

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PROPOSED AGENDA  
Thursday, September 20, 2018  
4:00 p.m.

NOTE MEETING TO BE HELD AT: West Seneca Public Library  
1300 Union Rd., West Seneca, NY 14224

- A. Call of the roll
- B. Approval / Changes to the Agenda
- C. Minutes of the Meeting of July 19, 2018 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
  - 1. Executive Committee & Building Oversight Committee – Joint (8/9/18)  
Executive Committee (9/13/18)
  - 2. Budget and Finance Committee
    - a. Res. 2018-23 – Amend NYS Construction Grant Budget - ACTION  
Central Library (2017-18)
    - b. Res. 2018-24 – NYS Construction Grant Request - ACTION  
Crane Library
    - c. Res. 2018-25 – NYS Construction Grant System Evaluation ACTION  
and Recommendations
    - d. Monthly Financial Report INFORMATION
  - 3. Building Oversight Committee (9/13/18)
    - a. Res. 2018-26 – Support for Amherst Public Library Expansion ACTION  
Project
- 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
- K. Adjournment

PROPOSED  
MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 19, 2018

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, July 19, 2018, at the Central Library pursuant to due notice to trustees. The following members were present:

Frank Housh, Chair  
Kimberly Johnson, Secretary  
Joel Moore, Treasurer  
Sheldon M. Berlow  
Kathleen Berens Bucki  
Katie Burd  
Lucy Candelario  
Frank Gist  
Sharon M. Kelly  
Elaine M. Panty

Chair Frank Housh called the meeting to order at 4:08 p.m. in the Joseph B. Rounds Conference Room. A quorum was present. Trustees were appreciative for the refreshments provided by former trustee Phyllis Horton.

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

Agenda Item C - Minutes of the Meeting of June 21, 2018. On motion by Trustee Panty, second by Trustee Bucki, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. Chair Housh announced the next Chairman's Book Club will be Friday, September 28<sup>th</sup> at noon whereat featured panelists will discuss *The Death and Life of the Great Lakes* by Dan Egan.

Together with Director Mary Jean Jakubowski and Deputy Director Chief Financial Officer (CFO) Kenneth Stone, Chair Housh spoke at the 2018 Mid-Year Informational Erie County Legislature Budget Hearing, which he expressed went well.

The Chair pointed out that at each trustee's place was a copy of a letter dated July 17, 2018 from OR 18 LLC/Oded Rauvenpoor, owner of Fables Café (Café), which

served as his notice to the Library that if there is not a solution to make the Café profitable, as of September 1, 2018 the Café will close. In Mr. Rauvenpoor's letter he wished to discuss 3 things: waiver of rent (currently approximately \$7,500 is owed the B&ECPL); the café becoming a grab and go operation; and the Library finding a new operator. Discussion ensued on all 3 topics, along with the possibility of transferring the contract to another owner if the opportunity presents itself. Director Jakubowski updated trustees that she has made inquiries with potential restaurants nearby, but to date there has been no interest; put a call out to Erie Community College/Culinary Arts, but has not heard back if there is an interest; and plans to approach Emerson School of Hospitality, acknowledging this could be a lengthy process. Chair Housh conveyed that while the Library is trying to avoid the Café going dark, this appears bleak.

The Board continued discussion which included competition by nearby restaurants, economies of scale, quality of food, limited cuisine, open hours, etc. Director Jakubowski noted the Library recently did an inventory of the Café's physical assets and she is waiting on this list. From the development of Fables Café, all of the equipment is owned by the Library; there are provisions in the contract, however, that if the owner/operator brings in equipment, it eventually becomes the Library's depending on certain criteria. She believes there may be a question on one particular item that Mr. Rauvenpoor brought in, which is an expensive cappuccino machine.

Trustee Moore asked if the Library saw a tangible increase in foot traffic and/or benefitted as a result of the Café's presence. The Director remarked this is subjective; people who may not have otherwise come into the Library may have discovered/rediscovered the Library. The Director provided a history of prior ownership of Fables Café since its opening in 2005.

Trustee K. Johnson inquired if it was possible for the Library to take over the Café. Discussion ensued, with the Director remarking she did not think we have the abilities to do this on top of operating the Library.

Chair Housh remarked this matter has been turned over to B&ECPL's legal counsel; following discussion, the Board unanimously agreed for Chair Housh to advise B&ECPL's legal counsel that:

- the Library needs to find a new operator by beginning an RFP process;
- if a business is interested in taking over the current contract, the Board is not opposed to this;
- the Board does not wish the Café to become a grab and go operation; and
- the Board does not wish to waive outstanding rent.

In response to discussion on Fables Café's naming rights, legal counsel will be asked to investigate this.

Chair Housh then updated trustees on matters concerning the new West Seneca Public Library. He sent a letter dated July 10, 2018 to Town of West Seneca Supervisor Sheila M. Meegan expressing the System Board of Trustees' fiduciary obligation to protect the Library's assets and requested issues pertaining to such be addressed. Director Jakubowski noted that she received a message from West Seneca Public Library Director Kathy Goodrich that there has been response from the Supervisor's office that they are looking into the matter.

Agenda Item D.1 - Intermit August Meeting. Chair Housh pointed out the August 9<sup>th</sup> Executive Committee meeting will still take place, and anything that comes up can be dealt with at that meeting. Director Jakubowski announced the Amherst Public Library (Audubon Branch) is interested in an expansion project and applying for Construction Aid in this cycle. The Amherst Public Library will be bringing an informational presentation with their plans to the August 9<sup>th</sup> Executive Committee meeting which will be a joint meeting with the Building Oversight Committee. Director Jakubowski remarked this informational presentation will start the process so that it can formally come before the Board in September. Trustee Panty motioned for approval of Resolution 2018-17, intermitting the August 16<sup>th</sup> Board meeting. Trustee Gist made a second and approval was unanimous.

RESOLUTION 2018-17

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2018, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2018 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

Agenda Item E - Committee Reports.

## Minutes of the Board of Trustees

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Agenda Item E.1 – Executive Committee. The Executive Committee met July 12, 2018; Chair Housh entertained a motion to have the written report entered into the Minutes. Trustee Burd moved, Trustee Panty made a second and approval was unanimous.

Present: Chair Frank Housh; Committee members Alan Bedenko, Sheldon Berlow and Dr. Rhonda Ricks (arrived 4:30 p.m.) Also present were Trustee Elaine Panty, Library Director Mary Jean Jakubowski, Chief Operating Officer (COO) Jeannine Doyle, and Chief Financial Officer (CFO) Kenneth Stone.

The meeting of the Executive Committee began at 4:05 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

A discussion took place regarding the status of OR 18 LLC, current owner of Fables Café. Ms. Jakubowski communicated she has been working with Buffalo & Erie County Public Library's (B&ECPL) attorneys at Bond, Schoeneck & King on this matter.

The West Seneca Public Library was discussed. Ms. Jakubowski expressed her ongoing concerns regarding the interior doors from the Legion Parkway entrance into the library. The interior doors do not have a locking mechanism, exposing B&ECPL-owned materials and equipment to potential damage/theft. The West Seneca Public Library has indicated to Ms. Jakubowski that a solution is forthcoming. Trustee Berlow commented the B&ECPL has a fiduciary responsibility in this matter. All in attendance agreed. A letter will be sent to the Town of West Seneca, who owns the building, on this matter. Director Jakubowski noted she has already developed a letter and will send it to Chair Housh for signature.

The agenda and proposed resolutions for the July 19, 2018 meeting of the Board of Trustees were reviewed.

CFO Stone noted the B&ECPL continues to function within budget. He also conveyed we are awaiting 2019 Budget instructions from Erie County.

The Executive Committee meeting ended at 4:32 p.m. on a motion by Trustee Bedenko, second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – 2019 Proposed Budget Guidance. Copies of proposed Resolution 2018-18 were e-mailed to the Board prior to the meeting and were at each trustee's place. CFO Ken Stone recognized instructions were basically similar to last year, asking the Library to develop a status quo budget, with no change in funding. He reminded

trustees that last year after the review process, the B&ECPL was provided an additional 2 percent in funding. The B&ECPL will prepare a 2019 Budget request under the criteria as listed in the resolution with the same level of County funding and a large draw on fund balance. He noted sales tax and other county revenues are performing rather well, but they are subject to the property tax cap which is 2%. The Budget and Finance Committee will be consulted, with a plan to meet in early August before the budget is submitted. Trustee K. Johnson moved to approve Resolution 2018-18 as presented. Trustee Panty made a second and approval was unanimous.

RESOLUTION 2018-18

WHEREAS, the Library received Year 2019 budget instructions from the Erie County Budget Office at 3:00 p.m. on July 13, 2018, with budget requests due to the Erie County Budget Office no later than August 15, 2018, which is before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, proposed budget preparation and review criteria were transmitted electronically for review by the Board's Budget & Finance Committee, and

WHEREAS, it is in the Library's interest for Library trustees to articulate guidelines for preparing the 2019 Budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines and submitting the request to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) hereby directs the Library Director to complete the 2019 Budget request utilizing the following criteria:

- Assume County support is unchanged from 2018 at \$24,422,489; and
- Incorporate the cost impact of the December 31, 2018 scheduled New York State minimum wage increase of \$0.70 per hour; and
- Incorporate the increased costs of contracted bargaining unit agreements and for unrepresented personnel pursuant to previously approved Board resolutions along with rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize the provision of public services in any budget adjustments needed to balance the 2019 Budget request, and be it further

RESOLVED, that the Director transmit the resulting request to the County of Erie's Division of Budget, Management and Finance as close to the deadline as schedules and preparation time will allow.

Agenda Item E.2.b – Amend 2018 Operating & Grant Budgets: NYS Recurring Aid. On a motion by Trustee Burd, seconded by Trustee Gist, the motion to approve Resolution 2018-19 as presented was unanimous.

RESOLUTION 2018-19

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

WHEREAS, final amounts for the State’s 2018-2019 fiscal year are now known, and

WHEREAS, the combined recurring operating and grant aid will increase by \$28,734 over the 2018 budgeted amounts, and

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

RESOLVED, that the B&ECPL Board of Trustees approves amending the 2018 grant and operating budgets to implement the following revenue and expenditure budget increases:

<b>Grant</b>	<b>Revenue Change</b>	<b>Expense Change</b>
Central Library Book Aid	663	663
Central Library Development Aid	2,874	2,874
Continuity of Service	463	463
Coordinated Outreach	1,567	1,567
New York State Library Automation	709	709
Library Services to County Corrections	82	82
Library Services to State Corrections	<u>424</u>	<u>424</u>
<b>Total Grants</b>	<b>\$6,782</b>	<b>\$6,782</b>
<b>Operating</b>	<b>Revenue Change</b>	<b>Expense Change</b>
408140 State Aid - Library System	\$19,131	
408150 State Aid - Member Libraries	\$2,821	
402190 Use of Fund Balance	<u>(\$21,952)</u>	
<b>Total Operating</b>	<b>\$0</b>	<b>\$0</b>

Agenda Item E.2.c – Amend 2018 Budget: NYS Grant in Aid. Trustee Panty motioned Resolution 2018-20 for approval. Trustee K. Johnson seconded and approval was unanimous.

RESOLUTION 2018-20

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) received notification that the New York State Legislature has approved aid in the amount of \$255,500 for the libraries located within Senate Districts 59, 60 and 61 and Assembly District 146, and

WHEREAS, this special aid was sponsored by New York State Senators Patrick M. Gallivan (District 59), Chris Jacobs (District 60), Michael H. Ranzenhofer (District 61) and New York Assemblyman Raymond Walter (District 146), and

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

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$255,500 in state aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving libraries to promptly utilize these funds for purposes consistent with the sponsor's designation, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves, upon receipt of the grant proceeds, implementing a budget amendment to the 2018 operating budget, increasing revenues and expenses as follows:

**2018 Operating Budget  
Revenue and Expense Increase**

**SAP Commitment Item #  
Revenue #408160    Expense # 516010  
State Aid Special    Contractual  
  Payments**

	<b>Cost Center</b>	<b>Amount</b>	<b>Amount</b>
<b>Contracting Member Libraries</b>			
Ewell Free Library (Alden)	4204010	\$ 2,500	\$ 2,500
Aurora Town Library	4205110	\$ 2,500	\$ 2,500
Boston Free Library	4204020	\$ 2,500	\$ 2,500
Town of Collins Public Library	4204030	\$ 2,500	\$ 2,500
Concord Public Library	4204035	\$ 2,500	\$ 2,500
Eden Library	4204040	\$ 2,500	\$ 2,500
Elma Public Library	4204045	\$ 2,500	\$ 2,500
Lancaster Public Library	4205420	\$ 5,000	\$ 5,000
Marilla Free Library	4204060	\$ 2,500	\$ 2,500
North Collins Public Library	4204070	\$ 2,500	\$ 2,500
West Seneca Public Library	4204085	\$ 5,000	\$ 5,000
	<b>Subtotal District 59:</b>	<b>\$ 32,500</b>	<b>\$ 32,500</b>



**2018 Operating Budget  
Revenue and Expense Increase**

	Cost Center	SAP Commitment Item #	
		Revenue #408160 State Aid Special	Expense # 516010 Contractual Payments
		Amount	Amount
<b>Contracting Member Libraries (continued)</b>			
Angola Public Library	4204015	\$ 10,000	\$ 10,000
City of Tonawanda Public Library	4204080	\$ 10,000	\$ 10,000
Grand Island Memorial Library	4204050	\$ 10,000	\$ 10,000
Hamburg Public Library - Main	4205320	\$ 10,000	\$ 10,000
Hamburg Public Library - Lake Shore Branch	4205330	\$ 10,000	\$ 10,000
Orchard Park Public Library	4204075	\$ 10,000	\$ 10,000
Town of Tonawanda PL - Kenilworth Branch	4205530	\$ 10,000	\$ 10,000
Town of Tonawanda PL - Kenmore Branch	4205540	\$ 10,000	\$ 10,000
<b>Subtotal District 60 - Contractual Payments:</b>		<b>\$ 80,000</b>	<b>\$ 80,000</b>

	Cost Center	SAP Commitment Item #	
		Revenue #408160 State Aid Special	Expense # 530000 Other Expense
		Amount	Amount
<b>Buffalo Branch Libraries</b>			
B&ECPL - Crane Branch Library	4203315	\$ 10,000	\$ 10,000
B&ECPL - Niagara Branch Library	4203360	\$ 10,000	\$ 10,000
B&ECPL - North Park Branch Library	4203370	\$ 10,000	\$ 10,000
B&ECPL - Riverside Branch Library	4203380	\$ 10,000	\$ 10,000
<b>Subtotal District 60 Other Expense:</b>		<b>\$ 40,000</b>	<b>\$ 40,000</b>
<b>Subtotal District 60 :</b>		<b>\$ 120,000</b>	<b>\$ 120,000</b>

	Cost Center	SAP Commitment Item #	
		Revenue #408160 State Aid Special	Expense # 516010 Contractual Payments
Contracting Member Libraries		Amount	Amount
Amherst PL Clearfield Branch	4205020	\$ 15,000	\$ 15,000
Amherst PL Eggertsville-Snyder Branch	4205030	\$ 15,000	\$ 15,000
Amherst PL Main Library at Audubon	4205010	\$ 15,000	\$ 15,000
Amherst PL Williamsville Branch	4205040	\$ 15,000	\$ 15,000
Clarence Public Library	4204025	\$ 15,000	\$ 15,000
Newstead Public Library	4204065	\$ 15,000	\$ 15,000
	<b>Subtotal District 61:</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
Amherst Public Libraries (4)	TBD	\$ 13,000	\$ 13,000
	<b>Subtotal District 146:</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>
	<b>GRAND TOTALS:</b>	<b>\$ 255,500</b>	<b>\$ 255,500</b>

and be it further

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

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

Agenda Item E.2.d - System Database Packages RFP Award. Assistant Deputy Director (ADD) Maureen McLaughlin explained proposed Resolution 2018-21 pointing out that these databases will be available both remotely and in libraries. ADD McLaughlin answered trustees' questions regarding content of the databases; she further explained that ReferenceUSA information is confirmed and verified as valid, and the databases being purchased are not available online for free elsewhere. It was also noted the new mix of databases will be less in cost than the current mix of subscriptions set to expire. Following discussion, Trustee Panty made a motion, Trustee Candelario made a second, and Resolution 2018-21 was approved unanimously as presented.

RESOLUTION 2018-21

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) provides our communities with database products and related digital content that address a variety of information needs for youth and adults, and

WHEREAS, the Library issued a Request for Proposals (RFP) for the purpose of receiving proposals to provide access to databases and digital content, and

WHEREAS, the Library received and thoroughly reviewed 16 submitted proposals, including completeness of the response, references, demonstrated ability, cost and support, and

WHEREAS, funding for electronic databases is a regular component of the library materials budget line of the operating budget and sufficient funds are available to accommodate these purchases, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into agreements to procure the following database products/services:

**1) EBSCO ConsumerReports.org subscription:** ConsumerReports.org provides consumer advisory through ratings, reviews, recommendations, and videos at a cost of \$37,000 for each of the next 2 years; and

**2) InfoGroup's subscriptions:** ReferenceUSA Premium Plus: US Business, US Residential, Health Care, Canadian Business, Canadian Residential, Consumer Lifestyle, US Jobs, US Historical, business file back to 1997; at a cost of \$82,500 for each of the next 2 years.

Agenda Item E.2.e - Rotary Reads - Kids Clubs RFP Award. ADD Joy Testa Cinquino explained proposed Resolution 2018-22 as presented. On motion by Trustee K. Johnson, seconded by Trustee Panty, the following was approved unanimously:

RESOLUTION 2018-22

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) wishes to create bright and engaging children's spaces in the City of Buffalo branch libraries with the implementation of Rotary Reads - Kids Clubs, and

WHEREAS, the Rotary Club of Buffalo recently awarded a \$116,675 Major Project Grant to undertake the design and implementation of Rotary Reads - Kids Clubs, and

WHEREAS, the Library issued a Request for Proposals (RFP) for the purpose of receiving proposals for design professionals to assess and develop a concept design for these spaces, and

WHEREAS, a project working group comprised of Library, Rotary and Rotary Foundation members thoroughly reviewed and ranked the four (4) submitted proposals consistent with RFP evaluation criteria relating to concept and approach, achievability of implementation plan, demonstration of ability, capacity and skill, cost and ability to perform the contract, and provide the service promptly, and

WHEREAS, this review resulted in a recommendation to select the proposal submitted by Lothrop Associates LLP Architects for design services at a cost of \$20,226, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement with Lothrop Associates LLP Architects, pursuant to the terms and conditions of the Library's RFP and Lothrop Associates' response, at a not to exceed cost of \$20,226.

Agenda Item E.2.f - Monthly Financial Report. The monthly financial report for the month ending May 31, 2018 was included in the Board packet. CFO Stone communicated the Library continues to operate within budget and this report was the basis for the financial presentation made to the Erie County Legislature at the Mid-Year Budget Hearing.

Agenda Item E.3 - Development and Advocacy Committee. In Committee Chair Wayne Wisbaum's absence, Committee member Berlow provided a summary of the meeting held July 12, 2018 and asked the written report be entered into the Minutes. Trustee Panty made a motion, Trustee Bucki made a second, and approval was unanimous.

Present: Committee Chair Wayne Wisbaum; Committee members/trustees Sheldon Berlow, Elaine Panty and Dr. Rhonda Ricks; Library System Director Mary Jean Jakubowski and Assistant Deputy Director Joy Testa Cinquino.

The Development & Advocacy Committee meeting began at 4:45 p.m. in the Joseph B. Rounds Conference Room of the Central Library.

Library Director Jakubowski distributed redline and clean copies of *Discussion Items for Redefining the Organizations' Relationship (Draft 2)* between the Buffalo & Erie County Public Library (B&ECPL) and the Library Foundation of Buffalo and Erie County (Foundation). Director Jakubowski noted the changes incorporated were a result of discussion at the Development & Advocacy

Committee's meeting on May 3, 2018. Additional supporting documents were also distributed. The documents were also sent to Committee members prior to the meeting for their review.

Trustees reviewed the *Draft 2* document. Trustees Berlow, Panty and Ricks provided additional changes, as did Director Jakubowski. Discussion ensued. At the Committee's request, Director Jakubowski will incorporate the additional changes into the document and provide a redline copy of the document to the Committee for further review. The revised document will be sent to B&ECPL's legal counsel for review as well.

The next meeting of the Development & Advocacy Committee will be scheduled for September. A survey of dates/availability will be made via the Director's Office.

The meeting was adjourned on a motion by Trustee Panty, second by Trustee Berlow at 5:45 p.m.

Agenda Item F – Report of the Director. Director Jakubowski discussed each of the items below:

- The *2017 Annual Report of the Director* – a copy was at each trustee's place.
- Friday, July 20<sup>th</sup> – Library Night at the Ballpark! Buffalo Bisons vs. Durham Bulls. 7:05 p.m. game start. A portion of the proceeds benefits the B&ECPL!
- Tuesday, July 24<sup>th</sup> at 2 p.m. – There will be a Buffalo Common Council Public Hearing regarding the renaming of the Niagara Branch Library; ADD Dorinda Darden will be attending. Information on the individual, Don Isaías González-Soto, who they are proposing the renaming after was passed around for trustee viewing.
- Saturday, August 4<sup>th</sup> – 20<sup>th</sup> Annual Battle of the Books at ECC South. Brochures with details were at each trustee's place.
- August 16<sup>th</sup> – 18<sup>th</sup> – Annual Used Book Sale at Central Library. Brochures were at each trustee's place with details.
- Sunday, August 26<sup>th</sup> – Rotary Club of Buffalo Duck Derby fundraiser with proceeds to benefit the Rotary Reads – Kids Clubs coming to Buffalo Branch libraries. The festivities are taking place at Canalside. This event is free to attend; there is a \$5 donation for each rubber duck adoption. Anyone can visit <http://buffaloduckderby.com/> or visit any Buffalo Branch library after

August 1<sup>st</sup> to adopt a duck! Brochures with additional details were at each trustee's place.

- September 20<sup>th</sup> B&ECPL Board of Trustees meeting – Trustees were reminded the meeting will take place at the West Seneca Public Library.
- Policy Committee and Development & Advocacy meetings – meetings are being planned for September.
- July 24<sup>th</sup> at 5:30 p.m. - East Delavan Branch Library public art mural meeting – as part of their renovation project, a public art mural will be installed; Trustees were invited to attend this meeting.

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

### B&ECPL Monthly Report June 2018



#### **Summer Reading – Libraries Rock!**

Summer Reading programming and activities are well under way throughout the Buffalo & Erie County Public Library (B&ECPL) System. More than 245 programs have taken place with over 5,100 participants.

Participate in a reading contest, join a Maker Club or a Teen Manga Club, read to a therapy dog, explore Virtual Reality (VR), picnic in the Reading Park - there are a multitude of activities and programs scheduled in July and August, with several libraries continuing the fun into early September. Children, teens and adults are encouraged to peruse B&ECPL's website at [www.buffalolib.org](http://www.buffalolib.org) or call 858-8900 for more information.

Parents and children are also encouraged to reach out to their local libraries for required reading materials from their school district's summer reading list. Buffalo school children can also participate in Mayor Byron Brown's 2018 Summer Reading Challenge and ALL children under the age of 17 can participate in the B&ECPL's Read Down Your Fines program which continues through September 15<sup>th</sup>.

In addition, the New York State Department of Education - Division of Library Development has provided FREE access to the myOn Digital Library. Through this resource, thousands of children's books can be downloaded as a part of the Summer Reading at New York Libraries. The State Education Department and myON are partnering to bring young readers more than 6,000 fiction and nonfiction eBooks, covering a broad range of topics and themes. Also available are professionally recorded audio, text highlighting, an embedded dictionary and zoom feature to support independent reading. Now through September 2018 - **unlimited** 24/7 access, online and offline is available. Parents should call their local library or visit our website at <http://www.buffalolib.org/content/summer-reading> for password information.

**Patron Experience Improvements Debut:** To improve the borrower experience and promote continued use of the B&ECPL, 2 changes in system-wide circulation practices were rolled out in June:

1. The maximum number of renewals on checked out items has been increased from 2 to 3.
2. "NEW" status library cards will now automatically upgrade to full status library cards following the initial 6 month probationary period. Borrower accounts in a "NEW" status must be in good standing at least 12 days before the expiration date to qualify for this automatic upgrade.

**Assistive Technology Room Upgrade:** Information Services and Outreach Librarian Renee Masters oversaw the installation of a new Sorenson nTouch videophone in the Central Library's Assistive Technology Room. The new unit will provide access to an important communication tool for community members with deafness or hearing impairment. The device allows videophone to videophone communication and also allows American Sign Language users to communicate with government and service providers via relay. The new videophone is both faster and considered more user friendly by the deaf community than the TTY system previously employed by the Library.

**Rotary Reads - Kids Clubs:** The Rotary Club of Buffalo and the Rotary Foundation formally announced the granting of \$166,675 to the B&ECPL for the purposes of developing Rotary Reads - Kids Clubs (Clubs) at the 8 Buffalo Branches. The grant funds will be used toward creating warm and welcoming children's spaces ranging from updated branding to kid-friendly furniture and wall hangings. A Request for Proposals has been issued for the design phase. Once the Clubs are "open," the Rotary Club will activate its members to provide storytimes, activities and beyond to encourage children to read. A media event, organized by Assistant Deputy Director **Joy Testa Cinquino** who was in attendance and presented by this writer and the Rotary Club of Buffalo President Mike Sendor and President-elect Bill Larkin, was held at the Niagara Branch Library on June 28<sup>th</sup>. Deputy Director **Jeannine Doyle**, Assistant Deputy Directors **Dorinda Darden**, **Maureen McLaughlin** and **Dawn Peters**, Buffalo Branches Manager **Linda Rizzo**, System Board Trustees **Elaine Panty** and **Lucy Candelario**, and Rotary Club of Buffalo officers and members attended the event.

**Library @ Canalside:** The Library's weekly programming at Canalside began on June 26<sup>th</sup> and will continue every Tuesday from 11 a.m. to 1 p.m. through August 28<sup>th</sup>. Children and their families will have the opportunity to immerse themselves in crafts and sensory play. Storytime will be held on the lawn - rain or shine!

**Special Performances:** On June 8<sup>th</sup>, Chinnawat Themkumkwun from Thailand, a semi-finalist in the Buffalo Philharmonic Orchestra's JoAnn Falletta International Guitar Concerto Competition, played at the Central Library for a lunchtime program.

On June 23<sup>rd</sup>, fifth generation puppet master Koryu Nishikawa V performed and demonstrated the unusual, 200-year-old Japanese art form, cart puppetry, before a large audience of 200. This recognized "Asset of Japanese Folk Culture" was in Western New York as part of the first-ever New York State Puppet Festival held June 14<sup>th</sup> - 24<sup>th</sup> in nearby Perry, New York.

Local singer and songwriter Nan Hoffman held a concert at the Crane Branch Library on June 30<sup>th</sup> to kick off their Summer Reading program Libraries Rock! There were a total of 18 in attendance.

**Great American Read:** The first of 4 different recording sessions, on June 27<sup>th</sup> local television station WNED used the Launch Pad's Studio and green screen to record 7 interviews with library patrons about their favorite books for the Great American Read. Future recording dates can be found on the B&ECPL website [www.buffalolib.org](http://www.buffalolib.org).

**Job Fairs at Our Libraries:** New York State Senator Chris Jacobs and the Roswell Park Comprehensive Cancer Center hosted a Resume Writing Workshop and Job Fair in the North Park Branch Library Meeting Room June 9<sup>th</sup>. There were over 65 attendees.



Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated the Central Library's Summer Job Fair June 27<sup>th</sup> for 29 companies and organizations. Approximately 250 job seekers attended the event.

**Make Music Day:** As part of the lead-in to the phased implementation of the Central Library's new Reading Park, Make Music Day 2018 brought a wide array of musical talents to the sunny front ramp on June 21<sup>st</sup>. Marimbas, World Music jazz, indie singer-songwriters, concertina polkas and a lively kazoo flash mob were enjoyed by a substantial audience all afternoon.

**Maker Camp:** Information Services and Outreach Librarian **John Gaff** presented the first session of Maker Camp on the Central Library's front ramp. Now in its fourth year at the Library, Maker Camp is for children ages 8 and above who love to build, tinker, create, and explore. With a focus on STEAM (Science, Technology, Engineering, Art



and Mathematics), projects for Maker Camp provide a hands-on, fun way to learn new skills. Thanks to the generous sponsorship of National Grid, the Library is providing up to 50 campers with a backpack filled with a STEM (Science, Technology, Engineering and Mathematics) toolkit, a book with outdoor projects and experiments, and a variety of supplies for additional take-home projects. Upcoming projects will include rockets, electronics, nature and art. The first day of camp brought 18 children and teens, as well as 8 adults. B&ECPL's Maker Camp runs every Tuesday for 6 weeks (June 26<sup>th</sup> - July 31<sup>st</sup>.)

**NASA @ My Library:** **John Gaff**, along with TechKnow Lab Manager **Jordan Smith** and Launch Pad Technical Specialist **Shane Hallnan**, welcomed the Elmwood Village Charter School chapter of the Boys & Girls Club to the Central Library. Over the course of 4 sessions, the group was introduced to a number of skills and concepts related to NASA as part of the Library's participation in the NASA @ My Library program. Area boys and girls learned about energy, friction, flight and momentum among other concepts as they built projects from everyday materials. The Boys & Girls Club of

Buffalo has long been a partner to the Central Library and it is a joy for them to be at the Library.

**Health and Wellness:** Renée Masters presented Wellness Wednesday at the Central Library June 13<sup>th</sup>. The Police Athletic League (PAL), Erie County Community Wellness and Eat Smart New York were on hand to provide information about keeping safe while enjoying the summer. Over 40 individuals stopped by to learn more about topics like safe food handling, Lyme disease and ticks, and the great summer programs offered by the PAL.

Ms. Masters also hosted the bi-monthly, free community training for *Opiate overdose recognition and naloxone reversal* provided by the Erie County Health Department's Opiate Task Force on June 28<sup>th</sup>.

**Reading is Food for Thought:** The Reading is Food for Thought initiative, backed by the generous donation from the Golden and Goldman Philanthropic Fund (Fund) through the Foundation for Jewish Philanthropies, came to an end on June 30<sup>th</sup>. The Fund supported literacy-based programs at The Genesis Center Food Pantry and Helping Hands Food Pantry through this initiative. On-site weekly outreach including storytime and various educational-based activities were provided by Dudley Branch Library Manager Dan Lewandowski and North Park Branch Library Manager Jennifer Crowley. Participants in the program were provided with books, activities and craft supplies for home use. We thank Dr. Golden and Ms. Goldman for their support.

**Monthly Programming Statistics - June 2018**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	118	1077	2611	22455
Children (age 6-12)	137	816	2138	12661
Teens	85	251	732	2443
Intergenerational	173	1047	4549	24493
Adults (excludes Technology)	226	1653	2592	22060
<b>TOTAL In Library Programs</b>	<b>739</b>	<b>4844</b>	<b>12622</b>	<b>84112</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	8	0	8
Children (age 6-12)	50	407	64	449
Teens	33	676	33	676
Intergenerational	13	127	13	127
Adults (excludes Technology)	191	1267	191	1270
<b>TOTAL In Library Programs</b>	<b>287</b>	<b>2485</b>	<b>301</b>	<b>2530</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	26	22	147
System or Library-owned Cyber Train	10	41	60	296
One on One	113	725	117	793
<b>TOTAL Adult Technology</b>	<b>127</b>	<b>792</b>	<b>199</b>	<b>1236</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	16	79	574	2131
Children (age 6-12)	16	77	724	3686
Teens	0	5	0	267
Intergenerational	12	62	1526	8632
Adults (excludes Technology)	7	45	306	1718
<b>TOTAL Outreach (out of Library)</b>	<b>51</b>	<b>268</b>	<b>3130</b>	<b>16434</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	57	57	1293	1293
Children (age 6-12)	51	54	1080	1100
Teens	52	57	466	500
Intergenerational	58	58	2033	2033
Adults	21	21	191	191
<b>TOTAL Summer Reading Programs</b>	<b>239</b>	<b>247</b>	<b>5063</b>	<b>5117</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	2	15	138	496
Adult Services	4	35	59	870
Launch Pad/TechKnow Lab	0	2	0	5
Development/Communications	2	10	12	255
Grosvenor Room	1	14	7	186
<b>TOTAL</b>	<b>9</b>	<b>76</b>	<b>216</b>	<b>1812</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3590	21809	
Visitors - Tour/Program	216	1786	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>3806</b>	<b>23595</b>	<b>28758</b>

**Highlights:**

- **Outreach:**

June 1<sup>st</sup> - Children's Services Manager **Kathryn Galvin** and **Linda Rizzo** represented the B&ECPL at the Holy Cross Head Start End of Year Celebration, held at the Buffalo Niagara Convention Center. There were 230 people, 130 adults and 100 children in attendance.

June 6<sup>th</sup> - Information Services and Outreach Librarian **Sandra Courtney** attended the Ignite Buffalo information session at the Beverly Gray Exchange Center. Ignite Buffalo is a business grant and mentorship program for local small businesses and startups.

June 12<sup>th</sup> - Information Services and Outreach Librarian **Sara Fuller** conducted outreach at the Cheektowaga Chamber of Commerce Career Fair. She spoke with over 70 job seekers to whom she introduced the multitude of resources that the Library offers.

June 19<sup>th</sup> - Children's Services Librarians **Wanda Collins** and **Jessie Blum** visited the Young Men's Christian Association (YMCA) Children's Center at Family Court to share stories, songs and scarf dances with children visiting the Center.

June 20<sup>th</sup> - Special Collections Librarian **Rhonda Konig** taught *Genealogy 101* at the Golden Age Center on Grand Island. This class was part of University Express, a series of classes for older adults organized by Erie County Senior Services.

June 21<sup>st</sup> - Ms. Fuller and Information Services and Outreach Librarian **Kit Pitkin** represented the B&ECPL at the Stand Down event sponsored by the Veterans Affairs Health Care for Homeless Veterans program.

June 23<sup>rd</sup> - **Renée Masters**, Mobile Services and Outreach Manager **Samantha Purpora** and Senior Page **Julia Verbanic** participated in Bailey Green's Annual Community Day celebration. Thirty children participated in crafts and other activities. Information regarding library resources was shared with both adults and children.

- **Library on Wheels:**

June 1<sup>st</sup> - Bookmobile Branch Manager **Kimberly Falkowski** and **Julia Verbanic** attended the school carnival at Buffalo Public School #53. The Library on Wheels welcomed 51 patrons.

June 2<sup>nd</sup> - Ms. Falkowski and Senior Page **Alyssa Johnson** attended the Community School events at Buffalo Public School #30. The Library on Wheels had 77 patrons visit.

June 7<sup>th</sup> - **Samantha Purpora** and **Julia Verbanic** attended the kick-off to Mayor Brown's 2018 Summer Reading Challenge at the West Side Community Services Center. There were 38 visitors and 30 items were checked out.

June 8<sup>th</sup> - Ms. **Purpora** and this writer took the Library on Wheels to Highland Elementary in the Lake Shore School District for their annual Field Day event. The Library on Wheels had 200 visitors, stories were read, items were checked out and library cards were issued.

June 9<sup>th</sup> - Say Yes Buffalo Year-end Party at West Hertel Academy. The Library on Wheels had 62 visitors, items were checked out and library cards were issued.

June 14<sup>th</sup> - Baker Academy. The Library on Wheels had 26 visitors and 104 items were checked out.

June 16<sup>th</sup> - Discover Kenmore. Town of Tonawanda Public Library Branch Manager **Nicole Bermingham** and Kenmore Branch Library Associate **Kate Shea** joined bookmobile staff to do crafts and promote Summer Reading programs with the attendees. The Library on Wheels welcomed 345 visitors and checked out 105 items.



June 17<sup>th</sup> - Juneteenth Festival at Martin Luther King, Jr. Park. The Library on Wheels had 42 visitors and 47 circulated items. Read-alouds and crafts were also provided.

June 29<sup>th</sup> - West Side Community Day - Every Person Influences Children (EPIC) at Rich Products, Buffalo. The Library on Wheels welcomed 60 visitors and circulated 32 items.

## 2. Collection Development

### Collection Development - June 2018

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,857	20,382	289	1,738	542,331
Young Adult Print	810	4,291	130	625	74,790
Adult Print	4,747	28,567	902	5,918	1,841,244
Media	4,203	32,209	474	2,731	557,824
Other*	2,783	18,373	7	91	184,006
Subtotal	15,400	103,822	1,802	11,103	3,200,195

\*Includes magazines, generic copies, and other

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Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,003	5,418	682	3,494	61,085*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	133	744	102	571	11,622
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,136	6,162	784	4,065	72,807

\*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	16,536	109,984	2,586	15,168	3,273,002

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	617	2.1%	614	64.7%
Staff Initiated	65	0.0%	65	50.8%

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

**Highlights:**

- In June, 1,826 users from 19 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzi>). In addition to visits from within the United States, other countries using the guides this month included Argentina, Canada, Colombia, Costa Rica, Denmark, Ecuador, Germany, India, Iran, Liberia, Pakistan, Palestine, Peru, the Philippines, Poland, Puerto Rico, Russia, and South Africa.

### 3. Technology

#### Technology - June 2018

##### Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<u>Facebook</u>	120	696	5,650	26,489	93	8,002
<u>Flickr</u>	35	746	16,022	64,196	0	54
<u>Instagram</u>	31	171	1,621	6,778	33	1,522
<u>Pinterest</u>	25	353	3,259	17,805	24	1,589
<u>Tumblr</u> <sup>4</sup>	0	3	0	2	0	196
<u>Twitter</u>	90	528	670	5,119	18	10,022
<u>YouTube</u>	0	2	0	30	1	145
<b>Total</b>	<b>301</b>	<b>2,499</b>	<b>27,222</b>	<b>120,419</b>	<b>169</b>	<b>21,530</b>

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

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

<sup>3</sup>Total number of followers at end of month

<sup>4</sup>Discontinued effective April 2018

##### Highlights:

- Facebook broke 8,000 followers and Twitter followers have now exceeded 10,000.

### 4. Fundraising

##### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - June 30, 2018	\$103,150.03

##### Highlights:

- **Play Ball!** - Friday, July 20<sup>th</sup> is Library Night at the Ballpark. Join us at Coca-Cola Field as the Buffalo Bisons take on the Durham Bulls for a fun-filled fundraiser at the ballpark. Tickets are \$14 each with \$6 from each ticket going to help support the Library's Bucks for Books campaign. Tickets can be purchased



by contacting Maureen Germaine at 716-858-7197 or [germainem@buffalolib.org](mailto:germainem@buffalolib.org). We hope you will join us and help cheer on the Bisons!

- **Annual Central Library Used Book Sale** - Coming August 16<sup>th</sup> - 18<sup>th</sup>, Central Library's huge Annual Used Book Sale where everything is 50 cents; this will be held on the 2<sup>nd</sup> floor of the library. An Early Bird Preview Sale (\$5 entry donation) is Thursday, August 16<sup>th</sup> from 8:30 a.m. - 11 a.m.

### 5. Facilities

**Highlights:**

- Central Library - Work continues on the Central Library elevator project. Anticipated completion is now the end of July/mid-August.
- Crane Branch - A new compressor for the main area of the Crane Branch Library has been ordered. Currently without air conditioning (on the main floor), fans are being used to keep the air moving. Room temperature is being monitored regularly.
- East Delavan Branch - The ground was broken on the doorways/window space for East Delavan Branch Library's new side entrance. Resetarits Construction wrapped up primary work on the 3 openings (storage closet, ground floor entrance from parking lot, and breakroom window space) on June 30<sup>th</sup>.

### 6. Staff Development

**Staff Development - June 2018**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	960	2796	6	57

**Highlights:**

- In June, B&ECPL Human Resources began system-wide annual compliance training using Kantola Productions. All library staff are required to complete 2 training modules: *Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs* before August 31<sup>st</sup>. To date, over half of B&ECPL's workforce system-wide have completed both courses.

- On June 4<sup>th</sup>, the B&ECPL Children's Programming Department hosted nationally recognized trainer and early childhood specialist Lisa Murphy to present 2 back-to-back workshops: *Ooey Goey® Squishy Plop! Sensory Play for Every Day!* and *The Importance of Early Experiences: How Playing IS Kindergarten Readiness!* The workshops supplied hands-on art, science and sensory play activity ideas and explored ways to incorporate 7 things into programming that children should do each day to prepare for higher learning: create, move, sing, discuss, observe, read and play. Forty-four staff members representing 28 libraries attended both sessions of the training.
- The B&ECPL Business Office conducted *2019 Budget Preparation* on June 13<sup>th</sup> for Central Library department heads, Buffalo Branch managers and Contract Library directors. The session was designed to provide new and seasoned managers with tips to navigate the library budgeting process.
- The B&ECPL was well represented at local, regional, and national library programs, workshops and meetings throughout June. Nationally, 2 librarians attended the ALA Annual Conference in New Orleans, LA from June 22<sup>nd</sup> - 26<sup>th</sup>. The B&ECPL was also nationally recognized for its bookmobile programming at the conference, as Librarian **Nicole Brown** was featured as a speaker on the panel of the president's choice program: *Using Innovative, Music-Based Outreach Programs to Reach Vulnerable Populations of All Ages*, highlighting her experience working on the Library on Wheels.
- Highlights of participation in other June external trainings include: *PLA Inclusive Internship Kick-off Event* in Washington, DC; *Upstate NY Sirsi Users Group Meeting*; *Security School Director Orientation* in Albany, NY; *Irish Genealogical Research* at the Genealogical Research Institute of Pittsburgh; and the *Early Childhood Music and Movement Association's 2018 Convention* at Buffalo State College.
- Staff pursued a variety of webinar training opportunities on a wide range of topics in June, including: *Disaster Planning & Community Resilience at Your Library* (presented by NYLA); *Everyday Mentors* (presented by Mentor NY); *myON for New York State Public Libraries* (presented by Renaissance Learning Inc.); *Plan to Succeed: Basics of Library Project Management* (presented by MLA); *Serving All Patrons: Library Services for Multilingual Communities* (presented by Library Journal); and *Springtime DIY: New Craft Titles in Print and Audio* (presented by Booklist). A total of 20 different webinars were viewed by staff from the Central, Buffalo Branch, and contracting libraries.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Media Release and Interviews with Library Director Mary Jean Jakubowski	<p><i>You Are the Library</i> Outdoor Installation</p> <p><a href="http://www.buffalolib.org/content/news-releases/%E2%80%9Cy%26ou-are-library%E2%80%9D-outdoor-installation-central-library">http://www.buffalolib.org/content/news-releases/%E2%80%9Cy%26ou-are-library%E2%80%9D-outdoor-installation-central-library</a></p>	Covered by WBEN Radio on June 6 <sup>th</sup> and Buffalo Rising. The Buffalo News ran a photo on June 5 <sup>th</sup> and the West Seneca Bee ran an article the week of June 18 <sup>th</sup> .
Media Advisory	Job Fair @ Central Library	Week of June 18 <sup>th</sup>
Media Release	<p>Free Performance by Japanese Puppet Master @ the Downtown Central Library</p> <p><a href="http://www.buffalolib.org/content/news-releases/free-performance-japanese-puppet-master-downtown-central-library">http://www.buffalolib.org/content/news-releases/free-performance-japanese-puppet-master-downtown-central-library</a></p>	Buffalo Rising, June 18 <sup>th</sup>
Media Event and Media Announcement	Rotary Reads - Kids Clubs Announcement	Covered by WKBW TV Channel 7, WIVB TV Channel 4 and WGRZ TV Channel 2, June 27 <sup>th</sup>
Media Interview with Library Director Mary Jean Jakubowski	Summer Reading	WKBW -TV Channel 7 June 27 <sup>th</sup> & 28 <sup>th</sup>
Media Advisory	<p><i>Beat the Heat in an Air Conditioned Library this Weekend</i></p> <p><a href="http://www.buffalolib.org/content/news-releases/beat-heat-air-conditioned-library-weekend-expanded-saturday-sunday-hours">http://www.buffalolib.org/content/news-releases/beat-heat-air-conditioned-library-weekend-expanded-saturday-sunday-hours</a></p>	June 29 <sup>th</sup>
Media Interviews with Library Director Mary Jean Jakubowski	Special library hours on July 1 <sup>st</sup> due to expected extremely hot weather conditions	WBFO and The Buffalo News, June 29 <sup>th</sup> & 30 <sup>th</sup>
Fun4KidsinBuffalo.com	Musical Storytime	June 1 <sup>st</sup>

Riverside Review	June Happenings	June 6 <sup>th</sup> , 13 <sup>th</sup> , & 20 <sup>th</sup>
Interview with Children Services Librarian Jennifer Lelinski	Reading to Dogs program held at the Central Library	Spectrum News Television, June 30 <sup>th</sup>

**Highlights:**

- June – Just prior to June, a media release was sent out for the You Are The Library photo project, which was created by **Jordan Smith** and installed by various library staff members. A Facebook post documenting its installation garnered over 200 likes, 66 shares and many, many comments on various individual pages. The project appeared in *The Buffalo News*, *The Buffalo Criterion*, as well as various other media outlets (links below):

Buffalo Place:

<http://buffaloplac.com/app.aspx?st=10100&e=newsdetail&nav=&newsid=733>

WBEN:

<https://wben.radio.com/articles/art-project-connects-library-community>

New York Library Association:

[https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS\\_Document&DocID=2587&MenuKey=eBulletin](https://www.nyla.org/max/4DCGI/cms/review.html?Action=CMS_Document&DocID=2587&MenuKey=eBulletin)

WNY Family Magazine:

<http://www.wnyfamilymagazine.com/community/you-are-the-library-outdoor-installation-central-library/>

**8. Partnerships**

**Highlights:**

- Frank E. Merriweather, Jr. Branch Library Manager **Joshua Mitch** made contact with Jean West from the Department of Labor in regards to setting up Job Fairs at the branch.
- The Niagara Branch Library and the Erie County Department of Health have partnered to bring information about lead paint and lead safety to patrons. Floor displays and information will be made available to ensure the safety of the community.

- **Susan Kriegbaum-Hanks** spoke with Program Director Maureen McCarthy and Education Coordinator Win Min Thant from Buffalo State's Community Academic Center. Starting in July, the storefront at 214 Grant Street in Buffalo will host a program called Buffalo Beginnings for Newcomer Refugee Children. The children's parents will also be in attendance. The Library's Cyber Caravan will participate starting the second week of the program. Computers and other resources have been obtained through the American Dream Literacy Grant sponsored by the American Library Association and Dollar General Literacy Foundation and will be available along with library staff to help with community needs.
- **Kathryn Galvin** met with Connie Desmarais, Outreach Coordinator of Help Me Grow WNY. Help Me Grow WNY is a one stop resource for families and children helping parents with questions about all aspects of child development, performing developmental screenings and making referrals to providers as needed.
- **Jordan Smith** hosted the monthly We Make Buffalo meeting (formally the Buffalo Maker Collaborative) at the Central Library, with Megan McNally of The Foundry and several others in the Buffalo maker community in attendance.
- Information Services and Outreach Librarian **Sandra Courtney** attended the Small Business Administration (SBA) Straight Talk Conference planning meeting. The Straight Talk Series is an 8-part business Start-Up and Management Workshop Series. The Conference will commence at the Buffalo Convention Center January 26, 2019, followed by workshops offered at Medaille College. Ms. Courtney will serve as a presenter at the conference workshops and as an instructor on library resources throughout the Management Workshop Series.

## 9. Director Activities

### Meetings and Events:

**LIST of MEETINGS and EVENTS**  
**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**  
**June 2018**

<b>DATE</b>	<b>MEETING / EVENT</b>
June 1, 2018	Meeting - NYS Assemblymember Erik T. Bohlen, District 142
June 1, 2018	Meeting - Michelle Brady
June 1, 2018	Conference Call - Laura Hoagland - Southwest Heart of the Community
June 4, 2018	Meeting - Jeannine Doyle

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June 6, 2018 Meeting - Library Card Committee  
June 6, 2018 Media Interview - WBEN  
June 6, 2018 Conference Call - Just Buffalo Literary Center  
June 7, 2018 Conference Call - Rotary Club of Buffalo  
June 7, 2018 Meeting - Administrative Team  
June 7, 2018 Media Event - Mayor's Summer Reading Launch  
June 8, 2018 Event - Highland Elementary School Field Days (Library on Wheels)  
June 9, 2018 Media Event - Buffalo Architecture Foundation - Little Free Library  
June 11, 2018 Meeting - Michelle Urbanczyk, CEO, Explore & More Children's Museum  
June 12, 2018 Conference Call - Monumental Women  
June 12, 2018 Meeting - Bridget Niland, Community Foundation for Greater Buffalo  
June 12, 2018 Conference Call - Public Library System Directors Organization (PULISDO)  
June 12, 2018 Conference Call - New York State Department of Education Division of Library Development and PULISDO  
June 12, 2018 Meeting - West Seneca Public Library Board of Trustees  
June 13, 2018 Meeting - Managers and Directors  
June 14, 2018 Conference Call - Patrick Martin, Bond Schoeneck & King (BSK)  
June 14, 2018 Meeting - Trustee Elaine Panty  
June 14, 2018 Meeting - B&ECPL Board of Trustees Executive Committee  
June 15, 2018 Meeting - Erie County Capital Projects Committee  
June 19, 2018 Meeting - Joy Testa Cinquino  
June 19, 2018 Presentation/Demo - i-Tiva Phone Notification  
June 19, 2018 Meeting - Joy Testa Cinquino, Maureen Germaine  
June 20, 2018 Meeting - Jeannine Doyle  
June 20, 2018 Webinar - Disaster Planning and Community Resiliency at Your Library  
June 20, 2018 Conference Call - Western New York Library Resources Council (WNYLRC) Board of Trustees  
June 21, 2018 Meeting - Administrative Team  
June 21, 2018 Event - Make Music Day Kazoo Flash Mob/sing-along  
June 21, 2018 Meeting - B&ECPL Board of Trustees  
June 22, 2018 Meeting - Kulture Khazana  
June 25, 2018 Meeting - Dorinda Darden, Jeannine Doyle  
June 25, 2018 Conference Call - Robert Patterson, BSK  
June 27, 2018 Media Announcement - Rotary Club of Buffalo: Rotary Reads - Kids Clubs  
June 27, 2018 Meeting - Melissa Brown, CEO Buffalo History Museum WNY Digital History Library  
June 27, 2018 Tour - West Seneca Public Library  
June 28, 2018 Meetings (2) - Administrative Team  
June 28, 2018 Meeting - Buffalo Presidential Center  
June 29, 2018 Conference Call - Rotary Club of Buffalo - Rotary Duck Derby  
June 29, 2018 Media Interview - David Geary, The Chautauquan Daily

**Other:**

**Contracting Member Library Activity Reports**

**Town of Collins Public Library** - submitted by Abigail Barten-McGowan, Director

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

**June**

- June 2<sup>nd</sup> the library held an Adult Craft program, creating succulent planters from discarded books, much to our participants' delight.
- June 15<sup>th</sup> the library hosted Paul Zittel and Pure Country as-part of our Music in the Library Concert Series. It was a beautiful evening for an outdoor concert, and we drew a huge crowd.
- June 16<sup>th</sup> we held our annual Hot Dog Roast, which brought out so many members of the community. Our Library Board and Town Board worked together to make the day a success! There was also a Tinkering in the Library program for families, and a Bake Sale sponsored by the Friends of the Library.
- June 25<sup>th</sup> kicked off our Children's Summer Reading program featuring summer-long reading logs, a Pete the Cat program June 25<sup>th</sup>, Buffalo and Brandy "Libraries Rock!" concert June 26<sup>th</sup>, and a special night of Tinkering in the Library June 28<sup>th</sup>.

**July**

- July and August will feature a new event for us - A Summer Reading Contest for Adults!
- Also in July, our Lap Sit program for young children ages 6 - 24 months gets back into full swing on Mondays with songs, stories and interaction to encourage early literacy.
- July 10<sup>th</sup> a very special talk about "Breaking Old World Genealogy" will be presented by **Rhonda Konig**.
- July 17<sup>th</sup> the library will hold a very special "Rainbow Fish Story Time" celebrating author Marcus Pfister's birthday.
- July 20<sup>th</sup> our Music in the Library Concert Series continues with the PC All-Star Big Band, featuring a full 16 piece swing band.
- July 28<sup>th</sup> we will hold another special Adult Craft program making thank you cards and bookmarks.
- July 30<sup>th</sup> the Buffalo Museum of Science will present their "Bubble Blast" program for families, sure to be a hit!

**August**

- August 9<sup>th</sup> Buffalo Animal Adventures will visit and bring visiting animals from Australia and Asia.
- August 14<sup>th</sup> will be a special family Music Story Time, featuring lots of rhythm and sound.
- August 23<sup>rd</sup> the library will hold a Summer Reading Party for anyone who participated in any of our Summer Reading events.
- August 24<sup>th</sup> will be a very special concert in the Music in the Library Concert Series, featuring "Danny on the Keys." This concert is sponsored by the Kiwanis Club of Gowanda, in memory of one of their members.

**West Seneca Public Library** - submitted by Kathleen J. Goodrich, Director

Highlights of events and activities at the West Seneca Public Library:

- **June 18<sup>th</sup>** - Clinton Street Elementary School won the contest "It Takes Cents to Make the Library Grow". The entire school was invited for a preview of the new library before it opened. Over 800 students and their families toured the new facility, took part in a scavenger hunt and enjoyed techno activities in the MakerSpace.
- **June 25<sup>th</sup>** - The new and improved West Seneca Public Library opened its doors to the public. Everyone that came to the library on its opening day was very impressed and enjoyed the new building.
- **June 28<sup>th</sup>** - The West Seneca Public Library program "Books and Barks" was selected by the ALA Public Programs Office out of 300 submissions as an exceptional program. An additional survey and information have been submitted on this very popular program. The "Books and Barks" program may be included in a forthcoming book from ALA publishing.
- **August 11<sup>th</sup>** - At 1 p.m., best-selling author Aimee Molloy will be speaking at the West Seneca Public Library about her debut novel *The Perfect Mother*. *The Perfect Mother* has been reviewed in Kirkus Reviews (starred review), New York Times Book Review, and Publishers Weekly (starred review).

Agenda Item G - The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. While there was no representation from ACT, Director Jakubowski shared that ACT is planning their schedule of future meetings, with their next meeting taking place sometime in September. The agenda for that meeting is a review of the contract between the B&ECPL System and the Contract Member Libraries; CFO Stone and Director Jakubowski will be in attendance. Additional information is forthcoming. Trustee Berlow questioned lack of representation by ACT at System



Board meetings and remarked he feels attendance is very important. Director Jakubowski offered to look into this.

Contract Member Library System Liaison Report - Trustee Bucki reported she attended the July 12, 2018 Amherst Public Library Board of Trustees meeting whereat plans for their proposed expansion project were discussed. Trustee Bucki shared their Board's questions dealing with security cameras and why the City Branches have security guards, but not the contract member libraries. Director Jakubowski answered she understood their intent was to have the cameras monitored by a secondary source, there are laws that are preventative of that happening. There is a legal opinion on this, as it has been asked in the past. With regard to having building guards on site, that is something their Board can put through in their budget request. Director Jakubowski pointed out the Lackawanna Public Library has hired an organization dealing with security as they have demonstrated a significant level of need for this. Another library has come forward as well. Director Jakubowski conveyed the first step is to go to their local police organization and ask what assistance can be provided. She commented the Amherst Public Library Director should reach out to her to discuss this further.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. Katie Burd shared with trustees earlier in the day Erie County Executive Mark Poloncarz, Executive Director of the Commission on the Status of Women Dr. Karen King, Director Jakubowski and members of the Monumental Women of WNY Committee attended a press conference to kick off the capital campaign for the Monumental Women of WNY project, highlighting the achievements of WNY women. Committee member Burd explained 3 monuments are planned for the inaugural round of the project. The first monument will recognize Louise Blanchard Bethune, the first professional woman architect in the U.S., and will be located at the Central Library with the backdrop of the Hotel Lafayette which Ms. Bethune designed. The second monument will recognize civil rights leader Mary Burnett Talbert, a founder of the Niagara Movement, with the location TBA as the campaign continues. Public input is being sought for the third monument to complete the first round of the monuments. The campaign's goal is approximately \$500,000 and a website has been set up about the project; further communications are forthcoming. In response to a question by Trustee Berlow, Ms. Burd emphasized fundraising and donations for this project have nothing to do with the Buffalo & Erie County Public Library, it is separate.

**Minutes of the Board of Trustees**

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**There being no further business, on motion by Trustee Burd with a second by Trustee Berlow, the meeting was adjourned at 5:08 p.m.**

**Respectfully submitted,**

**Kimberly Johnson  
Secretary**

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: September 20, 2018

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2018-23  
Amend New York State Construction  
Grant Budget – Central Library  
(2017-18)

BACKGROUND:

On September 21, 2017, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2017-34 authorizing the Library Director to submit a \$24,000,000 New York State (NYS) Public Library Construction Grant Program request and authorized establishing a grant budget in the amount of \$783,672 for a Central Library project. This funding, combined with Erie County Capital funds, will support "Phase 2" renovation of the Library's auditorium and improve building security systems.

During the grant review process, the NYS Library Division of Library Development staff advised that the Central Library project was expected to receive additional funding resulting from allocations not utilized by other library systems being re-distributed. The additional funding would be directed towards the Central Library project as the other 6 B&ECPL projects submitted for that funding cycle were already recommended for the maximum amount eligible. On August 13, 2018, the Library received a grant award notice for the Central Library project in the amount of \$814,242, which is a \$30,570 increase over the original estimate.

This resolution would authorize amending the grant budget to reflect this funding increase.

ACTION REQUIRED:

Motion to approve Resolution 2018-23.

PROPOSED RESOLUTION 2018-23

WHEREAS, on September 21, 2017, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2017-34 authorizing the Library Director to submit a \$24,000,000 New York State (NYS) Public Library Construction Grant Program request and authorized establishing a grant budget in the amount of \$783,672 for a Central Library project, and

WHEREAS, the Central Library project will undertake "Phase 2" renovation of the Library's auditorium and improve building security, and

WHEREAS, the estimated grant request was reduced to fit within the available funds allocation estimate for the B&ECPL System, and

WHEREAS, during the grant review process the NYS Library Division of Library Development staff advised that the Central Library project was expected to receive additional funding resulting from allocations not utilized by other library systems being re-distributed, and

WHEREAS, on August 13, 2018, the Library received a grant award notice for the Central project in the amount of \$814,242, which is a \$30,570 increase over the original estimate, and

WHEREAS, the Central Library Construction Grant Budget needs to be amended to utilize the additional funding, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves amending the grant budget as follows:

**Central Library Auditorium Phase 2 and Security Improvements**

<b>Revenue:</b>	
Increase NYS Library Construction Grant	<b>\$30,570</b>
<b>Expense:</b>	
Security Equipment	<u>\$30,570</u>
<b>Total Expense</b>	<b>\$30,570</b>

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: September 20, 2018

AGENDA ITEM NUMBER: E.2.b.

RESOLUTION: 2018-24  
New York State Construction Grant  
Request – Crane Library

BACKGROUND:

The 2018-2019 New York State (NYS) budget includes a \$34 million allocation for the State Aid for Library Construction Program. The share of funds available for projects for the 37 public libraries in Erie County is \$1,558,809. Funds may be used to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other libraries. The Buffalo & Erie County Public Library (B&ECPL) Board of Trustees on July 19, 2012 adopted Resolution 2012-29 which identified the criteria to be used to determine which proposals qualified for up to 75% funding. All proposals must contain assurances matching funds are secured, the project has begun or will begin within 180 days after grant approval, and that the library intends to continue operating at the location for 10 years.

**The Crane Library** needs an Americans with Disabilities Act (ADA) compliant elevator to provide access to 2<sup>nd</sup> floor community meeting space and public restrooms (presently accessible only by stairs). With the fall 2018 completion of the East Delavan ADA Elevator Project, the Crane Library is the last facility in Buffalo and the broader B&ECPL System, whose primary meeting space is accessible only by stairs. This Phase 1 project would provide these needed items and improve building security by adding access controls and a digital camera system. A future year “Phase 2” project would rehabilitate/renovate both floors of the library.

The Crane Library qualifies for up to 75% grant funding as it serves an economically disadvantaged community. While recently showing positive signs of economic improvement, the City of Buffalo has been economically challenged for many years. The City's median household income of \$33,119 is much lower than the Erie County's median income of \$52,744 (both in 2016 dollars). The City's poverty rate of 31.2% is more than double Erie County's poverty rate of 14.2% (US Census Quick Facts query on 8/25/2018). The City of Buffalo Public Schools qualify for and participate in the NYS Direct Certification/Community Eligibility Option of the National School Lunch Program (NSLP), qualifying for 100% NSLP “Free” reimbursement. The district also qualifies for eRate category one funding at the 90% level. Library programs and services, particularly access to technology, training and assistance in finding employment are critically important.

Under the Library's agreement with the City of Buffalo, the City is responsible for exterior, structural, and permanent building fixture replacement.

Estimated project design and construction costs for these items total \$1,469,296. Both Library and City personnel recognize the need and importance of this work. The City of Buffalo's 2018 capital budget, adopted in December 2017, approved a capital project for the Crane Branch Library, for which there is a \$347,750 allocation authorized for bonding. The B&ECPL Board of Trustees in January 2018 adopted Resolution 2018-1, approving use and budgeting of \$170,000 in Library Assigned Fund Balance to support this project.

Given that the Crane Branch Library is the only remaining B&ECPL library facility with primary meeting space accessible only by stairs, installing an ADA compliant elevator is critical to public service provision. Staff recommends the Board approve the use of an additional \$150,000 in Library Assigned Fund Balance for grant match to help ensure adequate funds are available to support the project given recent high demand in the construction market locally. Any balances not needed to support the Phase 1 project will be available to help match a future Phase 2 grant.

The Crane Branch Library project would be eligible for grant funding of up to \$1,101,972 (75%) of this cost.

This resolution would authorize the use of an additional \$150,000 in Library Assigned Fund Balance for grant match to support the project. It would further authorize the Library Director to submit a \$34,000,000 NYS Public Library Construction Grant Program request in the amount of \$1,101,972 for the Crane Library Improvements Phase 1 project, and provide the required assurances for this grant.

**ACTION REQUIRED:**

Motion to approve Resolution 2018-24.

PROPOSED RESOLUTION 2018-24

WHEREAS, up to an estimated \$1,558,809 in the New York State \$34,000,000 Public Library Construction Grant Program is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this grant provides an opportunity to leverage City of Buffalo Capital funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Crane Library needs an Americans with Disabilities Act (ADA) compliant elevator to provide access to 2nd floor community meeting space and public restrooms (presently accessible only by stairs), to provide ADA compliant access, and

WHEREAS, with the fall 2018 completion of the East Delavan ADA Elevator Project, the Crane Branch Library is the only remaining B&ECPL library facility with primary meeting space accessible only by stairs, and

WHEREAS, these improvements would provide a more accessible, inviting, safe, and comfortable environment for patrons, and

WHEREAS, estimated design and construction costs for this work total \$1,469,296, with the amount eligible to be requested from the State grant totaling \$1,101,972, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees in January 2018 adopted Resolution 2018-1, approving use and budgeting of \$170,000 in Library Assigned Fund Balance to support this project, and

WHEREAS, the City of Buffalo's 2018 capital budget, adopted in December 2017, approved a capital project for the Crane Branch Library, for which there is a \$347,750 allocation authorized for bonding, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the B&ECPL assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required;

- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations; and
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the B&ECPL was established, the City of Buffalo-owned Crane Branch Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the B&ECPL Board of Trustees agrees to follow guidance provided by New York's State Historic Preservation Office (SHPO) in reference to this project, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of an additional \$150,000 in Library Assigned Fund Balance for grant match to amend the 2018 Grant Budget for the Crane Library project as shown below:

#### 2018 Grant Budget

Crane Library ADA Elevator, Related Space Improvements and Rehabilitation		
Revenue:	Increase Use of Library Assigned Fund Balance	\$ 150,000
Expense:	Increase Project Expense Budget	\$ 150,000, and be

it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to submit a \$34,000,000 NYS Public Library Construction Grant Program request for the Crane Library in the amount of \$1,101,972.



BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: September 20, 2018

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2018-25  
New York State Construction  
Grant System Evaluation and  
Recommendations

BACKGROUND:

The 2018-2019 New York State budget again included a State Aid for Library Construction Grant Program. Additionally, for the third time in 10 years, the total available for allocation statewide was increased changing from \$24 million to \$34 million. The share of funds available for projects supporting the 37 public libraries in Erie County increased from \$1,100,336 last year to \$1,558,809 in this funding cycle. Grant funding can support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other libraries. Eligible work performed on or after July 1, 2018 may qualify for grant funding. All proposals must contain assurances matching funds are secured, the project has begun or will begin within 180 days after grant approval, and that the library intends to continue operating at the location for the next 10 years.

The Buffalo & Erie County Public Library (B&ECPL) in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems for the \$34 million Public Library Construction Grant Program. That role includes recommendations as to how to distribute the available funding when total requests exceed the available allocation.

A total of 6 projects were submitted for consideration, requesting grant funding totaling \$1,658,076, which is \$99,267 above the \$1,558,809 allocation available under this program. Those projects are located at the Audubon Library in Amherst; the Angola Public Library; the Crane Library in Buffalo; the Grand Island Memorial Library; the Lancaster Public Library; and the Kenmore Library in the Town of Tonawanda.

Three of the libraries qualify to receive up to 75% grant funding as they serve economically disadvantaged communities. Pursuant to criteria approved by the Board in Resolution 2012-29, the Crane Library meets both the poverty rate criteria (above the county average) and school lunch participation criteria (free/reduced lunch program participation in the school district where the library is located being 35% or higher). The Angola and Kenmore Libraries meet the school lunch participation criteria.

Staff reviewed the projects and discussed alternatives to adjust the recommended awards down to the \$1,558,809 in grant funds available for Budget and Finance and Executive Committee consideration. That review included in priority order: the nature of the project, emphasizing Americans with Disabilities Act (ADA) access and projects that preserve, protect and extend the useful life of library facilities; consideration of

prior funding under the program from 2006-07 through 2017-18; and the amount of funding requested. Results of that review:

- One project, at the Crane Library, would provide full ADA access to the last of the 37 B&ECPL libraries whose primary meeting space is accessible only by stairs;
- Two projects, Lancaster and Kenmore Libraries, include addressing non-compliant elements to improve access to the facilities consistent with the ADA;
- Five of the 6 projects include rehabilitation, renovation, replacements and/or upgrades that preserve, protect and extend the useful life of each library;
- One project at the Audubon Library would expand the library (by 1,400 sq. ft. in a Phase I request);
- Four libraries involve grant funding requests under \$200,000, ranging from \$14,018 for the Angola Library to \$121,533 for the Kenmore Library; and
- Two projects requesting more than \$200,000 had received funding in 2006-07 through 2015-16 grant periods totaling \$187,975 for the Audubon Library and \$264,062 for the Crane Library.

At the conclusion of this review, the following allocation method was selected: 1) fully fund the 4 libraries requesting less than \$200,000; and 2) reduce requested funding for those libraries requesting more than \$200,000 by proportionate share based on project cost to balance to the total allocation available. Using this methodology, the requests are recommended for grant funding in the amounts below (alphabetical listing):

Library	Total Project Cost	Grant Request	Recommended Award
• Angola Library Front Section Roof Replacement	\$ 18,691	\$ 14,018	\$ 14,018
• Audubon Library, Amherst Expansion Phase I: Community Room	\$ 716,431	\$ 337,319	\$ 304,782
• Crane Branch Library, Buffalo Improvements Phase 1: Elevator/ ADA	\$1,469,296	\$1,101,972	\$1,035,242
• Grand Island Memorial Library Replace Doors, Circulation Desk, & Carpet	\$ 95,326	\$ 47,663	\$ 47,663
• Lancaster Library Restroom ADA Accessibility	\$ 71,142	\$ 35,571	\$ 35,571
• Kenmore Library, Town of Tonawanda Boiler Replacement, Computer Lab & ADA	<u>\$ 162,045</u>	<u>\$ 121,533</u>	<u>\$ 121,553</u>
<b>TOTALS:</b>	<b>\$2,532,931</b>	<b>\$1,658,076</b>	<b>\$1,558,809</b>

**ACTION REQUIRED:**

Motion to approve Resolution 2018-25.

## PROPOSED RESOLUTION 2018-25

WHEREAS, up to \$1,558,809 in the \$34 million state-wide New York State Public Library Construction Grant Program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of 6 projects were submitted for this program supporting the Angola, Audubon, Crane, Grand Island, Lancaster and Kenmore Libraries, and

WHEREAS, in July 2012 the Board of Trustees of the B&ECPL in Resolution 2012-29 set the criteria for qualifying for up to 75% funding as:

- Libraries located in communities with a poverty rate as determined by the 2010 U.S. Census, including margin of error, exceeding the Erie County average and/or
- Libraries located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said libraries for a 60% discount on eligible e-Rate services, and

WHEREAS, 3 of the above libraries, Crane, Angola, and Kenmore qualify to receive up to 75% grant funding as they serve economically disadvantaged communities, specifically: the Crane Library qualifies under both criteria while the Angola and Kenmore Libraries qualify under the school lunch participation criteria, and

WHEREAS, grant funding requested totals \$1,658,076, which is \$99,267 above the \$1,558,809 allocation available under this program, and

WHEREAS, after review, the following allocation method was selected: 1) fully fund the 4 libraries requesting less than \$200,000; and 2) reduce recommended funding for the 2 libraries requesting over \$200,000 in proportion to their share of the 2 libraries combined project cost to balance to the total allocation available, now therefore be it

RESOLVED, that pursuant to grant requirements and the above criteria, the Board of Trustees of the B&ECPL recommends approval of the requested projects, in the following amounts:

Library	Total Eligible Cost	Grant Request	Recommended Award
• Angola Library Front Section Roof Replacement	\$ 18,691	\$ 14,018	\$ 14,018
• Audubon Library, Amherst Expansion Phase I: Community Room	\$ 716,431	\$ 337,319	\$ 304,782
• Crane Branch Library, Buffalo Improvements Phase 1: Elevator/ADA	\$1,469,296	\$1,101,972	\$1,035,242
• Grand Island Memorial Library Replace Doors, Circulation Desk, & Carpet	\$ 95,326	\$ 47,663	\$ 47,663
• Lancaster Library Restroom ADA Accessibility	\$ 71,142	\$ 35,571	\$ 35,571
• Kenmore Library, Town of Tonawanda Boiler Replacement, Computer Lab & ADA	<u>\$ 162,045</u>	<u>\$ 121,533</u>	<u>\$ 121,553</u>
<b>TOTALS:</b>	<b>\$2,532,931</b>	<b>\$1,628,225</b>	<b>\$1,558,809</b>

, and be it further

RESOLVED, that should any of the above projects be withdrawn or otherwise be unable to fully participate in the program subsequent to this resolution's passage, any share of the funding allocation freed up is recommended to be distributed proportionally to those remaining projects whose requests were not fully funded, and be it further

RESOLVED, that the recommendations for the Crane and Kenmore Library projects are contingent upon the B&ECPL and Town of Tonawanda Library Boards' agreeing to address to the satisfaction of the State Historic Preservation Office (SHPO) any concerns raised once SHPO completes its review of said projects, and be it further

RESOLVED, that the recommendation for the Audubon Library project is contingent upon both the B&ECPL's approval of the Amherst Public Library's Building Expansion Project request and the Amherst Public Library Board and/or Town of Amherst providing assurance that sufficient local match funds will be made available to cover the cost of the proposed Phase I expansion, less grant funds received, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms, and documents in time to meet the October 3, 2018 filing deadline.

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 9/20/2018

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee  
Financials for the Month Ending 07/31/2018

**BACKGROUND:**

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of July 31, 2018 month-end. The report also details monthly activity for June and July. Overall, with 58.1% of the budget year elapsed, year-to-date Library revenue, at 86.8% collected, is well within budget and year-to date expense, at 54.1%, is also within budget. Items of note include:

**REVENUE:**

- ✓ **Fine Revenue is modestly under budget at 57.2%** reflecting the continued shift to e-content, which "expires" at the end of the loan period, and therefore never overdue combined with overall circulation, which is running 3.9% below the same period in 2017.
- ✓ **Property Tax for Library Proceeds:** The full \$24,422,489 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments:** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. This year the payment arrived in August. The initial payment represents approximately 90% of the total for the year. The Library's 2018 budget assumed state library aid at 2017's funding level. The enacted NY State 2018-19 budget contained a 1% increase, totaling \$21,952. The State Library issued final aid tables in June, a budget adjustment reflecting this change was approved by the Board at the July 19<sup>th</sup> meeting.
- ✓ **Refunds - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year.
- ✓ **Refunds - Contract Library** revenue represents a return of fine revenue collected by contracting member libraries in excess of local expenses of those libraries. The revenue is transmitted as part of the year-end closing process.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
OPERATING FINANCIAL REPORT AS OF JULY 31, 2018 - (58.1% of the Budget Year elapsed)

Page 2 of 2

EXPENSE :

- ✓ **Salaries and wage expense running under budget.** Contract settlements with AFSCME and the Librarians Association were reached in late 2017, and with CSEA in early 2018. The above budget amount in the "Other Employee Payments" includes a one-time payment to CSEA members pursuant to that settlement. Funding to help support the settlements' cost is included in the "Contract Salary Reserves" account. Overall, year-to-date Net Personal Services expense consumed 56.8% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 52.0% overall.** Usage changes and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 45.7%, with YTD costs 12.4% below year-to-date charges for the same period last year). Workers compensation expense is running above budget due to medical procedure expense in February. Finally, retiree medical charges so far this year are also running below budget, coming in at 48.3% of budget (and 7.8% below the same period in 2017). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor these accounts.
- ✓ **Telephone and Internet Service charges show at 122.9% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers up to 90% of eligible services in this expense category. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner (now Spectrum), processes e-Rate discounts on a reimbursement basis. Factoring in payment timing and anticipated reimbursements, these charges are expected to end the year within budget.
- ✓ **Contractual Payments to Member Libraries adjusted budget** reflects budgeting the expense side of New York State bullet aid allocations to libraries within the districts of State Senators Gallivan, Jacobs, Ranzenhofer and Assembly member Walter.
- ✓ **Insurance premiums shows at 77.9%.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.
- ✓ **Other remaining operating accounts above 58.1% reflect timing differences.** These accounts, including Office Supplies and Out of Area Travel, reflect timing variations and are expected to end the year within budget.
- ✓ **Below budget Electric Utility costs helped counter the higher Natural Gas expense of a prolonged winter.** Natural Gas charges of \$106,073 came in at 72.0% of the 2018 annual budget, reflecting seasonality and prolonged winter weather. Expense was 14.7% higher than the \$92,518 paid in January - July 2017. Electricity charges of \$332,973 came in at 53.8% of the 2018 annual budget; however, they were 8.2% above the \$307,845 paid in January - July 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. Combined, 2018 interfund utility charges of \$439,046 were slightly below budget (57.3% of budget), however they were \$38,682 (9.7%) above those incurred for the same months in 2017. The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2018 OPERATING BUDGET**

Revenue Detail as of 6/30/2018  
58.1% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue June	Revenue July	YTD Revenue	To Be Realized	% of Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>									
419000	Library Charges - Fines	295,594	0	295,594	23,137	24,051	169,129.78	126,464	57.2%
422000	Copies	17,398	0	17,398	1,974	2,254	14,474.13	2,924	83.2%
466040	Printing	62,963	0	62,963	5,767	4,510	35,314.84	27,648	56.1%
466030	Book Bags	1,100	0	1,100	75	119	574.00	526	52.2%
466020	Minor Sale - Other	5,591	0	5,591	373	337	2,669.05	2,922	47.7%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	1,530	1,166	12,390.96	8,709	58.7%
420530	Comm - Tel Booth Food Sys	17,680	0	17,680	687		7,733.90	9,946	43.7%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>421,426</b>	<b>0</b>	<b>421,426</b>	<b>33,543</b>	<b>32,437</b>	<b>242,286.66</b>	<b>179,139</b>	<b>57.5%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>									
400020	Library Real Prop Tax	24,422,489	0	24,422,489			24,422,488.99	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,943,728	19,131	1,962,859			0.00	1,962,859	0.0%
408150	NYS Aid to Member Libraries	284,683	2,821	287,504			0.00	287,504	0.0%
408160	State Aid - Special	0	268,500	268,500			13,000.00	255,500	4.8%
409010	State Aid - Other	0	0	0			0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0			0.00	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>26,650,900</b>	<b>290,452</b>	<b>26,941,352</b>	<b>0</b>	<b>0</b>	<b>24,435,488.99</b>	<b>2,505,863</b>	<b>90.7%</b>
<b>OTHER REVENUE</b>									
419010	Refunds - Cont Library	349,839	0	349,839			0.00	349,839	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000			30,756.01	(20,756)	307.6%
466170	Refund Contract Lib Retire	0	0	0			0.00	0	0.0%
466070	Refund P/Y Expenses	0	0	0			0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	1,109	1,146	6,090.69	(4,091)	304.5%
466000	Misc Receipts	0	0	0			75.00	(75)	0.0%
466010	NSF Check Fees	15	0	15			0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	149	160	1,486.89	3,513	29.7%
479100	Other Contributions	60,000	0	60,000			0.00	60,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>426,854</b>	<b>0</b>	<b>426,854</b>	<b>1,258</b>	<b>1,306</b>	<b>38,408.59</b>	<b>388,445</b>	<b>9.0%</b>
<b>USE OF FUND BALANCE</b>									
402190	Appropriated Fund Balance	498,684	173,048	671,732			0.00	671,732	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>498,684</b>	<b>173,048</b>	<b>671,732</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>671,732</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>27,997,864</b>	<b>463,500</b>	<b>28,461,364</b>	<b>34,801</b>	<b>33,743</b>	<b>24,716,184.24</b>	<b>3,745,180</b>	<b>86.8%</b>



**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2018 OPERATING BUDGET**

Expenditure Detail as of 7/31/2018

58.1% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	June Expended	July Expended	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
										YTD Expend/ & Encumb	YTD Expend Encumb
<b>OPERATING EXPENDITURES</b>											
<b>PERSONAL SERVICES</b>											
<b>Regular Salaries &amp; Wages</b>											
500000	Full Time - Salaries	9,520,007	0	0	9,520,007	\$773,475	\$813,041	5,518,050.87	4,001,956	58.0%	58.0%
500010	Part Time - Wages	4,104,351	0	0	4,104,351	324,145	337,740	2,284,788.64	1,819,562	55.7%	55.7%
500020	Regular PT - Wages	759,767	0	0	759,767	69,117	68,589	483,771.53	275,995	63.7%	63.7%
500300	Shift Differential	19,000	0	0	19,000	2,147	1,374	10,370.27	8,630	54.6%	54.6%
500330	Holiday Worked	16,000	0	0	16,000	1,803	1,499	12,330.75	3,669	77.1%	77.1%
500350	Other Employee Payments	100,000	0	0	100,000	2,939	2,360	46,240.94	53,759	46.2%	46.2%
501000	Salaries & Wages	14,519,125	0	0	14,519,125	\$1,173,626	\$1,224,604	8,355,553.00	6,163,572	57.5%	57.5%
501000	Overtime Salaries & Wages	220,000	0	0	220,000	\$21,049	\$14,239	151,766.25	68,234	69.0%	69.0%
<b>TOTAL, PERSONAL SERVICES</b>											
504990	Reduction From Personal Services	(53,937)	0	0	(53,937)			0.00	(53,937)	0.0%	0.0%
504992	Contractual Salary Reserves	304,055	0	0	304,055			0.00	304,055	0.0%	0.0%
<b>NET PERSONAL SERVICES</b>											
<b>FRINGE BENEFITS</b>											
502000	Fringe Benefits	0	0	0	0			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	913,829	0	0	913,829	72,996	74,927	516,252.47	397,577	56.5%	56.5%
502020	Employer FICA - MEDICARE	213,712	0	0	213,712	17,072	17,523	120,736.64	92,975	56.5%	56.5%
502030	Employee Health Insurance	2,593,704	0	0	2,593,704	177,280	175,897	1,186,191.67	1,407,512	45.7%	45.7%
502040	Dental Plan	97,542	0	0	97,542	6,592	13,304	52,311.32	45,231	53.6%	53.6%
502050	Workers Compensation	48,921	0	0	48,921	1,004	11,376	55,434.91	(6,514)	113.3%	113.3%
502060	Unemployment Insurance	20,144	0	0	20,144	304	766	2,862.88	17,281	14.2%	14.2%
502070	Hospital & Medical - Retirees	1,629,339	0	0	1,629,339	103,365	128,239	787,118.99	842,220	48.3%	48.3%
502090	Health Insurance Waiver (incl. 117)	27,012	0	0	27,012	3,734	3,401	24,837.00	2,175	91.9%	91.9%
502100	Retirement	1,589,302	0	0	1,589,302	196,709	131,289	980,362.30	608,940	61.7%	61.7%
502000	Unallocated Fringe Benefits	30,025	0	0	30,025			0.00	30,025	0.0%	0.0%
<b>TOTAL, FRINGE BENEFITS</b>											
<b>TOTAL COMPENSATION RELATED</b>											
		7,163,530	0	0	7,163,530	579,056	556,723	3,726,108.18	3,437,422	52.0%	52.0%
		22,152,773	0	0	22,152,773	1,773,731	1,795,566	12,233,427.43	9,919,346	55.2%	55.2%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2018 OPERATING BUDGET**

Expenditure Detail as of 7/31/2018

58.1% of Budget Year

YTD  
Expend/Encumb

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbrances & PY Budget	Project Balances	Adjustments/Revisions	Adjusted Budget	June Expended	July Expended	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
											YTD Expend	YTD Encumb
505000	Office Supplies	167,535	15	0	0	167,550	21,916	11,802	135,621.12	31,929	61.0%	80.9%
505200	Clothing Supplies	4,000	1,407	0	0	5,407	76	944	2,380.63	3,026	39.0%	44.0%
505600	Auto Truck & Heavy Equip Supplies	11,000	0	0	0	11,000	456	49	4,022.75	6,977	27.4%	36.6%
505800	Medical & Health Supplies	1,550	275	0	0	1,825	29	29	431.10	1,394	15.7%	23.6%
506200	Maintenance & Repair	106,400	16,523	25,000	0	147,923	2,504	8,089	89,450.99	58,472	41.7%	60.5%
506400	Highway Supplies (Rock Salt)	14,000	0	0	0	14,000	0	0	7,520.00	6,480	53.7%	53.7%
510000	Local Mileage Reimbursement	11,000	0	0	0	11,000	649	921	4,971.69	6,028	45.2%	45.2%
510100	Out of Area Travel	20,000	0	0	0	20,000	807	3,419	12,804.63	7,195	64.0%	64.0%
510200	Training and Education	55,231	0	0	0	55,231	545	555	17,036.00	38,195	30.2%	30.8%
515000	Utility Charges (Telecom/water/sewer)	31,005	0	0	0	31,005	1,248	2,876	14,598.20	16,407	47.1%	47.1%
	Water/Sewer	1,000	0	0	0	1,000	0	0	0.00	1,000	0.0%	0.0%
	Fuel Oil	67,928	0	0	0	67,928	2,692	6,290	83,465.66	(15,538)	122.9%	122.9%
515000	Telephone & Internet Service	99,933	0	0	0	99,933	3,941	9,166	98,063.86	1,869	98.1%	98.1%
516010	CONTRACTUAL PAYMENTS	724	15,000	0	0	15,724	0	0	724.00	15,000	4.6%	4.6%
	Newstead Public - Akron	1,591	2,500	0	0	4,091	0	0	1,591.00	2,500	38.9%	38.9%
	Ewell Free - Alden	0	86,000	0	0	86,000	0	0	13,000.00	73,000	15.1%	15.1%
	Amherst Public	0	10,000	0	0	10,000	0	0	0.00	10,000	0.0%	0.0%
	Angela Public	0	2,500	0	0	2,500	0	0	0.00	2,500	0.0%	0.0%
	Aurora Public	1,862	2,500	0	0	4,362	0	0	1,862.00	2,500	42.7%	42.7%
	Boston Free	0	15,000	0	0	15,000	0	0	0.00	15,000	0.0%	0.0%
	Clarence Public	0	2,500	0	0	2,500	0	0	0.00	2,500	0.0%	0.0%
	Collins Public	0	2,500	0	0	2,500	0	0	0.00	2,500	0.0%	0.0%
	Concord Public	880	2,500	0	0	3,380	0	0	880.00	2,500	26.0%	26.0%
	Eden Library	0	2,500	0	0	2,500	0	0	0.00	2,500	0.0%	0.0%
	Elma Public	0	10,000	0	0	10,000	0	0	0.00	10,000	0.0%	0.0%
	Grand Island Memorial	0	20,000	0	0	20,000	0	0	0.00	20,000	0.0%	0.0%
	Hamburg Public	11,875	0	0	0	11,875	2,969	0	11,875.00	0	75.0%	100.0%
	Lackawanna Public	0	5,000	0	0	5,000	0	0	0.00	5,000	0.0%	0.0%
	Lancaster Public	738	2,500	0	0	3,238	0	0	738.00	2,500	22.8%	22.8%
	Marilla Free	1,647	2,500	0	0	4,147	0	0	1,647.00	2,500	39.7%	39.7%
	North Collins Public	0	10,000	0	0	10,000	0	0	0.00	10,000	0.0%	0.0%
	Orchard Park Public	0	10,000	0	0	10,000	0	0	0.00	10,000	0.0%	0.0%
	City of Tonawanda Public	0	20,000	0	0	20,000	0	0	0.00	20,000	0.0%	0.0%
	Town of Tonawanda Public	0	5,000	0	0	5,000	0	0	0.00	5,000	0.0%	0.0%
	West Seneca Public	0	228,500	0	0	228,500	0	0	0.00	228,500	0.0%	0.0%
	Total Cnt Pmts-NP Pur Sys	19,317	0	0	0	247,817	50	\$2,969	32,317.00	215,500	11.8%	13.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2018 OPERATING BUDGET**

Expenditure Detail as of 7/31/2018

58.1% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encum- bered & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	June Expended	July Expended	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
										YTD Expend & Encumb	YTD Expend & Encumb
516020	Professional Services Contracts & Fees	857,725	53,849	0	911,574	64,957	52,839	680,084.43	231,490	52.4%	74.6%
516030	Maintenance Contracts	124,900	44,589	40,000	209,489	7,230	3,932	119,107.14	90,382	47.3%	56.9%
530000	Other Expenses	188,800	49,849	0	238,649	5,455	4,411	141,003.42	97,645	27.6%	59.1%
545000	Rental Charges	4,925	0	0	4,925	204	36	3,164.29	1,761	14.3%	64.2%
555050	Insurance Premiums	150,048	0	0	150,048	9,206	0	116,953.12	33,095	77.9%	77.9%
561410	Lab & Technical Equipment	98,175	60,819	155,000	313,994	6,352	15,755	143,287.77	170,706	28.3%	45.6%
561420	Office Equip, Furn & Fixtures	69,147	69,147	0	69,147	20,848.92	(4,665)	65,022.81	4,124	30.0%	94.0%
561430	Building, Grounds and Heavy Equip	10,131	10,131	15,000	25,131	0	0	10,131.00	15,000	11.8%	40.3%
561440	Motor Vehicles	0	0	0	0	0	0	0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	175,955	0	3,184,955	177,632	179,559	1,701,553.47	1,483,402	53.4%	53.4%
575040	Interfund Exp - Utilities	0	0	0	0	0	0	0.00	0	0.0%	0.0%
	Fuel Oil	147,264	0	0	147,264	1,649	853	106,073.32	41,191	72.0%	72.0%
	Natural Gas	618,384	0	0	618,384	54,193	64,381	332,972.70	285,411	53.8%	53.8%
	Electricity	765,648	0	0	765,648	55,842	65,234	439,046.02	326,602	57.3%	57.3%
942000	Interfund - Holding Center	(89,542)	0	0	(89,542)	(7,462)	(7,462)	(52,232.81)	(37,309)	58.3%	58.3%
	Interfund - Correctional Facility	(99,889)	0	0	(99,889)	(8,324)	(8,324)	(58,268.56)	(41,620)	58.3%	58.3%
	Interfund - Court Storage	(8,598)	0	0	(8,598)	(717)	(717)	(5,015.50)	(3,583)	58.3%	58.3%
	Total ID Library Services	(198,029)	0	0	(198,029)	(\$16,502)	(\$16,502)	(115,516.87)	(82,512)	58.3%	58.3%
910600	Interfund Expense - Purchasing Services	28,766	0	0	28,766	52,181	52,181	15,264.68	13,501	53.1%	53.1%
910700	Interfund Expense - Fleet Services	32,061	0	0	32,061	\$1,712	52,888	14,103.79	17,957	44.0%	44.0%
980000	Interdepart Services DISS	273,106	0	0	273,106	21,390	21,390	149,728.25	123,378	54.8%	54.8%
	<b>System Operating Grand Totals</b>	<b>27,997,864</b>	<b>482,559</b>	<b>463,500</b>	<b>28,943,923</b>	<b>2,161,132</b>	<b>2,160,564</b>	<b>16,120,980.52</b>	<b>12,822,942</b>	<b>54.1%</b>	<b>55.7%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Expenditure Detail as of 7/31/2018

58.1% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbr ances	2018 Capital Project Balances	Adjust- ments/ Revisions	Adjusted Budget	June Expended	July Expended	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
											YTD Expend/ & Encumb	YTD Expend Encumb
<b>ERIE COUNTY CAPITAL / DEBT SERVICE FUNDING FOR LIBRARY</b>												
	Library Debt Service	1,031,377				1,031,377	34,594	1,813	875,026.09	156,351	84.8%	84.8%
<b>Grand Total Operating and Erie County Capital</b>		<b>29,029,241</b>	<b>482,559</b>	<b>463,500</b>	<b>29,975,300</b>	<b>2,195,726</b>	<b>2,162,378</b>	<b>16,996,007</b>	<b>12,979,293</b>	<b>55.1%</b>	<b>56.7%</b>	

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending July 31, 2018**

Main Trust	\$1,083,630.06
Encore Editions Proceeds (Invested per resolution 2006-19)	\$97,531.43
<b>2017 Ending Balance</b>	<b>\$1,181,161.49</b>

<b>2018 Activity and Balances</b>	
Restricted Donations (Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	\$116,493.92
Unrestricted Donations	\$300.00
Interest Income	\$1,920.19
<b>Total 2018 Revenue</b>	<b>\$118,714.11</b>

Less Disbursements	
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:	
Library material purchases (direct from trust)	(\$24,165.23)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$64,965.12)
Equipment, furnishings & supplies	(\$3,949.47)
Exhibit/display preparation and support/Rare Book Room	(\$14,850.80)
Preservation/Conservation	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$8,771.20)
Fundraiser Event Expense	\$0.00
Other	(\$8,930.78)
<b>Subtotal Disbursements per Resolution 2010-8</b>	<b>(\$125,632.60)</b>
Other Disbursements (Describe)	\$0.00
<b>Total 2018 Disbursements</b>	<b>(\$125,632.60)</b>

Balance, 2018 Activity	(\$6,918.49)
<b>Cumulative Balance Library Trust</b>	<b>\$1,174,243.00</b>

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: September 20, 2018

AGENDA ITEM NUMBER: E.3.a.

RESOLUTION: 2018-26  
Support for Amherst Public  
Library Expansion Project

BACKGROUND:

The Amherst Public Library Board of Trustees has worked diligently to develop a 2 phase 6,400 square foot library expansion that improves the public's ability to access and utilize the Main Library at Audubon while maintaining a neutral operating cost impact in compliance with Buffalo & Erie County Public Library (B&ECPL) guidelines. Specifically, Phase I would construct a 1,400 square foot addition to increase the size of the community meeting room. Phase II of the project would construct a 5,000 square foot addition to be used to create a new children's area, MakerSpace and restrooms.

The Amherst Public Library, in a memorandum dated September 13, 2018, provided written assurance that the proposed project will have a neutral impact on future operating costs.

On August 9, 2018, Amherst Public Library Trustees, staff, town officials and the project architect met with the B&ECPL Board's Building Oversight and Executive Committees to provide an overview of the project, discuss the importance of its operating cost neutrality, answer questions and solicit feedback from the Committees. Architectural renderings were provided.

The Building Oversight and Executive Committees met again on August 13, 2018 to review responses to questions asked by the Committees on August 9<sup>th</sup> with the Amherst Public Library Director available to answer any additional questions. Following discussion, the Building Oversight and Executive Committees recommended that a resolution affirming B&ECPL's support for the Amherst Public Library Main Library at Audubon expansion project be forwarded for full B&ECPL Board consideration.

ACTION REQUIRED:

Motion to approve Resolution 2018-26.

PROPOSED RESOLUTION 2018-26

WHEREAS, the Amherst Public Library Board of Trustees, staff and town officials have worked diligently to develop a 6,400 square foot 2 phase expansion project, and

WHEREAS, the expansion project would construct a 1,400 square foot addition to increase the size of the community meeting room in Phase I and construct a 5,000 square foot addition to be used to create a new children's area, MakerSpace and restrooms in Phase II, and

WHEREAS, the Amherst Public Library Board of Trustees has provided written assurance of the operating cost neutrality of the proposed improvements in compliance with Buffalo & Erie County Public Library's (B&ECPL)'s guidelines, and

WHEREAS, B&ECPL staff and the B&ECPL Board Building Oversight and Executive Committees have reviewed the proposed project and confirm its significant benefit to Amherst Public Library patrons and the community at large while utilizing design and energy efficient components to maintain operating cost neutrality, and

WHEREAS, these improvements will benefit library service in Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL finds that the proposed Amherst Public Library expansion project satisfies and is consistent with B&ECPL guidelines regarding operating cost neutrality, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves of and affirms its support for the Amherst Public Library Main Library at Audubon expansion project.



## **B&ECPL Monthly Report July & August 2018**

**Niagara Branch Library Renamed** - At its July 24<sup>th</sup> meeting, the City of Buffalo Common Council voted unanimously to rename the Niagara Branch Library the *Isaiás González Library*. Discussions have been held with the Hispanic Heritage Council of Western New York, Inc. who initiated the request, following the Buffalo & Erie County Public Library's (B&ECPL) Building Renaming Policy and the Laws of the City of Buffalo. Councilmember David Rivera sponsored the Resolution. The Common Council is expected to amend the Resolution to recognize the name of the Library as the *Isaiás González-Soto Library*. Assistant Deputy Director - Public Services **Dorinda Darden** and Assistant Deputy Director - Development and Communications **Joy Testa Cinquino** attended the Buffalo Common Council meeting.

Mr. González-Soto was a decorated World War II veteran, worked for Bethlehem Steel, the City of Buffalo and was a small business owner. He was a tireless advocate for bilingual education, becoming Chairman of the first City of Buffalo Bilingual Education Advisory Board which brought bilingual education to the Buffalo City School System. He was the Director of La Voz Hispana, a Hispanic radio program on WXRL, where he became host, providing Spanish music and news from the island of Puerto Rico to the families of Western New York. Mr. González-Soto sat on a multitude of community boards including but not limited to: D'Youville College Council, Sociedad de Ayuda Mutua (Mutual Aid Society), Buffalo Board of Education - Superintendent Review Committee, City of Buffalo Education - Occupational & Vocational Council, City of Buffalo Mayor's Summer Youth Program Council and Manpower Planning Council; Co-Chairman West Side Neighborhood Advisory Council; and Chairman Estudia, Inc. He was also a member of Meals on Wheels, Consortium of Spanish Speaking Organization, Erie County Community Action Organization, National Association of the Advancement of Colored People (NAACP), and the Buffalo Urban League.

Strongly believing in education, he fulfilled his dream of furthering his education, graduating from Empire State College in 1974. Mr. González-Soto died in 2006 at the age of 84.

Interior (temporary) signage reflecting the *Isaiás González Library* has been made and hung in the library. Materials including the B&ECPL website will be changed to reflect



the *Isaiás González-Soto Library* once the amended Resolution is approved by the City of Buffalo Common Council.

A celebration of the renaming is being planned for October.

**Senator Chris Jacobs Provides Budget Aid to Libraries** - Senator Chris Jacobs, 60<sup>th</sup> Senate District, provided oversized checks for \$10,000 to each of the 12 libraries in his district at a ceremony/press event held at the Central Library on August 6<sup>th</sup>. The funding, totaling \$120,000 will be used to purchase a variety of items including rugs, computers, chairs, a circulation desk, and so on. It will also be used to support programming at several locations. The B&ECPL is grateful for Senator Jacobs' generosity and ongoing support. Libraries in the 60<sup>th</sup> Senate District are: Crane Branch, Niagara Branch, North Park Branch, Riverside Branch, Angola Public Library, City of Tonawanda Public Library, Grand Island Memorial Library, Hamburg Public Library - Hamburg Branch and Lakeshore Branch, Orchard Park Public Library, and Town of Tonawanda Public Library - Kenmore Branch and Kenilworth Branch. In addition to this writer and representatives from each of the recipient libraries, B&ECPL System Trustees Katie Burd and Ted Johnson, along with Trustee Elaine Panty (representing the System Board and the Riverside Library), attended the ceremony.

**20<sup>th</sup> Annual Battle of the Books** - It has been 20 years since the very first Battle of the Books was held at the Julia Boyer Reinstein Library with 6 libraries participating with the winning team from the Elma Public Library.

This year, 24 teams consisting of 149 competitors from 16 libraries battled for the coveted championship trophy before an audience of over 325 based on questions formulated from the following books: *Click Here to Start* by Denis Markel, *It Ain't So Awful, Falafel* by Firoozeh Dumas, *Kid Owner* by Tim Green, *Red Queen* by Victoria Aveyard and *Soar* by Joan Bauer. Held in the gymnasium of SUNY Erie Community College South, Team Clarence 2 battled Grand Island 2, with Clarence 2 crowned the champions in a nail biting, hard fought match! CONGRATULATIONS CLARENCE 2!

A special ceremony was held recognizing founding members Donna Locker, Joyce Maguda, Sue Petherick and Sue Palumbo. A commemorative poster and brief history were provided to all attendees, and Library administration provided "birthday" cake for the crowd. Erie County Legislators John Mills and Edward A. Rath, III, along with B&ECPL Board Chair Frank Housh, spoke briefly to the crowd.

Libraries participating in this year's Battle were: Amherst Public Library, Boston Free Library, Central Library/Crane Branch, Cheektowaga Public Library, Clarence Public Library, Eden Library, Elma Public Library, Grand Island Memorial Library, Hamburg Public Library, Town of Tonawanda Public Library Kenmore Branch, Lackawanna

Public Library, Lancaster Public Library, Newstead Public Library, North Collins Public Library and Orchard Park Public Library.

**Restoration Society, Inc.** - The Restoration Society (RS), a local social services agency, officially took residence at the Central Library on August 1<sup>st</sup>. Staff from RS will provide referral services to patrons who require assistance accessing emergency services, crisis services, mental health and health services, housing, vocational services, educational services, and support groups. In addition, RS will provide training and guidance to B&ECPL on working with individuals with mental health and addiction issues. Office hours for RS are currently Monday - Friday 8:30 a.m. to 4:30 p.m. This innovative partnership has been made possible through an Erie County Department of Mental Health Grant.

**At the Ballpark** - Library patrons, staff and administration joined Read a Book July 20<sup>th</sup> at the Buffalo Bisons Library Night @ the Ballpark where proceeds from tickets sold through the Library will benefit the B&ECPL. A total of 114 tickets were sold raising \$684 for new library materials.

**American Dream Grant** - Programs made available by a \$10,000 Dollar General American Dream Grant have been well attended throughout the summer. Designed to provide mobile library resources to immigrants and refugees of Buffalo's West Side community, several visits and programs have been held at Buffalo State Community Academic Center and Jericho Road Community Health Center. Participants were shown various library databases including Pronunciator, given access to English as a Second Language materials and lessons, provided with the myON digital book library, able to participate in New York State Library Summer Reading programs and taught various other requested technology-related programs.

**On the Road with the *Library on Wheels*** - The *Library on Wheels* bookmobile has been traversing Erie County's 1,043 square miles this summer participating in special events, festivals, and gatherings. Making a total of 44 "regularly scheduled stops," 18 lobby stops (stops to nursing homes/senior living facilities), and 21 special event appearances, the *Library on Wheels* is IN DEMAND! More than 2,440 have visited the bookmobile between July 1<sup>st</sup> and August 31<sup>st</sup>. Special events/locations, include: Explore & More Touch-a-Truck, Thankful Baptist Church Community Day, Orchard Park Touch-a-Truck, Kenmore Farmers Market, Eagle Ridge Pool Club, Discovering Your History @ Elderwood, Tru-way Community Center Summer Camp, The Belle Center, Martin Luther King, Jr. Park, New Covenant United Church of Christ Say Yes Buffalo Summer Camp, Health Services Charter School, Erie County Youth Services Picnic, YWCA (Grant St.), Battle of the Books, Buffalo Reading Invasion, Lackawanna Community Days, Buffalo Rotary Duck Derby, Every Person Influences Children (EPIC) Storytime, Canalside, and Buffalo Police Delta District Community Days.

**Monthly Programming Statistics - July 2018**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	223	1300	5684	28139
Children (age 6-12)	311	1127	6664	19325
Teens	123	374	995	3438
Intergenerational	256	1303	8849	33342
Adults (excludes Technology)	194	1847	1852	23912
<b>TOTAL In Library Programs</b>	<b>1107</b>	<b>5951</b>	<b>24044</b>	<b>108156</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	3	11	3	11
Children (age 6-12)	32	439	35	484
Teens	130	806	130	806
Intergenerational	13	140	13	140
Adults (excludes Technology)	144	1411	144	1414
<b>TOTAL In Library Programs</b>	<b>322</b>	<b>2807</b>	<b>325</b>	<b>2855</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	30	19	166
System or Library-owned Cyber Train	6	47	29	325
One on One	128	853	134	927
<b>TOTAL Adult Technology</b>	<b>138</b>	<b>930</b>	<b>182</b>	<b>1418</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	6	85	111	2242
Children (age 6-12)	10	87	281	3967
Teens	0	5	0	267
Intergenerational	13	75	2630	11262
Adults (excludes Technology)	10	55	232	1950
<b>TOTAL Outreach (out of Library)</b>	<b>39</b>	<b>307</b>	<b>3254</b>	<b>19688</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	214	271	5277	6570
Children (age 6-12)	297	351	6366	7466
Teens	92	149	810	1310
Intergenerational	199	257	9392	11425
Adults	71	92	723	914
<b>TOTAL Summer Reading Programs</b>	<b>873</b>	<b>1120</b>	<b>22568</b>	<b>27685</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	18	66	562
Adult Services	3	38	27	897
Launch Pad/TechKnow Lab	0	2	0	5
Development/Communications	0	10	0	255
Grosvenor Room	0	14	0	186
<b>TOTAL</b>	<b>6</b>	<b>82</b>	<b>93</b>	<b>1905</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening
			11/16/2017 to present
Visitors - Non-tour related	2575	24384	
Visitors - Tour/Program	82	1868	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>2657</b>	<b>26252</b>	<b>31442</b>

**Monthly Programming Statistics - August 2018**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	186	1486	4771	32910
Children (age 6-12)	258	1385	6993	26318
Teens	112	486	3101	6539
Intergenerational	276	1579	11015	44357
Adults (excludes Technology)	215	2062	2975	26887
<b>TOTAL In Library Programs</b>	<b>1047</b>	<b>6998</b>	<b>28855</b>	<b>137011</b>

**In Library One-on-One Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	2	13	2	13
Children (age 6-12)	50	489	56	540
Teens	115	921	115	921
Intergenerational	35	175	35	175
Adults (excludes Technology)	149	1560	149	1563
<b>TOTAL In Library Programs</b>	<b>351</b>	<b>3158</b>	<b>357</b>	<b>3212</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	34	25	191
System or Library-owned Cyber Train	8	55	60	385
One on One	141	994	159	1086
<b>TOTAL Adult Technology</b>	<b>153</b>	<b>1083</b>	<b>244</b>	<b>1662</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	8	93	226	2468
Children (age 6-12)	5	92	136	4103
Teens	0	5	0	267
Intergenerational	21	96	2063	13325
Adults (excludes Technology)	13	68	385	2335
<b>TOTAL Outreach (out of Library)</b>	<b>47</b>	<b>354</b>	<b>2810</b>	<b>22498</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	189	460	4856	11426
Children (age 6-12)	256	607	6901	14367
Teens	92	241	3002	4312
Intergenerational	263	520	10628	22053
Adults	71	163	1460	2374
<b>TOTAL Summer Reading Programs</b>	<b>871</b>	<b>1991</b>	<b>26847</b>	<b>54532</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	6	24	174	736
Adult Services	7	45	169	1066
Launch Pad/TechKnow Lab	0	2	0	5
Development/Communications	0	10	0	255
Grosvenor Room	1	15	18	204
<b>TOTAL</b>	<b>14</b>	<b>96</b>	<b>361</b>	<b>2266</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	5389	29773	
Visitors - Tour/Program	361	2229	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>5750</b>	<b>32002</b>	<b>37192</b>

**Highlights:**

**Exhibits** - Starlight Studio & Art Gallery, a program run by the Learning Disabilities Association of Western New York, has installed a textile art exhibit by Jocelyn Triggie and Ed Budney in the Whisper Space of the Central Library. The exhibit will be on display until October 1, 2018.

The Sankofa Heritage Collective, Inc. installed an exhibit detailing the life of John E. Brent in the hallway of the Frank E. Merriweather, Jr. Branch Library from July 31<sup>st</sup> through August 11<sup>th</sup>. A reception and screening of a documentary about John E. Brent entitled "Through These Gates" was held on August 8<sup>th</sup>. The refreshments for the program were provided by Preservation Buffalo Niagara. The exhibit received positive feedback from patrons.

**Small Business** - Information Services and Outreach Librarian **Sandra Courtney** participated in and presented several small business-related programs this summer. July 10<sup>th</sup> - 12<sup>th</sup> she attended Facebook's Community Boost event to help small businesses expand social media use. This 3-day Buffalo, NY event began with remarks by Kevin O'Leary of the TV show "Shark Tank." Many of the participants of this event have been or are patrons who have been served by the B&ECPL small business program.

On July 24<sup>th</sup>, Ms. Courtney met with Sara Vescio, Executive Director of the Women's Business Center (WBC) at Canisius College. An assessment of WBC business information needs was discussed and library resources identified to help address the information needs.

Ms. Courtney presented *Library Resources for Developing a Small Business Plan* on August 9<sup>th</sup> at the Business Boot Camp sponsored by Buffalo Niagara SCORE. Held at the Belle Center on Buffalo's West Side, this Boot Camp focused on developing business plans. The Library was able to provide assistance through the Small Business Resource Center and Business Insights Essential databases.

Later in August at Bryant & Stratton College in Amherst, Ms. Courtney presented at the SCORE workshop *Starting & Managing Your Own Business*. Twenty aspiring small business participants learned about free library databases, subject guides and books that will help support research marketing and gathering demographic information.

**Wellness** - Information Services and Outreach Librarian **Renée Masters** presented the 11<sup>th</sup> Wellness Wednesday at the Central Library: *Enjoy Life, Be Safe*. Later in the month, Ms. Masters presented resources and services available at the Central Library for persons with disabilities at a meeting of the Erie County Office for People with Disabilities Advisory Council.

Wellness Wednesdays continued in August with *Ready, Set, School!* brought together by 7 community agencies including the University at Buffalo School of Dental Medicine, UB Smile Team and Buffalo Public School Farm to School Initiative. Over 60 adults and children engaged in learning how to stay safe and well for the upcoming school year.

**Great American Read** - The Public Broadcasting Service (PBS) launched The Great American Read series with a 2-hour special in May 2018 revealing America's 100 best-loved novels, determined by a rigorous national survey. A part of the Great American Read program includes celebrities and everyday Americans championing their favorite novel by participating in interviews being held throughout the country through October when America's #1 best-loved novel will be revealed.

The B&ECPL has partnered with local PBS affiliate WNET to capture the stories of local individuals including their opinion on what makes a book great and what is the greatest book. Coordinated through the B&ECPL Communications and Development Office, on July 11<sup>th</sup> Senior Page **Liam Mahoney** and Technical Clerk **James Lamb** hosted WNET representatives in the Central Library Launch Pad where they spoke with 4 library patrons about their favorite books. On July 21<sup>st</sup>, the Launch Pad's Technical Clerk **Dominique Morrow** hosted WNET where 10 patrons conversed about their favorite books of all time. Fifteen additional interviews were held at the Central Library August 9<sup>th</sup>.

In addition to the interviews, the B&ECPL has been supporting the Great American Read through various programs and activities such as trivia games and book "tastings." Interviews and activities will continue through September and October.

**Genealogy Lock-In** - In partnership with the Western New York Genealogical Society (WNYGS), the Grosvenor Room held a genealogy lock-in event for participants of the Genealogical Research Institute of Pittsburgh conference. The conference took place in Amherst at Daemen College from July 30<sup>th</sup> - August 3<sup>rd</sup>. Genealogy Librarian **Rhonda Hoffman** and Rare Book and Map Librarian **Charles Alaimo**, as well as members of WNYGS, assisted genealogists with their research.

**Canalside** - The B&ECPL has hosted children's activities at Canalside every Tuesday morning throughout the summer. Every session featured hands-on crafts, specially selected books, and sensory play with kinetic sand, cookie cutters and molds. A variety of people visit Canalside, including day cares and summer camps, family groups both large and small, locals and visitors from out of town. Children's Services Librarians **Jessie Blum**, **Wanda Collins**, **Jennifer Lelinski**, Children's Services Library Associate **Cynthia Lenzner** and Children's Services Senior Page **Sally Schaefer** presented the activities each Tuesday. This successful Canalside programming season concluded on August 28<sup>th</sup>.



**Outreach** - Outreach is critical to each community as many individuals, organizations, institutions and schools are unable to "get to" the Library. We are, therefore, bringing the Library into the community. A multitude of outreach activities have occurred in July and August.

Information Services and Outreach Librarian **Maria Lowe** created content for, and presented, *Fostering Students Research and Information Literacy Skills* as professional development for Depew Middle and High School July 18<sup>th</sup> and 25<sup>th</sup>. Children's Services Manager **Kathryn Galvin** and Information Services Page **Matthias Williams** represented the Library at the Urban Family Practice Health Fair July 21<sup>st</sup>. Children's Services Librarians **Jessie Blum** and **Nancy DiStasio** attended the Healthy Baby Festival sponsored by Catholic Charities at Delaware Park July 27<sup>th</sup>. Niagara Branch Library Manager **Jason Barone** hosted an information table at the Buffalo Police Bravo District Community Day July 30<sup>th</sup>. On August 6<sup>th</sup>, Information Services and Outreach Librarians **Sara Fuller** and **John Gaff** gave a presentation titled *Buffalo & Erie County Public Library Launch Pad Technology Explosion* at the Western New York STEAM (Science, Technology, Engineering, Art, and Mathematics) Conference held at Buffalo State College. August 11<sup>th</sup>, 14<sup>th</sup> and 19<sup>th</sup>, under the direction of Assistant Deputy Director **Dawn Peters**, staff members from various departments represented B&ECPL at an information table as part of a 3-day outreach opportunity at the Erie County Fair and Expo. On August 15<sup>th</sup>, **Renée Masters** represented B&ECPL at the Northwest Buffalo Community Center where the Neighborhood Healthcare Center hosted a Community Health Fair. On August 17<sup>th</sup>, **Jason Barone** attended the D'Youville College Block Party for parents, faculty, and staff. On August 18<sup>th</sup>, **Kathryn Galvin** and Dudley Branch Library Clerk Typist **Alia Williams** participated in the Greater Faith Bible Tabernacle Community Impact Day in Buffalo. Also on the 18<sup>th</sup>, **Sara Fuller** staffed a library information table for the United Methodist Church Community Picnic. Children's Services Librarian **Susan Buttaccio** conducted a visit to the YWCA Children's Center at Erie County Family Court on August 21<sup>st</sup>. Buffalo Branches Manager **Linda Rizzo** and **Jason Barone** attended the Ready Freddy Open House at PS 30 Frank A. Sedita Academy August 23<sup>rd</sup>. **Kathryn Galvin**, **Nancy Distasio** and Children's Service Page **Sarah Zaslavsky** (Reada) participated as exhibitors at the Mayor Byron Brown 17<sup>th</sup> Annual Reading Rules! 2018 Kids Summer Reading Challenge awards ceremony at the Buffalo-Niagara Convention Center August 25<sup>th</sup>. On August 29<sup>th</sup>, Crane Branch Library Manager **Dan Lewandowski** and **Linda Rizzo** participated in the Ready Freddy Open House at PS 54 Dr. George E. Blackman School of Excellence for their back-to-school picnic. **Sara Fuller** conducted outreach at the Summer Youth Employment Program and Networking event held at SUNY Erie Community College City campus August 31<sup>st</sup>.

**Other -**

On Thursdays throughout the summer, the Central Library hosted several programs in the Ring of Knowledge including Cindy Hanna Dance Party, a non-stop, high energy, fun, and body-positive hour of dance (coordinated through the Library's partner Young Audiences of Western New York); *Mike Randall and Friends*, an interactive program of magic, puppets, and comedy; Checkers Live, a great performance of magic, juggling, and comedy with Checkers the Clown; Music duo "Buffalo and Brandy"; and *The Little Mermaid*, a puppet show presented by the Omnipresent Puppet Theater.

July 14<sup>th</sup> - **Dominique Morrow** hosted Adam Ianni from GObike Buffalo for a Free Bike Maintenance program outside in the Reading Park. Fifteen library patrons were able to have their bikes worked on, from brake replacements to chain lubing and flat tire repair.

July 19<sup>th</sup> - A Mini Job Fair, in partnership with the New York State Department of Labor, was held at the Frank E. Merriweather, Jr. Branch Library. Local businesses set up tables to provide job opportunity information and to meet potential candidates for employment. The businesses included All Metro Health Care, Northwest, HR Partners Staffing, GEICO, NFTA, and Homespace Corporation.

August 7<sup>th</sup> and 14<sup>th</sup> - *Printing Partners* was presented by the Western New York Book Arts Center on Tuesdays at the Central Library's Kid Space. *Printing Partners* is a book arts series where every week features a different technique such as printmaking, bookbinding, and origami.

August 14<sup>th</sup> - Local author Dave Bauer visited the Crane Branch Library to do an interactive reading of his book *What's Under That Rock, Papa?* After reading the book, Mr. Bauer had nature activities set up for the children.

August 17<sup>th</sup> and 18<sup>th</sup> - Information Services and Outreach staff presented a walk-up program, *What's in the Pack: A WWI Soldiers' Haversack*. Taking advantage of the walk-through traffic of the book sale, library staff presented a hands-on history program focusing on the life of a WWI soldier presented through artifacts and reproductions a soldier would carry with him during the Great War.

August 18<sup>th</sup> - Mrs. Eva Doyle held her Annual Back-to-School Rally at the Frank E. Merriweather, Jr. Branch Library. Mrs. Doyle and other guests provided school supplies and backpacks to the participants.

August 21<sup>st</sup> - The Community Advisory Body of the Buffalo Common Council's Police Oversight Committee hosted a public forum at the Frank E. Merriweather, Jr. Branch Library on community-police relations.

August 25<sup>th</sup> - Jennifer Lelinski worked with PAWS for Love through the SPCA to host Reading with Dogs. Over 20 people read to 4 visiting dogs. Patrons stated that they enjoyed having the chance to read to the dogs and expressed interest in a recurring program. At the end of the program, every patron was able to take home a book to keep.

August 23<sup>rd</sup> - Local playwright James Marzo's new play *Something Wicked* received a staged reading at the Central Library with a stellar cast of local actors. The play is based on the true story of the Thayer Brothers, who were publicly executed at Niagara Square for a heinous murder in 1825. The 30 attendees provided helpful feedback on the play afterwards, which is in development for a full local production at one of Buffalo's theatres.

## 2. Collection Development

### Collection Development - July 2018

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,644	24,026	339	2,077	544,519
Young Adult Print	445	4,736	87	712	74,687
Adult Print	3,881	32,448	693	6,611	1,841,012
Media	4,164	36,373	529	3,260	560,167
Other*	2,584	20,957	7	98	183,851
Subtotal	14,718	118,540	1,655	12,758	3,204,236

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	964	6,382	614	4,108	62,004*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	101	845	76	647	11,723
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,065	7,227	690	4,755	73,827

\*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	15,783	125,767	2,345	17,513	3,278,063

## Collection Development - August 2018

## Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,407	27,433	310	2,387	545,684
Young Adult Print	795	5,531	153	865	74,979
Adult Print	4,894	37,342	988	7,599	1,838,987
Media	6,751	43,124	525	3,785	564,590
Other*	3,012	23,969	4	102	183,746
Subtotal	18,859	137,399	1,980	14,738	3,207,986

\*Includes magazines, generic copies, and other

## Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	1,159	7,541	669	4,777	63,153*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	179	1,024	119	766	11,904
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	1,338	8,565	788	5,543	75,157

\*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	20,197	145,964	2,768	20,281	3,283,143

**Highlights:**

**Charles Alaimo** completed a selective indexing project of the *Challenger* newspaper, 1963-2017. Hundreds of citations to articles in the local newspaper related to African American history have been added to the Local History File.

In July, 1,448 users from 22 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors were recorded from Australia, Brazil, Canada, Chile, Colombia, Hong Kong, India, Ireland, Jordan, Kenya, Lebanon, Mexico, the Netherlands, Nicaragua, Peru, the Philippines, Poland, Russia, South Africa, South Korea, and Uganda.

In August, 2,149 users from 33 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzj>). In addition to the United States, visitors hailed from Algeria, Argentina, Australia, Brazil, Canada, China, Congo-Kinshasa, Costa Rica, Denmark, Hong Kong, India, Ireland, Japan, Jordan, Kenya, Mexico, Moldova, Nepal, New Zealand, Pakistan, the Philippines, Russia, Saudi Arabia, South Africa, St. Vincent & Grenadines, Suriname, Thailand, Ukraine, United Arab Emirates, the United Kingdom, Vietnam, and Yemen.

### 3. Technology

#### Technology - July 2018

##### Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<u>Facebook</u>	98	794	4,505	30,994	45	8,047
<u>Flickr</u>	39	785	4,380	68,576	0	53
<u>Instagram</u>	31	202	1,743	8,521	34	1,556
<u>Pinterest</u>	77	430	3,473	21,278	38	1,627
<u>Tumblr</u> <sup>4</sup>	0	3	0	2	0	196
<u>Twitter</u>	100	628	885	6,004	0	9,891
<u>YouTube</u>	0	2	8	38	1	146
<b>Total</b>	<b>345</b>	<b>2,844</b>	<b>14,994</b>	<b>135,413</b>	<b>118</b>	<b>21,516</b>

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

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

<sup>3</sup>Total number of followers at end of month

<sup>4</sup>Discontinued effective April 2018

**Technology - August 2018**

## Social Networking:

	Monthly Staff Activity <sup>1</sup>	YTD Staff Activity	Monthly Public Activity <sup>2</sup>	YTD Public Activity	Monthly New Followers	Total Followers <sup>3</sup>
<u>Facebook</u>	140	934	4,763	35,757	89	8,136
<u>Flickr</u>	161	946	11,879	80,455	1	54
<u>Instagram</u>	34	236	1,084	9,605	48	1,604
<u>Pinterest</u>	105	535	3,332	24,610	28	1,655
<u>Tumblr</u> <sup>4</sup>	0	3	0	2	0	196
<u>Twitter</u>	90	718	1,033	7,037	37	9,928
<u>YouTube</u>	2	4	16	54	2	148
<b>Total</b>	<b>532</b>	<b>3,376</b>	<b>22,107</b>	<b>157,520</b>	<b>205</b>	<b>21,721</b>

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

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

<sup>3</sup>Total number of followers at end of month

<sup>4</sup>Discontinued effective April 2018

**Highlights:**

Library calendars on the B&ECPL website were upgraded in July to display real-time open and closed day and time information in a dual "Open Hours This Week" and "Open Hours Next Week" layout.

**4. Funding/Fundraising****Funding:**

**2019 Operating and Grants Budget Requests Transmitted to Erie County -** The Library's 2019 Operating and Grants budget requests were submitted on time electronically to Erie County. Pursuant to the Erie County Charter, the County's proposed 2019 budget must be submitted to the Erie County Legislature on or before October 15<sup>th</sup>. Staff will continue to monitor the status of the proposed budget and update the Board as the budget process moves forward.

**City of Buffalo Capital Projects -** Requests for City of Buffalo Capital Projects for Buffalo Branch Libraries were submitted to the City on August 10<sup>th</sup>. Director **Mary Jean Jakubowski** and Deputy Director **Ken Stone** attended a Capital Project hearing on August 28<sup>th</sup>. The Library submitted three 2019 requests involving the Crane, Frank E. Merriweather, Jr., and Riverside Libraries.

The top priority identified is the Crane Americans with Disabilities Act (ADA) Elevator, Restrooms and 2<sup>nd</sup> Floor Rehab Project. With the completion of the East Delavan Library's Elevator Project in October, the Crane Library will be the last remaining library in the System whose primary meeting space is accessible only by stairs. This project is being planned in 2 phases.

Phase 1, supported in part by \$347,750 funding approved and authorized for bonding as part of the adopted 2018 City Capital Budget, will focus on constructing the elevator and making the 2<sup>nd</sup> floor restrooms ADA accessible. Phase 2, the subject of a 2019 City Capital \$535,000 request, will focus on completing the project including rehabilitating 2<sup>nd</sup> and 1<sup>st</sup> floor spaces.

At the hearing, library staff explained the requests and emphasized the importance of the timing for bonding funds for the Crane Library 2018 Capital Budget's \$347,750 to coordinate with the Library's application for NYS Library Construction Grant funding. Staff also requested the City authorize for bonding \$423,613 in 2018 Adopted Capital Budget funds for the rehabilitation of the interior and replacement of windows at the Niagara Branch Library.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 - August 31, 2018	\$136,343.26

**Highlights:**

**Book Sales** - The Annual Donated Book Sale, lead by B&ECPL System Trustee Elaine Panty and hosted by the Friends of the Riverside Branch Library, was held on August 8<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup>. Proceeds are estimated at \$1,400.

August 16<sup>th</sup> - 18<sup>th</sup> - The Annual Central Library Used Book Sale raised \$7,145.77. Money raised will be used to purchase new reading materials for the libraries.

The Dudley Branch Library held a Dollar-a-Bag Book Sale throughout the month of August.

**Duck Derby** - The Rotary Club of Buffalo held its Annual Duck Derby at Canalside on August 26<sup>th</sup>. Throughout August, "ducks" were sold in the Buffalo branch libraries to support the event which will benefit the Buffalo branch libraries' Rotary Reads - Kids Club project. Branch library sales contributed \$330 to the Duck Derby.

## 5. Facilities

### *Highlights:*

**Niagara Branch Library** – The Niagara Branch Library’s basement was flooded on August 8<sup>th</sup> and 18<sup>th</sup>. Through the diligent efforts of maintenance staff including Niagara Branch Library Caretaker **Mark Lewandowski**, Stationary Engineers **Tom Murphy** and **Cesar Arroyo-Torres**, and Maintenance Worker **Ben Wild**, the flooding was contained and branch operations continued with a minimum of disruption. We are working with the City of Buffalo to permanently rectify this issue.

**Construction Projects** – Both the Central Library and East Delavan Library elevator projects are nearing completion, with the elevators anticipated to be placed into service by October. The East Delavan project includes: renovating the basement meeting space and public restrooms, bringing them into full ADA compliance; creating a new bright entrance from the parking lot, including a covered portico; replacing the deteriorated front entry doors and adding an ADA compliant ramp to the front door; and replacing the circulation desk with a new accessible one oriented to the reconfigured entries. A follow-up project to replace the balance of the flooring on the 1<sup>st</sup> floor will occur later in the fall or early 2019 depending upon the bidding process (that work will be bid separately).

**Dorinda Darden, Linda Rizzo**, and East Delavan Branch Library Manager **John Stone** met with Buffalo Arts Commission Executive Director Emerson Barr and Buffalo Arts Commissioners Arthur Norman Lewin and Gail Wells to select a mural design for the meeting room at the East Delavan Branch Library. Two local artists Nathan (NC) Miller and Julia Bottoms submitted proposals. The proposal submitted by Julia Bottoms was unanimously chosen. Her mural design will feature a series of portraits of members of the community with small excerpts in the background from her interviews she plans to conduct with them.

**Buffalo’s Reading Park** – The Library’s new Reading Park is moving forward with a new plan to implement the major construction items in the spring of 2019. The celebratory launch event is planned for Sunday, October 28<sup>th</sup>, 12:30 p.m. to 5 p.m. The event is called *Fall in Love with Buffalo’s Reading Park*. It will be a free, all ages, fall-themed festival day with music and spoken word performances and hands-on activities.

The Reading Park site has been an active space this summer, featuring the Central Library’s first Buffalo Reading Invasion (August 9<sup>th</sup>), weekly literary performances and workshops by Just Buffalo Literary Center, Learn to Play Chess workshops, and participatory art making occasions with the Albright-Knox Art Gallery.



**6. Staff Development**

**Staff Development - July 2018**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	562	3358	7	64

**Staff Development - August 2018**

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	297	3655	7	71

**Highlights:**

System-wide annual compliance training concluded in August. All Library staff completed the 2 training modules: *Harassment: Sex, Religion, and Beyond* and *Workplace Violence: The Early Warning Signs*. There were a total of 623 employees over the 3-month training period.

Throughout the months of July and August, the B&ECPL Human Resources (HR) Department conducted 3 in-house sessions of *Addressing Computer Viewing Complaints* training. All of the computer service desk employees at the Central Library attended, as well as interested staff from other departments and libraries. B&ECPL Administration/HR also conducted *Civil Service Q&A* for those staff members interested in learning more about Civil Service and library careers. An audio recording of the session was also distributed to staff on the B&ECPL intranet. Other B&ECPL presented programs included: *Hiring in the Library: What Supervisors Should Know* and the B&ECPL Business Office conducted the workshop *Payroll Training* for managers and supervisors. Webinar hostings included: *Writing for Your Library Website: Tips for Improving Your Content* by the American Library Association and *SLJTeen Live! Virtual Conference* from School Library Journal.

B&ECPL HR developed a training guide for library staff entitled *Social Media & Libraries*. Through a series of webinars, tutorials, and resources, the training guide provided the tools and information needed by employees who utilize social media as part of their job.

B&ECPL conducted its annual mandatory all-day in-service training course for security staff on July 22<sup>nd</sup> and August 26<sup>th</sup>. The training incorporated a variety of guest speakers and field experts that trained security staff on explosives and suspicious packages, de-escalation and force options, Restoration Society services, drug identification, civilian

versus police, and report writing. Sixteen building guards attended this first offering of the course.

**Webinars** - Staff continued to pursue a variety of webinar training opportunities on a wide range of topics including: *Beyond Booktalking: Whole Library Promotion* (presented by Florida Library Webinars); *Conflict as Opportunity: Library Restorative Practices for Youth* (presented by PLA); *Inspiring Sensory Play: Babies and Toddler* (presented by NYLA); *Laying Out the Welcome Mat: Asset Mapping to Better Serve the Immigrant Community* (presented by WebJunction); *Starting your MakerSpace* (presented by Littlebits); and *Thinking in Action: The Power of Digital Literacy* (presented by EdWeb); *Dealing with Angry Patrons* (presented by WebJunction); *Excel for Librarians* (presented by Nebraska Library Commission); *"Making" Readers: How the Maker Movement Can Impact Literacy* (presented by PLA); *Out-of-School Time: How to Plan STEAM Programming in Your Library* (presented by ALSC); *Serve More Patrons with Expanded, Unlimited Streaming* (presented by ALA/Recorded Books); and *Transforming Learning in Your Community: Educational eResources for Patrons of All Ages* (presented by Library Journal). A total of 119 webinars were viewed by staff from the Central Library, Buffalo branches, and contracting libraries.

**Other** - Staff attended external programs, workshops, and meetings in July and August. Highlights include 2 staff members attending a series of workshops presented by Ignite Buffalo which included: *#StandOut with Instagram, eCommerce, Getting Creative with Your Mobile Phone, Growing Your Non-Profit with Facebook, and Small Business & Facebook*. Staff also attended School Library Journal's *Leadership Basecamp and Diversity; Breaking Old World Genealogy; Mental Health First Aid; Librarian Tech Camp; Training the Trainer;* and the *New York Association of Library Systems Annual Retreat*.

## 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/ Publish Date
Radio Interview with Library Director Mary Jean Jakubowski	Summer Reading and Rotary Reads - Kids Club	WBLK Radio, July 2 <sup>nd</sup>
Taped TV Interview with Joy Testa Cinquino and John Gaff	Maker Camp and Summer Reading activities	WKBW TV, Channel 7, July 24 <sup>th</sup>
Taped Radio Interview with Library Director Mary Jean Jakubowski	3D printers	WBFO Radio, August 6 <sup>th</sup>

Media Releases (before and after event) and Taped Radio Interview with Library Director Mary Jean Jakubowski	Battle of the Books	The Buffalo News, WBFO Radio and WGRZ TV Channel 2, August 4 <sup>th</sup>
Media Release	Battle of the Books	The Buffalo News, August 5 <sup>th</sup> , Bee Publications
Media Event at Central Library	Senator Chris Jacobs Announces Funding for Buffalo & Erie County Public Libraries <a href="https://www.buffalolib.org/content/news-releases/senator-chris-jacobs-announces-funding-buffalo-erie-county-public-libraries">https://www.buffalolib.org/content/news-releases/senator-chris-jacobs-announces-funding-buffalo-erie-county-public-libraries</a>	August 6 <sup>th</sup>
Media Release	Indie Authors Unite! Central Library Celebrates DIY Spirit of Local Writers. Third Indie Author Day is Saturday, October 13, 2018. <a href="https://www.buffalolib.org/content/news-releases/indie-authors-unite-central-library-celebrates-diy-spirit-local-writers-third">https://www.buffalolib.org/content/news-releases/indie-authors-unite-central-library-celebrates-diy-spirit-local-writers-third</a>	Distributed August 8 <sup>th</sup>
Taped Radio Interview with Library Director Mary Jean Jakubowski	Progress of new grocery store near Central Library	WBEN Radio, August 13 <sup>th</sup>
Media Release	NY State Education Department Announces \$24 Million in Funding <a href="https://www.buffalolib.org/content/news-releases/state-education-department-announces-24-million-state-aid-230-public-library">https://www.buffalolib.org/content/news-releases/state-education-department-announces-24-million-state-aid-230-public-library</a>	The Buffalo News (picked up the story via newsfeed)
Media Release and taped and live Radio Interviews with Library Director Mary Jean Jakubowski and Dawn Peters	Central Library's Annual Used Book Sale <a href="https://www.buffalolib.org/content/news-releases/central-library%E2%80%99s-huge-annual-used-book-sale-announced-august-16-%E2%80%93-18-preview">https://www.buffalolib.org/content/news-releases/central-library%E2%80%99s-huge-annual-used-book-sale-announced-august-16-%E2%80%93-18-preview</a>	WBFO Radio and the Buffalo News (photos) August 16 <sup>th</sup> - 18 <sup>th</sup>
Media Release	Library Card Sign-Up Month <a href="https://www.buffalolib.org/content/news-releases/library-card-sign-encourages-lifelong-learning-%E2%80%9Cincredible%E2%80%9D-card-grows-you">https://www.buffalolib.org/content/news-releases/library-card-sign-encourages-lifelong-learning-%E2%80%9Cincredible%E2%80%9D-card-grows-you</a>	Posted on August 30 <sup>th</sup> , covered by Buffalo Criterion
Media Release	Summer Reading in Buffalo & Erie County Public Libraries <a href="https://www.buffalolib.org/content/news-releases/summer-reading-2018-buffalo-erie-county-public-libraries">https://www.buffalolib.org/content/news-releases/summer-reading-2018-buffalo-erie-county-public-libraries</a>	The Buffalo News, WYRK, WBLK - July 2018
Fun4KidsinBuffalo.com	Musical Storytime, Hooping with Benjamin Berry	July 1 <sup>st</sup>

Riverside Review	Full-page, color ad of Summer Programs at Riverside Branch Library	July 3 <sup>rd</sup>
Riverside Review	Call for Book Sale Donations	July 11 <sup>th</sup> , 18 <sup>th</sup> , & 25 <sup>th</sup>
Abley Advisor	East Clinton Branch Library Programs for August and Summer Reading Events	August 3 <sup>rd</sup>
Riverside Review	Jacobs announces funding for Buffalo & Erie County Libraries	August 8 <sup>th</sup>
Buffalo News, WIVB-TV Channel 4	Buffalo Police Advisory Board Meetings - Frank E. Merriweather, Jr. Branch Library and Niagara Branch Library	August 20 <sup>th</sup>
Power 93.7 WBLK, WGRZ-TV Channel 2	Buffalo Police Advisory Board Meetings - Frank E. Merriweather, Jr. Branch Library and Niagara Branch Library	August 21 <sup>st</sup>
Riverside Review	Thank You to the community for supporting Annual Used Book Sale	August 22 <sup>nd</sup>
The Public	Buffalo Police Advisory Board Meeting at the Frank E. Merriweather, Jr. Branch Library	August 23 <sup>rd</sup>
WGRZ-TV Channel 2, WIVB-TV Channel 4	Buffalo Policy Advisory Board Meeting at the Niagara Branch Library	August 29 <sup>th</sup>
Buffalo News	Tribute to Aretha Franklin at the Frank E. Merriweather, Jr. Branch Library	August 30 <sup>th</sup>

**Highlights:**

Through the generosity of the Friends of the Riverside Library, a full-page, color advertisement of the July and August summer programs appeared in the *Riverside Review* on July 3<sup>rd</sup>.

**8. Partnerships**

**Highlights:**

**Summer Camps Come to the Library -** Frank E. Merriweather, Jr. Branch Library Manager **Joshua Mitch** collaborated with Jennifer Strickland from the Say Yes Buffalo Summer Camp program to bring tours and activities to the branch for the campers. 2019 summer programming and events will be scheduled with the partnership in mind.

The Delaware YMCA has been bringing the YMCA Summer Camp kids to the North Park Branch Library on Mondays for Preschool Storytime. The YMCA has also been bringing the Say Yes Buffalo Summer Camp group on Mondays to use the library.

**Buffalo Branch Libraries and the *Library on Wheels*** - In addition to working with current community partners, Buffalo Branch Library and *Library on Wheels* bookmobile staff have been reaching out to various local groups to further develop and grow

connections and partnerships. Examples of groups contacted in July and August include, but are not limited to: Buffalo Consistory #29, Buffalo Public Arts Commission, Erie County Department of Health, Health Sciences Charter School, Jericho Road Community Health Center, Kaisertown Coalition, Lackawanna Lions Club, New York State Assemblymember Erik Bohan, and the New York State Department of Labor.

## 9. Planning for the Future

**Internships** - As part of the B&ECPL goal to introduce students from Erie County's diverse communities to the various careers found in public libraries, the Human Resources Department facilitated 2 internships within the Buffalo branches this summer. Collaborating with Say Yes Buffalo, a local college student and Say Yes Buffalo scholar worked with staff in the Buffalo branches coaching a Battle of the Books team, developing and conducting Preschool Story Hour, and planning and hosting the End of Summer Reading Party at the Crane Branch Library. The intern expressed the experience helped her to gain self-confidence and learn that her love of reading and working with children could be fulfilled in a future library career.

A second internship was sponsored by the Public Library Association Inclusive Internship Initiative. This internship provided an opportunity for a high school student from the City of Buffalo to intern at the Niagara Branch Library. Selected through a rigorous selection process, the intern along with her mentor had to attend a 2-day program in Washington, DC which included classes, networking and a visit to the Library of Congress. The intern then worked at the Niagara Branch Library to develop programming combining Raspberry Pi computer programming and music. The intern's innovative work was valuable to all involved. Following completion, the intern will prepare and present a presentation at the Public Library Association in Chicago, IL. Sponsored by the American Library Association - Public Library Association, only 50 libraries across the United States were chosen for this opportunity which included a \$3,500 stipend.

Both internships provided positive exposure for the participants to both traditional and non-traditional library careers.

**Meditative Sessions Scheduled - Renée Masters**, on a suggestion from Trustee Sheldon Berlow, contacted Felicitas Kusch-Lango to explore possibilities for bringing MaLa contemplative practice to library patrons and staff. Ms. Kusch-Lango represents a non-profit educational initiative and MaLa practice has been successfully offered to Erie County employees at the Edward A. Rath County Office Building. A 6-week series of free lunchtime meditative sessions are planned for the fall that will be free and open to both library staff and the public.

**Silver Sneakers - Renée Masters** has connected with Tivity Health, the creators of Silver Sneakers® programs. Silver Sneakers will bring 3, hour-long programs of information and exercise participation to the Central Library, tackling important public health issues of falls, cardiac health and diabetes management. Programs have been scheduled for September, October, and November of 2018 and are free to adults who wish to live a healthier lifestyle.

## 10. Director Activities

### Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
July & August 2018**

DATE	MEETING / EVENT
July 2, 2018	Meeting - Jeannine Doyle, Joy Testa Cinquino
July 2, 2018	Media Interview - WBLK Radio - Summer Reading and Rotary Reads Kids Clubs
July 3, 2018	Event - Presenter at Chautauqua Institute
July 5, 2018	Conference Call - Monumental Women of WNY
July 6, 2018	Conference Call - Dennis Schaeffer - Bond, Schoeneck & King
July 6, 2018	Event - West Seneca Community Center & Library Dedication
July 6, 2018	Meeting - Kulture Khazana
July 9, 2018	Meeting - Mark Kreyer, Department of Homeland Security
July 9, 2018	Conference Call - Buffalo Reading Park Launch
July 9, 2018	Meeting - HOTC: Buffalo Reading Park Launch Planning
July 10, 2018	Conference Call - Public Library System Directors Organization (PULISDO)
July 10, 2018	Conference Call - New York Library Directors Association, PULISDO
July 11, 2018	Meeting - Managers/Directors
July 11, 2018	Meeting - Library Card Committee
July 12, 2018	Meeting - Library Auditorium Phase II Renovations - Redesign Kick-off
July 12, 2018	Meeting - Jeannine Doyle
July 12, 2018	Meeting - Exhibits Planning
July 12, 2018	Meeting - B&ECPL Board of Trustees Executive Committee
July 12, 2018	Meeting - B&ECPL Development & Advocacy Committee
July 16, 2018	Conference Call - Association for a Buffalo Presidential Center - Bren Price and Brad Hunt
July 16, 2018	Meeting - Nancy Singh, Restoration Society

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July 16, 2018 Meeting - Deborah Goldman, Dr. Grant Golden - Reading is Food for Thought Grant

July 17, 2018 Conference Call - Jeremy Johannesen, New York Library Association (NYLA)

July 17, 2018 Meeting - Jeannine Doyle

July 17, 2018 Event - National Grid Maker Camp

July 17, 2018 Meeting - Joy Testa Cinquino, Dawn Stanton

July 17, 2018 Meeting - Association of Contracting Library Trustees (ACT) Board

July 18, 2018 Meeting - Legislator Sean Ryan

July 18, 2018 Budget Hearing - Erie County Legislature (Mid-Year)

July 19, 2018 Media Event - Monumental Women of WNY

July 19, 2018 Meeting - B&ECPL Board of Trustees

August 1, 2018 Meeting - Jeannine Doyle, Ken Stone, Tracy Palicki

August 1, 2018 Conference Call - Sheryl Knab

August 1, 2018 Meeting - Albright-Knox Art Gallery

August 2, 2018 Conference Call - Robert Patterson & Dennis Schaeffer, Bond, Schoeneck & King (BSK) - Re: Fables

August 2, 2018 Meeting - Administrative Team

August 2, 2018 Meeting - Beverly Federspiel

August 2, 2018 Meeting - Dawn Peters

August 3, 2018 Media Interview - WBFO

August 3, 2018 Meeting - Sheryl Knab, Western New York Library Resources Council

August 4, 2018 Event - 20th Annual Battle of the Books

August 6, 2018 Event - Senator Chris Jacobs Bullet Aid Announcement

August 6, 2018 Meeting - Brad Hunt, Buffalo Presidential Center

August 6, 2018 Meeting - Anne Conable

August 6, 2018 Meeting - Library Foundation of Buffalo and Erie County

August 7, 2018 Meeting - Erie County Legislator Patrick Burke's Representative

August 7, 2018 Conference Call - Project for Public Spaces

August 8, 2018 Meeting - Managers/Directors

August 9, 2018 Meeting - Project for Public Spaces, Southwest Airlines

August 9, 2018 Meeting - Ken Stone

August 9, 2018 Meeting - Jeannine Doyle

August 9, 2018 Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees - Budget & Finance Committee

August 9, 2018 Meeting - Joint B&ECPL Board of Trustees Executive Committee and Building Oversight Committee

August 9, 2018 Event - Reading Invasion

August 10, 2018 Conference Call - Anne Conable, Joy Kuebler

August 10, 2018 Media Interview - Mike Baggerman, WBEN

August 13, 2018 Meeting - Chip Campbell, Dan Caufield, Meg Cheman, Joy Testa Cinquino, Steve Hovey, Alan Rozansky

August 13, 2018 Meeting - Joy Testa Cinquino and Programming Committee

August 14, 2018 Meeting - Dawn Peters, Ken Stone  
August 14, 2018 Conference Call - Project for Public Spaces, Southwest Airlines  
August 14, 2018 Meeting - Administrative Team  
August 15, 2018 Meeting/Workshop - Public Library System Directors Organization (PULISDO)  
August 16, 2018 PULISDO/New York Library Systems (NYLAS) Retreat  
August 17, 2018 PULISDO/New York Library Systems (NYLAS) Retreat  
August 20, 2018 Meeting - Jeannine Doyle, Dawn Peters  
August 20, 2018 Meeting - Mayor Byron Brown; 2019 City of Buffalo Capital Improvements  
August 21, 2018 Meeting - Senator Chris Jacobs, Assemblymember Sean Ryan  
August 21, 2018 Conference Call - Sean Mulligan (Buffalo Common Councilmember David Rivera's office)  
August 21, 2018 Meeting - Dorinda Darden, Greer Hamilton - Mobile Safety-Net Team  
August 21, 2018 Conference Call - Dennis Schaeffer, BSK  
August 21, 2018 Conference Call - Robert Patterson, BSK  
August 28, 2018 Conference Call - Project for Public Spaces  
August 28, 2018 Meeting - Anne Conable  
August 28, 2018 Meeting - Jeannine Doyle, Ken Stone  
August 28, 2018 Meeting/Presentation - Buffalo Capital Improvements Program (CIP)  
August 29, 2018 Meeting - Joy Testa Cinquino and Programming Committee  
August 29, 2018 Conference Call - Kathy Goodrich, Director, West Seneca Public Library  
August 30, 2018 Meeting - Library Auditorium Phase II Renovations  
August 30, 2018 Meeting - Administrative Team  
August 30, 2018 Meeting - Kathy Goodrich, Director, West Seneca Public Library

**Other:**

**Contracting Member Library Activity Reports**

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

Thus far 2018 has been a great year for advocacy, partnerships, and patrons' services.

New York State Senator Michael Ranzenhofer was able to obtain a total of \$60,000 for all 4 Amherst Public Libraries. These funds will be used to purchase and install state-of-the-art security systems at each branch.

New York State Assemblymember Raymond Walter was able to obtain \$13,000 in State funding for the Amherst Libraries. This funding was also greatly appreciated as it will be use to extend public service hours at the Clearfield Branch. The library will now be open on Thursdays from 10 a.m. - 5 p.m.! Previously the library was open 10 a.m. - 2 p.m. on Thursdays.



The Williamsville Branch received a gift of a life-size, bronze statue of a boy and girl sitting on a bench reading. This beautiful statue can be seen as you enter the library, as it was placed in the pocket park next to the library.

Summer Reading ended on a high note. Twenty-four bicycles were given away in a raffle designed to promote reading. The annual Amherst Library Summer Reading Picnic brought 450 children, parents and grandparents to the library; all enjoyed a hotdog lunch, obstacle course, crafts galore, and lots of freshly popped popcorn.

The Amherst Libraries have worked hard to establish a great working partnership with the Amherst Senior Center. Programs for all ages are planned; these are advertised by both the library and senior center for the entire Amherst community to attend and enjoy!

**Eden Library** – submitted by Donna-Jo Webster, Director

Highlights of events and activities at the Eden Library:

- In tune with this year's "Libraries Rock!" Summer Reading theme, Eden hosted several musical-themed events for families this summer. Crowd favorites included a visit from master percussionist John Arrucci, who taught Brazilian rhythms to an enthusiastic group ranging in ages from 4 to 93, and a fascinating multimedia presentation by music historian Mark Jones on Civil War era bands and bandleaders. We incorporated lots of silliness and singing into storytimes too!
- The authors are coming! The authors are coming! Former Buffalo police detective turned author Lissa Marie Redmond visits Eden Library on Monday, September 24<sup>th</sup> at 7 p.m., reading excerpts from and discussing her new book, *A Cold Day in Hell*. Eden's Book Club is very excited to sponsor this author visit and sees it as a fantastic way to start another year of interesting book discussions.
- Eden is proud to host not 1 but 2 "indie" author events in October and November. Mystery author Shannon Reber, who pens the somewhat-paranormal Madison Meyer mysteries series, visits to discuss her books and the art of her craft on Wednesday, October 10<sup>th</sup> at 7 p.m. Neo-retro science fiction author Charles Freedom Long will discuss his out-of-this-world works, which some have compared to those of the legendary Isaac Asimov, during his library appearance on Wednesday, November 14<sup>th</sup> at 6:30 p.m. Join us!
- Eden's STE(A)M Saturdays continue to delight and awaken the natural curiosity of 5-10 year olds. In the past few sessions, kids have made water cannons with plastic pop bottles and bicycle pumps, created robotic racers out of toothbrush heads and tiny motors, and brought ghostly dry ice "boo bubbles" to life, among other things. We really look forward to the fourth Saturday of every month!

Grand Island Memorial Library - submitted by Bridgette Heintz, Director

Highlights of events and activities at the Grand Island Memorial Library:

August 2018

- Battle of the Books: Grand Island (Team 2) placed second! Thank you to our coaches **Stephanie Pritchard** and **Marie Volpe**, as well as all the kids and their families for working really hard this summer.
- Our Summer Reading program wrapped up this month and included weekly Toddler Times (18 months - 3 year olds), morning and afternoon Preschool Storytime sessions (3 - 5 year olds), Rookie Readers (grades 1 - 2), Page Turners (grades 3 - 6), and our Battle of the Books Teams (teen). There were also weekly Lego Clubs, a special 4-week Sensory Family Storytime session and collaboration with the Grand Island Recreation Department to run a storytime for their preschool summer campers.
- Our End of Summer Party held on August 9<sup>th</sup> consisted of face painting, crafts, chalk and bubbles outside, an ice cream social hosted by the Friends of the Grand Island Memorial Library, and a visit from Glenn Colton.
- Summer Reading programming numbers for children were as follows: 51 programs, 1,132 attendees.
- For adults, the following programs were offered in August:
  - Knitting Club which meets every other Monday afternoon throughout the year.
  - Book Club which meets the third Monday evening of the month.
  - Intro to Etsy class lead by Vanessa Lauria (10-year etsy veteran and creator of *pidge pidge*).
  - 2-week travelogue session: 'Italian Tapestry' (travelogue of Italy) and 'I Left My Heart in Montedoro' (travelogue of Sicily). Both talks were presented by Librarian **Salvatore Bordonaro**.
  - Lecture entitled 'Past, Present, and Future of the Great Lakes' lead by retired geologist and prior Penn Dixie Executive Director Jerold Bastedo.
- With 13 special adult lectures offered this summer (June - August), there were 211 in attendance.

September 2018

- Children's programming will resume on September 18<sup>th</sup> and will include morning and afternoon Preschool Storytime sessions, Toddler Time, and the separate Sensory Family Storytime.
- Our MakerSpace is set to open this month and will include a 3D printer in addition to Ozobots, a button maker, an Osmo, iPads, and other fun gadgets. A collaboration with the Grand Island school system teachers will be pursued to

see about possible afterschool programming in addition to regular MakerSpace hours. Stay tuned!

- The SPCA Paws for Love 'Tales for Tails' program will pick up again with 4 therapy dogs coming the first Saturday of the month from 1 - 2 p.m. September through December. Children may register for a 15-minute session to read to a dog. They are very good listeners!
- The Friends of the Grand Island Memorial Library will present a local author event with Lissa Marie Redmond on September 20<sup>th</sup> at 6:30 p.m. She will lead a discussion of her book *A Cold Day in Hell: A Cold Case Investigation*.
- Local Master Gardener Peggy Koppmann will present 'Fall Tasks in the Garden' on Monday, September 24<sup>th</sup> at 6 p.m.
- Youth Services Librarian **Pamela Edholm** will begin to conduct outreach at Kiddo's Korner Preschool and St. Timothy's preschool class on a monthly basis.

Respectfully submitted,



Mary Jean Jakubowski  
Director