

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 17, 2015

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, September 17, 2015, at the Hamburg Public Library pursuant to due notice to trustees. The following members were present:

Theodore K. Johnson, Chair  
Frank Housh, Vice Chair  
Kathleen Berens Bucki, Secretary  
Rhonda Ricks, Treasurer  
Michael Amodeo  
Alan Bedenko  
Sheldon M. Berlow  
Sharon M. Kelly  
Elaine M. Panty  
Teresa Vincent  
Wayne D. Wisbaum

Chair Ted Johnson called the meeting to order at 4:07 p.m. in the new meeting room of the Hamburg Public Library. A quorum was present. He thanked the Hamburg Public Library for hosting the meeting and called on Jack Edson, Director of the Hamburg Public Library, to introduce their trustees present: Karen Kaczmarski, Maryann Chiumento, Anita Metzger and Robert Kaiser. Mr. Edson shared they had their Grand Re-Opening Celebration the prior night and a Ribbon Cutting Ceremony prior to this Board meeting. He expressed thanks for System support and invited trustees to tour the library and art show following the meeting.

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

Agenda Item C - Minutes of the Meeting of July 16, 2015. On motion by Ms. Panty and a second by Mr. Bedenko, the Minutes were approved as mailed.

Agenda Item D - Report of the Chair. Mr. Johnson noted much has been happening and will be discussed throughout the agenda. He pointed out there is a new manager at Fables, who worked for the previous owner of Fables; there appears to be positive customer response. Mr. Housh commented Fables was well reviewed in the *Cheap Eats* section in the *Gusto* that day.

Trustees Vincent, Wisbaum and Ricks arrived at 4:20 p.m., 4:24 p.m. and 4:25 p.m. respectively.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee (8/13/15 & 9/10/15). Vice Chair Housh summarized the August 13<sup>th</sup> meeting of the Executive Committee and motioned to have the written report entered into the Minutes. This was seconded by Mr. Wisbaum and approved unanimously.

Present: Executive Committee Chair Ted Johnson; Committee members Michael Amodeo, Sheldon Berlow, Frank Housh and Sharon Kelly. Trustee Elaine Panty was also in attendance as was Library Director Mary Jean Jakubowski and Deputy Director – CFO Kenneth Stone.

The Executive Committee meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

There was no Board meeting in August.

CFO Stone presented the following two ACTION Items on the agenda for the Executive Committee:

Resolution 2015-21 Unanticipated Expenditure Assistance – Town of Tonawanda Public Library. CFO Stone explained that the Town of Tonawanda Public Library had an anticipated retirement wherein the individual was entitled to a vacation payout and sick leave bonus for which the Town of Tonawanda Public Library asked for assistance. On a motion by Trustee Kelly, second by Trustee Berlow, Resolution 2015-21 was approved unanimously by the Executive Committee.

Resolution 2015-22 Budget Transfers: Emergency Sewer Repairs. CFO Stone introduced the resolution describing the needed pumping equipment which was used to pump out water and excrement that was backing up into the elevator pit and the boiler room – particularly during and following significant rainfall. Trustee Berlow asked if this was reimbursable from the County as the downtown Central Library is a County owned building. Director Jakubowski explained that this was an operations task and therefore the Library is responsible; CFO Stone concurred. Discussion ensued. On a motion by Trustee Housh and second by Trustee Amodeo, Resolution 2015-22 was approved unanimously by the Executive Committee.

Trustee Berlow asked about pursuing a new building for the North Park Branch Library, noting that the Library had done a study in years past regarding the need of a larger branch in North Buffalo. Discussion ensued. Director Jakubowski indicated she would look into previous documentation and also suggested the information be updated as it was at least 4 to 5 years old. Discussion ensued.

CFO Stone reviewed the 2016 Budget which the Library will be submitting to the County Monday, August 17<sup>th</sup>. Concern was noted about retiree medical costs. Director Jakubowski and CFO Stone spoke to the anticipated use of fund balance and the need to do so in order to maintain open hours and services. Director Jakubowski noted her concern that the use of fund balance to the magnitude budgeted for in 2016 is not sustainable; the Library will follow use closely, diligently review operating expense, hold positions open for longer periods of time, and review any/all vacancies for necessity.

Trustee Housh spoke about Fables Café indicating he had heard from the owner that progress has been steady, although he (the owner) had wished sales were greater than they are; he expects as he gets more involved in the operation, they will improve. Discussion ensued.

The meeting adjourned at 5:30 p.m. on a motion by Trustee Housh and second by Trustee Amodeo.

For the record, the following two resolutions (Res. 2015-21 & Res. 2015-22) were approved unanimously by the Executive Committee meeting on August 13, 2015.

Agenda Item E.1.a – Unanticipated Expenditure Assistance – Town of Tonawanda Public Library.

#### RESOLUTION 2015-21

WHEREAS, the contract between the Buffalo & Erie County Public Library (B&ECPL) and contracting libraries, in section TWENTY SECOND, provides a process for requesting assistance in the event of “unforeseeable circumstances” that “result in a material impact on the ‘Public Library’s’ operating budget”, and

WHEREAS, the Town of Tonawanda Public Library Board of Trustees has requested assistance to cover the unanticipated cost of retiree payouts, and

WHEREAS, B&ECPL staff worked with Town of Tonawanda Public Library staff to identify the best method to address this situation, including an analysis of projected personnel costs for the balance of the year, and this review resulted in a recommendation to request assistance in the amount of \$8,955, and

WHEREAS, without this assistance the Town of Tonawanda Public Library Board of Trustees has found that having to reduce staff hours to address the unanticipated retiree payout expense, as would otherwise have been required to address these costs, would result in inadequate staffing needed to provide committed

programming associated with operating the library for the weekly hours of service stipulated in contract Exhibit C, and

WHEREAS, sufficient monies are available within the 2015 B&ECPL operating budget salary and wage accounts to accommodate this request, and

WHEREAS, pursuant to section EIGHTH of the contract, this change may be implemented by resolution and transmitting a revised Exhibit A to reflect same, and

WHEREAS, pursuant to Article VI, Section 1 of the Bylaws of the Buffalo & Erie County Public Library "*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...*" now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library approves a reallocation within the 2015 B&ECPL operating budget to utilize vacancy savings in the salary and wage accounts to provide up to \$8,955 in salary/wage/fringe benefit funding assistance to the Town of Tonawanda Public Library, and be it further

RESOLVED, that a copy of this resolution and a revised Exhibit A be transmitted to the above contracting library.

Agenda Item E.1.b – 2015 Budget Transfers: Emergency Sewer Repairs.

RESOLUTION 2015-22

WHEREAS, a blockage in a sewer line serving a portion of the Central Library resulted in the unanticipated need to rent specialized pumping and monitoring equipment until permanent repairs could be completed, and

WHEREAS, a budget transfer is needed to fund the cost of these rentals until the permanent repair is completed, and

WHEREAS, in May of this year, the Library received confirmation that e-Rate program discounts for the Library's Internet Access and Wide Area Network services are increasing, generating savings in the operating budget Utility Charges account more than sufficient to provide the funds needed for this transfer, and

WHEREAS, pursuant to Article VI, Section 1 of the Bylaws of the Buffalo & Erie County Public Library "*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...*" now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library approves budget adjustments amongst the following accounts:

**Library Operating Budget:**

<u>Account Description</u>	<u>Number</u>	<u>Amount</u>
<b>From:</b>		
Utility Charges	#515000	\$14,400
<b>To:</b>		
Rental Charges	#545000	\$14,400, and be it further

RESOLVED, that the Library Director or her designee is authorized to process the necessary paperwork to effectuate the transfers in the SAP system.

Pursuant to the Bylaws, Resolutions 2015-21 and 2015-22 were mailed to the full Board within 3 business days.

Director Jakubowski updated trustees that since the August 13<sup>th</sup> Executive Committee meeting, she and CFO Stone met with the City of Buffalo Strategic Planning Department and Department of Public Works with regard to the North Park Branch Library lease which will expire in December of 2016. She felt it was a good meeting, reminding them the current library location was to be a temporary location and a long-term plan needs to be addressed for a permanent location. The ball is now in their court and the Library expects to hear back from them in the next few weeks to continue conversations. Mr. Amodeo inquired what exactly are they getting back to the Library with. Ms. Jakubowski stated they are looking into the cost of vacant rental space adjacent to the North Park Library and will inquire if the landlord would be willing to divide space. They also will be discussing long-term planning with the Mayor. Discussion ensued and Mr. Berlow provided trustees history on the North Park Branch Library location.

Vice Chair Housh summarized the September 10<sup>th</sup> meeting of the Executive Committee, later adding the Amherst Public Library chose not to submit their Construction Grant Request this time around. Ms. Berens Bucki reported she attended the September 16<sup>th</sup> Amherst Public Library Board of Trustees meeting and they mentioned they still needed to make sure the town supports their request and there is funding, etc.

Mr. Housh motioned to have the written report of the September 10, 2015 Executive Committee meeting entered into the Minutes. This was seconded by Mr. Wisbaum and approved unanimously.

Present: Executive Committee Chair Ted Johnson, Committee members Sheldon Berlow, Frank Housh and Sharon Kelly. Trustee Elaine Panty was also in attendance as was Library Director Mary Jean Jakubowski and Deputy Director - CFO Kenneth Stone.

The Executive Committee meeting began at 4:04 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

The proposed agenda for the September 17, 2015 meeting of the Board of Trustees was reviewed.

CFO Stone reviewed the New York State Construction Grant Requests; 3 requests were submitted: Crane Branch Library, Niagara Branch Library and the West Seneca Public Library. Of the State's \$14 million Public library Construction Grant Program, the B&ECPL is eligible to receive \$641,863 in grant funds. The total of the grant funds requested is \$845,307. Award options were presented to the Executive Committee. Discussion ensued. The Executive Committee has determined the option of equal reduction (24.067%) in grant funds to be applied to each of the 3 projects as their option of choice, and has instructed Library Administration to prepare a resolution for grant awards accordingly.

CFO Stone provided a brief overview of the changes in the Library's 403(B) Plan program, which is currently frozen. Changes in the regulations pertaining to the program have changed and thus the Library must adjust its Plan. The program remains frozen.

Director Jakubowski briefly reviewed each of the policies being brought forth for Board approval. Discussion ensued. The Executive Committee recommended the proposed amended Facility Use Policy be removed from September's proposed agenda and be further amended. Discussion ensued. Director Jakubowski will make the requested changes and resubmit the policy to Library Counsel, Patrick Martin.

Trustee Housh asked if the Library was familiar with Eva Hassett, Executive Director - International Institute, as there is an interest in developing a library for local refugees. Discussion ensued. Director Jakubowski expressed she has spoken with Ms. Hassett and will pursue discussion further.

The Executive Committee meeting adjourned at 5:10 p.m. on a motion by Trustee Kelly and a second by Trustee Berlow.

Since the September 10<sup>th</sup> Executive Committee meeting, Trustee Vincent updated trustees she reached out to the coordinator of the "Jungle" refugee camp in Calais, France, where they have a library and are down to 300 books. Ms. Vincent has sent an e-mail to ask what their actual needs are and what would be helpful in moving ahead. When she receives a response, she will share this with the Board.

Agenda Item E.2 – Budget and Finance Committee. The Committee met September 9, 2015 at the Central Library. Concerning proposed Resolutions 2015-23 through 2015-25, CFO Stone reminded trustees they have 2 roles in relation to Library operations: 1) they oversee the operations in the Buffalo Branch Libraries and the Central Library, part of which is submitting applications for NYS Library Construction Grants for those buildings, and 2) they have responsibility to review application requests for NYS Construction Grants for the Buffalo Branches, Central Library and Contracting Member Libraries and make a recommendation to the NYS Library as to whether or not those projects can go forward. This year, the applicants submitted requests for more funding than is initially available, and the Board had to come up with a way to allocate the funds. Staff provided options; the Executive Committee recommended a proportional reduction from each grant request of about 24% from what they asked for. Mr. Stone added, there is the chance of getting more money once we go through the process, because if other library systems cannot utilize all their funds, the State Library can then distribute those funds.

Agenda Item E.2.a. – NYS Construction Grant Request – Crane Library. Ms. Panty motioned to approve Resolution 2015-23 as presented. Ms. Vincent seconded and approval was unanimous.

#### RESOLUTION 2015-23

WHEREAS, up to an estimated \$641,863 in the New York State \$14,000,000 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 projects, and

WHEREAS, the Crane Library is in need of rehabilitation, specifically roof replacement, and

WHEREAS, these improvements would provide a more inviting, safe and comfortable environment for patrons and staff as well as lower recurring energy costs through improved roofing insulation, and

WHEREAS, estimated construction costs for this work total \$310,510, with the amount eligible to be requested from the State grant totaling \$232,882, and

WHEREAS, since the 3 library project funding requests submitted system-wide exceed the available allocation, the estimated grant allocation available for the Crane Library Project would be \$176,833, and

WHEREAS, City of Buffalo has sufficient bond proceeds to cover the cost of this project after grant funding, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) The Library will work with the City of Buffalo to assure compliance with the Minority or Women Business Equity Initiative (M/WBE) established through NYS Executive Law, Article 15-1, NYCRR Part 143 and submit all required paperwork in a timely manner during the period beginning February 1st through 30 days after receiving the official award notice issued by the State Education Department;
- 2) 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;
- 3) 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;
- 4) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations; and
- 5) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo & Erie County Public Library was established, the City of Buffalo-owned Crane Branch Library building is a public library operated by the Buffalo & Erie County Public Library, which the Buffalo & Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to submit a \$14,000,000 NYS Public Library Construction Grant Program request for the Crane Library in the amount of \$232,882.

Agenda Item E.2.b – NYS Construction Grant Request – Niagara Library. Ms. Panty motioned to approve Resolution 2015-24 and Ms. Kelly seconded. Ms. Vincent inquired if any repainting was included in this. Director Jakubowski replied some painting is included, and she has asked Maintenance Supervisor Chip Campbell to obtain pricing. She also spoke with Aaron Ott, Public Art Administrator at the Albright-Knox Art

Gallery, to see if a connection can be made to have a mural done reflective of the Niagara Branch Library's diverse cultural community through the Public Art Initiative. Following this discussion, approval of Resolution 2015-24 as presented was unanimous.

RESOLUTION 2015-24

WHEREAS, up to an estimated \$641,863 in the New York State \$14,000,000 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 projects, and

WHEREAS, the Niagara Library is in need to have its elevator rehabilitated/ upgraded and a family restroom installed to provide fully compliant ADA access to its community meeting space, and

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

WHEREAS, estimated construction costs for this work total \$94,700, with the amount eligible to be requested from the State grant totaling \$71,025, and

WHEREAS, since the 3 library project funding requests submitted system-wide exceed the available allocation, the estimated grant allocation available for the Niagara Library Project would be \$53,931, and

WHEREAS, the City of Buffalo has sufficient bond proceeds to cover the cost of this project after grant funding, now therefore be it

RESOLVED, pursuant to the requirements of this grant, that the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) The Library will work with the City of Buffalo to assure compliance with the Minority or Women Business Equity Initiative (M/WBE) established through NYS Executive Law, Article 15-1, NYCRR Part 143 and submit all required paperwork in a timely manner during the period beginning February 1st through 30 days after receiving the official award notice issued by the State Education Department;
- 2) 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;

- 3) 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;
- 4) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations; and
- 5) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the Buffalo & Erie County Public Library was established, the City of Buffalo-owned Niagara Branch Library building is a public library operated by the Buffalo & Erie County Public Library, which the Buffalo & Erie County Public Library fully expects and intends to operate as a public library for the next 10 years; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to submit a \$14,000,000 NYS Public Library Construction Grant Program request for the Niagara Library in the amount of \$71,025.

Agenda Item E.2.c - NYS Construction Grant – System Evaluation and Recommendations. Mr. Amodeo motioned to approve Resolution 2015-25 as presented. Ms. Vincent seconded. Ms. Berens Bucki noted there was conflicting language in the background information of the previous 2 resolutions and this resolution referencing the eligibility rate for students participating in the free or reduced lunch program. Mr. Stone acknowledged the State went to a community rating system, so it should reflect 100% eligibility rate in the previous 2 background sections of Resolutions 2015-23 and 2015-24. He conveyed, as this was only in the background information, there is no need to amend the resolutions. Following this discussion, approval of Resolution 2015-25 as presented was unanimous.

#### RESOLUTION 2015-25

WHEREAS, up to \$641,863 in the \$14 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 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 3 projects were submitted for the \$14 million program supporting the Crane and Niagara Branch Libraries in the City of Buffalo and the West Seneca Library, and

WHEREAS, in July 2014 the Board of Trustees of the Buffalo & Erie County Public Library in Resolution 2014-29 set the criteria for qualifying for up to seventy-five percent (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 of 14.0% 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, 2 of the above libraries, the Crane and Niagara Branch Libraries, qualify to receive up to 75% grant funding as they serve economically disadvantaged communities, specifically: both branches are located in the City of Buffalo which has a 100% eligibility rate for students participating in the free or reduced lunch program, and

WHEREAS, grant funding requested totals \$845,307, which is \$203,444 above the \$641,863 allocation available under this program, and

WHEREAS, after reviewing alternatives presented by staff, the Board's Budget & Finance and Executive Committees recommend a proportional approach to adjust the recommended awards, which results in a 24.067% reduction from the requested amount for each project so that the combined total of all project recommended amounts equals the \$641,863 allocation available, now, therefore be it

RESOLVED, that pursuant to grant requirements and the above criteria, the Board of Trustees of the Buffalo & Erie County Public Library recommends approval of the requested projects, in the following amounts:

Library	Total Eligible Cost	Grant Request	Recommended Award \$ / (% reduction from requested)
• Crane Branch, Buffalo Replace roof	\$ 310,510	\$ 232,882	\$ 176,833 (-24.067%)
• Niagara Branch, Buffalo Elevator Rehab. & Family RR.	\$ 94,700	\$ 71,025	\$ 53,931 (-24.067%)
• West Seneca Library Expansion Phase II	<u>\$1,082,800</u>	<u>\$ 541,400</u>	<u>\$ 411,099</u> (-24.067%)
<b>TOTALS:</b>	<b>\$1,488,010</b>	<b>\$ 845,307</b>	<b>\$ 641,863 (-24.067%)</b>

, 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 1, 2015 filing deadline.

Agenda Item E.2.d – Amend 403(b) Plan Document. Mr. Stone provided a history of the Plan, with no new contributions being accepted as of the day it was frozen. The IRS issued updated guidelines and this resolution changes the Plan to reflect those guidelines; the biggest change was to add an appendix listing the providers. The Plan remains frozen. On motion by Ms. Panty, seconded by Ms. Vincent, Resolution 2015-26 was approved unanimously as presented.

RESOLUTION 2015-26

WHEREAS, pursuant to the Library’s labor contract with the Librarians Association, employees had been eligible to participate in a tax sheltered retirement plan under Section 403(b) of the Internal Revenue Code, and

WHEREAS, the contract further provided that: 1) all respective costs under such a plan are the direct obligation, through payroll deduction, of participating librarians; and 2) the implementation and continuation of such program is contingent upon there being no additional cost, direct or indirect to the Library, over and above that normally attributable to other payroll deductions currently provided to the bargaining unit herein, and

WHEREAS, as of January 1, 2009, new Internal Revenue Service (IRS) regulations implementing major changes affecting the administration of 403(b) tax deferred compensation plans went into effect, and

WHEREAS, to address these changes, the Library researched options and contracted for specialized expert legal consultation regarding 403(b) and 457(b) plan administration, and

WHEREAS, as a result of this review, the Library Board on December 18, 2008 adopted Resolution 2008-60, which directed that all contributions to the 403(b) plan be discontinued effective December 31, 2008 which in effect froze the plan, and

WHEREAS, on December 17, 2009 the Library Board adopted Resolution 2009-54 formally adopting a plan document which continued the frozen status of the plan, and

WHEREAS, even a frozen plan must be periodically reviewed and adjusted to remain in compliance with the law, and

WHEREAS, since the plan was last amended in January 2015 via Resolution 2015-3, IRS sample plan provisions were issued, necessitating an amended and restated plan document addressing the provisions, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the attached AMENDED AND RESTATED BUFFALO & ERIE COUNTY PUBLIC LIBRARY CODE SECTION 403(B) PLAN, effective immediately, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director to execute the necessary documents and notices to implement this action.

Agenda Item E.2.e – Monthly Financial Report. The financial report for the period ending July 31, 2015, which detailed monthly activity for both June and July, was included in the board packet as an information item. CFO Stone reported the Library is operating within budget, but the retiree health insurance expense is a major concern and will end the year over budget in this account.

Agenda Item E.3 – Policy Committee. Policy Committee Chair Elaine Panty summarized the following written report from their meeting of August 20, 2015. She added, since the August 20<sup>th</sup> Policy Committee meeting, language regarding political use in the proposed amended Facility Use Policy is again being vetted with legal counsel and the proposed amended Facility Policy will be brought before the Board at their October 15, 2015 meeting. Mr. Amodeo asked if the Library has ever been used for political fundraisers. Director Jakubowski replied “no.” Ms. Kelly motioned to have the Policy Committee’s August 20<sup>th</sup> written report entered into the Minutes. This was seconded by Mr. Bedenko and approved unanimously.

Present: Policy Committee Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki, and Phyllis Horton. Library Director Mary Jean Jakubowski, Deputy Director – CFO Kenneth Stone and Assistant Deputy Director (A.D.D.) – Development and Communications Officer Joy Testa Cinquino were also present.

The Policy Committee meeting began at 4:08 p.m. in the Joseph B. Rounds Conference Room of the Central Library. A quorum was present.

A.D.D. Cinquino reviewed the amended Facility Use Policy explaining changes regarding political functions. Discussion ensued. Trustee Bedenko suggested changes to the presented policy to clarify sections pertaining to political functions. He also requested “hold harmless” language be included in either the policy or the Facility Use Application. Suggested changes will be sent to Library legal counsel for their opinion. Once received, A.D.D. Cinquino will forward suggested changes to the Committee. On a motion by Trustee Horton, second by Trustee Bedenko, the Committee unanimously recommended moving the amended Facility Use Policy, with suggested changes, to the full Board for approval.

A.D.D. Cinquino spoke to the suspended Special Events Policy, requesting guidance from the Committee on how to proceed. Discussion ensued. Director Jakubowski indicated her interest in pursuing special events at the downtown Central Library but in order to do so, would seek Board approval to hire a contract service for such events as the Library does not have such expertise on staff. Discussion continued. On the recommendation from the Policy Committee, A.D.D. Cinquino will explore the options and potential of the downtown Central Library as a special event venue and report back to the Committee at a future meeting.

Director Jakubowski reviewed the presented amended Volunteer Policy. She referenced supporting documents including a new Application form and new Waiver and Release form. Discussion ensued. Director Jakubowski noted that Development Manager Maureen Germaine will be the Volunteer Coordinator and develop a volunteer handbook, code of ethics, descriptions of opportunities, etc. On a motion by Trustee Bedenko, second by Trustee Bucki, the Committee unanimously recommended the amended Volunteer Policy as presented be moved to the full Board for approval.

CFO Stone reviewed changes to the Procurement Policy – the addition of cooperative purchasing language added to Section G of the policy. He also remarked the Procurement Policy is reviewed on an annual basis. Discussion ensued. On a motion by Trustee Horton, second by Trustee Bedenko, the

Committee unanimously recommended the amended Procurement Policy as presented be brought to the full Board for approval.

CFO Stone introduced the Credit Card Policy – a new policy, which in essence is documenting how the B&ECPL has handled use of the Library’s credit cards. Following review, Trustee Bucki motioned to move the policy to the full Board for approval. Trustee Horton seconded the motion, and the motion was unanimously approved.

CFO Stone introduced the Investment Policy – a new policy. Following discussion, Director Jakubowski pointed out as a result of this new policy, the B&ECPL Bylaws will need to be changed. She will contact Trustee Sharon Kelly, Chair of the Governance Committee, about the necessary changes. Discussion continued. On a motion by Trustee Bedenko, second by Trustee Horton, the Committee unanimously recommended the Investment Policy be brought to the full Board for approval.

On a motion by Trustee Horton and second by Trustee Bedenko, the Policy Committee meeting adjourned at 5:15 p.m.

Agenda Item E.3.a – Amend Volunteer Program Policy. Ms. Jakubowski explained the previous Volunteer Program Policy contained a lot of negative language, and thus this amended policy was revamped to contain positive language and recognize the value of volunteers. Maureen Germaine of the Development and Communications Department has been charged to develop a volunteer program. On motion by Mr. Housh, seconded by Ms. Vincent, approval of Resolution 2015-27 was unanimous.

#### RESOLUTION 2015-27

WHEREAS, as part of the Buffalo & Erie County Public Library’s (B&ECPL) adopted Organizational Competencies, the Library has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the amended Volunteer Program Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, the changes reflect the B&ECPL’s commitment to a volunteer program and the importance of community connection through such a program, and

WHEREAS, the amended Volunteer Program Policy reflects B&ECPL’s responsibility and relationship with its volunteers, and

WHEREAS, the Volunteer Program Policy also reflects the volunteer’s responsibility and commitment to the B&ECPL, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the proposed revisions to the Buffalo & Erie County Public Library's Volunteer Program Policy to supersede and replace the prevailing policy, last reviewed April 23, 2009, and be it finally

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

Agenda Item E.3.b – Amend B&ECPL Procurement Policy. Ms. Kelly motioned to approve Resolution 2015-28 as presented; Mr. Bedenko seconded. In response to a question by Ms. Kelly, Mr. Stone explained the changes in the policy were to do with cooperative purchasing agreements; Erie County adopted similar language when they amended their Procurement Policy. Trustee Ricks questioned if the Library has M/WBE goals in the policy. Mr. Stone said we follow the same M/WBE requirements as Erie County. Following discussion, they believe it is 15% but will check into this. Trustee Ricks asked if the Library has any data showing what our participation is and if anyone has asked Erie County to extract this information. Trustee Ricks requested we do this. Ms. Jakubowski noted she would send a letter requesting this information to the Erie County Purchasing Department and share their response with the Board. Trustee Ricks requested it be put on record that she would like to see the Library be a model throughout the State with our M/WBE participation. She asked that the Library find out where we are on this and make it better. Following this discussion, approval of Resolution 2015-28 as presented was unanimous.

#### RESOLUTION 2015-28

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has utilized Erie County's Purchasing Policies to conduct Library procurement, and

WHEREAS, Library specific policies and procedures implementing the requirements of General Municipal Law §103 and 104(b) better address the needs of the Library, and

WHEREAS, on September 18, 2014, the Library Board of Trustees adopted Resolution 2014-30 establishing *Buffalo & Erie County Public Library Procurement Policies and Procedures as required under General Municipal Law Sections 103 and 104-b*, and

WHEREAS, the policy provides that the B&ECPL Board of Trustees shall review this policy and procedures at least annually, and

WHEREAS, as part of the review process, staff developed a proposed draft updated document for consideration that has numbering added to ease navigation and adds a paragraph to Section II G, explicitly allowing the use of cooperative purchasing agreements in addition to federal, state, or local contracts, and

WHEREAS, the Library's legal counsel has reviewed the proposed draft updated policy, concluded that the proposed draft updated policy complies with the above statutes and recommends the proposed draft updated policy for adoption by the B&ECPL, and

WHEREAS, the Board's Policy and Executive Committees have reviewed the updated policy and recommend it for approval by the Board, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the updated Procurement Policy, and be it further

RESOLVED, that the updated policy supersedes the previously adopted policy and the procurement related stipulations of all previously adopted Board resolutions, and be it finally

RESOLVED that a copy of the updated Procurement Policy be posted on the Library's website.

Agenda Item E.3.c – Adopt Credit Card/Business Charge Account Policy. Director Jakubowski reported the Library has 2 credit cards, one in the Director's name and one in Deputy Director-CFO Ken Stone's name with limits of \$5,000 and \$2,500 respectively. The Library also has an Amazon.com credit account. This new policy was created as one was not in place. On motion by Ms. Vincent, seconded by Mr. Bedenko, approval of Resolution 2015-29 was unanimous.

#### RESOLUTION 2015-29

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of a Credit Card/ Business Charge Account Policy which has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the Buffalo & Erie County Public Library's Credit Card/Business Charge Account Policy, and be it finally

RESOLVED, that a copy of the approved Credit Card/Business Charge Account Policy be posted on the Library's website.

Agenda Item E.3.d – Adopt Investment Policy. Mr. Stone explained the Library's investments are undertaken through the Erie County Comptroller's Office. This new policy codifies this and also identifies the Encore Editions book sale money account

balance will not go above \$20,000. On motion by Mr. Amodeo, seconded by Ms. Kelly, Resolution 2015-30 was approved unanimously as presented.

RESOLUTION 2015-30

WHEREAS, as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

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

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

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

In response to a question under Agenda Item E.3.b, Assistant Deputy Director Jeannine Doyle, in the audience, pulled up the County's Affirmative Action Plan which states the County's M/WBE rate is 15%. She also added that as one of the Library's Organizational Competencies, the Library has a goal to develop its own separate Affirmative Action Plan for the System and that is something they will look at. Trustee Ricks offered to help; Ms. Doyle welcomed this.

Agenda Item F - Report of the Director. Director Jakubowski thanked Trustee Wayne Wisbaum for making a generous donation through the Library Foundation of Buffalo & Erie County for the Milestones of Science exhibit.

Director Jakubowski recognized Assistant Deputy Director Joy Testa Cinquino as being one of Business First's Women of Influence. She thanked her for all she does for the Library.

Ms. Jakubowski shared the following *Save the Dates*:

- November 12, 2015 - 4:30 - 7:30 p.m. - Celebratory Gathering of the System Board, Library Foundation Board, as well as donators and sponsors of the Milestones of Science Exhibit.
- October 17, 2015 - ACT meeting; Cheektowaga Board of Trustees will be presenting the process and their experience of their NYS Comptroller's audit. This meeting will be held at the Anna Reinstein Memorial Library on Harlem Road.

Director Jakubowski called on Assistant Deputy Director Dawn Peters to report on the status of the Milestones of Science Exhibit. Ms. Peters shared they have been working on this project for well over 2 years and happily reported installation started this past Monday; banners are on the walls, carpeting and lighting have been installed, frames for the wall panels are here, and the display cases are arriving tomorrow. A soft opening is planned for October 4<sup>th</sup>. This is a 2-year exhibit and materials will be swapped out for conservation purposes periodically during this time, so items will be changing. An electronic flyer is being worked on. A staff run-through will be held October 2<sup>nd</sup> for anyone who wants to learn the script and be a docent. Anne Conable coordinated an Educational Advisory Committee with representatives from educational agencies who have provided great insight such as having an Educators' Night. Ms. Peters encouraged trustees to continue promoting this exhibit. She thanked staff and the outside people who have been working on this exhibit.

Ms. Jakubowski reported the Library was asked to participate with C-SPAN and will be featured on Book TV October 17<sup>th</sup> and 18<sup>th</sup>. The Library is proud to show off its Mark Twain manuscript *Adventures of Huckleberry Finn*, Milestones of Science Collection, Federalist Papers and *You are Here* exhibit. More specifics will be shared with trustees as they become available.

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

## **B&ECPL Monthly Report July & August 2015**

**Maker Camp Mondays:** Maker Camp, a Google sponsored summer camp where youth explore, tinker and make a variety of themed projects, was held every Monday in July and August at the downtown Central Library. Some of the projects included stop-motion animation, paper circuit greeting cards, marble runs, and instruments. The Maker Camp experience is documented on Google+ and includes photos and videos of each day's events. The Marble Run project was featured on the Maker Camp highlight reel, which highlights some of the amazing projects from each day. Maker Camp has been a wonderful way to integrate STEM (Science, Technology, Engineering, and Math) into the Library. Children's Librarians **Danielle Burning** and **John Gaff** presented the programs.

**Canalside:** The Library has been well represented at Canalside this summer. The Children's Department provided children's activities on the green, neighboring Shark Girl, every Tuesday (weather permitting) from June 30<sup>th</sup> through September 1<sup>st</sup>. This well attended program was sponsored in part by Canalside/Erie County Harbor Development Corp. Also sponsored by Canalside/Erie County Harbor Development Corp. was 4<sup>th</sup> of July activities, where the Library eagerly read stories, conducted crafts,

shared information on library services and enrolled participants for library cards. In addition, every Tuesday from late July through the end of August, TechKnow Lab Librarian **Andy Aquino** introduced Canalside visitors to the Library's Launch Pad and signed up new library card holders. Stationed at the *Buffalo NewsRoom* section of Canalside, Andy met hundreds of people who were amazed at the new activities occurring at Central and throughout the System.

**Larkinville:** The Library was booked for 3 visits to Larkinville – another popular summer destination for Western New Yorkers and beyond. TechKnow Lab Librarian **Kara Stock** and Information Services Librarian **Jennifer Morris** staffed a library table at Larkin Square's Food Truck Tuesday, July 21<sup>st</sup>. Many individuals stopped by the table to find information on library programs such as free computer training and how to download books from the Library's website. There was lots of great feedback – many who stopped by expressed how they “love their library!”

**Job Fair:** July 22<sup>nd</sup> - Information Services and Outreach Librarian **Susan Kriegbaum-Hanks** coordinated and managed the Central Library's Job Fair. Over 500 job seekers attended the event that offered 37 agencies looking to hire or offer employment assistance. The Buffalo Employment & Training Center provided resume writing assistance for many and the Western New York Law Center spoke with over 100 job seekers about how credit ratings impact employment efforts. All the companies and agencies remarked about the high level of potential candidates attending the event.

**NYLA Director Visit:** New York State Library Association Director Jeremy Johannesen, with his son Jack, visited the Central Library on Monday, July 27<sup>th</sup>. Traveling to 50+ libraries throughout New York State in his 1978 Volkswagen Westfalia camper van, Director Johannesen and Jack receive a tour of the downtown Central Library including the Rare Book Room and Special Collections Department. Rare Book Curator **Amy Pickard**, Rare Book Map Librarian **Charles Alaimo**, and members of the TechKnowLab team amongst others, participated in “showing-off” all the B&ECPL has to offer in library services and resources for the residents of Erie County.

**eLibraryCard:** In August 2015, the B&ECPL introduced an eLibraryCard which was developed to address the needs of virtual users. Applied for online, it allows use of the Library's online resources and public computer services. Erie County residents at least 17 years of age are eligible to apply for and receive an eLibraryCard. It can easily be upgraded to a traditional library card (with full borrowing privileges) at any library location.

**17<sup>th</sup> Annual Battle of the Books:** On August 1<sup>st</sup>, the 17<sup>th</sup> annual Battle of the Books was held at Erie Community College South Campus. This event is the culmination of months of reading, training, coaching and practicing. Thirty-three teams representing over 230 teens entering grades 6 -9 from throughout Erie County competed. This writer

served as the reader in the final round. County Legislators Lynne Dixon and John Mills were on hand and spoke to the audience. The teams' enthusiasm and enjoyment was apparent. Lancaster was the winning library and Marilla came in second place in a very exciting final round!

**C-SPAN to Spotlight B&ECPL's Rare and Unique Collections:** C-SPAN producers were in Buffalo to tape interviews on August 11<sup>th</sup> for "C-SPAN Cities Tour" scheduled to air in October 2015. The segment will include the Library's one-of-a-kind Mark Twain manuscript *Adventures of Huckleberry Finn*, the Milestones of Science Collection and the Federalist Papers. Part of a special series program highlighting authors and city history, C-SPAN also visited the Buffalo History Museum and interviewed several local authors. The program will be broadcast nationally on Book TV (on C-SPAN2, Time Warner Cable channel 226) and history channel American History TV (on C-SPAN3, Time Warner Cable channel 227 in "outlying areas" of Erie County/WNY) on October 17-18, 2015. C-SPAN is available in Buffalo on Time Warner Cable channels 96 and 225. The segment will feature **Amy Pickard** and this writer.

### 1. Public Services

#### Monthly Programming Statistics - July/August 2015

**In Library Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	323	1371	8797	29185
Children (age 6-12)	644	1382	15246	25611
Teens	272	910	4755	7384
Intergenerational	232	686	10356	24321
Adults (excludes Technology)	360	2080	3296	20220
<b>TOTAL In Library Programs</b>	<b>1831</b>	<b>6429</b>	<b>42450</b>	<b>106721</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	17	105	66	369
System or Library-owned Cyber Train	38	172	227	1174
One on One	105	398	130	686
<b>TOTAL Adult Technology</b>	<b>160</b>	<b>675</b>	<b>423</b>	<b>2229</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	7	41	203	1510
Children (age 6-12)	12	64	608	3581
Teens	3	5	584	705
Intergenerational	36	65	3865	8081
Adults (excludes Technology)	13	69	399	2779
<b>TOTAL Outreach (out of Library)</b>	<b>71</b>	<b>244</b>	<b>5659</b>	<b>16656</b>

**Summer Reading Programs**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	316	352	8653	9259
Children (age 6-12)	607	660	14879	15981
Teens	213	285	4474	5261
Intergenerational	205	233	12331	13624
Adults	33	38	457	520
<b>TOTAL Summer Reading Programs</b>	<b>1374</b>	<b>1568</b>	<b>40794</b>	<b>44645</b>

**Highlights:**

- On July 16<sup>th</sup>, New York State Assemblyman Robin Schimminger read a story at the Riverside Branch Library’s Family Story Time to promote the Read Aloud 15 Minutes campaign.
- The Frank E. Merriweather, Jr. (MRW) Branch Library hosted the presentation of the "Romeo Muhammad Scholarship Award" by Mrs. Eva M. Doyle on July 18<sup>th</sup>. The scholarship, in honor of her late husband, is presented annually to a Buffalo Public School graduating senior.
- On July 28<sup>th</sup>, at the MRW Library, Erie County Legislator Betty Jean Grant and the We Are Women Warriors group sponsored “Path to Prosperity” with representatives from Erie Community College. Perspective students were provided instant registration and orientation.
- On August 1<sup>st</sup> and 8<sup>th</sup>, TechKnow Lab Librarian **Jordan Smith** and Library Associate **Sean Goodrich** were featured makers at the Buffalo Museum of Science. Over 100 people stopped by the table to make drawings with Osmo gaming on our iPad and learned simple circuitry with our MaKey MaKey piano.

TechKnow Lab Librarian **Kara Stock** and Children's Librarian **Erin Burke** returned to the museum August 8<sup>th</sup> as featured makers, this time helping attendees build robots using our Cubelets and experience virtual reality with Google Cardboard. The mobile nature of the Launch Pad technologies helps to advertise the Central Library's collaborative work space, and many of the individuals met at these outreach events come in to learn more about our resources.

- On Monday, August 10<sup>th</sup>, Jewish Family Services brought a group of refugees for a visit to the Crane Branch Library. The women and children, all from Burma, applied for library cards using the new Karen applications. Librarian **Patti Foley** spoke to the group, through a translator, about what the Library has to offer and then took questions.
- An opening ceremony and ribbon cutting for the Launch Pad took place on August 19<sup>th</sup> with interested staff, patrons and news agencies on hand to hear B&ECPL Director **Mary Jean Jakubowski** speak about the potential of this new MakerSpace located in the heart of the City. Director **Jakubowski**, **Jordan Smith** and **Kara Stock** were interviewed by WBFO for the Launch Pad MakerSpace Ribbon Cutting Event which can be read here: <http://bit.ly/1PvjtAz>.
- Summer Reading – Information Services and Outreach Librarian **Rebecca Pieszala** coordinated the 2015 Adult Summer Reading Contest. The contest ended with entries from 26 libraries, 121 individuals signed up and over 600 book reviews. The grand prize winner of a Kindle Fire HD was Kaitlyn Bishara. Children's Librarian **Erin Burke** coordinated the Online Summer Reading Contests for Kids and Teens. The Online Summer Reading Contests for Kids ran from June 1<sup>st</sup> through August 21<sup>st</sup> and was open to children ages 12 and under. During this contest, there were 80 active participants from 28 libraries. A total of 1,934 books were read with 1,693 reviews written. The Online Summer Reading Contest for Teens was open to children ages 13 to 16. Twenty-three libraries were represented with 204 books being read and 166 reviews submitted.

## 2. Collection Development

### Collection Development - July and August 2015

#### Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	9,288	34,562	437	2,226	525,905
Young Adult Print	1,612	6,114	178	686	72,116
Adult Print	12,478	44,333	1,911	6,220	1,878,731
Media	10,907	41,480	1,025	4,235	495,977
Other*	6,819	28,357	46	104	199,972
<i>Subtotal</i>	41,104	154,846	3,597	13,471	3,172,701

\*Includes magazines, generic copies, and other

#### Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
e-Books	793	3,713	280	1,343	30,720*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
e-Audiobooks	159	562	129	290	8,310
e-Videos	0	0	0	0	370** +Moving Image Archive Library
<i>Subtotal</i>	952	4,275	409	1,633	39,400

\*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
<b>Total</b>	42,056	159,121	4,006	15,104	3,212,101

#### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	972	3.9%	971	68.1%
Staff Initiated	200	1.45%	200	75.0%

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

**Highlights:**

- Between July and August, 1,322 unique visitors from 12 countries viewed the Library’s Subject Guides (<http://bit.ly/1BgHwzj>).
- Photographer and documentary filmmaker Donald Blank donated photos he took of people on downtown and east side streets, circa 1967. Niagara Branch patron David P. Joseph gave the library his father’s photographs of the Connecticut Street Armory fire in 1982.

**3. Technology**

**Technology - July and August 2015**

Website Visits:

	Current Month	Year to Date
BuffaloLib.org	785,963	3,395,963
Online Catalog	547,480	2,233,445

Social Networking:

	Monthly Activity <sup>1</sup>	YTD Activity	Monthly Audience <sup>2</sup>	Total Audience	Monthly Engagement <sup>3</sup>	YTD Engagement
<a href="#">Facebook</a>	191	864	322	5,989	7,302	24,883
<a href="#">Flickr</a>	73	572	-	51	46,569	158,176
<a href="#">Instagram</a>	69	241	85	402	1,183	4,163
<a href="#">Pinterest</a>	134	575	30	1,138	1,116	4,783
<a href="#">Tumblr</a>	11	74	11	92	17	66
<a href="#">Twitter</a>	370	1,296	200	7,978	2,513	8,164
<a href="#">YouTube</a>	1	5	1	106	1,957	8,385
Total	849	3,627	649	15,756	60,657	208,620

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

<sup>2</sup>Number of followers

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

#### 4. Funding/Fundraising

##### **Funding:**

**Library's 2016 Operating and Grants Budget Requests Submitted to Erie County on Time:** After reviewing the proposed budget with the Board's Executive Committee on August 13<sup>th</sup>, the Library's operating budget was turned in on August 17<sup>th</sup>, the deadline for an on-time request.

The budget request is tenuously balanced, preserving current open hours and service capacity and meeting all contractually obligated costs, including bargaining unit contracted colas and the 2016 scheduled increase in the minimum wage. The budget request assumes the County Four Year Plan's 2.0% increase in the library property tax levy occurs and budgets use of \$914,843 in unassigned fund balance (3.32% of the 2016 requested operating budget) along with a \$439,410 credit for anticipated turnover savings (3.0% of operating salaries and wages) to balance the Library's 2016 budget request. The Library's unassigned fund balance ended 2014 at \$2.8 million, with subsequent assignments and commitments for grant match and equipment replacements lowering that amount to \$2.2 million.

On the expenditure side, growth in retiree health costs is the major factor impacting costs. The impact of 2014 County labor agreement changes accelerated retirements towards the end of 2014 and this is now impacting retiree health care expense in 2015, which is presently equaling approximately 15% of the Library's Full-time and RPT payroll. This trend yields a \$523,000 (52%) increase in the 2016 budget estimate over the 2015 adopted budget. These same contracts include provisions to significantly mitigate the impact of health care costs; however, phase-in of these provisions will occur over many years, with greater cost mitigation occurring further in the future. These factors will also impact Erie County's 2016 budget expense.

For active employees, health care rates are anticipated to increase approximately 5% in 2016; however, the utilization rate has also increased, leading to a net \$349,000 (15.6%) projected increase over the amount budgeted in 2015.

On the positive side, improved e-Rate discounts as well as lowered utility and professional service costs resulted in lower costs of over \$330,000 from the 2015 adopted budget.

Sales tax revenue performance will impact Erie County's overall revenue picture. The State Comptroller has issued a somewhat downbeat report on sales tax performance state-wide. Erie County's growth rate for the 2015 first half was 2.11% over the same period last year. Factors that had partially mitigated the impacts of the great recession, the dollar near par and high gas prices (subject to the County sales tax), have gone

dramatically the other way in 2015. For at least the short-term, these factors work against the positives from recent activity growth related to development in and around Canalside and the Medical Corridor.

Pursuant to the Erie County Charter, the County’s proposed 2016 budget must be submitted to the Erie County Legislature on or about 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.

**Fundraising:**

<b>Campaign Name</b>	<b>Campaign Dates</b>	<b>Raised to Date</b>
Annual Campaign (including all gifts received Jan. 1 - August 31)	January 1 - August 31, 2015	\$84,668
Online Store	Store opened at the end of June 2015	July & August sales - 8 items, 5 orders, totaling \$393
Borrower Services Donation Box	July 1 <sup>st</sup> - July 31 <sup>st</sup>	\$19.00
Borrower Services Donation Box	August 1 <sup>st</sup> - August 31 <sup>st</sup>	\$23.00
Crane Book Sale	July 8 <sup>th</sup>	\$370.50
Crane Book Sale	August 11 <sup>th</sup>	\$648.00
Crane Donation Box	August 11 <sup>th</sup>	\$61.27
Merriweather Book Sale	July 13 <sup>th</sup> - July 18 <sup>th</sup>	\$398.00
Merriweather Donation Box	August 18 <sup>th</sup>	\$85.50
North Park Book Sale	July	\$257.25
North Park Donation Box	July	\$36.00
Riverside Donation Box	August 11 <sup>th</sup>	\$66.50

**Highlights:**

- Grants submitted include: American Honda Foundation (Milestones - \$25,000, pending); National Grid (Milestones - \$5,000, pending); Canalside (Maritime Festival Programming - \$1,000, approved); and Tegna Foundation/WGRZ (Milestones - \$5,000, pending).
- New sponsorships for the Milestones of Science exhibit were received from Ted Johnson, **Mary Jean Jakubowski**, Wayne Wisbaum, Praxair, William S. Hein & Co., Arlene and Ruth Mathews Fund, Spree Magazine and Entercom Communications.

- On August 19<sup>th</sup>, a tour of the Mark Twain Room, Rare Book Room and Grosvenor Room was given to donors from the Community Foundation of Greater Buffalo; several volumes of the Milestones collection were shown before a presentation about the upcoming Milestones exhibit. Library Director **Mary Jean Jakubowski**, Special Collections Manager **Meg Cheman**, and Rare Book Curator **Amy Pickard** participated.
- On August 28<sup>th</sup>, the Library held its first “Library Night at the Ballpark” at the Buffalo Bisons game. A total of 157 tickets for the game were sold through the Library and \$604 was raised.

## 5. Facilities

### *Highlights:*

- **Central Library Sewer Work Completed:** The contractor replaced the collapsed section of the Central Library’s north side sewer pipe over the weekend of August 15-16. They completed backfilling the excavated area and patched the affected section of Oak Street the following week. Impacted restrooms have been reopened and a final thorough cleaning of the boiler room and elevator pit will be scheduled.
- **City of Buffalo Awards Bids and Authorizes Contracts for Work at the Crane and Niagara Branch Libraries:** At their July 21<sup>st</sup> meeting, the City of Buffalo Common Council determined of the bids received to replace the Crane Library roof, Progressive Roofing (with a base bid of \$260,510 add Alt 1 for \$50,000 and a contingency of \$35,000 for a total cost of \$345,510) as the lowest responsible bidder in accordance with the plans and specifications. Reconstruction several years ago and repeated patching have failed, with active leaks present on both the main and second floor community meeting spaces, necessitating roof replacement.

At the same meeting they also determined of the bids received to rehabilitate and upgrade the Niagara Library’s elevator, Miller Enterprise Inc. (with a base bid of \$94,700 and a contingency of \$10,000 for a total cost of \$104,700) as the lowest responsible bidder in accordance with the plans and specifications. This project will also install a family restroom adjacent to the elevator in the library’s basement community meeting space.

Contracting for both projects is in progress, with construction anticipated to begin later this year. Library staff is developing NYS Library Construction Grant requests to supplement City of Buffalo bond funding for these projects.

## 6. Staff Development

### Staff Development - July/August 2015

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	133	1522	3	19

#### Highlights:

- Adult Content Materials Training was conducted by Assistant Deputy Director/Workforce Development Officer **Doreen Woods** over 2 sessions for Concord Public Library staff.
- Thirteen B&ECPL building guards received mandated annual New York State Security Training at the downtown Central Library. In addition to required materials from the New York State Division of Criminal Justice Services, topics included customer service, verbal intervention, service animals, EAP, transgender pronoun usage and bathroom accommodations, and accurate and concise reporting of incidents/accidents.
- Human Resources participated in the B&ECPL Job Fair on July 22<sup>nd</sup>. Over 80 applications were accepted.
- Other staff attended programs and conferences outside the B&ECPL. This writer and Chief Operating Officer **Carol Batt** attended the Public Library Systems Directors Organization (PULISDO) Conference on July 28<sup>th</sup>. Librarian **Renee Masters** attended the Healthy Aging Summit presented by the American College of Preventive Medicine over the same weekend.
- Online webinars/workshops attended by staff in July/August include: *Getting Started with Google Analytics*, sponsored by ALA; *No Job Seeker Left Behind: Library Services to Meet Their Needs*, hosted by Web Junction; NY 3Rs Association webinar *By the Numbers: Quantitative Assessment in Libraries*; *BLUEcloud Staff Clients*, a SirsiDynix Strategic Partner Program webinar; *How to Use Project Outcome's Online Platform*, a PLA-sponsored webinar; *Getting over the Language Barrier: Working with Immigrants and Refugees*, hosted by several non-profit organizations; *Top Legal Pitfalls Hiring Managers*, presented through LinkedIn; *Back to the Future: Preserving the Past with New York Heritage & Digital Public Library of America*, a webinar presented by WNYLRC and the NY 3Rs Association; *MobileCirc Training*, an online workshop hosted by SirsiDynix; *Collection Development Tips*, a webinar by Library Journal; *How to Use Project Outcome's Dashboards*, a PLA-

sponsored webinar; and *MARC Data Reports in BLUEcloud Analytics*, a SirsiDynix Tips and Tricks webinar.

### 7. Media Coverage/Media Releases

Type of Communication	Topic	Air Date/Publish Date
TV Interview with Mary Jean Jakubowski	Why Libraries are Important	WIVB TV, Channel 4, July 2 <sup>nd</sup>
TV Interview - taped with Mary Jean Jakubowski and Amy Pickard	Rare Collections including the Mark Twain Room, Grosvenor Room (featuring MOS books and the Federalist) and the Rare Book Room	C- SPAN recorded for national airing in October 2015
Live TV - Interview with Mary Jean Jakubowski	Summer Reading/Launch Pad, Job Fair	AM Buffalo - July 20 <sup>th</sup>
Interview, photos & article with Mary Jean Jakubowski	Don't let kids lose touch with learning during summer vacation - encourage reading, exploration and physical activity	Buffalo News - Refresh - July 18 <sup>th</sup>
Newspaper Interview with Amy Pickard	Rare Book Collection Full of Hidden Treasures	Bee Publications - week of August 17 <sup>th</sup>
Radio Interview with Mary Jean Jakubowski	Construction aid	WBFO Radio - August 13 <sup>th</sup>
Photo Shoot	Article about best venues to visit alone	Photographer came on Aug. 21 <sup>st</sup> , in Gusto on August 27 <sup>th</sup>
Media Event	Tinkering, Learning, Creating Launch Pad MakerSpace Ribbon Cutting @ Central Library	Covered by WBFO Radio - August 19 <sup>th</sup> and 20 <sup>th</sup>
Media Release	Job Fair @ Central Library on Wed., July 22 <sup>nd</sup>	Sent to all media July 10 <sup>th</sup>
Media Release	Young Performers Wanted for Anti-Bullying Celebration	Sent August 30 <sup>th</sup>
Media Release	Lancaster Public Library Wins 17 <sup>th</sup> Annual Battle of the Books	Sent to all media August 1 <sup>st</sup> ; Story picked up by Bee Publications
Media Release	Lancaster Public Library WINS 2015 Battle of the Books Reading Competition	

Media Release	Free Film Screening @ Downtown Central Library - 15 Shorts in 16mm to be Screened With the Film Director - August 25 <sup>th</sup>	Sent to all media August 21 <sup>st</sup>
Media Release	HUGE Annual Used Book Sale - Central Library - next week	Sent to all media with reminders on July 30 <sup>th</sup>
This Week @ Central	Weekly schedule of programs at Central Library	Sent to all media July 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> , & 27 <sup>th</sup> ; August 3 <sup>rd</sup> , 10 <sup>th</sup> , 17 <sup>th</sup> , & 24 <sup>th</sup>
Article	Suburban, Rural Libraries Receive \$1.5M for Capital Projects	Business First of Buffalo - August 18 <sup>th</sup>
CRA (Crane): WNY Family Magazine-online calendar	Summer Programs	July & August 2015
CRA: Elmwood Village Association - Neighborhood Happenings	Summer Programs Reading Programs	July 6 <sup>th</sup>
MRW: The Challenger	"Pathway to Prosperity": Jobs, Training . . . on July 28 <sup>th</sup> at the Merriweather Library	July 22 <sup>nd</sup>
MRW: Black WNY newspaper	Interview of Branch Manager on the African American Obituary Collection	
NPK (North Park): Family Magazine	Sent in information for August Summer Reading Programs	July 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> & 28 <sup>th</sup>
Riverside Review	Free Tax Assistance; Family Story Time; JJ the Therapy Dog; Summer Reading Contests; Zoomobile; Upcoming Book Sale	July 6 <sup>th</sup> , 13 <sup>th</sup> & 22 <sup>nd</sup>
Riverside Review	Free Tax assistance; JJ the Therapy Dog; Summer Reading Contests; Upcoming Book Sale	August 5 <sup>th</sup> , 12 <sup>th</sup> , 19 <sup>th</sup> & 26 <sup>th</sup>
WBFO <a href="http://bit.ly/1PvjtAz">http://bit.ly/1PvjtAz</a>	Launch Pad Ribbon Cutting	August 20 <sup>th</sup>

*Highlights:*

- On August 18<sup>th</sup>, **Amy Pickard** presented the Mark Twain Room, the Buffalo map exhibit, Milestones of Science, and other items from the Rare Book Collection to *Bee Publications* reporter Mary K. Best for an article in the *Bee*.
- The Library System was included in the July local Val-Pak mailings with information about the “Read Aloud” campaign on one side of the mailer and all library addresses/phone numbers on the flip side. Flyers were mailed to all homeowner addresses in zip codes of the 37 libraries.

## 8. Partnerships

*Highlights:*

- July 7<sup>th</sup> – Information Services and Outreach Manager **Daniel Caufield** met with administrators and teachers from the Erie County Youth Detention Center. After a tour and discussions about the needs of the Center, arrangements were made to issue an Agency library card to the Detention Center. This new partnership will allow library materials to reach the teens at the Detention Center and bring new programming opportunities for both the Library and Detention Center.
- July 10<sup>th</sup> – The first meeting of 2016 Shakespeare community stakeholders was held in the Central Library Meeting Room. Approximately 20 people attended from UB, Buffalo State, private and charter high schools, along with retired ECC English instructor Cathy Prion-Sarata who originally suggested a city-wide celebration of 400 years of Shakespeare.
- July 27<sup>th</sup> – Children’s Services Manager **Kathryn Galvin** met with Dr. Mark Frazier, Director of Student Placement & Registration, Buffalo Public Schools.
- July 27<sup>th</sup> – **Linda Rizzo** met with Jessica M. Lazarin, Director - Office of New Americans, at City Hall regarding her desire to assist the Library with recruiting/inviting members of the refugee and immigrant communities to our programs.

## 9. Director Activities

### Meetings and Events:

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
July & August 2015**

DATE	MEETING / EVENT
July 1, 2015	Meeting - Administrative Team
July 1, 2015	Meeting - Elevator Project
July 1, 2015	Meeting - Dr.'s Brenda and Larry White, UB Library and Information Studies
July 1, 2015	Meeting - Dan Frisa - Donation
July 2, 2015	Media Event - Channel 4 - <i>Why Libraries are Important</i>
July 2, 2015	Meeting - Helene Kramer - Charter School of Inquiry
July 4, 2015	Event - The Library @ Canalside
July 6, 2015	Meeting - Dawn Peters and Joy Testa Cinquino, Milestones of Science (MOS) Presentation
July 6, 2015	Event - Crane Library - East Hill Foundation Celebration
July 7, 2015	Meeting - Buffalo State College Art Conservation Department
July 8, 2015	Meeting - Managers/Directors
July 8, 2015	Meeting - Joy Testa Cinquino and Maureen Germaine
July 8, 2015	Meeting - Jeannine Doyle and Doreen Woods
July 9, 2015	Meeting - Literacy New York Buffalo-Niagara, Inc.
July 9, 2015	Meeting - Administrative Team
July 9, 2015	Meeting - Roseanne Butler-Smith, Director Amherst Public Library
July 9, 2015	Meeting - Joy Testa Cinquino, Dawn Peters and Scott Wood - MOS
July 9, 2015	Meeting - B&ECPL Board of Trustees Joint Executive Committee and Budget & Finance Committee
July 10, 2015	Presentation - Milestones of Science (potential funder)
July 13, 2015	Meeting - Regent Catherine Fisher Collins
July 14, 2015	Media - Buffalo News, Scott Scanlon
July 14, 2015	Conference Call - Public Library System Directors Organization and NYS Education Department Division of Library Development
July 15, 2015	Meeting - Joy Testa Cinquino, Dawn Peters and Scott Wood - MOS
July 15, 2015	Meeting - Jeannine Doyle
July 16, 2015	Meeting - Western New York Library Resources Council (WNYLRC) Board of Trustees - Business and Finance Committee
July 16, 2015	Meeting - B&ECPL Board of Trustees
July 16, 2015	Fundraiser - Concord Public Library
July 17, 2015	Meeting - Aaron Ott, Albright-Knox Art Gallery
July 20, 2015	Media - AM Buffalo

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July 20, 2015	Meeting - Warren Colville, President Buffalo News
July 21, 2015	Meeting - Stanton Hudson, Theodore Roosevelt Inaugural Site
July 22, 2015	Meeting - Administrative Team
July 22, 2015	Meeting - Joy Testa Cinquino, Dawn Peters and Scott Wood - MOS
July 22, 2015	Fundraiser - Eden Library
July 23, 2015	Meeting - NIOGA Library System - WNYLRC Strategic Planning
July 23, 2015	Meeting - Patrick Martin, Esq.
July 23, 2015	Meeting - Joy Testa Cinquino, Dawn Peters and Scott Wood - MOS
July 24, 2015	Meeting - Joy Testa Cinquino, Dawn Peters and Scott Wood - MOS
July 27, 2015	Meeting - Buffalo Public Schools - Student ID Library Cards
July 27, 2015	Meeting - Jeremy Johannesen, Director New York State Library Association
July 27, 2015	Meeting - Library Foundation of Buffalo & Erie County Board of Trustees
July 28, 2015	Meeting - Carol Batt and Maureen McLaughlin
July 28-30, 2015	Conference - PULISDO, Vernon, NY
July 31, 2015	Meeting - Jeannine Doyle
July 31, 2015	Conference Call - Victor Rice, President Library Foundation of Buffalo & Erie County
August 1, 2015	Event - Battle of the Books
August 3, 2015	Conference Call - Victor Rice, President Library Foundation of Buffalo & Erie County
August 3, 2015	Meeting - Sheryl Knab, Western New York Library Resources Council
August 4, 2015	Meeting - Jeannine Doyle
August 4, 2015	Meeting - Administrative Team
August 4, 2015	Conference Call - C-SPAN
August 4, 2015	Meeting - Year-End Projection Review and 2016 Budget Issues
August 5, 2015	Meeting - Chip Campbell and Mark Kross
August 6, 2015	Meeting - Chautauqua, Cattaraugus Library System CCLS, Re: WNYLRC Brainstorming
August 6, 2015	Conference Call - Sandra Williams Bush (Re: Community Gathering Retirement)
August 7, 2015	Meeting - Carol Batt, Kelly Donovan, Steve Hovey and Maureen McLaughlin
August 10, 2015	Media Event - C-SPAN
August 11, 2015	Media Event - C-SPAN Rare Book Room Taping
August 12, 2015	Meeting - Managers/Directors
August 13, 2015	Media Interview - Mike Desmond, WBFO
August 13, 2015	Meeting - B&ECPL Board of Trustees - Executive Committee
August 14, 2015	Conference Call - Rochester Regional Library Council RBDB Grant Panel
August 14, 2015	Fundraiser - Orchard Park Public Library John Mills Hot Dog Roast
August 14, 2015	Conference Call - Mike Hickey, Jaeckle Fleischmann & Mugal, LLP
August 14, 2015	Media Interview - Rebecca Cuthbert, Buffalo Spree
August 18, 2015	Conference Call - WNYLRC 50th Anniversary Committee
August 19, 2015	Media Event - Launch Pad
August 19, 2015	Meeting - John Good, Erie County
August 19, 2015	Meeting - PLACP Reception Discussion

August 19, 2015	Tour - Community Foundation of Greater Buffalo - Rare Book Room
August 20, 2015	Meeting - Administrative Team
August 20, 2015	Meeting - B&ECPL Board of Trustees - Policy Committee
August 21, 2015	Meeting - Joy Testa Cinquino
August 21, 2015	Meeting - BPS Student ID Library Cards
August 21, 2015	Event - Sandra Williams Bush Retirement Reception
August 24, 2015	Meeting - Aaron Ott -Albright-Knox Art Gallery
August 27, 2015	Meeting - Milestones Of Science Production Meeting
August 27, 2015	Meeting - Jeannine Doyle and Doreen Woods
August 28, 2015	Meeting - Carol Batt
August 28, 2015	Meeting - Kenneth Stone
August 31, 2015	Meeting - Michael Miechowski, Dawn Peters and Ken Stone - Milestones of Science Security
August 28, 2015	Meeting - Jeannine Doyle and Doreen Woods

**Other:**

**Contracting Member Library Activity Reports**

**Concord Public Library** – submitted by Bridgette Heintz, Director

Highlights of events and activities at the Concord Public Library:

**July 2015**

- On July 16<sup>th</sup>, Legislator John Mills held his 9<sup>th</sup> Annual Hot Dog Roast fundraiser for the Concord Library. With the help of local politicians and his office staff, \$1,488 was raised. According to Legislator Mills’ office, Concord was the library that raised the most money out of all the libraries in his district this year.
- Our annual book sale and bake sale was held July 14<sup>th</sup> - 17<sup>th</sup>; \$1,136 was raised to support the library.
- A special story time with Legislator Mills and B&ECPL mascot *Reada Book* was held to promote the Read Aloud 15 Minutes campaign and showcase the newly updated children’s area at the library. The updates include freshly painted walls, a new seating area, new shelving, and a nature-themed mural that is still in progress. A special paper bag puppet craft kit made to look like *Reada* was distributed to the 30 children and caregivers who attended.
- UNYTS held a blood drive on July 16<sup>th</sup> in the parking lot. They received at least 10 donations.

**August 2015**

- Thanks to funding procured from the Federal Institute of Museum and Library Services by the Youth Services Group, our library was able to host Mike Randall & Friends. Mr. Randall presented his “Read Like a Superhero” magic and

puppet show on August 6<sup>th</sup> to tie in with this year's summer reading theme "Every Hero Has a Story." Twenty-two people attended.

- Our monthly LEGO club is a huge success. There is a following of at least 20 school-age children who come to build on the fourth Monday of the month and fill our display case with their creations. This month's theme was "Make Ms. Bridgette a Ninja." They complied heartily.
- Through a community partnership with the Springville Concord Elder Network (SCENe), the library hosts monthly Alzheimer's Caregiver workshops which consist of a speaker from the WNY Alzheimer's Association coming to the library to offer advice and support to anyone affected by the disease.
- The Concord Library was able to take part in the first town-wide scavenger hunt coordinated by the Springville Chamber of Commerce. All participating chamber members and businesses were asked to provide an item for the 'hunters' to pick up and check off their lists. Those who successfully fulfilled their entire list by visiting every establishment were eligible to win a prize. The library provided a bookmark for their scavenger item; a bag full of children's books, a stuffed animal, and a book light were provided for the big prize. This was a good way to build community interest and remind those who don't normally come to the library that we are here.

### September 2015

- The Botanical Gardens is scheduled to present their terrarium program on September 21<sup>st</sup> for children ages 5-12 years. This will be the first time the Concord Library has partnered with them for programming and, if successful, will bring them back in the spring.
- Our "Book Club & A Movie" program is going strong with a steady group of 14. The goal is to choose books that have been made into movies and have everyone involved read as well as watch the selection in order to fuel discussion. The club meets every fourth Tuesday and the September title will be *Salmon Fishing in the Yemen* by Paul Torday. Thanks to a generous donation made by one of our members, we are able to provide snacks at each meeting.

### Hamburg Public Library - submitted by Jack Edson, Director

#### Highlights of events and activities:

- The Hamburg Public Library expansion project was substantially completed and we re-opened the building to much acclaim on April 26, 2015.
- We have been working to completely finish the project for the past 4 months, to complete the punch list, and to use the \$3.1M addition in exciting ways.
- Librarian **Tom Carloni** will be honored on September 15<sup>th</sup> as a graduate of the Public Library Administration Certificate Program (PLACP).

- I conducted a class on the subject of our building expansion project for the PLACP students and Gerald Nichols, Director - Palmer Institute for Public Library Organization and Management, on August 18<sup>th</sup>.
- We received a grant from the New York State Library Construction Grant program to repair the roof at Lake Shore Public Library for 2015.
- Our old friend, New York State Lieutenant Governor Kathy Hochul, and various other dignitaries toured the library on June 4<sup>th</sup>.
- We will celebrate the completion of the expansion project with many friends and donors at a Champagne Reception on the evening of September 16<sup>th</sup> and gather again on the afternoon of September 17<sup>th</sup> for the Ribbon Cutting Ceremony.

**Marilla Free Library** – submitted by Shannon Jakubowski, Director

Highlights of events and activities at the Marilla Free Library:

- We just finished another exciting and fun-filled summer with programs for all ages. Programs and events were centered around our “Every Hero has a Story” theme. This year we had 31 programs with 538 participants.
  - There was Story Time with Miss Shannon for preschoolers ages 3 to 5 and Summer Fun club for children ages 6 to 12.
  - We had fantastic special programs for all ages, which included a visit from Mike Randall & Friends, Hawk Creek, Nature Ed-Ventures, Superhero Training Camp, Science Heroes, Gravitational Bull, Superhero Scavenger Hunt, Independent Reading and Nitro Magic Ice Cream.
- The Marilla Free Library again sent a team to the Battle of the Books; this program is extremely popular. We are very proud of the Marilla Team that placed second in the competition. Special thanks to the coaches: **Shannon Jakubowski, Cathy Urquhart and Michael Green!**
- We also started 2 new book clubs in addition to our Tuesday afternoon group; we will now have an adult book club that will meet at 6:00 p.m. on the fourth Thursday of the month. We will also have a young adult book club that will begin to meet at 6:00 p.m. on the third Thursday of the month.
- The library will be participating in the town-wide garage sale on September 12<sup>th</sup>, 9:00 a.m. – 3:00 p.m.
- Preparations are under way for the Friends of the Marilla Free Library annual book sale. The book sale will take place September 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>.
- Lastly, we are excited to announce plans for an expansion that would double the size of the existing building. Details of the plans, which are on display at the library, include a larger meeting room and computer area and flexible space downstairs for an enhanced children’s room and performance area.

**Orchard Park Public Library** - submitted by Peggy Errington, Director

Highlights of events and activities at the Orchard Park Public Library:

- August: Science Wednesdays – series program for all ages, exploring various scientific concepts through activities, experiments, art and guest performers including the Buffalo Museum of Science and the Primate Sanctuary.
- Orchard Park Library sent 4 teams to the 17<sup>th</sup> Annual Battle of the Books, with a top finishing placement tied for third. Congratulations to all participants!
- Local instructor Tina Ames hosted a Jam Making workshop for adults on August 6<sup>th</sup>.
- On August 14<sup>th</sup>, Legislator John Mills hosted his Annual Hot Dog Roast fundraiser; Doug Rougeaux, “The Bubbleman,” was invited to do a special “Every Hero Has a Story” inspired performance during the event.
- An eBooks & eReaders computer training class was held August 20<sup>th</sup>.
- The library hosted a “Frozen in Summer” end of summer reading party on August 22<sup>nd</sup> where we were joined by 2 live reindeer and we unveiled our new “Frozen Book Nook,” an igloo made out of almost 400 milk jugs donated by the community!
- Orchard Park Library gratefully acknowledges a significant bequest from the estate of longtime patron Sharon Wurster.
- The Friends of the Orchard Park Public Library have scheduled their quarterly book sale September 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>.
- Orchard Park Public Library will host an up-cycled craft program featuring soda-tab arm bands on September 19<sup>th</sup>, in conjunction with the Quaker Arts Festival.
- An Apps for Tablets and Smartphones computer class is scheduled for September 17<sup>th</sup>.
- The library will be visited by Nickel City Reptiles on the afternoon of September 26<sup>th</sup>. At the show, 8 to 10 different reptiles and mammals will be presented for an educational and entertaining experience for all ages!
- The Orchard Park Public Library Board of Trustees has scheduled an Employee Appreciation Day gathering September 25<sup>th</sup>. Thank you!
- Buffalo Philharmonic BPOventions will resume October 14<sup>th</sup> with speaker Stefan Sanders: The Life of a Conductor.
- Owls, Vultures & Snakes – Oh My! Hawk Creek presents Talk on the Wild Side with Creepy Critters on Saturday, October 17<sup>th</sup>.
- A Family History Research computer class is scheduled for October 22<sup>nd</sup>.
- A Not So Scary Stories program featuring Annemarie Jason is on tap for October 26<sup>th</sup>.
- The Friends of the Orchard Park Public Library will host a Trick or Treat party with a coloring contest, crafts, snacks and stories on Thursday, October 29<sup>th</sup>.

- The Orchard Park Public Library is the most visited contracting library in Buffalo and Erie County, and ranks 4<sup>th</sup> overall in circulation of materials.

Agenda Item G – Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo & Erie County (Foundation) Board of Trustees met on July 27<sup>th</sup>. The primary agenda item at that meeting was a significant update report on the Milestones of Science project. Additionally, the Foundation agreed to be a major sponsor for the Babel series. Their next meeting is scheduled for October 7<sup>th</sup> where discussion will take place on the recent resignation of Foundation President Victor Rice for personal reasons.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. William Josefiak reported the West Seneca Public Library was happy to learn they were awarded the NYS Construction Grant for Phase I. The ACT Board met September 9<sup>th</sup> and planned workshops which will be beneficial to trustees to be held at ACT meetings for: October 17<sup>th</sup> (process of Cheektowaga Public Library NYS Comptroller's audit); December (roles and responsibilities of trustees with guest Jerry Nichols); February 2016 (Annual Trustee Workshop - follow-up to last year's workshop, learning what the web page does and all the interesting things the Library has to offer); April 2016 (topic to be decided).

Mr. Josefiak reported on September 11<sup>th</sup>, Legislator Lorigo met with staff from 4 libraries within his district – Elma, Marilla, East Aurora and West Seneca asking what those libraries may need. Staff conveyed they would like a stabilization of the B&ECPL budget and an increase if necessary; increased money for programming for all ages; increased materials budget; specific to Elma – increase in the budget for additional library hours; and a request for more Central staff for additional computer training for the public.

Contract Member Library Liaison Reports – Board meetings attended and reported on: Lackawanna Public Library – Trustee Vincent will be attending September 26<sup>th</sup> meeting. Amherst Public Library – Trustee Berens Bucki attended September 16<sup>th</sup> meeting. Alden, East Aurora, Elma and Marilla Libraries – Trustee Kelly attended meetings.

Subsequently, discussion continued on mobile social services to assist residents and how the Library can assist with this. Ms. Jakubowski reported Dr. Al Dershberger, Erie County Commissioner of Social Services, will be doing a presentation at the Library's October Managers/Directors meeting on this topic regarding satellite locations. Following further discussion, Assistant Deputy Director Joy Testa Cinquino was asked to speak to the Visitors Convention Bureau to see if the Library can obtain maps of downtown to make available at all libraries to assist residents who may be unfamiliar with traveling downtown. On another note, Trustee Ricks thought perhaps the Library System can be a conduit in getting information out to the community on the Delivery

System Reform Incentive Payment (DSRIP) Program which is a redesign of Medicaid, and asked the Library to contact Al Hammonds, ECMC Executive Director Millennium Collaborative Care.

Mr. Berlow questioned if contracting member libraries attend the Budget Hearing to plead their case regarding the budget. Ms. Jakubowski noted the System Board and Contract Member Library Boards as well as directors are invited to the annual Budget Hearing; some do attend. Discussion ensued regarding getting contracting member libraries more involved with advocacy for funding, both at the County and State level. Chair Johnson discussed having a unified look and voice in speaking as one. His hope is that at the end of the year, contracting member library System liaisons can bring back points taken in from contracting member library board meetings attended. Trustee Panty conveyed that contracting member libraries may visit their own legislators rather than appearing at a meeting with the System Board which may have more significance in having their voice heard. Mr. Josefiak concurred in the power of coming together, speaking as one, and carrying this message back to the ACT group.

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

Agenda Item J - Unfinished Business. None.

Agenda Item K - New Business. None.

There being no further business, on motion by Mr. Housh, seconded by Mr. Amodeo, the meeting was adjourned at approximately 5:35 p.m.

Respectfully submitted,

Kathleen Berens Bucki  
Secretary