

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 16, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, July 16, 2020, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, Chair  
Kimberly Johnson, Vice Chair  
Alan Bedenko, Secretary  
Joel Moore, Treasurer  
Michael Amodeo  
Katie Burd  
Lucy Candelario  
Carima El-Behairy  
Frank Gist  
Frank Housh  
Theodore K. Johnson  
Sharon M. Kelly  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:04 p.m. in the Collections Gallery Conference Room.

In keeping with Executive Order 202.48 issued July 6, 2020 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through August 5, 2020, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this July 16<sup>th</sup> Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki pointed out a verbatim transcript of the meeting as recorded by Zoom would be kept on file by the B&ECPL.

## Minutes of the Board of Trustees

Page 2

She also noted any public present on the call would be provided the opportunity to speak during Agenda Item H – Public Comment. Each speaker was to state and spell their name for the record and be limited to 3 minutes. The Board of Trustees would not respond during the Public Comment period.

A call of the roll was taken. A quorum was present.

Agenda Item B – Approval/Changes to the Agenda. Chair Bucki entertained a motion to revise the agenda to add *Resolution 2020-21 Budget SAM Grant – Frank E. Merriweather Jr. Library Improvements* under Budget and Finance Committee, Agenda Item E.2.d. Trustee Panty moved, Trustee Bedenko made a second, and approval was unanimous.

Agenda Item C – Minutes of the Meeting of June 18, 2020. On motion by Trustee Ted Johnson, seconded by Trustee Panty, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki entertained a motion to intermit the August Board meeting. She noted the August meeting is usually intermitted and a special meeting of the Board could be arranged regarding the 2021 budget or any other topic that required Board discussion or input if needed. Trustee Burd made the motion, Trustee Panty made a second, and approval was unanimous (this was assigned Resolution #2020-22).

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on July 9, 2020. A copy of the written report was distributed via email prior to the meeting and was at each trustee's place for those who attended in person. Committee Vice Chair Kimberly Johnson summarized the meeting. Trustee Gist moved to have the written report entered into the Minutes. Trustee Burd made a second, and this was approved unanimously.

Present via Zoom conference call: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Katie Burd and Elaine Panty; and ex-officio member Frank Housh. Also on the call were Library Director Mary Jean Jakubowski, Deputy Director - Chief Operating Officer (C.O.O.) Jeannine Doyle, and Deputy Director - Chief Financial Officer (C.F.O.) Ken Stone.

In keeping with Executive Order 202.48 issued July 6, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through August 5, 2020, this meeting was held remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and

made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:08 p.m. Following the call of the roll, it was noted a quorum was present.

The Committee reviewed the proposed agenda for the July 16, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting, which will be held onsite with additional remote access via a Zoom conference call. The onsite meeting will be held in the Central Library's Collections Gallery Conference Room. All in attendance will be required to wear masks and social distancing will be employed. This information will be included in the meeting announcement. The Committee had no changes for the proposed agenda.

The Executive Committee reviewed proposed resolutions. Discussion ensued regarding Resolution 2020-18 - 2021 Proposed Budget Guidance and Resolution 2020-19 - VOIP Cloud Service Contract Award. C.F.O. Stone reported on the monthly financials, including that the B&ECPL remains within budget.

Trustee Panty, as Chair of the Policy Committee, reported that the Policy Committee met on June 29<sup>th</sup> and reviewed 3 policies: Lost and Found, Rules of Conduct, and Central Library Access Ramp. There were no recommendations for changes to these policies. She will submit a full report during the Board meeting.

Director Jakubowski reported that as of the date of this meeting, July 9<sup>th</sup>, 36 of the 37 B&ECPL libraries were open to the public. The only library that remains unopened is the Hamburg Public Library - Lakeshore Branch which is closed for construction. It is expected to reopen on or about July 27<sup>th</sup>. She further reported that the B&ECPL has been asked to serve as "cooling centers" during the current high heat index. The Buffalo Branches and the Central Library are distributing water to patrons as well. Director Jakubowski is working with Erie County Emergency Services to secure a donation of additional water.

The public had no comment.

The Executive Committee meeting adjourned at 4:52 p.m. on a motion by Trustee Panty, with a second by Trustee Johnson.

## Agenda Item E.2 - Budget and Finance Committee.

Agenda Item E.2.a - 2021 Proposed Budget Guidance. Chief Financial Officer (C.F.O.) Ken Stone conveyed he expected to receive Year 2021 budget instructions from the Erie County Budget Office soon, as they are typically sent in mid-July. He noted this budget will need to be prepared in an environment of uncertainty given the impact of COVID-19 mitigation measures upon the state and local economy, combined with the unknown regarding proposed federal support to help offset lost revenue. As noted at the June 16<sup>th</sup>

Board meeting, there is a potential for a 20% decrease in New York State (NYS) Library Aid in 2020, as well as potential future impacts to 2021 library funding at a state and local level.

C.F.O. Stone noted Erie County has budgeted for a 2% increase in library funding each year since 2012, which most likely will not be the case for this year as there are many unknowns, including the timing and extent of any federal aid to state and local municipalities and how the economy will perform in upcoming months. Erie County did receive a positive sales tax report for the month of June, coming in only 1.6% below last year's revenue for the same month. However, this is the result of an adjustment by the State to account for misdistributions in the prior 2 months (in which sales tax revenue was over-advanced to New York City). Without any adjustment, Erie County's sales tax revenue would have been lower this month, but would not have been as low over the past 2 months. The national economy and the impact of COVID-19 in other states will also ultimately impact the environment in which the B&ECPL's budget is formed.

C.F.O. Stone explained the proposed guidance for the 2021 budget as put forth in proposed Resolution 2020-18. He noted this guidance would be used to submit an initial budget plan by Erie County's August 15<sup>th</sup> deadline. As has been done in previous years with budget shortfalls, the Library would submit its initial plan with a negative number and include the use of fund balance. After the Erie County budget is finalized on October 15, 2020, the Library would bring forward a detailed plan to match to the County's ultimate target. The final version would be presented to the Budget & Finance Committee.

Trustee Gist asked what the worst case scenario was for the Library's 2021 budget. C.F.O. Stone answered that it depends on a variety of factors, which is why he is continuing to work on plans for multiple scenarios, including status quo, 5% cut, 10% cut, and 25% cut. At this point, C.F.O. Stone does not believe there will be a 25% cut, but the largest predictors of the final budget target are the timing and extent of federal aid and the performance of the local economy between now and October 15<sup>th</sup>. Following this explanation, Trustee El-Behairy moved for approval, Trustee Candelario seconded, and the following was approved unanimously:

#### RESOLUTION 2020-18

WHEREAS, the Library expects to receive Year 2021 budget instructions from the Erie County Budget Office soon, with budget requests due to the Erie County Budget Office no later than August 15, 2020, which is before the next scheduled Board meeting, and

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

WHEREAS, it is in the Library's interest for Library trustees to articulate guidelines for preparing the 2021 Budget request; designate the Library Director as responsible for preparing a draft budget request consistent with these guidelines; and submit the request to Erie County, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) hereby directs the Library Director to complete the 2021 Budget request utilizing the following criteria:

- Offset the net impact of any reduced County funding target, estimated reduced state aid and reduction in other revenue by a combination of increased use of fund balance and a credit to the Reduction in Personnel Service expense line;
- Develop detailed reduction plans and impact statements that can be offered for consideration once the recommended county funding level for the Library in 2021 is known upon the release of the County's proposed budget on or about October 15<sup>th</sup>;
- Incorporate the impact of the 2021 New York State minimum wage increase (\$0.70 per hour effective 12/31/2020) on page and senior page wage rates;
- Incorporate the cost of contracted bargaining unit agreements and non-represented personnel pursuant to previously approved Board resolutions and rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize public access to libraries in any budget adjustments needed to balance the 2021 Budget request, and be it further

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

Agenda Item E.2.b – VOIP Cloud Service Contract Award. Chief Operating Officer (C.O.O.) Jeannine Doyle described proposed Resolution 2020-19 as presented. Trustee Bedenko asked what the Library was currently paying Erie County for its phone services. C.O.O. Doyle explained the County has not issued traditional phone bills since approximately 2011, and has instead charged a "user-charge" for a variety of services, including phone services. She is working with the County to negotiate a new user agreement and new user fee to account for the Library contracting for phone services independently. C.F.O. Stone added that for the 2021 budget, he will be subtracting the cost of the new phone service from the fee paid to the County. C.O.O. Doyle noted in the process of planning for this transition, she has been able to eliminate many unused phone lines, effectuating cost savings in the necessary replacement of

equipment. Trustee Bedenko moved to approve Resolution 2020-19 as presented; Trustee Panty made a second and approval was unanimous.

RESOLUTION 2020-19

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) provides local voice telecommunications services to the System's 37 locations, and

WHEREAS, telephone services at the Central Library are currently provided through Erie County, and

WHEREAS, Erie County is phasing out the traditional PBX landline telephone services, moving to a Voice Over Internet Protocol (VOIP) based system and will no longer be contracting for telephone services as of December 31, 2020, and

WHEREAS, the B&ECPL seeks a hosted (cloud) virtual PBX VOIP environment to replace telephone service at the Central Library, and

WHEREAS, pursuant to the B&ECPL Procurement Policy an RFQ was issued to seek quotes from vendors under the New York State Office of General Services (NYS OGS) Information Technology Umbrella Contract, and

WHEREAS, among the responses received Verizon Business Networks, Inc. (Verizon) received the highest score, and

WHEREAS, the estimated cost following NYS OGS contract terms and expected utilization is approximately \$1,917 per month, and

WHEREAS, the Library's Chief Operating Officer is recommending an award of the contract to Verizon for a term initial term of 60 months, with an option to renew for additional term(s) consistent with and contingent upon any subsequent renewal with NYS OGS, now, therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves awarding a contract for hosted (cloud) virtual PBX VOIP environment telephone service at the Central Library to Verizon Business Network Services, Inc. (Verizon) for an initial term not to exceed 60 months, with an option to renew for additional term(s) consistent with and contingent upon any subsequent contract renewal with NYS OGS, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute any needed documents to effectuate this award, and be it finally

RESOLVED, that the Board authorizes the Library Director or her designee to transfer funds within the operating budget as necessary to effectuate this service.

Agenda Item E.2.c – Monthly Financial Report. The monthly financial report for the year as of May 31, 2020 month-end close was included in the board packet as an information item. C.F.O. Stone noted Erie County had received federal funding for COVID-19-related expenses. These funds will be used to cover some of the expenses incurred by the Library in implementing new safety measures, including Plexiglas barriers, sanitizers, masks, gloves, and other personal protective equipment (PPE). The B&ECPL will ultimately be reimbursed approximately \$70,000 to cover what has already been spent on these items. C.F.O. Stone also drew attention to the expenditure detail report, noting unemployment insurance costs were high in May, totaling over \$82,000, but part-time wages were proportionately low, at only \$2,370 for the month. On balance, being self-insured for unemployment has been beneficial for the B&ECPL. He also noted the extra \$600 per week unemployment benefit, which was federally funded, is not paid for by the Library. C.F.O. Stone next brought attention to the COVID-19 impacts and projections, noting the B&ECPL’s initial NYS Library Aid payment is normally released in July, which represents approximately 90% of the total for the year. It is expected this payment will be late and probably reduced, as New York State assesses its own budget shortfalls. This reduction may not reflect an actual cut, but an adjustment of cash flow. The State has been impacted by the movement of the income tax deadline from April 15<sup>th</sup> to July 15<sup>th</sup> which has delayed expected income tax revenues, compounding the impact of low sales tax revenues statewide. He will monitor this situation.

Agenda Item E.2.d – Budget SAM Grant – Frank E. Merriweather, Jr. Library Improvements. C.F.O. Stone described Resolution 2020-21 as presented. He emphasized this was a “sized” project, based on the amount of funds New York State Senator Timothy M. Kennedy believed he would be able to secure. It does not require a match in funds from the City of Buffalo. Trustee Gist questioned the cost of the project, especially the funds allocated for the parking lot. C.F.O. Stone explained the \$375,000 cost includes approximately 10% for design and administration of the project and approximately \$100,000 for the auditorium and \$200,000 for parking lot improvements. Discussion ensued regarding the cost of the project. C.F.O. Stone noted the grant was written to allow for some flexibility if the initial rehabilitation costs less than expected, allowing for other improvements in the areas covered by the project. He also pointed out the project will free up funds from the City of Buffalo to potentially address roofing issues at the branch in the future. Trustee Gist moved to approve, Trustee Candelario made a second, and approval was unanimous.

#### RESOLUTION 2020-21

WHEREAS, on July 9, 2020, the Buffalo & Erie County Public Library (B&ECPL) received confirmation of a \$375,000 capital-funding grant award from the State and Municipal Facilities Program (SAM), sponsored by New York State Senator

Timothy M. Kennedy, for improvements at the Frank E. Merriweather, Jr. Library, and

WHEREAS, the improvements would include rehabilitating the parking lot to eliminate safety hazards, including reconstructing Americans with Disabilities Act (ADA) compliant ramps from the parking lot to the building to improve accessibility and reconstructing catch basins to address poor drainage, ponding and tripping hazards, and

WHEREAS, the improvements would further include upgrading auditorium area electrical capacity, including replacing the failing stage lighting control system and sound system as well as increasing the capacity of the electrical service to address current and future technology needs, and

WHEREAS, the Board of Trustees of the B&ECPL gratefully appreciates Senator Kennedy's support for these needed improvements, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves establishing a Grant Budget as shown below:

**Frank E. Merriweather, Jr. Library Parking Lot and Auditorium Area Improvements - SAM**

**Revenue:**

New York State and Municipal Facilities (SAM)	<u>\$375,000</u>
<b>Total Revenue</b>	<b>\$375,000</b>

**Expense:**

A&E, Construction and Equipment	<u>\$375,000</u>
<b>Total Expense</b>	<b>\$375,000, and be it further</b>

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of grant proceeds to reimburse the City of Buffalo for project related expense undertaken by the City as owner of the building, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes use of Library Fund grant match assigned fund balance if needed to advance funds to allow the project to proceed until SAM funds are available.

Agenda Item E.3 - Policy Committee. The Policy Committee met on June 29, 2020; the report was included in the board packet. Committee Chair Elaine Panty summarized the meeting and asked the written report be entered into the Minutes. Trustee Panty moved, Trustee Bedenko made a second, and this was approved unanimously.



Present: Chair Elaine Panty; Committee members Alan Bedenko, Kathleen Berens Bucki and Sharon Kelly. Also present was Library Director Mary Jean Jakubowski.

The meeting of the Policy Committee began at 4:05 p.m.

Per State of New York Executive Chamber Executive Order 202.38 issued June 6, 2020 which extends previous Executive Orders until July 6, 2020 (regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic), this meeting was held remotely via Zoom. As required by Governor Andrew Cuomo's Executive Order, the public had the ability to listen to the proceeding via a Zoom conference call; the meeting was recorded, transcribed and made available on the Library's website. A quorum was present. No members of the public were present.

The Committee reviewed the *2020 Review Schedule for Board Adopted Policies*. No changes were made.

Director Jakubowski indicated Library Administration had reviewed the following 3 policies and are recommending no changes at this time. Chair Panty asked Committee members if they had any questions/recommended changes. The Committee unanimously agreed no changes to any of these policies were warranted at this time.

- Lost and Found Policy - motion by Trustee Bedenko, second by Trustee Bucki;
- Central Library Access Ramp Rules - motion by Trustee Bedenko, second by Trustee Kelly; and
- Rules of Conduct - motion by Trustee Bedenko, second by Trustee Bucki;

Regarding the Rules of Conduct, Committee Chair Panty asked if facial coverings needed to be added to the Policy. Discussion ensued. As facial coverings are required under Gubernatorial Executive Order of which the Library must follow, the Committee felt it was not necessary to add this language to the Policy. This can be changed if the Executive Order is reversed and the Board would like to continue to mandate use of facial coverings in the Library.

On a motion by Trustee Bucki, second by Trustee Kelly, the meeting adjourned at 4:12 p.m.

Agenda Item F – Report of the Director. Library Director Mary Jean Jakubowski reiterated that 36 of the B&ECPL's 37 libraries are now open for in-person library services. Meeting rooms remain closed, and programming remains virtual. Director Jakubowski mentioned Nancy DiStasio, the "Cooking Librarian," was present for part of the meeting, and congratulated her on receiving over 4,000 likes on one of her virtual program posts. Library activities continue to increase throughout the B&ECPL; circulation is comparably on particular days similar to last year, and computer usage is up. Director Jakubowski noted while some computers are shut down to comply with social distancing requirements, laptops are available for patrons to use if computer stations are full. She has not heard of any issues with computer availability, but it is a

situation she continues to monitor. Director Jakubowski conveyed Administration continues to work with contract library directors to provide guidance on Governor Cuomo's Executive Orders and preparations for the 2021 budget. In conclusion, Director Jakubowski thanked Maria Borowiak for her time and service to the Library.

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

### **B&ECPL Monthly Report June 2020**

The Central Library and Buffalo Branch Libraries reopened this month following a 3 month closure of all libraries due to the novel coronavirus (COVID-19) pandemic. With safety plans in place, the Central Library, Frank E. Merriweather, Jr. Branch Library, and the Crane Branch Library began providing curbside/walk-up services on Monday, June 1<sup>st</sup>. All Buffalo Branch Libraries opened their doors for services including circulation, computer access and reference questions on Monday, June 8<sup>th</sup>. Library hours were limited due to staffing restrictions set forth by Gubernatorial Executive Order and for the health and safety of both patrons and staff. The "new normal" began, with patrons and staff being required to wear facial coverings while in the library. Social distancing is being employed, cashier-style protective shields have been installed at public service desks, and hand sanitizer and tissues can be found throughout the library. Protocols for increased cleaning and disinfecting of surfaces are in place. Library materials are quarantined for 72 hours upon return, before being discharged from the borrower record. No fines accrued during the quarantine period; all materials borrowed on or before February 11, 2020 were fine-free through June 29<sup>th</sup>. Those patrons opting to receive emails from the Buffalo & Erie County Public Library (B&ECPL) were sent electronic notification regarding the reinstatement of overdue fines. In addition, patrons were notified library materials placed on hold prior to the closure were available for pick-up. The ability to place a request for library materials will begin again on July 1<sup>st</sup>.

While meeting rooms remain closed due to social gathering restrictions, and no onsite programs are being scheduled, programming has continued virtually. Virtual programs have been well attended, with 45,249 views in the month of June. Storytimes, teen and adult book clubs, cooking demonstrations, genealogy and technology classes, crafts, gardening and games are but a few of the creative programs being provided by B&ECPL staff. The Central Library's Summer Job Fair was also held virtually with 18 agencies represented. Over 175 attendees participated in the program, which included opportunities to apply for employment, learn to use B&ECPL job-related resources, attend a program on job training skills, receive instruction how to search electronically for employment and learn how to use Microsoft Word templates to create a resume. This year's Summer Reading Program: *Imagine Your Story* is also being held virtually. Information can be found at [www.buffalolib.org](http://www.buffalolib.org). The Buffalo Branch Libraries and the Central Library are currently producing "Welcome Back" videos. Completed videos

including those from the Crane Branch Library, Frank E. Merriweather, Jr. Branch Library and the Central Library are being shared with patrons and posted to Facebook.

Our “new normal” remains challenging, but through it all our staff have been diligently providing excellent quality services (virtual and now in-person) to the residents of Erie County and beyond. I am proud of each and every staff member for their dedication and willingness to find a way to meet our communities’ library needs. In addition, I am grateful for the unbelievably talented administrative team that has lead this institution though the COVID-19 pandemic with strength, grace, understanding, tenacity and perseverance. My sincerest thanks and appreciation to all.

More challenges however, are on the horizon as financial impacts related to the COVID-19 pandemic continue. On June 12<sup>th</sup>, New York State Comptroller Thomas P. DiNapoli reported *Sales tax revenue for local governments in May fell 32.3 percent compared to the same period last year. Sales tax collections for counties and cities in May totaled \$918 million, or \$437 million less than 2019.*

Comptroller DiNapoli’s report further noted that *the sharp decline in revenues was widespread around the state, ranging from a drop of 19.5 percent in Westchester County to a 41.5 percent decline in Tioga County. Nearly every county in every region of the state saw a large drop in overall collections. New York City experienced a 31.9 percent decline, amounting to \$196 million in lost revenues for a single month.*

A chart accompanying the announcement showed that Erie County sales tax revenue fell \$19.0 million (30.9%) in May 2020 vs May 2019 after falling \$15.5 million (25.7%) in April. The release may be viewed at: [www.osc.state.ny.us/press/releases/2020/06/dinapoli-local-sales-tax-collections-drop-over-32-percent-may](http://www.osc.state.ny.us/press/releases/2020/06/dinapoli-local-sales-tax-collections-drop-over-32-percent-may).

While the Library receives no direct funding from the sales tax, the impact on Erie County’s finances will affect the County’s ability to allocate property tax revenue to the Library in 2021. The County’s 2021 budget information process is expected in early/mid-July. Library administration will continue to monitor this situation.

**1. Public Services**

**“In” Library Group Programs (Make and Take Kits):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	2	469	210	10,124
Children (age 6-12)	0	310	0	5,266
Teens	0	109	0	759
Intergenerational	1	624	55	15,801
Adults (excludes Technology)	0	697	0	9,931
<b>TOTAL In Library Programs</b>	<b>3</b>	<b>2,209</b>	<b>265</b>	<b>41,881</b>

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	40	0	1,156
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	1	10	740	3,512
Adults (excludes Technology)	1	25	50	893
<b>TOTAL In Library Programs</b>	<b>2</b>	<b>89</b>	<b>790</b>	<b>6,126</b>

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	76	304	9,650	61,753
Children (age 6-12)	64	263	5,501	25,936
Teens	29	85	640	1,681
Intergenerational	207	627	21,710	82,215
Adults (excludes Technology)	76	265	7,748	26,144
<b>TOTAL In Library Programs</b>	<b>452</b>	<b>1,544</b>	<b>45,249</b>	<b>197,729</b>

**Highlights (Central Library & Buffalo Branch Libraries):**

**Central Library - Children's Services**

- *Baby & Toddler Times*
- *DIY Sensory Storytime*
- *Classic Children's Literature Read-Aloud: Treasure Island*
- *Classic Children's Literature Read-Aloud: Alice in Wonderland*
- *Preschool Storytime/Family Art Break*
- *Science, Technology, Engineering and Math (STEM) Challenges*
  - *Get Your Blood Pumping*
  - *Solar Oven*
  - *Leak-proof Plastic Bag*
  - *Butter in a Jar*
- *Themed "book-bundles" - grab & go children's book collections for circulation*

**Central Library - Launch Pad/TechKnow Lab**

- *Online/Twitter Listening Parties*
  - *Run the Jewels*
  - *Norah Jones*
  - *John Legend*
  - *Bob Dylan*
- *Magic: the Gathering: Arena with Mr. James*
- *3D Printing from Home*
- *Lunchtime Learning: Editing Digital Photos, via Zoom*

**Central Library – Information Services**

- *The Cooking Librarian*
  - *Rha Rah for Rhubarb*
  - *Nothing Says Summer like Gelatin Delight*
  - *Hello Summer with Pesto and Bruschetta*
  - *Summertime Grilling Fun*
  - *Cake You Don't Have to Bake*
- *Welcome Back with the Central Gardener*
- *Central Library Virtual Book Club: What if...Society*

**Central Library – Special Collections/Grosvenor Room**

- *Ask the Genealogist*
- *Sanborn Fire Insurance Maps for Genealogy*
- *Using the Census without Losing Your Senses*
- *Breaking Old World: Finding Foreign Places of Birth in American Records*

**Central Library – Teen Programming**

- *Teen Advisory Group (TAG) virtual meeting*
- *Teen Manga Club via Discord*
- *Tirade of the Tomes – new online teen reading trivia contest*
- *Reader's Quest Book Club*
- *Rising Voices Book Club*

**Library on Wheels Bookmobile**

- *Find a Touch Scavenger Hunt – Explore & More, the Ralph C. Wilson , Jr. Children's Museum*

**Crane Branch Library**

- *Storytime with Mr. Dan*
- *Virtual Book Club*

**Dudley Branch Library**

- *How to Scan and Email or Fax Documents with an Android Phone*
- *How to Germinate Sunflowers*

**East Clinton Branch Library**

- *Paper Kite Craft*
- *What to Stream Movie Reviews*
- *Edible Playdough*
- *Father's Day Craft: Candy Bar Superhero*
- *Sponge Boat Craft*

**Leroy R. Coles, Jr. Branch Library**

- *Where's Reada (Mascot Reada Book)*
- *Rainbow Heart Chain Craft*
- *Storytime with Miss Libby*

**North Park Branch Library**

- *Father's Day Craft: DIY Coasters*
- *DIY Window Clings*

**2. Collection Development**

**Physical Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,861	10,188	222	922	541,273
Young Adult Print	776	2,238	160	543	75,741
Adult Print	3,362	13,677	775	2,858	1,822,076
Media	3,039	14,221	252	1,769	574,962
Other*	6,292	13,803	0	123	181,694
<b>Subtotal</b>	<b>16,330</b>	<b>54,127</b>	<b>1,409</b>	<b>6,215</b>	<b>3,195,746</b>

\*Includes magazines, generic copies, and other

**Electronic Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,622	9,486	1,060	6,541	95,886*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	445	2,332	265	1,622	20,324
eVideos	0	0	0	0	100
<b>Subtotal</b>	<b>2,067</b>	<b>11,818</b>	<b>1,325</b>	<b>8,163</b>	<b>116,310</b>

\*Includes 428 EBL titles

**All Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>18,397</b>	<b>65,945</b>	<b>2,734</b>	<b>14,378</b>	<b>3,312,056</b>

**Highlights:**

- **Subject Guides** - The Library's Subject Guides were viewed by 1,263 visitors from 17 countries in June. In addition to the United States, visitor country of origin included Australia, Bangladesh, Canada, Chile, Czechia, France, Hong Kong, India, Ireland, Jamaica, Norway, Pakistan, Peru, the Philippines, Singapore, and the United Kingdom.

- On June 24<sup>th</sup>, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** received delivery of John James Audubon’s *The Viviparous Quadrupeds of North America* from ECS Conservation, North Carolina. ECS surface-cleaned the heavily soiled 150-plate folio set of hand-colored prints and repaired and stabilized the multiple tears and creases throughout. Beautiful clamshell cases were built to safely house the individual prints. An exhibit of the newly conserved *Quadrupeds* is planned for spring of 2021 in the Rare Book Room.
- Information Services and Outreach Librarian **Maria Lowe** created a teen services blog post and Pinterest board entitled *Black Lives Matter: A Teen Book List* <https://www.buffalolib.org/blog/black-lives-matter-teen-book-list>

### 3. Technology

The Launch Pad received a *Cricut Maker*, which will allow over 50 types of material materials, including paper, fabric, and vinyl, to be cut using various specialty blades. Training for use of the equipment is being developed.

### 4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - June 30, 2020	\$205,753.87

### 5. Facilities

- Central Library construction work including the Auditorium Phase 2 and Presidential Center projects are making major progress since construction resumed in late May under NY State’s reopening process. Substantial completion of construction for the Presidential Center is now anticipated by mid/late August. The Auditorium work may be substantially complete by the end of summer.
- Legislation authorizing an extension of NYS Construction Aid project completion deadlines has been enacted and signed into law by New York State Governor Andrew Cuomo. Two Library Construction Aid projects, the Auditorium Phase 2 project at the Central Library and an HVAC replacement project at the Lake Shore Library, were at risk of not completing work in time for the Aid’s June 30, 2020 original deadline due to COVID-19 closures.
- The Graphics Department continued to produce signage relating to safety in our libraries, including posters for social distancing and wearing face coverings.

### 6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	537	2,283	2	43

**Staff Training Offered/Attended** – *Harassment Prevention: A Commonsense Approach* (presented by Kantola/B&ECPL); *Workplace Violence: The Early Warning Signs* (presented by Kantola/B&ECPL).

**Conferences Attended (Virtual)** – *ACRL Together Wherever Event* (presented by ACRL); *ALA Annual Conference* (presented by ALA); *New York Archives Conference* (presented by NYAC).

**Webinars Viewed – 117 webinars, including** *Best Practices for Techno-Storytime* (presented by Niche Academy); *Book Buzz: Adult Headliners* (presented by Booklist); *Boost Your Library’s Customer Service with Virtual Chat Reference* (presented by WNYLRC); *Crash Course in Graphic Novels* (presented by Novelist); *Designing Libraries for Safety in the Age of COVID-19* (presented by Demco); *Dismantling Institutional Racism in Your Library* (presented by Niche Academy); *Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion* (presented by WebJunction); *Getting Started with Virtual Storytimes* (presented by WebJunction); *Improving Presentation Skills and Effective Videoconferencing 101* (presented by WNYLRC); *LGBTQ+ Cultural Competency* (presented by WNYLRC/Pride Center of WNY); *Multicultural Picture Books: A Deeper Look at Your Collection* (presented by WebJunction); *Protest & Disinformation: Using Media Literacy to Spot It and Stop It* (presented by PEN America); *Racial Health Inequities: The COVID-19 Disaster was Decades in the Making* (presented by UB); *The Responsibilities and Challenges of Reopening Libraries in NYS* (presented by RRLC).

**Other** – *Identifying Community Needs for Public Library Management* (online course presented by Michigan X); *Learning How to Learn* (online course presented by Coursera).

**7. Communications//Media Coverage/Media Releases/Social Media**

<b>Type of Communication</b>	<b>Topic</b>	<b>Air Date/Publish Date</b>
Taped Media Interview with Library Director Mary Jean Jakubowski	Status of Library’s reopening plans	WIVB TV-Channel 4, June 1 <sup>st</sup>
Media Interview with Library Director Mary Jean Jakubowski	Status of Library’s reopening plans	The Buffalo News, June 2 <sup>nd</sup>
Taped Media Interview with Library Director Mary Jean Jakubowski	Central Library – Reopening Day	WIVB TV-Channel 4, June 8 <sup>th</sup> and June 9 <sup>th</sup>
Taped Media Interview with Library Director Mary Jean Jakubowski	Central Library – Reopening Day	WBLK Radio, June 8 <sup>th</sup>
Taped Media Interview with Library Director Mary Jean Jakubowski	Central Library – Reopening Day	WBFO Radio, June 8 <sup>th</sup> and June 9 <sup>th</sup>



Media Release and Mass Email to Library Cardholders	Details on walk-up / curbside pickup options	The Buffalo News, Spectrum News, Channel 2, Channel 4, Bee Publications, sent on June 1 <sup>st</sup>
Media Release and Mass Email to Library Cardholders	Details on library reopening	The Buffalo News, Channel 7, Spectrum News, Sent on June 5 <sup>th</sup>
Media Release and Mass Email to Library Cardholders	Get Counted - Census Reminder	Sent on June 22 <sup>nd</sup>
Media Release	Elaine M. Panty Library Book Sale Postponed	Sent on June 26 <sup>th</sup>

**Social Media**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
<u>Facebook</u>	237	886	12,408	55,576	166	10,041
<u>Flickr</u>	0	234	6,116	61,601	0	57
<u>Google Ads</u> <sub>1</sub>	N/A	N/A	4,308	21,163	N/A	N/A
<u>Instagram</u>	38	204	1,305	7,168	87	2,934
<u>Pinterest</u>	50	142	417	6,830	9	2,139
<u>Podcast</u> <sup>2</sup>	4	20	N/A	N/A	N/A	N/A
<u>Twitter</u>	90	519	2,247	9,236	24	10,566
<b>Total</b>	<b>419</b>	<b>2,005</b>	<b>26,801</b>	<b>161,574</b>	<b>286</b>	<b>25,737</b>

<sup>1</sup> Google Ads is provided to the Library through a grant. Monthly activity based on public clicks and verified calls from the Library's online advertisement.

<sup>2</sup> Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

**8. Partnerships**

- The B&ECPL continued to promote the 2020 Census in June with weekly social media posts and taped interviews featuring a representative from the US Census airing on WUFO and WBLK radio stations. Each is a part of a collaborative marketing effort with 3 partners including the Chautauqua Cattaraugus Library System (CCLS), Niagara, Orleans, Genesee County Libraries (NIOGA), and the Western New York Library Resources Council (WNYLRC). A grant from the New York State Census Equity Fund is underwriting the marketing initiative. Further, the Communications Office sent a mass email to 57,000 library cardholders reminding them to take the Census. Buffalo Mayor Byron Brown’s office provided city residents and the media the contact information for Buffalo Branch Libraries for online census taking. As of this writing, 66.6% of Erie County

residents have taken the Census. Response rates for Buffalo is 49.3%. The deadline for taking the US Census has been extended to October 31, 2020. Here is the link to take the 2020 US Census: <https://my2020census.gov/>.

- Information Services and Outreach Librarian **Sandra Courtney** was invited to be an instructor with the Fillmore Forward Business Initiative in partnership with the Westminster Economic Development Initiative. Fillmore Forward, an organization focused on the renaissance and development of the Fillmore Corridor in the City of Buffalo, is hosting the instructional program designed to equip entrepreneurs with the skills needed to achieve small business success. Starting August 24<sup>th</sup>, the 10-week program will consist of financial literacy courses, a business curriculum, and guest speakers.

Ms. Courtney was also invited to serve on the Empire State Entrepreneurship Program Advisory Board. Entrepreneurship Assistance Centers (EAC) provides instruction, training, technical assistance, and support services to new and aspiring entrepreneurs in local communities statewide.

- Children Services Manager **Kristi Dougherty** coordinated with Lauren Moloney Ford, Assistant General Manager at Buffalo Waterfront/Canalside to provide videos developed by B&ECPL Children's Services staff supporting the New York State Department of Education's Summer Reading Program: *Imagine Your Story* to her organization's virtual summer camp.
- Launch Pad Manager **Jordan Smith** continues to work with Adam Ianni of GObike Buffalo on future B&ECPL/GObike collaborations, including a free outdoor bike maintenance workshop and a series of videos promoting how to perform various forms of bike maintenance to keep your bike working properly all year.

## 9. Planning for the Future

Library Administration continues to work with Contract Library Directors on COVID-19 related topics including but not limited to: reopening status and preparation, safety plan development, status of Governor Cuomo's Executive Orders, Center for Disease Control and Prevention (CDC) guidance, Open Meetings Law, New York State Minimum Standards for Public and Association Libraries, Board preparation, etc.

This writer, Chief Financial Officer **Kenneth Stone** and Chief Operating Officer **Jeannine Doyle** continue to monitor, advise and update Contract Library Directors, Buffalo Branch Managers and Central Library Department Heads, along with other members of Library Administration on staffing patterns for current levels of library services, cost savings measures for 2020 and the status of both the New York State and Erie County 2021 budgets.

**10. Director Activities**

**LIST of MEETINGS and EVENTS**

**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**

**June 2020**

<b>DATE</b>	<b>MEETING / EVENT</b>
June 1, 2020	Meeting - Cheryl Kwiatkowski
June 1, 2020	Webinar - Bond, Schoeneck & King: NY Forward Phase 2
June 1, 2020	Media Interview - Sandy Tan, Buffalo News
June 2, 2020	Conference Call - Robert Bragg, Kaleida Health
June 4, 2020	Zoom Meeting - Administration Team
June 4, 2020	Meeting - Joy Testa Cinquino
June 5, 2020	Conference Call - Robert Patterson, Caitlin Anderson - Bond, Schoeneck & King
June 8, 2020	Media Interview - Mike Desmond - WBFO
June 9, 2020	Conference Call - Carrie Settee-Camara, Catholic Health Systems - St. Joseph's Campus
June 9, 2020	Conference Call - Public Library System Directors Organization (PULISDO)
June 9, 2020	Conference Call - PULISDO and New York State Department of Education - Division of Library Development
June 9, 2020	Meeting - Jeannine Doyle
June 10, 2020	Zoom Meeting - Managers/Directors
June 11, 2020	Conference Call - Jeannine Doyle
June 11, 2020	Zoom Meeting - B&ECPL Board of Trustees Executive Committee
June 12, 2020	Zoom Meeting - Arts Services Initiative (ASI)
June 15, 2020	Meeting - Erin Weller
June 15, 2020	Conference Call - Chair Kathleen Bucki
June 16, 2020	Zoom Meeting - Association Library Directors
June 16, 2020	Zoom Meeting - ASI
June 16, 2020	Meeting - Carrie Settee-Camara, Catholic Health Systems - St. Joseph's Campus
June 17, 2020	Conference Call - Grace Riario, Director - Ramapo Catskill Library System (RCLS)
June 17, 2020	Meeting - Jeannine Doyle
June 18, 2020	Zoom Meeting - Administration Team
June 18, 2020	Zoom Meeting - Erie County Complete Count Committee
June 18, 2020	Zoom Meeting - B&ECPL Board of Trustees
June 22, 2020	Conference Call - Trustee Frank Gist
June 23, 2020	Zoom Meeting - PULISDO Diversity Sub-Committee
June 24, 2020	Conference Call - Trustee Joel Moore
June 25, 2020	Meeting - Western New York Library Resources Council (WNYLRC); Chautauqua Cattaraugus Library System (CCLS); Niagara, Orleans, Genesee County Library System (NIOGA)

June 25, 2020	Conference Call - Chair Bucki
June 26, 2020	Zoom Meeting - Census Round Table with Mayor Byron Brown
June 26, 2020	Meeting - Jeannine Doyle
June 29, 2020	Meeting - Kenneth Stone, Joy Testa Cinquino
June 29, 2020	Zoom Meeting - B&ECPL Board of Trustees - Policy Committee
June 30, 2020	Conference Call - Trustee El-Behairy
June 30, 2020	Webinar - Mandated Kantola Training
June 30, 2020	Zoom Meeting - Chair Bucki; Vice Chair K. Johnson
June 1-19, 2020	Daily Viewing of Governor Andrew Cuomo's Press Conferences

### **Contracting Member Library Activity Reports**

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

Highlights of events and activities at the Eden Library:

- For 2020, Eden Library has been awarded a Code Club grant by software company Prenda and the Institute of Museum and Library Services, just one of 50 small and rural libraries nationwide, 3 in New York State and the only 1 in Erie County. The grant provides us with training, coaching, technical support and access to online software for running a “learn-to-write-computer-code” group for children and teens for 1 year. Club members can explore such coding languages as HTML, SQL, CSS, Scratch, JavaScript and more through hands-on activities and “superhero” workouts and missions. Weekly meetings (up until the coronavirus pandemic hit in March) drew an average attendance of 14 eager kids, but with the program being completely online, participants have been able to continue coding from home. To date, the group members have collectively written nearly 200 hours of code!
- For a different twist on fundraising for the library (since book sales usually can't keep browsers socially distanced), Eden Library will host a scrumptious Weidner's Drive Through Chicken Barbecue in the library parking lot on Wednesday, July 29<sup>th</sup> from 12:00 p.m. to 6:00 p.m. (or, of course, until sold out). Who wants to cook when you can get a delicious dinner to go and support the library at the same time?

**Grand Island Memorial Library** – submitted by Bridgette Heintz, Director

- Due to closure due to the pandemic, the Grand Island Memorial Library has offered the following virtual programs for patrons via YouTube and Facebook:
  - Creativity Club: Our Youth Services Librarian, **Pamela Edholm**, created weekly slide shows of arts and crafts projects created by the children of our community. Submissions were sent to the library's email and views totaled 94.
  - Virtual Storytime: Pamela also created weekly virtual storytimes which totaled 480 views.

- Book Club: the director hosted the library's book club via Zoom during the closure. Books were chosen from Overdrive's Digital Book Club selections which are always available for download. Attendees averaged 7 members per meeting. Four Zoom meetings were held. The group hopes to meet outside in the park adjacent to the library for the July meeting, observing social distancing.
- Sal's Sicilian Kitchen: Part-time Librarian **Sal Bordonaro** continues to share his kitchen and love of cooking with this weekly virtual offering available via the library's Facebook page. So far, views have hit 1,067.
- Summer Reading at the Grand Island Memorial Library:
  - A Story Walk is in the works as a collaboration between the Town of Grand Island and the library. The project includes 10 fairy tales rewritten to include our stuffed animal mascot, Leo the Llama. Signs advertising the library and the project will be placed along the walking path in Veterans' Park. Each sign will also have a QR code linking to the individual stories (1 story per sign). Reviews can be submitted to the library for each story. Five reviews earns a prize bag. The Town of Grand Island Parks Department will help with the installation and provide picnic tables next to each sign for families to sit and read the stories together. Thank you to Mrs. Pamela for leading this project! Thank you to the System for the Year-end Appeal funds which are funding this project.
  - The library will also be collaborating with the Town Recreation Department with their Outdoor Fitness Fun program by providing outdoor storytimes in July and August, observing gathering and social distancing protocols.

Agenda Item G - Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County, Inc. met on July 14, 2020. This acted as their annual meeting, as their March meeting had been cancelled. The Foundation reaffirmed their officers at the meeting: President Jack Connors, Vice President Carima El-Behairy, Treasurer Anne Leary, and Secretary Mary Jean Jakubowski. The Foundation also approved B&ECPL Board Chair Bucki's nomination of Sharon Kelly to the Library Foundation Board as the second B&ECPL Board representative. They are now awaiting the next meeting of the B&ECPL Board's Development and Advocacy Committee to further the discussion of the Memorandum of Understanding between the B&ECPL and Library Foundation which continues to be under development.

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 ACT Board was expected to meet in the course of the next month. She would give a report on the proceedings at the next B&ECPL Board of Trustees meeting.

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

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business.

Agenda Item K.1 – Resolution to Honor Maria J. Borowiak. Chair Bucki read this resolution as Secretary to the Director Maria Borowiak was presented with a framed plaque. Trustee Panty moved, Trustee Ted Johnson made a second, and approval was unanimous.

RESOLUTION 2020-20

WHEREAS, **MARIA J. BOROWIAK** first joined the Buffalo & Erie County Public Library (B&ECPL) on July 31, 1989, bringing with her extensive clerical and administrative assistant experience from the Erie County Medical Center, the medical office of Drs. Kozower & Tuoti, Hyatt Legal Services, National Fuel Gas and Buffalo Produce Exchange, and

WHEREAS, she worked at the B&ECPL as a Senior Clerk Typist for the Maintenance Department then the Business Office before being promoted to Administrative Clerk in the Office of the Chief Financial Officer, and

WHEREAS, from May 30, 2008 through her retirement on August 1, 2020, she served in the position of Secretary to the Director, and

WHEREAS, throughout her tenure she demonstrated thorough knowledge of the B&ECPL, including its complex governance and financial structure, as well as both public and technical operations, and

WHEREAS, she coordinated the office and official business of the Library Director and the Board of Trustees with distinction, and

WHEREAS she also demonstrated exemplary organizational skills, poise, professionalism, ability to prioritize projects and meet deadlines and overall dedication to the organization, and

WHEREAS, **MARIA J. BOROWIAK** executed all of these responsibilities with dependability, faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of **MARIA J. BOROWIAK's** dedication and diligence, so generously demonstrated in service to the Buffalo & Erie County Public Library, the Board of Trustees expresses, on behalf of the Library Director, Library Administration, Library staff and the community at large, its profound gratitude, abiding affection and deepest respect, and be it further

RESOLVED, the Board of Trustees, Library Director, Library Administration and Library staff, with the utmost respect, wish her all the best in health and happiness in her retirement.

There being no further business, on motion by Trustee Bedenko with a second by Trustee Kimberly Johnson, the meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Alan Bedenko  
Secretary