

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA
 Thursday, May 17, 2018
 4:00 p.m.

NOTE MEETING TO BE HELD AT: The North Park Branch Library
 975 Hertel Avenue, Buffalo, NY 14216
 (716) 875-3748

- A. Call of the roll
- B. Approval/ Changes to the Agenda
- C. Minutes of the Meeting of April 19, 2018 ACTION
- D. Report of the Chair INFORMATION
- E. Committee Reports
 - 1. Executive Committee
 - 2. Budget and Finance Committee
 - a. Res. 2018-7 — Network, Server & Workstation Engineering, Support & Maintenance Contract Renewal ACTION
 - b. Res. 2018-8 — Petty Cash Balance Adjustments ACTION
 - c. Res. 2018-9 — Amend Grants Budget: NYS Special Legislative Grant (NYS Assemblymember Robin Schimminger/ Riverside Branch) ACTION
 - d. Monthly Financial Report INFORMATION
 - 3. Policy Committee
 - a. Res. 2018-10 — Amend Credit Card/ Business Charge Account Policy ACTION
 - b. Res. 2018-11 — Amend Facility Use Policy ACTION
 - c. Res. 2018-12 — Amend Policy for the Loan and External Exhibition of Rare and Unique Materials ACTION
 - 4. Development and Advocacy Committee
- F. Report of the Director (link sent via e-mail if on file) INFORMATION
- G. Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report
- H. Public Comment
- I. Unfinished Business
- J. New Business
 - 1. Buffalo Presidential Center Presentation INFORMATION
- K. Adjournment

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

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

Frank Housh, Chair
Alan Bedenko, Vice Chair
Kimberly Johnson, Secretary
Michael Amodeo
Kathleen Berens Bucki
Lucy Candelario
Frank Gist
Sharon M. Kelly
Elaine M. Panty
Rhonda Ricks
Wayne D. Wisbaum

Chair Frank Housh called the meeting to order at 4:03 p.m. in the Joseph B. Rounds Conference Room. A quorum was present.

Agenda Item B – Approval/ Changes to the Agenda. Chair Housh entertained a motion to amend the agenda to add executive session during New Business in order to discuss public safety. Trustee Bedenko moved, Trustee Panty provided the second, and the motion carried.

Agenda Item C – Minutes of the Meeting of March 15, 2018. On motion by Trustee Panty, with a second by Trustee Gist, the Minutes were approved as corrected.

Agenda Item D – Report of the Chair. Chair Housh shared Team Housh's Heroes were the champions for the second year in a row of the West Seneca Public Library's annual Team Trivia/ Basket Raffle fundraiser. Over \$1,500 was raised for various items to be purchased for the new West Seneca Public Library building.

Chair Housh conveyed the good news of the 2018-2019 New York State (NYS) Budget, sharing it via Facebook, and deferred discussion until the Report of the Director.

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Trustees were reminded the May 17, 2018 B&ECPL Board of Trustees meeting will take place at the North Park Branch Library.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The April 12th Executive Committee Meeting Report was at each trustee's place. Chair Housh summarized the meeting and requested the written report be entered into the Minutes. Trustee Bedenko moved, Trustee Amodeo made a second, and approval was unanimous.

Present: Executive Committee Chair Frank Housh, Committee members Sheldon Berlow, Kathleen Berens Bucki and Dr. Rhonda Ricks. Also present were Trustees Ted Johnson and Elaine Panty, Library Director Mary Jean Jakubowski and Deputy Director - 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 quorum was present.

Chair Housh reviewed the proposed agenda for the April 19, 2018 meeting of the Board of Trustees.

Director Jakubowski spoke to the proposed resolution to approve New York State Annual Reports. Discussion ensued. CFO Stone described the financial component of the Reports.

CFO Stone spoke about the recently passed 2018 – 2019 State Budget. Trustee Berlow asked about continued advocacy and asked if there was a role that local Foundations could have in garnering ongoing support. Chair Housh described the budget process and the positive, albeit slow, progressive success of advocacy for libraries by staff, trustees, patrons and Friends Groups. Director Jakubowski indicated the challenge comes from the Governor's proposals and not that of the State delegation, who have received and understand the message that "libraries are education" and thus demonstrated such by providing increased support. Director Jakubowski also spoke to the efforts of the New York Library Association (NYLA). Discussion continued.

Trustee Johnson requested an update on the status of the Library Foundation of Buffalo & Erie County. Discussion ensued. Director Jakubowski noted she has researched information on memorandums of understanding between public libraries and supporting foundations, per the request of Trustee Wayne Wisbaum, Chair of the Development and Advocacy Committee, and subsequently has provided him a document for discussion by the Development

and Advocacy Committee. She also noted the document has been reviewed by the B& ECPL's attorneys, who have suggested the document be used as the impetus "to getting a conversation started." Director Jakubowski reminded the Executive Committee the Board needs to solidify what they want from the Foundation and how they wish to frame the relationship between the organizations. Discussion ensued. Director Jakubowski will follow up with Trustee Wisbaum.

Chair Housh spoke to the Lackawanna Public Library Organizational Review and the proposed resolution being brought forth regarding determination of the Review.

There being no further business, the Executive Committee meeting adjourned at 4:41 p.m. on a motion by Trustee Bucki, second by Trustee Berlow.

Trustee Ricks arrived at 4:15 p.m.

Agenda Item E.2 – Budget and Finance Committee. Deputy Director CFO Kenneth Stone thanked everyone for advocating for the increases in State Library Aid and Library Construction Aid received in the 2018-2019 NYS Budget as detailed in the written Report of the Director (Agenda Item F).

Agenda Item E.2.a – Approve New York State Annual Reports. Deputy Director Chief Operating Officer Jeannine Doyle explained this resolution approves the New York State Annual Reports for 2017. She shared some of the impressive highlights from the report which included: an overall programming increase (specifically a 25% increase in attendance at children's programs, an overall increase in attendance of summer programs, a nearly 30% increase in early literacy sessions, a 208% increase in adult literacy programs, and a 179% increase in adult programs offered for English Speakers of Other Languages), a 12% increase in electronic materials use, and an increase of 24% in the B& ECPL's electronic materials collection. Trustee Bucki moved for approval of Resolution 2018-5 as presented; Trustee Panty made a second, and approval was unanimous. Director Jakubowski shall submit the reports to the NYS Department of Education.

RESOLUTION 2018-5

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

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

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

RESOLVED, that the B&ECPL Board of Trustees assures that the B&ECPL "Annual Report for Public and Association Libraries – 2017" has been reviewed and accepted and that the Library operated under its Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the B&ECPL Board of Trustees assures that the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report for Library Systems – 2017" has been reviewed and accepted, and be it finally

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

Agenda Item F – Report of the Director. Copies of the annual Conflict of Interest Appendix A – Disclosure Statements completed by each System Trustee and B&ECPL Key Employee for the year 2018 were given to Alan Bedenko, Chair of the Governance Committee, per the B&ECPL Conflict of Interest Policy, Article III, Section 3.2 – Annual Disclosure.

Director Jakubowski invited everyone to join her Friday, April 20th, for the annual Books for Kids campaign at Wegmans on Sheridan Drive from 5 a.m. to 1 p.m.

Handouts were at each trustee's place for a B&ECPL fundraiser taking place at the Alex and Ani store in Williamsville on April 29th from 3 – 5 p.m.

Trustees were reminded that it is not too late to purchase tickets for the April 21st B&ECPL fundraiser Library Night with the Buffalo Bandits beginning at 7:30 p.m.

Following the Board meeting, beginning at 6 p.m., trustees were invited to a program consisting of a series of 10 minute original plays by local actors/ actresses inspired by the B&ECPL's Buffalo Never Fails: The Queen City and World War I exhibit, based on specific artifacts from the exhibit.

A Policy Committee meeting will take place Wednesday, April 25th at 4 p.m. at the Central Library. Director Jakubowski updated trustees that a meeting of the Development and Advocacy Committee is being arranged which will discuss a document she created in hopes it will be the first step towards a memorandum of understanding between the Library Foundation of Buffalo & Erie County and the B&ECPL.

Congratulations were extended to Trustee Elaine Panty who celebrated a significant birthday this month. At a private celebration in her honor, in lieu of gifts, guests were asked to make donations to the Riverside Branch Library in her name; over \$500 has been received to date. Director Jakubowski extended heartfelt thanks on behalf of the B&ECPL.

A sincere thank you to all staff at all libraries for the tremendous work they did throughout the past year, as reflected in the NYS Annual Reports, was expressed by Director Jakubowski.

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

B&ECPL Monthly Report March 2018

State Budget: On March 30th, the New York State Legislature passed an on-time budget for the fiscal year beginning April 1st. The Legislature's support for libraries was reflected in the enacted budget, which featured the first increase in State Library Aid since 2016 and a significant boost to Library Construction Aid.

The enacted 2018-19 New York State Budget increases State Library Aid by 1.05% (from \$95.6 million to \$96.6 million – an increase of \$1 million). Further, funding for the Library Construction Aid program increased nearly 42% (from \$24 million to \$34 million – an increase of \$10 million statewide).

For the Buffalo & Erie County Public Library (B&ECPL), the enacted budget translates into an increase of approximately \$23,000 in aid for the operating budget and \$7,000 in recurring grants bringing the combined total to over \$2.9 million. The share of Construction Aid available for projects proposed by B&ECPL and its member libraries is estimated to increase approximately \$458,000 to over \$1.5 million.

Letters recognizing our appreciation for the budget increases have been sent to New York State Senators and Assemblymembers representing B&ECPL libraries.

Celebrating Women's History Month: Women's History Month was inaugurated for the 9th year in ceremonials at the Central Library hosted by Karen King, PhD, Executive Director of the Erie County Commission on the Status of Women. The new March 2018 calendar promoting 40 Women's History Month-themed activities across Erie County, coordinated by Community Engagement Manager Anne Conable, was introduced. Several programs were hosted at the Central Library including 2 Women's Ways Peace Ways panel discussion programs by the WNY Peace Center (March 16th and 23rd), the Roses for Outstanding Women awards program presented by Eva Doyle (March 3rd), and a talk by architect Kelly Hayes McAlonie on Clever Women: Innovators of Buffalo's Golden Age (March 29th). The annual Woman of Courage, Compassion & Commitment award was presented to former Erie County Legislator Betty Jean Grant.

New Rare Book Exhibit Opens: The Rare Book Room opened its new exhibit Omar Khayyám's *Rubáiyát: The Persian Poem That Became a Sensation in English Translation*. This exhibit tells how a 12th century Persian poem that was translated into English in the 19th century took the Western world by storm! Early and significant, finely bound, fine press editions, along with the finest illustrated examples are shown in this exhibit.

The *Rubáiyát* follows the very popular *Building Buffalo: Buildings from Books, Books from Buildings* exhibit which closed on March 26th. The exhibit was seen by nearly 10,100 visitors from around the world.

Chairman's Book Club: Held on March 9th, the Chairman's Book Club was guest hosted by Karen King, PhD, Executive Director of the Erie County Commission on the Status of Women. Panelists Sara Vescio and Hilary Vandebark discussed Rebecca Solnit's essay compilation *Men Explain Things to Me*. The next Chairman's Book Club will be held May 11th when panelists will discuss *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J. D. Vance.

Winter Reading Contests Conclude: Information Services and Outreach Librarian Melissa Blattner brought the Adult Online Winter Reading Contest to conclusion, awarding a Kindle Fire HD to a lucky participant from the Aurora Town Public Library. Readers submitted book reviews which were posted to the Library's website. Eighty-nine participants submitted 794 book reviews.

The 2018 Kids, Teen and Classroom Online Winter Reading Contest also concluded with 11 teens (ages 12-16) reading and reviewing 155 books and 62 "kids" (ages 5-11) reading and reviewing 301 books. Grand prize winners representing the Crane Branch Library and the Elma Public Library each received an Amazon Kindle. Three classrooms registered with 51 students reading 72 books. The winner of an Amazon gift card and various books and crafts was the Kinder-Ready Room at Brierwood Child Care from Hamburg. Children's Services Librarian Jennifer Lelinski coordinated the Kids, Teen and Classroom Contest.

India Association of Buffalo: On Saturday, March 31st, volunteers from the India Association of Buffalo visited the Central Library's Technical Services Department to finish the work of organizing and translating books donated by the Consulate General of India, New York. Titles that highlight India's rich heritage were selected for the Clarence Public Library, the Amherst Public Library - Audubon Branch, as well as the Central Library. Technical Services Manager Jennifer Childs and Assistant Deputy Director Maureen McLaughlin assisted the group. The collections will also include newly purchased titles identified with the help of Association member Akruiti Babaria. A celebration of culture will be held at the Audubon Branch Library on Saturday, May 12th. Information will be posted to the B&ECPL website.

Bobinski Lecture: Part of the Bobinski Lecture Series, the B&ECPL co-sponsored the March 14th lecture arranged by the UB Department of Library and Information Studies. The program, Library and Information Matters: A Local-Global View of Diversity, examined how diversity in libraries needs to be addressed on both a local, user-community level, and also in the context of global exchange. The presentation detailed how libraries influence and are shaped by systems/ notions of power that determine whose voices are represented, who has access to opportunities, and whose cultures are sustained; Director Mary Jean Jakubowski, Buffalo Branches Manager Linda Rizzo, amongst others attended.

Monthly Programming Statistics – March 2018

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	208	553	4106	10962
Children (age 6-12)	137	381	2442	6214
Teens	34	90	379	1010
Intergenerational	180	481	4134	11420
Adults (excludes Technology)	331	870	4910	11698
TOTAL In Library Programs	890	2375	15971	41304

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	79	202	85	215
Teens	139	333	139	333
Intergenerational	45	99	45	99
Adults (excludes Technology)	245	642	245	644
TOTAL In Library Programs	508	1276	514	1291

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	3	14	15	98
System or Library-owned Cyber Train	9	22	59	156
One on One	130	373	139	390
TOTAL Adult Technology	142	409	213	644

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	12	37	294	726
Children (age 6-12)	12	30	708	1240
Teens	2	3	215	230
Intergenerational	12	29	1523	3258
Adults (excludes Technology)	9	16	137	752
TOTAL Outreach (out of Library)	47	115	2877	6206

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	5	8	83	106
Adult Services	5	21	144	527
Launch Pad/ TechKnow Lab	0	0	0	0
Development/ Communications	0	3	0	41
Grosvenor Room	5	9	78	120
TOTAL	15	41	305	794

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening
			11/ 16/ 2017 to present
Visitors - Non-tour related	3981	10865	
Visitors - Tour/ Program	305	779	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4286	11644	16834

Highlights:

- ☐ March 1st – Library Associate Sean Goodrich and Children’s Services Librarian Steve Clancy staffed an information table at STEAM Night at Parkdale Elementary School in East Aurora, spreading the word about the services offered at the Launch Pad and demonstrating equipment at the event, including Osmo, Ozobots, a VR headset and the button maker. A total of 174 children and parents visited the table.
- ☐ March 3rd – Information Services and Outreach Librarians Shanley Olszowy and Sandra Courtney organized the Non-Profit Series @your Library. March 3rd, speaker Gwen Curry presented Starting a Non-Profit Organization to 55 participants at the Central Library. The workshop focused on defining what a non-profit is, how to start a non-profit organization, fundraising, grants and strategic planning. The second part of the series was held March 17th at the Central Library’s TechKnow Lab. Individuals were introduced to the resources offered through the B&ECPL System. Shanley conducted 2 workshops reviewing resources from the Foundation Directory Online and the Grants and Grant Writing for Not-For-Profits subject guide, which showed attendees how to find funding, partners and further develop their strategic plans.

- ☐ March 3rd – Children’s Services Manager Kathryn Galvin and Information Services Page Brittany Book visited Buffalo Public School 80 Highgate Heights as part of their Saturday Academy. Participants created a tissue paper collage and were provided with information about the Library.
- ☐ March 4th – Children’s Services Librarian Erin Burke and Children’s Services Senior Page Sally Schaefer provided pre-concert activities for the BPO Kids performance of Peter and the Wolf. Children were invited to make Peter and the Wolf scenes from Ellison cutouts, and everyone was encouraged to take stickers, bookmarks, and library fliers. About 135 people stopped by the library’s table.
- ☐ March 6th and 17th – Kathryn Galvin conducted an Educator Preview of the Buffalo Never Fails: The Queen City and World War I exhibit, including an abbreviated version of the program From World War I Propaganda to Today’s Fake News.
- ☐ March 7th – Information Services and Outreach Librarian Renée Masters represented B&ECPL at a Wellness Fair organized by Buffalo Public School 192 Buffalo Academy for the Visual and Performing Arts. Renée interacted with 200+ fifth through twelfth grade students who were very interested in library resources.
- ☐ March 13th – Dudley Branch Library hosted the Rince Na Tiarna Irish Dancers. Every year, Dudley has the Irish dancers perform in the main section of the library. The dancers perform a variety of traditional Irish dances and go over their history as well. A total of 84 patrons were in attendance.
- ☐ March 14th – Renée Masters and Erie County Health Department – Public Health Educator Kelly Fletcher planned and participated in Wellness Wednesdays – Colon Cancer: Debunking the myths. Folks from the Erie County Cancer Services program were on hand to provide information about health habits that decrease the risk of colon cancer and the importance of screening. A nutritionist from Eat Smart New York provided information about a fiber-rich diet, helpful in reducing cancer risk. In all, over 40 visitors stopped by the event to receive health information.
- ☐ March 14th – Legislator April N.M. Baskin hosted a community round table discussion of public safety and criminal justice issues at the Frank E. Merriweather, Jr. Branch Library.
- ☐ March 17th – Jennifer Lelinski and Brittany Book visited Buffalo Public School 80 Highgate Heights as part of their Saturday Academy. Participants were able to make a shamrock wreath in honor of St. Patrick’s Day.

- ☐ March 20th – Senator Tim Kennedy’s office held their monthly community office hours at the Frank E. Merriweather, Jr. Branch Library.
- ☐ March 22nd – TechKnow Lab Librarians Jackie Hovey and Laura Scott provided outreach during Family Literacy Night at the Allendale Elementary School in West Seneca, speaking to 101 people about the Launch Pad's studio space, VR and all the other technologies. Children enjoyed playing with the Dash robot and Little Bits circuits, while the younger children played Osmo coding games.
- ☐ March 23rd – Launch Pad Manager Jordan Smith and Lakeshore Public Library Manager Chelsey Lonberger staffed a library information table at the Family Reading Night at the Hamburg Middle School. Focusing on the theme of music, the Osmo Coding Jam, littleBits Synth, and the Zoom Digital Audio Recorder were demonstrated. Approximately 475 people visited the information table. Children made “Libraries Rock!” buttons.
- ☐ March 24th – Librarian Rhonda Konig presented *Breaking Old World: Finding Foreign Places of Birth in American Records* at the Western New York Genealogical Society meeting that was held at the Central Library’s Ring of Knowledge. Over 50 people attended this meeting.
- ☐ March 24th – Children’s Services Librarian Wanda Collins and Media Room Senior Page Alexandria Meranto hosted a craft and information table at Buffalo Public School 3 D’Youville Porter Campus School’s Saturday Academy program. Children enjoyed making a pan flute out of straws, and parents were given information about upcoming library programs as well as library card applications.
- ☐ March 27th – Renée Masters facilitated and presented a program on customer service in the public library for students and faculty from the Olmsted Center for Sight, Statler Center, a program that instructs physically disabled, blind or visually impaired individuals with career-based skills needed to achieve competitive wage career employment. Receptionist Ashley Ligammari and Development Manager Maureen Germaine also shared how their departments enhance hospitality for both internal and external customers.
- ☐ March – A total of 12 offsite Book a Librarian sessions were conducted at Medaille College’s library during the Small Business Administration’s Straight Talk Series. Reference USA Business/ Consumer Lifestyle, Business Insight Essential, and Small Business Resource Center sessions were conducted. Many expressed how valuable and helpful the business plans from the Small Business Resource Center were and participants of the Consumer Life Style sessions were impressed with strategies to identify target markets and demographics for their business.

- ☐ March – Local musician Bryan Johnson hosted a series of 4 Songwriting workshops in the Launch Pad on Sunday afternoons, with a total of 24 local artists attending throughout the month.

2. Collection Development

Collection Development – March 2018

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	3,212	9,191	296	833	541,572
Young Adult Print	655	1,914	105	276	73,662
Adult Print	4,851	13,141	1,059	2,737	1,848,682
Media	5,586	17,623	380	1,334	549,935
Other*	3,202	9,297	17	55	184,860
Subtotal	17,506	51,166	1,857	5,235	3,198,711

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	759	2,242	551	1,513	57,936*
Music (Freegal)	N/ A	N/ A	N/ A	N/ A	Unlimited SONY Library
e-Audiobooks	120	305	97	224	11,148
e-Videos	0	0	0	0	100 +Moving Image Archive Library**
Subtotal	879	2,547	648	1,737	69,184

*Includes 428 EBL titles

**Access to Moving Image Archive ([http:// bit.ly/ 1eMd454](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	18,385	53,713	2,505	6,972	3,267,895

Highlights:

- F Users downloaded 17,008 eAudiobooks in March, an increase of 25% over the same month in 2017. Circulation of eBooks also continues to rise; 42,261 downloads this month represent a 9.8% increase when compared to the same period last year.

- F In March, 2,036 users from 27 countries viewed the Library's Subject Guides (<http://bit.ly/1BgHwzi>). In addition to visits from within the United States, other countries this month included Algeria, Aruba, Australia, Bangladesh, Belgium, Canada, Chile, China, Cyprus, Egypt, Ethiopia, India, Indonesia, Italy, Japan, Kenya, Malaysia, Nigeria, Pakistan, the Philippines, Poland, Puerto Rico, Russia, South Africa, South Korea, and the United Kingdom.

3. Technology

Technology – March 2018

Social Networking:

	Monthly Staff Activity ¹	YTD Staff Activity	Monthly Public Activity ²	YTD Public Activity	Monthly New Followers	Total Followers ³
<u>Facebook</u>	119	335	3,307	8,774	16	7,812
<u>Flickr</u>	26	382	7,563	26,320	0	54
<u>Instagram</u>	31	80	1,004	2,761	27	1,423
<u>Pinterest</u>	68	177	2,642	8,647	7	1,536
<u>Tumblr</u>	1	3	0	2	2	196
<u>Twitter</u>	90	268	708	2,387	52	9,936
<u>YouTube</u>	0	0	0	14	1	143
Total	335	1,245	15,224	48,905	105	21,100

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

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

³Total number of followers at end of month

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal	January 1 – March 31, 2018	\$41,856.86

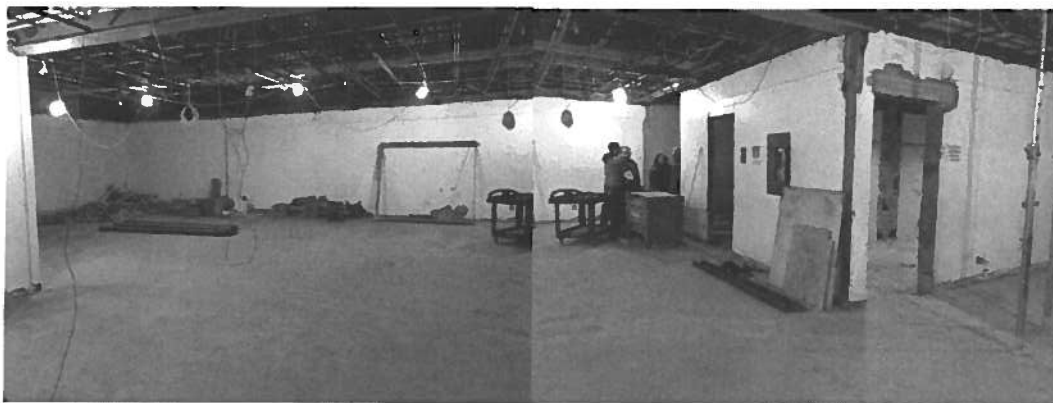
Highlights:

- ☐ Spring It On – The Library once again participated in the United Way’s Spring It On fundraising campaign. The 24-hour online fundraiser raised \$2,570 for the Library.
- ☐ April 21st – Library Night with the Buffalo Bandits fundraiser - Tickets are \$15 each and can be purchased online at [https:// groupmatics.events/ s/ other/ Buffalo](https://groupmatics.events/s/other/ Buffalo). The game starts at 7:30 p.m. Seating is in section 318. \$5 from each ticket will help support the Buffalo & Erie County Public Libraries. We hope you will join us and cheer on the Bandits!
- ☐ April 29th – Alex and Ani Charmed by Charity event - Shop the Alex and Ani Store, located on Main Street in Williamsville, from 3–5 p.m. and proceeds from the event will benefit the Library. It’s a perfect time to shop for Mother’s Day, graduations, birthdays and other special events.

5. Facilities

Highlights:

- ☐ Construction of the elevator for the East Delavan Library ADA and rehabilitation project moved outdoors with the digging of the elevator pit and work on the foundation. In addition to the elevator, the project will: install a new bright entrance along Erickson Avenue; rehabilitate the basement meeting and public restroom spaces; construct a new public service station on the main floor; replace the flooring on the main floor; replace the East Delavan Avenue entrance’s front entry doors/ glass while adding a ramp to that entrance for wheelchair access; and improve the electrical service at the branch. The project is estimated to be completed by late this summer.



6. Staff Development

Staff Development – March 2018

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	197	464	17	27

Highlights:

- ☐ B& ECPL Human Resources (HR) offered Managing Leave and Accommodations on March 14th and 1 session of Hiring at the Library – What Supervisors Should Know on March 29th for library managers and supervisors. The department also continued its collaboration with the Counseling Department at Erie Community College to allow library staff to attend March’s session of Mental Health First Aid, an 8-hour course that teaches one how to identify, understand, and respond to signs of mental illness and substance use disorders.
- ☐ B& ECPL HR sponsored a screening of the American Library Association’s (ALA) webinar, Mentoring Library Employees: A Beginner’s Guide. The webinar served as a preview to the development of a mentoring program for B& ECPL employees. Two library employees participated in the live viewing and, going forward, employees will be encouraged to take advantage of archival access on the B& ECPL’s staff intranet.
- ☐ The B& ECPL also hosted a group viewing of the PLA Virtual Conference on March 22nd and March 23rd. A total of 10 webinars, chosen from among the highest rated live sessions at the PLA Conference, were presented to B& ECPL staff. Sessions included: The Accidental Trainer: Teaching Technology in a Modern Library; Coach Your Team to Greatness; A Cup of Conversation: The Living Room @ Your Library; Ditching Dewey: How to Make Searching Your Collection Engaging not Enraging; Eliminating Fines & Fees on Children’s Materials to Create a Win-Win for your Library & Community; Great Expectations: Customer Service and the Future of Libraries; How to Adult: Teaching Life Skills to Teens; Lost in the Library? Never Again with User-Centered Design; Millennials Take Over the Library; and Operationalizing Your Strategic Plan. The variety of topics, from programming to policy, attracted staff from pages to administrators. In all, the live attendance totaled 46 employees between the 10 sessions.
- ☐ On March 21st, B& ECPL Children’s Services staff presented the semi-annual Youth Services Group meeting. The meeting had a focus on summer program planning utilizing this year’s theme “Libraries Rock!” Presenters included Assistant Deputy Director Joy Testa Cinquino; Children’s Services Manager

Kathryn Galvin; Children’s Services Librarians Erin Burke, John Gaff, Jennifer Lelinski and Wanda Collins; Library Display Artist Dawn Stanton; and Collection Development Librarian Michelle Snyder. Attendees received information from Young Audience of Western New York (YAWNY) Program Coordinator David Poole about the various programming opportunities offered by YAWNY and the process of booking programs for B&ECPL libraries.

- ☐ Outside the B&ECPL, staff also attended a variety of library programs, workshops, and meetings throughout March. Two library employees attended WNYLRC’s training workshop on March 8th, STEAM & Making in Informal Learning Environments (SMILE) Community of Practice, which taught attendees how to incorporate coding and computer science skills in young adult programming. One staff member attended the Buffalo Niagara Corporate Wellness Summit, presented by the American Heart Association on March 22nd, gaining valuable insight into developing engaging and cost-effective wellness programs for library employees.
- ☐ Information Services and Outreach Manager Daniel Caufield attended the Public Library Association’s National Conference in Philadelphia, PA March 20th through 24th. Dan’s attendance was paid for as part of the ALA and Dollar General Literacy Foundation’s American Dream Grant. The B&ECPL System is one of 50 libraries in the Country to receive this grant in support of immigrant and refugees through library services.
- ☐ Webinar training was attended in March on a wide range of topics including: Best Practices for Management of Friends Boards (presented by NYLA); Current in Comics: Upcoming Graphic Novels for Your Library (presented by Booklist); Federal Government Databases and Websites: A Surprising Source of State and Local Data (presented by FDLPAcademy); Intergenerational Programs at the Library: Connecting Generations for Healthy Communities (presented by WebJunction); LibCal for Public Libraries: Your WHOLE Calendaring Kit & Caboodle (presented by SpringShare); Mental Health Awareness and the Library Profession (presented by ALA); and State Aid for Library Construction: What it is and How to Apply (presented by NYSED). A total of 29 different webinars were viewed.



7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
Radio Interview on the program “Sin Fronteras WNY” with Director Mary Jean Jakubowski	Women’s History Month	WUFO Radio, March 23 rd


Article	Buffalo Never Fails: The Queen City and World War I exhibit	Buffalo Business First, March 16 th
“Talking Cities” Podcast Interview with Director Mary Jean Jakubowski – Hosted by Buffalo Niagara Medical Campus Director Matt Enstoe	Various Library Topics	March 2018, BNMC Podcast on iTunes
Media Event	Books for Kids 2018 Announcement	WGRZ TV Channel 2, March 27 th ; The Buffalo News, March 28 th
Media Event	Women’s History Month Kickoff	The Buffalo Challenger, week of March 4 th
Riverside Review	March Happenings	March 7 th
Riverside Review	Book Sale Donations	March 14 th and March 21 st
Riverside Review	April Happenings and Book Sale Donations	March 28 th

8. Partnerships

Highlights:

-  Kibrett Facey from Housing Opportunities Made Equal (HOME) collaborated with Branch Manager Joshua Mitch from the Frank E. Merriweather, Jr. Branch Library to plan a display in April for Fair Housing Month. The display will include books from the Library’s collection and information from HOME.
-  The Niagara Branch Library hosted 2 meetings of the Eritrean Youth Community group, a cultural organization based around mutual support, sharing culture, and discussing issues of note to the Eritrean community, specifically young Eritreans.

9. Planning for the Future

-  March – Jordan Smith continued work on the You Are The Library portrait project, with the first wave of images officially accepted by the international Inside Out Project (viewable here: <http://www.insideoutproject.net/en/group-actions/united-states-buffalo-ny>). The Graphics Department has begun to print the images for installation on the marble wall bordering the Broadway Street side of the Central Library ramp. Work is expected to begin in May.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
March 5, 2018	Meeting - Administrative Team
March 5, 2018	Interview - Michele Agosto, Topic: Women's History Month (Taped Radio)
March 6, 2018	Conference Call - Public Library Systems Directors Organization (PULISDO) Trustee Education Committee
March 6, 2018	Meeting - Jeannine Doyle
March 7, 2018	Interview - All Booked Up (Podcast)
March 7, 2018	Interview - Human Resources
March 7, 2018	Conference Call - Project for Public Spaces
March 7, 2018	Meeting - Western New York Library Resources Council Board of Trustees
March 7, 2018	Meeting - Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Executive Committee
March 8, 2018	Meeting - Project for Public Spaces
March 8, 2018	Presentation - New York State Legislative Delegation
March 8, 2018	Event - Erie County Executive Mark Poloncarz, State of the County
March 9, 2018	Meeting - Maintenance Department
March 9, 2018	Interviews - Human Resources
March 9, 2018	Event - Chairman's Book Club
March 9, 2018	Conference Call - Rob Patterson, Esq.
March 10, 2018	Event - Association of Contracting Library Trustees (ACT) Annual Workshop
March 14, 2018	Seminar - Don't Let Tax Changes Torpedo Charitable Giving
March 14, 2018	Meeting - Managers/Directors
March 14, 2018	Meeting - Restoration Society, Inc.
March 14, 2018	Event - University at Buffalo Dept. of Library and Information Studies Bobinski Lecture
March 15, 2018	Meeting - Administrative Team
March 15, 2018	Meeting - Jeannine Doyle, Dawn Peters, Maureen McLaughlin
March 15, 2018	Meeting - B&ECPL Board of Trustees
March 16, 2018	Meeting - Joy Testa Cinquino
March 16, 2018	Meeting - Tara Ellis - Food Bank of WNY, Anne Conable
March 16, 2018	Meeting - Kathy Galvin
March 16, 2018	Meeting - Akruiti Babaria - Kulture Khazana

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March 19, 2018 Interview - Matt Enstice, President & CEO Buffalo Niagara Medical Campus - "Talking Cities" (Podcast)

March 20, 2018 Meeting - Tara Schafer - Literacy New York Buffalo-Niagara, Inc.

March 20, 2018 Meeting - Jeannine Doyle

March 21, 2018 Meeting - B&ECPL Youth Services Group

March 21, 2018 Meeting - Jeannine Doyle

March 21, 2018 Meeting - Trustee Wayne Wisbaum, Anne Conable

March 21, 2018 Event - Welcome Michael Weidrich - Young Audiences of Western New York

March 22, 2018 Presentation - The Buffalo Federation of Women's Clubs

March 22, 2018 Conference Call - Monumental Women of Western New York

March 22, 2018 Meeting - Monica Mooney - Director, Clarence Public Library

March 23, 2018 Meeting - Mark Kreyer - Homeland Security

March 26, 2018 Meeting - Little Free Library

March 26, 2018 Conference Call - PULISDO Trustee Education Committee

March 27, 2018 Media Event - Young Audiences of Western New York

March 27, 2018 Media Event - Project Flight Books for Kids

March 27, 2018 Meeting - Jeannine Doyle

March 28, 2018 Meeting - West Seneca Community Center & Library - Bi-Weekly Construction Team

March 28, 2018 Meeting - Dawn Peters, Chip Campbell, Mark Kross, Jeannine Doyle, Staff

March 28, 2018 Media Event - WNY-Living - Books for Kids (Taping)

March 28, 2018 Interview - Scott Scanlon - The Buffalo News WNY Refresh

March 29, 2018 Meeting - Administrative Team

March 29, 2018 Meeting - Little Free Library - Robert Ruml - Trautman Associates, Dawn Peters, Chip Campbell, Mark Kross

March 29, 2018 Meeting - Library Foundation of Buffalo & Erie County Board of Trustees

March 29, 2018 Meeting - Clarence Town Court

Other:

Contracting Member Library Activity Reports

Eden Library – submitted by Donna-Jo Webster, Director

Highlights of activities at the Eden Library:

- Local performer Susan King brought her vocal talents to the Eden Library on March 28th with her Natural Women show, spotlighting the many contributions of female composers and singers to the world of music. Susan presented a wide selection of popular songs throughout the ages, everything from Broadway to

boogie-woogie, jazz to Jan Baez. The Women's History Month event drew many appreciative patrons.

- ☐ Donations are steadily coming in for the upcoming Spring Book Sale, which runs Wednesday, April 25th through Saturday, April 28th. Volunteers are busily sorting through all the treasures received. The sale will have thousands of new and gently used books, DVDs, children's titles, vinyl records, puzzles and much more. Shop early for best selection, shop often to support the library!
- ☐ STE(A)M Saturdays have proven to be a huge hit with budding scientists and curious kids ages 5 through 12. On the fourth Saturday of every month, kids have the chance to explore a cool theme through hands-on activities and "imagination stations" while learning about science, technology, engineering, art and mathematics. Themes so far have included germs, magnets, explosions and dinosaurs. Parents who participate say they have as much fun as their children do!

Grand Island Memorial Library – submitted by Bridgette Heintz, Director

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

- ☐ With the retirement of Patricia Covley and Anne Slater in December 2017, the Grand Island Memorial Library welcomed Bridgette Heintz as the new Director and Pamela Edholm as the new Youth Services Librarian at the beginning of 2018.

March 2018

- ☐ New sessions of Preschool Storytime and Toddler Time began and were a hit right off. Pamela's groups include 15 children in the Monday morning Storytime session, 15 in the Tuesday afternoon Storytime session, and 50 in the Wednesday morning Toddler Time session.
- ☐ The twice monthly Saturday Lego Club has been extended to include each Saturday due to popular demand.
- ☐ With her appointment, Director Heintz assumed the committee duties left by the outgoing director on the Growing Readers project coordinated among the Grand Island Schools and Grand Island Pediatrics. Growing Readers is an initiative that will start in the fall where children will receive a welcome bag with books, a library card application and inserts from other sponsors during well visits at Grand Island Pediatrics. The goal is to get books in the hands of the youngest readers and promote early literacy. Recipients will receive books at ages 2 months, 6 months, 12 months, 18 months and 24 months.
- ☐ The library held Easter-themed activities on Good Friday in collaboration with the Grand Island Recreation Department. The Recreation Department held their annual Easter egg hunt in Mirade Field (adjacent to the library) and the library hosted crafts, a scavenger hunt, a visit from the Library mascot Ræda Book, and a

magic show with Charlie and Checkers. Easter baskets and chocolate bunnies were also raffled off. There were 350 people in attendance for the Easter activities, with 100 attending the magic show (in keeping with the posted fire code limit of the meeting room). Pre-registration for the magic show was required.

April 2018

- ☐ The Friends of the Grand Island Memorial Library will hold a used book sale on April 13th and 14th; all proceeds to benefit the Grand Island Memorial Library.
- ☐ The Erie County SPCA will host a Tales for Tails program at the library April 7th and May 5th. Part of their Paws of Love program, certified service dogs visit the library and participants can sign up for a 15 minute session to read to the animals. There will be 3 dogs at each session. We anticipate this program to be ongoing as response has been very positive.
- ☐ Kidding Around Yoga will visit the library for a 3 week session in April. A family-friendly program, each session will start with a short Storytime by Librarian Pamela Edholm. The rest of each meeting will be a yoga session.
- ☐ The Friends of the Grand Island Memorial Library will host an evening with Linda Critelli, author of *Sicilian With a French Accent: Deliciously Simple Cuisine*. A basic French lesson, cooking demo and food samples will be provided.

May 2018

- ☐ A book discussion focused on Ernest Hemingway's *A Farewell to Arms* will be held on May 17th to tie in with One Community, One Book.
- ☐ In the works: a mini health fair on May 12th. So far, an 'Ask the Therapist' workshop is planned with a certified Occupational Therapist and Catholic Health, the UB Smile Team, the GI Lions Club (who provides free vision screenings), and ECMC have been approached to provide information tables. Stay tuned.

Agenda Item G – Report of the Foundation. Library Foundation of Buffalo & Erie County Administrator Anne Conable reported they met for their annual meeting March 29th and re-elected officers Jack Connors as Chair, Wayne Wisbaum as Vice Chair, Anne Leary as Treasurer, and Mary Jean Jakubowski as Secretary. A grant for up to \$10,000 was approved to support the conservation and digitization of the *Adventures of Huckleberry Finn* manuscript which has been a priority project for the Grosvenor Room. Director Jakubowski explained this project will digitize the *Adventures of Huckleberry Finn* manuscript so it can be shared online; digitization had been done previously on a media that is no longer able to be run, and this project will be on a higher, dearer scale. Discussion ensued regarding the prior conversion.

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Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski reported the May 5th ACT meeting has been cancelled.

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

Agenda Item J– Unfinished Business.

Agenda Item J1 – Lackawanna Public Library – Organizational Review - Determination. Chair Housh entertained a motion to approve proposed Resolution 2018-6 as presented. Trustee Amodeo made the motion, Trustee Panty seconded, and approval was unanimous.

RESOLUTION 2018-6

WHEREAS, on January 19, 2017, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees invoked chapters THIRTEENTH and FOURTEENTH of the contract between the B&ECPL and the Lackawanna Public Library authorizing an operational audit/ Organizational Review of practices at said library (assigned Resolution 2017-2), and

WHEREAS, the B&ECPL requested, received and reviewed various records including personnel schedules, work assignments and responsibilities, banking transactions, petty cash records and payroll, as well as hours of operation, policies and Board compliance with Open Meetings Law, and

WHEREAS, observations and findings were noted and submitted to the Lackawanna Public Library Board of Trustees for corrective action, and

WHEREAS, the Lackawanna Public Library cooperated fully in the Organizational Review, satisfactorily addressing and correcting observations and findings, and

WHEREAS, the B&ECPL Director is satisfied with the Lackawanna Public Library Board of Trustees' corrective actions and recommends to the B&ECPL Board of Trustees the Organizational Review be recognized as complete, with periodic monitoring by the B&ECPL in the areas of personnel scheduling, work assignments, hours of operation and petty cash reimbursements, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL agrees the Organizational Review of the Lackawanna Public Library is complete, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL requests the Library Director, or her designee, to periodically monitor personnel schedules, work assignments, hours of operation and petty cash reimbursements at the Lackawanna Public Library.

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Agenda Item K – New Business. At 4:27 p.m., on motion by Trustee Panty, seconded by Trustee Bedenko, the Board entered into executive session to discuss matters regarding public safety. Director Jakubowski was asked to remain in the room. Trustee Wisbaum arrived at 4:34 p.m. during executive session. At 4:39 p.m., on motion by Trustee Panty and a second by Trustee Bedenko, Board members concluded executive session and reconvened in public session. No action was taken.

There being no further business, on motion by Trustee Panty with a second from Trustee Amodeo, the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Kimberly Johnson
Secretary