

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, April 21, 2016
4:00 p.m.

NOTE MEETING TO BE HELD AT: The Buffalo & Erie County Public Library
Joseph B. Rounds Conference Room
1 Lafayette Square, Buffalo, NY 14075

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of March 17, 2016 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2016-12 – Approve NYS Annual Reports ACTION
 - b. Res. 2016-13 – Obsolete Hardware Replacement and Technology Support ACTION
 - 3. Governance Committee
 - a. Res. 2016-14 – Amend B&ECPL Bylaws ACTION
 - b. Res. 2016-15 – Amend B&ECPL Conflict of Interest Policy ACTION
 - c. Res. 2016-16 – Amend B&ECPL Whistleblower Policy ACTION
- F. Report of the Director (link sent via e-mail if on file) INFORMATION
- G. Report of Foundation
- H. Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- I. Public Comment
- J. Unfinished Business
- K. New Business
 - 1. Immigration Outreach Report
 - 2. Res. 2016-17 – Amend B&ECPL System Goals & Objectives - 2015-2016 ACTION
 - 3. Res. 2016-18 – Amend Contract with Young Audiences of WNY ACTION
- L. Adjournment

Following meeting: TOUR – Celebrating 400 Years of Shakespeare: Reflecting on the Life of the Bard

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
March 17, 2016

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, March 17, 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
Alan Bedenko
Sheldon M. Berlow
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Elaine M. Panty
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. Chair Housh entertained a motion to revise the agenda to add Resolutions 2016-10 and 2016-11, copies of which had been distributed to trustees at the start of the meeting, under New Business as agenda items J.3 and J.4, preceding information item J.2. Ms. Vincent made a motion, Mr. Bedenko made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of February 18, 2016. Trustee Johnson questioned the Social Networking figures reported in the Technology-January 2016 chart on page 12 of the February 18, 2016 Minutes. Director Jakubowski agreed to have the Technology staff check their reported figures, notify trustees of any changes, and make any changes to the Minutes prior to posting on the Library's website. On motion by Ms. Horton and seconded by Ms. Panty, the Minutes of February 18th were unanimously approved with the Social Networking figures to be checked and amended.

Agenda Item D – Report of the Chair. Chair Housh announced the panel is set for the first Chairman’s Book Club review of Ta-Nehisi Coates’ book *Between the World and Me* taking place June 1st; the panel includes Anthony Neal, Professor – Political Science – SUNY Buffalo State, Heron Simmonds-Price, Adjunct Professor - Philosophy – Canisius College, and Sharon Holley, retired B&ECPL Librarian. The second selection being reviewed October 5th is *Half-Earth: Our Planet’s Fight for Life* by Edward O. Wilson which was recently released. Plans are under way for publicity.

The Library has been notified by the Erie County Charter Revision Commission that the Erie County Charter will be reviewed. Trustees were provided the wording of Sections 2303 and 2304 that apply to the Library. Following discussion and review of Sections 2303 and 2304, the Board unanimously recommended no changes at this time.

Trustee Wisbaum arrived at approximately 4:12 p.m. during the Erie County Charter discussion.

Chair Housh ended his report reminding trustees the *Buffalo Spree* Happy Hour will take place March 23rd at the Central Library and encouraged all to attend.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Trustee Vincent read the following written report of the Executive Committee meeting of March 10, 2016.

Present: Executive Committee Chair Frank Housh; Committee members Michael Amodeo, Sheldon Berlow and Teresa Vincent. Also present were Deputy Director – CFO Kenneth Stone and Assistant Deputy Directors (A.D.D.) Jeannine Doyle and Dawn Peters.

The Executive Committee meeting began at 4:31 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The agenda and proposed resolutions for the March 17th Board of Trustees meeting were reviewed.

A.D.D. Peters provided an overview of the NYS 5 Year Plan of Service Discussion which is an informational item on the agenda.

Chair Housh reported briefly on the recent visit to Albany for NYLA Advocacy Day by himself along with a contingent of staff and Library Administration.

Mr. Berlow discussed the meeting held that day with representatives from the B&ECPL, the City of Buffalo, and Mosey Associates, LLP regarding the North

Park Library lease. He explained that plans for the expansion of the current space are being created and will be provided to the Library and City.

Mr. Berlow expressed concern regarding the Re-Imagine proposal in the Capital Budget and asked that a link to the *Re-Imagine the Central Library* report be included in the e-mail notifying trustees of the agenda items/meeting. The link is: <http://www.buffalolib.org/content/re-imagine/report-presentations>.

The Executive Committee meeting adjourned at approximately 5:12 p.m.

Chair Housh wished to add that although he was ill in Albany during NYLA Advocacy Day and unable to meet with representatives, he summarized it was an effective trip, the Library pushed for more money on the theory that libraries are education, and Senator Kennedy expressed an interest in having a new South Buffalo library. Trustee Panty inquired if there was discussion on the possible increase in the minimum wage; Ms. Jakubowski noted this was discussed at every meeting. Ms. Jakubowski reported the Library learned just this week that both the Assembly and the Senate have put into their proposed budgets increases of \$5 million in library aid and \$10 million in capital funds for construction aid. Ms. Jakubowski acknowledged while it is good to see positive movement, the Library will watch what comes of this.

Agenda Item E.2 – Budget and Finance Committee. Committee Chair Dr. Rhonda Ricks called on Deputy Director – CFO Kenneth Stone to present Budget and Finance items.

Agenda Item E.2.a – Erie County 2017-2022 Capital Project Request Guidance. Mr. Stone explained Resolution 2016-4 as presented. Chair Housh noted at the Executive Committee meeting, Mr. Berlow requested this ask be brought to County Executive Mark Poloncarz's attention prior to passing this; this was done. Off topic, Trustee Panty asked about the status of the elevator project; Mr. Stone shared that hopefully the elevator project will go back out to bid in May. He reminded trustees the DPW bid this out twice last year with no bids received; the plan was very complicated as originally designed. The money is budgeted. Chair Housh requested we get back to the current agenda item. On motion by Mr. Wisbaum, with a second by Ms. Berens Bucki, Resolution 2015-4 was unanimously approved as presented.

RESOLUTION 2016-4

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following five-year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2017-2022 Erie County capital project requests prioritized as follows:

FOR THE 2017 FUNDING YEAR

- Begin the first phase of the Central Library Re-imagined project at an estimated cost of \$6.0 million.

FOR THE 2018 - 2022 FUNDING YEARS

- Future phases of the Central Library Re-imagined project: \$18.0 million in 2018, \$19.8 million in 2019 and \$21.8 million in 2020; and
- Shipping and maintenance vehicle replacements \$75,000 in 2018 and \$80,000 in 2020; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works (DPW) to address Central Library basic building system needs outside of the Re-imagine project, and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda item E.2.b – Conservation of John James Audubon's *Birds of America* – Volume 3. Mr. Stone conveyed the Library was very happy with HF Group/ECS Conservation's work on the previous volumes and the RFP that was issued to that vendor provided for an option to conserve volumes 3 and 4. This resolution would allow for conservation of Volume 3; he remarked there is enough funding available for this. Following discussion on details of shipping/insurance, Ms. Panty made a motion, Ms. Vincent seconded, and Resolution 2016-5 was approved unanimously as presented.

RESOLUTION 2016-5

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Rare Book area of Special Collections holds titles and collections of local, national and international impact, and

WHEREAS, the B&ECPL through Resolution 2015-11 authorized the conservation of John James Audubon's *Birds of America* - Volume 2 with options for conservation of Volumes 3 and 4 to HF Group/ECS Conservation through the RFP process, and

WHEREAS, the work on Volume 2 has been deemed satisfactory by Rare Book Room staff and is nearing completion, and

WHEREAS, pursuant to the RFP and HF Group/ECS Conservation's response, costs for conserving Volume 3 would be \$39,340 for the identified scope of work with a provision to address unanticipated beyond scope work, subject to pre-approval by the Library Director, at a per diem cost of \$750, and

WHEREAS, Resolution 2015-11 requires the Board of Trustees approval to continue conservation of work beyond Volume 2, and

WHEREAS, sufficient funding is available between the 2016 adopted budget and previously received donations, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement with HF Group/ECS Conservation for the purposes of conserving Volume 3 of John James Audubon's *Birds of America* pursuant to the terms and conditions of the RFP and RFP response at the costs noted above, and be it further

RESOLVED, this resolution authorizes the Library Director and/or her designee(s) to utilize available donated and operating funds for this purpose.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial reporting on preliminary financials for the year ending 12/31/2015 was included in the Board packet for information. Mr. Stone shared the Library was within budget, and on a cash basis, revenues just slightly exceeded expenditures. The Library, therefore, does not need to use its fund balance as was authorized, thus the funds are available for 2016. Ms. Kelly inquired if the retiree health insurance expense issue will eventually age out with new contracts. Mr. Stone explained the biggest portion of the retiree health care expense is for the cost of insurance coverage for retirees between the ages of 55 and 65; once qualified for Medicare, the County's policy provides a Medicare wraparound policy which lowers the cost. He continued, one of the major reasons for the expense spike was due to changes in bargaining agreements which will reduce exposure over the long term, but added the changes incentivized some people to retire a little earlier than they might have planned. He expects costs will peak, and then gradually tail off unless health care costs increase dramatically. The changes made in the CSEA, AFSCME and Librarians' contracts will help to contain future costs over the longer term. Trustee Gist asked if the Library had any Tier 1 employees; Ms. Doyle replied less than a handful. Discussion continued on the Library's fund balance with Mr. Stone addressing trustees' questions.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Panty read the following report of the meeting held March 9, 2016.

Present: Policy Committee Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki, and Phyllis Horton. Library Director

Mary Jean Jakubowski, Assistant Deputy Director (A.D.D.) – Human Resources Jeannine Doyle, and Assistant Deputy Director – Public Services Dawn Peters were also present.

The Policy Committee meeting began at 4:30 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Library Director Jakubowski discussed the *Review Schedule for Board Adopted Policies* for 2016. New policies will be added this year including but not limited to a Special Collections Policy and a B&ECPL Affirmative Action Plan; staff is currently working to develop these. The Schedule was approved as presented with the understanding it is subject to change should the need arise.

A.D.D. Jeannine Doyle reviewed the proposed revisions to the Anti-Harassment Policy. Discussion was held on inclusion of laws, ie. Title V. The Committee concluded they would recommend the Policy with the non-law specific language: “The B&ECPL prohibits all forms of unlawful harassment....based upon a person’s gender....or any other basis protected by federal, state or local law.” Changes were made to the Policy to apply consistent listing of protected classes and to eliminate quotation marks where determined as not needed.

A.D.D. Dawn Peters reviewed the proposed amended Circulation Policy noting the Policy had been restructured and rewritten with input from the staff Circulation Committee and Library Administration. Trustee Bucki noted the need for a grammatical change which will be included.

Director Jakubowski reviewed the proposed amended Volunteer Program Policy identifying the changes in the policy recognize the addition of protected classes.

By unanimous consent, the Policy Committee recommends the above 3 proposed amended policies for approval by the Board at its March 17th meeting.

On a motion by Trustee Bucki and second by Trustee Horton, the meeting adjourned at 5:06 p.m.

Following this report, Policy Committee Chair Panty thanked Committee members for all their work. Chair Housh added Library counsel Patrick Martin has reviewed the following three proposed amended policies.

Agenda Item E.3.a – Amend Anti-Harassment Policy. A.D.D. Jeannine Doyle explained this resolution amends the current policy simply to include protected classes under

federal, state, and local law which were not previously stated within the policy and to make it consistent with other Library policies that have protected classes. Based on the discussion of the Policy Committee, it is recommended for approval as amended. Mr. Wisbaum moved, Mr. Gist seconded, and approval of Resolution 2016-6 as presented was unanimous.

RESOLUTION 2016-6

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted an Anti-Harassment Policy on June 21, 2007. The policy was amended on September 20, 2012, and reviewed by the Policy Committee again on November 13, 2014 with no changes recommended, and

WHEREAS, B&ECPL's general counsel has recommended language changes to include familial status, pregnancy, gender identity, and arrest or conviction record as protected classes specifically covered under the Anti-Harassment Policy and to ensure consistency of protected classes among B&ECPL policies, and

WHEREAS, the Policy Committee met on March 9, 2016 and recommends the attached proposed amended Anti-Harassment Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Anti-Harassment Policy to supersede and replace the prevailing policy, last reviewed November 13, 2014, and be it finally

RESOLVED, that copies of the approved Anti-Harassment Policy be included in the *B&ECPL Personnel Policies and Procedures Manual*, and be transmitted to all B&ECPL Contracting Libraries and Contracting Library Boards of Trustees.

Agenda Item E.3.b – Amend Circulation Policy. Ms. Doyle explained this resolution amends the current policy to provide a more comprehensible and concise format throughout, inclusion of new definitions, and language to recognize new borrower categories. Ms. Vincent moved for approval. She was seconded by Ms. Berens Bucki, and approval of Resolution 2016-7 as presented was unanimous.

RESOLUTION 2016-7

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has put together a structure for process and review of the Library's 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 Circulation Policy which include reformatting the policy to provide for a more comprehensible and concise format

throughout, inclusion of term definitions, and new language to recognize a new Borrower Category of "Online" as the B&ECPL introduced the online library card (eLibraryCard) in August 2015, and

WHEREAS, the Policy Committee recommends the attached proposed amended Circulation Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions of the Buffalo & Erie County Public Library's Circulation Policy to supersede and replace the prevailing policy, last amended by the Board on December 20, 2012, and be it finally

RESOLVED, that copies of the approved Circulation Policy be transmitted to all B&ECPL Contracting Libraries and Contracting Library Boards of Trustees.

Agenda Item E.3.c – Amend Volunteer Program Policy. Ms. Doyle explained as discussed with the amended Anti-Harassment Policy, this amended policy would include new protected classes as well as maintain consistency among the Library's policies with the listed protected classes. It also includes one wording change of "will" to "shall" with regard to the Library's encouragement of volunteerism. Mr. Gist asked the meaning of protected classes. Ms. Doyle explained they are any group which is protected under discrimination laws. The Library's policies also provide general language to address any protected classes that may not be specifically stated that are protected under federal, state and local law. Answering a question by Ms. Kelly, Ms. Jakubowski confirmed the *Volunteer Application* and *Volunteer Liability Waiver and Release* forms referenced are linked to the policy on the Library's website. In response to a question by Mr. Wisbaum on the inclusion of "conviction status", Ms. Doyle discussed provisions of the NYS Corrections Law and communicated the Library cannot discriminate against someone because they have a felony conviction. Ms. Doyle cited a number of factors that may be considered in legally denying employment based on criminal conviction, such as recency, nature of crime, relevancy to positions, etc. In response to a question by Ms. Kelly, Ms. Doyle explained the policy as a whole incorporates discrimination in employment as well. Ms. Vincent moved for approval. She was seconded by Ms. Kelly. Resolution 2016-8 was approved unanimously as presented.

RESOLUTION 2016-8

WHEREAS, the Buffalo & Erie County Public Library's (B&ECPL) Board of Trustees adopted a Volunteer Program Policy on October 20, 2005. The Policy has been reviewed and amended periodically, most recently on March 9, 2016, and

WHEREAS, B&ECPL's general counsel has recommended language changes to include familial status, pregnancy, gender identity, and arrest or conviction record as protected classes specifically covered under the Volunteer policy and to ensure consistency of protected classes among B&ECPL policies, and

WHEREAS, B&ECPL's general counsel has recommended changing the word "will" to the word "shall" as it pertains to the Library's encouragement toward volunteerism and to ensure positive volunteer experience, and

WHEREAS, the Policy Committee recommends the attached proposed amended Volunteer Program Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Volunteer Program Policy to supersede and replace the prevailing policy, last amended September 17, 2015, and be it finally

RESOLVED, that copies of the approved Volunteer Program Policy, which is contractual Exhibit E in each Contracting Library's annual agreement, be transmitted to all B&ECPL Contracting Libraries and Contracting Library Boards of Trustees.

Trustee Horton left the meeting at approximately 4:47 p.m.

Agenda Item F – Report of the Director. With many items remaining on the agenda, Director Jakubowski noted her report would be short. She passed around a copy of *The Record*, SUNY Buffalo State's Student Run Newspaper, which included an article on the Milestones of Science exhibit titled "*Milestones of Science exhibit breathes life into field of science*".

Together with A.D.D. Dawn Peters, Director Jakubowski will be heading outside Cincinnati to see the Library's new bookmobile. Pictures showing the design phase of the side of the bookmobile were shared with trustees; she remarked this is still a work in progress.

A *Spring it On* flyer was distributed to each trustee. This online 24 hour give-a-thon is taking place March 24, 2016; she encouraged all trustees to take part.

Mr. Berlow again questioned if the Library knows how many people visit the *Milestones of Science: Books that Shook the World!* exhibit that are not brought in by groups. Ms. Jakubowski commented that while statistics reflecting the number of exhibit visitors each month and total visitors from opening day to present are now included in the Monthly Report, it is very difficult to measure how many visitors are not brought in by groups. A.D.D. Joy Testa Cinquino reported in the near future, the Library will have a laptop in the exhibit space for people to leave their contact information; the questions if they came with a group or on their own and how did they find out about the exhibit can be added. Ms. Jakubowski pointed out, however, this will not be all inclusive.

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

B&ECPL Monthly Report February 2016

Your Voice Counts: Planning for the Buffalo & Erie County Public Library's (B&ECPL) System 5 Year Plan of Service is under way. Community input sessions have been scheduled for:

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

The public is encouraged to attend any/all sessions. Online and in-house surveys will also be made available during the month of March. Separate sessions will be held for trustees and staff so as to provide the community the opportunity for unfettered input.

State of the State: Several B&ECPL libraries hosted Governor Andrew Cuomo's State of the State Address presented by various speakers including Richard Tobe, Director Upstate Revitalization, Kathy Hochul, Lieutenant Governor, and Sam Hoyt, Regional President Empire State Development. Presentations were held at the downtown Central Library, Clarence Public Library, Dudley Branch Library, and Hamburg Public Library.

ACT Workshop: The downtown Central Library hosted the annual Association of Contracting Library Trustees (ACT) Workshop on Saturday, February 6th. Fifty-six trustees and Library Directors representing 16/22 contract libraries received an introduction and demonstration of STEM (Science, Technology, Engineering and Mathematics) programs and activities. Also provided was a behind-the-scenes tour of the System's Technical Services Departments including collection development, acquisitions, cataloging, serials, processing, linking, and encoding; Assistant Deputy Director **Joy Testa Cinquino** provided an inside look at marketing and advocacy trends, plans, and promotions. Staff was also on hand to teach trustees the Overdrive system for downloading eBooks, music, and videos. A tour of *Milestones of Science: Books that Shook the World!* followed the half-day workshop.

Take Your Child to the Library Day: February 6th marked Take Your Child to the Library Day. Activities occurred concurrently throughout the System to encourage families to bring their children to the Library for a day filled with reading, activities, and lifelong learning. The downtown Central Library hosted *Discover the Force*.

Utilizing a *Star Wars* theme, included were visits from Darth Vader and Princess Leia amongst various other familiar faces from the outer galaxies.

Michigan Avenue Heritage Corridor Exhibit: The downtown Central Library celebrated Buffalo's African American history with an exhibit offered through the Michigan Street African American Heritage Corridor Commission, February 13th - 29th. The exhibit featured information from many of the Michigan Avenue institutions and their impact on local African American history, art, and culture. Prominently featured where photos and histories from:

- Michigan Avenue YMCA. A cultural center of Buffalo's African American community from the 1920's into the 1970's;
- Michigan Avenue Church and their relation to the Underground Railroad;
- Nash House;
- Colored Musicians Group; and
- African American Cultural Center.



Volunteer docents from the Michigan Street African American Heritage Corridor Commission were on hand daily to answer questions about the exhibit, many sharing their own memories of the Michigan Street Corridor.

Books for Kids: The Books for Kids Kick-off was held February 26th at the Salvation Army. Library Director **Mary Jean Jakubowski** and Assistant Deputy Director **Joy Testa Cinquino** participated. Primary partner organizations are Project Flight, Channel 2, Wegmans and the *Buffalo News*.

Monthly Programming Statistics – February 2016**1. Public Services****In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	219	323	4637	6687
Children (age 6-12)	141	239	1873	2869
Teens	25	45	317	472
Intergenerational	112	204	2446	4383
Adults (excludes Technology)	216	393	3371	5571
TOTAL In Library Programs	713	1204	12644	19982

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)	18	46	18	46
Teens	40	99	40	134
Intergenerational	0	0	0	0
Adults (excludes Technology)	129	247	130	256
TOTAL In Library Programs	187	392	188	436

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	9	16	37	68
System or Library-owned Cyber Train	23	40	190	322
One on One	71	130	92	174
TOTAL Adult Technology	103	186	319	564

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	6	113	262
Children (age 6-12)	3	4	162	183
Teens	1	1	150	150
Intergenerational	2	4	246	438
Adults (excludes Technology)	14	20	506	988
TOTAL Outreach (out of Library)	22	35	1177	2021

Milestones of Science Exhibit Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	19	23	376	426
Adult Services	4	7	75	97
Launch Pad/TechKnowLab	8	11	101	122
Development/ Communications	4	9	20	31
Grosvenor Room	2	4	15	29
TOTAL	37	54	587	705

Milestones of Science Exhibit Visitors:

	Number of Visitors	
	Month	From Opening 10/2015 to present
	2,870	14,640

Highlights:

- February 9th - Children's Services Librarian **Steve Clancy** and Children's Services Manager **Kathryn Galvin** conducted an Educator Preview of the Milestones of Science. Several AmeriCorps assistant teachers attended this presentation as a group. The participants received a tour of the exhibit and a demonstration of the Library's circulating Milestones of Science kits.
- February 25th - The Children's Services Department hosted a class visit from Buffalo Public School 19, the Native American Magnet School. This visit was centered around a tour of the Milestones of Science. B&ECPL Director **Mary Jean Jakubowski** welcomed the students and introduced speaker Danielle Twum, a PhD student in immunology from Roswell Park. Approximately 70 seventh and eighth grade students, along with their teachers, received a half-day of educational programming and conducted local history research, learned about sound waves, and created their own reed instruments. Local renowned scientist George DiTitta was on hand and provided informal conversations with the students.
- Launch Pad Happenings: The downtown Central Library's MakerSpace - the Launch Pad - continues to be very active. Students from SUNY Buffalo State's College Writing Program visited the Launch Pad throughout February to incorporate STEM into their course work by learning and writing about the

various technologies in the room. An entrepreneur from a local winery used the Launch Pad's recording studio to take professional photos of a few of their products in front of our green screen. Local rappers Staddy and Eric Jamal released a music video online titled *I'm Back Now* which was produced and recorded in the Launch Pad. Eric Jamal, also released *The Easy Jezuz EP* on iTunes and Spotify. On February 1st, TechKnow Lab Manager Kara Stock, Library Associate **Sean Goodrich**, and Senior Page **Trevor Brown** provided a tour and hands-on experience of various equipment, gizmos and gadgets for Eden Central School teachers. On February 10th, **Jordan Smith**, **Trevor Brown** and practicum student George Tocco hosted a Launch Pad MakerSpace tour for 8 teenagers from the WNY Children's Psychiatric Center. The teens were very excited to learn how to use our 3D printer. On February 11th, **Sean Goodrich** and Senior Page **Toby Twiss** hosted a tour of the Launch Pad's Recording Studio for 10 teenagers from Young Audiences of Western New York. The teens will be recording some of their original music during the month of March. On February 23rd, **Kara Stock** gave a presentation for 8 teachers and 2 staff members at Orleans/Niagara BOCES for their program on Adding STEAM to the Middle School Classroom. The teachers learned about the Library's free resources and were able to get some hands-on practice with some of our MakerSpace technology such as Snap Circuits, Cubelets and Osmo gaming for iPad.

- February 28th - **Kathryn Galvin** and Children's Service Librarian **Erin Burke** represented the B&ECPL at the Buffalo Philharmonic Orchestra's pre-concert activities. Sunday's concert was themed "Let's Go, Buffalo!"
- February - Children's Services Librarian **John Gaff** welcomed the John F. Beecher Clubhouse of the Boys & Girls Clubs to the Central Library for hands-on STEM programming.

2. Collection Development

Collection Development - February 2016

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,872	5,468	177	331	525,542
Young Adult Print	639	969	70	106	72,045
Adult Print	4,591	8,024	621	1,083	1,867,620
Media	4,146	7,745	185	553	506,460
Other*	3,733	6,838	46	215	201,780
Subtotal	16,981	29,044	1,099	2,288	3,173,447

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	565	1,062	362	680	35,386*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	68	108	61	95	7,469
e-Videos	0	0	0	0	99** +Moving Image Archive Library
Subtotal	633	1,170	423	775	42,954

*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	17,614	30,214	1,522	3,063	3,216,401

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	500	3.4%	500	71.4%
Staff Initiated	102	0.0%	102	88.2%

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

Highlights:

- In February, 1,064 unique visitors from 10 countries: United States, Canada, India, Philippines, Ireland, Dominican Republic, Netherlands, Puerto Rico, Serbia, and Russia viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).

3. Technology**Technology - February 2016**

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	631,195	1,238,000
Online Catalog	814,200	1,498,861

Social Networking:

	Monthly Activity ¹	YTD Activity	Monthly Audience ²	Total Audience	Monthly Engagement ³	YTD Engagement
<u>Facebook</u>	109	221	68	6,317	2,749	5,549
<u>Flickr</u>	59	66	0	52	13,961	26,992
<u>Instagram</u>	29	60	39	633	759	1,655
<u>Pinterest</u>	61	96	13	1,237	358	679
<u>Tumblr</u>	3	6	4	110	1	11
<u>Twitter</u>	126	269	70	8,462	574	1,144
<u>YouTube</u>	1	3	0	118	487	1,564
Total	388	721	194	16,929	18,889	37,594

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:

- The new public secure Wi-Fi network is now available at all 37 B&ECPL libraries. 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. Posters prominently identify the network and the password which is universal for all locations.
- A minor upgrade to the SirsiDynix Symphony WorkFlows software was completed with minimal downtime Sunday evening, February 14th. The upgrade included “bug” fixes and introduced new functionality that will be rolled out over the next few months.
- Contract negotiations between the B&ECPL and the Library’s Integrated Library System (ILS) provider SirsiDynix continue.

4. Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
2016 Annual Appeal – including all giving	January 1 st - YTD	\$12,866.71
Crane Book Sale	February 10 th	\$301.00
Niagara Book Sale	February 10 th	\$105.25
North Park Book Sale	February 3 rd	\$216.00
North Park Donation Box	February 3 rd	\$22.00
Borrower Services Donation Box	February 1 st – February 29 th	\$26.00

Highlights:

- Planning has begun for a fundraising gala-type event to take place in late November, early December. The event will highlight Milestones of Science as well as the Library's 180th anniversary year.
- Grant applications submitted in February:
 - Association for Library Service to Children (ALSC), \$2,000 for Dia & Stem programming; pending.
 - Dollar General, \$2,500 for a Summer Reading request; pending.
- Upcoming – *Buffalo Spree Magazine* will hold its monthly Happy Hour at the downtown Central Library in the Milestones of Science area of the Collections Gallery. The event, open to the public, is for those age 21 and over. There will be a suggested \$5 donation, proceeds from which will go to the Library.

5. Facilities

Highlights:

- Meetings continue on design and construction projects at the E. Delavan Branch Library and downtown Central Library.

6. Staff Development

Staff Development - February 2016

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	129	236	5	9

Highlights:

- In February, the B&ECPL presented *Addressing Computer Viewing Complaints* with sessions at the Aurora Town, Newstead Public, and North Collins Public Libraries; *Diversity, Equity and Access in Libraries* was screened at the Central Library and available to all staff.
- Five library managers/directors across the B&ECPL System participated in the *Small Library Gauntlet*, a webinar presented by NYLA, which focused on leadership of small libraries, collaborating with larger libraries, improving workflow for smaller staffs, and strengthening community ties. Staff also pursued a variety of webinar training opportunities on a wide range of topics including: *Exploring Early Literacy in Public Libraries* (presented by NYLA); *Save it to Google! Gale to Google Path Integration* (presented by Gale NOVELNY); *What to Do When You Don't Know the Answer to a Customer Question* (presented by Don Crawley); *Introduction to Proposal Writing* (presented by the Foundation Center); *Romancing the Book Club: Matchmaking for Romance Readers* (presented by Booklist); *Grids: Understanding and Using Grids in Ipage* (an Ingram webinar); *Where there's a Web, there's a Way*, (sponsored by OCLC); and *Diversity, Equity and Access in Libraries*, an ALA webinar. A total of 47 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.
- Other programs/workshops included: a series of workshops presented by the Small Business Administration, including sessions on *Business Plans & Library Resources*, *Business Ethics & Risk Management from a Legal Perspective*, and *Home-Based Business Strategies for Success & NYS Taxes & the Affordable Care Act*; *Tourettes Syndrome & Associated Disorders*; and *API Workshop* presented by SirsiDynix on February 22nd.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Magazine Interview with Mary Jean Jakubowski	Rebirth of downtown Buffalo and how the Library fits in	Buffalo Spree Magazine, upcoming 2016 issue
Media Advisory and Media Event	Winter Reading Challenge Kick-off with the Buffalo Sabres and local school children	The Buffalo News, Channel 4, February 8 th and 9 th

Newspaper Interviews with Mary Jean Jakubowski, Joy Testa Cinquino, Jack Edson (Hamburg), Peggy Errington (Orchard Park), Roseanne Butler-Smith (Amherst), Emily Moser and Gene Hart (West Seneca)	Suburbs look to expanded Hamburg Library as model for digital future	The Buffalo News, February 2 nd
Newspaper Interview with Mary Jean Jakubowski and Amy Pickard	Mark Twain Room - "100 Things To Do in WNY"	The Buffalo News, February 20 th
TV Interview with Mary Jean Jakubowski	WNY Treasures	WGRZ TV, Channel 2, February 21 st
Media Advisory and Media Event	Buffalo's Middle Early College High School Receives "Leaders are Readers" Top Honor from Project Flight. Governor's Office, State Agencies, Buffalo Public Schools and Buffalo & Erie County Public Library Participate in Ceremony.	February 4 th
Media Advisory	Take Your Child to the Library Day	The Buffalo News, Channel 4, WNY Family Magazine, week of February 1 st
Media Advisory	Library System 2016 Board of Trustees Officers Announced, Frank Housh, Esq. Elected Chairman	The Buffalo News, February 17 th
Media Advisory	Women's History Month Kick-off @ Central Library	Mailed on February 25 th - Event is March 3 rd
Media Advisory	Niagara Branch Library Celebrates Hispanic Community Heritage with <i>"Bring Us Your History! Day"</i> <i>Saturday, March 12</i>	Panorama Hispano, February 29 th

Media Advisory	Your Opinion Counts Help Plan for the Future of the Buffalo & Erie County Public Library System <i>Community Encouraged to Attend Library Public Input Session</i>	WBFO Radio, February 29 th
Book Lists	Materials @ the Buffalo & Erie County Public Libraries about Gadgets and Devices	The Buffalo News Refresh – February 27 th
Crane: WNY Family Magazine	Catalog of Spring Events to Date	February 1 st
Dudley: WNY Family Magazine	Events Calendar, Library Events	Web-based, updated continuously
Niagara (NIA): WNY Family Magazine	Added March Children's Events to online calendars.	
NIA: Bee Newspapers	Added March Children's Events to online calendars.	
NPK: BeeNews.com	Botanical Gardens Terrariums - April 6 th ; SPCA Wildlife Div. - April 12 th ; Star Wars Training - May 5 th ; In-Jest -June 1 st ; Wondermakers - July 7 th ; Zoomobile - July 27 th ; Checkers Show - August 10 th	Various
Riverside Review	Miss Maria Story Time Learn to Knit	February 10 th & 24 th

Highlights:

- Buffalo Sabres Defenseman Josh Gorges was joined by dozens of school children from Buffalo's Bennett Park Montessori School at the downtown Central Library on Monday, February 8th for the annual Winter Reading Challenge Kick-off. Sabretooth and Read-a-Book mascots were on hand. The *Buffalo News* and Channel 4 covered the story.

8. Partnerships***Highlights:***

- Two staff members participated in the third session of *Mind in the Making* at the Explore & More Children's Museum in East Aurora. The series looks at the development of executive functions in children. B&ECPL has a longstanding

partnership with Explore & More receiving services and staff development throughout the System.

- Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** met with Bill Sukaly, Supervisor of the Immigration and Refugee Assistance Program for Catholic Charities and 12 other staff members of the program, to demonstrate the language databases available through the Library's website.
- **Kathryn Galvin** and Children's Services Librarian **Maria Lowe** met with Assistant Professor Kathy Ralabate Doody, Instructor of Exceptional Education at Buffalo State College, and Jana Mertz, Program Coordinator of the Autism Spectrum Disorder Center at Women and Children's Hospital of Buffalo. With their expertise and experiences, they provided input on the Library's plans for offering story time for children on the autism spectrum and their families, and also offered assistance with making families aware of the program and providing student assistance. Programs are expected to begin this spring.
- Information Services & Outreach Librarian **Renée Masters** met with Phil Haberstro from the Wellness Institute of Greater Buffalo. Plans for collaboration were discussed for the upcoming April Health and Wellness Fair. The Institute will be using the health fair at the Central Library as a platform to launch their 40,000 steps fitness campaign in addition to participating in the event as an exhibitor.
- **Renée Masters** met with Kelly Asher, Community Coalition Coordinator - Erie County Department of Health, Division of Community Wellness.
- Riverside Branch Manager **Patti Foley** met with Rebecca Severson and Donna Pepero of Journey's End on February 24th. Journey's End will be holding a mini-camp at the Riverside Branch in March. The mini-camp will serve children of refugees during spring break.
- East Clinton Branch Manager **Kate Shea** spoke with William Cavanaugh, art teacher at Houghton Academy (BPS #69), to plan a way to display some of his students' art in the library on a monthly, rotating basis.
- On February 23rd, Grosvenor and Special Collections Manager **Meg Cheman** coordinated a brainstorming session to begin planning for the upcoming WWI exhibit opening November 2017. Eleven community partners representing the Buffalo Public Schools, University at Buffalo, Erie County Veterans Service, Buffalo History Museum, Library Foundation of Buffalo & Erie County, and local Historians lent their experience and creativity to help bring the Library's WWI posters and other original materials to the public.

9. Planning for the Future

- Meetings are set for the public, staff, and trustees to provide input into the B&ECPL's 5 Year Plan of Service. Surveys have been developed and will be distributed electronically and in print to all B&ECPL card holders who have opted to receive e-mail from the System, to community partners, via information booths, and in all library locations. Information on the meeting dates/times along with the surveys can be found at www.buffalolib.org.
- Advocacy continues to be the most significant aspect in planning for the future of the B&ECPL. In coordination with the Western New York Library Resources Council, visits to State representatives continue at local offices. Staff from throughout the System, along with Library Administration, have met with Assemblymembers Michael (Mickey) Kearns, Crystal Peoples-Stokes, and Angela Wozniak along with Senators Marc Panepinto and Michael Ranzenhofer. Meetings will continue in March.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
February 1, 2016	Meeting - HeinOnline, Kevin Marmion, Shane Marmion, Tim Hooge
February 2, 2016	Meeting - Dr. Timothy Callan, Robert Keating, Jonathan Rivera, Ken Stone
February 2, 2016	Meeting - Association of Contracting Library Trustees Workshop Planning
February 2, 2016	Media Event - AM Buffalo - Jon Summers
February 2, 2016	Meeting - Ken Stone
February 3, 2016	Meeting - Carol Batt
February 3, 2016	Meeting - New York State Assemblyman Michael Kearns
February 4, 2016	Meeting - Administrative Team
February 4, 2016	Event - MLK Leaders are Readers Ceremony
February 5, 2016	Meeting - Auditorium Renovation Project
February 5, 2016	Meeting - Matthew Kopel, Heidi Bamford, Dawn Peters
February 6, 2016	Meeting - Association of Contracting Library Trustees Workshop
February 8, 2016	Media Event - Winter Reading Announcement with the Buffalo Sabres

Minutes of the Board of Trustees

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February 9, 2016	Conference Call - Public Library System Directors Organization (PULISDO)
February 9, 2016	Conference Call - PULISDO and NYS Education Department - Division of Library Development (DLD)
February 10, 2016	Meeting - Managers/Directors
February 10, 2016	Meeting - B&ECPL Board of Trustees Chair Frank Housh
February 10, 2016	Meeting - Jeannine Doyle
February 11, 2016	Meeting - B&ECPL Board of Trustees Executive Committee
February 12, 2016	Meeting - Elevator Project
February 12, 2016	Conference Call - Western New York Library Resources Council Bylaws Committee
February 16, 2016	Meeting - Joy Testa Cinquino
February 16, 2016	Meeting - John Good, Erie County Department of Public Works, and Chip Campbell
February 17, 2016	Conference Call - Jobeth Bradbury
February 17, 2016	Meeting - Bookmobile Wrap
February 17, 2016	Media Event - Mary Kunz Goldman, Buffalo News
February 17, 2016	Media Event - Kelly Dudzik, Channel 2
February 18, 2016	Media Event – Buffalo Spree Magazine City Living
February 18, 2016	Meeting - Administrative Team
February 18, 2016	Conference Call - Brian Connolly, Buffalo News Managing Editor
February 18, 2016	Meeting - New York State Library Association Advocacy Day in Albany Prep Meeting
February 18, 2016	Meeting - B&ECPL Board of Trustees
February 19, 2016	Employee Orientation Filming
February 22, 2016	Meeting - Janique Curry, Jennifer Fuller -- MWBE Certification Classes
February 23, 2016	Meeting - WWI Exhibit Brainstorming Session
February 23, 2016	Meeting - Lauren Suttell, Bond Schoeneck & King
February 24, 2016	Meeting - Project Outcome
February 25, 2016	Event - PS 19 Tour Central Library, Experience Milestones of Science and STEM
February 25, 2016	Conference Call - Regents Advisory Council on Libraries
February 25, 2016	Event - Partnership for the Public Good: Community Benefits Agreements
February 26, 2016	Media Event - Books for Kids Media Kick-off, Project Flight
February 29, 2016	Meeting - Joy Testa Cinquino
February 29, 2016	Meeting - Steven Powell, Lawley Insurance, Carol Batt

Other:

Contracting Member Library Activity Reports

Amherst Public Library – submitted by Roseanne Butler-Smith, Director

2016 appears to be a promising year for the Amherst Public Libraries.

Due to a retirement in December 2015, the five remaining Amherst librarians, over the course of the 1st quarter of 2016, will all go to full-time status. (Note: an impact of the 2009 budget cuts resulted in the same librarians being “downgraded” to regular part-time staff, meaning they went from a 40 hour work week to an average of 25 hours a week).

On February 5, 2016 the 6th Annual Love Your Village, Love Your Library Gala fundraiser raised over \$28,000; \$3,000 more than 2015. This money will be used to offset operational costs of the Williamsville Branch. This fun-filled evening consisted of a silent auction, a basket raffle, and a live auction - where a ride to school on a fire truck went for a whopping \$525.00.

The Board of Trustees of the Amherst Public Library and its Library Director are very pleased to announce that the Williamsville Central School District PTA and PSTA groups are not only going to continue to fund Sunday hours at the Clearfield Branch, but increase the funding to add extra Sundays to the calendar. This wonderful partnership has existed since 1989 and is well received by all who use the library on Sunday, especially the Williamsville School students.

Programming at the Main Library at Audubon is well on its way for our award-winning Holistic Series. Topics covered this spring include: natural management and treatment of migraines, qigong, and sound healing.

A brand new electrical service upgrade is the last project to soon be completed at the Eggertsville-Snyder Library. Funding for this very necessary work was provided by a grant from the 2015-2016 NYS Library Construction award. This project, when completed, will really allow our public to “plug into the Library”.

All four branches are booked weeks out for the one-on-one computer classes. This popular program allows a patron to work with a librarian on many levels of computer needs. Most popular is the need to learn “how to download a book”.

Every day many, many children visit our libraries for a fun-filled story hour. A time where they can enjoy a great book or two, sing a song, make a craft and meet new

friends. Some story hours even encourage the child and their parent/caregiver to stay a little longer and have lunch. It's a bring your own bag lunch event.

And still to come...our annual summer children's picnic, the 24 bikes that will be raffled off, Trunk or Treat, Charles Dickens live, Read-A the therapy dog, BPOvations, Star Wars Jedi Academy and lots more!

Here's to a happy 2016!

Agenda Item G - The Association of Contracting Trustee Library Trustees (ACT)/ Contracting Library Trustee Report. There were no representatives from ACT present, however, Ms. Jakubowski reminded trustees the next ACT meeting is April 9th at the Clarence Public Library where Lawley Insurance will be making a presentation. A.D.D. Testa Cinquino will be present offering an input session on the 5 Year Plan of Service. ACT has asked there be no System representation during the feedback session around 11 a.m.

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

Agenda Item I - Unfinished Business. Chair Housh asked if anyone wanted to revisit the escalator project discussion Ms. Panty brought up during Agenda Item E.2.a. Ms. Jakubowski communicated the Library speaks to the DPW regularly on this project and it is included in their budget ask. Mr. Stone added we do not want to decommission the escalators until the new elevator is in place which should be out to bid as early as May. He shared plans are for the new elevator to be located along the side of the building adjacent to the Ellicott Street entrance, stopping only on the public floors.

Agenda Item J - New Business.

Agenda Item J.1 - Collaboration Agreement with the Hispanic Heritage Council. Ms. Jakubowski noted this resolution will solidify our collaboration efforts and partnership with the Hispanic Heritage Council (HHC) who expressed interest in having their headquarters located at the downtown Central Library as described in proposed Resolution 2016-9. With very positive and strong encouragement, Ms. Jakubowski recommended Board approval of this resolution. Chair Housh called on HHC President Casimiro Rodriguez who provided trustees with the history of the Hispanic Heritage Council and their plans which include a repository. Following questions/answers, Mr. Gist made a motion, and Ms. Panty seconded. Approval of Resolution 2016-9 as presented was unanimous.

RESOLUTION 2016-9

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) and the Hispanic Heritage Council of Western New York (HHC), a local leader in the Hispanic community and beyond, providing cultural education, programming and awareness of the Hispanic contributions to the Western New York region, are seeking to create a space at the Central Library to serve as a base for HHC's educational efforts and provide performance and workshop programming in Library facilities, and

WHEREAS, HHC would occupy 474 sq. ft. of space on the first floor of the downtown Central Library, in exchange for a combination of a \$2,701.80 cash payment annually plus programs and services at B&ECPL library locations valued at a minimum of \$3,000 annually, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves entering into a collaborative agreement with HHC and authorizes the Library Director and/or designee to execute a contract to that effect.

Chair Housh voiced he looks forward to a wonderful collaboration with the Hispanic Heritage Council.

Agenda Item J.3 – Adult Literacy Library Services Grant Program 2016-2019.

A.D.D. Dawn Peters explained this resolution asks for Board approval to both apply and budget this grant as described in Resolution 2016-10. Ms. Vincent motioned, Ms. Panty seconded, and approval was unanimous.

RESOLUTION 2016-10

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is eligible to apply for a New York State funded Adult Literacy Library Services Grant Program to help libraries offer services which will improve adult literacy on the job and in the home, and

WHEREAS, the B&ECPL System will use these funds to increase awareness of library resources useful to job seekers, entrepreneurs, immigrants and local government, nonprofit, and community workforce agencies, and

WHEREAS, the B&ECPL will encourage use of library resources that will directly benefit the unemployed, immigrant population, as well as support small business development in Erie County, which employs 98% of Erie County's population, and

WHEREAS, the grant will help the Library become a community literacy leader and strengthen partnerships with local literacy providers, and

WHEREAS, the Library will partner with local agencies to provide training and present programs designed to help Erie County residents find employment, start and run a business, assimilate into Erie County as productive citizens, and

WHEREAS, the grant funds will be used for outside speakers, workshops, publications, promotional materials, and project publicity, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Adult Literacy Library Services Grant Program 2016-2019 application to obtain \$9,000 in funding for each of three funding cycles, for a total of \$27,000, and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded, the B&ECPL Board of Trustees authorizes amending the 2016, 2017, and 2018 Grants Budgets by appropriating grant revenues and expenditures in the amount of \$9,000 for each of the three funding cycles (or whatever proportional allocation is available) to support adult literacy initiatives.

Agenda Item J.4 – Family Literacy Library Services Grant Program 2016-2019.
A.D.D. Peters presented Resolution 2016-11 as detailed below. This was moved by Ms. Vincent, seconded by Ms. Panty, and approved unanimously.

RESOLUTION 2016-11

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is eligible to apply for a New York State funded Family Literacy Library Services Program grant to help library systems and libraries provide early family literacy services to children, their parents and caregivers, and

WHEREAS, the funds will be used to increase staff knowledge of early literacy practices, strengthen community partnerships, and support families with early literacy activities throughout Erie County by providing training, programming materials, and supporting resources at all B&ECPL libraries, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves the Family Literacy Library Services Grant Program 2016-2019 application to obtain \$14,000 in funding for each of three funding cycles, for a total of \$42,000, and authorizes the Library Director to submit that application, and be it further

RESOLVED, that if the grant application is awarded, the B&ECPL Board of Trustees authorizes amending the 2016, 2017, and 2018 Grants Budgets by appropriating grant revenues and expenditures in the amount of \$14,000 for each of the three funding cycles (or whatever proportional allocation is available) to support early literacy initiatives.

Agenda Item J.2 – NYS Five Year Plan of Service Discussion. A.D.D. Joy Testa Cinquino explained the purpose of this information item on the agenda is to solicit input from System trustees to help plan for the next five years of library services. Community Input Sessions have been held at the Frank E. Merriweather, Jr. Branch Library, Hamburg Public Library, and Kenmore Branch Library. A session was held for Library Directors and Managers at the Central Library. A session is planned for members of ACT in the beginning of April and Ms. Testa Cinquino will be at the Walden Galleria Mall twice next week gathering public input. *Planning for the Future – Library Services for the Next Five Years* surveys, one for library and one for non-library users, are available both online and as paper surveys at all 37 B&ECPL libraries. To date, the Library has received almost 2,500 online surveys. The survey link will be open until the end of March. SurveyMonkey is being used for the online survey which automatically tabulates responses, but also offers space for opinions. A committee of staff representing libraries throughout the System led by Deputy Director Carol Batt will compile information. System trustees provided their ideas and thoughts on what they feel the Library should be focusing on in the next five years; Ms. Testa Cinquino will include these responses with all other responses. Results will be shared and used to help draft the Library's next Five Year Plan of Service expected to be released in late 2016.

During the above NYS Five Year Plan of Service discussion, the following trustees left the meeting: Sharon Kelly (5:21 p.m.); Wayne Wisbaum (5:29 p.m.); Sheldon Berlow (6:02 p.m.); and Kate Berens Bucki (6:08 p.m. – quorum no longer present).

There being no further business, on motion by Ms. Panty, seconded by Ms. Vincent, the meeting was adjourned at approximately 6:11 p.m.

Respectfully submitted,

Kathleen Berens Bucki
Secretary