

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

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

Kathleen Berens Bucki, Chair
Alan Bedenko, Vice Chair
Kimberly Johnson, Secretary
Joel Moore, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Lucy Candelario
Carima El-Behairy
Frank Gist
Frank Housh
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:07 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. On motion by Trustee Bedenko and seconded by Trustee Panty, the agenda was approved with the following changes: Proposed Resolutions 2019-24 and 2019-25 were replaced with revised versions; copies were at each trustee’s place to be discussed when presented.

Agenda Item C – Minutes of the Meeting of June 20, 2019. On motion by Trustee El-Behairy, seconded by Trustee Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. On July 17th, Chair Bucki spoke at the Erie County Legislature’s Mid-Year Budget Hearing along with B&ECPL Director Mary Jean Jakubowski and CFO Kenneth Stone; information on Library services, programming, and the budget was provided. Trustee Panty was thanked for being in attendance.

Agenda Item D.1 – Intermit August Meeting. The Chair introduced Resolution 2019-23 and entertained a motion to intermit the August Board meeting. She pointed out the August 8th Executive Committee meeting would still take place whereat any business that comes up can be taken care of. Trustee Ted Johnson made a motion, Trustee El-Behairy seconded, and approval was unanimous.

RESOLUTION 2019-23

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2019, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "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. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2019 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

Continuing with her report, Chair Bucki reminded trustees the September 19th Board meeting will be held at the Julia Boyer Reinstein Library in Cheektowaga.

Chair Bucki communicated Erie County budgeted \$250,000 for the development of space in the undeveloped 2nd floor area of the Central Library for the Association of a Buffalo Presidential Center (BPC); the Erie County Department of Public Works (DPW) notified the Library they are ready to build out that space.

She called on Director Jakubowski to share additional information. Director Jakubowski reminded trustees last year the BPC moved into approximately 756 sq. ft. of storage space in the lower level of the Central Library. The BPC has been speaking with County Executive Mark Poloncarz and members of the Erie County Legislature with regard to their future and wish to expand into the undeveloped space on the 2nd floor at the Central Library. The County Executive placed \$250,000 in the Department of Public Works' Budget to provide for additional construction for this space for the BPC. Director Jakubowski further pointed out: the space to be developed is located on the 2nd

floor behind the Collections Gallery – (raw space, known as 2nd floor west); the space will be used for exhibits, preservation and conservation of BPC materials and storage; and the work will be done by the DPW at no cost to the Library.

Notification was received Monday, July 15th, that the DPW is ready to build out the space. The Director conveyed that in all prior conversations, she made known the Central Library is owned by the County but is overseen by the B&ECPL Board of Trustees; therefore the Board must, like it has with all other co-locators in the building, agree to the use of the space.

Chair Bucki discussed this matter with Director Jakubowski who is in support of the development. Director Jakubowski pointed out the benefits of having the BPC occupy this space include, but are not limited to: expanded collaborative programming and collaborative exhibition opportunities; expanded traffic flow to and through the Collections Gallery; and provided opportunity for the Library to have a portion of the 2nd floor west developed at no cost to the Library – including extending ventilation, electrical and lighting.

Trustee Gist asked if it was unusual for the DPW to be doing the construction work; Director Jakubowski replied yes, but it is not unheard of.

On a different matter, Trustee Kelly asked about the status of the stair repair in front of the Central Library. CFO Stone interjected that a purchase order was issued that day which means the work should commence shortly; he noted the funds are coming out of Erie County's Capital Budget.

Trustee Housh expressed he was in agreement with the Director that the expansion of the BPC at the Central Library is good for the community.

Discussion ensued with Director Jakubowski answering trustees' questions satisfactorily; she remarked trustees would be kept informed.

At this point, Chair Bucki entertained a motion to approve the following:

- The B&ECPL Board of Trustees supports the development of a portion (not to exceed 2,400 sq. ft.) of 2nd floor west, at no cost to the Library for use by the Association for a Buffalo Presidential Center (BPC);
- The Board of Trustees authorizes the Library Director or designee to:
 - Notify BPC and DPW of the B&ECPL's Board of Trustees support;
 - Work with DPW and BPC to ensure the space is designed/constructed conducive to the Library's specifications; and
 - Renegotiate the contract between the B&ECPL and the BPC on the matter of rent and in-kind programming requirements.

Trustee Kimberly Johnson made a motion, Trustee Berlow seconded; this was approved unanimously by the Board (assigned Resolution 2019-27).

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on July 11, 2019; a copy of the written report was at each trustee's place. Trustee Bedenko summarized the report and requested the written report be entered into the Minutes. Trustee Ted Johnson moved for approval. Trustee Panty seconded, and approval was unanimous.

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

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

Chair Bucki reminded the Committee of the Library's Mid-Year Budget Hearing at 1:15 p.m. before the Finance and Management Committee of the Erie County Legislature, Wednesday, July 17, 2019. Trustees were encouraged to attend.

The Committee reviewed the agenda as well as proposed resolutions for the July 18, 2019 meeting of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees.

CFO Stone detailed proposed Resolutions 2019-24 – 2020 Proposed Budget Guidance and 2019-25 – NYS Library Construction Aid - Reduced Match Criteria and Review Prioritization. CFO Stone discussed the status of the NYS budget and bills awaiting the Governor's signature pertaining to the State Aid for Library Construction program that could affect the B&ECPL. Discussion ensued.

Director Jakubowski asked the Committee for direction in signing onto Live Well Erie – a County-wide plan focused on meaningful improvements in the social determinants of health and wellbeing in 3 populations: children, working families and seniors. She noted both she and library staff contributed to the development of this County-wide plan. Discussion ensued. A resolution will be added to the agenda seeking support of the Board to pledge commitment to participating in the program.

Director Jakubowski shared notification received from Jonathan Schechter, Esq., attorney for OR 18 - the former operator of Fables Café, of their proposed settlement with the Library. Discussion ensued. Direction by the Executive Committee was requested regarding response; Director Jakubowski will contact Dennis Schaeffer, Esq. at Bond, Schoeneck & King with direction as provided by the Executive Committee.

Director Jakubowski also noted Library counsel Robert Patterson, Esq. of Bond, Schoeneck & King will meet with the Development Committee at their July 18th meeting to discuss the Library Foundation's comments on the document *Proposal for Redefining the Organizations' Relationship* between the B&ECPL and Library Foundation of Buffalo & Erie County, Inc. which was reviewed by the Library Foundation Board along with its attorney.

The Executive Committee meeting adjourned at 4:40 p.m. on a motion by Trustee Burd, with a second by Trustee Bedenko.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – 2020 Proposed Budget Guidance. CFO Stone reminded trustees as noted in Agenda Item B, the wording in the original proposed resolution was revised. It now reflects 2020 budget instructions were received July 15th from the Erie County Budget Office and the Library is being asked to develop a 2020 Budget request reflecting no overall growth when compared to the net county cost in our 2019 adjusted budget. Following CFO Stone's explanation of Resolution 2019-24 as presented and discussion about increases in the NYS minimum wage, Trustee Ted Johnson moved for approval, Trustee El-Behairy seconded, and the following was approved unanimously:

RESOLUTION 2019-24

WHEREAS, the Library received Year 2020 budget instructions from the Erie County Budget Office on July 15th, with budget requests due to the Erie County Budget Office no later than August 15, 2019, which is before the next scheduled Board meeting, and

WHEREAS, the County Division of Budget and Management is requesting that all departments and funded agencies *develop their 2020 Budget request reflecting no overall growth when compared to the net county cost in your 2019 adjusted budget*, and

WHEREAS, in order to provide a timely response to the County, proposed budget preparation and review criteria were transmitted electronically for review by the Board's Budget & Finance Committee, and

WHEREAS, it is in the Library's interest for Library trustees to articulate guidelines for preparing the 2020 Budget request; designate the Library Director as

responsible for preparing a draft budget request consistent with these guidelines; and submit the request to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) hereby directs the Library Director to complete the 2020 Budget request utilizing the following criteria:

- Assume County support is unchanged from 2019 at \$24,910,939; and
- Incorporate the cost impact of the December 31, 2019 scheduled New York State minimum wage increase of \$0.70 per hour; and
- Incorporate the increased costs of contracted bargaining unit agreements and for unrepresented personnel pursuant to previously approved Board resolutions along with rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize the provision of public services in any budget adjustments needed to balance the 2020 Budget request, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow.

Agenda Item E.2.b – NYS Library Construction Aid – Reduced Match Criteria and Review Prioritization. As noted in Agenda Item B, the wording in the original proposed resolution was revised. CFO Stone noted it now reflects poverty criteria language to match the State's wording for the 90/10 matching provision, but without all the extra layers of addition. He explained Resolution 2019-25 as presented. Following discussion regarding the 90/10 split criteria/qualifications and the B&ECPL's fund balance, Trustee Burd moved for approval of Resolution 2019-25 as presented; Trustee Panty seconded, and approval of Resolution 2019-25 was unanimous.

RESOLUTION 2019-25

WHEREAS, near the end of a very active legislative session, the New York State (NYS) Legislature passed 4 items that impact the New York State Public Library Construction Aid Program, one of which if enacted would extend the current 75/25 matching provisions for projects at libraries located in economically disadvantaged communities, and

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL), in its role as a library system, must determine which libraries are located in economically disadvantaged communities and therefore eligible for construction aid funding of up to seventy-five percent (75%) of the total project approved costs, and

WHEREAS, the B&ECPL in its role as a library system, must evaluate, rank and recommend approval of construction applications submitted by public libraries or public library systems under this aid program, and

WHEREAS, this includes reducing recommended awards to balance to the available allocation, should the amounts requested exceed that allocation, and

WHEREAS, it is in the B&ECPL's interest to provide guidelines to be used to prioritize when balancing recommended awards to the available allocation, should the amounts requested total more than the available allocation, now therefore be it

RESOLVED, that for funding years when a 75/25 matching provision is in effect, the Board of Trustees of the B&ECPL hereby sets the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the New York state average poverty rate using federal census data; and/or
- Libraries physically located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the E-Rate program to qualify said district for a 60% discount on eligible E-Rate services, and be it further

RESOLVED, that should the construction aid amounts requested by libraries exceed the available allocation as determined by the NYS Division of Library Development in any given funding cycle, the following guidelines will be used to prioritize funding recommendations, with higher priority going to projects that:

- Address safety issues;
- Protect/extend the useful life of the building (e.g. replacing roofs, HVAC, etc.);
- Improve libraries serving economically distressed/disadvantaged communities;
- Improve public access and capabilities for increased public use of the facility;
- Involve libraries that have not previously received Construction Aid; and/or
- Involve libraries that have not received NYS Library Construction Aid funding in the past 3 or more funding cycles.

Agenda Item E.2.c - Monthly Financial Report. The monthly financial report for the year as of May 31, 2019 month-end close was included in the board packet as an information item. CFO Stone noted the Library is operating within budget.

Agenda Item E.3 - Development and Advocacy Committee. Committee Chair Housh briefly reported on the Committee meeting held at 3 p.m. prior to the Board meeting. B&ECPL legal counsel, Robert Patterson, Esq. of Bond, Schoeneck & King, was at the

Committee meeting to review the response/comments of the Library Foundation of Buffalo & Erie County (Foundation) to the *Proposal for Redefining the Organizations Relationship between the Foundation and the Buffalo & Erie County Public Library* document. Following the Development & Advocacy Committee's review of comments made by the Foundation, a few areas of concern were noted and suggested language was provided; Mr. Patterson will modify the language pursuant to the Committee's discussion and provide the Committee with an updated draft document.

In response to Trustee Housh reporting the Committee is proposing 2 voting members from the B&ECPL Board of Trustees sit on the Foundation's Board, discussion ensued with trustees' views being varied. Trustee Berlow reminded trustees the Committee's final recommended draft of the document will be provided to the Board prior to approval, and he believes it will clearly spell out details answering trustees' questions.

Agenda Item F – Report of the Director. Director Jakubowski asked trustees to familiarize themselves with the many handouts/flyers at their places and shared information about each:

- *Library 2018 Annual Report of the Director;*
- Kids Soccer & Lacrosse Kits available for borrowing at Isaías González-Soto Branch Library;
- Battle of the Books at ECC South event, Saturday, August 3rd;
- National Book Lovers Day event/programs, Friday, August 9th;
- Rotary Club of Buffalo Duck Derby fundraiser at Canalside, Sunday, August 11th – Proceeds will benefit the Rotary Reads – Kids Clubs located in the B&ECPL's Buffalo branches. This event is free to attend - there is a \$5 donation for each duck;
- Mark Twain Day @ the Library, Wednesday, August 14th – The Press Event/announcement of the digital version of the *Huckleberry Finn Manuscript* will take place;
- Central Library Annual Used Book Sale, August 15 - 17th – All items are 50 cents;
- Library Night at the Ballpark! Fundraiser, Friday, August 16th – Buffalo Bisons vs. Durham Bulls at Sahlens Field - 7:05 p.m. game start. Tickets are \$15 each - a portion of the proceeds benefits the B&ECPL!

The B&ECPL's Little Free Library located on the front ramp of the Central Library has been named a *Little Free Library of Distinction*; a certificate of recognition was passed around.

Director Jakubowski updated trustees the B&ECPL was notified by the Erie County Health Department of the anticipated significant levels in the heat index expected for Friday through Sunday; the Library responded by adding open hours for this period. Thirty-three libraries will be open on Saturday and 10 libraries will open on Sunday

throughout the Library System. Kudos have been received by County Executive Mark Poloncarz and Health Commissioner Dr. Gale Burstein for B&ECPL stepping up to provide the community with a respite from the extreme heat expected to hit the region. Director Jakubowski communicated that the B&ECPL is considered a “cooling center” on the State Health Department website which means that when our doors are open, we are an available air-conditioned site, offering respite from the heat to those in need. Trustee Moore inquired if the expanded hours offered are subsidized by the State or County; Director Jakubowski remarked by doing this, we are recognized as a significant representative of community good faith. The extra hours are not subsidized. She pointed out if we need to offer expanded hours on a regular basis, subsidization would be looked into.

An article featuring former System Trustee Dr. Rhonda A. Ricks, *Rhonda's Legacy – Building for the People - A Tribute to Rhonda A. Ricks, Buffalo's First Minority Female Developer* found in the June 26th Challenger newspaper, was available for trustee viewing.

In response to Trustee Kelly's inquiry on the status of the Reading Park, Director Jakubowski shared Buffalo's Reading Park, made possible by Southwest Airlines Heart of the Community Grant, is well underway; the fencing is up so the grass can rejuvenate, sandblasting of authors' names in the concrete will happen next week, and the fencing will hopefully be taken down by the end of the month. Multitudes of activities are already scheduled and can be found on the Library's website. The community is very excited.

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

B&ECPL Monthly Report June 2019

Harry Potter Day @ the Library – The Central Library held a magical celebration of all things Harry Potter on June 22nd. Featuring many fun activities for the more than 2,000 wizards and muggles of all ages, the event also marked the beginning of the Buffalo & Erie County Public Library (B&ECPL) System's Summer Reading 2019 *A Universe of Stories*. Wizarding activities took place both inside the library and outdoors on the Central Library ramp including: Hogwarts house sorting, button making, temporary tattoos, trivia contests, crafts featuring charms and transfiguration, potion making, “mandrake” planting, fun fortune-telling, care of magical creatures with Buffalo Animal Adventures, Quidditch matches, wizard virtual reality, digital spellcasting, photo opportunities, and prizes! Nitro Magic© provided ice cream (free to attendees) and local food trucks *Blend* and *Casa Azul* were on site to sell refreshments including the infamous (non-alcoholic) *butterbeer*. *Reada Book* was on hand to greet visitors. *Celery*

from the Buffalo Bisons read to participants of all ages. The day culminated with an outdoor concert by the internationally known group *Harry and the Potters*. Emily Lampa and Heather Waldman from WGRZ Channel 2 MC'd.



B&ECPL libraries throughout Erie County held promotional programming to advertise the Central Library's event which included a variety of craft programs: *Harry Potter Potions*; *Harry Potter Wizarding Wands!*; *Welcome to Hogwarts!*; *DIY Harry Potter Coloring Book*; *Create Your Own Wizarding Craft!*; *Harry Potter Night*; *Butterbeer Making*; *Harry Potter Mania!* and the *Care of Magical Creatures*.

Doors Open Buffalo - Tours of the Central Library were held June 15th as part of the Library's participation in Explore Buffalo's *Doors Open Buffalo* event which featured behind the scenes tours of many of downtown's most architecturally unique and well-known buildings. Participants were provided a history of the Central Library, a description of the building's architecture, collection highlights including the Mark Twain Room, *Buffalo Never Fails: The Queen City and World War I* exhibit, and the Rare Book Room's *Telling the Story: Enslavement of African People in the United States* exhibit. Attendees were also taken to see the Central Library's substantial storage tiers that are closed to the public.

2019 Summer Job Fair - The Central Library's *2019 Summer Job Fair* was held June 26th. The Job Fair featured 47 companies and many organizations expressed amazement at the volume of people in attendance (approximately 250) and the diverse pool of candidates. Additionally, TechKnow Lab Librarian **Andy Aquino** organized and supervised the TechKnow Lab's Help Center during the Job Fair. The Help Center, located outside the West Room, provided assistance to patrons with printing, copying, and scanning resumes. Fifty people stopped by the TechKnow Lab's station and used laptops to retrieve resumes and to apply for jobs.

Free Bicycle Repairs @ the Central Library - The Launch Pad is hosting GObike Buffalo's Mobile Bike Repair workshops throughout the summer. Free repairs and

tune-ups are available! Check the Library System's website event calendar for dates and times at: <https://buffalolib.libcal.com/calendar/events/?cid=8851&t=d&d=0000-00-00&cal=8851>.

Gardening to Save the World – A lunchtime gardening program featuring B&ECPL Gardener **Beaufort Willbern** was held on June 27th in the Central Library's Ring of Knowledge. The presentation included a talk about the ecological benefits of home gardens and a tour of the Central Library's front gardens. In conjunction with the event, books that focus on gardening and the care of the planet are currently on display throughout the Central Library.

President Grover Cleveland's Grandson Tours the Library – On June 13th George Cleveland, grandson of the 22nd and 24th President of the United States Grover Cleveland, along with members of the Niagara Frontier Council for the Social Studies (NFCSS) Advisory Board toured the Central Library's Mark Twain Room and the *Buffalo Never Fails: The Queen City and World War I* exhibit. Later that evening Mr. Cleveland presented stories and antidotes of his late grandfather. He was later given a tour of the Rare Book Room. Mr. Cleveland was brought to the library through the B&ECPL's partner The Buffalo Presidential Center.

Coordinated Outreach Advisory Group Meeting – The B&ECPL hosted its biannual Coordinated Outreach Advisory Group meeting at the Central Library on June 13th. Library staff discussed the System's outreach programming and resources to various "at risk" populations (as defined by New York State – seniors, individuals with disabilities, incarcerated, English as a Second Language learners, etc.) The Advisory Group is comprised of both B&ECPL staff and community members including Karima Amin, Prisoners are People, Too, Inc.; Clifford Bell, Sr. Advisor, Small Business Development Center; Frank Cammarata, Executive Director, Erie County Office for People with Disabilities; Humberto Hernandez, Training and Accessibility Specialist at Olmsted Center for Sight; and Miguel Santos, National Grid Consumer Outreach Coordinator. B&ECPL representatives include **Dan Caufield**, Central Library Manager, and Librarians **Kristi Dougherty**, **Sandra Courtney**, **Andrew Maines**, **Renee Masters** and **Samantha Purpora**.

Monthly Programming Statistics – June 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	146	1,095	3,458	24,983
Children (age 6-12)	138	900	2,347	16,115
Teens	55	217	503	2,348
Intergenerational	210	1,428	8,433	37,846
Adults (excludes Technology)	226	1,405	2,894	22,170
TOTAL In Library Programs	775	5,045	17,635	103,462

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	1	6	1	6
Children (age 6-12)	108	527	108	527
Teens	168	930	169	931
Intergenerational	49	231	49	231
Adults (excludes Technology)	181	1,039	190	1,049
TOTAL In Library Programs	507	2,733	517	2,744

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	26	20	113
System or Library-owned Cyber Train	8	50	37	325
One on One	175	991	178	1,035
TOTAL Adult Technology	187	1,067	235	1,473

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	87	393	1,963
Children (age 6-12)	13	47	2,008	3,894
Teens	1	9	60	640
Intergenerational	16	63	1,203	6,039
Adults (excludes Technology)	17	103	387	3,287
TOTAL Outreach (out of Library)	59	309	4,051	15,823

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	40	40	880	880
Children (age 6-12)	58	58	1,498	1,498
Teens	33	36	366	398
Intergenerational	69	69	5,450	5,450
Adults	26	26	424	424
TOTAL Summer Reading Programs	226	229	8,618	8,650

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	14	49	599
Adult Services	2	15	39	392
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	1	0	4
Grosvenor Room	1	10	5	105
TOTAL	4	40	93	1,100

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	5,554	32,721	
Visitors - Tour/Program	93	1,100	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	5,647	33,821	86,614

Outreach

- Buffalo Public Schools Adult Education Division
- Buffalo Public School (BPS) #3 - D'Youville Porter Campus – International Night
- Bailey Green Community – Block Party
- BPS #94 West Hertel Academy – Saturday Academy
- Explore & More – The Ralph C. Wilson Jr. Children’s Museum – Touch-A-Truck
- Grace Kids Academy’s Early Head Start – Family Fun Day
- Bennett Park Montessori School
- John R. Oishei Children's Hospital
- Key Bank Center – Veteran’s Stand Down
- BPS #67 – Discovery School
- Catholic Charities of Buffalo, Gerard Place and Northland Workforce Training Center – East Delavan Summer Service Social event
- Service Corps of Retired Executives (SCORE) – Starting and Managing Your Own Business Event
- LaSalle Park – World Refugee Day in Western New York

Tours/In-House Group Programming Highlights – Central Library

- Harry Potter Day
- PAWS for Love – Reading with Dogs
- Scooping, Pouring, Playing, and Learning: Sensory Station Playtime
- eBook Help on the Ramp
- St. Gregory the Great (Williamsville)
- SewREDI Buffalo – Refugee Economic Development Initiative
- International Institute of Buffalo

Tours/In-House Group Programming Highlights – Riverside Branch Library

- Jericho Road Community Health Center – English as a Second Language (ESL) classes
- Jericho Road Community Health Center – United States Citizenship classes

Library on Wheels Special Events – Including its regularly scheduled stops, the *Library on Wheels* attended 6 special events traveling over 775 miles and attracting 2,294 visitors.

- Lakeshore Central School District – Highland Elementary School Field
- Explore & More – The Ralph C. Wilson Jr. Children’s Museum – *Touch-A-Truck*
- Elmwood Village Charter School
- Village of Kenmore – Discover Kenmore
- Juneteenth Festival

- Martin Luther King, Jr. Park – Splish Splash Summer Bash Celebration

Teen Programming

- Information Services and Outreach Librarian **Maria Lowe** hosted the Rising Voices book group on June 15th. Participants discussed *Long Way Down* by Jason Reynolds.
- Teen Advisory Group (TAG) met twice during the month of June.

Other

- [Buffalo: People and Places](#) – a new art exhibit by People Inc.’s Arts Experience

2. Collection Development

Collection Development – June 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,711	20,976	271	1,819	543,893
Young Adult Print	608	4,072	116	650	75,494
Adult Print	4,546	26,430	751	4,437	1,834,335
Media	4,037	24,971	641	3,344	565,351
Other*	2,502	16,360	54	122	179,715
Subtotal	14,404	92,809	1,833	10,372	3,198,788

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,268	7,451	810	4,695	77,795*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	280	1,608	219	1,215	16,360
eVideos	0	0	0	0	100
Subtotal	1,548	9,059	1,029	5,910	94,255

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	15,952	101,868	2,862	16,282	3,293,043

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	642	6.1%	642	69.9%
Staff Initiated	45	2.2%	45	91.1%

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

Subject Guides - The Library’s Subject Guides were viewed by 1,267 visitors from 24 countries in June. In addition to the United States, visitor countries of origin included Australia, Bangladesh, Canada, Ecuador, Germany, India, Indonesia, Iran, Kenya, Malaysia, Mexico, Namibia, Nepal, Nigeria, Pakistan, the Philippines, Poland, Romania, Russia, South Africa, South Korea, Sweden, and the United Kingdom.

3. Funding/Fundraising

Funding:

Erie County 2020-2025 County Capital Budget Hearing - Library staff attended a meeting of the Erie County’s (County) 2020 Capital Budget Committee to provide a brief overview of the Library’s 2020-2025 capital request and answer questions. The request, per B&ECPL Board Resolution 2019-3, focuses on a phased project to remove the Central Library’s aging and expensive-to-operate escalators. Also discussed were County capital funds to support Library System services including, but not limited to, replacement shipping vehicles. Projects impacting the Central Library are developed in cooperation with the Erie County Department of Public Works (DPW). Depending on the type of project, the capital project request may be submitted by either the Library or DPW.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - June 30, 2019	\$75,686.72

Upcoming Fundraising Events

- **Play Ball!** - *Annual Library Night at the Ballpark Fundraiser.* Join us Friday, August 16th as the Buffalo Bisons take on the Durham Bulls at Sahlen Field. The game starts at 7:05 p.m. Tickets are \$15 each with \$6.50 from each ticket going to the B&ECPL. Tickets can be purchased by contacting Maureen Germaine at 716-858-7197 or germainem@buffalolib.org.
- **Central Library Annual Used Book Sale** - The Central Library Annual Used Book Sale will take place August 15th - 17th on the 2nd floor of the library. All

items will be sold for 50 cents. An Early Bird Preview event (\$5 entry donation) is scheduled for Thursday, August 15th from 8:30 a.m. – 11 a.m.

4. Facilities

- **Leroy R. Coles, Jr. Branch Library** - Central Library Maintenance staff painted the walls on the main floor of the Leroy R. Coles, Jr. Branch Library throughout the month of June.

5. Staff Development

Staff Development - June 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	927	2,171	9	41

Staff Training Provided/Sponsored by B&ECPL - 2020 Budget Training (presented by Tracy Palicki, B&ECPL); *Conducting Performance Evaluations* (presented by Judy Fachko, B&ECPL); *Contracting Member Library Director Training* (presented by Dawn Peters, B&ECPL); *Early Childhood Education Training Part 1 - Child Development* (presented by Childcare Resource Center/B&ECPL); *Early Childhood Education Training Part 2 - Building Relationships* (presented by Childcare Resource Center/B&ECPL); *Early Childhood Education Training Part 3 - Setting the Environment* (presented by Childcare Resource Center/B&ECPL); *Early Childhood Education Training Part 4 - Extension Activities* (presented by Childcare Resource Center/B&ECPL); *Repetitive Motion Injury Prevention* (Rachel Van Alstine, WNYCOSH/B&ECPL); *Workplace Exposure to Outdoor Hazards* (Rachel Van Alstine, WNYCOSH/B&ECPL).

Workshops - Administration of Public Library Facilities and Technology (presented by LIU Post); *Asbestos Supervisory Refresher* (presented by Safety & Health Training Center, Inc.); *Charities Symposium: Doing Well While Doing Good* (presented by Office of the NYS Attorney General Charities Bureau); *Cooling Tower Certification Training* (presented by M.I.S. of America, Inc.); *Cross-Collaboration Between Libraries* (presented by WNYLRC); *Getting Started with QuestionPoint & AskUs 24/7 Training* (presented by WNYLRC); *Thinking Money for Kids Orientation Workshop* (presented by ALA); *WNYLA Spring Getting to Know You* (presented by WNYLRC).

Conferences - ALA Annual Conference (presented by ALA); *New York Archives Conference* (presented by NY Archives); *Digital Laboratory - Census 2020 Meetings* (presented by Digital Equity Lab/ESLN).

Webinars – Staff from throughout the System are actively participating in mandated training including *Training for a Harassment Free Workplace* (presented by Kantola) and *Workplace Violence: The Early Warning Signs* (presented by Kantola). All staff must complete the training by August 31st. In addition, staff participated in 14 other webinars of varying topics.

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

Type of Communication	Topic	Air Date/Publish Date
Media Release and Media Event	Summer Reading	The Buffalo News - June 3 rd Bee Publications - June 19 th The Buffalo News – Refresh - June 29 th
Article	June Events at the Riverside Library	Riverside Review – June 5 th , 12 th , 19 th & 26 th
Article	Harry Potter Day @ the Library	Buffalo Rising - June 15 th
Interview with Library Director Mary Jean Jakubowski	Summer Reading Activities	WBFO Radio - taped on July 24 th
Media Release and Cameras are Invited	Job Fair @ Central Library	Sent on June 17 th and 24 th
Interview with Anne Conable, Manager Community Engagement	Reading Park is Underway	Buffalo Rising - June 21 st
Interview with Library Director Mary Jean Jakubowski	Library begins Park Project at Lafayette Square	Buffalo Business First - June 20 th
Event Listing	Toddler Storytime and Family Storytime in July at the North Park Branch Library	Fun4KidsinBuffalo.com, Buffalo.KidsOutandAbout.com - June 26 th

Social Media

JUNE 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	101	702	7,346	47,219	122	8,788
<u>Flickr</u>	52	724	2,570	101,785	3	57
<u>Google Ads</u> ¹	N/A	N/A	2,660	15,197	N/A	N/A
<u>Instagram</u>	37	210	1,585	9,705	69	2,174
<u>Pinterest</u> ³	180	469	2,320	16,344	21	1,923
<u>Podcast</u> ²	4	23	N/A	N/A	N/A	N/AA
<u>Twitter</u>	83	641	1,260	6,531	24	10,143
Total	457	2,769	17,741	196,781	239	23,085

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.

³ As of June, Pinterest number collection has changed due to an update in the platform's analytics reporting system. Numbers are now lower but likely to be more accurate.

7. Partnerships

- Erie County Family Court – Children’s Center Advisory Committee
- Say Yes Buffalo – Summer Internship Program
- University at Buffalo – Department of Information Science
- Buffalo State Collage – Art Conservation Department
- Hispanic Heritage Council of Western New York
- Literacy New York Buffalo – Niagara, Inc.
- Western New York Library Resources Council (WNYLRC)
- Western New York Coalition for the Homeless and Homeless Alliance of Western New York – Homeless Youth Task Force
- Buffalo Public Schools Superintendents Office of Intergovernmental Affairs, Planning and Community Engagement

8. Planning for the Future

Census 2020 – Information Services and Outreach Librarian **Sandra Courtney** attended the first official meeting of the joint City and County Census 2020 Committee at the Jacqueline Vito LoRusso Alumni and Visitor Center at Buffalo State on June 6th. The goal is to develop a community campaign to ensure that every Erie County resident is counted in the 2020 Census.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
June 4, 2019	Meeting - B&ECPL Teen Committee
June 4, 2019	Meeting - Ken Stone and Crickler Vending Company, Inc.
June 4, 2019	Meeting - Anne Conable
June 4, 2019	Meeting - B&ECPL Harry Potter Day Planning Group
June 6, 2019	Meeting - Administrative Team
June 6, 2019	Meeting - Joy Testa Cinquino, Maureen Germaine - Project Play Equipment Share
June 6, 2019	Meeting - Erie County Complete County Committee - Community Partners
June 7, 2019	Event - Family Justice Center
June 11, 2019	Conference Call - Jennifer Morris, Concord Public Library
June 11, 2019	Webinar - SirsiDynix Connections Summit: Directors Edition - Public Libraries
June 11, 2019	Media Interview - Yasmin Young for WBLK, WYRK, and The Breeze
June 11, 2019	Conference Call - Public Library System Directors Organization (PULISDO)
June 11, 2019	Meeting - PULISDO and New York State Department of Education - Division of Library Development
June 12, 2019	Meeting - Managers/Directors - Present on Census
June 12, 2019	Meeting - Joy Testa Cinquino, Maureen Germaine
June 12, 2019	Conference Call - Kathleen Berens Bucki, B&ECPL Board of Trustees Chair
June 12, 2019	Meeting - Erie County Capital Budget Request Presentation
June 12, 2019	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
June 12, 2019	Meeting - Trailblazing Women of WNY Monument Project Executive Committee
June 13, 2019	Meeting - B&ECPL Board of Trustees Executive Committee
June 13, 2019	Event - The Buffalo Presidential Center
June 18, 2019	Meeting - Joy Testa Cinquino
June 18, 2019	Meeting - Western New York Library Resources Council Census Committee
June 18, 2019	Meeting - B&ECPL Harry Potter Day Planning Group
June 19, 2019	Meeting - B&ECPL Special Collections Exhibits Planning Group
June 19, 2019	Conference Call - Susan Sabers Chapman, Ewell Free Library Board of Trustees
June 20, 2019	Meeting - Administrative Team
June 20, 2019	Conference Call - Architectural Resources
June 20, 2019	Meeting - B&ECPL Board of Trustees
June 20, 2019	Meeting - 201 Ellicott Homeowners Association
June 22, 2019	Event - Harry Potter Day at the Library
June 22, 2019	Event - Harry and the Potters
June 24, 2019	Meeting - Erie County Complete Count Committee

June 24, 2019	Media Interview - Thomas O'Neil-White, WBFO
June 25, 2019	Meeting - Census 2020: Digital Equity Lab
June 26, 2019	Meeting - New York State Library Census Committee
June 27, 2019	Meeting - Lackawanna Public Library Board of Trustees
June 28, 2019	Meeting - Ken Stone, Anne Conable

Other:

Contracting Member Library Activity Reports

The Elma Public Library – submitted by Thomas Carloni, Director

Highlights of events and activities at the Elma Public Library:

- During the months of May and June, the library was pleased to host its second semester of the widely popular *University Express* lecture series in partnership with Erie County's Department of Senior Services. This semester we hosted 8 classes with a total attendance of 258 patrons. The diverse set of lectures covered topics such as local and American history, literature discussion and international travel.
- On June 3rd, we had 7 patrons attend a Sewing Basics class hosted by a local professional seamstress. Attendees learned the basics of sewing by hand as well as using a sewing machine and each left with a custom pillowcase they were able to make themselves.
- Librarian **Mary Ann Budny** brought back her successful Gardening 101 program for 15 happy patrons on June 5th. Children learned about a variety of plants, how they grow, the importance of gardens and even made their own potted assortment to bring home.
- Of our many regularly scheduled adult programs, including Adult Coloring, Book Club and the Scrapbooking Crop, Cookbook Club remains the most popular with 18 patrons attending on June 26th.
- Heading into summer reading season with a strong start was our Battle of the Books team meetings. This year we anticipate entering 2 teams and have consistently had between 10 and 15 children attend the Monday and Friday sessions.
- Children's Librarian **Kate Puehn** promoted our many Summer Reading events at 2 separate outreach sessions this month, connecting with 70 children at EduKids of East Aurora/Elma on June 13th and 300 during her auditorium presentation at the Elma Primary School on June 21st.
- Lastly, June 24th was the night of our annual Summer Reading Kick-off event with a special cryogenics demonstration featuring fun experiments and liquid nitrogen ice cream. The event was sponsored by the Friends of the Elma Library and the Linde Corporation and had 80 attendees.

Lackawanna Public Library – submitted by Jennifer Johnston, Director

Highlights of events and activities at the Lackawanna Public Library:

- The contractor's for our window replacement project are wrapping up the installation of historically accurate windows in the library. The Board of Trustees hopes to finish the project with another New York State Construction Grant. The goal is to replace all of the windows as well as the front door to maintain the historical integrity of the building.
- We were able to purchase 3 new smart televisions with funds donated by former NYS Assemblyman Erik Bohlen. We placed one of the TVs behind the front desk and now we are able to have a running scroll of pictures and flyers to promote all of our programs.
- Our Summer Reading program is off to a bang! We have children reading for prizes all summer long and our Battle of the Book meetings have begun. We have also started a summer yoga program in the backyard for the kids. We are looking forward to our annual Summer Picnic that is sponsored by the Friends of the Lackawanna Library!

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There were no representatives from ACT; Director Jakubowski remarked ACT has not met since their last report.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – *Live Well Erie* Program – Commitment of Partnership Participation. A handout of Erie County's *Live Well Erie* program through County Executive Mark Poloncarz's office was at each trustee's place; Director Jakubowski explained this is a continuation of the *2015 Initiatives for a Stronger Community*. The B&ECPL has played an integral role in the development of this secondary plan as the B&ECPL provides a multitude of activities for children, seniors and working families. We will report statistics and findings to the County on related activities. The B&ECPL has been asked to commit to partnership participation. This resolution asks the Board to approve B&ECPL's participation in this program, have Chair Bucki and Director Jakubowski sign off on the *Live Well Erie Partnership Pledge Commitment of Partnership Participation* document, and submit this to the County Executive's office. Trustee Ted Johnson moved, Trustee Panty seconded, and approval of Resolution 2019-26 was unanimous.

RESOLUTION 2019-26

WHEREAS, it has been requested that the Buffalo & Erie County Public Library (B&ECPL) formally pledge participation in Erie County's *Live Well Erie* community partnership program, and

WHEREAS, the B&ECPL has been involved in the development of this program, and

WHEREAS, the *Live Well Erie* program is designed to focus on meaningful improvements in the social determinants of health and wellbeing in 3 populations: children, working families, and seniors, and

WHEREAS, the B&ECPL recognizes its integral role for such successes in the community and is committed to participation in this program, through its resources and programming, now therefore be it

RESOLVED, the Board of Trustees of the B&ECPL authorizes the Board Chair, Library Director or designee to sign and submit the Live Well Erie Partnership Pledge Commitment of Partnership of Participation document, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director to oversee the Library's participation in this program.

There being no further business, on motion by Trustee Ted Johnson, with a second by Trustee Panty, the meeting was adjourned at 4:59 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary