

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 18, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, June 18, 2020, 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
Sheldon M. Berlow
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 4:08 p.m.

In keeping with Executive Order 202.38 issued June 6, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through July 6, 2020, this meeting was held remotely via Zoom permitting the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees to hold this June 18th Board meeting remotely by conference call and constituted trustees as present, allowing them to be counted for quorum and voting. As required by Governor Andrew Cuomo'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 to be made available on the Library's website. This information was included in the meeting announcement.

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

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

Any public present on the call would be provided the opportunity to speak during Agenda Item H - Public Comment. At that time, each speaker was to state and spell

their name for the record and be limited to 3 minutes. The Board of Trustees would not be commenting.

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

Agenda Item C – Minutes of the Meeting of May 21, 2020. On motion by Trustee Panty, seconded by Ted Johnson, the Minutes were approved as mailed.

Trustee Berlow mentioned he had shared with Director Mary Jean Jakubowski an article from the *The New York Times* about libraries across the country beginning to open and all the complications/hurdles involved. The Director's response to Trustee Berlow was that the B&ECPL is doing even more than that (B&ECPL's libraries are taking additional measures to what is in the article)! Trustee Berlow acknowledged what a wonderful leader Director Jakubowski has been and all she and staff are doing with the B&ECPL in light of the current pandemic and demands going on.

Agenda Item D – Report of the Chair. Chair Bucki reported she has continued to keep in touch with Director Jakubowski on the B&ECPL's reopening process and other timely issues. Director Jakubowski will elaborate more on this during her report.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on June 11, 2020; the report was included in the board packet. Committee Chair Kimberly Johnson summarized the meeting. Trustee Panty moved to have the written report entered into the Minutes. Trustee Bedenko made a second, and this was approved unanimously.

Present via conference call: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow, 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 202.38 issued June 6, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through July 6, 2020, this meeting was held remotely via Zoom. 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 to be made available on the Library's website before July 2, 2020. 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 had no changes for the proposed agenda for the June 18, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting.

C.F.O. Stone discussed the proposed resolutions for that meeting. He also discussed the monthly financial report as well as his attendance at the Finance and Management Committee of the Erie County Legislature, where the potential County deficit could be close to that of what is known as the discretionary budget. He reminded the Executive Committee that the B&ECPL's funding is a part of this budget and while the County, pursuant to New York State Law and the Library Protection Act, cannot cut the Library's 2020 budget, there could be a significant impact to the 2021 budget. Also discussed were potential cuts in 2020 funding received from New York State - which could exceed \$650k to the B&ECPL. Director Jakubowski noted she and Library Administration have been openly discussing the potential budgetary impacts with contract library directors and trustees.

Director Jakubowski announced the impending retirement of Secretary to the Director Maria Borowiak. She is in the process of conducting interviews for this position.

Director Jakubowski announced that of the 13 libraries currently with doors open to the public, 9 are located in the City of Buffalo. She also indicated 22 libraries are currently offering curbside and/or walk-up services.

Director Jakubowski informed the Executive Committee that the Executive Order mandating a 50% onsite workforce reduction is being lifted effective June 16th for local governments. B&ECPL's municipal libraries fall under this category. She suggested modifying STAGE III of B&ECPL's Reopening Plan to accommodate this change while noting the continuation of other Executive Order restrictions. She will update the Plan and send the changes to the Board. She is further recommending all full-time, regular part-time and those part-time staff receiving emergency closure pay return to onsite work. Hours of operation for the Central Library will continue as Monday - Saturday 10 a.m. to 6 p.m. with Buffalo Branch hours increasing slightly throughout as more staff returns to work.

The public had no comment.

The Executive Committee meeting adjourned at 4:38 p.m. on a motion by Trustee Berlow, with a second by Trustee Panty.

Following Vice Chair Kimberly Johnson's summary, Trustee Moore questioned significant possible cutbacks for 2021 remarking the tendency for government is to spend while you have it or else you will be reduced by what you don't spend. He asked if the B&ECPL has the option to be more conservative this year with the anticipation of having less to spend next year so that we would have "some coffers"

to pull from next year, or are we required to spend what we have in the budget this year and deal with whatever reductions come into place next year? Director Jakubowski remarked we have a fiduciary responsibility to make sure we are doing everything we can to “raise the coffers” to help alleviate a possible traumatic impact next year. As discussed in the monthly financial report, the B&ECPL has put into place:

- Controlled hiring and extended vacancy control for full and regular part-time positions;
- Reduced part-time workhours;
- Curtailed other operating expenditures; and
- Reduced library material purchases.

The Central Library, Buffalo Branch Libraries as well as all contract library directors and trustees, have been notified of such. She also noted there will be utility savings from COVID-19 related closures and a phased reopening. C.F.O. Ken Stone will comment further during Agenda Item E.2.c. Monthly Financial Report, which contains projections for year-end and enumerates the strategies we are employing to reduce our expenditures now. C.F.O. Stone added that based on the Library Protection Act and State Law, the funding provided to the B&ECPL remains with us; any savings that would result from hiring, reduced part-time hours, etc., which will be offset by increased unemployment costs, will fall to the Library fund balance and be available for 2021.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2020 Contracts with Contracting Libraries. C.F.O. Stone explained proposed Resolution 2020-16. He conveyed the Governor has indicated based on current forecasts, if no federal aid were to come forth, the B&ECPL would be looking roughly at a 20% cut, about \$650,000. This is one of the reasons the B&ECPL is trying to conserve expenditures now, so we can offset that cut if it were to occur. At the Governor’s recent press briefing, he said he was not going forward with cuts at this time because he is hopeful that some federal aid will be passed. C.F.O. Stone continued, noting while we do not know whether it will happen, when, or exactly how much, we do have an order of magnitude. The County Executive has made similar statements in terms of the County Budget for 2021; the County’s reductions this year do not affect the B&ECPL, however, our Monthly Financial Report plan targets the same 13.1% reduction that the County Executive asked his departments to identify. C.F.O. Stone pointed out that should substantial reductions in state aid occur, section “Twenty-Fourth” of the contract with contracting libraries provides a process to allow B&ECPL to address a shortfall in its anticipated appropriations or revenues by reducing the total amount of funds

provided for in the contract. Advance notice would be provided to the contracting libraries. Trustee Panty moved for approval of Resolution 2020-16 as presented. Trustee Gist made a second, and approval was unanimous.

RESOLUTION 2020-16

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2020 allocation was not known until mid-December, and New York State's overall allocation was adopted in early April, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2020 fiscal year on January 1, 2020, and

WHEREAS, to meet 2020 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 19, 2019 adopted Resolution 2019-49 implementing the extension provision contained in the 2019 contract until such time as a final 2020 contract is adopted, not to exceed July 31, 2020, whichever was earlier, with funding based upon the estimated allocation of the 2020 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2020 budget is now in place and the New York State budget has been adopted, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2020 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2020 Board-adopted budget adjusted for the 2.6% New York State Aid reduction contained in the State's 2020-21 enacted budget.

Agenda Item E.2.b – Voice Telecom Contract Month-to-Month Extension. C.F.O. Stone explained Resolution 2020-17. In response to Trustee Berlow's question if the Library is happy with Spectrum, C.F.O. Stone stated their voice service has been more reliable in the last year, however, it has problems and he feels we will expect to move over to Voice Over Internet Protocol (VOIP) phone service. Following further discussion regarding issues with possible future bids and landlines becoming obsolete, Trustee Panty moved to approve Resolution 2020-17 as presented; Trustee Bedenko made a second and approval was unanimous.

RESOLUTION 2020-17

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

WHEREAS, pursuant to E-rate program requirements, on February 1, 2011 the Library posted an online *FCC Form 470 Description of Services Requested and Certification* and issued a Request for Proposals (RFP), and

WHEREAS, pursuant to Resolution 2011-8, Time Warner Cable Business Class (now known as Spectrum) was designated as the lowest cost response, and

WHEREAS, the Library's Chief Financial Officer was authorized to negotiate and execute the necessary documents to enter into a three-year agreement with Time Warner Cable Business Class (now known as Spectrum) pursuant to the terms and conditions of the RFP that, regardless of starting date, the first term would end June 30, 2017 (coincident with the E-rate funding year) and the agreement would include up to 3 three-year renewal options, and

WHEREAS, pursuant to Resolution 2014-3, the B&ECPL Board of Trustees approved exercising the first renewal option through June 30, 2017, and

WHEREAS, pursuant to Resolution 2017-7, the B&ECPL Board of Trustees approved exercising the second renewal option through June 30, 2020, and

WHEREAS, the contract also contains a provision allowing service to continue for successive one-month terms, unless either Spectrum or the Library elects to not renew the Service Order by notice provided to the other at least thirty (30) days in advance of the expiration of the then-current Order Term, and

WHEREAS, to facilitate a possible migration to Voice Over Internet Protocol (VOIP) phone service, it would be in the Library's interest to extend the current voice service provided by Spectrum on a month-to-month basis rather than exercising the last three-year renewal option, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes continuing Spectrum's phone service on a month-to-month basis until such time that VOIP systems are implemented or June 30, 2023, whichever occurs first, and be it further

RESOLVED, that the Board authorizes the Library Director or her designee to execute any needed documents to effectuate this extension.

Trustee Housh joined the meeting at approximately 4:24 p.m.

Agenda Item E.2.c - Monthly Financial Report. The monthly financial report for the year as of April 30, 2020 month-end close was included in the board packet as an information item. C.F.O. Stone drew attention to the section on COVID-19 impacts and projections which addresses if the 20% State budget cuts occur and also deals with B&ECPL's declining fine revenues which are due to not charging fines on books/etc. for items checked out since February 11th through the end of this month due to the pandemic. He added, the closure period has accelerated the use of online materials

which never incur fines, but just expire when due. In addition, copy and print revenue are down, but expenses related to them are down. Utilities are well under budget as libraries are not open and LED conversions also continue to provide savings. Year-to-date through May, we used 24% less electricity than the same period last year. Fuel prices have also been depressed which lowers what we pay for electricity and natural gas. For the overall year-end projection at this point in time, the B&ECPL would be approximately \$3.4 million under budget on expense with our revenue short by almost \$2 million (not including use of appropriated fund balance), with a net return to the general fund of over \$1.1 million to be in place to help address any problems in 2021. C.F.O. Stone reminded trustees this does not use any of the Library fund balance - this is generated savings from this year available for next year. Trustee Ted Johnson asked what the Library's current fund balance is. C.F.O. Stone remarked the County has not closed the books for 2019 yet, however, as of the close of 2018, the B&ECPL's unassigned fund balance was approximately \$3.4 million. He further noted, we used less (fund balance) than we thought we would in 2019. [C.F.O. note: the \$3.4 million assigned fund balance is as of the pre-close of 2019, not the close of 2018 mentioned in the meeting.]

Agenda Item F – Report of the Director. Director Jakubowski was happy to report this week 20 libraries are open to the public with 25 libraries offering curbside or walk-up services; next week the number of libraries open will increase to 29. Libraries offering curbside and walk-up services are reduced to 16. These services are being assessed regularly. At the Central Library, Merriweather and Crane Branches, curbside and/or walk-up services will run through the end of June. As library doors are open, curbside and walk-up use is dropping. If there is a demand, we will reassess these services. While open libraries have been fairly busy, the level is not where we were before the closure. As our communities begin to enter the new phases of New York Forward and with other businesses beginning to open doors, she believes foot traffic will continue to grow. eBooks and eMusic continue to be used regularly. Our eLibrary card numbers continue to grow as well, with more than 2,000 since our closure in mid-March. Director Jakubowski thanked public service employees. She also thanked the Maintenance Department staff who continue to be extremely active in the cleaning and disinfecting of libraries regularly, following the B&ECPL COVID-19 Reopening Safety Plan. She shared that over the past 30 days, our Technical Services staff has processed over 9,000 items which have gotten out and into our libraries.

On June 17th, trustees were sent an amended B&ECPL Reopening Plan. This Plan continues to be reviewed and modified with Governor Cuomo's Executive Orders as well as changes in the phases of New York Forward. As Erie County is entering Phase Three of New York Forward, the B&ECPL is entering STAGE III of our Reopening Plan, including the continuation of limited hours at both the Central Library and Buffalo Branch Libraries. Beginning Saturday, June 20th, Buffalo Branch Libraries will begin expanding their hours. All B&ECPL full-time and regular part-time staff will be

returning. We are scheduling our regular part-time staff and part-time staff as needed for operational purposes. If we do not need their services, they will not be scheduled. Our full-time staff are doing the work that is typically done by our part-time page and senior page staff, such as computer assistance, shelving materials, etc.; they are able to do so as we are open limited hours with limited services – no on-site programs or use of community meeting rooms are being offered at this time. The B&ECPL will continue to assess this as Erie County moves towards Phase Four of New York Forward, noting the earliest this can occur is June 30th.

Trustee Gist reported he had received 3 calls within the last 2 weeks from people (almost all senior citizens) concerned about computer availability. Trustee Gist shared he is afraid there will be a rush of people coming to the Library to use the computers and wants to be sure we have enough available or be able to provide iPads or something so patrons have access and can do their work. Director Jakubowski replied she believes the Library has a sufficient amount of computers and we have not reached maximum capacity for the use of computers even with the unavailability of some due to accommodating for social distancing. In addition, in many libraries we also have laptops available for use. She added, there are one-hour time limitations on the use of computers, although these sessions can be easily extended if no one is waiting for a computer. If there is a wait, staff can work with the patron to complete a session and/or sign up for another session at a later date or time. Director Jakubowski pointed out we have about 1,000 public access computers throughout the System; due to social distancing and the Executive Orders, currently about 500-600 are available for use. Computer availability will be monitored.

Trustee Panty inquired when B&ECPL's community meeting rooms will be open. Director Jakubowski replied this is dependent on the Governor's Executive Orders with regard to social distancing and group gatherings. Some of those restrictions have loosened just this week and we will continue to monitor this. We will most certainly look into reopening our community meeting rooms when able.

Trustee Panty asked if Security staff has encountered any problems with patrons refusing to wear masks. Director Jakubowski replied there have been no instances reported. She shared we have been able to provide reusable masks (supplied to us by Erie County) to patrons who wanted to use the library but had no masks. In addition, Councilmember Joseph Golombek, Jr. donated 50 one-time use masks to the Elaine M. Panty Branch Library for patrons who wished to use the library but did not have a mask. Trustee Berlow asked if the Library assumes any liability for the efficiency of those masks; Director Jakubowski answered (believes) we do not.

Trustee Gist questioned if any staff has tested positive for COVID-19. Director Jakubowski reminded trustees she is not (legally) allowed to answer that question.

We continue to advise contract libraries on all things related to COVID-19 including new Governor Executive Orders and phases of New York Forward, as well as any new guidance coming forth.

Director Jakubowski brought to the Board's attention that a response was created and sent by her and Chair Bucki to a request from a contract library director asking that the B&ECPL make a formal statement condemning systemic racism and police violence (the email containing the request, as was the response, were sent to all contract library directors). In the response, the most important aspect was that the B&ECPL through our Mission, Vision, Principles, etc. deals with fair and equitable access as well as the educational component specifically on topics such as these. We have a balanced collection and offer programming and activities for the purposes of starting conversation and holding the conversation on such topics. Following questions by trustees and discussion in which Director Jakubowski provided further details of the response, the Director conveyed the response along with the original request will be emailed to trustees following the Board meeting. Trustee Moore requested that if any of the contract libraries decide to make an individual statement, the System Board be notified.

As reported at the June 11th Executive Committee meeting, it was announced that Maria Borowiak, Secretary to the Director, will be retiring. Interviews were conducted and Erin Weller, who currently is the Administrative Clerk in the Human Resources Department, has accepted the position as Secretary to the Director. Maria will provide training through the end of July. Chair Bucki remarked Maria will be missed by all and welcomed Erin.

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

B&ECPL Monthly Report **May 2020**

The Buffalo & Erie County Public Library (B&ECPL) continued services under its "new normal" this month, with libraries remaining closed due to the Coronavirus (COVID-19) Pandemic.

Library employees are working remotely, conducting virtual programs, maintaining network operations including but not limited to the Library website, databases, borrower accounts and collections. Staff are completing online training, developing and presenting innovative technology programs, producing YouTube videos of library-related services, updating the website and other resources, posting to social media, etc.

B&ECPL Administration continues to provide guidance to Contract Library Directors and Trustees, Buffalo Branch Managers, and Central Library Department Heads.

Over 1,900 virtual library cards have now been issued since the inception of such in late March. Patrons have reacted positively, with many indicating they have “found their way back to the Library and are appreciative of the wide variety of resources, materials and programs being offered.”

The Central Library’s Launch Pad along with the Boston Free Library and the Town of Collins Public Library have been actively creating components for personal protective equipment (PPE) face shields using 3D printers. The shields will be provided to library staff to wear at their discretion when assisting patrons when libraries reopen. To date, more than 130 shields have been produced.

The Business Office and Maintenance Department have been working nonstop to make sure the Library has a supply of PPE including disposable and reusable facemasks, hand sanitizer, tissues, cashier-style protective shields, disinfectant cleaner (various types), touchless thermometers and floor markers to encourage social distancing. COVID-19 “kits” are being developed for distribution to all 37 locations. Also in the “kits” is a plethora of signage provided from B&ECPL’s Graphics Department (Graphics) including but not limited to Centers for Disease Control and Prevention (CDC) guidance on how to don a facial covering, how to properly remove gloves, healthy hand washing techniques and social distancing. Graphics further created in-house signage on social distancing, “wait to be called,” and “face coverings required,” amongst others. Graphics and Print Shop worked with this writer to print a multitude of return-to-work packets for all staff, as well as copies of the B&ECPL Personnel Policies and Procedures: *Protective Measures to Reduce Risk of Exposure to COVID-19* and health questionnaires developed by the Human Resources Department.

This writer continues to monitor New York State Governor Andrew Cuomo’s daily press conferences, as well as press conferences given by Erie County Executive Mark Poloncarz (County Executive). Furthermore, this writer has been reviewing and advising Library Administration as well as Contract Library Directors and Trustees on Gubernatorial Executive Orders including updates, changes and modifications that affect or will affect potential library operations.

The B&ECPL System Reopening Plan has been developed, reviewed by the B&ECPL System Board of Trustees, and subsequently distributed throughout the System. It is posted on the Library’s website at [B&ECPL Reopening Plan.pdf](#). The B&ECPL COVID-19 Reopening Safety Plan which encompasses the Central Library and Buffalo Branch Libraries is now complete, having also been reviewed and OK’d by the System Board at their May 21st meeting. This too has been distributed to all staff, as well as

Contract Library Directors and Trustees (for informational purposes), and can be found on the Library’s website at [B&ECPL Safety Plan COVID-19.pdf](#).

The Central Library and Buffalo Branch Libraries anxiously await the Western New York Region entering Phase Two of New York Forward, wherein libraries will subsequently open to the public. Hours and operations will be limited due to the 50% required onsite workforce reduction per Executive Order. Nonetheless, both the staff and patrons look forward to the Central Library and Crane Branch Library offering walk-up services and the Frank E. Merriweather, Jr. Branch Library offering both walk-up and curbside services beginning June 1st. All 8 Buffalo Branch Libraries and the Central Library have tentatively set their “doors open” date for June 8th.

This writer and Library Administration will keep staff, trustees and the public abreast of any and all modifications and changes in operational hours, locations and services.

Monthly Programming Statistics

1. Public Services

Virtual Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	101	228	14,929	52,103
Children (age 6-12)	103	199	9,460	20,435
Teens	30	56	763	1,041
Intergenerational	200	420	22,584	60,505
Adults (excludes Technology)	86	189	8,146	18,396
TOTAL Virtual Programs	520	1,092	55,882	152,480

May Virtual Programming:

Highlights Buffalo Branch Libraries and Central Library -

Crane Branch Library

- *Tuesday and Thursday Storytime with Mr. Dan*
- *Saturday Crafts with Mr. Dan*
- *Mother’s Day Crafts*
- *Starting Your Own Seed Garden*

Dudley Branch Library

- *Abstract Portrait Mother’s Day Cards*
- *Mother’s Day Brownies*

- *Make Your Own Bath Bombs*
- *Finger Knitting*
- *Fruity Loop Bars*
- *Meet the Cello*

Leroy R. Coles, Jr. Branch Library

- *Star Wars Crafts*
- *Mother's Day Craft with Ms. Libby*
- *Lego City: The Wind is Strong Storytime*
- *How To: Scan, Email and use FaxScan24 on Your iPhone*

North Park Branch Library

- *Rain Cloud Activity for Kids*
- *Origami Tulips*
- *Icy Outdoor Activities for Kids*

Central Library - Children's Services

- *Baby & Toddler Times*
- *DIY Sensory Storytime*
- *Classic Children's Literature Read-Aloud Treasure Island*
- *Preschool Storytime/ Family Art Break*
- *Preschool Storytime - Reading with Maple the Dog*
- *Weekly Science, Technology, Engineering and Math Challenges*
 - *Science You Can Eat - Rock Candy*
 - *Breathe In and Out: Anatomy of the Respiratory System*
 - *Germ and Strong Shapes*
 - *Let's Get Our Hearts Pumping*
 - *Roller Coasters*

Central Library - Launch Pad

- *Origami Tutorials*
- *Streaming Live: Dungeons & Dragons* (using the online tabletop role-playing platform Roll20)
- *Discord Server* (a digital platform chat app)

Central Library - Information Services

- *The Cooking Librarian*
 - *Fortune Tellers and Fortune Cookies*
 - *Crazy for Cookies*
 - *Healthy (but Super Yummy) Snacks*
 - *Treats for the Heat*
- *The Joy of Spring Organizing: DIY to Declutter Your Digs: Think Outside the Box*

- *The Joy of Spring Organizing: DIY to Declutter Your Digs: Toilet Paper Cardboard Stationary Stands*
- *Pet Parade*
- *ESL (English as a Second Language) Café*
- Online demonstration of the consumer health resource *MedlinePlus*
<https://www.youtube.com/watch?v=sUf2U5QXdsk>.
- "What If..." Society Online Book Club

Central Library - Special Collections/Grosvenor Room

- *Virtual (online) Genealogy 101*
- *Ask the Genealogist*
- Genealogy and Local History Blog:
 - *Finding U.S. Passenger Lists: 1620s-1950s tutorial*
 - *New Online Resources - African American Churches in Buffalo*
 - *Learn About the Library's Genealogy Databases with DigiGen tutorial*
 - *Buffalo Music History Resources*
- Digital Collection Contest

Central Library - TechKnow Lab

- *Online Lunchtime Learning Event: 2020 Census Update*
<https://www.youtube.com/watch?v=fDYYNyeLFeM&feature=youtu.be>
- *How to make sewn masks at home using materials around the house*
<https://www.youtube.com/watch?v=306Vh7jPMRA>
- Online/Twitter Listening Parties featuring:
 - *Pearl Jam*
 - *Carol King*
 - *Rolling Stones*
 - *Car Seat Headrest*
 - *Etc.*
- *Magic: The Gathering: Arena with Mr. James*

Central Library - Teen Programming

- Teen Advisory Group (TAG) virtual meeting
 - Teen Manga Club via the Discord
 - Reader's Quest Book Club
(<https://www.buffalolib.org/blog/virtual-tween-and-teen-book-groups>).
- Rising Voices Book Club

2. Collection Development

Collection Development - May 2020

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	237	7,327	0	700	540,156
Young Adult Print	38	1,462	0	383	75,590
Adult Print	285	10,315	0	2,083	1,823,461
Media	39	11,182	0	1,517	574,901
Other*	1,344	7,511	0	123	178,575
Subtotal	1,943	37,797	0	4,806	3,192,683

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,667	7,864	1,164	5,481	94,281*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	432	1,887	285	1,357	19,879
eVideos	0	0	0	0	100
Subtotal	2,099	9,751	1,449	6,838	114,260

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	4,042	47,548	1,449	11,644	3,306,943

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	222	8.1%	221	68.5%
Staff Initiated	0	0.0%	0	0.0%

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

- Rare Book Clerk **Nicole Kondziela Gerace** is transcribing the *Log Book of the Sketch Club, 1910*. The Log Book, from a group of artists that included Julius J. Lankes, contains notes and sketches, and is included in the Library's Digital Collections. Grosvenor Library Clerk **Nataliia Salansky** is indexing the

Erie County Poor House Records, also in the Digital Collections. Both activities will make the collections much more accessible and useful to readers and researchers.

- Special Collections Manager **Meg Cheman** and Technical Services/Digital Librarian **Allison Lund** worked with retired WIVB-TV Senior Correspondent Rich Newberg to add his 5-part series *Crisis at West Valley* to the Digital Collections. This important in-depth series of reports deals with the challenges involved in cleaning up one of Western New York's most toxic hot spots, located in West Valley, about 30 miles south of Buffalo.
- **Subject Guides** - The Library's Subject Guides were viewed by 1,230 visitors from 27 countries in May. In addition to the United States, visitors countries of origin included Australia, Belarus, Canada, Chile, Colombia, Egypt, Finland, France, Germany, India, Israel, Jamaica, Japan, Malaysia, the Netherlands, New Zealand, Oman, Pakistan, Papua New Guinea, Peru, the Philippines, Russia, Thailand, Ukraine, Venezuela, and Yemen.

3. Funding

COVID-19 Potential Impacts to Erie County and Library Budgets:

Actions at the federal, state, and local level to protect public health and mitigate the spread of COVID-19 have severely disrupted how we go about our daily lives. Economic activity has been severely impacted, with losses of wage, business, and governmental income swelling to unprecedented levels.

Federal aid programs have been enacted to help at least partially mitigate wage and business income losses; however, to date, no such aid has been approved to address state and local governmental revenue loss. Aid has been provided to these entities to help with expenses associated with the pandemic.

On May 15th, the U.S. House passed a bill, H.R. 6800, *The Heroes Act*, which among other things would provide \$500 billion for state governments and \$375 billion for local governments to help address the revenue loss from severely reduced activity (see: <https://appropriations.house.gov/news/press-releases/house-democrats-introduce-the-heroes-act>). As of this date, the Senate has not taken action on the House bill.

Given the uncertainty of receiving federal aid, New York State, Erie County and the Library must plan for rebalancing their budgets within available resources.

The County Executive has indicated that Erie County faces significant challenges driven principally by losses in sales tax, hotel tax, and related revenue. The potential for a 20% State Aid cut to the County would compound the problem. The County Executive has

further indicated that without substantial federal aid to offset revenue loss, cuts to county services could be severe. He tasked General Fund Departments to develop budget plans (by May 15th) to cut costs by 13.1%. The County Executive subsequently transmitted these plans to the Erie County Legislature June 4, 2020. The plan will be discussed at the Legislature's Finance and Management Committee meeting at 11:30 a.m., Thursday, June 11th.

The County Executive's plan is essentially a "worst case plan," assuming a prolonged "swoosh type" recovery; no new federal aid to offset revenue lost; and a 20% cut in New York State Aid to the County. *It is important to note that the extent of any reductions is dependent upon the strength/weakness of the economic recovery and the amount and timing of any additional federal aid.*

If the County were to have to implement cuts of this magnitude in 2020, it is likely that the factors causing them will continue into 2021 to varying degrees dependent upon progress in fighting the virus and the strength of economic activity as reopening gradually takes place. This could impact the funding the County would be able to allocate to the Library in 2021.

The County Executive's full report can be found at <https://www2.erie.gov/exec/sites/www2.erie.gov.exec/files/uploads/pdfs/Deficit%20Reduction%20Plan%20Final%206%204.pdf>.

The Library's 2020 County funding for the operating budget derived from the \$25,409,158 County levied Library Property Tax has already been levied, collected and deposited in the *Library Fund*. Given that, the 2020 amount is not subject to reduction pursuant to New York State Law and the County's Library Protection Act Local Law. The potential job eliminations and layoffs mentioned in the County Executive's report do not include Library positions; however, like the County, the Library is subject to a 20% mid-year reduction in 2020 New York State Aid to Libraries (in addition to the 2.6% reduction in the State's enacted budget). It is our fiscal responsibility to prepare and address this potential shortfall. The combined impact to the B&ECPL would be a state aid cut of approximately \$649,579. It must also be noted that losses in other operating revenue, i.e. fines, fees, copy and printing charges, add to the potential shortfall.

Erie County Capital funding for the Library, principally for building envelope, electrical, mechanical and plumbing related capital work at the County-owned Central Library building, is subject to reduction and is included as a gap closing measure along with a long list of other County Capital projects.

The Library's fiscal position including estimates for 2020 and the challenges we face is discussed at length in the January-March Financial Report presented to the Board of

Trustees at their May 21, 2020 meeting. These reports are posted on the Library's public website at <https://www.buffalolib.org/budget-information/monthly-operating-financial-report>. A direct link to the January-March report is here: https://www.buffalolib.org/sites/default/files/library-system/finance/2020/2020_01_02_03_Operating_Financials.pdf. Estimates will be updated in subsequent monthly reports.

Library Budget Planning:

While not part of the County General Fund, it would be prudent for the Library to identify reduction options of a similar magnitude to the 13.1% target the County Executive directed for the General Fund as a start. Consistent with state and local law, the savings generated will first offset lost state aid and library operating revenue and then fall to Library Fund balance to help address likely challenges in 2021.

At this level of reduction, savings would be achieved through:

- Controlled hiring and extended vacancy control for full and regular part-time positions;
- Reduced part-time workhours;
- Utility savings from COVID-19 related closures and phased reopening;
- Curtailed other operating expenditures; and
- Reduced library material purchases.

As more becomes known regarding potential federal aid and the duration/severity of reduced economic activity, staff will develop revised proposals and forecasts of service level impacts.

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - May 31, 2020	\$188,880.37

GivingTuesday: On May 4th, 64 people made donations totaling \$4,017.75 during the 24-hour *GivingTuesday* initiative.

5. Facilities

Preparing to Reopen:

B&ECPL Facilities – Central Library and Buffalo Branch Libraries were thoroughly cleaned in preparation for reopening. Maintenance staff was trained on new disinfecting products and new protocols for documenting cleaning/disinfecting in all buildings. Cashier-style protective shields were installed at public service desks. Paper

towel dispensers and hand sanitizer dispensers were ordered and will be install upon arrival. Minimally 50% of seating was removed to encourage social distancing. Supplies such as hand sanitizer, tissues, facemasks, gloves and face shields were distributed to all libraries system-wide. Graphics produced and printed/laminated multiple quantities of COVID-19 related materials including multilingual handwashing, face covering and glove removing/disposing signage (designed by the CDC). These were distributed system-wide. Graphics also installed such signage at the Central Library and in the Buffalo Branch Libraries. Additional signage is being produced and will be distributed.

Construction:

Central Library construction work, including the Auditorium Phase 2 and Presidential Center projects, was allowed to restart in late May under Phase One of New York State’s reopening process. Project completion has been delayed by the closure, with the auditorium work now extending into the summer.

Two State Aid for Library Construction projects, the Auditorium Phase 2 project at the Central Library and an HVAC replacement project at the Lake Shore Branch Library, were at risk of not completing work in time for the Aid’s June 30, 2020 deadline due to COVID-19 closures. B&ECPL had previously requested the State Library seek approval for an extension, as both projects had expected to be completed on time prior to the COVID-19 closures. We were recently informed that legislation authorizing an extension has passed the New York State Legislature and is awaiting the Governor’s signature.

6. Staff Development

Staff Development – May 2020

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	478	1,746	6	41

- **Staff Training Offered/Attended – 2020 Census Update** (presented by US Census/B&ECPL); *Discord Training* (presented by B&ECPL TechKnow Lab); *Honoring Infancy: Growing the Garden – Nurturing a Play and Early Learning Space* (presented by ALSC/B&ECPL); *Honoring Infancy: Libraries Welcoming Babies* (presented by ALSC/B&ECPL); *Reference USA Training* (presented by Reference USA/B&ECPL); *Zoom Meetings Training* (presented by B&ECPL TechKnow Lab).
- **Webinars Viewed – 240 webinars, including COVID-19: Safety Tips for Reopening Your Library** (presented by Demco); *Effective Discipline and Performance*

Management for Onsite and Remote Employees (presented by Goldberg Segalla); *Engagement in Isolation: Keeping Kids and Caregivers Captivated During COVID-19* (presented by School Library Journal); *Hands-Free Story Hours: How to Imagine and Reimagine Folk and Fairy Tales for Storytelling Sessions* (presented by WNYLRC); *HarperCollins Adult Fall Faves!* (presented by Booklist); *How to Create a Trans-Inclusive Workplace* (presented by Niche Academy); *Know Your Rights: Copyright Hacks for Librarians and Educators* (presented by ESLN); *Legal Considerations of Reopening Libraries* (presented by NNYLN); *Libraries and the Employment Crisis* (presented by METRO Library Council); *Literacy in a Time of Rapid Change: Strategies and Resources for Virtual Learning* (presented by Writeable.com); *Maximizing and Measuring Virtual Programs* (presented by PLA); *Organizing Your Files and Desktop* (presented by Tech Talk); *Our World: Global Citizenship in Kid Lit* (presented by Booklist); *Playing the Long Game: The Resiliency of Ordinary People Like You and Me* (presented by Library Works); *Psychological First Aid: Supporting Others in Managing Stress* (presented by ESLN/SENYLRC); *Reading with Purpose in a Digital Environment* (presented by ALSC/Mackin); *Using Social Media Listening to Adapt Your Library for COVID-19* (presented by PLA).

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

Type of Communication	Topic	Air Date/Publish Date
Taped Radio Interview with Library Director Mary Jean Jakubowski	State of libraries during COVID-19	97 Rock, 103.3 The Edge, and 104.1 WHTT, May 24 th
Taped Radio Interview with Library Director Mary Jean Jakubowski	State of libraries during COVID-19	WBFO Radio, aired weekend of May 15 th
Taped Newspaper Interview with Library Director Mary Jean Jakubowski	Plans for library reopening	The Buffalo News, May 31 st
Mass email sent on May 14 th to library cardholders and the media	Message from the Library Director with related Q & A	The Buffalo News, Bee Publications, various dates
Mass email sent on May 29 th to library cardholders and the media	Message from the Library Director about curbside/walk-up services	The Buffalo News, WKBW TV, WGRZ TV, Spectrum News, WIVB TV, WBEN, WBFO, various dates

Media Release	Children’s COVID-19 Themed Storytime hosted by Gale Burstein, MD, MPH, Erie County Commissioner of Health	The Buffalo News, WYRK, WKBW TV, Bee Publications, various dates in early May
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Social Media

May 2020

	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	233	649	10,754	43,168	129	9,875
<u>Flickr</u>	-	234	19,041	55,485	-	57
<u>Google Ads</u> ¹	N/A	N/A	2,334	16,855	N/A	N/A
<u>Instagram</u>	35	166	1,674	5,863	68	2,847
<u>Pinterest</u>	21	92	626	6413	19	2130
<u>Podcast</u> ²	3	16	N/A	N/A	N/A	N/A
<u>Twitter</u>	73	429	1,579	6,989	18	10,542
Total	365	1,586	36,008	134,773	234	25,451

¹ 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.

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

8. Partnerships

- Children’s Services Manager **Kristi Dougherty** attended a quarterly conference call with other Youth Services Consultants and representatives from New York State Library Development. Topics of discussion included Collaborative Summer Library Program updates, virtual programming and performers, summer reading, and professional development opportunities.

9. Planning for the Future

- Mobile Services and Outreach Manager **Samantha Purpora** has been contacting community partners about alternate services since the Library on Wheels (bookmobile) has been off the road. Samantha is also working on plans for

community stops and safety procedures for using the bookmobile in the community once permitted.

- Children’s Services Librarian **Susan Buttaccio** worked with colleagues, Information Services and Outreach Librarians **Maria Lowe** and **Melissa Blattner**, to develop the Library’s Online Summer Reading program site using READsquared. The program will run from June 13th through August 13th.
- Information Services and Outreach Librarian **Sara Fuller** implemented a partnership with WNYJobs.com. WNYJobs.com advertises jobs, career fairs, and publishes articles to help job seekers gain career skills and find employment. The partnership will help the Library connect job seekers with jobs and career guidance.
- On May 21st, Special Collections Manager **Meg Cheman** and Rare Book Curator **Amy Pickard** attended a conference call meeting with Matt Johnson, Senior Book Conservator, and Brian Crean, Registrar, from ECS Conservation. The meeting was to discuss the completion and return of John James Audubon’s *The Viviparous Quadrupeds of North America*, a 150-plate folio set of hand-colored prints.

10. Director Activities

Meetings and Events:

LIST of MEETINGS and EVENTS
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI
May 2020

DATE	MEETING / EVENT
May 4, 2020	Virtual Meeting - Jeannine Doyle, Judy Fachko
May 4, 2020	Conference Call - Heidi Ziemer, Western New York Library Resources Council (WNYLRC)
May 5, 2020	Virtual Meeting - Heidi Ziemer, WNYLRC, and Terry Alford, Michigan St. Corridor
May 6, 2020	Webinar - Buffalo Niagara Partnership - WNY Business Impact
May 7, 2020	Meeting - Joy Testa Cinquino
May 7, 2020	Virtual Meeting - Administrative Team
May 7, 2020	Webinar - Buffalo Niagara Partnership - NYS Congressman Brian Higgins
May 7, 2020	Conference Call - Sara Dallas, Director, Southern Adirondack Library System
May 8, 2020	Virtual Meeting - Contract Library Managers/Directors
May 11, 2020	Conference Call - Richard Cerros, American Library Association
May 11, 2020	Conference Call - Robert Patterson, Esq., Bond, Schoeneck & King

Minutes of the Board of Trustees

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May 11, 2020	Virtual Meeting - Association of Contracting Library Trustees (ACT) Board
May 12, 2020	Conference Call - Public Library System Directors Organization (PULISDO)
May 12, 2020	Conference Call - PULISDO/New York State Department of Education - Division of Library Development
May 12, 2020	Meeting - Kenneth Stone
May 13, 2020	Virtual Meeting - Lauren Moore, New York State Librarian and Regents Advisory Council on Libraries
May 13, 2020	Conference Call - Kathleen Berens Bucki, Chair, B&ECPL Board of Trustees
May 14, 2020	Virtual Meeting - Contract Library Directors/Managers
May 14, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
May 15, 2020	Virtual Meeting - Joy Testa Cinquino, Maureen Germaine, Anne Conable
May 15, 2020	Webinar - New York Association of Library Systems (NYALS) - Workplace Safety
May 18, 2020	Virtual Meeting - PULISDO
May 18, 2020	Webinar - Bond, Schoeneck & King - Returning to Work After the Pause
May 19, 2020	Media Interview - 97 Rock, Chris Klein
May 19, 2020	Virtual Meeting - Erie County Executive Mark Poloncarz
May 19, 2020	Conference Call - Robert Patterson, Esq., Bond, Schoeneck & King
May 20, 2020	Virtual Meeting - Administrative Team
May 20, 2020	Virtual Meeting - Contract Library Directors & Board Presidents, Central Library Dept. Heads, Administration
May 21, 2020	Virtual Meeting - CCLS, NIOGA, WNYLRC and Trellis Marketing
May 20, 2020	Meeting - Cindy Zubler
May 21, 2020	Virtual Meeting - B&ECPL Board of Trustees
May 21, 2020	Virtual Meeting - Jeannine Doyle
May 26, 2020	Virtual Meeting - IMLS Updates - Joy Testa Cinquino, Maureen Germaine
May 26, 2020	Virtual Meeting - 2020 Census Erie County Complete Count Committee
May 27, 2020	Meeting - Cindy Zubler
May 27, 2020	Virtual Meeting - Dorinda Darden, Jeannine Doyle, Samantha Purpora
May 29, 2020	Meeting - Mark Kross
May 29, 2020	Virtual Meeting - Lydia Herren, Rebecca Moe, Shannon Thompson
May 29, 2020	Virtual Meeting - WNYLRC - Ask the Lawyer
May 1-31, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conferences
May 1-31, 2020	Daily viewing of Governor Andrew Cuomo's Press Conferences

Other:

Contracting Member Library Activity Reports

Town of North Collins Public Library – submitted by Jacob Rachwal, Director

Due to the Covid-19 Pandemic, activities at the Town of North Collins Public Library for the months of April and May were limited to virtual programming. Below are some of the highlights:

- Weekly Storytime continued with a virtual storytelling every Friday by either Sr. Library Clerk **Alice Yoder** or Library Director **Jacob Rachwal**.
- Library Director Rachwal conducted a weekly Messy Wednesday's program where he taught how to make a messy experiment at home. Some experiments included Slime, playdough, Oobleck and many others.
- A 16-day long reading of *Harry Potter and the Sorcerer's Stone* by J. K. Rowling was completed by Library Director Rachwal. One chapter was read from the book daily.
- On April 29, 2020, NYS Assemblymember David DiPietro provided us with a video storytelling for our patrons. The assemblymember was dressed in his persona "Mr. Incredible."
- We were happy to begin Curbside Pickup at the Town of North Collins Public Library on June 1st. We hope to ease into opening our building to the public and continue our services to the community.

Town of Tonawanda Public Library – submitted by Mary Muscarella, Director

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

- Facebook Live! storytimes with Miss Nicole every Tuesday and Thursday at 10:30 a.m. The number of views as of May 31st is over 1,600.
- Kenmore Library Book Club has been meeting online via Zoom. Our normal schedule of meeting once per month has been increased over the past few months to 2 meetings per month, as everyone seems to have more time to read.
- Weekly Facebook Challenge posted every Wednesday. These challenges have reached over 1,000 patrons.
- Kenmore Library News *Stuck-at-Home* edition.
- "Sending Sunshine to Seniors" postcard campaign has reached over 360 patrons, and has had 19 engagements.
- "Social Saturday" posts have reached over 1,900 patrons, and have had 29 submissions.
- Upcoming: Quaran'TEAM' Trivia Contest!!

- The Kenmore and Kenilworth Libraries have begun offering pickup service of library materials as of June 1st. We will be continuing this service at least through Friday, June 12th. Patrons have been very pleased to hear from the library and the phone is ringing off the hook!
- We look forward to providing whatever services possible (within State and County guidelines) in the upcoming weeks and months.

Agenda Item G - 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 to meet June 15th, however, the meeting was cancelled.

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

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. None.

There being no further business, on motion by Trustee Berlow with a second by Trustee Gist, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Alan Bedenko
Secretary