ECLEG JUN10'16 PM12:54

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, June 16, 2016
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 May 19, 2016 **ACTION**

D. Report of the Chair **INFORMATION**

E. Committee Reports

1. Joint Executive Committee & Planning Committee **INFORMATION**

2. Budget and Finance Committee

a. Res. 2016-22 — Authorize Chair to Execute 2016 Contracts with Contracting Libraries **ACTION**

b. Monthly Financial Report **INFORMATION**

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. 2016-23 — Approve 2017-2021 Five Year Library System Plan of Service **ACTION**

2. Res. 2016-24 — Approve 2017-2021 Central Library Plan **ACTION**

K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 19, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, May 19, 2016, at the East Delavan Branch Library pursuant to due notice to trustees. The following members were present:

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

Chair Frank Housh called the meeting to order at 4:05 p.m. in the East Delavan Branch Library community room. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. The agenda was approved as mailed.

Agenda Item C – Minutes of the Meeting of April 21, 2016. On motion by Mr. Johnson, seconded by Ms. Horton, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh thanked the East Delavan Branch Library for hosting the meeting and Buffalo Branches – Manager Linda Rizzo offered a tour of the branch following the meeting. Mr. Gist commented he feels the branch needs some upgrades. Director Jakubowski acknowledged together with the City of Buffalo, upgrades including an elevator and a number of ADA-related improvements are being worked on. Once complete, this library is on the list for a facelift to create a more comfortable, warm, and welcoming environment. Mr. Johnson inquired if funds from the New York Power Authority (NYPA) to change lights out to LED fixtures were ever asked for. Director Jakubowski conveyed the Library has and continues to explore

different energy programs. Mr. Stone added NYPA does not have a small business program, but National Grid does, and the Library is exploring some of those programs.

Agenda Item D.1 – Fables Management Change. Chair Housh recognized Fables Café owner Oded Rauvenpour and Tara McKenna who were present. Chair Housh explained due to a personal matter concerning Mr. Rauvenpour's family, there will be a change in management of Fables Café, transferring a percentage of ownership to Tara McKenna and her fiancé. Chair Housh shared this has been discussed at length and pointed out this is an informational item that does not require Board action. Ms. McKenna will serve as Fables Café Manager and was called upon to present trustees with her employment history; she remarked customer service is her specialty. They will be working towards increasing catering. Trustee Gist inquired how Fables Café's business is doing and is it what they expected. Mr. Rauvenpour commented the business is doing well, catering can be improved, customer service can be improved, the quality of the space is fine, and the quality of the food is fine. He stated what they have learned this year is that Fables Café needs an owner operator, someone that can communicate with the people that work here in a sincere way. Discussion ensued; Mr. Rauvenpour will be working with Ms. McKenna for another month, and he will follow up and reassess the business in December. Chair Housh and Director Jakubowski expressed best wishes on behalf of the Board and staff to Mr. Rauvenpour and his family.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Chair Housh summarized the Executive Committee meeting of May 12, 2016 and entertained a motion to have the written report entered into the Minutes. Ms. Vincent moved, Ms. Burd seconded, and this was unanimously approved.

> Present: Chairman Frank Housh, Committee members Michael Amodeo and Sheldon Berlow along with ex officio member Ted Johnson. Also present was Library Director Mary Jean Jakubowski and Deputy Director - Chief Financial Officer Kenneth Stone.
>
> The Executive Committee meeting began at 4:40 p.m. in the Joseph B. Rounds Conference Room of the Central Library.
>
> The proposed agenda for the May 19, 2016 meeting of the Board of Trustees was reviewed.
>
> Chairman Housh discussed the upcoming change in management of Fables Café. The change comes as the current owner/manager, Oded Rauvenpour, will be attending to personal responsibilities. The new onsite manager, Tara

McKenna, who has worked for Mr. Ravenpour at the Falafel Bar as well as Fables, will have a small ownership in the Café. She will be introduced at the May 19th Board meeting. Pursuant to discussions with Library Counsel, the Board does not have to vote on this measure. Introductions are being done as a courtesy and for informational purposes. Discussion ensued.

Deputy Director Stone reviewed the monthly financials along with Resolution 2016-19 Securing Cyber Liability Insurance Coverage. Discussion ensued.

Director Jakubowski reported on the other 2 proposed resolutions which include appointment of a Records Management Officer and Freedom of Information Law Officer.

The Executive Committee meeting adjourned at 5:00 p.m.

Before going on to the next agenda item, Chair Housh reminded trustees to *Save the Date* for the B&ECPL's Fundraising Gala *Celebrating Our Milestones – 180 Years of Books, History & Community* on December 2, 2016 to be held at the downtown Central Library. Trustee Wayne Wisbaum and his wife Janet will be honored with the inaugural "Grosvenor Medal" – named after Seth Grosvenor who was a major library supporter who was considered to be "Buffalo's greatest benefactor" in the 1800's. He noted the Wisbaums have been champions of the Library and its services. He spoke of Mr. Wisbaum being irreplaceable to the B&ECPL and Library Foundation of Buffalo & Erie County. Chair Housh asked for 100% Board support for the Gala.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Securing Cyber Liability Insurance Coverage. Deputy Director - CFO Kenneth Stone introduced this resolution explaining it allows the Library to procure Cyber Liability coverage which protects the organization. In response to Mr. Gist's question, Mr. Stone replied this is new, additional coverage. Ms. Berens Bucki moved for approval. Mr. Gist seconded, and approval was unanimous.

RESOLUTION 2016-19

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) periodically assesses opportunities to offset some of its risk exposure through purchase of insurance products, and

WHEREAS, earlier this year, the B&ECPL undertook such a review working in cooperation with Lawley Insurance, the B&ECPL's broker of record, and

WHEREAS, Lawley surveyed the insurance market for cyber liability (privacy

and network) insurance coverage for the library operations at all 37 B&ECPL libraries, and

WHEREAS, this would provide coverage for privacy liability, network security liability, network extortion, as well as a database breach fund, and

WHEREAS, the insurance would substantially increase the minimal network security/unauthorized access liability coverage and customer privacy breach notification coverage that is currently included as part of the Directors and Officers Insurance policy, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute the necessary documents to secure cyber liability (privacy and network) coverage for library operations at all 37 B&ECPL locations with the policy aggregate limit liability of $3,000,000 and $25,000 deductibles, at a cost not to exceed $15,000 for the first year, and be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to implement budget transfers within the 2016 Library Operating Budget needed to implement the first year coverage, and be it finally

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute policy renewals in subsequent years subject to the constraints of the budgeted total for said services.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the year as of March 31, 2016 month-end close was included in the Board packet. The report also detailed monthly activity for January, February and March. Mr. Stone stated the Library is well within budget pointing out the continuing surprise is that utilities are still performing below where they were at the same time last year; this and turnover savings are the two major keys.

Agenda Item F – Report of the Director. Director Jakubowski shared with trustees a copy of the May 6th *Buffalo Business First People on the Move* page in which the 2016 B&ECPL Board of Trustees Officers were announced.

Director Jakubowski was pleased to announce the "christening" of the B&ECPL's new bookmobile occurred earlier that day with several elected officials, trustees, and much of the media present. She touted what a wonderful event this was, and shared a copy of the May 19th *Buffalo News* article "Erie County library charts a new path" written by Sandra Tan.

Trustees were reminded that Sharon Thomas, B&ECPL Board of Trustees - Trustee Emerita, posthumously, was being honored by the Bar Association of Erie County with

an Award of Merit on Wednesday, June 8, 2016 at Kleinhans Music Hall. Director Jakubowski will be representing the B&ECPL; anyone that wishes to attend is to notify her by May 31st.

Posters for the Chairman's Book Club were available for trustee distribution. Chair Housh has and will again be on WUFO radio Conversations with Jim Anderson regarding this event. Trustee Gist inquired how the first book [*Between the World and Me*] was chosen. Chair Housh conveyed he looked for books that raised important issues in society that would be subjects of good discussion. He felt this first book was a good choice because it has received so much press, won a National Book Award, and has already been the subject of much discussion.

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

B&ECPL Monthly Report
April 2016

Congratulations: Congratulations to Buffalo & Erie County Public Library (B&ECPL) System Trustee Emeritus Jack Connors on receiving St. Bonaventure University's Gaudete Medal. St. Bonaventure's Gaudete (gow-DAY-tay) Medal honors business and community leaders who exemplify the spirit of St. Francis of Assisi through their joy, hope, positive outlook on life, sincerely compassionate spirit, and desire to serve humankind. Recipients of the Gaudete, which means "Rejoice" in Latin, have inspired, encouraged, and enlightened others through their personal and professional lives. Mr. Connors, President - *Buffalo Business First*, currently serves on the Hamburg Public Library Board of Trustees.

Library Gala: Save the date! B&ECPL's black-tie fundraising Gala is confirmed for Friday, December 2, 2016 at the Central Library. The event: "Celebrating Our Milestones - 180 Years of Books, History & Community" will honor B&ECPL System Trustee Wayne Wisbaum and his wife Janet with the first ever "Seth Grosvenor" Medal for Leadership.

A volunteer planning committee is meeting monthly. Anyone interested in joining the planning committee, please contact **Joy Testa Cinquino**, Development and Communications Officer, at (716) 858-7182. The event is presented by the B&ECPL and the Library Foundation of Buffalo & Erie County.

B&ECPL's 2nd Annual Health Fair: Positive Steps: Health and Wellness Fair was held on April 20th. The events, which focused on ways individuals can take action to improve their health, brought 30+ local agencies, clubs, and organizations to the downtown Central Library. Catholic Health provided free screening for cholesterol,

blood pressure, and body mass index. ECC School of Dental Hygiene and UB's Smile Team offered information and free toothpaste, toothbrushes, and dental floss. Good nutrition was promoted by Trocaire College's Nutrition and Dietetics program whose director, Nicole Klem, provided fair-goers with a tasty lunch of turkey-lentil sliders with salad and fresh fruit. Cornell Cooperative Extension of Erie County's Eat Smart New York program showed sugar content in popular beverages and provided great information about choosing healthful foods. Fair goers were also treated to free chair massages, given an opportunity to make a healthy smoothie by riding GoBike Buffalo's "Fender Blender," and asked for their impressions of the fair at the Launch Pad's Video Feedback Booth. Keynote speaker Dr. Gale Burstein, Erie County Commissioner of Health, spoke about Erie County's opioid epidemic and what community members can do. Other speakers included Kelly Marie from Front Seat Chronicles: The Hope Movement, and Greg Bodeker from Mindgardens, LLC. The Wellness Institute of Greater Buffalo closed the event by kicking off their 40 Million Steps community wellness campaign. Fair-goers and exhibitors alike were invited to participate in a 30 minute guided fitness walk starting at the front of the Central Library and up Main Street immediately following the event.

It is estimated the Fair brought 300+ participants. Information Services and Outreach Librarian **Renée Masters** planned and managed the event with the help of Information Services and Outreach Librarian **Jennifer Morris** and Graphics Department support from **Dawn Stanton**, **Darlene Pennachi**, and **Shondl Murphy.**

Second Annual Robotics Challenge: Information Services and Outreach Supervisor **Daniel Caufield** helped coordinate the second annual Vex IQ Robot Challenge, April 30th, sponsored by iDesign Solutions and moderated by Scott Read of iDesign Solutions. Middle and high school teams from around Erie County came to the Central Library to compete in the Vex IQ Robot Challenge. Vex IQ robots are a system of robots that tweens and teens can build and program to perform specific tasks. This competition required teams to build robots that maneuver a 4' x 8' playing field, collect plastic balls, and lift them or shoot them over beams or into baskets for points. Ten teams participated in the challenge and the team from Saint John's from Alden, New York was the winner.

John J. Audubon's *Birds of America* Volume 2 April 26th – 28th: On April 26th, Volume 2 of Audubon's *Birds of America* was returned fully conserved by Etherington Conservation Services (ECS). After a full inspection of Volume 2, Volume 3 of the *Birds* departed on the 28th for similar treatment by ECS. The work done to Volume 2 is exemplary and exceeded our expectations. Plates from Volume 2 will be placed in rotation for exhibit in the Special Collections Department of the downtown Central Library.

Shakespeare Happenings:

- Shakespeare experts Roger Chartier and Peter Stallybrass from the University of Pennsylvania provided a presentation on the way Shakespeare worked – his writing style and mythologies. The program was made possible through *Buffalo Bard* – a year-long collaboration with the University at Buffalo and multiple local partners.

- On April 23rd, the downtown Central Library presented "A Pageant of Shakespearean Proportions!," attended by over 100 people, celebrating the Bard's 452nd birthday, which featured Shakespeare-inspired performances by Peace of the City, Buffalo Seminary, Nardin Academy, and Buffalo Academy of Visual & Performing Arts, plus the premiere of the Library's new theatrical offering for high school field trips, *Shakespeare & Galileo*, a professionally staged reading. This will be offered free on selected field trip dates through 2016. Board Chair Frank Housh welcomed everyone to the event.

James Baldwin's America Discussion Group: James Baldwin's America Discussion Groups were held on April 5th and April 19th at the Frank E. Merriweather, Jr. Library. The program was facilitated by Dr. Erika Gault of Hilbert College. Sixty-three patrons participated in the sessions including Branch Manager **Gwen Collier**.

New Services/Programs:

- **Sensory Story Time** - Children's Services Librarian **Maria Lowe** and Children's Services Manager **Kathryn Galvin** presented the first Sensory Story Time at the Central Library. This story time is specifically targeted to children on the autism spectrum and any others whose needs may not be met through traditional story time procedures. Working with Kathy Ralabate Doody, PhD, Assistant Professor of Exceptional Education and Coordinator of the Early Childhood Students with Disabilities Program at Buffalo State College, and Jana Mertz, MBA, Program Coordinator for the Autism Spectrum Disorder Center of Women and Children's Hospital of Buffalo, Children's Services staff has been trained and will present programming regularly. In addition, Dr. Doody and Ms. Mertz shared a social story they created to prepare children for a trip to the library which is now posted on the Library Parent's Page under Library Events. http://www.buffalolib.org/content/parents-place/library-events-suggested-reading-etc .

- ***1000 Books Before Kindergarten*** **– Kathryn Galvin** announced the Library's participation in the *1000 Books Before Kindergarten* program at the April 13th Managers/Directors meeting. *1000 Books Before Kindergarten* is a national reading foundation that promotes reading with newborns, infants, and toddlers and

encourages parent and child bonding through reading. Parents and caregivers are encouraged to read with their children with a goal of reading 1000 books before kindergarten. B&ECPL's libraries support this program in various ways including but not limited to providing books, suggested reading lists, creating reading logs, and supporting/providing incentives such as stickers and recognition events. *1000 Books Before Kindergarten* also has an APP parents can use to keep track of their children's reading. Promotional materials are being sent to all B&ECPL libraries in support of this program.

- **Teen Manga Club** - Children's Services Librarian **Danielle Burning** hosted the first Teen Manga Club meeting at the downtown Central Library. Attendees discussed their likes and dislikes in Manga and Anime. The club will meet monthly.

- **"Google Translate"** - has been integrated into the Library's website and online catalog to facilitate use by non-English or limited-English speaking persons. This multilingual free translation service provided by Google currently supports over 100 languages including Spanish, Somali, and Arabic.

- **"Google Earth"** - for Desktop has been installed on all B&ECPL public computers. This free application, also made available by Google, allows users to view satellite imagery, maps terrain, 3D buildings, space galaxies, and ocean depths.

Monthly Programming Statistics – April 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	215	771	5289	17152
Children (age 6-12)	135	531	3023	8708
Teens	29	93	470	1184
Intergenerational	136	455	3849	10987
Adults (excludes Technology)	230	877	4881	14303
TOTAL In Library Programs	745	2727	17512	52334

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	15	76	15	76
Teens	58	210	58	245
Intergenerational	0	0	0	0
Adults (excludes Technology)	184	569	184	578
TOTAL In Library Programs	257	855	257	899

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	8	33	34	127
System or Library-owned Cyber Train	18	75	106	569
One on One	64	269	81	367
TOTAL Adult Technology	90	377	221	1063

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	3	14	117	546
Children (age 6-12)	3	14	111	573
Teens	0	3	0	182
Intergenerational	9	18	1594	2602
Adults (excludes Technology)	14	46	525	1958
TOTAL Outreach (out of Library)	29	95	2347	5861

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	11	68	161	1129
Adult Services	7	19	147	301
Launch Pad/TechKnow Lab	6	21	64	211
Development/Communications	7	25	21	358
Grosvenor Room	1	8	15	50
TOTAL	32	141	408	2049

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2872	10228	
Visitors - Tour/Program	357	1369	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	3229	11597	21131

Highlights:

- April 5th – Information Services Librarian **Andrew Maines** taught a resume writing class for 50 inmates at the Gowanda State Correctional Facility as part of the workforce training program running through Erie County prisons and institutions partnering with B&ECPL. Mr. Maines repeated the program at the Wende State Correctional Facility on April 28th for 25 inmates.

- April 8th – Twelve clients from Lakeshore Behavioral Health, Inc. toured the downtown Central Library. This particular program endeavors to assist individuals who have difficulty finding employment. The tour included general library resources, Rare Book Room exhibit, Mark Twain Room, Milestones of Science exhibit, and concluded with a demonstration of online job and career resources available through the Library. The group chaperone, Dave Edgerton, exclaimed: "wow, just wow, I never knew the Library had so much to offer." The tour was arranged and led by **Renée Masters**.

- April 12th – Children's Service Librarians **Danielle Burning** and **Erin Burke** conducted a class visit for 2 ninth grade classes from East Aurora High School. The 39 students received a tour of the Milestones of Science and participated in a *Medical Curiosities* program. During the *Medical Curiosities* program students tried to guess which old time remedies were thought to be real and which were made up. Broken into 2 small groups, one tried to put together a model of a brain and skull while the other group was given an ailment and had to try to find an old time cure. The *Medical Curiosities* program reinforced what students learned in the MOS tour emphasizing the contributions of scientists such as Jenner, Vesalius, and Gassner.

- April 13th – Grosvenor Room Librarian **Rhonda Konig** coordinated a program by local artist, historian, and genealogist Dana Saylor. Her talk was called *Living History: Italian Roots, Modern Experiences.* Ms. Saylor discussed her recent trip to her ancestral hometown in Lazio, Italy where she met her cousins who speak an ancient dialect and tend to the family olive groves. She offered suggestions to the audience on family history research methods, as well as travel tips for the

frugal. The program was co-sponsored by the Italian Genealogy Society of Western New York (IGSWNY) and the Western New York Genealogical Society (WNYGS). Genealogy specialist Jennifer Liber Raines from WNYGS and Italian genealogy specialist Angelo Coniglio from IGSWNY hosted information tables at the event.

- April 21st – Earth Day Celebration. Information Services and Outreach Librarian **Tim Galvin** arranged the appearance of Emma Kyte, Outreach Worker from New Buffalo Impact, Inc. In honor of Earth Day, Emma spoke about global climate change and home energy conservation in the Central Library's Ring of Knowledge. After the presentation, **Daniel Caufield** led a tour of attendees through the Milestones of Science exhibit and related many of the MOS scientists such as Torrielli and Bernoulli to the observations being made in Ms. Kyte's presentation.

- April 22nd – Launch Pad Manager **Jordan Smith** and Library Associate **Sean Goodrich** introduced 4 student volunteers and 1 chaperone from Buffalo Academy of the Sacred Heart to downtown Central Library's MakerSpace: the Launch Pad. The volunteers worked in the Launch Pad as part of their 11th Annual Day of Sharing. **Renée Masters** provided a tour of the Central Library including the Milestones of Science exhibit for students and their teacher.

- April 28th – Love Your Library Month culminated in the "Love Libraries? Love Pizza! Party" on April 28th. During the month of April children were invited to complete the "What Do Kids Think?" survey, which asked their opinion about the Library, its services, and how it could be improved. Fifty surveys were submitted throughout the month. Children's Services Librarian **Mary Ann Budny** and Children's Services Manager **Kathryn Galvin** coordinated the party.

- April 28th – **Renée Masters** represented the Library System at the Erie I BOCES Employee Wellness Day held at the BOCES center in West Seneca. Forty BOCES employees took the time to complete the Health Information Challenge. None of the participants had ever used MedlinePlus.gov to find health information prior to this experience. Many employees were also interested in visiting the Milestones of Science exhibit and the Launch Pad after talking to Renee.

- April 30th – Children's Services staff participated in the Día de los Niños/Día de los Libros program at the downtown Central Library. Children and their families had the opportunity to participate in several cultural and literacy related activities such as the "Reading Throne" where children made themselves a crown, then donned a royal cape and scepter, and sat on the throne (an elevated armchair) to have their picture taken with a book of their choice. Participants in

the Miss Borinquen of Western New York Leadership Development Program assisted with the activities.

- April 30th – Launch Pad UB LIS Practicum Student George Tocco hosted an mDrawBots Program with 26 attendees. Participants learned how to use the mDrawBot, a robotic arm that works with mDraw software, to draw pictures and designs.

- April – Six technology training classes have been held in the downtown Central Library's TechKnow Lab, with TechKnow Lab staff conducting an additional 17 classes throughout the System. In addition, TechKnow Lab staff carried out 43 appointments for Book a Technology Trainer throughout the System (including the Central Library).

- April – Children's Services Librarian **John Gaff** welcomed the Elmwood Village Charter School Clubhouse of the Boys & Girls Club to the Central Library each Monday of the Month for hands-on STEM (Science, Technology, Engineering and Mathematics) programming. The clubhouse spent time in the Milestones of Science STEM Learning Center where the activities continue to offer a creative outlet for youth across the City of Buffalo in which critical thinking skills are developed.

Milestones of Science: Books That Shook the World!

Highlights:

- April 19th – To coincide with the Milestones of Science exhibit, the book *The Sixth Extinction* by Elizabeth Kolbert was discussed for this month's Literally Speaking. The book discusses many of the scientists in the exhibit, including Cuvier and Darwin, and presents a present day understanding of the many theories and discoveries of the past.

2. Collection Development

Collection Development – April 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,919	12,053	189	785	527,361
Young Adult Print	657	2,398	84	409	71,357
Adult Print	5,414	17,605	975	2,975	1,866,652
Media	3,562	16,419	604	1,490	506,658
Other*	3,262	13,563	14	230	202,771
Subtotal	15,814	62,038	1,866	5,889	3,174,799

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	519	2,294	312	1,428	36,595*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	62	244	56	212	7,605
e-Videos	0	0	0	0	99** +Moving Image Archive Library
Subtotal	581	2,538	368	1,640	44,299

*Includes 428 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	16,395	64,576	2,234	7,529	3,219,098

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	562	4.6%	559	71.4%
Staff Initiated	91	0.0%	91	84.6%

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

Highlights:

- Interest in downloadable eBooks and eAudiobooks remains strong. A total of 34,689 Overdrive eBooks circulated in April. Collection Development Manager **Kelly Donovan** has been working with Overdrive personnel to highlight collections of titles of interest to B&ECPL patrons.

- Freegal Music continues to be a popular choice for B&ECPL patrons. In April, 745 users downloaded a total of 7,717 titles.

- In April, 1,074 unique visitors from 16 countries including but not limited to Brunei, France, India, Japan, Kenya, Pakistan and Sweden viewed the Library's Subject Guides (http://bit.ly/1BgHwzj).

3. Technology

Technology – April 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	655,496	2,583,260
Online Catalog	905,009	3,355,927

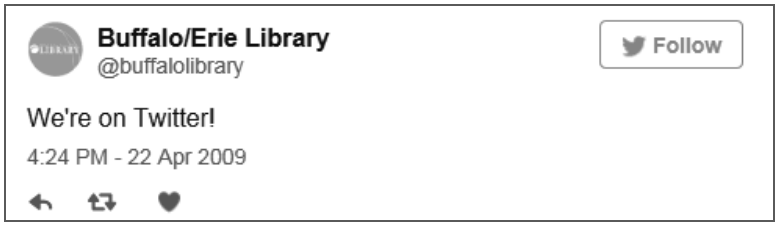
Social Networking:

	Monthly Staff Activity[1]	YTD Staff Activity	Monthly Public Activity[2]	YTD Public Activity	Monthly New Followers	Total Followers[3]
Facebook	129	447	3,000	11,831	86	6,464
Flickr	0	73	11,209	49,823	0	52
Instagram	31	122	751	3,147	33	734
Pinterest	110	243	678	2,010	17	1,269
Tumblr	3	11	9	25	4	119
Twitter	154	581	942	3,019	82	8,645
YouTube	1	7	958	3,081	1	122
Total	428	1,484	17,547	72,936	223	17,405

[1]Number of posts, pins, tweets, videos, etc., created by staff
[2]Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public
[3]Total number of followers at end of month

April Social Networking Highlights:

- The Library's most significant plunge into the world of social networking began with the microblogging service Twitter. On April 22, 2009, @buffalolibrary's first Tweet announced "We're on Twitter!" Seven years later, the site (https://twitter.com/buffalolibrary) has gained more followers than all the Library's other social media outlets, ending the month with 8,645. It continues to be used to highlight programs and collections, and tirelessly advocates for libraries.



Highlights:

- **Next-Generation ILS Implementation Begins:** With the work of the ILS Evaluation and Task Force Teams completed, focus shifted to the implementation of the SirsiDynix BLUEcloud suite of products and other new features in April. A Project Manager has been assigned to the B&ECPL and planning is in progress for Enterprise, the enhanced discovery portal and online catalog that will eventually provide one-click access to eBooks and eAudiobooks, in addition to full-text articles.

4. Funding/Fundraising

Funding:

- The Library submitted funding requests under the Federal "e-Rate" program for telecommunications and Internet access services in the next funding year, July 1, 2016 – June 30, 2017.

  A total of $394,937.53 in funding was requested to support the following vital services:
  - Internet access for the entire System (500 Mbps bandwidth – moved through the Central Library and then via a fiber based Wide Area Network (WAN), to the 36 library outlets);
  - Fiber optic connections for the WAN to all libraries, with bandwidth of 30 Mbps for most locations; 40 Mbps for the East Delavan, Kenmore and

Niagara Libraries; 50 Mbps to the Merriweather Library; all connecting to the Central Library using bandwidth of up to 1.13 Gbps;
- 4G LTE wireless hotspot service for the Library's new bookmobile;
- Voice telephone service for all Buffalo branch and contracting member libraries and part of the Central Library; and
- Wireless voice phone service [total of 3 lines].

In 2016-2017, the e-Rate program will fund 90% for eligible Wide Area Network/Internet Access expense and 50% for eligible plain old telephone service (POTS) (most of these services are eligible). Funding for POTS is being phased out, with the 50% funding this cycle decreasing to 30% in 2017-18; 10% in 2018-19, and 0% in 2019-20 and beyond.

Including current year projections and requested 2016-17 funding, since its inception in 1998, the e-Rate program will have provided nearly $4.8 million to support Library telecommunications, Internet access, as well as data related equipment/infrastructure.

Fundraising:

Campaign Name	**Campaign Dates**	**Raised to Date**
2016 Annual Campaign – including all fundraising initiatives	January 1 – April 30, 2016	$33,001.21
Borrower Services Donation Box	April 2016	$26.00
North Park Book Sale	April 13th	$183.00
North Park Donation Box	April 13th	$17.00

Highlights:

- Grant requests were sent in April to:
  - Better World Books for $10,000 for a literary grant; pending.
  - Knight News Challenge for $615,000 for an Immigrant and Refugee Program. The Library grant has made the first cut (out of 620+ applications) and is now one of 47 finalists being considered.

- On April 5th, there was a check presentation from the D'Youville's Black Student Union to the William A. Miles Center at the Frank E. Merriweather, Jr. Branch Library. D'Youville Graduate Assistant Pilar Nelson and Director Yolanda Wood presented the $70.00 check for books and resources for the Miles Center.

5. Facilities

Highlights:

- City of Buffalo contractors have begun work at the Crane Branch Library replacing the roof. The $310,510 roof replacement contract is funded by a combination of City of Buffalo capital funds and an estimated $176,833 from a New York State Public Library Construction Grant. This work is anticipated to be completed before the end of summer.

- April 29th was Erie County's deadline for bids to replace the 20+ year-old specialized temperature and humidity control system protecting the articles on display in the Central Library's Mark Twain Room. The project is funded in the Erie County 2015 Capital Budget for Central Library Mechanical, Electrical & Plumbing (MEP) Improvements. Based on the response received, the project will cost just under $41,000 and work should be completed before the end of the summer.

6. Staff Development

Staff Development - April 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	340	1,165	5	18

Highlights:

- In April, 10 staff members from across the Library System attended the *PLA Virtual Conference*, a two-day program containing training sessions on a variety of topics including *Data Driven Collections: Right-Sizing Library Collections*, *Bite-Sized Staff Training: Transform Staff Development for Busy Employees*, and *Libraries = Education: Reclaiming Our Purpose for the 21st Century*.

- The B&ECPL hosted 2 health and safety programs at the Central Library. Nellie Brown, Director of Workplace Health & Safety Programs at Cornell University School of Industrial and Labor Relations, conducted *Bloodborne Pathogens* training, providing participants with the knowledge required to identify pathogens and protect against exposure. Ms. Brown also presented *Green Cleaning,* discussing cleaning methods that are both personally healthy and environmentally friendly.

- System-wide annual mandatory compliance training continued: *Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs*. With one month left to go in the process, 85.6% of staff completed both modules.

- Staff also attended other courses and programs outside the B&ECPL this month: *Lightning Talks – Serving Special Populations* at WNYLRC, *The Best New Young Adult Books for Grades 6-12*, and the New York Library Association's YSS Spring Conference learning about children's programming, Common Core, summer reading, STEM, and evaluating children's literature.

- Webinar training opportunities included but were not limited to: *Upgrade Your World: Windows 10 for Nonprofits and Libraries* (presented by techsoup); *Yes You Can: Reader's Advisory for Everyone* (presented by Novelist); *Activate, Collaborate, and Educate: Health Outreach and Programming in Your Community* (presented by National Library of Medicine); and *Emerging Technology Trends in the Library: The Future is Now* (presented by Demco). A total of 21 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
Media Release	Celebrate "Love Your Library Awareness Month" by visiting any Buffalo & Erie County Public Library *Tell your story about how the Library has transformed your life*	Sent April 8th
Media Release	Chairman's Book Club to be held at Downtown Central Library *Programs feature public & panelist discussions on books & current events.*	Sent April 19th
Media Release	Celebrate Shakespeare's 452nd Birthday at the Downtown Library This Saturday, April 23 *Pageant of student performances featured*	Sent April 20th
Interview with Merriweather Librarian Gwen Collier, and Joy Testa Cinquino	World of Community Action, hosted by L. Nathan Hare. TV program taping.	Taped on April 6th, aired on WBLK and Time Warner Cable channels the week of April 10th
CRA: WNY Family Magazine	Catalog of Spring Events to Date	April 1st

Interview - Online Radio Show	Forget-Me-Not Hour: Your Ancestors Want Their Stories to Be Told	April 6th
MRW: WBLK and Channel 20	National Library Week - L. Nathan Hare/Gwen Collier/Joy Testa Cinquino	April 10th
Riverside Review	Hours of operation and Free computer class	April 13th
Buffalo News Refresh Feature Article	Health Fair speaker Kelly Marie Showard	April 16th
DUD: WNY Family Magazine: http://www.wnyfamilymagazine.com/	Events Calendar, Library Events	Web-based, updated continuously

Highlights:

- April 6th - Genealogy Specialist **Rhonda Konig** was interviewed about the Grosvenor Room's genealogy resources for the *Forget-Me-Not Hour: Your Ancestors Want Their Stories to Be Told*, a weekly online radio show. The program is hosted by Jane Wilcox, professional genealogist, author, and national speaker. It is available online at: http://www.blogtalkradio.com/janeewilcox. Ms. Wilcox will feature the Grosvenor Room as part of her lecture, *A Tour of New York State Genealogical Research Repositories: the Best – Part 1,* at the 2016 National Genealogical Society Conference, and at future speaking engagements.

8. Partnerships

Highlights:

- **Hispanic Heritage Council –** The Hispanic Heritage Council is expected to move into its downtown Central Library office in early May. This on-site collaboration will provide opportunity for the B&ECPL to expand its cultural programming and connections in the Hispanic community throughout Erie County.

- **Buffalo State College Art Conservation Department –** Amanda Burr and Lyudmyla Bua, riverrun fellows, gave a presentation in the Central Library's Ring of Knowledge, highlighting the conservation work done on several books for inclusion in the Library's Rare Book Room exhibit: *Celebrating 400 Years of Shakespeare – Reflecting on the Life of the Bard.* Ms. Burr and Ms. Bua are both Graduate Fellows in SUNY Buffalo State's Art Conservation focusing on rare book/library and archives conservation.

- **Child Care Resource Network –** Children's Services partnered with the Child Care Resource Network to offer a location for their story time "Taco Tuesday" on April 12th. This event was coordinated by the Resource Network's Marketing and Community Impact Specialist Courtney Gfroerer.

- **Greater Buffalo United Accountable Health Network and Buffalo Psychiatric Center – Renée Masters** and **Susan Kriegbaum-Hanks** co-presented a "Lightning Talk" on programs and resources for underserved populations offered by the B&ECPL. Susan provided an overview of resources and services for immigrants including tours, language programs, and our new Citizenship Corner. Renée talked about health outreach, highlighting our new partnerships with Greater Buffalo United Accountable Health Network (GBUAHN) and Buffalo Psychiatric Center. Accessibility resources found in the Assistive Technology Room were also featured. This program was sponsored by the Western New York Library Resources Council's Continuing Education Committee. Attendees represented both public and academic libraries in the Western New York region.

- **PUSH Buffalo –** Library Administration met with John Washington and Lorna Peterson of PUSH Buffalo regarding collaborations focused on gathering information from low-income and impoverished citizens – particularly on health care needs and information.

- **International Institute –** Library Administration and staff are working to expand their collaboration and partnership with the International Institute of Buffalo. Meetings have been held with Olivia Gerhardt, Refugee Coordinator, and Zachary Crawford, Volunteer Coordinator. Efforts are under way to partner on various programs, cultural immersion, and employment.

- **Southwestern Middle School –** Assistant Deputy Director **Dawn Peters** and TechKnow Lab Manager **Kara Stock** worked with 5 teachers from Southwestern Middle School in Jamestown, New York, providing a tour of the Launch Pad. The teachers came to learn how to set up a MakerSpace at their school. The Library's Launch Pad MakerSpace has become an example to many schools and libraries in Erie County as to how to create MakerSpaces and to learn about educational hands-on technologies.

- **Williamsville School District –** On April 29th, **Kara Stock** and Information Services Librarian **Shanley Olszowy** gave a tour of the Launch Pad to 13 school librarians from the Williamsville School District. The librarians were interested in setting up MakerSpaces at their locations and came to receive advice and hands-on practice with the technology in the room.

9. Planning for the Future

- Work on the B&ECPL System and Central Library 5 Year Plan of Service continues. The Committee is expected to present the draft plan to Library Administration and the Board of Trustees in June.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI April 2016

DATE	MEETING / EVENT
April 1, 2016	Meeting - Carrie McNeal, Director of Conservation, The Strong - Rochester
April 1, 2016	Event - Buffalo Book Bike Races
April 4, 2016	Event - BizWomen Mentoring Monday
April 11, 2016	Meeting - Dawn Peters and Brian Hoth, Re: Bookmobile Schedule
April 11, 2016	Meeting - Catherine Schweitzer, Joy Testa Cinquino, and Maureen Germaine
April 13, 2016	Meeting - Managers/Directors
April 13, 2016	Meeting - B&ECPL Board of Trustees Chair Frank Housh
April 13, 2016	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
April 14, 2016	Event - Naturalization Ceremony
April 14, 2016	Meeting - Administrative Team
April 14, 2016	Meeting - Carol Batt, Kelly Donovan, and Maureen McLaughlin, Re: Open eBooks Project
April 14, 2016	Meeting - Joy Testa Cinquino, Meg Cheman, and Amy Pickard
April 14, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
April 15, 2016	Conference Call - Mary Beth Farr, NYS Department of Education - Division of Library Development
April 19, 2016	Meeting - Suzanne Borowicz, Trustee Boston Free Library, Re: Literacy Programming
April 20, 2016	Meeting - Joy Testa Cinquino and Maureen Germaine, Re: Knight Foundation
April 20, 2016	Event - B&ECPL Health & Wellness Fair
April 20, 2016	Meeting - Western New York Library Resources Council (WNYLRC) Budget & Finance Committee
April 20, 2016	Meeting - WNYLRC Board of Trustees
April 21, 2016	Meeting - Michael Roberts
April 21, 2016	Meeting - B&ECPL Board of Trustees
April 22, 2016	Meeting - Joy Testa Cinquino and Dawn Peters
April 22, 2016	Conference Call - NewsBank

April 25, 2016	Meeting - Olivia Gerhardt, Refugee Coordinator, and Zachary Crawford, Volunteer Coordinator - International Institute of Buffalo
April 25, 2016	Meeting - Joy Testa Cinquino, Re: One Buffalo
April 25, 2016	Conference Call - Public Library System Directors Organization (PULISDO) Minimum Standards Committee
April 25, 2016	Meeting - Joy Testa Cinquino and Dawn Peters
April 26, 2016	Presentation - Buffalo Rotary Club - Major Capital Project Grant
April 26, 2016	Conference Call - Patrick Martin, Esq., Bond Schoeneck & King
April 26, 2016	Meeting - Lorna Peterson, and John Washington, PUSH Buffalo, Re: Community Health Care Needs Assessment
April 27, 2016	Conference Call - Stan Wyner, Vistage
April 27, 2016	Meeting - Ann Marie Nowicki - University at Buffalo Student
April 27, 2016	Conference Call - Robert Schofield, Esq., Whiteman Osterman & Hanna, Re: North Collins Public Library
April 27, 2016	Event - riverrun Intern Presentation
April 27, 2016	Conference Call - NewsBank
April 27, 2016	Meeting - Joy Testa Cinquino
April 27, 2016	Meeting - Board of Trustees, North Collins Public Library
April 28, 2016	Rehearsal - Staff Development Day
April 28, 2016	Meeting - Administrative Team
April 28, 2016	Meeting - Erie County Legislator Joseph Lorigo
April 28, 2016	Meeting - Taylor Gahagen, Marketing Manager, and Zach Specht, Social Media Coordinator - Pegula Sports and Entertainment, Re: One Buffalo
April 28, 2016	Meeting - Caz Rodriguez, Hispanic Heritage Council
April 28, 2016	Event - Gaudete Medal Awards Ceremony - Jack Connors Recipient

Other:

Contracting Member Library Activity Reports

Newstead Public Library – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- For the past 7 months, we have been so fortunate to be a part of a pilot program with the Department of Social Services and the School of Social Work at the University at Buffalo. Once a week, we have had a trained intern from the University assisting people in the community with accessing social services through MyBenefits right here at the library. Many people signed up for HEAP assistance with the help of the intern. This outreach was tremendous; it allowed people access to services without having to drive into Buffalo. We are excited for this program to continue once again in the fall.
- We have received a $3,500 Rural Gateways Grant to provide adult STEM

programming for the community. The programming is essentially "book club meets science café." Attendees read a pre-announced popular book selection, come to the library for an event in which they discuss the book, and then watch and discuss a short human interest video where scientific ideas touched on in the book intersect everyday life.

- Two teens from our library won the 2016 New York State Teen Video Challenge! Their video "Catch a Book" has been selected because it exemplifies this year's summer reading slogan encouraging teens to read during the summer and use their public library. The creativity and quality of the work was recognized by a panel of judges as the best submission in New York State. Please check it out! http://www.summerreadingnys.org/teens/teen-video-challenge-winners-2016/. I am so proud of their work, it is fabulous!

City of Tonawanda Public Library – submitted by Mary Muscarella, Director

Highlights of events and activities at the City of Tonawanda Public Library:

- A *Beach Party Bash* was held in the wintry month of February, and kids and adults alike enjoyed a bit of summer (including sno-cones) in the cold days of winter!
- The Imagination Station STEM program continues to amaze and delight participants once a month.
- A new evening Book Club was formed for people who are unable to attend the existing daytime Book Club.
- We look forward to a return visit from world-renowned author Lauren Belfer on May 18th. She will be speaking about her new book, *And After the Fire*, as well as taking questions and signing books.
- The new bookmobile is scheduled to visit the City of Tonawanda Library this summer, and we can't wait to introduce this new service to our community.
- Coming up: Battle of the Books and Summer Reading Programs.
- We will be hosting the B&ECPL System Board meeting on Thursday, July 21st at 4:00 p.m., and hope that all Board members will be able to attend and appreciate our wonderful City of Tonawanda Public Library.

Agenda Item G – Report of the Foundation. Anne Conable, Library Foundation of Buffalo & Erie County (Foundation) Administrator, reported the Foundation met May 18, 2016. Trustees continue to restructure what they are doing, and are putting some additional policies in place at the request of NYS as they continue to seek even more grants.

The Foundation is seeking sponsors for the Library's December 2nd Fundraising Gala, the World War I exhibit that will open in November of 2017, and also for the Architecture exhibit that will open in March of 2017. Trustee Ricks inquired as to sponsorship levels. Director Jakubowski explained levels will be different for each of

the exhibits. Currently there are $5,000, $10,000 and $25,000 sponsorships; however, they are looking to make adjustments and have reached out to community connections for guidance on sponsorship levels.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no ACT report.

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

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Agenda Item K.1 – Appointment of Records Management Officer. Director Jakubowski introduced Michael Roberts who recently joined the Business Office as the Library's Contract Coordinator. She noted since much of the records management the Library does comes out of the Business Office, it was felt Mr. Roberts be appointed as the Library's Record Management Officer. Joshua Mitch, Librarian and Manager of the Crane Branch Library, currently holds the position. This resolution would officially appoint Mr. Roberts as Library Records Management Officer June 1, 2016. Mr. Roberts provided a history of his employment experience, details of what this new appointment encompasses, and answered trustees' questions. In response to a question by Trustee Kelly, Director Jakubowski explained the actual name of the appointed Library Records Management Officer needed to be specified, not just the position.
Ms. Berens Bucki moved, Ms. Horton seconded, and approval of Resolution 2016-20 was unanimously approved.

RESOLUTION 2016-20

WHEREAS, New York State regulations require the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) to adopt an official resolution naming a member of the staff to serve as the Library's Records Management Officer, now, therefore be it

RESOLVED, that effective June 1, 2016, Library Contract Coordinator Michael Roberts is appointed to serve as the B&ECPL Records Management Officer, officially succeeding all others who have held that post, and be it further

RESOLVED, that correspondence be transmitted to the New York State Archives in Albany confirming this appointment.

Agenda Item K.2 – Appointment of Freedom of Information Law (FOIL) Officer. Director Jakubowski conveyed in the past, the Library went through Erie County for such services. As the Library has its own unique components and background, and

with the Library's recognition as an independent organization, the Library should appoint its own FOIL officer. Ms. Burd moved, Ms. Vincent seconded, and approval of Resolution 2016-21 appointing Michael Roberts as B&ECPL's FOIL Records Access Officer was unanimously approved.

RESOLUTION 2016-21

WHEREAS, New York State regulations require the Buffalo & Erie County Public Library (B&ECPL) appoint one or more persons as records access officer, now, therefore be it

RESOLVED, that effective June 1, 2016, Library Contract Coordinator Michael Roberts is appointed to serve as the B&ECPL Records Access Officer.

There being no further business, on motion by Mr. Johnson, seconded by Ms. Vincent, the meeting was adjourned at 4:34 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary