

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

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, July 15, 2021, at the Central Library pursuant to due notice to trustees. The following members were present:

Kathleen Berens Bucki, MLS, Chair  
Kimberly Johnson, Vice Chair  
Joel C. Moore, Esq., Secretary  
Sheldon M. Berlow  
John D. Craik  
Carima El-Behairy  
Frank Gist  
Frank Housh, Esq.  
Sharon M. Kelly, Esq.  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:05 p.m. A call of the roll was taken. A quorum was present.

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

Agenda Item C – Minutes of the Meeting of June 17, 2021. On motion by Trustee Berlow, seconded by Trustee Panty, the Minutes were unanimously approved as mailed.

Trustee Moore entered the meeting at 4:08 p.m.

Agenda Item D – Report of the Chair. Chair Bucki reported as Katie Burd has resigned from the Board of Trustees, action will need to be taken to update committee assignments. She asked if anyone present was interested in volunteering to join the Executive Committee. Trustee Housh reiterated his interest. Trustee Panty moved to approve his appointment to the Executive Committee. Trustee Craik made a second, and this was approved unanimously.

Katie Burd had also served as Chair of 2 committees. Trustee Moore volunteered to serve as Chair of the Building Oversight Committee, and Trustee Gist volunteered to serve as Chair of the Buffalo Library Services Committee. During discussion, Trustee

Berlow requested to join the Buffalo Library Services Committee. Trustee K. Johnson moved to approve these 3 updates to committee assignments. Trustee Panty seconded the motion, and this was approved unanimously. Chair Bucki commented committee appointment lists will be updated and distributed.

Agenda Item D.1 – Intermit August Meeting. Chair Bucki explained Resolution 2018-18. She noted the Executive Committee would still meet on August 12<sup>th</sup> and could handle any urgent business, including potentially taking action to hire an executive search firm. Trustee Craik made a motion to approve the resolution, Trustee Berlow made a second, and approval was unanimous.

RESOLUTION 2021-18

WHEREAS, Article II, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "...that the Board may, by resolution, intermit meetings for a particular month or months," and

WHEREAS, in the past, the Board has suspended meetings during summer months when Library business permits, and

WHEREAS, the Library Board will meet in September 2021, and

WHEREAS, Article VI, Section 1 of *Bylaws of the Buffalo & Erie County Public Library* states: "The Executive Committee, in intervals between meetings of the Board of Trustees, shall have all the powers and duties of the Board of Trustees not inconsistent with law. All Trustees should be notified of any actions within three (3) business days," and

WHEREAS, absent other urgent business, this action enables the Library Board to intermit its regular August meeting, now therefore be it

RESOLVED, that the August 2021 meeting of the Buffalo & Erie County Public Library Board of Trustees is hereby intermitted.

Agenda Item E – Committee Reports.

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

Present Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson, members Sheldon Berlow and Elaine Panty and ex-officio members Frank Housh and Ted Johnson. Interim Library Director Jeannine Doyle and Chief Financial Officer (C.F.O.) Ken Stone were also in attendance.

Chair Bucki called the meeting to order at 4:04 p.m. A quorum was present.

The Executive Committee reviewed the proposed agenda for the July 15, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki reported Trustee Katie Burd has resigned from the Board of Trustees, effective July 4<sup>th</sup>. A new member of the Executive Committee will need to be selected at the upcoming Board meeting. Trustee Housh asked to be considered to serve as a full member of the committee.

Chair Bucki noted the August Board meeting is usually intermitted. The Executive Committee will still meet in August, and can take action on urgent business in the interval between meetings. This may be the case this year, as the Search Committee is meeting at the end of July to review proposals for the hiring of an executive search firm.

Trustee T. Johnson joined the meeting at 4:09 p.m.

C.F.O. Stone reviewed proposed Budget & Finance items. He reminded the committee of the Program Equipment & Facility Improvement Initiative, which had been announced at the April Board of Trustees Meeting. Twenty-five libraries submitted proposals for the Initiative, for projects that add to the patron experience, can be implemented in the near future and would not typically qualify for funding under the NYS Aid for Library Construction program, such as carpeting, furniture or programming equipment. A list of the specific projects will be attached to Resolution 2021-20.

Director Doyle presented Resolution 2021-21, which allocates funds to have a deputy from Erie County Sheriff's Office on site 6 days per week at the Central Library. She explained the ongoing issue with security staffing shortages, as well as increasing security challenges. She noted this program would only be used at the Central Library, which is a large building that needs to have security 24/7. Security staff support the proposed initiative. Trustee Housh, while indicating he would support the resolution, expressed concerns about having armed law enforcement in the library. Discussion ensued. Trustee K. Johnson asked about specific issues security staff have been facing. Director Doyle gave an example from that day, in which a patron attempted to assault a guard. A Buffalo Police officer was in the building at the time and called for law enforcement assistance, which included a mental health worker. She acknowledged the concerns, and pledged to keep a close eye on the program, which could be terminated if it does not have the intended results of increased safety and security for patrons and staff.

C.F.O. Stone reviewed the remaining Budget & Finance items. He highlighted the *Generator Z* grant, which will be used for teen programming. He explained proposed criteria for the B&ECPL 2022 Budget request, noting Library Administration is closely monitoring changes in library usage as the community emerges from the pandemic, which will influence staffing needs. He also reported the B&ECPL remains within

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budget for 2021, noting revenues are improving somewhat but are still lower than previous comparable years.

Director Doyle summarized the June 17<sup>th</sup> meeting of the Policy Committee. Two policies will be brought before the full Board for approval at the July 15<sup>th</sup> Board Meeting with minor changes.

Chair Bucki stated the Search Committee had met on June 17<sup>th</sup> to review proposed language for the Request for Proposals (RFP) for an executive search firm. Following the meeting, the RFP was finalized and is currently posted. The deadline for submission is July 26<sup>th</sup>, and the Search Committee will meet again on July 29<sup>th</sup> to review proposals.

For her report, Director Doyle conveyed she had received a response from OR 18, LLC about a proposed payment plan for the remaining balance due to the B&ECPL. Legal counsel has advised the proposed plan involves risk and delay, but entering a judgment would involve its own uncertainty. Discussion ensued. The Executive Committee asked Director Doyle to pursue the proposed payment plan.

Director Doyle further reported the Buffalo Public Schools have selected 5 libraries in the City of Buffalo to act as distribution sites for their *Summer Food Service Program*. Families are able to pick up boxes of meals that included vegetables as well as non-perishable items. Each library will receive 20-40 boxes per week.

Director Doyle did not know if the Association of Contracting Library Trustees (ACT) would have a report for the July 15<sup>th</sup> meeting. She said she would reach out to ACT President Richard Earne.

The public had no comment.

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

With no further business to discuss, the Executive Committee meeting adjourned at 4:48 p.m. on a motion by Trustee Berlow and a second by Trustee K. Johnson.

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

Agenda Item E.2.a – Amend 2021 Grant Budgets: New York State Recurring Aid. Chief Financial Officer (C.F.O.) Ken Stone explained Resolution 2021-19 as presented. Trustee Berlow moved for approval, Trustee Gist seconded, and the following was approved unanimously.

RESOLUTION 2021-19

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) receives recurring state aid to support various library activities, some of them budgeted in the library operating budget and some in the library grant budget, and

WHEREAS, estimated Library Aid allocation breakouts for New York State's 2021-2022 fiscal year are now known, and

WHEREAS, the combined recurring grant aid will increase by \$67,369 over the 2021 budgeted amounts, and

WHEREAS, the B&ECPL wishes to adjust the grant budgets to reflect the above changes, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves amending the 2021 grant and operating budgets to implement the following revenue and expenditure budget increases:

| <b>Grant</b>                           | <b>2021<br/>B&amp;ECPL<br/>Budget</b> | <b>State<br/>Enacted<br/>Budget</b> | <b>Revenue<br/>Increase</b> | <b>Expense<br/>Increase</b> |
|--|---------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Central Library Development Aid        | \$257,040                             | \$285,589                           | 28,549                      | 28,549                      |
| Central Library Book Aid               | \$59,295                              | \$65,881                            | 6,586                       | 6,586                       |
| Continuity of Service                  | \$41,465                              | \$46,071                            | 4,606                       | 4,606                       |
| Coordinated Outreach                   | \$140,082                             | \$155,641                           | 15,559                      | 15,559                      |
| Library Services to County Corrections | \$7,271                               | \$8,079                             | 808                         | 808                         |
| New York State Library Automation      | \$63,438                              | \$70,487                            | 7,049                       | 7,049                       |
| Library Services to State Corrections  | \$37,918                              | \$42,130                            | 4,212                       | 4,212                       |
| <b>Total NY State Recurring Grants</b> | <b>\$606,509</b>                      | <b>\$673,878</b>                    | <b>\$ 67,369</b>            | <b>\$ 67,369</b>            |

Agenda Item E.2.b – Program Equipment & Facility Improvement Initiative – Evaluation and Recommendations. C.F.O. Stone explained Resolution 2021-20 as presented. He reviewed the 25 project proposals, which include carpet replacements, LED conversions, and updated furniture and programming equipment. Trustee Gist asked about improvements at Buffalo Branch Libraries. C.F.O. Stone reviewed proposed projects, including a new snowplow truck, flooring replacements, and countertop improvements, totaling \$253,378 between B&ECPL share and local match. He also commented further improvements could be made at the Buffalo Branches with pending Bullet Aid funding. Following this explanation, Trustee Gist moved to approve Resolution 2021-20. Trustee El-Behairy made a second, and this was approved unanimously.

RESOLUTION 2021-20

WHEREAS, the COVID-19 pandemic played a major role in impacting revenue and expense for the Buffalo & Erie County Public Library (B&ECPL), and

WHEREAS, revenue impacts included New York State (NYS) withholding 20% of all aid budgeted in the Library's operating and recurring grants budgets in 2020, and

WHEREAS, during 2020, the prospect of these funds being restored was highly in doubt and additional reductions in 2021 were proposed by the Governor, leading the Library to implement cost saving measures which generated significant savings, and

WHEREAS, active support for libraries in the New York State Legislature combined with approval of the Federal *American Rescue Plan Act of 2021* on March 11<sup>th</sup> contributed to the 2020 funds being released and proposed 2021 budget reductions being rescinded, and

WHEREAS, recognizing that much of the restored state aid and savings are essentially "one-time" in nature, and that a major concept behind the *American Rescue Plan Act of 2021* is to help quickly restore jobs and economic activity hurt by the pandemic, library staff developed the Program Equipment & Facility Improvement Initiative (Initiative), and

WHEREAS, the intent of the Initiative is to provide funding for improvements that add to the patron experience and can be implemented in the near future, and

WHEREAS, similar to the NYS Aid for Library Construction program, the Initiative requires a local match at reduced levels, 25% for libraries eligible for 50% NYS Aid for Library Construction funding and 10% for libraries eligible for 75% NYS Aid for Library Construction funding, and

WHEREAS, some of the improvements involve LED conversions that will generate electricity savings, which accrue to the System, as the System pays the utility bill, freeing dollars designated for utilities for other library uses, and

WHEREAS, it is in the System's interest to encourage energy saving projects, and

WHEREAS, Program Equipment & Facility Improvement Initiative funding requested totals \$667,950 in B&ECPL funding, plus local matching funds of \$137,673, leading to an estimated total cost of \$805,623, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves funding the projects listed in Attachment 1, and be it further

RESOLVED, that for projects involving LED lighting improvements, utility rebates and estimated 5-year electricity savings for those improvements will be applied to help offset the local match requirement, and be it further

RESOLVED, that the Board approves amending the Library Operating Budget as follows:

**Increase Revenue**

| SAP Account # | Description               | Change    |
|---------------|---------------------------|-----------|
| 402190        | Appropriated Fund Balance | \$667,950 |

**Increase Expense**

| SAP Account # | Description                            | Change                  |
|---------------|--|-------------------------|
| 506200        | Maintenance & Repair Supplies          | \$6,134                 |
| 561410        | Lab & Technical Equipment              | \$1,402                 |
| 561420        | Office Equip, Furn & Fixtures          | \$96,394                |
| 561430        | Building, Grounds and Heavy Equip      | \$22,352                |
| 561440        | Motor Vehicles                         | \$34,246                |
| 516020        | Professional Services Contracts & Fees | \$182,197               |
| 516010        | CONTRACTUAL PAYMENTS TO:               |                         |
|               | Alden                                  | \$38,338                |
|               | Angola                                 | \$17,273                |
|               | Boston                                 | \$6,986                 |
|               | Cheektowaga - JBR                      | \$8,325                 |
|               | Clarence                               | \$112,500               |
|               | East Aurora                            | \$7,875                 |
|               | Eden                                   | \$22,924                |
|               | Elma                                   | \$16,811                |
|               | Grand Island                           | \$2,138                 |
|               | Hamburg - Lake Shore                   | \$6,388                 |
|               | Lackawanna                             | \$19,710                |
|               | Newstead                               | \$45,000                |
|               | Tonawanda City                         | \$20,957                |
|               | <b>Subtotal Contractual Payments</b>   | <u><b>\$325,225</b></u> |
|               | <b>Total Expense</b>                   | <u><b>\$667,950</b></u> |

and be it finally

RESOLVED, that the Library Director or her designee is authorized to implement the budget changes noted above, award the grants as described herein, and effectuate transfers within operating budget lines as needed within the overall total awarded to implement these projects.

**BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
PROGRAM EQUIPMENT & FACILITY IMPROVEMENT INITIATIVE, Round 1  
Attachment 1 - Summary by Library**

| Library             | Description  | Total Cost       | BECPL            | Match                  |
|---------------------|--|------------------|------------------|------------------------|
| <b>Grand Totals</b> |  | <b>\$805,623</b> | <b>\$667,950</b> | <b>\$137,673</b>       |
| Alden               | Replace Deteriorated Ceiling w suspended system  |                  |                  |                        |
| Alden               | LEDs for conversion project  |                  |                  |                        |
| Alden               | Electrical repairs & LED Conversion Installation   |                  |                  |                        |
| <b>Alden</b>        | <b>Totals</b>  | <b>\$56,120</b>  | <b>\$42,090</b>  | <b>\$14,030</b><br>25% |
| Amherst             | CD display shelving for all 4 Libraries  |                  |                  |                        |
| Amherst             | Snow removal tractor for Audubon   |                  |                  |                        |
| Amherst             | Snow blower for Clearfield   |                  |                  |                        |
| Amherst             | Picnic tables for all 4 Libraries (8 tables)   |                  |                  |                        |
| Amherst             | Mini carpet cleaner/extractor (1 shared by 4 libraries)                                    |                  |                  |                        |
| <b>Amherst</b>      | <b>Totals</b>  | <b>\$42,826</b>  | <b>\$32,120</b>  | <b>\$10,706</b><br>25% |
| Angola              | Replace deteriorated carpet  |                  |                  |                        |
| Angola              | Replace damaged ceiling tiles  |                  |                  |                        |
| Angola              | Pressure wash and paint outside right side and rear block walls                            |                  |                  |                        |
| Angola              | Apply water proofing sealant to exterior brick walls                                       |                  |                  |                        |
| Angola              | Electrical outlet replacement w floor flush units  |                  |                  |                        |
| <b>Angola</b>       | <b>Totals</b>  | <b>\$19,192</b>  | <b>\$17,273</b>  | <b>\$1,919</b><br>10%  |
| Boston              | 2 additional security cameras installed  |                  |                  |                        |
| Boston              | Parking lot: pothole repair, sealing & striping  |                  |                  |                        |
| Boston              | Deliver and install 8x8 storage shed   |                  |                  |                        |
| Boston              | Install exterior electric line to backyard with outdoor outlet post                        |                  |                  |                        |
| Boston              | Chairs, outdoor tables, trash bins, compost bins & Power cord                              |                  |                  |                        |
| <b>Boston</b>       | <b>Totals</b>  | <b>\$11,357</b>  | <b>\$8,518</b>   | <b>\$2,839</b><br>25%  |
| Buffalo             | Vertical mast lift for branch maintenance  |                  |                  |                        |
| Buffalo             | Maintenance Pickup truck with snow plow/salter equipment                                   |                  |                  |                        |
| Buffalo             | Dudley Branch - replace original ceramic tile in front vestibule                           |                  |                  |                        |
| Buffalo             | Elaine M. Panty Branch - flooring replacement  |                  |                  |                        |
| Buffalo             | Merriweather Library countertop and door improvements                                      |                  |                  |                        |
| Buffalo             | Leroy R. Coles, Jr. Branch main floor flooring replacement                                 |                  |                  |                        |
| <b>Buffalo</b>      | <b>Totals</b>  | <b>\$253,378</b> | <b>\$228,040</b> | <b>\$25,338</b><br>10% |
| Cheektowaga         | JBR Library sound absorbing wall for children's area (requested cost net of Wallace grant) |                  |                  |                        |
| Cheektowaga         | Anna Reinstein Library public area chair replacement                                       |                  |                  |                        |
| <b>Cheektowaga</b>  | <b>Totals</b>  | <b>\$19,394</b>  | <b>\$17,455</b>  | <b>\$1,939</b><br>10%  |
| Clarence            | Carpet and Entrance Mat Replacement  |                  |                  |                        |
| <b>Clarence</b>     | <b>Totals</b>  | <b>\$150,000</b> | <b>\$112,500</b> | <b>\$37,500</b><br>25% |

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|                       |   |                 |                 |                       |
|-----------------------|---|-----------------|-----------------|-----------------------|
| East Aurora           | Folding chair and reading table replacements  |                 |                 |                       |
| East Aurora           | Fixed chair replacement   |                 |                 |                       |
| East Aurora           | Portable power charging units for patron use  |                 |                 |                       |
| East Aurora           | Web Camera Kit  |                 |                 |                       |
| East Aurora           | LED Conversion Installation   |                 |                 |                       |
| East Aurora           | LEDs for conversion project   |                 |                 |                       |
| <b>East Aurora</b>    | <b>Totals</b>   | <b>\$24,427</b> | <b>\$18,320</b> | <b>\$6,107</b><br>25% |
| Eden                  | Improved HVAC Controls  |                 |                 |                       |
| Eden                  | Boiler Replacement  |                 |                 |                       |
| <b>Eden</b>           | <b>Totals</b>   | <b>\$30,565</b> | <b>\$22,924</b> | <b>\$7,641</b><br>25% |
| Elma                  | Painting: front vestibule/foyer area and window trim  |                 |                 |                       |
| Elma                  | Replace Carpet in the main library space, staff work area, director's office and break room |                 |                 |                       |
| <b>Elma</b>           | <b>Totals</b>   | <b>\$22,415</b> | <b>\$16,811</b> | <b>\$5,604</b><br>25% |
| Grand Island          | 20'x20' frame tent to facilitate outdoor summer programming in 2021 and beyond              |                 |                 |                       |
| Grand Island          | Paint the ceiling in the library's storage room   |                 |                 |                       |
| <b>Grand Island</b>   | <b>Totals</b>   | <b>\$6,037</b>  | <b>\$4,528</b>  | <b>\$1,509</b><br>25% |
| Lackawanna            | Front/Back door restoration & restore/paint front entryway                                  |                 |                 |                       |
| Lackawanna            | Install gas fireplace inserts in 3 existing fireplaces                                      |                 |                 |                       |
| <b>Lackawanna</b>     | <b>Totals</b>   | <b>\$21,900</b> | <b>\$19,710</b> | <b>\$2,190</b><br>10% |
| Lancaster             | Replace 6 folding tables & 6 book trucks  |                 |                 |                       |
| Lancaster             | Replace 24 task chairs & 3 stool chairs   |                 |                 |                       |
| Lancaster             | Replace 3 stool chairs  |                 |                 |                       |
| <b>Lancaster</b>      | <b>Totals</b>   | <b>\$9,542</b>  | <b>\$7,157</b>  | <b>\$2,385</b><br>25% |
| Lake Shore            | Replace carpeting in community room & staff workroom w/carpet tiles                         |                 |                 |                       |
| <b>Lake Shore</b>     | <b>Totals</b>   | <b>\$8,517</b>  | <b>\$6,388</b>  | <b>\$2,129</b><br>25% |
| Newstead              | Replace nearly 20 yr old carpeting throughout w/carpet tiles                                |                 |                 |                       |
| <b>Newstead</b>       | <b>Totals</b>   | <b>\$50,000</b> | <b>\$45,000</b> | <b>\$5,000</b><br>10% |
| Orchard Park          | Replace 28 guest chairs, 22 stacking chairs, & 6 computer desks                             |                 |                 |                       |
| Orchard Park          | Bookstore style displays, CD trays & dividers   |                 |                 |                       |
| Orchard Park          | 10 x 10' Pop-up canopy tent for outdoor programming   |                 |                 |                       |
| <b>Orchard Park</b>   | <b>Totals</b>   | <b>\$18,949</b> | <b>\$14,212</b> | <b>\$4,737</b><br>25% |
| Tonawanda City        | Replace aging broadloom carpeting throughout w/carpet tiles                                 |                 |                 |                       |
| <b>Tonawanda City</b> | <b>Totals</b>   | <b>\$23,285</b> | <b>\$20,957</b> | <b>\$2,328</b><br>10% |

|                   |   |                 |                 |                |
|-------------------|---|-----------------|-----------------|----------------|
| Kenilworth        | Two public area lounge chairs                                 |                 |                 |                |
| Kenilworth        | 1 side table for lounge chairs                                |                 |                 |                |
| Kenilworth        | 10 shelving units with sign holders & 4 slatwell end panels   |                 |                 |                |
| <b>Kenilworth</b> | <b>Totals</b>   | <b>\$17,976</b> | <b>\$16,178</b> | <b>\$1,798</b> |
|                   |   |                 |                 | 10%            |
| Kenmore           | Update Public Seating and Increase Lighting                   |                 |                 |                |
| Kenmore           | Replace 46 chairs   |                 |                 |                |
| Kenmore           | Replace 3 loveseats   |                 |                 |                |
| Kenmore           | Replace 6 lounge chairs                                       |                 |                 |                |
| Kenmore           | Replace 4 side tables with tables including charging stations |                 |                 |                |
| Kenmore           | 1 LED pendent chandelier for pre-teen area                    |                 |                 |                |
| Kenmore           | 1 LED pendent chandelier for stairwell                        |                 |                 |                |
| <b>Kenmore</b>    | <b>Totals</b>   | <b>\$19,743</b> | <b>\$17,769</b> | <b>\$1,974</b> |
|                   |   |                 |                 | 10%            |

Agenda Item E.2.c – Budget Transfer: Allocating Funds for Sheriff Dept. Services at Central Library. C.F.O. Stone reviewed Resolution 2021-21. He explained the budget transfer would need to be made as the deputy would be paid through the Sherriff’s Office payroll. He noted this is similar to what is done when the Sheriff’s Office pays the B&ECPL for library services at its correctional facilities.

Trustee Gist asked if the Central Library still contracts with the *Stop the Violence Coalition*. Interim Library Director Jeannine Doyle conveyed they have not for several years. Trustee Moore expressed concerns regarding law enforcement interactions with urban youth and asked how this was being addressed. Director Doyle first noted the demographics of visitors to the Central Library have changed, and there are no longer as many teen visitors. Recent security issues have not been youth-based. She indicated the contract with the Sherriff’s Office would clarify that the deputy would be expected to act in the capacity of a building guard, not a law enforcement officer, when responding to security incidents at the library, which includes the expectation of using de-escalation techniques. She noted in response to discussion at the Executive Committee meeting, language was added to the draft contract indicating that a deputy acting outside the scope of the agreement could be terminated and replaced with a different deputy at the discretion of the B&ECPL. Trustees Housh and K. Johnson expressed further concerns about good faith operations on the side of the Sherriff’s Office. Discussion ensued.

Following discussion, Trustee K. Johnson moved to approve Resolution 2021-21. Trustee Housh seconded, and the following was approved unanimously.

RESOLUTION 2021-21

WHEREAS, in recent years the Buffalo & Erie County Public Library (B&ECPL) Security Department has faced challenges in retaining and attracting qualified staff, and

WHEREAS, during this time the security environment has become increasingly complex, and

WHEREAS, an option to address both needs is to contract with the Erie County Sheriff's Department to provide a deputy for an ongoing presence at the Central Library and aid with coordination with area law enforcement to improve overall response levels, and

WHEREAS, Library staff recommends implementing this now and are working with the Sheriff's Department on a proposal to provide service 6 days per week, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves budget adjustments amongst the following accounts:

**Library Operating Budget:**

| <u>Account Description</u>   | <u>Number</u> | <u>Amount</u>                |
|------------------------------|---------------|------------------------------|
| <b>From:</b>                 |               |                              |
| Part Time - Wages            | #500010       | \$161,080                    |
| <b>To:</b>                   |               |                              |
| ID Sheriff Division Services | #911500       | \$161,080, and be it further |

RESOLVED, that the Interim Library Director or her designee is authorized to process the necessary paperwork to effectuate the transfers in the SAP system, and be it finally

RESOLVED, that the Interim Library Director or her designee is authorized to execute the necessary documents to effectuate this service.

Agenda Item E.2.d – Accept & Budget Grant Award: Generator Z. C.F.O. Stone explained Resolution 2021-22 as written. Trustee El-Behairy moved for approval, Trustee Panty seconded, and the following was approved unanimously.

RESOLUTION 2021-22

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) was notified it has been selected as a recipient of the *Generator Z* grant through the Ralph C. Wilson, Jr. Foundation, and

WHEREAS, the amount of the award is \$72,064, and

WHEREAS, the B&ECPL shall administer the funds to establish *Brain Sparks*, a program created to engage teenagers in art/creativity/literature discussions, activities and craft projects, and

WHEREAS, the grant funds shall be used to provide a variety of free art kits and access to an online blog server, laptops and hotspots for teenagers and either virtual, in-person or hybrid instructional programming twice per month for a full year, and

WHEREAS, a grant budget needs to be established to undertake the project, now therefore be it

RESOLVED, the B&ECPL Board of Trustees gratefully accepts the award and authorizes amending the 2021 Grants Budget by appropriating grant revenues and expenditures in the amount of \$72,064 to support the establishment of *Brain Sparks*, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Generator Z* grant budget in the following amount:

|                             |          |
|-----------------------------|----------|
| Grant Program Revenue:      | \$72,064 |
| Grant Program Expenditures: | \$72,064 |

Agenda Item E.2.b – 2022 Proposed Budget Guidance. C.F.O. Stone noted the B&ECPL had received budget instructions from Erie County the previous day. He explained the proposed criteria for budget preparation, noting the process should be much easier than in 2020.

Trustee Housh stepped out of the meeting during this explanation, at 4:49 p.m.

Trustee Gist moved for approval of Resolution 2021-23. Trustee K. Johnson made a second, and this was approved unanimously.

#### RESOLUTION 2021-23

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) expects to receive Year 2022 budget instructions from the Erie County Budget Office soon, with budget requests due to the Erie County Budget Office no later than August 15, 2021, which is before the next scheduled Board meeting, and

WHEREAS, in order to provide a timely response to the County, proposed budget preparation and review criteria were transmitted electronically for review by the Board's Budget & Finance Committee, and

WHEREAS, it is in the Library's interest for B&ECPL trustees to articulate guidelines for preparing the 2022 Budget request, designate the Library Director as

responsible for preparing a draft budget request consistent with these guidelines and submit the request to Erie County, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees hereby directs the Library Director to complete the 2022 Budget request utilizing the following criteria:

- Incorporate a provision for another potential increase in the New York State minimum wage, impacting page and senior page wage rates;
- Incorporate the cost of contracted bargaining unit agreements, a reserve for units with expired contracts and non-represented personnel pursuant to previously approved Board resolutions and rate changes for contractually obligated fringe benefits including health insurance and employer contributions to the New York State and Local Retirement System; and
- Prioritize public access to libraries for any budget adjustments needed to balance the 2022 Budget request, and be it further

RESOLVED, that the Library Director transmit the resulting request to the Erie County Division of Budget and Management as close to the deadline as schedules and preparation time will allow.

Agenda Item E.2.f – Monthly Financial Report. The monthly financial report for the year as of May 31, 2021 month-end close was included in the Board packet as an information item. C.F.O. Stone reported the B&ECPL remains within budget. He noted Mid-Year Budget Hearings were held earlier in the week, and the B&ECPL presentation went very well. Director Doyle said she would provide more details during her Report.

Trustee Housh returned to the meeting at 4:51 p.m.

Agenda Item E.3 – Policy Committee. The Policy Committee met on June 16, 2021. A copy of the report was included in the Board packet. Committee Chair Panty summarized the meeting as follows:

Present: Chair Elaine Panty and members Alan Bedenko and Kathleen Berens Bucki. Also present was Chief Operating Officer (C.O.O.) Jeannine Doyle.

The meeting of the Policy Committee began at 4:47 p.m.

In keeping with Executive Order 202.110 issued June 5, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through July 5, 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.

A quorum was present. No members of the public were known to be in attendance.

C.O.O. Doyle explained the Internet Safety and Acceptable Use Policy had been amended due to a new program that allows for lending of Wifi hotspots and Chromebooks. The language has been updated to clarify the policy applies on library-owned devices used outside of library buildings. On a motion by Trustee Bedenko, seconded by Trustee Bucki the Policy Committee unanimously recommended the Internet Safety and Acceptable Use Policy be brought to the full Board for approval on July 15, 2021.

Chair Panty next brought up the amended Free Direct Access Plan. C.O.O. Doyle indicated no substantive changes had been made to the policy; New York State requires a header indicating effective dates that correspond to the new Five Year Plan of Service. On a motion by Trustee Bucki, seconded by Trustee Bedenko the Policy Committee unanimously recommended the Free Direct Access Plan be brought to the full Board for approval on July 15, 2021.

With no further business, on a motion by Trustee Bedenko, seconded by Trustee Bucki, the Policy Committee adjourned at 4:50 p.m.

Agenda Item E.3.a – Amend Internet Safety & Acceptable Use Policy. Trustee Kelly made a motion to approve Resolution 2021-24, which was seconded by Trustee K. Johnson. Approval was unanimous.

#### RESOLUTION 2021-24

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has a structure for process and review of standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft amended Internet Safety and Acceptable Use Policy which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include updating language to clarify the policy applies on library-owned devices used outside of library buildings, and

WHEREAS, the Policy Committee recommends the attached proposed amended Internet Safety and Acceptable Use Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Internet Safety and Acceptable Use Policy to supersede and replace the prevailing policy last reviewed November 19, 2020, and be it further

RESOLVED, that the amended Internet Safety and Acceptable Use Policy replace the existing policy in each Contract Library's annual agreement, Exhibit H, and be it finally

RESOLVED, that a copy of the approved Internet Safety and Acceptable Use Policy be distributed to all B&ECPL libraries, Contract Libraries and Contract Library Trustees as well as posted on the B&ECPL's website.

Agenda Item E.3.b – Amend Free Direct Access Plan. Trustee Kelly made a motion to approve Resolution 2021-25. This was seconded by Trustee Craik and approved unanimously.

RESOLUTION 2021-25

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) System is required to follow New York Codes, Rules and Regulations – Title 8 Education, and

WHEREAS, Commissioner's Regulation 90.3 requires the System to have a Free Direct Access Plan, and

WHEREAS, the B&ECPL has a Free Direct Access Plan which was last amended December 19, 2019, and

WHEREAS, the Policy Committee met to review a recommended change, updating the dates in the header of the Free Direct Access Plan to meet the requirement for approval of the new B&ECPL Five Year Library System Plan of Service, and

WHEREAS, the amended Free Direct Access Plan has been vetted and approved by B&ECPL legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended Free Direct Access Plan for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL approves the amended Free Direct Access Plan, and be it further

RESOLVED, that a copy of the approved Free Direct Access Plan be posted on the B&ECPL's website.

Agenda Item E.4 – Search Committee. The Search Committee met on June 16, 2021. A copy of the report was included in the Board packet. Chair Bucki summarized the meeting and noted the next meeting would be held on July 29<sup>th</sup>. Assistant Deputy Director (A.D.D.) Judy Fachko explained proposals are due back to the B&ECPL on July 26, 2021 at 1:00 p.m. She will open the responses at that time and assess them for completion. Eligible proposals will then be brought to the Search Committee for review. Trustee Moore asked how the deadline time was decided. C.F.O. Stone explained the deadline is for physical receipt of the proposal paperwork, and having a time in the afternoon allows for receipt of proposals mailed using carriers with

guaranteed delivery times in the morning. A.D.D. Fachko also noted the timing made sense with her schedule.

Trustee Gist remarked Board members should be seriously considering what they want from the director search and what they are looking for in a director candidate. Chair Bucki agreed, noting that once an executive search firm is hired, the firm will be following the Board's guidance on these matters.

Following this discussion, Trustee Berlow moved to have the written reports of the Search Committee and Policy Committee entered into the Minutes. Trustee Panty made a second, and this was approved unanimously.

Present: Chair Kathleen Berens Bucki and members Carima El-Behairy, Kimberly Johnson, Elaine Panty and Richard Earne. Members Sheldon Berlow and Lucy Candelario attended via Zoom. Also present was Assistant Deputy Director (A.D.D.) Judy Fachko.

The meeting of the Search Committee began at 5:00 p.m.

In keeping with Executive Order 202.110 issued June 5, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through July 5, 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.

A quorum was present. No members of the public were known to be in attendance.

Chair Bucki explained the goal of the meeting was to review the proposed Request for Proposal (RFP) and finalize it for publication.

A.D.D. Fachko explained once the committee approves the RFP, she will send it to Erie County to assign a number. Once the number is assigned, the RFP will be posted for 30 days. Per the Library's Procurement Policy, a notice will be posted in the Buffalo News. She also planned to advertise the RFP on the American Library Association (ALA), New York Library Association (NYLA), Erie County and B&ECPL websites. As discussed at the previous meeting, a copy of the RFP would be sent directly to the library-specific search firms identified by ALA. A.D.D. Fachko shared that there were 5 firms on this list.

Chair Bucki led a review of the proposed RFP. Minor grammatical and spelling mistakes were identified and corrected. Following review, Trustee Panty moved to submit the amended RFP to Erie County to be assigned a number. Trustee K. Johnson made a second, and this was approved unanimously.

Trustee Panty asked about next steps. A.D.D. Fachko said she would inform the committee as soon as the RFP is posted. The deadline would be set for 30 days from posting. The committee would need to meet after that deadline to open the proposals. Any proposals that do not meet the listed criteria would be discarded; the remaining proposals would be assessed by the committee. A.D.D. Fachko anticipated receiving approximately 5 proposals. Trustee El-Behairy suggested the committee plan on meeting 33 days after the RFP is posted (or the next business day if it is a weekend) anticipating that this would be in late July/early August. All members agreed to this plan.

Chair Bucki relayed she has been reaching out to community stakeholders as well as in-house partners regarding what they would like to see in a Library Director. She affirmed the Search Committee will ultimately decide who to recommend to the Board of Trustees for appointment, but noted this input could help inform the committee during the search.

With no further business, on a motion by Trustee K. Johnson, seconded by Trustee El-Behairy, the Search Committee adjourned at 5:27 p.m.

Agenda Item F – Report of the Director. Director Doyle reported she and C.F.O. Stone presented at the Erie County Legislature’s Mid-Year Budget Hearings on Tuesday, July 14, 2021. The Library had originally been scheduled to present on Wednesday, but the hearings were running ahead of schedule and C.F.O. Stone was asked if the B&ECPL could present earlier. Director Doyle conveyed the presentation was well received. They fielded questions from Legislators Vinal and Greene regarding business service offerings and eResources respectively. Director Doyle was able to highlight the B&ECPL’s resources for small businesses, including collaborations with SCORE and *Book a Librarian* appointments. She also revealed plans for construction of booths in the Whisper Space on the first floor of the Central Library, which will be able to be booked for use by those who may need to conduct virtual meetings or do other private business using the Library’s Wi-Fi and/or computing devices. Regarding eResources, Director Doyle reminded attendees at the hearing that the B&ECPL surpassed 1 million digital downloads in 2020, and noted the Library is on pace to do so again in 2021. She explained the B&ECPL is putting more funding towards digital resources in response to this demand. Overall, the response to the presentation was very positive.

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

**B&ECPL Monthly Report  
June 2021**

**Popular Rare Book Room Exhibit Closes/New Exhibit Opens –** *The Telling the Story: Enslavement of African People in the United States* exhibit in the Rare Book Room closed on June 11<sup>th</sup>. The exhibit was extended to 2 years and attracted nearly 12,000 visitors.

There were approximately 585 voluntary signers in the visitors' register since the 2019 opening, including visitors from France and Zimbabwe! Many left very positive comments; several comments connected the U.S. history of institutional slavery to the Black Lives Matter movement and current events. Most expressed gratitude that the Buffalo & Erie County Public Library (B&ECPL) had this exhibit.

The new *Audubon's Viviparous Quadrupeds of North America: A Great National Work* exhibit, which showcases the recently-conserved *Quadrupeds*, opened this month, with a soft opening on June 15<sup>th</sup>. This exhibit may prompt the first realization for many visitors that Audubon did more than the work for which he is best known, *The Birds of America*. Because the *Quadrupeds* set was disbound and restored to the original issue state when it was conserved, viewers can now see multiple plates on display at the same time. Also on view is a preserved armadillo generously loaned for this exhibit from the Buffalo Museum of Science.

**Chromebook and Hotspot Lending Pilot** - Chromebook laptops and Wi-Fi hotspots are now available for 1-week loans at the Boston Free Library, Leroy R. Coles, Jr. Branch Library and Newstead Public Library. Patrons of all ages may borrow the equipment by calling one of the participating libraries or by placing a hold online: [bepl.ent.sirsi.net/client/en\\_US/default/search/results?qu=chromebook+kit](http://bepl.ent.sirsi.net/client/en_US/default/search/results?qu=chromebook+kit). Youth under age 17 must have a library card with internet privileges, and a parent/guardian must sign a waiver for the first checkout only. Each circulating kit includes a laptop, a hotspot that provides free unlimited internet access and cases for each, as well as chargers, power cords and a quick-start guide. This initiative addresses the digital divide in communities that lack affordable and/or quality broadband. Staff will monitor the pilot's progress and chart plans to expand the program to other libraries.

**Mobile Printing Service Coming Soon** - IT Administrator **Stephen Hovey** has configured a mobile printing solution, *Savapage*, which will allow patrons to print to a library printer from their own phones, tablets, laptops or desktop computers. The open-source software supports a variety of document and image formats that can be submitted 24/7 through email or by visiting the Library's website. Patrons will be able to retrieve print jobs at the library they select with assistance from staff. Initially, the service is expected to debut in July at 5 B&ECPL locations that are currently testing it, including the downtown Central Library, Boston Free Library, Leroy R. Coles, Jr., Branch Library, Crane Branch Library and Dudley Branch Library. Additional locations will follow. A B&ECPL library card and PIN is required to activate the service.

**Mayor Byron Brown's Summer Reading Challenge** - Children's Services and Outreach Manager **Kristi Dougherty** and Assistant Deputy Director **Joy Testa Cinquino** attended the press conference for the launch of Mayor Byron Brown's *Reading Rules! 20<sup>th</sup> Anniversary Summer Reading Challenge* held in Niagara Square on June 1<sup>st</sup>. **Kristi Dougherty** spoke at the event and provided Buffalo Police Athletic League Executive Director Nekia Kemp with 200 summer program flyers to distribute at their Educational Summer Camp sites.

**Storytime at Canalside: A Bicentennial Celebration** – Children’s Services and Outreach Librarian **Susan Buttaccio** participated in *Storytime at Canalside: A Bicentennial Celebration* presented by Every Person Influences Children (EPIC) on June 23<sup>rd</sup> and June 30<sup>th</sup>. The program includes art, stories and activities representing a collaboration among the B&ECPL, Buffalo Museum of Science, Erie County Bicentennial, Explore & More - The Ralph C. Wilson Children's Museum, Deaf Access Services and the YMCA Buffalo Niagara. The Library provided Take and Make crafts for participants. The program is hosted each Wednesday during the summer through August 25<sup>th</sup>.

**Seed Library** - The Seed Library in the Launch Pad Makerspace officially opened on June 5<sup>th</sup>. Patrons can “borrow” up to 4 packets of flower, vegetable or herb seeds from the Seed Library to plant in their own gardens. They are encouraged to save some of the seeds from the resultant plants to redistribute to the Seed Library next year.

**Empire State Immersive Experiences (ESIE) Action Grant** - The Frank E. Merriweather, Jr. Branch Library was awarded an ESIE Action Grant of \$593, provided by the Western New York Library Resources Council (WNYLRC). Camera equipment purchased with grant funds will allow the library to create interactive 360° images of the William A. Miles Center for African and African-American Studies and other distinct areas of the building. The content will also be uploaded to the ESIE website.

**Summer Meals** - The Buffalo Public Schools, as a participant in the United States Department of Agriculture’s *Summer Food Service Program*, has selected the Dudley, Elaine M. Panty, Frank E. Merriweather, Jr., Isaías González-Soto and Leroy R. Coles, Jr. Branch Libraries to be distribution sites for summer meals. Meal boxes will be dropped off weekly to participating libraries.

**B is for Book Fun Fact!** - The short story “Rip Van Winkle” first appeared in author Washington Irving’s *The Sketch Book of Geoffrey Crayon* published in 1819. Van Winkle, as the story goes, falls asleep in the mysterious Catskill Mountains of colonial America and wakes up 20 years later, having missed the American Revolutionary War.

**1. Public Services**

**In Library Group Programs\*:**

|                               | Number of Programs |            | Number of Attendees |              |
|-------------------------------|--------------------|------------|---------------------|--------------|
|                               | Month              | YTD        | Month               | YTD          |
| Children (age 5 and under)    | 45                 | 102        | 503                 | 1,433        |
| Children (age 6-12)           | 33                 | 127        | 281                 | 892          |
| Teens                         | 25                 | 61         | 144                 | 354          |
| Intergenerational             | 33                 | 70         | 454                 | 1,676        |
| Adults (excludes Technology)  | 58                 | 154        | 504                 | 1,397        |
| <b>TOTAL In Library Group</b> | <b>194</b>         | <b>514</b> | <b>1,886</b>        | <b>5,752</b> |

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

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

|                               | Number of Programs |               | Number of Attendees |               |
|-------------------------------|--------------------|---------------|---------------------|---------------|
|                               | Month              | YTD           | Month               | YTD           |
| Children (age 5 and under)    | 1,320              | 7,556         | 1,320               | 7,556         |
| Children (age 6-12)           | 1,492              | 10,244        | 1,492               | 10,244        |
| Teens                         | 43                 | 290           | 43                  | 290           |
| Intergenerational             | 2,323              | 14,849        | 2,323               | 14,849        |
| Adults (excludes Technology)  | 273                | 1,576         | 273                 | 1,576         |
| <b>TOTAL Passive Programs</b> | <b>5,451</b>       | <b>34,515</b> | <b>5,451</b>        | <b>34,515</b> |

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

|                                    | Number of Programs |              | Number of Attendees |              |
|------------------------------------|--------------------|--------------|---------------------|--------------|
|                                    | Month              | YTD          | Month               | YTD          |
| Children (age 5 and under)         | 36                 | 434          | 36                  | 434          |
| Children (age 6-12)                | 22                 | 183          | 22                  | 183          |
| Teens                              | 64                 | 419          | 64                  | 419          |
| Intergenerational                  | 26                 | 106          | 26                  | 106          |
| Adults (excludes Technology)       | 43                 | 397          | 43                  | 409          |
| <b>TOTAL In Library One-on-One</b> | <b>191</b>         | <b>1,539</b> | <b>191</b>          | <b>1,551</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 | 16                 | 18         | 137                 | 139        |
| System or Library-owned Cyber Train | 0                  | 0          | 0                   | 0          |
| One on One                          | 45                 | 155        | 51                  | 162        |
| <b>TOTAL Adult Technology</b>       | <b>61</b>          | <b>173</b> | <b>188</b>          | <b>301</b> |

\*Does not include virtual adult technology programs.

**Outreach (Out of Library):**

|                              | Number of Programs |           | Number of Attendees |              |
|------------------------------|--------------------|-----------|---------------------|--------------|
|                              | Month              | YTD       | Month               | YTD          |
| Children (age 5 and under)   | 7                  | 12        | 128                 | 237          |
| Children (age 6-12)          | 2                  | 4         | 122                 | 342          |
| Teens                        | 0                  | 2         | 0                   | 20           |
| Intergenerational            | 9                  | 21        | 341                 | 1,035        |
| Adults (excludes Technology) | 2                  | 4         | 40                  | 141          |
| <b>TOTAL Outreach</b>        | <b>20</b>          | <b>43</b> | <b>631</b>          | <b>1,775</b> |

**Live Virtual Programs:**

|                              | Number of Programs |            | Number of Attendees |               |
|------------------------------|--------------------|------------|---------------------|---------------|
|                              | Month              | YTD        | Month               | YTD           |
| Children (age 5 and under)   | 5                  | 118        | 40                  | 3,201         |
| Children (age 6-12)          | 2                  | 34         | 23                  | 1,842         |
| Teens                        | 8                  | 94         | 64                  | 538           |
| Intergenerational            | 9                  | 100        | 700                 | 5,485         |
| Adults (excludes Technology) | 56                 | 406        | 445                 | 4,503         |
| <b>TOTAL Live Virtual</b>    | <b>80</b>          | <b>752</b> | <b>1,272</b>        | <b>15,569</b> |

**Virtual Recordings of Program Content:**

|                                 | Number of Programs |            | Number of Attendees |               |
|---------------------------------|--------------------|------------|---------------------|---------------|
|                                 | Month              | YTD        | Month               | YTD           |
| Children (age 5 and under)      | 27                 | 308        | 920                 | 11,526        |
| Children (age 6-12)             | 28                 | 188        | 648                 | 5,497         |
| Teens                           | 0                  | 0          | 0                   | 0             |
| Intergenerational               | 41                 | 264        | 3,620               | 21,929        |
| Adults (excludes Technology)    | 31                 | 193        | 1,013               | 5,825         |
| <b>TOTAL Virtual Recordings</b> | <b>127</b>         | <b>953</b> | <b>6,201</b>        | <b>44,777</b> |

**Summer Reading Programs\*:**

|                              | Number of Programs |           | Number of Attendees |              |
|------------------------------|--------------------|-----------|---------------------|--------------|
|                              | Month              | YTD       | Month               | YTD          |
| Children (age 5 and under)   | 31                 | 38        | 338                 | 399          |
| Children (age 6-12)          | 13                 | 13        | 186                 | 186          |
| Teens                        | 15                 | 16        | 105                 | 111          |
| Intergenerational            | 9                  | 9         | 278                 | 278          |
| Adults (excludes Technology) | 3                  | 5         | 38                  | 50           |
| <b>TOTAL Summer Reading</b>  | <b>71</b>          | <b>81</b> | <b>945</b>          | <b>1,024</b> |

\*Does not include virtual summer reading programs.

***B is for Book* Programming:**

|                                   | Number of Programs |           | Number of Attendees |            |
|-----------------------------------|--------------------|-----------|---------------------|------------|
|                                   | Month              | YTD       | Month               | YTD        |
| Children's Services               | 1                  | 8         | 4                   | 46         |
| Adult Services                    | 0                  | 1         | 0                   | 10         |
| Launch Pad/TechKnow Lab           | 0                  | 0         | 0                   | 0          |
| Development/Communications        | 1                  | 2         | 150                 | 260        |
| Grosvenor Room                    | 0                  | 2         | 0                   | 7          |
| <b>TOTAL <i>B is for Book</i></b> | <b>2</b>           | <b>13</b> | <b>154</b>          | <b>323</b> |

***B is for Book* Exhibit:**

|                                   | Number of Visitors |              |                                     |
|-----------------------------------|--------------------|--------------|-------------------------------------|
|                                   | Month              | YTD          | From Opening<br>(9/2020 to Present) |
| Non Tour-Related*                 | 1,203              | 8,429        | 17,233                              |
| Tour/Program                      | 150                | 319          | 367                                 |
| <b>TOTAL <i>B is for Book</i></b> | <b>1,353</b>       | <b>8,748</b> | <b>17,600</b>                       |

\*New counters installed March 2021 for visitor count.

***Programming Highlights -***

**Central Library - Children's Services**

- Take and Make Crafts: *Erie Canal/Carousel Activity Books and Carousel Horses, Rainbow Lacing Craft Kit, Rainbow Fish, Sprout Up! Plant*
- In-Person Programs: *Sensory Stay n' Play: Farmyard Fun, Sharpie Tie Dye*
- Virtual Storytimes: *Drag Queen Family Time with Figgy Pudding!, Harold and the Purple Crayon, Virtual Bilingual Storytime (Spanish)*

- Virtual Checkers Library TV - *The Reading Road Trip: Preview, Extinct Animals, Desert Animals, Pets*

#### **Central Library – Grosvenor Room**

- Virtual Programs: *Getting Started with Italian Genealogy; I Have My DNA for Genealogy Test Results, Now What?*

#### **Central Library – Information Services**

- Take and Make Crafts: *Adult Coloring Kit, Buffalo Cityscape, Dinosaur 3D Puzzle, Sachet Making Kit, Zen Garden*
- In-Person Program: *Wellness Wednesday*
- Virtual Programs: *Online Job Fair, Finding Customers for My Small Business, Sachet Making, How to Prepare for Your First Small Business Website*
- *Virtual Book A Librarian*

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

- In-Person Programs: *Seed Library Launch Plant Swap in the Reading Park*
- Hybrid (In-Person and Virtual) Lunchtime Learning: *Get eBooks with Libby, Using Google Docs, Word Basics, Excel Basics, How to Use Your iPad or iPhone, Using Gmail*
- *Virtual Book A Technology Trainer Appointments*

#### **Central Library – Teen Programming**

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

#### **Crane Branch Library**

- Take and Make Crafts: *Rainbow Lacing Craft Kit, Animal Craft Bag*
- Virtual Program: *Crane Library Book Club*

#### **Dudley Branch Library**

- Take and Make Craft: *Baby Abstract Sensory Art, Make Your Own Quill Craft Kit, Preschooler Chia Seed Slime, Rainbow Lacing Craft Kit, Wall Hanging, Why I Love You, Yarn Birds*

#### **East Clinton Branch Library**

- Take and Make Crafts: *Paper Rainbow, Straw Air Powered Rocket, Animal Mask, Make Your Own Quill Craft Kit*
- In-Person Program: *Open House Storytime with Mr. Paul!*
- Virtual Program: *Waiting on Wednesday*

#### **Elaine M. Panty Branch Library**

- Take and Make Crafts: *Rainbow Lacing Craft Kit, Father’s Day*
- In-Person Programs: *Let’s Go Fly a Kite Storytime, Summer In-House Reading Contest for Children*

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

- Take and Make Crafts: *Pete the Cat, Father's Day Card, Rainbow Stitch, Juneteenth Activity Book, Albright-Knox Art Gallery Art Kit*

**Isaías González-Soto Branch Library**

- Take and Make Crafts: *Albright-Knox Art Gallery Art Kit, Rainbow Lacing Craft Kit*
- In-Person Programs: *Create a Summer Story Mini-Book, Albright-Knox Art Truck Visit, Library in the Park* with Juneteenth theme

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

- Take and Make Crafts: *Rainbow Lacing Craft Kit, Juneteenth Craft Bag, Superhero Banner, Make Your Own Quill Craft Kit*
- In-Person Programs: *Laced Rainbow, Write Like it's 1776, Tech Help Hours @ Coles*

**North Park Branch Library**

- Take and Make Crafts: *Ocean, Tiger, Bird Feeder, Rainbow Lacing Craft Kit*
- In-Person Programs: *Reading with Dogs, Stuffed Animal Sleepover, Family Storytime, Rock Painting*
- 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, Fox Run at Orchard Park, Asbury Pointe Senior Apartments, Garden House Senior Facility, Stonegate Senior Apartments, Blessed Mary Angela, Union Square Senior Apartments, Boys & Girls Club of Holland, Brant Town Hall, Rural Outreach Center, Orchard Place Apartments, Seneca Pointe Apartments and Jericho Road Community Health Center – Broadway Clinic and Barton Clinic.
- The Library on Wheels also visited Bidwell Parkway to provide service to the Elmwood Village community while the Crane Branch Library was closed for construction on June 14<sup>th</sup>, the Orchard Park Recreation Summer Camp on June 24<sup>th</sup>, the University at Buffalo Child Care Centers located on the North and South Campuses on June 28<sup>th</sup>, the Jewish Community Center of Greater Buffalo – Holland Family Building on June 29<sup>th</sup> and *Storytime at Canalside: A Bicentennial Celebration* on June 30<sup>th</sup>.

**Battle of the Books** – The Amherst, Boston, Central, Clarence, Elma, Grand Island, Lancaster, Newstead, North Park and Orchard Park Libraries will be participating in the Battle of the Books, which will be held virtually this year in August. The Central Library and the North Park Branch Library each held an informational meeting in June.

**Canalside** - Launch Pad Makespace Manager **Jordan Smith** hosted a library activity and information table at Canalside on June 29<sup>th</sup>. Launch Pad staff will be at Canalside every Tuesday through August 24<sup>th</sup>. They will promote library programs

and services, issue library cards, provide Take and Make crafts and demonstrate some of the interactive devices available in the Launch Pad.

**Hamlin Park Community Garden Planting Day!** - Information Services and Outreach Librarian **Shanley Olszowy** had an informational table at the *Hamlin Park Community Garden Planting Day!* on June 5<sup>th</sup>. She issued library cards and promoted library programs and services. Seeds from the Seed Library and plants from the Launch Pad's Plant Swap event were used.

**Library by Mail Program** - There are now 104 patrons that have signed up for the *Library by Mail Program*.

**Summer Reading at New York Libraries** - Libraries throughout the B&ECPL System are participating in the *Summer Reading at New York Libraries* program with the theme *Tails and Tales* including the *Tails and Tales Summer Reading Challenge* for children, teens and adults held from June 1<sup>st</sup> through August 13<sup>th</sup>. Participants must write a short review of each book read and post it online to be entered to win prizes including a Kindle Fire HD 10 Tablet.

## 2. Collection Development

### Physical Collections:

|                   | Item Adds     |               | Title Adds   |              | Collection Size  |
|-------------------|---------------|---------------|--------------|--------------|------------------|
|                   | Month         | YTD           | Month        | YTD          |                  |
| Juvenile Print    | 2,773         | 17,340        | 256          | 1,760        | 545,044          |
| Young Adult Print | 887           | 4,824         | 121          | 856          | 78,519           |
| Adult Print       | 3,665         | 21,461        | 618          | 3,942        | 1,810,060        |
| Media             | 3,167         | 18,467        | 382          | 2,073        | 568,932          |
| Other*            | 2,237         | 14,334        | 42           | 300          | 175,459          |
| <b>Subtotal</b>   | <b>12,729</b> | <b>76,426</b> | <b>1,419</b> | <b>8,931</b> | <b>3,178,014</b> |

\*Includes magazines, generic copies, and other

### Electronic Collections:

|                 | Item Adds    |               | Title Adds   |              | Collection Size           |
|-----------------|--------------|---------------|--------------|--------------|---------------------------|
|                 | Month        | YTD           | Month        | YTD          |                           |
| eBooks          | 1,733        | 12,005        | 1,060        | 8,043        | 120,898*                  |
| Music (Freegal) | N/A          | N/A           | N/A          | N/A          | Unlimited<br>SONY Library |
| eAudiobooks     | 1,115        | 9,320         | 263          | 1,748        | 33,977                    |
| eVideos         | 0            | 0             | 0            | 0            | 200                       |
| <b>Subtotal</b> | <b>2,848</b> | <b>21,325</b> | <b>1,323</b> | <b>9,791</b> | <b>155,075</b>            |

\*Includes 428 EBL titles

### All Collections:

|              | Item Adds     |               | Title Adds   |               | Collection Size  |
|--------------|---------------|---------------|--------------|---------------|------------------|
|              | Month         | YTD           | Month        | YTD           |                  |
| <b>Total</b> | <b>15,577</b> | <b>97,751</b> | <b>2,742</b> | <b>18,722</b> | <b>3,333,089</b> |

**Purchase Suggestions:**

|                  | Received | % Owned* | Unique Titles | % Ordered |
|------------------|----------|----------|---------------|-----------|
| Patron Initiated | 631      | 5.5      | 624           | 68.1      |
| Staff Initiated  | 46       | 4.3      | 46            | 52.2      |

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

**Highlighting Kelmscott Chaucer** - A 2-case display in the Grosvenor Room showcases *The Kelmscott Chaucer: The 125<sup>th</sup> Anniversary of the Finest Book Ever Printed* to celebrate International Kelmscott Press Day on June 26<sup>th</sup>. More than 30 libraries, museums and other organizations are celebrating with in-person and online exhibitions and programs, including England, Australia, British Columbia and right here in Buffalo, NY. This display will be up until July 15<sup>th</sup>.

**Subject Guides** - The Library’s Subject Guides were viewed by 1,497 visitors from 30 countries in June. In addition to the United States, visitor countries of origin included Argentina, Australia, Bangladesh, Canada, China, Egypt, Germany, Greece, Guatemala, India, Ireland, Israel, Italy, Mexico, Moldova, the Netherlands, North Macedonia, the Philippines, Portugal, Puerto Rico, Russia, Singapore, South Korea, Sri Lanka, Turkey, Ukraine, United Arab Emirates, the United Kingdom and Venezuela.

**3. Fundraising**

**Fundraising:**

| Campaign Name       | Campaign Dates            | Raised to Date |
|---------------------|---------------------------|----------------|
| Annual Appeal Total | January 1 - June 30, 2021 | \$124,490.44   |

**Generator-Z Grant** - The Library was awarded a grant in the amount of \$72,065 from the Ralph C. Wilson Foundation for afterschool teen programming. Planning is underway, and programming will begin in the fall.

**4. Facilities**

**COVID-Related Updates** - All meeting rooms are now back to capacity and available for public use. The Graphics Department has also updated all COVID-related signage to indicate that face coverings must be worn by those who have not been vaccinated.

**Bookmobile Maintenance** - Fleet Maintenance, Inc. provided a New York State Inspection and generator maintenance for the Library on Wheels on June 11<sup>th</sup>.

**Garage Opener** - The Oak Street garage door at the Central Library now has an automatic door opener.

**Construction** - The Crane Branch Library was closed from June 14<sup>th</sup> through June 16<sup>th</sup> for work being done as part of the *Crane Branch Library Improvement Project*.

**Polling Sites** - The Dudley, East Clinton, Elaine M. Panty, Frank E. Merriweather, Jr. and the Leroy R. Coles, Jr. Branch Libraries were Erie County polling sites for the Primary Election on June 22<sup>nd</sup>.

**Telehealth Booth** – Central Library Maintenance staff assisted installers from SpaceworX on June 23<sup>rd</sup> in assembling a telehealth booth in the Leroy R. Coles, Jr. Branch Library’s meeting space. This is part of the *Digital Telehealth* initiative in partnership with WNYLRC to provide a private, ADA-compliant booth and a laptop for patrons to use for telehealth appointments and other private meetings. The telehealth booth is scheduled to be available for use in the fall of 2021.

### 5. Staff Development

|       | Number of Program Attendees |       | Number of Programs Presented |     |
|-------|-----------------------------|-------|------------------------------|-----|
|       | Month                       | YTD   | Month                        | YTD |
| Staff | 763                         | 1,732 | 9                            | 28  |

**Staff Training Offered/Attended** – *American Library Association (ALA) Virtual Conference* (5 days of group viewing presented by ALA/B&ECPL); *Security Training* (4 sessions presented by Forseti Protection Group/B&ECPL).

**Virtual Conferences Attended** – *Celebrating Diverse Stories* (presented by Reforma); *Connections Summit* (presented by SirsiDynix); *Library 2.021* (presented by San Jose University School of Information); *Link & Learn 2021* (presented by Ingram).

**Webinars Viewed – 54 webinars, including** *Affecting Change in a Middle Management Role* (presented by PLA); *An Introduction to iMovie* (presented by SENYLRC); *Food Access and Seed Libraries in Rural Public Libraries* (presented by WebJunction); *New Federal Funding for Libraries: What It Means for You* (presented by Library Journal); *Queer Peers: Representation in Comics* (presented by Booklist); *Reaching the Underserved: How to Strengthen Your Library’s Community Engagement Strategies to Better Serve Those Who Cannot Visit the Library in Person* (Presented by ALA); *The Power of Emotional Intelligence from Birth to Age 8* (presented by Housman Institute).

**New York Library Association (NYLA) Developing Leaders Program** – Crane Branch Manager **Dan Lewandowski**, Information Services and Outreach Librarian **Andrew Maines** and Assistant to the Director **Erin Vest** graduated from the NYLA Developing Leaders Program on June 24<sup>th</sup>. This 9-month program was designed to cultivate skills and capacity in personal and organizational leadership and included completion of team-based projects, which can be viewed here: [www.nyla.org/dlp-2020-21-cohort/](http://www.nyla.org/dlp-2020-21-cohort/).

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

**Media:**

| Type of Communication   | Topic  | Air Date/Publish Date  |
|---|--|--|
| Media Event – Librarian Kristi Dougherty and A.D.D. Joy Testa Cinquino attended | Mayor Brown announces his summer reading program | Channel 2, Channel 4, Channel 7, Spectrum News, The Buffalo News, June 1 <sup>st</sup> |
| Taped interview with Director Jakubowski  | The importance of summer reading                 | Spectrum News, aired June 5 <sup>th</sup> – 7 <sup>th</sup>                            |
| Media interviews and photograph for an article                                  | Library Director to retire                       | The Buffalo News, June 12 <sup>th</sup>  |

**Social Media:**

|                         | Staff Activity |              | Public Activity |                | Followers   |               |
|-------------------------|----------------|--------------|-----------------|----------------|-------------|---------------|
|                         | Month          | YTD          | Month           | YTD            | Month - New | Total         |
| Facebook                | 126            | 941          | 2,351           | 17,782         | 7           | 10,303        |
| Flickr                  | 8              | 190          | 16,744          | 50,418         | -           | 57            |
| Google Ads <sup>1</sup> | N/A            | N/A          | 2,956           | 18,749         | N/A         | N/A           |
| Instagram               | 44             | 274          | 7,441           | 17,357         | 49          | 3,578         |
| Pinterest               | 19             | 312          | 541             | 2,642          | 1           | 2,189         |
| Podcast <sup>2</sup>    | 4              | 22           | N/A             | N/A            | N/A         | N/A           |
| TikTok <sup>3</sup>     | 3              | 5            | 788             | 828            | 20          | 34            |
| Twitter                 | 57             | 503          | 738             | 7,982          | 2           | 10,706        |
| YouTube <sup>4</sup>    | 11             | 47           | 1,665           | 7,070          | 10          | 295           |
| <b>Total</b>            | <b>272</b>     | <b>2,294</b> | <b>33,224</b>   | <b>122,828</b> | <b>89</b>   | <b>27,162</b> |

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

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

<sup>3</sup>TikTok account started May 2021.

<sup>4</sup>In March 2021, the Library condensed multiple YouTube channels into one and began using YouTube analytics tracking (rather than hand-counting). Numbers will be more accurate this way.

**7. Partnerships**

**Albright-Knox Art Gallery** – Several libraries are offering Take and Make kits featuring projects that coincide with the Albright-Knox Art gallery’s current off-site exhibit *Shape and Color* featuring French born artist Hervé Tullet.

**Buffalo Museum of Science** - Information Services and Outreach Manager **Daniel Caufield** spoke with Buffalo Museum of Science Programs Coordinator Gabrielle Graham on June 24<sup>th</sup> regarding partnering on a NASA@ MY Library grant being offered by ALA and NASA.

**Coordinated Outreach Advisory Group (COAG)** - Information Services and Outreach Manager **Daniel Caufield** facilitated a COAG meeting on June 18<sup>th</sup>. Members of the group, which is comprised of both B&ECPL staff and community members, discussed how they plan to open programming and start new initiatives as COVID-19 restrictions are removed.

**Erie County Bicentennial** – The B&ECPL System has played a large role in this year’s Erie County Bicentennial as distribution points for the *Erie County Heritage Passport*, a collaborative project that highlights the dozens of historical societies and heritage sites across Erie County. The *Passport* was planned to encourage heritage discovery and visitation at all corners of the County, and will continue to be promoted and distributed throughout the summer. Our libraries are also serving as “first points of information” for the Bicentennial and history resources about Erie County.

**John R. Oishei Children's Hospital** - **Susan Buttaccio** contacted Mary Sue Mirabella from the John R. Oishei Children's Hospital to deliver craft kits and to coordinate the

premiere of the Navy Band Northeast's reading of *Before John Was a Jazz Giant: A Song of John Coltrane*, held virtually on June 16<sup>th</sup>. She added the event to a Bitmoji Library on a Google Slides which the hospital shared with patients via a QR code for them to view.

**National Grid** - Children's Services and Outreach Librarian **Kelly Woods** worked with Daniel Keating and Marty Glose, National Grid Engineers on June 22<sup>nd</sup> to film part of a video focused on conductive clay, which will complement Maker Camp Kits that will be distributed in mid-summer to Buffalo Branches. The segment was filmed in the Launch Pad studio at the Central Library.

**NativityMiguel Middle School of Buffalo** - Leroy R. Coles, Jr. Branch Manager **Elizabeth (Libby) Stengel** held an information table at the NativityMiguel Middle School of Buffalo's St. Monica Campus for Girls location on June 25<sup>th</sup>. She promoted library services and programs to families.

**SPCA Paws for Love** - The North Park Branch Library partnered with the SPCA Paws for Love for a *Reading with Dogs* program beginning June 19<sup>th</sup> as part of their summer reading programming.

**Western New York Genealogical Society** - Genealogy Specialist **Rhonda Hoffman** wrote an article titled "Using *HeinOnline* for Genealogy" for the June 2021 issue of the Western New York Genealogical Society's *JOURNAL*. *HeinOnline* is a legal research database developed and licensed by William S. Hein & Co., Inc., a longstanding Western New York legal publisher. It is available for use in-house at every B&ECPL location.

**Yo! New York** - **Jordan Smith** hosted a tour of the Launch Pad Makerspace on June 5<sup>th</sup> for Tracy Craig and her husband, who run Yo! New York, a youth development program for young people ages 13-18. The organization is planning to utilize the various resources in the Launch Pad.

**Other** - The auditorium at the Frank E. Merriweather, Jr. Branch Library and meeting rooms and information tables at multiple Buffalo Branches were used throughout the month by various community groups and organizations including: Albright-Knox Northland, Association for the Study of Classical African Association, Away Out, BOS (Blacks Occupying the States), Buffalo Democratic Socialists of America, Exodus Women's Fellowship Ministry, Los Artistas del Barrio Buffalo, Mental Health Peer Connection, NativityMiguel Middle School of Buffalo, Nazarene Messianic Party, New York State Senator Sean Ryan's Office, No Name NA Group, Nuvance Health, Parker Academy Child Care and Learning Center, Saving Sisters, Squeaky Wheel Film & Media Art Center and Utica Heights Block Club.

## 8. Planning for the Future

**Retirement of Library Director Mary Jean Jakubowski** - Erie County Executive Mark Poloncarz, New York State Senator Sean Ryan, New York State Assemblymember

Patrick Burke, Erie County Chairwoman April Baskin and Erie County Legislator Lisa Chimera attended the retirement gathering for Library Director **Mary Jean Jakubowski**. A proclamation was also sent from New York State Assemblymember Crystal Peoples-Stokes. Representatives from Project Flight, the Association of Contracting Library Trustees (ACT), the Librarians' Association of the B&ECPL, the Library Foundation of Buffalo & Erie County, the Elaine M. Panty Branch Library Friends Group, WNYLRC, Read to Succeed and other partner organizations joined over 100 staff, trustees, retirees and community members for Director Jakubowski's sendoff.

## 9. Director Activities

### LIST of MEETINGS and EVENTS ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI June 2021

| DATE          | MEETING / EVENT  |
|---------------|--|
| June 2, 2021  | Meeting - Meg Cheman   |
| June 2, 2021  | Meeting - B&ECPL Board of Trustees Development & Advocacy Committee                                |
| June 3, 2021  | Meeting - Administrative Team  |
| June 3, 2021  | Meeting - Jeannine Doyle   |
| June 3, 2021  | Conference Call - B&ECPL Board Chair Kathleen Berens Bucki   |
| June 3, 2021  | Meeting - B&ECPL Board of Trustees Search Committee  |
| June 3, 2021  | Meeting - Ken Stone  |
| June 4, 2021  | Media Interview - Spectrum News  |
| June 7, 2021  | Media Interview - Buffalo News   |
| June 8, 2021  | Meeting - Andrew Maines  |
| June 8, 2021  | Virtual Meeting - Public Library System Directors Organization (PULISDO)                           |
| June 9, 2021  | Virtual Meeting - Managers/Directors   |
| June 10, 2021 | Podcast Recording - All Booked Up  |
| June 10, 2021 | Meeting - B&ECPL Board of Trustees Executive Committee and Planning Committee                      |
| June 11, 2021 | Meeting/Launch Pad Tour - Bostwick Design Partnership  |
| June 15, 2021 | Conference Call - Natalie McDonough, New York State Library, Division of Library Development (DLD) |
| June 15, 2021 | Meeting - Meg Cheman   |
| June 15, 2021 | Meeting - Joy Testa Cinquino   |
| June 15, 2021 | Meeting - Linda Brigance, Buffalo Presidential Center  |
| June 15, 2021 | Meeting - Dorinda Darden, Samantha Purpora, Jeannine Doyle, Ken Stone & Tracy Palicki              |
| June 15, 2021 | Virtual Panel Discussion - Library Re-Openings in 2021 - Lessons Learned and Looking Forward       |
| June 16, 2021 | Meeting - Jeannine Doyle   |
| June 16, 2021 | Virtual Meeting - Dorinda Darden & Andrew Isenberg, 8th Judicial District                          |
| June 16, 2021 | Event - Retirement Gathering   |
| June 17, 2021 | Virtual Meeting - DLD/PULISDO  |

|               |                                    |
|---------------|------------------------------------|
| June 17, 2021 | Meeting - Administrative Team      |
| June 17, 2021 | Meeting - B&ECPL Board of Trustees |
| June 18, 2021 | Meeting - Erin Vest                |

**LIST of MEETINGS and EVENTS**  
**ATTENDED by INTERIM DIRECTOR JEANNINE DOYLE**  
**June 2021**

| DATE          | MEETING / EVENT   |
|---------------|---|
| June 21, 2021 | Meeting - Labor Management Healthcare Fund (LMHF) Board of Directors/Trustees               |
| June 21, 2021 | Meeting - Bonnie Lawrence, Erie County Department of Environment & Planning                 |
| June 21, 2021 | Meeting - Erin Vest   |
| June 22, 2021 | Virtual Meeting - Maureen McLaughlin & Steve Hovey  |
| June 22, 2021 | Virtual Meeting - Meg Cheman  |
| June 23, 2021 | Meeting - Clerical & Maintenance Union (CMU)  |
| June 24, 2021 | Virtual Meeting - Judy Fachko   |
| June 24, 2021 | Virtual Event - New York Library Association (NYLA) Developing Leaders Capstone Celebration |
| June 24, 2021 | Meeting - Cheryl Kwiatkowski  |
| June 25, 2021 | Meeting - Maureen McLaughlin  |
| June 25, 2021 | Meeting - Trautman Associates   |
| June 28, 2021 | Meeting - Librarian's Association   |
| June 29, 2021 | Meeting - Joy Testa Cinquino  |
| June 29, 2021 | Meeting - Maureen McLaughlin & Steve Hovey  |
| June 29, 2021 | Meeting - Meg Cheman  |
| June 30, 2021 | Conference Call - Buffalo Place   |
| June 30, 2021 | Meeting - Dorinda Darden, Judy Fachko, Tracy Palicki & Ashley Ligammari                     |

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

**Angola Public Library** - submitted by Jennifer Page, Director

**Pre-School Visits** - In June, our local preschool came for a library storytime for the first time since reopening. We had 43 attendees and many received their first library cards.

**Town of Evans Bicentennial** - The Angola Public Library is partnering with the Town of Evans and the Evans Historical Society to celebrate the Town of Evans Bicentennial. We will have crafts all week long and at the Evans Town Park on July 17<sup>th</sup>. On July 13<sup>th</sup>, we will be partnering with the Village of Angola for a petting zoo and crafts.

**Craft Weeks** - We will be having weeklong outdoor crafts all summer long to include Slime, Rock Painting, Ooblek and a sidewalk chalk art contest.

**Clarence Public Library** – submitted by Monica Mooney, Director

**A Life's Journey: Five Stops Along the Way** – On June 15<sup>th</sup>, the Clarence Public Library hosted a well-received Live Virtual Storytelling presentation by Bob Poczik. During this program, Bob took the audience on a journey into the heart of his birth family and shared stories from his own life. Some stories were happy and some were sad, but they all illuminated the critical importance families have in our lives. In addition to making numerous presentations at other locations in Western New York, Bob Poczik has made 19 highly praised presentations at the Clarence Public Library over the years. His next program will be an in-person event in October entitled "Secrets of the Vatican."

**Immersive 3D Visualization Project** – The Clarence Public Library applied for and on June 29<sup>th</sup> was awarded an Empire State Immersive Experience (ESIE) grant through the Western New York Library Resources Council (WNYLRC). This award will allow us to purchase a *Ricoh Theta Z1* megapixel camera to record 360° natural images. Working in partnership with select faculty and students from the Clarence High School, our project is to upload a 3D visualization of portions of the Tillman Road Wildlife Management Area, which is a 235-acre conservation area located within the Town of Clarence and managed by the New York State Department of Environmental Conservation. The visualization will focus on the entrance and approach to the 300-foot boardwalk and the highlights along the boardwalk, such as the cattail marsh, which attracts large numbers of waterfowl. An immersive visualization of the present wetlands could assist future preservation efforts. The final report is due July 31, 2021.

**Peanut Butter & Jelly Drive** – The Clarence Public Library is a drop-off location for the Peanut Butter & Jelly Drive to end childhood hunger. The drive is being sponsored by New York State Assemblymember Michael Norris (144<sup>th</sup> Assembly District) who is joining Peter Robinson, founder of the Lockport Peanut Butter & Jelly Drive. Donations of unopened jars of peanut butter and jelly will be accepted through July 26<sup>th</sup>.

**Summer Programs** – Summer programming is underway and the annual bike raffle sponsored by the Friends of the Clarence Public Library is back! And this year, we have added a red wagon too! To enter to win a bike or wagon, patrons simply need to check out 5 children's books. Also, children are encouraged to pick up a reading log at the front desk. For every 10 hours they read, they earn a badge and a prize and are entered to win an Amazon gift certificate. Incentives aside, our ultimate goal is to promote the love of reading. And summer provides us with many opportunities to do so!

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Director Doyle reported she had reached out to ACT President Richard Earne, who had nothing to report this month. She noted the Public Library System Directors Organization (PULISDO) would be starting a Trustee Handbook Book Club later this year. Information on the program will be sent to all trustees throughout the B&ECPL System.

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

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business. Director Doyle notified Board members that the Elaine M. Panty Branch Library dedication event has been moved to Monday, September 20, 2021 at 3:00 pm.

Trustee Craik, as the newest member of the Board of Trustees, asked those staff members in attendance to introduce themselves. A.D.D. Dorinda Darden, A.D.D. Judy Fachko, A.D.D. Maureen McLaughlin, Borrower Service Manager Linda Rizzo, and A.D.D. Joy Testa Cinquino were introduced.

Trustee Kelly reminded Board members that as Chair of the Development & Advocacy Committee, her goal this year is to ensure 100% participation from trustees in giving to the B&ECPL. She noted trustees could give in any amount at any time during the year in order to be counted toward this goal. A.D.D. Testa Cinquino mentioned the B&ECPL was participating in the *Give 716* online fundraising event, which would begin that night.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Housh, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,

Joel Moore  
Secretary