

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
February 18, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, February 18, 2021, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present (all attended the meeting remotely):

Kathleen Berens Bucki, MLS, Chair  
Kimberly Johnson, Vice Chair  
Joel C. Moore, Esq., Secretary  
Alan J. Bedenko, Esq., Treasurer  
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 4:03 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.92 issued January 27, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through February 26, 2021, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this February 18<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.

She also noted any public present on the call would be provided the opportunity to speak during Agenda Item G - 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. Chair Bucki informed trustees the agenda required an amendment to add an item under Unfinished Business for the creation of an Ad Hoc Committee. Trustee K. Johnson moved and was seconded by Trustee Panty. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of January 21, 2021. On motion by Trustee Berlow, seconded by Trustee Candelario, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reminded trustees to complete their Conflict of Interest Disclosure Statement and Contact Information Update form and return them to Erin Vest if they have not already done so. The forms were originally distributed with the January Board Packet.

Agenda Item D.1 – Committee Appointments. Chair Bucki stated her assignments for 2021 Committee Appointments. She noted that there was no one yet assigned as Chair of the Buffalo Library Services Committee; Trustee Burd volunteered to serve as Chair. With this addition, Trustee Burd moved to approve 2021 Committee assignments. Trustee Panty seconded, and the following appointments were approved unanimously:

**Budget & Finance**

Joel Moore, Chair  
Michael Amodeo  
Alan Bedenko  
Lucy Candelario  
Carima El-Behairy

**Policy**

Elaine Panty, Chair  
Alan Bedenko  
Kathleen Berens Bucki  
Frank Gist  
Sharon Kelly

**Development & Advocacy**

Sharon Kelly, Chair  
Kimberly Johnson  
Elaine Panty

**Building Oversight**

Katie Burd, Chair  
Frank Gist  
Joel Moore  
Ted Johnson

**Buffalo Library Services**

Katie Burd, Chair  
Frank Gist  
Ted Johnson  
Joel Moore  
Elaine Panty

**Planning**

Michael Amodeo, Chair  
Frank Gist  
Ted Johnson  
Elaine Panty

**Governance**

Alan Bedenko, Chair  
Carima El-Behairy  
Frank Gist  
Frank Housh  
Sharon Kelly

**Special Collections**

Ted Johnson, Chair  
Frank Gist  
Elaine Panty

Chair Bucki read the B&ECPL Bylaws, Article V, Section 6, "All members of the Governance Committee, including the Chairman of the Committee, must be Trustees and must qualify as Independent Trustees, as defined [in the Bylaws], and such independence must be documented in the Board minutes. All Trustees selected for membership on the Governance Committee must disclose at the time he or she is selected to the Committee and any time thereafter during his or her service on the Committee any circumstances which would disqualify him or her from serving on the Governance Committee..." She further relayed the definition of Independent Trustee from that section.

Trustee T. Johnson entered the meeting during this explanation, at 4:15 p.m.

The 2021 Governance Committee consists of Trustees Bedenko (Chair), El-Behairy, Gist, Housh and Kelly; each verbally confirmed they are Independent Trustees as defined in the Bylaws and had no circumstances which would disqualify them from serving on the Governance Committee.

Chair Bucki noted Committee Chairs will be responsible to schedule meetings for 2021 as needed.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on February 11, 2021. A copy of the written report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Bedenko moved to have the written report entered into the Minutes. Trustee Gist made a second, and this was approved unanimously.

Present via Zoom conference call: Executive Committee Chair Kathleen Berens Bucki; Vice Chair Kimberly Johnson; members Sheldon Berlow, Katie Burd and Elaine Panty; and ex-officio member Frank Housh. 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 202.92 issued January 27, 2021 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through February 26, 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 4:02 p.m. After a call of the roll, it was noted that a quorum was present.

## Minutes of the Board of Trustees

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The Executive Committee reviewed the proposed agenda for the February 18, 2021 B&ECPL Board of Trustees meeting. Chair Bucki relayed she planned to form an Ad Hoc Committee at the February meeting for the purpose of reviewing administrative salaries. She hopes the committee will be able to meet in the next month and present their recommendation at the Board of Trustees Meeting in March.

Chair Bucki will be presenting nominations for 2021 committee appointments at the February meeting. She indicated Committee Volunteer Forms had not been received for some trustees, leaving some committees with very few volunteers. An email follow-up has been sent to those who have not returned forms, and Director Jakubowski said she would have her office call those who do not respond by next week.

Trustee Housh joined the meeting at 4:08 p.m.

Director Jakubowski reported over 120,000 postcards were currently being sent out to the community advertising that B&ECPL libraries are open. The mailing was originally planned for the end of 2020, but was delayed until administration was confident libraries would remain open. She further indicated a mass email would be sent out to patrons next week. Trustee Panty brought up the most recent issue of the *Riverside Review* incorrectly indicated that libraries were open for curbside and walk-up only; Director Jakubowski said she would have someone follow up with the newspaper directly.

Director Jakubowski announced the Central Library would be hosting the *Black Doll Exhibit* from February 25<sup>th</sup> – March 13<sup>th</sup>. The popular exhibit was previously held at the Leroy R. Coles, Jr. Branch Library. The exhibit will be spread throughout the library to encourage social distancing. As was done previously, a coloring book is being created to go along with the exhibit, featuring prominent local black women. The B&ECPL's own Assistant Deputy Director Dorinda Darden will be recognized with a coloring page and bookmark.

The Crane Branch Library Phase 1 Construction Project is set to begin soon. A community meeting regarding the project is planned to be held February 23<sup>rd</sup>; Director Jakubowski will forward information about the meeting to the Board once it is finalized. Finally, Director Jakubowski reported she had received a letter from the Erie County Legislature's Minority Caucus expressing their gratitude for all the things the B&ECPL has done during the pandemic. She plans to share the letter with the full Board.

Director Jakubowski believed the Association of Contracting Library Trustees (ACT) did not have a report for this month. She will contact the ACT President about potentially removing the item from the agenda.

The public had no comment.

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

Chair Bucki conveyed her plan to form an Ad Hoc Committee to Trustee Housh, who entered the meeting after previous discussion. Chair Bucki indicated she would be reaching out to individual trustees this week about their interest in joining the committee.

Trustee Panty asked why there was no Monthly Financial Report on the agenda this month. C.F.O. Stone explained Erie County completes their year-end calculations in mid-February, so the report for December 2020 will be distributed next month. The reports for January – March each year are similarly delayed based on Erie County's budget process.

Trustee Panty asked if there had been further mask issues with patrons. Director Jakubowski relayed staff still need to give constant reminders, but there have been no significant issues to report. A few patrons have been removed from the library for mask usage infractions, but no recent incidents have risen to the level of calling for assistance.

Trustee K. Johnson asked about the water main break outside the Central Library. C.F.O. Stone reported the break was in the lateral line running to the Central Library, which is under the purview of Erie County as owner of the building. The Department of Public Works is currently identifying what they need to do to repair the line. He noted the snow melt system was not damaged by the break, and the building did not lose water pressure, as it has a second main line. There was minor water damage to items in the NY Court Storage area, and NY Court Storage was notified immediately. Before the water was able to be turned off, Washington Street and its sidewalk were blocked off. Maintenance staff did a great job keeping the area salted and were incredibly fast and thorough in their overall response.

Trustee Housh left during this discussion at 4:27 p.m.

With no further business to discuss, the Executive Committee meeting adjourned at 4:29 p.m. on a motion by Trustee K. Johnson and a second by Trustee Burd.

Agenda Item F – Report of the Director. Director Jakubowski reiterated the Central Library would be hosting the *Black Doll Exhibit* from February 25<sup>th</sup> – March 13<sup>th</sup>. She expressed her excitement that Assistant Deputy Director Dorinda Darden would be recognized in the exhibit materials. Director Jakubowski reported over 120,000 postcards were sent out to the community advertising that B&ECPL libraries are open. Further, a mass email indicating libraries are open and promoting a variety of services and programs went out to over 240,000 patrons.

Director Jakubowski reported she had received a letter from the Erie County Legislature's Minority Caucus expressing their gratitude for all the things the B&ECPL has done during the pandemic. A copy of the letter was sent to the Board last week. She read the second paragraph of the letter to the Board, and asked a copy of the full letter be included in the Minutes.

**ERIE COUNTY LEGISLATURE**



**92 Franklin Street  
Buffalo, New York 14202**

**RECEIVED**

**FEB 05 2021**

**DIRECTOR'S OFFICE**

February 4, 2021

Mary Jean Jakubowski, Director  
Buffalo & Erie County Public Library System  
1 Lafayette Square  
Buffalo, NY 14203

Dear Mary Jean,

Congratulations on a record setting year as the Buffalo & Erie County Libraries checked out over one million e-books and audiobooks.

The services you provide became a lifeline to many in the community during this year of isolation. The Buffalo & Erie County Public Library System met the needs of a variety of consumers of all ages, from those looking for an escape to those looking for employment and educational assistance. Although we are looking forward to the time when we can experience all the offerings of our local libraries, we are grateful for the resources that have been available to so many during this past year.

Thank you for your leadership of the Buffalo & Erie County Public Library System.

If I may be of service to you regarding county issues, please call my office at (716) 858-8850.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Lorigo".

Joseph C. Lorigo  
Minority Leader

A handwritten signature in blue ink, appearing to read "Frank J. Todaro".

Frank J. Todaro  
Legislator, 8<sup>th</sup> District

A handwritten signature in blue ink, appearing to read "John J. Mills".

John J. Mills  
Legislator, 11<sup>th</sup> District

A handwritten signature in blue ink, appearing to read "Christopher D. Greene".

Christopher D. Greene  
Legislator, 6<sup>th</sup> District

Finally, Director Jakubowski relayed she had been informed by the New York State Library, Division of Library Development that New York State would be releasing the remaining 20% of State Aid that had been withheld in 2020. This amounts to approximately \$573,000, which is great news for the B&ECPL.

Trustee Panty noted the *Riverside Review* again printed incorrect information about Buffalo Branch libraries' open status this week. She spoke to Assistant Deputy Director Joy Testa Cinquino about the issue, who indicated that she had emailed the editor the previous week, but would follow-up again. Trustee Panty called the editor directly to expedite the correction. Director Jakubowski thanked her for doing so.

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

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

**Martin Luther King, Jr. Day Celebration Goes Virtual** - Information Services and Outreach Librarian **Sandra Courtney** presented *A Conversation with Michael Collins*, Chief of Staff for the late Representative John Lewis, on January 18<sup>th</sup> on the Central Library's Facebook page. In addition, a children's storytime, *A Song to Celebrate Dr. Martin Luther King, Jr.*, and a viewing of the PBS documentary *John Lewis/Civil Rights Movement* were also hosted on the Central Library's Facebook page.



**Library by Mail** - The Buffalo & Erie County Public Library (B&ECPL) is now offering a *Library by Mail* program, a free service that brings library materials to homebound individuals through the U.S. Postal Service. This program puts books (regular and large print), audiobooks, music, CDs, DVDs and more into the hands of Erie County residents who are unable to visit a physical library due to lack of transportation or because of an illness or disability that makes them homebound, either temporarily or permanently. Materials arrive in a canvas bag, which also serves as a pre-paid return envelope. Over 50 phone calls and email inquiries have been received so far. Erie County Senior Services advertised the *Library by Mail* program on their social media accounts. Information on the Library by Mail program is on the B&ECPL website at: [www.buffalolib.org/locations-hours/library-mail](http://www.buffalolib.org/locations-hours/library-mail).

**Read Down Your Fines** – Beginning January 1, 2021, the *Read Down Your Fines* program for children age 16 and under will run throughout the year! This very popular program, historically run as a part of the B&ECPL's Summer Reading Program, provides children the opportunity to earn "reading bucks" to reduce/erase outstanding library fines and fees by reading and completing a Reading Log. Children or their parent/guardian can email, mail or hand-in their Reading Log at their local library. Following review by a staff member, outstanding library fines and fees on the child's library account are erased (based on the number of minutes read). Teens can earn additional "reading bucks" by reading to a younger child. While 2020 was most certainly a unique year given the pandemic, *Read Down Your Fines* erased over \$4,400 in fines/fees. In 2019, the program had 732 participants with a total of \$5,718 in fines/fees eliminated – constituting over 85,000 minutes of reading. Additional information can be found on the website at: [www.buffalolib.org/kids/books-read-down-your-fines](http://www.buffalolib.org/kids/books-read-down-your-fines).

**Online Winter Reading Contest** – The *B is for Book: Online Winter Reading Contest* for children, teens and adults began on January 1<sup>st</sup> and will run through March 5<sup>th</sup>. Continuing B&ECPL's partnerships with local schools, teachers can also submit logs from their classrooms. Drawings will be held for a teen and adult from each participating branch to win a \$25 Amazon gift card. Grand Prizes are a Kindle Fire 10 for a teen and an adult and a Kids Edition Kindle Fire with educational games for a child. Participants will also be entered into a drawing to win additional prizes. The classroom contest winner will receive a \$100 Amazon gift card, age-appropriate books, crafts and giveaways for the class. More information is at: [becplny08.readsquared.com](http://becplny08.readsquared.com).

**B is for Book Exploration Game** – Created by Children's Services and Outreach Librarian **Erin Burke**, a new game based on the *B is for Book: Children's Stories Through the Centuries* exhibit has been added to the B&ECPL website. It is recommended for ages 10 and up and can be completed in-person or remotely. The game can be found at: [www.buffalolib.org/b-book/programs-events](http://www.buffalolib.org/b-book/programs-events).

**B is for Book Fun Fact!** – The ancient Greek storyteller Aesop (c. 620 – 564 BCE) may have been of African descent and is believed to have written over 600 fables, such as *The Tortoise and the Hare* and *The Lion and the Mouse*.

**Outdoor WiFi Access Points Installed** – As a pilot project, two external WiFi Access Points have been installed at the Audubon Branch of the Amherst Public Library, extending outdoor internet coverage deep into the library's parking lot. This project, which takes advantage of the IMLS-funded CARES Act grant, provides library visitors with free, fast and 24-hour WiFi connections. The initiative will be expanded and is expected to improve outside WiFi access at several additional locations.



**1. Public Services**

**In Library Group Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	3	3	66	66
Children (age 6-12)	7	7	79	79
Teens	8	8	24	24
Intergenerational	0	0	0	0
Adults (excludes Technology)	2	2	11	11
<b>TOTAL In Library Group</b>	<b>20</b>	<b>20</b>	<b>180</b>	<b>180</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)	583	583	583	583
Children (age 6-12)	837	837	837	837
Teens	58	58	58	58
Intergenerational	1,471	1,471	1,471	1,471
Adults (excludes Technology)	115	115	144	144
<b>TOTAL Passive Programs</b>	<b>3,064</b>	<b>3,064</b>	<b>3,093</b>	<b>3,093</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	0	0	0
Children (age 6-12)	2	2	2	2
Teens	8	8	8	8
Intergenerational	10	10	10	10
Adults (excludes Technology)	8	8	8	8
<b>TOTAL In Library One-on-One</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</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	8	8	8	8
<b>TOTAL Adult Technology</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

\*Does not include virtual adult technology programs.

**Live Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	10	10	129	129
Children (age 6-12)	1	1	29	29
Teens	13	13	69	69
Intergenerational	14	14	1,732	1,732
Adults (excludes Technology)	45	45	561	561
<b>TOTAL Live Virtual</b>	<b>83</b>	<b>83</b>	<b>2,520</b>	<b>2,520</b>

**Virtual Recordings of Program Content:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	64	64	2,116	2,116
Children (age 6-12)	55	55	1,454	1,454
Teens	4	4	38	38
Intergenerational	54	54	3,275	3,275
Adults (excludes Technology)	23	23	454	454
<b>TOTAL Live Virtual</b>	<b>200</b>	<b>200</b>	<b>7,337</b>	<b>7,337</b>

**Programming Highlights:**

**Central Library – Children’s Services**

- Take and Make Craft: *Winter Art*
- Virtual Program: *Online Winter Reading Contest Demonstrations*
- Virtual Storytime: *I Am Martin Luther King, Jr.*

**Central Library – Information Services**

- Virtual Program: *Easy Asian Cooking*

**Central Library – Special Collections**

- Virtual Programs: *Unexpected Treasures in Buffalo & Erie County’s Central Public Library, Mark Twain in Buffalo & Erie County’s Central Public Library*

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

- Virtual Lunchtime Learning Programs: *Introduction to Tinker Cad, Power Your Search with Google, Create a Resume with Google Docs, An Introduction to Copyright*
- *Virtual Job Fair*
- *Book A Technology Trainer*

**Central Library – Teen Programming**

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

**Crane Branch Library**

- Take and Make Craft: *Dreamcatchers*
- Virtual Program: *Crane Library Book Club*

**Dudley Branch Library**

- Take and Make Craft: *Door Hangers*
- Virtual Craft Tutorials: *Popsicle Puppet Show, Clothespin Sloth*

**East Clinton Branch Library**

- Take and Make Craft: *Penguin Thermostat*

**Elaine M. Panty Branch Library**

- Take and Make Craft: *Mitten Lacing*
- Virtual Storytime: *Missing Mitten Mystery*
- Virtual Program: *New Year Celebrations from Around the World*

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

- Take and Make Crafts: Seasonal themes

**Isaías González-Soto Branch Library**

- Get Crafty Wednesday Virtual Craft Tutorials: *Make a Remember This Jar, Make a Wish Wand, Love All and Accept All, Cheshire Cat Smile*

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

- Take and Make Crafts: *Cardboard Robot, Recycled CD Jeweled Suncatcher*
- Virtual Storytime: *Aliens in Underpants Save the World*
- Virtual Tutorial Video: *IRS Economic Payment FAQs*

**North Park Branch Library**

- Take and Make Crafts: *Sloth, Early Literacy Bags*
- Virtual Craft Tutorials: *Make Your Own Apothecary Jars*
- Virtual Program: *Teen Manga Club*

**Library on Wheels Bookmobile** – Bookmobile visits, including drop off and pick up service, were provided at Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Brant Town Hall and the Boys & Girls Club of Holland.

## 2. Collection Development

### Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,845	2,845	267	267	543,744
Young Adult Print	1,118	1,118	137	137	77,473
Adult Print	3,260	3,260	551	551	1,816,899
Media	3,576	3,576	358	358	567,622
Other*	2,768	2,768	97	97	176,234
<b>Subtotal</b>	<b>13,567</b>	<b>13,567</b>	<b>1,410</b>	<b>1,410</b>	<b>3,181,972</b>

\*Includes magazines, generic copies, and other

### Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,558	1,558	1,117	1,117	110,352*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	1,249	1,249	231	231	25,906
eVideos	0	0	0	0	200
<b>Subtotal</b>	<b>2,807</b>	<b>2,807</b>	<b>1,348</b>	<b>1,348</b>	<b>136,458</b>

\*Includes 428 EBL titles

### All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>16,374</b>	<b>16,374</b>	<b>2,758</b>	<b>2,758</b>	<b>3,318,430</b>

### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	618	5.8	612	65.5
Staff Initiated	32	12.5	32	81.3

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

**Digital Collections** - The B&ECPL has seen an extraordinary increase in the use of our Digital Collections, which include materials on the B&ECPL's own digital management platform as well as on the New York Heritage and New York State Historic Newspapers platforms. Four new collections and multiple individual items were added last year, including volumes of the Erie County Poor House Records, children's books to complement the *B is for Book* exhibit and several new Rich Newberg documentaries. Digital Collections were accessed 1,998,626 times in 2020 - an increase of 177% from the previous year!

**Subject Guides** - The Library's Subject Guides were viewed by 1,488 visitors from 24 countries in January. In addition to the United States, visitor countries of origin included Armenia, Austria, Azerbaijan, Bangladesh, Canada, China, Dominican Republic, Greece, Hong Kong, India, Kenya, Latvia, Mexico, New Zealand, Pakistan,

the Philippines, Slovenia, South Africa, Taiwan, Turkey, United Arab Emirates, the United Kingdom, and Yemen.

### 3. Technology

Launch Pad Makerspace Manager **Jordan Smith** installed a pair of new Universal Audio Apollo Twin X audio interfaces in the Central Library's recording studios, allowing musicians to easily track, overdub and mix with Elite-class A/D and D/A conversion.

### 4. Fundraising

#### Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - 31, 2021	\$10,477.40

### 5. Facilities

**Crane Branch Library** - In late January, the City of Buffalo issued the last of the *Notice to Proceed* documents to the contractors awarded the Crane Branch Library Phase 1 Improvements project. Phase 1 construction focuses on adding an ADA compliant elevator and accessible restrooms. A subsequent Phase 2 project would renovate the balance of the facility, including rehabilitating/replacing components original to the 1955 building. Construction is expected to begin in February.

**Isaías González-Soto Branch Library** - The City also issued a Request for Proposals for Architectural & Engineering services for improvements to the Isaías González-Soto Branch Library. Last September, the B&ECPL Board authorized applying for \$618,543 in NY State Library Construction Aid which would combine with \$423,613 in City of Buffalo Capital funds to fund design and Phase 1 of the project.

Phase 1 would replace the roof, replace single pane windows, replace main floor flooring and reconfigure/reorient the circulation area space to improve accessibility and workflow, replacing the present outdated furnishings. A subsequent Phase 2 project would renovate the balance of the facility, including but not limited to: replacing meeting fixtures/furnishings, repairing the deteriorated ceiling, and rehabilitating walls and original flooring on the lower level; replacing deteriorated furnishings/casework and rehabilitating walls on the main floor; and rehabilitating and increasing electrical service to address current & future technology needs on both floors (for example safely powering patron devices at tables and seating areas).

Moving forward with design using the City Capital funding will allow Phase 1 to be bid out once NY State funding is confirmed (expected this summer or early fall).

**Recording Studios** - The Central Library Maintenance Department finished adding soundproof tiles to both recording studios in the Launch Pad Makerspace at the Central Library.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	95	95	0	0

**Virtual Conferences Attended** – *ALA Midwinter Conference* (presented by ALA); *In-Depth African American Genealogy Conference* (presented by Salt Lake Institute of Genealogy).

**Webinars Viewed – 60 webinars, including** *Engaging Take and Makes on a Shoestring Budget* (presented by CLRC); *How to Break Up Boredom! Interactive Events for All Ages* (presented by Nebraska Library Commission); *Race, Privilege, and Perspective* (presented by WNYLRC); *Remote Accessibility: Building Proverbial Ramps to Online Library Interactions* (presented by CLRC); *REopening Archives, Libraries and Museums: Project Update and Community Reflections* (presented by OCLS/IMLS); *Summer Reading Crafts* (presented by NYLA YSS).

**Other** – *NYLA Developing Leaders Program* (presented by NYLA); *Raising the Bar Course* (presented by New York Public Library).

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

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Taped TV interview with Director Jakubowski	Most popular books read by B&ECPL Library cardholders in 2020	WKBW TV Channel 7 News, January 6 <sup>th</sup>
Media Coverage	Adjusted services and hours	Riverside Review, January 6 <sup>th</sup> & 20 <sup>th</sup>
Media Release	Virtual Job Fair	WIVB Channel 4, The Buffalo News, WBLK, WBEN, various dates beginning January 8 <sup>th</sup>
Live Radio interview with Director Jakubowski	Update on library programs and resources	ESPN 1520 Entercom Radio, January 9 <sup>th</sup>
Media Release	B&ECPL Surpasses One Million eBook and eAudioBook Checkouts in 2020	Sent January 12 <sup>th</sup>
Radio interview with Director Jakubowski	Central Library Job Fair	WBLK Radio, January 13 <sup>th</sup>
Newspaper interview with Director Jakubowski	1 million + digital book downloads in 2020 by B&ECPL cardholders	Bee Publications, Week of January 16 <sup>th</sup>
Media Coverage	Most Popular Materials Borrowed in 2020 from the B&ECPL	Riverside Review, January 20 <sup>th</sup>
Newspaper interview with Director Jakubowski	Library by Mail program and 1 million + digital book downloads in 2020	The Buffalo News, January 25 <sup>th</sup>
Media Release	Take Your Child to the Library Day	Sent January 26 <sup>th</sup>

Taped radio interview with Director Jakubowski	1 million + digital book downloads in 2020 by B&ECPL cardholders	WDCX Radio, January 29 <sup>th</sup>
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**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month - New	Total
Facebook	199	199	3,525	3,525	24	10,195
Flickr	22	22	4,527	4,527	-	57
Google Ads <sup>1</sup>	N/A	N/A	3,517	3,517	N/A	N/A
Instagram	44	44	1,252	1,252	39	3,299
Pinterest	66	66	253	253	6	2182
Podcast <sup>2</sup>	3	3	N/A	N/A	N/A	N/A
Twitter	110	110	3,023	3,023	(19)	10,717
YouTube	4	4	59	59	9	273
<b>Total</b>	<b>448</b>	<b>448</b>	<b>16,156</b>	<b>16,156</b>	<b>59</b>	<b>26,723</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.

**8. Partnerships**

**Afro-American Historical Association** - The Frank E. Merriweather, Jr. Branch Library collected essays for the 44<sup>th</sup> Annual Carter G. Woodson Essay Contest sponsored by the Afro-American Historical Association of the Niagara Frontier.

**After School Coordinators Connect** - Information Services and Outreach Librarian **Maria Lowe** attended the *Afterschool Coordinators Connect* meeting, hosted by the Albright Knox Art Gallery and Just Buffalo Literary Center on January 25<sup>th</sup>. The meeting focused on collaborations and support for teen services.

**Data Up** - Sandra Courtney attended a virtual meeting on January 27<sup>th</sup> with Mo Hossain, Founder and Owner of Data Up to discuss a training opportunity for the B&ECPL regarding a Google Analytics series.

**Explore & More - The Ralph C. Wilson, Jr. Children's Museum (E&M)** - The B&ECPL continued to coordinate Take and Make STEAM activities with E&M in January. Kits were distributed to all Buffalo Branch Libraries including the Central Library, as well as the Lackawanna Public Library. E&M provided all materials and a link to a video with guided instructions. January's activity was a *Where the Wild Things Are*.

**Infancy Leadership Circle** - Children's Services and Outreach Manager **Kristi Dougherty** and Children's Services and Outreach Librarian **Susan Buttaccio** attended a virtual meeting on January 15<sup>th</sup> of the *Infancy Leadership Circle (ILC) Erie* as part of the New York Zero-to-Three Network (NYZTT).

**Small Business Development** - Sandra Courtney presented virtually on January 19<sup>th</sup> at PathStone Enterprise Center, Inc.'s new nonprofit development and training series, *Beyond Profit: For People on a Mission*. B&ECPL Business databases were reviewed, including an introduction to *Foundation Directory Online* and *Foundation Grants to Individuals*.

**Smithsonian Institution** - Information Services and Outreach Librarian **Andrew Maines** contacted the Smithsonian Institution Traveling Exhibition Service on January 27<sup>th</sup> to request digital copies of their *Picturing Women Inventors Poster Exhibition*. The B&ECPL Graphics Department will print and mount related digital material for a future *Women's History Month* display.

**Task Force to End Youth Homelessness** - Susan Buttaccio attended the Task Force to End Youth Homelessness – Community, Education, Resource Workgroup meeting via Zoom on January 8<sup>th</sup>.

**University at Buffalo** - Jordan Smith met virtually with Sam Abramovich, Professor at the State University of New York at Buffalo (UB) on January 6<sup>th</sup> to discuss the current state of the *Assessments for Learning in Library Makerspaces* research project. Progress on the research of several publications continues.

**Western New York Library Resources Council (WNYLRC)** - Maria Lowe attended WNYLRC's *High School to College Committee* meeting held virtually on January 14<sup>th</sup>. Information Services and Outreach Librarian **Shanley Olszowy**, as chair of WNYLRC's *Committee for Health Information Access (CHIA)* provided *Wellness Kits* to the Central Library and the Buffalo Branches to distribute to patrons. The *Wellness Kits* consists of hygiene items that were purchased with the committee's programming funds.

**Youth Services Consultants** - Kristi Dougherty attended a virtual meeting on January 15<sup>th</sup> with other New York State Youth Services Consultants to discuss summer programming. She also spoke via phone with Nioga Library System Youth Services Consultant Laura Herold on January 27<sup>th</sup> about summer programming.

## 9. Planning for the Future

**Audubon Birds Fly Home** - Burchfield Penney Art Center returned the 3 Audubon *Birds of America* plates borrowed for Nancy Weekly's *Birdsong: Audio-Visual Art by Charles E. Burchfield* exhibition which ran August 14 - November 29, 2020. The *Birds* plates showcased in the exhibit were the Blue Jay, Snowy Owl and American Robin.



**10. Director Activities**

**LIST of MEETINGS and EVENTS  
ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI  
January 2021**

<b>DATE</b>	<b>MEETING / EVENT</b>
January 6, 2021	Radio Interview - WKBW
January 6, 2021	Meeting - Administrative Team
January 7, 2021	Virtual Meeting - Chamus Hawk, Team Radio
January 8, 2021	Meeting - Employee Discipline Appeal
January 8, 2021	Virtual Meeting - Nicole Brown
January 8, 2021	Virtual Meeting - Erie County Department of Health
January 8, 2021	Conference Call - Robert Patterson, Bond, Schoeneck & King
January 9, 2021	Radio Interview - WBEN
January 11, 2021	Meeting - Dorinda Darden
January 11, 2021	Virtual Meeting - Sheryl Knab & Heidi Ziemer, WNYLRC and Janice Dekoff, Chautauqua-Cattaraugus Library System (CCLS)
January 12, 2021	Meeting - Marguerite Cheman
January 12, 2021	Conference Call - Public Library System Directors Organization (PULISDO)
January 12, 2021	Viewing of Erie County Executive Mark Poloncarz's Press Conference
January 12, 2021	Virtual Meeting - Diana Cihak, Karen King
January 13, 2021	Meeting - Erie County Legislator April Baskin, Timothy Callan
January 13, 2021	Media Interview - Bee Publications
January 14, 2021	Meeting - Administrative Team
January 14, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
January 14, 2021	Meeting - Marguerite Cheman
January 19, 2021	Meeting - Marguerite Cheman
January 19, 2021	Viewing of Governor Andrew Cuomo's Press Conference
January 19, 2021	Viewing of Erie County Executive Mark Poloncarz's Press Conference
January 20, 2021	Virtual Meeting - Mary Altman & Tommy Hardin, Mid-Continent Public Library System
January 20, 2021	Virtual Meeting - Frank Rees, Natalie McDonough, New York State Library, Division of Library Development (DLD)
January 20, 2021	Media Interview - Buffalo News
January 21, 2021	Virtual Meeting - DLD/PULISDO
January 21, 2021	Meeting - B&ECPL Board of Trustees
January 22, 2021	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki
January 25, 2021	Conference Call - Susan McClaren, Webster Szanyi
January 25, 2021	Virtual Meeting - DLD Minimum Standards Committee
January 26, 2021	Meeting - Marguerite Cheman
January 26, 2021	Viewing of Erie County Executive Mark Poloncarz's Press Conference
January 27, 2021	Viewing of Governor Andrew Cuomo's Press Conference
January 27, 2021	Meeting - Jeannine Doyle, Maureen McLaughlin
January 28, 2021	Meeting - Administrative Team
January 29, 2021	Conference Call - Amy Heebner, DLD

January 29, 2021	Virtual Meeting - Assemblymember Monica Wallace
January 29, 2021	Conference Call - Mary Muscarella
January 29, 2021	Radio Interview - WDCX
January 29, 2021	Conference Call - Natalie McDonough, DLD

**Appendix**  
**Contracting Member Library Activity Reports**

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

Highlights of events and activities at the Concord Public Library:

**Open Meeting Space** – The Concord Public Library has been able to open its meeting room to homeschooling parents and patrons who need a quiet space to meet and work. Many have commented how much they appreciate the quiet space away from home’s distractions and the free WiFi.

**Virtual Storytime** – We have been offering a biweekly storytime program since April which continues to be popular with our families. We’ve received many comments from parents that it’s nice to see a familiar face from the library while they’re adjusting to fully remote instruction or combined instruction with the kids.

**Library Book Club** – Our monthly book club is planning to resume in the spring with both in-person and virtual attendance offered.

**Community Outreach** – The Concord Public Library was asked to partner on a grant by the librarian at Springville Griffith High School. The school library received a grant from the American Library Association’s *Libraries Transforming Communities: Focus on Small and Rural Libraries* program. Planning is currently underway, with programs scheduled for April/May of this year, including an author visit and book discussion.

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

Highlights of events and activities at the Orchard Park Public Library:

**Virtual Programs** - Popular virtual programs at our library include:

- *Baby & Toddler, Make and Take Storytime with Miss Kasey*, hosted Mondays at 10 a.m. on Facebook Live.
- *Weekly LEGO Challenge* – hosted on Facebook.
- *In Good Health* wellness initiative – weekly podcasts which can be streamed through platforms such as Anchor, Spotify and Apple Podcasts.

**New Virtual Program!** - *READsquared Spring Reading Contest* (to begin in March).

**In-Library Activities** - Popular passive in-library activities include:

- Scavenger hunts.
- Floor interactive games.

- Make & take crafts highlighting special dates/events, including Valentine cards for Orchard Heights and a St. Patrick's Day craft.
- Collaborative display with Merriweather Branch Library highlighting African American resources, shared during African American History Month.

**Community Engagement** – The Orchard Park Public Library has continued participation in Town of Orchard Park community engagement initiatives/virtual social alternatives in response to anticipated cancelled live town events.

**In-Person Programs** – We anticipate reintroduction of in-person programs at our library in March (as safety permits), including:

- Controlled/limited attendance in-person *Storytime with Miss Kasey*.
- Controlled/limited attendance in-library *Orchard Park Library Book Club* meeting featuring *Hamnet*, by Maggie O'Farrell.
- *One-on-One Tech Training* sessions – maximum 30 minutes.

Agenda Item G – Public Comment. There was no public comment.

Agenda Item H – Unfinished Business. Chair Bucki proposed the creation of an Ad Hoc Committee to discuss compensation for Library Administration. She indicated she would serve on the committee, and would like up to 6 additional volunteers. Trustees Berlow, Candelario, El-Behairy, K. Johnson, Moore and Panty volunteered to join the committee. On a motion by Trustee Burd, seconded by Trustee Bedenko, the Ad Hoc Committee consisting of those 7 members was approved unanimously. Chair Bucki indicated she would set up a meeting for the committee.

Agenda Item I – New Business. None.

Following up on previous discussion, Trustee Panty asked if library staff review local newspapers to ensure correct information about the B&ECPL is printed. Director Jakubowski noted the Central Library receives copies of most local papers; while the Development & Communications Department does review them when received, she would have staff specifically review them over the next few weeks to ensure the hours listed are correct.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Bedenko, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Joel Moore  
Secretary