

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, November 19, 2015  
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library  
Joseph B. Rounds Conference Room  
1 Lafayette Square, Buffalo, NY 14203

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of October 15, 2015 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
  - 1. Executive Committee
  - 2. Budget and Finance Committee
    - a. Res. 2015-39 – Unanticipated Expenditure Assistance - Eden Library ACTION
    - b. Res. 2015-40 – Authorization for Year-end Transfers in Excess of \$5,000 ACTION
    - c. Res. 2015-41 – RFP Award Genealogy Databases (to be distributed at mtg.) ACTION
    - d. Monthly Financial Report INFORMATION
  - 3. Policy Committee
    - a. Res. 2015-42 – Amend Central Library Access Ramp Policy ACTION
- F. Report of the Director (sent via e-mail if on file) INFORMATION
- G. The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
- J. New Business
  - 1. Res. 2015-43 – Sharon Thomas Recognition/Trustee Emeritus ACTION
  - 2. Res. 2015-44 – Amend Contract with Literacy New York Buffalo-Niagara, Inc. ACTION
- K. Adjournment

PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
October 15, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, October 15, 2015, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair  
Frank Housh, Vice Chair  
Kathleen Berens Bucki, Secretary  
Rhonda Ricks, Treasurer  
Michael Amodeo  
Alan Bedenko  
Sheldon M. Berlow  
Katie Burd  
Frank Gist  
Phyllis A. Horton  
Sharon M. Kelly  
Elaine M. Panty  
Teresa Vincent  
Wayne D. Wisbaum

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

Agenda Item B - Approval/Changes to the Agenda. A moment of silence in memory of Trustee Sharon Thomas was observed. Following this, Chair Johnson entertained a motion to revise the agenda to add Resolution 2015-38 under Budget and Finance Committee, copies of which had been distributed to trustees at the start of the meeting. Trustee Burd moved, Trustee Panty made a second, and approval was unanimous.

Agenda Item C - Minutes of the Meeting of September 17, 2015. Minutes were approved unanimously, as mailed, upon motion by Trustee Horton and a second by Trustee Panty.

Agenda Item D - Report of the Chair. Chair Johnson acknowledged while there was much to report on, this will be done by Committee heads later in the meeting. He did thank Erie County Executive Mark Poloncarz and the Executive Committee for agreeing

to fly the flag at half-staff on Monday, October 12<sup>th</sup> at the Central Library in honor of Trustee Sharon Thomas. It was discussed that a resolution would be brought to the November Board meeting for a vote to appoint Trustee Sharon Thomas Trustee Emeritus posthumously; Ms. Thomas' family will be invited. There was no opposition voiced. Chair Johnson shared kind words about Trustee Sharon Thomas stating he held her in very high esteem and she had such grace. Trustee Vincent updated trustees that Trustee Housh spoke on behalf of the Library at Ms. Thomas' Sunday viewing/wake.

Chair Johnson announced a Board member is needed to fill a vacancy on the Library Foundation Board pursuant to the B&ECPL's agreement with the Foundation and asked trustees to give this some thought. This will be discussed further at the November Board meeting.

#### Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Housh summarized the October 8<sup>th</sup> Executive Committee meeting and motioned to have the following written report entered in the Minutes; Trustee Amodeo seconded, and approval was unanimous.

Present: Executive Committee Chair Ted Johnson, Committee members Michael Amodeo, Frank Housh and Sharon Kelly. Trustee Elaine Panty was also in attendance as was Library Director Mary Jean Jakubowski.

The Executive Committee meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The proposed agenda for the October 15, 2015 meeting of the Board of Trustees was reviewed.

Chair Johnson spoke to Resolutions 2015-31 and 2015-32 regarding unanticipated expenditure assistance needed at 2 contract libraries. Discussion ensued.

Director Jakubowski spoke to the needed budget amendments which resulted from changes in NYS Grant in Aid as well as NYS Recurring Aid.

Trustee Kelly reviewed the changes to the B&ECPL Bylaws. The Executive Committee recommends the changes be brought forth to the Board for review and approval at its October 15<sup>th</sup> meeting.

Trustee Panty noted changes requested by both the Executive Committee and the Policy Committee have been made to the Facility Use Policy. The proposed

amended policy will be sent in the board packets for review and approval at the October 15<sup>th</sup> meeting.

Director Jakubowski reminded the Committee the Association of Contracting Library Trustees (ACT) is meeting Saturday, October 17<sup>th</sup> at the Anna Reinstein Memorial Library on Harlem Road. The main focus of the meeting will be a presentation by the Cheektowaga Public Library on the Office of the New York State Comptroller's audit process and their audit findings.

Chair Johnson spoke to the recent passing of Trustee Sharon A. Thomas. He requested the flag at the downtown Central Library be lowered to half-staff on Monday, October 12<sup>th</sup>, the date of her funeral and Celebration of Life. Director Jakubowski was asked to seek permission from the County Executive as the library building is owned by Erie County. Discussion ensued on how the Board could honor Trustee Thomas. It was suggested as a special honor, trustee emeritus status be bestowed posthumously on Sharon Thomas for her exemplary service, possibly occurring at the November Board meeting so that her family could be invited. Trustee Thomas had served full terms as Chair of the Board in 2010 and 2011, making her eligible for appointment as a trustee emeritus. This will be brought up for further discussion at the Board's October 15<sup>th</sup> meeting.

The Executive Committee adjourned at 4:55 p.m. on a motion by Trustee Amodeo, second by Trustee Kelly.

Agenda Item E.2 – Budget and Finance Committee. Budget and Finance Committee Chair Dr. Rhonda Ricks reported the Committee met October 7, 2015 at 1:40 p.m. In addition to her, attendees included Board Chair Ted Johnson and Deputy Director CFO Kenneth Stone. They discussed the 5 Budget and Finance Committee proposed resolutions to come before the Board as well as the monthly financial report for August 2015. The meeting adjourned at 2:10 p.m. On October 14, 2015 at 5:58 p.m., an e-mail was sent to her and Mr. Johnson from Mr. Stone requesting a walk-on item to allow the Library to progress with the Crane Branch roof and Niagara elevator projects which would otherwise be delayed while waiting for the Construction Grants to be formally awarded in 2016. Dr. Ricks indicated Mr. Stone will provide further details on these items as each resolution is presented.

Trustee Wisbaum arrived at approximately 4:18 p.m.

Agenda Item E.2.a – Unanticipated Expenditure Assistance – Cheektowaga Public Library. Mr. Stone explained this will cover 2 retirements and a 2-week overlap to train individuals who will replace them. Trustee Panty made a motion, Trustee Vincent seconded, and approval was unanimous.

RESOLUTION 2015-31

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 Cheektowaga Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retiree payouts and an overlap for successor orientation for the retiring Library Director and Sr. Library Clerk, and

WHEREAS, B&ECPL staff worked with Cheektowaga Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$31,896, and

WHEREAS, without this assistance the Cheektowaga Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result 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 2015 B&ECPL operating budget salary and wage 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 Buffalo & Erie County Public Library approves a reallocation within the 2015 B&ECPL operating budget to utilize vacancy savings in the salary and wage accounts to provide up to \$31,896 in salary/wage/fringe benefit funding assistance to the Cheektowaga Public Library, and be it further

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

Agenda Item E.2.b – Unanticipated Expenditure Assistance – Grand Island Memorial Library. Mr. Stone explained this will cover 1 retirement and a 2-week overlap to train the replacement individual. Trustee Horton made a motion, Trustee Vincent seconded, and approval was unanimous.

RESOLUTION 2015-32

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 Grand Island Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retiree payouts and an overlap for successor orientation for the retiring Library Director, and

WHEREAS, B&ECPL staff worked with Grand Island Memorial Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount not to exceed \$26,728, and

WHEREAS, without this assistance the Grand Island Memorial Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result 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 2015 B&ECPL operating budget salary and wage 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 Buffalo & Erie County Public Library approves a reallocation within the 2015 B&ECPL operating budget to utilize vacancy savings in the salary and wage accounts to provide up to \$26,728 in salary/wage/fringe benefit funding assistance to the Grand Island Memorial Library, and be it further

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

Agenda item. E.2.c – Amend 2015 Budget: NYS Grant in Aid. Mr. Stone explained this resolution would amend the budget to distribute aid sponsored by NYS Senator Michael Ranzenhofer in the amount of \$63,000 for the benefit of the libraries in his district: the 4 Amherst Libraries – Aububon, Clearfield, Eggertsville-Snyder and Williamsville; the Clarence Public Library; and the Newstead Public Library. On motion by Trustee Vincent and seconded by Trustee Burd, approval was unanimous.

RESOLUTION 2015-33

WHEREAS, the Library received notification from the State Department of Education that the New York State Legislature has approved aid in the amount of \$63,000 for 6 libraries, and

WHEREAS, this special aid was sponsored by New York State Senator Michael Ranzenhofer to assist designated libraries within his district, and

WHEREAS, supplemental private and public grants are regularly sought to augment library equipment, materials and other needs, and

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they can be used for purposes consistent with the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$63,000 in state aid, and be it further

RESOLVED, that subsequent to receipt of the proceeds, the Buffalo & Erie County Public Library will encourage the receiving libraries to promptly utilize these funds for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a budget amendment to the 2015 operating budget, increasing revenues and expenses as follows:

**2015 operating budget revenue and expense  
increase**

**SAP Commitment Item #**

**Revenue #408160    Expense # 516010**

**State Aid Special    Contractual Payments**

<b>Contracting Member Libraries</b>	<b>Fund Center</b>	<b>Amount</b>	<b>Amount</b>
Amherst Public Library (Audubon)	4205010	\$ 11,000	\$ 11,000
Amherst Public Library (Clearfield Branch)	4205020	\$ 10,000	\$ 10,000
Amherst Public Library (Eggertsville-Snyder)	4205030	\$ 10,000	\$ 10,000
Amherst Public Library (Williamsville)	4205040	\$ 10,000	\$ 10,000
Clarence Public Library	4204025	\$ 11,000	\$ 11,000
Newstead Public Library	4204065	\$ 11,000	\$ 11,000
<b>GRAND TOTALS:</b>		<b>\$ 63,000</b>	<b>\$ 63,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes 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 finally

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

Agenda Item E.2.d – Amend 2015 Operating and Grants Budgets: NYS Recurring Aid. Mr. Stone explained this resolution would allocate the 5.8% increase in funding and recommend it be distributed as presented in Resolution 2015-34. Trustee Vincent made the motion, Trustee Wisbaum seconded, and approval was unanimous.

#### RESOLUTION 2015-34

WHEREAS, the Buffalo & Erie County Public Library receives recurring state aid to support various library activities, some of them budgeted in the library operating and some in the library grants budget, and

WHEREAS, final amounts for the State's 2015-2016 fiscal year are now known, and

WHEREAS, the overall operating aid will increase \$117,296 (5.8%) and aid to recurring library grant projects will increase \$36,035 (5.8%) over the 2015 budgeted amounts, and

WHEREAS, the Library wishes to adjust the operating and grant budgets to reflect the above changes, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2015 grant and operating budgets to implement the following revenue and expenditure budget increases:



<b>Grant</b>	<b>Revenue Change</b>	<b>Expense Change</b>
Central Library Book Aid	3,525	3,525
Central Library Development Aid	15,271	15,271
Continuity of Service	2,463	2,463
Coordinated Outreach	8,323	8,323
New York State Library Automation	3,768	3,768
Library Services to County Corrections	432	432
Library Services to State Corrections	2,253	2,253
<b>Subtotal</b>	<b>\$36,035</b>	<b>\$36,035</b>

  

<b>Operating</b>	<b>Revenue Change</b>	<b>Expense Change</b>
408140 State Aid - Library System	102,310	
408150 State Aid - Member Libraries	14,986	
502030 Employee Health Insurance		14,986
502070 Hospital & Medical - Retirees		83,810
506200 Maint & Repair Supplies		6,000
561430 Building & Grounds Equip		12,500
<b>Subtotal</b>	<b>\$117,296</b>	<b>\$117,296</b>

Agenda Item E.2.e – Amend 2015 Budget: Erie County Grant in Aid. Trustee Panty motioned to approve Resolution 2015-35 as presented; Trustee Horton seconded, and approval was unanimous. Director Jakubowski informed trustees a letter of appreciation was sent to Legislator Joseph Lorigo on behalf of the Library System.

#### RESOLUTION 2015-35

WHEREAS, at its meeting of October 1<sup>st</sup>, the Erie County Legislature adopted a resolution submitted by Legislator Joseph Lorigo to transfer Erie County 2015 Budget funds declined by a community service provider in his district to other community service providers serving the same population, and

WHEREAS, recipient providers include the East Aurora, Elma, Marilla, and West Seneca Libraries, who will each receive \$1,000, and

WHEREAS, given the fiscal challenges facing both Erie County and New York State (hence local and state library aid), authorizing the contracting libraries to retain these funds until such time as they can be used for purposes consistent the sponsor designation is warranted, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$4,000 in transferred County funds, and be it further

RESOLVED, that subsequent to receipt of the proceeds, the Buffalo & Erie County Public Library will encourage the receiving libraries to promptly utilize these funds for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a budget amendment to the 2015 operating budget, increasing revenues and expenses as follows:

**2015 operating budget revenue and expense  
increase**

		SAP Commitment Item #	
		Revenue #486000	Expense # 516010
		Interfund	Contractual
		Revenue Subsidy	Payments
<b>Contracting Member Libraries</b>	<b>Fund Center</b>	<b>Amount</b>	<b>Amount</b>
Aurora Town Library	4205110	\$ 1,000	\$ 1,000
Elma Public Library	4204045	\$ 1,000	\$ 1,000
Marilla Free Library	4204060	\$ 1,000	\$ 1,000
West Seneca Public Library	4204085	\$ 1,000	\$ 1,000
<b>GRAND TOTALS:</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes 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 finally

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

Agenda Item E.2.g – (taken out of order.) Budget NYS Library Construction Grants – Crane and Niagara Libraries. Mr. Stone explained last month the Board approved applying for Construction Grants for the Crane Library to replace its leaky roof and for the Niagara Library to deal with moisture problems in and around the elevator and to construct a family restroom. This resolution, working with the City of Buffalo, would ensure that the work gets done promptly; they requested the Library pass an item to budget this and, if necessary, could advance funds out of the Library's assigned balance for grant match. The City of Buffalo will then allow the contractor to begin.

On another note, Mr. Stone shared with trustees the City's Capital Project Committee recommended \$470,000 in 2016 City Capital funds to put an elevator, family restroom and those types of related improvements in the East Delevan Branch Library. A resolution will be brought to the Board in September of next year recommending a Construction Grant project to help support the East Delevan's elevator project.

On a motion by Trustee Panty, second by Trustee Vincent, Resolution 2015-38 was approved unanimously as presented.

RESOLUTION 2015-38

WHEREAS, at its meeting of September 17<sup>th</sup>, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees in its role as operator of the Buffalo Branch Libraries approved submitting New York State Library Construction Grant applications to supplement City of Buffalo funding to replace the Crane Library's roof (Resolution 2015-23) and rehabilitate/upgrade the Niagara Library's elevator as well as adding a family restroom (Resolution 2015-24), and

WHEREAS, at that same meeting the Board in its role as Library System governing board reviewed all construction grant applications and recommended grant award amounts for the 3 projects submitted (at the Crane, Niagara, and West Seneca Libraries) to keep the total award within the \$641,863 allocated based upon the formulas in NY State Education Law 273-a to support B&ECPL projects (Resolution 2015-25), and

WHEREAS, recommended grant funding awards included \$176,833 for the Crane Library project and \$53,931 for the Niagara Library Project, and

WHEREAS, since both projects include addressing moisture penetration issues currently impacting library operations, the City and Library desire to begin the work as soon as possible, now therefore, be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves establishing 2015 Grant Budgets as shown below:

**2015 Grants Budget**

**Crane Library Roof Replacement**

Revenue:	NYS Library Construction Grant	\$ 176,833
Expense:	To City of Buffalo for construction	\$ 176,833

**Niagara Library Elevator Improvements & Family Restroom**

Revenue:	NYS Library Construction Grant	\$ 53,931
Expense:	To City of Buffalo for construction	\$ 53,931,

and be it further

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees authorizes use of up to \$230,764 in Library fund assigned fund balance to advance cash to the City of Buffalo upon submission of construction payment documentation to allow these projects to proceed promptly.

Agenda Item. E.2.f – Monthly Financial Report. The monthly financial report for the month ending August 31, 2015 was included in the board packet for information. Mr. Stone noted the Library is operating within budget and he will continue to closely monitor the retiree health insurance account.

Trustee Panty inquired if we are anticipating any other retirements before the end of the year. Mr. Stone noted he believes some retirements can be attributed to a change in the Librarian's contract that affects how retiree health insurance is assessed including contributions to health insurance after December 31, 2015. Director Jakubowski added, we have not had any other contracting member libraries contact the Library System for assistance at this time.

Agenda Item E.3 – Governance Committee. Governance Committee Chair Kelly summarized the Committee's September 17<sup>th</sup> meeting and entertained a motion to have the following written report entered in the Minutes; Trustee Housh moved for approval and was seconded by Mr. Johnson. Approval was unanimous.

Present: Committee Chair Sharon Kelly; Committee members Alan Bedenko, Kathleen Berens Bucki and Frank Housh. Library Director Mary Jean Jakubowski was also present.

The meeting of the Governance Committee began at 5:40 p.m. in the Hamburg Public Library meeting room. A quorum was present.

The Governance Committee was brought forth to review the Buffalo & Erie County Public Library (B&ECPL) Board of Trustee Bylaws Article 1 *Tenure of Office and Powers and Duties of Trustees* and Article IV *Duties, Election and Qualifications of Officers*.

Changes to Article 1 include amending Section 3, adding Section 4 and renumbering the remaining Sections. These changes were brought about following the development, review and adoption of the B&ECPL Investment Policy (Resolution 2015-30). The changes to the Bylaws accurately reflect how funds of the Corporation shall be deposited, drawn upon, invested and administered. The changes also reflect how funds received by the Corporation through gift, bequest or otherwise shall be handled.

Changes to Article IV reflect the duties of the Treasurer to be consistent with Article I, Sections 3 and 4.

The Committee on a motion by Trustee Housh, seconded by Trustee Bucki, unanimously agreed to the proposed changes and will bring forth the changes to the full Board for review, discussion and approval at its October 15, 2015 meeting.

On a motion by Trustee Bedenko, second by Trustee Housh, the meeting ended at 5:45 p.m.

Agenda Item E.3.a – Amend B&ECPL Bylaws. Trustee Kelly explained proposed changes to Article 1, Sections 3 and 4, and Article IV, Section 4. The Governance Committee recommends these changes for Board approval. Notice of a meeting to conduct such business identifying any and all proposed actions was given. Trustee Kelly moved for approval of Resolution 2015-36 amending the B&ECPL Bylaws as presented; Trustee Panty made the second, and approval was unanimous.

#### RESOLUTION 2015-36

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees' Governance Committee met on September 17, 2015 to review the current Bylaws of the B&ECPL to update language to be consistent with the B&ECPL's Investment Policy adopted September 17, 2015, and

WHEREAS, the Committee has completed its review of the current Bylaws, and

WHEREAS, all proposed changes have been reviewed and approved by B&ECPL legal counsel, and

WHEREAS, the Governance Committee recommends the changes to the Board of Trustees, and

WHEREAS, due notification was given to the Board of Trustees as required by the current Bylaws, indicating that said Bylaws were subject to amendment at the October 15, 2015 meeting of the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopt the proposed Bylaws of the Buffalo & Erie County Public Library to supersede and replace the prevailing Bylaws, last amended, June 12, 2014.

Agenda Item 4 – Policy Committee.

Agenda Item 4.a – Amend B&ECPL Facility Use Policy. Policy Committee Chair Panty provided background information on this policy noting key changes include a section

that delineates the use of facility spaces for political functions, and revisions to the section regarding user liability for personal injury, damage to library facilities and loss of library property. The Policy Committee recommends the amended Facility Use Policy for approval by the full Board to go into effect on November 15, 2015. Trustee Panty thanked Committee members as well as all those who provided input into this policy. Trustee Housh recognized Trustee Panty's hard work in shepherding this policy. Trustee Berens Bucki requested a grammar correction on page 4, Section II, Item E.8 – to change the word “applicants” to “applicant’s”. Trustee Panty moved for approval of Resolution 2015-37 as amended. Trustee Gist inquired what the facility use fees are. Assistant Deputy Director Joy Testa Cinquino addressed Trustee Gist's question noting the fee structure is available on the Library's website. Following this discussion, Trustee Burd made a second and approval of Resolution 2015-37 as amended was unanimous.

RESOLUTION 2015-37

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of the Library's standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the amended Facility Use Policy which has been vetted by Library legal counsel, and

WHEREAS, the B&ECPL System provides use of its meeting rooms and facility spaces for numerous community organizations and businesses engaged in educational, cultural, intellectual, social, community or charitable activities of interest and /or benefit to the community, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the newly amended Facility Use Policy, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes Library Administration to develop various instruments and disseminate information needed to implement this policy to take effect on November 15, 2015.

Agenda Item E.5 – Buffalo Library Services Committee. The following Buffalo Library Services Committee Report of September 30, 2015 was included in the board packet as an information item.

Present: Committee members Sheldon Berlow, Frank Gist, Elaine Panty and Teresa Vincent. Also present was Library Director Mary Jean Jakubowski, Assistant Deputy Director – Public Services Dawn Peters, Buffalo Branches

Manager Linda Rizzo and Frank E. Merriweather, Jr. Branch Manager Gwen Collier.

The Buffalo Library Services Committee meeting began at 6:05 p.m. in the auditorium of the Frank E. Merriweather, Jr. Branch Library.

Library Director Jakubowski welcomed the group to the branch and introduced staff members present. She explained the function of the Buffalo Library Services Committee as an opportunity for the Committee to hear from the staff and the community about the services/activities in the Buffalo Branches, to receive recommendations and feedback on said services, and to address comments/concerns.

Buffalo Branches Manager Linda Rizzo described several services being provided in the branches. She noted the branches to be very busy, despite the decline in circulation and door count statistics. Discussion ensued. Trustee Berlow asked if the branches are being used more as learning centers versus information centers. Ms. Rizzo indicated she believed people are obtaining their information differently.

Trustee Berlow noted his concern on the declining statistics, expressing to the Director the need to find a better way to tell each library's story. If we say our libraries are busy, we need to demonstrate this in a way other than the statistics of circulation and door counts – focusing on how libraries are being used as opposed to how they are not. Director Jakubowski agreed. Assistant Deputy Director Peters noted a staff committee, the Value Assessment Team, is assigned to work on this process. Director Jakubowski indicated she has charged the Value Assessment Team to come up with ways to express outcomes rather than the traditional statistical outputs. Discussion ensued. Following the discussion, Director Jakubowski indicated she would report to the Board of Trustees on the Team's progress.

Library Director Jakubowski spoke on the various building improvements taking place in the Buffalo Branches. In summary:

- Crane Branch – A roof replacement project is slated to begin before the end of 2015. The City of Buffalo, along with the B&ECPL, is reviewing RFP responses for a Concept Design Study that will make recommendations for improvement to access the 2<sup>nd</sup> floor, the potential of a roof top sitting area, family restrooms and other 2<sup>nd</sup> floor improvements. The study, which will include community input, is expected to occur in early 2016.

- Dudley Branch – Recently completed is a roof replacement, the addition of 2 large picture windows, HVAC, masonry work and interior painting. New signage, located on either side of the building, has also been added. The signage was paid for through a donation from the Valley Community Association via City of Buffalo Common Council Member Christopher Scanlon's office.
- E. Clinton Branch – An RFP is currently in the evaluation phase for architectural and engineering design of HVAC and roof work around the HVAC equipment. This project is anticipated for 2016.
- E. Delavan Branch – The City of Buffalo, along with the B&ECPL, is reviewing RFP responses for a Concept Design Study that will make recommendations for improvement to access the lower level of the E. Delavan Branch, as well as providing family restrooms and other upgrades. The study, which will include community input, is expected to occur in early 2016.
- Niagara Branch – Work is slated to repair the elevator, the roof over the elevator, the elevator shaft, create a family restroom and correct drainage issues in the lower level of the library. Some interior painting is included in this project.

Library Director Jakubowski reported on a meeting both she and CFO Kenneth Stone had with the City of Buffalo Department of Public Works and Department of Strategic Planning regarding the North Park Branch lease (expiring 12/2016) and the long-term goal of building a permanent home for the North Park Branch. Discussion ensued. Buffalo Branches Manager Rizzo noted the North Park Branch receives regular calls about meeting room space – which is lacking at its current location. In addition, she noted the need for a larger children's area.

Trustee Vincent voiced her appreciation for the staff at the Dudley Branch Library, recognizing their positivity and excellent customer service. She indicated Branch Manager Josh Mitch is a wonderful representative for the Branch and the community, and she finds the library very welcoming.

Trustee Gist asked about getting signage for the Central Library. He noted the current signage is small and felt attendance would improve if the building was better designated. Discussion ensued. Director Jakubowski spoke about Milestones of Science Exhibit banners that will hang on light posts surrounding the building. She also noted both she and Assistant Deputy Director Joy Testa Cinquino are looking into getting a large banner for the front and (William Street) side of the building as well. Director Jakubowski indicated she would look into permanent signage as well.



A question was posed about outreach to the community and the need to increase collaborations in and amongst the Central Library and the Buffalo Branches. Discussion ensued.

With no public comment, the Buffalo Library Services Committee meeting ended at 7:15 p.m.

Agenda Item F – Report of the Director. Director Jakubowski referred to a folder handed out to trustees containing information on B&ECPL partner Literacy New York Buffalo-Niagara, Inc., reminding trustees of the services they offer.

The Library was recognized in *Archives Alive*, an American Library Association publication, speaking to the Library's exhibit on the Wizardry of Baum. Copies were distributed to trustees.

Together with the Buffalo and Erie County Workforce Development Consortium, Inc., the B&ECPL is piloting a new program called JOB CLUB at the Central Library and Frank E. Merriweather, Jr. Branch. The program will be held weekly to help job seekers with resume writing, soft skills development and networking opportunities.

Trustees were also given a flyer on a new database called "Pronunciator." This resource provides early literacy skills and can either be used for the refugee population, English as a Second language (ESL), or for travelers who can learn a new language. The back of the flyer lists the multilingual resources available at the B&ECPL. These flyers will be going out in mass to many service providers who work with the local refugee population as well as ESL. In response to a question from Trustee Gist, Ms. Jakubowski informed trustees you can access the Pronunciator through the B&ECPL website using your library card and pin number.

The Library is also working on a partnership with the Division of Social Services for outreach where they will be utilizing libraries as their venues to work directly with Erie County residents to obtain benefits.

Regarding questions raised at last month's Board meeting regarding the Library's M/WBE rate, the Library is working with Erie County to get the information requested. Figures will be shared when received.

Ms. Jakubowski shared examples of the B&ECPL's EEO (Equal Employment Opportunity) statistics with trustees, explaining the Human Resources Department has been given the charge to increase diversity amongst our employees through recruitment efforts. Currently for the B&ECPL proper (Central Library and Buffalo Branches), 32.34% of our employees fall into the minority category. If counting females and minorities together, this number increases to 73.59%.

Ms. Jakubowski thanked Erie County Executive Mark Poloncarz for his recommended 2% increase for the Library's proposed 2016 budget, which is exactly what he said he would do in his 4 Year Financial Plan. *2016 Proposed Budget in Brief Charts – County Funding as Recommended by the Erie County Executive October 15, 2015* were at each trustee's place for viewing. Next steps were discussed, noting this will now go to the Erie County Legislature. The Library will begin to encourage users and friends of the Library to ask the Legislature to support the County Executive's proposed 2016 Library budget.

Following the Board meeting, trustees were invited to tour the Milestones of Science exhibit which has received rave reviews and wonderful feedback since its October 4<sup>th</sup> soft opening. Trustees will be receiving invitations for the November 12<sup>th</sup> grand opening soon. Trustees can be provided with a script of the tour. Trustee Berlow recommended every trustee become very familiar with this exhibit and tell people about it, timing this with the November 12<sup>th</sup> grand opening.

Trustee Panty asked about the status of library card applications at the Buffalo Public Schools. Director Jakubowski reported the Library is working out a few glitches and it is in the hands of the attorneys.

Ms. Testa Cinquino reminded trustees C-SPAN TV will be airing this weekend previous Library interviews with Amy Pickard, Meg Cheman and Mary Jean Jakubowski about the Library's Mark Twain Collection, Milestones of Science Collection and a few other books.

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

## **B&ECPL Monthly Report September 2015**

**Celebrating Hispanic Heritage:** The very well attended kick-off of Hispanic Heritage Month took place at the Central Library on September 15<sup>th</sup> featuring the cultural exhibit "Echando Raices: Hispanics Building a Life and Legacy in WNY," on display through October 6<sup>th</sup>.

The Buffalo & Erie County Public Library (B&ECPL) is one of 200 organizations nationwide selected to participate in the programming initiative called "Latino Americans: 500 Years of History" with underwriting from the National Endowment for the Humanities and American Library Association. Several programs showcasing the excellent PBS documentary "Latino Americans: The 500-Year Legacy that Shaped a Nation" have been held at the Central Library and the Niagara Branch Library as part of Hispanic Heritage Month. A "History Collecting Day" is being planned for March 2016

and enhanced programming will be scheduled in April for "Dia de los Ninos." The B&ECPL is planning the events in cooperation with the Hispanic Heritage Council of WNY.

**Library Card Sign-Up Month:** September was Library Card Sign-up Month.

Throughout the System, libraries worked feverishly to identify and sign up new B&ECPL users – a total of 2,525 new users were processed. The Dudley Branch Library registered 174 new users and will be awarded a lunch sponsored by this writer for their efforts. In a separate, individual contest at the downtown Central Library, Sr. Page **Sara Daly** processed 46 library cards. The B&ECPL has over 303,065 active library card holders.

**Succession Training:** In July 2009, the B&ECPL partnered with the C.W. Post Campus of Long Island University to offer a graduate level, comprehensive public library administration program that would systematically raise the standards of public library management throughout the Buffalo & Erie County Public Library System and the Western New York region.

Through a competitive process, B&ECPL selected 20 candidates to participate in the Palmer Institute for Public Library Organization and Management's Public Library Administrator's Certificate Program (PLACP). Gerald Nichols, Director, traveled to Buffalo to conduct the instruction.

Over the past 5 years, the graduates have explored management, governance, human resources, finance, and facility issues facing public libraries. Since the program began, 10 participants have received a promotion, 1 participant has received 2 promotions, and 1 has accepted a managerial confidential position. B&ECPL is proud of its 2015 PLACP graduates. Congratulations to Thomas Carloni, Daniel Caufield, Marguerite Cheman, Jennifer Childs, Suzanne Colligan, Rosalyn Damico, Dorinda Darden, Kelly Donovan-DiVirgilio, Margaret Errington, Brian Hoth, Shannon Jakubowski, Corrine Leone, Glenn Luba, Renee Masters, Mary Muscarella, Tracy Palicki, Angela Pierpaoli, Linda Rizzo, Kathy Smith and Kara Stock.

**Public Art Initiative:** B&ECPL's participation in the Albright-Knox Art Gallery's Public Art Initiative (a partnership between Albright-Knox, Erie County, and the City of Buffalo) continues. Shirt donations were collected at various libraries throughout the System for an art installation by Finnish artist Kaarina Kaikkonen. Subsequently, Ms. Kaikkonen and staff of the Albright-Knox assembled the piece in the unfinished space of the downtown Central Library referred to as 2<sup>nd</sup> floor west. The piece will be on display at the Buffalo Niagara International Airport starting October 2<sup>nd</sup>.

**The Birds Have Flown:** On September 30<sup>th</sup>, Volume 2 of John James Audubon's elephant folio *Birds of America* traveled to Etherington Conservation Services in North

Carolina for preservation and conservation treatments. The much needed treatment is part of the B&ECPL's conservation initiative to preserve the rare and unique treasures of the Library so that these treasures can be viewed by all. Once the *Birds* migrate home, a leaf of the newly deconstructed volume will be placed on display in the downtown Central Library's Grosvenor Room. The display will be rotated monthly to maintain conservation practices. Currently on display is a leaf from Volume 1, which received treatment in 2014. Following the return of Volume 2, Volume 3 and then subsequently Volume 4 will be conserved.

## Monthly Programming Statistics – September 2015

### 1. Public Services

#### In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	116	1487	2214	31399
Children (age 6-12)	74	1456	1253	26864
Teens	42	952	209	7593
Intergenerational	60	746	2378	26699
Adults (excludes Technology)	196	2276	1474	21694
<b>TOTAL In Library Programs</b>	<b>488</b>	<b>6917</b>	<b>7528</b>	<b>114249</b>

#### Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	16	121	69	438
System or Library-owned Cyber Train	19	191	109	1283
One on One	54	452	71	757
<b>TOTAL Adult Technology</b>	<b>89</b>	<b>764</b>	<b>249</b>	<b>2478</b>

#### Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	45	134	1644
Children (age 6-12)	2	66	285	3866
Teens	4	9	103	808
Intergenerational	6	71	284	8365
Adults (excludes Technology)	9	78	295	3074
<b>TOTAL Outreach (out of Library)</b>	<b>25</b>	<b>269</b>	<b>1101</b>	<b>17757</b>

**Highlights:**

- September 3<sup>rd</sup> - TechKnow Lab Librarian **Jordan Smith** worked with 12 high school age students from the Just Buffalo Writing Center to record their original poems and songs for the September 12<sup>th</sup> Music is Art Festival.
- September 26<sup>th</sup> - Batman Day! Celebrating Batman's 75<sup>th</sup> anniversary, attendees had the opportunity to meet and be photographed with Batman, Robin, Batgirl, Super Girl and many other comic book superheroes and villains. The Superheroes present for the day's festivities were volunteers from the Western New York Superhero Alliance, a nonprofit organization that allows children all over the region a chance to meet their favorite heroes. Batman, known as Will Lorenz, was the winner of B&ECPL's photo contest "Buffalo's Best Batman." Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated the activities.
- Seventy-five students from SUNY Buffalo State's College Writing Program visited the Launch Pad throughout September to incorporate STEM (Science, Technology, Engineering and Math) elements into their course work by learning and writing about the various technologies in the Central Library's MakerSpace.

**2. Collection Development****Collection Development – September 2015**

## Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	4,855	39,417	244	2,470	527,288
Young Adult Print	869	6,983	73	759	71,780
Adult Print	3,921	48,254	858	7,078	1,877,916
Media	7,104	48,584	556	4,791	499,637
Other*	3,078	31,435	6	110	200,186
Subtotal	19,827	174,673	1,737	15,208	3,176,807

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	288	4,001	108	1,451	31,080*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	42	604	28	318	8,369
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	330	4,605	136	1,769	39,819

\*Includes 5,628 EBL titles

\*\*Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

## All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	20,157	179,278	1,873	16,977	3,216,626

## Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	549	5.8%	547	65.6%
Staff Initiated	66	6.1%	66	92.4%

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

*Highlights:*

- Circulation of eBooks continues to be strong. A total of 32,600 eBooks circulated to patrons in September.
- Freegal Music remains a popular choice for B&ECPL patrons. In September, 710 patrons downloaded a total of 7,524 titles.
- In September, visitors from 15 countries including the Philippines, Canada, United Kingdom, India, Costa Rica, Dominica, Algeria, Ireland, Israel, Lebanon, Malaysia, New Zealand, Taiwan, Ukraine and the United States viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). Job & Career Resources continues to be the most popular destination, followed by the Health Insurance Marketplace and Business and Finance.

### 3. Technology

#### Technology – September 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	431,798	3,827,761
Online Catalog	454,609	2,688,054

Social Networking:

	Monthly Activity <sup>1</sup>	YTD Activity	Monthly Audience <sup>2</sup>	Total Audience	Monthly Engagement <sup>3</sup>	YTD Engagement
<a href="#">Facebook</a>	96	960	46	6,035	2,967	27,850
<a href="#">Flickr</a>	56	628	-	51	3,017	161,193
<a href="#">Instagram</a>	31	272	39	441	568	4,731
<a href="#">Pinterest</a>	64	639	20	1,158	498	5,281
<a href="#">Tumblr</a>	2	76	6	98	8	74
<a href="#">Twitter</a>	179	1,475	98	8,076	751	8,915
<a href="#">YouTube</a>		5	1	107	780	9,165
Total	428	4,055	210	15,966	8,589	217,209

<sup>1</sup>Number of posts, pins, tweets, videos, etc., created by staff

<sup>2</sup>Number of followers

<sup>3</sup>Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

#### Highlights:

- A significant milestone was reached by the Central Library’s Facebook and Twitter accounts in September. The number of Facebook Likes/Fans surpassed 6,000 during the month and Twitter now boasts more than 8,000 Followers! A National Library Card Sign-up Month “tweet” generated considerable interest.
- B&ECPL staff members continue contract negotiations with SirsiDynix for implementation of a Next-Generation Integrated Library System (“NGS”) and Related Services. SirsiDynix representatives met onsite in Buffalo with the negotiation team on August 31<sup>st</sup> and September 1<sup>st</sup> to review terms and conditions. The Library’s legal counsel continues to review the Master Agreement and key library staff members are working with SirsiDynix to ensure all supporting documentation and clarifying schedules are incorporated.

- The Library purchased, configured, and installed a Dell PowerEdge R630 server to support long-term in-kind requirements for a current IMLS Grant “The Public Library as Digitized Commons.” Digital Services Librarian **Allison Lund** has been working closely with grant partners, as well as Library Community Engagement Manager **Anne Conable**, to ensure the terms of the grant are met before it ends later this year. Open-source Islandora software was also acquired and installed to help manage the digital discovery assets, elemental to the project.

#### 4. Funding/Fundraising

##### Funding:

- Final 2015 New York State recurring library aid allocation charts were published by the State Library in September which incorporated the 5.8% increase approved by the New York State Legislature earlier this year. A budget adjustment resolution incorporating the revised amounts will be prepared for the B&ECPL Board of Trustees’ consideration at their October meeting.

Additionally, the Library was notified in September of the eminent arrival of special aid funds sponsored by State Senator Michael Ranzenhofer in the amount of \$63,000 for the benefit of the Audubon, Clearfield, Clarence, Eggertsville-Snyder, Newstead and Williamsville Libraries. The funds were received electronically on September 22<sup>nd</sup>. A resolution to incorporate these proceeds into the budget and allocate them to the designated libraries will be prepared for the B&ECPL Board of Trustees’ consideration at the October meeting.

##### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Campaign (including all gifts received January 1 <sup>st</sup> – September 30 <sup>th</sup> )	January 1 – September 30, 2015	\$89,420.00
Borrower Services Donation Box	September 1 – 30, 2015	\$27.00
Niagara Book Sale	September 30 <sup>th</sup>	\$216.05

#### 5. Facilities

##### Highlights:

- The B&ECPL Board of Trustees Buffalo Library Services Committee met at the Frank E. Merriweather, Jr. Branch Library on September 30<sup>th</sup>. The meeting



included an update on facility improvement projects at the Buffalo Branch Libraries. Please see the Committee report for details.

## 6. Staff Development

### Staff Development - September 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	132	1,654	3	22

#### Highlights:

- B&ECPL presented 3 staff development programs during the month of September: *Active Shooter: Information and Training You Should Know* workshop, presented by Chief George W. Gast of the Niagara Frontier Transportation Authority Police Department (29 employees attended); *Adult Content Materials Training* for Crane Branch Library staff, virtually hosted by Assistant Deputy Director/Workforce Development Officer **Doreen Woods**; and the Public Library Administrator's Certificate Program (PLACP).
- Grosvenor Room Librarian **Sue Cutrona** became a Certified Archivist after passing the Academy of Certified Archivists' exam.
- Staff attended programs and conferences outside the B&ECPL including: *You Can't Teach Nice: Retail Management Strategies for Enhanced Library Customer Service* presented by WNYLRC; *Erie County Personnel's Effective Supervisory Practices* course being held weekly from September 23 - December 9, 2015 (4 staff attended); and 2 librarians began a 10-week online course *Teaching Skills for Librarians*, conducted by The College of St. Rose in cooperation with the New York Library Association. Staff continued to pursue webinar training opportunities on topics such as *Letting the Genie Out of the Bottle: Getting the Most from Your Library's Relationship with Genealogists*, presented by Georgia Public Library Service; *Rainbow Family Connections: Embracing LGBTQ Families at Your Library*, presented by WebJunction; *How Can I Use Technology to Improve Learning?* presented by Magna Publications; *Music Cataloging Basics*, presented by ALA; *OCLC Update* sponsored by OCLC and WNYLRC; *Linked Data 101: Introduction to Linked Data*; three online training courses sponsored by Ingram, including *Duplications*, *Customization and Settings*, and *Order Management*; and *Parent Education and Story Time Training for Children's Staff and Volunteers*, presented by Youth Services Consultants Valle Blair of the Chautauqua - Cattaraugus Library System and Lori Brown of the Southern Tier Library System at the Cuba

Circulating Library. A total of 31 different webinars were viewed by staff from the Central, Buffalo Branch, and contracting libraries.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Photo Shoot – Mary Jean Jakubowski	Finnish Artist Creates Installation at Central Library	The Buffalo News, article and photos – September 23 <sup>rd</sup>
AM Buffalo – Taping – Mary Jean Jakubowski	Hispanic Heritage Month	WKBW TV – Channel 7, aired the week of September 28 <sup>th</sup>
WBFO Radio Interview – Taping - Carol Batt	eBook Trends	Air date TBA
Photos/Story – Bullying Stops Here – Live! and Batman Day	Superheroes and Anti-bullying Kick-off Programs at the Library	The Buffalo News, article and photos – September 27 <sup>th</sup>
Channel 2/ Weekend Daybreak Program Taping – Mary Jean Jakubowski and Sean Goodrich from the TechKnow Lab Team	Launch Pad MakerSpace Activities Central Library	WGRZ - TV Channel 2 , Sunday, September 20 <sup>th</sup>
TWAC – This Week @ Central sent to all media - Sept. 4, 14, 21, 28	Weekly Programs Taking Place @ Central Library	Various programs picked up by the media including Bullying Stops Here – Live in the Refresh section of the Buffalo News
Article	Joy Testa Cinquino was one of 26 local women featured “Most Influential Women in Buffalo” in Business First of Buffalo	Business First, September 18 <sup>th</sup>
The Challenger	On The Front Line - Town Hall Meeting at MRW	September 16 <sup>th</sup>
The Criterion	Shahid Muhammad “Math Doctor” Speaks at MRW	September 12 <sup>th</sup> -18 <sup>th</sup> , Vol. 90 No. 35
Riverside Review	Tax Assistance; Family Story Time; Computer Classes	September 15 <sup>th</sup> & 29 <sup>th</sup>

***Highlights:***

- Generic Library billboards were posted and radio spots aired on Entercom radio stations in September encouraging library use and obtaining library cards.

**8. Partnerships**

- No report.

**9. Planning for the Future**

- No report.

**10. Director Activities**

**Meetings and Events:**

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
September 2015**

DATE	MEETING / EVENT
September 1, 2015	Meeting - Milestones of Science (MOS)
September 1, 2015	Meeting - Joy Testa Cinquino
September 1, 2015	Conference Call - NewsBank
September 8, 2015	Meeting - Jeannine Doyle and Kristin Klein Wheaton - ECC
September 8, 2015	Conference Call - Public Library System Directors Organization and NYS Division of Library Development
September 9, 2015	Meeting - Managers & Directors
September 9, 2015	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
September 9, 2015	Meeting - Kenneth Stone and Chip Campbell, Re: Elevator
September 9, 2015	Meeting - MOS Reception
September 9, 2015	Meeting - Association of Contracting Library Trustees (ACT) Board
September 10, 2015	Meeting - MOS
September 10, 2015	Conference Call - Jeff Cannell, Deputy Commissioner of Cultural Education, and Bernard Margolis, New York State Librarian
September 10, 2015	Meeting - B&ECPL Executive Committee
September 11, 2015	Meeting - James Hearn, Erie County, and Chip Campbell, Re: MOS Banner

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September 11, 2015	Meeting - City of Buffalo Department of Public Works and Office of Strategic Planning, Re: North Park Library Lease Renewal
September 11, 2015	Meeting - Maureen Germaine
September 11, 2015	Meeting - Joy Testa Cinquino
September 11, 2015	Conference Call - New York State Library Association Conference Preparations Sara Kelly Johns
September 14, 2015	Meeting - RFP Presentations
September 14, 2015	Meeting - Patrick Ravines, Buffalo State Art Conservation, and Patrick Martin, Riverrun Foundation
September 14, 2015	Meeting - MOS Potential Sponsor
September 14, 2015	Conference Call - Library Foundation Board Member
September 15, 2015	Meeting - Joy Testa Cinquino and Maureen Germaine, Re: Volunteer Policy/Process
September 15, 2015	Meeting - Gerald Nichols, Director, Palmer Institute for Public Library Organization and Management
September 15, 2015	Event - Hispanic Heritage Month Kick-off
September 15, 2015	Event - Public Library Administration Certificate Program Graduation Reception
September 16, 2015	Meeting - Administrative Team
September 16, 2015	Meeting - RFP Presentation
September 16, 2015	Media Event - Channel 2 - Launch Pad Tour and Demonstration
September 16, 2015	Event - Hamburg Public Library Grand Reopening Celebration
September 17, 2015	Event - Business First Women of Influence Luncheon Award Ceremony
September 17, 2015	Event - Hamburg Public Library Grand Reopening Ribbon Cutting Ceremony
September 17, 2015	Meeting - B&ECPL Board of Trustees
September 17, 2015	Meeting - B&ECPL Board of Trustees Governance Committee
September 18, 2015	Conference Call - Regents Advisory Committee
September 18, 2015	Meeting - Pat Covley and Dawn Peters, Re: Bookmobile
September 18, 2015	Meeting - Ken Stone, Re: New NYSERS Employer Contribution Rates
September 22, 2015	Event - Public Art Photo Shoot with Albright-Knox Art Gallery
September 22, 2015	Event - Brian Higgins, NYS Congressman
September 22, 2015	Conference Call - Reference USA
September 23, 2015	Meeting - Carol Batt and Ken Stone
September 23, 2015	Meeting - Jason Aronoff, Town of Tonawanda Public Library Board of Trustees
September 23, 2015	Conference Call - Patrick Martin, Esq.
September 23, 2015	Conference Call - NewsBank
September 24, 2015	Meeting - Mark Kross, Re: File Archive
September 24, 2015	Conference Call - Patrick Martin and Robert Patterson, Jaeckle Fleischmann & Mugel, LLP
September 24, 2015	Meeting - Grand Island Memorial Library Board of Trustees
September 25, 2015	Media Event - AM Buffalo, Re: Hispanic Heritage Month
September 25, 2015	Event - Employee Retirement

September 28, 2015	Meeting - Meg Cheman, Riverrun Internship - Buffalo State / B&ECPL
September 28, 2015	Conference Call - DLD M/WBE Construction Grants
September 29, 2015	Meeting - Re: Fables
September 29, 2015	Meeting - Steve Powell, Lawley Insurance
September 29, 2015	Meeting - MOS Production
September 29, 2015	Conference Call - Sharon Thomas, Trustee, B&ECPL Board of Trustees
September 30, 2015	Meeting - Ken Stone, Re: Lease
September 30, 2015	Meeting - B&ECPL Board of Trustees Buffalo Library Services Committee

**Other:**

**Contracting Member Library Activity Reports**

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

Highlights of events and activities at the Collins Public Library:

**September**

- On September 14<sup>th</sup>, we had the first meeting of our monthly Lego Club with nearly 30 children and adults in attendance. The children made a wide array of items from houses to vehicles. We will invest in more Legos soon with the support of the Friends of the Collins Public Library group, who will generously be purchasing more.
- The Friends of the Collins Public Library held their annual Book Sale, Bake Sale, and Chinese Auction Basket Raffle from September 17<sup>th</sup> – 19<sup>th</sup>. We are lucky to have such a bighearted community that donated 65 baskets for the raffle, not to mention books and baked goods for our sale.
- The evening of September 18<sup>th</sup> we had 175 guests show up to see Paul Zittel and Pure Country, a local band, performing as part of our Music in the Library series. They took requests from the crowd all night and kept the classic country going.
- We held our first meeting of our monthly Craft Club for ages 4-12 on September 28<sup>th</sup>. The kids made various crafts, such as beaded apples to a back-to-school wreath made of crayons. This was great for crafters with a wide range of interests and abilities, and the kids had a lot of fun!
- WNY Office of People with Developmental Disabilities used our meeting room for Expressive Arts for Individuals with Developmental Disabilities on September 21<sup>st</sup> for 10 people. We anticipate working with them again soon.

**October**

- We begin the first session of Toddler Time for little ones this month, and are excited to offer more programming for our pre-readers. We have 6 toddlers

signed up, and expect word to spread and more to be in our second session next month.

- Buffalo Animal Adventures will hold a special program October 5<sup>th</sup> for our community with an Around the World Safari! This was funded by a sale of bookmarks handmade and donated by patron Judy Lemk.
- The Collins 50+ Seniors group will be screening *The One Hundred Foot Journey* for the community and providing popcorn on the first Friday of the month.
- October's Book Club selection is *A Train in Winter* by Caroline Moorehead, a true look at lives of some women in the French Resistance sent to Auschwitz; they plan to have an interesting and dynamic discussion.
- Our Lego Club will be meeting again on October 19<sup>th</sup> and we look forward to another crowd! We will have some new Legos in, and hope to be able to host more children.
- On October 22<sup>nd</sup> we will join libraries across the country as we "Read for the Record," reading *Not Norman: a Goldfish Story* by Kelly Bennett. We will also have an engaging craft for the kids after the story.
- On October 26<sup>th</sup>, our Craft Club will be making some monster and pumpkin crafts for Halloween! Some highlights include monster origami bookmarks, pumpkin lanterns, and owls made from ripped construction paper.
- On October 27<sup>th</sup> we will have a Computer Basics class, the first in a series for beginning computer users in our community over the next few months. Future sessions will be held for beginner Internet use and editing digital photos.

**West Seneca Public Library** – submitted by Kathleen J. Goodrich, Director

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

- The West Seneca Public Library was awarded \$439,018 by the New York State Education Department/New York State Library for Public Library Construction Grant Program for our library expansion project.
- On Wednesday, September 30, 2015, the Friends of the West Seneca Public Library held a presentation of the WNY Local History Book Collection. The Friends of the West Seneca Public Library donated money to purchase books on local history. Celebrity readers include: Sheila Meegan (Town Supervisor), Gene Hart (Town Council), Bill Josefiak (West Seneca Public Library Board President) and Danny Neaverth (local DJ).
- The 2<sup>nd</sup> Annual West Seneca Schools Library Card Sign-Up Contest began in September and will run until October 31<sup>st</sup>. The West Seneca school that has the most students registered for library cards will win \$100 towards books for their school library (donated by the Friends of the West Seneca Public Library).
- The West Seneca Public Library participated in Battle of the Books.
- Two awards were presented to the West Seneca Public Library:

- Hodgson Russ Excellence in Collaboration 2014 – 2015 -  
(along with Raising Readers Western New York and West Seneca School District);
- West Seneca Teachers Association – Friend of Education Award -  
Given to Kathy Goodrich, Emily Moser, and the West Seneca Public Library  
“In recognition for your countless efforts for the students, staff and community of West Seneca.”

Agenda Item G – Report of the Foundation. Anne Conable reported trustees of the Library Foundation of Buffalo & Erie County met October 14, 2015. They are in a rebuild status at this time. As of yesterday, the following officers were elected: Jack Connors, President, and Wayne Wisbaum, Vice President. At future meetings, the Library Foundation will be coming to the System Board on several items for discussion and approval.

Mr. Wisbaum, as Library Foundation Vice President, added further comment. He spoke on fundraising, energizing and recharging the Foundation, the many attributes of the new Library Foundation President Jack Connors, and thanked Library staff.

Agenda Item H – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. William Josefiak reiterated appreciation for monies being redistributed to East Aurora, Elma, Marilla and West Seneca Libraries thanks to Legislator Joseph Lorigo.

Agenda Item I – Public Comment. None.

Agenda Item J – Unfinished Business. There was no unfinished business.

Agenda Item K – New Business. There was no new business.

There being no further business, on motion by Trustee Kelly with a second by Trustee Vincent, the meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary