

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
January 21, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, January 21, 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\*  
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 202.87 issued December 30, 2020 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through January 29, 2021, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this January 21<sup>st</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 J – 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 Executive Session during Unfinished Business for the purpose of discussing a personnel matter. Trustee Berlow moved and was seconded by Trustee Panty. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of December 17, 2020. On motion by Trustee Burd, seconded by Trustee Bedenko, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Nominating Committee Chair Katie Burd reported the Committee met on January 6<sup>th</sup>. The following slate was nominated for 2021 (all nominees were willing to accept appointment):

Chair – Kathleen Berens Bucki  
Vice Chair – Kimberly Johnson  
Secretary – Joel Moore  
Treasurer – Alan Bedenko

There were no nominations from the floor. On motion by Trustee Amodeo, seconded by Trustee Panty, nominations were closed, and the slate was unanimously approved as presented.

In addition to the Chair and Vice Chair, the Nominating Committee proposed the following trustees to serve on the Executive Committee: Sheldon Berlow, Katie Burd and Elaine Panty. There were no nominations from the floor. On motion by Trustee Amodeo, seconded by Trustee El-Behairy, the slate was approved as presented.

Agenda Item E – Meeting Schedule for 2021. The 2021 meeting schedule was included in the board packet.

Agenda Item F – Report of the Chair.

Chair Bucki notified the Board that 3 items were included in the board packet this month that must be completed and returned to Erin Vest in the Library Director's Office. A Conflict of Interest Statement must be completed and signed by Trustees and Key Employees every year; a Conflict of Interest Policy and list of vendors of the

B&ECPL were included in the packet as reference. 2021 Committee Volunteer Forms were also included; trustees were asked to indicate and rank their committee preferences. Finally, a form to update contact information and preference for board packet distribution was also included. A return envelope was provided to return all items, due back by February 3<sup>rd</sup>.

#### Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee met on January 14, 2021. A copy of the written report was distributed via email. Trustee K. Johnson summarized the meeting. Trustee Panty 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 and Katie Burd; and ex-officio members Frank Housh and 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 202.87 issued December 30, 2020 which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through January 29, 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 4:03 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 January 21, 2021 B&ECPL Board of Trustees meeting. Trustee Burd reported the Nominating Committee had met the previous week and unanimously decided on a slate of officers to present at the January meeting. Chair Bucki noted she had remained in touch with Director Jakubowski regarding openings and closings of libraries over the past month.

C.F.O. Stone reviewed items from the Budget and Finance Committee. He reported the B&ECPL remains within budget, as does Erie County as a whole. He noted there is a possibility the 20% of State Aid withheld in 2020 could be paid back if federal aid to state and local governments comes through in February/March. However, the budget is balanced without such a payment.

Director Jakubowski reported the Central Library and Buffalo Branches are currently operating under the guidelines set forth in the amended B&ECPL COVID-19 Micro-Cluster Plan. This week, the Dudley Branch Library is closed for in-person services

due to the zip code in which it is located, 14220, exceeding the designated COVID-19 metric. Nine libraries system-wide are closed for in-person services this week. She continues to monitor the situation. Use of libraries remains steady, though not equivalent to pre-COVID levels; however, use of eResources has increased tremendously.

Director Jakubowski mentioned staff in libraries that are open for in-person services have been dealing with issues regarding proper usage of masks, especially having masks over both the nose and mouth. Anecdotally, Director Jakubowski attended a 40 minute meeting on the first floor of the Central Library on Wednesday and personally had to ask 3-4 patrons to use their masks properly. The County Executive has sent a letter to Mayor Byron Brown about ensuring prompt response times from Buffalo Police if staff in Buffalo Branches need help with enforcement of COVID-19 policies. Trustee Housh asked how many incidents so far have risen to the level of calling the police. Director Jakubowski responded that there have been 5-6 incidents at this point - the vast majority of issues are minor, but they are constant for public-facing staff.

Director Jakubowski conveyed the Association of Contracting Library Trustees (ACT) did not have a report for this month.

The public had no comment.

Director Jakubowski noted Resolution 2021-2 under New Business. She explained the resolution would recommend raises of 2.5% on January 1, 2021 and 2% on January 1, 2022 and January 1, 2023 for managerial/confidential staff, excluding administration (Assistant Deputy Directors, Deputy Directors and the Library Director). She would be submitting a separate wage request for administration. Resolution 2021-2 would also amend and clarify the benefits package for all managerial/confidential employees and administration. Proposed adjustments to the benefits package are nominal; changes bring benefits closer to the level of union-represented employees.

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

Chair Bucki entertained a motion to enter into Executive Session at 4:20 p.m. to discuss a personnel matter. Trustee Berlow moved, Trustee Burd seconded, and approval was unanimous. All trustees on the call were invited to a Zoom Breakout Room; staff and public were asked to remain on the main line or leave the in-person meeting room as applicable. At 4:49 p.m., on motion by Trustee Burd and seconded by Trustee K. Johnson, the Executive Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

With no further business to discuss, the Executive Committee meeting adjourned at 4:53 p.m. on a motion by Trustee Berlow and a second by Trustee K. Johnson.

Agenda Item G.2.a – Budget Additional LED Conversions. Chief Financial Officer (C.F.O.) Ken Stone explained over the past several years, the B&ECPL has achieved significant utility savings through conversions to Light Emitting Diode (LED) lighting. At present, over 90% of regularly used lighting in the Central Library and Buffalo Branches have been converted to LED. These efforts helped reduce Central Library electrical consumption by 11.4% in 2019 vs 2018. Savings continued and expanded with work done in 2020; however, the impact of pandemic related closures and reduced operations made it more difficult to parse out savings estimates from LEDs. He proposed amending the 2021 operating budget to continue purchasing and installing LEDs in contracting libraries, noting that all utility cost savings would accrue to the B&ECPL. He asked for the Board’s support of this resolution. Trustee Bedenko moved for approval, Trustee K. Johnson seconded and the following was approved unanimously:

RESOLUTION 2021-1

WHEREAS, the cost of utilities, at roughly 3.2% of the operating budget, is the fourth largest expense category for library operations behind the cost of personnel, library materials and service/maintenance contracts, and

WHEREAS, improving energy efficiency of library facilities benefits the environment and reduces utility expense, freeing up budget dollars for other library programs and services, and

WHEREAS, Buffalo & Erie County Public Library (B&ECPL) libraries have a history of incorporating energy saving features into construction and repair projects, and

WHEREAS, these projects have included conversions from fluorescent and other less efficient forms of lighting to much more efficient Light Emitting Diode (LED) lighting at many locations, and

WHEREAS, leadership at additional libraries have indicated interest in pursuing conversion projects in 2021, and

WHEREAS, area utility companies National Grid and New York State Electric and Gas (NYSEG) offer incentives, including rebates, for installing LED technology to help support the cost of these energy saving conversions, and

WHEREAS, the electric utility costs for 34 of the 37 libraries within the B&ECPL are paid through the B&ECPL budget, so energy cost savings from the proposed measures would accrue to the B&ECPL, not the individual libraries, and

WHEREAS, it is therefore in the B&ECPL’s interest to continue to support LED conversion efforts, now therefore be it

RESOLVED, that the Buffalo & Erie County Public Library Board of Trustees supports continued participation in National Grid and NYSEG programs to assist in LED conversion efforts and authorizes the Library Director or her designee to approve System participation in supporting the cost of the non-incentive portion for LED conversions, and be it further

RESOLVED, that the B&ECPL Board of Trustees approves amending the 2021 operating budget as follows:

Account Description	Number	Increase/(Decrease)
<b>Revenue</b>		
Use of Fund Balance	#402190	\$50,000
<b>Expense</b>		
Maintenance/Repair Supplies	#506200	\$30,000
Professional Services (Install)	#516000	<u>\$20,000</u>
<b>Total Expense</b>		<b>\$50,000</b> , and be it finally

RESOLVED, that the Library Director or her designee is authorized to execute and submit the necessary documents to effectuate this participation and to effectuate transfers between the above accounts if needed to match the mix between actual LED purchase and install expense.

Agenda Item G.2.b – Monthly Financial Report. The monthly financial report for the year as of November 30, 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 for 2020. He also noted New York State Governor Andrew Cuomo had released his proposed 2021-2022 State Budget. The proposed budget includes a 7.5% reduction in Library Aid from the 2020-2021 adopted budget. The B&ECPL budget for 2021 had assumed a 10% reduction, so the B&ECPL would receive more funding than anticipated. C.F.O. Stone noted that of the 20% of Library Aid withheld in 2020, it is likely that most will be paid back, ultimately resulting in a 5% cut for 2020. Any additional funding received from the State would offset use of fund balance for 2021. He noted the proposed State Aid for Library Construction program, at \$14 million, was equal to the amount budgeted in 2020. He believes this could be an area for advocacy, as library construction could be touted as part of a larger infrastructure plan to aid in the economic recovery.

Agenda Item H – Report of the Director. Director Jakubowski reported as of January 19<sup>th</sup>, all Buffalo Branches were open for in-house services. Public service staff are currently working on a plan to increase open hours for the Central Library and Buffalo Branches. Usage remains slow, but steady. As relayed by Trustee K. Johnson in her Executive Committee report, staff have been reporting ongoing issues with mask compliance among patrons. Incidents are mostly minor, involving reminders to wear masks properly, but some have escalated to the point of calling the police. Security and

public service staff have been handling these issues admirably. The B&ECPL has been expanding its eResources to meet the increased demand, and collection development staff anticipate using the B&ECPL's NY State Library CARES Act allocation to further enhance its digital collections.

Director Jakubowski also reported she had completed a draft of the newly mandated *Public Health Emergency Operations Plan* (Plan). This Plan provides for the continuation of operations in the event of a future health emergency. As required by the law, a draft of the Plan was sent to unions that represent the employees of the B&ECPL for review and comment. Once comments are received, she and administration will finalize the Plan to bring to the Board for approval in March. The completed *Public Health Emergency Operations Plan* must be on file by April 1<sup>st</sup>.

With the Buffalo Bills in the AFC Championship game, the B&ECPL is currently in a friendly rivalry with the Mid-Continent Public Library on social media. Both institutions are posting photos supporting the Buffalo Bills and Kansas City Chiefs respectively. Trustees can get involved by sending in photos of themselves with a Bills banner. On the Monday following the game, the library director from the losing team's city has agreed to wear the rival team's colors.

Finally, Director Jakubowski reported New York Library Association's Library Advocacy Day will be held virtually this year, on Friday, February 26<sup>th</sup>. Legislators will be holding meetings with a limited number of participants that day; she hopes trustees will participate.

Trustee Gist asked why police have been called for mask issues if there are security staff on site. Director Jakubowski noted that the vast majority of mask usage problems are minor and being handled by public service and security staff. It is only when incidents become volatile to the point of physical threats and/or damage of property that the police are called to intercede. Some incidents that escalated to the point of calling the police sadly have also included patrons experiencing mental health issues. Chief Operating Officer (C.O.O.) Jeannine Doyle noted she and security staff had previously received guidance from the Buffalo Police Department encouraging library staff to call the police if a patron refuses to leave the building after being removed for a rules violation, as it becomes a matter of trespassing. Trustee Gist asked if any incidents were political in nature. Director Jakubowski conveyed that there had been no incidents to her knowledge that involved political statements.

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

## **B&ECPL Monthly Report December 2020**

This past year has most certainly been unprecedented, with the novel coronavirus (COVID-19) pandemic changing the face of library services throughout Erie County. As libraries closed in March due to guidelines set forth by New York State, the stellar staff of the Buffalo & Erie County Public Library (B&ECPL) immediately jumped into action, pivoting in-house services to online experiences. eCollections were rapidly increased, new eLibrary cards including Student Digital Cards were developed and programming of all kinds moved to virtual platforms. Technology training was recreated and offered through online interactive programs. Even book clubs, job fairs, children's story hours, cooking classes, genealogy assistance, research help, teen clubs and weekly lectures were held using new virtual formats. Most staff worked from home, with only essential employees reporting. Sadly, many positions that require staff to be onsite to complete their associated duties and tasks were left without work during the closure period. The Human Resources Department provided guidance and assistance to those in need. Network Support maintained online catalogs, databases and the B&ECPL website and ensured WiFi access at all locations. Maintenance staff worked diligently to deep clean facilities and prepare for reopening, which would turn out to be several months away. Library Administration oversaw modifications in services, developed strategies and plans to meet the requirements as set forth by Governor Andrew Cuomo and monitored Centers for Disease Control and Prevention, World Health Organization, New York State Department of Health and Erie County Department of Health bulletins, guidelines and recommendations regarding COVID-19.

As the pandemic began to modulate in late spring and restrictions as set forth by the State were modified, libraries began to offer curbside and walk-up services so that patrons could obtain print, music and video materials. Mid-June brought the start of reopening libraries to the public, and although libraries looked different - reduced seating, plexiglass barriers, staff in masks, social distancing and facial covering requirements - patrons were thrilled to return. Services such as public access computers, material browsing, reference services, research and more were reinstated.

In October, the State developed a new strategy called the New York State Micro-Cluster Strategy whereby areas of the State were designated as regions, with Erie County being placed in the Western Region. Further, "Zones," labeled "Red" "Orange" and "Yellow," were created by which regions or sections of regions could be designated by levels of COVID-19 cases, with restrictions imposed based on designated Zone. The B&ECPL created an internal COVID-19 Micro-Cluster Plan (Plan) to address how the B&ECPL would respond should areas in which B&ECPL libraries reside be placed in a State-designated Micro-Cluster Zone. Much of Erie County was placed in an Orange Zone in mid-November, invoking closure to in-house services at the Central Library and Buffalo Branch Libraries. Curbside and walk-up services continued. Modifications were made to the B&ECPL's Plan in December; subsequently the Central Library and the Buffalo Branches reopened for in-person library services on December 28<sup>th</sup> and December 29<sup>th</sup> respectively.



2020 was most definitely a year like no other; still, our services were well used. Below are some highlighted statistics from the year:

**Library cardholders:** 394,749

**Total circulation:** 4,431,875

- **eBook circulation:** 35.8% increase over 2019
- **eAudiobook circulation:** 24% increase over 2019

**Website visits:** 6,508,966

**Program attendance:** 403,649 (43% increase over 2019)

**Total collections:** 3,321,158

- **eCollection:** 28% increase over 2019

*Erie County Poor House Ledgers* - Grosvenor Librarian **Sue Cutrona** wrote an article published in the December 2020 issue of the *Western New York Genealogical Society Journal* highlighting the Erie County Poor House ledgers. The B&ECPL's collection now consists of 15 volumes that document institutional care from 1829 to 1952, a unique local history and genealogy resource. Special Collections Manager **Marguerite (Meg) Cheman** added 2 of the newly received volumes to the Library's Digital Collections: *Volume 1. Register of Persons received at the Erie County Poor House from January 8, 1829 to August 5, 1844* and *Volume 3. Register of Children's Names in the Pauper Asylum, November 1841-September 1852*. These 2 ledgers are the earliest volumes from the Erie County Poor House in the B&ECPL's collection.

*First Night Buffalo* - Children's Services and Outreach Manager **Kristi Dougherty** and Children's Services and Outreach Librarian **Susan Buttaccio** read Spanish and English versions respectively of *We Are in a Book! (An Elephant & Piggie Book)* and *The Cat in the Hat* for the virtual *First Night Buffalo at Home!* event on New Year's Eve. The event was presented by the Independent Health Foundation.

*Public Library CONNECT Program Update* - West Seneca Central Schools and Kenmore-Town of Tonawanda UFSD are the most recent and largest school districts to partner with the B&ECPL through OverDrive's Public Library CONNECT (PLC) program. Seven Erie County schools and/or school districts are now live with PLC, which provides K-12 students with seamless access to age-appropriate content from the B&ECPL's collection of eBooks and eAudiobooks. In December, 2,015 titles were downloaded by Erie County students through the school-based Sora app, for a year-end total exceeding 16,000 checkouts.

*eAudiobook Download Record* - B&ECPL patrons set a new record in December by downloading 35,303 eAudiobooks. In 2020, checkouts of all digital content, including eBooks and eAudiobooks, surpassed 1 million for the first time.

**B is for Book Fun Fact!** - In 1922, the American Library Association created the John Newbery Medal to be awarded each year to the "most distinguished contribution to American literature for children." John Newbery (1713-1767), called the "Father of Children's Literature," encouraged writing for children and started a publishing house dedicated to children's stories. His own book, *A Little Pretty Pocket-Book, Intended for*

*the Instruction and Amusement of Little Master Tommy, and Pretty Miss Polly, 1744, is generally considered to be the first book specifically directed at children.*

**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)	20	567	403	13,049
Children (age 6-12)	75	646	2,667	20,675
Teens	6	151	20	1,165
Intergenerational	33	842	1,881	25,479
Adults (excludes Technology)	10	765	149	10,792
<b>TOTAL In Library Group</b>	<b>144</b>	<b>2,971</b>	<b>5,120</b>	<b>71,160</b>

\*Read Down Your Fines programming numbers for September-December are reported in December.

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	128	0	131
Children (age 6-12)	0	346	0	364
Teens	0	818	0	819
Intergenerational	0	161	0	178
Adults (excludes Technology)	137	617	137	633
<b>TOTAL In Library One-on-One</b>	<b>137</b>	<b>2,070</b>	<b>137</b>	<b>2,125</b>

\*Annual Literacy NY programming numbers are reported once a year in December.

**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	8	505	8	537
<b>TOTAL Adult Technology</b>	<b>8</b>	<b>524</b>	<b>8</b>	<b>657</b>

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	48	0	1,234
Children (age 6-12)	0	13	0	538
Teens	0	1	0	27
Intergenerational	0	37	0	5,092
Adults (excludes Technology)	0	27	0	972
<b>TOTAL Outreach</b>	<b>0</b>	<b>126</b>	<b>0</b>	<b>7,863</b>

**Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	57	664	2,525	89,760
Children (age 6-12)	66	747	2,454	48,409
Teens	12	195	84	3,173
Intergenerational	64	1,219	5,158	131,181
Adults (excludes Technology)	57	621	4,908	49,321
<b>TOTAL Virtual</b>	<b>256</b>	<b>3,446</b>	<b>15,129</b>	<b>321,844</b>

**B is for Book Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children Services	0	3	0	8
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	4	0	35
Grosvenor Room	0	1	0	3
<b>TOTAL B is for Book</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>48</b>

**B is for Book Exhibit:**

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	215	8,804	8,804
Tour/Program	0	48	48
<b>TOTAL B is for Book</b>	<b>215</b>	<b>8,852</b>	<b>8,852</b>

**Programming Highlights:**

**Central Library - Children's Services**

- Virtual Fairy Tale Friday: *Rapunzel*
- Virtual Craft Tutorial: *Family Art Break*
- Virtual Program: *Winter Poetry Reading*

**Central Library - Information Services**

- Take and Make Crafts: *Adult Coloring Kit, Zen Garden*
- Virtual Cooking Programs: *Easy Asian Cooking, The Cooking Librarian, On the Road with the Cooking Librarian: A Visit to the Big Norwegian Kombucha in Larkinsville, The Cooking Librarian & Friends: More Cookies with Chelsey* (with guest baker, Librarian **Chelsey Lonberger** from the Julia Boyer Reinstein Library)
- Virtual Program: *Dungeons & Dragons Online*
- *Book a Librarian*

**Central Library – Special Collections**

- Virtual Program: *Family History Sharing Session*
- University Express: *Getting Started with Irish Genealogy Records*
- *Book a Genealogist*

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

- Virtual Lunchtime Learning Programs: *Not Just Zoom – Video Conferencing Options, Introduction to Podcast, Cutting the Cord and Using Streaming Services,*
- *Borrowing Free eBooks Using the Libby App*
- Online Training: *3D Printer Certification Training*
- *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**

- Virtual Programs: *Storytime with Mr. Dan, Crane Library Book Club*

**Dudley Branch Library**

- Virtual Craft Tutorials: *Sock Penguin, Polar Bear Ornament, Smiling Noise Maker*

**Elaine M. Panty Branch Library**

- Take and Make Craft: *Snowman and Penguin Ornaments*
- Virtual Storytime: *Winter Being*
- Virtual Program: *The Light Returns!*

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

- Take and Make Crafts: *Seasonal themes*

**Isaías González-Soto Branch Library**

- Take and Make Crafts: *Various themed Craft Bags*
- Get Crafty Wednesday Virtual Craft Tutorials: *Make a Snowflake out of Coffee Filters, Make a Wreath out of Greeting Cards, Make a Pine Tree out of Pipe Cleaners, Make a New Year’s Crown*
- Virtual Program: *Christmas Trivia*

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

- Take and Make Crafts: *Glitter Snowflakes, Paper Menorah for Hanukkah, Christmas Crafting Grab Bag, Paper Mkeka for Kwanzaa, Creativity Grab Bag*
- Virtual Storytime: *National Cookie Day – If You Give a Mouse a Cookie*

**North Park Branch Library**

- Take and Make Craft: *Snowman*
- Virtual Craft Tutorials: *Recycled Ornament, Gingerbread House Picture Frame*

**Book Bundles** - Children’s Services and Outreach staff created *Holiday Book Bundles* on various topics that were featured on the Central Library’s Facebook Page and were available to be checked out to patrons for pick-up during walk-up and curbside service; Buffalo Branches also offered *Book and Movie Bundles*.

**Bookmobile** - Library on Wheels drop-off and pick-up services continued in December at the following locations: Bethel Estates Senior Apartments, Asbury Pointe Senior Apartments, Stonegate Senior Apartments, Blessed Mary Angela and Union Square Senior Apartments. Bookmobile stops also continued at Brant Town Hall and at the Boys & Girls Club of Holland.

## 2. Collection Development

### Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,915	29,183	415	3,057	542,445
Young Adult Print	561	5,771	120	1,114	76,380
Adult Print	2,901	37,769	765	6,879	1,821,350
Media	3,918	33,604	521	4,041	570,352
Other*	1,728	26,512	6	269	176,948
<b>Subtotal</b>	<b>12,023</b>	<b>132,839</b>	<b>1,827</b>	<b>15,360</b>	<b>3,187,475</b>

\*Includes magazines, generic copies, and other

### Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	5,195	22,323	3,277	14,849	108,826*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	2,065	6,672	1,119	4,190	24,657
eVideos	100	100	100	100	200
<b>Subtotal</b>	<b>7,360</b>	<b>29,095</b>	<b>4,496</b>	<b>19,139</b>	<b>133,683</b>

\*Includes 428 EBL titles

### All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>19,383</b>	<b>161,934</b>	<b>6,323</b>	<b>34,499</b>	<b>3,321,158</b>

### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	495	7.9	493	61.2
Staff Initiated	11	0.0	11	90.9

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

**Digital Collections** - Sue Cutrona added *The Right to Know* to the Rich Newberg Reports Digital Collection, a series of reports that document environmental hazards in WNY workplaces and neighborhoods in the early 1980s.

**Notable Collection Donations -**

- Tony Award winning director and local native Pam MacKinnon donated 2 sets of new books called “*The Golden Collection*” to the library system. The books feature the works of prominent Black playwrights. In making the donation, Ms. MacKinnon, who currently lives in California, said she wanted to empower the next generation of artistry and invite all voices into discussion. The Collections will be housed for public borrowing in the Central Library and Clarence Public Library (Ms. MacKinnon’s mother resides in Clarence).
- Local restaurateur Russell J. Salvatore donated 40 copies of the recently released book *The Seasons of Buffalo Baseball 1857-2020*, one for each library. A media announcement with Library Director Mary Jean Jakubowski, which aired live on Facebook, was held at his Transit Road restaurant, Russell’s.

**Subject Guides** - The Library’s Subject Guides were viewed by 1,100 visitors from 21 countries in December. Visitor countries of origin included Argentina, Armenia, Australia, Bangladesh, Canada, Germany, Greece, Hong Kong, India, Jordan, the Netherlands, the Philippines, Russia, Serbia, South Korea, Taiwan, Trinidad & Tobago, U.S. Virgin Islands, United Arab Emirates, United Kingdom and the United States..

### 3. Technology

**Central Library Ramp WiFi Enhancement** - In an effort to improve WiFi access outside B&ECPL buildings, a unidirectional outdoor wireless access point (WAP) was installed inside a Central Library main entrance window. This update expands WiFi connectivity on the Central Library Access Ramp out to Washington St. and beyond.

### 4. Funding/Fundraising

**Funding:**

The Library’s 2021 Adopted Budget, adopted by the Board at its December 17, 2020 meeting, has been posted to the Library’s website:

**2021 Budget Information Page:** [www.buffalolib.org/budget-information/2021-budget](http://www.buffalolib.org/budget-information/2021-budget)

**2021 B&ECPL Adopted Budget Document:**

[www.buffalolib.org/sites/default/files/library-system/finance/2021/2021\\_BECPL\\_BUDGET\\_DOCUMENT\\_Per\\_Res\\_2020-38.pdf](http://www.buffalolib.org/sites/default/files/library-system/finance/2021/2021_BECPL_BUDGET_DOCUMENT_Per_Res_2020-38.pdf)

**2021 B&ECPL Adopted Budget by Cost Center:**

[www.buffalolib.org/sites/default/files/library-system/finance/2021/2021\\_BECPL\\_Budget\\_By\\_Cost\\_Center\\_Res\\_2020-38.pdf](http://www.buffalolib.org/sites/default/files/library-system/finance/2021/2021_BECPL_Budget_By_Cost_Center_Res_2020-38.pdf)

On December 3<sup>rd</sup>, the Erie County Legislature adopted a 2021 County Budget with amendments. The Legislature supported the Library’s allocation and while they approved amendments in other parts of the County Budget, none changed the County Executive’s 2021 Proposed Budget allocation for the Library.

The 2021 Operating and Grants Budget sustains library operations and services. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements as well as those approved for unrepresented and Managerial/Confidential employees via previous Board Resolutions. Current agreements provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions limiting the employer share of both active and retiree health care costs over the longer term. In adopting this budget, the Library Board changed the use of fund balance, increasing it by \$508,183, to partially offset the reduction in personnel services account, applying savings achieved in 2020 that fall to Library fund balance. With this change, the Library’s overall operating budget, including State Aid and library revenue, increases 0.4% from 2020’s \$29,230,087 to \$29,345,916 in 2021. Including grants, which are estimated to decrease by 12.3%, the combined total increase falls to 0.1% from 2020’s \$29,921,887 to \$29,952,425 in 2021.

While not part of the Library’s operating budget, the County’s Capital Budget provides \$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 the purchase of a flexible use Bookmobile/Outreach vehicle.

**Fundraising:**

Campaign Name	Campaign Dates	Raised to Date
Bucks for Books	January 1 - December 31, 2020	\$61,107.25
Yearend Appeal	November 1 - December 31, 2020	\$103,748.47
<b>Annual Appeal (Total)</b>	<b>January 1 - December 31, 2020</b>	<b>\$407,345.58</b>

*2020 Yearend Appeal* – Over 1,680 donations were received in November and December 2020, raising \$103,748.47. This is an increase from 2019, which had 1,260 donations, raising \$80,797.34.

*Bucks for Books* – Over 600 donations were received in 2020, raising \$61,107.25. This also represents an increase from 2019, which had 481 donations raising \$53,891.82.

*Giving Tuesday* – 119 donors supported the B&ECPL on December 1<sup>st</sup>, raising \$6,120.20. In 2019, 31 donations were made, raising \$1,465.55.

*Online Store* – 87 prints were sold in 2020, with the B&ECPL receiving \$2,376.20 from the sales. By comparison, 111 prints were sold in 2019, earning \$2,901.48.

**5. Facilities**

*Roof Leak* - A leak was discovered in the roof over the Children’s area and near the front doors at the North Park Branch Library on December 28<sup>th</sup>. The property owner, Chuck Mosey, was notified, and he sent a contractor to examine and repair the leak. No damage occurred to the books or furniture. Central Library Maintenance staff cleaned the areas after the leak was repaired.

**6. Staff Development**

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	173	3,906	1	52

**Staff Training Offered/Attended - Libby & eBooks** (presented by B&ECPL TechKnow Lab).

**Virtual Conference Attended - Media Mentorship Forum: New Directions for Guiding Families, Educators, and Kids through the Digital Deluge** (presented by New America).

**Webinars Viewed - 47 webinars, including** *Addressing the K-12 Digital Divide in the Age of Distance Learning* (presented by NYS Library); *Museums and COVID: How to Use the Latest Research to Your Advantage* (presented by IMLS); *Pathways to Librarianship Town Hall* (presented by NYLA); *Program Possibilities for Today - 30 Ideas in 60 Minutes* (presented by CLRC); *Teen Reading Lounge: Continuing to Engage Your Teens in a Virtual Space* (presented by ALA).

**Other - NYLA Developing Leaders Program** (presented by NYLA).

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

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Mass Email	Encouraging support for "Giving Tuesday"	Sent on December 1 <sup>st</sup> , also posted on social media
Live/taped TV interviews with Director Jakubowski	Library updates	Spectrum TV News, December 6 <sup>th</sup>
Media Coverage	Curbside/Walk-up Service at the Libraries	Riverside Review, December 9 <sup>th</sup> & 23 <sup>rd</sup>
Media Event	Russell J. Salvatore donates new Buffalo Baseball book to Buffalo & Erie County Public Libraries	Spectrum TV News, Riverside Review, Bee Publications, December 18 <sup>th</sup>
Media Release and Mass Email	Message from the Library Director and Central Library to reopen December 28 <sup>th</sup>	The Buffalo News, Bee Publications, WGRZ TV, WIVB TV, December 23 <sup>rd</sup>
Radio interview with Director Jakubowski	Central Library reopening	WBFO radio, December 28 <sup>th</sup>
TV interview with Director Jakubowski	Central Library reopening and status of other libraries	WIVB TV Channel 4, December 28 <sup>th</sup>
TV interview with Director Jakubowski and staff members	Central Library reopening and activities /services available in the library	WKBW TV, Channel 7, December 29 <sup>th</sup>
Media Release	List of Most Popular Materials Borrowed in 2020 from Buffalo & Erie County Public Libraries	Sent December 29 <sup>th</sup> , covered in The Buffalo News, Channel 4 and Channel 7



Radio interview with Director Jakubowski	Most popular books borrowed by library cardholders in 2020	WBFO Radio, taped December 30 <sup>th</sup>
Media Coverage	What's Happening at the Library! - A Message from B&ECPL Director Mary Jean Jakubowski	Riverside Review, December 30 <sup>th</sup>

**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	145	1,748	2,569	74,806	26	10,171
Flickr	31	264	5,965	105,022	0	57
Google Ads <sup>1</sup>	N/A	N/A	3,234	40,571	N/A	N/A
Instagram <sup>2</sup>	46	495	1,290	15,211	33	3,260
Pinterest	28	456	542	9,870	8	2,176
Podcast <sup>3</sup>	2	38	N/A	N/A	N/A	N/A
Twitter	101	1,039	1,460	2,833	1	10,736
YouTube <sup>4</sup>	6	23	144	404	11	262
<b>Total</b>	<b>359</b>	<b>4,063</b>	<b>15,204</b>	<b>248,717</b>	<b>79</b>	<b>26,662</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> Beginning in July 2020, Instagram stats include @buffalolibrary AND @bflobookmobile.

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

<sup>4</sup> YouTube analytics tabulated beginning in Sept. 2020. Includes @buffalolibrary & @BECPLTrainingLab.

**8. Partnerships**

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 December. 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. December's activity was a Candy House.

Task Force to End Youth Homelessness - Susan Buttaccio attended a Task Force to End Youth Homelessness meeting on December 3rd. The Task Force is a collaboration between Homeless Alliance of Western New York and the Western New York Coalition for the Homeless. Its purpose is to bring together key players in the community to end youth homelessness through collaboration and a shared vision.

*Other* - The B&ECPL also partnered with the following groups in December:

- *Legal Aid Bureau of Buffalo, Inc.*
- *School Librarians' Association of Western New York*
- *Service Corps of Retired Executives (SCORE)*
- *Western Problem Gambling Resource Center*
- *Western New York Book Arts Center*

**9. Planning for the Future**

*Erie County Bicentennial Celebrations* – April 2, 2021 marks 200 years since the formation of Erie County. Meg Cheman and Community Engagement Manager **Anne Conable** are representing the B&ECPL on the Erie County Bicentennial Committee, which is planning various events to commemorate the occasion. Sue Cutrona is developing the Central Library’s Erie County Bicentennial display, which will highlight the indigenous people of our region as well as our diverse communities and accomplishments. The display will feature resources in the B&ECPL collection, including scrapbooks, photographs, and maps that document the evolution of the County. A complementary display, developed by Grosvenor Librarian **Rhonda Hoffman**, will feature the composers and musicians of Buffalo. Grosvenor Librarian **Charles Alaimo** is also compiling a bibliography of local community histories to be available at member libraries and for all those interested in Erie County history.

**10. Director Activities**

**LIST of MEETINGS and EVENTS**

**ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI**

**December 2020**

DATE	MEETING / EVENT
December 1, 2020	Meeting - Marguerite Cheman
December 2, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
December 3, 2020	Virtual Meeting - Adam Traub, Rochester Public Library
December 4, 2020	Meeting - Jeannine Doyle
December 4, 2020	Virtual Meeting - NYS Assemblymember Sean Ryan
December 4, 2020	Conference Call - Dr. Karen King, Erie County Commission on the Status of Women
December 4, 2020	Meeting - Administrative Team
December 6, 2020	Interview - Spectrum News
December 8, 2020	Meeting - Marguerite Cheman
December 8, 2020	Virtual Meeting - Public Library System Directors Organization (PULISDO)
December 8, 2020	Virtual Meeting - New York State Library, Division of Library Development (DLD)
December 9, 2020	Virtual Meeting - Managers/Directors
December 9, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 9, 2020	Conference Call - Chair Kathleen Berens Bucki
December 9, 2020	Conference Call - Richard Earne, Association of Contracting Library Trustees (ACT)
December 10, 2020	Meeting - Anne Conable, Marguerite Cheman
December 10, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
December 10, 2020	Virtual Meeting - B&ECPL Board of Trustees Executive Committee
December 11, 2020	Viewing of Governor Andrew Cuomo's Press Conference

# Minutes of the Board of Trustees

Page 19

December 11, 2020	Virtual Meeting - Erie County Executive Mark Poloncarz
December 12, 2020	Virtual Meeting - ACT
December 14, 2020	Meeting - Mark Kross, Jeannine Doyle
December 14, 2020	Meeting - Megan Lavin, Erie County Department of Health
December 14, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 14, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
December 14, 2020	Conference Call - Chair Kathleen Berens Bucki
December 15, 2020	Meeting - Marguerite Cheman
December 15, 2020	Virtual Meeting - B&ECPL Reopening Committee
December 15, 2020	Conference Call - Robert Patterson, Bond, Schoeneck & King
December 15, 2020	Meeting - Zonta Club
December 16, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 16, 2020	Meeting - Jeannine Doyle, Joy Testa Cinquino
December 16, 2020	Conference Call - Chair Kathleen Berens Bucki
December 17, 2020	Meeting - Administrative Team
December 17, 2020	Virtual Meeting - DLD/PULISDO
December 17, 2020	Virtual Meeting - B&ECPL Reopening Committee
December 17, 2020	Viewing of Erie County Executive Mark Poloncarz's Press Conference
December 17, 2020	Virtual Meeting - B&ECPL Board of Trustees
December 18, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 18, 2020	Event - Russell Salvatore Book Donation
December 21, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 21, 2020	Virtual Meeting - DLD/PULISDO Reopening and Minimum Open Hours Committee
December 22, 2020	Meeting - Marguerite Cheman
December 22, 2020	Virtual Meeting - Adam Traub, Rochester Public Library
December 22, 2020	Meeting - Joy Testa Cinquino
December 28, 2020	Interview - Channel 4
December 28, 2020	Radio Interview - WBFO
December 28, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 29, 2020	Meeting - Anne Conable, Marguerite Cheman
December 29, 2020	Interview - Channel 7
December 29, 2020	Conference Call - Adam Traub, Rochester Public Library
December 30, 2020	Conference Call - Robert Patterson, Bond, Schoeneck & King
December 30, 2020	Viewing of Governor Andrew Cuomo's Press Conference
December 30, 2020	Radio Interview - WBFO

**Appendix**  
**Contracting Member Library Activity Report**

**Hamburg Public Library** – submitted by Brian Hoth, Director

On January 4<sup>th</sup>, both the Hamburg and Lake Shore libraries will reopen their doors to the public while still offering curbside service as an option. Because the area is still designated an Orange Zone, there are a few more restrictions in place. Many of our patrons are happy to see our buildings reopening! The Hamburg Library will be modifying its hours slightly; it will now be open 12 p.m. – 8 p.m. on Monday, Tuesday and Thursday and 9 a.m. – 5 p.m. on Wednesday, Friday and Saturday.

Highlights of events and activities at the Hamburg Library:

***Curbside with Santa*** – This unique event was held on December 12<sup>th</sup> from 1 p.m. – 5 p.m., with this writer as the jolly old elf! A total of 123 patrons visited; most took pictures with Santa. Photos were published in the December 18<sup>th</sup> edition of *The Hamburg Sun*. Images were also posted to Southtowns Regional Chamber of Commerce’s Facebook page.

***Take & Make Science Kits*** – The Hamburg Library has again partnered with Penn Dixie to offer Take & Make Science Kits. We will be offering 4 kits of 100 each from December through March, which will be available the last week of the month. These kits are fun for kids as well as promoting STEAM literacy. Penn Dixie is one of our most valued partners.

***Library Seed Share*** - Tricia Miller, founder of Seeds of Living Education (S.O.L.E.) posted a video on Facebook on winter seed sowing. She mentioned her partnership with the Hamburg Library and our new Library Seed Share. Jim Gang, a teacher from Hamburg High School, graciously donated his time and materials in its construction. Both Tricia and Librarian **Ashley Cassidy** were instrumental in getting the Library Seed Share started. The Seed Share was dedicated in August.

***Virtual Storytime with Santa*** - The annual event with Hamburg Holidays, which this writer is a proud member of, had 100 children and families in attendance. Santa, played by this writer, read some of his favorite Christmas stories and answered several important questions from the children.

***Virtual Santa Storytime with TLC Daycare*** – Santa, again this writer, read one of his favorite stories, *Bear Wakes Up for Christmas*, to 19 children. Santa also answered many questions for the children, including who is Santa’s favorite reindeer and does he know Anna and Elsa? Ashley Cassidy is on their Board of Directors.

Highlights of events and activities at the Lake Shore Library:

***Western NY Book Club through Goodreads*** – This book club is a collaboration among the Lake Shore, Julia Boyer Reinstein, North Collins and North Tonawanda Libraries.

There were 24 participants at the December meeting, which featured discussion of the titles *Skipping Christmas* by John Grisham and *The White Darkness* by David Grann.

**Take & Make Crafts** - 110 children's crafts were distributed during December. Themes included: Grinch Pop-up Chimney, Grinch Ornament, and New Year's Popper. Also, adult take & make crafts were available for distribution featuring a snow globe.

Agenda Item I - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representation from ACT. Trustee Panty reported she attended a meeting of the Grand Island Memorial Library Board of Trustees on January 7<sup>th</sup>. She noted the meeting was very smoothly run. The Grand Island Board asked her about having the System forward marked up versions of System policies when they are updated instead of just finalized versions; she relayed the message to C.O.O. Doyle after the meeting. She plans to attend their November meeting this year as well.

Agenda Item J - Public Comment. There was no public comment.

Agenda Item K - Unfinished Business. Chair Bucki entertained a motion to enter into Executive Session at 4:39 p.m. to discuss a personnel matter. Trustee Berlow moved, Trustee K. Johnson seconded, and approval was unanimous. All trustees were invited to a private Zoom Breakout Room; staff and public were placed in a separate Zoom Breakout Room or asked to leave the in-person meeting room as applicable.

Trustee T. Johnson joined the meeting via Zoom at 4:52 and was forwarded to the Executive Session Breakout Room. Trustee Housh and Trustee El-Behairy left the meeting at 4:59 and 5:10 respectively.

At 5:20 p.m., on motion by Trustee Amodeo and seconded by Trustee Candelario, Board members concluded Executive Session and reconvened in public session. No action was taken in Executive Session. Chair Bucki indicated another Executive Session would be added to the agenda for the February Board of Trustees Meeting.

Agenda Item L - New Business.

Agenda Item L.1 - Amend Managerial/Confidential Employee Wage and Benefits Package and Amend Assistant Deputy Director/Deputy Director/Library Director Benefits Package. Director Jakubowski explained Resolution 2021-2 as written. Trustee Panty pointed out the overall financial impact of the changes would amount to approximately \$505 over the next 3 years. Trustee T. Johnson asked what Extended Sick Leave provisions had been included in the benefits package previously. Director Jakubowski explained the section was newly added, but reflects similar coverage as included in the collective bargaining agreements of B&ECPL union employees. She

noted unlike the leave for union members, any such leave would need the approval of the Board. Following this explanation, Trustee Panty moved for approval, Trustee Bedenko made a second, and approval was unanimous.

RESOLUTION 2021-2

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has employees who are designated as Managerial or Confidential, Assistant Deputy Directors, Deputy Directors and the Library Director who are excluded from participation in a bargaining unit, and

WHEREAS, all Managerial and Confidential employees, Assistant Deputy Directors, Deputy Directors and the Library Director are paid at a flat salary rate without eligibility for incremental wage increases, merit based or otherwise, and

WHEREAS, wage increases and benefits for Managerial and Confidential employees, Assistant Deputy Directors, Deputy Directors and the Library Director must be set and approved by the B&ECPL Board of Trustees, and

WHEREAS, the B&ECPL Director has reviewed the current Wage and Benefits Package for Managerial and Confidential employees, Assistant Deputy Directors, Deputy Directors and the Library Director, and proposed recommended revisions, and

WHEREAS, on January 14<sup>th</sup>, the recommendation for wage increases and changes to the Benefits Package was shared with the Board's Executive Committee and approved for transmittal to the full Board, now therefore be it

RESOLVED, the Board authorizes the Director to grant Managerial and Confidential employees a wage increase of 2.5% effective January 1, 2021 and wage increases of 2% on January 1, 2022 and January 1, 2023, and be it further

RESOLVED, wages for Assistant Deputy Directors, Deputy Directors and the Library Director, being subject to separate review, will be brought forth under separate cover and be it finally

RESOLVED, the Board authorizes the recommended changes to the Benefits Package for Managerial and Confidential employees, Assistant Deputy Directors, Deputy Directors and the Library Director effective January 1, 2021.

**Benefits Package - Managerial/Confidential Employees, Assistant Deputy Directors, Deputy Directors and Library Director**

<b>Benefits</b>	
<b>Holidays</b>	8 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, and Christmas Day.

	<p>2 floating holidays per year: Presidents' Day and Good Friday are considered floating holidays and may be taken on the day the holiday is observed OR the employee may work on the holiday and subsequently "float" the holiday to a day more beneficial to Library operations. Floating holidays must be taken within the calendar year, in 8 hour increments.</p>
<p><b>Vacation</b></p>	<p>Employees will be eligible for vacation accruals based on years of service:</p> <ul style="list-style-type: none"> <li>• 0-14 years: 6.16 hours/pay period (20 days/year); max bank at anniversary date of 360 hours (45 days)</li> <li>• 15-24 years: 7.70 hours/pay period (25 days/year); max bank at anniversary date of 400 hours (50 days)</li> <li>• 25 or more years: 9.24 hours/pay period (30 days/year); max bank at anniversary date of 480 hours (60 days)</li> </ul> <p>Vacation is granted in 1 hour increments.</p> <p>Upon termination of employment, employee will be entitled to receive a cash payment equal to accrued vacation time. In no event will such payout exceed the maximum bank days.</p>
<p><b>Vacation Sell-Back</b></p>	<p>Employees with 80 hours of vacation in their bank in the first week of November may sell back up to 40 hours of vacation time (in 1 hour increments) each year. Payment for such sell-back shall be made in payroll period 24.</p>
<p><b>Sick Leave Accrual</b></p>	<p>Sick leave credit shall be earned at the rate of 4.62 hours/pay period. Such leave accumulation shall not exceed 1,800 hours.</p> <p>No credit for sick leave shall be granted for a pay period unless the employee has been on full pay status at least 50% of the working days of said pay period.</p>
<p><b>Sick Leave Usage</b></p>	<p>Sick leave with pay will be granted to an employee who is incapacitated or unable to perform the duties of their position by reasons of:</p> <ul style="list-style-type: none"> <li>• Sickness or injury of the employee</li> <li>• Pregnancy of the employee</li> <li>• Sickness, injury or pregnancy in the employee's immediate family requiring care and attendance of the employee. Immediate family shall include parent, spouse, brother, sister, son, daughter or grandparent, or an actual member of the employee's household. A certificate or affidavit issued by the attending physician certifying the necessity for the attendance of the employee shall be filed with the Library for absences of 3 or more consecutive days. Sick leave for these purposes shall be granted only with the approval of the Library.</li> <li>• Circumstances which require that medical or dental visits of the employee be made during working hours.</li> </ul>

	<ul style="list-style-type: none"> <li>• Medical or dental visits for members of the employee’s immediate family who cannot provide their own transportation and which cannot be scheduled outside of the employee’s working hours.</li> </ul> <p>Sick leave is granted in 1 hour increments.</p>
<p><b>Sick Leave Bonus</b></p>	<p>There will be a \$300 bonus for any employee who reaches a maximum of 1,800 hours of accumulated sick leave. Thereafter, an additional bonus of \$200 will be paid in any year in which the maximum amount of sick leave is maintained AND 5 or fewer sick days are utilized.</p> <p>Payment of the initial bonus will be in the first pay check after the 1,800 hours are reached. Payment of the yearly bonus will be in the first pay period of February in subsequent years.</p>
<p><b>Personal Leave</b></p>	<p>4 days (32 hours) per year after 1 year of continuous service on the anniversary date of employment.</p> <p>Personal leave is granted in .5 hour (30 min) increments.</p> <p>Unused personal leave days shall be added to the employee’s sick leave bank on the anniversary date of employment.</p>
<p><b>Other Paid Leave</b></p>	<p><b>Bereavement Leave</b> – an employee who has a death in the immediate family (parent, spouse, brother, sister, children, grandparent, grandchildren, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, stepparent, stepchildren, great-grandparent or any other individual who is an actual member of the immediate household), upon submission of sufficient proof to the employer, shall be given time off without loss of pay to a maximum of 4 consecutive working days commencing with the date of death, or the date of memorial services, at the option of the affected employee. However, if the death occurs after the employee reports to work, that day will not be counted as one of the 4 consecutive working days and upon giving appropriate notice, such employee will be allowed to leave for the remainder of the shift without loss of pay.</p> <p><b>Extended Sick Leave</b> - An employee who has completed 10 years of continuous service may receive up to 6 months catastrophic sick leave with pay as determined by the Library Director and confirmed by the Board of Trustees. No extended sick leave with pay will be granted until all other accumulated leave time has been used. Medical documentation is required.</p> <p><b>Civil service examinations</b> – Employee shall be allowed time off with pay to take promotional and open competitive Erie County Civil Service examinations. Provisional employees shall be permitted time off with pay to take examinations in connection with the position in which they are serving.</p>



	<p><b>Occupational Assault</b> - If employee is absent from work as a result of a physical injury to their person caused by assault and/or battery which occurred during the course of employment, and if the New York State Workers' compensation Board allows benefits for such as an occupational injury, then the employee shall receive full pay and benefits, without using sick leave or other types of credit, for all normal working days during the first month of such absence.</p> <p><b>Emergency Closing</b> - In the event the Library Director or designee declares the closing of a certain library or libraries and/or operations and/or services due to any flood, fire, uncontrolled weather conditions or other cause beyond the Library's control, affected employees will not be charged any accruals or lose any pay for the time closed.</p> <p><b>Jury Duty</b> - Upon presenting proof of the necessity of jury service or attending court for non-personal matters, employees shall receive a paid leave of absence. Employees must indicate on the court's questionnaire that they are placed on paid leave of absence during the jury service period. Employee will not be required to report to work prior to or subsequent to their court attendance/jury duty. Regular-part-time employees shall be paid on a pro-rated basis.</p> <p><b>Military leave</b> - Leaves of absence occasioned by service in the military shall be governed by the requirements of current Federal and New York State laws.</p> <p><b>Professional development</b> - Employees may be allowed to attend professional development programs/workshops that include work related subject matter. Library funding may be requested. For programs/workshops exceeding 1 day in length, approval of the Director or designee will be required.</p>
<p><b>Unpaid Leave</b></p>	<p><b>Extended Illness</b> - When an employee has exhausted all of their sick leave credits and is still incapacitated and unable to perform the duties of their position, or if the attending physician has recommended a period of rest and convalescence, the Library Director or designee may grant leave of absence without pay for a period not to exceed 1 year, subject to extension pursuant to County Civil Service Rules.</p> <p><b>Education</b> - On the approval of the Director or designee a permanent employee may be granted leave of absence without pay for a period of 1 year for the purpose of acquiring additional education and training that will increase the usefulness and efficiency of the employee in their position.</p> <p><b>Child Care</b> - A leave of absence without pay to care for an child will be granted to:</p> <ul style="list-style-type: none"> <li>• An employee whose pregnancy disability has terminated for a period of up to 6 months thereafter; or</li> </ul>

	<ul style="list-style-type: none"> <li>• An employee who has adopted a child of less than 5 years of age or a hard-to-place or handicapped child as defined in Section 451 of the N.Y. Social Services Law who is under the age of 18, and which a full-time or regular part-time employee is principally responsible for the care of the child, for a period of 6 months after custody of the child is received, or</li> <li>• An employee whose spouse has given birth to a child will be granted a leave without pay for a period of up to 6 months. The employee will submit, when feasible, 30 days' notice of their intent to take such leave. In the event both parents are employed by the Library, the Library is not compelled to grant a 6 month leave to both parents.</li> </ul> <p><b>Family Care</b> – An employee may be granted a leave of absence without pay for up to 6 months to care for a parent, parent-in-law, child or spouse who is suffering from a serious health condition, illness or injury. It is understood that the employee shall be required to provide medical information supporting the need for their presence as a caregiver during normal hours of work and fully explaining the seriousness of the illness or injury.</p> <p><b>Other Reasons</b> – Leave of absence without pay, for reasons other than those cited above shall be granted by an Administrator or designee only in unusual circumstances, which in the judgment of the Administrator or designee justifies the granting of such leave.</p>
<p><b>Health &amp; Dental Insurance</b></p>	<p>Health and dental insurance coverage is offered after one full calendar month of employment. Costs are deducted twice per month (24 of the 26 pay periods).</p> <p><b>Health Insurance</b> – There are 4 plan levels to choose from (Bronze, Core, Value and Enhanced):</p> <ul style="list-style-type: none"> <li>• Bronze Plan - High deductible plan; no employee contribution.</li> <li>• Value Plan - 85% employer contribution to monthly Value Plan premium; employee pays 15% of premium.</li> <li>• Core or Enhance Plan – Employer contribution equal to 85% of the monthly cost of the <u>Value</u> Plan premium. Employee pays 15% of Value Plan premium, plus additional cost associated with Core or Enhanced Plan.</li> </ul> <p><b>Dental Insurance</b> – There are 2 plan levels to choose from:</p> <ul style="list-style-type: none"> <li>• Base Plan - Single coverage at no cost; family coverage employee pays 10% of premium.</li> <li>• Buy-Up Plan - If selected, employee pays the cost of the Base Plan plus the additional costs associated with the Buy-Up Plan.</li> </ul>
<p><b>Health Insurance Waiver</b></p>	<p>Employees waiving single coverage will receive \$150 per month. Employees waiving family coverage will receive \$300 per month. Payment will be made twice per month (24 of the 26 pay periods).</p>

<p><b>Retiree Health Insurance Pre-Age 65</b></p>	<p>Retirees and eligible spouses are entitled to health insurance coverage under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 7/1/2006 – 85% employer contribution of Value premium;</li> <li>• Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution of Value premium;</li> <li>• Hired on or after 1/1/2018 - 0% employer contribution to health Insurance.</li> </ul>
<p><b>Retiree Health Insurance Post-Age 65</b></p>	<p>Retirees and eligible spouses are entitled to a designated Medicare Wraparound product under the following terms:</p> <ul style="list-style-type: none"> <li>• Hired before 7/1/2006 – 85% employer contribution;</li> <li>• Hired on or after 7/1/2006 and before 1/1/2018 – 50% employer contribution;</li> <li>• Hired on or after 7/1/2018 – 0% employer contribution.</li> </ul>
<p><b>Retiree Sick Leave Accrual Benefit</b></p>	<p>Full-time and Regular part-time employees hired into such status who retire with 10 years of service shall be eligible for the following:</p> <ul style="list-style-type: none"> <li>• Employees who have a minimum of 800 hours of accumulated sick leave as of the date of retirement shall receive \$2,000 cash</li> <li>• Employees who have a minimum of 1,200 hours of accumulated sick leave as of the date of retirement shall receive \$3,000 cash</li> <li>• Employees who have a minimum of 1,800 hours of accumulated sick leave shall receive \$5,000 cash.</li> </ul>
<p><b>Retirement</b></p>	<p>Full-time and RPT employees are required to join the New York State &amp; Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.</p>
<p><b>Work Week</b></p>	<p>The work week shall be Saturday through Friday.</p>
<p><b>Pay Period</b></p>	<p>Employees shall be paid every 2 weeks. All full-time employees shall work a minimum of 80 hours per pay period. All regular part-time employees shall work between 20 and 39 hours per week, constituting 40-78 hours per pay period.</p>
<p><b>Lunch</b></p>	<p>1/2 hour paid lunch</p>
<p><b>Breaks</b></p>	<p>Employees are eligible to receive a 15 minute paid break per 4 hours worked.</p>
<p><b>Flex-time</b></p>	<p>Employees may flex their work hours at the discretion and with the approval of their supervisor.</p>
<p><b>Overtime</b></p>	<p>Managerial/confidential employees are considered exempt and shall not receive overtime for hours worked in excess of 80 hours per pay period.</p>

<b>Library Account Grace Period</b>	After 6 months of service, employees are eligible for a 7 day grace period on their library account. Items returned within a week of their due day will not be assessed late charges.
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<b>Optional Benefits</b>	
<b>Supplemental Retirement</b>	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
<b>Flexible Spending Accounts (FSAs)</b>	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&amp;A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

<b>Regular Part-Time Employees</b>	
<b>RPT employees shall be entitled to receive all benefits provided to full-time employees, subject to the following modifications.</b>	
<b>Vacation &amp; Sick Leave Accruals</b>	<p>Where RPT employees perform 60 or more hours of work in any given pay period, they shall receive vacation and sick leave accruals commensurate with full-time employees for such pay period only.</p> <p>Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period, they shall receive vacation and sick leave accruals at 50% the accrual rate of full-time employees.</p>
<b>Holiday Pay</b>	<p>Where RPT employees perform 60 or more hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay commensurate with full-time employees for such pay period only.</p> <p>Where RPT employees perform not less than 40 but up to 60 hours of work in any given pay period during which a contractually recognized holiday falls, they shall receive holiday pay at 50% the accrual rate of full-time employees.</p>
<b>Personal Leave</b>	<p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for 50% or more of a given calendar year, they shall receive personal leave accruals commensurate with full-time employees for that year.</p> <p>Where RPT employees perform 60 or more hours of work on a pay period basis, cumulatively for less than 50% of a given calendar year,</p>

	they shall receive personal leave accruals at 50% the accrual rate of full-time employees for that year.
<b>Lunch</b>	The lunch period for RPT employees will be unpaid.

There being no further business, on a motion by Trustee Candelario with a second by Trustee K. Johnson, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,

Joel Moore  
Secretary