

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
April 15, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, April 15, 2021, 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\*  
Joel C. Moore, Esq., Secretary\*  
Alan J. Bedenko, Esq., Treasurer\*  
Michael Amodeo, Esq.\*  
Sheldon M. Berlow\*  
Lucy A. Candelario\*  
John D. Craik\*  
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 4:04 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.99 issued March 26, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through April 25, 2021, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this April 15<sup>th</sup> Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed and made available on the Library's website. This information was included in the meeting announcement.

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

## Minutes of the Board of Trustees

### Page 2

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

Agenda Item B – Approval/Changes to the Agenda. Trustee T. Johnson asked if any items would be added to the agenda to address the search for a new Library Director. Chair Bucki indicated she would speak to the subject in her report, but no action would need to be taken at this meeting that would warrant a change to the agenda. Trustee Panty moved to approve the agenda as proposed, Trustee Kelly made a second and approval was unanimous.

Agenda Item C – Minutes of the Meeting of March 18, 2021. On motion by Trustee Berlow, seconded by Trustee El-Behairy, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki relayed Trustee Craik requested to serve on the Planning Committee. Trustee Bedenko moved, Trustee Gist made a second, and this request was approved unanimously. Committee appointment lists will be updated and distributed.

Chair Bucki reported as Library Director Mary Jean Jakubowski will be retiring in late June, she has begun preparations for finding a new director. Chair Bucki conveyed her plan to form a Search Committee at the May Board Meeting; she asked any trustees interested in joining the committee contact her over the next month. She noted the last Search Committee included 8 System trustees, 1 trustee emeritus and 1 contracting library trustee. In addition, Chair Bucki indicated she plans to put forward a vote at the June Board Meeting to elect Chief Operating Officer (C.O.O.) Jeannine Doyle as Interim Director until such time as they find a replacement director. This will allow adequate time to find the right candidate.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on April 8, 2021. A copy of the report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Berlow moved to have the written report entered into the Minutes. Trustee Panty made a second, and this was approved unanimously.

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow and Katie Burd; and ex-officio member Ted Johnson. Member Elaine Panty 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 also participated via Zoom.

In keeping with Executive Order 202.99 issued March 26, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through April 25, 2021, 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 4:01 p.m. After a call of the roll, it was noted that a quorum was present.

The Executive Committee reviewed the proposed agenda for the April 15, 2021 B&ECPL Board of Trustees meeting. Chair Bucki relayed she would announce new trustee John Craik's committee assignments as part of her report.

C.F.O. Stone reviewed proposed Resolution 2021-6 – Approve New York State Annual Reports. He noted while the resolution fell under Budget & Finance, the reports cover everything from finances and statistics to narrative reports and milestones. The reports are submitted electronically every year, and while the printouts are not very user friendly there is a lot of important information in them. The printouts will be included in the Board packet and transmitted electronically to those trustees who utilize email.

Trustee K. Johnson joined the meeting at 4:05 p.m.

C.F.O. Stone further reported an additional resolution had been added to the agenda regarding unanticipated expenditures in contract libraries. He shared a copy of the resolution, noting the COVID-19 pandemic had reduced fine and fee revenue in 2020, which usually accrues to individual libraries. Three libraries had direct expenditures (bills paid by the individual libraries, not the System) that exceeded direct revenues in 2020 and had to utilize savings to cover those expenses. The resolution would amend the 2021 budget to approve the use of fund balance to reimburse those libraries for their expenses in excess of revenue. He noted the amounts were minimal, with Newstead's being slightly higher due to paying their own electric bill.

Trustee T. Johnson joined the meeting during this explanation, at 4:10 p.m.

C.O.O. Doyle, returning to discussion of the NYS Annual Reports, noted she would normally provide comparisons to previous years when presenting the resolution, but given the impact of the pandemic, the 2020 statistics and narratives would not be easily compared to previous years. C.F.O. Stone concurred.

Director Jakubowski reported the Association of Contracting Library Trustees (ACT) would have a report for the April 15<sup>th</sup> meeting. They are currently planning a meeting for May 1<sup>st</sup>, and the agenda for that meeting should be finalized next week.

For her report, Director Jakubowski conveyed the *Vaccine Appointment Assistance* program has been going very well. Over 150 patrons have utilized the program in its first 2 weeks, and feedback has been overwhelmingly positive. She further reported the B&ECPL is working with the Erie County Department of Health (ECDOH), who are establishing their own vaccine hotline, to make sure both have the correct information to provide referrals to each other's programs.

Director Jakubowski announced her plan to retire on June 20, 2021. She had submitted her letter of retirement to Chair Bucki, and would share the letter with the rest of the Board. She expressed her gratitude for the Board's support throughout her career with the B&ECPL. The members of the Executive Committee wished her well and expressed she would be missed.

Trustee Berlow asked if the date of her retirement was definite or could be adjusted based on the hiring of her replacement. Director Jakubowski answered it was a set date, but that she would help with the search in any way she could. She planned to present multiple options regarding the search for a replacement to Chair Bucki. He further asked if the issue of administrative salaries had been resolved. Director Jakubowski relayed salaries had been adjusted, using the numbers originally presented to the Executive Committee. Finally, Trustee Berlow asked about proof of vaccination as it relates to libraries. Director Jakubowski recognized this was an issue that would require legal advice as well as the input of the ECDOH. She noted libraries are public entities, which makes them different from many private businesses. She assured Trustee Berlow she would look into the matter.

The public had no comment.

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

With no further business to discuss, the Executive Committee meeting adjourned at 4:30 p.m. on a motion by Trustee Panty and a second by Trustee K. Johnson.

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

Chief Financial Officer (C.F.O.) Ken Stone reported the Budget and Finance Committee had been briefed via email regarding updates to the New York State (NYS) Budget which passed on April 7<sup>th</sup>. The final result was positive for the B&ECPL; while the Governor had proposed a 7.5% reduction in Library Aid, the approved budget restored funding to enacted 2020-21 budget levels. The B&ECPL had assumed a 10% cut in State Aid for 2021, and so will receive an estimated \$286,714 more than what was planned for in the Library's adopted budget. In addition, the 20% of State Aid withheld during 2020 was released in March, totaling \$573,427. This funding was received too late to be

incorporated into the 2020 budget year (which was already balanced) and therefore can be seen as a one-time funding boost for 2021.

C.F.O. Stone is developing a program to utilize this one-time funding for a program equipment and facility improvement initiative, which would support projects that add to the patron experience, can be implemented in the near future and would not typically qualify for funding under the NYS Aid for Library Construction program. Examples include, but are not limited to: equipment to facilitate outdoor programming (tents/heaters, etc.), furnishings, carpet replacement, interior/exterior painting and décor such as themed wall hangings for children's or teen areas. Proposals from individual libraries will be sought and reviewed in a streamlined version of the process used to develop and review NYS Aid for Library Construction proposals. In addition, a local match requirement will be included. Designed similarly to the Library Construction program, the match requirement for this program will be better, with those who typically qualify for a 50% match for State projects being eligible for 75% System funding and those who typically qualify for 75% eligible to receive 90%. The target is to bring recommendations on projects and funding amounts to the Board for their review and consideration at the July 15<sup>th</sup> Board meeting.

In further good news, C.F.O. Stone relayed NYS Aid for Library Construction was increased by \$20 million to \$34 million in the adopted budget. This would bring the amount of funding available for B&ECPL projects back to \$1,558,809 in 2021-22, up from \$641,863 in 2020-21. He also reported the B&ECPL would be receiving a credit for pandemic-related unemployment costs; while there is no timetable for the credit, he expects most of the \$379,807 charged in 2020 will be remitted back to Erie County and subsequently the Library. Finally, C.F.O. Stone reported quarterly sales tax revenues for Erie County were up over 2%, and retail sales generally were much higher in March.

Agenda Item E.2.a – Approve New York State Annual Reports: B&ECPL Public Library and Library System 2020 Reports. C.F.O. Stone explained Resolution 2021-6 as presented. He reiterated 2020 reports were not directly comparable to previous years' reports due to the effects of the COVID-19 pandemic. He also pointed out the reports included COVID-19 specific questions for 2020. On a motion by Trustee Bedenko, seconded by Trustee K. Johnson, the following resolution was approved unanimously.

#### RESOLUTION 2021-6

WHEREAS, the Library System Basic Aid, Local Library Services Aid (LLSA), Local Services Support Aid (LSSA), Central Library Book Aid (CLBA), Central Library Development Aid (CLDA), Coordinated Outreach Library Services Aid, State Correctional Facilities Aid and Services to County Jails (Interinstitutional) Aid are annual New York State statutory aid programs aimed at assisting library systems, central libraries and local libraries in developing collections and providing services to their constituents, and have provided significant funding for many years, and

WHEREAS, in order to maintain the Buffalo & Erie County Public Library's (B&ECPL) charter as well as qualify for State Aid funds, the B&ECPL must file reports annually with New York State Library's Division of Library Development (DLD) summarizing achievements, activity and financial performance, and

WHEREAS, the B&ECPL files both a Public Library Report and a Library System Report, while each contract library also files a Public Library Report, now therefore be it

RESOLVED, the B&ECPL Board of Trustees assures the B&ECPL "*Annual Report for Public and Association Libraries - 2020*" has been reviewed and accepted and assures the Library operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, the B&ECPL Board of Trustees assures the "*Annual Report for Library Systems - 2020*" has been reviewed and accepted and assures the Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and be it finally

RESOLVED, the B&ECPL Board of Trustees assures the B&ECPL System will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures the "Budget Summary" has been reviewed and accepted.

Agenda Item E.2.b – Unanticipated Expenditure Assistance – Contract Libraries 2020 Expense Reimbursement. C.F.O. Stone explained Resolution 2021-7 as presented. He noted as per their contracts, the libraries will need to formally request the assistance in order to receive reimbursement. Trustee K. Johnson moved for approval, Trustee Gist made a second, and this was approved unanimously.

#### RESOLUTION 2021-7

WHEREAS, reduced fine and fee revenue related to COVID-19 pandemic associated closures and reduced activity levels upon reopening resulted in operating expenditures paid directly by three contracting libraries exceeding direct operating revenue collected by those libraries, and

WHEREAS, the amount of direct expenditures is relatively small, as most expense (for labor costs, library materials, utilities, etc.) is paid directly by the Buffalo & Erie County Public Library (B&ECPL) at the system level, and

WHEREAS, had this difference been anticipated, the B&ECPL budget would have included an allocation in the "Contractual Payments" line sufficient to bridge the gap between direct operating revenue and expense, and

WHEREAS, savings in 2020 system paid expense for each of these libraries was significantly more than the net direct expenditures and contributed to year end system fund balance, and

WHEREAS, the savings are now available in unassigned fund balance to be utilized to reimburse these libraries, now therefore be it

RESOLVED that the Board of Trustees of the B&ECPL approves amending the 2021 Budget to effectuate these reimbursements upon formal request of the involved contracting library as follows:

Revenue	
<b>SAP #402190 Appropriated Fund Balance</b>	<b>\$6,624</b>
Expense	
<b>SAP #516010 Contractual Payments</b>	
Collins Public Library	\$1,659
Hulbert Library of the Town of Concord	\$1,176
Newstead Public Library	<u>\$3,789</u>
<b>Total Contractual Payments</b>	<b>\$6,624, and be it</b>

further

RESOLVED that a copy of this resolution be transmitted to the above contracting libraries.

Agenda Item F – Report of the Director. Director Jakubowski reported copies of the Conflict of Interest Appendix A – Disclosure Statements completed by each System Trustee and Key Employee of the B&ECPL for the year 2021 were mailed to Alan Bedenko, Chair of the Governance Committee per the B&ECPL Conflict of Interest Policy, Article III, Section 3.2 – Annual Disclosure. Copies were also shared via email with Governance Committee members on April 7<sup>th</sup>.

Director Jakubowski publicly recognized and congratulated Assistant Deputy Director (A.D.D.) Maureen McLaughlin for being selected as a NYS Outstanding Librarian for 2021, acknowledging the hard work A.D.D. McLaughlin and her technical services and network support team did in continuing to provide exceptional library services throughout the pandemic.

Director Jakubowski reported the *Vaccine Appointment Assistance* program continues very strong, with nearly 200 appointments completed to date. She also confirmed as per Trustee Berlow’s request at the Executive Committee meeting, she has asked the B&ECPL’s legal counsel for guidance regarding demonstration of proof of vaccination as it pertains to the Library.

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

### **B&ECPL Monthly Report March 2021**

**National Award** – The Buffalo & Erie County Public Library (B&ECPL) was named the grand prize winner of the **Penguin Random House Library Award for Innovation** for the *Play Down Your Fines* program at the Isaías González-Soto Branch Library. The grand prize of \$10,000 will help to further support the program. The award will be presented virtually during the American Library Association 2021 Annual Conference in June.

**Women’s History Month** – In celebration of *Women’s History Month*, the Central Library featured *Picturing Women Inventors*, a poster exhibit by the Smithsonian Institution and the United States Patent and Trademark Office that explores the inventions of 19 highly accomplished American women. The posters feature astronauts, computer pioneers, businesswomen, athletes, engineers and even teenagers – all remarkable in their accomplishments. In addition, a banner display, *Recognizing the Women’s Right to Vote in New York State*, illustrated the struggle women faced getting the right to vote, which took place in New York State.

**COVID-19 Vaccine Appointment Assistance** – The Angola Public Library, Audubon Branch Library, Central Library, Clearfield Branch Library, Eggertsville-Snyder Branch Library, Frank E. Merriweather, Jr. Branch Library, Hamburg Public Library, Julia Boyer Reinstein Library, Kenmore Branch Library, Leroy R. Coles, Jr. Branch Library, Newstead Public Library, Orchard Park Public Library, West Seneca Public Library and Williamsville Branch Library began offering *Vaccine Appointment Assistance* for COVID-19 vaccination on March 20<sup>th</sup>, using the New York State vaccine website and beyond. More than 140 individuals have been assisted in getting vaccine appointments through this program. Many have expressed their gratitude and appreciation to staff and the Library for offering this service.

**Tax Assistance @ Your Library** – With the Internal Revenue Service (IRS) extending the tax deadline to May 17<sup>th</sup>, both virtual *Free Tax Preparation* from the New York State Department of Taxation and Finance at the Central Library and in-person Volunteer Income Tax Assistance (VITA) *Free Tax Preparation* at the Elaine M. Panty Branch Library on Thursdays have been extended through May 13<sup>th</sup>. VITA *Free Tax Preparation* at the Frank E. Merriweather, Jr. Branch Library is scheduled on Tuesdays and Saturdays until April 10<sup>th</sup>.

**B is for Book: Online Winter Reading Contest** – The grand prize winners were Hedy Auletta from the North Park Branch Library for the Adult contest, Amanda Newbury from the Orchard Park Public Library for the Teen contest, Mariam Moussa from the Anna Reinstein Memorial Library for the Children’s contest and Amy Girard’s 2<sup>nd</sup> grade class from Parkdale Elementary in East Aurora for the Classroom contest. The Adult and Teen grand prize winners received a Kindle Fire HD 10, the Children’s



grand prize winner received a Kindle Fire HD 10 Kids Edition, and the Classroom grand prize was a box full of crafts, books, pencils and \$100 in Amazon gift cards. Other prizes including a tent, sleeping bags, \$25 Amazon Gift Cards and much more were provided to participants throughout the B&ECPL System. Overall, 96 participants from 34 libraries submitted 532 book reviews for the Adult contest; the Teen contest had 28 participants from 18 libraries who submitted 127 book reviews; 131 children from 30 libraries submitted 745 book reviews for the Children’s contest; and the Classroom contest had 4 teachers from 3 libraries submitting 28 reviews. Congratulations to all our winners and thank you to all who participated!

***B is for Book Fun Fact!*** – Approximately 430 ABC books donated by Edward F. Ellis in 1984 started the Library’s original Rare Book Room Ellis ABC Collection, including 2 books written by Ellis and his wife Martha Yellen Ellis: *Alphabet of New York Bookshops* (1940) and *Alphabet of Buffalo* (1947). Since then, the Ellis ABC Collection has grown to more than 700 American and International books dating from 1793 to the present!

**1. Public Services**

**In Library Group Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	4	10	85	198
Children (age 6-12)	11	34	71	222
Teens	6	20	21	66
Intergenerational	5	8	269	360
Adults (excludes Technology)	10	23	78	145
<b>TOTAL In Library Group</b>	<b>36</b>	<b>95</b>	<b>524</b>	<b>991</b>

\*Read Down Your Fines statistics will now be reported on a monthly basis.

**Patron Self-Directed Programs (i.e. Craft Tables and Take and Makes):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	1,533	3,248	1,533	3,248
Children (age 6-12)	1,987	4,682	1,987	4,682
Teens	16	158	16	158
Intergenerational	2,852	6,803	2,852	6,803
Adults (excludes Technology)	255	699	255	699
<b>TOTAL Passive Programs</b>	<b>6,643</b>	<b>15,590</b>	<b>6,643</b>	<b>15,590</b>

**In Library One-on-One Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	115	180	115	180
Children (age 6-12)	30	40	30	40
Teens	87	129	87	129
Intergenerational	11	33	11	33
Adults (excludes Technology)	140	163	152	175
<b>TOTAL In Library One-on-One</b>	<b>383</b>	<b>545</b>	<b>395</b>	<b>557</b>

\*Does not include virtual one-on-ones.

**Adult Technology Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	0	0	0	0
System or Library-owned Cyber Train	0	0	0	0
One on One	34	51	35	52
<b>TOTAL Adult Technology</b>	<b>34</b>	<b>51</b>	<b>35</b>	<b>52</b>

\*Does not include virtual adult technology programs.

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	1	1	22	22
Children (age 6-12)	1	1	20	20
Teens	0	0	0	0
Intergenerational	6	7	131	461
Adults (excludes Technology)	1	1	100	100
<b>TOTAL Outreach</b>	<b>9</b>	<b>10</b>	<b>273</b>	<b>603</b>

**Live Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	37	74	828	1,969
Children (age 6-12)	10	21	483	1,079
Teens	26	64	97	307
Intergenerational	19	60	795	3,216
Adults (excludes Technology)	95	211	856	2,456
<b>TOTAL Live Virtual</b>	<b>187</b>	<b>430</b>	<b>3,059</b>	<b>9,027</b>

**Virtual Recordings of Program Content:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	68	190	2,029	6,095
Children (age 6-12)	32	115	1,247	3,603
Teens	0	0	0	0
Intergenerational	50	141	4,466	11,680
Adults (excludes Technology)	34	104	778	2,072
<b>TOTAL Virtual Recordings</b>	<b>184</b>	<b>550</b>	<b>8,520</b>	<b>23,450</b>

**B is for Book Programming:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	0	1	0	3
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	1	1	110	110
Grosvenor Room	0	1	0	2
<b>TOTAL B is for Book</b>	<b>1</b>	<b>3</b>	<b>110</b>	<b>115</b>

**B is for Book Exhibit:**

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related*	1,349	4,937	13,741
Tour/Program	110	115	163
<b>TOTAL B is for Book</b>	<b>1,459</b>	<b>5,052</b>	<b>13,904</b>

\*New counters installed March 2021 for visitor count.

**Programming Highlights:**

**Central Library – Children’s Services**

- Take and Make Crafts: *Cat in the Hat, Irish Puppets, A Tribute to Buffalo Women Civic Leaders of Color Coloring Book*
- Virtual Programs: *Read Across America, Pinocchio: A Virtual Puppet Show, Virtual Bilingual Storytime (Spanish)*
- Explore and More – Ralph C. Wilson Children’s Museum (E&M) Take and Make STEAM Kits: *Rangoli Sand Art*

**Central Library –Information Services**

- Virtual Craft Tutorial: *Teddy Bear Kit*
- Virtual Program: *Wellness Wednesday*
- Virtual Appointments: *Book A Librarian*

**Central Library – Special Collections**

- Webinars: *DigGen, DNA for Genealogy Research*
- Virtual Programs: *Overview of Local History and Genealogy Resources in the Grosvenor Room, Discussion with Kenneth Gloss - Brattle Book Shop proprietor and frequent appraiser with PBS’ Antiques Roadshow*

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

- Thursdays @ 3 Grow with Google Virtual Workshops: *Google Analytics 102: Goals and Reports, Banking on E-mail Marketing Part II: No Marketing Without Sales, Boost Your Money Management Skills for Your Small Business - Part 2*
- Virtual Lunchtime Learning: *Photo Editing with Pixir, Using Google Drive, Intro to Digital Scrapbooking, Intro to eBooks with Libby*
- Virtual Program: Discussion with author, acclaimed YouTube demo artist and music tech designer Scott Harper, a.k.a. Knobs
- Virtual Appointments: *Book A Technology Trainer*

**Central Library – Teen Programming**

- *Teen Advisory Group (TAG) Virtual Meeting*
- *Teen Virtual Take and Make Craft Hangout*
- Virtual Programs: *Reader’s Quest Book Group, Rising Voices Social Justice Book Discussion Group*

**Crane Branch Library**

- Virtual Program: *Crane Library Book Club*

**Dudley Branch Library**

- Virtual Craft Tutorials: *Coffee Filter Butterfly, 3D Rainbow Pot of Gold, Cotton Ball Sheep, Lady Bug Kindness Card*

**East Clinton Branch Library**

- Take and Make Crafts: *Dr. Seuss Kit, Grow with Kindness Sunflowers, Moana Popsicle Stick Boat, Spring Cleaning Craft Day*
- Virtual Program: *Waiting on Wednesdays*
- E&M Take and Make STEAM Kits: *Rangoli Sand Art*

**Elaine M. Panty Branch Library**

- Take and Make Crafts: *Black History Month Activity Bag, Paper Plate Hatchling*
- Virtual Storytime: *Good Night, Baby Animals You've Had a Busy Day*
- E&M Take and Make STEAM Kits: *Invention Exchange, Rangoli Sand Art, Wild Thing*

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

- Take and Make Crafts: *In Like a Lion, Out Like a Lamb*

**Isaías González-Soto Branch Library**

- Virtual Craft Tutorial: *Yarn Word*
- Virtual Program: *Women's History Month Word Search*

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

- Take and Make Crafts: *Paper Peacock, Lorax*
- Virtual Tutorial: *The Big Question: Where's My Refund?*

**North Park Branch Library**

- Take and Make Crafts: *Dr. Seuss, Beaded Shamrock*
- Virtual Program: *Teen Manga*

**Library on Wheels Bookmobile**

- Visits (including drop off and pick up service): Bethel Estates Senior Apartments, Fox Run at Orchard Park, Asbury Pointe Senior Apartments, Garden House Senior Facility, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Boys & Girls Club of Holland, Brant Town Hall, Rural Outreach Center, Orchard Place Apartments, Seneca Pointe Apartments and Jericho Road Community Health Center – Broadway Clinic and Barton Clinic.
- Event: *Independent Health Foundation's Good for the Neighborhood* (Clark and Kent Streets, Buffalo).
- Crane Branch Closing: The Library on Wheels visited the Elmwood Village neighborhood at Bidwell Parkway on March 23<sup>rd</sup>, 26<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> to provide

access to patrons and the community during the closure of the Crane Branch Library.

**Library by Mail Program**

- There are now 82 patrons that have signed up for the *Library by Mail Program*.

**2. Collection Development**

**Physical Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	4,366	9,444	313	893	546,442
Young Adult Print	1,165	2,951	141	521	78,893
Adult Print	5,171	10,781	679	1,930	1,813,495
Media	3,541	9,938	320	1,032	568,331
Other*	2,686	7,359	38	173	177,001
<b>Subtotal</b>	<b>16,929</b>	<b>40,473</b>	<b>1,491</b>	<b>4,549</b>	<b>3,184,162</b>

\*Includes magazines, generic copies, and other

**Electronic Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	2,220	5,293	1,342	3,441	114,229*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	2,406	4,576	285	715	29,233
eVideos	0	0	0	0	200
<b>Subtotal</b>	<b>4,626</b>	<b>9,869</b>	<b>1,627</b>	<b>4,156</b>	<b>143,662</b>

\*Includes 428 EBL titles

**All Collections:**

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>21,555</b>	<b>50,342</b>	<b>3,118</b>	<b>8,705</b>	<b>3,327,824</b>

**Purchase Suggestions:**

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	680	5.7	671	67.1
Staff Initiated	17	0.0	17	82.4

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

**International Directory** – B&ECPL’s Central Library Rare Book Room will be included in the *International Directory of Special Collections in Children’s and Young Adult Literature*, a directory being compiled by the University of Illinois at Urbana-Champaign.

**Pan-American Exposition Scrapbooks** – Special Collections Manager **Meg Cheman** added 3 Pan-American Exposition scrapbooks featuring women’s participation in the event to the Library’s Digital Collections. The mounted newspaper clippings pay

special attention to the work of the Board of Women Managers from 1900 to 1901, Pan-Am funding and advertising, President McKinley, the assassination and the arraignment of Czolgosz. There is even information on the fainting room in the Women’s Building! [www.buffalolib.org/research-resources/digital-collections](http://www.buffalolib.org/research-resources/digital-collections)

**Erie County Poor House Ledgers** - The final volumes of the Erie County Poor House Ledgers have been added to B&ECPL’s Digital Collections. Researchers and genealogists can digitally access all 15 volumes, ranging from 1829 to 1959. The Erie County Poorhouse and succeeding institutions known as the Erie County Alms House, Erie County Hospital and Erie County Home & Infirmary operated as a social safety net for the region’s poor and infirm. The rich resource consists of ledgers recording children “bound out” or adopted, intake registers for children and adults and hospital and death registers.

**Subject Guides** - The Library’s Subject Guides were viewed by 1,798 visitors from 29 countries in March. In addition to the United States, visitor countries of origin included Argentina, Bangladesh, Brazil, Canada, China, Ethiopia, Germany, Greece, Guam, Hong Kong, India, Ireland, Israel, Italy, Malaysia, Mexico, the Netherlands, Norway, Pakistan, the Philippines, Puerto Rico, Romania, South Africa, Sweden, Taiwan, Turkey, Ukraine and the United Kingdom.

### 3. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - March 31, 2021	\$20,924.83

### 4. Facilities

**Frank E. Merriweather, Jr. Branch Library** - A *Design Kick-Off Meeting* was held at the library on March 11<sup>th</sup> for the *Auditorium Electrical Improvements and Parking Lot Rehabilitation Project*. Representatives for the B&ECPL, City of Buffalo and Zaxis Architectural PC Design Team were in attendance.

**Crane Branch Library** - The library was closed from March 22<sup>nd</sup> through April 2<sup>nd</sup> for asbestos abatement as part of the *Crane Branch Library Improvement Project*.

### 5. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	323	583	10	11

**Staff Training Offered/Attended** - *Creating Outstanding Online Storytimes* (presented by ALA/B&ECPL); *LGBTQ+ Cultural Competency* (4 sessions presented by Pride Center of WNY/B&ECPL); *Lockout Tagout Training* (2 sessions presented by WNYCOSH/B&ECPL); *The ROI of D&I: How to Promote a Culture of Diversity & Inclusion Within Your Organization* (presented by Buffalo Niagara Partnership/B&ECPL); *Top Social Media*

*Trends and Strategies* (presented by ALA/B&ECPL); *Youth Services Group Meeting* (presented by B&ECPL Children’s Programming Team).

**Virtual Conferences Attended** – *BLOSSOM Virtual Symposium* (presented by NNLM); *Middle Grade Magic* (presented by School Library Journal); *Patent Training Seminar* (presented by US Patent & Trademark Resource Center); *YSS Spring Conference* (presented by NYLA – YSS).

**Webinars Viewed – 66 webinars, including** *Community Health Challenges: Training, Language and Programming for Libraries* (presented by WebJunction/PLA); *Summer Reading Resources for Young Readers with Print Disabilities* (presented by NYPL/TBBL); *The Emergency Broadband Benefit: Program Overview/Strategies for Rollout and Adoption* (presented by ESLN); *Titles for Tough Times: How Books Can Help Educators Support SEL* (presented by Booklist); *Virtual and In-Person Programming for Infants: Who, How, What, When, Where, and Why?* (presented by NYSED); *Why Diverse Books Matter* (presented by CLRC).

**Other** –*Become a Project Manager* (online course presented by LinkedIn Learning); *NYLA Developing Leaders Program* (presented by NYLA).

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

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Media Release	Antiques Roadshow Book Appraiser Featured in B&ECPL Virtual Program	Buffalo Spree online, March 2021
Media Alert	Crane Branch Library Closed for Construction	Sent on March 2 <sup>nd</sup>
Taped TV interview with Director Jakubowski	Library comment on Dr. Seuss books no longer being published because of perceived insensitive text and illustrations	WKBW TV Channel 7, March 2 <sup>nd</sup>
Mass Email	Take Action, email legislators about NY State Budget and the Federal Build American’s Libraries Act	Sent to 61,000+ library cardholders on March 5 <sup>th</sup>
Media Release and taped Media Interview with C.O.O. Doyle	Women’s History Month - Library Presents Smithsonian Poster Exhibition Highlighting the Diverse History of Women Inventors in the United States	WGRZ TV Channel 2, March 7 <sup>th</sup>
Live Radio interview with A.D.D. Darden and Erie County Clerk Michael Kearns	Update on library programs and services	WUFO Radio, March 13 <sup>th</sup>
Taped TV interview with A.D.D. Darden	Libraries providing assistance with making vaccine appointments	WGRZ TV Channel 2, March 17 <sup>th</sup>

Media Alert and interview with C.O.O. Doyle	Irish Dancers	WKBW TV Channel 4, March 17 <sup>th</sup>
Media Alert and taped TV interviews with Librarian Andrew Maines	Libraries providing assistance with making vaccine appointments	The Buffalo News, WYRK, WIVB TV Channel 4, WKBW TV Channel 7, March 19 <sup>th</sup>
Media Event in Central Library Auditorium hosted by Director Jakubowski	Erie County Bicentennial Launched	WGRZ TV Channel 2, WIVB TV Channel 4, The Buffalo News, Spectrum News, WKBW TV Channel 7, March 29 <sup>th</sup>
Media Release	B&ECPL wins the national Penguin Random House Library Award for Innovation for <i>Play Down Your Fines</i> – children’s sports equipment lending and children’s library card amnesty program	WNY Family Magazine, March 31 <sup>st</sup>

**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month - New	Total
Facebook	143	511	3,621	10,619	49	10,283
Flickr	103	67	7,683	19,211	-	57
Google Ads <sup>1</sup>	N/A	N/A	3,517	10,551	N/A	N/A
Instagram	48	144	2,266	6,310	51	3,396
Pinterest	97	190	271	717	1	2,185
Podcast <sup>2</sup>	4	11	N/A	N/A	N/A	N/A
Twitter	92	276	1,631	5,659	11	10,755
YouTube <sup>3</sup>	11	21	1,733	2,009	9	270
<b>Total</b>	<b>498</b>	<b>1,220</b>	<b>20,937</b>	<b>55,076</b>	<b>121</b>	<b>26,946</b>

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

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

<sup>3</sup> In March 2021, the Library condensed multiple YouTube channels into one and began using YouTube analytics tracking (rather than hand-counting). Numbers will be more accurate this way.

**7. Partnerships**

**Alzheimer’s Association** – Chief Operating Officer **Jeannine Doyle** and Assistant Deputy Director **Dorinda Darden** met virtually on March 12<sup>th</sup> with Ruth Collins, Rachel Rotach and Courtney Sipes from the Alzheimer’s Association to discuss potential partnerships. In addition, Information Services and Outreach Librarian **Shanley Olszowy** met virtually with Sarah Hulburt from Disability Rights New York and Chelsea O’Hara from the Alzheimer’s Association to discuss participation in a *Wellness Wednesday* event as well as scheduling special programming opportunities.



**Charter School of Inquiry** – The Leroy R. Coles Jr. Branch Library has partnered with Courtney Eaton of the Charter School of Inquiry with the goal of hosting information tables in the near future.

**Child Advocacy Center (CAC) at BestSelf Behavioral Health** - Children’s Services and Outreach Manager **Kristi Dougherty** and Education and Outreach Coordinator Megan Dudziak from CAC at BestSelf Behavioral Health are collaborating on promoting *National Child Abuse Awareness and Prevention Month*. Working with Development & Communications Clerk **Melissa Burgess**, they are developing displays at the Central Library and the Buffalo Branches featuring books suggested by CAC staff, along with information regarding child abuse and prevention. These displays will run throughout the month of April.

**Every Person Influences Children (EPIC)** - **Kristi Dougherty** and Children’s Services and Outreach Librarian **Susan Buttaccio** accompanied Director of Development and Marketing Liz Vetrano from EPIC to film *Silly McGilly* around the Central Library on March 11<sup>th</sup>. Photos were showcased on EPIC’s Facebook page on March 15<sup>th</sup> in celebration of St. Patrick’s Day, with links to library resources accompanying the post.

**Goodwill of Western New York (WNY)** - The Leroy R. Coles Jr. Branch Library has partnered with Arlene Short of Goodwill of WNY with the goal of hosting information tables regarding the *Manufacture Your Future* job program.

**Mental Health Peer Connection** – The Mental Health Peer Connection provided an information table at the Isaías González-Soto Branch Library on March 1<sup>st</sup> and at the Leroy R. Coles, Jr. Branch Library on March 19<sup>th</sup>.

**Spectrum Health & Human Services** – Spectrum Health & Human Services provided an information table at the Dudley Branch Library on March 23<sup>rd</sup>.

**Western New York Genealogical Society** – The Grosvenor Room will write a regular column for the Western New York Genealogical Society’s *JOURNAL* beginning with the June 2021 issue. The column will be called “Classified” and feature B&ECPL resources and genealogy research tips from the Grosvenor Room librarians. The *JOURNAL* is a quarterly publication.

**Western New York Library Resources Council (WNYLRC)** – Leroy R. Coles, Jr. Branch Manager **Elizabeth Stengel** will participate in an Advisory Group with WNYLRC regarding future telehealth-in-libraries initiatives. This includes the possibility of the Leroy R. Coles, Jr. Branch Library offering a private space for patrons to hold telehealth appointments.

**8. Director Activities**

**LIST of MEETINGS and EVENTS**

**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**

**March 2021**

<b>DATE</b>	<b>MEETING / EVENT</b>
March 3, 2021	Virtual Meeting - New York State Senator Sean Ryan and Assemblymember Kimberly Jean-Pierre's Library Roundtable
March 3, 2021	Virtual Event - Women's History Month Kickoff
March 8, 2021	Virtual Event - Digital Equity Summit
March 9, 2021	Conference Call - Public Library System Directors Organization (PULISDO)
March 18, 2021	Virtual Meeting - NYS Library, Division of Library Development (DLD)/PULISDO
March 18, 2021	Conference Call - Nicole Brown
March 18, 2021	Virtual Meeting - B&ECPL Board of Trustees
March 23, 2021	Meeting - Marguerite Cheman
March 24, 2021	Meeting - Joy Testa Cinquino
March 24, 2021	Meeting - Jason Hurley & Peter Anderson, Erie County Executive's Office
March 24, 2021	Virtual Meeting - Association of Contracting Library Trustees (ACT) Board
March 25, 2021	Meeting - Administrative Team
March 25, 2021	Meeting - Joy Testa Cinquino
March 25, 2021	Webinar - Black Women Librarians... Experiences in White Spaces
March 29, 2021	Event - Erie County Bicentennial Kickoff
March 29, 2021	Virtual Meeting - DLD/PULISDO Reopening Committee
March 30, 2021	Meeting - Marguerite Cheman
March 31, 2021	Virtual Meeting - ACT Board
March 31, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
March 31, 2021	Radio Interview - WNY Tonight

**Appendix**

**Contracting Member Library Activity Reports**

**Cheektowaga Public Library** – submitted by Glenn Luba, Director

**Story Time in a Bag** - A pilot program at the Julia Boyer Reinstein Library, these bags that can be checked out contain: 3 age appropriate books, craft ideas, activities and coloring pages all centered on a theme. Sample theme topics include: STEM (Space and Numbers), emotional development (Sharing and Feelings) and fun (Scary and Superheroes). So far we can't keep them on the shelves!

**Home School Help** – Located on our What's Happening webpage, this resource was created to help parents navigate homeschooling with the library's resources. These guides show parents the NYS requirements and give example books, websites and

activities that parents can use to fill these requirements. Both Cheektowaga Public Library branches have their own guides showcasing their unique book collections.

**Digital Games** – Located on our What’s Happening webpage, these games include:

- *Misadventures in Misinformation* – Highlighting information literacy skills for teens, this game helps players understand that not all information can be trusted. Using historical examples from the original Ponzi scheme to the invention of the bathtub, teens learn how important correct information can be.
- *Escape The Horror* – Players try to escape classic monsters using puzzles and trivia. This game has almost 3,000 views so far!
- *Reada Quest* – Join our lovely library mascot as she journeys through Ancient Greece to collect items to save the Athenians. This game was created by a practicum student from University at Florida.

**Digital Maps** – Located on our What’s Happening webpage, these maps include:

- *Haunted Erie* – This map gives history and information on local haunted locations throughout Erie County, from the Angola Horror to a lover’s untimely end at Murder Creek in Akron.
- *Oddly Erie* – This map showcases the great and odd history of Erie County. Highlights are lighthearted (the invention of Cool Whip), historical (the fishing spots of ex-presidents) and even grim (the invention of the electric chair).
- *Ice Cream and Books* – This map is simple: if you want ice cream and library books, this map can show you where to go.

**Take and Make Crafts** – Available in-person at both the Anna Reinstein Memorial Library and Julia Boyer Reinstein Library, patrons are welcome to come in and take a bag containing all the materials needed to make a fun craft at home. Crafts are for various ages, highlighting developmental stages and simple motor skills. Some are STEM related, such as our weather wheel and flying saucer; others highlight cultural events and milestones like Groundhog Day.

**Western New York Book Club** – This region-wide book club, held on GoodReads, is a place where patrons can read and comment on selected books. Currently there are 66 members.

**Books and Barks** – This adult reader’s advisory group meets via Zoom to discuss books of all genres. Patrons are able to compare reading lists and hear about new titles to explore. The group’s mascot, Sherlock, is a big dog with a voracious reading habit.

**Pokemon Scavenger Hunt** – Kids are invited to search the Julia Boyer Reinstein Library for elusive Pokemon! When they find the critters, they check them off of a list which they then turn in for prizes. This activity encourages kids to tour the library’s children’s area and see all that we offer.

**Marilla Free Library** – submitted by Shannon Thompson, Director

The Marilla Free Library increased its hours to meet minimum state standards. The hours have been modified; they are now Monday and Wednesday 10 a.m. – 6 p.m., Tuesday and Thursday 1 p.m. – 8 p.m. and Saturday 10 a.m. – 3 p.m.

**Highlights of events and activities at the Marilla Free Library:**

**Take and Make Kits** – These kits have been very popular with families. All of the kits include a craft, coloring sheets, activity ideas for the family as well as a list of suggested books on the theme.

**March Kits:**

- *Spring Take and Make* – This kit included a bunny, lamb or chick keychain craft. St. Patrick's Day activity sheets were also included with our Spring Kit. We had a total of 12 participants.
- *Easter Take and Make* - Kids could decorate an Easter egg magnet. We had a total of 25 participants.

**April Kits:**

- *Earth Day Take and Make* – This kit will include materials to grow a plant, a Nature Walk scavenger hunt and suggested outdoor family activities.
- *Love Your Library Take and Make* – This kit will include materials to create a mini book.

**Future Programs** – Shannon Thompson will resume STEM Saturday programs later this spring. We are also planning an in-library scavenger hunt to celebrate *Love Your Library Month*.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Director Jakubowski conveyed the ACT Board has met multiple times, and is currently planning a membership meeting for May 1<sup>st</sup>. The meeting will begin at 9:00 a.m. and include election of officers, a brief budget update, presentations on trustee responsibilities and staff recognition and a Q&A period. A final agenda and Zoom log-in information will be sent to all trustees; System trustees are invited to attend.

Trustee Berlow asked if there was any update from the Library Foundation. Director Jakubowski noted they have not met recently, but a meeting is planned for next month. Trustee Gist asked if Director Jakubowski would continue to serve on the Library Foundation Board after her retirement. She noted she would no longer be able to serve as a representative of the B&ECPL, and it would be up to the Library Foundation if they want her to continue to serve in a different capacity.

Agenda Item H – Public Comment. Jason Hurley congratulated Director Jakubowski on her pending retirement.

Minutes of the Board of Trustees

Page 21

Agenda Item I - Unfinished Business. None.

Agenda Item J - New Business. None.

Trustee Panty reminded members of the Policy Committee their meeting would begin immediately following the adjournment of this Board meeting.

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

Respectfully submitted,

Joel Moore  
Secretary