

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

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, November 18, 2021, at the Central Library and remotely via Zoom pursuant to due notice to trustees. Per Chapter 417 of the Laws of 2021, which modifies Open Meetings Law through January 15, 2022, trustees attending remotely were counted for quorum and voting. The following members were present (those designated with an asterisk (\*) attended the meeting remotely):

Kathleen Berens Bucki, MLS, Chair\*  
Kimberly Johnson, Vice Chair\*  
Joel C. Moore, Esq., Secretary\*  
Alan J. Bedenko, Esq., Treasurer  
Michael Amodeo, Esq.\*  
Sheldon M. Berlow  
Lucy A. Candelario\*  
John D. Craik  
Carima El-Behairy  
Frank Gist  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:04 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 September 16, 2021. On motion by Trustee Panty, seconded by Trustee Berlow, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she has been keeping in contact with Interim Director Jeannine Doyle regarding developments at the B&ECPL. She conveyed that she, Director Doyle, and CFO Ken Stone presented on the Library's proposed 2022 budget before the Erie County Legislature's Finance & Management Committee on November 8. Trustee Panty and Trustee K. Johnson also attended in support of the B&ECPL. Finally, she encouraged Board members to consider whether they would be interested in Officer or Executive Committee positions for 2022.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on November 10, 2021. Copies of the written report were included in the Board packet. Trustee K. Johnson summarized the meeting. Trustee Craik 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, and members Sheldon Berlow and Frank Housh. Also present were Interim Director Jeannine Doyle, Chief Financial Officer Ken Stone, and Assistant to the Director Erin Vest. All attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Executive Committee began at 4:02 p.m. A quorum was present.

The Executive Committee reviewed the proposed agenda for the November 18, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki gave the Report of the Chair. She informed the committee that she had presented at the budget hearing with Director Doyle and CFO Stone on November 8 and it seemed to go well. Trustees Kimberly Johnson and Elaine Panty also attended the hearing in support of the B&ECPL. Chair Bucki asked current members to consider if they are interested in serving on the Executive Committee next year. Trustee Berlow and Trustee Housh expressed their interest. She said she would query the full Board as well.

CFO Stone reviewed proposed Budget & Finance items. Resolution 2021-36 is a standard year-end resolution to facilitate the budget closing process. Resolution 2021-37 would accept and budget a grant from the Institute of Museum & Library Services; funds would be used to purchase hotspots and laptops for patron lending. Finally, Resolution 2021-38 would budget a State and Municipal Facilities Program grant for Phase 3 improvements at the Crane Branch Library. This project would allow patron access to the library's roof; CFO Stone anticipates the project would begin in 2023 at the earliest, following the completion of Phase 2 construction next year. Chair Bucki asked how the roof access would be used. CFO Stone said it would be accessible for all patrons to use as an outdoor place to read or could also be used for special events or meetings. For the monthly financial report, CFO Stone reported the Library remains within budget.

Chair Bucki stated the Search Committee had met on November 1. The library director job posting closes on November 21, and candidates will be reviewed at the committee's next meeting on December 9.

For her report, Director Doyle repeated the budget hearing had gone well. She indicated she had not heard from the Association of Contracting Library Trustees

about whether they would have a report this month. She informed the committee that she will keep them apprised regarding waiver of employee health insurance contributions, as has been done the last few years; she has not heard from Labor-Management Healthcare Fund or Erie County about it, so it may come up at the December meeting.

The public had no comment.

With no further business to discuss, the Executive Committee meeting adjourned at 4:12 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 – Year-End Transfers in Excess of \$5,000. CFO Stone explained Resolution 2021-36 as presented. Trustee Gist moved for approval, Trustee K. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2021-36

WHEREAS, the 2021 year-end closing process is approaching and involves finalizing encumbrances (or commitments to spend budgeted funds), and

WHEREAS, the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses can cause the need to transfer funds temporarily between budget accounts as the available balances in the E-rate-supported accounts towards the end of the fiscal year are too low to accommodate the delay, and

WHEREAS, some costs, such as termination payouts for retiring employees, will impact other accounts, including the System salary and fringe accounts and individual contracting library salary and fringe benefit accounts, requiring transfers and, in the case of contracting libraries, contract budget amendments be processed quickly to ensure payroll expenses can be met on a timely basis, and

WHEREAS, it may be in the Library's interest to encumber items that may require budget transfers in excess of \$5,000, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes the Library Director or her designee, with the approval of the Board Chair or the Budget and Finance Committee Chair, to approve transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of making year-end encumbrances and/or expenditures as stated above, and be it further

RESOLVED, that any such transfers be incorporated into the monthly financial statements submitted to the full Board prior to the close of the fiscal year, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to approve temporary transfers within the budget impacting objects of expenditure in excess of \$5,000 for the purposes of accommodating the delay between payment of telecommunications-related expenses and receipt of E-rate discount reimbursements for those expenses, with said transfers being reversed upon receipt of the E-rate reimbursement.

Agenda Item E.2.b – Accept & Budget IMLS American Rescue Plan Grant Award. CFO Stone reviewed Resolution 2021-37. Trustee Gist asked how the laptop and hotspot lending program would work. Director Doyle explained the program had already been piloted at three libraries; the laptop and hotspot can be borrowed as a kit and the borrower has access to unlimited data during the loan period. They are also able to use their own device with the hotspot; in fact, based on the usage data from the pilot program, the Library plans to begin offering hotspots individually as well as in the laptop/hotspot bundles. Trustee Gist asked how the library is ensuring the items are returned. Director Doyle noted the devices are locked out when the loan period expires, so there is no benefit from keeping them beyond that time. She noted this grant would expand the lending program to 16 libraries, and revealed that another grant has been submitted to make the program System-wide. Following this explanation, Trustee Panty moved for approval, Trustee Gist seconded, and the following was approved unanimously.

RESOLUTION 2021-37

WHEREAS, the Buffalo & Erie County Public Library applied for an Institute of Museum & Library Services (IMLS) American Rescue Plan for Museums and Libraries Grant to help fund the *Connecting Our Community: Chromebooks & Hotspots Loan Program*, and

WHEREAS, the program would provide equipment and resources to expand community access to the internet by lending laptops and Wi-Fi hotspots for patrons through 16 public libraries in urban, suburban, and rural areas, providing resources free of charge to communities where there are infrastructural and financial barriers preventing computer and internet access, and

WHEREAS, the B&ECPL has been notified that the grant application for the *Connecting Our Community: Chromebooks & Hotspots Loan Program* has been awarded as a 1-year grant from 11/1/2021 through 10/31/2022, and

WHEREAS, existing library staff will provide in-kind services to operate the program at an estimated salary/benefit cost of \$13,211, and

WHEREAS, library grant match funding of \$5,105 is needed to provide cost sharing for program equipment and printing expense, and

WHEREAS, a grant budget needs to be established to undertake the program, which includes budgeting the federal and grant match proceeds, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$17,816 and approves the use of \$5,105 in the Library's assigned for grant match fund balance, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves utilizing existing staff to provide in-kind services to support the program at an estimated value of \$13,211, bringing the total project commitment to \$36,132, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes establishing a *Connecting Our Community: Chromebooks & Hotspots Loan Program* grant budget for the federal and grant match fund balance shares in the following amounts:

**Grant Project Revenue**

IMLS Grant Revenue:	\$17,816
Use of Library Fund balance for grant match:	<u>\$ 5,105</u>
<b>Subtotal Revenue:</b>	<b>\$22,921</b>

**Grant Project Expenditures:** **\$22,921**, and be it finally

RESOLVED, that the Library Director or her designee is authorized to execute the necessary forms and documents to implement this grant.

Agenda Item E.2.c – Budget SAM Grant – Crane Branch Library Phase 3 Improvements – Rooftop Access. CFO Stone explained Resolution 2021-38 as presented. Trustee K. Johnson asked about the potential for wear and tear on the roof surface, as well as if the space would be accessible for those with disabilities. CFO Stone reported that the roof surface was replaced in 2015, and at that time it was decided to use material that could be walked on, in anticipation of a project like this one. He also confirmed the roof would have ADA-complaint access, with two ramps. He noted accessibility was a point of emphasis in all phases of the construction. Trustee Gist moved for approval, Trustee K. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2021-38

WHEREAS, on November 3, 2021, the Buffalo & Erie County Public Library received confirmation of a \$232,000 capital-funding grant award from the State and Municipal Facilities Program (SAM), sponsored by New York State Senator Sean M. Ryan, for construction of Rooftop Public Access and Gathering Space at the Crane Branch Library, and

WHEREAS, the Crane Branch Library is a two-story building with the second story interior space covering approximately 60% of the footprint of the first floor, with an adjacent flat roof over the remaining first floor, and

WHEREAS, this project will create an accessible rooftop public space, accented with planters, usable for public meetings and gatherings both in conjunction with or independent of the adjacent second floor public meeting space, and

WHEREAS, the rooftop access work will be Phase 3 of a multi-phase project to improve the library, following upon Phase 1, which focuses on Americans with Disabilities Act improvements including adding an elevator to the second floor meeting space and reconstructing restrooms for ADA compliance, as well as partial replacement of the HVAC system and Phase 2, anticipated to begin in spring 2022, which will renovate the balance of the facility including replacing interior finishes, the balance of the HVAC/mechanical units, and original 1955 single pane windows and adding a service entrance vestibule, and

WHEREAS, the Phase 3 rooftop access project is estimated to begin in 2023, after Phase 2 work is complete, and

WHEREAS, the Board of Trustees of the B&ECPL gratefully appreciates Senator Ryan's support for these needed improvements, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves establishing a Grant Budget as shown below:

**Crane Branch Library Rooftop Public Access Improvements - SAM**

**Revenue:**

New York State and Municipal Facilities (SAM) \$232,000

**Total Revenue** **\$232,000**

**Expense:**

A&E, Construction and Equipment/Furnishings \$232,000

**Total Expense** **\$232,000**, and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of grant proceeds to pay project expenses, including reimbursing the City of Buffalo for construction-related expense made by the City of Buffalo as owner of the building, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes use of up to \$232,000 in Library Fund grant match assigned fund balance, if needed, to advance funds to allow the project to proceed until SAM funds are available, and be it finally

RESOLVED, that the Board of Trustees of the B&ECPL designates the Library Director/Interim Library Director and/or designated Deputy Directors as authorized officers able execute necessary documents needed to effectuate SAM grants.

Agenda Item E.2.d - Monthly Financial Report. The monthly financial report for the year as of September 30, 2021 month-end close was included in the Board packet as an

information item. CFO Stone reported the B&ECPL remains within budget. He noted there have been additional labor savings due to difficulty filling some positions.

Agenda Item E.3 – Search Committee. The Search Committee met on November 1, 2021. A copy of the report was included in the Board packet. Chair Bucki summarized the meeting and reiterated the search timeline. Trustee Panty moved to have the written report entered into the Minutes. Trustee K. Johnson made a second, and this was approved unanimously.

Present: Chair Kathleen Berens Bucki\* and members Sheldon Berlow, Carima El-Behairy, Frank Gist\*, Frank Housh\*, Kimberly Johnson\*, Elaine Panty, and Richard Earne\*. Also present were Assistant to the Director Erin Vest\* and Karen Miller\* from Bradbury Miller Associates. Those designated with an asterisk (\*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Search Committee began at 4:01 p.m. A quorum was present.

Chair Bucki entertained a motion to enter into Executive Session at 4:01 p.m. to discuss a personnel matter. Trustee Berlow moved, Trustee Panty seconded, and approval was unanimous. All search committee members and Karen Miller were invited to a breakout room; staff and public remained on the main line.

At 4:16 p.m., on a motion by Trustee Housh seconded by Trustee K. Johnson, the Search Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

Trustee Housh asked that a reminder message be sent about the next scheduled meeting, set for December 9, 2021 at 5:00 p.m. The committee reviewed next steps; Ms. Miller noted the job posting closes on November 21, and candidate documents should be available for review by November 23. Trustee Panty asked that a paper copy be made available for her; Ms. Miller said she would coordinate with Chair Bucki to ensure she receives a copy of the confidential documents. Ms. Miller said she anticipates having 15-20 qualified candidates, from which her firm will identify the best candidates at the December 9 meeting.

With no further business, on a motion by Trustee Gist, seconded by Trustee Panty, the Search Committee adjourned at 4:23 p.m.

Agenda Item F – Report of the Director. Director Doyle reported she had been keeping on top of changes in the law, especially regarding vaccine mandates. Human Resources has begun information gathering and will be able to respond promptly if any mandates go into effect. Director Doyle noted she will be representing the B&ECPL at negotiations with the AFSCME union beginning the next week. She notified the Board that Assistant Deputy Director Maureen McLaughlin will be retiring in January, and succession

planning is being done to ensure that all of her duties and responsibilities are successfully transitioned.

Director Doyle revealed she has drafted the 2022-2026 B&ECPL Strategic Plan. This plan is shaped by the Five-Year System Plan of Service, which was approved by the Board in June, but is required to be a separate plan to meet New York State Minimum Standards. She hopes to present the draft to the Planning Committee and Executive Committee in December before bringing the plan to the full Board for approval.

Director Doyle enumerated grants the B&ECPL has applied for recently. Besides the IMLS grant discussed earlier in the meeting, another grant has been submitted to expand the hotspot and laptop lending program System-wide, as well as purchase assistive technologies. Other grants address digital inclusion training, including a collaboration with Literacy Buffalo Niagara to provide digital skills training to patrons.

Finally, she conveyed the budget hearing on November 8 was quick and concise, and seemed to be well-received by the legislators.

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

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

***Books for Kids*** - Project Flight, Channel 2, The Buffalo News, WBLK Radio, and Wegmans joined the Buffalo & Erie County Public Library for the annual *Books for Kids* community donation campaign, held for the first time since spring 2019. *Books for Kids* collects new children's books from the Western New York community and distributes them to children who would not otherwise have a chance to own a book of their own. All 37 B&ECPL libraries were donation locations during the campaign, which ran from September 27 to October 15. A live event promoting the campaign took place at Wegmans on Sheridan Drive on October 8, attended by this writer and Assistant Deputy Director **Joy Testa Cinquino**. The *Library on Wheels* was onsite for the event.

**Huge Book Sale** - The Development & Communications, Information Services, Security, Business Office, and Maintenance Departments worked together to coordinate the sale, held at the Central Library from October 21 - 24. A significant backlog of donated and discarded books, CDs, DVDs, audiobooks, and vinyl records - all priced at 25 cents - offered a "banquet of browsing" to the over 1,000 patrons who attended. More than 24,000 items were sold over the four days, netting \$6,651.17. Proceeds will go toward the purchase of new reading materials for libraries system-wide. Many members of the public looked forward to this typically annual sale, which had not occurred since August 2019. The Early Bird Presale event welcomed over 340 patrons, the most since its inception.



**Astronomy Day** - Information Services and Outreach Manager **Daniel Caufield**, Launch Pad Manager **Jordan Smith**, and Children's Services and Outreach Librarian **Kelly Woods** coordinated *Astronomy Day* at the Central Library on October 18, celebrating International Observe the Moon Day as well as the future launch of the James Webb Space Telescope. This event was cohosted by the Buffalo Astronomical Association, whose members set up a variety of telescopes and answered questions about the solar system and how to view the stars from your backyard. There were multiple speakers and videos in the Ring of Knowledge, including BAA President Michael Humphrey and At-Large Director Ernie Jacobs who spoke about the discoveries that will accompany the launch of the James Webb Space Telescope. Launch Pad staff presented on the physics of rocket propulsion via paper rocket making and launching. Children's Services provided a Sensory Stay n' Play Astronomy Kit for children 3-5 years of age. The event was well attended, with over 100 participants.

**Buffalo Baby & Toddler Expo** - The annual *Buffalo Baby & Toddler Expo*, presented by Every Person Influences Children, was held at the Central Library on October 2. Children's Services and Outreach Manager **Kristi Dougherty** and Librarian **Susan Buttaccio** helped coordinate the event. The Expo featured community organizations with a focus on early childhood. Participants included Kaleida Health, John R. Oishei Children's Hospital, Bella Kids, BestSelf Behavioral Health, Child Advocacy Center at BestSelf, Parent Network of WNY, BlueCross BlueShield of WNY, West Buffalo Charter School, Yoga Parkside, Goldfish Swim School, Fika Midwifery, Buffalo Home Visiting Program, Lead716, SUNY University at Buffalo Family Foundations, Aurora Waldorf School, NY Project Hope, Buffalo Urban League, Calming Nature Doula, WNY Children's Environmental Health Center, WNY Pediatrics, Community Action Organization of WNY, and Tops Markets. Resources and services were provided to parents and parents-to-be that included car seat safety, early literacy, breastfeeding support, wellness care, massage therapy, safe sleep, childcare information, and nutrition demonstrations.

**Halloween Doll Exhibit** - The B&ECPL and the Women of Wisdom presented A *Special One-Day Festive Halloween Doll Exhibit* at the Frank E. Merriweather, Jr. Branch Library on October 30. Participants were encouraged to wear costumes and the children received free giveaways.

**Moot Senior Citizen Center's Community Day** - Information Services and Outreach Librarian **Andrew Maines** attended Moot Senior Citizen Center's *Community Day*, sponsored in part by It Takes a Village Community Action group, on October 2. Multiple agencies and community groups participated in this event, which also featured a food pantry, free clothing bank, and drumming by the Phenomenal Ladies of Rhythm. Andrew signed up new library card users and promoted B&ECPL resources.

**Reading Park Events** - Thanks to funding from the NYS Council on the Arts, the Central Library's Reading Park hosted a writing workshop on October 7 about making and utilizing travel journals presented by Just Buffalo Literary Center and the WNY

Book Arts Center and an open-mic session on October 21 where 25 participants shared their original poems, stories, and songs.

**1. Public Services**

**In Library Group Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	111	479	1,676	7,677
Children (age 6-12)	105	540	1,092	6,606
Teens	38	248	226	2,173
Intergenerational	110	401	4,924	11,780
Adults (excludes Technology)	129	542	1,172	5,046
<b>TOTAL In Library Group</b>	<b>493</b>	<b>2,210</b>	<b>9,090</b>	<b>33,282</b>

**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)	1,804	14,135	1,804	14,135
Children (age 6-12)	1,766	18,011	1,766	18,011
Teens	52	545	52	545
Intergenerational	2,702	24,665	2,702	24,665
Adults (excludes Technology)	265	2,655	265	2,655
<b>TOTAL Passive Programs</b>	<b>6,589</b>	<b>60,011</b>	<b>6,589</b>	<b>60,011</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	167	776	167	776
Children (age 6-12)	46	420	46	420
Teens	136	891	136	891
Intergenerational	15	185	15	186
Adults (excludes Technology)	79	733	79	745
<b>TOTAL In Library One-on-One</b>	<b>443</b>	<b>3,005</b>	<b>443</b>	<b>3,018</b>

\*Does not include virtual one-on-ones.

**Adult Technology Programs\*:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Training Lab or Library Desktop PCs	8	46	15	219
One on One	92	423	93	435
<b>TOTAL Adult Technology</b>	<b>100</b>	<b>469</b>	<b>108</b>	<b>654</b>

\*Does not include virtual adult technology programs.

**Outreach (Out of Library):**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	8	44	118	888

Children (age 6-12)	3	51	334	3,273
Teens	0	6	0	120
Intergenerational	15	102	2,680	8,474
Adults (excludes Technology)	9	22	118	581
<b>TOTAL Outreach</b>	<b>35</b>	<b>225</b>	<b>3,250</b>	<b>13,336</b>

**Live Virtual Programs:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	0	128	1	3,354
Children (age 6-12)	1	48	11	2,306
Teens	7	140	39	1,002
Intergenerational	16	137	801	8,739
Adults	33	532	292	5,949
<b>TOTAL Live Virtual</b>	<b>57</b>	<b>985</b>	<b>1,144</b>	<b>21,350</b>

**Virtual Recordings of Program Content:**

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children (age 5 and under)	18	390	585	14,048
Children (age 6-12)	6	227	511	7,529
Teens	0	2	0	12
Intergenerational	25	350	3,527	31,398
Adults	22	300	429	8,163
<b>TOTAL Virtual Recordings</b>	<b>71</b>	<b>1,269</b>	<b>5,052</b>	<b>61,150</b>

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

	Number of Programs		Number of Attendees	
	Month	YTD	Month	YTD
Children's Services	4	18	271	433
Adult Services	3	19	24	196
Development/Communications	1	5	17	299
Grosvenor Room	0	3	0	17
<b>TOTAL <i>B is for Book</i></b>	<b>8</b>	<b>45</b>	<b>312</b>	<b>945</b>

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

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	2,066	15,140	23,948
Tour/Program	312	945	989
<b>TOTAL <i>B is for Book</i></b>	<b>2,378</b>	<b>16,085</b>	<b>24,937</b>

**Central Library**

- In-Person Programs: *Astronomy Day, Buffalo Baby & Toddler Expo; Cultivate Cinema Circle Classic Movies Series; Health and Wellness; Optimizing Your Job Search; Sensory Stay n' Play; Stitch Circle; Teen Anime/Manga Club; University*

*Express: Palliative Care & Advance Directives and Vampires, Werewolves, Witches, and Other Creatures of the Night*

- *Virtual Program: Bilingual Storytime; Book A Technology Trainer; Exploring the History of Crime in Buffalo; Genlightenment: Church Publications for Genealogy Research and Erie County Poor House Ledgers; Grow with Google: Explore Data Analytics, Explore Project Management, Explore UX Design, and Use YouTube to Grow Your Business; Next Chapter: Central Library's Community Book Club; Reader's Quest Middle School Book Group; Virtual Checkers Library TV - The Reading Road Trip Full Steam Ahead: Science Experiments, Fire Safety, Outer Space, Music and Halloween; University Express: Green Cleaning - An Introduction to Safer Cleaning Products for your Home, Nelson Mandela, and What is Prediabetes?; Using the Job Search Function on Data Axel Reference Solutions*
- *In-Person/Virtual Programs: Book a Librarian Appointments; Brain Sparks: Creative Fuel for the Mind; Computer Basics; Free Alternatives to Popular Tech Products; Google Maps; Home Internet Setup; Teen Advisory Group Meeting; The Cloud for Beginners; Using Libby; Zoom for Beginners*
- *Outreach: Two University Express classes at Amherst Center for Senior Services; Genealogy 101 class at the Town of Aurora Senior Center; Moot Senior Citizen Center's Community Day; Tapestry Charter School class visit; two genealogy classes at Williamsville Family History Center's annual family history fair*

#### **Buffalo Branch Libraries**

- *In-Person Programs: Apple Stamping Craft; Arabic Storytime; Author Reading and Book Signing by Arthur A. Duncan II, Esq.; Batphile: A Presentation On All Things Batty; Drop-In Storytime; Evening Halloween Storytime with Miss Jen; Halloween Movie Party; Halloween Bash; Halloween Party; Hedgehog Book Art; Hispanic Heritage Council's Guitar Initiative Free Guitar Classes; Make Polymer Clay Earrings; Pumpkin Painting and Halloween Family Film; Really Really Free Market; Scary Spooky Stories; Spooky Storytime; Storytime at the Isaías González-Soto Branch Library; Storytime with Miss Jen; Tech Help Hours @ Coles; Tech Hour; Technology One-on-One Training*
- *Virtual Programs: Crane Library Book Club; Teen Manga Club*

#### **Library on Wheels Bookmobile**

- *New stops included Homespace in Buffalo, St. Hyacinth Community Action Organization Head Start in Lackawanna, Turtle Creek Apartments in Getzville, and Elderwood at Cheektowaga.*
- *Special events included Erie County Fall Fest, Kenmore Farmers Market, Bidwell Parkway, Matt Urban Trunk or Treat Event at the Central Terminal, and the Grand Island Memorial Library Trunk or Treat Event.*

## 2. Collection Development

### Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,522	27,714	276	2,801	544,122
Young Adult Print	526	7,357	102	1,298	78,526
Adult Print	3,123	36,940	573	6,698	1,804,210
Media	3,413	31,316	432	3,577	569,825
Other*	1,942	22,178	95	481	175,171
<b>Subtotal</b>	<b>11,526</b>	<b>125,505</b>	<b>1,478</b>	<b>14,855</b>	<b>3,171,854</b>

\*Includes magazines, generic copies, and other

### Electronic Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	1,695	18,348	926	11,980	85,239*
Music (Freegal)	N/A	N/A	N/A	N/A	Unlimited SONY Library
eAudiobooks	1,400	15,457	202	2,660	31,461
eVideos	2	2	2	2	202
<b>Subtotal</b>	<b>3,097</b>	<b>33,807</b>	<b>1,130</b>	<b>14,642</b>	<b>116,902</b>

\*Includes 428 EBL titles.

### All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
<b>Total</b>	<b>14,623</b>	<b>159,312</b>	<b>2,608</b>	<b>29,497</b>	<b>3,288,756</b>

### Purchase Suggestions:

	Received	% Owned*	Unique Titles	% Ordered
Patron Initiated	618	4.5	615	69.4
Staff Initiated	49	2.0	49	73.5

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

**Storytime in a Bag** - Early literacy kits created by Children's Services and Outreach staff are now available for patrons to order. The *Storytime in a Bag* kits are ideal for preschools, daycare centers, and homeschool groups. Each kit includes 15 board book copies of a children's picture book along with a copy for facilitators to read aloud, so each child has their own copy to hold and explore. In addition, each kit comes with early literacy tips to get groups talking, singing, reading, writing, and playing. Kits can be requested through the library catalog and shipped to any B&ECPL location. This early literacy initiative was made possible by the New York State Family Literacy Library Services Program.

**Historical Atlas** - Special Collections Manager **Meg Cheman** added the *Town of Cheektowaga Historical Atlas* to the Library's Digital Collections. This unique atlas was compiled by Julia Boyer Reinstein and includes historical maps of Western New York, Erie County, and Cheektowaga, as well as an early map of New York Native American

territories. The digitized atlas is a featured collection to highlight our community resources during the Erie County Bicentennial.

### 3. Technology

**Guitar Pedal Donation** – JHS Pedals is donating their entire 3 Series line of guitar pedals to the Launch Pad Makerspace at the Central Library for future community use. The effects pedals include chorus, compression, delay, overdrive, fuzz, distortion, and reverb with a total value of \$700.

### 4. Fundraising

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - October 31, 2021	\$225,938.86

**IMLS Grant** – The Library is one of 390 national winners of an Institute of Museum and Library Services American Rescue Plan grant. The matching funds (\$17,815.56) will be used to purchase laptops and hotspots for patron borrowing at 16 B&ECPL locations.

### 5. Staff Development

	Number of Program Attendees		Number of Programs Presented	
	Month	YTD	Month	YTD
Staff	245	2,602	7	43

**Staff Training Offered/Attended** – *Adult & Pediatric First Aid/CPR/AED Training* (3 sessions presented by American Red Cross); *Remote Printing Training* (3 session presented by B&ECPL); *Resilient Together: Building School and Public Library Partnerships* (online course presented by Library Journal).

**Virtual Conferences Attended** – *Association of Bookmobile & Outreach Services Annual Conference* (presented by ABOS); *Candid 2021: Network Days* (presented by Candid); *Intersect Unconference 2021* (presented by WNYLRC); *Library Journal Summit* (presented by Library Journal); *NYLA Virtual Conference* (presented by NYLA).

**Online Courses Attended** – *Bridging Differences* (presented by Berkeley/EdX); *Libraries as Community Anchors* (presented by Gigabit Libraries Network/San Jose University); *Mental Health First Aid* (presented by Compeer Buffalo); *Understanding the 10 Agents of Deterioration* (presented by DHSNY).

**Webinars Viewed** – **54 webinars, including** *Bridging Workers’ Digital Skills Gaps Through Libraries* (presented by PLA); *Cultivating Civility in the Library Workplace* (presented by LILRC); *Is that Real? A Crash Course in Verifying Online Content* (presented by WebJunction); *OurStoryBridge: Library Collaborations for Connecting the Past and the Present* (presented by WNYLRC); *Video & Canva: Breeze Through Video Making* (presented by Tech-Talk); *Winter Book Club Picks* (presented by Booklist).

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

**Media:**

Type of Communication	Topic	Air Date/Publish Date
Mass Email & Press Release	Updates from the Library System including information on open hours	Sent October 5
Media Statement from Interim Director Doyle	Fine Free Libraries	WKBW TV Channel 7, October 7
Live TV Interview with Interim Director Doyle	Books for Kids community donation drive	WGRZ TV Channel 2, October 8
Interview with Mobile Services/ Buffalo Branches Manager Samantha Purpora	Library on Wheels Bookmobile	The Buffalo State Record, October 8
Press Release	2021 Imagine Greater Buffalo award to honor Mary Roberts, Executive Director of Martin House	The Buffalo News, October 11
Press Release and Event	Building Bridges between Cultures ... with Books - Chinese Club of WNY Donates Books to B&ECPL	Clarence Bee, Spectrum News, WBFO Radio, October 16 & 17
Taped TV Interview with Interim Director Doyle	Huge Book Sale @ Central Library	WKBW TV Channel 7, aired October 19
Taped TV Interview with Interim Director Doyle	Huge Book Sale @ Central Library	WGRZ TV Channel 2, aired October 21
Taped TV Interview with ADD Testa Cinquino	Huge Book Sale @ Central Library	WKBW TV, Channel 7, aired October 22
Press Release	Indie Author Day Returns to Downtown Central Library - Annual Event Connects Local Writers with the Library & Writing Community	Sent October 29

**Social Media:**

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	111	1,374	3,587	30,395	-19	10,445
Flickr	-	279	5,511	87,864	-	57
Google Ads <sup>1</sup>	N/A	N/A	2,978	30,406	N/A	N/A
Instagram	26	409	750	97,387	38	3,740
Pinterest	88	509	141	4,138	-20	2,172
Podcast <sup>2</sup>	4	35	N/A	N/A	N/A	N/A
TikTok	2	23	165	2,366	23	214
Twitter	71	777	709	10,503	23	10,790
YouTube	9	97	2,055	14,470	9	332
<b>Total</b>	<b>311</b>	<b>3,503</b>	<b>15,896</b>	<b>277,529</b>	<b>54</b>	<b>27,750</b>

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

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

## 7. Partnerships

**Buffalo Genealogical Society of the African Diaspora** - In partnership with the BGSAD, Genealogy Specialist **Rhonda Hoffman** hosted an online genealogy program by former B&ECPL librarian Sandra Williams Bush. Ms. Williams Bush's presentation, *Claiming "Radical Asa" Carrington: Connecting to an Ancestor*, provided a case study which presented documentation and historical context to prove that Asa Carrington is her second great-grandfather.

**School Librarians Association of Western New York** - Children's Services and Outreach Librarians **Erin Burke** and **Susan Buttaccio** and Information Services and Outreach Librarian **Maria Lowe** created videos and lists of notable books from late 2020 to 2021 featuring children's fiction & graphic novels, picture books, and teen titles. **Kristi Dougherty** shared the lists and videos with SLAWNY members on October 21.

**Women's MANGA Research Project** - Information Services and Outreach Librarian **Kuniko Simon** answered questions from Japanese scholars from the Women's MANGA Research Project on October 9 regarding the Central Library's Manga collection and its significance in the public library.

**Meetings** - B&ECPL staff also met with other representatives of the following organizations:

- Buffalo Astronomical Association
- Erie County Department of Senior Services
- Literacy Buffalo Niagara
- Read to Them
- WNYLRC Committees

**Other** - The auditorium, meeting rooms, and information tables at Buffalo Branches were used throughout the month by various community groups and organizations including but not limited to the African Consciousness Workshop, Amazon, Arts Services Inc., Association for the Study of Classical African Civilization, Be Steel and Build, Buffalo Democratic Socialists of America, Buffalo Genealogy Society of the African Diaspora, Burmese Community Services Inc., Friends for a Better Buffalo, Hazelwood-Easton Block Club, HUNT Mortgage, International Institute of Buffalo, Iota Eta Eta of Chi Eta Phi Sorority Inc., Literacy Buffalo Niagara, Mental Health Peer Connection, Nazarene Messianic Party, New York State Senator Sean Ryan's Office, Niagara District Council Member David A. Rivera's Office, No Name NA Group, Northland Workforce Training Center, Project Mona's House, Queen City Worker's Center, Resources and Help Against Marital Abuse, Restoration Society Inc.'s Covid-19 Assistance and Living Management Program, SNAP-ED, Ss. Columba-Brigid Church, Substitutes United, Urban Think Tank, VA WNY Healthcare System, and VOCAL-NY.



**8. Planning for the Future**

**Upcoming Business Program** - Information Services and Outreach Librarian **Sandra Courtney** interviewed Bill Carlson from Data Axel Reference Solutions about business leads, customer leads, information about competitors, and curating lists. The interview will preview in December along with other B&ECPL resources for small businesses.

**New Collaborations** - Buffalo Public Schools Adult Education Division will be providing English as a Second Language classes in the meeting room at the Isaías González-Soto Branch Library twice a month beginning November 6. Isaías González-Soto Branch Manager **Caroline Kennon** also met with Planned Parenthood about having their mobile health clinic come to the library monthly starting in November.

**Tax Help** - **Jordan Smith** contacted the New York State Office of Taxation and Finance on October 20 to prepare for free income tax filing assistance that will be held in the Central Library’s Training Lab in 2022.

**9. Director Activities**

**Meetings/Events Attended by Interim Director  
October 2021**

DATE	MEETING / EVENT
October 1, 2021	Training - NYSPELRA Conference
October 2, 2021	Virtual Meeting - Association of Contracting Library Trustees (ACT)
October 4, 2021	Meeting - Erin Vest
October 5, 2021	Meeting - Administrative Team
October 5, 2021	Meeting - Judy Fachko
October 5, 2021	Meeting - Maureen McLaughlin & Steve Hovey
October 5, 2021	Webinar - Bond, Schoeneck & King Weekly Update
October 5, 2021	Meeting - Amy Mazur, Literacy Buffalo Niagara
October 5, 2021	Meeting - Meg Cheman
October 6, 2021	Training - First Aid/CPR/AED
October 7, 2021	Meeting - Administrative Team
October 7, 2021	Meeting - Cheryl Kwiatkowski
October 7, 2021	Meeting - Joy Testa Cinquino
October 7, 2021	Virtual Meeting - WNYLRC
October 8, 2021	Event - Books for Kids Drive
October 8, 2021	Meeting - Maureen McLaughlin
October 12, 2021	Meeting - Judy Fachko
October 12, 2021	Meeting - Maureen McLaughlin & Steve Hovey
October 12, 2021	Webinar - Bond, Schoeneck & King Weekly Update
October 12, 2021	Virtual Meeting - PULISDO
October 12, 2021	Meeting - Meg Cheman
October 13, 2021	Meeting - Managers & Directors
October 13, 2021	Meeting - Dorinda Darden
October 14, 2021	Virtual Meeting - Meghan Molloy, Tompkins County Public Library
October 14, 2021	Meeting - Cheryl Kwiatkowski

October 14, 2021	Virtual Meeting - WNYLRC
October 14, 2021	Meeting - Joy Testa Cinquino
October 14, 2021	Meeting - B&ECPL Board of Trustees Executive Committee
October 16, 2021	Event - Chinese Club of WNY Ribbon Cutting at Clarence Public Library
October 18, 2021	Media Interview - Channel 2
October 18, 2021	Webinar Panel Discussion - NYS Minimum Standards
October 18, 2021	Meeting - Erin Vest
October 18, 2021	Media Interview - Channel 7
October 19, 2021	Meeting - Judy Fachko
October 19, 2021	Meeting - Maureen McLaughlin & Steve Hovey
October 19, 2021	Webinar - Bond, Schoeneck & King Weekly Update
October 20, 2021	Meeting - Cheryl Kwiatkowski, Tony Bolden, Samantha Purpora
October 20, 2021	Virtual Meeting - Forseti Protection Group
October 20, 2021	Meeting - Dorinda Darden
October 21, 2021	Virtual Meeting - PULISDO/DLD
October 21, 2021	Meeting - Administrative Team
October 21, 2021	Meeting - Joy Testa Cinquino
October 21, 2021	Virtual Meeting - WNYLRC
October 21, 2021	Meeting - B&ECPL Board of Trustees
October 22, 2021	Meeting - Maureen McLaughlin
October 22, 2021	Meeting - Forseti Protection Group
October 28, 2021	Meeting - Joy Testa Cinquino
October 28, 2021	Virtual Meeting - WNYLRC
October 28, 2021	Virtual Meeting - Erin Vest
October 29, 2021	Meeting - Maureen McLaughlin

### Appendix Contracting Member Library Activity Reports

**North Collins Public Library** – submitted by Alice Yoder, Interim Library Manager

Highlights of events and activities at the North Collins Public Library:

**Teen Programming Grant** – The North Collins Public Library received a *Libraries Transforming Communities Grant for Small and Rural Libraries* sponsored by ALA earlier this year. Our focus for this grant is to attract teens into the library. This month we held a Teen Programming Brainstorming Meeting with community teenagers. The 12 youth in attendance came up with some awesome ideas and helped us refine some of our own. Part of the \$3,000 grant money will be spent on a Nintendo Switch gaming system and games. Other ideas included board games, study time (with snacks!), crafts, and a LEGO contest.

**Other October Programs:**

- The North Collins Chess Club is in full swing. A consistent group of 8-12 individuals ranging from a 7-year-old to “seniors” gathers at the library to play chess. Some are quite proficient and others are just learning. It is exciting to see

the comradery among this multi-generational group of former strangers and their willingness to both teach and learn!

- Our weekly ABC Story Time has been well-attended. Both children and caregivers enjoy singing songs, hearing stories, and making a craft for the letter of the week.
- We record a bi-weekly how-to craft video and provide all the supplies needed for a take-home version. Especially popular this month was a felt-pumpkin bag. Miss Hannah has quite a following on these Facebook videos!
- Forty pumpkins and decorative stickers were picked up this month by excited children.

**Upcoming Programs in November:**

- We will continue our weekly chess club, ABC Story Time, and virtual/take-home crafts.
- We have a fun drop-in craft for Thanksgiving planned: Turkey Cookies made from Oreos and candy corn.

**Town of Tonawanda Public Library** - submitted by Mary Muscarella, Director

**'Ha-Lawn-Ween' Happening at Kenilworth Library** – Featuring lawn games, sack races, spooky crafts, and a costume parade on Friday, October 29 at 5 p.m.

**Spooky Diorama Contest at Kenmore Library** – Make a traditional diorama or decorate a pumpkin for display throughout the month of October.

**Special Programs at Kenmore Library:**

- Knit & Crochet Club – Meets every Monday from 12 - 2 p.m.
- Computer Coaches – Volunteers assist patrons with technical questions one-on-one every Tuesday from 5 - 7 p.m., Wednesday from 10 - 11:30 a.m., and Thursday from 4 - 6 p.m.
- Kenmore Library News – Teen-led news magazine meets every Wednesday at 4:30 p.m.
- Crafter Day – Crafts for all ages the first Saturday of every month.

**Ongoing Programs at Both Locations:**

- Take & Make craft kits for kids – A different craft available every month.
- Take & Make craft kits for adults – A different craft available every month.
- Books & Barks – A unique opportunity to practice reading skills.
- 'Bricks-To-Go' LEGO program – Check out a box of bricks for a take home LEGO challenge.
- Book Clubs – First Wednesday of every month at 2 p.m. at Kenilworth branch and third Tuesday of every month at 6:30 p.m. at Kenmore branch.
- Online Storytimes – Stories & songs with Jill on Thursdays at 10:30 a.m. and bedtime stories with Joe every Tuesday at 7 p.m.

**Long-Range Plan Survey** – The Town of Tonawanda Public Library is in the process of updating our Long-Range Plan. We are seeking patron input via a survey that will be available both online (accessible from our web pages and our Facebook pages) and in hard copy at both Kenilworth & Kenmore branches from November 1 through November 21.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no report from ACT. Director Doyle relayed an invitation from Suzanne Jacobs, President of the Lancaster Public Library Board of Trustees, to their 200<sup>th</sup> Anniversary Gala. Director Doyle said she would be providing remarks on behalf of the System at the event.

Agenda Item H – Public Comment. Odessa Hunter spoke of an incident she had experienced with security at the Central Library on October 20. Director Doyle noted an investigation into the complaint had been started and a report of the investigation is being finalized. Following Ms. Hunter’s comments and some discussion, Chair Bucki indicated a copy of Ms. Hunter’s letter describing the incident as well as the final report of the B&ECPL investigation would be distributed to the full Board. A written response would be sent to Ms. Hunter.

Agenda Item I – Unfinished Business. Trustee Panty thanked everyone who attended the Elaine M. Panty Branch Library dedication ceremony on September 20. She expressed her gratitude for the generosity shown, and revealed \$2,500 had been raised for an endowment fund.

Trustee Berlow reminded trustees to donate to the B&ECPL by the end of the year. Chair Bucki added the donation could be in any amount; the goal is to have 100% trustee participation.

Agenda Item J – New Business. None.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Bedenko, the meeting was adjourned at 4:46 p.m.

Respectfully submitted,

Joel Moore  
Secretary