

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, March 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 February 18, 2016  | <u><b>ACTION</b></u>      |
| D. | Report of the Chair  | <b>INFORMATION</b>        |
| E. | Committee Reports  |                           |
|    | 1. Executive Committee   |                           |
|    | 2. Budget and Finance Committee  |                           |
|    | a. Res. 2016-4 – Erie County 2017-2022 Capital Project<br>Request Guidance                   | <u><b>ACTION</b></u>      |
|    | b. Res. 2016-5 – Conservation of John James Audubon's<br><i>Birds of America</i> – Volume 3  | <u><b>ACTION</b></u>      |
|    | c. Monthly Financial Report  | <u><b>INFORMATION</b></u> |
|    | 3. Policy Committee  |                           |
|    | a. Res. 2016-6 – Amend Anti-Harassment Policy  | <u><b>ACTION</b></u>      |
|    | b. Res. 2016-7 – Amend Circulation Policy  | <u><b>ACTION</b></u>      |
|    | c. Res. 2016-8 – Amend Volunteer Program Policy  | <u><b>ACTION</b></u>      |
| F. | Report of the Director (sent via e-mail if on file)  | <u><b>INFORMATION</b></u> |
| G. | The Association of Contracting Library Trustees (ACT)/<br>Contracting Library Trustee Report |                           |
| H. | Public Comment   |                           |
| I. | Unfinished Business  |                           |
| J. | New Business   |                           |
|    | 1. Res. 2016-9 – Collaboration Agreement with the Hispanic<br>Heritage Council               | <u><b>ACTION</b></u>      |
|    | 2. NYS Five Year Plan of Service Discussion  | <b>INFORMATION</b>        |
| K. | Adjournment  |                           |

PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
February 18, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, February 18, 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  
Frank Gist  
Phyllis A. Horton  
Sharon M. Kelly  
Wayne D. Wisbaum

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

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

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

Agenda Item D – Report of the Chair.

Agenda Item D.1 – Committee Appointments. 2016 Committee Appointment lists were distributed to trustees at the beginning of the meeting. Ms. Vincent motioned, Mr. Amodeo seconded, and 2016 Committee assignments as presented were unanimously approved. Pursuant to Article V, Section 6 of the Bylaws: "...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below {in the Bylaws}, and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the

time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee..." Chair Housh called on the 2016 Governance Committee members consisting of Trustees Kelly (Chair), Bedenko, and Bucki and each verbally confirmed they are independent trustees as defined in the Bylaws and that there were no circumstances which would disqualify them from serving on the Governance Committee.

Agenda Item D.2 – Contract Member Library (CML) System Liaisons. Chair Housh called on Vice Chair Vincent to discuss CML System liaisons for 2016. Ms. Vincent distributed a roster showing the System trustee assigned to each CML (same assignments as 2015), and each CML's schedule of 2016 Board meetings. If System trustees wish to change any libraries they are assigned to for 2016, they are to let Ms. Vincent know. Trustees are to contact the specific CML director to let them know which meeting they will attend and confirm date/time of meeting. Assigned trustees are asked to attend one meeting per year at each of the respective locations.

2016 Contract Member Library System Liaison Assignments:

Michael Amodeo – Angola, Concord, Hamburg, North Collins

Alan Bedenko – Clarence, Newstead

Katie Burd – Lancaster, Town of Tonawanda

Kate Berens Bucki – Amherst

Frank Housh – Cheektowaga, West Seneca

Ted Johnson – Boston, Collins, Eden, Orchard Park

Sharon Kelly – Alden (Ewell Free), Aurora, Elma, Marilla

Elaine Panty – Grand Island, City of Tonawanda

Teresa Vincent – Lackawanna

Chair Housh noted that while System trustees did not make it to each assigned library in 2015, he feels this is an important initiative and asked trustees to make every effort to visit their respective assigned library/libraries in 2016. He asked that if System trustees cannot make it to their respective library, they send a note explaining such.

Continuing with the Report of the Chair, Mr. Housh updated trustees the Executive Committee agreed that 2016 Executive Committee meetings will take place at 4:30 p.m. rather than 4 p.m.

As Chair, Mr. Housh announced he is taking on two initiatives this year. The first is the Chairman's Book Club which will publicly review a book and include a panel discussion. Two programs are planned for this year. The first will take place on June 1, 2016 discussing Ta-Nehisi Coates' book *Between the World and Me* at the Central Library's Ring of Knowledge; one panelist has been confirmed with the hope to have three. The Development and Communications Office is working on press coverage;

recordings and website presence are also being considered. Mr. Housh will be appearing on the radio show Conversations with Jim Anderson on WUFO May 17<sup>th</sup> and 24<sup>th</sup> with other guests to discuss the book. The second selection for the Chairman's Book Club will be *Half-Earth: Our Planet's Fight for Life* (release date 3/7/16) by Edward O. Wilson. This book will be discussed October 5, 2016. Chair Housh reminded trustees this initiative costs zero dollars and he feels it is important the Library continues to develop new programs at no cost.

Trustee Wisbaum arrived at approximately 4:10 p.m.

Chair Housh informed trustees that he personally met with County Executive Mark Poloncarz, and some other members of the Board met with Mr. Poloncarz on a separate day. Mr. Housh personally gifted Mr. Poloncarz a copy of *Between the World and Me*. From his meeting with Mr. Poloncarz, Mr. Housh noted that the bottom line is given the economic circumstances (the reduction in sales tax revenue and the fact the CPI [Consumer Price Index] has increased only a tenth of a percent), the Library cannot expect an increase in its budget. At the State level, one of the Library's primary concerns is the possibility of a phased increase in the minimum wage. Chair Housh conveyed, while the Board takes no position on that, it is an issue of policy for the State Legislature. While traveling to Albany for NYLA Advocacy Day, the Library will remind lawmakers that State funding to libraries is being held fast and education funding is going up, any type of increase in the minimum wage will have a dramatic effect on library system budgets; holding funding at the same level as last year is effectively a cut due to increased expenses. Public libraries have no way of increasing their income. The theme being the B&ECPL System has been buffeted for the last ten years, we have been cut, we have been slashed, we have closed libraries, and we are just starting to rebuild and get to the point where our heads are above water and perhaps add to the bare minimum of services. If we are facing a financial problem, they cannot make it worse. Meaningful increases to State funding are needed for libraries if we are incurring more costs.

Chair Housh explained his second initiative: helping the Library pair services for the immigrant/refugee population using our libraries. Mr. Housh raised, with County Executive Poloncarz, the possibility of having his New Americans Advisory Committee liaison meet with a representative of the Library System. Trustee Vincent will lead this initiative. Ms. Vincent communicated there will be a meeting with Buffalo Library Services staff for libraries who are primarily serving the immigrant/refugee population to figure out what the Library can do to enhance making the libraries as welcoming, open and culturally appropriate as possible.

Agenda Item E - Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Vincent summarized the Executive Committee meeting of February 11, 2016 and entertained a motion to have the written report entered into the Minutes. On motion by Ms. Berens Bucki, seconded by Mr. Bedenko, approval was unanimous.

Present: Chair Frank Housh, Vice Chair Teresa Vincent, and Committee members Sheldon Berlow and Elaine Panty. Also present were Library Director Mary Jean Jakubowski and Deputy Director - Chief Financial Officer Kenneth Stone.

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

The proposed agenda for the February 18, 2016 meeting of the Board of Trustees was reviewed. Chair Housh requested that Contract Member Library System Liaisons be added to the agenda for discussion [at the Board meeting].

Chair Housh discussed Committee Chair selections, asking Trustee Berlow to Chair Building Oversight, Trustee Panty – Policy, and Trustee Vincent - Buffalo Library Services; all agreed. Chair Housh requested the proposed Chairs of the remaining Committees be contacted. This will be done via the Director's Office.

Vice Chair Vincent thanked members of the Executive Committee for holding Executive Committee meetings at 4:30 p.m. Director Jakubowski noted all public announcements will reflect the 4:30 p.m. meeting time.

Chair Housh described a new program he will host in the Central Library Ring of Knowledge beginning this spring. The Chairman's Book Club will be held in the spring and fall of 2016. Each program will include a panel discussion. Book selections include: *Between the World and Me* by Ta-Nehisi Coates and *Half-Earth: Our Planet's Fight for Life* by Edward O. Wilson. Discussion ensued. Dates for the programs have been set for Wednesday, June 1<sup>st</sup>, and Wednesday, October 5<sup>th</sup>. Director Jakubowski indicated she will work with the Development and Communications Office regarding promotion of the programs.

Chair Housh briefly discussed an additional initiative which involves having a trustee liaison to the immigrant/refugee population. Discussion ensued. Vice Chair Vincent will be the liaison. Director Jakubowski will arrange a meeting with staff who are working with said population with Vice Chair Vincent.

Director Jakubowski noted she continues to reach out to the City of Buffalo's Corporation Counsel, Timothy Ball, and his staff regarding the lease between

the Buffalo & Erie County Public Library (B&ECPL) and the City of Buffalo. Corporation Counsel Ball's staff indicated the draft document should be to the B&ECPL's attorney by close of business Friday, February 12<sup>th</sup>. Discussion ensued.

Director Jakubowski also noted she has left several messages with the City of Buffalo's Real Estate Division regarding the North Park Branch Library lease. Discussion ensued. Trustee Berlow will reach out to the property's landlord.

Director Jakubowski shared her communication with the New York State Department of Education, Division of Library Development, regarding Mayoral trustee appointments. Bernard Margolis, New York State Librarian and Assistant Commissioner of Libraries, will send a letter to Mayor Byron Brown expressing concern over the lack of timely appointments to B&ECPL's Board of Trustees. Discussion ensued.

Director Jakubowski stated that she and CFO Kenneth Stone recently met with Erie County Budget and Management Director Robert Keating and Deputy Budget and Management Director Dr. Timothy Callan to discuss the potential financial impact on the Library's operating budget should the proposed minimum wage increase take effect. Discussion ensued. Chair Housh expressed the importance of noting the Library is neither in support or opposition of the increase; however, it is important to be apprised of the potential impact. He noted the Library will carry the message to Albany when we participate in the New York Library Association's Legislative Day on March 2<sup>nd</sup>.

Trustee Berlow expressed his concern regarding the recent article in the *Buffalo News*, particularly with the article leading with a negative connotation of library services/statistics. Discussion ensued. Chair Housh indicated that he would, in the upcoming months, write an editorial reflecting the importance of services provided by all B&ECPL libraries.

The Executive Committee meeting adjourned at 5:35 p.m.

Agenda Item F – Report of the Director. Director Jakubowski shared a letter received by the great grandson [David Hamlin More] of Chauncey Hamlin, the former Buffalo Museum of Science Director and initiator of the Milestones of Science Collection, conveying how grateful he is that these materials are out on exhibit.

Director Jakubowski reminded trustees Courtney Young, the immediate past president of the American Library Association, will be the speaker at the March 8, 2016 Bobinski Lecture series sponsored by the University at Buffalo for which the Library is a partner.

Ms. Young will be speaking on "Leadership and Libraries: The Recipe for successful community engagement". The reservation link will be e-mailed to trustees.

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

## **B&ECPL Monthly Report**

### **January 2016**

**New Services:** A new e-mail notice was developed in January to alert cardholders when their checked-out items are one day overdue. The notice is sent to cardholders who have opted to receive e-mail notifications from the Buffalo & Erie County Public Library (B&ECPL). The e-mail serves as a reminder for borrowers to return overdue items as soon as possible to avoid additional fines and fees. A courtesy reminder continues to be sent two days before items are due.

A new public secure Wi-Fi network was launched at the Central Library in January. The network encrypts information so that it is inaccessible to others and allows a one-time easy login eliminating the need to fill in a check-box each time the network is accessed. This Wi-Fi option will also soon be available at all B&ECPL locations and posters will prominently identify the network and password.

**Digital Collections:** The Digital Collections of the B&ECPL have now gone national! All B&ECPL digital materials currently hosted on the New York Heritage site are now also available in the Digital Public Library of America (DPLA), and can be found by a much wider audience <http://bit.ly/1THOOCr>. In association with the Western New York Library Resources Council (WNYLRC), Empire State Library Network (formerly NY 3R's), and the Empire State Digital Network (ESDN), B&ECPL and other libraries, museums and archives from across New York State are able to reveal the rich heritage and treasures of their unique collections.

**Advocacy:** This writer, members of Library Administration, Contract Library Directors, and staff are meeting, along with librarians from throughout Western New York, with New York State representatives. Meetings have been conducted with Senators Patrick Gallivan, Timothy Kennedy, Marc Panepinto, and Michael Ranzenhofer, along with Assembly Members Jane Corwin, Michael Kearns, and Raymond Walter. Meetings will continue locally, and in Albany on March 2, 2016 during the New York Library Association Legislative Day.

With this writer, System Trustee Elaine Panty attended meetings with Buffalo Common Council Member Joseph Golombek, Jr. and Joel Feroletto to discuss the needs of the North Park Library as well as the need to solidify lease agreements between the City of

Buffalo and the B&ECPL. System Trustee Phyllis Horton also participated at the Feroletto meeting.

**Tribute to Dr. Martin Luther King, Jr.:** The B&ECPL celebrated its 38<sup>th</sup> annual *Tribute to Martin Luther King, Jr.* on January 14<sup>th</sup> at the downtown Central Library. Community activist and small business counselor Clifford Bell acted as Master of Ceremonies for this lunchtime program held at the Central Library's auditorium. U.S. Congressman Brian Higgins and Buffalo Public School Superintendent Dr. Kriner Cash were featured speakers. Readings were done by Harriet Ross Tubman Public School #31 students. Attendees also experienced the music of the Colored Musicians Club of Buffalo, storytelling by B&ECPL retiree and Storyteller Sharon Holley, and a hip hop performance by the Differential Flava Crew from Verve Dance Studio (sponsored by Young Audiences of Western New York). Information Services Librarian **Rhonda Konig** coordinated the program.

**State of the State:** On January 22<sup>nd</sup> the downtown Central Library hosted Rich Tobe, Director of Upstate Revitalization, who presented N.Y.S. Governor Andrew Cuomo's State of the State Address in the Ring of Knowledge. Following the presentation, Mr. Tobe was provided a tour of the *Milestones of Science: Books that Shook the World!* exhibit given by Rare Book Curator **Amy Pickard**. The State of the State Address was also presented at the Clarence Public Library and Hamburg Public Library.

**Job Fair:** Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated activities for a Job Fair held at the downtown Central Library on January 20<sup>th</sup>. Twenty-eight employers met with approximately 300 job seekers. Buffalo Employment & Training Center provided resume assistance throughout the day.

**Volunteer Program:** Development Manager **Maureen Germaine** has begun interviewing for the Library's new Volunteer Program initiative by accepting applications, interviewing, and placing six applicants. Of the six, two have discontinued participation.

**Monthly Programming Statistics - January 2016****1. Public Services****In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	108	108	2192	2192
Children (age 6-12)	98	98	996	996
Teens	20	20	155	155
Intergenerational	88	88	1795	1795
Adults (excludes Technology)	177	177	2200	2200
<b>TOTAL In Library Programs</b>	<b>491</b>	<b>491</b>	<b>7338</b>	<b>7338</b>

**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)	28	28	28	28
Teens	59	59	94	94
Intergenerational	0	0	0	0
Adults (excludes Technology)	118	118	126	126
<b>TOTAL In Library Programs</b>	<b>205</b>	<b>205</b>	<b>248</b>	<b>248</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	7	7	31	31
System or Library-owned Cyber Train	17	17	132	132
One on One	59	59	82	82
<b>TOTAL Adult Technology</b>	<b>83</b>	<b>83</b>	<b>245</b>	<b>245</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	4	4	149	149
Children (age 6-12)	1	1	21	21
Teens	0	0	0	0
Intergenerational	2	2	192	192
Adults (excludes Technology)	6	6	482	482
<b>TOTAL Outreach (out of Library)</b>	<b>13</b>	<b>13</b>	<b>844</b>	<b>844</b>

**Milestones of Science Exhibit Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	4	4	50	50
Adult Services	3	3	22	22
Launch Pad/TechKnowLab	3	3	21	21
Development/Communications	5	5	11	11
Grosvenor Room	2	2	14	14
<b>TOTAL</b>	<b>17</b>	<b>17</b>	<b>118</b>	<b>118</b>

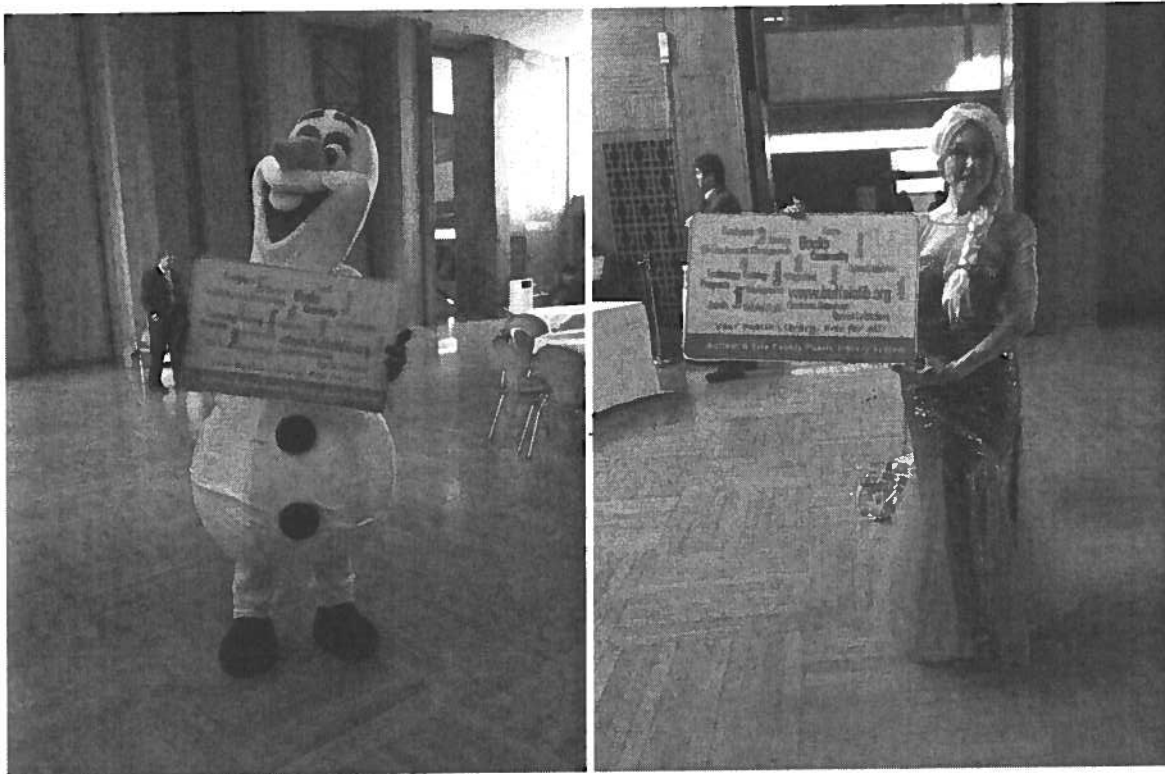
**Milestones of Science Exhibit Visitors:**

	Number of Visitors	
	Month	From Opening 10/2015 to present
	2,236	11,770

**Highlights:**

- January - Children's Services Librarian **John Gaff** welcomed The Boys & Girls Club's John F. Beecher Clubhouse to the Central Library for 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. The John F. Beecher Clubhouse is scheduled for a return visit in early February.

- January 13<sup>th</sup> – Erie County Legislator Lynne Dixon and volunteers from HEAP distributed and processed applications for this year's HEAP program from 10 a.m. - 4 p.m. at the Dudley Branch Library.
- January 15<sup>th</sup> – **John Gaff** and Page **Sally Schaefer** traveled to Canisius College to partake in *Canisius College Kids' Day*. An estimated 2,400 attended the event, which featured a college women's basketball game, half-time activities, and refreshments.
- January 24<sup>th</sup> – Children's Services Librarians **Erin Burke** and **Wanda Collins** participated in Kleinhan's *Frozen Fairytale*s pre-concert activities. Various library services were promoted with the children being assisted in the design of their own Olaf picture. Disney characters Elsa and Olaf from the film *Frozen* were even seen holding a B&ECPL library card!



- January 23<sup>rd</sup> – Information Services and Outreach Librarians **Hope Dunbar**, **Tim Galvin**, and Information Services and Outreach Manager **Dan Caufield**, attended the 20<sup>th</sup> Anniversary of Straight Talk presented by the Service Corps of Retired Executives (SCORE) and the Small Business Administration (SBA) held at the Buffalo Niagara Convention Center. Approximately 386 individuals attended the event, with 30+ attendees registering for library cards.

## 2. Collection Development

### Collection Development - January 2016

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	1,596	1,596	154	154	524,679
Young Adult Print	330	330	36	36	71,773
Adult Print	3,433	3,433	462	462	1,868,784
Media	3,599	3,599	368	368	506,455
Other*	3,105	3,105	169	169	201,533
Subtotal	12,063	12,063	1,189	1,189	3,173,224

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	497	497	318	318	34,822*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	40	40	34	34	7,401
e-Videos	0	0	0	0	**99 +Moving Image Archive Library
Subtotal	537	537	352	352	42,322

\*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	12,600	12,600	1,541	1,541	3,215,546

#### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	515	3.7%	515	72.0%
Staff Initiated	61	1.6%	61	83.6%

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

**Highlights:**

- Rare Book and Map Librarian **Charles Alaimo** provided digital scans of images of the Pan-American Exposition, including unique photographs, to author and historian Margaret Creighton to be used in her upcoming book *The Electrifying Fall of Rainbow City*.
- In January, 929 unique visitors from 12 countries including: Canada, India, Ireland, Philippines, Latvia, Morocco, South Africa, Thailand, Turkey, United Kingdom and Zimbabwe viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).

**3. Technology****Technology – January 2016**

## Website Visits:

	Current Month	Year to Date
BuffaloLib.org	606,805	606,805
Online Catalog	684,661	684,661

## Social Networking:

	Monthly Activity <sup>1</sup>	YTD Activity	Monthly Audience <sup>2</sup>	Total Audience	Monthly Engagement <sup>3</sup>	YTD Engagement
<u>Facebook</u>	112	112	32	6,179	3,352	36,360
<u>Flickr</u>	7	7	0	52	20,393	225,353
<u>Instagram</u>	31	31	41	556	681	6,613
<u>Pinterest</u>	35	35	25	1,217	510	6,680
<u>Tumblr</u>	3	3	1	104	6	82
<u>Twitter</u>	143	143	75	8,304	837	11,440
<u>YouTube</u>	2	2	2	114	849	13,453
<b>Total</b>	<b>333</b>	<b>333</b>	<b>176</b>	<b>16,526</b>	<b>26,628</b>	<b>299,981</b>

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

<sup>2</sup>Number of followers

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

**Highlights:**

- An additional wireless access point (WAP) was installed in "The Whisper Zone" quiet space on the main floor of the Central Library to provide more comprehensive public Wi-Fi in that area. A location for an additional WAP has been identified at the Clarence Library. The WAP to support the enhanced Wi-Fi will be deployed when electrical and data cabling are installed.
- A new core switch acquired with e-Rate funding was installed at the Central Library. The high-capacity switch interconnects with switches at all B&ECPL locations. It carries/coordinates all data to the remote locations, facilitating bandwidth availability and Internet access.
- Contract negotiations between the B&ECPL and the Library's Integrated Library System (ILS) provider SirsiDynix remain ongoing.

**4. Funding/Fundraising**

**Funding:** No report.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
2016 Appeals	January 1 - 31, 2016	\$11,303.00
Borrower Services Donation Box	January 1 - 31, 2016	\$22.00
Crane Book Sale		\$353.00
Crane Donation Box		\$60.00
East Delavan Book Sale	January 13, 2016	\$79.00
Riverside Book Sale	January 13, 2016	\$116.00
Riverside Donation Box	January 13, 2016	\$48.00

**Highlights:**

- Grant requests were submitted to:
  - Buffalo Sabres Foundation for STEM programming for \$5,000; pending.
  - The Buffalo Rotary for upgrades to the children's section of Buffalo libraries for \$175,000; pending.
- The Ralph Wilson Foundation received a "letter of intent" from the Library for promotion and marketing of rare and unique collections - putting the Library on the map as a tourist destination for \$25,000.

- The Community Foundation of Buffalo and Erie County received a “letter of intent” from the Library for a school readiness program for \$25,000.

## 5. Facilities

- Meetings continue with Erie County’s Department of Public Works regarding the Central Library auditorium and elevator projects.
- Meetings continue with the City of Buffalo regarding various Buffalo Branch projects.
- This writer continues to seek information/commitments regarding the agreement between the City of Buffalo and the B&ECPL regarding seven Buffalo Branch locations. This writer has also left several messages with the Department of Real Estate concerning the North Park Branch Library lease.

## 6. Staff Development

### Staff Development - January 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	107	107	4	4

### Highlights:

- In January, Human Resources presented four *Addressing Computer Viewing Complaints* sessions to staff at the Riverside Branch Library, Town of Collins Public Library, Concord Public Library, and Children’s Programming Team at the Central Library. The focus on this training continues the effort begun in 2015 to train all B&ECPL public service employees on this important and sensitive topic. This training is mandatory and will continue.
- Staff also attended other courses and programs outside the B&ECPL this month. Two staff members attended *Mind in the Making*, a session presented by Explore & More Children’s Museum. Another employee attended the workshop *Intro to Web Concepts*, presented by Girl Develop It – Buffalo. Another staff member strengthened community ties by attending the Buffalo Niagara Partnership Advocacy Agenda Rollout on January 7<sup>th</sup>.
- Finally, staff pursued a variety of webinar training opportunities on a wide range of topics in January including: *Infusing Pre-K Early Literacy with STEAM, Music and Movement* (presented by CNYLRC); *Stop Solving Problems! Develop Problem*

*Solvers Instead* (presented by Demco); *Community Engagement: Serving Diverse Communities Where They Are* (presented by OCLC WebJunction); *Assessing and Improving Your Library's Social Media Presence* (presented by Library Juice Academy); *What's New at Ancestry: Jan. 2016 Edition* (Ancestry.com); *Weeding with MobileCirc* (SirsiDynix); *RDA Lite: A Beginning* (WNYLRC); *Conversation with the 2016 YALSA Excellence in Nonfiction Finalists* (School Library Journal); *Linked Data 301: A Breakdown of BIBFRAME* (SirsiDynix) and *New Year, New Books! Lerner Publishing Group's Spring Preview* (presented by Booklist). A total of 44 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 Advisory	Job Fair	January - various publications including Buffalo Challenger and Buffalo Criterion
Media Advisory	Tribute to Dr. Martin Luther King, Jr.	The Buffalo Challenger, week of January 15 <sup>th</sup>
News Interview for article - System Director and COO Carol Batt interviewed	Homelessness and homeless use of libraries	The Buffalo News, January 18 <sup>th</sup>
AM Buffalo Interview - Mary Jean Jakubowski	Dr. Martin Luther King, Jr. Tribute as well as other library-related initiatives	January 15 <sup>th</sup>
Interview for article - Mary Jean Jakubowski	Vital Role Libraries Play in our Community	Spree Magazine - for the next issue
News Interview and Tour - Assistant Deputy Dir. Dev. & Communications Joy Testa Cinquino	Variety of activities in the Library	WIVB TV Channel 4 aired January 28 <sup>th</sup>
News Interview for upcoming article - Mary Jean Jakubowski and Joy Testa Cinquino	Library Expansion Projects	The Buffalo News (article ran February 2 <sup>nd</sup> ) <a href="http://www.buffalonews.com/city-region/erie-county/suburbs-look-to-expanded-hamburg-library-as-model-for-digital-future-20160202">http://www.buffalonews.com/city-region/erie-county/suburbs-look-to-expanded-hamburg-library-as-model-for-digital-future-20160202</a>
Artvoice Article	Scrolling Back in Time; Rare Books 101 Exhibit	January 21 <sup>st</sup>

CRA: WNY Family Magazine	Nickel City Reptiles; Take Your Child to the Library Day	January 28 <sup>th</sup>
DUD: WNY Family Magazine <a href="http://www.wnyfamilymagazine.com/">http://www.wnyfamilymagazine.com/</a>	Events Calendar; Library Events	Web-based, updated continuously
NIA: Hispanic Women's League Newsletter	October, 2015 Book Discussion, held at Niagara Branch <i>House on Mango Street</i> by Sandra Cisneros. Brief article and photo.	January 2016

**Highlights:**

- January 21<sup>st</sup> – *Artvoice* published an article on the exhibit *Rare Books 101*, currently on display in the Rare Book Room exhibition space.  
<http://artvoice.com/issues/v15n03/artscene>

**8. Partnerships**

**Highlights:**

- January 8<sup>th</sup> - Launch Pad Manager **Jordan Smith** and TechKnow Lab Manager **Kara Stock** met with John Futscher from Buffalo Game Space about a possible partnership to cross promote our projects and creative spaces.
- January 28<sup>th</sup> - **Susan Kriegbaum-Hanks** met with Journey's End Refugee Services' Executive Director Karen Andolina Scott and Executive Assistant Andrea Cammarata to demonstrate the Library's Pronunciator, Scola, and multilingual databases and to discuss other resources and services available to the immigrant community. Ms. Hanks has also been in contact with five agencies responsible for the settlement of new immigrants and refugees in Erie County to discuss resources which would be useful to their clients.

**9. Planning for the Future**

- B&ECPL 5 Year Plan of Service:** Three public meeting Focus Groups are scheduled to gather public input for the Library's 5 Year Plan of Service as follows:
  - Thursday, March 10, 2016: 6:30 p.m. – 8 p.m. @ Frank E. Merriweather, Jr. Branch Library

- Friday, March 11, 2016: 11 a.m. – 12:30 p.m. @ Hamburg Public Library
- Tuesday, March 15, 2016: 7 p.m. – 8:30 p.m. @ Kenmore Branch Library

Attendees will be asked to provide feedback regarding their satisfaction with library services, collections, policies, as well as suggestions to make the Library better. We also hope to learn why some do not use our libraries.

## **10. Director Activities**

### **Meetings and Events:**

#### **LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI January 2016**

<b>DATE</b>	<b>MEETING / EVENT</b>
January 11, 2016	Meeting - Dawn Peters
January 11, 2016	Meeting - Dawn Peters, Joy Testa Cinquino and Graphics Department
January 12, 2016	Meeting - Carol Batt, Technical Services staff
January 13, 2016	Meeting - Explore & More Children's Museum
January 13, 2016	Media Event - AM Buffalo
January 13, 2016	Meeting - Joy Testa Cinquino and Maureen Germaine
January 13, 2016	Meeting - Western New York Library Resources Council (WNYLRC) Board of Trustees
January 14, 2016	Media Event - Spree Magazine
January 14, 2016	Conference Call - Buffalo News Reporter Michelle Kearns
January 14, 2016	Event – Dr. Martin Luther King, Jr. Celebration
January 14, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
January 15, 2016	Meeting - NYS Assembly Member Jane Corwin
January 19, 2016	Meeting - Project Flight, Buffalo News Books for Kids 2016
January 19, 2016	Meeting - Programs/Surveys/Outcomes
January 19, 2016	Meeting - NYS Senator Timothy Kennedy
January 19, 2016	Meeting - Meg Cheman
January 19, 2016	Meeting - Green Security
January 20, 2016	Conference Call - Stephen Ash
January 20, 2016	Meeting – Dr. Martin Luther King Jr. Readers Are Leaders, Middle Early College High School
January 20, 2016	Meeting - Library Foundation of Buffalo & Erie County
January 21, 2016	Meeting - Administrative Team
January 21, 2016	Meeting - B&ECPL Board of Trustees
January 22, 2016	Meeting - Buffalo Public Schools (IT Division)

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January 22, 2016	Meeting - Joy Testa Cinquino
January 22, 2016	Event - Richard Tobe, State of the State
January 22, 2016	Meeting - Tara Schafer, Literacy New York Buffalo-Niagara, Inc.
January 24, 2016	Event - Opening Day - Chess Tournament
January 25, 2016	Meeting - Dawn Peters and Joy Testa Cinquino, Graphics Department
January 25, 2016	Meeting - Sheryl Knab, WNYLRC
January 26, 2016	Media Event - Taped Radio Interview 97 Rock, 104.1. WHTT, 103.3 The Edge (Cumulus Media)
January 26, 2016	Meeting - Joy Testa Cinquino
January 27, 2016	Meeting - Milestones of Science Committee
January 27, 2016	Meeting - Jeannine Doyle and Dawn Peters
January 27, 2016	Conference Call - WNYLRC Executive Board
January 27, 2016	Conference call - Kristen Nunziato, New York State Education Department

### Other:

### Contracting Member Library Activity Reports

#### North Collins Public Library – submitted by Kim Nobles, Director

Highlights of events and activities at the North Collins Public Library:

#### January:

- January 12<sup>th</sup> - staff participated in a webinar on the upcoming Summer Reading theme.
- January 19<sup>th</sup> - we had our monthly Book Club meeting.

#### February:

- February 9<sup>th</sup> - we finished rearranging the library by having Dave from IT come to move our copier and computers. Our space is much more open and inviting now!
- February 16<sup>th</sup> - we will hold our monthly Book Club meeting.
- February 17<sup>th</sup> - a Harry Potter Trivia night for ages 10-18 is planned.
- February 22<sup>nd</sup> - a meeting on Agricultural District Recertification will be held in our meeting room.
- February 24<sup>th</sup> - the North Collins Library Board will meet.

#### March:

- March 8<sup>th</sup> - the Swirls, Whirls, and Curls program put on by Central will take place.
- March 15<sup>th</sup> - we will hold our monthly Book Club meeting.

**Town of Tonawanda Public Library** - submitted by Dorinda Darden, Director

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

- The Kenmore - Town of Tonawanda Friends of the Library have earmarked the \$16,000 funds raised from the Kenmore - Town of Tonawanda Friends of the Library's Annual Book Sale held September 9, 2015 - September 12, 2015 at Lincoln Arena in the Town of Tonawanda for the Community Room Renovations at the Town of Tonawanda Public Library - Kenilworth Branch. Plans are also in the work for a Garden to be created by the Kenmore Village Improvement Society.
- The Town of Tonawanda Public Library Board of Trustees at its November 10, 2015 Board meeting approved participation in the FAXScan 24 Self-Service for the public provided by Televend Services, Inc. at the Town of Tonawanda Public Library - Kenilworth and Kenmore Branches. We received the fax machines and the FAXScan 24 Self-Service Kiosks on December 28, 2015. Public fax service is now available at the Town of Tonawanda Public Library - Kenilworth and Kenmore Branches.
- A Teen Space for teens ages 12-18 is being created in the former Lounge Area at the Town of Tonawanda Public Library - Kenmore Branch in an effort to provide a welcome and inviting environment for teens. With input from staff and teens, we have begun ordering furniture and equipment for the Teen Space. In addition, we will have a contest for teens to choose between 3 names for this area. The plan is to have the Teen Space completed by the spring of 2016.
- Work will began in February 2016 on the 2014-2015 New York State Library Construction Grant awarded to the Town of Tonawanda Public Library - Kenilworth Branch for the replacement of the window in the Community Room with an energy efficient window and installation of an automatic door opener in compliance with the Americans with Disabilities Act standards, and at the Town of Tonawanda Public Library - Kenmore Branch for the rehabilitation of the elevator.
- We look forward to all the improvements that will continue to provide a welcoming and inviting atmosphere at the Town of Tonawanda Public Library - Kenilworth and Kenmore Branches.

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. While there was no one present from ACT, Director Jakubowski was asked to report the next ACT meeting will be held on April 9, 2016 at the Clarence Public Library. Included in that meeting will be a presentation by Lawley Insurance with which the Library Board holds Directors' & Officers' insurance, general liability insurance, etc.

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

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

Agenda Item J – New Business. Trustee Amodeo asked Deputy Director – CFO Kenneth Stone to discuss the impact of the proposed NYS minimum wage increase on the Library. The handout "*Buffalo & Erie County Public Library – Impact if Increase to \$15.00 Minimum Wage is Phased Over Time*" was distributed to trustees to serve as a visual aid during Mr. Stone's explanation. Mr. Stone went over the Governor's recommended phased minimum wage increases and how this would impact the Library's budget each year. He noted principally the largest group that would be affected by this proposed increase is library pages and senior pages, but it also affects other positions including cleaners, guards, and lower clerical positions. The amounts in the handout assume the Library would bump the senior pages an additional 30 cents above the proposed minimum wage increase and another 30 cents per hour for positions that are within \$3.00 of the minimum wage. The estimated impact (including the wage driven share of benefits, such as FICA, Medicare, workers compensation, unemployment, and NYS retirement for those who are members) for the proposed increase at current staff levels is \$393,629 for 2017; \$300,955 for 2018; \$338,104 for 2019; \$375,834 for 2020; and \$462,086 for 2021 as there are 2 increases proposed for that year. Discussion ensued. Trustee Amodeo asked if there are things the Library can do now, other than advocacy, to deal with a possible \$393,000 expense if there is no increase in the Library's budget but an increase in the minimum wage, to assure no services are cut. Mr. Stone commented the Library can be more aggressive in salary savings and turnover, as well as look at new initiatives that involve recurring expense. In addition, the Library can explore capital money for utility improvements for future energy cost savings. Mr. Stone pointed out for 2017, the Library does have sufficient fund balance that could be brought into play to help address part of the problem; however, he emphasized this cannot be relied on forever, as fund balance will run out. Further discussion ensued. Mr. Housh remarked the Library will be revisiting this issue throughout the year.

Assistant Deputy Director Joy Testa Cinquino shared with trustees the Library will be featured in the following media programs:

- Saturday, February 20<sup>th</sup> – the Buffalo News: Central Library Mark Twain Room is the focus of the article "100 Things Every Western New Yorker Should Do Once."
- Sunday, February 21<sup>st</sup> – WGRZ TV 2, between 7 – 8 a.m.: Unique Places in Buffalo features an interview with Library Director Mary Jean Jakubowski about the many interesting treasures and rare books in our collection.
- Sunday, February 21<sup>st</sup> – Radio stations WGRF – 97 Rock and WEDG – 103.3: the Sound Magazine program, will feature an interview with Director Jakubowski about the exciting services available at our libraries.

There being no further business, on motion by Ms. Vincent, seconded by Mr. Wisbaum, the meeting was adjourned at approximately 4:35 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary

