

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 12th 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 4th. 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

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

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

Chair Bucki stated the Search Committee had met on June 17th 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 26th, and the Search Committee will meet again on July 29th 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 15th 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:

Grant	2021 B&ECPL Budget	State Enacted Budget	Revenue Increase	Expense Increase
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
Total NY State Recurring Grants	\$606,509	\$673,878	\$ 67,369	\$ 67,369

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 11th 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
	Subtotal Contractual Payments	\$325,225
	Total Expense	\$667,950

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
	Grand Totals	\$805,623	\$667,950	\$137,673
Alden	Replace Deteriorated Ceiling w suspended system			
Alden	LEDs for conversion project			
Alden	Electrical repairs & LED Conversion Installation			
Alden	Totals	\$56,120	\$42,090	\$14,030 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)			
Amherst	Totals	\$42,826	\$32,120	\$10,706 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			
Angola	Totals	\$19,192	\$17,273	\$1,919 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			
Boston	Totals	\$11,357	\$8,518	\$2,839 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			
Buffalo	Totals	\$253,378	\$228,040	\$25,338 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			
Cheektowaga	Totals	\$19,394	\$17,455	\$1,939 10%
Clarence	Carpet and Entrance Mat Replacement			
Clarence	Totals	\$150,000	\$112,500	\$37,500 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			
East Aurora	Totals	\$24,427	\$18,320	\$6,107 25%
Eden	Improved HVAC Controls			
Eden	Boiler Replacement			
Eden	Totals	\$30,565	\$22,924	\$7,641 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			
Elma	Totals	\$22,415	\$16,811	\$5,604 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			
Grand Island	Totals	\$6,037	\$4,528	\$1,509 25%
Lackawanna	Front/Back door restoration & restore/paint front entryway			
Lackawanna	Install gas fireplace inserts in 3 existing fireplaces			
Lackawanna	Totals	\$21,900	\$19,710	\$2,190 10%
Lancaster	Replace 6 folding tables & 6 book trucks			
Lancaster	Replace 24 task chairs & 3 stool chairs			
Lancaster	Replace 3 stool chairs			
Lancaster	Totals	\$9,542	\$7,157	\$2,385 25%
Lake Shore	Replace carpeting in community room & staff workroom w/carpet tiles			
Lake Shore	Totals	\$8,517	\$6,388	\$2,129 25%
Newstead	Replace nearly 20 yr old carpeting throughout w/carpet tiles			
Newstead	Totals	\$50,000	\$45,000	\$5,000 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			
Orchard Park	Totals	\$18,949	\$14,212	\$4,737 25%
Tonawanda City	Replace aging broadloom carpeting throughout w/carpet tiles			
Tonawanda City	Totals	\$23,285	\$20,957	\$2,328 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			
Kenilworth	Totals	\$17,976	\$16,178	\$1,798
				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			
Kenmore	Totals	\$19,743	\$17,769	\$1,974
				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>
From:		
Part Time - Wages	#500010	\$161,080
To:		
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 29th. 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 11th. 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 15th. 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. 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! 20th Anniversary Summer Reading Challenge* held in Niagara Square on June 1st. **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 23rd and June 30th. 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 25th.

Seed Library - The Seed Library in the Launch Pad Makerspace officially opened on June 5th. 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
TOTAL In Library Group	194	514	1,886	5,752

*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
TOTAL Passive Programs	5,451	34,515	5,451	34,515

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
TOTAL In Library One-on-One	191	1,539	191	1,551

*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
TOTAL Adult Technology	61	173	188	301

*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
TOTAL Outreach	20	43	631	1,775

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
TOTAL Live Virtual	80	752	1,272	15,569

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
TOTAL Virtual Recordings	127	953	6,201	44,777

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
TOTAL Summer Reading	71	81	945	1,024

*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
TOTAL B is for Book	2	13	154	323

B is for Book Exhibit:

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

*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 14th, the Orchard Park Recreation Summer Camp on June 24th, the University at Buffalo Child Care Centers located on the North and South Campuses on June 28th, the Jewish Community Center of Greater Buffalo – Holland Family Building on June 29th and *Storytime at Canalside: A Bicentennial Celebration* on June 30th.

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 29th. Launch Pad staff will be at Canalside every Tuesday through August 24th. 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 5th. 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 1st through August 13th. 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
Subtotal	12,729	76,426	1,419	8,931	3,178,014

*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 SONY Library
eAudiobooks	1,115	9,320	263	1,748	33,977
eVideos	0	0	0	0	200
Subtotal	2,848	21,325	1,323	9,791	155,075

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	15,577	97,751	2,742	18,722	3,333,089

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 125th Anniversary of the Finest Book Ever Printed* to celebrate International Kelmscott Press Day on June 26th. 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 15th.

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 11th.

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 14th through June 16th 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 22nd.

Telehealth Booth – Central Library Maintenance staff assisted installers from SpaceworX on June 23rd 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 24th. 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/.

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 st
Taped interview with Director Jakubowski	The importance of summer reading	Spectrum News, aired June 5 th – 7 th
Media interviews and photograph for an article	Library Director to retire	The Buffalo News, June 12 th

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 ¹	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 ²	4	22	N/A	N/A	N/A	N/A
TikTok ³	3	5	788	828	20	34
Twitter	57	503	738	7,982	2	10,706
YouTube ⁴	11	47	1,665	7,070	10	295
Total	272	2,294	33,224	122,828	89	27,162

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

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

³TikTok account started May 2021.

⁴In 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 24th 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 18th. 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 16th. 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 22nd 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 25th. 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 19th 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 5th 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 17th. On July 13th, 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 15th, 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 29th 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 (144th 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 26th.

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