

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
May 21, 2020

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, May 21, 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  
Michael Amodeo  
Sheldon M. Berlow  
Katie Burd  
Lucy Candelario  
Carima El-Behairy  
Frank Gist  
Theodore K. Johnson  
Sharon M. Kelly  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:05 p.m.

State of New York Executive Chamber Executive Order No. 202.28 issued May 7, 2020 extends previous Executive Order 202 and each successor Executive Order up to and including Executive Order 202.14 until June 6, 2020 (regarding extended adjustments/modifications to Open Meetings Law in response to the COVID-19 pandemic), permitting the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees to hold this May 21<sup>st</sup> Board meeting remotely by conference call and constituted trustees as present, allowing them to be counted for quorum and voting. The public was provided Zoom dial-in instructions with the ability to listen and comment at this proceeding. This meeting was recorded, transcribed, and made available on the Library's website.

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. Chair Bucki informed trustees the agenda required an amendment to add Executive Session during New Business for the purpose of discussing a personnel matter. Trustee Panty moved and was seconded by Trustee Kimberly Johnson. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of April 16, 2020. On motion by Trustee Panty, seconded by Trustee Burd, the Minutes were approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she joined in a Zoom meeting May 20<sup>th</sup> with contract library directors and their board presidents, Buffalo Branch Library managers, Central Library managers and Administration regarding 2020 Budget updates/projections and 2021 Budget information. Director Mary Jean Jakubowski would comment more on this during the Report of the Director.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on May 14, 2020; a copy of the written report was included in the board packet. Committee Vice Chair Kimberly Johnson summarized the meeting pointing out that, due to time constraints, the Executive Committee took action and unanimously passed Resolution 2020-14 Authorize Budget Transfers in Excess of \$5,000 to Address COVID-19 Expenses.

#### Executive Committee Meeting Report May 14, 2020

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 members Frank Housh and Ted Johnson. Also on the call were Library Director Mary Jean Jakubowski, Deputy Director - Chief Operating Officer (C.O.O.) Jeannine Doyle, Deputy Director - Chief Financial Officer (C.F.O.) Ken Stone, and Secretary to the Director Maria Borowiak.

In keeping with Executive Order 202.28 issued May 7, 2020 which extends previous Executive Order 202 and each successor Executive Order up to and including Executive Order 202.14 until June 6, 2020 (regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic), this meeting was held remotely via Zoom. As required by 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 June 4, 2020. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:04 p.m. Following the call of the roll, it was noted a quorum was present.

C.F.O. Stone introduced ACTION Item Resolution 2020-14 Authorize Budget Transfers in Excess of \$5,000 to Address COVID-19 Expenses. He explained this resolution will allow budget transfers in excess of \$5,000 to ensure funding is available in appropriate budget lines to procure supplies and related items necessary to support the Library's COVID-19 response activities. Chair Bucki noted the correct wording for PPE is personal protective equipment. Motion to approve Resolution 2020-14, including this correction, was made by Trustee Panty, seconded by Trustee Kimberly Johnson, and approved unanimously.

Director Jakubowski noted she continues to monitor gubernatorial executive orders pointing out today, the New York State Department of Health issued NY Forward Business Reopening Guidelines for Retail Operations. While the Library is not a retail establishment, the retail operations guidelines contain good information that can be used as a model in developing our plans. She also continues to monitor reports/press conferences by County Executive Mark Poloncarz. The Director sent a letter asking for guidance to the County Executive and a meeting has been scheduled for Tuesday, May 19, 2020. She will provide a report at the May Board meeting.

Director Jakubowski updated the Committee that new materials handling protocols have been developed which have been distributed systemwide. Kits are being put together for all libraries including items such as facemasks, shields, gloves, hand sanitizer, signage, etc. which will be distributed when complete.

A B&ECPL Reopening Plan is being developed; she is awaiting feedback from the contract library directors on the draft plan which is to be in place prior to the opening of the B&ECPL.

The Director expressed her thanks to staff for the amazing work they continue to do as well as their ability to adapt during these challenging times.

The Director called on C.F.O. Stone to provide an update on the impact of the COVID-19 pandemic on the 2020 Library Budget. He went over figures contained in the Monthly Financial Report that will be included in the May

board packet which details year-end projections/scenarios to address the challenging times we are facing. He reviewed impacts to NYS Library Aid as well as impacts to Erie County regarding losses in sales tax, hotel tax, and related revenue, noting the potential for a 20% State Aid cut to the Library and reduced future funding from the County would compound the problem.

While not part of the County General Fund, he shared 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 budgetary challenges in 2021.

Director Jakubowski expressed the following, which she and C.F.O. Stone are recommending be put in place immediately to obtain savings whereby potentially reducing future impact:

- 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.

C.F.O. Stone discussed the U.S. House introduced 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. He shared at the Erie County Legislature's Finance & Management Committee meeting earlier that day, County Budget Office staff indicated the estimated allocation to Erie County under *The Heroes Act* as presently written would be approximately \$516 million spread over 2 years.

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

At this time, Chair Bucki entertained a motion to enter into Executive Session at 4:45 p.m. to discuss a personnel matter. This was moved by Trustee Panty, seconded by Trustee Berlow, and approved unanimously. All staff and public on the call were forwarded to a Zoom waiting room.

At 5:02 p.m., on motion by Trustee Berlow, seconded by Trustee Kimberly Johnson, the Executive Committee reconvened in public session. No action was taken in Executive Session.

The Committee had no changes for the proposed agenda for the May 21, 2020 Buffalo & Erie County Public Library Board of Trustees meeting.

The public had no comment.

The Executive Committee meeting adjourned at 5:11 p.m. on a motion by Trustee Panty, with a second by Trustee Berlow.

Agenda Item E.1.a – Information Item. Authorize Budget Transfers in Excess of \$5,000 to Address COVID-19 Expenses. Resolution 2020-14 passed unanimously by the Executive Committee on May 14, 2020. Pursuant to the Bylaws, Resolution 2020-14 was mailed to the full Board (included in mailed board packet) within 3 business days.

#### RESOLUTION 2020-14

WHEREAS, in the days since New York State Governor Andrew Cuomo's March 7, 2020 Executive Order 202 declaring a disaster emergency in the State of New York stemming from the COVID-19 pandemic, the Library has implemented social distancing and enhanced cleaning/ disinfecting techniques, and

WHEREAS, additional changes will be needed to implement what is expected to be a phased reopening at a future date following guidance provided by the Governor's office and Erie County government, and

WHEREAS, to prepare for a future reopening, purchases of personal protective equipment (PPE), including protective plexiglass or similar shielding for public interface points and additional cleaning/ disinfecting supplies, will need to take place, and

WHEREAS, procuring these items will require budget transfers in excess of \$5,000 to ensure funding is available in the appropriate budget line, and

WHEREAS, reduced library operations have and will continue to generate savings in other budget lines, particularly utility lines, providing funds available for transfer, now therefore be it

RESOLVED, that the Executive Committee of the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee to implement budget transfers, including those in excess of \$5,000, to support procurement of supplies and other items necessary to support the Library's COVID-19 response activities, and be it further

RESOLVED, that any transfers undertaken shall be incorporated into subsequent monthly financial statements submitted to the full Board.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Monthly Financial Report. The monthly financial report for the year as of March 31, 2020 month-end close was included in the board packet as an information item and was discussed at length at the May 14<sup>th</sup> Executive Committee meeting. C.F.O. Ken Stone updated the County's estimated budget shortfall, noting the County Executive reported the sales tax distribution for April was down 25.7 percent, they revised their projection for the shortfall from over \$200M to about \$170M. C.F.O. Stone noted this is still bad as the County's unassigned fund balance is about \$102M and demonstrates the potential magnitude of the County's problem. He added, the magnitude is dependent on how and when economic activity starts to recur, people's habits and how retail sales play out. C.F.O. Stone reiterated that the Governor again mentioned if there is no federal aid, they would be looking at a 20 percent budget cut to local municipalities and that is what we projected in the monthly financial statement.

Agenda Item F – Report of the Director. Director Jakubowski reported B&ECPL staff continues to do a tremendous amount of work remotely through telephones, online, virtually...the list goes on and on. Expansion of B&ECPL's eBook and eAudiobook collections continues; the use of such is up over 44% over the same period last year which identifies that people have found and are using the B&ECPL's downloadable services. In addition, over 1,750 new online library cards (new users) have been processed since their inception on March 27<sup>th</sup>.

Erie County has moved into Phase One of *New York Forward*; Director Jakubowski has been working with colleagues across the State as well as local municipal leaders with regard to the status of libraries. On May 19<sup>th</sup>, she participated in a conference call with County Executive Mark Poloncarz who expressed his gratitude for the services the Library has been providing as well as his interest in having the municipal libraries within the B&ECPL System open under the auspices of being "governmental agencies"; this means the 3 association libraries (Alden, Boston and Marilla) are not permitted to open because under *New York Forward* Phase One, private institutions as well as not-for-profits are not yet permitted to open in any capacity. Association libraries in New York State are not governmental agencies and will not be going through reopening processes at this time.

Trustees were emailed what is close to being the final version of the B&ECPL's Reopening Plan which explains a reopening process for the B&ECPL from a System service perspective as well as for those libraries we have direct administrative authority over, that being the Central Library and the Buffalo Branch Libraries. The Reopening Plan utilizes STAGES which were driven by the Phases listed in *New York Forward*.

Director Jakubowski explained STAGE I of the Reopening Plan brings back library staff into buildings with up to a 50% workforce (50% is permissible under the State mandate). During STAGE I, staff will begin to process materials that have been coming in, do some preparatory cleaning, as well as organize processes to be able to begin walk-up and curbside services at the B&ECPL - the libraries that we oversee. Walk-up and curbside services are being recommended to begin June 1<sup>st</sup> at the Central Library, Crane Branch Library (which was selected because it is the highest circulating library within the City of Buffalo), as well as the Frank E. Merriweather, Jr. Branch Library. We are currently awaiting permissions from the City of Buffalo for curbside services regarding traffic flow impacts and/or street side parking space in order to provide these services. Director Jakubowski pointed out that just last night at 5 p.m., curbside service was designated as being permissible under Phase One of *New York Forward* for municipal and school district libraries.

We are looking toward the future. If the County moves into Phase Two of *New York Forward*, the plan is to open the Central Library and Buffalo Branch Libraries with limited services and modified hours on or about June 8, 2020. Director Jakubowski reiterated this is dependent on the County entering Phase Two of *New York Forward*.

Trustee El-Behairy asked what if someone walks in without a mask and how are we going to keep our employees safe? Director Jakubowski explained currently there is a statewide mandate that masks are to be worn in all public places and, therefore, the B&ECPL can turn away individuals who are not wearing masks. We will enforce this measure. There is a process in place, and we will be working with Central Library and Buffalo Branch Library building guards providing instruction on enforcing this. In addition, there has been discussion of the possibility of the B&ECPL providing masks to patrons who do not have one, rather than denying them access; Director Jakubowski remarked we do have some masks provided to us by Erie County Emergency Services, however, we first need to make sure all B&ECPL staff receive masks before we could provide this service. She commented staff will be required to wear masks in public spaces, and they will also have access to facial shields as a secondary layer of protection.

In addition to the Reopening Plan, the B&ECPL has developed a COVID-19 Reopening Safety Plan (Safety Plan). She pointed out while this is required for businesses, there has been discussion and the question is whether a plan is required for governmental organizations. At present, there is no such requirement. Director Jakubowski communicated she firmly believes having a Safety Plan is a strong business practice and that is why we have developed one for the B&ECPL - Central Library and Buffalo Branch Libraries. The most recent version was emailed to trustees earlier in the afternoon. It speaks to the guidance and components that are included in *New York Forward's* template. This particular document, with exception of some recent minor grammatical corrections made, has been vetted by B&ECPL legal counsel and meets the State's standard for safety plans. Staff will be made aware of both the Reopening and

Safety Plans; these will be sent out to contract libraries for guidance. An email message will be sent out to staff at the Central Library and Buffalo Branch Libraries announcing the Plans following the Board meeting with physical letters going out tomorrow.

At the May 20<sup>th</sup> Zoom meeting with contract library directors and their board presidents, Buffalo Branch Library managers, Central Library managers and Administration that Chair Bucki mentioned attending during her report, Director Jakubowski noted the focus of that meeting was specific to the budget and the challenges discussed at the May 14<sup>th</sup> Executive Committee meeting as well as information provided in the Monthly Financial Report included in the board packet. She shared the content of her conversation with County Executive Poloncarz whereby she asked him what he believes is the worst-case scenario, and he expressed potentially a 25% reduction for the 2021 budget. She shared the B&ECPL's immediate plan to obtain savings whereby potentially reducing future impact being: 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.

The Director thanked trustees for sending letters to federal representatives seeking stimulus packages for state and local governments noting this is critical and where our advocacy efforts need to continue. She asked any trustees who have not sent letters, to please do so.

Trustee Panty asked about security for the Library's building guards who will be responsible to prevent admittance of people who do not have masks once libraries reopen. Director Jakubowski explained our guards do go through a series of trainings to respond to agitated situations, they do not carry sidearms such as a gun or a billy club, and 911 will be called if necessary. Signage will be at all entries, consistent throughout the Library System, informing the public that masks must to be worn in all libraries.

Trustee Berlow questioned that if we provide masks to the public for those who do not have one, would we have any liability if they claimed they were given inappropriate masks, etc. Director Jakubowski replied if we were to distribute masks, they would be masks obtained through Erie County or a reputable vendor.

Trustee Gist inquired if there is a procedure for staff to be tested. Director Jakubowski noted the State is not requiring staff to be temperature tested, however, as a good business practice and as an additional precautionary health and safety measure, libraries will be taking employee temperatures prior to building entry. A procedure has been put in place which is detailed in the Safety Plan.



In response to a question by Trustee Panty, Director Jakubowski further discussed safety protocols contained in the Safety Plan including PPE supplies, COVID-19 kits being distributed to each library, as well as documents/posters detailing proper wearing instructions and protocols.

With no further questions and no objections, Director Jakubowski indicated she would be proceeding with the Reopening Plan and Safety Plan as presented. Both plans are subject to change pursuant to changes in state and local requirements.

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

### **B&ECPL Monthly Report March & April 2020**

A new “normal” came to be in March and April with the Coronavirus impacting every aspect of our community. Coronavirus (COVID-19), however, did not deter the need for library services, nor did it break the spirit of library staff, willing to find a way to meet the needs of our community albeit in a virtual format.

The Central Library and Buffalo Branch Libraries remained open through March 16<sup>th</sup> with library services adapting to the rapidly changing situation with program cancellations, closure of meeting rooms, social distancing being employed, distribution of hand sanitizer, tissues, hospital grade cleaning products to all libraries, and instruction to staff regarding disinfecting returned books and materials. Notification of these changes was made to patrons, staff and trustees.

On March 26, 2020 at a special meeting of the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Executive Committee, the Committee determined, following discussion and review of workforce reduction Executive Orders by New York State (NYS) Governor Andrew Cuomo, to keep the Central Library and Buffalo Branch Libraries closed until such time guidance by the Governor supports reopening. This directive was assigned Resolution 2020-12. This writer notified contract library directors and board presidents, encouraging each to follow suit. It is noted 21/22 contract libraries adopted the language set forth by the Committee and will remain closed until such time as guidance from the Governor supports reopening. The 22<sup>nd</sup> library adopted a resolution to remain closed until April 20<sup>th</sup>, when the local school district was slated to open; subsequently, this library voted to close under the same caveat as all other libraries in the B&ECPL System.

The Executive Committee also approved Resolution 2020-11, which included a new State of Emergency/Quarantine Leave Policy (Policy) as well as a compensation

package for part-time employees. This package, per the Policy, allowed for part-time employees to be compensated for 2 pay periods following the declaration of the State of Emergency. Part-time employees make up over half of the employees throughout the System. All part-time staff were notified they would be paid through pay period 9.

All full-time, regular part-time and part-time staff being compensated were notified of the expectation of working remotely, where practicable, and they remain on call should the need arise.

Part-time staff were notified in late April that the provisions of the Policy were concluding. Assistance was provided to staff regarding NYS unemployment benefits.

The Central Library and the Buffalo Branch Libraries have been thoroughly cleaned with hospital grade disinfectant cleaners. Through cooperative measures between the County of Erie and the B&ECPL, B&ECPL cleaning and maintenance staff have been engaged to clean County facilities. Stationary engineers, library security, shipping and receiving and business office staff, as well as Library Administration have been designated "essential employees." Work associated under these designations are critical to the function of the B&ECPL and meet the requirements set forth by gubernatorial orders and guidance by the Empire State Development Corporation.

Library employees are working remotely, conducting virtual programs, maintaining network operations including but not limited to the website, databases, borrower accounts and collections. Staff are completing online training, developing programs, updating the website and Subject Guides, posting to social media, etc. Library Administration is also providing guidance to contract library directors and trustees. Virtual meetings via GoToMeeting and/or Zoom are being employed throughout the System.

With the help of B&ECPL's Network Support Department and others, staff are now able to receive in their homes telephone calls to 858-8900 (the Central Library telephone number) for reference, borrower services, referrals, etc. through Google Voice. Email and online reference also continues, with staff working from home.

The new online library card application created by Assistant Deputy Director **Maureen McLaughlin** has proven to be extremely popular. Since its launch on March 27<sup>th</sup>, 1,523 new library cards have been issued. The System Collection Development Team is rapidly working to expand the eBook and eAudio collections; eBook holdings are now 92,621, having added 3,738 books ( 2,526 titles) to the collection. Eight hundred ninety-three (893) eAudiobooks (610 titles) have been added, bringing eAudio holdings to 19,447. Patrons are being instructed on how to download eBooks, eAudio and Freegal music through online and individual (virtual and telephone) training programs.

Media postings, both traditional (print and media) as well as social media postings, have proven invaluable to the “new normal” library services. Assistant Deputy Director **Joy Testa Cinquino** continues to notify media outlets of Library happenings, securing interviews and distributing pertinent operational information to staff, trustees and patrons. Ms. Testa Cinquino completed the B&ECPL’s *2019 Annual Report of the Director*. It is posted on the Library’s website at:

<https://www.buffalolib.org/sites/default/files/library-system/annual-reports/Bufalo %26 Erie County Public Library Annual Report of the Director for 2019.pdf>.

Assistant Deputy Directors **Dorinda Darden** and **Dawn Peters** are regularly connected to public service staff.

Deputy Director **Jeannine Doyle** is actively monitoring the ever-changing horizon of federal programs and benefits for employees as well as maintaining public service oversight.

Deputy Director **Kenneth Stone** is monitoring financials, following the unfolding saga of the NYS budget, discussions pertaining to the financial status of Erie County and the various federal stimulus packages. A campaign to encourage staff, trustees and the general public to write to their federal representatives requesting direct funding be provided to states and counties including funds to replace lost revenues is under way.

Maria Borowiak is critical to keeping us all together and organized, particularly with all things Board-related.

This writer has been monitoring gubernatorial executive orders, working with colleagues statewide seeking guidance on such matters as the Governor’s *New York State on PAUSE*, *New York Reopen* and *New York Forward* plans, working with the NYS Department of Education – Division of Library Development and State Librarian, communicating with the American Library Association and New York Library Association, addressing questions from contract library directors and trustees, developing B&ECPL’s Reopening Plan in accordance with required “Business Precautions” as indicated by the State, working with Administrators to develop materials handling procedures and curbside pickup services - should the library be authorized to provide such, procuring necessary personal protective equipment, participating in media events, communicating with staff, trustees and patrons, working with the Association of Contracting Library Trustees (ACT) Board, communicating with federal, state and local officials, etc.

COVID-19 has brought our community together in a way none of us could have anticipated. The B&ECPL continues to play an integral role in providing information and services to enrich, enlighten and entertain. Our doors may be closed but our

libraries are and will remain open, virtually. Library staff is working hard, despite the challenges brought forth by this unprecedented situation.

In addition to all that the B&ECPL is providing in library services, we are also supporting our community. Following a call for personal protective equipment, the B&ECPL donated 10,000 non-sterile gloves to the Erie County Department of Health – Emergency Services Department. Also, the Leroy R. Coles, Jr. Branch Library is now a Kaleida Health COVID-19 drive-through testing site. Testing is currently being conducted by appointment only, 9 a.m. to 5 p.m. Mondays, Wednesdays and Fridays. The testing site was opened in conjunction with the African American Health Disparities Task Force, County Executive Mark C. Poloncarz, Erie County Department of Health, Erie County Legislature Chairwoman April N.M. Baskin, Mayor Byron W. Brown, the City of Buffalo and the B&ECPL.

I am proud of our libraries and each and every staff member for their dedication, loyalty and support of library patrons in Erie County and beyond. Together we will get through this crisis. Together we will be a stronger community.

**Monthly Programming Statistics - March 2020**

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	100	465	2,127	9,855
Children (age 6-12)	54	310	764	5,266
Teens	20	109	167	759
Intergenerational	120	616	2,792	15,714
Adults (excludes Technology)	144	695	2,449	9,904
<b>TOTAL In Library Programs</b>	<b>438</b>	<b>2,195</b>	<b>8,299</b>	<b>41,498</b>

**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)	56	244	56	244
Teens	143	685	143	685
Intergenerational	15	76	15	93
Adults (excludes Technology)	51	365	54	374
<b>TOTAL In Library Programs</b>	<b>265</b>	<b>1,370</b>	<b>268</b>	<b>1,396</b>

**Adult Technology Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Training Lab or Library Desktop PCs	2	8	5	45
System or Library-owned Cyber Train	0	11	0	75
One on One	71	418	72	450
<b>TOTAL Adult Technology</b>	<b>73</b>	<b>437</b>	<b>77</b>	<b>570</b>

**Outreach (out of library):**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	11	43	492	1,445
Children (age 6-12)	3	14	316	587
Teens	0	1	0	27
Intergenerational	1	9	17	2,772
Adults (excludes Technology)	3	23	121	839
<b>TOTAL Outreach (out of Library)</b>	<b>18</b>	<b>90</b>	<b>946</b>	<b>5,670</b>

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	18	18	8,911	8,911
Children (age 6-12)	14	14	1,273	1,273
Teens	5	5	28	28
Intergenerational	33	33	6,470	6,470
Adults (excludes Technology)	17	17	138	138
<b>TOTAL Virtual Programs</b>	<b>87</b>	<b>87</b>	<b>16,820</b>	<b>16,820</b>

**System-wide Buffalo Never Fails WWI Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	3	35	95	1,432
Adult Services	3	32	23	671
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	3	0	152
Grosvenor Room	1	20	3	234
<b>TOTAL</b>	<b>7</b>	<b>89</b>	<b>121</b>	<b>2,489</b>

**Buffalo Never Fails WWI Exhibit:**

	Month	YTD	From Opening 11/16/2017 to present
Visitors - Non-tour related	3,001	75,667	
Visitors - Tour/Program	20	2,563	
<b>TOTAL Exhibit Visitors (Combined non-tour related and tour/program visitors)</b>	<b>3,021</b>	<b>78,230</b>	<b>130,957</b>

The *Buffalo Never Fails: The Queen City and World War I* exhibit officially closed on March 15, 2020. The upcoming exhibit *B is for Book* is under development; however, construction is delayed due to workforce shutdown orders resulting from the COVID-19 pandemic.

**Monthly Programming Statistics - April 2020**

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	MTH	YTD	MTH	YTD
Children (age 5 and under)	109	127	28,263	37,174
Children (age 6-12)	82	96	9,705	10,978
Teens	21	26	250	278
Intergenerational	187	220	31,493	37,963
Adults (excludes Technology)	86	103	10,112	10,250
<b>TOTAL Virtual Programs</b>	<b>485</b>	<b>572</b>	<b>79,823</b>	<b>96,643</b>

## **March Programming (in-house/outreach) -**

### ***Bookmobile***

- 479 visitors
- 2 special events: YMCA Independent Health *Naturalization Ceremony* and South Buffalo Charter School *Read Across America* event on March 7<sup>th</sup>

### ***Central Library - Program Highlights***

- Women's History Month Kick-off

### ***Central Library Tours***

- Buffalo Public School (BPS) #95 Waterfront Elementary
- Pathways Academy

### ***Central Library - Information Services Outreach***

- BPS #50 North Park Community School

### ***Buffalo Branches - Program Highlights:***

#### ***Frank E. Merriweather, Jr. Branch***

- We Are Women Warriors annual *Harriet Tubman Parade and Cultural Program*

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

- *The Art of Motherhood*, multimedia art installation by Aitina Fareed-Cooke, Get Fokus'd Productions

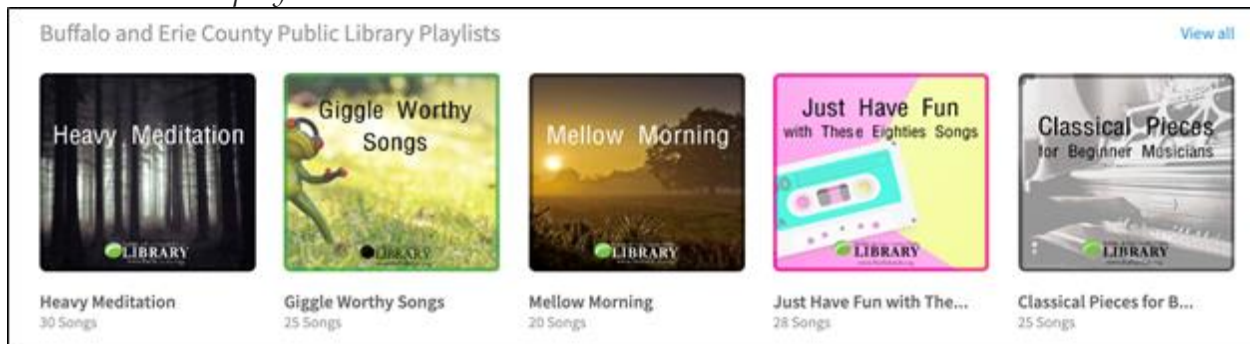
#### ***Dudley Branch***

- Performance by Rince Na Tiarna

**March and April Virtual Programming** - Creativity abounded with the closing of the physical libraries on March 17, 2020. Staff stepped into a virtual world, creating programs and experiences for library users and beyond. Programs, events, training and informational sessions were posted to a variety of platforms including but not limited to: local blogs, Facebook, YouTube, via Twitter, Zoom and Discord. Below are a few highlights:

- *Oh the Horror!: Virtual Escape Room*
- *Storytime with Dan*
- *Annual El Día del Niño / Day of the Child*, sponsored by the Hispanic Heritage Council of Western New York, Inc.
- *Earth Day EcoChallenge* B&ECPL Team, "Go Green for Buffalo"
- *Origami craft videos*

- *B&ECPL playlists*



- *Local History from Home - tutorial*
- *Research Your Family's History from Home - tutorial*
- *The Cooking Librarian*
- *The Joy of Spring Organizing: DIY to Declutter Your Digs*
- *Make no-sew masks at home using materials around the house*
- *Photographic Storage and Preservation at Home*
- *"What If..." Society - book group for adults (online)*
- *Loss of Innocence: the Oklahoma City Bombing and the Execution of Timothy McVeigh - a documentary by Rich Newberg*
- *Inside Cuba - a documentary by Rich Newberg*
- *Twitter-based Listening Party*
- *Magic: The Gathering: Arena*
- *Census Records Preserve Family History*
- *Ask the Genealogist*
- *All Things Science Fiction*
- *Planting with the B&ECPL Gardener*
- *Your Ancestors in the Federal Records*
- *Baby and Toddler Storytime with Miss Wanda*
- *Reading with Miss Erin*
- *DYI Sensory Storytime with Miss Jennifer*
- *Preschool Storytime with Miss Susan*
- *Bedtime Stories with Miss Jennifer*
- *Reading with Maple and Miss Judy*
- *STEM Challenges with Miss Jessie*
- *Teen Virtual Programming with Miss Maria and Miss Danielle*
  - *Teen Manga Club*
  - *Teen Advisory Group (TAG)*
  - *Rising Voices Book Club*
  - *Readers Quest Book Club*
- *Online Reading Contest: A-Z Come Read with Me*
- *Quarantine Contest: Staying Home Together*



- Find: genealogy and federal resources <http://www2.erie.gov/universityexpress/current-classes>
- All Booked Up - B&ECPL's weekly podcast

## 2. Collection Development

### Collection Development - March 2020

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	1,456	7,080	165	700	539,926
Young Adult Print	266	1,424	110	383	75,574
Adult Print	2,065	10,030	396	2,083	1,823,374
Media	1,650	11,143	330	1,517	575,107
Other*	1,076	6,157	22	123	177,047
Subtotal	6,513	35,834	1,023	4,806	3,191,028

\*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	1,514	3,973	1,066	2,857	90,426*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	359	921	277	689	18,915
eVideos	0	0	0	0	100
Subtotal	1,873	4,894	1,343	3,546	109,441

\*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	8,386	40,728	2,366	8,352	3,300,469

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	356	3.1%	355	68.3%
Staff Initiated	11	18.2%	11	72.7%

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

**Subject Guides** - The Library's Subject Guides were viewed by 2,924 visitors from 27 countries in March including Argentina, Australia, Bangladesh, Canada, France, Germany, Greece, Hungary, Iceland, India, Ireland, Jordan, Kenya, Panama, the Philippines, Poland, Puerto Rico, Russia, Saudi Arabia, Singapore, South Korea, Spain, Sweden, Thailand, the United Kingdom, the United States and Venezuela.

**Collection Development - April 2020**

Physical Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
Juvenile Print	10	7,090	0	700	539,956
Young Adult Print	0	1,424	0	383	75,552
Adult Print	0	10,030	0	2,083	1,823,292
Media	0	11,143	0	1,517	575,109
Other*	10	6,167	0	123	177,059
Subtotal	20	35,854	0	4,806	3,190,968

\*Includes magazines, generic copies, and other

Electronic Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Collection Size
eBooks	2,224	6,197	1,460	4,317	92,621*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	534	1,455	383	1,072	19,447
eVideos	0	0	0	0	100
Subtotal	2,758	7,652	1,843	5,389	112,168

\*Includes 428 EBL titles

All Collections:

	Monthly Item Adds	YTD Item Adds	Monthly Title Adds	YTD Title Adds	Total Collection Size
Total	2,778	43,506	1,843	10,195	3,303,136

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	218	4.1%	218	64.2%
Staff Initiated	0	0.0%	0	0.0%

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

**Subject Guides** - The Library's Subject Guides were viewed by 1,617 visitors from 15 countries in April. Visitor countries of origin included Austria, Barbados, Brazil, Canada, Greece, India, the Philippines, Romania, Sudan, Switzerland, Tunisia, Turkey, Ukraine, the United States and Uruguay.

Information Services and Outreach Librarian **Janelle Toner** created a new Subject Guide on COVID-19 highlighting local, national, and worldwide resources on the novel coronavirus. Resources are continuously being added and updated.

Information Services and Outreach Librarian **Sandra Courtney** created a Small Business Guidance & Loan Resources guide for small business owners affected by COVID-19.

### 3. Technology

The staff of the Network Support Department, under the direction of Assistant Deputy Director **Maureen McLaughlin** and Information Technology Administrator **Stephen Hovey**, are truly unsung heroes of the Library during the COVID-19 crisis. Network Support has taken on the herculean task of keeping the B&ECPL's technology, including Wi-Fi access, the circulation system, and beyond, running without interruption. These efforts are greatly appreciated and recognized by Library Administration, staff and patrons.

Under the direction of **Stephen Hovey**, the IT staff prepared more than 20 laptops for remote use. Key staff members working from home are able to access their desktop computer files while the Library remains closed.

### 4. Funding/Fundraising

#### **Funding:**

In early April, the NYS Legislature enacted a FY 2020-21 budget. The State Legislature restored \$2.5 million of the \$5 million cut in Library Recurring Aid proposed by the Governor. The Governor's \$20 million (58.8%) cut in Library Construction Aid Program remains.

The Enacted Budget's impact to the B&ECPL operating and recurring grants is an estimated reduction of \$76,151 (2.6%). B&ECPL's Aid for Library Construction allocation will fall from \$1,558,809 down to \$641,863.

The State's Enacted Budget spending plan includes provisions allowing the NYS Budget Director to propose across-the-board reductions to discretionary expenditures to rebalance if revenues fall 1% or more below budget or expenditures exceed 1% or more

above budget. The Legislature would then have 10 days to prepare/adopt its own plan; if not, the Budget Director's plan goes into effect.

In recent public statements, Governor Cuomo estimated the State has lost \$13 billion in revenue. Further, the NYS Comptroller recently reported that sales tax collections for the month of April alone are down over 24%, with Erie County's sales tax collections down 25.7%.

The Governor has also stated that the State's revenue loss would lead to 20% cuts in aid to local governments and schools if that lost revenue is not offset by aid from the Federal Government. As of the end of April, the Federal Government has not approved aid to offset lost state and local government revenue.

Given NYS's constitution requires state and local governments maintain balanced budgets, the sharp loss of tax revenue would result in severe cuts to public health, public safety, child protective services, 911 operations, social services, schools at all levels, libraries and cultural institutions at a time when they are all needed to support our community's recovery.

Should the State have to implement a 20% mid-year cut in aid, the impact to the Library would be an additional reduction of approximately \$573,428 in operating and recurring grants, increasing the combined cut to approximately \$649,579, which is 2.2% of the Library's 2020 combined operating and recurring grants budget of \$29.9 million. The Library will continue to monitor this situation and update the Board as conditions evolve.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - April 30, 2020	\$159,177.49

**5. Facilities**

Construction on the Central Library's auditorium ceased March 30, 2020, per notification from Erie County, pursuant to Gubernatorial Executive Order 202.13 ceasing non-essential construction projects.

The Central Library and the Buffalo Branch Libraries have been thoroughly cleaned with hospital grade disinfectant cleaners and are being maintained by Maintenance staff designated as "essential employees." Under the direction of **Mark Kross**, Supervisor of Building Operations and Maintenance, a notification process has been developed whereby any facility/department in which a staff member works is cleaned/disinfected

after the staff member leaves for the day. Maintenance staff is regularly disinfecting door handles, elevators, restrooms, and other surfaces.

## 6. Staff Development

### Staff Development – March 2020

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	188	578	2	26

**Staff Training Offered/Attended** – *Biological Hazards Training* (presented WNYCOSH/B&ECPL); *Body Odor: The Most Dreaded Conversation of All Time* (presented by Homeless Training Institute/B&ECPL).

**Workshops Attended** – *Leadership Accelerator Program, Session 3* (presented by UB Center for Leadership and Organizational Effectiveness).

**Webinars** – staff participated in *Grace Under Pressure: Tips and Tricks to Cultivate a Positive Approach* (presented by WebJunction); *Libraries Stepping Up! Serving the Needs of Communities in Crisis* (presented by Library 2.0); *Literacy in a Time of Rapid Change: Strategies and Resources for Virtual Learning* (presented by edWeb/Writable); *Remote and Online Services to Children* (presented by UW iSchool); *Springing Forward: Books for Young Readers* (presented by Booklist).

### Staff Development – April 2020

	Number of Program Attendees		Number of Programs Presented	
	Month	Yr. to Date	Month	Yr. to Date
Staff	690	1,268	9	35

Staff training has become an integral part of working from home. Staff has been encouraged to participate and been provided with a multitude of opportunities to advance library service skills.

**Online Staff Training Offered/Attended** – *Basic Story Time Development* (presented by ALSC/B&ECPL); *Best Practices for Apps in Storytime* (presented by ALSC/B&ECPL); *Early Childhood Expertise Beyond Libraryland: Early Childhood Development* (presented by ALSC/B&ECPL); *Early Childhood Expertise Beyond Libraryland: Serving Refugee and Immigrant Families* (presented by ALSC/B&ECPL); *Early Childhood Expertise Beyond Libraryland: Spaces & Behavior Management* (presented by ALSC/B&ECPL); *Giving Storytime a Tune-Up: Music Activities to Support Engagement and Understanding* (presented by ALSC/B&ECPL); *How to Give Effective Feedback* (presented by

LLAMA/B&ECPL); *Inclusive Technology for Babies to Teens in the Library* (presented by ALSC/B&ECPL); *Math Counts: Using Math in Early Literacy Programming* (presented by ALSC/B&ECPL).

**Webinars** – staff participated in 251 webinars, including *Addressing Legal Informational Needs of Immigrants and Non-Native Speakers* (presented by WebJunction); *Advocacy for Your Library During a Crisis* (presented by ALA/United for Libraries); *Assisting Patrons with E-Readers: Tactics for Teaching & Technology* (presented by WebJunction); *Basics of Video Making* (presented by NYLINE); *Building Community Through Book Clubs* (presented by BookBrowse); *Creating LGBTQ+ Inclusive Libraries* (presented by RRLC); *Hands-Free Story Hours* (presented by CLRC); *How to Sanitize Collections in a Pandemic* (presented by American Libraries Live); *Making Library Use More Accessible* (presented by Bibliotheca); *Middle Grade Magic* (presented by School Library Journal); *OCLC Virtual Town Hall: Libraries and the COVID-19 Crisis* (presented by OCLC/WebJunction); *Public Libraries Respond to COVID-19: Innovative Solutions in Times of Crisis* (presented by PLA/ALA); *Public Libraries Respond to COVID-19: Successful Ways to Work Remotely* (presented by PLA/ALA); *Putting the Self Back in Self-Care: Wellness in the Time of COVID-19* (presented by NNLM); *Returning to Work after the Pause: Planning and Preparedness* (presented by Bond, Schoeneck & King); *Robert's Rules of Order Training* (presented by CLRC); *Setting Up Calendars for Online Events* (presented by Springshare); *Supporting Family Literacy While #SocialDistancing* (presented by Mackin); *Video Basics: Tips & Tricks to Start Making Online Videos* (presented by NYDLD).

**Other (March) –**

- Information Services and Outreach Librarian **Shanley Olszowy** completed the credits needed for the Consumer Health Information Specialist Level II certification. In March she completed 3 courses titled: *Wellness in the Library Workplace*, *ABCs of DNA: Unraveling the Mystery of Genetics Information for Consumers*, and *Beyond the Binary: Health Resources for Sexual and Gender Minorities*.
- Information Services and Outreach Librarian **Sandra Courtney** and Information Services and Outreach Manager **Dan Caufield** viewed a Small Business Administration (SBA) COVID-19 SBA Economic Disaster Loan Program Information session. Knowledge gained will be used to direct patrons with reference questions to pertinent information regarding the Economic Disaster Loan Program.
- Information Services and Outreach Librarian **Kuniko Simon** created and posted on Facebook a slide presentation *Help for Non-English Speakers: Health and Wellness during COVID-19 in Erie County, NY*. This presentation can also be found on the Library's Coronavirus (COVID-19) Subject Guide.

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

<b>Type of Communication</b>	<b>Topic</b>	<b>Air Date/Publish Date</b>
Live morning TV interviews with Library Director Mary Jean Jakubowski	Census @ the Library	YNN Cable News, March 9 <sup>th</sup>
Media release	Buffalo & Erie County Public Libraries Open - Programs Cancelled for Two Weeks, Precautions being taken to help contain the spread of COVID-19	Buffalo News, Bee Publications, WBEN Radio, Sent March 13 <sup>th</sup>
Media release	Single Day Closure due to COVID-19	WBEN Radio, Channel 2, 4 News, March 16 <sup>th</sup>
Media release and mass email to library cardholders	Libraries Closed Through March 31 <sup>st</sup>	The Buffalo News, WBEN Radio, WBFO Radio, March 17 <sup>th</sup>
Taped radio interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WBLK Radio, March 18 <sup>th</sup>
Media release and mass email to library cardholders	Library updates during the COVID-19 pandemic. There's Plenty to do @ the Library Virtually.	Sent March 24 <sup>th</sup> , various
Media release	City of Buffalo Libraries Remain Closed	Sent March 27 <sup>th</sup>
Taped via FaceTime a TV interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WGRZ TV Channel 2, March 26 <sup>th</sup>
Taped radio interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WBFO Radio, April 7 <sup>th</sup> - 9 <sup>th</sup>
Mass email to library cardholders	Census reminder	Sent April 3 <sup>rd</sup>
Mass email to library cardholders	Library updates	Sent April 6 <sup>th</sup> and 7 <sup>th</sup>

Taped via FaceTime a TV interview with Library Director Mary Jean Jakubowski	Library Awareness Month and updates during the COVID-19 pandemic	WIVB TV Channel 4, April 13 <sup>th</sup>
Media release	Find Your Place @ the Library - National Library Week	The Buffalo News - Refresh section, April 25 <sup>th</sup>
Taped via FaceTime a TV interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WGRZ TV, Channel 2, April 20 <sup>th</sup>
Taped radio interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WKSE Radio, April 23 <sup>rd</sup>
Taped radio interview with Library Director Mary Jean Jakubowski	Library updates during the COVID-19 pandemic	WBLK Radio, April 23 <sup>rd</sup>
Article	Elaine M. Panty Branch Library Events	Riverside Review, March 4 <sup>th</sup> , 11 <sup>th</sup> and 18 <sup>th</sup>

*Social Media*

**March 2020**

	<b>Monthly Staff Activity</b>	<b>YTD Staff Activity</b>	<b>Monthly Public Activity</b>	<b>YTD Public Activity</b>	<b>Monthly New Followers</b>	<b>Total Followers</b>
<b>Facebook</b>	147	350	7,893	20,703	149	9,612
<b>Flickr</b>	18	234	8884	27,561	-	57
<b>Google Ads <sup>1</sup></b>	N/A	N/A	4,286	12,191	N/A	N/A
<b>Instagram</b>	31	100	1,120	3,207	68	2,692
<b>Pinterest</b>	30	41	898	4509	13	2098
<b>Podcast <sup>2</sup></b>	3	9	N/A	N/A	N/A	N/A
<b>Twitter</b>	66	246	1,550	3,789	50	10,466
<b>Total</b>	295	980	24,631	71,960	280	24,925



April 2020

	Monthly Staff Activity	YTD Staff Activity	Monthly Public Activity	YTD Public Activity	Monthly New Followers	Total Followers
Facebook	66	416	11,711	32,414	134	9,746
Flickr	-	234	8,883	36,444	-	57
Google Ads <sup>1</sup>	N/A	N/A	2,330	14,521	N/A	N/A
Instagram	31	131	982	4,189	87	2,779
Pinterest	30	71	1278	5787	13	2111
Podcast <sup>2</sup>	4	13	N/A	N/A	N/A	N/A
Twitter	110	356	1,621	5,410	58	10,524
<b>Total</b>	241	1,221	26,805	98,765	292	25,217

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

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

In the wake of the COVID-19 pandemic and in an effort to communicate important updates regarding open hours, library material returns, the new eLibraryCard and virtual programming, several mass emails were sent to 50,000 library cardholders, the media and the community in March and April. *A Message from Buffalo & Erie County Public Library System Director Mary Jean Jakubowski* was also sent to the media and is continuously updated on the B&ECPL website.

A series of B&ECPL branded social media posts (*Libraries are closed through...*, *eLibraryCards now available...*, *Material Returns...*, have been written weekly by the Development & Communications Department for use on social media by B&ECPL libraries.

### 8. Partnerships

Information Services and Outreach Librarian **Maria Lowe** met (virtually) with the WNYLRC High School to College Committee to discuss a partnership with Sam Marrazzo from the Buffalo Niagara Medical Center's Innovation Center.

Information Services and Outreach Librarian **Sara Fuller** is working (virtually) with the Buffalo Employment and Training Center, the Northland Workforce Training Center and the University at Buffalo's Educational Opportunity Center to develop a partnership to assist helping job seekers find jobs during the pandemic. Additional work is being done with University at Buffalo's Educational Opportunity Center to allow job seekers to learn new skills through virtual programming.

## 9. Planning for the Future

Library employees, trustees, friends and the community were encouraged to write to their federal representatives – Congressman Brian Higgins, Senator Charles Schumer and Senator Kirsten Gillibrand to request federal dollars to bail out states due to the COVID-19.

NYS Assemblymember Sean Ryan, who is also chair of the Committee on Libraries and Education, interviewed this writer regarding library services during the pandemic. The interview is posted on Assemblymember Ryan’s YouTube channel:

<https://www.facebook.com/AssemblySeanRyan/videos/1574147886074155/UzpfSTExOTc0NDA0MzU4NDoxMDE1NzQyOTUxODc2ODU4NQ/>.

At the request of this writer, several elected officials videotaped themselves reading children’s books including Erie County Legislators Howard Johnson, Joseph Lorigo and Edward Rath, III. NYS lawmakers also produced video storytelling readings including Assemblymembers Sean Ryan and David DiPietro and Senator Tim Kennedy.

## 10. Director Activities

### Meetings and Events:

**LIST of MEETINGS and EVENTS**  
**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**  
**March & April 2020**

DATE	MEETING / EVENT
March 2, 2020	Conference Call - Jacob Terranova, The Buffalo Zoo
March 2, 2020	Meeting - Andrew Aquino
March 2, 2020	Conference Call - Katie Pieri
March 3, 2020	Program - Census Discussion @ Imagine Buffalo
March 4, 2020	Meeting - Rotary Club of Buffalo
March 4, 2020	Meeting - Sheryl Knab, Western New York Library Resources Council (WNYLRC)
March 4, 2020	Event - Women's History Month
March 5, 2020	Meeting - Planning Session/Discussion - COVID-19
March 5, 2020	Meeting - Erie County Legislature
March 5, 2020	Program - Census 101 - Why is Taking the Census Important?
March 6, 2020	Meeting - Gamileh Jamil, New York Immigration Coalition
March 6, 2020	Meeting - Erie County Census 2020 Complete Count Committee
March 9, 2020	Media Event - YNN Interview
March 9, 2020	Meeting - Jeannine Doyle, Judy Fachko

# Minutes of the Board of Trustees

Page 27

March 10, 2020	Meeting - Jeannine Doyle, Mark Kross, Dawn Peters, Dorinda Darden
March 10, 2020	Conference Call - Public Library System Directors Organization (PULISDO)
March 10, 2020	Conference Call - New York State Department of Education - Division of Library Development (DLD) and PULISDO
March 10, 2020	Meeting - Jason Hurley and Karen Rybicki, Erie County
March 11, 2020	Meeting - Managers/Directors
March 11, 2020	Meeting - Brian Hoth
March 11, 2020	Conference Call - Kathleen Berens Bucki, Chair, B&ECPL Board of Trustees
March 12, 2020	Meeting - Administrative Team
March 12, 2020	Meeting - Erie County Audit Entrance Conference
March 12, 2020	Meeting - Jeannine Doyle, Maureen McLaughlin
March 12, 2020	Meeting - Dorinda Darden, Kristi Dougherty
March 12, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
March 12, 2020	Meeting - Hispanic Heritage Council Board
March 13, 2020	Meeting - Jeannine Doyle
March 15, 2020	Event - Central Library Social Distancing Preparation
March 16, 2020	Meeting - Jeannine Doyle, Kenneth Stone
March 16, 2020	Conference Call - Mark Poloncarz, Erie County Executive
March 16, 2020	Conference Call - PULISDO
March 16, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee - Special Meeting
March 16, 2020	Meeting - Administrative Team
March 16, 2020	Conference Call - Kathleen Berens Bucki, Chair, B&ECPL Board of Trustees
March 17, 2020	Meeting - Administrative Team
March 17, 2020	Conference Call - Robert Mayer, Attorney, City of Buffalo
March 17, 2020	Virtual Meeting - Contract Library Directors
March 17-31, 2020	Daily viewing of Governor Cuomo's Press Conference
March 18, 2020	Meeting - CSEA Labor Management - Jeannine Doyle
March 19, 2020	Virtual Meeting - Erie County Census 2020 Complete Count Committee
March 19, 2020	Virtual Meeting - B&ECPL Board of Trustees
March 20, 2020	Meeting - Administrative Team
March 23, 2020	Virtual Meeting - Jeannine Doyle, Tracy Palicki
March 23, 2020	Conference Call - PULISDO
March 24, 2020	Conference Call - Kathleen Berens Bucki, Chair, B&ECPL Board of Trustees
March 25, 2020	Conference Call - Robert Patterson, Attorney, Bond, Schoeneck & King; Jeannine Doyle - Discussion
March 25, 2020	Conference Call - Erie County Legislator Lisa Chimera; Jessica Schuster
March 26, 2020	Conference Call - PULISDO

## Minutes of the Board of Trustees

Page 28

March 26, 2020	Tour - William Geary, Jonathan Rivera - Erie County
March 26, 2020	Media Interview - WGRZ, Channel 2
March 26, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee - Special Meeting
March 26, 2020	Webinar - COVID-19 and Libraries
March 30, 2020	Virtual Meeting - WNYLRC - Ask The Lawyer
April 1, 2020	Conference Call - Elaine Panty, Trustee, B&ECPL Board
April 1-30, 2020	Daily viewing of Governor Cuomo's Press Conference
April 3, 2020	Webinar - Bond, Schoeneck & King
April 3, 2020	Conference Call - Legislator Lisa Chimera; Jessica Schuster
April 6, 2020	Virtual Meeting - 2020 Census Erie County Complete Count Committee
April 6, 2020	Virtual Meeting - WNYLRC - Ask The Lawyer
April 6, 2020	Virtual Meeting - Association of Contracting Library Trustees (ACT) Board
April 7, 2020	Virtual Media Interview - WIVB, Channel 4
April 7, 2020	Meeting - Kenneth Stone
April 7, 2020	Delivery - 2020 Census Giveaways
April 7, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee
April 8, 2020	Virtual Meeting - Contract Library Directors/Managers
April 8, 2020	Conference Call - Jessica Schuster
April 9, 2020	Webinar - Open Meetings Law
April 13, 2020	Virtual Media Interview - Spectrum TV
April 13, 2020	Webinar - Bond, Schoeneck & King
April 13, 2020	Conference Call - Erie County Legislator Lisa Chimera; Jessica Schuster
April 13, 2020	Delivery - Erie County Department of Health - Emergency Services
April 13, 2020	Conference Call - American Library Association Key Contacts Program
April 14, 2020	Conference Call - Jeannine Doyle
April 14, 2020	Delivery - Erie County Legislature
April 14, 2020	Conference Call - Ryan Fields, Entercom Radio
April 14, 2020	Conference Call - PULISDO
April 14, 2020	Conference Call - DLD and PULISDO
April 15, 2020	Virtual Meeting - WNYLRC - Ask the Lawyer
April 15, 2020	Webinar - Senator Charles Schumer - Federal Response
April 16, 2020	Virtual Meeting - 2020 Census Erie County Complete Count Committee
April 16, 2020	Virtual Meeting - B&ECPL Board of Trustees
April 17, 2020	Virtual Meeting - Managers/Directors
April 20, 2020	Virtual Media Interview – WGRZ, Channel 2
April 21, 2020	Meeting @ Leroy R. Coles, Jr. Branch Library - Bill Geary, Commissioner Erie County Department of Public Works, and Kaleida Health

## Minutes of the Board of Trustees

Page 29

April 22, 2020	Conference Call - ALA Key Contacts Program; David Lusk & Richard Cerros
April 22, 2020	Meeting - New York State Assemblymember Sean Ryan
April 22, 2020	Webinar - Public Library Association
April 22, 2020	Virtual Meeting - New York Library Association
April 23, 2020	Virtual Media Interview - Kiss 98.5
April 23, 2020	Virtual Meeting - Administrative Team
April 23, 2020	Virtual Media Interview - WBLK Radio
April 24, 2020	Virtual Meeting - Dawn Peters, Kristi Dougherty
April 27, 2020	Virtual Media Interview - WYRK Radio
April 27, 2020	Meeting - Kenneth Stone
April 27, 2020	Meeting - Mark Kross
April 27, 2020	Press Conference - Erie County Executive Mark Poloncarz
April 27, 2020	Virtual Meeting - Jeannine Doyle
April 27, 2020	Conference Call - Robert Patterson, Attorney, Bond, Schoeneck & King
April 28, 2020	Conference Call - Libraries of New York State 2020 Census Complete Count Committee
April 28, 2020	Meeting - Maureen McLaughlin
April 28, 2020	Virtual Meeting - PULISDO
April 28, 2020	Virtual Meeting - Dawn Peters, Abigail Barten-McGowan, Bridgette Heintz, Jordan Smith
April 29, 2020	Virtual Meeting - Contract Library Directors/Managers
April 29, 2020	Conference Call - DLD
April 29, 2020	Meeting - Jeannine Doyle
April 29, 2020	Press Conference - Erie County Executive Mark Poloncarz
April 30, 2020	Conference Call - Dorinda Darden
April 30, 2020	Virtual Meeting - 2020 Census Erie County Complete Count Committee

### **Other:**

### **Contracting Member Library Activity Reports March/April 2020**

#### **Concord Public Library – submitted by Jennifer Morris, Director**

Highlights of events and activities at the Concord Public Library:

Popular programs at our library prior to closing March 16<sup>th</sup>:

- Dad & Me Storytime was becoming a favorite program since it began in January 2019. Local dads are invited to be guest readers for the monthly program and the kids and families really enjoy hearing a local dad read to them. The dads

have told us how much fun it is too! After the story, we do craft activities with the families.

- SPCA Paws for Love – a weekly read-to-a-dog program for kids ages 6 and up. This program got bigger each week - many kids looked forward to coming in to read to Gracie, the Golden Retriever, every Thursday.
- Wednesday LEGO Book Club for Kids – a weekly read aloud book club for kids ages 6-12. The kids took turns reading pages from a chapter book and then did a LEGO activity based on the theme of the book.
- Teen Game Day – weekly program for teens. We've had a core group of teens visiting every Thursday to play a variety of games. Most recently, Dungeons & Dragons has been very popular.
- Erie County Department of Social Services – The UB Social Work intern was at the library every Thursday to assist patrons with applying for HEAP, SNAP, WIC and other social services programs. The library has received so many positive comments on this service. Patrons really appreciated having someone from Social Services here every week to answer their questions in person. It is especially beneficial for those who don't drive and are unable to be at the downtown office.

#### New virtual programs during closure:

- Storytime – at Home Edition via YouTube (every other Wednesday) – Miss Karyn shares stories and craft activities from her home. The videos have been very popular and families have commented how happy the kids are to see Miss Karyn reading again!
- Concord Public Library's Weekly Chat via Zoom – A lighthearted discussion of books, movies, music, podcasts and anything else we've consumed and want to share and chat about.
- Zoom-a-Librarian – A one-on-one Zoom session with Jennifer, the Library Director, offering help with downloading eBooks and eAudiobooks, how to access library databases and other online resources, and book, music and movie recommendations.
- Family Yoga Play with Miss May via Zoom (every other Saturday beginning in May) – A biweekly yoga class for the whole family - parents, caregivers, grandparents and siblings. Families are led through activities that promote 5 elements of yoga and mindfulness.
- Out in the Garden with David C. Clark via Zoom (monthly beginning in May) – The sessions are an introduction to gardening basics and sustainable landscaping and a Q&A session with David Clark.

#### Future program plans after library reopens:

- More programs and discussions via Zoom and YouTube during the summer and possible remainder of the year until we receive guidance from local and State officials.

- Start a seed saving library and community garden for 2021.
- Increased outreach to community organizations and businesses to assist individuals impacted by COVID-19.

**Newstead Public Library** – submitted by Kristine Sutton, Director

Highlights of events and activities at the Newstead Public Library:

- Popular programs prior to March 16<sup>th</sup>:
  - We were so fortunate to hold our Good for the Neighborhood Event on March 5<sup>th</sup>! This is a health and wellness quarterly event hosted by the Akron-Newstead Alliance (library is a part of) and the Independent Health Foundation. Wellness checks are given (blood pressure, glucose, bmi and cholesterol), health partners have information tables, seed planting with the library and a farmers market are all for free! There were 112 participants in a 1½-hour event.
- New virtual programs during closure:
  - I am so proud of the staff of the Newstead Public Library for sharing their talent, virtually, with the community. It took only a few days of having to close our doors, to begin hosting virtual program events! Below is a list of videos that have been posted to Facebook and our new Youtube channel.
    - Weekly Story Readings with Kristine
    - Saturday LEGO challenges
    - Tuesday Backyard Photo Challenge
    - Fun Science Fridays – easy science experiments
    - Cooking in the Kitchen with Val
    - Cooking in an “instant” Instant Pot Recipes
    - String Tricks
    - Crocheting with Val
    - Crafts with Ms. Michele
    - Our therapy dog owners have produced videos for us, so that children can see their favorite doggies!
    - Local deaf author Amy Crockford read and signed her book
    - Very popular was our community wide Bear Hunt! We encouraged families to put a bear in their front windows to allow for a village-wide walk/drive to “hunt for bears”. The program was introduced with the reading of Michael Rosen’s *We’re Going on a Bear Hunt*, and bear crafts and games.
  - The Akron-Newstead Alliance, with the support of Independent Health Foundation, distributed 100 wellness bags, produce bags and plants to the Akron/Newstead community in a drive-through pickup at the Akron-

Newstead Senior Center on Thursday, May 7<sup>th</sup>. This was a free event and bags were distributed in about 40 minutes!

- Very importantly, we are reaching out to some patrons; a phone call, an email, a text to say “Hi”. It is so important to keep this social connection.
- Future program plans:
  - We will continue with programs/events that are in place.
  - Presently we are brainstorming for summer events that can be presented virtually, including the always-popular Independent Reading Challenge.
  - We are striving to find ways to interact with our library community virtually. We miss them as much as they miss us!

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

Highlights of events and activities at the Orchard Park Library:

- Popular programs at our library prior to closing March 17<sup>th</sup>:
  - Sensory Playtime, February 29<sup>th</sup>
  - In Good Health - mind and body wellness, March 10<sup>th</sup>
  - Prom dress collection site - sponsored by former Erie County Legislator Lynne Dixon - March 2020
  - ARC of Erie County job recruitment event, March 12<sup>th</sup>
- New virtual programs during closure:
  - Baby & Toddler Storytime with Miss Kasey, Tuesdays at 10 a.m. - Facebook
  - Preschool Storytime with Miss Kasey, Thursdays at 10 a.m. - Facebook
  - Make It Mondays with Miss Carly, simple DIY with materials readily available at home - Facebook
  - Weekly LEGO Challenge with Miss Carly - Facebook
  - Fingerprint Earth in honor of Earth Day - Facebook
  - Cute Yoda Craft in honor of Star Wars Day - May the 4<sup>th</sup> Be With You - Facebook
  - Take a Code Break with Tim, Wednesdays at 10 a.m. - Facebook
  - Game Lab, create simple animations and games, May 9<sup>th</sup>
    - <https://code.org/educate/gamelab>
  - Stall Catchers Citizen Science Game, Orchard Park Library Team - ongoing interactive, intergenerational game, play anytime
    - [orchardparklibrary.stallcatchers.org](http://orchardparklibrary.stallcatchers.org)
  - Stall Catchers **\*\*LIVE\*\*** with Miss Kasey, 4 p.m. May 7<sup>th</sup>
  - In Good Health - The Online Sessions, April 14<sup>th</sup> and May 12<sup>th</sup> - Facebook and weekly email highlighting timely health-related resources
  - Orchard Park Library Book Club, monthly Zoom meetings



- Participation in Orchard Park community connection initiatives – “Going on a Bear Hunt” stop: find Paddington
- Future program plans after the library reopens:
  - Continued established virtual engagement programs until in-person programming is once again safe
  - Collaboration with Orchard Park Central Schools for Virtual ArtSplash!
  - Passive Summer Reading incentive programming
  - Library Scavenger Hunts – “I Spy”
  - Continued DIY programs highlighting special dates/events
  - Continued participation in Town of Orchard Park community engagement initiatives/summer virtual social alternatives in response to anticipated cancelled live events

**City of Tonawanda Public Library** – submitted by John Gaff, Director

Highlights of events and activities at the City of Tonawanda Public Library:

- The library has been offering a number of art-based programs for a range of ages including the twice monthly Art in the Evening for teenagers and adults, an afternoon 4-part paper flower making series, as well as the twice monthly Coloring for Relaxation program.
- Storytimes remain a staple of the library with 6 being offered every week. This includes 2 sessions of Book Babies for ages 6 to 24 months, 3 sessions of Mother Goose on the Loose for ages 2 to 5 years, and 1 session of Storytime for ages 3 to 5. Each program offers interactive and developmentally appropriate stories, rhymes, puppets, and more.
- We have continued our partnership with University Express, a program run by Erie County’s Department of Senior Services. University Express offers a fantastic range of adult learning classes for those 55 and older.
- We are working to convert as many programs as possible to the virtual space, including our many storytimes, LEGO Club, Science Saturday, book club, and more!

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski shared the ACT Board met a couple weeks ago and asked her to join their next meeting on June 15<sup>th</sup>. They are waiting to find out what next steps are for reopening phases and plans.

Agenda Item H – Public Comment. Jason Hurley, Community Liaison to the County Executive, shared he was available if the Library needed anything. There was no other comment from the public.

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Chair Bucki entertained a motion to enter into Executive Session at 4:52 p.m. to discuss a personnel matter. Trustee Panty moved, Trustee Bedenko seconded, and approval was unanimous. All staff and public on the call were forwarded to a Zoom waiting room.

At approximately 5:10 p.m., on motion by Trustee Panty and seconded by Trustee Berlow, Board members concluded Executive Session and reconvened in public session to act on the personnel matter discussed in Executive Session. Chair Bucki introduced and read Resolution 2020-15, Reappointment of Director Mary Jean Jakubowski. She explained this reappointment would extend her contract through June 12, 2023. Trustee Panty moved, Trustee Berlow seconded, and Resolution 2020-15 was approved unanimously as follows:

RESOLUTION 2020-15

WHEREAS, Mary Jean Jakubowski was appointed Director of the Buffalo & Erie County Public Library (B&ECPL), effective June 16, 2011, and

WHEREAS, Ms. Jakubowski was reappointed as Director to a three-year term ending June 11, 2020, and

WHEREAS, Ms. Jakubowski has indicated a willingness to accept another three-year appointment, and

WHEREAS, during the Covid-19 pandemic, Ms. Jakubowski has demonstrated impressive leadership, dedication, and ingenuity, and

WHEREAS, the B&ECPL's Board of Trustees Executive Committee finds Ms. Jakubowski's performance to be more than satisfactory, now therefore be it

RESOLVED, that the Board of Trustees hereby approves the reappointment of Mary Jean Jakubowski to the position of Director for a three-year term appointment, effective June 12, 2020, and be it further

RESOLVED, that Mary Jean Jakubowski shall be reappointed at her current salary, and be it further

RESOLVED, that Mary Jean Jakubowski's salary shall be subject to review at a later date once the Covid-19 financial crisis is resolved, and be it finally

RESOLVED, that Mary Jean Jakubowski's current benefit package will remain the same as it is at the time of this Resolution; however, it is subject to periodic review and change by Board Resolution.

Director Jakubowski expressed thanks to the Board of Trustees.

There being no further business, on motion by Trustee Berlow with a second by Trustee Kimberly Johnson, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Alan Bedenko  
Secretary