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BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, November 17, 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 October 20, 2016 — **ACTION**

D. Report of the Chair — **INFORMATION**

E. Committee Reports

1. Executive Committee

2. Budget and Finance Committee

a. Res. 2016-47 – Unanticipated Expenditure Assistance - Clarence Public Library — **ACTION**

b. Res. 2016-48 – Authorization for Year-end Transfers in Excess of $5,000 — **ACTION**

c. Monthly Financial Report — **INFORMATION**

F. Report of the Director (sent via e-mail if on file) — **INFORMATION**

G. Report of Foundation

H. The Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report

I. Public Comment

J. Unfinished Business

1. Res. 2016-44 – Adopt New Construction/Library Expansion Policy — **ACTION**

K. New Business

L. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
October 20, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, October 20, 2016, at the Central 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
Michael Amodeo
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty

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

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

Chair Housh congratulated Trustees Berlow and Gist on their reappointments to the Buffalo & Erie County Public Library Board of Trustees; both were nominations of Mayor Byron Brown. He welcomed Catherine Walsh, from Erie County Executive Mark Poloncarz's office, who was in attendance on behalf of the administration.

Trustee Burd arrived at approximately 4:07 p.m.

Agenda Item C – Minutes of the Meeting of September 15, 2016. On motion by Trustee Panty and a second by Trustee Horton, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh updated trustees on the October 5th Chairman's Book Club which was held at the Central Library discussing *Half-Earth: Our Planet's Fight for Life* by Edward O. Wilson. The program will be repeated November 28th at the Audubon Branch Library at 7 p.m. The next Chairman's Book Club scheduled for March 3rd will feature the book *All the Single Ladies* by Rebecca Traister and be hosted by Karen King PhD, Executive Director of the Erie County Commission on the Status of Women.

On October 13th, Chair Housh attended the Shakespeare Jubilee which was a celebration of Shakespeare's Folios held at the Central Library which included several student performances.

Vice Chair Vincent arrived at approximately 4:09 p.m.

Chair Housh shared with trustees that on October 13th, the B&ECPL Rare Book Room won the 2016 Preservation Award – Education and Outreach presented by Preservation Buffalo Niagara for the Library's collection of rare architectural books. Representing the B&ECPL, Vice Chair Vincent attended the event along with Amy Pickard who accepted the award. The award was on display and a handout *Outstanding Project: a project that embodies excellence through maintenance* was shared with trustees. Director Jakubowski explained the award was in recognition of the stewardship that our Rare Book Room and Special Collections staff takes towards the preservation of our materials. Further discussion ensued about the importance of preservation. Director Jakubowski thanked Amy Pickard, Meg Cheman and others for their hard work on the upcoming architectural book exhibit.

Discussion took place regarding a recent letter to trustees from a citizen regarding the "mishandling" and possible digitization of Mark Twain's *Huckleberry Finn* manuscript. While Chair Housh sent a letter of response to the citizen explaining the Library's limited resources, competing demands on expending funds, high cost of rare book digital reproduction software, and costs associated with reproduction by scanning/ printing that exceed the Library's abilities, Trustee Berlow felt we should research this individual, cultivate a relationship, and perhaps engage him to raise funds or spearhead a project to raise funds, as it appears from his letter he believes strongly in this project. Director Jakubowski agreed to pursue this and draft a letter.

Director Jakubowski pointed out conversations have been had with Rare Book Room staff to find affordable opportunities for digitization, and they have put the preservation of the *Huckleberry Finn* manuscript on the priority list. Grant opportunities are being looked into by Maureen Germaine of the Development Office. Director Jakubowski explained how digitizing the Finn manuscripts would be a time heavy project. Discussion ensued.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Vincent summarized the Executive Committee meeting of September 8, 2016 and asked the written report be entered into the Minutes. Trustee Bedenko moved, Trustee Bucki seconded, and approval was unanimous. Director Jakubowski e-mailed trustees earlier that day a 3D scanner is to be delivered around October 24th and be housed in the Launch Pad. Staff training will take place. In response to Trustee Gist's question regarding associated patron costs, Director Jakubowski indicated patrons will only be charged for 3D printing materials used.

Present: Chair Frank Housh, Vice Chair Teresa Vincent, and Committee members Michael Amodeo, Sheldon Berlow and Elaine Panty. Also present were Trustee Ted Johnson, Library Director Mary Jean Jakubowski, Chief Operating Officer Carol Batt, and Chief Financial Officer Kenneth Stone.

The meeting of the Executive Committee began at 4:32 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Chair Housh reviewed the proposed agenda for the October 20, 2016 Board of Trustees meeting.

He gave a brief overview of the Chairman's Book Club which met on Wednesday, October 5th at the Central Library. Attendance was good and the event will be repeated at the Audubon Library later this month or in November.

Chief Financial Officer (CFO) Stone reviewed proposed resolutions regarding budget and finance, amending the 2016 operating budget as a result to the change in NYS recurring aid. Discussions ensued.

Trustee Panty, who is also Chair of the Policy Committee, spoke to the recommended changes to the 3 polices being brought forth to the Board. She noted all policies have been vetted by Library legal counsel.

Director Jakubowski reminded the Committee the Shakespeare Jubilee was being held at the Central Library that evening. She indicated she wished to discuss a notice of claim regarding a contract library. Discussion ensued. Director Jakubowski also reminded the Committee the Library's 2017 Budget Hearing is scheduled for 1:45 p.m. on November 1st in the Legislative Chambers.

Trustee Panty noted she recently attended the City of Tonawanda Public Library's Board of Trustees meeting. She indicated the City of Tonawanda

Library Board asked if statistics other than circulation could be shared on a monthly basis for each of the libraries. Chief Operating Officer Carol Batt pointed out computer use, Wi-Fi use, door counts, etc. are available on B&ECPL's website and updated monthly. Director Jakubowski added that each Contract Library Director reports other statistics such as programming and outreach to the System monthly. The Contract Library Directors have access to this information and should share it with their trustees. Director Jakubowski also commented that she has been discussing statistic reporting with Library Administration to help clarify to the public how libraries are being used. She reminded the Committee that circulation is a small fraction of the overall picture of library value to communities.

Trustee Berlow asked the Committee if they had seen the letter from Mr. Powell of Eugene, Oregon regarding the *Huckleberry Finn* manuscript. Director Jakubowski indicated Chair Housh had seen the letter and subsequently responded. Library Attorney Patrick Martin had been sent a copy of the letter via e-mail. Trustee Berlow asked if trustees could see the response [to the Powell letter]. Director Jakubowski remarked it was being sent with the Board packet.

Trustee Berlow pointed out the Yale Museum and Libraries are currently digitizing a plethora of their holdings. He would be happy to connect B&ECPL staff with staff at the Yale Libraries. Discussion ensued.

Trustee Berlow then inquired about services pertaining to 3D printers, i.e. making items from other 3D items and having staff draft/draw sketches of items described by patrons. Discussion ensued. Director Jakubowski will speak with associated staff.

Trustee Johnson asked for an update regarding the patron from the Lackawanna Public Library who spoke during public comment at the July 2016 System Board meeting. Director Jakubowski noted the patron has been notified their privileges have been reinstated. Further discussion was held on this and other matters.

The meeting adjourned at 5:26 p.m. on a motion by Vice Chair Vincent and second by Trustee Amodeo.

Agenda Item E.2 – Budget and Finance Committee. The Committee met on October 12, 2016. CFO Ken Stone announced County Executive Mark Poloncarz released his 2017 recommended budget on October 14th which contained a 2% increase ($469,433) in support for the Library as was committed in his Four Year Financial Plan. Mr. Stone explained this will help to sustain services, cover the mandated items that are

growing faster than inflation, and eliminate a fairly high level use of fund balance. Ms. Walsh was asked to convey to the County Executive the Library is both appreciative and grateful for this. All budget information has been posted on the Library's website. CFO Ken Stone presented the following 2 resolutions.

Agenda Item E.2.a – Unanticipated Expenditure Assistance – Angola Public Library. On motion by Trustee Panty, seconded by Trustee Vincent, Resolution 2016-42 was approved unanimously as presented.

RESOLUTION 2016-42

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 Angola Public Library Board of Trustees has requested assistance to cover the unanticipated cost of coverage for contractually required health insurance that changed subsequent to a retirement, and

WHEREAS, B&ECPL staff worked with Angola 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 $4,000, and

WHEREAS, without this assistance the Angola 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 2016 B&ECPL operating budget salary and wage accounts to accommodate this request, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2016 B&ECPL operating budget to utilize vacancy savings in the salary and wage accounts to provide up to $4,000 in fringe benefit funding assistance to the Angola Public Library, and be it further

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

Agenda Item E.2.b – Amend 2016 Operating and Grant Budgets: NY State Recurring Aid. On motion by Trustee Johnson, seconded by Trustee Panty, Resolution 2016-43 was approved unanimously as presented.

RESOLUTION 2016-43

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

WHEREAS, final amounts for the State's 2016-2017 fiscal year are now known, and

WHEREAS, the overall operating aid will increase $92,105 (4.3%) and aid to recurring library grant projects will increase $28,456 (4.3%) over the 2016 budgeted amounts, and

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

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees approves amending the 2016 grant and operating budgets to implement the following revenue and expenditure budget increases:

Grant	Revenue Change	Expense Change
Central Library Book Aid	2,768	2,768
Central Library Development Aid	11,998	11,998
Continuity of Service	1,935	1,935
Coordinated Outreach	6,539	6,539
New York State Library Automation	2,960	2,960
Library Services to County Corrections	486	486
Library Services to State Corrections	1,770	1,770
Total Grants	**$28,456**	**$28,456**

Operating	Revenue Change	Expense Change
408140 State Aid – Library System	80,333	
408150 State Aid – Member Libraries	11,772	
402190 Use of Fund Balance	(17,105)	
506200 Maintenance & Repair		15,000
561410 Lab & Tech Equipment		60,000
Total Operating	**$75,000**	**$75,000**

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the month ending August 31, 2016 was included in the board packet for information. Mr. Stone conveyed the Library was informed the estimated cost for medical coverage for 2017 is going up approximately 9.74%; the Library budgeted 6% in the anticipated budget. On the good side, the State Retirement System announced their rates will remain flat; the Library had anticipated a small increase. Trustee Johnson inquired what September's retiree medical costs were; Mr. Stone offered to find this out for him. Mr. Stone remarked the year-to-date costs are running a bit under budget.

Agenda Item E.3 – Governance Committee. Governance Committee Chair Sharon Kelly summarized the meeting of September 15, 2016 and requested the written report be entered into the Minutes. Trustee Amodeo moved, Trustee Horton seconded, and approval was unanimous.

> Present: Committee Chair Sharon Kelly; Committee member Alan Bedenko; Library Director Mary Jean Jakubowski; and Human Resources Officer Jeannine Doyle.
>
> The meeting of the Governance Committee began at 5:05 p.m. at the Angola Public Library. A quorum was present.
>
> The Governance Committee was brought forth as a result of a submission of an anonymously submitted Whistleblower complaint filed on 8/26/2016.
>
> The Committee reviewed the complaint. Human Resources Officer Jeannine Doyle explained how she addressed the complaint, working with the department supervisors and providing both the supervisors and staff with Chapter X *Computers, Communications, & Related Technology* of the Buffalo & Erie County Public Library (B&ECPL) Personnel Policies and Procedures Manual. Staff and supervisors reviewed the chapter and signed acknowledgement of reading, reviewing, and understanding the policies.
>
> Pursuant to B&ECPL's Whistleblower Policy, the Governance Committee will bring forth the following recommendation to the Board of Trustees at their next meeting (October 20, 2016): The Governance Committee recognizes the complaint submitted via the Whistleblower Policy was that of a personnel matter and feels it was handled properly by Ms. Doyle. No further action is needed at this time.
>
> With no further discussion or business, the meeting adjourned at 5:15 p.m.

Agenda Item E.4 – Policy Committee. Policy Committee Chair Elaine Panty read parts of the written report of the meeting of September 22nd that applied to each of the

proposed resolutions below. Trustee Johnson moved to have the entire written report entered into the Minutes, Trustee Bucki seconded, and approval was unanimous.

Present: Policy Committee Chair Elaine Panty; Committee members Alan Bedenko and Kathleen Berens Bucki. Also present were Library Director Mary Jean Jakubowski and Deputy Directors Carol Batt and Kenneth Stone.

The Policy Committee meeting began at 4:00 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

Four policies were brought forth for review/revision.

New Construction/Library Expansion Policy: Director Jakubowski indicated this is a complete rewrite of the previous policy – Guidelines and Procedures for Approval of New Library Construction. She noted the reason for the rewrite was driven by multiple factors including but not limited to: simplification of the procedures for approval, clarification of required documentation for approval of projects, libraries should be expanded/built to meet the needs of their communities, and ALA no longer supports specific standards for library construction which was included in the earlier policy. Discussion ensued. Trustee Bucki requested in Section IV. A that the word "has" be changed to "have". On a motion by Trustee Bedenko, second by Trustee Bucki, the proposed policy will move to the full Board for approval.

Central Library Access Ramp Rules: Director Jakubowski and Deputy Director Stone explained the recommended changes bring this policy in line with the B&ECPL's Rules of Conduct. Trustee Bedenko recommended a change in the last paragraph to read "people who violate these rules" rather than the current wording "persons whose actions violate these rules." The Committee agreed to this and other recommended changes. On a motion by Trustee Bedenko, second by Trustee Bucki, the proposed amended policy will move to the full Board for approval.

Rules of Conduct: Director Jakubowski noted this is a local policy. Administration recommends the addition of language to clarify this policy is for the Central Library and Buffalo Branches. Trustee Bedenko recommended the language of the last paragraph be edited to be the same as the language in the Central Library Access Ramp Rules for consistency. The Committee agreed. On a motion by Trustee Bucki, second by Trustee Bedenko, the proposed amended policy will move to the full Board for approval.

Internet Safety and Acceptable Use Policy: The Committee reviewed the policy and makes no changes at this time.

On a motion by Trustee Bucki and second by Trustee Bedenko, the meeting adjourned at 4:30 p.m.

Agenda Item E.4.a – Adopt New Construction/Library Expansion Policy. Trustee Berlow asked who developed the new specs. Director Jakubowski remarked she and the Administrative Team developed the new proposed policy to simplify the process of seeking System Board approval for construction projects. Since it has been almost 15 years since the policy has changed, Trustee Berlow requested more details on the changes. Director Jakubowski explained the current policy dealt with specificities such as size of collections, populations, etc., and the American Library Association (ALA) no longer supports having specific standards for library construction which were included in the current policy. The ALA supports that libraries should be expanded/built to meet the specific needs of their communities. The proposed policy is very broad-based and generalized, outlining specific tasks that would be required for any library heading a major expansion or new build in our Library System. There has to be demonstration of certain aspects such as: why it is needed; support of a new library; why the library is being designed the way it is; what the needs of the community are; etc. Trustee Berlow questioned if there were any construction management industry consultants asked for input. Director Jakubowski replied she did not see the purpose of that in this context; the proposed policy is not specific so as not to pigeonhole ourselves into things that could change with building codes, etc. She added, the proposed new policy was vetted by Library counsel and changes were made accordingly. Trustee Amodeo asked if the Hamburg Public Library was the impetus for this proposed policy. Director Jakubowski replied multiple libraries were the impetus for this. Discussion ensued. She pointed out the current policy was almost too specific in one sense, but there was a lack of organization/procedures and clarification of required documents to present to the System Board of Trustees for approval. This proposed new policy makes clear what is needed to make a request for approval move forward. Discussion ensued about the cost neutrality wording included in the proposed policy. Trustee Berlow requested to table proposed Resolution 2016-44, postponing it to the next Board meeting, having each trustee read it through carefully. Trustee Gist remarked he did not know what Trustee Berlow's objection to it was. Mr. Berlow conveyed he was not objecting but asking for a better understanding and it be given further thought now that questions have come up. Trustee Panty motioned to add the condition of after reading the proposed policy over, trustees are to put specific questions in writing, and send them to the Director prior to the next Board meeting so staff has time to address these questions. On motion by Trustee Berlow, seconded by Trustee Amodeo, Mr. Berlow's original motion to table proposed Resolution 2016-44 was withdrawn. Mr. Berlow made a new motion, seconded by Trustee Amodeo, to table Resolution 2016-44, postponing it to the next Board meeting, addressing the communication concerns, as specified above. With

the exception of Trustee Gist who opposed, all other trustees approved this motion. Director Jakubowski agreed to send out an e-mail to trustees with a deadline for responses to be discussed at the next Board meeting. Trustee Gist shared his concerns that some City branch libraries are in dire need to be replaced and they don't need any more regulations or encumbrances placed on them.

Agenda Item E.4.b – Amend Rules of Conduct. Trustee Amodeo motioned, Trustee Horton seconded, and Resolution 2016-45 was approved unanimously as presented.

RESOLUTION 2016-45

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Rules of Conduct which has been vetted by Library legal counsel, and

WHEREAS, recommended language clarifies the amended Rules of Conduct affect the Central Library and Buffalo branch libraries, over which the B&ECPL Board of Trustees exercises statutory authority, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Rules of Conduct to supersede and replace the prevailing policy last amended May 21, 2015.

Agenda Item E.4.c – Amend Central Library Access Ramp Rules. Trustee Johnson motioned, Trustee Vincent seconded, and Resolution 2016-46 was approved unanimously as presented.

RESOLUTION 2016-46

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

WHEREAS, the Policy Committee used this process to review and make recommendations to amend the attached draft of the Central Library Access Ramp Rules which has been vetted by Library legal counsel, and

WHEREAS, recommended changes include restating sections to make them consistent with the Rules of Conduct, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's

Central Library Access Ramp Rules to supersede and replace the prevailing Rules last amended November 19, 2015.

Agenda Item E.5 – Buffalo Library Services Committee. Vice Chair Vincent asked to have the written report of the September 27th Buffalo Library Services Committee meeting entered into the Minutes. Trustee Burd moved, Trustee Bedenko seconded, and approval was unanimous. Ms. Vincent provided a summary of the meeting.

Present: Chair Teresa Vincent; Committee Members Frank Gist and Ted Johnson; Library Director Mary Jean Jakubowski; Assistant Deputy Director (A.D.D.) Dawn Peters; Linda Rizzo, Manager Buffalo Branches; Suzanne Colligan, Manager Niagara Branch Library; Dan Lewandowski, Manager Dudley Branch Library; and John Stone, Manager E. Delavan Branch Library.

The Buffalo Library Services Committee meeting began at 6:05 p.m. at the Dudley Branch Library located at 2010 South Park Avenue.

Manager Dan Lewandowski welcomed the Committee to the Dudley Branch Library. Introductions were made.

A.D.D. Peters and Buffalo Branches Manager Rizzo discussed the various community connections and partnerships that have been developed by the Buffalo Branches. Noted connections include, but are not limited to: Buffalo Public Schools, Buffalo Public Schools Adult Education, Cornell Cooperative Extension, Dog Ears Bookstore, Erie County New Americans Advisory Committee, Evergreen Health Services of WNY, Family and Child Engagement Collaboration (FACE), Jericho Road, New York State Department of Health, PUSH (People United for Sustainable Housing) Buffalo, PUSH Green, various local Veterans' groups, and West Buffalo Charter School, etc.

A.D.D. Peters noted the Buffalo Branch staff is using "mobile circulation" to register patrons for library cards. Discussion ensued. A.D.D. Peters explained that "mobile circulation" is the term currently used to identify the equipment used for the purpose of off-site library card registration. The group agreed a new term needed to be used as "mobile circulation" could be construed as the book mobile; suggested term: Portable Library Circulation Device (PLCD).

Library Managers Colligan, Lewandowski, and Stone spoke to programs and events happening in their respective libraries.

Trustee Gist noted the B&ECPL Board of Trustees had recently approved funding from the New York State Library Construction program be used for the

installation of an elevator at the E. Delavan Branch Library. Director Jakubowski also noted the funding includes various improvements in the lower level of the E. Delavan Branch. Public meetings will be held with regard to colors, themes, furniture, etc. The elevator is expected to be under construction in late spring/early summer 2017.

Director Jakubowski shared renderings of proposed improvements at the Crane Branch Library. Staff has been meeting with representatives from Kideney Architects and the City of Buffalo. Public meetings will be scheduled October /November 2016 regarding this project.

Director Jakubowski also noted the Board's approval for the Library to participate in an energy savings program. Both the Central Library and the Niagara Branch Library will receive improvements from this program.

A.D.D. Peters noted the Library is working hard to hire staff that reflects the diverse communities in Buffalo. Staff is recruited via continual advertisements placed in the Challenger, Buffalo Criterion, Karibu News, various Hispanic newspapers, etc. Languages spoken by branch staff include: Spanish, Polish, German, Tagalog, Llocano, Bengali, Hindi, Urdu, Somali, Bermese, Karen, Mai Mai, Pashto, and Punjabi. Director Jakubowski expressed her gratitude to the staff and the Human Resources Department for their ongoing efforts.

A.D.D. Peters and Ms. Rizzo indicated staff scheduling remains challenging due to unexpected long-term illnesses, time off requests, and personnel turnover.

Ms. Rizzo invited the Board to attend the October 25th viewing of *Alice's Ordinary People* at the Frank E. Merriweather, Jr. Branch Library. She also asked trustees to save the date of November 14th for the 30th Anniversary Celebration of the Riverside Branch Library.

On a motion by Trustee Johnson, second by Trustee Gist, the meeting adjourned at 7:06 p.m.

Agenda Item F – Report of the Director. Director Jakubowski was happy to announce the B&ECPL is the recipient of The Rotary Club of Buffalo's Major Project Grant! She explained the Library will be receiving up to $175,000 for "Rotary Reads – Kids Clubs." This project is for improvement of children's areas in all Buffalo branch libraries as well as the downtown Central Library. A meeting is planned for next week to obtain more details. She expressed thanks to Joy Testa Cinquino, Dawn Peters, Maureen Germaine, and all those who worked towards this. A copy of the grant application was shared with trustees.

In addition to the wonderful award received from Preservation Buffalo Niagara discussed under the Report of the Chair, Director Jakubowski announced Town of Tonawanda Public Library Director Dorinda Darden was the recipient of the 2016 Black Achievers award. Trustee Gist and Director Jakubowski were present at the ceremony. Chair Housh conveyed sincere congratulations from the Board to Ms. Darden who could not be present at the Board meeting. Trustee Burd voiced Ms. Darden is a wonderful asset to the community. Copies of the ceremony program were shared with trustees.

A letter of recognition from the Public Library Association, a division of the American Library Association, for the Library's participation in Project Outcome was shared with trustees. Director Jakubowski explained this was a national data collection project and the Library participated through its Summer Reading program.

She also shared a thank you letter from the New York Council for the Humanities for the Library's support and partnership in hosting *The Economics of Segregation* program. It was, in their words, a tremendous success. The Library hopes to continue its partnership with them and will continue to apply for grant funds in the future.

Trustees were invited to attend the Library's Budget Hearing scheduled for November 1st at 1:45 p.m. in Legislative Chambers. Chair Housh, CFO Stone, along with Director Jakubowski, will be making presentations.

Director Jakubowski thanked Trustees Panty and Horton for spearheading the Riverside Branch Library's 30th Anniversary Celebration scheduled for the evening of Monday, November 14th; additional information will be forthcoming.

A public meeting is now set for Tuesday, November 15th at 6 p.m. at the East Delavan Branch Library for their construction project; trustees are welcome to attend.

Chair Housh was featured in an article *Spotlight/Civil discourse at the library's Chairman's Book Club* in the *Buffalo Spree*; copies of the article were passed around.

In closing, Director Jakubowski reminded trustees they can obtain a free replacement One Buffalo library card which is all about community pride. In the first week since announced, the Library had just over 600 library cards issued to brand new patrons.

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

B&ECPL Monthly Report
September 2016

Celebrating Our Milestones: Planning for the "Celebrating Our Milestones: 180 Years of Books, History & Community" Library Gala continues. The Gala will be held on Friday, December 2, 2016 at the downtown Central Library. Library Trustee Wayne D. Wisbaum is being honored with the inaugural Grosvenor Award. The Library Foundation of Buffalo & Erie County is the Presenting Sponsor of the event. Currently, there are 6 confirmed Silver Sponsors. Sponsorships, tickets, and program ads are available for purchase. For more information or to purchase tickets, please contact **Joy Testa Cinquino** at 858-7182.

Lackawanna Library Closed – Library on Wheels Provides Service: On September 13th, a car ran into the Lackawanna Public Library causing significant structural damage and forcing the closure of the library. The *Library on Wheels*, also known as the bookmobile, provided service to Lackawanna residents on September 15th, 16th, and 19th in nearby Memorial Field. *Library on Wheels* Manager **Nicole Jesse** and Lackawanna Public Library Director **Jennifer Johnston** assisted patrons with holds, selecting materials, and providing tours of the vehicle. The Lackawanna Public Library reopened for service on September 20th.

Congratulations Renée Masters: Librarian **Renée Masters** was honored at the 50th Anniversary, Annual Meeting of the Western New York Library Resources Council. Renée was this year's recipient of the *Excellence in Library Service Award* for her work bringing consumer health information to the community. This award is based on the breadth of the service philosophy during the past year which included leadership, participation, commitment, and development of new or improved services that enhance the experience of library patrons or library operations.

Read Down Your Fines: A total of 655 children participated in this year's summer long Read Down Your Fines program. All totaled, the children read approximately 1,170 hours (70,173 minutes) resulting in more than $4,675.00 in fines being eliminated through reading. The Read Down Your Fines program is for kids age 16 and under to "read down" Buffalo & Erie County Public Library fines. For every 15 minutes of reading, kids earned a $1.00 READING BUCK to be used against their fines. The more they read, the more BUCKS they earned.

Welcome Week - September 16th - 25th: Each of the 8 Buffalo Branch libraries and the downtown Central Library celebrated "Welcome Week" sponsored by Welcoming America designed to bring together immigrants and U.S. born residents in a spirit of unity to raise awareness of the benefits of welcoming everyone – including new Americans. A variety of events designed to foster awareness of various cultures and

create a welcoming environment were held throughout the week. Craft programs included Twirling Palm Puppets from India, Wodaabe Mirror Pouch from Niger, Eid Lanterns, and crafts from around the world among others. On Saturday, September 24th at the Central Library, local artist David Wasik led children and teens in creating a community mural, where each participant created a piece of the mural. Many of the works expressed a theme of unity, peace, and personal identity. Programs held at the Buffalo Branch libraries included a Potluck Gathering, Community Story Map, Flag of Welcoming, etc. Niagara Branch Senior Page **Habiba Mohamed** spoke about her experiences as a Somali refugee to becoming a naturalized United States citizen. Her discussion prompted another patron from Bulgaria to share her story with the audience. On September 23rd, the Central Library hosted a lecture on Bridging the Gap for Immigrants. Local organizations were invited to participate with activities throughout Welcome Week as an opportunity to connect with the community. Those that participated were Jericho Road, Literacy New York Buffalo-Niagara, Inc., and Buffalo Public School Adult Education.

Skyping Home: Each of the Buffalo Branch libraries now has laptop computers for public use with Skype software. The laptops and Skype software will be especially useful in libraries where the community has a significant number of immigrants or refugees to facilitate remote communication with family and friends.

Buffalo Comicon: On September 16th and 17th downtown Central Library staff participated in Buffalo Comicon, meeting over 1,500 pop culture enthusiasts who support reading through comics and graphic novels. Given 3 rooms at the Convention Center, the Library truly had a chance to promote activities and services to all ages. Information Services & Outreach Librarians **Maria Lowe** and **Laura Scott** introduced the Library's graphic novel and Manga collections to attendees. Laura gave a short presentation on the history of Manga and facilitated a discussion with the audience. Additionally, Maria and Laura used this opportunity to promote and sign up new potential members for the Central Library's Teen Manga Club. Information Services & Outreach Manager **Dan Caufield** presented 2 programs at the Convention, the *Science of Super Heroes* and *Comics in Culture*. Children's Services Librarians **Erin Burke**, **John Gaff**, and Senior Page **Chelsea O'Donnell** hosted children's programming including a number of STEM-related activities; building and launching stomp rockets, constructing simple slingshot straw rockets, popsicle stick catapults with an accuracy testing game, and paper airplanes. Meanwhile, Erin conducted Super Hero Training Camp and Jedi Academy. Super hero-themed coloring and games were available throughout the event. TechKnow Lab Manager **Kara Stock** and TechKnow Lab Library Associate **Sean Goodrich** staffed a MakerSpace table. Hundreds of individuals of all ages experienced virtual reality, learned how to make stop motion animation videos, practiced coding via Osmo gaming, and used our infrared Leap Motion hands-free controller. Several of the Comicon attendees have since visited the Central Library to receive free training on our 3D printer.

Great Pumpkin Patch Adventures: On September 17th, the *Library on Wheels* participated in the opening weekend of the Great Pumpkin Patch in Clarence, NY. **Nicole Jesse** and Senior Page **Alyssa Johnson** saw 133 visitors, providing tours, conducting crafts, registering new borrowers, etc.

Audubon Birds - Update: Volume III of John J. Audubon's *Birds of America* elephant folio has returned! The volume was disbound and beautifully conserved by Etherington Conservation Services (ECS) returning the volume to its original issue state, allowing for safe handling and viewing. The last volume, Volume IV, is now at ECS for the same treatment. Anticipated completion and return of Volume IV is spring of 2017. A leaf of the *Birds* is on exhibit in the Grosvenor Room and is rotated regularly for conservation/preservation purposes as well as allowing ongoing access to this magnificent work.

Monthly Programming Statistics – September 2016

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	108	1534	2310	35071
Children (age 6-12)	92	1502	1495	28763
Teens	27	553	238	7333
Intergenerational	83	1066	2201	31219
Adults (excludes Technology)	196	1774	2329	24158
TOTAL In Library Programs	506	6429	8573	126544

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)	19	248	19	243
Teens	23	443	23	467
Intergenerational	0	0	0	0
Adults (excludes Technology)	140	1211	140	1221
TOTAL In Library Programs	182	1902	182	1931

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	7	66	21	261
System or Library-owned Cyber Train	15	132	128	944
One on One	70	576	91	810
TOTAL Adult Technology	92	774	240	2015

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	3	38	75	1171
Children (age 6-12)	7	70	382	4113
Teens	2	9	50	1167
Intergenerational	9	177	1581	8811
Adults (excludes Technology)	9	85	260	3003
TOTAL Outreach (out of Library)	30	379	2348	18265

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	134	74	2470
Adult Services	3	36	45	746
Launch Pad/TechKnow Lab	3	58	437	1561
Development/Communications	2	38	52	633
Grosvenor Room	1	21	18	130
TOTAL	12	287	626	5540

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	2351	25216	
Visitors - Tour/Program	196	3668	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	2547	28884	38418

Highlights:

- September 14th - Rare Book and Map Librarian **Charles Alaimo** provided a tour for Lisa Yaeger, counsel for New York State Assemblymember Crystal Peoples-Stokes, of the Shakespeare exhibit, Grosvenor Room resources, and Rare Book treasures. Charles was accompanied by Library Director **Mary Jean Jakubowski** in discussing our community treasures and the need for conservation/preservation projects.

- September 19th - Information Services & Outreach Librarian **Renée Masters** brought in a new exhibit for the Whisper Space. Entitled "Paperworks", this exhibit comes to us from Autism Services' Arts Work studio. The 8 stunning mixed media works on display were created by school-aged artists as young as 7 years old. The exhibit will be on view through mid January 2017.

- September 20th - **Charles Alaimo** provided a tour of exhibits for 16 exchange students from Spain visiting the Nichols School. Along with the students were 1 teacher from Nichols and 2 teachers from Spain. The attentive students and adults were given tours of the Mark Twain Room and the Shakespeare and Milestones of Science exhibits.

- September 22nd - The New York State Department of Health, through Senator Tim Kennedy's office, provided an information table at the Frank E. Merriweather, Jr. Branch Library.

- September 23rd - **Nicole Jesse** and Mobile Services & Outreach Manager **Brian Hoth** attended the Fall Concert and Book Sale at the Town of Collins Public Library. Library Director **Abigail Barton-McGowen** was happy to have the bookmobile present. Twelve very interested patrons were thrilled to see bookmobile service again after several years, with many of them reminiscing about past service, especially to elementary schools.

- September 23rd - **Renée Masters** represented the B&ECPL System at Erie County Medical Center's Delavan Grider Farmer's Market. Local residents and many hospital employees visited the market. Renée was able to promote the Library's online language program, *Pronunciator*, which features language programs geared toward health providers. Information about the new One Buffalo library card was also well received.

- September 24th - Children's Services Librarians **Mary Ann Budny**, **Steve Clancy** and Senior Pages **Nancy Smith** and **Rachel Schroeder** attended the Mayor Byron Brown Summer Reading Reception at the Convention Center. The staff disseminated information about the Library, issued 35 new library cards, and had the Meccanoid

Robot from the Launch Pad interact with the children. The children loved the robot as it responded to commands from Steve.

- September 24th - **Nicole Jesse** and eBranch/Interlibrary Loan Branch Manager **Rosalyn Damico** participated at the Taste of Grand Island. They were joined by Library Director **Patricia Covley** from the Grand Island Memorial Library. Six hundred forty-eight attendees visited the *Library on Wheels* and the staff processed 15 library card applications, gave tours, and provided readers' advisory to children. Members of the Grand Island community were excited to see the System's new bookmobile and reminisced about prior service. Grand Island Town Supervisor Nathan McMurray also visited and commented on services offered.

- September 29th - **Renée Masters** attended the *4th Annual WNY ACA Outreach and Enrollment Summit.* Topics being discussed included outreach to "hard-to-reach" individuals who are still uninsured. Navigators, health advocacy groups, health insurance plans, community groups, healthcare facilities, certified application counselors, unions, and small business representatives came together to examine best practices, and share strategies, resources, and partnerships to maximize efforts. The public library has proven to be a community hub, providing timely information and access to enrollment resources.

2. Collection Development

Collection Development – September 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	5,543	36,663	435	2,514	535,192
Young Adult Print	816	7,161	133	1,022	73,483
Adult Print	5,016	42,077	784	6,674	1,865,101
Media	5,703	38,882	456	3,751	514,198
Other*	3,078	30,631	11	297	208,578
Subtotal	20,156	155,414	1,819	14,258	3,196,552

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,010	7,209	738	5,176	41,493*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	89	593	80	526	7,954
e-Videos	0	0	0	0	99 +Moving Image Archive Library**
Subtotal	1,099	7,802	818	5,702	49,546

*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	21,255	163,216	2,637	19,960	3,246,098

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	480	3.8%	480	71.3%
Staff Initiated	109	2.8%	109	88.1%

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

Highlights:

- In September, 673 unique visitors from 11 countries viewed the Library's Subject Guides (http://bit.ly/1BgHwzj); Countries included – Australia, Bangladesh, Canada, Germany, Guadeloupe, Guyana, India, Philippines, Switzerland, United Kingdom, and the United States.

3. Technology

Technology – September 2016

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	711,438	5,708,789
Online Catalog	964,324	7,062,103

Social Networking:

	Monthly Staff Activity[1]	YTD Staff Activity	Monthly Public Activity[2]	YTD Public Activity	Monthly New Followers	Total Followers[3]
Facebook	132	931	3,464	28,028	31	6,842
Flickr	0	202	7,119	95,557	0	53
Instagram	30	275	652	6,901	21	923
Pinterest	48	540	552	5,258	29	1,362
Tumblr	2	32	6	62	2	146
Twitter	166	1,238	1,049	9,421	84	9,092
YouTube	0	8	759	7,350	0	123
Total	378	3,226	13,601	152,577	167	18,541

[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

September Social Networking Highlights:

- The B&ECPL joined a global effort on Twitter to promote libraries by taking part in "Follow a Library Day" on September 29th. Participants Tweeted positive library messages and included "shout-outs" to specific institutions worth following, including @BuffaloLibrary. The campaign, which used the special hashtag #FollowALibrary, succeeded in attracting a number of new @BuffaloLibrary Followers, contributing to a month-end gain of 84 new Followers.

Highlights:

- The Information Technology (IT) Department staff is in the process of upgrading public-use computers from the Windows 7 operating system to the Windows 10 Anniversary version. In addition, the Microsoft suite of products is being upgraded to Office 2016 with project completion targeted for the first quarter of 2017. With the upgrade to Windows 10, all computers will have the option of using the Microsoft Ease of Access magnification and screen reader for increased accessibility.

- Next-Generation ILS Implementation Progress: The ILS Implementation Team continued to focus on customizing the next-generation Enterprise interface in September. Specialized search options were created and the site's banner was

tailored to B&ECPL requirements. In preparation for implementing eResource Central (eRC), a profile questionnaire was submitted to SirsiDynix with training and installation to follow in October. eRC will allow patrons to search Overdrive digital content alongside physical items, view real-time availability, and download most titles directly from the Enterprise catalog.

4. Funding/Fundraising

Funding:

- The City of Buffalo's Citizens' Planning Council (CPC) conducted hearings concerning 2017 Capital Project Requests for City-owned facilities on September 7th. CFO Kenneth Stone presented the Library's request.

  Top priority for the Buffalo Branch libraries in the 2017 Capital Budget is the Crane ADA Elevator, Restrooms & 2nd Floor Rehab project. The Crane Library's heavily used public meeting and performance space as well as its public restrooms are located on the 2nd floor of the building, reachable only by stairs. There is significant deterioration and water damage in the space. Most fixtures, all flooring, and the restrooms are original 1955 vintage and well beyond end of useful life. The library's roof was replaced in spring 2016. This project would install an Americans with Disabilities Act (ADA) compliant elevator; replace the 1955 vintage restrooms with ADA compliant facilities; and rehab the deteriorated 2nd floor space to greatly improve access and usability of this space. Project work can be phased to spread the cost impact. A subsequent phase would also rehab the first floor. Cost for all phases is estimated to total approximately $1.9 million. Once this project is completed, all City branches will be fully ADA accessible.

  In 2016 the City allocated $455,000 in its 2016 Capital Budget which, combined with prior year balances, will provide $775,500 in City funding to support the installation of an elevator and rehabilitation of the lower level of the East Delavan Branch Library. An anticipated NYS Library Construction Grant of just over $203,106 will raise project funding to just under $1 million. The project will also create a new welcoming entry from the library parking area and is expected to go out to bid this fall with construction expected to begin in 2017.

  Seven of the eight Buffalo Branch Libraries are owned by the City (the eighth, the North Park Branch, is leased by the City for library use).

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Campaign	January 1, 2016 – September 30, 2016	$63,207.94

5. Facilities

Highlights:

- The new HVAC for the Mark Twain Room has been installed and we now have a consistent controlled environment. The leaves of the Huck Finn manuscript are back on display in the Mark Twain Room and a plate of the recently conserved Audubon *Birds* is on display in the Grosvenor Room.

6. Staff Development

Staff Development - September 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	129	1984	1	31

Highlights:

- At the September 14th Managers/Directors meeting, Assistant Deputy Director **Jeannine Doyle** conducted a presentation entitled *Succession Planning*. The training conveyed how to prepare for changes in the workforce by identifying key employees and key positions, evaluating recruitment, retention, and knowledge transfer strategies, and creating an effective plan to ensure smooth successions in the future. A total of 37 managers and directors from across the System were in attendance.

- The B&ECPL nominated 2 employees, Librarian **John Stone** and Jr. Personnel Clerk **Erin Weller**, for participation in Erie County's *Effective Supervisory Practices* course beginning this month. In this 11-week course, participants complete in-person and online training to improve their supervisory and leadership skills. Topics so far have included: *Roles of a Supervisor*; *Ethics*; *Situational Leadership*; *Selection, Onboarding, & Employee Development*; and *Communication & Emotional Intelligence*. The classes will continue through November.

- Staff attended multiple conferences and programs throughout the month. Two administrators attended the *HATS Trustee Training Workshop* presented by the Public Library System Directors Organization (PULISDO). Three staff members attended the Western New York Library Resources Council's (WNYLRC) Annual Meeting in Ellicottville, NY. Other conferences/seminars included: *Annual ACA Summit*, a forum to discuss community healthcare outreach presented by New York State's Healthcare Education Project; Effective Strategic Planning by the Small Business Association of Buffalo; and Erie/Niagara Birth to 8 Coalition at

the United Way. The coalition's purpose is to convene the early childhood community in Erie and Niagara Counties to promote and improve kindergarten readiness.

- Finally, staff continued to pursue a variety of webinar training opportunities on a wide range of topics in September, including: *BLUEcloud Acquisitions SPP* (presented by SirsiDynix); *Collection Emergencies: Managing Time Sensitive Projects Successfully Without Losing Your Hat* (presented by Ingram); *Getting an Edge in the Digital Age: Building Partnerships and Serving the Community with Technology* (presented by Edge) ; *Makerspace Projects for School, Public, and Academic Libraries* (presented by Demco); *Original Cataloging in Symphony* (presented by SirsiDynix); *Measurement Matters: Using Edge, Project Outcome, and the Impact Survey to Assess and Improve Community Outcomes* (presented by PLA); *PLDS Reporting* (presented by PLAmetircs); *Support Small Business Development at Your Library* (presented by Webjunction); and *Unlocking Pop Culture to Improve Your Readers' Advisory* (presented by Novelist). A total of 30 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**
TV News Interview – Amy Pickard, Rare Book Room Curator	Rare Collections – Mark Twain	WGRZ TV Channel 2, September 12th
Media Reminders	Chairman's Book Club Indie Author Day One Buffalo Community Library Card - Media invitation announcement Shakespeare Wedding of the Folios – Media invitation announcement	Buffalo News & Spree Magazine
TV Live Remote	Hispanic Heritage Month Kick-off	WKBW TV Channel 7, September 15th
WGRZ - Morning Show	Unknown Stories of WNY - Mark Twain's Walking Dead	September 12th
Crane: WNY Family Magazine Online	September Events	September 1st

Dudley: WNY Family Magazine: http: //www. wnyfamilymagazine. com/	Calendar of events	September
Dudley: Bee Newspapers	Book Sale advertisement	
Niagara: Bee Newspapers	Various programs submitted to online calendar event suggestion form.	Online submission
Riverside Review	Hours, Book Sale, Welcoming Week Event	September 7th

Highlights:

- September 12th - Pete Gallivan's "Unknown Stories of WNY" series on WGRZ aired "Mark Twain's Walking Dead" about Twain's ghost story "Curious Dream." Twain's "Curious Dream" was a 2-part piece published in the *Buffalo Express* in 1870 about skeletons abandoning their gravesites because conditions were so deplorable. The story was a subtle nudge for cemetery reform. Opinions are divided about which cemetery on North Street Twain wrote about. Pete Gallivan interviewed Rare Book Curator **Amy Pickard** and others in the community including the Buffalo History Museum's Cynthia Van Ness for this story.

8. Partnerships

Highlights:

- September 2nd - Children's Services Manager **Kathryn Galvin** met with Pediatric Nurse Practitioner and Reach Out and Read Regional Coordinator Tricia Kirst to discuss future collaborations on providing programs throughout the libraries.

- September 13th - **Joshua Mitch** visited the West Buffalo Charter School to bring event flyers to Rachel Banas. The school received books through the Martin Luther King, Jr. Initiative early in the year and the library has since been working with them in coordinating school visits and outreach opportunities.

- Children's Services Librarian **John Gaff**, along with Librarian and Launch Pad Manager **Jordan Smith,** met with Jeff Dukat of the Boys and Girls Club. Together they finalized unique programming sessions to be offered in the upcoming months. These will include an 8-week session in which one clubhouse attends the Central Library once per week to learn about stop motion animation and another 8-week session in which they learn about game design. These programs will offer persistent learning opportunities for local youth in STEM-related fields. For their

efforts, at the end of each 8-week session, participants will have created their own unique project.

- September 20th - Library Director **Mary Jean Jakubowski**, Special Collections Manager **Meg Cheman**, and Rare Book Curator **Amy Pickard** attended the award presentation of Preserve New York Grants. UB Professor Emerita Lorna Peterson thanked the Library for the reference assistance given by the librarians and made possible by the collection in the Grosvenor Room. The research supported the Buffalo Niagara Medical Campus/Fruit Belt grant application to continue the cultural resource survey of the Fruit Belt neighborhood, helping them receive a $7,000 grant.

- September 15th **– Joy Testa Cinquino** and **Meg Cheman** met with WNED-TV Producer David Rotterman and the Director of Education Beth Fronckowiak, M.S.Ed. to discuss the Library's upcoming rare collections exhibits including Architecture (opening in March 2017) and World War I (opening in November 2017). We are looking at collaborating with them to produce short video vignettes for WNED and the Library to air and distribute.

9. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
September 1, 2016	Conference Call - Public Library System Directors Organization (PULISDO) - Sub-Committee on New York State Public Library Minimum Standards
September 7, 2016	Meeting - B&ECPL Board of Trustees Chair - Frank Housh
September 7, 2016	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
September 7, 2016	Meeting - Association of Contracting Library Trustees (ACT)
September 8, 2016	Meeting - Dawn Peters, Rosalyn Damico, Brian Hoth
September 8, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
September 9, 2016	Meeting - Drs. Geraldine Bard and Betty Cappella - Project Flight
September 9, 2016	Meeting - Glenn Luba
September 9, 2016	Meeting - Dawn Peters, Joy Testa Cinquino
September 12, 2016	Meeting - Carol Batt, Joy Testa Cinquino
September 12, 2016	Conference Call - PULISDO Sub-Committee Minimum Standards
September 13, 2016	Meeting - Jeannine Doyle, Dawn Peters, Linda Rizzo

September 13, 2016	Meeting - Literary Corridor Committee
September 13, 2016	Meeting - Western New York Library Resources Council (WNYLRC) Board of Trustees
September 13, 2016	Conference Call - PULISDO
September 13, 2016	Conference Call - PULISDO, New York State Department of Education - Division of Library Development (DLD)
September 14, 2016	Meeting - Managers/Directors
September 14, 2016	Meeting/Tour - Lisa Yaeger, Special Counsel to New York State Assemblymember Crystal Peoples-Stokes
September 14, 2016	Meeting - Library Foundation of Buffalo & Erie County
September 15, 2016	Meeting - Administrative Team
September 15, 2016	Meeting - Joy Testa Cinquino
September 15, 2016	Event - Hispanic Heritage Month Kick-off
September 15, 2016	Meeting - Lakeshore Central Schools - A.J. Schmidt School
September 15, 2016	Meeting - B&ECPL Board of Trustees
September 15, 2016	Meeting - B&ECPL Board of Trustees Governance Committee
September 19, 2016	Meeting - Anne Conable, Anne Leary, Joy Testa Cinquino
September 20, 2016	Event - Press Conference Moot Center Preservation Grants
September 20, 2016	Meeting - Jeannine Doyle, Joy Testa Cinquino
September 20, 2016	Meeting - ZONTA International
September 21, 2016	Meeting - Central Library Programming Teams
September 21, 2016	Event - Meals on Wheels Plate Expectations
September 22, 2016	Meeting - Dawn Peters
September 22, 2016	Meeting - Chairman's Book Club Panelist
September 22, 2016	Conference Call - NewsBank
September 22, 2016	Meeting - B&ECPL Board of Trustees Policy Committee
September 22, 2016	Event - New York Council for the Humanities Community Forum - The Economics of Segregation
September 23, 2016	Event/Tour - Author Dava Sobel, David Castillo - UB Humanities Institute
September 23, 2016	Meeting - City of Tonawanda Fletcher School
September 26, 2016	Meeting - Kideney Architects, Re: Crane Branch Library
September 27, 2016	Meeting - City of Tonawanda Fletcher School
September 27, 2016	Conference Call - DLD, Jeannine Doyle
September 27, 2016	Meeting - B&ECPL Board of Trustees Buffalo Library Services Committee
September 28, 2016	Meeting - Southtowns Friends of the Library Annual
September 29, 2016	Meeting - Paul Hogan, Oishei Foundation
September 29, 2016	Conference Call - Chairman's Book Club Panelist
September 30, 2016	Event - WNYLRC 50th Anniversary Business Meeting/Workshop

Other:

Contracting Member Library Activity Reports

Concord Public Library – submitted by Bridgette Heintz, Director

Highlights of events and activities at the Concord Public Library:

- September 13, 2016: Senator Patrick Gallivan came to tour the Concord Library. Village of Springville Mayor William Krebs, Trustee Virginia Krebs, Trustee Kelli Rumfola, and I were in attendance. The Senator was thanked for the "Bullet Aid" funds he has provided the libraries in his district over the past few years and we were glad to have the opportunity to show him the technology upgrades the library is able to provide the community, including more public laptops and new AV equipment in the meeting room.
- October is looking to be a busy month. Highlights include:
    - Cris Johnson's "Tales from Beyond" program on October 3rd.
    - A new Adult Coloring program which will kick off this month; one meeting in the afternoon on October 4th and one in the evening on October 7th.
    - Hawk Creek's presentation of "Harry Potter's Owl" on October 20th.
    - The annual Pumpkin Party being held October 27th with an "It's the Great Pumpkin, Charlie Brown" theme to tie-in with the 50th anniversary.
    - Our weekly Lapsit program for children 6 months to 2 years which continues to grow as does our weekly Preschool Story Time program for ages 3-5 years. As we all know, literacy begins early…however, adding bubbles and a parachute to the mix never hurts.
    - Our most popular program - Lego Club, which has been going strong for over 2 years, and meets every fourth Monday. The children love to display their creations in the library.
    - Our monthly Book Club (Book & Movie), which meets every fourth Tuesday at 1 p.m. This has grown to 16 participants, with more interest every month depending on the title. The theme of the club is "books made into movies" and the members read the book and watch the movie for each month's discussion. The title for October is *The Bad Seed* by William March.
- Beginning in November, the library will again partner with the Erie County Department of Social Services and the UB School of Social Work by offering space to provide an intern, available to the public, who will answer questions and offer guidance for those in need of the services the department offers. The program, in its second year, will be available in the library every Thursday from 10 a.m. – 6 p.m. through May 2017 (start date TBD). As the interns are graduate students of the school, the program runs based on the UB school calendar.

Orchard Park Public Library – submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Public Library:

- The Orchard Park Library is the most visited contracting library in Buffalo and Erie County and ranks 5th overall in circulation of materials.
- The Friends of the Orchard Park Library held their quarterly book sale September 9th, 10th and 11th.
- The fall schedule of computer classes includes Intro to Microsoft Windows 10 September 22nd, Android Basics October 18th, and eBooks and eReaders November 17th.
- Orchard Park was visited by Nickel City Reptiles on the afternoon of September 24th. At the show, 8 - 10 different reptiles and mammals were presented for an educational and entertaining experience for all ages!
- The Friends of the Orchard Park Library have scheduled the fall 4th Tuesday Speaker series which includes Orchard Park Supervisor Dr. Patrick Keem in September, WNY Railroad Society in October, and Dr. B. G. Flickinger discussing "Art of the Vatican" in November.
- The Friends of the Orchard Park Library hosted the Southtowns Friends Annual Meeting September 28th. The Friends engaged guest speaker Lisa Wemett from the New York Library Association Friends of Libraries Section featuring the topic "Keep it Growing – Strengthening Your Friends of the Library Group".
- On September 29th the library celebrated National Beer Week and Orchard Park Oktoberfest with guest speaker Ethan Cox's presentation of "Buffalo Beer: a History of Brewing in the Nickel City".
- The Orchard Park Library Board of Trustees hosted an appreciation gathering honoring Marianne Hoover's 13 years of service to the Board on September 30th. Thank you Marianne!
- The VNA provided flu and pneumonia vaccinations free of charge on October 6th.
- The Friends of the Orchard Park Library sponsored an intergenerational Intermediate Chess Class with Michael McDuffie on Sunday, October 9th.
- Buffalo Philharmonic BPOvations resumes October 17th with speaker Rob Deemer: "Writing a Concerto for Orchestra".
- A Not So Scary Stories program with story-teller extraordinaire Annemarie Jason is on tap for October 19th.
- On Saturday, October 22nd, Hawk Creek presents "Harry Potter's Owl".
- October 29th is DIY Halloween Decorations Day – featuring spooky, glowing ghosts and soft, squishy pumpkins!
- The Friends of the Orchard Park Library will host a Trick or Treat Party with a coloring contest, crafts, snacks, and stories on Thursday, October 27th. WNY Superheroes will make an appearance!

- The Friends have scheduled their "Special/Rare Book Sale" for November 4th and 5th.
- PeeWee Puppets presents "Max & Henry's Pirate Adventure!" on November 12th.
- Local instructor Tina Ames will host a Thanksgiving-themed Candy Creations intergenerational workshop on November 17th.
- A "Fantastic Beasts" program is scheduled for November 19th in celebration of the Harry Potterverse film release *Fantastic Beasts and Where to Find Them* – featuring all things beastly and a special Fantastic Beasts edition of Lego Club.

Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Bill Josefiak of ACT reported 20/22 contracting libraries were represented at the October 15th ACT meeting held at the Lancaster Public Library. Gerry Murak MS, MBA of Murak & Associates, LLC spoke on strategic planning and the process involved for both three and five year plans for libraries. His presentation included applying business principles when developing strategies for each library, a marketing plan, resource plan and annual operating plan. Notes are being compiled from the presentation to be shared on the trustee website. A follow-up program is being planned to meet as a group, come up with strategic plans, and have a sharing of these plans amongst libraries. Future ACT meetings are planned for December 2016, February 2017, and TBA. Mr. Josefiak provided an update on the West Seneca Public Library's expansion project – bids are out, they are starting to clear the area, and engineers are coming into the building; he brought up the unique *under one roof* approach and spending funds in one area. He mentioned the bookmobile may be needed at some time during construction. Trustees were invited to attend the Boston Free Library's 34th Annual Gala Fundraiser Sunday, October 23rd from 2 – 4 p.m.

Contract Member Library System Liaison Report – Trustee Panty reported she attended the October Board meeting of the City of Tonawanda Public Library. Their Board raised a few questions which Ms. Panty posed to Director Jakubowski; Director Jakubowski has subsequently followed up with them. Trustee Panty noted they requested all library statistics be able to be viewed on one easy to read report on the website. Mr. Stone and staff are working on this for the future.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business. None.

There being no further business, on motion by Trustee Johnson with a second by Trustee Panty, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary