

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 20, 2019

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 20, 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
Sheldon M. Berlow
Katie Burd
Lucy Candelario
Carima El-Behairy
Frank Gist
Frank Housh
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. There were no changes to the proposed agenda.

Agenda Item C - Minutes of the Meeting of May 16, 2019. Trustee Berlow questioned his attendance at a meeting reported on in the proposed Minutes; upon checking and verifying, no corrections were necessary. The Minutes were approved as mailed via motion by Trustee Candelario, second by Trustee Panty.

Agenda Item D - Report of the Chair. A moment of silence in memory of System Trustee Dr. Rhonda Ricks was observed. Chair Bucki remarked Dr. Ricks brought much to the Board and will be missed. A *Buffalo Business First* article about Dr. Ricks was shared with trustees.

Agenda Item E - Committee Reports.

Agenda Item E.1 - Executive Committee. The Executive Committee met on June 13, 2019; Chair Bucki summarized the written report that was at each trustee's

place. Trustees further discussed the topic of the Central Library escalators contained in the Executive Committee Report. Chair Bucki asked CFO Stone how much it would cost to take out the escalators between the first and second floors; he replied about \$1.5 million over 2 years according to the Library's capital project request. Trustee Berlow spoke positively of the lobby at the new medical school on Main Street and invited trustees to either visit or go online to see the layout of its stairways and elevators. Following this discussion, Chair Bucki entertained a motion to have the written report of the Executive Committee entered into the Minutes. Trustee Kelly moved, Trustee Burd made a second, and approval was unanimous.

Present: Executive Committee Chair Kathleen Berens Bucki; Members Sheldon Berlow and Frank Housh. Also present were Library Director Mary Jean Jakubowski and Chief Financial Officer (CFO) Ken Stone.

Chair Bucki called the meeting to order at 4:05 p.m. in the Joseph B. Rounds Conference Room at the Central Library. A quorum was present.

The Committee reviewed the agenda for the June 20, 2019 meeting of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees.

CFO Stone introduced Resolution 2019-20 2019 Budget Adjustments: Implementing Board Approved CMU Labor Settlement; Resolution 2019-21 Authorize Chair to Execute 2019 Contracts with Contracting Libraries; and Resolution 2019-22 2019 Budget Adjustments: Allocating 2018 Year-end Balance. Discussion ensued. Trustee Housh asked about the recommendation to use year-end balance funds to extend escalator maintenance.

Director Jakubowski noted that she and CFO Stone had met with the Erie County Capital Budget Committee Wednesday, June 12, 2019 to discuss the Library's 2020 capital budget request. The main focus of this discussion surrounded the Central Library's escalators -whether or not to remove or rehabilitate. She noted there are County representatives who are concerned about traffic flow and movement of people in the Central Library should the escalators be removed. CFO Stone stated the Library is preparing to measure the use of the escalators - particularly those which travel from the first and second floor of the building. Also discussed were various options, estimated cost of the project, and alternate traffic patterns, i.e. use of stairwells. The Board will be invited to tour the stairwells following the June Board meeting. Discussion continued.

Director Jakubowski informed the Executive Committee that an arrest has been made in the matter of vandalism at the Leroy R. Coles, Jr. Branch Library. She

and Alan Rozansky, Director of Security and Safety Management, will attend proceedings in July to express the Library's interest in pursuing restitution.

CFO Stone spoke to the status of café operations. As requested by the B&ECPL Board, a commitment letter of support confirming unconditional approval from Roly Poly's Franchiser was not received by the May 31, 2019 deadline for them to remain under consideration for café operations. In early June, following the deadline date, CFO Stone spoke with a representative from Roly Poly who offered a new, amended proposal (proposal) for café operations; CFO Stone requested they send this proposal in writing to the B&ECPL. Both he and Director Jakubowski feel the proposal is not in the Library's best interest; in addition, it is believed an amended proposal could not be entertained without the issue of a new Request for Proposal (RFP). Discussion ensued. CFO Stone provided information regarding Crickler Vending Company with whom the County and the B&ECPL have an existing agreement. The Executive Committee requested Director Jakubowski and CFO Stone pursue providing vending services at the café location. A letter will be sent to Roly Poly advising them they have been withdrawn from consideration and the B&ECPL has decided to proceed in a different direction.

Director Jakubowski noted the Library Foundation of Buffalo & Erie County (Foundation) Board of Trustees continues to review the proposed agreement between the Foundation and the B&ECPL.

The meeting adjourned at 4:40 p.m. on a motion by Trustee Housh and seconded by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee. The Budget and Finance Committee met on June 12, 2019 to review the proposed Budget and Finance Committee agenda items for this Board meeting; there were no changes. A copy of the written report was at each trustee's place.

Agenda Item E.2.a – 2019 Budget Adjustments: Implementing Board Approved CMU Labor Settlement. CFO Kenneth Stone explained Resolution 2019-20 as presented pointing out this resolution would authorize budget adjustments reflecting the impact of the Board-approved CMU settlement resulting in no increase to the overall 2019 budget expense. Trustee Panty moved. Trustee Gist made a second, and this was approved unanimously.

RESOLUTION 2019-20

WHEREAS, on May 16, 2019 the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2019-18 endorsing a proposed Agreement with The Clerical and Maintenance Union of the B&ECPL - Contracting Libraries, NYSUT/AFT (CMU) and authorized the Library Director and/or her designee to execute the proposed Agreement following ratification by the CMU, and

WHEREAS, the 2019 Adopted Budget contained \$54,996 in a Contractual Salary Reserves line set-aside for potential wage and benefit adjustments, with anticipated turnover-related changes and savings estimated to occur, and

WHEREAS, budget adjustments are needed to reflect the budgetary impact of the CMU Agreement, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves budget adjustments amongst the following accounts:

Library Operating Budget Adjustments:

<u>Account Description</u>	<u>Number</u>	<u>Change Amount</u> <u>Increase/ (Decrease)</u>
Full Time - Salaries	#500000	\$145,565
Part Time - Wages	#500010	\$ 69,969
Regular Part Time - Wages	#500020	(\$16,777)
Employer FICA (Soc. Sec.)	#502010	\$ 12,325
Employer FICA (Medicare)	#502020	\$ 2,882
NYS Retirement	#502100	\$ 19,230
Reduction From Personal Services	#504990	(\$178,198)
Contractual Salary Reserves	#504992	(\$54,996)
Total:		\$ 0 , and be it further

RESOLVED, that the Library Director or her designee is authorized to process the necessary paperwork to effectuate the adjustments in the SAP system.

Agenda Item E.2.b - Authorize Chair to Execute 2019 Contracts with Contracting Libraries. CFO Stone explained Resolution 2019-21 as presented noting that other than updating dates and budget figures for 2019, there are no material changes in the contract documents versus the 2018 contract. Trustee El-Behairy moved for approval. Trustee Kimberly Johnson made a second, and approval was unanimous.

RESOLUTION 2019-21

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2019 allocation was not known until mid-December, and New York State's overall allocation was adopted in early April, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2019 fiscal year on January 1, 2019, and

WHEREAS, to meet 2019 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 20, 2018 adopted Resolution 2018-39 implementing the extension provision contained in the 2018 contract until such time as a final 2019 contract is adopted, not to exceed July 31, 2019, whichever was earlier, with funding based upon the estimated allocation of the 2019 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2019 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the B&ECPL Board of Trustees, via Resolution 2019-20, amended the 2019 Budget to implement the Board-approved agreement with The Clerical and Maintenance Union of the B&ECPL - Contracting Libraries, NYSUT/AFT (CMU), now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2019 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2019 Board-adopted budget as amended.

Agenda Item E.2.c - 2019 Budget Adjustments: Allocating 2018 Year-end Balance. CFO Stone explained Resolution 2019-22 as presented detailing the recommended use of available unassigned funds. Figures in the *Library Fund Balance - 12-31-2018 Pre-Audit* spreadsheet, included with the resolution's background information, were reviewed; CFO Stone conveyed if this resolution is approved, it would leave the Library's unassigned fund balance just above 10% with the rainy day contingency fund untouched at 6.3% on top of that. In response to Trustee Panty's question regarding current shipping trucks on the road, CFO Stone discussed delivery schedules, repair needs, and purchasing plans. Following this discussion, Trustee Kimberly Johnson made a motion, Trustee El-Behairy made a second, and approval of Resolution 2019-22 as presented was unanimous.

RESOLUTION 2019-22

WHEREAS, at its regular meeting of December 20, 2018, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2018-38 adopting the Library's 2019 budget, and

WHEREAS, subsequent to adopting the 2019 budget, a review of 2018 budgetary savings indicates funding is available to address deferred capital outlay needs for furnishings and equipment, and

WHEREAS, it is desirable to utilize a portion of available unassigned ending fund balance to augment the Library's "Assigned for Grant Local Share Match" balance sheet account, and

WHEREAS, sufficient 2018 unassigned ending fund balance is available to meet these objectives, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL allocate \$400,000 of available 2018 ending fund balance to increase the Library's Assigned for Grant Local Share Match balance sheet account, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves amending the 2019 Operating Budget, increasing the use of fund balance revenue line and expenditures by \$400,000 as detailed in Exhibit 1, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to transfer funds between the SAP accounts identified in Exhibit 1 as needed to accomplish the work listed in Exhibit 1.

Resolution 2019-22 Exhibit 1: Appropriation of Unassigned Fund Balance

Recommended Use of Available Unassigned Funds

Unassigned Balance Remaining After Recommended Assigned Balance Changes:	\$3,278,479
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Additional LED conversions and related energy efficiency improvements at multiple locations including Contract Libraries. Library Fund Operating account SAP#506200	(\$75,000)
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Extended Escalator Maintenance at the Central Library and sound system improvement design for the Merriweather Library. Library Fund Operating account SAP#516020	(\$45,000)
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Durable equipment including: sound system; Voice over Internet Protocol (VOIP); flat bed scanners; public area furniture electrical outlets; Children's interactive table/Chromebooks; Launchpad computer and STEM equipment; STEM equipment for each library outlet; and maintenance equipment including floor cleaners. Library Fund Operating account SAP#561410	(\$160,000)
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Furnishings including: replacing public use lockers in the Grosvenor Room; replacing worn/damaged furniture at multiple locations; and supplementing Reading Park furniture & fixtures. Library Fund Operating account SAP#561420	(\$75,000)
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Replacing the remaining 2011 Shipping Truck which is approaching 150,000 miles and experiencing high oil use. Library Fund Operating account SAP#561440	(\$45,000)
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Total Recommended Use of One-time Funds	(\$400,000)
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Remaining Available Unassigned Balance	\$2,878,479
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Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the year as of April 30, 2019 month-end close was included in the board packet as an information item. CFO Stone noted the Library is operating within budget.

Kudos and appreciation to the Director, CFO and staff for the level of detail in the budget/financial reports, making them easy to read and understand, were extended by Trustee Candelario. The Director and CFO extended thanks to all staff involved.

Agenda Item F – Report of the Director. Director Jakubowski reminded staff Harry Potter Day will take place Saturday, June 22nd from noon to 5 p.m. There has been much press and media; a crowd of well over 300 is anticipated!

The B&ECPL's summer program Passport to Reading is back! This program, which typically has over 6,000 participants, encourages individuals/families/groups to travel from location to location within the B&ECPL System and culminates with a chance to win great prizes. Passports were available for trustees to take. Chair Bucki shared that 2 years ago her family visited all the libraries!

Each System Trustee was offered 2 passports to view the Tall Ships at the Basil Port of Call Buffalo! festival being held at Canalside in July.

A thank you letter from the Barker Public Library was shared with trustees for the B&ECPL's donation of approximately 2,000 items following their tragic fire.

Former legal counsel Patrick Martin's *Celebration of Life* brochure along with *The Buffalo News* article, "Patrick E. Martin, 70, arranged to bring lost mark Twain manuscript back to Buffalo" was shared for trustee viewing.

Doors Open Buffalo presented by Explore Buffalo took place Saturday, June 15th. While the Central Library normally sees about 400 people on a Saturday, Director Jakubowski was pleased to report nearly 1,000 came to visit that day.

Director Jakubowski updated trustees that a response proposal with modifications to the document *Proposal for Redefining the Organizations' Relationship* between the B&ECPL and Library Foundation of Buffalo & Erie County, Inc. was recently received from the Library Foundation of Buffalo & Erie County's legal counsel. The Director handed out copies to Development and Advocacy Committee members and Chair Bucki for review prior to the next Development and Advocacy Committee meeting (to be scheduled).

Trustee Panty questioned if Buffalo street parking changes, increased meter rates, etc., have affected Central Library program attendance on the weekends. Director Jakubowski conveyed there is still free parking available around the Central Library on weekends and we have not seen a decline in weekend program attendance. She

reminded trustees the B&ECPL previously sent a letter to the City regarding parking concerns, and the situation continues to be monitored. Trustee Bedenko further added that new metered parking spots were added adjacent to the Central Library. Trustee Panty expressed parking concerns in relationship to the future 201 Ellicott project as well as winter and snow covered streets.

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

B&ECPL Monthly Report May 2019

New York State Education Commissioner MaryEllen Elia Visits the Central Library – On May 20th, B&ECPL Board Chair Kathleen Berens Bucki, Chief Operating Officer **Jeannine Doyle**, Assistant Deputy Directors **Joy Testa Cinquino** and **Dawn Peters**, Launch Pad Manager **Jordan Smith**, TechKnow Lab Manager **Andy Aquino**, and Library Associate **Sean Goodrich** hosted a tour of the Kids Space, Mark Twain Room, *Telling the Story: Enslavement of African People in the United States* exhibit and the Launch Pad for New York State (NYS) Education Commissioner MaryEllen Elia, along with NYS Regents Chancellor Betty Rosa, NYS Regents Catherine Collins, Judith Johnson and Roger Tilles, NYS Office of Cultural Education Deputy Commissioner Mark Schaming, NYS Archivist Tom Ruller, NYS Director of Educational Television & Public Broadcasting Julie Daniels, NYS Office of Communications Representative Antonia Giuliano, and Erie 1 BOCES District Superintendent Dr. Lynn Fusco. B&ECPL representatives focused on how the B&ECPL System markets and provides services to the education community, particularly Buffalo Public School students and educators. Communication will be ongoing.



Library Night at the Ballpark – B&ECPL’s annual Library Night at the Ballpark fundraiser is scheduled for Friday, August 16th. Library supporters are encouraged to join us at Sahlen Field as the Buffalo Bisons take on the Durham Bulls. The game starts at 7:05 p.m. Tickets are \$15 each with \$6.50 from each ticket going to B&ECPL libraries. Purchase tickets by contacting Maureen Germaine at 716-858-7197 or germainem@buffalolib.org.

Libraries, Superheroes and Nickel City Con – On May 18th and 19th, Information Services and Outreach Manager **Daniel Caufield**, Children Services Librarian **Erin Burke**, and Teen Services Librarian **Maria Lowe** staffed a room for youth activities during the Nickel City Con (Con) at the Buffalo Convention Center. Nickel City Con is a celebration of pop culture from comics, movies, art, and TV shows. This year’s Con drew thousands of people to downtown Buffalo and the Library hosted free activities for all ages. B&ECPL’s Teen Advisory Group (TAG) members volunteered to work the event. The teens helped guests create “Digital Bling” (light-up jewelry), make and launch rockets, as well as help with the button-making station. Launch Pad Senior Page **Grace Upston**, Library Associate **Sean Goodrich**, Technology Clerk **James Lamb**, and Technical Specialist **Tyler Kasniak** hosted a MakerSpace activity table allowing families to learn about the services the Library and Launch Pad offer and experience virtual reality headsets, a chance to try the Roland TR-8 drum machine, and explore new technologies. Senior Pages staffed craft areas which offered adult and children’s coloring as well as *Star Wars* and superhero crafts. Over 1,000 people visited the Library’s room throughout the Con.



Opening ceremony for Telling the Story: Enslavement of African People in the United States Exhibit – Held on May 3rd at the Central Library, members of the exhibit’s community planning committee, library staff, and trustees gathered to pay homage to this moving, historical exhibit which features the B&ECPL’s History of Slavery

Collection and our country's enslavement of African people. The exhibit will be open through July 2020.

Buffalo Public Schools' Annual Art Show – Celebrate Art opened May 16th at the Central Library with 200 pieces by students representing all grade levels at all Buffalo Public Schools. The show will be on display through June 10th.

One Community One Book – This writer inaugurated the May 2019 One Community One Book (OCOB) project at the kickoff event at The Buffalo History Museum on May 8th. WNY native and author Margaret Creighton was the featured keynote speaker, discussing her well-researched study of the Exposition, *The Electrifying Fall of Rainbow City* - this year's selected title. Coordinated by Clarence Library Director **Monica Mooney**, Community Engagement Manager **Anne Conable**, and a community-based committee, this year's OCOB included bus and walking tours; a panel discussion on the Pan-Am's treatment of women, Native Americans and African Americans; Pan-Am Weekend at the History Museum; the reading of original *Ten Minute Plays* inspired by historic Pan-Am photographs; children's activities; and book club discussions at libraries. Partners included The Buffalo History Museum, University at Buffalo (UB) Libraries, Theodore Roosevelt Inaugural Site, Explore Buffalo, Buffalo Presidential Center, Forest Lawn, the Buffalo Cherry Blossom Festival, and Clarence High School.

Homegrown Author Series – Information Services and Outreach Librarian **Andrew Maines** facilitated the May Homegrown Author Series on May 25th for Mark Bartholomew's 2017 book *Adcreep: the Case Against Modern Marketing*. Mr. Bartholomew is a professor at UB's School of Law, where he teaches courses on intellectual property law, Internet privacy, and advertising law. Professor Bartholomew read excerpts from his book and answered questions from audience members. The Homegrown Series returns in September.

The Library Goes to the Hospital – Children's Services Librarian **Susan Buttaccio** visited John R. Oishei Children's Hospital on May 14th. Susan visited each child admitted as a patient individually and read a story, sang a song, and provided a craft. Susan was accompanied by Sue Mirabella, the hospital's Entertainment, Donations and Healing Arts Coordinator. Plans are being developed to have the B&ECPL visit the hospital monthly.

Flash Mob at the Library – Information Services and Outreach Librarian **Renée Masters** helped to plan and host the Central Library's annual Health Information Fair & Flash Mob held on May 2nd; this family friendly event in support of mental health awareness month and anti-stigma efforts brought together over 30 area mental health organizations, professional speakers, and interactive activities culminating in a flash mob style dance on the front ramp.

Monthly Programming Statistics - May 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	190	949	4358	21525
Children (age 6-12)	139	762	2794	13768
Teens	41	162	505	1845
Intergenerational	240	1218	5242	29413
Adults (excludes Technology)	261	1179	3462	19276
TOTAL In Library Programs	871	4270	16361	85827

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	5	0	5
Children (age 6-12)	116	419	116	419
Teens	220	762	220	762
Intergenerational	45	182	45	182
Adults (excludes Technology)	188	858	188	859
TOTAL In Library Programs	569	2226	569	2227

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	6	22	14	93
System or Library-owned Cyber Train	8	42	45	288
One on One	206	816	217	857
TOTAL Adult Technology	220	880	276	1238

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	26	75	590	1570
Children (age 6-12)	7	34	507	1886
Teens	4	8	255	580
Intergenerational	12	47	1816	4836
Adults (excludes Technology)	15	86	484	2900
TOTAL Outreach (out of Library)	64	250	3652	11772

Summer Reading Programs

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	0	0	0	0
Teens	3	3	32	32
Intergenerational	0	0	0	0
Adults	0	0	0	0
TOTAL Summer Reading Programs	3	3	32	32

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	13	201	550
Adult Services	3	13	72	353
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	1	0	4
Grosvenor Room	2	9	6	100
TOTAL	8	36	279	1007

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4962	27167	
Visitors - Tour/Program	279	1007	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	5241	28174	80967

Outreach –

- Buffalo Public School (BPS) #363 Lewis J. Bennett School of Innovative Technology – Parent & Family Engagement Summit;
- BPS #99 Stanley M. Makowski Early Childhood Center – Mayor Byron W. Brown 18th Annual Reading Rules! Summer Reading Challenge Announcement;
- BPS #97 Harvey Austin School – Career Day;
- BPS Superintendent’s Day – Social Studies Educators and School Media Specialists event;
- BPS #97 Harvey Austin School – Say Yes Saturday Academy;
- Hamburg Middle School – History Day;
- BPS Adult Education Center – Career Fair;
- BPS #27 Hillery Park Elementary School – Family Fun Night;
- BPS #54 Dr. George E. Blackman School of Excellence – Summer Program Fair;
- Buffalo Museum of Science – SpaceFEST;
- Erie County Department of Public Works – DPW Day (Touch-a-Truck);
- BPS #99 Stanley M. Makowski Early Childhood Center – Literacy event.

Tours/In-House Group Programming –

Central Library

- First Trinity Preschool;
- Bennett Park Montessori School;
- BPS Adult Education program (3);
- West Seneca West Middle School Book Club;
- St. Francis High School;
- Enterprise Charter School;
- Clarence Public Schools;
- Kenmore East High School;
- St. Gregory the Great School.

Crane Branch Library

- Buffalo and Erie County Botanical Gardens – *Gardening for Butterflies*.

Isaías González-Soto Branch Library

- Buffalo and Erie County Botanical Gardens – *Tropical Terrariums*, Leroy R. Coles, Jr. Branch Library;
- NYS Senator Timothy Kennedy read several classic stories and provided snacks during the *Preschool Storytime*.

Frank E. Merriweather, Jr. Branch Library

- Live Well Erie – presented by Deputy County Executive Maria Whyte.

North Park Branch Library

- BPS #81.

Riverside Branch Library

- Buffalo Music Hall of Fame and Three2Go Music Alliance - *Business of Music Workshop*.

Library on Wheels Special Events – In addition to its regularly scheduled stops, the *Library on Wheels* attended 7 special events during the month of May. A total of 79 service hours were provided with the vehicle traveling over 882 miles throughout Erie County.

- Park School of Buffalo – Annual Family Picnic;
- ADSPRO Sports Training Center – Wilson Foundation, Project Play Western New York *Free Play Event*;
- BPS #97 Harvey Austin School – *Raising a Reader Program*;
- BPS #394 West Hertel Academy – *Raising a Reader Program*;
- Town of Elma Memorial Day Parade;
- Essendant Printing & Imaging Essentials – *Employee Wellness Day*;
- BPS #50 North Park Community School – Literacy Event.

2. Collection Development

Collection Development – May 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,258	18,265	293	1,548	544,418
Young Adult Print	679	3,464	112	534	75,095
Adult Print	5,323	21,884	781	3,686	1,834,556
Media	3,950	20,934	598	2,703	563,942
Other*	2,822	13,858	14	68	180,019
Subtotal	17,032	78,405	1,798	8,539	3,198,030

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,467	6,183	788	3,885	76,527*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	327	1,328	239	996	15,180
eVideos	0	0	0	0	100
Subtotal	1,794	7,511	1,027	4,881	91,807

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	18,826	85,916	2,825	13,420	3,289,837

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	673	3.6%	672	64.3%
Staff Initiated	25	4.0%	25	84.0%

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

Subject Guides – The Library’s Subject Guides were viewed by 1,269 visitors from 24 countries in May. In addition to the United States, visitor countries of origin included Australia, Bangladesh, Canada, Ecuador, Ethiopia, France, Germany, Hong Kong, India, Indonesia, Kenya, Mexico, Nigeria, Norway, Panama, the Philippines, Poland, Singapore, South Africa, South Korea, Spain, Ukraine, and the United Kingdom.

3. Funding/Fundraising

Funding:

System-wide year-to-date electricity consumption through the end of April decreased by 5,345 kilowatt hours (kWh) - 0.3% vs the same period in 2018. Light Emitting Diode (LED) conversions at multiple locations contributed to these savings. A concerted fluorescent to LED lighting conversion effort at the Central Library, undertaken by Library Maintenance staff and supported by National Grid rebates, contributed to a 91,080 - 10.3% decrease in kWh consumed at the Central Library saving almost \$6,400 so far this year. Library Maintenance staff is also nearly done with LED conversions at the Buffalo Branch libraries.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 – May 31, 2019	\$68,624

Celery’s Greatest Race – The Buffalo Bisons are selling a book about their mascot Celery; \$1 from every book sold will be donated to the Library. Celery will be visiting 10 libraries throughout the summer months, reading the book at storytimes.

4. Staff Development

Staff Development – May 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	284	1,244	11	32

Staff Training Provided/Sponsored by B&ECPL – *Accessibility & Online Multimedia Content* (presented by NYLA/B&ECPL); *Consumer Resources for Reference Staff* (presented by **Susan Kriegbaum-Hanks**, B&ECPL); *Difficult Staff-Patron Situations Training - Employees Version, Part 1* (presented by Peter Lepore, Enterprise Learning System/B&ECPL); *Difficult Staff-Patron Situations Training - Employees Version, Part 2* (2 sessions presented by Peter Lepore, Enterprise Learning System/B&ECPL); *Difficult Staff-Patron Situations Training - Managers Version, Follow-Up* (presented by Peter Lepore, Enterprise Learning System/B&ECPL); *Ergonomics in the Workplace* (presented by LMHF/B&ECPL); *Workplace Violence/Active Shooter Training* (4 sessions presented by Wayne Wolf, ECC/B&ECPL).

Workshops – *Effects of Single Payer Healthcare* (presented by Buffalo Niagara Partnership); *Raise Your Storytelling Game* (presented by Project Play).

Conferences – *Business Reference in Academic Libraries Spring Online Symposium* (presented by ALA); *National Small Business Week Virtual Conference* (presented by SBA); *NYGovBuy Conference* (presented by NY Office of General Services).

Webinars Viewed – Staff from throughout the System participated in 23 webinars on a variety of topics throughout the month of May.

Other – **Jeannine Doyle** and **Dawn Peters** presented *Safety in Your Library* at the May 4, 2019 meeting of the Association of Contracting Library Trustees (ACT).

5. Communications//Media Coverage/Media Releases/Social Media

Type of Communication	Topic	Air Date/Publish Date
Interview with Library Director Mary Jean Jakubowski	Why borrowing DVDs and audiobooks from the Library is a bargain	WKBW TV Channel 7 News, May 1 st
Media Advisory	Downtown Library Showcases Collection of Items Related to the History of Slavery in America in New Exhibit	The Buffalo News, The Challenger Community News, The Buffalo Criterion - during the month of May
Media Advisory	<i>One Community One Book Initiative</i> Focuses on Buffalo's 1901 Pan-American Exposition, Amplified by Author Visit, Author Margaret Creighton	The Buffalo News, May
Article	May Events at the Riverside Library	Riverside Review, May 1 st , 8 th & 15 th
Article	June Events at the Riverside Library	Riverside Review, May 29 th

Social Media

MAY 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	104	601	6,013	39,873	69	8,666
<u>Flickr</u>	56	672	24,726	99,215	0	54
<u>Google Ads</u> ¹	N/A	N/A	2,592	12,537	N/A	N/A
<u>Instagram</u>	35	173	1,317	8,120	68	2,105
<u>Pinterest</u>	20	289	2,638	14,024	14	1,902
<u>Podcast</u> ²	4	19	N/A	N/A	N/A	N/A
<u>Twitter</u>	90	558	794	5,271	7	10,119
Total	309	2,312	38,080	179,040	158	22,846

6. Partnerships

Blue Cross Blue Shield - Isaías González-Soto Branch Manager **Jason Barone** met with Douglas Heaston of BlueCross Blue Shield of Western New York to plan tabling events for New York State of Health information.

Graycliff Conservancy – Rare Book Curator **Amy Pickard** met with Graycliff Conservancy Interim Executive Director Rev. Dr. Skip Ferguson, viewing several rare historic Bibles and other religious texts which will be shown at the upcoming “Year of the Bible” class at Westminster Presbyterian Church.

Gerard Place – Leroy R. Coles, Jr. Branch Manager **Kit Pitkin** met with Gerard Place President and CEO David Zapfel and Community Outreach/Development Assistant Ellen Kongphet.

Schools/Day Care Centers – Dudley Branch Manager **Jacqueline Hovey** met with Imagination Station Daycare, Notre Dame Academy, Kiddie Corner Child Care Center, BPS #67 Discovery School, Dog Ears Bookstore and Café, Candy Land Day Care of WNY, Baker Victory Services Early Childhood Program, BPS #27 Hillery Park Elementary, BPS #93 Southside Elementary, and Storytime Child Care & Learning Center.

7. Planning for the Future

Preparing for Census 2020 – Public libraries will play a significant role in complete count efforts for the upcoming 2020 Census. The B&ECPL is preparing by developing an internal 2020 Census Committee whereby committee members will work with staff throughout the System to develop a thorough understanding of the Census including timelines of when and how the census will be conducted, where to find language assistance, and marketing and processes/responsibilities of library staff. The Committee will also develop B&ECPL’s website creating links to pertinent Census 2020 Fact Sheets focused on confidentiality, census assistance, and census jobs. Libraries are being encouraged to host informational meetings, census worker job fairs, and to work with local community groups and library partners to get the residents of Erie County counted!

This writer has been appointed to Erie County’s Complete County Committee and is actively involved in Buffalo City efforts.

8. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
May 1, 2019	Meeting - Jeannine Doyle
May 1, 2019	Media Interview - Ed Reilly, WKBW, Channel 7
May 1, 2019	Event - Kathy Galvin, Children's Services Manager - Retirement Farewell
May 2, 2019	Meeting - Harry Potter Day Planning Committee
May 3, 2019	Event - Opening Reception for Exhibit - Telling the Story: Enslavement of African People in the United States
May 6, 2019	Event - Project Play: A Conversation with author Kevin Carroll
May 7, 2019	Event - Meals on Wheels, Breakfast of Hope
May 7, 2019	Webinar - Preparing Libraries for 2020 Census
May 7, 2019	Meeting - Library Foundation of Buffalo and Erie County
May 8, 2019	Meeting - Managers/Directors
May 8, 2019	Conference Call - Kathleen Berens Bucki, B&ECPL Board of Trustees Chair
May 8, 2019	Event - Opening Presentation - One Community, One Book with author Margaret Creighton
May 9, 2019	Meeting - Administrative Team
May 9, 2019	Meeting - Elevator Project - Tim Elling, Keith Ambrose, Kris Straus
May 9, 2019	Meeting - B&ECPL Board of Trustees Executive Committee
May 10, 2019	Meeting - Erie County Complete Count Committee/Community Foundation for Greater Buffalo
May 10, 2019	Meeting - Jeannine Doyle, Dawn Peters, Joy Testa Cinquino
May 14, 2019	Conference Call - Public Library System Directors Organization (PULISDO)
May 14, 2019	Conference Call - PULISDO/New York State Department of Education - Division of Library Development
May 15, 2019	Meeting - Jeannine Doyle, Dawn Peters
May 15, 2019	Meeting - Harry Potter Day Planning Committee
May 16, 2019	Meeting - Erie County - Building Stronger Communities
May 16, 2019	Meeting - B&ECPL Board of Trustees
May 21, 2019	Meeting - Beverly Federspiel, Lockport Public Library Director
May 21, 2019	Conference Call - Nadine Mund, Erie County Medical Center
May 21, 2019	Meeting/Presentation - Zonta Club of Buffalo
May 22, 2019	Meeting - Joy Testa Cinquino, Maureen Germaine
May 22, 2019	Event - Mark Gabryszak, Shipping/Receiving Dept. - Retirement Farewell
May 22, 2019	Meeting - Jeannine Doyle, Dawn Peters
May 23, 2019	Meeting - Administrative Team

May 23, 2019 Meeting - Jeannine Doyle, Dawn Peters, Joy Testa Cinquino
May 24, 2019 Meeting - Kenneth Stone
May 28, 2019 Event/ Presentation - Young Audiences of WNY - ArtWorks
May 29, 2019 Meeting - B&ECPL Census 2020 Committee
May 30, 2019 Meeting - Erie County Complete Count Committee
May 30, 2019 Meeting - Bonnie Botsford, Zonta Club of Buffalo
May 30, 2019 Meeting - Jeannine Doyle, Dawn Peters, Joy Testa Cinquino

Other:

Contracting Member Library Activity Reports

Town of Collins Public Library – submitted by Abigail Barten-McGowan, Director

Highlights of events and activities at the Collins Library:

May

- May 2nd the Young Adult (YA) Writing Club met to work on their stories. Teens are writing original short stories for publication by the library early this fall.
- May 17th the library hosted award winning Cowboy Poet Mark Munzert as part of our “Music in the Library” series. His lyrical storytelling of life on the range made for a great evening!
- We are excited to notice more than a 10-40% increase in monthly circulation compared to last year. People are really using the library!

June

- June 8th the Friends of the Library will dedicate a Little Free Library on Route 39 in Collins Center in memory of library supporter Joan Byrne.
- June 14th our “Music in the Library” concert series continues with local favorite Paul Zittel and Pure Country, with plenty of room for dancing to their “Country music with hometown appeal.” We invite everyone to join us for this free concert.
- June 15th is the library’s Annual Hot Dog Roast! There will also be a bake sale supporting the Friends of the Library and a special session of *Tinkering in the Library* for families. Erie County Clerk Michael Kearns and Erie County Legislator John Mills also arranged for a special “Clerk on the Go” outreach during the event, with applications and information ready for the public.
- June 20th we will kick off our *A Galaxy of Stories* Summer Reading program with a special story hour including space games, a space craft, and a space snack!
- June 25th the library will host a drop-in Galaxy Slime event which will be messy, sparkly, and fun.

- In June and July, we plan to launch our “Library of Things” and include useful and fun items such as a Dash Robot, karaoke machine, tennis set, bird watching kit, and an air fryer. The second phase of the project will involve community voting for the next items to be added to the collection.
- The end of June should see the installation of our new LED sign at the entrance from Main Street. This will increase our visibility and ability to advertise in our community.

July

- July 6th the library will host a table at the Town of Collins’ Liberty Fest and meet lots of people in the community to talk about library services.
- July 8th will be a wacky, space-themed magic show presented by Cris Johnson.
- July 9th our partnership with the Town of Collins summer recreation program kicks off, with kids visiting every week for special programs and exploring the library.
- July 12th the library will host the P.C. All-Star Big Band outside the library, featuring lots of swing hits!
- July 16th kicks off our newest YA program – Art Club! This program, hosted by illustrator Kristin Dudish, will take teens through different art processes and how to illustrate stories.
- July 18th we will be making Galaxy playdough in the library!
- July 24th the library will be presenting a special plaque to former director Karen McClure for her years of service to the library.
- July 27th will feature a *Fun with Food* theme for our Adult Afternoon Craft series.

West Seneca Public Library – submitted by Robert Alessi, Director

Highlights of events and activities at the West Seneca Public Library:

- On May 1st, the Rotary Club of West Seneca formally revealed a donation to the West Seneca Public Library which will total \$25,000! Signage and a plaque acknowledging the generosity of the Rotary Club has been installed. This single, largest gift to the West Seneca Public Library in its history has been awarded in the amount of \$20,000 now with 5 additional annual amounts of \$1,000 beginning in 2020. We thank the Rotary Club of West Seneca so much for their generosity!
- On May 17th from 5 - 8 p.m. and May 18th from 9 a.m. – 4 p.m., the West Seneca Public Library, in collaboration with the Town of West Seneca and the Buffalo Geological Society, hosted *Dinosaurs, Fossils, Minerals & Nature* throughout the West Seneca Community Center and Library. The Buffalo Geological Society hosted a mini-mine for children, a fluorescent mineral exhibit, a fossil and mineral display, a scavenger hunt, and a rock, mineral and fossil identification

program. In addition, Past & Present Rock Shop and Museum, Jerry the Geologist, Burchfield Nature & Art Center, Reinstein Woods Nature Preserve and Beaver Meadow had interactive activities for children. The library exhibited a replica T-Rex skull for the week leading up to the event courtesy of Past & Present Rock Shop and Museum, and during the event hosted activities, stories and crafts for kids.

- On Friday, May 31st from 3 – 8 p.m., the West Seneca Central School District librarians and the West Seneca Public Library hosted a Summer Reading Kick-off event. Activities included a wide variety of student performers (singing, dancing, comedy, and more) in the library and Spot Coffee, guest readers, coloring, Lego projects, Hawk Creek, MakerSpace games and experiences, Starlab, the Buffalo Astronomical Association, green screen photos, a KEVA block challenge, anti-bullying table, Girl Scout craft and activity tables, a free basket raffle, ice cream, cupcakes, and more. This was truly a wonderful, collaborative event and we're already talking about another one next year!
- Summer programming will kick off July 1st with several reading clubs and outdoor storytime with Librarian **Emily Moser**. We'll have multiple visits by Mr. K's Mobile Dome Planetarium, Yoga for Kids, music programs on singing and playing the ukulele, and live animals with naturalist Mark Carra. There will be a Battle of the Books team, along with Lego Club, Gadget Club, Teen/Youth Art & Writing Club, and so much more!
- The West Seneca Art Society installed their first exhibition in the new West Seneca Public Library on Saturday, May 4th. The exhibit will run through June 28th. Members of the society (and their work) can be found at the library regularly. In addition to the current *Art Above the Stacks* display, Art Studio Tuesdays take place each week inside the MakerSpace and members have kindly made a few batches of bookmarks to give away to library patrons.
- Finally, CONGRATULATIONS to the Friends of the West Seneca Public Library, who a few months ago were named the 2019 West Seneca Chamber of Commerce Community Service Organization of the Year!

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no report from ACT; Director Jakbuowski remarked ACT has not met since their last report given at the May 16th System Board meeting.

Contract Library System Liaison Report - Trustee Kelly reported on the May 28, 2019 Aurora Town Public Library Board of Trustees meeting she attended which focused on items discussed at the ACT Workshop.

Contract Library System Liaison Report - Trustee Panty reported on the June 10, 2019 City of Tonawanda Public Library Board of Trustees meeting she attended and shared information about many of the great programs they have going on for all ages.

Chair Bucki reminded Contract Library System Liaison Trustees, if they have not done so yet, to be sure to attend one meeting by the end of the year for each assigned library.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. The Contract Library System Liaison Report by Trustee Panty was placed under Agenda Item G.

There being no further business, on motion by Trustee Burd with a second by Trustee Panty, the meeting was adjourned at 4:47 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary