

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
March 19, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, March 19, 2020, at the Central Library pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, Chair
Kimberly Johnson, Vice Chair
Alan Bedenko, Secretary
Michael Amodeo
Sheldon M. Berlow
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 4:10 p.m. in the Joseph B. Rounds Conference Room.

State of New York Executive Chamber Executive Order No. 202.1 issued March 7, 2020 - *Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency – Suspension of law allowing the attendance of meetings telephonically or other similar service*, permitted the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees to offer attendance at its March 19th Board meeting remotely by conference call. With the exception of Trustee Kelly who attended in person, all other trustees attended via conference call which conformed to the Executive Order and constituted them as present, allowing them to be counted for quorum and voting.

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

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

Agenda Item C – Minutes of the Meeting of February 20, 2020. On motion by Trustee Panty, seconded by Trustee Kelly, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki thanked the Executive Committee, Administrative Team and all for everything during this COVID-19 pandemic adding we will get through this situation collectively.

She pointed out that Macmillan Publishers had a change in their pricing structure regarding eBooks and remarked Director Jakubowski would speak to this further during her report.

Trustee Frank Housh was selected for membership on the Governance Committee at the last Board meeting that he was unable to attend. Per Bylaws Article V, Section 6 – “...All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined below, and such independence must be documented in the Board minutes...” Chair Bucki asked Mr. Housh to confirm he qualified as an Independent Trustee per the Bylaws and disclose if there are any circumstances which would disqualify him from serving on the Governance Committee at this time. Mr. Housh confirmed he qualified and had no circumstances that would disqualify him from serving.

At this time, Chair Bucki called for a special meeting of the Executive Committee to take place Thursday, March 26, 2020 at 3 p.m. at the Central Library to discuss the current status of library operations and next steps regarding the Central Library and Buffalo Branch Libraries in light of COVID-19. A conference call through Erie County’s telephone system will be arranged for attendance; the call-in information will be shared when received.

In addition, Chair Bucki entertained a motion that if a quorum is not reached at the March 26th Special Meeting of the Executive Committee, the Board approve authorizing Director Mary Jean Jakubowski to make decisions concerning extending the closure of the Central Library and the Buffalo Branch Libraries due to COVID-19. Trustee Kimberly Johnson made the motion, Trustee Panty made the second, and approval was unanimous (this was assigned Resolution #2020-10).

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. (March 12, 2020 & Emergency Special Meeting March 16, 2020) - The Executive Committee met on March 12, 2020; a copy of the written report was e-mailed to trustees. Committee Vice Chair Kimberly Johnson summarized the meeting. Trustee Amodeo motioned to have the written report entered into the Minutes; Trustee Panty made a second and this was approved unanimously.

Executive Committee Meeting Report
March 12, 2020

Present: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; Committee member Elaine Panty. Also present were Library Director Mary Jean Jakubowski and Chief Financial Officer (C.F.O.) Ken Stone.

Chair Bucki called the meeting to order at 4:04 p.m. in the Joseph B. Rounds Conference Room at the Central Library.

The Committee reviewed the proposed agenda with C.F.O. Stone giving an overview of the 3 financial proposed resolutions that will be brought before the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees at their March 19, 2020 meeting. There were no changes.

Director Jakubowski spoke about the COVID-19 situation and the effects on libraries and the community. She noted that all B&ECPL (Central and Buffalo Branch) libraries and all contract libraries are currently open. The Administrative Team is assessing the situation, daily. She further noted she is in contact with the County Executive and the Erie County Commissioner of Health. The County Executive has requested libraries remain open. Discussion ensued.

Director Jakubowski described the measures being taken to ensure a safe environment including but not limited to: hand sanitizer and tissues being made available in public areas, increased cleaning of surfaces, review of cleaning/disinfectant products currently in stock and available for distribution (all of which meet required recommendations from the Centers for Disease Control and Prevention [CDC]) and purchase of additional products that exceed the CDC recommendations. Administration and staff will continue to monitor information from the CDC and other authorities pertaining to products and techniques. Social distancing was discussed. Libraries have employed this practice and are looking into ways to simplify adherence, i.e. removal of chairs, reduced computer access, etc.

Director Jakubowski shared a variety of memos pertaining to COVID-19 that she and other members of the Administrative Team have distributed to libraries and staff, as well as posted on the staff Intranet.

Chair Bucki asked if the March 19th Board meeting could be held in the Central Meeting Room; arrangements will be made. Director Jakubowski noted the Governor had posted an Executive Order suspending aspects of Open Meetings

Law. She indicated she is having it reviewed by an attorney and will report findings to the Chair.

The Executive Committee meeting adjourned at 4:39 p.m. on a motion by Trustee Kimberly Johnson, with a second by Trustee Panty.

An emergency Special Meeting of the Executive Committee was called by Chair Bucki, which took place on March 16, 2020; a copy of the written report was e-mailed to trustees. Committee Vice Chair Kimberly Johnson summarized the meeting. She explained in light of COVID-19, an emergency situation, the Executive Committee took action and authorized the closing of the Central Library and the Buffalo Branch Libraries March 17, 2020 through March 31, 2020. This was passed unanimously by the Executive Committee and assigned Resolution 2020-9. Pursuant to the Bylaws, notice of the passing of this action item was provided to the full Board within 3 business days. On motion by Trustee Amodeo, with a second by Trustee Burd, it was unanimously approved to have the written report entered into the Minutes.

Executive Committee Special Meeting Report March 16, 2020

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

Per State of New York Executive Chamber Executive Order No. 202.1 issued March 7, 2020 - *Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency - Suspension of law allowing the attendance of meetings telephonically or other similar service*, Chair Bucki called an emergency meeting of the Executive Committee to order at 3:08 p.m. in the Joseph B. Rounds Conference Room at the Central Library to discuss the current status of library operations and next steps regarding the Central Library and Buffalo Branch Libraries in light of the Coronavirus. All Committee members were present via conference call.

Following discussion, on motion by Trustee Kimberly Johnson with a second by Trustee Panty, the Executive Committee unanimously approved closing to the public the Central Library and Buffalo Branch Libraries beginning March 17, 2020 through March 31, 2020 (this was assigned Resolution 2020-9). Staff will be asked to report. Director Jakubowski noted the Library would

need to apply any new local, state and federal directives that may come through in regard to the crisis following this action.

Trustee Berlow asked that we promote the ability of patrons to use the Library's electronic services such as eBooks, etc. during this closure. He also asked that consideration be given to having a thorough cleaning done of libraries before they are reopened to the public. Director Jakubowski noted that messaging will include information on electronic resources. She further noted that Library Administration will be meeting to discuss alternative patron services that can be offered during the closure such as Storytimes through Facebook.

Director Jakubowski shared that we are working with Erie County to have a conference call set up so that trustees will have the option of attending the March 19th Board of Trustees meeting via conference call.

The Executive Committee meeting adjourned at 4:30 p.m. on a motion by Trustee Kimberly Johnson, with a second by Trustee Berlow.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Erie County 2021-2026 Capital Project Request Guidance. C.F.O. Ken Stone explained Resolution 2020-6 as presented. On motion by Trustee Amodeo, seconded by Trustee Berlow, this was approved unanimously.

RESOLUTION 2020-6

WHEREAS, the time of year to prepare and submit capital project requests to Erie County for the following 5-year period is approaching, and

WHEREAS, requests for County Capital funding focus on the County-owned Central Library building and on system-wide capital needs, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library hereby directs the Library Director to prepare, update costs as needed, and submit 2021-2026 Erie County capital project requests prioritized as follows:

FOR THE 2021 FUNDING YEAR

- Begin the first phase of the Central Library Escalator Demolition/Partial Rehabilitation and Space Conversion Project at an estimated County share cost of \$1,000,000 (State Construction Aid funds would also be requested);

FOR THE 2022 – 2026 FUNDING YEARS

- Undertake phase 2 of the Central Library Escalator Demolition and Space Conversion Project in 2022 at an estimated cost of \$2,000,000;

- Begin the first phase of the Central Library Re-Imagine Project in 2022 at an estimated cost of \$6.0 million;
- Future phases of the Central Library Re-Imagine Project: \$18.0 million in 2023, \$19.8 million in 2024 and \$21.8 million in 2025; and
- Shipping and maintenance vehicle replacements: \$87,000 in 2022 and \$90,000 in 2024; and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library expresses its support for requests submitted by the Erie County Department of Public Works to address Central Library basic building system needs such as protecting the building envelope including the potential for replacing the roof with a green roof that incorporates alternate energy generation (solar/wind), and be it finally

RESOLVED, that the Library Director or her designee is authorized to transmit the requests to the appropriate County Department pursuant to the County's instructions and timetables and provide a report to the Library Board detailing the requests submitted.

Agenda Item E.2.b – Accept & Budget Grant Award: Ralph C. Wilson, Jr. Foundation Grant, Expanded Sports Equipment Share Pilot Program. C.F.O. Ken Stone explained Resolution 2020-7 as presented. Trustee Candelario moved, Trustee Kimberly Johnson made a second, and approval was unanimous.

RESOLUTION 2020-7

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) was notified it has again been selected as a recipient of a *Sports Equipment Share* grant through the Ralph C. Wilson, Jr. Foundation, and

WHEREAS, the amount of the award is up to \$331,900, and

WHEREAS, the B&ECPL shall administer the funds to expand the existing pilot program that combines access to youth sports equipment and reading materials at the following libraries: Central Library and the Reading Park, Leroy R. Coles, Jr. Branch Library, Elaine M. Panty Branch Library and the Isaías González-Soto Branch Library in Buffalo; also the Town of Collins Public Library, Lackawanna Public Library, Newstead Public Library and the Anna Reinstein Memorial Library (Cheektowaga). Special bookmobile events will also offer the sports equipment for borrowing, and

WHEREAS, the grant funds shall be used to expand the *Sports Equipment Share Program*, coaching programs for children, and a “*Play Down Your Fines*” component for children, under the age of 17, with library cards who have overdue fines or blocked accounts and use the above listed libraries, and

WHEREAS, a new grant budget for the *Sports Equipment Share Program* needs to be established to undertake the project, now therefore be it

RESOLVED, the B&ECPL Board of Trustees gratefully accepts the award and authorizes amending the 2020 Grants Budget by appropriating grant revenues and expenditures in the amount of up to \$331,900 from the Ralph C. Wilson, Jr. Foundation and an additional \$135,000 to be raised from donations and/or waived by the B&ECPL for the sole purpose of *Play Down Your Fines* to help the disenfranchised and support expansion of last year's *Sports Equipment Share Pilot Program*, and be it further

RESOLVED, that the B&ECPL will receive \$126,900 in 2020 and up to \$205,000 in 2021 to be disbursed in 3 payments based on the distribution schedule determined by the Ralph C. Wilson, Jr. Foundation, and be it further

RESOLVED, that the B&ECPL will seek to raise \$135,000 in other donations and/or waive children's fines/fees over the 2-year period as a 50% match for Ralph C. Wilson, Jr. Foundation funds to eliminate fine/fee balances for children who take advantage of *Play Down Your Fines*, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Sports Equipment Sharing* grant budget in the following amounts:

Description	2020	2021	Total Grant
Revenue:			
Ralph C. Wilson, Jr. Foundation	\$126,900	\$205,000	\$331,900
Other Donations	<u>\$ 67,500</u>	<u>\$ 67,500</u>	<u>\$135,000</u>
Total Revenue	\$194,400	\$272,500	\$466,900
Expense:			
Play Down Your Fines Reimbursement	\$135,000	\$135,000	\$270,000
Equipment/Program Support	<u>\$ 59,400</u>	<u>\$137,500</u>	<u>\$196,900</u>
Total Expense	\$194,400	\$272,500	\$466,900

Agenda Item E.2.c - Accept & Budget Grant Award: Census 2020 Complete Count Outreach Grant. C.F.O. Ken Stone explained Resolution 2020-8 as presented. Trustee Amodeo moved and Trustee Berlow seconded. Approval was unanimous.

RESOLUTION 2020-8

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) was notified the County of Erie made application to the New York State Census Agencies for Census 2020 Complete Count Outreach Grants of which the B&ECPL System was included as a recipient of funding, and

WHEREAS, the County Executive would be authorized to make resources of \$100,000 available to the B&ECPL System, and

WHEREAS, these grant funds shall be used by the B&ECPL for marketing, awareness and outreach as instructed in the grant to help conduct a complete and accurate census count, and

WHEREAS, a grant budget needs to be established to undertake the project, now therefore be it

RESOLVED, the B&ECPL Board of Trustees authorizes amending the 2020 Grants Budget by appropriating grant revenues and expenditures in the amount of \$100,000 to support establishment of a Census 2020 Complete Count Outreach Grant, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a Census 2020 Complete County Outreach program grant budget in the following amounts:

Revenue: \$100,000

Grant Program Expenditures: \$100,000

Agenda Item E.2.d – Monthly Financial Report. The monthly financial report as of December 31, 2019 preliminary year-end close was included in the board packet as an information item. C.F.O. Stone reported we ended the year within budget for both revenues and expenses. He did express concerns over revenues taking a hit in 2020.

Agenda Item F – Report of the Director. Director Jakubowski commended the Administrative Team and “essential” workers who have worked very hard this week through this particularly difficult situation caused by the COVID-19 pandemic. She is extremely appreciative. She shared that staff is working on a variety of web-based, online services that can be offered during library closures. The B&ECPL continues to look into providing additional services, however, this has been difficult due to the ever-changing local, state, and federal directives taking place. She will keep the Board apprised of local, state and federal regulations that affect the Central and Buffalo Branch Libraries.

Director Jakubowski was happy to shed some good news in that Macmillan Publishers has lifted their embargo. The B&ECPL’s Collection Development Team is looking into expanding our eBook collection. Discussion ensued.

She thanked the Erie County Legislature for passing a resolution demonstrating opposition to Governor Andrew Cuomo’s cuts to library and construction aid in his proposed 2021 Budget. She understands conversations regarding the budget are still ongoing, but the COVID-19 situation is taking precedent.

In response to Trustee Burd's question about the person testing positive for COVID-19 who attended a Williamsville Branch Library program, Director Jakubowski remarked she has been in contact with Amherst Public Library Director Roseanne Butler-Smith and has shared the legal opinion of Attorney Stephanie Adams who provides legal consultation for members of the Western New York Library Resources Council. Director Jakubowski noted conversations with the Erie County Health Department are ongoing.

Trustee Kelly questioned how much staff remains working at the Central Library and Buffalo Branch Libraries and if employees are being paid. Director Jakubowski explained all full-time, regular part-time and those part-time employees covered under certain bargaining agreements are being paid. Those employees deemed "essential" continue to work, some in person and some from home. There have been approximately 80 employees working in-person between the Central Library and Buffalo Branch Libraries. This number will modify as work is completed; for example, when Maintenance staff finishes cleaning/sanitizing in each of the buildings, they will only work on site as needed, thus reducing the number of employees working on site. Over the last few days, state (Gubernatorial) directives have changed as to restrictions on the percentages of the in-person workforce, however, the Director noted we are monitoring this and remain in compliance. Trustee Panty inquired about wages for Pages/Senior Pages. Director Jakubowski replied that although they will not be paid by the Library, State and/or Federal workforce assistance funding is being discussed. The Human Resources Department is staying abreast of these developments.

Copies of the annual Conflict of Interest Appendix A - Disclosure Statements completed by each System Trustee and Key Employee of B&ECPL for the year 2020 were mailed to Alan Bedenko, Chair of the Governance Committee, as well as Committee members, per the B&ECPL Conflict of Interest Policy, Article III, Section 3.2 - Annual Disclosure.

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

B&ECPL Monthly Report February 2020

Celebrating Black History Month

The Buffalo & Erie County Public Library (B&ECPL) celebrated Black History Month with the opening celebration taking place on February 2nd. Community activist Clifford Bell, along with Congressman Brian Higgins and this writer, opened the series and discussed the *Making of the Dr. Martin Luther King, Jr. Monument* and the influence of African American leaders in the City of Buffalo and County. Congressman Higgins presented Mr. Bell an



Erie
award in

recognition of his years of service to our community. Additional speakers included Sharon Holly, Coordinator for the Nash House, George Scott and Charlie Reedy of the Colored Musicians Club, and Sheila Brown, CEO of Vision Multi-Media and owner of WUFO. Information Services and Outreach Manager **Dan Caufield** coordinated the *Making of a Monument* exhibit and speaker series with members of the Buffalo African American Museum. On February 22nd, the African American Cultural Center offered a performance of drummers and dancers to close the exhibit. Throughout the entire month, this exhibit and its speakers engaged the public in discourses on art, urban planning, civil rights and the rich history and influence of African Americans living in Erie County.

The Black Doll Exhibit: Celebrating Black History through Fashion Dolls

The Leroy R. Coles, Jr. Branch Library hosted the opening ceremony sponsored by Erie County Legislator/Chairperson April N.M. Baskin and coordinated by doll collector Lisa Jacobs-Watson. African American Barbie dolls designed and inspired by female cultural icons and informational posters were displayed; patrons also participated in a show-and-tell session, sharing their dolls. Families enjoyed decorating paper dolls designed by local artist Ari Moore. The paper dolls represented 15 prominent local African American women civic leaders, many of whom attended the exhibit opening and gave remarks highlighting the importance of the exhibit. The civic leaders in attendance included, but were not limited to, Buffalo City Court Judge Barbara Johnson-Lee, Buffalo Public Schools Board President Sharon Belton-Cottman, City of Buffalo Comptroller Barbara Miller-Williams, Erie County Supreme Court Justice E. Jeannette Ogden, New York State (NYS) Assemblymember Crystal Peoples-Stokes and NYS Board of Regents member Dr. Catherine Collins. Assistant Deputy Director **Dorinda Darden** spoke during the ceremony to promote library services. Approximately 165 patrons attended the opening ceremony and viewed the exhibit over the course of the afternoon. The exhibit will remain on display until March 6th.

New York Library Association (NYLA) Library Advocacy Day in Albany

NYLA Library Advocacy Day 2020 was held on Tuesday, February 25th. A delegation of Library representatives including B&ECPL System Trustees **Carima El-Behairy** and **Kimberly Johnson**, this writer, Deputy Director **Kenneth Stone**, Assistant Deputy Director **Joy Testa Cinquino**, Hulbert Library of the Town of Concord Library Board Trustee **Robert Adler**, Manager of Buffalo Branches **Linda Rizzo**, Amherst Public Library Director **Roseanne Butler-Smith**, Ewell Free Library Director **Rebecca Moe**, Town of Tonawanda Public Library Director **Mary Muscarella**, Newstead Public Library Director **Kristine Sutton**, and Librarian **Beth Staebell** from the Amherst Public Libraries traversed the halls of Albany's State Legislative Office Building to meet with Western New York legislators and/or their staff to thank them for past support and to advocate for improved library funding.

Meetings included a sense of urgency this year as Governor Andrew M. Cuomo's proposed budget would again reduce Library operating and recurring grant aid by \$5.0 million (5.2%) compared to the 2019-20 budget as enacted by the Legislature, reducing statewide general aid to libraries to \$91.6 million (the B&ECPL's reduction being approximately \$152,301, from \$2.94 to \$2.79 million). Additionally, the Governor's budget would reduce funding for the NYS Library Construction Grant program by \$20 million (from \$34 million statewide to \$14 million, which would reduce the share available for projects at B&ECPL System and member libraries from \$1.558 million down to \$641,863).

Despite a challenging State budget picture, the level of interest and support expressed by legislators and their staff was encouraging.

Take Your Child to the Library Day

Libraries throughout the B&ECPL System celebrated Take Your Child to the Library Day on Saturday, February 1st. The Central Library hosted a Winter Beach Party with over 200 in attendance. Activities included crafts, photography, a black light "snowball" fight, collage making, stories and a meet-and-greet with National Women's Hockey League Buffalo Beauts players Anna Orzechowski and Kelsey Neumann. A sing-a-ling movie screen rounded out the day. Buffalo Branch Libraries hosted a wide variety of programs and activities including: musical Storytime, Hawk Creek Wildlife Center's *Talk on the Wild Side* program, scavenger hunt, Rodrigo's Family Snake Hunt, board games, crafts and 2 programs in *Celebration of Erie Canal Heritage* titled "Around the Campfire" with Susan Rozler and "Nancy Goes to Seneca Falls" with Annette Daniels Taylor. Programs included a variety of stories and songs and were presented in cooperation with Young Audiences of Western New York through a grant from the NYS Regional Economic Development Council, NYS Council on the Arts (NYSCA), Governor Cuomo and the NYS Legislature.

Author/Artist Hervé Tullet

Internationally known children's author and artist Hervé Tullet conducted an Art Making workshop under the auspices of the Albright-Knox Public Art Initiative on February 22nd at the Central Library. Tullet read from several of his very interactive books to a rapt family audience. He also directed participants in participatory painting on rolls of paper. These very fun and colorful panels will become part of his art installation at the new Albright-Knox space at Northland in May. Additional workshops are scheduled April 16th - 18th and May 9th.

Celebrating Engineering Week

Engineering Week, February 18th - 21st, was celebrated at the Central Library with a multitude of Science, Technology, Engineering and Mathematics (STEM) related programs. Programs included the creation of marble mazes to study gravity, force and friction; graphite drawing circuits to study electricity; and Mars landers, working with

gravity and design choices to safely land on the surface. The Leroy R. Coles, Jr. Branch Library joined in with the Girl Scouts of Western New York offering a free Pamper Party with STEM-based crafts and activities for youth and tween patrons, who learned to make sugar scrubs and lip balm.

Leaders are Readers

The B&ECPL, in partnership with Project Flight, presented the *Dr. Martin Luther King, Jr. Leaders are Readers School Award for Literacy* to Buffalo Public School (BPS) #3 D’Youville Porter Campus School on February 28th. The school received over 5,000 new children’s books, which were in part distributed to the students. Remaining books will be presented at a later date and used as incentives within the school. Principal Freddy Barrera and staff presented an assembly program that included an African Drum Ensemble, peace performance, video, musical performances, readings and quotes from the students focused on Dr. King. Buffalo Public Schools Associate Superintendent Cassandra Wright, Project Flight Co-Director Dr. Geraldine Bard and Assistant Deputy Director **Dorinda Darden** were speakers at the assembly. Librarian **Rosalyn Damico**, Library Display Artist **Dawn Stanton** and Development & Communications Clerk **Leah Mosher** were also in attendance. *Reada Book*, the B&ECPL’s owl mascot, made an appearance.

Monthly Programming Statistics – February 2020

1. Public Services

In Library Group Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	212	365	4,235	7,728
Children (age 6-12)	149	256	2,695	4,502
Teens	43	89	268	592
Intergenerational	276	496	8,034	12,922
Adults (excludes Technology)	284	551	4,416	7,455
TOTAL In Library Programs	964	1,757	19,648	33,199

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	87	188	87	188
Teens	272	542	272	542
Intergenerational	47	61	61	78
Adults (excludes Technology)	148	314	151	320
TOTAL In Library Programs	554	1,105	571	1,128

Adult Technology Programs:

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	4	6	34	40
System or Library-owned Cyber Train	5	11	30	75
One on One	168	347	191	378
TOTAL Adult Technology	177	364	255	493

Outreach (out of library):

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	14	32	427	953
Children (age 6-12)	5	11	81	271
Teens	1	1	27	27
Intergenerational	3	8	256	2,755
Adults (excludes Technology)	12	20	213	718
TOTAL Outreach (out of Library)	35	72	1,004	4,724

System-wide Buffalo Never Fails WWI Programming:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	31	20	1,337
Adult Services	0	28	0	648
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	3	0	152
Grosvenor Room	0	19	0	231
TOTAL	1	81	20	2,368

Buffalo Never Fails WWI Exhibit:

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	4,505	72,676	
Visitors - Tour/Program	20	2,386	
TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)	4,525	75,062	127,855

Tours/Group Programming - Central Library Information Services and Children's Services Highlights

- Job Searching Resources Program
- Small Business Administration Straight Talk: The Series
- BPS #32 - Bennett Park Montessori
- Infant of Prague School
- Boys & Girls Club of Buffalo
- The 'What If...' Society Book Club
- Mobile Bike Repair by GOBike Buffalo
- Home Grown Author Series
- Science Saturday
- Magic: The Gathering

Tours/Group Programming - Buffalo Branch Library Highlights

- PBS Kids characters Daniel Tiger and Clifford
- *Dare to Repair Café*

Outreach Central Library Information Services and Children's Services Highlights

- Buffalo Public Schools - Adult Education Resource Fair - BPS Adult Education Center
- BPS #99 - Stanley M. Makowski Early Childhood Center
- Buffalo Philharmonic Orchestra Children's Series - Kleinhans Music Hall
- BPS #93 - Southside Elementary School

Teen Happenings

- Reader's Quest Book Club
- Rising Voices Book Club
- Teen Volunteer Group
- Teen Manga Club

2. Collection Development

Collection Development - February 2020

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	2,575	5,624	276	535	539,914
Young Adult Print	616	1,158	184	273	75,725
Adult Print	3,288	7,965	692	1,687	1,824,592
Media	4,470	9,493	570	1,187	574,549
Other*	2,496	5,081	41	101	177,206
Subtotal	13,445	29,321	1,763	3,783	3,191,986

*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,403	2,459	1,045	1,791	88,945*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	286	562	221	412	18,556
eVideos	0	0	0	0	100
Subtotal	1,689	3,021	1,266	2,203	107,601

*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	15,134	32,342	3,029	5,986	3,299,587

Subject Guides

The B&ECPL's Online Subject Guides were viewed by 1,564 visitors from 12 countries in February. In addition to the United States, visitor countries of origin included Canada, Egypt, India, Nepal, North Macedonia, Panama, the Philippines, Russia, Saudi Arabia, St. Maarten, and the United Kingdom.

3. Technology

The Launch Pad Gets New Equipment

The Launch Pad unveiled the newest 3D printer, a Prusa i3 MK3s, on February 4th. In addition, the Launch Pad now provides a headphone guitar amplifier and effects pedals, allowing library patrons to fully utilize the electric guitars. The Launch Pad

added *Keva Planks*, cubed wooden block toys that promote building and crafting based on architecture.

Online Catalog Upgraded

The *Enterprise Online Catalog*, B&ECPL's electronic catalog, was upgraded to version 5.0.1 in February. The update introduces a user-friendly mobile interface recognized by most smartphones and tablets. The desktop version of the online catalog retained its look and feel without any major changes. Staff is monitoring patron feedback.

4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - February 29, 2020	\$ 19,422.00

Library Night with the Buffalo Bandits

Join us Saturday, March 28th, and help cheer on the Buffalo Bandits lacrosse team! The game starts at 7:00 p.m. Seats are available in the 100, 200 and 300 levels; \$5 from each ticket will support the B&ECPL libraries. Tickets can only be purchased online at: <https://fevo.me/banditslibrary>.

Rare Book Room Seeking Donations

The B&ECPL continues to seek funds in an effort to acquire the *Jordan Collection*, a stellar collection of titles chronicling 400 years of bookbinding history. If acquired, this collection that includes over 100 titles will complement B&ECPL's fine press and binding's collection as well as our collection of illuminated manuscripts and 17th- 20th century literature. The collection, offered to the B&ECPL for \$120,000, has been valued at \$195,000. The B&ECPL has raised \$88,000 to date. A fundraising/cultivation event is being scheduled for May 13th.

5. Facilities

Crane Branch Library Reconstruction Phase 1 Out to Bid – On February 18th, the City of Buffalo published its request for bids in *The Buffalo News*. Bids are due to the City on March 10, 2020. Phase 1 improvements will focus on providing Americans with Disabilities Act (ADA) compliant access to the 2nd floor community meeting space and public restrooms (presently accessible only by stairs). An elevator will be constructed, restrooms reconfigured/renovated, and building security will be improved. With the recent completion of the Leroy R. Coles, Jr. Branch Library ADA Elevator Project, the Crane Branch Library is the last public library facility in Buffalo and the broader B&ECPL System, whose primary meeting space is accessible only by stairs.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	242	390	21	24

Webinar Training – *New Books, New Worlds: Diverse Titles for Youth & Young Adult* (presented by Booklist); *To Be Well Read, You Must Be Well Fed: Libraries Nourishing Kids’ Minds and Bodies with Summer Meals* (presented by Hunger Solutions New York; *Research is Not a Basic Skill* (hosted by the Georgia Library Association); *Feminist Reads: A Penguin Reading List for Grades K-12* (presented by Booklist); *Part Playground, Part Laboratory: Building New Ideas at Your Library* (presented by Public Library Association (PLA)); *Bringing Technology and Arts Programming to Senior Adults* (presented by PLA); *Tap Into Your Community’s Potential: Growing Workforce Development Allies* (presented by PLA); *Finding Your Elusive Female Ancestors* (presented by Root Tech); *DNA, Genealogy and Law Enforcement: All the Facts* (presented by Root Tech).

B&ECPL Training Offered/Attended – *2020 Census Training* (5 sessions presented by B&ECPL TechKnow Lab); *Bringing Technology and Arts Programming to Senior Adults* (presented by PLA/B&ECPL); *Creating a Diverse, Patron-Driven Collection* (presented by PLA/B&ECPL); *Decreasing Barriers to Library Use* (presented by PLA/B&ECPL); *Financial Training* (4 sessions presented by B&ECPL Business Office); *Going Fearlessly Fine-Free* (presented by PLA/B&ECPL); *Intentional Inclusion: Disrupting Middle Class Bias in Library Programming* (presented by PLA/B&ECPL); *Leading From the Middle* (presented by PLA/B&ECPL); *Part Playground, Part Laboratory: Building New Ideas at Your Library* (presented by PLA/B&ECPL); *Programming for All Abilities* (presented by PLA/B&ECPL); *State Report Non-Financial Help Session* (2 sessions presented by B&ECPL); *Training Staff to Serve Patrons Experiencing Homelessness in the Suburbs* (presented by PLA/B&ECPL); *We’re All Tech Librarians Now* (presented by PLA/B&ECPL).

Workshops Attended – *ALA Key Contact Training* (presented by ALA); *Leadership Accelerator Program, Sessions 1 & 2* (presented by UB Center for Leadership and Organizational Effectiveness); *Sport and the Young Mind* (presented by Project Play).

Conferences Attended – *PLA Conference* (presented by PLA).

Webinars – A total of 26 webinars were viewed, including *Civil Legal Justice: The Crucial Role of Libraries* (presented by WebJunction); *Continuing Genealogical Studies: African American Roots, a Historical Perspective* (presented by National Genealogy Society); *Growing Through Conflict: Healthy Workplace Communication* (presented by WebJunction); *New Books, New Worlds: Diverse Titles for Youth & Young Adult* (presented by Booklist);

To Be Well Read, You Must Be Well Fed: Libraries Nourishing Kids' Minds and Bodies with Summer Meals (Hunger Solutions New York).

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

Type of Communication	Topic	Air Date/Publish Date
Live TV Morning News Interviews with Library Director Mary Jean Jakubowski	Library activities and programs for children happening during winter break	WIVB-TV Channel 4, February 12 th
Taped Radio Program with Library Director Mary Jean Jakubowski	Library programs and Census 2020	WBEN Radio, "Spice of Life" program, Sunday, February 23 rd
Media Event presented by Assemblyman Sean Ryan with Library Director Mary Jean Jakubowski and Town of Tonawanda Library Director Mary Muscarella	Assemblymember Sean Ryan proposes additional State funding for libraries	Spectrum TV News, WIVB-TV Channel 4, WBFO Radio February 21 st
Taped TV News Interview with Library Director Mary Jean Jakubowski and Librarian Shanley Olszowy	Grant writing training and Launch Pad MakerSpace	Spectrum TV News, February 26 th
Taped TV News Interview with Jordan Smith, Manager, Launch Pad MakerSpace	Discussion about some of the exciting things offered for use in the MakerSpace such as recording studios and 3D printers	Spectrum TV News, air early March
Article	Elaine M. Panty Branch Library Events	Riverside Review, February 5 th , 12 th , 19 th & 26 th
Event Listing	Checkers the Inventor; President's Day Show at the North Park Branch Library	Western New York Family Magazine Online Calendar, February 10 th
Event Listing	Manga Club for Teens & Tweens at the North Park Branch Library	Fun4kidsinBuffalo.com, buffalo.kidsoutandabout.com, February 15 th
Article	March Calendar of Events at the North Park Branch Library	Buffalo Common Council Member Joel Feroletto's eNewsletter, February 26 th
Media Event	Buffalo hosts first Black Expo at the Leroy R. Coles, Jr. Branch Library	WGRZ-TV Channel 2 News, February 29 th

Media Event	Exhibit celebrating black dolls unveiled at Leroy R. Coles, Jr. Branch Library	WIVB-TV Channel 4 News, WGRZ-TV Channel 2, February 29 th
Radio Interview with Rhonda Hoffman - On Target with Penny Wolfgang	Genealogy resources available in the Grosvenor Room	February 15 th and 16 th

Social Media

	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
<u>Facebook</u>	96	203	5,725	12,810	50	9,463
<u>Flickr</u>	170	216	11,386	18,677	0	57
<u>Google Ads</u> ¹	N/A	N/A	3,931	7,905	N/A	N/A
<u>Instagram</u>	34	69	895	2,087	44	2,624
<u>Pinterest</u>	53	95	1,056	3,611	14	2,085
<u>Podcast</u> ²	3	6	N/A	N/A	N/A	N/A
<u>Twitter</u>	89	180	1,111	2,239	29	10,416
Total	445	769	24,104	47,329	137	24,645

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

- Erie County Department of Health
- Eat Smart Western New York
- Ken-Ton Big Picture Program
- Buffalo Public Schools Student Support Services
- WIVB reporter (retired) Rich Newberg
- Journalist Kate Kaye
- Infancy Leadership Circle - Erie (part of the New York Zero-to-Three Network)

9. Planning for the Future

One Community One Book

Information Services and Outreach Librarian **Sandra Courtney** attended the One Community One Book planning meeting at the Clarence Public Library held on February 3rd. *The Tea Girl of Hummingbird Lane* by Lisa See is the selection for 2020. Planning continues for programs to be featured in May.

10. Director Activities

Meetings and Events:

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

DATE	MEETING / EVENT
February 2, 2020	Event - Black History Month Opening Ceremony
February 3, 2020	Conference Call - Grace Riario - Ramapo Catskill Library System
February 3, 2020	Training - 2020 Census
February 3, 2020	Conference Call - Paul Banas
February 3, 2020	Conference Call - Cara Matteliano, Community Foundation for Greater Buffalo
February 3, 2020	Conference Call - Robert Patterson, Esq., Bond, Schoeneck & King
February 4, 2020	Meeting - Angela Pierpaoli, Librarian
February 5, 2020	Presentation - Clarence Book Club
February 5, 2020	Media Appearance - Lockport Community Television (LCTV)
February 5, 2020	Meeting - Beverly Federspiel, Director - Lockport Public Library
February 6, 2020	Meeting - Alan Rozansky, B&ECPL Security
February 6, 2020	Meeting - Advocacy with Western New York Library Resources Council (WNYLRC) - NYS Assemblymember Norris and Senator Ranzenhofer
February 6, 2020	Meeting - Jeannine Doyle, Deputy Director - Chief Operating Officer
February 6, 2020	Meeting - Dawn Peters, Assistant Deputy Director
February 6, 2020	Meeting - Erie County Complete Count Committee
February 10, 2020	Meeting - Jeannine Doyle
February 10, 2020	Meeting - Joy Testa Cinquino, Assistant Deputy Director
February 11, 2020	Meeting - Dr. Dan Albertson, Chair - Department of Information Science, University at Buffalo
February 11, 2020	Meeting - B is for Book Exhibit
February 11, 2020	Conference Call - Public Library System Directors Organization and New York State Department of Education - Division of Library Development
February 11, 2020	Meeting - Jason Hurley and Karen Rybicki

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February 12, 2020 Media Appearance – WIVB-Channel 4

February 12, 2020 Meeting - Managers/Directors

February 12, 2020 Meeting - B&ECPL Complete Count Committee

February 12, 2020 Conference Call - Kathleen Berens Bucki, Chair - B&ECPL Board of Trustees

February 12, 2020 Event - Just Buffalo Literacy Center

February 13, 2020 Meeting - Association of Contracting Library Trustees (ACT) Contract Committee

February 13, 2020 Meeting - Administrative Team

February 13, 2020 Meeting - Joy Testa Cinquino and Maureen Germaine, Development Manager

February 13, 2020 Meeting - B&ECPL Board of Trustees Executive Committee

February 14, 2020 Meeting - 2020 Census for Erie County Non-Profit Organizations

February 18, 2020 Meeting - Catharine McCracken, Trellis Marketing

February 18, 2020 Conference Call - Dr. Karen King, Erie County Commissioner on the Status of Women

February 18, 2020 Meeting - Bonnie Lange Lawrence, Deputy Commissioner - Erie County Department of Environment & Planning

February 18, 2020 Media (Radio) Interview - Brenda Alesii, ESPN 1520

February 18, 2020 Meeting - Zonta Club of Buffalo

February 19, 2020 Meeting - Re: New York Library Association (NYLA) Library Advocacy Day

February 19, 2020 Meeting - Joy Testa Cinquino

February 20, 2020 Conference Call - Pauline Lambton, City of Montreal, Quebec, Canada

February 20, 2020 Conference Call - Patty Uttaro, Director - Rochester Public Library and Monroe County Library System

February 20, 2020 Meeting - B&ECPL Board of Trustees

February 20, 2020 Program - Trailblazing Women of WNY

February 21, 2020 Meeting - Erie County Disability Advisory Council

February 21, 2020 Media Event - NYS Assemblymember Sean Ryan

February 21, 2020 Meeting - Judy Fachko, Human Resources Manager

February 24, 2020 Training - ALA National Network of Key Congressional Contacts Program

February 25, 2020 Event - NYLA Library Advocacy Day in Albany

February 26, 2020 Media Interview - Spectrum News

February 26, 2020 Meeting - Joy Testa Cinquino

February 26, 2020 Meeting - Erie County Complete Count Committee

February 29, 2020 Program - African American Barbie Dolls

Other:

Contracting Member Library Activity Reports

Hamburg Public Library – submitted by Brian R. Hoth, Director

Highlights of events and activities at the Hamburg Public Library:

- On January 24th, Mike Randall performed his one-man show “Mark Twain Live!” to 100 children and adults. Those who attended commented on how much they enjoyed the show. We received many positive comments on the library’s Facebook page.
- On February 1st, Take Your Child to the Library Day was held with 82 children and adults in attendance. We had giveaways, a drawing, and a craft table set up. In celebration of Valentine’s Day, children were encouraged to make hearts for residents at Elderwood Assisted Living Center. On February 13th, Librarian **Ashley Zengerski** and Library Associate **Laurie Obrochta** dropped off 100 of them to the residents.
- On February 6th, Director **Brian Hoth** conducted a library tour for a Daisy Troop. The tour was conducted in areas of the library the public doesn’t ordinarily get to see such as staff work areas and the director’s office. They were very excited! Afterwards, Director **Hoth** read them stories and had giveaways. The library received many great comments on its Facebook page.
- The library received \$10,000 in bullet aid from NYS Assemblymember Sean Ryan.

Highlights of events and activities at the Lake Shore Branch Library:

- On February 10th, a Cult Movie Double Feature was held with 9 adults in attendance. The movies featured were *The Goonies* and *Hook*.
- On February 14th, Lake Shore Branch Manager **Stephanie Molnar** and Director **Hoth** attended a library advocacy meeting with NYS Assemblymember Sean Ryan at the Isaías González-Soto Branch Library.
- On February 20th, the Lake Shore Branch Library hosted a library advocacy meeting with NYS Senator Chris Jacobs.

- On February 29th, LEGO Club was held with 30 children and adults in attendance.

Marilla Free Library – submitted by Shannon Thompson, Director

Highlights of events and activities at the Marilla Free Library:

- We had several special events in the winter months, including a Winnie the Pooh Scavenger Hunt and Hunny Pot Craft for kids, Special Winter Story Hour with Ms. Shannon, Create Your Own Valentine's Card and Take Your Child to the Library Day!
- LEGO Club meets on the third Thursday at 6:00 p.m. where children work to design and create special masterpieces we display in the library.
- Marilla Free Library Book Club meets at 2:00 p.m. on the fourth Tuesday of the month. In February, they read *Where the Crawdads Sing* by Delia Owens. The selection for February is *Hillbilly Elegy* by J. D. Vance.
- We celebrated Dr. Seuss' Birthday on March 2nd. Children made a Truffula Tree and Lorax Magnet.
- March Madness Tournament of Books is happening now at the Marilla Free Library. Children read our Sweet 16 of Picture Books and vote each week to narrow down the list of contenders to crown the 2020 champion.
- At our Build a Leprechaun Trap program, children will make traps to catch silly little leprechauns and get their hands on that pot o' gold! Children will come up with a design and then build the trap using everyday household objects.
- We have several special story hours planned for March and April for children ages 3 to 6.
- Fun with Peeps! Make a Peep House is scheduled for April. Children will build a cozy graham cracker house for a little candy Peep. This is a family fun event!
- Our Friends of the Library will be hosting a Paperback Sale on April 18, 2020.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski noted the annual ACT Workshop scheduled for Saturday, March 14th was cancelled due to the COVID-19 situation. This workshop will be rescheduled.

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Agenda Item H - Public Comment. There were no members of the public present.

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. None.

There being no further business, on motion by Trustee Ted Johnson with a second by Trustee Berlow, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,

Alan Bedenko
Secretary