

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
January 17, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, January 17, 2019, at the Central Library pursuant to due notice to trustees. The following members were present:

Alan Bedenko, Vice Chair  
Kimberly Johnson, Secretary  
Michael Amodeo  
Sheldon M. Berlow  
Katie Burd  
Lucy Candelario  
Frank Gist  
Frank Housh  
Theodore K. Johnson  
Elaine M. Panty

Chair Frank Housh called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Trustees were asked to observe a moment of silence to honor B&ECPL's friend and colleague Trustee Wayne Wisbaum who recently passed away.

Trustee Kathleen Berens Bucki attended via conference call due to illness; this did not conform with the Bylaws of the B&ECPL Article II, Section 6, thus she was not counted for quorum or voting.

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

Agenda Item C - Minutes of the Meeting of December 20, 2018. On motion by Mr. Bedenko, seconded by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Nominating Committee Chair Alan Bedenko reported the Committee met on January 16<sup>th</sup>; present were himself, Katie Burd, Sheldon Berlow, Elaine Panty and Frank Housh. He presented the following slate of officers for 2019 (all nominees were willing to accept appointment):

Chair – Kathleen Berens Bucki

Vice Chair – Alan Bedenko

Secretary – Kimberly Johnson

Treasurer – Joel Moore

There were no nominations from the floor. On motion by Ms. Burd, seconded by Ms. Panty, nominations were closed, and the slate was unanimously approved as presented.

In addition to the Chair and Vice Chair, the Nominating Committee proposed the following trustees to serve on the Executive Committee: Sheldon Berlow, Katie Burd and Frank Housh. There were no nominations from the floor. On motion by Mr. Amodeo, seconded by Ms. Kimberly Johnson, the slate was approved as presented.

Via conference call, newly appointed Chair Bucki expressed appreciation and thanked Mr. Housh for his service and dedication as Chair the past 3 years.

Agenda Item E – Meeting Schedule for 2019. The 2019 meeting schedule was included in the board packet mailing. The May meeting will take place at the Leroy R. Coles, Jr. Branch Library and the September meeting will take place at the Julia Boyer Reinstein Library. All other meetings will take place at the Central Library.

Agenda Item F – Report of the Chair. Mr. Housh invited Vice Chair Bedenko to continue with the agenda as newly elected Chair Bucki, who was on conference call, was not considered present per the Bylaws of the B&ECPL Article II, Section 6.

Vice Chair Bedenko reminded trustees to return committee preference selection forms by February 1<sup>st</sup> to the Director's Office. Committee assignments will be reported at the February 21<sup>st</sup> Board meeting. 2019 Conflict of Interest Disclosure Statements are also due back to the Director's Office.

Trustees were asked to contact the Director's Office if they wished to make any changes to their current Contract Member Library (CML) System Liaison assignments for 2019. A 2019 CML Board Meeting Schedule will be provided at the February B&ECPL Board meeting.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee met on January 10, 2019; a copy of the written report was at each trustee's place. Vice Chair Bedenko summarized the meeting pointing out that due to time constraints, the Executive Committee took action and unanimously passed Resolution 2019-1. He entertained a motion to have the written report entered into the Minutes. Ms. Kimberly Johnson moved. Mr. Ted Johnson made a second, and this was approved unanimously.

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

Chair Housh called the meeting to order at 4:01 p.m. in the Joseph B. Rounds Conference Room at the Central Library. A quorum was present.

Mr. Stone introduced ACTION Item Resolution 2019-1 Authorize Executing SAM Grant Disbursement Agreement – Coles Library Improvements. Motion to approve was made by Trustee Bedenko with a second by Trustee Berlow. After discussion, this resolution passed by unanimous vote.

The Committee reviewed the agenda for the January 17, 2019 Board of Trustees meeting.

Director Jakubowski spoke with the Committee regarding the changes in City of Buffalo parking rates – particularly about rate changes of meters surrounding the Central Library, and the potential effect on library users and library staff. Discussion ensued. Director Jakubowski will develop a letter of concern that will be sent to City leaders from the Board of Trustees.

The meeting adjourned at 4:17 p.m. on a motion by Trustee Bedenko and second by Trustee Bucki.

Agenda Item G.1.a – Information Item. Authorize Executing SAM Grant Disbursement Agreement – Coles Library Improvements. Resolution 2019-1 passed unanimously by the Executive Committee on January 10, 2019. Pursuant to the Bylaws, Resolution 2019-1 was mailed to the full Board within 3 business days.

RESOLUTION 2019-1

WHEREAS, to help support major Americans with Disabilities Act related improvements at the Leroy R. Coles, Jr. (formerly East Delavan) Branch Library the Library requested assistance from New York State (NYS) Assemblymember Crystal D. Peoples-Stokes to provide key funding needed to combine with City of Buffalo Capital and Library grant match funds to allow the full project to proceed, and

WHEREAS, NYS Assemblymember Crystal D. Peoples-Stokes nominated the Library for a \$250,000 capital-funding grant from the State and Municipal Facilities Program (SAM), and

WHEREAS, on September 21, 2017 the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees approved Resolution 2017-38 which approved establishing a Grant Budget for this grant, and

WHEREAS, library staff worked with state officials to complete the lengthy application, review and approval process, and

WHEREAS, the last step to be completed before the Library can apply for reimbursement of eligible costs is the execution of a "Grant Disbursement Agreement," and

WHEREAS, under Article VI, Section 1 of *The Bylaws of the Buffalo & Erie County Public Library*: "**The Executive Committee**, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law," now therefore be it

RESOLVED, that the Executive Committee of the B&ECPL Board of Trustees authorizes the Board Chair and Library Director to execute a Grant Disbursement Agreement by and between the Dormitory Authority of the State of New York ("DASNY") and the Library, pursuant to which the Library will receive a SAM Grant from DASNY in the amount of \$250,000 to be utilized for improvements at the Leroy R. Coles, Jr. (formerly East Delavan) Branch Library, subject to the terms and conditions stated in the Agreement, with such changes thereto as may be approved by the Board Chair and Library Director, such approval to be conclusively evidenced by the execution and delivery of the Agreement by the Board Chair or Library Director, and be it further

RESOLVED, that the Board Chair and the Library Director are each authorized and directed to execute and deliver the Grant Disbursement Agreement in the name of and on behalf of the Library, and be it further

RESOLVED, that the Library Director or her designee is hereby authorized to submit the necessary paperwork, including reimbursement requests, to secure these funds, and be it further

RESOLVED, that the Board Chair and the Library Director are each authorized and directed to execute, file and deliver on behalf of the Library, any and all other documents, certificates and agreements (all in such form and content as the Board Chair or the Library Director executing the same shall approve, with execution to be deemed conclusive evidence of such approval), and to perform such other acts, as may be necessary or appropriate to accomplish the intent of the foregoing resolutions, and be it finally

RESOLVED, that any and all action heretofore taken by the Board Chair and the Library Director relating to the grant are hereby ratified and approved in all respects.

Agenda Item G.2 – Budget and Finance Committee.

Agenda Item G.2.a – Monthly Financial Report. The monthly financial report for the period ending November 30, 2018 was distributed in the board packet for information. CFO Kenneth Stone reported the Library continues to operate within budget.

CFO Stone updated trustees that Governor Andrew Cuomo released his proposed fiscal year 2020 (2019-2020) budget which omits the funding increases for libraries approved by the Legislature last year. This action follows a similar pattern that occurred last year with the 2018-2019 proposed budget. The proposed budget reflects a \$5M reduction in Library Operating Aid, which is about \$152,000 of the Library's operating and recurring grants budget. He also omitted the \$20M the Legislature put in last year for the Library Construction Grant Program which would reduce the amount available for construction projects by \$917,000.

Agenda Item G.3 – Development and Advocacy Committee. Committee member Berlow reported the Committee has brought the *Proposal for Redefining the Organizations' Relationship* between the B&ECPL and Library Foundation of Buffalo and Erie County, Inc. (*Proposal*) document to a point where they feel it represents what the Library System ideally wants from the Library Foundation; everyone has had a chance to comment and make recommendations; and the *Proposal* has been reviewed by B&ECPL legal counsel several times. As discussed at the December 20<sup>th</sup> Board meeting, the latest *Proposal* was sent to Board Trustees prior to this meeting for final review.

Proposed Resolution 2019-2 *Proposal for Redefining the Organizations' Relationship* between the B&ECPL and Library Foundation of Buffalo and Erie County, Inc. was distributed to each trustee. At this time, on behalf of the Development and Advocacy Committee, Mr. Berlow made a motion to approve proposed Resolution 2019-2 as presented in which the Board authorizes the B&ECPL Development and Advocacy Committee to present the *Proposal* to the Library Foundation for consideration, discussion and review as well as negotiate terms and conditions for a final *Proposal*, which will be reviewed by the full Board. Mr. Gist questioned that if someone had a

million dollars to give, would they give it to the B&ECPL or the Library Foundation? Mr. Berlow explained a simplified answer is that if you give this to the Library, the Library is to use it; if you give it to the Foundation, they are to keep it to help the Library and at the same time, the Foundation will invest and try to increase the value of it and use it towards projects, etc. for the Library. Following this discussion, Mr. Ted Johnson made a motion to approve Resolution 2019-2; Ms. Panty made a second, and approval was unanimous. Trustees thanked Mr. Berlow and the Committee for their good work.

RESOLUTION 2019-2

WHEREAS, it is imperative that the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo and Erie County, Inc. (Library Foundation) work together in a strong, coordinated, and cooperative public/private partnership, to support the long-term needs of the Library System, and

WHEREAS, the attached *Proposal for Redefining the Organization's Relationship (Proposal)* between the Buffalo & Erie County Public Library and Library Foundation outlines the framework for ongoing coordination of services and administration of programming, events, development campaigns and general operations between the 2 organizations, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL supports the *Proposal* outlining a newly defined working relationship between the Library Foundation and B&ECPL, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL Development and Advocacy Committee to present the *Proposal* to the Library Foundation for consideration, discussion and review, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL Development and Advocacy Committee to negotiate terms and conditions for a final *Proposal*, which will be reviewed and approved by the full Board.

Agenda Item H - Report of the Director. Director Mary Jean Jakubowski reminded trustees New York Library Association's Library Advocacy Day in Albany is February 27<sup>th</sup>; currently, 15 people are signed up to attend. If anyone else is interested, they are to let her know as soon as possible.

Trustees were reminded that March 2<sup>nd</sup> is the annual ACT Workshop at the Central Library which will be discussed further under Agenda Item I.

Trustees were updated the *Summons of Notice* to obtain back rent from OR 18, LLC, (former proprietor of Fables Café) that was approved at the December 20<sup>th</sup> Board meeting is now on file and will be served in short order; trustees will be kept informed.

Mr. Stone continues to work with the new vendor Roly Poly and we are waiting on a meeting for the franchise to visit and inspect the space; the Library is hopeful this will happen in the next few weeks. Discussion ensued.

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

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

### **2018**

Throughout 2018, the Buffalo & Erie County Public Library (B&ECPL) continued to examine and adjust its focus to meet the ever-changing needs of our communities. Centers of activity, in 2018 in-house group program attendance increased by 12% with over 202,000 attending 10,218 programs. Adult technology training, particularly one-on-one training which increased by 25%, demonstrates the need to continue to offer individualized, topic-specific, educational opportunities. Public access computing decreased by 10% in 2018, while Wi-Fi usage grew by 8.6%. The B&ECPL website was visited more than 12 million times (website, online catalog and digital collections). Subject Guides continue to be accessed locally, nationally and internationally.

With nearly 330,000 library card holders, B&ECPL staff examined collections and collection usage, adjusting budget lines to address the increased demand for electronic resources – eBooks, downloadable audio books and downloadable music. Electronic collections rose by 26%. eBook circulation increased by 17.6% and downloadable audio book use by 31.6%. Streaming music services began in 2018 resulting in the increase of downloadable music/music videos by 152%. In 2018, eBooks, downloadable audio books, downloadable music/music videos and downloadable streaming videos equated to just over 15% of B&ECPL's total circulation of 6,519,861. Overall circulation rose by .5% between 2017 and 2018 – a tremendous feat, given many libraries throughout both New York and the Country are showing a decline in this area. For the first time in 14 years the B&ECPL became, through the Interlibrary Loan (ILL) Department, a net lender – that is to say the B&ECPL loans more books than we borrow through the ILL program. B&ECPL's collections surpassed 3.2 million.

Library visits surpassed 2.86 million, social network followers expanded to more than 22,000, more than 4.1 million items were shipped between B&ECPL libraries, and the *Library on Wheels* bookmobile traversed Erie County's 1,058 square miles bringing library services to underserved areas, participating in special events, parades and festivals. Beyond the *Library on Wheels*, staff brought library services into schools, day care centers, senior centers, Canalside, Kleinhans Music Hall, the Buffalo Convention Center, and so on.

Two Buffalo Branch libraries were renamed in 2018. The Niagara Branch Library became the Isaías-González-Soto Branch Library and the East Delavan Branch Library is now the LeRoy R. Coles, Jr. Branch Library. The Central Library’s Reading Park launched in October with fanfare, and plans for Buffalo Branch Rotary Reads Kids Clubs are well under way. The Association for a Buffalo Presidential Center took residence at the Central Library. Working with the B&ECPL, Restoration Society, Inc. began providing services to those in need from offices located at the Central Library.

B&ECPL received modest increases in both State and local funding. We are grateful for our funders and will work to use the funds both effectively and efficiently. B&ECPL fundraising surpassed \$372,000 through generous contributions from Library supporters, commercial sponsors, bequests and grants.

In 2019, B&ECPL will remain committed to serving Erie County’s diverse communities and beyond - providing excellent customer service, exploring new, exciting programming, listening to our constituents, expanding technology, simplifying access to good quality information and meeting the needs of those we serve.

**Monthly Programming Statistics - December 2018**

**1. Public Services**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	119	2198	2633	48334
Children (age 6-12)	180	2046	4348	39755
Teens	27	600	238	7272
Intergenerational	227	2477	7369	67654
Adults (excludes Technology)	166	2897	1812	39625
<b>TOTAL In Library Programs</b>	<b>719</b>	<b>10218</b>	<b>16400</b>	<b>202640</b>

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

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	14	0	14
Children (age 6-12)	35	637	35	688
Teens	118	1189	118	1189
Intergenerational	14	242	14	242
Adults (excludes Technology)	475	2462	475	2466
<b>TOTAL In Library Programs</b>	<b>642</b>	<b>4544</b>	<b>642</b>	<b>4599</b>



**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	48	10	240
System or Library-owned Cyber Train	5	87	29	562
One on One	113	1527	124	1645
<b>TOTAL Adult Technology</b>	<b>120</b>	<b>1662</b>	<b>163</b>	<b>2447</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	10	140	216	3489
Children (age 6-12)	0	112	0	5159
Teens	2	13	145	744
Intergenerational	14	134	1328	18703
Adults (excludes Technology)	10	119	179	3347
<b>TOTAL Outreach (out of Library)</b>	<b>36</b>	<b>518</b>	<b>1868</b>	<b>31442</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	35	58	1116
Adult Services	1	54	83	1264
Launch Pad/TechKnow Lab	0	3	0	7
Development/Communications	1	11	27	282
Grosvenor Room	2	21	19	253
<b>TOTAL</b>	<b>6</b>	<b>124</b>	<b>187</b>	<b>2922</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4318	44718	
Visitors - Tour/Program	187	2885	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>4505</b>	<b>47603</b>	<b>52793</b>

*Highlights:*

**Outreach**

- Children's Services Librarians **Nancy DiStasio** and **Amanda McCormick** attended the Buffalo Philharmonic Orchestra's annual family program, Jingle Bell Jam, December 9<sup>th</sup>.
- Launch Pad Manager **Jordan Smith**, Information Services and Outreach Manager **Dan Caufield**, and Children's Services Librarian **Jessica Blum** tabled at the WNY STEM Hub's Showcase, presenting all the services the Library offers, including the Launch Pad's recording facilities, the science kits, and the TechKnow Lab's computer trainings to 30 attendees, December 6<sup>th</sup>. The Showcase was held at the State University of New York, Buffalo State College, Science and Math Complex Atrium. Children's Services Librarians **Erin Burke** and **Amanda McCormick** attended the Cozy Up with a Book Day holiday celebration at Buffalo Public School 59 - Dr. Charles R. Drew Science Magnet Annex, December 14<sup>th</sup>.
- Bookmobile Branch Manager **Kimberly Falkowski** and Senior Page **Julia Verbanic** visited Buffalo Public School 309 - East Community High School, December 15<sup>th</sup>.
- **Nancy DiStasio** and **Amanda McCormick** attended the holiday celebration and Raising a Reader program at Buffalo Public School 93 - Southside Elementary School, December 15<sup>th</sup>. They spoke with children and families about the library and issued new library cards. The B&ECPL supports the Buffalo Public Schools' Raising a Reader initiative by offering library information, literacy support and complementary activities at selected locations/dates.
- **Jordan Smith** and TechKnow Lab Librarian **Abigail Purcell** tabled at Hennepin Youth Center's Code Your World event, speaking with 98 students and parents about all the exciting resources and programming that are freely available at the Central Library's Launch Pad, December 18<sup>th</sup>.
- **Dan Caufield** presented 6 STEM learning programs at the Hamburg Middle School, December 21<sup>st</sup>. Students received demonstrations of several scientific principles with visual experiments which led the students to solve a finale question posed using the scientific method.
- Mobile Services and Outreach Manager **Samantha Purpora** and e-Branch/ Interlibrary Loan Manager **Rosalyn Damico** visited the Michigan Street Baptist Church participating in the Christmas in the Corridor celebration, December 22<sup>nd</sup>.

### Class Visits

- **Jordan Smith** and Senior Pages **Grace Upston** and **JC Mwibanire** hosted a group of 12 art students and teachers from Amherst Middle School for a tour of the Launch Pad, December 5<sup>th</sup>.
- **Nancy DiStasio** gave a tour and provided technology instruction on databases appropriate for secondary research projects to a group from WEDI (Westminster Economic Development Initiative), a non-profit organization that provides opportunities to disadvantaged people in Buffalo through economic development, community building and education, December 8<sup>th</sup>.
- Information Services and Outreach Librarian **Maria Lowe** coordinated a visit for Tapestry Charter School 10<sup>th</sup> graders, December 10<sup>th</sup>. The students participated in the WWI poster program, *Buffalo Never Fails: The Queen City and World War I* exhibit, and a Central Library building tour.
- The Isaías-González-Soto Branch Library hosted 26 students from Buffalo Public School 3 - D'Youville Porter Campus School, December 13<sup>th</sup>. The students were pursuing information and literature for their literary analysis projects.

### Buffalo Author Expo

- The Buffalo Author's Network hosted an Expo at the Frank E. Merriweather, Jr. Branch Library on December 1<sup>st</sup> where a collective of local authors hosted informational tables, provided book talks in the auditorium and networked with one another and patrons of the library in sharing their work and experiences.

### Teen Book Clubs

- **Maria Lowe** hosted Reader's Quest Middle School Book Group at the Central Library. Participants discussed *Nevermoor: The Trials of Morrigan Crow*, December 15<sup>th</sup>.
- Also on December 15<sup>th</sup>, Ms. Lowe hosted Rising Voices Book Group, a teen book club which focuses on books with socially relevant themes. The group discussed the book *Dread Nation* by Justina Ireland focusing on which of the aspects of this alternate history were true and what things were changed. They also discussed race, slavery and the Civil War as a social justice issue in connection to the story.

### Wellness

- Information Services and Outreach Librarian **Renée Masters** welcomed Eat Smart New York (ESNY) for a noon-hour outreach event featuring information on healthful cooking, good nutrition and stretching your food dollar, December 19<sup>th</sup>. More than 30 people visited with the nutrition educator and enjoyed a sample of a healthy broccoli and rice side dish. ESNY is a free

nutrition education and obesity prevention program for low-income youth, adults, families, and seniors living in New York State and has been an enthusiastic participant in Wellness Wednesdays for the past 2 years.

### National Aeronautics and Space Administration (NASA) Webcast

- The Launch Pad hosted a live webcast from NASA entitled Earthrise, December 27<sup>th</sup>. The webcast celebrated the 50<sup>th</sup> Anniversary of Apollo 8 orbiting the moon. Featuring historic footage, live remotes and computer simulations, this was the first of many events NASA will share with libraries in connection to the Apollo mission's anniversaries.

## 2. Collection Development

### Collection Development - December 2018

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,204	40,481	215	3,523	542,279
Young Adult Print	646	7,799	102	1,284	73,916
Adult Print	3,357	54,433	645	10,490	1,836,127
Media	5,459	63,140	546	5,788	569,205
Other*	2,485	35,052	16	158	180,211
Subtotal	15,151	200,905	1,524	21,243	3,201,738

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	2,483	14,831	1,730	9,424	70,389*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	978	2,975	781	2,162	13,850
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	3,461	17,806	2,511	11,586	84,339

\*Includes 428 EBL titles

\*\*Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	18,612	218,711	4,035	32,829	3,286,077

**Highlights:****Local History**

- Isaías González-Soto Branch Library Manager **Jason Barone** created a Local History section to consolidate items relating to Buffalo, the West Side and the local community at the Isaías González-Soto Branch Library.

**Subject Guides**

- In December, 1,217 users from 21 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors hailed from Australia, Bangladesh, Canada, Fiji, Germany, Hong Kong, India, Moldova, the Netherlands, Panama, Peru, the Philippines, Poland, Qatar, Romania, South Korea, Sri Lanka, Thailand, the United Kingdom, and Vietnam.

**3. Technology****Technology - December 2018**

Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<a href="#">Facebook</a>	86	1,369	4,656	55,219	45	8,354
<a href="#">Flickr</a>	0	1,231	11,087	127,375	0	54
<a href="#">Instagram</a>	38	379	1,555	15,101	23	1,771
<a href="#">Pinterest</a>	136	904	1,769	34,672	17	1,769
<a href="#">Tumblr</a> <sup>4</sup>	0	3	0	2	0	196
<a href="#">Twitter</a>	78	1,087	515	9,747	8	9,995
<a href="#">YouTube</a>	0	4	14	85	2	152
Total	338	4,977	19,596	242,201	95	22,291

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff<sup>2</sup>Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public<sup>3</sup>Total number of followers at end of month<sup>4</sup>Discontinued effective April 2018

#### 4. Funding/Fundraising

##### Funding:

On December 6<sup>th</sup>, the Erie County Legislature adopted a 2019 County Budget with amendments. The Legislature supported the proposed Library’s allocation and, while they approved amendments in other parts of the County Budget, none changed the County Executive’s 2019 Budget allocation for the Library.

The 2019 Operating and Grants Budget sustains Library operations and services at current levels. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements; those approved for unrepresented and managerial/confidential employees via previous Board resolutions; along with a reserve for labor agreements not yet settled. Current agreements provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions limiting the employer share of both active and retiree health care costs over the longer term. The Library’s overall operating budget, including State Aid and library revenue, increases 1.7% from 2018’s \$27,997,864 to \$28,485,469 in 2019. Including grants, the combined total increases 1.7% from 2018’s \$28,682,534 to \$29,176,921 in 2019.

While not part of the Library’s operating budget, the County’s Capital Budget provides \$980,000 to support improvements to the county-owned downtown Central Library; specifically, \$400,000 to address building exterior envelope and site rehabilitation and related needs, \$500,000 for continued rehabilitation of the 50+ year-old building’s mechanical, electrical and plumbing systems, and \$80,000 to replace 1 shipping and 1 maintenance vehicle.

For more information about the Library’s 2019 Budget please see: [2019 B&ECPL Adopted Budget Document \(Click Here\)](#).

##### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - December 31, 2018	\$372,126
Bucks for Books*	January 1 - December 31, 2018	\$45,628
2018 Year-end Appeal*	November & December 2018	\$84,475

*\*Included in Annual Appeal Total*

##### Highlights:

##### Regional Economic Development Council Funding

- The B&ECPL was notified that our Regional Economic Development Council (REDC) Initiatives Consolidated Funding Application was approved. The

\$25,000 matching grant will support Erie Canal programming at various libraries throughout our System. Programming will begin midyear.

**Buffalo Never Fails Calendars**

- For the first time, the B&ECPL created, printed and constructed a calendar. Featuring posters from the Rare Book Room’s *Buffalo Never Fails: The Queen City and World War I* exhibit, a total of 54 calendars were sold.

**5. Facilities**

*Highlights:*

- **LeRoy R. Coles, Jr. Branch Library**  
Work continues on the entrance and lower level of the LeRoy R. Coles, Jr. Branch Library.

**6. Staff Development**

**Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	237	4,586	7	93

*Highlights:*

**New Public and Internal Calendar Training**

- In December, the B&ECPL Development & Communications Department held multiple training sessions 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. In all, 82 staff members from across the B&ECPL attended the training. The new calendar system will “go live” in January 2019.

**Ready to Read**

- The Fall Youth Services Group meeting was held on December 5<sup>th</sup> at the Central Library. In coordination with the Institute of Museum and Library Services and the New York State Department of Education – Division of Library Development’s Ready to Read initiative, the B&ECPL Youth Services Group presented training for youth services staff. The program, Strengthening Young Families Through Early Literacy Practices, is based largely on the Association for Library Service to Children and Public Library Association’s training modules

Every Child Ready to Read, second edition. Twenty-seven employees completed the December 5<sup>th</sup> session.

### **Working with Individuals Affected by Homelessness**

- B&ECPL Human Resources sponsored a screening of the American Library Association’s webinar, *Working with Individuals Affected by Homelessness: An Empathy-Driven Approach*, December 20<sup>th</sup>. This webinar provided staff with a greater understanding of patrons affected by homelessness and their communication styles, and gave practical tips to help resolve problems in challenging situations. Twenty-two library employees participated in the live viewing, with 9 additional staff members viewing the program through archival access via the B&ECPL’s staff intranet.

### **Mental Health First Aid**

- **Nicole Brown**, Librarian – Town of Tonawanda Public Library, **Rebecca Moe**, Director – Ewell Free Library, and **Laurie Sandretto**, Librarian – The Launch Pad, completed Mental Health First Aid on December 7<sup>th</sup>, provided through SUNY Erie Community College.

### **Managerial Training**

- **Dawn Stanton**, Library Display Artist, and **Jacqueline Hovey**, Librarian I - Crane Branch Manager, successfully completed Erie County’s 12-week Effective Supervisory Practices program. The program provides guidance and best practices for managers.

### **Webinars**

- Staff participated in a variety of webinars including, but not limited to: *5 Ways to Transform How Your Library Works with Your Community* (presented by Demco); *Communication & Presentation Skills* (presented by NYLA YSS); *Community Conversations Across Neighborhoods* (presented by ALA); *Evaluating Reference Sources* (Idaho Commission for Libraries); *Infusing Preschool Early Literacy with STEAM, Music, and Movement* (presented by WNYLRC); and *Supercharged Storytimes for All* (presented by NYS Library).

## **7. Media Coverage/Media Releases**

<b>Type of Communication</b>	<b>Topic</b>	<b>Air Date/Publish Date</b>
Media Release	List of Most Popular Borrowed Materials in 2018 from Buffalo & Erie County Public Libraries	Buffalo Rising, December 29 <sup>th</sup> ; The Buffalo News, January 1 <sup>st</sup>



Buffalo Criterion	Special thanks to the Buffalo & Erie County Public Library and Frank E. Merriweather, Jr. Branch Library staff	December 1 <sup>st</sup> – 7 <sup>th</sup>
The Buffalo News	Police Advisory Board community forum at the Frank E. Merriweather, Jr. Branch Library	December 5 <sup>th</sup> and updated on December 6 <sup>th</sup>
Interview- Channel 7, <i>Aging is for Everyone</i>	Family legacy and Library resources	December 22 <sup>nd</sup>

**Highlights:**

**Travel Channel**

- The Travel Channel’s *The Dead Files* shot footage for an upcoming show in the Grosvenor Room and in the Stacks at the Central Library.

**Genealogy**

- Genealogy Librarian **Rhonda Hoffman** was interviewed for Channel 7’s Saturday morning television show *Aging is for Everyone*. The episode aired on December 22<sup>nd</sup>.

**8. Partnerships**

**Highlights:**

**External Partner Directory**

- The 2018 edition of *External Partners of the Buffalo & Erie County Public Library System* directory was completed and distributed to all B&ECPL libraries. Over 1,100 partner organizations are listed, providing opportunities for B&ECPL libraries to better serve our library patrons and the Erie County community.

**One Community One Book**

- Planning has begun for the May 2019 *One Community One Book* programming collaboration surrounding author Margaret Creighton’s 2016 Pan-American Exposition book *The Electrifying Fall of Rainbow City*. This annual system-wide initiative, now in its 3<sup>rd</sup> year, originated at the Clarence Public Library under the leadership of Director **Monica Mooney** and a community committee. Representatives of the participating organizations who expect to do Pan-American related programming in May 2019 met to discuss program ideas; partners include: The Buffalo History Museum, Theodore Roosevelt Inaugural Site, Buffalo Museum of Science, Explore Buffalo, Forest Lawn Cemetery, Buffalo

Presidential Center, UB Libraries, and Michigan Street Heritage Corridor. Author Margaret Creighton has agreed to participate in several programs to be held throughout Erie County.

**B&ECPL to Partner with the University at Buffalo and Erie County Department of Social Services**

- To meet the increasing need of social service agency-related programs/ initiatives, Assistant Deputy Director **Dorinda Darden** met with Kathryn McClain-Meeder, Clinical Assistant Professor for Field Education at University at Buffalo School of Social Work, Greer Hamilton, Community Impact Coordinator for the Mobile Safety-Net Team, and Hannah Holden, Community Coordinator for the Erie County Department of Social Services, at the Isaías González-Soto Branch Library to discuss having a social worker intern at the library. The program is expected to be implemented in the spring of 2019.

**9. Director Activities**

**Meetings and Events:**

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

<b>DATE</b>	<b>MEETING / EVENT</b>
December 3, 2018	Meeting - New York State Senator Chris Jacobs
December 4, 2018	Meeting - LaBella Associates
December 4, 2018	Conference Call - Association of Contracting Library Trustees Board Meeting
December 6, 2018	Meeting - Administrative Team
December 6, 2018	Meeting - Umesh Shah, India Association
December 6, 2018	Webinar - Springshare Calendar System
December 6, 2018	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees - Policy Committee
December 6, 2018	Meeting - Stakeholders 201 Ellicott
December 7, 2018	Meeting - Central Library Co-locators Semi-annual
December 7, 2018	Meeting - Jeannine Doyle
December 7, 2018	Meeting - Construction Meeting - Crane Library
December 10, 2018	Meeting - Erie County Strategy 2.0 Building a Stronger Community - Children Work Group
December 11, 2018	Meeting - Joy Testa Cinquino
December 11, 2018	Conference Call - Public Library System Directors Organization (PULISDO)
December 11, 2018	Conference Call - PULISDO/New York State Department of Education - Division of Library Development

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December 11, 2018 Conference Call - Lisette Ostrander, Ph.D., Zoom  
December 12, 2018 Event - B&ECPL Staff Winter Gathering  
December 12, 2018 Meeting - Managers/Directors  
December 12, 2018 Meeting - Rebecca Moe  
December 12, 2018 Meeting - Trustee Sheldon Berlow  
December 12, 2018 Training - Erie County Racial Equity Analysis  
December 13, 2018 Meeting - Jeannine Doyle  
December 13, 2018 Meeting - Dr. Gale Burstein, Erie County Commissioner of Health  
December 13, 2018 Meeting - Melissa Blattner, Project Flight  
December 13, 2018 Meeting - Judy Fachko  
December 13, 2018 Meeting - Ken Sfeir, Roly Poly  
December 13, 2018 Meeting - B&ECPL Board of Trustees - Executive Committee  
December 14, 2018 Meeting - Jeannine Doyle, Ken Stone, Tom Murphy  
December 14, 2018 Meeting - William S. Hein & Co., Inc.  
December 14, 2018 Meeting – Dr. Barbara Seals Nevergold - Uncrowned Community Builders  
December 17, 2018 Conference Call - Rotary Reads Kids Club Committee  
December 18, 2018 Meeting - Peter Schiffmacher, Dennis Galucki, Meg Cheman  
December 19, 2018 Meeting - Erie County Strategy 2.0 Building a Stronger Community - Working Families  
December 20, 2018 Meeting - Administrative Team  
December 20, 2018 Meeting - B&ECPL Board of Trustees  
December 21, 2018 Meeting - Mark Kross, Tom Murphy  
December 21, 2018 Meeting - Joy Testa Cinquino, Maureen Germaine  
December 21, 2018 Meeting - Jeannine Doyle, Judy Fachko  
December 27, 2018 Meeting - Dorinda Darden  
December 27, 2018 Meeting - Kulture Khazana  
December 31, 2018 Meeting - Jeannine Doyle

### **Other:**

### **Contracting Member Library Activity Reports**

**Concord Public Library** – submitted by Jennifer Morris, Director

Highlights of events and activities at the Concord Public Library -

New programs that we began recently include:

- Dad & Me Storytime – beginning January 2019 – a storytime just for dads (or other father figures) and their kids.
- Builder’s Bonanza – weekly program for kids to come build their own creations using LEGO’s Magformers and Keva Planks.

- SPCA Paws for Love – a weekly “read to a dog” program for kids ages 6 and up. This is one of our popular programs and has grown each week - we have many kids who look forward to coming in to read to Gracie, the Golden Retriever, every Thursday.
- Game Lab – weekly program for teens. The library has a variety of games on hand for kids to play. We regularly borrow the Central Library’s Gaming Unplugged Kits (these kits are wonderful) and the library has some Snap Circuits, a Sphero Ball and the Ozobot that were purchased through Senator Patrick Gallivan’s Bullet Aid funds last year.
- Drop-in Computer Help – a weekly drop in program for people needing help with e-mail, eBooks, using the Internet and other technology-related questions.
- Erie County Department of Social Services. The representative has been here every Thursday to assist patrons with applying for HEAP, SNAP, WIC and other social service programs. The library has received so many positive comments on this service. Patrons really appreciate having someone from Social Services here every week to answer their questions in person. It is especially beneficial for those who don’t drive and are unable to get to the downtown office.

Other highlights include:

- New library hours – these new hours begun in January are year-round; the library will now be open Saturdays in the summer.
- Library Director **Jennifer Morris** will begin attending the Springville Regional Service Coalition meetings each month to connect with other service providers and organizations in the area.
- The library is excited to start a new Code Club for Kids program in March. Concord was one of 50 public libraries in the U.S. to receive an Institute of Museum and Library Sciences grant. These resources include one-on-one training sessions, Prenda code club software, and ongoing coaching and support.

**Orchard Park Public Library** – submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Public Library -

- Among B&ECPL’s contracting libraries, Orchard Park Public Library is the most visited and ranks 5<sup>th</sup> overall in circulation of materials.
- Orchard Park Library collaborated with the Village of Orchard Park to co-host Holiday in the Park with the Historic Orchard Park Train Depot December 1<sup>st</sup>.
- The library again collaborated with the Orchard Park Train Depot on December 10<sup>th</sup> for Storytime at the Station.
- Paws for Love library dog Maisy was in the house for “Read with Maisy” time on December 13<sup>th</sup>.
- A LEGO Mindstorms Robotics workshop was held December 14<sup>th</sup>.

- A Holiday Graham Cracker House Construction program was held December 15<sup>th</sup>.
- Stuffed Animal Sleepover was held December 15-16<sup>th</sup>. Children arrived at the library in pajamas and left stuffed animal friends to sleep over, then returned on Sunday to retrieve them and see what fun their friends had overnight.
- Orchard Park Library Books and Cookies literary book club featuring Henry James' *The Bostonians* was held December 17<sup>th</sup>.
- The Library again collaborated with the Orchard Park Train Depot on January 12<sup>th</sup> for Storytime at the Station.
- In Good Health Series - New Year, New You! Community holistic experts will provide helpful tips for getting started in the new year with healthy living.
- The Buffalo Science Museum presents Science Below Zero January 19<sup>th</sup>. This liquid nitrogen demonstration explores basic concepts of heat and kinetic energy.
- NovelTeen Books and Movies Club - teens will read the book *Divergent* and then watch the film adaptation on January 22<sup>nd</sup>.
- Yoga for Tweens and Teens will take place January 26<sup>th</sup>.
- Teen Volunteer Computer Coaching - an opportunity to connect teen volunteers in need of service hours with basic community technology needs will take place on January 26<sup>th</sup>.
- Orchard Park Library Books and Cookies literary book club featuring Hemingway's *The Sun Also Rises* will be held January 28<sup>th</sup>.
- The Friends of the Orchard Park Library's annual Special Book Sale featuring items of rare or special interest is scheduled for February 1<sup>st</sup> and 2<sup>nd</sup>.
- Storytime at the Station at Orchard Park's historic Railway Depot will take place on February 9<sup>th</sup>.
- Valentine Card Station - who will be your valentine? Create a special message anytime February 9<sup>th</sup> - 14<sup>th</sup>.
- Buffalo Philharmonic BPOventions resumes for 2019 on February 11<sup>th</sup> with Amy Glidden speaking on "Is That Your Full-time Job?"
- A Homeopathic Essential Oils workshop, a beginner's guide to the latest diets, fads and trends, is scheduled for February 12<sup>th</sup>.
- Orchard Park Library Books and Cookies literary book club featuring T.S. Eliot's *The Waste Land* will be held February 18<sup>th</sup>.
- A Pom-pom Pals workshop will be held February 20<sup>th</sup>. Children will learn how to create a fuzzy friend with ordinary household items.
- A Tunnel Book workshop for parents and children with artist and designer Sarah Hofheins will take place February 23<sup>rd</sup>. Three dimensional scenes inside the book will tell stories based upon famous children's author/illustrator Jan Brett's picture books.
- Friends of the Orchard Park Library have scheduled the Spring 4<sup>th</sup> Tuesday Speaker Series beginning February 26<sup>th</sup>. The speaker series features local experts on WNY history, hobbies, travel and current events.

Agenda Item I – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Richard Earne, ACT Secretary, reported the annual ACT Trustee Workshop will take place March 2<sup>nd</sup> at the Central Library. The workshop will consist of an ACT business meeting, election of officers, a presentation on new and amended New York State Minimum Standards for libraries, and 2 breakout sessions – (1) *Contract Review* and (2) *Presentations from Around the System* including the Library of Things; Partnerships, Programs and Fundraising; and *STEM Programming* demonstrations. The cost is \$12 which includes morning refreshments, the program, and lunch catered by Roly Poly. All trustees are invited and encouraged to attend.

Agenda Item J – Public Comment. County Executive Liaison Jason Hurley suggested Kevin Helfer, City of Buffalo Parking Commissioner, be sent a copy of the letter the Library is sending to Common Council President Darius Pridgen regarding the changes in the City of Buffalo parking rates/meters.

Agenda Item K – Unfinished Business. None.

Agenda Item L – New Business. None.

There being no further business, on motion by Mr. Ted Johnson with a second by Trustee Panty, the meeting was adjourned at 4:37 p.m.

Respectfully submitted,

Kimberly Johnson  
Secretary