

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
May 20, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, May 20, 2021, at the Central Library and remotely via Zoom pursuant to due notice to trustees. The following members were present (those designated with an asterisk (*) attended the meeting remotely):

Kathleen Berens Bucki, MLS, Chair*
Kimberly Johnson, Vice Chair
Joel C. Moore, Esq., Secretary*
Alan J. Bedenko, Esq., Treasurer*
Sheldon M. Berlow*
Katie Burd*
Lucy A. Candelario*
John D. Craik*
Carima El-Behairy
Frank Gist*
Frank Housh, Esq.
Theodore K. Johnson*
Sharon M. Kelly, Esq.*
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:03 p.m. A call of the roll was taken. A quorum was present.

In keeping with Executive Order 202.108 issued May 17, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through June 16, 2021, this meeting was offered remotely via Zoom, permitting the B&ECPL Board of Trustees to attend this May 20th Board meeting by conference call and constitute trustees as present, allowing them to be counted for quorum and voting. As required by the Governor's Order, the public was offered the ability to listen to such proceeding via the provided Zoom call-in number, with the meeting being recorded, transcribed and made available on the Library's website. This information was included in the meeting announcement.

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

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

Agenda Item B – Approval/Changes to the Agenda. Chair Bucki informed trustees the agenda required an amendment to add Executive Session during the Report of the Chair for the purpose of discussing a personnel matter. Trustee K. Johnson moved and was seconded by Trustee El-Behairy. Approval was unanimous.

Agenda Item C – Minutes of the Meeting of April 15, 2021. On motion by Trustee Bedenko, seconded by Trustee Craik, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she has been working on plans for the director search. She entertained a motion to enter into Executive Session at 4:09 p.m. to discuss a personnel matter. Trustee Berlow moved, Trustee Bedenko seconded, and approval was unanimous. All trustees were invited to a private Zoom Breakout Room; staff and public were placed in a separate Zoom Breakout Room or asked to leave the in-person meeting room as applicable.

Trustees Burd and T. Johnson joined the meeting via Zoom at 4:10 and were forwarded to the Executive Session Breakout Room.

At 4:24 p.m., on motion by Trustee Berlow and seconded by Trustee Bedenko, Board members concluded Executive Session and reconvened in public session.

Trustee Bedenko left the meeting at 4:25 p.m.

Agenda Item D.1 – Election of Search Committee.

Chair Bucki proposed the creation of a Search Committee for the new director, indicating she would serve on the committee as well as Trustees K. Johnson, Berlow, Burd, Candelario, El-Behairy, Housh and Panty. She asked if there were additional volunteers. Trustee Gist volunteered to join the committee. Chair Bucki indicated Association of Contracting Library Trustees (ACT) President Richard Earne would serve on the committee to represent the contracting libraries. On a motion by Trustee Burd, seconded by Trustee Panty, the Search Committee consisting of those 10 members was approved unanimously. Chair Bucki stated she would set up a meeting for the committee.

Chair Bucki noted she would speak with Jason Hurley from the County Executive's Office at a later date.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on May 13, 2021. A copy of the report was included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee T. Johnson moved to have the written report entered into the Minutes. Trustee Gist made a second, and this was approved unanimously.

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson and member Katie Burd. Member Elaine Panty and ex-officio member Frank Housh were present in person at the Central Library, as was Library Director Mary Jean Jakubowski. Chief Financial Officer (C.F.O.) Ken Stone and Chief Operating Officer (C.O.O.) Jeannine Doyle also participated via Zoom.

In keeping with Executive Order 202.107 issued May 10, 2021, which extends previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through June 9, 2021, this meeting was offered remotely via Zoom. As required by the Governor's Order, the public had the ability to listen to the proceeding via Zoom, and the meeting was recorded, transcribed, and made available on the Library's website. This information was included in the meeting announcement.

Chair Bucki called the meeting to order at 4:01 p.m. A call of the roll was taken and a quorum was present.

The Executive Committee reviewed the proposed agenda for the May 20, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki relayed she has been having conversations regarding the upcoming director search with contacts at the New York State Library, Division of Library Development as well as B&ECPL Human Resources. She plans to elect the Search Committee at the May Board Meeting, and will send one more message soliciting volunteers for the committee. Trustee Housh expressed his interest in joining the Search Committee.

C.F.O. Stone reviewed proposed Budget & Finance items. He explained Resolution 2021-8, noting this is the final renewal period for the contract with VITEC Solutions, LLC. He previewed the Monthly Financial Report, highlighting the restored 20% of State Aid withheld in 2020 as well as refunded unemployment charges from March 2020 onward.

Trustee Panty asked if the B&ECPL was having issues recruiting/retaining staff, as has been reported for other businesses. C.F.O. Stone disaffirmed this, noting the B&ECPL is yet to return to full staffing for page/senior page positions at this time due to lack of physical book circulation. Director Jakubowski noted managers and directors have been good about staffing to the needs of their departments/libraries. C.O.O. Doyle

elaborated that in cases where employees have declined to return to positions as work became available, it has mostly been because they have found other employment in the interim. Some positions, such as those in security, have traditionally been harder to fill, but those difficulties also predate the pandemic.

Trustee Panty summarized the April 15th meeting of the Policy Committee. Three policies will be brought before the full Board for approval at the May 20th Board Meeting.

For her report, Director Jakubowski conveyed she has been having conversations with C.O.O. Doyle to prepare for her transition to interim director. Director Jakubowski has also been working with Human Resources to prepare options for the director search.

The Library Foundation met on May 12th, and a report will be given at the Board Meeting. Director Jakubowski noted it had been a productive meeting, with discussion of fundraising potential as well as the agreement between the Foundation and the B&ECPL. She also noted the Foundation would be purchasing 4 exhibit cases to donate to the B&ECPL.

Director Jakubowski reported the Association of Contracting Library Trustees (ACT) met on May 1st and would have a report for the May 20th meeting. She has reached out to ACT President Dick Earne about attending; if not, she will give a report on his behalf.

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 4:20 p.m. on a motion by Trustee Panty and a second by Trustee Burd.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Network, Server & Workstation Engineering, Support & Maintenance Contract Renewal. Chief Financial Officer (C.F.O.) Ken Stone explained Resolution 2021-8 as presented and recommended approval. On a motion by Trustee Housh, seconded by Trustee El-Behairy, the following resolution was approved unanimously.

RESOLUTION 2021-8

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) has contracted for computer systems maintenance and related support since 1995, and

WHEREAS, the current contract expires at the end of June 2021, and

WHEREAS, there is a need for cost-effective alternatives for on-site hardware and software, desktop and server support, and

WHEREAS, there is a need to be afforded the opportunity to utilize knowledgeable, trained personnel to support technology initiatives which require project specific expertise, and

WHEREAS, in 2015, the B&ECPL, through a publicly advertised Request for Proposal (RFP), sought written proposals from qualified information technology services vendors to partner with the Library to 1) provide hardware and software maintenance for all servers, workstations, printers and related computer equipment; 2) supply parts and replacement equipment for out-of-warranty products; and 3) optionally provide project management or consulting services, and

WHEREAS, in 2015, the B&ECPL Board of Trustees adopted Resolution 2015-16 authorizing the Library Director to negotiate and execute the necessary contract based upon the terms listed in the RFP and the response submitted by VITEC Solutions, LLC, and

WHEREAS, this process resulted in a contract with VITEC Solutions, LLC for an initial 3-year term, with a provision for up to 2 renewal periods of equal length upon mutual agreement of the parties involved, and

WHEREAS, in 2018, the B&ECPL Board of Trustees adopted Resolution 2018-7 authorizing an additional 3-year term which will expire at the end of June 2021, and

WHEREAS, the vendor has requested renewal with no change in terms, and

WHEREAS, the Library, upon review of the contractor's performance, desires to renew the agreement for another 3-year period, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL confirms the Library's desire to renew the agreement with VITEC Solutions, LLC for another 3-year period, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or his/her designee to execute any paperwork required to effectuate the renewal.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the year as of March 31, 2021 month-end close was emailed to trustees prior to the meeting; physical copies were available to those attending the meeting in person. C.F.O. Stone reported the 20% of New York State Aid withheld in 2020 was released in March 2021. The B&ECPL also received 80% of the final 10% of 2020 Local Library Services & Local Services Support Aid in February. Combined with the enacted New York State (NYS) 2021-22 budget sustaining funding levels from 2020-21 (the B&ECPL adopted budget

assumed a 10% decrease), the Library's financial report reflects revenue at \$898,400 above what was anticipated for this year. He noted Erie County has experienced a similar positive variance of approximately \$45 million. C.F.O. Stone further noted the net credit of \$375,925 for unemployment insurance expense, as expenses related to the pandemic had been refunded/waived due to a combination of Coronavirus Aid, Relief, and Economic Security (CARES) Act and NYS Department of Labor initiatives. He noted Erie County and the Library are self-insured for unemployment and workers' compensation. Overall, the B&ECPL's financial picture is positive.

Agenda Item E.3 - Policy Committee. The Executive Committee met on April 15, 2021. A copy of the report was included in the Board packet. Trustee Panty summarized the meeting as follows:

Present: Chair Elaine Panty. Members Alan Bedenko, Kathleen Berens Bucki, Frank Gist and Sharon Kelly attended via Zoom. Also present were Library Director Mary Jean Jakubowski and Assistant Deputy Director (A.D.D.) Joy Testa Cinquino. Chief Operating Officer (C.O.O.) Jeannine Doyle and Chief Financial Officer (C.F.O.) Ken Stone attended via Zoom.

The meeting of the Policy Committee began at 4:43 p.m.

In keeping with Executive Order 202.99 issued March 26, 2021 which extended previous Executive Orders regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic through April 25, 2021, this meeting was offered remotely via Zoom. 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.

The Committee reviewed the *2021 Review Schedule for Board Adopted Policies*. No changes were made. On a motion by Trustee Bucki, seconded by Trustee Bedenko the schedule was approved unanimously.

Chair Panty noted the Building Renaming Policy had been amended to reflect changes to the names of library branches since the policy was initially implemented. No substantial changes were made to the policy, which summarizes City of Buffalo and County of Erie laws regarding renaming buildings they own. On a motion by Trustee Gist, seconded by Trustee Kelly the Policy Committee unanimously recommended the Building Renaming Policy be brought to the full Board for approval on May 20, 2021.

Chair Panty indicated Library Administration had reviewed the Bulletin Board Policy and are recommending no changes at this time. On a motion by Trustee Gist, seconded by Trustee Kelly, the Committee unanimously agreed no changes to the policy were warranted at this time.

Chair Panty next brought up the amended Distribution Policy. She noted one line had been added to account for potential delays in distribution due to library closures. On a motion by Trustee Kelly, seconded by Trustee Bucki the Policy Committee unanimously recommended the Distribution Policy be brought to the full Board for approval on May 20, 2021.

Lastly, Chair Panty put forward the new Open Meetings Law Policy for consideration. Director Jakubowski explained an Open Meetings Law Policy is now required by New York State. The policy states the B&ECPL will follow Open Meetings Law. On a motion by Trustee Kelly, seconded by Trustee Bedenko, the Policy Committee unanimously recommended the Open Meetings Law Policy be brought to the full Board for approval on May 20, 2021.

With no further business, on a motion by Trustee Bucki, seconded by Trustee Bedenko, the Policy Committee adjourned at 4:52 p.m.

Regarding the Distribution Policy, Trustee Craik asked whether there are guidelines the B&ECPL uses when considering specific materials for distribution, especially for items containing misinformation. Director Jakubowski indicated there are guidelines for review, and management can also use discretion in approving items for distribution. Trustee Craik thanked her for this explanation, and subsequently left the meeting at 4:43 p.m.

Agenda Item E.3.a – Amend Building Renaming Policy. Trustee Housh made a motion to approve Resolution 2021-9, which was seconded by Trustee K. Johnson. Approval was unanimous.

RESOLUTION 2021-9

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 that are reflected in the attached draft amended Building Renaming Policy, which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include updated names of Buffalo Branch Libraries since the Policy was adopted, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Building Renaming Policy to supersede and replace the prevailing policy adopted April 20, 2017, and be it further

RESOLVED, that a copy of the approved Building Renaming Policy be posted on the B&ECPL's website.

Agenda Item E.3.b – Amend Distribution Policy. Trustee Housh made a motion to approve Resolution 2021-10, which was seconded by Trustee K. Johnson. Approval was unanimous.

RESOLUTION 2021-10

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 that are reflected in the attached draft amended Distribution Policy, which has been vetted by B&ECPL legal counsel, and

WHEREAS, recommended changes include clarifying language regarding library closures, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Distribution Policy to supersede and replace the prevailing policy last amended March 16, 2017, and be it further

RESOLVED, that a copy of the approved Distribution Policy be posted on the B&ECPL's website.

Agenda Item E.3.c – Adopt Open Meetings Policy. Trustee Housh made a motion to approve Resolution 2021-11, which was seconded by Trustee K. Johnson. Approval was unanimous.

RESOLUTION 2021-11

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

WHEREAS, the Policy Committee used this process to review and make recommendations that are reflected in the attached draft Open Meetings Law Policy, which has been vetted by B&ECPL legal counsel, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the B&ECPL's Open Meetings Law Policy, and be it finally

RESOLVED, that a copy of the approved Open Meetings Law Policy be posted on the Library's website.

Agenda Item F – Report of the Director. Director Jakubowski recognized the Dolce Firm had donated \$10,000 to the B&ECPL, at the recommendation of Trustee Housh.

She expressed her gratitude, and conveyed the donation will be used for matching funds for the *Play Down Your Fines* program.

Director Jakubowski reported she had advised staff that masks would continue to be required for employees and patrons at this time. Signage has been updated to reflect that the requirement is still in place. So far there have not been any issues at the Central Library or Buffalo Branches, but Director Jakubowski was aware of one incident in a contracting library with a patron disregarding the policy where authorities needed to be called. She will continue to consult with legal counsel for updates on guidelines regarding mask requirements.

Director Jakubowski noted statistics for library visits, circulation and programming are slowly picking up. With libraries preparing for a variety of summer programs, she hopes this positive trend will continue. She also relayed she has been having conversations with Chief Operating Officer (C.O.O.) Jeannine Doyle to prepare for her transition to interim director.

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

B&ECPL Monthly Report April 2021

Annual Report – The Buffalo & Erie County Public Library (B&ECPL) 2020 Annual Report of the Director is available at: www.buffalolib.org/sites/default/files/library-system/annual-reports/2020%20Annual%20Report%20electronic%20version%20FINAL.pdf.

E is for Erie County – A new exhibit, *E is for Erie County: Celebrating Our Bicentennial* has opened in the Central Library's Ring of Knowledge. The exhibit displays pictures and maps highlighting diversity and building of communities throughout Erie County. One section, the side glass case, currently features events that impacted Erie County's first 50 years, including but not limited to the growth of the railroad and the opening of the Erie Canal. The display in this case will rotate every 3 months to focus on each of the subsequent 50 years of Erie County's history. The exhibit was developed by Grosvenor Librarian **Susan Cutrona** and designed by Graphic Artists **Dawn Stanton** and **Darlene Pennachi**.

Also on display in the cases outside the Grosvenor Room is a corresponding exhibit: *Celebrating Erie County's Musical Legacy*. Created by Grosvenor Librarian **Rhonda Hoffman**, this exhibit includes biographical sketches, photos and sheet music representing some of our homegrown music makers, including Harold Arlen, Jack Yellen, Rick James and The Goo Goo Dolls.

Día de los Niños/Day of the Child – In collaboration with the Hispanic Heritage Council of Western New York, Inc., this writer was recorded reading Kate Messner’s book *How to Read a Story*. The production was aired on social media as part of a Video-ReadAthon for Día de los Niños on April 30th. Children’s Services and Outreach Manager **Kristi Dougherty** also provided a virtual reading of the book *One is a Piñata: A Book of Numbers*. Videos produced for this event will be shared with Buffalo Public Schools for educators to use with students.

Author Programs – Local children’s author Nancy Turgeon conducted a virtual reading of her book, *The Alekizou and His Terrible Library Plot*, in celebration of *National Library Week*. An activity book based on the story was available for pick up in the Kids’ Space at the Central Library.

Lissa Marie Redmond, local author and former detective for the Buffalo Police Department, read from her new book, *The Parting Glass*, at the virtual meeting of the Crane Branch Library Book Club.

Local author Latisha Randle provided a reading and book signing of her new book, *Broken Crayons Still Color*, at the Frank E. Merriweather, Jr. Branch Library on April 24th. Copies of the book will be placed in the local author collection when available.

Business and Entrepreneurship Partnership Programming – Information Services and Outreach Librarian **Sandra Courtney** conducted a virtual presentation, *Your Ideal Client: Tools to Help You Find Them*, on April 8th for the *She Means Business Entrepreneurship* 13-week virtual training program developed by PathStone Enterprise Center, Inc. There were 62 female participants in attendance. B&ECPL business, technology and digital resources were highlighted during the presentation.

Money Smart Week – Information Services and Outreach Librarian **Nancy DiStasio** posted informational links on the Central Library’s Facebook Page promoting *Money Smart Week*, April 10th – April 17th. Created by the Federal Reserve Bank of Chicago in 2002, *Money Smart Week* is a public awareness campaign designed to help consumers better manage their personal finances. Topics included personal finance, working with banks, avoiding fraud and housing considerations.

Purchase On Demand Pilot Program – Technical Services Librarians **Jennifer Childs** and **Kelly Donovan** spearheaded a new service that allows patrons to trigger purchases of specially selected titles by requesting them in the online catalog. The titles will remain in the catalog for a minimum of 6 months if no holds are placed. Additional new titles will be added monthly. In its trial month, nearly half of the initial 52 titles were purchased as a result of patron interest. This initiative offers patrons an additional method for participating in collection development.

National Poetry Month – In celebration of *National Poetry Month*, Information Services and Outreach Librarian **Patricia Pohl** selected 30 haiku poems to post on the Central Library’s social media accounts. Each day a different haiku was posted.

B is for Book Fun Fact! – The madcap, magical *Alice’s Adventures in Wonderland*, written by Lewis Carroll in 1865, is considered by many scholars to be not just a wonderfully imaginative children’s story, but an adult satire of the highly structured and strictly followed rules and manners of Victorian society.

1. Public Services

In Library Group Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	20	30	258	456
Children (age 6-12)	29	63	226	448
Teens	6	26	65	131
Intergenerational	15	23	661	1,021
Adults (excludes Technology)	22	45	383	528
TOTAL In Library Group	92	187	1,593	2,584

*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)	1,715	4,963	1,715	4,963
Children (age 6-12)	2,578	7,260	2,578	7,260
Teens	24	182	24	182
Intergenerational	2,790	9,593	2,790	9,593
Adults (excludes Technology)	528	1,227	528	1,227
TOTAL Passive Programs	7,635	23,225	7,635	23,225

In Library One-on-One Programs*:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	110	290	110	290
Children (age 6-12)	72	112	72	112
Teens	107	236	107	236
Intergenerational	13	46	13	46
Adults (excludes Technology)	129	292	129	304
TOTAL In Library One-on-One	431	976	431	988

*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	1	1	1	1
System or Library-owned Cyber Train	0	0	0	0
One on One	31	82	31	83
TOTAL Adult Technology	32	83	32	84

*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)	0	1	0	22
Children (age 6-12)	1	2	200	220
Teens	1	1	12	12
Intergenerational	2	9	37	498
Adults (excludes Technology)	0	1	0	100
TOTAL Outreach	4	14	249	852

Live Virtual Programs:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	23	97	454	2,423
Children (age 6-12)	6	27	255	1,334
Teens	12	76	87	394
Intergenerational	14	74	744	3,960
Adults (excludes Technology)	63	274	959	3,415
TOTAL Live Virtual	118	548	2,499	11,526

Virtual Recordings of Program Content:

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	53	243	3,051	9,146
Children (age 6-12)	27	142	707	4,310
Teens	0	0	0	0
Intergenerational	40	181	3,733	15,413
Adults (excludes Technology)	27	131	961	3,033
TOTAL Virtual Recordings	147	697	8,452	31,902

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	2	3	11	14
Adult Services	0	0	0	0
Launch Pad/TechKnow Lab	0	0	0	0
Development/Communications	0	1	0	110
Grosvenor Room	1	2	5	7
TOTAL <i>B is for Book</i>	3	6	16	131

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

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related*	1,261	6,198	15,002
Tour/Program	16	131	179
TOTAL <i>B is for Book</i>	1,277	6,329	15,181

*New counters installed March 2021 for visitor count.

Programming Highlights:

Central Library – Children’s Services

- Take and Make Crafts: *Paperback Rabbit Puppet, Spring Egg, Word Family Eggs*
- Virtual Storytime: *Bunny Rabbit*
- *Virtual Bilingual Storytime (Spanish)*

Central Library – Information Services

- Take and Make Crafts: *Blind Date with an International Book, Make a Teddy Bear, Adult Coloring Kit, Buffalo Cityscape, Dinosaur 3 Day Puzzle*
- In Library Program: *COVID-19 Vaccine Appointment Assistance*
- Virtual Programs: *Watch Again: A Conversation with Michael Collins - Chief of Staff for Representative John Lewis, Wellness Wednesday, Ms. Nancy Gets Organized* featuring a conversation with Karen Coupal from Organized Matters
- *Virtual Book A Librarian*

Central Library – Special Collections

- Virtual Programs: *Death is Not the End: an Introduction to New York State Wills, Probate & Estates; Breaking Old World: Finding Foreign Places of Birth in American Records*

Central Library – TechKnow Lab/Launch Pad

- Grow with Google Virtual Programs: *Women Will Leadership Series: Understanding Biases and Barriers That Impact You, Learn Job-Ready Skills with a Google Career Certificate, Improve Your Resume with Practical Strategies, Work Smarter with Google’s Productivity Tools*
- Virtual Lunchtime Learning: *An Introduction to Patents, iPad & iPhone Basics*
- *Free Virtual Tax Filing Assistance*
- *Virtual Book A Technology Trainer Appointments*

Central Library – Teen Programming

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

Crane Branch Library

- Take and Make Crafts: *Rainbow, Mayflower*
- Virtual Program: *Crane Library Book Club*

Dudley Branch Library

- Take and Make Craft: *Sensory Take Home Activity – Dream of Spring*
- Virtual Craft Tutorials: *Tube Bunny, Paper Bag Dog Puppet, Paper Plate Jellyfish, Apple Core*

East Clinton Branch Library

- Take and Make Crafts: *Library Starter Play Kit, Flower Pot Whale, Take and Grow Plants, Paper Plate Spinner*
- In Library Program: *One-on-one Technology Training*
- Virtual Program: *Waiting on Wednesday*

Elaine M. Panty Branch Library

- Take and Make Crafts: *Blind Date with an International Book, Black History Activity Bag, Fidelis Care Activity and COVID-19 Supplies, Paper Snail, Earth Day Collage, Superhero Banner*
- In Library Programs: *Free Tax Filing Assistance, Spring Clean Your Life #2 with Simplify Buffalo Professional Organizer Amy Wopperer*
- Explore and More – Ralph C. Wilson Children’s Museum Take and Make STEAM Kits: *Rangoli Sand Art, Where the Wild Things Are, Invention Exchange*

Frank E. Merriweather, Jr. Branch Library

- Take and Make Crafts: *Bunny Face, April Showers*
- In Library Programs: *Free Tax Filing Assistance, COVID-19 Vaccine Appointment Assistance*

Isaías González-Soto Branch Library

- Take and Make Craft: *Superhero Banner*
- Virtual Craft Tutorials: *Make Your Own Origami Bookmark, Make Your Own Blackout Poem, Make Your Own Earth/Heart Thaumatrope*

Leroy R. Coles, Jr. Branch Library

- Take and Make Crafts: *Pinwheels, Earth Mobile*
- In Library Programs: *COVID-19 Vaccine Appointment Assistance, Library Scavenger Hunt, Library Bingo, Resume Workshop*

North Park Branch Library

- Take and Make Crafts: *DIY Finger Puppets, Toilet Paper Tube, Superhero Banner, Noodle Bracelet, Vacation in a Bag, Blackout Poetry*
- Virtual Program: *Teen Manga Club*

Library on Wheels Bookmobile

- Bookmobile visits, including drop off and pick up services, 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.

Library by Mail Program

- There are now 95 patrons participating in the *Library by Mail Program*.

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,453	11,897	265	1,158	547,501
Young Adult Print	447	3,398	93	614	78,699
Adult Print	3,759	14,540	714	2,644	1,811,787
Media	3,057	12,995	362	1,394	568,863
Other*	2,439	9,798	66	239	177,204
Subtotal	12,155	52,628	1,500	6,049	3,184,054

*Includes magazines, generic copies, and other

Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	2,652	7,945	2,015	5,456	116,864*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	1,936	6,512	506	1,221	31,169
eVideos	0	0	0	0	200
Subtotal	4,588	14,457	2,521	6,677	148,233

*Includes 428 EBL titles

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	16,743	67,085	4,021	12,726	3,332,287

Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	676	6.4	669	64.9
Staff Initiated	22	4.5	22	81.8

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

Subject Guides – The Library’s Subject Guides were viewed by 1,623 visitors from 31 countries in April. In addition to the United States, visitor countries of origin included Australia, Austria, Bangladesh, Brazil, Canada, Dominican Republic, Egypt, France, Germany, Honduras, India, Ireland, Japan, Kenya, Kosovo, Malaysia, Mexico, the Netherlands, New Zealand, Nigeria, Pakistan, Panama, the Philippines, Poland, Saudi Arabia, South Africa, Spain, United Arab Emirates, the United Kingdom and Venezuela.

3. Technology

Equipment Donations – Launch Pad Makerspace Manager **Jordan Smith** contacted 3 companies, Ten Ten Music Group, Mordax and LA Circuits, Inc., researching modular synthesizer equipment for the Central Library’s Launch Pad. Each of the companies

donated the following to the B&ECPL: Ten Ten Music, LLC – Blackbox Compact Sampling Studio valued at \$600; Mordax Systems – DATA module (music visualizer) valued at \$400 and LA Circuits, Inc. – various equipment valued at \$2,400. Equipment is expected to be installed later this spring. We are grateful for each significant donation.

4. Funding/Fundraising

Funding:

State Budget Developments – New York State finalized its 2021-22 Budget in the wee hours of the morning April 7th, delivering it to the Governor who presented highlights of the Fiscal Year (FY) 2022 Enacted Budget in a briefing later that morning (www.governor.ny.gov/news/video-audio-photos-rush-transcript-governor-cuomo-presents-highlights-fy-2022-budget-reimagine). The Budget impacts Library Operating and Construction Aid as detailed below.

Operating & Recurring Grants – New York (NY) State Aid has been restored to 2020-21 level. This is a significant improvement over the Governor’s proposed budget, which would have reduced library aid by \$7.1 million statewide (7.5%). Due to the pandemic’s impact on the State’s finances, the State had withheld 20% of B&ECPL’s 2020 State Aid throughout 2020, which was compounded by the proposed cut in 2021. At the time the B&ECPL’s Budget was prepared, the Library assumed a 10% State Aid reduction, reflecting a slow recovery from the pandemic’s impacts; therefore, the restored funding will add an estimated \$286,714 above the Library’s 2021 adopted budget.

Active support for libraries in the NY State Legislature, combined with approval of the Federal American Rescue Plan Act of 2021 on March 11th, contributed to the restored funding. In addition, the State released the 20% of State Aid withheld from 2020 disbursements, totaling \$573,427, in late March 2021. The combined effect of the 20% funding release and the improved 2021-22 budget is estimated to total \$860,141 (\$657,972 in the Library Operating Fund and \$202,169 in the Library Grants Fund).

State Aid for Library Construction – A \$20 million increase restores the funding cut in 2020-21 to bring State Aid for Library Construction back to the level of 2019-20: \$34 million statewide. This increases the funding available for B&ECPL projects to \$1,558,809 in 2021-22, up from \$641,863 in 2020-21. This program supports rehabilitation and improvements to library facilities.

Pandemic-related Unemployment Insurance Charges Waived – In January, NY State Department of Labor (DOL) Commissioner Roberta Reardon signed an Order providing that all unemployment benefits paid out to claimants since March 9, 2020 will be charged against New York State’s general unemployment insurance account and therefore will not be attributed to individual employers until further notice.

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) already provided 50% relief to self-insured nonprofits, government agencies and Native American tribes for unemployment charges incurred between March 13, 2020 and December 31, 2020. However, it was anticipated that processing these reductions could take some time. The January order provides these employers with reimbursement for the other 50% of charges they incurred over that period. It further stipulates that future claims that would otherwise be charged against their accounts under normal circumstances will instead be charged to the general account until further notice.

Credits reflecting both CARES Act funding and the January Order were received by Erie County on April 7th. The credit of \$401,263 will be included in the March 2021 month end financial statements.

Fundraising:

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

Maker Camp Sponsorship – For the third year, National Grid has committed to sponsoring B&ECPL’s Maker Camp. The camp will be virtual this year, and kits with supplies will be distributed at the Buffalo Branch libraries.

5. Facilities

Program Equipment & Facility Improvement Initiative (PEFII) – Recognizing that much of the recently restored funding is 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 created the PEFII. The intent of this initiative is to provide funding for improvements that add to the patron experience, can be implemented in the near future and would not typically qualify for the NY State Aid for Library Construction program. Examples include, but are not limited to equipment to facilitate outdoor programming (tents/heaters, etc.), furnishings, carpet replacement, interior/exterior painting and décor such as themed wall hangings for children’s or teen areas.

In April, PEFII was briefed to the B&ECPL Board of Trustees Budget & Finance Committee, B&ECPL System Board and to library directors and managers during their monthly meeting. PEFII was also briefed to the Association of Contracting Library Trustees (ACT) at their May 1st meeting.

Proposals from individual libraries will be sought and reviewed in a streamlined version of the process used to develop and review State Aid for Library Construction proposals. Library Administration expects to bring recommendations on projects and funding amounts to the Board for their review and consideration at the July 15th Board meeting.

Central Library Public Address System Replacement – This County funded capital project, replacing the Central Library’s 400,000 sq. ft. building’s public address system, is nearing completion. The majority of speakers and wiring date back to the building’s original construction over 50 years ago and are no longer functioning properly. The new system is expected to be operational by this June.

6. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	196	779	4	15

Staff Training Offered/Attended – *Getting It Right: Busting Library Website Myths* (presented by ALA/B&ECPL); *Introduction to Alzheimer’s* (presented by Alzheimer’s Association/B&ECPL); *Power Tool Safety* (presented by WNYCOSH/B&ECPL); *Safety Data Sheets Training* (presented by WNYCOSH/ B&ECPL).

Virtual Conference Attended – *COSUGI Conference* (presented by COSUGI/SirsiDynix).

Webinars Viewed – **57 webinars, including** *Addressing Digital Equity: Theory and Practice* (presented by NYLA); *Data That Counts: An Introduction to Census Data for Public Libraries* (presented by PLA); *Family Homelessness and Libraries* (presented by LILRC); *Getting to Know You: Treasures from the Special Collections* (presented by WNYLRC); *Mental Health First Aid and Trauma-Informed Approaches for Libraries* (presented by WebJunction); *Teen Reading Lounge: Continuing to Engage Your Teens in a Virtual Space* (presented by ALA); *Why Diverse Books Matter* (CLRC).

Other – *NYLA Developing Leaders Program* (presented by NYLA); *Project Management in Libraries* (online course presented by ALA).

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

Media:

Type of Communication	Topic	Air Date/Publish Date
Media Release and mass email to library cardholders	National Library Week	Sent April 1 st
Media Release	Buffalo Native Donates Portrait of Harriet Tubman to the Frank E. Merriweather, Jr. Branch Library in Buffalo	Sent April 5 th
Article	Crane Library Renovation	Buffalo Rising, April 5 th
Featured Article	<i>B is for Book</i>	The Buffalo News, April 5 th
Media PSA and media interviews with A.D.D. Dorinda Darden	Libraries offer Vaccine Appointment Assistance	WIVB TV, Channel 4, April 7 th

Taped media interview with Director Jakubowski	Libraries in post-COVID times and the NY State budget	Spectrum News, April 7 th and April 8 th
Article	National Library Week	The Criterion, April 10 th
Media Release	B&ECPL Director to Retire in June - Mary Jean Jakubowski to Leave Post Following Nearly 30 Years of Service	WBFO Radio, April 14 th , The Buffalo News, April 18 th , Business First, April 20 th , AM Pol Eagle, April 23 rd
Featured Article	Library System Director Receives State Commendation	Bee Newspapers, April 15 th

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month - New	Total
Facebook	165	676	2,666	13,285	-	10,283
Flickr	-	180	8,154	27,365	-	57
Google Ads ¹	N/A	N/A	2,286	12,837	N/A	N/A
Instagram	43	187	1,942	8,252	87	3,483
Pinterest	36	226	1,056	1,773	3	2,188
Podcast ²	2	13	N/A	N/A	N/A	N/A
Twitter	103	379	951	6,610	15	10,770
YouTube ³	6	27	1,681	3,690	9	279
Total	355	1,688	18,521	73,812	114	27,060

¹ 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.

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

³ 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.

8. Partnerships

Alzheimer’s Association – Lauren Ashburn, Courtney Sipes and Ruth Collins from the Western New York Chapter of the Alzheimer’s Association gave a presentation at the April 14th B&ECPL Managers-Directors Meeting. They provided an introduction to Alzheimer’s disease and an overview of the Alzheimer’s Association before highlighting potential areas for collaboration with the B&ECPL.

Buffalo Astronomical Association – Daniel Caufield participated in a virtual *Sky Watch Party* sponsored by the Buffalo Astronomical Association on April 17th. He provided information on B&ECPL resources and promoted the Library’s NASA Space Explores Backpacks, which are available to be checked out by patrons. Each backpack contains an Orion telescope for viewing the stars.

The Buffalo Presidential Center – Located on the second floor of the Central Library, the Buffalo Presidential Center reopened for visitors with 34 attending on April 24th. The Center, which highlights presidential and national leadership figures connected

to Western New York, is free and open to the public on Saturdays from 10 a.m. to 4 p.m.

Disability Rights New York – Information Services & Outreach Librarian **Shanley Olszowy** interviewed Sarah Hulbert from Disability Rights New York on April 9th for a virtual *Wellness Wednesday* program that was aired on the Central Library's Facebook Page on April 21st.

Erie County Parks, Recreation & Forestry – Information Services and Outreach Librarian **Kuniko Simon** met Supervising Park Ranger Chuck Bartlett II from Erie County Parks, Recreation & Forestry on April 23rd and filmed the first episode of her new mini-series virtual program, *Easy Erie County Places*, which features Chestnut Ridge Park's trees and signs of spring.

Homeless Youth Task Force – Children's Services and Outreach Librarian **Susan Buttaccio** attended a virtual workgroup meeting of the Homeless Youth Task Force, Community and Education Subcommittee on April 23rd.

Infancy Leadership Circle (ILC) Erie – **Kristi Dougherty** attended a virtual meeting of the ILC Erie, part of the New York Zero-to-Three Network on April 16th.

It Takes a Village Action Organization – Information Services and Outreach Librarian **Andrew Maines** met virtually with It Takes A Village Action Organization Executive Director Beverly Newkirk and Re-entry Coordinator Modell Gault on April 21st to discuss developing a series of programs to assist individuals recently released from prison to develop job skills and necessary life skill resources.

League of Women Voters of Buffalo/Niagara (LWVB/N) – **Nancy DiStasio** met virtually on April 22nd with Terri Parks, President, and other leaders of the LWVB/N to discuss developing programs to increase civic understanding and engagement in collaboration with all the libraries in the B&ECPL System.

Squeaky Wheel Film & Media Art Center – Squeaky Wheel Film & Media Art Center has started a free afterschool program teaching video production for teens in the auditorium at the Isaías González-Soto Branch Library twice a week.

Other – The auditorium at the Frank E. Merriweather, Jr. Branch Library and information tables at multiple Buffalo Branches were used throughout the month by various community organizations including Community Action Organization (CAO), Dr. Eva M. Doyle, Goodwill of Western New York, Links Inc., Mental Health Peer Connection, NY Project Hope, Sports Unlimited Inc. of Buffalo, State University of New York (SUNY) at Fredonia and Volunteer Income Tax Assistance (VITA).

9. Director Activities

LIST of MEETINGS and EVENTS

ATTENDED by DIRECTOR MARY JEAN JAKUBOWSKI

April 2021

DATE	MEETING / EVENT
April 1, 2021	Virtual Meeting - ATHENA Leadership Award Finalists
April 5, 2021	Webinar - Get to Know: Hunger Solutions New York
April 7, 2021	Media Event - NYS Senate Commendation Award
April 7, 2021	Virtual Event - Public Health Week! With Erie County Commissioner of Health Dr. Gale Burstein
April 7, 2021	Media Interview - Spectrum News
April 7, 2021	Meeting - Dorinda Darden, Samantha Purpora
April 7, 2021	Meeting - Ken Stone
April 7, 2021	Conference Call - B&ECPL Board Chair Kathleen Berens Bucki
April 7, 2021	Virtual Meeting - Association of Contracting Library Trustees (ACT) Board
April 8, 2021	Meeting - Administrative Team
April 8, 2021	Virtual Meeting - Community Foundation for Greater Buffalo, Inc.
April 8, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
April 8, 2021	Conference Call - Robert Patterson, Bond, Schoeneck & King
April 8, 2021	Conference Call - Sue Chapman, Trustee, Alden Ewell Free Library
April 12, 2021	Conference Call - Carol Desch, NYS Library, Division of Library Development (DLD)
April 12, 2021	Virtual Meeting - Buffalo Heritage Carousel
April 12, 2021	Conference Call - Chair Bucki
April 13, 2021	Meeting - Meg Cheman
April 13, 2021	Virtual Meeting - Buffalo Central Terminal
April 13, 2021	Conference Call - Public Library System Directors Organization (PULISDO)
April 13, 2021	Virtual Meeting - Chair Bucki & Trustee John Craik
April 14, 2021	Virtual Meeting - Managers/Directors
April 14, 2021	Conference Call - Brock Templin, Farber Specialty Vehicles
April 14, 2021	Virtual Event - University at Buffalo LIS 581 Management Class: Meet a Panel of Library Directors
April 15, 2021	Virtual Meeting - DLD/PULISDO
April 15, 2021	Meeting - Administrative Team
April 15, 2021	Conference Call - Carol Desch, DLD
April 15, 2021	Meeting - B&ECPL Board of Trustees
April 15, 2021	Meeting - B&ECPL Board of Trustees Policy Committee
April 16, 2021	Recording of Virtual Program - El Día del Niño Storytime
April 16, 2021	Virtual Meeting - Niagara Frontier Transportation Authority (NFTA)
April 19, 2021	Virtual Meeting - American Library Association (ALA) Key Contact Program
April 19, 2021	Conference Call - Robert Patterson, Bond, Schoeneck & King
April 19, 2021	Virtual Meeting - ACT Board
April 20, 2021	Meeting - Zonta Club

April 21, 2021	Virtual Meeting - Meg Cheman
April 21, 2021	Virtual Meeting - Judy Fachko
April 21, 2021	Conference Call - Alicia Thompson, Erie I BOCES
April 21, 2021	Virtual Meeting - Buffalo Heritage Carousel
April 22, 2021	Meeting - Ken Stone
April 22, 2021	Meeting - Dorinda Darden, Samantha Purpora
April 22, 2021	Conference Call - Susan Kent, Library Strategies International
April 22, 2021	Virtual Event - BABEL: Ta-Nehisi Coates
April 26, 2021	Meeting - Ken Stone
April 26, 2021	Virtual Meeting - DLD/PULISDO Reopening Committee
April 27, 2021	Meeting - Meg Cheman
April 27, 2021	Viewing of County Executive Mark Poloncarz's Press Conference
April 28, 2021	Virtual Event - ATHENA Awards
April 28, 2021	Conference Call - Caitlin Anderson, Bond, Schoeneck & King
April 29, 2021	Conference Call - Cassie Guthrie, Greece Public Library
April 29, 2021	Meeting - Joy Testa Cinquino
April 29, 2021	Meeting - Jeannine Doyle, Ken Stone, Maureen McLaughlin

Appendix Contracting Member Library Activity Reports

Boston Free Library - submitted by Lydia Herren, Director

Highlights of events and activities at the Boston Free Library:

Virtual Programs:

- *Online Storytime* - The library continues to post weekly storytime videos on Facebook and YouTube, averaging over 100 views per video.
- *Virtual Craft Videos* - Since April 2020, the library has been posting easy craft projects every Friday, made largely with supplies that can be found around the house. To date, 51 videos have been posted and widely viewed.

In Person Programs:

- *Easter Egg Scavenger Hunt* - Ten children participated in the library's scavenger hunt in April.
- *Take and Makes* - Every 2 weeks a different craft project is prepared and packaged for families to take home and make. Typically, at least 20 packages are prepared and given away for each project, and we often make additional supplies available.

Spring/Summer Programs - Programs will be conducted outside and attendance will be limited to allow for proper social distancing.

- *Outdoor Storytime* - The library will host a weekly storytime beginning in June for ages 3-7.
- *Craft Programs* - Each month will feature a different craft project with all supplies provided to registered attendees. Additional sessions will be offered to accommodate attendees while supplies last.

- *Kids Yoga* – Three summer sessions for children ages 3-10 will be presented by Blue Sky Wellness. These classes teach children basic yoga as well as important relaxation and emotion management techniques.
- *Concerts* – The final Thursdays in June, July and August will feature local musicians in our backyard concert series.
- *Battle of the Books – Boston Edition*
 - Boston is forming a team to participate in the B&ECPL Battle of the Books.
 - Our team will also read 2 additional books for discussion – one based on real-life events for a historical/cultural perspective, one with a movie adaptation (with an outdoor screening of the film).

Library of Things/Makerspace – Boston’s Library of Things and Makerspace continues to expand and gain attention. This winter saw an increase in the popularity of our digital conversion devices that transfer film slides, photos, Super 8, 8mm, VHS, vinyl records and cassettes to digital formats for easy storage and access. Items in high demand for the spring and summer include the yard games, telescope, metal detector and outdoor film projector. A full list of items that can be borrowed is available on our website.

Lancaster Public Library – submitted by Kara Stock, Director

Lancaster Public Library 1821–2021 – In honor of the library’s 200th Anniversary, we announced a reading log challenge. Open to all ages, patrons will receive a chance to win a Kindle for every 20 books read this year. Winners will be announced in December. More special events will be planned throughout the year.

COVID-19 Vaccine Appointment Assistance – We assisted 13 adults in making an appointment to receive the COVID-19 vaccine.

Crafternoons – Youth Services Librarian **Meagan Carr** held 4 virtual Crafternoons in April. Families were encouraged to pick up a weekly take home craft and then visit our Facebook page each Wednesday to follow along. Crafts were: rainy day duck, cherry blossoms, Earth Day and a bird feeder. 216 kits were picked up this month and the videos had 695 engagements (views, comments and likes).

Easter Egg Scavenger Hunt – The library participated in the Village of Lancaster’s Easter Egg Scavenger Hunt on April 3rd. 300 children visited our library at staggered intervals throughout the day to look for our hidden Easter Egg. This was a wonderful opportunity to showcase the library’s many free services and resources to our community.

Garden Kits – The *Friends of the Lancaster Library* put together 80 garden kits to hand out at the library. The kits were picked up in record time and the children received flower seeds, soil and a peat pot to grow their plants. The seedlings will be returned in late May to be planted in our new children’s garden in front of the library.



Love Your Library Month – We asked our Facebook followers to share what they love about our library and these are a few examples of the many comments we received:

- “I love the sense of community when you enter the Lancaster library. The staff are wonderful and so helpful. The library helps my kids develop a love for books. Nowhere else can you get so much knowledge and entertainment for free!”
- “I appreciate the many ways the staff interests children in reading: the contests, Weekly Story time, Story Walk, and crafts. The staff is so friendly and helpful. The atmosphere is relaxing, cheery and bright. Thank you to each and every one of the staff for welcoming my little ones.”

STEM Saturday – Meagan held a virtual STEM Saturday by demonstrating how to do a rainbow science CD experiment and a scratch art experiment. Children were encouraged to stop in the library and ask for a STEM kit to perform their experiments at home.

Storytimes – Meagan conducted 4 Facebook Storytimes with grand total of 313 engagements.

StoryWalk® – In honor of National Library Week, we debuted a new StoryWalk® inside the library. Families were encouraged to take a walk around the children’s area of our library and read *The Very Hungry Caterpillar* by Eric Carle in an interactive way. Children followed the numbers on the floor and discovered a craft to take and make at home!



Future Programming – In-person LEGO Club and in-person Paws for Love: Read to a Dog will resume in May, and in-person Storytime will resume in June.

Agenda Item G – Report of the Foundation. Trustee Kelly reported the Library Foundation of Buffalo and Erie County, Inc. met on May 12, 2021. Officers were elected; Jack Connors will be continuing as Chair. Trustee Kelly noted Director Jakubowski had requested the Foundation acquire 4 exhibition cases to display larger materials that do not fit in the Library’s existing cases. The Foundation has approved \$40,000 to commission and purchase such cases, which will then be donated to the B&ECPL. The Foundation Board also discussed potential areas for fundraising, including a recent

situation in which the Foundation was able to coordinate donations in honor of a library supporter who had passed away. Trustee Kelly discussed the status of the proposed agreement between the Foundation and the B&ECPL, noting the Foundation has determined to hold it in abeyance at this time.

Agenda Item H - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT President Richard Earne reported while ACT was not able to hold its annual workshops in 2020 or 2021 due to restrictions on in-person gatherings, they did conduct a successful online survey to determine the challenges libraries were facing during the pandemic. ACT also held a general meeting via Zoom on May 1st. Officers were elected at that time. He thanked System staff for helping with technical and logistical planning for the event, as well as providing presentations. He noted there was not as much discussion as he had hoped, as the virtual environment does not provide the same opportunities for networking and group conversation. However, the meeting was well attended, and he is hopeful that the group will be coming out the pandemic well.

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

Agenda Item J - Unfinished Business. None.

Agenda Item K - New Business. None.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Panty, the meeting was adjourned at 4:53 p.m.

Respectfully submitted,

Joel Moore
Secretary