

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, February 18, 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 January 21, 2016 **ACTION**
- D. Report of the Chair **INFORMATION**
 - 1. Committee Appointments **ACTION**
 - 2. Contract Member Library System Liaisons
- E. Committee Reports
 - 1. Executive Committee
- F. Report of the Director (link sent via e-mail if on file) **INFORMATION**
- G. The Association of Contracting Library Trustees (ACT)/
Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
- J. New Business
- K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 21, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, January 21, 2016, at the Central Public Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Rhonda Ricks, Treasurer
Michael Amodeo
Alan Bedenko
Sheldon M. Berlow
Katie Burd
Frank Gist
Theodore K. Johnson
Elaine M. Panty
Wayne D. Wisbaum

Chair Ted Johnson 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.

Agenda Item C – Minutes of the Meeting of December 17, 2015. On motion by Mr. Amodeo and a second by Ms. Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Nominating Committee Chair Michael Amodeo reported the Committee composed of him, Trustees Bedenko, Burd, Panty and Vincent, met on January 7, 2016. He presented the following slate of officers and Executive Committee members for 2016:

Chair – Frank Housh
Vice Chair – Teresa Vincent
Secretary – Kathleen Berens Bucki
Treasurer – Rhonda Ricks, PhD

In addition to the Chair and Vice Chair, proposed members of the Executive Committee are Michael Amodeo, Sheldon Berlow and Elaine Panty. He made known all nominees were contacted and were agreeable to serve. There were no nominations from the floor. On motion by Trustee Burd, seconded by Trustee Panty, the slate was approved unanimously as presented. Director Jakubowski commented that both Trustees Berens Bucki and Vincent were not in attendance due to illness.

Agenda Item E – Meeting Schedule for 2016. The meeting schedule for 2016 was included in the Board packet mailing.

Agenda Item F – Report of the Chair. Mr. Johnson invited new Board Chair Housh to sit at the head of the table and continue with the agenda. Mr. Housh thanked Mr. Johnson for his outstanding job as Chair the past year. Chair Housh asked trustees to return committee preference forms to the Director's office by February 1, 2016.

Agenda Item G – Committee Reports.

Agenda Item G.2 – (taken out of order) Budget and Finance Committee.

Agenda Item G.2.a – Amend 2016 Budget: NYS Grant in Aid. Deputy Director – CFO Kenneth Stone explained this resolution would budget State Aid sponsored by Senator Patrick Gallivan for the libraries in his district as detailed in the resolution presented. Mr. Stone updated trustees earlier that day, the Library was notified the aid was scheduled in the State's payable system for the Library to receive on or before February 14th; when payment is received, monies will be distributed to the member libraries. On motion by Mr. Gist, seconded by Ms. Panty, the following was approved unanimously.

RESOLUTION 2016-1

WHEREAS, the Library received notification from the State Department of Education that the New York State Legislature has approved aid in the amount of \$1,500 each for 11 libraries in Senate District 59, totaling \$16,500, and

WHEREAS, this special aid was sponsored by New York State Senator Patrick M. Gallivan designated for the purchase of computer equipment, technology, or a computer training program for library patrons, and

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library gratefully accepts the award of \$16,500 in state aid, and be it further

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

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves, upon receipt of the grant proceeds, implementing a budget amendment to the 2016 operating budget, increasing revenues and expenses as follows:

**2016 operating budget revenue and expense
increase**

		SAP Commitment Item #	
		Revenue #408160	Expense # 516010
		State Aid Special	Contractual Payments
Contracting Member Libraries	Fund Center	Amount	Amount
Ewell Free Library (Alden)	4204010	\$ 1,500	\$ 1,500
Aurora Town Library	4205110	\$ 1,500	\$ 1,500
Boston Free Library	4204020	\$ 1,500	\$ 1,500
Town of Collins Public Library	4204030	\$ 1,500	\$ 1,500
Concord Public Library	4204035	\$ 1,500	\$ 1,500
Eden Library	4204040	\$ 1,500	\$ 1,500
Elma Public Library	4204045	\$ 1,500	\$ 1,500
Lancaster Public Library	4205420	\$ 1,500	\$ 1,500
Marilla Free Library	4204060	\$ 1,500	\$ 1,500
North Collins Public Library	4204070	\$ 1,500	\$ 1,500
West Seneca Public Library	4204085	\$ 1,500	\$ 1,500
GRAND TOTALS:		\$ 16,500	\$ 16,500

and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the above contracting member libraries to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it finally

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

Trustee Wisbaum arrived at approximately 4:13 p.m.

Agenda Item G.2.b – Monthly Financial Report. The monthly financial report for the period ending November 30, 2015 was included in the Board packet. Mr. Stone

commented the Library is within budget pointing out the same conditions that were concerns previously are concerns now. Mr. Johnson questioned what amount is budgeted for the Library's 2016 Hospital & Medical- Retirees account, now that we see what was expended in 2015. Mr. Stone reported \$1,522,245 is budgeted for 2016; \$999,354 was allocated in the 2015 adopted budget. The 2016 budget for this account contains a 52% increase over the 2015 original adopted budget. Discussion ensued regarding fund balance.

Trustee Panty asked what the status was on NYS Assembly Member Robin Schimminger's aid to the Library. Mr. Stone and Ms. Jakubowski conveyed it is held up somewhere in the State Education Department, and explained that the different houses have different processes for granting aid sponsored by members.

Mr. Stone explained *Account 419010 Refunds – Cont Library* under *Other Revenue* in response to questions by Mr. Johnson.

Trustee Ricks arrived at approximately 4:16 p.m.

Agenda Item G.1 – Executive Committee. In Mr. Johnson's absence, Mr. Housh chaired the January 14, 2016 Executive Committee meeting and provided a summary of the meeting. Following this summary, trustees further discussed the existing vacant and 3 expired term mayoral appointee trustee positions; trustees were again reminded that former Chair Johnson sent a letter to Mayor Byron Brown in November reminding him of this situation. Mr. Berlow expressed he feels this is a serious issue, causing Library governance problems such as in relationship with nominations/election of officers when trustee terms are expired and they have not yet been reappointed but are on holdover status and can be removed at any time. He remarked this should be a number one priority this year. Chair Housh acknowledged he would be happy to discuss this with the Mayor. Mr. Housh requested the written report of the January 14th Executive Committee meeting be entered into the Minutes. On motion by Ms. Panty, seconded by Dr. Ricks, approval was unanimous.

Present: Vice Chair Frank Housh and Committee members Michael Amodeo and Sheldon Berlow. Trustee Elaine Panty was also present as well as Library Director Mary Jean Jakubowski and Deputy Director - Chief Financial Officer Kenneth Stone.

The Executive Committee meeting began at 4:15 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

The proposed agenda for the January 21, 2016 meeting of the Board of Trustees was reviewed, including proposed resolutions which were explained by CFO Stone and Director Jakubowski. Trustee Housh asked about the method of

preservation (microfilm) being provided by the Conservation Preservation Program Discretionary Grant. Director Jakubowski noted that among archivists and preservationists, microfilm remains the preservation medium of choice and the first step toward digitizing materials. Discussion ensued.

Trustee Amodeo discussed the slate of nominees for the 2016 B&ECPL Board Officers and Executive Committee. Discussion ensued. Trustee Amodeo indicated he was confident in the Nominating Committee's proposed slate which will be presented at the January 21st Board meeting.

CFO Stone gave an overview of the Budget and Finance Committee meeting held January 13, 2016.

Trustee Panty asked about the status of the lease between the B&ECPL and the City of Buffalo (7 branches). Discussion ensued. Director Jakubowski indicated she continues to work with the City's Corporate Counsel office. Trustee Berlow asked about the lease for the North Park Branch. Director Jakubowski gave an update on this matter. She also noted Chair Johnson had sent a letter to the Mayor requesting a permanent location for the North Park Branch be kept in the forefront for consideration.

Trustee Berlow asked about trustee appointments that fall under the auspices of the Mayor's Office. Discussion ensued. Director Jakubowski indicated Chair Johnson has sent a letter to the Mayor's Office requesting the vacant Mayoral appointee position be filled and consideration be given for reappointments. Discussion ensued.

On a motion by Trustee Amodeo, second by Trustee Berlow, the Executive Committee meeting adjourned at 4:55 p.m.

Agenda Item H – Report of the Director. Director Jakubowski sincerely thanked trustees for their participation in B&ECPL fundraising in 2015. She shared with trustees a heart box filled with chocolates from Assistant Deputy Director Joy Testa Cinquino emphasizing her thanks as well.

Director Jakubowski reminded trustees of the following:

- February 5, 2016: Mayor Byron Brown's 2016 State of the City Address and Luncheon; Cost \$50.
- January 21, 2016 following the Board meeting: Young Audiences of Western New York (YAWNY) Family Holiday Party.

- February 6, 2016: 2016 ACT (Association of Contracting Library Trustees) Annual Workshop – Central Library; Cost \$12.
- January 22, 2016 at noon: Rich Tobe, Director of Upstate Revitalization, presentation on Governor Andrew M. Cuomo's 2016 State of the State & Budget Address – Built to Lead - Central Library's Ring of Knowledge. Director Jakubowski will be asking Mr. Tobe to take back the Library's request for continued financial support at the State level.

A copy of the schedule for the 2015/2016 *Buffalo Talks Speaker Series* for which the Library is a sponsor was at each trustee's place. Talks take place at the Central Library – Ring of Knowledge.

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

B&ECPL Monthly Report December 2015

Champions of Change: On Saturday, December 19th, the downtown Central Library hosted the second annual *Champions of Change – Christmas Party for the Homeless*. This heartwarming event, organized by the West family of Rochester and run with the help of dozens of volunteers and donations from local businesses, community organizations, churches, etc., catered to more than 120 people. Good food, wonderful services including free haircuts, veteran's assistance from the Veterans Outreach Center, and free dental checkups and dental services from the University at Buffalo School of Dental Medicine, along with great entertainment and presents from Santa were provided to all.

2015 Fundraising: In 2015, over \$396,000 was raised through fundraising efforts including but not limited to: grants (non-annual NYS), Annual Appeal, Bucks for Books, Best Sellers, various fundraisers, sponsorships and corporate grants, etc. This is a 29% increase over 2014 fundraising totals. Funds are used to purchase new materials (various formats), support children's and adult programming system-wide, expand the STEM Education Center, support the *Milestones of Science* exhibit, support Buffalo & Erie County Public Library's (B&ECPL's) Summer Reading program and Battle of the Books, and purchase equipment including but not limited to: furniture, children's area rugs, technology, etc.

I wish to thank everyone who has contributed to the B&ECPL's fundraising efforts – thank you, thank you, thank you. We are grateful for your generosity and support of B&ECPL services, programs and resources. A special note of thanks to every member of the B&ECPL's System Board of Trustees and System Administration for their 100%

participation rate in this year's fundraising efforts. I thank you for your loyalty and leadership.

Milestones of Science: Books That Shook the World! In December 2015, the exhibit saw 2,460 visitors. Total visitors since the October opening through December 31st are 9,534. Also through the end of December, the Library has conducted 86 programs associated with the *Milestones of Science* exhibit - attendance 1,587, and 46 tours - attendance 1,057.

2015 Year-End Statistics Overview:

2015 Statistics		Increase/Decrease (2014)
Outreach Programs:	329	4.11%
Outreach Program Attendance:	26,224	15.42%
In-Library Programs:	9,442	-.33%
In-Library Program Attendance:	150,821	.35%
Website/Online Catalog Hits:	9,719,461	45.79%
Total Circulation:	7,088,133	-4.20%
Downloadable* Circulation:	606,469	12.07%
Public Access Computing Sessions:	751,181	-8.40%
WiFi Sessions:	242,650	10.70%
Door Counts:	3,170,749	-5.20%
Collection Size: Print & Media	3,178,570	7.42%
Collection Size: Downloadable	42,113**	0.00%

Additional statistics can be found within this report and on the B&ECPL website at www.buffalolib.org.

*Includes downloadable audio books, streaming videos, music and music videos, and eBooks.

**In mid-2015, the B&ECPL opted out of the Western New York Library Resources Council electronic book pilot project. As a result, access to 4,780 titles ceased. Throughout 2015, the B&ECPL Collection Development Team increased the purchase of eBooks to accommodate for the termination of access to materials previously available via the pilot project.

Monthly Programming Statistics – December 2015**1. Public Services****In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	91	2066	1895	43497
Children (age 6-12)	179	1978	2860	35005
Teens	47	1104	171	8262
Intergenerational	103	1062	3022	36160
Adults (excludes Technology)	453	3232	2009	27919
TOTAL In Library Programs	873	9442	9957	150843

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	8	154	75	654
System or Library-owned Cyber Train	14	255	78	1630
One on One	49	590	64	939
TOTAL Adult Technology	71	999	217	3223

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	58	151	2063
Children (age 6-12)	0	74	0	8792
Teens	0	9	0	808
Intergenerational	2	87	257	10850
Adults (excludes Technology)	2	101	30	3711
TOTAL Outreach (out of Library)	8	329	438	26224

Highlights:

- December 3rd – Information Services and Outreach Librarians **Susan Kriegbaum-Hanks, Andrew Maines, Renee Masters** and Information Services and Outreach Manager **Dan Caufield** attended the Coordinated Outreach Advisory Group (COAG) meeting held at the Niagara Branch Library. The COAG group, which includes many community leaders, meets twice a year to discuss current programs and other outreach ideas to reach at-risk or underserved communities.

An overview of current outreach activities conducted over the last year was presented by Mr. Caufield. Discussion held included future outreach to refugees, elderly adults, and incarcerated individuals.

- December 7th – Twenty-three ESL students from the Northwest Community Center BPS Adult Education visited the North Park Branch Library. Manager **Paul Guminski** showed the group the facilities, explained all of the resources available, answered questions, and issued library cards. Subsequently, other ESL students from BPS Adult Education came in for library cards. Additional visits are being planned for further instruction on our foreign language resources including the Pronunciator and SCOLA databases.
- December 9th – TechKnow Lab Manager **Kara Stock** and Launch Pad Manager **Jordan Smith** demonstrated our MakerBot 3D printer at the Medaille College Information Systems Tech Expo. Fifty-seven people of all ages learned how a 3D printer works and many indicated they would be coming to the Central Library to visit the Launch Pad MakerSpace.
- December 13th – Children’s Services Librarians **Wanda Collins**, **Maria Lowe** and Youth Services Senior Page **Chelsea O’Donnell** participated in Kleinhan’s holiday concert “Jingle Bell Jam” pre-show. Two hundred attended the pre-show program.
- December 16th – Three hundred tenth grade students from Williamsville North visited the downtown Central Library and toured the new *Milestones of Science: Books that Shook the World!* exhibit, the *Lawyers Without Rights* exhibit, and the Mark Twain and Rare Book Rooms. Students were given hands-on opportunities with our MakerSpace technology and produced recordings in the Library’s Recording Studio. Forty-four new library cards were processed for the students. The school was thrilled with the field trip and we anticipate more in the future.
- December 17th – TechKnow Lab Manager **Kara Stock**, Launch Pad Manager **Jordan Smith**, and Launch Pad Technical Specialist **Jeff Stenzel** hosted 30 students and teachers from the Lockport High School STEAM Club.
- In 2015, 71 technology training classes were held in the downtown Central Library’s TechKnow Lab, with TechKnow Lab staff conducting an additional 250 classes throughout the System for a total of 321 classes. In addition, TechKnow Lab staff carried out 455 appointments for Book a Technology Trainer throughout the System (including the Central Library).
- Since acquiring the MakerBot 3D printer in February 2015, 105 patrons have received training and taken advantage of this new service.

- December - Children's Services Librarian **John Gaff** welcomed the Boys & Girls Clubs of Buffalo Butler Mitchell Clubhouse to the Central Library for 4 sessions of hands-on STEM (Science, Technology, Engineering and Mathematics) programming. The activities continue to offer a creative outlet for youth across the City of Buffalo in which critical thinking skills are developed.

2. Collection Development

Collection Development - December 2015

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,128	50,951	249	3,234	526,403
Young Adult Print	455	9,322	78	1,064	71,940
Adult Print	3,997	67,292	756	9,827	1,872,808
Media	5,350	67,304	670	6,794	506,553
Other*	3,395	42,119	63	178	200,866
Subtotal	15,325	236,988	1,816	21,097	3,178,570

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	822	5,412	470	2,300	32,934*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	274	951	249	615	8,809
e-Videos	0	0	0	0	370** +Moving Image Archive Library
Subtotal	1,096	6,363	719	2,915	42,113

*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	16,421	243,351	2,535	24,012	3,220,683

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	546	4.6%	545	58.6%
Staff Initiated	79	1.3%	79	82.3%

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

Highlights:

- In December, 642 unique visitors from 11 countries including, but not limited to, Philippines, Canada, India, Singapore, Algeria, Hong Kong, Japan, and South Africa, viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).

3. Technology**Technology – December 2015**

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	459,854	5,211,432
Online Catalog	589,846	4,508,029

Social Networking:

	Monthly Activity ¹	YTD Activity	Monthly Audience ²	Total Audience	Monthly Engagement ³	YTD Engagement
Facebook	124	1,292	32	6,179	3,352	36,360
Flickr	83	820	0	52	20,393	225,353
Instagram	30	364	41	556	681	6,613
Pinterest	97	888	25	1,217	510	6,680
Tumblr	7	90	1	104	6	82
Twitter	172	2,005	75	8,304	837	11,440
YouTube	0	7	2	114	849	13,453
Total	513	5,466	176	16,526	26,628	299,981

¹Number of posts, pins, tweets, videos, etc., created by staff

²Number of followers

³Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc.

Highlights:

- Marketing - a series of photos featuring B&ECPL staff members offering greetings of the season resonated with followers of the Library's various social media channels in December.



Technology Highlights:

- At the end of 2015, the collective sites drew more than 3,000 new followers for a year-end audience total of 16,526. Twitter continues to attract the greatest number of users while Instagram recorded a 392% follower increase, the highest of the year.
- The Library's main VuFind Catalog and associated "My Account" features are now SSL (Secure Sockets Layer) encrypted for increased security. The SSL is a standard security technology that allows sensitive information such as login credentials to be transmitted securely. The Library continues to work with several of our database vendors who need to perform updates to enable SSL to work with their sites and products.
- Library Information Technology Administrator **Steve Hovey** continued to work on SEO (Search Engine Optimization) to ensure that B&ECPL information will rank high during random web searching. All major search engines such as Google and Bing have primary search results where web pages and other content such as videos or local listings are shown and ranked based upon what is considered most relevant to users. Our SEO helps bring "hits" to the top of listings highlighting the B&ECPL driving more use to our websites and services.

4. Funding/Fundraising

Funding:

On December 1st, the Erie County Legislature 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) in the 50+ year-old building.

The 2016 Budget was brought for Library Board consideration on December 17th and the Board adopted the budget in Resolution 2015-45.

For more information about the Library's 2016 Budget please see:

[2016 B&ECPL Adopted Budget in Brief: Resolution, Charts, & Graphs \(Click Here\)](#)

[2016 B&ECPL Adopted Budget Line Item Detail with Notes \(Click Here\)](#)

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
2015 Appeals (includes all fundraising campaigns and events in 2015)	January 1 - December 31, 2015	\$396,840.57
2015 Year-end Appeal	November - December 31, 2015	\$74,012.00
Borrower Services Donation Box	December 1 - 31, 2015	\$53.00
Crane Book Sale	December 8, 2015	\$345.00
Crane Donation Box	December 8, 2015	\$90.57
Dudley Book Sale	Ongoing	\$131.00
Dudley Donation Box	Ongoing	\$185.00
East Delavan Book Sale		\$79.00
Merriweather Book Sale	December 14 - 18, 2015	\$83.35

Niagara Book Sale		\$45.00
Niagara Donation Box		\$278.19
North Park Book Sale		\$380.25

Highlights:

- The following grants were written in December: Junior League of Buffalo – Show House Proceeds for a Mobile MakerSpace and supplies, \$275,000 request; 21st Century Fund grant for a STEAM Team, \$100,000 request; and Fanwood Memorial Library – Autism Welcome Here: Library Programs, Services, and More grant, \$2,300 request.

5. Facilities

Highlights:

- Chief Financial Officer **Ken Stone** and Maintenance Supervisor **Chip Campbell** have met with representatives from the Erie County Department of Public Works regarding the Central Library elevator project. At present, the areas in which the elevators are being proposed are being tested for asbestos.
- Communication is ongoing with the City of Buffalo Department of Public Works regarding the East Delavan elevator project.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Year to Date	Month	Year to Date
Staff	89	2,062	5	37

Highlights:

- In December, the B&ECPL presented 5 staff training programs, including 2 sessions of *Customer Service Training* for B&ECPL building guards on December 6th and December 13th. The training sessions included information on transgender issues, and also previewed the new *A+ Customer Service* initiative to be rolled out to all B&ECPL staff in 2016.

- Human Resources conducted 3 additional virtual sessions of *Adult Content Materials Training* to contracting library staff on this important and sensitive topic.
- Staff also attended other courses and programs outside the B&ECPL this month including the final session of Erie County Personnel's *Effective Supervisory Practices* course (Librarians **Kerra Alessi** and **Andrew Maines**, along with Library Associate **Diane Doster**, were awarded a Certificate of Accomplishment at a December 22nd graduation ceremony at the Rath Building); the December meeting of the Association of Contracting Library Trustees (ACT), which included training on the revised *Handbook for Library Trustees of New York State*; and LibGuides training presented by WNYLRC.
- Finally, staff continued to pursue webinar training opportunities on a wide variety of topics in December including: *Engaging Toddlers in Active Early Learning* (presented by CNYLRC); *Digitizing Audiovisual Collections* (presented by NEDCC); *Creating a Culture of Yes at Your Library and in Your Community* (presented by OCLC WebJunction); *Teaching Technology to Technophobes* (presented by Nebraska Library Commission); and *Around the World in 60 Books* (presented by YALSA). A total of 35 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release & Media Reminders	Unique Educational Experience – High School Student Learn Lessons @ Downtown Central Library	Sent December 14 th .
Media Release	2015 Most Popular Borrowed Materials from Buffalo & Erie County Public Libraries New Category "People's Choice"	Sent December 28 th and 29 th , covered in the Buffalo News and WBFO Radio.
Radio Interview with Library Director Mary Jean Jakubowski	Most Popular Books and <i>Milestones of Science</i> Exhibit	Best Books Story aired on December 30 th . MOS story TBA.
	Champions of Change - Christmas Party for the Homeless	Channel 2

DUD (Dudley): WNY Family Magazine: http://www.wnyfamilymagazine.com/	Events Calendar, Library Events	Web-based, updated continuously.
DUD: South Buffalo News	Happy Holidays From Dudley Library	December 16 th
Riverside Review	Tax Assistance; Financial Literacy; Adult Coloring Program; Craft Week; Holiday Bingo; Big Top Science; Cookie Decorating.	December 1 st , 8 th , 15 th , 22 nd & 29 th

8. Partnerships

Highlights:

- December 31st – Assistant Deputy Director of Public Services **Dawn Peters** and Information Services and Outreach Manager **Dan Caufield** met with Benjamin Stump, Public Affairs Specialist for the Social Security Office of Erie County. Mr. Stump discussed resources offered by the Social Security Office and potential outreach opportunities for the coming year.
- December 28th – Children’s Services Librarian **John Gaff** met with Jeff Dukat, the STEAM Education Coordinator at the Boys and Girls Clubs of Buffalo, to discuss the continuation of collaborative programming at the Central Library. Five additional clubhouses are scheduled to attend programming from January to May. Program attendees will be provided with an outcome measurement tool to gauge the skills learned during each session, as well as journaling for participants to reflect on their experiences.

9. Planning for the Future

- New York Library Association (NYLA) Legislative Day – The New York Library Association has scheduled its Legislative Education Day for Wednesday, March 2, 2016. The B&ECPL will send a contingent to meet with NYS Representatives in Albany, New York to discuss: the need for an increase in NYS Library Aid, NYS Library Construction Grant funding, and NYS Library System support.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
December 1, 2015	Staff Forum
December 1, 2015	Meeting - Erie County Legislature 2016 Budget
December 1, 2015	Event - Milestones of Science Educator Preview Night
December 2, 2015	Meeting - Cassandra Whitney, Buffalo Business First
December 2, 2015	Meeting - City of Buffalo Common Council Member David A. Rivera
December 2, 2015	Meeting - Dawn Peters
December 3, 2015	Meeting - Administrative Team
December 3, 2015	Meeting - Carol Batt and Dawn Peters - Re: 5-Year Plan of Service
December 3, 2015	Conference Call - SCOLA
December 3, 2015	Meeting - Buffalo Public Schools STEM Experience
December 3, 2015	Meeting - Grand Island Memorial Library Board of Trustees
December 4, 2015	Meeting/Tour - Dr. Kenneth Macur, President, Medaille College
December 5, 2015	Meeting - Association of Contracting Library Trustees
December 7, 2015	Media Event - AM Buffalo
December 7, 2015	Presentation - College Club of Buffalo
December 7, 2015	Meeting - John Kennedy
December 7, 2015	Event - Grand Island Memorial Library
December 8, 2015	Meeting - Heidi Bamford, Western New York Library Resources Council - Re: Hack-a-Thon
December 8, 2015	Meeting - Patrick Martin, Robert Patterson, and Dennis Schaefer - Jaeckle Fleischmann & Mugel
December 8, 2015	Meeting - Dawn Peters
December 8, 2015	Meeting - Robert Patterson - Jaeckle Fleischmann & Mugel
December 9, 2015	Meeting - Carol Batt
December 9, 2015	Conference Call - Regents Advisory Council
December 9, 2015	Meeting - Managers/Directors
December 9, 2015	Event - Staff Association Annual Winter Gathering
December 9, 2015	Meeting - B&ECPL Board of Trustees Budget & Finance Committee
December 14, 2015	Meeting - Logistics - Re: Williamsville North High School Library Field Trip - Central
December 15, 2015	Meeting - City of Buffalo Common Council Member Joseph Golombek, Jr.

December 15, 2015	Meeting - Jeannine Doyle
December 15, 2015	Meeting - Value Assessment Team
December 16, 2015	Event - Williamsville North High School Library Field Trip - Central
December 16, 2015	Meeting - City of Buffalo Corporate Council Timothy Ball
December 17, 2015	Meeting - Erie County Legislature - Refugee Resettlement Process - Informational
December 17, 2015	Meeting - Pat Covley and Dawn Peters - Re: Bookmobile
December 17, 2015	Meeting - Jeannine Doyle and Doreen Woods
December 17, 2015	Meeting - Darlene Thomas
December 17, 2015	Meeting - Dennis Galucki, C-SAAHN
December 17, 2015	Meeting - B&ECPL Board of Trustees Policy Committee
December 17, 2015	Meeting - B&ECPL Board of Trustees
December 19, 2015	Event - Champions for Change – <i>Christmas Party for the homeless</i>
December 21, 2015	Meeting - Administrative Team
December 21, 2015	Meeting - Launch Pad Recording Studio - Re: Orientation PowerPoint
December 21, 2015	Event - Eden Library
December 22, 2015	Meeting - Carol Batt
December 29, 2015	Meeting - City of Buffalo Common Council Member Joel P. Feroletto

Other:

Contracting Member Library Activity Reports

Cheektowaga Public Library – submitted by Glenn Luba, Director

Highlights of events and activities at the Cheektowaga Public Libraries:

- December holiday festivities included:
 - Librarians **Amy Glende**, **Jen Villa**, and Clerk **Heather Luce** orchestrated an evening of holiday crafts, cookies, stories, music, caroling, and decorated the Christmas tree in the Children's Area - JBR (Julia Boyer Reinstein Library).
 - Librarian **Amy Glende** demonstrated different ways to creatively gift wrap during a hands-on workshop - JBR.
 - Explore & More Children's Museum set up shop for kids and parents to create graham cracker houses - JBR and REI (Anna Reinstein Memorial Library).
 - Cheektowaga's Y.E.S. (Youth Engaged in Services) came in to create holiday crafts with a group of children - JBR and REI.
- Preschool Story Time with Librarians **Jen Villa**, JBR, and **Danielle Glynn**, REI.
- Continuation of Lego Club – REI; Knitters Club – JBR; Book Club – JBR; and Department of Social Services Intern Assistant - REI.

- Librarian **Amy Glende** will be having a 25th Anniversary party for the movie *Beauty and the Beast* on January 17th – JBR.

Agenda Item I – Report of Foundation. Director Jakubowski was asked to provide a report of the January 20, 2016 meeting of the Library Foundation of Buffalo & Erie County. At that meeting, Dr. Rhonda Ricks was unanimously approved as a trustee and will represent the B&ECPL Board of Trustees. Following this report, Library Foundation of Buffalo & Erie County Vice President Wayne Wisbaum communicated the Foundation's interest in hiring a professional fundraiser.

Agenda Item J – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. No report provided.

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

Agenda Item L – Unfinished Business. None.

Agenda Item M – New Business.

Agenda Item M.1 – Insurance Procurement Services – Broker Renewal. Mr. Stone conveyed the performance of the Library's broker of record Lawley Insurance has been good and this resolution would exercise the provision to extend the term for another 3 years as described in Resolution 2016-2. Ms. Panty moved for approval. Mr. Amodeo made the second, and the resolution was approved unanimously.

RESOLUTION 2016-2

WHEREAS, the Library periodically assesses opportunities to offset some of its risk exposure through purchase of insurance products, and

WHEREAS, in late 2012, the Library undertook such a review including issuing a Request for Proposals (RFP) seeking qualified insurance procurement firms to assist the Library in mitigating its risk through evaluating and, subject to Library approval, procuring cost-effective insurance products from highly rated insurance providers, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library approved Resolution 2013-4 on January 17, 2013 designating Lawley Insurance as broker of record for the Library, and

WHEREAS, the Library currently maintains the following insurance policies: Automobile, Crime, Director and Officer, General Liability, Inland Marine (Rare Book), and Umbrella, and

WHEREAS, based upon the successful performance and ongoing partnership the Library has had with Lawley Insurance, staff recommends renewing this broker relationship for Insurance Procurement Services, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library designates Lawley Insurance as broker of record for the Library for a renewal term of service of 3 years with an option to renew upon mutual agreement for one additional period of up to 3 years, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute the necessary documents to effectuate these services and further authorizes the Director to approve resulting insurance placements subject to the constraints of the budgeted total for said services.

Agenda Item M.2 – Conservation Preservation Program Discretionary Grant Fiscal Year 2016. Following discussion regarding preservation media, on motion by Mr. Johnson, seconded by Ms. Panty, Resolution 2016-3 was approved unanimously as presented.

RESOLUTION 2016-3

WHEREAS, the Buffalo & Erie County Public Library is eligible to apply for a grant under the New York State Program for the Conservation and Preservation of Library Research Materials Discretionary Grant Program which provides State funding for libraries and other organizations engaged in efforts to preserve deteriorating library research materials, and

WHEREAS, under this program the Buffalo & Erie County Public Library submitted a grant application to microfilm early Buffalo newspapers in the Rare Book Collection that range in dates from 1821 to 1846, and

WHEREAS, with close to 200 years of handling and use, the newspapers proposed for conservation have become fragile and unsuitable for public use, and

WHEREAS, microfilming will ensure these historic resources will be preserved and safely accessed for continued research well into the future, and

WHEREAS, the Buffalo & Erie County Public Library has been notified that the grant application for microfilming these historic newspapers has been awarded for the amount of \$10,264, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes amending the 2016 Grants Budget by appropriating grant revenue and expenditures in the amount of \$10,264 to support the newspaper microfilming project.

There being no further business, on motion by Ms. Panty, seconded by Mr. Johnson, the meeting was adjourned at 4:43 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary