

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

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, November 19, 2020, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present (those designated with an asterisk (*) attended the meeting remotely):

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

Chair Kathleen Berens Bucki called the meeting to order at 4:00 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.72 issued November 3, 2020 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through December 3, 2020, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this November 19th Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

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

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

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

Agenda Item C – Minutes of the Meeting of October 15, 2020. On motion by Trustee Panty, seconded by Trustee K. Johnson, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair.

Chair Bucki notified the Board that she had attended the Amherst Public Library Board of Trustees Meeting via Zoom on Tuesday, November 17th. She also indicated she had been in discussions with Library Director Mary Jean Jakubowski regarding the announcement on Wednesday that all of the City of Buffalo has been designated as an Orange Zone by Governor Andrew Cuomo as per the New York State (NYS) Micro-Cluster Strategy. She asked if Director Jakubowski would like to speak on the effect of the Orange Zone status on B&ECPL operations at this time. Trustee T. Johnson entered the meeting virtually during this report.

Director Jakubowski communicated the B&ECPL COVID-19 Micro-Cluster Plan (Plan), which had been emailed/mailed to all trustees on November 2, 2020, stipulated those libraries within the B&ECPL's jurisdiction (Central Library & Buffalo Branch Libraries) that fall in a designated Orange Zone would close for in-house services and transition to virtual and curbside/walk-up services only. Staff would continue to report. Therefore, as per the Plan, the Central Library and Buffalo Branch Libraries will close for in-house services and transition to walk-up/curbside service beginning November 20, 2020 to correspond to the beginning of Orange Zone enforcement in the City of Buffalo. However, Director Jakubowski informed the Board of Trustees she had received an email from County Executive Mark Poloncarz urging her not to close library buildings to the public at this time. She is therefore asking the Board for guidance on how to proceed.

Director Jakubowski noted positive tests and positive testing rates have continued to rise significantly in the past month. Since 10/18, positive cases have doubled on a bi-weekly to weekly basis, with a high of 651 daily positive cases reported yesterday, on 11/18. She reported while she knows of no positive cases among employees, there are 20 employees she is aware of who have needed to take leave or adjust their schedules due to remote/hybrid schooling for their children, and anticipates there will be more staff affected by changes in instruction models due to the new Orange/Yellow Zone

statuses throughout Erie County. In addition, there are currently 14 full-time vacancies and 109 part-time vacancies System-wide, making the pool of available staff to fill any gaps in scheduling incredibly small.

In-house attendance at B&ECPL libraries remains lower than pre-COVID times. A survey was conducted of the local community this fall asking, among other things, if respondents had been to a local library since June/July and whether they had future plans to visit a library in the next month. 18% said they were unlikely to visit a library in the next month; there were over 400 comments regarding concerns about COVID-19. Both the Governor and the Erie County Commissioner of Health have urged community members to stay home at this time to prevent the spread of the virus.

Director Jakubowski emphasized services would still be provided to the community while following the Orange Zone section of the Plan. Email and telephone reference, virtual programming and System services would continue to be provided. In addition, walk-up and/or curbside services would begin, to allow patrons to continue to access physical materials. Given all of this information, Director Jakubowski asked the Board for its support of the Plan as written.

Trustee Panty asked whether the Governor's designation of an Orange Zone meant libraries needed to close. Director Jakubowski responded State guidelines do not require the library to close; Library Administration had put together a COVID-19 Micro-Cluster Plan for the B&ECPL which stipulated closing in-house services in an Orange Zone. They developed this plan by looking at all the circumstances previously mentioned, not just State requirements. She and Library Administration will continue to monitor all developments and can adjust the Plan accordingly, but they believe this is the best plan to both serve the community and keep staff and patrons safe at this time.

Trustee Gist asked Director Jakubowski whether the options at the moment were just to remain open or to close doors. Director Jakubowski clarified she was asking to follow the Plan as written, which included the closure of library buildings for in-house services while in a designated Orange Zone. County Executive Poloncarz asked library buildings remain open instead. Trustee K. Johnson asked why County Executive Poloncarz wanted buildings to remain open. Director Jakubowski could not answer on his behalf. Trustee Candelario asked when he had sent his message; Director Jakubowski relayed it had been the previous day, 11/18. She responded to his email, indicating her intention to bring the issue before the Board and offering to discuss the matter further. She noted she had not heard anything back since the previous evening.

Trustee T. Johnson remarked County Executive Poloncarz has always been a steadfast supporter of the B&ECPL, and he believed the request to keep library buildings open would not have been made lightly. He thought it would be best to have a conversation with County Executive Poloncarz before putting the issue to a vote.

Trustee Moore remarked there were 3 things to consider when looking at the issue, though he prefaced his remarks with his support for following the Plan as written: current services, health and safety of patrons/staff and planning for the future. He noted services would continue to be provided while doors were closed. He thought remaining open for in-house services would be asking employees to put themselves at risk, considering the rampant uptick of COVID-19 in the community. He believed this would not be fair to ask of staff, as many Board members were not going into buildings themselves. He reiterated Director Jakubowski's remarks that staffing levels were already thin, and if the health and safety of staff were not taken into account at this time, it could cause future losses in services (if employees need to quarantine/take other leaves of absence and coverage cannot be found, etc.). The measure of closing doors could also help prevent a source of community spread, and avoid the stricter restrictions of a Red Zone. Trustee Panty agreed. She remarked the library is a public service and needs to set an example of following the rules when it comes to COVID-19 safety. Trustee Housh also concurred, remarking the B&ECPL needs to take care of its employees and protect its patrons. Trustee Amodeo and Trustee Candelario also voiced their agreement.

Trustee Amodeo asked what the difference is in the B&ECPL's Plan between Orange Zone and Red Zone, as the numbers in Erie County continue to trend towards a Red Zone designation. Director Jakubowski relayed libraries would close for all but essential services in a Red Zone, and would be required to do so as per the Governor's restrictions. It is only in the Orange Zone that there is some leeway when it comes to in-house services, and she believes it is best to be part of the solution and not part of the problem.

Trustee Housh urged the Board to consider that a unified front is important when it comes to these matters. He asked members who are undecided to vote in support, so the public knows the Board of Trustees are of one mind.

Trustee T. Johnson asked if the Micro-Cluster Plan only applied to the Central Library and Buffalo Branch Libraries. Director Jakubowski confirmed, and noted contract libraries had their own plans, which most had shared with the System. Of the 15 other libraries (operating 21 library buildings) in a designated Orange Zone, she knew 13 planned to end in-house services and move to curbside/walk-up services in an Orange Zone and 1 planned to remain open. Director Jakubowski noted the latter library was in a rural area, and all contract library plans were at the discretion of their directors/Boards. Trustee Housh opined many contract libraries would base their policies/procedures on those of the B&ECPL. Trustee T. Johnson concurred.

Chair Bucki asked about the libraries in a designated Yellow Zone. Director Jakubowski noted there are 7 libraries in a Yellow Zone at the moment. The System will

continue to provide System services to those libraries, regardless of the Central Library's designation.

Following this discussion, Trustee Amodeo entertained a motion to confirm and support implementation of the B&ECPL COVID-19 Micro-Cluster Plan: Section C – Orange Zone, which includes the closure of in-house services and to continue the implementation of the B&ECPL COVID-19 Micro-Cluster Walk-Up and Curbside Service Plan at the Central Library and Buffalo Branches. Trustee Panty made a second, and approval was unanimous (this was assigned Resolution #2020-36). Director Jakubowski thanked the Board for their support. Chair Bucki had nothing further to report.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on November 12, 2020. A copy of the written report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Bedenko joined the meeting remotely during this report. Trustee Burd moved to have the written report entered into the Minutes. Trustee El-Behairy made a second, and this was approved unanimously.

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

In keeping with Executive Order 202.72 issued November 3, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through December 3, 2020, this meeting was offered remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:03 p.m. After a call of the roll, was noted a quorum was present.

The Committee reviewed the proposed agenda for the November 19, 2020 Buffalo & Erie County Public Library (B&ECPL) Board of Trustees meeting. Chair Bucki relayed she had spoken with Director Jakubowski earlier that day about developments regarding COVID-19 Micro-Cluster Zones for Erie County and asked that Director Jakubowski speak to those during the Report of the Director portion of the meeting.

The Executive Committee reviewed proposed Resolution 2020-34 – Budget NYS Construction Aid Award – Crane Branch Library Improvements Phase 2. C.F.O. Stone noted the City of Buffalo has approved almost all Phase 1 contractors and he expected the project to commence by the end of the year. With the budgeting of Phase 2, it would be possible to smoothly transition between the 2 phases of the project. C.F.O. Stone also reported on the monthly financials, including that the B&ECPL remains within budget. He conveyed New York State continues to withhold 20% of funding for 2020. Finally, he noted the Erie County Comptroller's Office had completed an audit of fine revenues at the Central Library and found that the internal controls were "adequately designed and operating effectively." He conveyed the auditors recommended some procedural improvements, which the library has already adopted.

The Executive Committee reviewed remaining agenda items. Director Jakubowski brought up the City of Buffalo is currently designated as a Yellow Zone as per the Governor's Micro-Cluster Strategy. She reminded the Committee the B&ECPL had developed a COVID-19 Micro-Cluster Plan (Plan) that had been emailed/mailed to Board members the previous week. As per the Plan, libraries in a Yellow Zone continue to operate as usual. However, Director Jakubowski acknowledged that current reports indicate that COVID-19 numbers are continuing to rise in Erie County. If current trends continue, the City of Buffalo could be designated as an Orange Zone as early as the upcoming weekend. If that is the case, libraries in the Orange Zone will close to the public but staff will continue to report. Libraries will begin to offer walk-up and/or curbside service as feasible. C.O.O. Doyle has been working on coordinating staff so that a transition to such services would be seamless. C.F.O. Stone is working with the City to obtain permission for parking spaces for curbside pick-up at the Central Library and Crane Branch Library. Director Jakubowski noted that in the case of an Orange Zone designation, she would recommend the closure of the East Clinton Branch Library, as its staff could be better utilized elsewhere. Chair Bucki asked what other coverage could be provided to the community around the East Clinton Branch Library in the event of such a closure. Director Jakubowski answered the Dudley Branch Library is close by, and materials requested for East Clinton would be forwarded to that location with patrons being notified of the change.

Director Jakubowski also reported Library Administration is preparing in case the City is designated as a Red Zone. As per the Plan, libraries in a designated Red Zone would close entirely, with only essential staff to report. Director Jakubowski noted the Central Library is also the System headquarters, and as such may need to continue to provide System services to libraries in a variety of Zone/non-Zone statuses. Administration is currently looking into what staff would be deemed essential and who would work onsite vs remotely in the case of a Red Zone designation.

Throughout the planning process, Library Administration continues to keep staff abreast of the current situation and prepare them for changes as they occur. Director Jakubowski took a moment to thank staff and administration for all their hard work and adaptability in these challenging times. Finally, Director Jakubowski emphasized the Plan applies to only those libraries within the City of Buffalo. The Plan has been shared with directors of contracting libraries for informational purposes, and the

System will continue to provide guidance on such matters to the directors and their Boards.

Trustee Panty asked whether libraries not located in a Zone would have an impact on those in a designated Zone. Director Jakubowski remarked she thought the impact would go the other way - if there are libraries in the System that are closed or offering limited service due to Zone designations, it may increase the traffic to libraries that remain open to the public. She noted she will be meeting with managers and directors next week and would be discussing some of these possibilities. At the moment, this is just speculation, as everything is new. Trustee Panty and Trustee Berlow both expressed their appreciation for the thoroughness of the Plan and procedures put together by Administration.

Continuing to review the agenda items, Director Jakubowski reported the Library Foundation is meeting next week, and there would be a report at the Board Meeting. She also conveyed a message had been sent to the ACT Board about hosting a budget briefing via Zoom on either 12/5 or 12/12.

Chair Bucki noted she would be attending the Budget Hearing before the Erie County Legislature's Finance and Management/Budget Committee on 11/17, either in person or however it is determined to be held. Chair Bucki, Director Jakubowski and C.F.O. Stone will all be offering testimony. Trustee Panty declared she wanted to show support, but may not be able to attend depending on the City's Zone status. Trustee Berlow suggested a letter be prepared indicating the Board's support of the proposed budget even if they cannot be at the hearing in person due to health and safety concerns. All Board members could sign the statement, and it could be delivered to the Legislature at the Budget Hearing. Director Jakubowski confirmed she would draft such a letter.

Trustee Housh left the meeting at 4:20 p.m.

Trustee Panty next brought attention to the letter that had been shared with the Executive Committee, which Library Technology Clerk P. Ryan Burgess had sent to Legislator April Baskin regarding his support for the proposed budget. Director Jakubowski indicated that Ryan had sent the letter on his own and shared it with Library Administration. She pointed out the B&ECPL had template letters regarding support of the proposed budget available at all libraries and online for community members to complete and send to their legislators.

The public had no comment.

Director Jakubowski noted Resolution 2020-35 - Resolution to Honor Dawn Peters under New Business. She shared that Dawn is available to attend the Board Meeting, and asked the committee how they would like to hold the meeting. She noted if Buffalo's Zone designation changes to Orange or Red, the Central Library would be closed to the public. If the meeting has an in-person component, there would need to be a procedure for allowing interested community members into the meeting. Trustee

Johnson asked if the in-person meeting would be held in the Collections Gallery Conference Room and if there would be a video component. Director Jakubowski confirmed both counts. After discussion, it was determined to keep the meeting as a hybrid meeting, offering both an in-person and remote option; if there are any significant developments in the next week that preclude this method, further notification will be made.

After review, the Committee had no changes for the proposed agenda.

The Executive Committee meeting adjourned at 4:27 p.m. on a motion by Trustee Berlow, with a second by Trustee Panty.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Budget NYS Construction Aid Award – Crane Branch Library Improvements Phase 2. Chief Financial Officer (C.F.O.) Ken Stone explained the Crane Branch Library Improvements Project is being conducted in 2 phases. The Phase 1 project, expected to begin construction in late 2020/early 2021, will provide an Americans with Disabilities Act (ADA) compliant elevator to provide access to the 2nd floor community meeting space and public restrooms (presently accessible only by stairs). It will also replace, relocate and reconfigure the building's public restrooms to provide ADA compliant access. The Phase 2 project would rehabilitate/renovate both floors of the library, including replacing windows, interior finishes and HVAC/mechanical units and adding a service entrance vestibule.

The City of Buffalo, as part of its 2020 capital budget process, authorized issuing \$535,000 in General Improvement Bonds to support Phase 2 work. In 2019, the Board authorized use of \$375,000 in Library Assigned Fund Balance for grant match to establish the Crane Branch Library Phase 2 project within the Library Grants Budget.

On October 16th, the B&ECPL received notice its application for the 2019-2020 State Aid for Library Construction Program has been approved for the amount of \$958,712. C.F.O. Stone noted this amount was higher than originally requested, as the State had assigned additional funds that were not utilized by other library systems. He explained this resolution would amend the Library Grants Budget to add the awarded Construction Aid to the previously authorized \$375,000 in Library Assigned Fund Balance for grant match. This will allow Phase 2 to move forward promptly upon the completion of Phase 1. He asked for the Board's support of this resolution. Trustee Panty moved for approval, Trustee El-Behairy seconded and the following was approved unanimously:

RESOLUTION 2020-34

WHEREAS, the City of Buffalo is about to begin construction of Phase 1 improvements at the Crane Branch Library that include adding an Americans with Disabilities Act (ADA) compliant elevator to provide access to 2nd floor community meeting space (presently accessible only by stairs) and replacing, relocating and reconfiguring public restrooms to provide ADA compliant access, and

WHEREAS, the follow-on Phase 2 project would rehabilitate/renovate both floors of the library, including replacing windows, interior finishes and HVAC/mechanical units and adding a service entrance vestibule, and

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

WHEREAS, the City of Buffalo, as part of its 2020 capital budget process, authorized issuing \$535,000 in General Improvement Bonds to support Phase 2 work, and

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees on October 17, 2019 adopted Resolution 2019-34, authorizing the use and budgeting of \$375,000 in Library Assigned Fund Balance for grant match and authorized applying for New York State (NYS) Library Construction Aid to support the project, and

WHEREAS, on October 16, 2020 the B&ECPL received notice that \$958,712 in NYS Library Construction Aid had been awarded, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves amending the Library Grants Budget to undertake the Crane Library Phase 2 project as shown below:

Crane Library Phase 2 Space Improvements and Rehabilitation

	Previously Authorized	Change	Revised Budget
Revenue:			
Res 2019-34 Use of Fund Bal	\$ 375,000	\$ 0	\$ 375,000
NYS Library Const. Aid	\$ <u>0</u>	\$ <u>958,712</u>	\$ <u>958,712</u>
Subtotal Revenue	\$ 375,000	\$ 958,712	\$1,333,712
Expense:			
Project Improvements	\$ 375,000	\$ 958,712	\$1,333,712

Following the approval of this resolution, C.F.O. Stone relayed the City of Buffalo had released its 2021 Capital Budget. The budget authorized future funding for 3 library construction projects: Phase 2 improvements at the Isaías González-Soto Branch, repair of the roof/dome at the Frank E. Merriweather Jr. Branch and renovation of the floors,

casework and fascia at the Leroy R. Coles Branch. C.F.O. Stone remarked Mayor Byron Brown has been a strong supporter of libraries and a great partner in these Capital projects.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the year as of September 31, 2020 month-end close was included in the Board packet as an information item. C.F.O. Stone reported the B&ECPL remains within budget, however revenues remain lower than in previous years. He also noted New York State continues to withhold 20% of funding, and payments from the State continue to be delayed.

Agenda Item E.2.c – Erie County Comptroller’s Report – Central Library Audit. C.F.O. Stone relayed the Erie County Comptroller’s Office had completed an audit of fine revenues at the Central Library and found the internal controls were “adequately designed and operating effectively.” The auditors were diligent and cooperative, and offered some constructive suggestions for procedural improvements, which the library has already adopted.

Agenda Item F – Report of the Director. Director Jakubowski thanked the Board members who attended the virtual Budget Hearing on November 17th. At the suggestion of Trustee Berlow, she had drafted a letter from the Board in support of the County Executive’s Proposed 2021 Budget. She has received signatures from Trustees K. Johnson, El-Behairy and Panty. For the remaining trustees who are unable to sign for themselves, she will email the letter for review and request permission to sign it on their behalf.

Director Jakubowski reported library eCards have continued to grow in popularity – over 4,000 have now been issued. Of these, almost 1,000 are Student Digital Cards. The new program has been popular since launching in October, with many calls received from principals and teachers. Another letter will be sent to principals to follow up about Student Digital Cards in the next few weeks.

Finally, Director Jakubowski announced she had testified before the NYS Assembly’s Libraries & Education Technology Committee that morning regarding the impact of COVID-19 on libraries. Many legislators beyond those on the committee were present. She highlighted the positive achievements of the B&ECPL but also focused on the negative impacts of COVID-19, including financial impacts and psychological and sociological stresses on staff. She advocated that State funding be maintained and released in a timely fashion and suggested public libraries be recognized as a unique industry when ongoing or new State guidelines regarding COVID-19 are developed.

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

B&ECPL Monthly Report October 2020

Student Digital (Library) Card Launched – In support of students, parents and teachers, the Buffalo & Erie County Public Library (B&ECPL) System launched a new type of library card called the *Student Digital Card* which provides access to online resources only, including eBooks, eAudiobooks, music downloads and homework help resources. The *Student Digital Card* does not require parent/guardian consent; however, parents are encouraged to obtain a “full-privilege” library card for their child to allow for borrowing of physical library materials. School principals (K-12) throughout Erie County received a letter promoting the *Student Digital Card*, which has generated much interest among school librarians/media specialists and teachers. The letter was also distributed through New York State United Teachers (NYSUT), of which B&ECPL’s librarians are members.

Further promoting the new *Student Digital Card* and online resources, Central Library public services staff and the Library on Wheels Bookmobile participated in the *Buffalo Public Schools (BPS) iPad Distribution for Students in Pre-K - Grade 1* event between October 15th and October 30th at the BPS Center for Innovation, Technology and Training. Over 870 digital cards were issued during the iPad Distribution program.

Public Library CONNECT Program - The Western New York Maritime Charter School and the South Buffalo Charter School became the first K-12 educational institutions in Erie County to partner with the B&ECPL through OverDrive’s Public Library CONNECT (PLC) program. Students from these schools are able to borrow age-appropriate digital content from the B&ECPL’s collection via OverDrive’s school-based Sora app, without entering their public library card number. While all local K-12 schools that use the OverDrive service are able to borrow from the B&ECPL through Sora, the PLC initiative provides a more seamless and age-based experience, among other benefits. In October, 2,113 eBooks and eAudiobooks were checked out and downloaded by Erie County students through the app. This compares to 784 in October 2019. Since mid-March, local K-12 students have checked out more than 10,000 B&ECPL items through Sora.

Virtual Author Visit – Grosvenor Room Librarian and genealogy specialist **Rhonda Hoffman** hosted a special online author program featuring journalist Libby Copeland, who spoke about her book, *The Lost Family: How DNA Is Upending Who We Are*. Ms. Copeland’s book weaves intriguing stories of unexpected DNA discoveries through an intelligent dialogue about the ethics, science and business of consumer genetic testing. *The Lost Family* is recommended for those considering DNA testing for genealogy as well as for avid genealogists already using DNA in family history research. Fifty-two community members attended the online event.

Frank E. Merriweather, Jr. Branch Library Auditorium Renamed - The Frank E. Merriweather, Jr. Branch Library auditorium was officially named the Dr. Eva M. Doyle Auditorium by unanimous approval of the B&ECPL Board of Trustees. Eva Doyle is a retired Buffalo Public School teacher and African American historian who is

an avid supporter of the B&ECPL and the local community. Consideration for the renaming was made by New York State Senator Timothy M. Kennedy’s office. The auditorium is now reopened, as is the Central Library’s Central Meeting Room, for limited use. COVID-19 safety measures, including cleaning protocols and limited seating capacity, are in place.

Surveying Library Users - Over 6,100 community members responded to an online survey this fall that asked if they had been to a local library since the reopenings in June/July. The survey also asked about future plans to visit a library in the next month, use of online resources and their awareness level regarding libraries offering free WiFi, public computers and virtual programming. 56% had visited a library since the reopenings and 64.5% said they are very likely or likely to visit a library in the next month. Only 18% said they were unlikely to visit a library in the next month - mostly due to concerns about COVID-19.

B is for Book Fun Fact! – Daniel Defoe’s *Robinson Crusoe*, first published in 1719, was so popular it inspired a whole genre of stories called “Robinsonade.” Several editions of this classic castaway story are on display in the *B is for Book* exhibit, including our earliest edition from 1720.

1. Public Services

“In” Library Group Programs (Take and Makes and Outdoor Programs):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	19	536	674	12,483
Children (age 6-12)	71	512	3,722	15,596
Teens	2	139	18	1,092
Intergenerational	46	764	1,992	21,763
Adults (excludes Technology)	17	739	279	10,434
TOTAL In Library Group	155	2,690	6,685	61,368

In Library One-on-One Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	67	89	67	89
Children (age 6-12)	32	334	32	334
Teens	34	768	34	769
Intergenerational	37	141	37	158
Adults (excludes Technology)	49	454	53	470
TOTAL In Library One-on-One	219	1,786	223	1,820

In Library Adult Technology Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	8	0	45
System or Library-owned Cyber Train	0	11	0	75
One on One	19	466	19	498
TOTAL Adult Technology	19	485	19	618

Outreach (Out of Library):

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	3	48	33	1,234
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	17	37	1,259	5,092
Adults (excludes Technology)	0	26	0	907
TOTAL Outreach	20	125	1,292	7,798

Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	69	546	4,336	82,556
Children (age 6-12)	86	602	2,892	43,067
Teens	9	169	111	2,928
Intergenerational	83	1,084	8,624	119,190
Adults (excludes Technology)	68	506	4,836	40,803
TOTAL Virtual	315	2,907	20,799	288,544

B is for Book Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	1	3	3	8
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	3	7	10
Grosvenor Room	1	1	5	5
TOTAL B is for Book	3	7	15	23

B is for Book Exhibit:

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	3775	6197	6197
Tour/Program	15	23	23
TOTAL B is for Book	3790	6220	6220

Programming Highlights:

Central Library – Children’s Services

- Virtual Storytimes: *Spooky Stories with Ms. Nancy; Beautiful Wonderful You!; Stories to Celebrate National Coming Out Day; The Cremation of Sam McGee*
- Virtual Bilingual Storytime (Spanish): *Autumn in the Forest*
- Virtual Fairy Tale Friday: *Frog Prince*
- Virtual Read for the Record: *Evelyn Del Rey Is Moving Away*
- Virtual Spooky STEAM: *Candy Catapult*
- Virtual Video: *Terror on the Tier Walkthrough during 2019 Spooky Library Party*
- Virtual Video: *Checkers Library TV Halloween Special - Free episode provided by local performer Checkers the Inventor*
- Take and Make Crafts: *Apple Weaving; Pumpkin Puppets; Halloween Activity Sheets*

Central Library – Grosvenor Room

- Virtual Genealogy Classes: *Finding Living Descendants; Climb Generations with Census Records; Finding Your Female Ancestors*

Central Library –Information Services

- *On the Road with the Cooking Librarian*
- *Book a Librarian*
- Virtual Tour: *The Central Garden with Beaufort - Fall Transitions*
- Virtual Author Visit: *The Seven or Eight Deaths of Stella Fortuna* by Juliet Grames

Central Library – TechKnow Lab/Launch Pad

- Virtual Lunchtime Learning Programs: *Office Tips & Tricks; Introduction to Freegal; Managing Files & Folders (Windows); Managing Files & Folders (iOS)*
- Virtual Video: *Getting Started with the New Catalog*
- Virtual Short Animation featuring Stephen King novels

Central Library – Teen Programming

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Teen Virtual Take and Make Craft Hangout*
- *Reader’s Quest Book Group*
- *Rising Voices Book Group*
- *Teen Take and Make Bags*

Crane Branch Library

- *Storytime with Mr. Dan*
- *Crafternoons with Mr. Dan*
- *Crane Library Book Club*

Dudley Branch Library

- Take and Make Crafts/Virtual Tutorials: *3D Pumpkin; Leaf Wreath; Two-Toned Spider; Ghost Garland; Cup Monster*

East Clinton Branch Library

- Take and Make Crafts: *Vampire Bats; Ghost Windsocks; Monster Bookmarks*

Elaine M. Panty Branch Library

- Virtual Storytime: *The Berenstain Bears and the Spooky Old Tree*
- Virtual Program: *Fall Into Winter!*
- Virtual Program: *Jack-o'-lanterns!*

Frank E. Merriweather, Jr. Branch Library

- Take and Make Crafts: Fall and Halloween themed, including a *Bat Craft*

Isaías González-Soto Branch Library

- Take and Make Craft: *Spooky*
- Get Crafty Wednesday Virtual Craft Tutorials: *Make a Paper Bag Scarecrow; Make a Paper Jack-o'-lantern; Make a Paper Plate Ghost*

Leroy R. Coles, Jr. Branch Library

- Take and Make Crafts: *Sloth Greeting Card; Pumpkin Basket; Paper Monsters; Cotton Ball Ghost*
- Storytime with Mr. Ryan: *Where the Wild Things Are*
- Virtual Program: *History of Webster's Dictionary*
- Virtual Tutorial Video: *Tech Thursday: How to Use Microsoft Word Templates*

North Park Branch Library

- Virtual Craft Tutorials: *Marionettes; Haunted Figurines; Coffee Filter Bats; Magic Floating Candles*

Library on Wheels Bookmobile

- Library visits: Brant Town Hall, Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Stonegate Senior Apartments, Blessed Mary Angela, Explore and More - Ralph C. Wilson Children's Museum, Union Square Senior Apartments, Ebenezer Apartments, The Rural Outreach Center, Jericho Road - Barton Street Clinic and the Broadway Street Clinic in Buffalo
- Special events: Penn Dixie Fossil Park & Nature Reserve *Earth Science Day* and the *BPS iPad Distribution for Students in Pre-K- Grade 1*
- Virtual Craft Tutorial: *Crafts from the Past*

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,799	23,000	320	2,442	541,062
Young Adult Print	500	4,818	60	941	76,443
Adult Print	3,680	31,379	661	5,667	1,822,009
Media	2,523	26,361	399	3,242	571,898
Other*	2,309	22,773	43	263	178,044
Subtotal	11,811	108,331	1,483	12,555	3,189,456

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,661	14,830	963	10,055	101,307*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	558	3,839	294	2,532	21,824
eVideos	0	0	0	0	100
Subtotal	2,219	18,669	1,257	12,587	123,231

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	14,030	127,000	2,740	25,142	3,312,687

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	580	7.2	579	67.1
Staff Initiated	31	12.9	31	61.3

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

Subject Guides - The B&ECPL's Subject Guides were viewed by 1,368 visitors from 21 countries in October. In addition to the United States, visitor countries of origin included Argentina, Armenia, Bangladesh, Bosnia & Herzegovina, Canada, Croatia, India, Italy, Jamaica, Kenya, Malaysia, North Macedonia, Peru, the Philippines, Puerto Rico, Qatar, Russia, South Korea, United Arab Emirates, and the United Kingdom.

Book Club Titles Highlighted in Online Catalog - Expanding on a list of potential book club titles compiled by Lake Shore Librarian **Stephanie Molnar**, the Collection Development Team created links to connect the titles to the online catalog. This book club list, found at: bepl.ent.sirsi.net/client/en_US/default/search/results?qu=listclub

supplements the B&ECPL's collection of Book Clubs in a Bag (www.buffalolib.org/books-movies-music/book-clubs/book-club-bag) by highlighting titles with sufficient copies to support a book club.

Interlibrary Loan (ILL) – ILL continues to experience an increase in usage, circulating 909 items, including 45 copies. In October, 48 new users were registered.

3. Technology

Central Library Telephone System Upgrade – After months of planning and preparation, the Central Library's aging phone system was replaced with a Voice Over Internet Protocol (VOIP) service. The project was spearheaded by Chief Operating Officer **Jeannine Doyle** and IT Administrator **Stephen Hovey**. Information Technology staff members **Johnny Hsu**, **Mike Grabek**, **Morgan Lord**, and **Jacob Rohr** assisted with configuration and installation. Full cutover to the new service is expected on or about November 2nd.

Public Computer GIMP Use Enabled – A request from a local school resulted in the installation of GNU Image Manipulation Program (GIMP) on public computers throughout the System. GIMP is freely distributed software used for tasks such as photo retouching and image composition.

4. Funding/Fundraising

Funding:

Erie County Executive Mark Poloncarz's Proposed 2021 Erie County Budget - The proposed budget, released on October 15th, includes a much appreciated County funding increase of \$508,183 (2.0%) to libraries through funds generated by growth in the equalized full value property tax base. As the tax base is reported to have grown by 9%, the Library Tax Rate per \$1,000 of assessed value will decline. The additional funding will help offset increased contractually obligated costs while limiting reliance on use of fund balance and higher turnover savings targets.

County funding of \$25,917,341, combined with funding from New York State of \$1,973,916 in operating aid, use of \$373,317 in Library fund balance and \$573,159 in other library revenue, brings the Library's 2021 proposed operating budget to \$28,837,733; a 1.3% decrease over the 2020 Adopted Budget. In addition to the operating budget, \$606,509 in estimated State aid is included in the Library Grants Budget.

The Erie County Executive's Proposed 2021 Capital Budget will support improvements to the County-owned downtown Central Library and to System-related improvements, specifically:

- \$1,000,000 in County funding towards a \$1.3 million project for Central Library Escalator Demolition, Space Renovations and Asbestos Abatement; and
- \$140,000 for a Flexible Use Bookmobile/Outreach Vehicle.

New York State Aid - The amount of anticipated New York State aid in 2021 is down 12.3% vs the 2020 budgeted level, a dollar reduction of \$362,865 (\$277,574 in the operating budget and \$85,291 in the Library grants budget). The 2021 budget assumes the potential 20% pandemic related 2020 funding cut would be less severe in 2021. However, this is dependent on progress addressing the pandemic and economic recovery. Recent trends in both areas place this assumption at risk.

New York State has delayed payments and withheld 20% from scheduled operating and recurring grant aid payments in 2020. Should this withholding become a formal budget cut, the Library’s 2020 budget would experience a shortfall of \$649,579 (\$496,900 in the operating budget and \$152,679 in the Library grants budget). Absent a stronger economic recovery or federal aid to help offset state revenue losses, the likelihood of a 20% or higher reduction extending into 2021 increases.

Budget Review Process - The next event in the budget review process will be the Library’s budget hearing before the Erie County Legislature’s Finance & Management/Budget Committee, scheduled to begin at 11:00 am on November 17th in the Erie County Legislature’s chambers on the 4th floor of Old County Hall (92 Franklin St., Buffalo). The Legislature will also conduct a public hearing on the proposed budget on Monday, November 23rd starting at 6:00 pm in the same location. During this process the Legislature could consider and adopt amendments to the proposed budget. The Legislature is scheduled to vote on the budget, including any approved amendments, at their meeting on December 3rd.

2019-20 New York State Library Construction Aid Awards Announced – On October 16th, New York State Assemblymember Sean Ryan announced NY State Aid for Library Construction projects awards at the Crane Branch Library. The Crane Branch received \$958,712 to help fund Phase 2 improvements. In addition, 5 other B&ECPL libraries received funds:

Library	Address	State Aid	Project Description
Alden Ewell Free Library	13280 Broadway St Alden NY 14004	\$24,677	Replace flat roof on rear addition; add door opening system on the rear door; replace the circulation desk and carpeting on main floor.
Amherst Public Library - Main Library at Audubon	350 John James Audubon Pkwy Amherst NY 14228	\$614,040	5,000-sq. ft. addition and interior renovations for Phase 2 of a reconstruction project.
Boston Free Library	9475 Boston State Rd Boston NY 14025	\$4,618	Replace HVAC system with a new energy efficient heating and cooling system.
Buffalo & Erie County Public Library - Crane Branch Library	633 Elmwood Ave Buffalo NY 14222	\$958,712	Phase 2 renovates the 1 st and 2 nd floors including replacing windows, interior finishes, mechanical units, and adding a service entrance vestibule.

Library	Address	State Aid	Project Description
Eden Library	2901 East Church St Eden NY 14057	\$21,893	Total replacement of 2 air conditioning units that cool both public spaces and workroom, meeting room, etc.
Town of North Collins Public Library	PO Box 730, 2095 School St North Collins NY 14111	\$11,137	New HVAC system.

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - October 31, 2020	\$255,003.58
Bucks for Books	January 1 - October 31, 2020	\$49,229.00

Annual Appeal Campaign - The 2020 annual appeal letter was designed and sent to the printer. 75,000 letters will be mailed in early November to library cardholders, past donors and names from a small list that was purchased.

Play Down Your Fines - Sponsorship letters were sent to over 20 local companies and organizations regarding the program. Follow up conversations are planned for November.

5. Facilities

LED Conversion at the Central Library - Library Maintenance staff is expected to complete conversion of Central Library lighting to LEDs by year’s end. LEDs provide a better quality light, free of ultraviolet (UV), using substantially less electricity. The fixtures currently being installed use 25% less electricity than similar units installed last year and are expected to last 100,000 hours, further reducing maintenance time and cost.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	243	3,577	1	51

Staff Training Offered/Attended - Strategies for Coping with Toxic People (presented by ALA/B&ECPL).

Virtual Conferences Attended - Association of Bookmobile and Outreach Services (ABOS) Conference (presented by ABOS); *bbcon 2020* (presented by Blackbaud); *CLRC Annual Conference* (presented by CLRC); *Intersect Unconference 2020: From Shushing to Shouting - Advocacy & Using Your Voice* (presented by WNYLRC); *Library 2.020: Sustainability in Libraries* (presented by Library 2.0); *Library Journal Summit* (presented by Library

Journal); *SirsiDynix Connections Summit* (presented by SirsiDynix); *School Library Journal Day of Dialog* (presented by School Library Journal).

Webinars Viewed – 61 webinars, including *Collections and Facilities: Caring for Your Resources During COVID-19* (presented by WebJunction); *Fundraising @ The End of the Year* (presented by Catchafire); *GovInfo Phobia: How to Get Over That “Deer in the Headlights” Feeling* (presented by Niche Academy); *Lee & Low 2020 Showcase* (presented by Lee & Low); *Middle Grade Fantasy: Explore Our Worlds* (presented by Booklist); *Self Care, Self Defense & De-Escalation* (presented by SENYLRC).

Other – *Advanced Grant Writing* (online course presented by ECC); *Effective Supervisory Practices* (online course presented by Erie County); *Library Freedom Institute* (online course presented by Library Freedom Project).

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

Media:

Type of Communication	Topic	Air Date/Publish Date
Media Release	Dictionary Day	Buffalo Rising, The Buffalo News, WBLK Radio, October 12 th
Media Event – participants from B&ECPL included Roseanne Butler-Smith, Dorinda Darden, Lydia Herren, Dan Lewandowski, Rebecca Moe, Jacob Rachwal, Linda Rizzo, Ken Stone, and Donna-Jo Webster	NY State Assemblymember Sean Ryan announces NY State Construction Funding	WGRZ TV Channel 2, Spectrum News, WBFO Radio, October 16 th
Media Release	Indie Author Day Announced	Published by The Buffalo News - Refresh, The Buffalo News online, WBFO Radio, WNY Family Magazine, Amherst Bee, various dates in October

50th Anniversary Celebration - In celebration of the 50th anniversary of the Patricia H. and Richard E. Garman Art Conservation Department, Buffalo State College’s Laurie Kaiser prepared a news write-up at [suny.buffalostate.edu/news/museums-public-library-host-collective-exhibition-celebrating-50-years-art-conservation](https://www.suny.buffalostate.edu/news/museums-public-library-host-collective-exhibition-celebrating-50-years-art-conservation). Rare Book Curator **Amy Pickard** was interviewed about the Central Library’s collaborative display in the Grosvenor Room. Additional displays can be found at the Buffalo History Museum, Buffalo Museum of Science and Burchfield Penney Art Center.

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	122	1,474	2,319	69,771	29	10,110
Flickr	-	234	9,557	83,967	-	57

Google Ads ¹	N/A	N/A	3,727	33,616	N/A	N/A
Instagram ²	48	402	2,033	12,947	54	3,182
Pinterest	127	349	568	8,602	2	2157
Podcast ³	3	33	N/A	N/A	N/A	N/A
Twitter	64	821	601	13,854	23	10,683
YouTube ⁴	4	7	48	76	8	246
Total	241	2,971	18,853	222,833	116	26,435

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 Beginning in July 2020, Instagram stats include @buffalolibrary AND @bflobookmobile.

³ Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

⁴ YouTube analytics tabulated beginning in Sept. 2020. Includes @buffalolibrary & @BECPLTrainingLab.

8. Partnerships

Buffalo and Erie County Botanical Gardens - The Buffalo and Erie County Botanical Gardens donated *Take and Make Craft Bags* from their Fairytale event with 3 themes: *Fairy Wind, Mushroom House and Rainbow Cloud*. They were distributed to the 8 Buffalo Branch Libraries.

Buffalo School Library System - Assistant Deputy Director **Dorinda Darden**, Children's Services and Outreach Manager **Kristi Dougherty**, Mobile Services and Buffalo Branches Manager **Samantha Purpora**, and System Borrower Services Manager **Linda Rizzo** provided Michael Cambria, Director of the Buffalo School Library System, and BPS School Library Media Specialists Alison Farinacci, Jeremy Lyman and Molley Marren with a presentation on October 23rd at the Central Library. The presentation provided an overview of the B&ECPL including the website and online resources and involved a discussion about potential collaborations with the Buffalo Public Schools. In addition, Amy Pickard provided a tour of the *B is for Book* exhibit.

Candid Network Days - Information Services and Outreach Librarian **Shanley Olszowy** presented on a panel for *Candid Network Days* on October 8th; the session's discussion focused on how the COVID-19 pandemic has affected nonprofit organizations throughout the country. Shanley spoke about the effects on Western New York and what nonprofit organizations are looking for during this challenging time. Approximately 100 people attended the presentation.

Explore & More - The Ralph C. Wilson, Jr. Children's Museum - Kristi Dougherty worked with Explore & More's Manager of Learning and Education, Amelia Schrader to coordinate Take and Make activities based on outreach programs. The Central Library, Buffalo Branch Libraries and the Lackawanna Public Library each received 21 kits for children. Explore & More provided all materials, instructions in both English and Spanish for the kits and a link to a video with guided instructions. October's activity featured *Paintable Ceramic Apples*.

PathStone - Information Services and Outreach Librarian **Sandra Courtney** provided technical assistance on October 22nd to the not-for-profit community development and human services organization, PathStone for their first planning session to evaluate 2020 business development training and program offerings to businesses and entrepreneurs. The program assessed what programs to offer in 2021 based on participant and presenter feedback.

Renewal Center - Shanley Olszowy is working with the Renewal Center, a mental health center that provides peer support for people in crisis.

School Library Association of Western New York (SLAWNY) - Children's Services and Outreach Librarians **Jessie Blum**, **Erin Burke**, and **Susan Buttaccio**, along with Information Services and Outreach Librarian **Maria Lowe** presented reading lists & short videos for the *SLAWNY Virtual Fall Sharing* event held on October 17th. Kristi Dougherty provided a document with library resources for educators. Favorable comments were posted on Twitter from some of the participants about the title recommendations from B&ECPL librarians.

University at Buffalo (UB) Department of Information Science - Kristi Dougherty is working with UB Information and Library Science graduate student Katherine Pizzuto to develop an activity guide for the Kids Space at the Central Library as part of Ms. Pizzuto's project for her Resources and Services for Children class.

Western New York Book Arts Center (WNYBAC) - Four Buffalo Branch Libraries received *Printing Partners Material Kits* from WNYBAC to distribute to children and families beginning 10/1 for 8 free *Printing Partners Virtual Classes* to be held on Wednesdays from October 14th - December 9th. Each kit included all the supplies needed for the classes and will be used to create origami, hand-stitched books, prints and more.

Other Meetings - Staff members also participated in the following:

- Collaborative Summer Library Program (CSLP) Diversity & Inclusion Committee
- Take Your Child to the Library Day National Meetup
- Infant Leadership Circle (ILC) Erie County Meeting
- SUNY Erie Library Advisory Council

9. Planning for the Future

Erie County Department of Environment & Planning - Information Services and Outreach Manager **Daniel Caufield** met with John Hall, Chief Environmental Compliance Specialist from the Erie County Department of Environment & Planning on October 16th to review and discuss B&ECPL's possible acceptance of materials once owned by Ecology and Environment, Inc. The collection contains many important documents and materials pertaining to Western New York's environmental clean-up from the 1970s to 2000. UB and Buffalo State College are also interested the documents.

10. Director Activities

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

DATE	MEETING / EVENT
October 6, 2020	Meeting - Marguerite Cheman
October 7, 2020	Conference Call - Erie County Family Court
October 7, 2020	Conference Call - Chair Kathleen Berens Bucki
October 7, 2020	Event - Business First C-Level Awards Reception
October 8, 2020	Meeting - Administrative Team
October 8, 2020	Webinar - Building Community Broadband Networks
October 8, 2020	Meeting - B&ECPL Board of Trustees Executive Committee
October 9, 2020	Meeting - Nancy Brown, Barbara Jarosz
October 9, 2020	Conference Call - Michelle Urbanczyk, Explore & More Museum
October 12, 2020	Webinar - Bond, Schoeneck & King
October 13, 2020	Meeting - Marguerite Cheman
October 13, 2020	Virtual Meeting - Public Library System Directors Organization (PULISDO) Diversity, Equity and Inclusion Committee
October 13, 2020	Webinar - New York Library Association (NYLA) PULISDO Library Advocacy Briefing
October 13, 2020	Virtual Meeting - PULISDO
October 14, 2020	Virtual Meeting - Managers/Directors
October 14, 2020	Meeting - Jeannine Doyle
October 14, 2020	Meeting - Dorinda Darden
October 14, 2020	Conference Call - Chair Bucki
October 14, 2020	Meeting - Jeannine Doyle, Judy Fachko
October 14, 2020	Webinar - Library 2.020: Sustainability in Libraries
October 14, 2020	Webinar - University at Buffalo Lecture Series
October 15, 2020	Virtual Meeting - New York State Department of Education - Division of Library Development (NYSED-DLD) and PULISDO
October 15, 2020	Virtual Event - Business First C-Level Executives Award Ceremony
October 15, 2020	Meeting - B&ECPL Board of Trustees
October 19, 2020	Meeting - Jeannine Doyle, Dorinda Darden, Maureen McLaughlin, Joy Testa Cinquino
October 19, 2020	Virtual Meeting - American Library Association (ALA) Key Contact National Network Training
October 20, 2020	Conference Call - Jason Hurley, Erie County Executive's Office
October 20, 2020	Webinar - Grow with Google Partner Program
October 20, 2020	Conference Call - McKayla Mulhern, Office of NY State Senator Timothy Kennedy
October 20, 2020	Meeting - Jeannine Doyle

October 21, 2020	Conference Call - Natalie McDonough, NYSED - DLD
October 21, 2020	Meeting - Tracy Palicki
October 21, 2020	News Briefing - US Census Bureau
October 22, 2020	Meeting - Administrative Team
October 22, 2020	Virtual Meeting - Reimagine NY Commission
October 23, 2020	Meeting - Michael Cambria, Buffalo School Library System
October 23, 2020	Meeting - Dorinda Darden, Kristi Dougherty
October 23, 2020	Virtual Meeting - Nancy Hammond, WNED
October 23, 2020	Conference Call - Steven Heist, UB
October 26, 2020	Meeting - LaBella Associates
October 26, 2020	Conference Call - David Lusk
October 26, 2020	Virtual Meeting - ALA National Network Key Contact Training
October 27, 2020	Meeting - Marguerite Cheman
October 27, 2020	Meeting - Joy Testa Cinquino
October 27, 2020	Virtual Meeting - The John R. Oishei Foundation, Community Tech NY
October 29, 2020	Conference Call - Casey Conlin, Mid-Hudson Library System
October 30, 2020	Meeting - Jeannine Doyle, Maureen McLaughlin
October 30, 2020	Meeting - Erie County Legislator Frank Todaro

Appendix

Contracting Member Library Activity Report

Elma Public Library – submitted by Thomas Carloni, Director

Upon returning to our usual 6 open days per week following Labor Day, the Elma Public Library has seen a slow but steady increase in both door count and circulation.

Highlights of events and activities at the Elma Public Library:

- ***Storytimes*** - Children’s Librarian **Kate Puehn** has returned to hosting weekly Storytimes on Tuesday and Thursday mornings through Facebook Live. The Tuesday event is geared toward babies and toddlers, while the Thursday program is aimed at preschoolers and features a Take and Make craft that can be picked up at the library throughout the week. Each program averages between 30 and 50 views and we distribute between 20 and 30 crafts each week.
- ***Teen Book Club*** - Kate Puehn also hosted a Teen Book Club via Zoom on Monday, September 28th to discuss the graphic novel *New Kid*, by Jerry Craft. 6 teens attended the program and a lively discussion ensued.
- ***Pumpkin Display*** - The library distributed 50 pumpkins to children of various ages throughout the second half of October, which they could either keep at home or return to the library for display. About 20 decorated pumpkins we brought back to the library for a festive display at our entrance.
- On Wednesday, October 28th The Wondermakers hosted an interactive online program titled Zooming in the Pumpkin Patch with 8 patrons attending.

- **Elma Public Library Book Club** - The Book Club returned virtually for discussions on Wednesdays, September 16th and November 4th. We discussed *The Glass Castle*, by Jeannette Walls and *The Lying Game*, by Ruth Ware.

Technology Assistance - Throughout our open hours, staff at the library have taken time to assist patrons with various technology requests, whether scheduled over the phone or as impromptu situations. Any sessions lasting more than 15 minutes are considered 1-on-1 technology sessions, and we are averaging about 1 of these each week. Several patrons have provided positive feedback and are thankful for the help.

Lackawanna Public Library - submitted by Jennifer Johnston, Director

It has been an exciting fall season at the Lackawanna Library. We were able to expand our open hours to the full 40 hour minimum standard beginning October 1st. Patrons have been extremely pleased to see us and we are equally happy to see them. We have been conducting our programs virtually and they continue to increase in popularity.

Highlights of events and activities at the Lackawanna Library:

- **Virtual Cooking Programs** - Miss Meg showcases a different dish and beverage each month for our online Cooking Demo and Family Fixings programs. She prepares and films the programs in her own kitchen and shares them on social media. This month we enjoyed watching her make French Onion Apple Grilled Cheese Sandwiches and Pumpkin White Hot Chocolate. Meg posts her recipes as well so everyone can join in the delicious fare.
- **Toddler Time** - Our virtual Toddler Time is getting a great response on social media as well. Miss Lisa films in our Children's Room and shares stories, songs, and a simple craft. Each week we create a Take & Make craft that relates to the storytime for children to make at home. This month we are talking about apples and acorns and Miss Jen gathered real acorns at home to share with everyone.
- **Tutoring** - We have been providing space for speech therapy and tutoring sessions at our tables. These sessions are one-on-one and the tutors and students appreciate having a space to meet quietly.
- **Newsletter** - Our meeting rooms are still closed to the public but we are working on an informal newsletter as another way to promote our online programs, displays, and new materials.
- **Book Sale** - We also held a successful book sale in the public space at our library. The sale was smaller than usual, but our patrons were pleased to pick up some new items for home. We plan on holding a larger sale in the spring.

The way we do things has definitely changed, but our patrons as well as our staff appreciate that the Lackawanna Library's doors are open for business.

Agenda Item G - Report of the Foundation. Anne Conable reported the Library Foundation of Buffalo and Erie County, Inc. met on November 18, 2020. The Foundation welcomed Trustee Sharon Kelly to her first meeting after being appointed as the second B&ECPL Board representative to the Library Foundation Board. The Foundation is currently awaiting next steps regarding the Memorandum of

Understanding between the B&ECPL and Library Foundation, which continues to be under development. Ms. Conable also reported sufficient funds have now been raised to purchase the Fred A. Jordan Collection; the Library Foundation was proud to provide the matching funds to make purchasing the collection possible. Paperwork is currently underway, with the collection expected to be in the hands of the B&ECPL by the end of the year.

Agenda Item H - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski noted the ACT Board was meeting today, November 19th and a report would be given at the next B&ECPL Board meeting.

Agenda Item I - Public Comment. Jason Hurley from the County Executive's Office commented, while he could not speak for County Executive Poloncarz, he believed his request to keep library buildings open was partly to convey the appearance of normalcy to the community (making sure businesses realized they did not have to close in an Orange Zone) and partly to support students who may need Wifi or other resources for remote learning. He noted he was copied on the email exchange between Director Jakubowski and County Executive Poloncarz, and the County Executive did not give any specific reasons for the request, so he is just speculating based on conversations around the office. Trustee Housh responded that the Executive's good faith in making the request was never in doubt by the Board.

Following the public comment period, Trustee Berlow took a moment to encourage Board members to commit to end-of-year donations to the B&ECPL. He believed it was both helpful to the B&ECPL to have the donations, but also made it easier to solicit donations from other sources if they saw 100% Board participation. Chair Bucki agreed.

Agenda Item J - Unfinished Business. None.

Agenda Item K - New Business.

Agenda Item K.1 - Resolution to Honor Dawn K. Peters. Chair Bucki read this resolution to Dawn K. Peters, who was in attendance virtually. Trustee Berlow moved, Trustee Panty made a second, and approval was unanimous.

RESOLUTION 2020-35

WHEREAS, **DAWN K. PETERS** first joined the Buffalo & Erie County Public Library (B&ECPL) on March 3, 1984 as a part-time Page at the Riverside Branch Library (presently the Elaine M. Panty Branch Library), and

WHEREAS, she graduated from Buffalo State College with a Bachelor of Science degree in Elementary Education in 1988, and

WHEREAS, from 1989 to 1990 she worked at the B&ECPL as a regular-part-time Senior Page in the Total Online Library System (TOLIS) Department, helping to bring library holding records online, and

WHEREAS, she received her Masters of Library Science degree from the State University of New York at Buffalo – School of Library and Information Studies in 1991 and was subsequently hired to the position of Librarian I in the Urban Services Department, and

WHEREAS, following a stint on the Bookmobile, RAM Van and Lookie Bookie, she was assigned to work at the Fronczak Branch Library as Assistant Branch Manager, and

WHEREAS, in 1996 she was promoted to Librarian II, becoming the Head of the B&ECPL System's Processing Department, leading staff to prepare books and other library materials for System-wide distribution, and

WHEREAS, in 2001 she was promoted to Librarian III and placed in charge of the B&ECPL System's Cataloging Department before assuming the role of Support Services Manager in 2004, overseeing multiple departments including: Acquisitions, Cataloging and Processing, and

WHEREAS, she joined the Orchard Park Public Library as Library Director II in 2007, leading the library through a major renovation project, restructuring hours of operation and expanding services to the community, and

WHEREAS, from December 3, 2011 through her retirement on August 29, 2020, she served in the position of Assistant Deputy Director – Public Services in B&ECPL System Administration, and

WHEREAS, during her tenure she led several reviews and reorganizations of procedures and practices within the Central Library, Buffalo Branch Libraries, and the Security Department, and

WHEREAS, she further assumed the role as Contract Library Liaison, developing and conducting a trustee orientation program to system services, and

WHEREAS, **DAWN K. PETERS** executed all of these roles and responsibilities with dependability, faithfulness and integrity, now therefore be it

RESOLVED, that in recognition of **DAWN K. PETER**'s dedication and diligence, so generously demonstrated in her 36 years of service to the Buffalo & Erie County Public Library, the Board of Trustees expresses, on behalf of the Library Director, Library Administration, Library staff and the community at large, its profound gratitude, abiding affection and deepest respect, and be it further

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

Following the reading of this resolution, Director Jakubowski shared the NYS Assembly, Erie County and City of Buffalo had also issued proclamations honoring Dawn Peters upon her retirement. In addition, Mayor Brown recognized today, November 19, 2020 as Dawn Peters Day in the City of Buffalo. Director Jakubowski, on behalf of Library Administration, wished her the best in retirement. Ms. Peters thanked the Board, Administration and staff for the recognition.

There being no further business, on a motion by Trustee Panty with a second by Trustee K. Johnson, the meeting was adjourned at 5:07 p.m.

Respectfully submitted,

Alan Bedenko
Secretary