

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

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

Kathleen Berens Bucki, Chair
Kimberly Johnson, Secretary
Joel Moore, Treasurer
Michael Amodeo
Sheldon M. Berlow
Katie Burd
Lucy Candelario
Carima El-Behairy
Frank Gist
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. There were no changes to the proposed agenda.

Agenda Item C – Minutes of the Meeting of September 19, 2019. On motion by Trustee Amodeo and a second by Trustee Burd, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reminded trustees who are System Liaisons for Contract Libraries that if they have not yet visited their assigned library/libraries, to please do so by year-end and report back at the following System Board meeting. An updated schedule of the remaining meetings for October through December 2019 was recently e-mailed out; copies were also available for trustees to take.

Chair Bucki announced she is recommending Carima El-Behairy as the B&ECPL's representative for the Library Foundation of Buffalo and Erie County Board; Ms. El-Behairy consented.

Trustees Moore and Candelario arrived at 4:09 p.m. and 4:10 p.m. respectively.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on October 10, 2019; a copy of the written report was at each trustee's place. Chair Bucki summarized the meeting, pointing out at that meeting they congratulated Trustee Panty on the renaming of the Riverside Branch Library to the Elaine M. Panty Branch Library; there was a round of applause. Per Trustee Gist's request, Director Jakubowski explained the Macmillan Publishers' plan to limit eBook purchases to public libraries beginning November 1st. In response to Trustee Berlow's question, Director Jakubowski reported the American Library Association (ALA) is leading the charge objecting to Macmillan Publishers' new plan. Trustee Kelly inquired how significant Macmillan Publishers is in terms of our purchases. Director Jakubowski reported 5.6% of the B&ECPL's eBooks (over 36,000 total eBook titles) were purchased from Macmillan Publishers. In 2019, a total of just over \$64,000 was spent. Director Jakubowski conveyed that moving forward, decisions need to be made regarding how to proceed including possible boycotting and potential effects. Chair Bucki entertained a motion to have the Executive Committee's October 10th meeting written report entered into the Minutes. Trustee Burd moved. Trustee Panty made a second, and approval was unanimous.

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

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

Chair Bucki opened the meeting by announcing the Riverside Branch Library has been officially renamed the Elaine M. Panty Branch Library by the City of Buffalo Common Council and City of Buffalo Mayor Byron Brown. Congratulations were given to Trustee Panty who remarked she was both surprised and thrilled. A mock-up of the new temporary signage was given to Ms. Panty. A celebration will be held in the spring of 2020 at the convenience of Ms. Panty and her family.

The Committee reviewed the proposed agenda for the October 17, 2019 meeting of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees. CFO Stone reviewed Budget and Finance Committee proposed resolutions. He further reported the B&ECPL continues to run within budget.

Director Jakubowski shared a floorplan of The Buffalo Presidential Center (Center) developed by the Erie County Department of Public Works. Erie County has provided funds for the construction of the Center in the area of the Central Library known as 2nd Floor West. Director Jakubowski noted she has reviewed the plans, as have Library Maintenance staff and CFO Stone. All agree the plan is conducive to library operations and will benefit both the Library and the Center. The County is advertising the construction bids on Monday, October 14th. The Board will be kept apprised on this project.

Discussion was held regarding Macmillan Publishers' plan to limit eBook purchasing to public libraries. Trustees, staff, and patrons are being asked to support the American Library Association's **#eBooksforALL** campaign. <https://ebooksforall.org/>

There was no other business to come before the Executive Committee and the meeting adjourned at 4:28 p.m. on a motion by Trustee Burd and second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – NYS Construction Aid Request – Crane Library Improvements Phase 2. Deputy Director CFO Ken Stone introduced and explained proposed Resolution 2019-34. CFO Stone requested this resolution be amended to increase the ask of \$350,000 in Library Assigned Fund Balance for grant match to support the Crane Library Phase 2 Improvements/Rehabilitation project to \$375,000 to ensure we have enough funds for the grant to proceed with the allocation of funding the State Library can provide. Trustee Amodeo motioned to accept the amendment; Trustee Kimberly Johnson made a second, and approval was unanimous. The following resolution, as amended, was approved unanimously on motion by Trustee Amodeo with a second by Trustee Kimberly Johnson.

RESOLUTION 2019-34

WHEREAS, up to an estimated \$1,558,809 in the New York State \$34,000,000 Public Library Construction Grant Program is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage City of Buffalo Capital funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Crane Branch Library needs to complete Phase 2 improvements that will rehabilitate/renovate both floors of the library including replacing windows, interior finishes, HVAC/mechanical units, and adding a service entrance vestibule, and

WHEREAS, these improvements would provide a more accessible, inviting, safe, and comfortable environment for patrons, and

WHEREAS, estimated construction costs for this work total \$1,796,788, with the amount eligible to be requested from the State Aid Program totaling \$1,345,341, and

WHEREAS, the City of Buffalo's 2019 capital budget adopted in December 2018 approved a capital project for the Crane Branch Library work, for which there is a \$535,000 allocation authorized for bonding, and

WHEREAS, it is in the Buffalo & Erie County Public Library's (B&ECPL) interest to utilize \$375,000 in Library Assigned Fund Balance for grant match to help ensure adequate funds are available to support the project, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the B&ECPL assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein, and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;
- 2) The B&ECPL fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations;
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the B&ECPL was established, the City of Buffalo-owned Crane Branch Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for the next 10 years;
- 5) Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) Grant funding is used as match for any

component of the State Aid for Library Construction (Education Law 273-a) project described within this project application, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of \$375,000 in Library Assigned Fund Balance for grant match to establish the Crane Library Phase 2 project within the Library Grants Budget as shown below:

Library Grants Budget

Crane Library Phase 2 Improvements/Rehabilitation	
Revenue: Use of Library Assigned Fund Balance	\$ 375,000
Expense: Project Expense Budget	\$ 375,000, and be

it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to submit a \$34,000,000 NYS Public Library Construction Grant Program request for the Crane Branch Library in the amount of \$1,345,341.

Agenda Item E.2.b – NYS Construction Aid Program – System Evaluation and Recommendations. CFO Stone explained proposed Resolution 2019-35 as presented. Trustee Ted Johnson moved for approval. Trustee Kimberly Johnson made a second, and approval was unanimous.

RESOLUTION 2019-35

WHEREAS, up to \$1,558,809 in the \$34 million statewide New York State (NYS) Public Library Construction Aid Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of 6 projects were submitted for this program supporting the Ewell Free, Audubon, Boston Free, Crane, Eden and North Collins Public Libraries, and

WHEREAS, in July 2019, the Board of Trustees of the B&ECPL in Resolution 2019-25 set the criteria for qualifying for up to 75% funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the NYS 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

WHEREAS, 2 of the above libraries, Crane and North Collins, qualify to receive up to 75% Construction Aid Program funding as they serve economically disadvantaged communities, specifically: the Crane Branch Library qualifies under both criteria while the North Collins Public Library qualifies under the school lunch participation criteria, and

WHEREAS, Construction Aid Program funding requested totals \$2,518,105, which is \$959,296 above the \$1,558,809 allocation available under this program, and

WHEREAS, after review, the following allocation method is recommended: 1) fully fund the 4 libraries’ requesting less than \$200,000; and 2) reduce recommended funding for the 2 libraries’ requesting over \$200,000 in proportion to their share of the 2 libraries’ combined project budget cost to balance to the total allocation available, now therefore be it

RESOLVED, that pursuant to Construction Aid Program requirements and the above criteria, the Board of Trustees of the B&ECPL recommends approval of the requested projects, in the following amounts:

Library	Total Project Cost	Aid Request	Recommended Award
• Audubon Library, Amherst Expansion Phase 2	\$2,220,878	\$1,110,439	\$ 579,948
• Boston Free Library HVAC Replacement	\$ 9,235	\$ 4,618	\$ 4,618
• Crane Branch Library, Buffalo Improvements Phase 2: Renovation	\$1,793,788	\$1,345,341	\$ 916,536
• Eden Library Replace Air Conditioning System	\$ 43,786	\$ 21,893	\$ 21,893
• Ewell Free Library Replace Flat Roof, Circulation Desk & Carpet	\$ 49,353	\$ 24,677	\$ 24,677
• North Collins Public Library HVAC Replacement	\$ 14,850	\$ 11,137	\$ 11,137
TOTALS:	\$4,131,890	\$2,518,105	\$1,558,809,

and be it further

RESOLVED, that should any of the above projects be withdrawn or otherwise be unable to fully participate in the program subsequent to this resolution's passage, any share of the funding allocation freed up is recommended to be distributed proportionally to those remaining projects whose requests were not fully funded, and be it further

RESOLVED, that the recommendation for the Audubon Library project is contingent upon the Town of Amherst providing written assurance to the Amherst Public Library Board that the previously approved Phase 1 project elements will be competed and the Phase 1 Construction Aid Program closed out by its June 30, 2021 deadline, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms, and documents, in time to meet the October 31, 2019 filing deadline.

Agenda Item E.2.c – Authorization for Year-End Transfers in Excess of \$5,000. CFO Stone reminded trustees this routine action is taken every year as part of the year-end closing process so that transfers in excess of \$5,000 can be made quickly between accounts should they be necessary. Any transfers will be reported back to the Board. CFO Stone conveyed that following the meeting, he will brief Budget and Finance Committee Chair Moore and Chair Bucki on several transfers needed for additional rock salt, toner (mainly for the public printers), and to reallocate bullet aid funds into their appropriate accounts. Additionally, monies may need to be transferred due to possible retirements. Trustee Kimberly Johnson moved and was seconded by Trustee Gist. Approval of Resolution 2019-36 was unanimous.

RESOLUTION 2019-36

WHEREAS, the 2019 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications related expenses and receipt of e-Rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the e-Rate supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers, and in the case of contracting libraries, contract budget amendments, be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) authorizes the Library Director or her designee, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications related expenses and receipt of e-Rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the e-Rate reimbursement.

Agenda Item E.2.d - RFP Award: Conservation of John James Audubon's *The Viviparous Quadrupeds of North America* Volumes 1, 2 and 3. CFO Stone explained proposed Resolution 2019-37 as presented. Trustee Ted Johnson moved for approval. Trustee Amodeo made a second. Approval was unanimous.

RESOLUTION 2019-37

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Rare Book area of Special Collections holds titles and collections of local, national and international impact, and

WHEREAS, the B&ECPL recognizes both the need and its responsibility to conserve its rare and unique treasures, and

WHEREAS, the collection includes the complete John James Audubon *The Viviparous Quadrupeds of North America* oversized folios, which is in need of conservation, and

WHEREAS, a Request for Proposals (RFP) was issued for the purposes of receiving proposals to conserve *The Viviparous Quadrupeds of North America* volumes 1, 2 and 3, and

WHEREAS, the B&ECPL received and thoroughly reviewed 1 submitted proposal, including completeness of the response, references, demonstrated ability, cost and consistency to the treatment plan used for Audubon's *Birds of America*, and

WHEREAS, the B&ECPL recommends the award for the conservation of the John James Audubon *The Viviparous Quadrupeds of North America* volumes 1, 2 and 3 be given to HF Group/ECS Conservation of Browns Summit, North Carolina, and

WHEREAS, pursuant to the RFP and HF Group/ECS Conservation's response, costs for conserving volumes 1, 2 and 3 would be \$38,000 for the identified scope of work with a provision to address unanticipated beyond scope work, subject to pre-approval by the B&ECPL Director, at a per diem cost of \$750, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees authorizes the B&ECPL Director and/or her designee(s) to execute the necessary documents to enter into an agreement with HF Group/ECS Conservation for the purposes of conserving volumes 1, 2 and 3 of the John James Audubon *The Viviparous Quadrupeds of North America* pursuant to the terms and conditions of the RFP and RFP response at the costs noted above, and be it finally

RESOLVED, that this resolution authorizes the B&ECPL Director and/or her designee(s) to utilize available operating and donated funds up to \$38,750 for this purpose.

Agenda Item E.2.e – Monthly Financial Report. The monthly financial report for the year as of August 31, 2019 month-end close was included in the board packet as an information item. CFO Stone noted the Library is operating within budget and LED conversion continues to save money. Trustee Ted Johnson asked for an update on retiree health insurance costs. While running below budget, CFO Stone reminded trustees that the County is self-insured and expenses depend on actual retiree usage charges that change month-to-month. He also added that he sees NYS Retirement costs gradually diminishing over time because of the new Tier 6 in which costs are more sustainable long-term for the employer.

Agenda Item E.3 – Planning Committee. Planning Committee Chair Amodeo reported the Committee met prior to the Board meeting. For the November 21st Board meeting, the Planning Committee will recommend for Board approval revised B&ECPL's Core Values, pared down to a relevant and catchy acronym, with a request for reaffirmation that the B&ECPL supports the ALA's amended *Library Bill of Rights*.

Agenda Item F – Report of the Director. Director Mary Jean Jakubowski congratulated the Elaine M. Panty Branch Library (formerly known as the Riverside Branch Library) for raising \$1,488.35 at their book sale; she thanked Trustee Panty and their "Friends" group for their hard work. A celebration for the renaming of the library is being planned for spring 2020 so that Trustee Panty's family is able to attend.

The *Give the Gift of Reading – Bucks for Books* campaign has begun; handouts were given to trustees. The hope is for 100% Board participation in the campaign.

The *Design Contest* flyers to create a new design for B&ECPL library cards were distributed to trustees. The *One Buffalo* library cards, which were sponsored by Pegula Sports & Entertainment, have been exhausted and the B&ECPL is looking to create a new look for System library cards. The entry deadline is November 1, 2019 and public online voting will take place November 8 - 16, 2019.

Director Jakubowski updated trustees that the Dudley Branch Library will be experiencing renovations including replacing the flooring and additional floor work. There will be a 6 - 8 week closure of the library expected to begin on or about November 18th. Arrangements are being made for the bookmobile to be on location to offer onsite services, we are getting word out to the public about the closure, and staff will be assigned to work at other Buffalo branch locations during that time.

At the back of the room, a mock-up newly refurbished chair planned for the Central Library auditorium was brought to the Board's attention. Director Jakubowski remarked due to the outstanding quality of the original chair frames, the chairs are being refurbished rather than purchased new.

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

B&ECPL Monthly Report September 2019

Riverside Branch Library Renamed - The City of Buffalo Common Council voted unanimously to rename the Riverside Branch Library the *Elaine M. Panty Branch Library* at its September 17th meeting. Ms. Panty has been a trustee of the Buffalo & Erie County Public Library (B&ECPL) since 1988. Her tireless efforts are well known throughout Buffalo and Erie County. Ms. Panty's contributions as a dedicated volunteer for the Friends of the Riverside Library and an avid library advocate for the B&ECPL System were recognized and supported by Common Council Member Joseph Golombek, Jr. who led the petition to rename the Branch. Deputy Director - Chief Financial Officer **Kenneth Stone**, Assistant Deputy Directors **Dorinda Darden**, **Maureen McLaughlin**, **Dawn Peters**, and Buffalo Branches Manager **Linda Rizzo** attended the Buffalo Common Council meeting. Congratulations Trustee Panty and thank you for ALL you do for all of the libraries in the B&ECPL System. A renaming ceremony and celebration is being planned.

Passport to Reading – This summer’s Passport to Reading concluded September 8th with 5,728 participants. Three hundred and eighty-five people completed at least 1 region (East, City, North, or South) and 72, including the Hailemariam/Rezene family pictured here, visited all 37 B&ECPL libraries and the *Library on Wheels* bookmobile.



Congratulations to 12-year-old Rebecca Filipski of West Seneca, this year’s grand prize Passport to Reading winner, and to all participants!

Hispanic Heritage Month – September 13th marked the kickoff of Hispanic Heritage Month at the Central Library. Entertainment featuring the Student Chorus of Buffalo Public School (BPS) #76 Herman Badillo Bilingual Academy and proclamations from several elected officials marked the event. The Hispanic Heritage Council of Western New York, Inc. hosted the annual celebration which this year included a month-long exhibit: *Echando Raises*. Programs focused on history, education and Hispanic culture were held throughout the libraries and community. In addition, Information Services and Outreach Librarian **Sara Fuller** conducted a class for students at Hispanics United of Buffalo featuring JobNow, the B&ECPL’s career and employment database.

Homegrown Authors Series – Information Services and Outreach Librarian **Andrew Maines** hosted the September 28th Homegrown Authors Series lecture featuring local author, historian, and ghost researcher Mason Winfield. Mr. Winfield’s discussion focused on the supernatural phenomena in Western New York.

East Aurora native Luciano “Louis” Graziano, a member of General Eisenhower’s staff and the last living American witness to Germany’s surrender that ended World War II, shared his wartime memories at a well-attended author talk at the Central Library September 21st. Mr. Graziano donated 2 copies of his book *A Patriot’s Memoirs of World War II: Through My Eyes, Heart, and Soul* to the Central Library’s Local Authors collection.

Banned Books Week – Celebrating the freedom to read, the B&ECPL recognized Banned Books Week September 22nd – 28th with several programs and displays in several libraries. Information Services and Outreach Librarian **Nancy DiStasio** organized and moderated the program *Celebrating the Right to Read*. An overview of the important role of libraries protecting intellectual freedom was given by this writer. Several staff members, including Information Services and Outreach Librarians **Maria Lowe** and **Janelle Toner**, Children’s Services Librarians **Jessie Blum** and **Jennifer Lelinski**, and Children’s Senior Page **Sally Schaefer**, spoke about their “favorite” book which was, at one point since being published, banned from a school, library, book store or university.

Buffalo Branch libraries celebrated Banned Books Week offering *CAUTION Banned Books* displays. The East Clinton Branch Library offered patrons the opportunity to take their “mugshots” with a *Wanted Poster* display and a variety of banned books. The Dudley Branch Library created an interactive display whereby patrons were given a description of a book and the opportunity to guess what the book was and why it was banned. This was enjoyed by all.

Speak Out to End Youth Homelessness – Information Services and Outreach Librarian **Maria Lowe** and Children’s Services Librarian **Susan Buttaccio** hosted, in conjunction with the Youth Task Force of Erie County, the *Speak Out to End Youth Homelessness* program at the Central Library held on September 26th. The program featured youth art and presentations about their experiences with homelessness with many young people from the community sharing their experiences with homelessness. Representatives from many community organizations were available to discuss their services for young people including Buffalo Public Schools, BlueCross BlueShield, Planned Parenthood, Compass House, Restoration Society, Inc., BestSelf Behavioral Health, and Say Yes Buffalo.

Friday Night @ the Library – The North Park Branch Library, in an effort to increase attendance during Friday evening hours, held a successful *Friday Night @ the Library* program September 27th; more than 20 participated in a *Learn How to Dye Fabric* program using Shibori, a Japanese manual resist-dyeing technique, which produces patterns on fabric. Bandanas were provided and most attendees came with additional items to dye and take home.

Census 2020 Happenings – The B&ECPL Complete Count Committee comprised of staff from throughout the System continues to meet, discuss, and develop training and marketing materials along with system-wide rollout strategies for library participation in the 2020 Census. Libraries are recognized, nationally, as organizations that will play a significant role in “getting everyone counted” given the populous is being encouraged to take the 2020 Census online. With libraries offering free public access computers and Wi-Fi, the B&ECPL will play an integral role – particularly in the hard to count areas of Erie County. Working in collaboration with the Erie County Complete Count Committee, the Western New York Library Resources Council (WNYLRC) Complete Count Committee and the New York Alliance of Library Systems (NYALS) Complete Count Committee, this writer has been developing *Frequently Asked Questions* and *Library Do’s and Don’ts* that can be adopted throughout libraries for consistent messaging. Marketing campaigns are also being developed with graphical design templates created by the B&ECPL’s Graphics Department. United States Census Bureau Supervising Partnership Specialist Amy Brombos is reviewing all documents and is consulting with this writer and the B&ECPL Complete Count Committee on a regular basis. In addition to the Complete Count Committee, various libraries including several in the City of Buffalo are hosting Census Worker Recruitment events.

Monthly Programming Statistics - September 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	148	1,631	2,910	37,237
Children (age 6-12)	118	1,555	1,524	30,271
Teens	38	531	693	6,855
Intergenerational	199	2,231	4,730	66,035
Adults (excludes Technology)	220	1,964	2,555	30,771
TOTAL In Library Programs	723	7,912	12,412	171,169

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	25	12	25
Children (age 6-12)	37	661	37	667
Teens	125	1,314	125	1,316
Intergenerational	15	322	15	322
Adults (excludes Technology)	142	1,454	142	1,464
TOTAL In Library Programs	331	3,776	331	3,794

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	3	38	8	184
System or Library-owned Cyber Train	9	71	61	436
One on One	199	1,561	202	1,632
TOTAL Adult Technology	211	1,670	271	2,252

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	102	170	2,559
Children (age 6-12)	3	95	247	6,852
Teens	0	13	0	823
Intergenerational	13	159	1,789	18,359
Adults (excludes Technology)	15	141	423	4,436
TOTAL Outreach (out of Library)	36	510	2,629	33,029

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	0	16	0	643
Adult Services	1	20	4	485
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	2	0	134
Grosvenor Room	0	14	0	205
TOTAL	1	52	4	1,467

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4,661	50,042	
Visitors - Tour/Program	4	1,467	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4,665	51,509	104,302

Library on Wheels -

Welcoming 798 visitors in the month of September, the *Library on Wheels* began 3 new regularly scheduled monthly stops: Buffalo State Child Care Center, Queen City Homeschool Collective in Buffalo, and Orchard Place Senior Apartments in Lackawanna.

In addition, the *Library on Wheels* attended 4 special events in September, including the Kenmore Farmer’s Market, Colden Art Festival, Town of Boston’s Local Environmental Awareness Fair (L.E.A.F.), and the Larkinville Fall Fest at Larkin Square in Buffalo.

Wellness Wednesdays – Information Services and Outreach Librarian **Renée Masters** facilitated Wellness Wednesday at the Central Library on September 18th.

Representatives from the Erie County Department of Health and Erie County Medical Center (ECMC) offered information and counseling on sexually transmitted infections. They also offered free, confidential HIV testing on site. Restoration Society, Inc. also participated, offering Single Point of Access (SPOA) intake and other services for individuals with primary mental health diagnoses.

Launch Pad Recording Studio Users Report Success – Frequent Launch Pad patrons Jose Benesario and Anthony Rodriguez published 2 songs on Spotify “Para ti” (Demo) and “Tu flow” (Demo) under the artist name El Producto Lptm. Both recordings were produced and recorded in the Launch Pad studios. Spotify cover photos were photographed in the studio as well.

Drop-In Center – The Isaías González-Soto Branch Library has partnered with Literacy New York Buffalo-Niagara, Inc. to host a Drop-In Center for help with reading and speaking English for adults to be held every Tuesday. Eleven attendees participated in the first session held on September 24th.

TechKnow Lab/Launch Pad Outreach Highlights –

- Food Bank of WNY, September 6th;
- Buffalo Museum of Science, BubbleFEST, September 14th;
- Park School of Buffalo, Buffalo Mini Maker Faire, September 28th.

Children’s Services Outreach Highlights –

- D’Youville College, Run the World (Girls) EmPOWERment, September 7th;
- BPS #99 Stanley M. Makowski Early Childhood Center, September 9th;
- John R. Oishei Children’s Hospital, September 17th.

Information Services Outreach Highlights –

- Medaille College, New York State Entrepreneurial Assistance Program, September 12th;
- Buffalo Employment and Training Center (BETC), Fall Career Fair, September 12th;
- Buffalo Niagara Convention Center, Western New York Diversity Job Fair, September 18th;
- Buffalo State College, *Arts & Entrepreneurs*, September 26th.

Reading Park and Central Library Ramp Highlights –

- *Introduction to Freegal*, September 6th;
- GObike Buffalo – Free Bicycle Repair, September 17th;
- Partner programming from Literacy New York Buffalo-Niagara, Inc., WNY Book Arts Center, and Albright-Knox Art Gallery.

Tours -

- Central Library - BPS #32, Bennett Park Montessori, September 25th and 26th;
- East Clinton Branch Library - BPS #69 Houghton Academy, September 27th.

Central Library Teen Happenings -

- Teen Advisory Group, September 7th;
- Teen Manga Club, September 7th;
- Rising Voices Book Group, September 21st. Participants discussed *Dry* by Neal Shusterman.

2. Collection Development

Collection Development - September 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,076	29,214	326	2,578	544,303
Young Adult Print	427	5,579	100	952	75,704
Adult Print	4,167	40,357	846	6,856	1,832,879
Media	4,766	38,369	454	4,904	569,883
Other*	2,877	24,592	92	336	178,774
Subtotal	15,313	138,111	1,818	15,626	3,201,543

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,413	11,137	891	7,097	81,556*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	353	2,488	248	1,874	16,340
eVideos	0	0	0	0	100
Subtotal	1,766	13,625	1,139	8,971	97,996

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	17,079	151,736	2,957	24,597	3,299,539

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	612	3.9%	608	69.9%
Staff Initiated	39	0.0%	39	71.8%

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

Subject Guides - The Library's Subject Guides were viewed by 1,316 visitors from 23 countries in September. In addition to the United States, visitor countries of origin included Argentina, Australia, Austria, Canada, Ecuador, Egypt, France, Germany, India, Indonesia, Ireland, Mexico, the Netherlands, Nigeria, Pakistan, the Philippines, Serbia, Sri Lanka, Switzerland, Uganda, Ukraine, and the United Kingdom.

3. Technology

Grosvenor Room - A new Contex IQ FLEX large-scale (18" x 24"), color flatbed scanner has been purchased and received.

Enterprise Online Catalog - B&ECPL's online catalog, Enterprise, was successfully upgraded September 12th with minimal disruption to patrons and staff. In addition to implementing a number of bug fixes, the upgrade prepared the system for the upgrade to follow, which will introduce a mobile-friendly design element.

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - September 30, 2019	\$205,393.70

Upcoming Fundraising Event - Join us as the Buffalo Sabres take on the St. Louis Blues December 10th. The game starts at 7:30 p.m.; tickets start at \$35 with \$5 from each ticket going to B&ECPL libraries. Tickets can only be purchased online at: <https://fevo.me/sabreslibraryday>. Additional discounts will be given to all B&ECPL library cardholders in the Buffalo Sabres New Era Store the day of the game.

5. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	176	3,260	2	48

B&ECPL Training - *Discipline & Discharge at the B&ECPL* (presented by **Judy Fachko**, B&ECPL); *Grant Writing and Non-Profit Information for Reference Staff* (presented by **Shanley Olszowy**, B&ECPL).

Workshops Attended – *Accounting Principles & Procedures* (presented by NYS Comptroller’s Office); *Activate, Collaborate and Educate: Health Outreach and Programming in Your Community* (presented by WNYLRC/NNLM); *Digital Census Preparation Pilot Workshop* (presented by The Digital Equity Lab); *Gender Identity & Expression: Harassment Prevention* (presented by Bond, Schoeneck & King); *Genealogical Resources: Researching Online and In-Person at the NYS Archives and NYS Library* (presented by WNY Genealogical Society); *Old Tech Glow-Up* (presented by WNYLRC).

Webinars Viewed – In September, 48 webinars were viewed by B&ECPL staff including: *Community Engagement as a Mindset* (presented by OCLC); *Crash Course in Horror* (presented by NoveList & LibraryReads); *Evolving Patron Expectations and the Demand for Unlimited Access Content* (presented by ALA); *Fall Graphic Novels for All Levels* (presented by Library Journal); *Library Director Bootcamp* (presented by ALA); *PLDS Town Hall* (presented by PLA); *Tools for Building Digital Skills with your Patrons and Staff* (presented by PLA); *What’s Cooking Fall 2019* (presented by Booklist); *XR (Augmented, Mixed, and Virtual Reality) Programming in Libraries* (presented by ALA).

Workshops Presented – Isaiás González-Soto Branch Manager **Jason Barone** presented *Old Tech Glow-Up Workshop* at WNYLRC on September 17th. Community Engagement Manager **Anne Conable** presented on Buffalo’s Reading Park at the AARP New York – Leading on Livability Summit held at the Hyatt Regency Buffalo on September 24th.

University at Buffalo (UB) Center for Leadership and Organizational Effectiveness (CLOE) Leadership Accelerator Program – As part of B&ECPL’s succession training planning, Assistant Deputy Directors **Dorinda Darden** and **Dawn Peters** are participating in the UB CLOE *Leadership Accelerator Program*. The program includes 6 four-hour classroom training sessions held between September 26th and December 19th. In addition, each will receive 6 hours of leadership coaching from an Executive Coach provided through the program.

Other – *New York Library Systems Advocacy Planning* (presented by NYALS); *WNYLRC Annual Meeting* (presented by WNYLRC).

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

Type of Communication	Topic	Air Date/Publish Date
Media Release	Presentation Showcases Rare Collection of Buffalo Impresario - Graduate Fellow Highlights Legacy of Zorah Berry	Sent September 12 th

Media Event - Central Library, presented by Empire State Development	Announcement about Opportunities for Public Viewing of the Buffalo Skyway Corridor Competition at the Central Library	All local media attended, September 4 th
Media Event	Passport to Reading Grand Prize Winner Announced at West Seneca Public Library	Channel 2, September 12 th , West Seneca Bee
Article	September Activities at the Riverside Library	Riverside Review, September 4 th , 11 th , 18 th & 25 th
Chatterbox Entry	Thank You to the Community for Making the Annual Book Sale a Success	Riverside Review, September 4 th
Article	Council Unanimously Votes to Change Riverside Branch Library Name: to be Renamed the Elaine M. Panty Library in Honor of Local Community Activist	Riverside Review, September 25 th

Social Media SEPT. 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	104	1,033	6,881	74,889	31	9,146
<u>Flickr</u>	11	1,060	14,625	136,186	-	57
<u>Google Ads</u> ¹	N/A	N/A	2,860	24,334	N/A	N/A
<u>Instagram</u>	31	315	820	13,418	72	2,400
<u>Pinterest</u> *	71	660	2,193	23,484	32	2,006
<u>Podcast</u> ²	4	33	N/A	N/A	N/A	N/A
<u>Twitter</u>	83	911	653	11,020	27	10,293
Total	304	4,012	28,032	283,331	162	23,902

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.

*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

Partnerships -

- Child Care Resource Network;
- QUALITYstarsNY;

- New York State Committee on Commerce, Economic Development and Small Business;
- United States Census Bureau;
- Hispanic Heritage Council of Western New York, Inc.;
- Literacy New York Buffalo-Niagara, Inc.;
- CreativeMornings;
- Uncrowned Queens Institute.

Partnership Highlights -

Assistant Deputy Directors **Dorinda Darden** and **Joy Testa Cinquino** attended the Uncrowned Queens Institute's fundraiser/reception on September 26th at Templeton Landing in Buffalo. The theme was *Saving the Past to Enrich the Future* in celebration of its 20th Anniversary. Friend and life-long supporter of the B&ECPL Eva M. Doyle was one of 4 honorees receiving the Uncrowned Queens Institute Culture Keeper Award. This award recognizes others who are working to preserve the historical and cultural assets of the African American community.

Launch Pad Manager **Jordan Smith** staffed a library information table at the monthly CreativeMornings event held at the Central Library on September 13th. Jordan spoke with attendees about the Library and helped several sign up for library cards. This month was the first in which CreativeMornings had an illustrative note taker for the event, meaning that an illustrator visually took notes of the meeting and then presented them to the audience at the end of the event. Local illustrator Andrew Martis used the Launch Pad's Wacom Intuos Pro tablet and MacBook Pro with Adobe Photoshop to illustrate the notes for the event. Following the event, Andrew tweeted about it!



8. Planning for the Future

A letter writing campaign spearheaded by the American Library Association (ALA) objecting to the change in eBook purchasing by libraries proposed by Macmillan Publishers which limits libraries to purchasing 1 copy of a Macmillan published eBook for a period of 8 weeks following publication was shared with all B&ECPL libraries. Following the submission of a letter by this writer on behalf of the B&ECPL System, all B&ECPL libraries were provided a template letter and asked to send the letter to Macmillan Publishers Chief Executive Officer John Sargent, Jr.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
September 5, 2019	Meeting - Jeannine Doyle
September 5, 2019	Conference Call - Auditorium Acoustics
September 9, 2019	Conference Call - Sheryl Knab, Western New York Library Resources Council (WNYLRC); Janice Dekoff, Chautauqua-Cattaraugus Library System (CCLS); and Lisa Erickson, Nioga Library System (Niagara-Orleans-Genesee Counties)
September 9, 2019	Meeting - Erie County Department of Mental Health and the Resources Council of Western New York
September 9, 2019	Media Event - Live Well Erie Press Conference
September 9, 2019	Meeting - Association of Contracting Library Trustees (ACT) Board
September 10, 2019	Training - Digital Equity Lab
September 11, 2019	Meeting - Managers/Directors
September 11, 2019	Meeting - B&ECPL Census 2020 Complete Count Committee
September 11, 2019	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki
September 12, 2019	Meeting - Administrative Team
September 12, 2019	Meeting - Joy Testa Cinquino
September 12, 2019	Conference Call - Sheryl Knab, WNYLRC
September 12, 2019	Meeting - B&ECPL Board of Trustees Executive Committee
September 13, 2019	Tour - Evviva Weinraub Lajoie, Vice Provost for University Libraries, University at Buffalo
September 13, 2019	Meeting - Buffalo Niagara Partnership
September 16, 2019	Meeting - B&ECPL Auditorium Renovations Phase 2 Construction Progress
September 17, 2019	Meeting - New York Alliance of Library Systems (NYALS)

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September 19, 2019	Meeting - Library Foundation of Buffalo & Erie County
September 19, 2019	Meeting - Jeannine Doyle
September 19, 2019	Meeting - B&ECPL Board of Trustees
September 20, 2019	Meeting - Erie County Legislator-Chairperson April N.M. Baskin
September 24, 2019	Conference Call - WNYLRC Census 2020 Compete Count Committee
September 25, 2019	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki, B&ECPL Board Vice Chair Alan Bedenko
September 25, 2019	Meeting - Joy Testa Cinquino, Dawn Peters, Andy Aquino, Jordan Smith
September 25, 2019	Event - Speaking at Banned Book Week
September 25, 2019	Meeting - WNYLRC 53 rd Annual Meeting
September 26, 2019	Retirement Farewell - Lee Green
September 26, 2019	Meeting - Jeannine Doyle, Joy Testa Cinquino, Dawn Peters, Meg Cheman, Darlene Pennachi
September 27, 2019	Meeting - Administrative Team
September 27, 2019	Event - riverrun Intern Presentation
September 30, 2019	Meeting - Susan Lee, Anne Conable
September 30, 2019	Meeting - B&ECPL Auditorium Renovations Phase 2 Construction Progress
September 30, 2019	Meeting - Kenneth Stone
September 30, 2019	Meeting - Kristofer Straus, Bill Geary, Danielle Zientek, Mark Kross, Ken Stone
September 30, 2019	Meeting - Jeannine Doyle

Other:

Contracting Member Library Activity Reports

North Collins Public Library – submitted by Jacob Rachwal, Director

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

- On September 17th, we hosted our monthly *Craft Night* program. This month the activity was “Rock Painting.” Twenty-five participants came and took part in the activity. Many of the rocks were left behind and placed on our rock path that was just redone at the library
- On September 18th, we hosted a concert performed by Dave Ruch. The title of the program was *Songs & Stories of the Erie Canal*. Much fun was had by all who attended. This program was made possible through a grant from the New York State (NYS) Regional Economic Council, NYS Council on the Arts, Governor Andrew M. Cuomo, and the NYS Legislature.
- On September 23rd, in celebration of *Elephant Appreciation Day*, Library Director **Jacob Rachwal** held a special storytime event. Many participants came and learned fun elephant facts, read stories, and did a special activity.

- On September 24th, our monthly *LEGO Club* took place with 11 in attendance. This month's theme was "Zoo Animals."
- On September 27th, Director **Rachwal** drove his car in the North Collins Central School *Homecoming Parade*. The car was decorated with supplies from our *Summer Reading* program *A Universe of Stories* thanks to the creativity of Clerk/Typist **Hannah Broughton** and Sr. Page **Allie Dotegowski**. Much positive feedback was received from the community.

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

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

- The Kenmore Library is celebrating the 200th anniversary period of the Erie Canal. *Songs & Stories of the Erie Canal* was presented by Dave Ruch in September, and a traveling display from WNYLRC on Erie Canal history will be at the library for the month of October.
- Local author Lissa Marie Redmond will be at the Kenmore Library on October 2nd to talk about her new book, *Means to an End*.
- Local author Michael Hawley will be at the Kenmore Library on October 23rd to talk about his research into the Jack the Ripper murders.
- New programs at the Kenmore Library this fall include: *Baby Time*, weekly, for ages 3 month to 18 months with a caregiver; *Widget Wednesdays*, weekly, to give 'hands-on' experience with our MakerSpace gadgets; *Sensory Play Time*, monthly, to let kids play with ooey, gooey stuff.
- *Beerffalo: the Ales & Tales of Buffalo* will be presented by Explore Buffalo at the Kenmore Library on October 29th.
- The following Financial Literacy classes presented by Northwest Bank are taking place: *Identity Theft* on October 4th; *Banking Basics* on October 16th; *Credit Scores and Reports* on October 22nd; and *Retirement Planning* on November 20th.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. An ACT representative was not present. Director Jakubowski stated the next ACT meeting will take place Saturday, October 19th at the North Collins Public Library.

Contract Member Library System Liaison Report – Trustee Kelly reported on the October 15th Marilla Free Library Board of Trustees meeting she attended. They are dealing with a variety of building issues including mold, moss on the roof, and a broken lift, but are hopeful it can be repaired rather than replaced. Director Jakubowski conveyed this library is a free association library which means their association owns the building; it is not a municipally owned building. The municipality, therefore, is not obligated to provide funding to them. Director Jakubowski commented the Marilla Free Library is planning some fundraising activities and conversations have been had

with them about the State Aid for Library Construction Program, particularly how this program may be able to help them if they can acquire matching funds. Trustee Kelly also noted the Marilla Free Library has a plan for expansion, but believes this is some years out. Trustee Gist asked if their issues are something the Library Foundation can help out with. Director Jakubowski replied the Marilla Free Library Board of Trustees has a right to apply to the Foundation if they so choose, although this does not necessarily fall under the Foundation's Mission. Trustee Kelly also commented the Marilla Free Library Board is exploring grant options.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. Trustee Panty thanked everyone for their cards, phone calls and prayers while in the hospital as well as the beautiful flower arrangement received from the System Board and Library Administration.

Trustee Panty also shared her appreciation for the Riverside Branch Library being renamed after her. Together with her family, they are "all thrilled" and look forward to sharing in a celebration in the spring. She expressed she is thankful to have 2 families, her *own family* and a *Library family*, and is grateful to count everyone as a friend. Chair Bucki expressed the Library appreciates all Trustee Panty does for the newly named Elaine M. Panty Branch Library and the B&ECPL System.

There being no further business, on motion by Trustee Burd with a second by Trustee Amodeo, the meeting was adjourned at 4:48 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary