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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, January 21, 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 December 17, 2015	**ACTION**
D.	Report of the Nominating Committee	**INFORMATION**
	1. Election of Officers and Executive Committee	**ACTION**
E.	Meeting Schedule for 2016	**INFORMATION**
F.	Report of the Chair	**INFORMATION**
G.	Committee Reports	
	1. Executive Committee	
	2. Budget and Finance Committee	
	a. Res. 2016-1 – Amend 2016 Budget: NYS Grant in Aid	**ACTION**
	b. Monthly Financial Report	**INFORMATION**
H.	Report of the Director (website link sent via e-mail if on file)	**INFORMATION**
I.	Report of Foundation	
J.	The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report	
K.	Public Comment	
L.	Unfinished Business	
M.	New Business	
	1. Res. 2016-2 – Insurance Procurement Services - Broker Renewal	**ACTION**
	2. Res. 2016-3 – Conservation Preservation Program Discretionary Grant Fiscal Year 2016	**ACTION**
N.	Adjournment	

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 17, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 17, 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
Michael Amodeo
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Phyllis A. Horton
Sharon M. Kelly
Elaine M. Panty
Teresa Vincent

Chair Ted Johnson called the meeting to order at 4:02 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of November 19, 2015. On motion by Trustee Amodeo and a second by Trustee Bedenko, Minutes were approved as mailed.

Agenda Item D – Report of the Chair. It was agreed the first B&ECPL Board of Trustees meeting of 2016 will take place on January 21, 2016 at 4 p.m. at the Central Library (the routine third Thursday of the month). Trustees were agreeable to continue Board meetings on the third Thursday of each month at 4 p.m. The *Meeting Schedule for 2016* will be included in the January board packet as an information item.

Chair Johnson reminded trustees per the B&ECPL Conflict of Interest Policy, they are to complete, sign, and return a Disclosure Statement which was provided at each trustee's place. These statements are to be signed each year by trustees and senior staff and kept on file.

Agenda Item D.1 – Election of Nominating Committee. Per the Bylaws, a Nominating Committee shall be selected at the December meeting in each year. It shall consist of 5 members, 2 of whom shall be appointed by the Chairman from the Board of Trustees, and 3 of whom shall be elected by the Board of Trustees from its members. The Chairman of the Board of Trustees shall appoint the Chairman of this Nominating Committee. It shall be the duty of the Nominating Committee to present to the January meeting next following nomination for Chairman, Vice Chairman, Secretary, Treasurer and 3 members of the Executive Committee. As Board Chair, Mr. Johnson selected Trustees Michael Amodeo and Katie Burd as his appointees with Mr. Amodeo to act as Chair of the Committee. Trustees Alan Bedenko, Elaine Panty and Teresa Vincent were nominated from the floor. The aforementioned individuals were approved unanimously as the Nominating Committee. Mr. Amodeo will contact Committee members to schedule a meeting.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Berens Bucki read the following report from the December 10, 2015 Executive Committee meeting.

> Present: Chair Ted Johnson and Committee members Michael Amodeo, Sheldon Berlow, and Frank Housh. Trustee Elaine Panty was also present as well as Deputy Director – Chief Financial Officer Kenneth Stone.
>
> The Executive Committee meeting began at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.
>
> The proposed agenda for the December 17, 2015 meeting of the Board of Trustees was reviewed, including the proposed resolutions which were explained by Deputy Director Stone.
>
> The Policy Committee will be meeting prior to the Board meeting to consider proposed Resolution 2015-49 Amending the Internet Safety and Acceptable Use Policy. A draft will be included in the board packet for review with any changes made by the Committee introduced at the meeting.
>
> Mr. Berlow asked about the use of the 3D printers and other MakerSpace equipment in the Launch Pad; he was interested in who was using the space. He also expressed interest in the number/ages of attendees and what could be done to attract more young adults to the Library.
>
> The Executive Committee adjourned at 4:51 p.m.

Trustee Housh arrived at approximately 4:08 p.m. following the reading of the Executive Committee report.

Agenda Item E.2 - Budget and Finance Committee. Deputy Director - CFO Kenneth Stone reported the Budget and Finance Committee met on December 9, 2015 to review proposed Budget and Finance action items.

Agenda Item E.2.a - Adoption of 2016 Budget. Mr. Stone communicated the County Executive's Budget, consistent with the Four Year Plan, recommended the same amount the Library had requested and the County's Legislature made no changes. Ms. Panty moved for approval of Resolution 2015-45 and was seconded by Ms. Kelly. The 2016 Budget was adopted unanimously as presented.

RESOLUTION 2015-45

WHEREAS, on December 1st the Erie County Legislature finalized the County's 2016 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 2.0% increase in County funding from 2015's $23,013,857 to $23,474,134, and

WHEREAS, since this increase is less than the anticipated 5.49% growth in the tax base, the Library portion of the average County Property Tax rate per $1,000 of equalized full market value will decrease modestly, and

WHEREAS, this funding will allow the Library to maintain current service levels and open hours, and

WHEREAS, it allows the Library to meet its obligations under bargaining unit agreements which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, it further helps fund the cost of New York State's $0.25 per hour minimum wage increase in 2016 which impacts the Library's Page and Senior Page wage scales, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the Library reinforces both the continuing need for basic library services; the nationally documented trend of active library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2016 Budget, utilizing the following sources to provide library services in 2016:

$23,474,134 – County Property Tax for Library Purposes
$ 2,135,104 – New York State Aid – Operating Budget
$ 714,843 – Use of Fund Balance
$ 937,010 – Library Fines, Fees and Other Revenue
$27,261,091 – Total Operating Budget

$ 655,994 – Library Grants Budget

$27,917,085 – Combined Operating and Grants Budget, further detailed in the *2016 Budget in Brief Charts* and the accompanying *2016 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

Trustee Berlow thanked Mr. Stone for his easy to understand charts and budget information.

Agenda Item E.2.b – Implement Contract Library Extensions. Mr. Stone explained Resolution 2015-46 extends 2015 contracting member library contracts into 2016 to allow time to finalize our budget and also the state aid budget which isn't finalized until approximately April. Ms. Kelly moved for approval. Ms. Vincent seconded. Approval was unanimous.

RESOLUTION 2015-46

WHEREAS, on June 18, 2015 the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2015-15 which authorized executing 2015 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2015 contracts incorporated a provision to extend the 2015 contract into 2016 thus avoiding the November-December rush to extend contracts given recent years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the

Buffalo & Erie County Public Library constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2015 budget allocation was not finalized until December 1, 2015 and New York State's allocation will not likely be finalized before April 2016, and

WHEREAS, this makes it difficult for the Buffalo & Erie County Public Library and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2016 fiscal year on January 1, 2016, and

WHEREAS, the contract extension provision provides for allocations based upon the 2016 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2016 contract is adopted, not to exceed July 31, 2016, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2015 contract extension as described above, with budgetary amounts based upon the 2016 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

Agenda Item E.2.c – Unanticipated Expenditure Assistance – Amherst Public Library. Mr. Stone conveyed this resolution offers assistance to address payouts and costs of 2 long-term employees who are retiring prior to the end of the year. The B&ECPL has sufficient savings in the personnel and utility budget accounts to offset this cost. Ms. Horton moved for approval and was seconded by Ms. Burd. Approval was unanimous.

RESOLUTION 2015-47

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 Amherst Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retirement related payout costs for two long-term employees, and

WHEREAS, B&ECPL staff worked with Amherst 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 $27,776, and

WHEREAS, without this assistance the Amherst 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 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 savings in salary and wage and/or utility accounts to provide up to $27,776 in salary/wage/fringe benefit funding assistance to the Amherst 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.d - Unanticipated Expenditure Assistance - Lancaster Public Library. Mr. Stone explained this resolution offers assistance to address the retirement of 1 long-term maintenance employee. On motion by Ms. Panty and a second by Ms. Berens Bucki, approval was unanimous.

RESOLUTION 2015-48

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 Lancaster Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retirement related payout costs for a long-term employee, and

WHEREAS, B&ECPL staff worked with Lancaster 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 $6,771, and

WHEREAS, without this assistance the Lancaster 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 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 savings in salary and wage and/or utility accounts to provide up to $6,771 in salary/wage/fringe benefit funding assistance to the Lancaster 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.e – Monthly Financial Report. The monthly financial report for the period ending October 31, 2015 was included in the board packet as an information item. Mr. Stone added the Library is running within budget; while the retiree health insurance expense is over, it has been offset by turnover savings in other accounts.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty reported the Committee met at 3:38 p.m. prior to the Board meeting. Present were Trustees Panty, Bedenko, Berens Bucki and Horton as well as Director Mary Jean Jakubowski. The Committee reviewed the proposed draft amended Internet Safety and Acceptable Use Policy included in the board packet. Following review, the Committee suggested the following 3 additional changes: Item I.3, correct "B&ECPL" to include a missing "P", Item I.7, change the word insure to ensure; and Item I.8 remove the wording "so-called". The Committee unanimously recommended the revised proposed draft

amended Internet Safety and Acceptable Use Policy for approval by the full Board. The Policy Committee adjourned at approximately 3:45 p.m. on motion by Trustee Horton and seconded by Trustee Bedenko. The revised proposed draft amended Internet Safety and Acceptable Use Policy which included the Committee's 3 recommended changes was distributed to trustees.

Agenda Item E.3.a - Amend Internet Safety and Acceptable Use Policy. Following discussion, Ms. Panty moved for approval, Ms. Horton seconded, and approval of the revised amended Internet Safety and Acceptable Use Policy, which included the Policy Committee's 3 recommended changes detailed in Agenda Item E.3, was approved unanimously.

RESOLUTION 2015-49

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Internet Safety and Acceptable Use Policy on June 20, 2002 to govern Internet access and public computer use at all libraries of the Buffalo & Erie County Public Library System. The Policy has been reviewed and amended periodically, most recently on May 21, 2015, and

WHEREAS, B&ECPL's general counsel has recommended the inclusion of language regarding the Library being a limited public forum under the First Amendment of the United States Constitution along with time, place and manner restrictions with regard to the public display of content, and

WHEREAS, the Policy Committee recommends the attached draft amended Internet Safety and Acceptable Use Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions of the Buffalo & Erie County Public Library's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy, last amended May 21, 2015, and it be distributed to all Buffalo & Erie County Public Libraries, Contracting Libraries and Contracting Library Trustees.

Agenda Item F - Report of the Director. Director Jakubowski acknowledged and thanked the family of Sharon Thomas, Trustee Emeritus Posthumous, for providing the homemade treats at the Board meeting.

Together with Trustee Elaine Panty, Director Jakubowski met with Buffalo Common Council member Joseph Golombek, Jr. this week to discuss the North Park Branch Library. In the coming weeks, they will be meeting with Buffalo Common Council member Joel P. Feroleto to continue this conversation and keep the doorway open in finding a permanent home for the North Park Branch Library. She reminded trustees

that Chair Johnson sent a letter to Mayor Byron Brown indicating the need to keep communications open and plan for the future. She will keep trustees updated.

Ms. Jakubowski drew attention to the *Handbook for Library Trustees of New York State*, 2015 Edition, that was at each trustee's place. These were also distributed to Contracting Member Library Trustees and Directors at the December 5th ACT meeting where Jerry Nichols, Palmer School of Library and Information Science, Long Island University, presented. She noted the ACT meeting was well attended.

On December 16th, the Central Library had approximately 300 students visit from the Williamsville Schools. Director Jakubowski thanked staff for the tremendous effort put forth providing tours of the Library's exhibits and Launch Pad. In addition, 40 students from the Lancaster Schools visited the Central Library earlier during the day. Word is out about the many various activities going on at the downtown library!

Ms. Jakubowski updated trustees on 2015 Library fundraising efforts: just over $46,000 has been received to date for the Bucks for Books campaign; $2,930 was received for Giving Tuesday, a one-day event held December 1st; just over $2,300 (57 prints sold) has been brought in from the Library's Online Store; and just under $37,000 was received to date for the Year-end Appeal sent out in late November.

Trustee Panty inquired if any City schools have participated in the Milestones of Science (MOS) exhibit tours pointing out City Schools may have transportation issues. She questioned if there was someone the Library can talk with regarding arrangements. Ms. Jakubowski stated the Library will work on continuing to get City School students here. Assistant Deputy Director Dawn Peters updated trustees that the Library sent out communications to approximately 2,300 educators, publicized the MOS exhibit, and has reached out to the Library's partners and connections within the Buffalo School System - pushing this exhibit. She added, one thing discovered from the educational advisory committee is that many schools need at least a year's advance notice to schedule visits/fieldtrips. Ms. Jakubowski conveyed over 7,000 visitors have been in to see the Milestones of Science exhibit since its soft opening on October 4, 2015.

As discussed at a previous Executive Committee meeting, Trustee Berlow inquired if we keep track of walk-ins for the MOS exhibit, separate from scheduled groups. Director Jakubowski remarked the Library has a visitors log in the MOS exhibit space and she will have statistics gathered.

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

B&ECPL Monthly Report
November 2015

Milestones of Science: Books that Shook the World! *The Milestones of Science: Books That Shook the World!* exhibit officially opened November 12, 2015 with a celebratory reception of 100 guests including Erie County Executive Mark Poloncarz, sponsors, donors, trustees, and library friends. Special Collections Manager **Meg Cheman**, Rare Book Curator **Amy Pickard**, and Rare Book and Map Librarian **Charles Alaimo** gave tours/answered questions about the materials at the event.

Since the soft opening in October, the exhibit has been seen by over 7,000 visitors. Educators Preview Night was held November 5th and brought in teachers from the Clarence and Williamsville school districts. Additional preview nights are scheduled in December. The Western New York Library Resources Council held its 50th Anniversary Celebration in the space adjacent to the exhibit, inviting attendees from the 8 Western New York Counties they serve. The highlight of the evening was the guided exhibit tour.

The exhibit was featured on WGRZ's morning show *Daybreak* on November 18th with appearances by this writer and **Meg Cheman**. A photo of the exhibit was published in the *Buffalo News* November 12th and writer Colin Dabkowski published the feature article *Library's 'Milestones of Science' shows off great books of Western Civilization* [in the *News*] on November 21st. Chief Photographer Derek Gee also contributed to the article. This writer participated in a live broadcast on WBEN Radio November 27th.

The Library's *Milestones of Science* exhibit also played a prominent role in November's social networking campaigns. Posts, Pins, and Tweets shared information about the exhibit, while fostering "shares," "likes," and a multitude of positive comments.

The Library is working with Visit Buffalo Niagara's (VBN) marketing staff to incorporate the exhibit into VBN's tour guides, social media posts and marketing program.

B&ECPL Participates in Western New York Children's Book Expo: Kleinhans Music Hall came alive with the first annual Western New York Children's Book Expo on Saturday, November 14th. Children's Services Librarians **Mary Ann Budny**, **John Gaff**, and West Seneca Library Director **Kathleen Goodrich** represented the Library with this writer introducing international author Tererai Trent (*The Girl Who Buried Her Dreams in a Can*). With hundreds of parents and children in attendance, the

Library provided information about upcoming library programs throughout the county, as well as on-site library card sign-ups, and a bookmark activity to support youth reading and creativity. Staff also had the opportunity to meet with local authors in attendance and experience many of the reading focused activities put on throughout the day. The event was hosted by Monkey See, Monkey Do...Children's Bookstore of Clarence, New York.

Monthly Programming Statistics - November 2015

1. Public Services

In Library Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	224	1975	4367	41602
Children (age 6-12)	192	1799	2287	32145
Teens	57	1057	276	8091
Intergenerational	94	959	2188	33138
Adults (excludes Technology)	236	2779	1674	25910
TOTAL In Library Programs	803	8569	10792	140886

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	13	146	75	579
System or Library-owned Cyber Train	18	241	82	1552
One on One	39	541	53	875
TOTAL Adult Technology	70	928	210	3006

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	5	54	162	1912
Children (age 6-12)	5	74	1304	8792
Teens	0	9	0	808
Intergenerational	3	85	498	10593
Adults (excludes Technology)	7	99	162	3681
TOTAL Outreach (out of Library)	20	321	2126	25786

Highlights:

- November 5th – TechKnow Lab Manager **Kara Stock** and Launch Pad Technical Specialist **Jeff Stenzel** gave a tour of the Launch Pad MakerSpace to digital media students from the Stanley G. Falk School. The students were very impressed with the 3D printer and look forward to coming back and using the equipment.

- November 7th – Children's Services Librarian **Danielle Burning** and Sr. Page **Nancy Smith** participated in the Shea's Smith Theatre Matilda Party. Children were given a red ribbon like Matilda's to wear in their hair, bookmarks, and flyers for library programming and *Milestones of Science*.

- November 7th – **Kara Stock** and Launch Pad Manager **Jordan Smith** staffed an interactive table at the Niagara Falls Boulevard Barnes & Noble during their Mini Maker Faire. Ninety-eight people of all ages stopped by to learn basic circuitry using littleBits and Snap Circuits. Many stated they are now eager to visit the Launch Pad MakerSpace.

- November 12th – **Kara Stock** and TechKnow Lab Library Associate **Sean Goodrich** staffed a table for the Erie 1 BOCES STEAM (Science, Technology, Engineering, Arts and Mathematics) Playground conducted at the Niagara Aerospace Museum. One hundred teachers from across Western New York received hands-on practice with various Launch Pad equipment including: Cubelets, augmented reality books, and Osmo gaming for iPad. Many of the educators are now planning class tours to the Launch Pad MakerSpace.

- November 13th – Children's Services Manager **Kathryn Galvin** along with Librarians **Danielle Burning** and **John Gaff** welcomed Newcomer Academy students to the Central Library for a tour, reading time, scavenger hunt, and a hands-on STEM (Science, Technology, Engineering and Mathematics) activity. Attendees from Newcomer Academy come from countries all over the world and are at the beginning stages of learning the English language. They were encouraged to share their heritage by writing 'hello' in their native language in the *Milestones of Science* area.

- November 21st – Information Services & Outreach Librarian **Melissa Blattner** and Children's Services Librarian **Steve Clancy** organized the Central Library's *International Games Day @ your library*. *International Games Day @ your library* is an annual celebration of games, play, libraries, and learning that libraries from throughout the world are encouraged to join. Sponsored by the American Library Association, in collaboration with Nordic Game Day and the Australian Library and Information Association, hundreds of libraries from around the world hosted game related activities to help communities connect through the educational, recreational, and social value of all types of games. Various types of card and board games were available throughout the day, along with 2 featured tournaments: Magic the Gathering (card game) and Minecraft Builders. Participants of all ages participated in the day's activities.

- Librarian **John Gaff** welcomed The Boys & Girls Club's Woodrow Wilson Clubhouse to the Central Library every Monday in the month of November to engage in STEM programming with hands-on, creative projects. Through these projects, both individual and collaborative, participants were introduced to the STEM concepts, including the principles of physics and the design process of engineering. The program will continue through December and into the new year.

2. Collection Development

Collection Development – November 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,375	48,823	227	2,985	528,106
Young Adult Print	929	8,867	139	986	71,816
Adult Print	6,114	63,295	999	9,071	1,876,165
Media	6,454	61,954	634	6,124	503,819
Other*	3,595	38,724	2	115	201,186
Subtotal	20,467	221,663	2,001	19,281	3,181,092

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	366	4,590	277	1,830	31,800*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	50	677	33	366	8,460
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	416	5,267	310	2,196	40,630

*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	20,883	226,930	2,311	21,477	3,221,722

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	466	3.6%	326	70.4%
Staff Initiated	60	3.3%	60	90.0%

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

Highlights:

- Technical Services Manager **Jennifer Childs** negotiated an order of seasonal magazines from Barnes & Noble. These popular items, which are not available from the B&ECPL's primary materials vendors, include a selection of titles from publishers such as *Better Homes & Gardens, Consumer Reports,* and *Taste of Home.*

- In November, 814 unique visitors from 18 countries including Cambodia, Iran, Kosovo, Spain, and Turkey viewed the Library's Subject Guides (http://bit.ly/1BgHwzj).

3. Technology

Technology - November 2015

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	458,175	4,751,578
Online Catalog	633,626	3,918,183

Social Networking:

	Monthly Activity[1]	YTD Activity	Monthly Audience[2]	Total Audience	Monthly Engagement[3]	YTD Engagement
Facebook	94	1,168	45	6,147	2,088	33,008
Flickr	52	737	0	52	15,956	204,960
Instagram	30	334	34	515	543	5,932
Pinterest	60	791	9	1,192	344	6,170
Tumblr	2	83	0	102	1	76
Twitter	157	1,833	77	8,229	762	10,603
YouTube	0	7	2	112	903	12,604
Total	395	4,953	167	16,350	20,597	273,353

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

Highlights:

- Local Akron newspapers stored on microfilm were digitized using NYS Senator Michael Ranzenhofer Bullet Aid funding. In a similar project, issues of the

Orchard Park Press and *Suburban Free Press* were digitized to microfilm funded jointly by the Friends of the Orchard Park Public Library and the Orchard Park Historical Society. Library Information Technology Administrator **Steve Hovey** enabled patron access to the digitized products on all public computers located in each of the libraries. We are looking into placement on the New York Heritage Digital Collections website.

- SirsiDynix Integrated Library System (ILS) contract negotiations are ongoing. B&ECPL staff members continue to work with the Library's legal counsel to prepare a Contract for Personal Services along with supporting schedules and exhibits that will best serve the Library's needs and interests.

- Binding Services for the Buffalo & Erie County Public Library: A Request for Bid (RFB) was issued in November. Responses from prospective bidders able to provide book, serial, and other specialized binding services are due December 8th.

4. Funding/Fundraising

Funding:

- The Buffalo & Erie County Public Library presented before the Finance & Management/Budget Committee of the Erie County Legislature, Tuesday, November 10th. This writer, B&ECPL System Board Chair Ted Johnson, and Chief Financial Officer **Ken Stone** provided testimony. The testimony can be found on the Library's webpage: 2016 Budget Presentation (http://www.buffalolib.org/content/budget-information/2016-budget).

  Subsequent to the Budget Hearing, the Erie County Legislature on December 1st unanimously adopted a 2016 County budget with amendments. The Legislature approved amendments totaling $1.5 million (0.09% of the total budget). The Legislature made no changes to the County Executive's 2016 proposed budget for the Library.

  The 2016 Operating and Grants Budget sustains library operations and services at current levels. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements and benefits. Those agreements provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions limiting the employer share of both active and retiree health care costs over the longer term. The Library's overall operating budget, including State Aid and library revenue, increases 2.0% from 2015's $26,718,710 to $27,261,091 in 2016. Including grants, the combined total increases 2.1% from 2015's $27,338,621 to $27,917,085 in 2016.

While not part of the Library's operating budget, $500,000 in Erie County Capital funds will support improvements to the County owned downtown Central Library. The approved capital allocation provides $250,000 to address mechanical, electrical and plumbing rehabilitation needs and $250,000 for Life Safety System improvements - primarily upgrading the fire alarm systems.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Campaign - including all gifts such as Bucks for Books, Year-end Appeal, Bequests, etc.	January 1 - November 30, 2015	$253,171.12
Borrower Services Donation Box	November 1 - November 30, 2015	$16.00
Crane Book Sale	November 4, 2015	$317.00

Highlights:

- The annual Year-end Appeal solicitation was mailed the week of November 16th with 100,000 letters being sent.

- In November, $20,065 was received in Bucks for Books donations.

- Special promotions for the Buffalo & Erie County Public Library Online Store were sent to Library cardholders. In November, 33 items valued at $1,305 were purchased. Proceeds from the Online Store go toward the Rare Collections.

- The Frank E. Merriweather, Jr. Branch Library received notice from the New York Council for the Humanities that it has been awarded a Discussion Group grant under the James Baldwin (author) program - the $600 stipend award is designated as payment to the program moderator: Hilbert College Assistant Professor - Liberal Arts, Erika Gault, PhD.

- Special Collections Manager **Meg Cheman** received notification that the Library was awarded a $10,264 NYS Preservation/Conservation grant for the *Preservation Microfilming of Early Buffalo Newspapers* project. The grant was written and submitted in January 2015.

- The Library received $865 from the Children's Programming and Resources Endowment Fund via the Library Foundation of Buffalo & Erie County for children's programming, books, and materials.

5. Facilities

Highlights:

- **City 2016 Capital Budget Released:** On November 2nd, Mayor Byron Brown submitted his 2016 Proposed Capital Budget totaling $20.6 million. The proposed budget includes $470,000 for improvements to the East Delavan Library. The improvements will include constructing an Americans with Disabilities Act (ADA) compliant elevator providing access to the heavily used community meeting space as well as main entrance and public restroom modifications.

  The proposed budget has been submitted for Buffalo Common Council review. The deadline for Common Council action on the Capital Budget is December 15th.

- **Capital Improvements to the Crane and Niagara Libraries are Under Way:** A contract to replace the Crane Library's leaking roof has been awarded. The contractor has made temporary repairs to reduce leakage during the winter. The replacement of the roof will begin in the spring.

  Work at the Niagara Library will address moisture and functionality issues in the lift to the lower level meeting/performance spaces and public restrooms. Work will also include constructing an ADA compliant family restroom and replace deteriorated concrete walkways. The project is approximately 80% complete.

6. Staff Development

Staff Development - November 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	154	1,973	7	32

Highlights:

- In November, the B&ECPL continued to train its staff on how to address adult content computer viewing complaints. Human Resources presented 7 virtual sessions of *Adult Content Materials Training* to Buffalo branch and contracting library staff. As this training is mandatory, more sessions have been scheduled over the upcoming months to ensure training/re-training of public service employees system-wide.

- Staff programs and conferences outside the B&ECPL this month include: Erie County Personnel's *Effective Supervisory Practices* course held weekly from September 23 - December 9, 2015 (4 staff attended); ASIWNY's *Buffalo Arts Advocacy Event*; an all-day workshop on *Managing Multiple Priorities & Projects*, presented by National Seminars Training; *Dialogic Reading*, presented by Read to Succeed (21 staff attended); WNYLRC's program on *Online Productivity Tools*; the *2015 Exempt Organizations Conference*, presented by Lumsden McCormick; *The Human Library* presented by Erie Community College NYSED E-Rate Workshop for School and Library Applicants.

- Staff continued to pursue webinar training opportunities on a wide variety of topics in November including: *Crafting Meeting Room Policies that Keep You in Charge and Out of Court* (presented by ALA); *Growing Through Conflict: Healthy Workplace Communication* (presented by Webjunction); *Making Sense of Business Reference: A Guide for Librarians and Research Professionals* (presented by Gale/NOVELNY); *The Hottest Graphic Novels* (presented by Library Journal); and *The Future of Libraries and eBooks: Library Simplified and Beyond* (presented by WNYLRC). A total of 39 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
Buffalo News Article	*Milestones of Science* exhibit	November 21st
Media Release	*Milestones of Science: Books that Shook the World!* Opens	November 12th; Photo ran in Buffalo News from opening event. Also covered in WNY Family and Spree Magazine.
Live TV Interview – Mary Jean Jakubowski & Meg Cheman	*Milestones of Science*	November 18th WGRZ TV 2 - *Daybreak*
Live Radio Interview – Mary Jean Jakubowski	*Milestones of Science*	November 27th WBEN Radio
Crane: Elmwood Village Newsletter	Sensational Sound	November 2nd
Crane: Elmwood Village Newsletter	Balloons Over Broadway	November 16th
Dudley: WNY Family Magazine http://www.wnyfamilymagazine.com/	Events Calendar, Library Events	Web-based, updated continuously.

Riverside Review	Tax Assistance; Family Story Time; Computer Classes; Thanksgiving Bingo; Frosty & Friends; Science Below Zero Programs.	November 4th, 11th, 18th & 25th

8. Partnerships

Highlights:

- November 6th – Several images and maps of early downtown Buffalo from the Rare Book Room/Grosvenor Room collection were provided to Buffalo Place. These images will be credited to the Library and will be used on the historic signs placed on Main Street.

- November 16th – Librarians **Suzanne Colligan, Susan Kriegbaum-Hanks, Linda Rizzo,** Community Engagement Manager **Anne Conable,** and Assistant Deputy Director **Dawn Peters** met with Janice Owen, from USCIS Field Office, to discuss partnering to acquire citizenship kits for all branches throughout the System. Susan has been in contact with Ms. Owen and with flyers and resources provided is creating a "Citizenship Corner" at the Central Library where immigrants can find information about becoming a U.S. citizen.

- Mayor Byron Brown's Celebration of Summer Reading was held at the Buffalo Convention Center where Children's Services Librarian **Steve Clancy** distributed library card applications, bookmarks, and promoted the Central Library's Launch Pad and *Milestones of Science* exhibit. Library mascot *Reada Book* also attended.

- November 20th – Children's Services Manager **Kathryn Galvin,** Buffalo Branches Manager **Linda Rizzo,** and West Seneca Library Director **Kathleen Goodrich** attended the initial training session for Mind in the Making, which utilizes the *Brain Building Powerhouses: How Museums and Libraries Can Strengthen Executive Function with Life Skills program.* This 7-part program will continue in January.

- November 23rd & 24th - Information Services & Outreach Librarian **Renée Masters** welcomed Thomas Lewis, Outreach Coordination Manager with Greater Buffalo United Accountable Care Network (GBUAHN). GBUAHN is a comprehensive health care management group which includes care coordination, health promotion, comprehensive transitional care/follow-up, patient and family support, and referral to community and social support services for recipients of Medicaid with 2 or more chronic conditions. This group's focus is providing services to individuals who are traditionally very hard to reach, including

persons who are homeless. GBUAHN's first 2 days of outreach at the Central Library have, according to Mr. Lewis, been "the most productive days we have spent in a long time". The outreach table, staffed by 2 GBAUHN representatives for the entire day, was busy connecting with current clients and new contacts. Their presence here at Central will be on-going and will be of great benefit to the most needy of patrons who regularly walk through our doors.

9. Planning for the Future

- The B&ECPL System will soon begin the development of its 5 Year Plan of Service. The 2017 - 2021 Plan of Service is due to the New York State Education Department – Division of Library Development by October 1, 2016. Community stakeholder meetings, surveys, and input from contracting library trustees and staff are being scheduled and will be announced by early 2016. New York State Education Department pre-set components of the plan include: Resource Sharing, Special Client Groups, Professional Development and Continuing Education, Consulting and Development Services, Coordinated Services, Awareness and Advocacy, Communications among Member Libraries, Collaborative Efforts with other Library Systems, and Construction.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
November 2, 2015	Conference Call - Patrick Martin, Esq.
November 2, 2015	Meeting - Explore & More Children's Museum (E&M), Tina Zinter - Interim Director, and Nancy Montone - Development Director
November 3, 2015	Meeting - Dennis Galucki, Center for the Study of Art, Architecture, History and Nature (C SAAHN)
November 3, 2015	Meeting - Kelly Donovan and Maureen McLaughlin
November 4, 2015	Meeting - Michelle Rudnicki, SUNY Buffalo State
November 4, 2015	Meeting - Managers/Directors
November 4, 2015	ALA Webinar
November 4, 2015	Meeting - Review Bookmobile Floor Plan
November 5, 2015	Meeting - Janique Curry, MWBE Enterprise - ECMC
November 5, 2015	Conference Call - NewsBank
November 5, 2015	Conference Call - Robert Patterson

November 5, 2015	Event - Lake Shore Savings Check Presentation - Nancy LaTulip
November 5, 2015	Event - Milestones of Science Educator Preview Night #1
November 5, 2015	Meeting - B&ECPL Board of Trustees Policy Committee
November 6, 2015	Meeting - Maria Borowiak
November 6, 2015	Meeting - Milestones of Science
November 6, 2015	Meeting - Joy Testa Cinquino
November 8, 2015	Event - Orchard Park Public Library; Living Career Library
November 9, 2015	Meeting - Bookmobile Committee
November 9, 2015	Event - Veterans Day Presentation
November 9, 2015	Meeting - Maureen Germaine; 21st Century Fund
November 10, 2015	Meeting - Milestones of Science; Review/Assessment
November 10, 2015	Presentation - Erie County Budget Hearing
November 10, 2015	Conference Call - Public Library System Directors Organization (PULISDO)
November 10, 2015	Conference Call - PULISDO and NYS Education Department Division of Library Development (DLD)
November 12, 2015	Meeting - B&ECPL Administrative Team
November 12, 2015	Meeting - Carol Batt, Steve Hovey, and Dawn Peters; Wi-Fi for Bookmobile
November 12, 2015	Conference Call - NewsBank
November 12, 2015	Meeting - Milestones of Science; Buffalo News Photographer
November 12, 2015	Meeting - B&ECPL Board of Trustees Executive Committee
November 12, 2015	Event - Milestones of Science Reception
November 13, 2015	Meeting - Maureen Germaine; 21st Century Fund
November 13, 2015	Meeting - Dennis Galucki, C-SAAHN, and Maureen Germaine
November 14, 2015	Event - WNY Children's Book Expo
November 16, 2015	Meeting - Colin Dabkowski, Buffalo News; Milestones of Science
November 16, 2015	Meeting - Jeannine Doyle and Doreen Woods
November 17, 2015	Meeting - Board of Trustees; Western New York Library Resources Council (WNYLRC)
November 17, 2015	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
November 18, 2015	Media Event - Milestones of Science; Channel 2 - Kevin O'Neill
November 18, 2015	Event - United Way Leadership Group; Library Tour (Rare and Special Collections)
November 18, 2015	Meeting - Patrick Martin, Robert Patterson, and Dennis Schaeffer
November 18, 2015	Event - WNYLRC Anniversary Celebration; Milestones of Science
November 19, 2015	Conference Call - Claudia Newton, E&M
November 19, 2015	Meeting - Buffalo Presidential Center
November 19, 2015	Meeting - B&ECPL Board of Trustees
November 20, 2015	Meeting - Meg Cheman, Dawn Peters, and Joy Testa Cinquino; WWI Exhibit

November 23, 2015	Event - Amherst Public Library; NYS Senator Michael Ranzenhofer - Proclamation
November 23, 2015	Public Hearing - Erie County Budget

Other:

Contracting Member Library Activity Reports

Eden Library – submitted by Joyce Maguda, Director

Highlights of events and activities at the Eden Library:

- After another successful photo contest, the Friends of Eden Library 2016 calendars are now on sale.
- Both the UNYTS blood drive and the VNA flu shot clinic had very good attendance.
- Southtowns Catholic 3rd graders again exhibited their U.S. Monuments projects in the children's area.
- The newly formed ACES – Active Citizens for Eden Seniors – continue to use the library's community room for meetings and programs.
- Sister Johnice Rzadkiewicz from the Response To Love Center recently visited the Yarn Club members and shared its ministry. Over 200 handmade items including afghans, hats, scarves, and baby items were donated to the Center. To date, the Yarn Club ladies have donated 3,794 items to various charities!
- The Laing Funeral Home memorial collection has grown to 225 titles. Each title selected is on a topic of interest to the recently deceased whose families are notified of these special books.

Looking Ahead: Santa's Magical Workshop, holiday movie, bingo and card making.

Grand Island Memorial Library – submitted by Lynn Alan Konovitz, Director

Highlights of events and activities at the Grand Island Memorial Library:

- Our preschool story hours and toddler programs have just finished under the watchful eye of Children's Librarian **Anne Slater**. Next up are 2 "Make a Graham Cracker House" sessions presented by Explore & More Children's Museum. Seventy children and their parents are expected for this "tasty" afternoon.
- Adults have been entertained by our monthly clubs. The Book Club meets every third Monday and December's choice is Jimmy Carter's *A full life*. Our Knitting Club meets the second Monday of the month. Also offered for adult patrons was a

monthly computer class presented by the B&ECPL TechKnow Lab. The most popular classes continue to be eBooks & eReaders and iPad Basics.

- The Visiting Nursing Association of WNY (VNA) sponsored 3 immunization clinics offering flu and pneumonia shots.
- The Friends of the Grand Island Memorial Library continued their support of the library with a successful book sale on November 20th and 21st.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. While an ACT representative was not present, Director Jakubowski was asked to remind trustees that the annual ACT Workshop will be held Saturday, February 6, 2016. Information is forthcoming.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business.

Agenda Item J.1 - Legal Services Contract Revision. Ms. Jakubowski introduced this resolution providing history that Library counsel Patrick Martin and his staff of Kennedy, Stoeckl & Martin, P.C. joined Jaeckle Fleischmann & Mugel, LLP effective May 1, 2014 and now Jaeckle Fleischmann & Mugel, LLP is joining Bond Schoeneck & King, PLCC effective January 1, 2016; therefore, the Library needs to change its contract for this purpose. Terms and conditions have not changed. Mr. Housh moved for approval, Ms. Horton seconded, and approval of Resolution 2015-50 was unanimous.

RESOLUTION 2015-50

WHEREAS, in October, 1993, the Library entered into a legal services agreement with Patrick E. Martin, Esq., on behalf of Kennedy, Stoeckl & Martin, P.C., to provide all legal services necessary to the regular operation of the Buffalo & Erie County Public Library, and

WHEREAS, these services are provided under a retainer fee with a provision to address litigation and extraordinary matters on an hourly basis, subject to prior approval, and

WHEREAS, Mr. Martin's depth of knowledge, institutional memory, and innovative approaches to resolving library legal issues have served the Library exceedingly well over the years, and

WHEREAS, Mr. Martin and his staff joined the firm of Jaeckle Fleischmann & Mugel, LLP effective May 1, 2014, and

WHEREAS, effective January 1, 2016, the firm of Jaeckle Fleischmann & Mugel, LLP is combining with the firm of Bond Schoeneck & King, PLLC, and

WHEREAS, Mr. Martin and Bond Schoeneck & King, PLLC will provide legal services in the same manner and at the same cost as provided heretofore, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Chair of the Board of Trustees to execute a new contract with Patrick E. Martin, Esq. on behalf of Bond Schoeneck & King, PLLC to cover all legal services necessary to the regular operation, fundraising, and events of the Buffalo & Erie County Public Library, including office and telephone/electronic conferences with Library personnel, preparation of business documents, contracts, and letters, and provision of legal opinions and legal advice to the Board and officers of the Buffalo & Erie County Public Library, when requested, and be it further

RESOLVED, that the fee for the above service effective January 1, 2016 shall be a fixed retainer of $4,588.39 per month, with an annual increase in successive calendar years not to exceed 3%, and with the ability for either party to terminate the agreement upon 90 days' notice, and be it finally

RESOLVED, that the retainer does not include the preparation for or the trial of any litigated matters or services for other extraordinary matters and that any said service or matter will be discussed in advance with officers of the Board so that the Board will have an estimate of the cost of such services beforehand and Mr. Martin and Bond Schoeneck & King, PLLC will not undertake such legal service without specific direction to do so from the Library Director or the Board.

There being no further business, on motion by Trustee Kelly with a second by Trustee Panty, the meeting adjourned at 4:32 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary