

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, February 20, 2020, at the Central Library pursuant to due notice to trustees. The following members were present:

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

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

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

Agenda Item C – Minutes of the Meeting of January 16, 2020. On motion by Trustee Panty, seconded by Trustee Kimberly Johnson, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Committee Appointments. 2020 Committee appointment lists were distributed to trustees at the beginning of the meeting. Trustee Kimberly Johnson moved to approve 2020 Committee assignments. Trustee Panty seconded, and appointments were approved as presented.

Chair Bucki read, per the Bylaws, Article V, Section 6, “All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be

documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee..." The 2020 Governance Committee members selected for membership consist of Trustee Bedenko (Chair), El-Behairy, Gist, Housh and Kelly; with the exception of Trustee Frank Housh who was not in attendance, each verbally confirmed they are independent trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee. Trustee Housh will be asked to confirm at the next Board meeting.

Committee Chairs will be responsible to schedule meetings for 2020 as needed.

Trustee Moore arrived at 4:07 p.m.

Continuing with her report, Chair Bucki drew attention to the *Contract Member Library System Liaison Schedule for 2020* that was at each trustee's place. Letters are being mailed to each contract library Board President that will include their System liaison's name and contact information. The contract library Board President will be encouraged to reach out to their System liaison and invite them to one of their board meetings. Trustee Berlow, as Chair of the Buffalo Library Services Committee, will act as the System liaison to the Buffalo Branch libraries.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on February 13, 2020; a copy of the written report was at each trustee's place. Committee Vice Chair Kimberly Johnson summarized the meeting and requested the written report be entered into the Minutes. Trustee Candelario moved, Trustee Gist made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow, Katie Burd, and Elaine Panty; and ex officio member Frank Housh. Also present were Library Director Mary Jean Jakubowski and Deputy Director - Chief Financial Officer (C.F.O.) 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.

Chair Bucki briefly discussed 2020 committee volunteer appointments; nominations for 2020 committee assignments will be presented at the

February 20^h Board meeting. All Committee Chairs from 2019 have agreed to remain as Chairs of their respective committees for 2020.

The Executive Committee reviewed the proposed agenda for the February 20th Board of Trustees meeting. C.F.O. Stone explained the proposed resolutions under the Budget and Finance Committee.

C.F.O. Stone reported there is not a monthly financial report as the County has not yet closed out 2019.

Director Jakubowski provided an update on the Association of Contracting Library Trustees (ACT) Contract Committee. She noted the Committee has developed a Table of Contents for the Contract between the Buffalo & Erie County Public Library (B&ECPL) and each of the contracting libraries. In addition, descriptive headings have been developed. Director Jakubowski had not yet reviewed the proposed Table of Contents or the headings, but will report back to the Executive Committee after she does. The group was reminded that the Annual ACT Workshop is scheduled for Saturday, March 14, 2020.

Director Jakubowski also noted she has been working with the Erie County Complete Count Committee as well as advocating for the B&ECPL to receive a portion of Erie County's allocation of the Governor's Census Outreach Funds. If received, the funds would be used to support library-based census activities. More information on this is forthcoming, as the County must submit a plan for approval to New York State by March 2nd.

Director Jakubowski provided an update on the fundraising efforts for the Jordan Collection; to date, \$88,250 has been raised. The Jordan Collection shows the historical development, artistry and evolution of masterful bookbinding. Notable among the signed bindings are examples by Sangorski & Sutcliffe, Riviere & Son, Chatelin, Margaret Sterling of Rochester and John F. Grabau of Buffalo. The Jordan Collection also includes many editions, including some first editions, the Library does not own. The Jordan Collection would both support and enhance the Library's significant rare book collections. Library Administration and staff continue to seek donors and sponsors for the remaining \$31,750 needed to solidify the purchase of this magnificent collection.

The Executive Committee meeting adjourned at 4:30 p.m. on a motion by Trustee Burd, with a second by Trustee Panty.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Wide Area Network (WAN) RFP Award. Deputy Director – Chief Financial Officer (C.F.O.) Ken Stone explained proposed Resolution 2020-3 which designates the services proposed by Spectrum Enterprise as the best and lowest response for the Library’s WAN at the projected bandwidths needed. If an agreement is not successfully negotiated and executed with Spectrum Enterprise, the Library Director and/or designee would be authorized to negotiate and enter into an agreement with the next highest rated proposal which is from Crown Castle Fiber. Following C.F.O. Stone satisfactorily answering questions posed by trustees, Resolution 2020-3 was unanimously approved as presented on a motion by Trustee Berlow with a second by Trustee Panty.

RESOLUTION 2020-3

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System utilizes a complex wide area network (WAN) connecting the Central Library to each of the thirty-six (36) City branch and contracting libraries allowing the System to efficiently provide patron access to the Internet, and

WHEREAS, these services are eligible for e-Rate program discounts, which currently pay almost 90% of the cost of the Library System’s WAN service, and

WHEREAS, pursuant to e-Rate program requirements, on October 4, 2019 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP) seeking a three (3) year base contract with up to two (2) voluntary extensions of one (1) year each, and

WHEREAS, a total of three (3) vendors submitted proposals in response to the RFP, and

WHEREAS, the Library’s RFP review committee determined that the three (3) year costs for the service levels needed by the Library as proposed by Spectrum Enterprise were lower than the other proposals, and

WHEREAS, the committee’s review of vendor qualifications, technical and service proposals, found the Spectrum Enterprise proposal as highly qualified, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL System designates the services proposed by Spectrum Enterprise as the best and lowest cost response for the Library’s WAN at the projected bandwidths needed, and be it further

RESOLVED, that the Library Director and/or her designee(s) is authorized to negotiate and execute the necessary documents to enter into a three (3) year agreement with up to two (2) optional voluntary extensions of one (1) year each with Spectrum

Enterprise pursuant to the terms and conditions of the RFP and response, and be it further

RESOLVED, that if an agreement with Spectrum Enterprise is not successfully negotiated and executed, the Library Director and/or her designee(s) is authorized at her/his discretion to negotiate and execute the necessary documents to enter into an agreement with the next highest rated proposer, Crown Castle Fiber, and be it finally

RESOLVED, that the Library Director and/or her designee(s) is authorized to file all necessary e-Rate forms and certifications on or before the respective e-Rate filing deadlines throughout the term of this agreement.

Agenda Item E.2.b – Unanticipated Expenditure Assistance – City of Tonawanda Public Library. C.F.O. Stone explained proposed Resolution 2020-4. Trustee Bedenko moved, Trustee Panty made a second, and approval was unanimous.

RESOLUTION 2020-4

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

WHEREAS, the City of Tonawanda Public Library Board of Trustees has requested assistance to help offset above budget expense associated with a shortfall resulting from a change in employee healthcare due to an employee changing from single to family coverage in 2019, and

WHEREAS, B&ECPL staff worked with City of Tonawanda Public Library staff to identify the best method to address this situation, including an analysis of personnel costs for the year, and this review resulted in a recommendation to request assistance in the amount of \$5,717, and

WHEREAS, without this assistance the City of Tonawanda Public Library Board of Trustees has found that having to reduce 2020 expenditures to offset the 2019 shortfall would have resulted in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2019 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

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

RESOLVED, that the Board of Trustees of the B&ECPL approves a reallocation within the B&ECPL 2019 operating budget to utilize vacancy savings in the salary, wage and fringe accounts to provide \$5,717 in salary/wage/fringe benefit funding assistance to the City of Tonawanda Public Library, and be it further

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

Agenda Item E.2.c – Unanticipated Expenditure Assistance – Town of Tonawanda Public Library. C.F.O. Stone explained proposed Resolution 2020-5. Trustee Panty moved and was seconded by Trustee Bedenko. Approval was unanimous.

RESOLUTION 2020-5

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

WHEREAS, the Town of Tonawanda Public Library Board of Trustees has requested assistance to help offset above budget expense associated with a shortfall resulting from a retirement with a large leave balance payout and a change in employee healthcare due to an employee changing from single to family coverage in 2019, and

WHEREAS, B&ECPL staff worked with Town of Tonawanda Public Library staff to identify the best method to address this situation, including an analysis of personnel costs for the year, and this review resulted in a recommendation to request assistance in the amount of \$22,823, and

WHEREAS, without this assistance the Town of Tonawanda Public Library Board of Trustees has found that having to reduce 2020 expenditures to offset the 2019 shortfall would have resulted in inadequate staffing needed to provide committed programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2019 B&ECPL operating budget salary and benefits accounts to accommodate this request, and

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

RESOLVED, that the Board of Trustees of the B&ECPL approves a reallocation within the B&ECPL 2019 operating budget to utilize vacancy savings in the salary,

wage and fringe accounts to provide \$22,823 in salary/wage/fringe benefit funding assistance to the Town of Tonawanda Public Library, and be it further

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

Agenda Item F – Report of the Director. Director Mary Jean Jakubowski thanked Trustees El-Behairy, Gist, Kimberly Johnson and Panty as well as C.F.O. Stone for attending Mayor Byron Brown’s 14th Annual State of the City Address/Luncheon earlier in the day.

On February 25th, Trustees El-Behairy, Housh and Kimberly Johnson will be representing the B&ECPL along with 10 staff members for New York Library Association’s Advocacy Day in Albany.

The Director thanked Trustee Panty for attending local advocacy meetings with our State representatives.

An invitation was extended to trustees for New York State Assemblymember and Chairman of the Assembly Libraries and Education Technology Committee Sean Ryan’s press conference being held Friday, February 21st at the Kenmore Branch Library announcing his encouragement for increased State funding for libraries.

Trustees were asked to mark their calendars for April 1st which is 2020 Census Day. Daylong activities will be held at the Central Library along with a press conference and the ability to complete the 2020 Census questionnaire online via the B&ECPL’s free, high-speed Internet access computers. Additional details of the day’s activities are forthcoming. Director Jakubowski answered trustees’ questions regarding the census, remarking more information can be learned by visiting the B&ECPL’s website and clicking on the United States Census 2020 icon - <https://www.buffalolib.org/united-states-census-2020>. The U.S. Census Bureau will be mailing a census invitation to 95% of households on or about March 12th with specific details regarding the online census.

Director Jakubowski announced the Erie County Legislature approved the Department of Environment and Planning be authorized to submit a grant application to New York State’s Census Agencies for a Census 2020 Complete County Outreach Grant in which the B&ECPL will be included. If the grant is awarded, the County Executive will be authorized to make \$100,000 available to the B&ECPL to assist with awareness and outreach for an accurate 2020 Census count throughout Erie County. Director Jakubowski noted that the State has placed “use” restrictions on these funds. Getting everyone counted is very important - State funding for public libraries as well as community funding is based on census counts. Information was shared with the Board on how library staff will assist online census takers, staff training that has been taking

place and the various ways in which B&ECPL libraries have been participating with the U.S. Census Bureau in census job recruitment. The Library has developed 2020 Census *Frequently Asked Questions* as well as *Library Staff Do's and Don'ts*; this information is being recognized across New York State. Trustees can be proactive by encouraging people to "*Get Counted at Your Library!*"

Director Jakubowski will be attending a program hosted by Trailblazing Women to discuss the Monuments Project at the Frank E. Merriweather, Jr. Branch Library at 6 p.m. following the meeting; trustees interested in attending were invited to attend.

As discussed at the Executive Committee meeting, the ACT Contract Committee has developed a Table of Contents for the contract between the B&ECPL and each contract library. Director Jakubowski conveyed this will need to be reviewed. A letter from ACT to the System Board is expected asking for consideration that this Table of Contents be placed in future contracts.

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

B&ECPL Monthly Report January 2020

New Website Launched

The Buffalo & Erie County Public Library (B&ECPL) unveiled its new public website in January. Webmaster **Terri Dickson** and IT Administrator **Stephen Hovey** completed a yearlong project to develop the site which was designed to be both user-friendly and intuitive. The updated site features a simplified organizational structure focused on patron needs. A responsive design element enabling pages to render well on mobile devices and various screen sizes has also been incorporated. Staff from throughout the Information Services and Graphics Departments provided valuable content for patrons and bright recognizable images to assist in navigation. Updated contract library pages, maintained by the individual libraries, will help ensure accurate and informative information in a consistent format to benefit local library users.

42nd Annual Martin Luther King (MLK), Jr. Community Celebration

Information Services and Outreach Librarian **Sandra Courtney** and Community Engagement Manager **Anne Conable** coordinated the MLK, Jr. memorial event at the Central Library on January 16th. Approximately 150 participants, including 50 5th graders from Elmwood Village Charter School, enjoyed the program which included traditional drumming by Daughters of Creative Sound, storyteller Sharon Holley and the African American Cultural Center Dancers & Drummers. Master of Ceremonies Clifford Bell was honored by United States Congressman Brian Higgins. Erie County Executive Mark Poloncarz provided a proclamation in recognition of Mr. Bell's

passionate leadership in the African American community with a focus on civil rights in Buffalo and for his 10 years of service as master of ceremonies to the Library's MLK celebration. The Honorable April N.M. Baskin, Chair - Erie County Legislature, provided a keynote address discussing poverty issues in our community, offering Dr. King-inspired solutions.

Census 2020

TechKnow Lab Librarian **Andy Aquino** conducted Digital Census Preparation Training as part of the New School's Digital Equity Lab Training sponsored by the Western New York Library Resources Council (WNYLRC) and the Empire State Library Network (ESLN) on January 10th. The event, held at SUNY Buffalo State College, included sessions focused on how to help the public complete the census and digital security. More than 50 librarians and representatives from community organizations attended.

B&ECPL libraries will be prepared to assist library patrons with the 2020 Census which begins mid-March. Staff at all B&ECPL libraries are expected to receive similar training to the Digital Equity Lab Training in the months of January and February. Quick reference guides including *Frequently Asked Questions* and *Library Do's and Don'ts* are being finalized and will be distributed.

This writer remains active on the Erie County and City of Buffalo Complete Count Committee, the New York State Library Complete Count Committee, and is leading the B&ECPL Complete Count Committee.

There is much work to be done to market our libraries as access points to Census 2020. The Graphics Department, under Manager **Dawn Stanton**, has begun creating and producing banners for Buffalo City branches and posters for every library. Four large census informational banners to be used for library displays are available for borrowing by B&ECPL libraries. Marketing and advertising campaigns are being developed.

In addition to preparing to assist patrons with taking the 2020 Census, nearly every B&ECPL library has been working with the United States Census Bureau (Bureau) in their recruitment effort to recruit census workers by hosting tabling events and providing opportunities for the Bureau to discuss employment opportunities. On Saturday, January 25th and Sunday, January 26th, the Bureau organized several Census Recruiting Day large-scale events at several libraries with Bureau staff on hand to assist prospective employees with the application process. More than 500 applicants participated in Census Recruitment Day.

2020 Winter Job Fair

Over 300 individuals attended the B&ECPL's 2020 Winter Job Fair at the Central Library on January 29th featuring 50 companies. Many organizations expressed amazement at the volume of people in attendance and the diverse pool of

candidates. During the Job Fair, patrons were able to print, copy and scan resumes at the TechKnow Lab's Help Center. TechKnow Lab staff spoke with 72 visitors about library services, helped several attendees modify, update and print their resumes for distribution to potential employers, and assisted 14 people with online job applications. We have been informed that many attendees will be advancing to formal interviews with the participating companies.

Thank you to Information Services and Outreach Librarian **Sara Fuller** for coordinating the Job Fair as well as **Sandra Courtney, Andy Aquino** and Library Associate **Sean Goodrich** who also assisted.

Monthly Programming Statistics – January 2020

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	153	153	3,493	3,493
Children (age 6-12)	107	107	1,807	1,807
Teens	46	46	324	324
Intergenerational	220	220	4,888	4,888
Adults (excludes Technology)	267	267	3,039	3,039
TOTAL In Library Programs	793	793	13,551	13,551

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	101	101	101	101
Teens	270	270	270	270
Intergenerational	14	14	17	17
Adults (excludes Technology)	166	166	169	169
TOTAL In Library Programs	551	551	557	557

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	2	6	6
System or Library-owned Cyber Train	6	6	45	45
One on One	179	179	187	187
TOTAL Adult Technology	187	187	238	238

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	18	18	526	526
Children (age 6-12)	6	6	190	190
Teens	0	0	0	0
Intergenerational	5	5	2,499	2,499
Adults (excludes Technology)	8	8	505	505
TOTAL Outreach (out of Library)	37	37	3,720	3,720

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	30	22	1,317
Adult Services	1	28	30	648
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	3	0	152
Grosvenor Room	1	19	4	231
TOTAL	3	80	56	2,348

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4,283	68,171	
Visitors - Tour/Program	56	2,366	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4,339	70,537	123,330

Library on Wheels Special Events

The Library on Wheels bookmobile continued to provide service at the Dudley Branch Library during construction. The bookmobile also participated in the Town of Clarence Winterfest and the Maryvale 21st Century After School Program in Cheektowaga.

Online Winter Reading Contest

The 2020 Online Winter Reading Contest launched on January 11th. For every book review submitted, participants will be entered in a prize drawing. Each review will be posted on the Library's website. There will be a random drawing held in March to win a prize. The more one reads, the better the chance to win. The winner will receive a Kindle Fire HD 10.

2020 Straight Talk Conference

Information Services and Outreach Manager **Daniel Caufield** and **Sandra Courtney** participated in the Small Business Administration's 2020 Straight Talk Conference on January 25th at the Buffalo Niagara Convention Center. Straight Talk is a one-day small business development conference held annually to enlighten entrepreneurs in resources available to start and run a business. During the introductory session of the conference, Dan delivered a talk on how library resources can help entrepreneurs start and grow their business. Dan and Sandra provided brochures, pamphlets and a host of information regarding library services. There were approximately 240 in attendance; many stopped by the Library's information table to learn more and sign up for library cards.

Rainbow Fish

In collaboration with Shea's Performing Arts Center, several B&ECPL libraries hosted Rainbow Fish Family Storytimes that included a multilingual (French, Spanish and English) reading of *Rainbow Fish* by Marcus Pfister as well as art activities. Children and their caregivers were able to create their own rainbow fish or design a scale to share that will be posted on a mural at Shea's Buffalo Theatre. Attendees were also provided with information about the upcoming performances on January 26th at Shea's Performing Arts Center by Mermaid Theatre of Nova Scotia.

Central Library Tours/Programming Highlights

- The Buffalo Urban League
- Buffalo Public School (BPS) #32 Bennett Park Montessori
- Open Lab in the Launch Pad
- Creative Mornings' Breakfast Series
- East Aurora High School
- Mobile Bike Repair programs by GObike Buffalo
- Amherst Central High School

Rare Book Room Tours

- Canterbury Woods - *Telling the Story: Enslavement of African People in the United States*, *Buffalo Never Fails: The Queen City and World War I*, and *John James Audubon's Birds of America*
- Waterfront Academy - *Telling the Story: Enslavement of African People in the United States*

Children's Services Outreach Highlights

- Canisius College Kids Day
- Westminster Community Charter School
- BPS #99 Stanley M. Makowski Early Childhood Center
- John R. Oishei Children's Hospital
- Bennett Park Montessori School Parents Night

Information Services Outreach Highlights

- Beverly Gray Business Exchange Center

Buffalo Branch Outreach Highlights

- University at Buffalo (UB) School of Social Work Field Education Fair

Teen Happenings – Central Library

- Teen Volunteer Group
- Teen Advisory Group
- Teen Manga Club
- Reader's Quest Book Group
- Rising Voices Book Group
- Song Writing Workshop(s)
- Learn & Play Magic

2. Collection Development

Collection Development – January 2020

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,049	3,049	259	259	541,112
Young Adult Print	542	542	89	89	75,709
Adult Print	4,677	4,677	995	995	1,826,489
Media	5,023	5,023	617	617	572,956
Other*	2,585	2,585	60	60	177,216
Subtotal	15,876	15,876	2,020	2,020	3,193,482

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,056	1,056	746	746	87,550*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	276	276	191	191	18,270
eVideos	0	0	0	0	100
Subtotal	1,332	1,332	937	937	105,920

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	17,208	17,208	2,957	2,957	3,299,402

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	682	2.6%	681	66.6%
Staff Initiated	65	1.5%	65	87.7%

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

Subject Guides - The Library's Subject Guides were viewed by 1,075 visitors from 13 countries in January. In addition to the United States, visitor countries of origin included Canada, France, Germany, Greece, India, Israel, North Macedonia, Pakistan, the Philippines, Russia, Serbia, and Ukraine.

3. Funding

Governor Andrew Cuomo released his Fiscal Year (FY) 2020-21 proposed budget January 21st, allocating \$91.6 million to public libraries statewide – a \$5 million (5.2%) cut to library recurring aid vs. the FY 2019-20 enacted budget. Additionally, the Governor's budget reduced funding for the New York State (NYS) Aid for Library Construction program by \$20 million (58.8%) from \$34 million statewide to \$14 million.

The B&ECPL's 2020 adopted budget based its operating and recurring grant State aid estimates on the 2019-20 NYS enacted budget; therefore, State aid to B&ECPL would fall short of budget under the Governor's proposal. The estimated shortfall in the library operating and recurring grant aid would total \$152,301. The NYS Aid for Library Construction program provides capital matching funds on a project basis. Should the Governor's proposed \$20 million reduction for this program be adopted, the B&ECPL's program funding share would be reduced by \$916,946 (from \$1,558,809 to \$641,863). Future construction/repair and renovation projects may be delayed or simply not get done.

Advocacy for State funding is ongoing, with B&ECPL representatives along with representatives from WNYLRC, academic, school and special libraries collaboratively meeting with NYS representatives at their local offices. System, Buffalo branch, and contract library representatives will travel to Albany for the New York Library Association (NYLA) Library Advocacy Day on February 25th.

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total (<i>this includes all fundraising to date</i>)	January 1 – 31, 2020	\$8,643.59

5. Facilities

Dudley Branch Library – The Dudley Branch Library reopened on January 13th after being closed since November 18th for renovation work which included rehabilitating the uneven and heavily cracked concrete pad, replacing the floor, and replacing the circulation desk. Subsequently, new exterior signage and Americans with Disabilities Act (ADA) compliant door openers were installed.

North Park Branch Library – The outdoor lights underneath the awning in front of the North Park Branch Library have been extended to the length of the building to provide better lighting.

6. Staff Development

Staff Development – January 2020

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	148	148	3	3

Highlights:

- **Staff Training Offered/Attended** – *2020 Census Training* (presented by B&ECPL TechKnow Lab); *ACT Workshop* (presented by B&ECPL); *Engaging Families with Nature-Based Library Programming* (presented by B&ECPL/NYLA).
- **Workshops Attended** – *Digital Census Preparation Training* (presented by WNYLRC/ESLN); *Digital Equity Lab* (presented by Buffalo State).
- **Webinars Viewed** – 23 webinars were viewed including *DIY Escape Rooms & Other Immersive Experiences* (presented by CLRC); *From Skeptic to Champion: How to Guide Staff Through Change* (presented by OCLC); *Reading Graphic: Graphic Novels for Fall and Beyond* (presented by ALA); *Setting the Stages for Early Literacy* (presented by edWeb); *Targets in Dossiers* (presented by SirsiDynix); *Executive Function and Language Development: Unpacking the Science and Exploring New Findings* (presented by the Early Childhood Investigations); *WORD: Setting Up a Document So that Modifying it Later Takes Minutes Not Hours* (offered by the National Network of Libraries of Medicine).
- **Other** – *Complete Count Committee Meeting* (presented by Erie County).

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

Type of Communication	Topic	Air Date/Publish Date
Radio Interview with Library Director Mary Jean Jakubowski	Martin Luther King, Jr. Celebration	WBLK Radio, January 15 th
Radio Interview with Library Director Mary Jean Jakubowski	Job Fair and Take Your Child to the Library Day!	WBLK Radio, January 22 nd

Television News Interview with Assistant Deputy Director Dorinda Darden	More People Went to Libraries in 2019 than Movie Theaters	WIVB-TV, Channel 4 News, January 30 th
Media Event	Martin Luther King, Jr. Celebration	WGRZ-TV, WBFO Radio, WBLK Radio, January 16 th
Media Interview at Central Library	Census Recruitment	WGRZ-TV, Channel 2 News, January 24 th
Television News Interview with Assistant Deputy Director Joy Testa Cinquino	Play Down Your Fines and Sports Equipment Share at the Isaías González-Soto Branch Library	WIVB-TV, Channel 4, January 28 th
Television Interview with Library Director Mary Jean Jakubowski, Rare Book Curator Amy Pickard and Rare Book Clerk Nicole Kondziela Gerace	How the Library acquired Mark Twain's <i>Adventures of Huckleberry Finn</i> manuscript, and how to access the recent digitization	Taped, will air on WGRZ-TV, Channel 2 in February
Article	Elaine M. Panty Branch Library Events	Riverside Review, January 8 th , 15 th , 22 nd & 29
Event Listing	Susan Rozler, Around the Campfire - Take Your Child to the Library Day! at the Dudley Branch Library	Western New York Family Magazine, January 11 th
Event Listing	Take Your Child to the Library Day! and Musical Storytime at the North Park Branch Library	buffalo.kidsoutandabout.com & Fun4kidsinBuffalo.com, January 23 rd
Article	February Calendar of Events at the North Park Branch Library	Buffalo Common Council Member Joel Feroletto's eNewsletter, January 25 th
Event Listing	Toddler Storytimes at the North Park Branch Library	buffalo.kidsoutandabout.com, January 30 th

Social Media

JANUARY 2020 (as of 1/30)	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	107	107	7,085	7,085	106	9,413
<u>Flickr</u>	46	46	7,291	7,291	-1	57
<u>Google Ads</u> ¹	N/A	N/A	3,974	3,974	N/A	N/A
<u>Instagram</u>	35	35	1,192	1,192	41	2,580
<u>Pinterest</u>	42	42	2,555	2,555	21	2,071
<u>Podcast</u> ²	3	3	N/A	N/A	N/A	N/A
<u>Twitter</u>	91	91	1,128	1,128	46	10,387
Total	324	324	23,225	23,225	213	24,508

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.

8. Partnerships

- Black Rock Riverside Alliance (BRR Alliance)
- Brien Kennedy - General Manager of WIVB-TV
- Buffalo Public School Social Studies Coordinator Richard Pyszcsek
- Susan LaValley, PhD - Research Scientist from Roswell Park Comprehensive Cancer Center
- Darren Cotton, President of the Tool Library - Dare to Repair Cafe

9. Director Activities

Meetings and Events:

**LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
January 2020**

DATE	MEETING / EVENT
January 2, 2020	Meeting - Administrative Team
January 2, 2020	Meeting - Census 2020
January 2, 2020	Conference Call - Amy Swartz
January 3, 2020	Meeting/Presentation - United States Census Bureau
January 6, 2020	Meeting - Amanda Vona Nowak

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January 7, 2020	Conference Call - ALA National Network of Key Congressional Contacts
January 7, 2020	Conference Call - Joy Testa Cinquino, Bridget Niland - Community Foundation for Greater Buffalo
January 8, 2020	Meeting - Managers/Directors
January 8, 2020	Meeting - Joy Testa Cinquino
January 8, 2020	Conference Call - B&ECPL System Board Chair Kathleen Berens Bucki
January 8, 2020	Conference Call - Custom Earth Promos
January 9, 2020	Meeting - Erie County 2020 Census Complete Count Committee
January 9, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
January 10, 2020	Training - Empire State Library Network (ESLN) - Digital Equity Lab Census 2020 Curriculum
January 11, 2020	Meeting - Association of Contracting Library Trustees (ACT)
January 11, 2020	Meeting - Kulture Khazana
January 13, 2020	Media Taping - AM Buffalo
January 14, 2020	Meeting - Joy Testa Cinquino, Maureen Germaine
January 14, 2020	Media Interview - Bee Group Newspapers
January 14, 2020	Conference Call - Public Library System Directors Organization (PULISDO)
January 14, 2020	Conference Call - PULISDO and New York State Education Department Division of Library Development (NYSED-DLD)
January 15, 2020	Meeting - Rotary Club of Buffalo
January 15, 2020	Media Interview - TownSquare Media - WBLK
January 15, 2020	Conference Call - City of Buffalo Common Council Member Bryan Bollman - Lovejoy District
January 15, 2020	Meeting - Joy Testa Cinquino, Bridget Niland - Community Foundation for Greater Buffalo
January 15, 2020	Meeting - Library Foundation of Buffalo and Erie County
January 16, 2020	Conference - Partnership for the Public Good (PPG)
January 16, 2020	Meeting - Administrative Team
January 16, 2020	Event - Dr. Martin Luther King, Jr. Community Celebration
January 16, 2020	Meeting - B&ECPL System Trustee Elaine Panty
January 16, 2020	Meeting - B&ECPL System Board of Trustees
January 17, 2020	Meeting - Christopher Wielgus - Borrower Services
January 17, 2020	Meeting - Western New York Library Resources Council Library Advocacy - NYS Assemblymember Patrick Burke
January 21, 2020	Meeting/Presentation - ZONTA Club of Buffalo
January 22, 2020	Meeting - Erie County Department of Public Works and Erie County Green Team
January 22, 2020	Conference Call - Bridget Niland - Community Foundation for Greater Buffalo
January 22, 2020	Call - Yasmin Young - WBLK - Job Fair
January 22, 2020	Meeting - Joy Testa Cinquino, Andrew Aquino
January 23, 2020	Media Taping - AM Buffalo - Job Fair and Take Your Child to the Library Day!
January 23, 2020	Meeting - Jeannine Doyle, Kenneth Stone, Maureen McLaughlin, Stephen Hovey

January 24, 2020 Media Interview - Pete Gallivan – WGRZ-TV, Channel 2
January 24, 2020 Meeting - Joy Testa Cinquino, Dawn Peters

Other:

Contracting Member Library Activity Report

Cheektowaga Public Libraries – submitted by Chelsey Lonberger, Librarian

Highlights of February/March events and activities at the Anna M. Reinstein Memorial Library:

- Monthly Events -
 - Lapsit, Toddler Time, and Storytime started back up in January and will continue into April.
 - Census 2020 frequently sets up in the hall to recruit personnel for the upcoming census.
 - Cheektowaga Y.E.S. comes to help us with Craft Night and LEGOS.
 - Family Movie Night: *The Lion King* (Jan.), *The Secret Life of Pets 2* (Feb.) and *Dora: The Lost City of Gold* (March).
 - PAWS for Love volunteered so that kids could practice reading aloud to therapy dogs.
 - Our creative groups, Twisted Stitches and Crochet Corner, help teach the community how to craft with yarn.

Highlights of events and activities at the Julia Boyer Reinstein Library:

- Monthly Events -
 - Family Movie Night: *Abominable* (Jan.) *Maleficent 2* (Feb.) and *Frozen 2* (March).
 - LEGO Club continues to inspire kids to learn, build and play.
 - Continued our partnership with the local Cheektowaga Y.E.S. and had them come in to help with programs. They also run a Craft Night for kids ages 3+.
- January -
 - Community Helpers Storytime Tuesday Nights included guests like Erie County Legislator Frank Todaro, a Cheektowaga police officer, an SPCA officer and an Erie County park ranger.
 - Author visit from local thriller writer Lissa Marie Redmond.
- February -
 - Hawk Creek came in for a Tiny Talons show during Take Your Child to the Library Day! (February 1st).

- Started a new semester of (2) Lapsits, (2) Toddler Times and (2) Storytimes per week.
 - A Girl Scout troop came for a tour of the library.
- March -
 - Mural reveal and celebration in the Children's section. This is in memory of Cheektowaga Librarian Jennifer Villa. The mural was made possible with donations from the Town of Cheektowaga, the Librarian's Association, and individual donors.
 - Health Seminars every Saturday in March including Nutrition (Say Yes to Fruits and Vegetables), Exercise (American Heart Association), Stress (SUNY UB), and Mature Women's Health (Local OBGYN).

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. An ACT representative was not present. Director Jakubowski shared with trustees that a message on behalf of ACT President Richard (Dick) Earne went out that morning via e-mail from her office to contract library trustees and directors, System trustees and Administration announcing registration was open for the 2020 Annual ACT Trustee Workshop taking place March 14th from 8:30 a.m. to 1:30 p.m. at the Central Library. Registration forms were passed out to trustees present.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business. None.

There being no further business, on motion by Trustee Burd with a second by Trustee Bedenko, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Alan Bedenko
Secretary