonics videos, videos about illnesses like the flu which are common during this season, and citizenship preparation videos to prepare for the citizenship test.

Children's Services Manager **Kathryn Galvin** and Page **Nancy Rypinski** attended a Raising a Reader program at BPS #92 BUILD Community School January 5th.

Children's Services Librarian **Nancy DiStasio** and **Nancy Rypinski** attended a Family Literacy Night at the Valley Community Association located on Leddy Street in Buffalo January 7th.

Isaías González-Soto Branch Library Manager **Jason Barone** attended the Erie County Department of Social Services' Immigrant and Refugee Resource Fair at the Center for Elder Law & Justice January 10th. This event provided an overview of the resources available from various immigration and refugee service providers within the county; 103 people visited the library booth and many flyers were distributed. Later on that same day, Mr. Barone and Library Associate **Tami Linkowski** attended the Parent Literacy Night at BPS #3 D'Youville Porter Campus.

Sandra Courtney presented a workshop "Library Resources that Support Small Businesses" January 11th at the Audubon Branch Library. At the workshop, sponsored by Service Corps of Retired Executives (SCORE), 45 participants learned about the B&ECPL's business resources, TechKnow Lab, Launch Pad and Small Business outreach services.

On January 11th, **Jason Barone** and Dudley Branch Clerk **Alia Williams** attended the Buffalo Public Schools' Raising a Reader program at BPS #30 Frank A. Sedita Academy. There were a total of 25 parents and children in attendance and 6 library cards were processed.

Kathryn Galvin and **Alia Williams** attended a Family Literacy Night at the King Center Charter School January 16th. Twenty-five new adult and children's library cards were processed.

On January 25th, Launch Pad Manager **Jordan Smith** and Technical Clerk **James Lamb** participated in the 2019 Library Vendor Fair at Erie 1 BOCES Education Campus, highlighting the various services and programs the Library offers while speaking with attendees.

Information Services and Outreach Manager **Daniel Caufield** and **Sandra Courtney** participated in the Small Business Administration's 2019 *Straight Talk Conference* January 26th. *Straight Talk* is a one-day small business development conference held

annually at the Buffalo Convention Center to enlighten entrepreneurs in resources available to start and run a business. During the introductory session of the conference, Mr. Caufield spoke on how library resources can assist entrepreneurs, providing access to resources and tools that will assist in the start and growth of their business. There were approximately 230 in attendance, many of whom stopped by the Library's information table to learn more and sign up for library cards.

On January 29th, Genealogy Librarian **Rhonda Hoffman** taught *Getting Started with Irish Genealogy Records* at the Amherst Senior Center. Twenty-one participants attended the class.

Sara Fuller spoke with adult education students from the Buffalo Public Schools at the BPS Adult Education Winter Resource Event January 29th. Ms. Fuller demonstrated B&ECPL's Pronunciator database which can be used to learn new languages. She also showed them various resources on Immigrants, Refugees, and the Non-native Speaker's subject guide.

Tours - Children's Services Librarians **Wanda Collins, Nancy DiStasio** and **Amanda McCormick** welcomed the first grade classes from BPS #81 to the Central Library on January 9th for storytime, a tour of the library, and a visit to the *Buffalo Never Fails: The Queen City and World War I* exhibit space play area. Children also attended the launch party for the Library's Winter Reading Contest "Warm Up with a Good Book."

On January 10th, Children's Services Librarians **Jessie Blum, Erin M. Burke** and **Jennifer Lelinski** hosted a visit from Anthony J. Schmidt Elementary School. Three classes of third grade children were treated to a building tour, a trip to the *Buffalo Never Fails: The Queen City and World War I* exhibit, and a snowflake craft exploring the concept of symmetry.

Information Services and Outreach Librarians **Maria Lowe** and **Shanley Olszowy** hosted 8th graders from BPS #95 Waterfront Elementary School January 11th. Shanley led a tour of the *Buffalo Never Fails: The Queen City and World War I* exhibit and Ms. Lowe presented the program *WWI Posters: Influencing Youth on the Homefront*. The group also had a tour of the building and ended their visit by browsing library materials.

The Isaías González-Soto Branch Library hosted a class visit from BPS #3 D'Youville Porter Campus January 11th for 20 students as part of an ongoing class literary analysis project.

On January 27th, Rare Book and Map Librarian **Charles Alaimo** provided an in-depth Central Library building tour for the Instagramers Buffalo group, @igersbuffalo.

Instagramers Buffalo is a group that, using social media, share photography while exploring Buffalo and its history. Approximately 33 people attended the hour-long building presentation, including all of our current exhibits and public service departments.

Launch Pad - Launch Pad Senior Pages **JC Mwibanire** and **Grace Upston**, as well as Technical Specialist **Shane Hallnan** and **James Lamb**, hosted a 2-day program January 11th and 12th where library patrons could sit for professional headshots or family portraits that would later be sent electronically to the participant; 23 participated.

Throughout the month of January, the Launch Pad immersed patrons into the world of virtual reality (VR) using the HTC Vive System allowing patrons to test the VR interface and try their hand at 3-dimensional (3D) modeling with Google's *Blocks* software. A total of 7 sessions were held giving 25 patrons this unique experience.

Three-dimensional printing remains a popular component of the Launch Pad with 9 patrons receiving 3D printer training, resulting in a variety of 3D printed objects, including gear housing and various structural pieces for a model train set.

A new Digital Conversion Station has been created in the Launch Pad which offers patrons the ability to convert their home media including: VHS, Hi8 cassettes, MiniDV cassettes, Super8 film, and 35mm slides into digital format. After converting footage, patrons can then color correct, edit, and combine their newly converted footage using our digital video editing software, Final Cut Pro or Adobe Premiere. One-on-one trainings are available to further enhance the patron learning experience.

Teen Advisory Group - **Maria Lowe** hosted the Teen Advisory Group. The group met for 3 hours to continue work on their upcoming Summer Reading at New York Libraries Teen Video Challenge. Members modified their props and worked on dialogue.

Ms. Lowe hosted the Reader's Quest book group for middle school students. In preparation, Maria read *The Stars Beneath our Feet* and prepared discussion questions. Additionally, Maria reviewed and book-talked 10 books for the group to choose from in the upcoming months. Further, the Raising Voices reading group for high school students discussed social justice in connection to the month's book choice *Far From You* by Tess Sharpe.

Wellness Wednesdays - January 16th Information Services and Outreach Librarian **Renée Masters** kicked off Wellness Wednesdays 2019 with a program focused on the importance of immunization for well-being. Evergreen Health Harm Reduction Center, Erie County Department of Health, and Restoration Society representatives provided

information and community resource links. In addition, HIV and Hepatitis C screening was offered, as well as free flu and Hepatitis A vaccines for persons who are Medicaid recipients or uninsured. The Health Department reported that 12 individuals received vaccines. Over 35 individuals received information or referrals during the event.

Meal for the Homeless - The Annual Alabaster Box Meal for the Homeless took place for the third time at the Central Library on January 26th. Over 135 attendees were provided meals and information on social service resources, as well as haircuts, manicures, toiletries, and clothing. The event was organized by B&ECPL partner organizations the Black Monarchy Foundation, Inc. and IamPhyNomenal, LLC.

2. Collection Development

Collection Development - January 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,439	2,439	208	208	540,451
Young Adult Print	547	547	125	125	73,822
Adult Print	3,380	3,380	666	666	1,833,823
Media	4,260	4,260	495	495	569,850
Other*	2,527	2,527	15	15	180,703
Subtotal	13,153	13,153	1,509	1,509	3,198,649

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	968	968	674	674	71,346*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	214	214	173	173	14,064
eVideos	0	0	0	0	100
Subtotal	1,182	1,182	847	847	85,510

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	14,335	14,335	2,356	2,356	3,284,159

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	619	4.7%	617	64.6%
Staff Initiated	42	2.4%	42	50%

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

Highlights:

Donations - The Buffalo History Museum transferred the yearbooks in their Research Library to the Grosvenor Room. The additions include 128 volumes new to our collection, filling many gaps in the years of Buffalo high schools.

Eight boxes of music scores were donated to the Library by Mrs. Linda Chodos. The scores included classical and klezmer music (traditional Ashkenazi Jewish music). The scores will be selectively added to the Grosvenor Room’s music collection.

Subject Guides - The Library’s Subject Guides were viewed by 1,644 visitors from 31 countries in January. In addition to the United States, visitor countries of origin included Australia, Cambodia, Canada, Egypt, Ethiopia, France, Germany, Hong Kong, India, Italy, Liberia, Mexico, Moldova, Myanmar (Burma), Namibia, Nigeria, Pakistan, Panama, the Philippines, Poland, Portugal, Puerto Rico, Saudi Arabia, Serbia, Somalia, Sweden, Switzerland, Turks & Caicos Islands, the United Kingdom, and Vietnam.

3. Technology

Technology – January 2019

Interlibrary Loan - The integration of the new scanner with Interlibrary Loan workflow is complete with Article Exchange and works automatically using Tipasa, our Interlibrary Loan interface.

4. Funding/Fundraising

Funding:

On January 15th, Governor Andrew Cuomo released his Fiscal Year (FY) 2019-20 proposed budget allocating \$91.6 million to public libraries statewide which is a reduction in library operating and recurring grant aid of \$5 million (5.2%) from the FY 2018-19 budget. Additionally, the Governor’s budget reduced funding for the New York State (NYS) Library Construction Grant program by \$20 million (58.8%) from \$34 million statewide to \$14 million.

The B&ECPL's 2019 adopted budget based its operating and recurring grant state aid estimates on the 2018-19 enacted budget; therefore, state aid to B&ECPL would fall short of budget under the Governor's proposal. The estimated shortfall in the library operating and recurring grant would total \$152,225.

The State Library Construction Aid program provides capital matching funds on a project basis. Should the Governor's proposed \$20 million reduction for this program be adopted, the B&ECPL's program funding share would be reduced by \$916,946 (from \$1,558,809 to \$641,863). Future construction/repair and renovation projects may be delayed or simply not get done.

B&ECPL representatives are meeting locally with our NYS representatives along with representatives from the Western New York Library Resources Council (WNYLRC), academic, school and special libraries.

Advocacy for increased state funding (operating and construction aid) will continue as System, Buffalo branch, and contracting library representatives travel to Albany for the New York Library Association (NYLA) Legislative Day on February 27th.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - 31, 2019	\$4,097.18

Highlights:

2018 Annual Appeal - The 2018 Annual Appeal grossed \$375,425 including individual giving, the online store, special events, programming support and grants.

Library Night with the Buffalo Bandits - Join us Saturday, March 23rd and help cheer on the Bandits! The game starts at 7:30 p.m., seats are available in either the 100 or 300 level, and \$5 from each ticket will help support B&ECPL libraries. Tickets can be purchased online at: <https://fevo.me/banditslibraryday>.

5. Facilities

Highlights:

Central Library - Construction continues in the Ellicott Street entrance of the Central Library. Currently in the punch-list stage, fencing and the temporary wall in the entrance will soon to be removed.

Leroy R. Coles, Jr. Branch - Construction continues at the Leroy R. Coles, Jr. Branch Library. A dedication ceremony is being planned for April 26, 2019.

Crane Branch - Plan discussions regarding the Crane Branch Library continue with the City of Buffalo and Architectural Resources (A/r). Funds from the City of Buffalo and the NYS Library Construction Aid program are being used on this project. Funding through the State and Municipal Facilities Program, sponsored by Senator Chris Jacobs, is moving forward.

6. Staff Development

Staff Development - January 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	121	121	3	3

Highlights:

Springshare - B&ECPL Development & Communications Department held its final training session to introduce relevant staff to the Springshare platform's LibCal application, a new calendar system that will be used for creating public programs/events on the B&ECPL website and making space reservations at the Central Library.

PRIDE Center of Western New York - Human Resources sponsored Rachel Parrino from the PRIDE Center of Western New York to present *LGBTQ Cultural Competency* to library employees. This training familiarized staff with definitions, language and stereotypes, and addressed concerns such as bullying, confidentiality, and gendered spaces in order to teach attendees how to better create a safe and welcoming space for everyone in the library.

System Services Orientation - B&ECPL Contract Library Liaison/ Assistant Deputy Director **Dawn Peters** and members of the Administrative Team provided a *System Services Orientation* aimed at contracting library directors and managers. Attendees were provided an overview of System services and a tour of relevant departments, with opportunities to meet with and ask questions of department heads in system-service areas.

Youth Services Empowerment Academy - Members of the Youth Services Team participated in the *YSS Empowerment, Advocacy and Leadership Academy* at the NYLA headquarters in Guilderland, New York. Participants attended 2 half-day sessions:

Partnerships, Collaborations & Relationships and Human Resources, Interviewing & Management. The program is expected to continue for the next 7 months.

Webinars - *HR Works: Giving Mentoring the Modern Treatment; Policies and Procedures for Deaccessioning; Strong Advocacy, Strong Fund Raising; Teaching Hard History: American Slavery (Teaching Tolerance); The Reference Interview; and Why Read Science Fiction and How to Help Those Who Do.*

Other - Additional training programs, workshops and meetings included: *Mindfulness & Organizational Effectiveness, Pesticide Recertification,* and OCLC’s Tipasa Enhancement group meeting.

7. Communications/Media Coverage/Media Releases/Social Media

Type of Communication	Topic	Air Date/ Publish Date
Interview with Assistant Deputy Director Maureen McLaughlin	In Buffalo’s 'digital deserts,' more than half of households lack Internet https://buffalonews.com/newsletter_promo/in-buffalos-digital-deserts-more-than-half-of-households-lack-internet/	The Buffalo News, January 6 th
Interview with Library Director Mary Jean Jakubowski	Impact on libraries from Governor Cuomo’s proposed New York State Budget	Business First of Buffalo, January 7 th
Media Release and Media Coverage	Martin Luther King, Jr. Celebration at Central Library	WBLK, The Buffalo News, January 17 th
Media Release and Radio Interview with Assistant Deputy Director Joy Testa Cinquino	Job Fair @ Central Library	WBLK, January 23 th
Media Release and Media Event	Warm Up with A Good Book: Library System Announces Winter Reading 2019–Buffalo Sabres Forward Tage Thompson Reads to First Graders https://www.buffalolib.org/content/news-releases/warm-good-book-library-system-announces-winter-reading-2019-sabres-forward	January 9 th
Council Member Joel Feroletto’s eNewsletter	January Calendar of Events at North Park Branch Library	December 29 th

Step Out Buffalo	Recycled Leather Keychain Craft with Artist Kayleigh Small at the North Park Branch Library	December 30 th
Fun4KidsinBuffalo.com	Shake It Up: Music & Movement for Preschoolers at the North Park Branch Library	December 30 th
Riverside Review	Riverside Library Happenings	January 2 nd & 9 th
Erie County Poor House Ledgers	<i>New York Archives</i> , Winter 2019	January 2019

Social Media

	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
Facebook	129	129	8,244	8,244	65	8419
Flickr	17	N/A	N/A	N/A	N/A	54
Google Ads ¹	N/A	N/A	2,890	2,890	N/A	N/A
Instagram	37	37	2,079	2,079	87	1,858
Pinterest	51	51	1,236	1,236	34	1,803
Podcast ²	4	4	N/A	N/A	N/A	N/A
Twitter	137	137	1,819	1,819	36	10,031
Total	375	375	16,268	16,268	222	22,165

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.

New York Archives Magazine - Grosvenor Librarian **Sue Cutrona** wrote an article on the Erie County Poor House ledgers published in the Winter 2019 issue of *New York Archives* magazine. These 9 ledgers in the Buffalo Collection document individuals receiving institutional care from 1861 to 1952, and are a unique local history and genealogy resource.

8. Partnerships

Highlights:

Building a Stronger Community 2.0 - This writer, along with **Dan Caufield** and **Kathryn Galvin**, are participating in Erie County Executive Mark Poloncarz's Building a Stronger Community process, whereby 3 committees comprised of representatives from Erie County government, the B&ECPL, Erie Community College, and a multitude of community partners are working together to develop initiatives that focus on

working families, children and seniors. This multi-month process will create programs to build a stronger community in Erie County.

NYS Department of Labor - Staff from the NYS Department of Labor provided resume help to patrons at the Frank E. Merriweather, Jr. Branch Library. The program also offers advice on targeting resumes to specific job postings and job hunting assistance. Appointments are being made for future dates.

Financial Literacy - Sandra Courtney met with Excelsior Growth Fund's (EGF) Program Associate Charles Palmer and Manager Sherri Falck. EGF provides small business and financial literacy workshops.

Heat Energy Assistance Program (HEAP) - Erie County Legislator Barbara Miller-Williams sponsored a HEAP outreach event at the Frank E. Merriweather, Jr. Branch Library. Patrons were able to apply in person for HEAP benefits, with personnel from the Erie County Department of Social Services available to answer questions.

Buffalo Police Neighborhood Engagement Team (BPNET) - Riverside Branch Library Manager **Patti Foley** met with Lieutenant Craig Macy of the BPNET. They discussed ways the BPNET could partner with the library to reach out to the Riverside community. During February and March, the BPNET will be conducting weekly Homework Help/Mentoring sessions and Saturday Storytimes at the Riverside Branch Library.

9. Planning for the Future

Spring Health Fair - Renée Masters is planning the 6th annual Spring Health Fair Wednesday, April 24, 2019 from 10 a.m. – 1 p.m. at the Central Library. A curated list of 45 organizations has been assembled and invitations will go out the first week in February. Requests have been made for participation from the Erie County Medical Center's Mobile Mammography Coach and BlueCross BlueShield's Healthy Zone Cruiser, among others.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
January 3, 2019	Meeting - Erie County Building Stronger Communities 2.0 Supporting Our Seniors
January 3, 2019	Meeting - Jeannine Doyle
January 3, 2019	Meeting - Erie County Building Stronger Communities 2.0 Children's Work Group
January 3, 2019	Meeting - Glenn Luba, Director & Mark Weber, Trustee - Cheektowaga Public Library
January 4, 2019	Meeting - Administrative Team
January 7, 2019	Event - Wake, Trustee Wayne Wisbaum
January 8, 2019	Conference Call - Public Library System Directors Organization (PULISDO)
January 8, 2019	Conference Call - PULISDO/New York State Department of Education Division of Library Development
January 8, 2019	Meeting - Dawn Peters
January 8, 2019	Meeting - Brian Swartz - City of Buffalo, Kenneth Stone
January 9, 2019	Meeting - Managers/Directors
January 9, 2019	Media Event - Winter Reading Announcement
January 10, 2019	Meeting - New York State Assemblymember Robin Schimminger
January 10, 2019	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Executive Committee
January 11, 2019	Meeting - Jeannine Doyle, Joy Testa Cinquino
January 11, 2019	Meeting - Kenneth Stone, Anne Conable
January 14, 2019	Meeting - Kathy Galvin
January 14, 2019	Meeting - Erie County Building Stronger Communities 2.0 Children's Work Group
January 14, 2019	Meeting - Erie County Building Stronger Communities 2.0 Families' Work Group
January 15, 2019	Conference Call/Video Conference - University at Buffalo, Dan Caufield, Jordan Smith - Kick-off Launch Pad, IMLS Grant
January 15, 2019	Webinar - OCLC Wise: Community Engagement System for Public Libraries
January 16, 2019	Meeting - Joy Testa Cinquino, Kathy Galvin, Melissa Burgess
January 16, 2019	Meeting - Joy Testa Cinquino, Maureen Germaine
January 16, 2019	Meeting - Assemblymember Sean Ryan
January 17, 2019	Meeting - Wilson Foundation
January 17, 2019	Meeting - Administrative Team
January 17, 2019	Event - Martin Luther King, Jr. 41st Annual Community Celebration
January 17, 2019	Meeting - B&ECPL Board of Trustees
January 18, 2019	Meeting - Joy Testa Cinquino

January 18, 2019	Media Interview - Buffalo Business First
January 18, 2019	Meeting - Lydia Herren, Director - Boston Free Library
January 18, 2019	Meeting - Partnership for the Public Good
January 22, 2019	Conference Call - Constance and Kyle Coles
January 22, 2019	Meeting - Jeannine Doyle
January 23, 2019	Meeting - Cheektowaga Public Library staff
January 24, 2019	Meeting - Joy Testa Cinquino, Maureen Germaine, Tracy Palicki, Lorraine Hoffman
January 24, 2019	Meeting - Jeannine Doyle, Dorinda Darden, Linda Rizzo, Dan Lewandowski
January 25, 2019	Meeting - Dawn Peters, Dan Caufield
January 28, 2019	Meeting - Joy Kuebler - Landscape Architect, Anne Conable, Ken Stone
January 28, 2019	Meeting - Erie County Building Stronger Communities 2.0 Children's Work Group
January 29, 2019	Meeting - Cindy Zubler
January 29, 2019	Meeting - Mark Kross
January 30, 2019	Conference Call - PULISDO Trustee Education Committee

Other:

Contracting Member Library Activity Reports

Alden Ewell Free Library – submitted by Rebecca Moe, Director

Highlights of events and activities at the Alden Ewell Free Library:

- Cub Scout Pack 160 visited the library on January 8th to work on their genealogy badge requirements.
- Library Manager **Rebecca Moe** and library volunteer Ellenor Moe attended a career fair on January 12th organized by a library patron to earn her Girl Scout Silver Award. Over 100 attendees stopped at their table to discuss the library as a career and our Library System in particular, as well as to make buttons and magnets with the library's button maker.
- The library's button maker was out for patrons to make buttons and magnets on Saturday, February 2nd, for Bring Your Child to the Library Day.
- Central Library's Children's Department will be coming out twice in February for programs: Pom Pals on February 12th and My Friends Make Me Happy! Storytime on February 23rd.
- Central Library's TechKnow Lab will be in Alden on February 13th and March 13th, bringing their ever-popular Book a Technology Trainer program to the library.
- The library's first used book sale of 2019 will kick off on Saturday, February 16th, and continue through the rest of the month. The entire sale will be a bag sale – just \$5 for all the items a patron can fit in a bag.
- **Rebecca Moe** will be attending NYLA's Library Advocacy Day in Albany on February 27th to advocate for our libraries and patrons.

- Regular programming that will continue this spring and beyond includes LEGO Club, Science Fun, Storytime, Chess Club, Board Game Night, and Share a Story with Sadie - a once-a-month program that allows patrons to decompress with Sadie, a certified therapy dog.

Aurora Town Public Library - submitted by Paula Klocek, Director

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

January 2019

- 1/11 Winter Bird Mixed Media @ 3:45 p.m. - Thirteen children, ages 8-14, celebrated our feathered friends by creating a beautiful snow scene featuring a bird on a tree branch using a variety of art techniques and materials.
- 1/24 Grace Meibohm - Alexis Fournier @ 6:30 p.m. - This well-attended presentation on naturalist painter Alexis Jean Fournier, a historic resident of East Aurora and Elbert Hubbard's appointed art director of the Roycroft Community, was led by Grace Meibohm, owner of Meibohm Fine Arts; forty-nine adults came to listen to this lecture.
- 1/9 Reading Club @ 3:45 p.m. - Seven children, ages 6-12, talked about books, played games, and had a chance to win a prize.

February 2019

- 2/7, 2/14, and 2/28 Story Spin-offs @ 3:45 p.m. - This is a new program that encourages creative thinking skills and problem solving. Activities include art, music, writing, music, drama/improv and more for children ages 5-9.
- 2/6 Sprouting for Little Sprouts @ 3:45 p.m. - In this workshop, Christine Henderson will teach kids how to sprout grains, beans, legumes and small vegetables using simple household items. Supplies and fully illustrated instructions will be provided.
- 2/7 Buffalo & Erie County Botanical Gardens: Indulge - Delectable Botanical Luxuries @ 6:30 p.m. - Attendees will discover the many ways plants are used to create some of our most luxurious food and beauty products. Make some essential oil bath salts and other bath products to take home. This program is for adults.
- 2/21 Nickel City Reptiles @ 6:30 p.m. - All ages will learn about live reptiles and rare animals during our week-long winter break events which will give families something fun to do during winter break.
- 2/22 Movie Matinee - *Captain Underpants: The First Epic Movie* @ 2 p.m. - Our first movie showing for all ages.
- 2/28 Benjamin Berry: Hooping for Everybody @ 6:30 p.m. - This is a circus-style performance for all ages with audience participation.

March 2019

- 3/7 Alzheimer's Association @ 6:30 p.m. – Attendees will learn the impact of Alzheimer's, the difference between Alzheimer's and dementia, disease stages and risk factors, current research and treatments, and local resources.
- 3/14 Teen Yoga @ 6:30 p.m. – JoyWheel Yoga will present a powerful experiential class designed to give teens an introduction to the practice of yoga; for teens, ages 12-18.
- 3/20 Bloom and Grow @ 3:45 p.m. – JoyWheel Yoga will present a children's yoga class full of animal sounds, movement, songs, and games; for children, ages 5-11.
- 3/21 Buffalo Bonsai Society: Introduction to the Art of Bonsai @ 6 p.m. – An introduction to the artful cultivation techniques of Bonsai, an over one thousand-year-old Japanese tradition. This talk and live demonstration will be led by Scott Russo, President of the Buffalo Bonsai Society.
- 3/28 Hawk Creek @ 6:30 p.m. – All ages are welcome to learn about and experience live animals firsthand.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County met on February 11th. She expressed their thanks for the *Proposal for Redefining the Organizations' Relationship* between the B&ECPL and Library Foundation of Buffalo & Erie County, Inc. The Foundation is now in the process of reviewing and discussing this document. The Foundation has engaged counsel to assist in their decision making and review. The Foundation will be meeting again in mid-March. Trustee Gist asked if the Foundation will be filling the vacant space on their Board, previously held by Mr. Wisbaum, with someone from the B&ECPL Board of Trustees. Director Jakubowski replied yes; the Foundation is looking at the overall restructuring which is a part of the current agreement between the B&ECPL and the Foundation as well as the new proposal.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Representation from ACT was not present. Director Jakubowski shared that the ACT Board met February 12th, the Annual ACT Workshop will take place March 2nd at the Central Library, and the next ACT meeting being will be held May 4th at the Aurora Town Public Library. Jeannine Doyle and Dawn Peters will be presenting at the May meeting focusing on NYS Education Laws, defibrillators, opioid prevention initiatives, safety in libraries, etc.

Agenda Item I – Public Comment. Jason Hurley announced County Executive Mark Poloncarz's 2019 State of the County Address will take place March 27th at 4:15 p.m. at the Albright-Knox Art Gallery; a formal invite for trustees is forthcoming.

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

Agenda Item K – New Business. None.

Minutes of the Board of Trustees

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There being no further business, on motion by Trustee Burd with a second by Trustee Panty, the meeting was adjourned at 4:28 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary