

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 16, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, January 16, 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
Carima El-Behairy
Frank Gist
Frank Housh
Theodore K. Johnson
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Trustee Lucy Candelario joined the meeting via conference call; however, as this did not conform to the Bylaws of the B&ECPL Article II, Section 6, it therefore did not constitute presence at the meeting, thus she was not counted for quorum or voting.

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

Agenda Item C - Minutes of the Meeting of December 19, 2019. On motion by Trustee El-Behairy, seconded by Trustee Burd, the Minutes were approved as mailed.

Trustee Moore arrived at 4:06 p.m.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Nominating Committee Chair Frank Housh reported the Committee met on January 8th. The following slate was nominated for 2020 (all nominees were willing to accept appointment):

Chair – Kathleen Berens Bucki
Vice Chair – Kimberly Johnson
Secretary – Alan Bedenko
Treasurer – Joel Moore

In addition, it was proposed that Trustees Berlow, Burd and Panty serve on the Executive Committee. There were no nominations from the floor. Trustee Ted Johnson moved to approve the slate as presented. Trustee El-Behairy made a second. Approval was unanimous. Chair Bucki commented she looks forward to working with everyone.

Agenda Item E – Meeting Schedule for 2020. The 2020 meeting schedule was included in the board packet mailing.

Agenda Item F – Report of the Chair

Chair Bucki announced she is recommending Trustee Sharon Kelly as the B&ECPL's second representative for the Library Foundation of Buffalo and Erie County Board; Ms. Kelly had previously consented.

2020 Committee Volunteer Forms were included in the board packets and are due back to the Director's Office by February 1st.

Trustees were reminded completed *Conflict of Interest Statements* are due back to the Director's Office.

Contract Library System Liaison Assignments – Originally, the intention was to have assigned System liaisons attend one contract library board meeting each year. As this has not been happening, Chair Bucki suggested changing the liaison program and have every System trustee be a System liaison for 1 or 2 contract libraries. A letter will be sent to each contract library Board President with their System liaison's name and contact information. The contract library Board President will be encouraged to reach out to the liaison and invite them to one of their board meetings. Chair Bucki expressed she feels it would be nice if each System liaison made an effort to attend at least one meeting. A 2020 contract library System liaison sign-up sheet was passed around.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee met on January 9, 2020; a copy of the written report was at each trustee's place. Committee Chair Bedenko summarized the meeting and requested the written report be entered into the Minutes. Trustee Kimberly Johnson moved. Trustee El-Behairy made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Alan Bedenko; Committee members Sheldon Berlow and Katie Burd. Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Chief Operating Officer (C.O.O.) Jeannine Doyle and Chief Financial Officer (C.F.O.) 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 shared an article published in the January 9, 2020 *AM-POL Eagle* written by her father-in-law Judge Carl L. Bucki entitled *Library exhibit puts focus on Buffalo's and Polonia's contributions to the Work War I effort*. The article describes the Central Library's *Buffalo Never Fails: The Queen City and World War I* exhibit focusing on portions of the exhibit dedicated to Buffalo's Polish community.

Chair Bucki conveyed the Nominating Committee of the Board met and will be bringing forth a slate of nominations for officers and the Executive Committee at the January 16th Board meeting.

The Committee reviewed the proposed agenda for the January 16th Board of Trustees meeting. C.F.O. Stone explained the proposed resolutions under the Budget and Finance Committee. C.O.O. Doyle discussed the Library Managers' benefits package including changes to health insurance contributions. Discussion ensued.

C.F.O. Stone then reported the Buffalo & Erie County Public Library continues to operate within budget.

Director Jakubowski provided an update on the sidewalks surrounding and traversing Buffalo's Reading Park (Reading Park). She sent a letter to the City and Buffalo Place, whereby discussions were had regarding the importance of the sidewalks to remain clear of ice and snow. Initial indication was that the City was to work with Buffalo Place to cordon off the small sidewalk that traverses the Reading Park during months of potential inclement weather.

Subsequently, it was determined by the City and Buffalo Place that Buffalo Place would commit to keeping that sidewalk clear of ice and snow. Director Jakubowski indicated she would stay abreast of the situation.

Welcome letters were sent to newly elected City of Buffalo Councilmembers and Erie County Legislators by Director Jakubowski requesting a meeting with each.

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

Agenda Item G.2 – Budget and Finance Committee.

Agenda Item G.2.a – Amend 2019 and 2020 Budgets – NYS Assembly Grants-in-Aid. Deputy Director - Chief Financial Officer (C.F.O.) Ken Stone explained Resolution 2020-1 as presented. Trustee Panty moved for approval. Trustee El-Behairy seconded and approval was unanimous.

RESOLUTION 2020-1

WHEREAS, on December 23, 2019, the Buffalo & Erie County Public Library (B&ECPL) received \$45,000 in special aid funds approved by the New York State Legislature for libraries located within Assembly Districts 143 and 149, and

WHEREAS, this special aid was sponsored by New York State Assemblymembers Monica P. Wallace (District 143) and Sean Ryan (District 149), and

WHEREAS, private and public grants are regularly sought to augment library equipment, materials, programs and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$45,000 in State Aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves the following amendments to the 2019 and 2020 Operating Budgets, increasing revenues and expenses as follows:

2019 Operating Budget
Revenue Increase (Decrease)

SAP Commitment Item #
Revenue #408160 Revenue #402190
State AidSpecial App. Fund Balance

	Cost Center	Amount	Amount
Libraries - District 143			
Cheektowaga Public Library	4205210	\$ 15,000	\$ (15,000)
Lancaster Public Library	4205420	\$ 10,000	\$ (10,000)
Subtotal District 143:		\$ 25,000	\$ (25,000)

	Cost Center	Amount	Amount
Libraries - District 149			
Hamburg Public Library	4205320	\$ 10,000	\$ (10,000)
B&ECPL - González-Soto Library (Buffalo)			
	4203360	\$ 10,000	\$ (10,000)
Subtotal			
District 149:		\$ 20,000	\$ (20,000)

2020 Operating Budget
Revenue and Expense Increase

SAP Commitment Item #
Revenue #402190 Expense #516010
App. Fund Contractual
Balance Payments

	Cost Center	Amount	Amount
Libraries - District 143			
Cheektowaga Public Library	4205210	\$ 15,000	\$ 15,000
Lancaster Public Library	4205420	\$ 10,000	\$ 10,000
Subtotal District 143:		\$ 25,000	\$ 25,000

Libraries - District 149	Cost Center	Amount	Amount Expense # 516010
Hamburg Public Library	4205320	\$ 10,000	\$ 10,000
			Expense #530000 Other Expense
B&ECPL González-Soto Library (Buffalo)	4203360	\$ 10,000	\$ 10,000
Subtotal District	149:	\$ 20,000	\$ 20,000

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL and the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the above libraries are authorized to transfer these funds to other expense accounts within their budget based upon the final determined use, and be it finally

RESOLVED, that a copy of this Resolution and a revised Exhibit A be transmitted to the above cited contract libraries.

Agenda Item G.2.b - Amendments to Contract Library - Library Managers Benefits Package. C.F.O. Stone explained Resolution 2020-2 as presented. He pointed out the estimated combined total net cost for all 3 individuals affected is \$4,400. On motion by Trustee Kimberly Johnson, seconded by Trustee Bedenko, approval was unanimous.

RESOLUTION 2020-2

WHEREAS, there are three (3) contract libraries: Angola Public Library, Marilla Free Library, and the North Collins Public Library, of the Buffalo & Erie County Public Library (B&ECPL) System who have employees in the title of Library Manager whom are not represented by a bargaining unit, and

WHEREAS, the Library Managers are not eligible for cost of living adjustments without approval of the System Board of Trustees, and

WHEREAS, as the result of collective bargaining, a significant disparity exists in the pay scales and health insurance contributions for Library Managers and other

represented employees within the B&ECPL System holding the same job group (currently classified a Job Group 7), and

WHEREAS, the B&ECPL Director has reviewed the current wages and benefits of the Library Managers and has recommended modifications in recognition of the level of managerial responsibilities to their associated Boards of Trustees and communities, cost of living adjustments, and the current disparity among the Library Managers and represented B&ECPL employees, now therefore be it

RESOLVED, effective January 1, 2020, January 1, 2021, and January 1, 2022, respectively, those holding the Library Manager titles will be paid at the same hourly rate as the Job Group 7 as negotiated under the collective bargaining agreement of the Civil Service Employees Association, Inc. Local 100, for 2020, 2021 and 2022, and be it further

RESOLVED, effective the first pay period following approval of this resolution, Library Managers electing employer provided health insurance will be responsible for paying 15% of the Value Plan premium, and be it finally

RESOLVED, that the Library Director or her designee is authorized to implement budget transfers within the personnel accounts needed to budget for this change.

Agenda Item G.2.c - Monthly Financial Report. The monthly financial report for the year as of November 30, 2019 month-end close was included in the board packet as an information item. The Library continues to operate within budget.

Agenda Item H - Report of the Director. Director Mary Jean Jakubowski called on Meg Cheman and Amy Pickard who showed a sampling of books on-loan from *The Fred Jordan Collection - Four Centuries of Bookbinding* for which the B&ECPL has undertaken a major fundraising campaign to purchase. This Collection was offered to the Library for \$120,000 (assessed value is \$195,000). Representing about 400 years of binding history, the Collection will complement the Library's current fine binding and press collections. A catalog of the entire Collection was available for trustee viewing. Director Jakubowski remarked we are a little more than half way to the fundraising goal to purchase the Jordan Collection; letters seeking donations have been sent out and conversations have been held with local foundations. In response to Trustee Berlow's questions, Ms. Pickard explained it is extremely unusual for a public library to have a rare book collection of the caliber of the B&ECPL's. In the United States, outside of New York City and Boston, our rare books and unique collections are considered next in line in terms of caliber. Board members can help us to successfully raise the required funds by getting the word out about the B&ECPL's rare and unique collections. Tours for groups and individuals can be scheduled; this has been done in the past and has subsequently generated funding. Trustee Panty asked if there is a timeframe on the offer. Director Jakubowski remarked we have until the fall of 2020 to gather the rest of

the funds and feels confident we will be able to do so. In response to Trustee Gist's question, discussion took place about exploring future possible digitization of this collection if acquired.

The Director was pleased to announce the new, fully ADA (Americans with Disabilities Act) accessible B&ECPL website was launched on Monday, January 13th. The Director called on Deputy Director – Chief Operating Officer (C.O.O.) Jeannine Doyle who did a demonstration of the *crisper, less cluttered, easier to use, and much improved* device-reactive website. She called attention to the following:

- The “Get a Library Card” page was completely revamped and, in the next few months, they hope to launch a completely online application;
- Each library has its own page under “Location + Hours” with added levels of uniformity, headers and footers that have the same format which carry through to every page, a listing of and clear delineation of System policies and each library's own policies along with their own board information including scheduled board meeting dates, agendas and minutes which are important to their Minimum Standards and Charter; and
- Pages linked to external sites, i.e. the catalog, audiobooks and eBooks, will look the same as on the former website as we do not have control over how they look. C.O.O. Doyle pointed out SirsiDynix, the Library's integrated library services (ILS) provider is undergoing updates to become a more responsive platform. This will improve the Library's online catalog.

The Director and Board members thanked everyone involved in the new website for all their hard work. Director Jakubowski mentioned we have had nothing but positive feedback since it launched.

The Director shared pictures with trustees of the Central Library' auditorium currently undergoing renovation.

The 2019 Year-end Appeal campaign has come to a close having brought in approximately \$80,000. The Director shared that from these funds, \$750 will be given to each library in the System as well as the bookmobile to be used for programming and/or furniture/equipment purchases with an option for each to ask to receive an additional \$250. This is a total increase of \$250 each from last year. In response to Trustee Panty's question if the public is aware of what the donations have been used for, Director Jakubowski conveyed we ask that libraries let people know the programs, furniture and/or equipment purchased are from monies received from the Appeal.

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

B&ECPL Monthly Report December 2019

2019

Throughout 2019, the Buffalo & Erie County Public Library (B&ECPL) worked hard to provide services and resources to meet the ever-changing needs of our communities. As centers of activity, in 2019 in-house group program attendance increased by 12% with over 230,000 attending 16,690 programs. As part of our adult technology training, one-on-one training sessions increased by 25% demonstrating the need to continue to offer individualized, topic-specific, educational opportunities. While use of public access computers decreased by 8.8%, Wi-Fi usage grew by 5.7%. The B&ECPL website was visited more than 9 million times (website, online catalog and digital collections). Subject Guides continue to be accessed locally, nationally and internationally.

With over 380,000 library cardholders, B&ECPL staff examined collections and collection usage, adjusting budget lines to address the increased demand for electronic resources – eBooks, downloadable audio books and downloadable music. Electronic collections rose by 26%. eBook circulation increased by 23.1% and downloadable audio book use by 44.1%. Streaming music services, including downloadable music and music videos, rose by 34%. In 2019, eBooks, downloadable audio books, downloadable music/music videos and downloadable streaming videos equated to just over 19.6% of B&ECPL's total circulation of 6,635,641. Overall circulation rose by 1.8% between 2018 and 2019 – a tremendous feat, given many libraries throughout both New York and the Country are showing a slow, albeit steady, decline in this area. Interlibrary Loan (ILL) Department usage rose by 40.8%.

Our libraries remained busy with nearly 2.1 million visits. Social network followers expanded to more than 24,000, over 3.8 million items were shipped between B&ECPL libraries, and the *Library on Wheels* bookmobile traversed Erie County's 1,058 square miles bringing library services to underserved areas, participating in special events, parades and festivals. Beyond the *Library on Wheels*, staff brought library services into schools, day care centers, senior centers, Canalside, Kleinhans Music Hall, the Buffalo Niagara Convention Center, and so on. The *Library on Wheels* also assisted B&ECPL's libraries undergoing construction/renovation, providing service at the Dudley Branch Library, Elma Public Library and Grand Island Memorial Library.

Libraries throughout the System jumped into action and opened additional hours on 2 occasions to assist with Erie County's *Beat the Heat Program*, whereby residents were encouraged to seek refuge and "cool off" at their local library on days designated by the Erie County Health Department as having dangerously high temperatures and a high heat index.

August welcomed the official opening of Buffalo's Reading Park (Reading Park). Located adjacent to the downtown Central Library, more than 300 people attended the grand opening event participating in a plethora of free outdoor activities. Erie County Executive Mark C. Poloncarz joined this writer and representatives from B&ECPL's partners in an official ribbon cutting ceremony. The Reading Park has been well used, with programs ranging from a Reading Invasion to NASA @ your Library, from Storytime to STEM, and beyond. Response from the public has been positive, finding it a welcoming place to enjoy lunch, take a break and/or attend a program. Many have even been seen reading! Funded through a generous Heart of the Community grant from Southwest Airlines, the Reading Park was developed in cooperation with the City of Buffalo and County of Erie. Many of B&ECPL's partners also contributed: Just Buffalo Literary Center, Buffalo Place, Literacy New York Buffalo-Niagara, Inc., Young Audiences of Western New York, Restoration Society, Inc., Buffalo Presidential Center and the Hispanic Heritage Council of WNY, Inc.

In 2019, B&ECPL received modest increases in both State and local funding. We are grateful for our funders and will work to use the funds both effectively and efficiently. We also worked hard to fundraise, receiving more than \$420,000 through generous contributions from Library supporters, commercial sponsors, bequests and grants. Funds raised were used for children and adult programming, for special events, to purchase books and other materials, and to replace outdated/worn and damaged equipment and furnishings throughout the Library System.

We look forward to providing continued excellent, quality library services in 2020. All B&ECPL libraries will be involved in the 2020 Decennial Census – encouraging the residents of Erie County to *Get Counted at the Library* using our free public access computers and high-speed Internet access. As demand continues, programs, programs and more programs for children, teens and adults, in both group and individual settings, will be a main focus. Outreach is expected to grow through both the *Library on Wheels* and our involvement with community partners including but not limited to schools, senior centers, community centers, festivals, parades and so on. Resources, both print and electronic, will be added to our collections. Our rare book exhibit *Buffalo Never Fails: The Queen City and World War I* will come to a conclusion in early 2020 and a new exhibit, *B is for Book*, will be launched thereafter. I encourage everyone to check out our new website expected to launch in early 2020 and to become a Library supporter. Follow us on social media; like us on Facebook, follow us on Twitter and Instagram, view our Pinterest pages and listen to our podcast *All Booked Up* at <https://soundcloud.com/allbookedup>. Information regarding services, programs, resources, etc. can be found at www.buffalolib.org.

The B&ECPL is committed to Erie County's diverse communities and beyond – providing excellent customer service, exploring new, exciting programming, listening to our constituents, expanding technology, simplifying access to good quality

information and meeting the needs of those we serve. The community will be encouraged to help set the course for B&ECPL's future by participating in the development of B&ECPL's *2022-2026 5-Year Plan of Service*, due to New York State in 2021.

We look forward to seeing everyone in the Reading Park and at the Library!

Monthly Programming Statistics - December 2019

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	99	2,112	2,104	47,739
Children (age 6-12)	139	2,035	3,570	41,767
Teens	43	665	703	8,504
Intergenerational	246	3,102	8,190	91,739
Adults (excludes Technology)	196	2,744	2,123	40,821
TOTAL In Library Programs	723	10,658	16,690	230,570

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	1	38	1	38
Children (age 6-12)	54	881	54	887
Teens	154	1,900	154	1,902
Intergenerational	14	406	27	419
Adults (excludes Technology)	493	2,296	497	2,311
TOTAL In Library Programs	716	5,521	733	5,557

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	52	6	268
System or Library-owned Cyber Train	5	89	26	524
One on One	160	2,098	176	2,200
TOTAL Adult Technology	167	2,239	208	2,992

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	9	133	275	3,433
Children (age 6-12)	5	123	306	9,061
Teens	3	20	285	1,478
Intergenerational	6	194	1,350	24,132
Adults (excludes Technology)	6	176	112	5,205
TOTAL Outreach (out of Library)	29	646	2,328	43,309

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	29	146	1,295
Adult Services	5	27	125	618
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	3	0	152
Grosvenor Room	1	18	4	227
TOTAL	9	77	275	2,292

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4,335	63,888	
Visitors - Tour/Program	293	2,310	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4,628	66,198	118,991

Library on Wheels Special Events

The *Library on Wheels* provided service at the Dudley Branch Library, visiting 5 times during the closing of the library for foundation and flooring work. A visit to Kenmore West High School produced 62 new library cards being issued to students.

Launch Pad Receives Accolades from International Musician Alexander Hippert

Costa Rican musician Alexander Hippert sent the following message to Launch Pad staff: *"I wanted to thank you [Senior Page **Grace Upston**] and specially one of your colleagues (I forgot his name, he likes doing movie trailers and visuals for concerts) [Technology Clerk **James Lamb**]...thanks to the resources of the Library, I was able to finish some of my work for my college applications...I got admitted at [to] the Conservatory of Music [at SUNY Purchase] for Music Production, where I'm doing my Bachelors right now. Anyway. Thank you and send my regards to your colleague[s] on my behalf!"*

First Night Buffalo

Central Library Bookmobile and Information Services staff attended First Night Buffalo at the Buffalo Niagara Convention Center to ring in 2020 on December 31st. B&ECPL coordinated the event *Kids Arts and Craft Room* offering a variety of hands-on projects, and giving away free children's books provided by Project Flight. Mobile Services and Outreach Manager **Samantha Purpora** and Bookmobile Librarian **Carl Lew** signed attendees up for library cards while Children's Services Librarian **Wanda Collins** and



Information Services and Outreach Librarian **Melissa Blattner** read stories and assisted with activities in the *Story Book Area*. Library Assistant **Lucy K. Castañeda** also attended the event as the Library's owl mascot, *Reada Book*. Hundreds of families learned about library services, participated in activities and rang in the New Year with the B&ECPL.

Ring in the New Year @ the Central Library

Entertainers *Buffalo and Brandy* performed for a Pre-New Year's Eve Party in the Central Library's Ring of Knowledge to count down to 'Noon Year'. Patrons enjoyed music, magic and interaction with the entertainers. WGRZ-TV Channel 2 stopped by to cover the activities. <https://www.wgrz.com/article/entertainment/new-years-eve-fireworks-start-early-at-downtown-buffalo-library/71-6c42a431-ebc0-421d-9abc-03dce9d6f99a>

Homegrown Author Series

Information Services and Outreach Librarian **Andrew Maines** hosted the December Homegrown Author Series with author Jason Gusmann. Mr. Gusmann read from his graphic novel *Return to Snakeland*, sharing a fictionalized account of the "snakeland" grain elevators in Tonawanda, New York.

Graham Cracker Houses Abound!

Several Buffalo Branch Libraries including the East Clinton Branch, Leroy R. Coles, Jr. Branch, Elaine M. Panty Branch, Frank E. Merriweather, Jr. Branch and the North Park Branch hosted or held STEM-related programs including the building of the ever-popular graham cracker houses.

Tours/Group Programming - Central Library Highlights

- West Buffalo Charter School
- Boys & Girls Clubs of Buffalo
- University Express - *Self Advocacy and Medications*
- Westminster Community Charter School
- *CreativeMornings*
- Buffalo Public School (BPS) #32 - Bennett Park Montessori
- Wellness Wednesday
- BPS #92 - BUILD Community School
- The Arc of Erie County

Tours/Group Programming - Leroy R. Coles, Jr. Branch Library

- THRIVE Buffalo - *Financially You* workshop

Children's Services Outreach Highlights

- BPS #80 - Highgate Heights Elementary
- Buffalo Philharmonic Orchestra - *Jingle Bell Jam*
- BPS #59 - Dr. Charles R. Drew Science Magnet School
- Jewish Community Center - Winter Camp

Information Services Outreach Highlights

- Collins State Correctional Facility - *Re-entry Fair*
- Hamburg Middle School

Teen Happenings - Central Library

- Teen Volunteer Group
- Teen Advisory Group
- Teen Manga Club
- Rising Voices Book Group
- Reader's Quest Book Group
- Listening Party (discussion group)

2. Collection Development

Collection Development - December 2019

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,988	38,955	298	3,565	542,973
Young Adult Print	558	7,323	111	1,258	75,558
Adult Print	3,096	52,645	698	9,170	1,826,827
Media	2,615	51,511	347	6,282	572,831
Other*	2,766	32,804	28	450	178,129
Subtotal	12,023	183,238	1,482	20,725	3,196,318

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	2,415	16,100	1,565	10,269	86,503*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	948	4,133	618	2,953	17,994
eVideos	0	0	0	0	100
Subtotal	3,363	20,233	2,183	13,222	104,597

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	15,386	203,471	3,665	33,947	3,300,915

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	515	2.9%	512	65.0%
Staff Initiated	45	0.0%	45	77.8%

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

Genealogy Collection

The Grosvenor Room received additions to a unique and significant collection of records from the Erie County Medical Corporation (ECMC) including 6 ledgers from the Erie County Poor House that date back to the opening of the institution in 1829, and include records of intake and deaths in the Erie County Hospital up to 1925. In addition, the ledgers contain a unique window into life in the Poor House including

recorded outbreaks of cholera, typhoid fever and measles. The Grosvenor Room now has 15 volumes of Poor House records spanning the years 1829 to 1952. Grosvenor Room Librarian **Sue Cutrona** is working on an inventory of volumes.

Subject Guides

Subject Guides were viewed by 945 visitors from 13 countries in December. In addition to the United States, visitor countries of origin included Bangladesh, Canada, Colombia, France, Germany, India, Ireland, Israel, Japan, Moldova, the Philippines, and Vietnam.

3. Technology

Integrated Library Server (ILS) - Server Migration

Working with B&ECPL Information Technology staff, engineers from SirsiDynix coordinated the migration of critical patron, circulation, and holdings data from old to new servers with increased storage capacity. As a result of the migration, essential reports and other processes will be run more efficiently in the SirsiDynix Symphony ILS.

Launch Pad Equipment

The Launch Pad received a set of 5 new Oculus Quest virtual reality headsets that will be used in group trainings and creative programming.



4. Funding/Fundraising

Funding:

Erie County 2020 Budget

On December 5th, the Erie County Legislature adopted a 2020 County Budget with amendments. The Legislature supported the Library's allocation; while they approved amendments in other parts of the County Budget, none changed the County Executive's 2020 Budget allocation for the Library.

The Library's overall operating budget, including State Aid and library revenue, increases 2.6% from 2019's \$28,485,469 to \$29,230,087 in 2020. Including grants, the combined total also increases 2.6% from 2019's \$29,176,921 to \$29,921,887 in 2020.

The 2020 Operating and Grants Budget sustains current library operations and services. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements and those approved for unrepresented and managerial/confidential employees via previous Board resolutions.

The County’s Capital Budget provides \$500,000 to support improvements to the county-owned downtown Central Library; specifically, \$250,000 to address building exterior envelope and site rehabilitation and related needs and \$250,000 for continued rehabilitation of the 50+ year old building’s mechanical, electrical and plumbing systems.

City of Buffalo 2020 Capital Budget and 2021-2024 Capital Improvement Program

The Buffalo Common Council adopted its 2020 Capital Budget and approved a 2021-2024 Buffalo Capital Improvement Program on December 10, 2019 which included several Buffalo Branch Library projects. The 2020 budget authorizes (2020) bonding of \$535,000 approved for Crane Branch Library ADA improvement and general renovations (Phase 2) and authorizes budgeting for bonding in a future year including: \$800,000 to support the Isaías González-Soto Branch Library rehabilitation, \$450,000 for the Frank E. Merriweather, Jr. Branch Library rehabilitation, and \$250,000 to complete rehabilitation of the Leroy R. Coles, Jr. Branch Library.

Phase 1 of the Crane Branch Library project which focuses on adding an elevator and ADA compliant restrooms is expected to begin in spring, 2020. Funds for Crane Branch Library Phase 2 will help match a \$916,536 New York State Aid for Library Construction program application to complete renovation of the Crane Branch Library. The Phase 2 project includes renovating and rehabilitating interior library space and providing access to the 2nd floor roof space for public use.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total (includes all donations received in 2019)	January 1 - December 31, 2019	\$420,175.02
Bucks For Books 2019 (included in the Annual Appeal Total)	January 1 - December 31, 2019	\$55,357.37
Year-end Appeal 2019 (included in the Annual Appeal Total)	January 1 - December 31, 2019	\$80,797.34

Grant Award

Golden and Goldman Philanthropic Fund – \$15,000 grant. Funds will be used to help offset busing costs in an effort to bring Buffalo Public School and Charter School children to the Central Library for library instruction and to experience *B is for Book*, the Rare Book Room’s children’s book collection exhibit scheduled to open in 2020.

Online Store Revenue

In 2019, the B&ECPL’s online store received 70 orders totaling \$2,901.48.

Ralph C. Wilson, Jr. Foundation

Discussions continue with the Ralph C. Wilson, Jr. Foundation regarding B&ECPL’s 2020 sports equipment share grant request.

5. Facilities

Dudley Branch Library

Work continues and is on schedule with the branch scheduled to reopen on January 13, 2020.

6. Staff Development

Staff Development – December 2019

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	152	3,836	3	59

Highlights:

Staff Training Offered/Attended – *Contracting Libraries’ Directors Workshop* (presented by B&ECPL); *Early Learning Spaces Training* (presented by B&ECPL/CCLS); *LGBTQ Cultural Competency Training* (presented by B&ECPL/Pride Center of WNY).

Workshops Attended – *Digital Census Preparation Training* (presented by ESLN); *What’s New in Young Adult Literature: 2020* (presented by Bureau of Education and Research).

Webinars Viewed – 34 webinars, including *#eBooksForAll Update* (presented by PLA); *Ask Us 24/7 Springshare Webinar* (presented by WNYLRC/Springshare); *Best Practices for Developing Employees’ Soft Skills* (presented by Niche Academy); *Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion* (presented by WebJunction); *Fostering Creative Community Connections* (presented by PLA); *Mock Code Club Training* (presented by Prenda); *Year-Round Giving* (presented by Community Brands).

Other – UB Center for Leadership and Organizational Effectiveness (CLOE) Leadership Accelerator Program (presented by University at Buffalo).

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

Type of Communication	Topic	Air Date/Publish Date
Media Release	List of Most Popular Borrowed Materials in 2019 from Buffalo & Erie County Public Libraries	Buffalo Rising Online, December 18 th
Media Interview with Library Director Mary Jean Jakubowski	Prepare to wait even longer for that eBook at your local library	The Buffalo News, December 19 th
Media Interview with Library Director Mary Jean Jakubowski	Census 2020	The Buffalo News, December 17 th
Amherst Bee Article featuring Children’s Services Manager Kristi Dougherty	St. Gregory the Great School students created bookmarks at the CHANGE Youth Leadership Conference	Amherst Bee, December 18 th
TV News	Buffalo and Brandy’s Pre-New Year’s Eve Celebration at the Central Library	WGRZ-TV Channel 2, December 28 th

Social Media

DECEMBER 2019	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	147	1,364	3,881	90,636	32	9,307
<u>Flickr</u>	64	1,425	7,930	164,039	1	58
<u>Google Ads</u> ¹	N/A	N/A	2,963	33,318	N/A	N/A
<u>Instagram</u>	29	413	906	16,556	42	2,539
<u>Pinterest</u> *	110	1,934	2,532	30,849	12	2,050
<u>Podcast</u> ²	3	43	N/A	N/A	N/A	N/A
<u>Twitter</u>	78	1,144	692	13,535	7	10,341
Total	431	6,323	18,904	348,933	94	24,295

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.

SAVE THE DATE

A public and media reception for the newly named Elaine M. Panty Branch Library, formerly called the Riverside Branch Library, will take place on Monday, April 27, 2020. Details including the time of the event are forthcoming.

8. Partnerships

Central Library

- United States Census Bureau
- Erie County Department of Senior Services
- BPS Student Support Services
- Western New York Coalition for the Homeless and the Homeless Alliance of Western New York Homeless Youth Task Force
- New York Council on Problem Gambling
- Say Yes Community Leadership Council

Buffalo Branches

- BPS Student Support Services
- United States Census Bureau

9. Planning for the Future

B&ECPL e-Branch

Following an extensive review of services offered and consistent declining usage statistics, the B&ECPL's e-Branch will be disbanded in the formal sense effective January 6, 2020. Services including both telephone directory and e-mail reference question services will be distributed amongst the Central Library Borrower Services and Information Services Departments. Questions received by the 858-8900 telephone line will be redirected. Little to no disruption is expected to patrons. Staff from e-Branch will be redeployed to the Buffalo Branches, Interlibrary Loan Department and Borrower Services. **Samantha Purpora** and Information Services and Outreach Manager **Daniel Caufield** are coordinating the project.

Rare Book Room Seeking Donations

As a part of a fundraising campaign, Special Collections Department Manager **Meg Cheman** and Rare Book Room Curator **Amy Pickard** presented samples from the *Jordan Collection*, a stellar collection of titles chronicling 400 years of bookbinding history, to the Library Foundation of Buffalo and Erie County. If acquired, this collection which includes over 100 titles will complement B&ECPL's fine press and bindings collection, as well as our collection of illuminated manuscripts and 17th - 20th century literature. The collection offered to the B&ECPL for \$120,000 has been valued at \$195,000. The Library Foundation has committed up to \$40,000 in matching funds towards the purchase of the collection. Fundraising efforts continue.

Fighting the Opiate Epidemic

Information Services and Outreach Librarian **Renée Masters** continues to coordinate Central Library's bimonthly session of the Erie County Opiate Epidemic Task Force's *Free Community Opioid Overdose Recognition and Naloxone Reversal Training Class*. The

Central Library has been making this training available since January of 2017, providing community access to this life-saving skill and important information about opioid use in Erie County.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
December 2, 2019	Conference Call - Trustee Education Committee
December 3, 2019	Media Interview - Caitlin Dewey, Buffalo News
December 4, 2019	Meeting - Census 2020 Erie County Complete Count Committee
December 5, 2019	Presentation - Hamburg Middle School
December 5, 2019	Meeting - Grant Golden & Deborah Goldman
December 6, 2019	Meeting - Administrative Team
December 6, 2019	Conference Call - Jan Dekoff, Executive Director, Chautauqua - Cattaraugus Library System (CCLS)
December 9, 2019	Meeting - B&ECPL Auditorium Renovations Phase 2 Construction Progress
December 9, 2019	Conference Call - Jeremy Johannesen
December 9, 2019	Fundraiser - Trailblazing Women
December 10, 2019	Meeting - Ralph C. Wilson, Jr. Foundation Grant
December 10, 2019	Conference Call - Public Library System Directors Organization (PULISDO)
December 10, 2019	Conference Call - NYS Department of Education - Division of Library Development and PULISDO
December 10, 2019	Meeting - NYS Census Equity Fund in The New York Community Trust Grant
December 11, 2019	Meeting - Managers/Directors
December 11, 2019	Event - Staff Association Winter Gathering
December 11, 2019	Meeting - B&ECPL Census 2020 Complete Count Committee
December 11, 2019	Conference Call - Kathleen Berens Bucki, Chair, B&ECPL Board of Trustees
December 12, 2019	Meeting - B&ECPL Board of Trustees Executive Committee
December 13, 2019	Meeting - Buffalo Presidential Center
December 13, 2019	Meeting - de Forest/Local Women Collections
December 16, 2019	Meeting - Plastic Bag Ban
December 17, 2019	Conference Call - Census 2020 Empire State Library Network (ESLN) Complete Count Committee
December 17, 2019	Webinar - Public Library Association - #eBooksForAll Campaign Update
December 17, 2019	Meeting - Mary Martin, Marguerite Cheman

December 18, 2019	Workshop - Contract Library Directors' Training
December 18, 2019	Meeting - Census 2020 Erie County Complete Count Committee
December 18, 2019	Meeting - Ralph C. Wilson, Jr. Foundation Grant
December 18, 2019	Meeting - Sheryl Knab, Executive Director, Western New York Library Resources Council (WNYLRC)
December 19, 2019	Meeting - Jessica Lazarin, Director, City of Buffalo Office of New Americans
December 19, 2019	Meeting - Jeannine Doyle, Ken Stone
December 19, 2019	Meeting - B&ECPL Board of Trustees
December 20, 2019	Conference Call - CCLS, NIOGA, WNYLRC
December 23, 2019	Meeting - Kulture Khazana
December 23, 2019	Meeting - NYS Senator Patrick Gallivan
December 30, 2019	Conference Call - Andy Rabb, City of Buffalo Deputy Commissioner of Public Works, Parks & Streets
December 30, 2019	Meeting - Mark Kross

Contracting Member Library Activity Reports

Alden Ewell Free Library - submitted by Rebecca Moe, Director

Highlights of events and activities at the Alden Ewell Free Library:

- December special programming included a Princess Story Hour with Princesses Anna and Elsa (Emmalee's Memories) and Build a Graham Cracker House (The Storybook Cook).
- The Central Library's TechKnow Lab will be in Alden on January 15th and February 18th, bringing their ever-popular Book a Technology Trainer program to the library.
- Librarian **Rebecca Moe** will be attending NYLA's Library Advocacy Day in Albany on February 25th to advocate for our libraries and patrons.
- Regular programming this year includes Story Time, LEGO Club, Science Fun, and Share a Story with Sadie, a once-a-month opportunity for patrons to interact with a trained therapy dog in the library.

Aurora Town Public Library - submitted by Paula Klocek, Director

Highlights of events and activities at the Aurora Town Public Library:

December 2019:

Snow Excited Story Time - Grades K-3 - Tuesday, December 3rd @ 6:30 p.m. Thirteen children and 4 adults participated in snow-themed stories and games. A personalized snow globe craft included a photo of each child to take home.

Judy Hartke: Stress-Busting to Holiday Bliss Indoors - Adults, 17 and up - Thursday, December 5th @ 6:30 p.m. Eleven adults explored what meditation is, challenges and questions that new meditators often face, what benefits can be expected, and received resources for a deeper discovery. There was also a guided meditation.

Family Library Scavenger Hunt - All ages - Thursday, December 5th @ 6:30 p.m. Twenty-six children and adults put their detective skills to work. Each team received a list of library items to retrieve in the children's section of the library. Tasks included hunting for a specific type of item, a cover illustration, a matching call number or other identifying feature.

TechKnow Lab: Book a Tech Trainer - Adults, 17 and up - Friday, December 6th with appointments @ 10 a.m., 11 a.m. and noon. The Central Library's TechKnow Lab provided one-on-one, hands-on computer training with free 45-minute sessions designed to assist with software support or Internet training for 3 adults.

LEGO Club - Children, 6 and up - Saturday, December 7th @ 11 a.m. Thirteen children built their own LEGO creations.

Holiday Cards and Cocoa - All ages - Tuesday, December 10th and 17th @ 6:30 p.m. Thirty-four children and adults on December 10th and 32 children and adults on December 17th made hot cocoa mix pocket cards, one to take home and one to donate to Meals on Wheels.

Bubble Man - Family program - Thursday, December 12th @ 6:30 p.m. Forty-five children and adults were present for *Bubblemania!*, a combination of bubble art and science performed by Doug Rougeux.

SPCA Paws for Love: Read to a Dog - All ages - Friday, December 13th @ 4 p.m. Twelve children and adults read aloud to a certified therapy dog from the SPCA in 20-minute appointment increments.

Holiday Craft for Adults - Adults, 17 and up - Monday, December 16th @ 6:30 p.m. Twenty-two adults made and took home a pomander - a long lasting, sweetly scented decoration for a table or tree.

Graham Cracker Houses - Family program - Thursday, December 19th @ 3:30 p.m. and 4:30 p.m. Sixty-eight children built and took home their own graham cracker house.

Noon Year's Eve - Family program - Tuesday, December 31st @ 11 a.m. Seventy-eight children and adults celebrated the New Year with games, crafts, pizza, and a balloon drop at noon!

January 2020:

Wendy Saglime: Introduction to Bullet Journaling – Adults, 17 and up – Thursday, January 9th @ 6 p.m. In this class, bullet journaling beginners will learn the best note-taking techniques to track the past, organize the present, and plan for the future. Examples of actual journals and extra material for continued learning after the class will be provided.

Samantha Lippman: Winter Wellness with Essential Oils – Adults, 17 and up – Thursday, January 16th @ 6:30 p.m. Learn how to support your body's natural defenses and boost your mood naturally. Participants will make a homemade foaming hand soap to ward off germs that does not contain harmful, drying chemicals.

TechKnow Lab: Music and Video Streaming Workshop – Adults, 17 and up – Friday, January 17th @ 10 a.m. This is an introduction focused on free streaming services that allow you to listen to music and podcasts and to watch movies and episodic shows. Find out what you need to stream media to your TV or mobile device. Also discussed is cord cutting, Bluetooth, and wirelessly casting video to a TV. Registration is required. Space is limited. Please call (716) 652-4440 or stop by 550 Main Street to sign up.

Anthony Izzo: The Journey to Getting Published – Adults, 17 and up – Thursday, January 23rd @ 6:30 p.m. Local Author Anthony Izzo guides participants with a road map based off of his own professional experience. Receive information on how to find an agent, query a publisher, get a book contract, and discover markets for your writing. Also, learn about the ins and outs of independently publishing on Amazon and other eBook platforms.

ATPL Book Club – Adults, 17 and up – Thursday, January 23rd @ 6:30 p.m. Discussion on the book *The Pilot's Wife* by Anita Shreve will take place.

Winter in the Woods: Stories and Craft – Children, 6-12 – Friday, January 24th @ 4 p.m. During this program, children will listen to several classic winter stories. They will create a 3D paper winter tree to take home.

February 2020:

Book Discussion with Robert Poczik – Adults, 17 and up – Thursday, February 20th @ 6:30 p.m. Robert Poczik will lead a talk discussing the book *Genius of Place: The Life of Frederick Law Olmsted* by Justin Martin.

Sarah Sorci, Sweet Flag Herbs: Herbal Tea Blends for Health – Adults, 17 and up, Thursday, February 6th @ 6:30 p.m. Herbalist Sarah Sorci will share some of her favorite tea blend recipes for support of healthy digestion, relaxation and sleep, and gentle

cardiovascular support. After sampling tea blends, each participant will select from a variety of dried herbs to create their own tea blend.

Valentine's Day Cards - Children, 8-14 - Friday, February 7th @ 4 p.m. Children from the ages of 8-14 are invited to learn several Valentine's Day card-making techniques. The instructor will demonstrate the creation of "pop-up" cards and "hidden message" cards. These techniques easily translate to other holidays and special occasions.

TechKnow Lab: Book a Technology Trainer - Adults, 17 and up - Friday, February 7th with appointments at 10 a.m., 11 a.m. and noon. This will consist of hands-on computer training with a free 45-minute session designed to assist with software support or Internet training.

Dr. John Sterba: Equipping for Disasters - Sheltering at Home - Adults, 17 and up - Thursday, February 27th @ 6:30 p.m. During this program, there will be a demonstration of all the necessities for sheltering at home: food storage, purifying/storing water, safe home (heat, generator selection and safe use, long-term gas storage), medical and surgical care at home, visitation, and more.

Agenda Item I - Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County, Inc. met on January 15th. They are preparing an additional financial analysis that will be shared with the B&ECPL Board of Trustees Development and Advocacy Committee. Ms. Conable reminded trustees that at the previous meeting, the Foundation approved the use of up to \$40,000 for matching funds raised for the acquisition of the Jordan Collection.

Agenda Item J - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski reported ACT met Saturday, January 11th with presentations done by C.O.O. Doyle and Director Jakubowski. This was the first meeting utilizing the GoToMeeting video conference meeting app with 3 off-site locations. She felt it went well, much was learned, and the number of participants significantly increased by having the meeting handled this way. The annual ACT Workshop will be held at the Central Library on Saturday, March 14th. More information is forthcoming.

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

Agenda Item L - Unfinished Business. None.

Agenda Item M - New Business. None.

Minutes of the Board of Trustees

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There being no further business, on motion by Trustee Bedenko with a second by Trustee Panty, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Alan Bedenko
Secretary