

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
Thursday, May 18, 2017
4:00 p.m.

NOTE MEETING TO BE HELD AT: **The Dudley Branch Library**
2010 South Park Avenue
Buffalo, NY 14220
(716) 823-1854

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of April 20, 2017 **ACTION**
- D. Report of the Chair **INFORMATION**
 - 1. Executive Session
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2017-15 – 2017 Budget Adjustments: Allocating 2016 Year-end Balance **ACTION**
 - b. Res. 2017-16 – Expand Participation in Energy Savings Incentive Programs **ACTION**
 - c. Monthly Financial Report **INFORMATION**
 - 3. Joint Development & Advocacy Committee and Library Foundation of Buffalo & Erie County
- F. Report of the Director (link sent via e-mail if on file) **INFORMATION**
- G. Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
- J. New Business
 - 1. Res. 2017-17 – Appointment of Records Management Officer **ACTION**
 - 2. Res. 2017-18 – Appointment of Freedom of Information Law (FOIL) Records Access Officer **ACTION**
- K. Adjournment

PROPOSED
MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 20, 2017

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, April 20, 2017, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair
Katie Burd, Secretary
Michael Amodeo
Sheldon M. Berlow
Kathleen Berens Bucki
Frank Gist
Phyllis A. Horton
Theodore K. Johnson
Sharon M. Kelly
Joel C. Moore
Elaine M. Panty
Teresa Vincent
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Vice Chair Alan Bedenko joined the meeting via conference call, but was not counted for quorum or voting per Bylaws Article II, Section 6.

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

Trustee Burd arrived at 4:09 p.m.

Agenda Item C – Minutes of the Meeting of March 16, 2017. On motion by Trustee Horton, with a second by Trustee Panty, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Housh reported on the passed FY 2017-2018 New York State Budget. The Governor's \$4M proposed funding cut in State Library Aid was added back in. Chair Housh called on Deputy Director CFO Kenneth Stone who explained the legislature added an additional \$10M to the

Governor's budget proposal, which reverses the Governor's proposed \$5M funding cut and adds an additional \$5M to this program – the B&ECPL's share of that will go roughly from \$871,000 in this cycle to \$1.1M. Chair Housh remarked that the budget can still be reduced if the State suffers unexpected shortfalls in funding from the Federal Government. The Chair asked trustees to communicate with State legislators expressing our thanks and gratitude for the increase and to continue advocating with congressional representatives that libraries are important.

The next Chairman's Book Club is being held at the Central Library on June 16th at noon reviewing *The Book That Changed America: How Darwin's Theory of Evolution Ignited a Nation*. The panel consists of Douglas DeCroix, Executive Editor of Western New York Heritage, George DeTitta, an Independent Scientist, and Reverend Joan Montagnes, Minister of Unitarian Universalist Church of Buffalo. Chair Housh encouraged trustees to read the book and attend.

On behalf of the B&ECPL Board of Trustees, condolences were offered to Trustee Gist on the passing of his mother, Dolores Gist.

Trustees were reminded the May 18, 2017 Board meeting will take place at the Dudley Branch Library.

Trustees were invited to the exhibit opening and reception of BUILDING BUFFALO: Buildings From Books, Books From Buildings beginning at 5 p.m. following the Board meeting.

The West Seneca Public Library Annual Trivia Fundraiser to benefit the library's expansion project is being held Sunday, April 23rd, and Chair Housh pointed out he has one spot open on his team for anyone interested!

Trustee Moore arrived at approximately 4:14 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. Vice Chair Bedenko summarized the Executive Committee meeting of April 12th. Trustee Amodeo moved to enter the written report of the meeting into the Minutes. Trustee Johnson seconded, and approval was unanimous.

Present: Chair Frank Housh, Vice Chair Alan Bedenko, and Committee members Sheldon Berlow and Kathleen Berens Bucki. Trustees Frank Gist, Ted Johnson and Elaine Panty were also present as were Library Director Mary Jean Jakubowski, Chief Operating Officer Carol Batt and Chief Financial Officer Kenneth Stone.

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

Trustee Johnson asked about the status of the Lackawanna Public Library audit. Director Jakubowski responded indicating that documentation received has been reviewed and as a result, additional information has been requested. The organizational audit will take several months to complete.

Chair Housh thanked everyone for their advocacy for public libraries with regard to the New York State budget. He noted the budget is now passed. Funding for Library Aid that the Governor cut in his proposed budget has been included in the final budget. As we anticipated stable State Library Aid, there is no effect to Buffalo & Erie County Public Library's (B&ECPL) 2017 operating budget. Library Construction Aid did increase and is now \$24M statewide. B&ECPL's portion increased by just over \$229K bringing our allocation to \$1,100,336 for the Fall 2017 round (awards for this round are anticipated mid-2018).

Trustee Gist joined the meeting at approximately 4:55 p.m.

The proposed agenda for the April 20, 2017 Board of Trustees meeting was reviewed. No changes were noted.

As Jack Connors, *Buffalo Business First* publisher, had been tentatively asked to present on the Western New York Business Hall of Fame at the April 20th Board meeting, Director Jakubowski was asked to reach out to him to inform him of the Governance Committee's March 16th determination to not recommend the Western New York Business Hall of Fame as a fixture in the Central Library.

Trustee Berlow asked about the status of Fables Café. Director Jakubowski noted she has received positive feedback, particularly since Mr. Ravenpour's return. She noted several menu changes have occurred, with a variety of daily specials being offered. The Café appears busy and catering appears to have increased.

The Executive Committee adjourned at 5:05 p.m. on a motion by Trustee Berlow, with a second by Vice Chair Bedenko.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Approve New York State Annual Reports. Deputy Director CFO Stone explained this resolution would authorize filing the System's New York State Annual Reports for 2016. The reports were sent to System trustees via e-mail, and hard

copies were mailed to those System trustees without an e-mail address on file. Deputy Director COO Carol Batt pointed out that these reports are the Library's required annual reporting structure for its Five Year Plan of Service.

Trustee Wisbaum arrived at approximately 4:18 p.m.

Trustee Vincent made a motion, Trustee Gist seconded, and approval of the reports as presented was unanimous.

RESOLUTION 2017-10

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Buffalo & Erie County Public Library's (B&ECPL) charter as well as qualify for State Aid funds, each library files reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the B&ECPL files both a Public Library Report and a Library System Report, while each contracting member library also files a Public Library Report, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees assures that the B&ECPL "*Annual Report for Public and Association Libraries – 2016*" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the B&ECPL Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "*Annual Report for Library Systems – 2016*" has been reviewed and accepted, and be it finally

RESOLVED, that the B&ECPL Board of Trustees assures that the B&ECPL System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the "Budget Summary" has been reviewed and accepted.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Panty summarized the meeting of April 6th and requested the written report be entered into the Minutes. Trustee Horton moved, Trustee Kelly seconded, and approval was unanimous. Ms. Panty thanked the Committee for their hard work.

Present: Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki (via telephone), and Sharon Kelly. Also present were Library Director Mary Jean Jakubowski and Assistant Deputy Director Jeannine Doyle.

The meeting of the Policy Committee began at 4:04 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Chair Panty asked Committee members if they had any changes to the proposed amended and consolidated Equal Employment Opportunity and Anti-Harassment Policy. This Policy was reviewed at the March 9th Policy Committee meeting where several recommendations for change were made. With changes made, the Policy was sent to the Library's legal counsel. Counsel also proposed additional changes. The changes were made and submitted to Policy Committee members prior to the April 6th meeting. With no further discussion, on a motion by Trustee Kelly, second by Trustee Bedenko, the Policy Committee recommends the revised proposed amended and combined Equal Employment Opportunity and Anti-Harassment Policy be brought to the full Board for approval at their regularly scheduled meeting April 20, 2017.

Director Jakubowski introduced a new Building Renaming Policy. She explained this Policy affects the Central Library and Buffalo Branch Libraries. She explained the process for the City of Buffalo, pursuant to Chapter 286 of the laws of the City of Buffalo, which has been incorporated in the Policy. She noted the County, who owns the Central Library building, does not have a formal renaming process in place. She continued indicating she had spoken with Jonathan Rivera, Legislative Liaison – Office of the County Executive, who stated "all requests should be referred to the office of the County Executive." This has been incorporated into the Policy. Discussion ensued. On a motion by Trustee Kelly, second by Trustee Bedenko, the Policy Committee recommends the proposed new Building Renaming Policy be brought to the full Board for approval at their regularly scheduled meeting April 20, 2017.

Director Jakubowski informed the Policy Committee a new proposed policy regarding lost and found items will be brought for their review at their next meeting, which has been scheduled for Thursday, June 15, 2017 at 3:30 p.m. at the Central Library.

On a motion by Trustee Bedenko, second by Trustee Kelly, the Policy Committee adjourned at 4:20 p.m.

Agenda Item E.3.a – Adopt Equal Employment Opportunity (EEO) and Anti-Harassment Policy. On motion by Trustee Johnson and a second by Trustee Bucki, the resolution was approved unanimously as follows:

RESOLUTION 2017-11

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 last amended by the B&ECPL Board of Trustees on March 17, 2016, and

WHEREAS, the B&ECPL adopted the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 which included the B&ECPL's Equal Employment Opportunity (EEO) Policy, and

WHEREAS, in recognition of the importance of a diverse workforce and an organizational structure which supports the B&ECPL's service priorities, additional language and procedure was added to the EEO Policy to strengthen and clarify the B&ECPL's position on equal employment opportunity and discrimination in the workplace, and

WHEREAS, B&ECPL's general counsel has recommended the consolidation of the 2 policies given the similar theme and language, as well as duplicative procedures contained therein, and

WHEREAS, the Policy Committee met on March 9, 2017 and again on April 6, 2017 and recommends the attached proposed amended and consolidated Equal Employment Opportunity and 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 amended and consolidated policy to supersede and replace the existing B&ECPL's Equal Employment Opportunity Policy adopted December 18, 2014 and Anti-Harassment Policy last amended March 17, 2016, and be it further

RESOLVED, that copies of the approved Equal Employment Opportunity and Anti-Harassment Policy be included in the B&ECPL Personnel Policies and Procedures Manual as Chapter 8, Section 1, replacing current Chapter 8, Sections 1 and 2, and be it further

RESOLVED, that copies of the approved Equal Employment Opportunity and Anti-Harassment Policy be included in future Contracting Libraries annual agreements, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes this policy be transmitted to all B&ECPL libraries, Contract Library Directors, Contract Library Trustees and authorizes public posting on the Library's website.

Agenda Item E.3.b – Adopt Building Renaming Policy. Trustee Vincent moved for approval. Trustee Burd made the second. Approval was unanimous.

RESOLUTION 2017-12

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft Building Renaming Policy which has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the Buffalo & Erie County Public Library's Building Renaming Policy, and be it finally

RESOLVED, that a copy of the approved Building Renaming Policy be posted on the Library's website.

Agenda Item E.4 – Governance Committee. Governance Committee Chair Bedenko summarized the meeting of March 16th at which time the Governance Committee recommended the Western New York Business Hall of Fame not become a fixture at the Central Library as further detailed in the written report. This recommendation was then transmitted to the Planning Committee. Trustee Bedenko requested the written report of that meeting be entered into the Minutes; Trustee Panty moved, Trustee Kelly seconded, and approval was unanimous.

Present: Committee Chair Alan Bedenko; Committee members Frank Housh and Sharon Kelly; Library Director Mary Jean Jakubowski; and Robert Patterson, Esq., Bond Schoeneck & King, PLLC.

The meeting of the Governance Committee began at 5:07 p.m. in the Joseph B. Rounds Conference Room at the Central Library. All Committee members were present.

Committee Chair Bedenko acknowledged receipt of 2017 *Conflict of Interest Annual Disclosure Statements* from System Trustees and Key Employees.

The Committee discussed the proposal set forth by Jack Connors, Publisher of *Buffalo Business First*, to locate a Western New York Business Hall of Fame (Hall of Fame) in the downtown Central Library. This was first discussed at the

January 12, 2017 Planning Committee meeting at which time Mr. Connors was invited to attend their next meeting February 9th to further discuss and answer questions. Mr. Connors participated in the February 9th Planning Committee meeting providing a Power Point presentation on the Hall of Fame. A question arose at this meeting regarding a potential conflict of interest in that Mr. Connors is a Trustee Emeritus of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees and President of the Library Foundation of Buffalo & Erie County. B&ECPL legal counsel subsequently recommended the question of conflict be referred to the Governance Committee.

Library Director Jakubowski discussed the role and responsibilities of a Trustee Emeritus for the B&ECPL. Pursuant to the Bylaws of the Buffalo & Erie County Public Library, 2016, Article I, Section 5 "...A Trustee Emeritus shall not have a vote and shall not be counted in determining whether a quorum is present. A Trustee Emeritus shall receive notice of all meetings of the board and shall be entitled to participate in its deliberations and to serve as a non-voting member on any Committee to which the Trustee Emeritus may be appointed."

Robert Patterson, Esq, of Bond Schoeneck & King, PLLC, reviewed the *Related Party* definition found in Section 2.6 of the B&ECPL's Conflict of Interest Policy. He noted he did not believe there is a legal conflict in this area as (A) this Section of the Policy states that a *Related Party* is "any trustee, officer or Key Employee of the Buffalo & Erie County Public Library or any Affiliate of the Buffalo & Erie County Public Library or any other person who exercises the powers of trustees, officers or Key Employees over the affairs of the Buffalo & Erie County Public Library or any Affiliate of the Buffalo & Erie County Public Library." Discussion ensued. Mr. Patterson also reviewed the New York State Constitution "gift and loan clause." He discussed the clause and he did not believe collocating the Hall of Fame within a B&ECPL library would violate the clause.

Trustee Kelly indicated her concern regarding the perception of impropriety. Discussion ensued.

The Governance Committee has provided the following as their recommendation to the Planning Committee of the B&ECPL Board of Trustees. The Planning Committee is scheduled to meet April 12, 2017: Neither the B&ECPL Conflict of Interest Policy, nor any statute, is implicated in this matter; however, there remains the general question as to whether the Hall of Fame supports the Library's Mission and Goals. The Committee is concerned about the appearance of impropriety should the Hall of Fame be collocating at the Central Library, given that a former member of the Board of Trustees is developing and supporting it. The Committee deeply appreciates

Buffalo Business First considering the Central Library to become a partner in the Hall of Fame, but after thorough discussion at its March 16, 2017 meeting, with the assistance of legal counsel, the Governance Committee does not recommend the Western New York Business Hall of Fame become a fixture in the Central Library. The Committee does, however, support the concept of the Library as being a part of the Hall of Fame and recommends the Library work with *Buffalo Business First* to connect its vast local history collection and resources to the Hall of Fame's web-based components – without any financial cost or benefit to the Library.

With no further discussion or business, the meeting adjourned at 5:27 p.m.

Agenda Item E.5 – Planning Committee. As Planning Committee Chair Amodeo was unable to attend the April 12th meeting, Committee member Bedenko summarized the meeting. As noted in the written report, the Governance Committee recommended to the Planning Committee that the Library respectfully thank *Buffalo Business First*, but decline the offer to collocate the Western New York Business Hall of Fame in the Central Library. The Planning Committee agreed with this recommendation. Trustee Bedenko requested the following written report of the April 12th Planning Committee meeting be entered into the Minutes. Trustee Amodeo moved, Trustee Vincent seconded, and approval was unanimous.

Present: Planning Committee members Alan Bedenko, Frank Gist and Ted Johnson; member ex officio Frank Housh. Also present were Library Director Mary Jean Jakubowski and Chief Operating Officer Carol Batt. The meeting began at 5:15 p.m. A quorum was present.

In Planning Committee Chair Michael Amodeo's absence, Trustee Bedenko reviewed the recommendation of the Governance Committee regarding the Western New York Hall of Fame (HOF) proposal. The Planning Committee determined they would not recommend the (HOF) for placement in the Central Library. The Planning Committee asked Director Jakubowski to reach out to Jack Connors, Publisher *Buffalo Business First*, and relay this determination. Director Jakubowski shared a proposal for co-location from the Creative Education Foundation. Discussion ensued. The Planning Committee does not recommend co-location in the Central Library as they do not feel the Creative Education Foundation has a public component, noting they charge for attendance to programs, etc. In addition, the Planning Committee feels the Creative Education Foundation's mission is not similar to the Buffalo & Erie County Public Library's mission. Director Jakubowski will contact them.

Director Jakubowski discussed the proposed changes to the New York State Public Library Minimum Standards and the Public Library Systems Directors

Organization (PULISDO) Survey. Discussion ensued and opinions were provided. Director Jakubowski will submit the Survey, as discussed.

The meeting adjourned at 5:39 p.m.

At this point, Chair Housh entertained a motion to accept and adopt the recommendation of the Governance and Planning Committees to decline the offer for the Western New York Business Hall of Fame to be located in the Central Library. Trustee Vincent moved, Trustee Panty seconded, and approval was unanimous (assigned Resolution #2017-14).

Agenda Item E.6 – Review/Compensation Committee. The Review/Compensation Committee met on April 6, 2017. Chair Housh entertained a motion to convene in Executive Session at 4:30 p.m. to discuss a personnel matter previously discussed in Executive Session at the Review/Compensation Committee meeting. Trustee Berlow made a motion, this was seconded by Trustee Panty, and the motion carried. All staff and public were excused from the room.

At approximately 4:48 p.m., on motion by Trustee Amodeo, seconded by Trustee Panty, Board members concluded Executive Session and reconvened in public session. No action was taken.

Agenda Item G – Report of the Foundation (taken out of order). Anne Conable reported the Library Foundation of Buffalo & Erie County met on March 21, 2017. They adopted a working budget for the new fiscal year which started on April 1st. They also re-elected their slate of officers: Jack Connors, President; Wayne Wisbaum, Vice President; Anne Leary, Treasurer; and Mary Jean Jakubowski, Secretary. The Foundation Trustees and B&ECPL Development and Advocacy Committee are meeting on April 24, 2017 to begin the discussion of roles and responsibilities going forward regarding fundraising.

Trustee Amodeo left the Board meeting at approximately 4:55 p.m.

Agenda Item F – Report of the Director. Director Jakubowski shared with trustees that Claire Rose was born to Assistant Deputy Director Jeannine Doyle Easter Sunday. Both baby and mom are doing well!

Director Jakubowski was happy to report that the fourth volume of the *Audubon Birds of America* has migrated home to the B&ECPL; the entire set has now been conserved. Sections will be shared at future Board meetings. She thanked the Board for supporting the conservation of this magnificent work.

Both Director Jakubowski and Development and Advocacy Committee Chair Wisbaum encouraged trustees to attend the joint Development and Advocacy Committee and Library Foundation of Buffalo & Erie County meeting April 24th at 4:30 p.m. at the Central Library. Discussion will include the roles of the Library Foundation as well as fundraising initiatives, etc. They will be reviewing the John R. Oishei Foundation Report previously provided to trustees.

The Director circulated a copy of *Buffalo Spree* with photos from the December 2, 2016 Library Fundraising Gala, which honored Trustee Wisbaum.

The catalogue from the BUILDING BUFFALO: Buildings From Books, Books From Buildings exhibit was passed around for trustee viewing.

Both Trustee Burd and Assistant Deputy Director Dawn Peters will be attending the April 21st presentation of a donation of over \$1,200 to the B&ECPL from Holmes Elementary School raised through bake sales held. This heartwarming donation was very much appreciated!

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

B&ECPL Monthly Report

March 2017

Buffalo & Erie County Public Library (B&ECPL) Goes to Albany: B&ECPL fielded a delegation of 13 to visit our State representatives in Albany to advocate for improved State funding for libraries on March 1st. Participants included Frank Housh, B&ECPL System Board Chair; Elaine Panty, B&ECPL System Trustee; **Mary Jean Jakubowski**, B&ECPL System Director; **Ken Stone**, Deputy Director-CFO; **Kathy Goodrich**, West Seneca Public Library Director; **Dan Lewandowski**, Dudley Branch Manager; **Chelsey Lonberger** and **Amanda McCormick**, Librarians at the Hamburg Public Library; **Rebecca Moe**, Ewell Free Library Manager; **Mary Muscarella**, City of Tonawanda Public Library Director; **Linda Rizzo**, Buffalo Branches Supervisor; **Kate Shea**, East Clinton Branch Manager; and **Kristine Sutton**, Newstead Public Library Director. The group joined library colleagues from across the State who also traveled to Albany as part of the New York Library Association's (NYLA) advocacy and outreach efforts. The overall message stressed that libraries are education and, therefore, deserve similar support.

Efforts were well received with many legislators indicating their support to restore \$4 million in operating and \$5 million in construction grant funding cut from Governor Andrew Cuomo's proposed budget and some indicating support for increased funds.

Subsequently, both the New York State Senate and New York State Assembly released their one house budget bills, as part of the final stretch before adoption of the State budget:

Senate

- State Library Aid: +\$8M over Governor's Executive Budget (\$99.6M total)
- State Library Construction Aid: +\$15M (\$29M total)

Assembly

- State Library Aid: +\$4M (\$95.6M total)
- State Library Construction Aid: +\$11M (\$25M total)

New York State Budget Update: The FY 2017-2018 New York State Budget passed April 9, 2017 with the following funding for Libraries:

State Library Aid: \$95.627M total (\$4M added to Governor's proposed budget). This allocation reversed the Governor's proposed funding cut of \$4M and represents continued stable funding for library aid.

B&ECPL Impact: No change from 2017 B&ECPL adopted budget.

State Library Construction Aid: \$24M total (\$10M added to Governor's proposed budget). The legislature added an additional \$10M to the Governor's budget proposal, which reverses the Governor's proposed \$5M funding cut and ADDS an additional \$5M to this program.

B&ECPL Impact: Increase of \$229,237 in State Library Construction Aid for B&ECPL in 2018. Total 2018 State Library Construction Aid allocation for B&ECPL will be \$1,100,336.

Launch Pad News: Launch Pad Manager **Jordan Smith** assisted members of the Western New York Library Resources Council (WNYLRC) in the Launch Pad in recording a video which included members of New York State Senator Tim Kennedy's and New York State Assemblymember Crystal Peoples-Stokes' staff describing the New York State budget process for WNYLRC's YouTube Channel: LIBTalks. A second video was developed on the use of robotics in libraries. LIBTalks is expected to be up and running soon.

Chairman's Book Club: Another successful Chairman's Book Club was held on March 10th in the Central Library's Ring of Knowledge. Following introductions by B&ECPL System Board Chair Frank Housh, Karen King, PhD, Executive Director of the Erie County Commission on the Status of Women, lead a discussion on Rebecca Traister's book *All the Single Ladies: Unmarried Women and the Rise of an Independent Nation*. Panelists included: Farhana Hasan, Project Manager for the

Interdisciplinary Science and Engineering Partnership at the University at Buffalo; Cecily Rodriguez, Founder of Shift Happens, LLC, and Carolyn J. Washington, retired Colonel, U.S. Army and PhD student in Global Gender Studies at the University at Buffalo. This well received program was attended by 28. The event was recorded and is available at <http://www.buffalolib.org/content/e-community/library-videos>. The next Chairman's Book Club is scheduled for June 16th at noon in the Ring of Knowledge. The book being reviewed is *The Book That Changed America: How Darwin's Theory of Evolution Ignited a Nation* by Randall Fuller.

Early Literacy Community Asset Analysis Focus Groups: Two focus groups were conducted at the Central Library to obtain parent and caregiver input about library services to families with young children, as well as a broader look at access to other services for young children in their community. The focus groups are a component of the Early Literacy Community Asset Analysis – an initiative of the New York State Department of Education – Division of Library Development. Volunteers Tom Tiberi and Lisa Petronio from Leadership Buffalo conducted the sessions. While attendance was light, valuable input was collected. Results are currently being examined.

B&ECPL at the Buffalo Philharmonic Orchestra (BPO): Children's Services Librarians **Wanda Collins** and **Jennifer Lelinski**, with Page **Gara Helm**, offered library information and hosted a craft table at Kleinhans's Music Hall on March 19th as part of the preconcert children's activities of the BPO's Children's Series.

Western New York Diversity Job Fair: Information Services and Outreach Librarians **Dan Caufield**, **Kit Pitkin** and **Susan Kriegbaum-Hanks** attended the Western New York Diversity Job Fair held at the Buffalo-Niagara Convention Center on March 21st. Over one-hundred job seekers visited the booth and were introduced to the Library's career resources and job opportunities including those focused on resume writing, preparing for interviews, and locating employers.

Winter Online Reading Contests Come to a Close: Information Services and Outreach Librarian **Melissa Blattner** concluded the Adult Online Winter Reading Contest. Readers submitted book reviews which were posted to the Library's website. Ninety-six participants submitted 546 book reviews. The winner of a Kindle Fire HD was Ellenor Moe from Alden.

Children's Services Librarian **Jennifer Lelinski** concluded the Online Winter Reading Contest for Kids and Teens. Eighty-two young people actively participated with 646 reviews submitted. Corally Wolters of the Lancaster Public Library won in this category. Ms. McDonald's 7th grade class from Our Lady of the Blessed Sacrament School in Depew won the classroom participation prize, receiving a Target gift card for classroom supplies. All 27 participating libraries awarded an Amazon gift card to a winner selected by random drawing.

Read Across America: The System's Children's Services and Outreach Departments held a celebration of *Read Across America*, otherwise known as the birthday of Dr. Seuss (March 2nd), with a coordinated, simultaneous reading of various Dr. Seuss books at the Bennett Park Montessori School and Enterprise Charter School. Children's Services Librarians **Pamela Bigsby, Mary Ann Budny and Wanda Collins**, along with Children's Library Associate **Cynthia Lenzner**, presented a Dr. Seuss-themed Storytime with stories, songs, and crafts. In addition, Riverside Library Manager **Patti Foley** visited the Roosevelt Early Childhood Center (School #65) on March 2nd to read to the kindergarten and first grade students. She shared her favorite Dr. Seuss story, *The Sneetches*, and provided the students with a craft, handouts, and pencils from the Library.

World Refugee Day: The World Refugee Planning Committee has been meeting biweekly at the Niagara Branch Library to plan this year's World Refugee Day event to be held on July 1st at LaSalle Park. The Library will participate in this event that celebrates diversity in communities and recognizes achievements of refugees all over the world.

Monthly Programming Statistics - March 2017

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	296	616	5944	12102
Children (age 6-12)	136	359	2285	5857
Teens	17	71	131	552
Intergenerational	191	370	3911	7927
Adults (excludes Technology)	330	788	4964	11119
TOTAL In Library Programs	970	2204	17235	37557

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)	84	286	84	286
Teens	29	91	29	91
Intergenerational	0	0	0	0
Adults (excludes Technology)	162	464	165	467
TOTAL In Library Programs	275	841	278	844

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	12	25	80
System or Library-owned Cyber Train	15	47	80	303
One on One	76	237	98	306
TOTAL Adult Technology	95	296	203	689

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	12	235	335
Children (age 6-12)	9	15	386	2776
Teens	1	8	84	228
Intergenerational	3	7	335	986
Adults (excludes Technology)	10	33	248	1121
TOTAL Outreach (out of Library)	31	75	1288	5446

System-wide Milestones of Science Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	14	42	292	707
Adult Services	5	9	73	312
Launch Pad/TechKnow Lab	7	17	57	539
Development/Communications	4	8	21	79
Grosvenor Room	2	5	18	40
TOTAL	32	81	461	1677

Milestones of Science Exhibit:

	Month	YTD	From Opening 10/2015 to present
Visitors - Non-tour related	4036	9029	
Visitors - Tour/Program	323	1042	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4359	10071	59019

Highlights:

- March 4th – The Library on Wheels provided service to the Clearfield Branch Library during renovations with 80 patrons checking out 87 items.
- March 6th, 13th and 20th – Children’s Programming Librarian **John Gaff** and Launch Pad Manager **Jordan Smith** welcomed the Boys and Girls Club’s Beecher Clubhouse to the Launch Pad for the continuation of an 8-week session on video game design. Using the Launch Pad’s tablet devices, club members continued learning how to design video games using Bloxels, a hands-on platform for kids to build, and tell stories through video game creation. Club members have made great headway on designing original game levels, as well as creating their own original artwork. Their overall challenge was to make the most fun game. Once completed, games will be posted online and shared with players around the world. TechKnow Lab Librarian **Jacqueline Hovey**, Library Associate **Sean Goodrich**, and Senior Page **Trevor Brown** assisted with the program on various dates.
- March 11th – Information Services and Outreach Librarians **Maria Lowe** and **Laura Scott** hosted the Teen Manga Club.
- March 11th – Children’s Services and Outreach Departments hosted an author visit and book signing by local author Kezia Pearson. Ms. Pearson is a teacher at East Community High School in Buffalo. *Because I am Me and You are You* is a picture book for young children about identity and self acceptance. The event coincided with the Central’s Library’s Toddler Storytime.
- March 11th – **Maria Lowe** and **Laura Scott** planned and implemented a program, in celebration of Teen Tech Week, called Electric Robot Skulls. This program involved the teens folding a Cubee craft paper robot and adding circuits to make the eyes glow. The teens were diligent about working on it until they were successful.
- March 11th, 18th and 25th – The Crane Branch Library offered a rain barrel painting program. The program was part of the annual rain barrel painting contest supported by the Erie County Environmental and Planning Department. **Caitlin Goodrich** also created a trifold pamphlet with further information about creating rain barrels and how to conserve water for planting that are on display in the library. These pamphlets will be on display throughout Summer Reading as it promotes the idea of building a better world.
- March 18th – The Spring Bunny Hop was held at the Central Library. This was a family fun event presented by entertainer Dave Jeffers. It consisted of a magic

show and egg hunt. In addition, the Kids Space was transformed into a petting farm with live chicks, ducklings and bunnies. Children learned to be gentle with the animals and were instructed to pet the animals with “two fingers.”

- March 21st – **Maria Lowe** attended the Northern Gay Straight Alliance Conference for teens at West Seneca East High School. Maria created a booklist featuring lesbian, gay, bisexual, and transgender (LGBT) characters to give to teens and advertised the Launch Pad devices and services.
- March 22nd – **Maria Lowe** created teen summer reading events for the System, including an Instagram Challenge and a self-guided activity that branch staff can customize for their library’s needs. The Instagram challenge involves teens taking a picture of themselves reading or making something that depicts the book they’re reading (like creating a scene from the book), and then submitting it to our Instagram, serving as a contest entry.
- March – Library patrons continue to 3D print various projects, including metal parts for a motorcycle (utilizing the new LulzBot 3D printer’s variety of filament type options), cosplay parts and customized desk displays. A wide range of people continue to utilize the Launch Pad’s recording studio including podcasters, local musicians, and staff from WNYLRC.
- The *Milestones of Science and Frankenstein* travel exhibit, which was created by Special Collections Manager **Meg Cheman** and Graphic Designer **Dawn Stanton** to display at the Road Less Traveled theater production in January, was offered to member libraries and is now booked to travel to 7 different libraries throughout the rest of the year.

2. Collection Development

Collection Development – March 2017

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	5,017	12,043	539	1,280	537,815
Young Adult Print	583	1,809	99	314	73,305
Adult Print	5,059	13,816	908	2,497	1,864,283
Media	6,131	16,574	763	2,183	528,065
Other*	3,473	9,396	22	45	183,509
Subtotal	20,263	53,638	2,331	6,319	3,186,977

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	841	2,070	578	1,511	46,827*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	106	262	91	222	9,162
e-Videos	1	1	1	1	100 +Moving Image Archive Library**
Subtotal	948	2,333	670	1,734	56,089

*Includes 428 EBL titles

**Access to Moving Image Archive (<http://bit.ly/1eMd454>) via mobile website, beginning Nov. 2013

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	21,211	55,971	3,001	8,053	3,243,066

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	466	3.6%	466	68.5%
Staff Initiated	54	1.9%	54	74.1%

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

Highlights:

- In March, 1,237 unique visitors from 20 countries including Australia, Brazil, Canada, Czechia, Germany, India, Japan, Malaysia, Morocco, Netherlands, Nigeria, Pakistan, Philippines, Poland, South Africa, Taiwan, Trinidad & Tobago, Ukraine, United Kingdom and the United States, viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>).
- Collection Development Manager **Kelly Donovan** served as 1 of 4 panelists in *Selecting with Confidence: Experts' Tips for Choosing Adult Debut Fiction*, a March 23rd webcast sponsored by Ingram and Library Journal.
- The Buffalo History Museum Research Library donated 50 books associated with local history and genealogy to the Central Library's Grosvenor Room.

- The Grosvenor Room received a 15-box music score donation from Mrs. Ellen Koessler of Derby, New York. The scores included classical works by Mozart and Brahms, as well as jazz scores by Duke Ellington and Herbie Hancock, which belonged to her late husband Jack Koessler who was a musician and member of the Buffalo Philharmonic Orchestra Board of Trustees. Mr. Koessler was a frequent visitor to the Grosvenor Room.
- **Maria Lowe** created a display and promotional materials to feature library tech-related devices and services for Teen Tech Week. This involved a bookmark featuring Freegal, the Library's social media and select Launch Pad offerings. The sleeve for the bookmark featured QR codes that led to Freegal and the Library's Instagram.

3. Technology

Technology – March 2017

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
<u>Facebook</u>	133	369	4,231	12,508	35	7,095
<u>Flickr</u>	18	232	10,302	29,305	0	54
<u>Instagram</u>	31	90	1,019	2,774	40	1,123
<u>Pinterest</u>	70	194	620	1,707	11	1,437
<u>Tumblr</u>	5	16	25	32	4	170
<u>Twitter</u>	157	445	943	3,590	41	9,446
<u>YouTube</u>	8	8	890	2,702	1	136
Total	422	1,354	18,030	52,618	132	19,461

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

²Number of likes, shares, favorites, repins, clicks, comments, views, retweets, etc., by public

³Total number of followers at end of month

March Social Networking Highlights:

- The Library's YouTube Channel (<https://www.youtube.com/user/BECPLTrainingLab>) showcases high-quality content chiefly produced by the Central Library's TechKnow Lab Team. The focus of the videos ranges from popular technology training topics and tours of

the System's libraries to recordings of library-sponsored events. Many serve as an extension of in-library training opportunities by presenting information in an easily comprehensible and user-friendly manner.



Highlights:

- **Enterprise Goes Live!** On Tuesday, March 14th, the Library's next-generation online catalog (Enterprise) interface launched, replacing the older e-Library version. User feedback during the initial public testing period has resulted in several feature enhancements and fixes, as well as suggestions for additional development. Enterprise offers the ability to directly download Overdrive e-materials, and allows borrowers to place and manage holds for these titles without leaving the interface. This reduces the number of steps and maintains a consistent experience for physical and digital items. Other enhancements include an expanded set of enriched content for video and music titles, an increase in the number of options for limiting searches, improved access to lists of new and coming soon titles, as well as the ability to simultaneously place holds against multiple titles. Additional improvements are being planned. The open source VuFind catalog will remain available through June 30th.
- Information Technology (IT) continued to support building upgrade and construction project efforts. All public computers needed to be removed to accommodate carpet replacement at the Clearfield Branch Library. After a 2-week closed period, the computers and associated technology (printers, etc.) were reinstalled on time for the March 6, 2017 re-opening. In addition, most of the West Seneca Library's public computers needed to be removed and placed in long-term storage at the Central Library while their major expansion/renovation project continues. In addition to technology, hundreds of boxes of books and other library materials are also being stored at the Central Library.

4. Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – March 31, 2017	\$15,936

Highlights:

- The 24 hour “Spring it On” fundraising campaign raised \$2,317 from 57 donors. The online campaign was sponsored by the United Way of Buffalo & Erie County.
- The Central Library is one of 9 finalists being considered for a Project for Public Spaces (PPS)/Southwest Airlines grant which would take the triangular green space of land (currently designated a right-of-way) between Washington Street and Broadway and use it for public programming. Library Director **Mary Jean Jakubowski**, Assistant Deputy Director **Joy Testa Cinquino**, and Community Engagement Manager **Anne Conable** participated in a daylong meeting with 2 representatives from PPS and local partners including Just Buffalo Literary Center, Buffalo Place, and the City of Buffalo. The announcement of grant recipients is expected mid-to-late April.
- All 37 libraries were given \$500 from the Year-end Appeal fund to use toward purchase of furniture for their public spaces.

5. Facilities

Highlights:

- March 27th – Remodeling of Central Library’s second floor staff workroom is complete, utilizing office cubicles and cabinets donated by Mentholatum Co., Inc.
- The first of a multi-phase project to renovate the Central Library’s auditorium is now well under way. This phase will renovate and rehabilitate the auditorium lobby, update climate controls, and replace the bulk of the 1960’s vintage HVAC system, improving the user experience in an energy efficient manner. Construction in this phase is expected to be completed by this summer.

6. Staff Development

Staff Development - March 2017

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	340	883	9	21

Highlights:

- In March, the B&ECPL offered 2 online training programs to staff. Ninety-seven employees completed *A+ Customer Service Training*, a program developed by the B&ECPL's Customer Service Committee to establish standards for excellent customer service. The B&ECPL also began to offer the training course *Practical Tips for Difficult Homeless Patrons* to Central Library and Buffalo Branch public service and security staff. This online self-paced course offers great insight and practical guidelines for understanding homelessness and handling common scenarios that may come up in a library environment. At the time of this report, 53 employees have completed the course.
- B&ECPL Human Resources also presented 4 live training sessions in March; including one session of *Addressing Computer Viewing Complaints*, a virtually-presented training session which provides guidance on staff's options for action when patrons view adult content or other potentially offensive material in the library; one session of *A+ Customer Service Training – Live!*, an in-person version of the online training module; one session of *Civil Service 101*, a session covering the rules, restrictions, and language surrounding Erie County Civil Service; and one session of *The Discipline Process*, a training program for managers/supervisors that explains the steps to take should progressive discipline be needed.
- The B&ECPL offered 2 technology training programs. On March 1st, the TechKnow Lab presented *Introduction to Windows 10* to staff at the Town of Collins Public Library. Six staff members were able to familiarize themselves with the new desktop design, the start button, Microsoft Edge, and the Windows Store. On March 25th, a representative from Gale/Cengage Learning visited the Central Library and presented a training course giving overviews and demonstrations of multiple databases in the Gale family. Ten employees took advantage of this training.
- On March 27th, the B&ECPL brought in WNYCOSH trainer Nellie Brown to conduct a health and safety training program entitled *Biological Hazards*. The session went over common risk factors for things like diseases, allergens, molds,

and pests in the workplace, and how to minimize such hazards and protect yourself from exposure. Seven employees benefited from this training.

- Also on March 27th, the B&ECPL cosponsored a lecture arranged by the UB Department of Library and Information Studies. Part of the Bobinski Lecture series, this program, entitled *Under Duress: the MLS and Libraries Today*, presented findings from 2 recent initiatives which demonstrate both the benefits and the challenges of an ALA-accredited MLS-centric library workforce. Library staff, students, and administrators were all encouraged to attend.
- Outside the B&ECPL, 2 librarians attended the *Computers in Libraries Conference* in Arlington, VA from March 28th – 30th. They learned about new MakerSpace technologies, community outreach initiatives, personal archiving technology, creating technology-based programming such as coding programs, and making the most of library social media accounts. Their insights will be used for future programs/initiatives at the B&ECPL. Another librarian attended the Bureau of Education and Research's workshop: *What's New in Children's Literature*. She was able to gather information about recent developments in language arts, math, science, and social studies as well as the 100 Best Books of 2016. The workshop also gave insight about new websites and publishers to keep an eye on. Overall, the program provided many resources to improve readers' advisement.
- Finally, staff continued to pursue a variety of webinar training opportunities on a wide range of topics in March, including: *How to Design Your Own Library READ Poster* (presented by ALA); *Oversized, Overwhelmed? Caring for Maps and Architectural Drawings in Your Collection* (presented by Connecting to Collections Care); *Raising the Tech Bar in Your Library* (presented by SirsiDynix); *Selecting with Confidence: Experts' Tips for Choosing Adult Debut Fiction* (presented by School Library Journal); and *Whole Person Librarianship: Fostering Empathy in Challenging Times* (presented by WebJunction). A total of 28 different webinars were viewed by staff from the Central, Buffalo branch, and contracting libraries.
- Information Services and Outreach Librarians **Tim Galvin**, **Sandra Courtney**, **Laura Scott**, **Renee Masters** and **Kit Pitkin** attended a 2 hour refresher class in Ask Us 24/7 with Regional Coordinator Jaclyn McKewan of WNYLRC.
- Mobile Services and Outreach Manager **Brian Hoth** coordinated a Database Jamboree at the March Managers/Directors meeting with a demonstration of 7 databases and review of related online Subject Guides. Databases demonstrated were: African-American History Online presented by Town of Tonawanda Library Director **Dorinda Darden**; Chilton Library presented by eBranch Librarian **Greg Keppel**; Job Now presented by Dudley Branch Manager

Dan Lewandowski; MasterFILE Premier presented by Technology Services Librarian **Angela Pierpaoli**; Mergent presented by **Dan Caufield**; NoveList Plus presented by Newstead Public Library Director **Kristine Sutton**; Science in Context presented by **Brian Hoth**; and Grosvenor Department Manager **Meg Cheman** presented overviews on how B&ECPL online Subject Guides compliment information provided by the Library's Databases. The event was well received by all who attended. Another one is scheduled for November.

- System Children's Services staff held the biannual Youth Services Group meeting at the Central Library. The meeting featured an introduction from Director **Mary Jean Jakubowski**; presentations from a new local programmer Dave Bauer, whose programming focuses on nature and outdoor activities; a presentation on marketing by the Development and Communications Department; along with programming demonstrations and a preview of Summer Reading activities. Attendees also had the opportunity to use the tool MakeDo, for cardboard construction, and MakeDo starter set was the door prize. The meeting had a total attendance of 25, with 14 libraries represented.

7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Advisory	Chairman's Book Club @ Downtown Library Features Women's History Month Selection on Friday, March 10 th	Buffalorising.com
Media Advisory	Books for Kids Campaign Kick-off - Over 2.5 Million Books Distributed	The Buffalo News and WGRZ TV Channel 2, promoted throughout the month
TV Interview with Mary Jean Jakubowski on the Daily Buzz 716 TV program	Women's History Month and Other Library Programs	WBBZ TV, March 14 th
TV Interview with Mary Jean Jakubowski on the WNY Living TV program	Books for Kids	WGRZ TV Channel 2, taped on March 29 th
TV News Interview with Mary Jean Jakubowski	3D Printers and the Launch Pad MakerSpace	WIVB TV Channel 4, March 24 th
Media Advisory	One Community One Book	Buffalorising.com, The Buffalo News, various dates in March

Crane: WNY Family Magazine Online	Upcoming Programs	March 1 st submission
Merriweather: Criterion Newspaper	Promotion for 'Dressing Up for Black History' Program	March 18 th
Riverside: Riverside Review	Focus Group	March 1 st
Riverside: Riverside Review	Focus Group	March 8 th

Highlights:

- Library System Director **Mary Jean Jakubowski** has again been named to the prestigious Power 250 List of Western New York's Most Influential People by *Buffalo Business First*.
- A generic radio campaign is running on Entercom Radio stations (STAR - 102.5 and WKSE - 98.5) about the advantages of a free library card.

8. Partnerships***Highlights:***

- The Buffalo Public Schools Adult Education Program continues to hold ESL classes at the Niagara Branch Library. In March, 23 classes were held. One hundred seventy-three individuals attended.
- Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** attended the Community Day event at the Metropolitan United Methodist Church. She spoke with approximately 50 members of the community about various resources and services available through the Library. The group, comprised mostly of middle-aged and senior adults, expressed great interest in computer training and Book a Technology Trainer opportunities.
- Assistant Deputy Director **Dawn Peters** and TechKnow Lab Manager **Kara Stock** gave a tour of the Launch Pad to 2 staff members and 1 trustee from the NIOGA Library System. That library system is looking to set up a MakerSpace at the Niagara Falls Public Library. Augmented reality books, 3D printing, virtual reality, osmo gaming and stop motion animation were all covered in the tour as well as practical tips for setting up a new MakerSpace.
- New York State Senator Tim Kennedy hosted an information table regarding the New York State Department of Health on March 16th at the Frank E. Merriweather, Jr. Branch Library.

- March 18th – There was a well attended Q&A session held at the Crane Branch Library with Congressman Brian Higgins. Organize for Action WNY organized this event. Patrons mentioned being grateful for an open forum and for the library's community space.
- March 30th – Library on Wheels Branch Manager **Nicole Jesse** and Senior Page **Alyssa Johnson** visited Buffalo State College for "Bengal Pause" - a set period when no classes are scheduled. Thirty-six students visited with 11 registering for a library card. Students, especially non-resident students, reacted very positively about the vehicle's presence on campus. **Brian Hoth** is further developing the B&ECPL's partnership with Buffalo State College.
- East Clinton Branch Library - Art display walls for Houghton Academy student art nights, donated by patron Kathy Moskal, were delivered to the East Clinton Branch Library. **Kate Shea** is making plans with BPS #69 art teacher, William Cavanaugh, to hold student art nights in the very near future. Mr. Cavanaugh has since installed the first pieces of student artwork, based on Andy Warhol's famous "Campbell's Soup Cans."
- Professor Kathy Ralabate Doody, Exceptional Education Coordinator at Buffalo State College, arranged for her students to volunteer and provide input at Sensory Storytime. The volunteers are graduate students and certified special education teachers. There will be one student at each of the next 7 sessions.
- Children's Services Manager **Kathryn Galvin** coordinated with Gloria Matthews of Deaf Access Services to offer the program Signing with Children at the Central, Clearfield and Julia Boyer Reinstein Libraries.
- Rare Book and Map Librarian **Charles Alaimo** provided images to *Western New York Heritage* magazine editor Douglas DeCroix for their upcoming spring issue. The "Buffalo Never Fails" poster, which will be prominently featured in our World War I exhibit, will be the centerfold, and the B&ECPL will get a plug for the exhibit. In addition, a fine portrait of former Rare Book Curator William H. Loos, which is part of the Library's archives, will be used in a memorial to Loos, as the President emeritus and founding board member of *Western New York Heritage*.

9. Planning for the Future

- The B&ECPL's Annual New York State Report is expected to be presented to the System Board of Trustees at its April meeting; following, Deputy Director **Carol Batt** will engage trustees, staff, and constituents in the creation of the Library's Strategic Plan.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
March 2017

DATE	MEETING / EVENT
March 2, 2017	Meeting - Administrative Team
March 2, 2017	Event - Women's History Month Kick-off
March 2, 2017	Event - Women's History Month Reception
March 3, 2017	Meeting - Buffalo Common Council President Darius Pridgen
March 6, 2017	Meeting - Just Buffalo Literary Center
March 6, 2017	Event - Book Discussion - <i>One on the Ground</i>
March 7, 2017	Presentation - Buffalo Sunrise Rotary Club
March 7, 2017	Conference Call - Regents Advisory Council
March 7, 2017	Meeting - Dr. Liesl Folks, Dean, UB School of Engineering and Applied Sciences
March 8, 2017	Meeting - Managers/Directors
March 8, 2017	Conference Call - Sarah Potwin, Library Director, LaGrange Association Library
March 8, 2017	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Budget & Finance Committee
March 9, 2017	Meeting - NYS Assemblyman Michael Kearns and Michael Basinski, Interim Director of Special Collections, UB University Libraries
March 9, 2017	Conference Call - Joanne Sikorski
March 9, 2017	Meeting - B&ECPL Board of Trustees Executive Committee
March 9, 2017	Meeting - B&ECPL Board of Trustees Policy Committee
March 10, 2017	Event - Chairman's Book Club - <i>All the Single Ladies</i>
March 13, 2017	Meeting - Dawn Peters, Linda Rizzo
March 13, 2017	Meeting - Oded Ravenpour
March 14, 2017	Media Event - WBBZ Daily Buzz 716
March 15, 2017	Meeting - Dawn Peters
March 15, 2017	Meeting - Dawn Peters, Meg Cheman
March 15, 2017	Meeting - Dan Caufield
March 15, 2017	Meeting - Joy Testa Cinquino, Dawn Peters, Kathy Galvin, Linda Rizzo - Reading is Food for Thought
March 16, 2017	Meeting - Administrative Team
March 16, 2017	Meeting - Ken Stone, Jeannine Doyle, Tracy Palicki

Minutes of the Board of Trustees

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March 16, 2017	Event - Women's History Month, Ellen Grant
March 16, 2017	Meeting - B&ECPL Board of Trustees
March 16, 2017	Meeting - B&ECPL Board of Trustees Governance Committee
March 21, 2017	Meeting - Dorinda Darden
March 21, 2017	Meeting - Library Foundation of Buffalo & Erie County
March 21, 2017	Meeting - Zonta Club of Buffalo
March 22, 2017	Conference Call - Project Flight
March 22, 2017	Meeting - Youth Services Group
March 22, 2017	Media Event - Channel 4 Kaylee Wendt
March 23, 2017	Meeting - Ken Stone, Jeannine Doyle
March 23, 2017	Meeting - Hon. John LaFalce
March 23, 2017	Meeting - Joy Testa Cinquino, Anne Conable
March 23, 2017	Meeting - Association of Contracting Library Trustees (ACT) Board
March 24, 2017	Meeting - Michael Basinski and Jim Maynard, PhD - University at Buffalo
March 27, 2017	Meeting - George Emery
March 27, 2017	Conference Call - Beverly Federspiel
March 27, 2017	Event - Bobinski Lecture
March 28, 2017	Meeting - Dawn Peters
March 28, 2017	Conference Call - Matt Etu
March 28, 2017	Meeting - Joy Testa Cinquino, Anne Conable
March 29, 2017	Meeting - Contracting Library Directors - Re: Proposed changes to New York State Minimum Standards for Public Libraries
March 29, 2017	Meeting - Construction progress meeting and B&ECPL 2016 Auditorium Renovation Phase I
March 29, 2017	Media Event - WNY Living - Re: Books for Kids
March 29, 2017	Event - State of the County - County Executive Mark C. Poloncarz
March 30, 2017	Meeting - Project for Public Spaces/Southwest Airlines
March 30, 2017	Conference Call - Frank Housh, Chair, B&ECPL Board of Trustees

Other:

Contracting Member Library Activity Reports

North Collins Public Library – submitted by Kim Nobles, Manager

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

March:

- Sunday, March 5th we held a Tatting workshop for adults.
- Wednesday, March 8th we held a Book a Technology Trainer program.
- Wednesday, March 15th we held a Board meeting.

- Sunday, March 19th we held a workshop on advanced beginner knitting.

April:

- Sunday, April 2nd we had an Easter Egg Cookie Decorating program for kids.
- Friday, April 21st we will have a Focus Group for the Ready to Read program.
- Monday, April 24th we will have an informational meeting for our Battle of the Books team.

May:

- Wednesday, May 3rd we will have a Mother's Day Paint Night.
- Tuesday, May 9th we will have a Book a Technology Trainer program.

Town of Tonawanda Public Library – submitted by Dorinda Darden, Director

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

- The Town of Tonawanda Coalition Community Resource Hub which began on October 18, 2016 is held at the Kenmore Branch Library on the third Tuesday of every month from 12-3 p.m. The Town of Tonawanda Coalition Community Resource Hub provides residents an opportunity to connect with service providers in the community for access to food assistance, health insurance, substance and addiction services, employment and education guidance, housing counseling, legal services, senior services and more! The Alzheimer's Association, Belmont Housing Resources for WNY, Brookdale Kenmore, Buffalo Public Schools, Catholic Charities, Congress on your Corner (Congressman Higgins' office), Department of Social Services Foster/ Adoptive and Intern Programs, Erie Community College (ECC) One Stop Center, Fallon Health Weinberg, Fidelis Care, Kenmore-Town of Tonawanda Union Free School District, Literacy New York Buffalo-Niagara, Inc., National Fuel Weatherization, Northtown Pregnancy Center, People Inc. (Senior Services), Restoration Society, Inc., United Healthcare, Veterans Outreach Center, Wellcare (Medicaid and Medicare) and WNY Independent Living are among the agencies and organizations that have participated.
- As part of the Ready to Read at New York State Libraries initiative, the Town of Tonawanda Public Library provided an Early Literacy Community Focus Group for parents and caregivers of children ages 5 and under at the Kenmore Branch Library on February 28th. The Focus Group was facilitated by library patron Kayla Rogers. There were 6 participants.
- In celebration of National Library Week April 9-15, 2017, the Aquarium of Niagara Touch Tank will be visiting the Kenilworth and Kenmore Branches on April 11th.
- In an effort to provide a welcoming and inviting atmosphere, new carpeting will be installed from April 24-28, 2017, by Precision Flooring at the Kenilworth

Branch Library through funds provided by the Kenmore-Town of Tonawanda Friends of the Library and the Town of Tonawanda.

- Premise Communications (PremCom) will be installing the ShorTel Telephone System at the Town of Tonawanda Public Library – Kenilworth and Kenmore Branches through funds provided by the Town of Tonawanda. The new telephone system will help provide better quality library services to our patrons.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. William Josefiak reported on the April 8th ACT meeting held at the Lackawanna Public Library whereat Mary Jean Jakubowski presented on the Public Library Systems Directors Organization (PULISDO) Minimum Standards Survey. Libraries from across the state have been asked to participate. This was ACT's last meeting for the spring and they will meet again in September.

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

Agenda Item J – Unfinished Business. Trustee Vincent presented the B&ECPL with a check for \$917.40 from Independent Health Association. They chose the Library as the recipient of their dress-down fundraiser. The Library was very grateful.

Agenda Item K – New Business.

Agenda Item K.1 – B&ECPL Marketing Plan 2017 - 2019. Assistant Deputy Director Joy Testa Cinquino presented the B&ECPL Marketing Plan 2017 - 2019. Trustee Panty moved for approval and was seconded by Trustee Horton. Approval was unanimous.

RESOLUTION 2017-13

WHEREAS, the Marketing Plan 2017 - 2019 for the Buffalo & Erie County Public Library (B&ECPL) will promote its services and resources, and

WHEREAS, the strategies in the Marketing Plan will effectively bring attention to libraries and the services offered and will demonstrate the value of the B&ECPL to the community, stakeholders, lawmakers, financial supporters and the public, and

WHEREAS, the Marketing Plan is intended to strengthen the Library's image and brand, increase library use by Erie County residents, drive traffic to the website, and place the B&ECPL ahead of its competition in an effort to demonstrate return on investment, and

WHEREAS, the Marketing Plan provides the framework developed to execute strategies, that will communicate our mission and demonstrate the vital role libraries play in the community, including those for the upcoming major Rare Books exhibition "*Buffalo Never Fails – The Queen City and World War I*," now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the Buffalo & Erie County Public Library Marketing Plan 2017 - 2019.

There being no further business, on motion by Trustee Panty, seconded by Trustee Kelly, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Kathleen Burd
Secretary