

MINUTES  
REGULAR MEETING OF THE  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 16, 2021

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) was held on Thursday, September 16, 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.\*  
Lucy A. Candelario\*  
Carima El-Behairy  
Frank Gist  
Elaine M. Panty

Chair Kathleen Berens Bucki called the meeting to order at 4:02 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 July 15, 2021. On motion by Trustee Bedenko, seconded by Trustee Candelario, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair. Chair Bucki reported she has been keeping up on developments at the B&ECPL as well as the library director search. She reminded Board members to complete the survey provided by Bradbury Miller Associates regarding what they want in a new director.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on August 12, 2021 and September 9, 2021. Copies of the written report for each meeting were included in the Board packet. Trustee K. Johnson summarized both meetings.

Trustee Amodeo left the meeting during this summary at 4:16 pm.

Trustee Panty moved to have the written reports entered into the Minutes. Trustee Gist made a second, and this was approved unanimously.

**August 12, 2021**

Present: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson, and members Sheldon Berlow, Frank Housh, and Elaine Panty. Also present were Interim Library Director Jeannine Doyle, Chief Financial Officer (C.F.O.) Ken Stone, Assistant Deputy Director (A.D.D.) Judy Fachko, and Library Administrative Manager Tracy Palicki.

Chair Bucki called the meeting to order at 4:06 p.m. A call of the roll was taken and a quorum was present.

Chair Bucki gave the Report of the Chair. She informed the committee that a member of the Board asked her about mandating vaccination for library employees. Director Doyle relayed Human Resources had asked employees to voluntarily disclose their vaccination status a few months prior, and the majority of employees responded they were vaccinated; therefore, it was decided that mandating vaccination would not be pursued. Director Doyle also informed the committee that a couple weeks prior, the B&ECPL mandate requiring all staff and patrons to wear masks in public and staff areas was reinstated. Discussion ensued.

Chair Bucki introduced Resolution 2021-26 – RFP Award for Executive Search Services. Trustee Housh made a motion to approve, Trustee Johnson seconded the motion, and the committee unanimously approved Resolution 2021-26.

Chair Bucki, Director Doyle, and A.D.D. Fachko discussed the next steps in the director search. A.D.D. Fachko indicated she would reach out to Bradbury Miller Associates to inform them of the award, Director Doyle would work on the contract for services, and a meeting with Bradbury Miller Associates and the Search Committee would be scheduled in the near future.

Chair Bucki introduced Resolution 2021-27 - Budget Erie County RENEW Plan Allocation to the Library. Trustee Panty made a motion to approve, Trustee Berlow seconded the motion, and the committee unanimously approved Resolution 2021-27.

C.F.O. Stone reviewed items sent to the Budget & Finance Committee. He discussed the Monthly Financial Report and 2022 Budget preparation, highlighting economic trends, minimum wage considerations, state retirement numbers, and staffing levels. Discussion ensued regarding the impact of retirements on the B&ECPL as well as the B&ECPL's ability to fill vacant positions.

For her report, Director Doyle announced that a Deputy Sheriff would be starting at the Central Library the following week.

The public had no comment.

With no further business to discuss, the Executive Committee meeting adjourned at 4:45 p.m. on a motion by Trustee Panty and a second by Trustee Johnson.

### **September 9, 2021**

Present via Zoom: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson, and members Sheldon Berlow and Elaine Panty. Interim Library Director Jeannine Doyle, Chief Financial Officer Ken Stone, and Assistant to the Director Erin Vest were also in attendance.

Chair Bucki called the meeting to order at 4:01 p.m. After a call of the roll, it was noted a quorum was present.

The Executive Committee reviewed the proposed agenda for the September 16, 2021 B&ECPL Board of Trustees meeting.

Chair Bucki indicated she would cover developments in the library director search during the Report of the Chair. She noted Resolutions 2021-26 and 2021-27, which were approved at the Executive Committee meeting in August, will be included as information items for the September Board Meeting.

CFO Stone reviewed proposed Budget & Finance items. He reminded the committee that the B&ECPL Board of Trustees plays two roles in the NYS Aid for Library Construction program: applicant for projects for the Central Library and Buffalo Branches and initial reviewer and recommender for all proposed projects system-wide. He highlighted project requests for the Central Library and Isaías González-Soto Branch Library as detailed in proposed resolutions 2021-28 and 2021-29. He also reviewed system recommendations, which include projects for the Newstead Public Library and Town of Collins Public Library. He noted the approval process usually takes about one year, and part of the process includes reallocation of Aid funds that are not used by other systems in the state; so additional funding may become available for projects that are not grant-funded at the maximum amount.

Trustee Berlow asked about what the System contributes to projects for contract libraries. CFO Stone indicated the individual libraries come up with their own local matches for the construction grant funds; usually this would come from their town. In the case of LED conversion projects, he usually recommends the System cover some of the cost, as the savings on the electricity bill accrue to the B&ECPL.

CFO Stone reviewed remaining Budget & Finance items. He summarized proposed resolution 2021-31, which budgets grant match funds for Frank E. Merriweather Jr. Branch Library improvements, noting that the bids for construction came back higher

than expected. He indicated the Library received an initial disbursement of a grant-in-aid initiated by former Assemblymember Robin Schimminger designated for creation of quiet study rooms at the Kenmore Library. He also reported the B&ECPL remains within budget for 2021, noting trustees may start noticing expenditures from the Program Equipment & Facility Improvement Initiative, which was approved by the Board in July.

Trustee Berlow asked what the total budget was for 2021. CFO Stone indicated after adjustments, the total operating and capital budget for the B&ECPL was \$31,357,433. He noted the budget request for 2022 would be just under \$30 million, and that the Library had recently adjusted its initial request due to unexpectedly lower employer rates for the New York State and Local Retirement System for 2022-23.

Chair Bucki stated the Search Committee had met on September 2 with the Library's executive search firm, Bradbury Miller Associates. It was a long but productive meeting, in which they reviewed the search process, finalized dates for candidate review and semi-finalist interviews, and set tentative dates for final interviews with the full Board. Trustee Panty expressed her concern that the firm will allow the Search Committee access to all applicants for the position, not just the ones identified as the top candidates. Director Doyle noted this is a common practice from an HR perspective.

For her report, Director Doyle conveyed the Central Library and Buffalo Branches have begun opening more hours starting September 1, including bringing back Sunday hours. In some cases, this surpasses pre-COVID open hours. She praised the staff systemwide for restoring hours and programming during the pandemic recovery; she noted in statewide meetings the B&ECPL stands out for their efforts in this area.

The Library Foundation will be meeting on September 15 and will have a report at the September Board Meeting. Director Doyle did not know if a representative from the Association of Contracting Library Trustees would be attending to report at the Board meeting, but she conveyed ACT planned to hold a virtual meeting for its members on October 2. The time and agenda are forthcoming.

The public had no comment.

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

The committee discussed options for holding the September Board Meeting in person, remotely, or hybrid. Director Doyle indicated all were appropriate under the new law that makes adjustments to Open Meetings Law until January 15, 2022. The committee decided to have a hybrid meeting.

With no further business to discuss, the Executive Committee meeting adjourned at 4:45 p.m. on a motion by Trustee Panty and a second by Trustee Berlow.

Agenda Item E.1.a – RFP Award – Executive Search Services. Resolution 2021-26 was passed unanimously by the Executive Committee on August 12, 2021. Pursuant to the Bylaws, the resolution was mailed to the full Board within three business days.

RESOLUTION 2021-26

WHEREAS, the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees Search Committee desires to engage a firm specializing in nationwide recruitment efforts to assist in the recruitment of the next B&ECPL Library Director, and

WHEREAS, pursuant to Resolution 2021-16, the B&ECPL issued a Request for Proposals (RFP) seeking experienced professional recruitment services to assist the Board in this undertaking, and

WHEREAS, the Search Committee reviewed and ranked the three eligible proposals consistent with RFP evaluation criteria, including:

- Qualification and experience of the firm,
- Qualification and experience of key personnel assigned to the project,
- Proposed approach that reflects understanding of our needs and the overall quality of the proposal,
- A record of timeliness in completion of tasks as confirmed by references, and
- Cost appropriateness and values of any additional suggestions, modifications, and improvements to the Scope of Work, and

WHEREAS, this review resulted in a recommendation to select the proposal submitted by Bradbury Miller Associates for executive search services at a cost of \$26,000 plus reimbursable expenses, now therefore be it

RESOLVED, that the Executive Committee of the B&ECPL Board of Trustees authorizes the Interim Library Director and/or her designee(s) to execute the necessary documents to enter into an agreement with Bradbury Miller Associates, pursuant to the terms and conditions of the Library’s RFP and Bradbury Miller Associates’ response, at a cost not to exceed \$26,000 plus reimbursable expenses, and be it finally

RESOLVED, that the Executive Committee of the B&ECPL Board of Trustees approves amending the 2021 Operating Budget as follows:

| <u>Account Description</u> | <u>Number</u> | <u>Increase</u> |
|----------------------------|---------------|-----------------|
| <b>Revenue</b>             |               |                 |
| Use of Fund Balance        | #402190       | \$30,000        |
| <b>Expense</b>             |               |                 |
| Professional Services      | #516000       | \$30,000        |

Agenda Item E.1.b – Budget Erie County RENEW Plan Allocation to the Library. Resolution 2021-27 was passed unanimously by the Executive Committee on August 12, 2021. Pursuant to the Bylaws, the resolution was mailed to the full Board within three business days.

RESOLUTION 2021-26

WHEREAS, on March 11, 2021, President Biden signed into law the *American Rescue Plan Act of 2021* (ARPA), which contains a wide array of stimulus and recovery funding designed to facilitate the nation's swift economic and public health recovery from COVID-19, and

WHEREAS, Erie County received an initial award of \$89,223,547 in ARPA State and Local Fiscal Recovery funding,

WHEREAS, Erie County developed a comprehensive spending plan for these funds consistent with the County's *Reinvest in Erie's Neighborhoods & Employ our Workforce* (RENEW) Plan, and

WHEREAS, that plan, approved by the Erie County Legislature on July 8, 2021, includes two allocations for Buffalo & Erie County Public Library (B&ECPL) libraries:

1. \$100,000 for technology upgrades for all library branches, and
2. \$35,000 to rehabilitate the City of Tonawanda Public Library parking lot, and

WHEREAS, these proceeds have been distributed to the Library to administer, now therefore be it

RESOLVED, that the Executive Committee of the B&ECPL Board of Trustees approves amending the 2021 Operating Budget as follows:

**Increase Revenue**

| SAP Account # | Description    | Change           |
|---------------|----------------|------------------|
| 466000        | Misc. Receipts | <b>\$135,000</b> |

**Increase Expense**

| SAP Account # | Description   | Change                  |
|---------------|---|-------------------------|
| 561410        | Lab & Technical Equipment                             | \$100,000               |
| 516010        | CONTRACTUAL PAYMENTS TO:<br>City of Tonawanda Library | \$35,000                |
|               | <b>Total Expense</b>                                  | <b><u>\$135,000</u></b> |

and be it finally

RESOLVED, that the Interim Library Director or her designee is authorized to implement the budget changes noted above and transmit a copy of this resolution and a revised 2021 Contract Exhibit A reflecting the \$35,000 funding to the City of Tonawanda Public Library.

Trustee Gist asked about the cost of the rehabilitation to the City of Tonawanda Public Library parking lot. Chief Financial Officer Ken Stone indicated \$35,000 had been allocated for the resurfacing project, but it has not yet gone out to bid.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – NYS Construction Aid Request – Central Library. CFO Stone explained Resolution 2021-28 as presented. Trustee K. Johnson moved for approval, Trustee Panty seconded, and the following was approved unanimously.

RESOLUTION 2021-28

WHEREAS up to \$1,558,509 of the \$34,000,000 New York State Aid for Library Construction program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this aid provides an opportunity to leverage local funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Central Library building's approximately 60-year electrical switchgear and related components are in need of replacement, and the chimney located on the building's east roof needs repointing/rehabilitation, and

WHEREAS, estimated construction-related costs for this work total \$904,490, with the amount eligible to be requested from State Aid totaling \$678,368, and

WHEREAS, the County of Erie has sufficient funding authorized for the Library's Capital Improvement to cover the cost of this project after Aid funding, now therefore be it

RESOLVED, that pursuant to the requirements of the New York State Aid for Library Construction program, the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein, and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and provide such additional information as may be required;
- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State

Aid construction funds have been approved for the project and that the conditions of the funding have been met;

- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations, including New York State Aid for Library Construction program rules; and
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the B&ECPL was established, the County of Erie-owned Central Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for a minimum of 10 years from the date of the anticipated completion of construction; and be it further

RESOLVED, that the B&ECPL Board of Trustees agrees to follow guidance provided by New York's State Historic Preservation Office in reference to this project, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to submit a \$34,000,000 NYS Aid for Library Construction program request for the Central Library project in the amount of \$678,368.

Agenda Item E.2.b – NYS Construction Aid Request – Isaías González-Soto Branch Library. CFO Stone explained Resolution 2021-29 as presented. He indicated an announcement would be made on Friday, September 17 regarding funding for Phase 1 renovations; this request would be for Phase 2 of the project. Trustee Panty moved for approval, Trustee Gist made a second, and this was approved unanimously.

#### RESOLUTION 2021-29

WHEREAS, up to \$1,558,509 of the \$34,000,000 New York State Aid for Library Construction program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

WHEREAS, this aid provides an opportunity to leverage local funds to increase the amount available to finance badly needed capital rehabilitation and improvement projects, and

WHEREAS, the Isaías González-Soto Library is embarking on a two-phase rehabilitation project, with Phase 1 improvements including roof and window replacements getting underway later this year, and

WHEREAS, Phase 2 improvements, the subject of this request, would renovate the balance of the facility, including but not limited to: rehabilitation of four existing toilet rooms; replacement of HVAC equipment and controls; repair or replacement of



existing sanitary/storm piping; addition of electrical and data outlets on the first floor and basement areas to address current and future technology needs; refinishing of the existing deteriorated finishes on library wood casework, shelving, door and window frames, moldings and casings on the first floor and in the basement; repainting the first floor and basement areas and rooms; removal and replacement of the basement ceiling and lighting fixtures; restoration of the parking lot; replacement of deteriorated and unsafe sidewalk paving; raising and leveling stone sidewalk panels; and installation of a handicap lift to provide ADA access to the stage, and

WHEREAS, estimated construction-related costs for this work total \$1,536,866, with the amount eligible to be requested from State Aid totaling \$1,152,650, and

WHEREAS, the City of Buffalo has sufficient funding authorized for the Library's Capital Improvement to cover the cost of this project after Aid funding, now therefore be it

RESOLVED, that pursuant to the requirements of the New York State Aid for Library Construction program, the Board of Trustees of the Buffalo & Erie County Public Library assures that:

- 1) It possesses the legal authority to submit this application, including all understandings and assurances contained herein, and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and provide such additional information as may be required;
- 2) The Library fully expects the project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the Library System, within 180 days after receipt of written notification from the State Education Department that State Aid construction funds have been approved for the project and that the conditions of the funding have been met;
- 3) The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations, including New York State Aid for Library Construction program rules; and
- 4) Pursuant to the terms of Chapter 768 of New York State Laws of 1953, under which the B&ECPL was established, the City of Buffalo-owned Isaías González-Soto Branch Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for a minimum of 10 years from the date of the anticipated completion of construction; and be it further

RESOLVED, that the B&ECPL Board of Trustees agrees to follow guidance provided by New York's State Historic Preservation Office in reference to this project, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or her designee to submit a \$34,000,000 NYS Public Library Construction Aid Program request for the Isaías González-Soto Library Phase 2 project in the amount of \$1,152,650.

Agenda Item E.2.c – NYS Construction Aid Program – System Evaluation and Recommendations. CFO Stone reviewed Resolution 2021-30. He noted the criteria for allocating funding was the same used in 2020. Trustee Gist moved for approval, Trustee Candelario seconded, and the following was approved unanimously.

RESOLUTION 2021-30

WHEREAS, up to \$1,558,809 in the \$34 million New York State Aid for Library Construction program is available to support up to 75% of eligible project costs for libraries serving economically disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

WHEREAS, the Buffalo & Erie County Public Library in its role as a Library System must evaluate and recommend approval of construction applications submitted by public libraries or public library systems, and

WHEREAS, a total of four projects were submitted for this program, supporting the Isaías González-Soto and Central Libraries in Buffalo, the Newstead Public Library, and the Town of Collins Public Library, and

WHEREAS, in July 2019, the Board of Trustees of the B&ECPL in Resolution 2019-25 set the criteria for qualifying for up to 75% funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the NYS average poverty rate using federal census data, and/or
- Libraries physically located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 35% or higher which is the percentage utilized by the e-Rate program to qualify said district for a 60% discount on eligible e-Rate services, and

WHEREAS, all of the above libraries qualify to receive up to 75% State Aid for Construction funding, as they serve economically disadvantaged communities, specifically the Isaías González-Soto Branch and Central Libraries qualify under both criteria while the Newstead and Town of Collins Public Libraries qualify under the school lunch participation criteria, and

WHEREAS, the Town of Collins Public Library LED conversion project will generate savings in electricity, which will accrue to the System as the System pays the utility bill, freeing dollars designated for utilities for other library uses, and

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

WHEREAS, State Aid for Library Construction funding requested totals \$2,012,620, which is \$453,811 above the \$1,558,809 allocation available under this program, and

WHEREAS, after review, the following allocation method is recommended: 1) fully fund the two libraries requesting less than \$200,000 and 2) reduce recommended funding for the two libraries requesting over \$200,000 to balance to the total allocation available, now therefore be it

RESOLVED, that pursuant to State Aid for Library Construction requirements and the above criteria, the Board of Trustees of the B&ECPL recommends approval of the requested projects, in the following amounts:

| <b>Library</b>  | <b>Total Project Cost</b> | <b>Aid Request</b> | <b>Recommended Award</b> |
|---|---------------------------|--------------------|--------------------------|
| Isaías González-Soto Branch, Buffalo Library Restoration Phase 2      | \$1,536,866               | \$1,152,650        | \$ 866,749               |
| Central Library, Buffalo Roof, Switchgear and Chimney Restoration     | \$ 904,490                | \$ 678,368         | \$ 510,458               |
| Newstead Public Library HVAC Replacement                              | \$ 45,000                 | \$ 33,750          | \$ 33,750                |
| Town of Collins Public Library Replace Roof & Interior LED Conversion | <u>\$ 197,136</u>         | <u>\$ 147,852</u>  | <u>\$ 147,852</u>        |
| <b>TOTALS:</b>  | <b>\$2,683,492</b>        | <b>\$2,012,620</b> | <b>\$1,558,509,</b>      |

and be it further

RESOLVED, that should any of the above projects be withdrawn or otherwise be unable to fully participate in the program subsequent to this resolution’s passage, any share of the funding allocation freed up is recommended to be distributed proportionally to the remaining projects whose request was not fully funded, and be it further

RESOLVED, that the Board approves the System reimbursing the Town of Collins Library for a portion of the local share cost of their LED conversion based on calculated energy savings, and be it finally

RESOLVED, that the Director or her designee is authorized to transmit the necessary online grant application, forms, and documents in time to meet the October 6, 2021 filing deadline.

Following approval of this resolution, Trustee Gist asked about the status of the Reimagine project for the Central Library. CFO Stone conveyed the B&ECPL requests consideration of the project in a full or scaled-back capacity through the Erie County capital project budget process every year. So far, local match has not been made available from the County for the project, so it cannot be submitted to the State Aid for Library Construction program for grant funding. Trustee Gist asked about other updates to the façade, including more obvious signage. CFO Stone said there is some funding that could be used for a new sign if the capital project does not go forward this October.

Agenda Item E.2.d – Budget Grant Match Funds – Frank E. Merriweather Jr. Branch Library SAM Grant. CFO Stone reviewed Resolution 2021-31. He explained the City of Buffalo’s bidding process, and detailed the bids received for both the parking lot and auditorium improvements. He noted one alternate for the project, an enhanced panel discussion system for the auditorium, was not accepted due to the high cost. He explained a 10% construction contingency of \$36,470 was recommended to address unanticipated change orders; should no such change orders arise, the funds would not be spent. Trustee Gist expressed his objection to the project. Following discussion, Trustee K. Johnson moved for approval, and Trustee El-Behairy seconded. The following was approved by a vote of seven to one, with Trustee Gist opposing.

RESOLUTION 2021-31

WHEREAS, in July 2020, the Buffalo & Erie County Public Library received confirmation of a \$375,000 capital-funding grant award from the State and Municipal Facilities Program, sponsored by New York State Senator Timothy M. Kennedy, for improvements at the Frank E. Merriweather, Jr. Library, and

WHEREAS, improvements include replacing the auditorium’s failing stage lighting control system and sound system as well as increasing the capacity of the library’s electrical service to address current and future technology needs; and improvements also include rehabilitating the parking lot to eliminate safety hazards, including reconstructing ADA-compliant ramps from the parking lot to the building to improve accessibility as well as reconstructing catch basins to address poor drainage, ponding, and tripping hazards, and

WHEREAS, the B&ECPL Board of Trustees authorized budgeting this grant and advancing cash in Resolution 2020-21 and approved a RFP award for Architectural Services totaling \$29,000 via Resolution 2020-41, and

WHEREAS, the City of Buffalo’s competitive public works construction bidding process yielded higher than anticipated low bid costs due to market and other conditions, and

WHEREAS, the \$55,170 needed to fill this gap is available in the Library’s Assigned Fund Balance for Grant Match, now therefore be it

RESOLVED, that the B&ECPL Board of Trustees approves amending the Merriweather Project Grant Budget as shown below:

**Frank E. Merriweather, Jr. Library Auditorium and Parking Lot Improvements**

|                          | Previously Authorized | Change           | Revised Budget         |
|--------------------------|-----------------------|------------------|------------------------|
| <b>Revenue:</b>          |                       |                  |                        |
| Res. 2020-21 SAM Grant   | \$ 375,000            | \$ 0             | \$ 375,000             |
| Use of Assigned Fund     |                       |                  |                        |
| Balance for Grant Match  | <u>\$ 0</u>           | <u>\$ 55,170</u> | <u>\$ 55,170</u>       |
| <b>Subtotal Revenue</b>  | <b>\$ 375,000</b>     | <b>\$ 55,170</b> | <b>\$ 430,170</b>      |
| <b>Expense:</b>          |                       |                  |                        |
| A&E and Construction     | \$ 375,000            | \$ 18,700        | \$ 393,700             |
| Construction Contingency | <u>\$ 0</u>           | <u>\$ 36,470</u> | <u>\$ 36,470</u>       |
| <b>Subtotal Expense</b>  | <b>\$ 375,000</b>     | <b>\$ 55,170</b> | <b>\$ 430,170, and</b> |

be it finally  
 RESOLVED, that the B&ECPL Board of Trustees authorizes the use of the above proceeds to reimburse the City of Buffalo up to \$401,170 for project-related expense undertaken by the City as owner of the building.

Agenda Item E.2.e – Budget NY State Special Legislative Grant for Kenmore Library. CFO Stone explained Resolution 2021-32 as written. Trustee Panty moved for approval. Trustee El-Behairy made a second, and this was approved unanimously.

RESOLUTION 2021-32

WHEREAS, on August 25, 2021, the Buffalo & Erie County Public Library received an initial distribution of a \$10,000 Special Legislative grant-in-aid initiated by then District 140 Assembly member Robin Schimminger to support creation of quiet study rooms at the Kenmore Library, and

WHEREAS, private and public grants are regularly sought to augment library equipment, materials, programs, and other needs, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL gratefully accepts the award of \$10,000 in State Aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving library to promptly utilize these funds for purposes consistent with the sponsor’s designation, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL approves the following amendment to the 2021 Operating Budget, increasing revenues and expenses as follows:

| 2021 Operating Budget<br>Revenue and Expense Increase |             | SAP Commitment Item # |                      |
|---|-------------|-----------------------|----------------------|
|   |             | Revenue #408160       | Expense #516010      |
| Libraries - District 140                              |             | State Aid Special     | Contractual Payments |
|   | Cost Center | Amount                | Amount               |
| Town of Tonawanda PL -<br>Kenmore Library             | 4206120     | \$10,000              | \$ 10,000            |

and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes the B&ECPL and the Town of Tonawanda Public Library to retain these funds until such time as they can be used for purposes consistent with any sponsor designation, and be it further

RESOLVED, that the Town of Tonawanda Public Library is authorized to transfer these funds to other expense accounts within their budget based upon the final determined use, and be it finally

RESOLVED, that a copy of this Resolution and a revised 2021 Contract Exhibit A be transmitted to the Town of Tonawanda Public Library.

Agenda Item E.2.f - Monthly Financial Report. The monthly financial report for the year as of July 31, 2021 month-end close was included in the Board packet as an information item. CFO Stone reported the B&ECPL remains within budget, and reiterated that due to the positive news of a lower employer contribution rate than expected for the New York State and Local Retirement System, the 2022 Library budget request had been adjusted to reduce the proposed use of fund balance significantly.

Agenda Item E.3 - Search Committee. The Search Committee met on July 29, 2021 and September 2, 2021. Copies of the reports for each meeting were included in the Board packet. Chair Bucki summarized the meetings. She reviewed the timeline the committee had solidified with Bradbury Miller Associates, noting the full Board of Trustees should plan to be available on February 3 and 4 for interviews with the finalist candidates. She relayed surveys had gone out to various groups, including the B&ECPL Board, contract library trustees, employees, and community stakeholders. Feedback will be used to guide the direction of the search. She reported a job announcement would be finalized in the coming weeks, and then there would be a 6-7 week recruitment period. The next scheduled meeting of the Search Committee is set for December 9, to review the initial candidate pool.

Trustee Gist moved to have the written reports of the Search Committee meetings entered into the Minutes. Trustee K. Johnson made a second, and this was approved unanimously.

**July 29, 2021**

Present: Chair Kathleen Berens Bucki and members Sheldon Berlow, Lucy Candelario, Carima El-Behairy, Frank Gist, Frank Housh, Kimberly Johnson, Elaine Panty, and Richard Earne. Also present was Assistant to the Director Erin Vest.

The meeting of the Search Committee began at 4:04 p.m. A quorum was present.

Chair Bucki explained the goal of the meeting was to review the responses to the Request for Proposals (RFP) and select a firm to hire to provide executive search services for the B&ECPL. Assistant to the Director Erin Vest explained that there were three proposals for review that were delivered on time and met the necessary minimum qualifications. One additional proposal was received after the deadline and would not be able to be considered.

The committee reviewed the three proposals, evaluating each on the following criteria:

- a. Qualification and experience of the firm,
- b. Qualification and experience of key personnel assigned to the project,
- c. Proposed approach that reflects understanding of our needs and the overall quality of the proposal,
- d. A record of timeliness in completion of tasks as confirmed by references, and
- e. Cost appropriateness and values of any additional suggestions, modifications, and improvements to the Scope of Work.

Based on these criteria, one firm was eliminated from consideration due to lack of experience. The committee reviewed the remaining two proposals. Discussion ensued. The committee agreed that one firm stood out for prior experience conducting searches in the library field.

The committee discussed next steps. Trustee El-Behairy noted based on the timelines provided in the proposals she expects the hiring process will take 3-4 months. Trustee K. Johnson asked if local candidates could still apply during the nationwide recruitment; Chair Bucki confirmed that they could.

Trustee Berlow emphasized whichever firm was hired would need to be able to market Buffalo as a place to live and work. He suggested the top firm be interviewed in person before a final decision was made about retaining them. Trustee Housh felt this was unnecessary, and Chair Bucki indicated it could cause delay. Following further discussion, the committee decided not to pursue interviewing the top firm before selecting their proposal.

Trustee Housh moved to pursue hiring Bradbury Miller Associates to provide executive search services for the B&ECPL. Trustee Panty made a second, and approval was unanimous.

Chair Bucki stated a resolution to this effect would be brought before the Executive Committee on August 12, 2021 for approval. She indicated Bradbury Miller Associates could be contacted before that date to inform them of their selection as the best proposal and update them on the timeline for approval.

With no further business, on a motion by Trustee Housh, seconded by Trustee Candelario, the Search Committee adjourned at 4:35 p.m.

### **September 2, 2021**

Present: Chair Kathleen Berens Bucki and members Sheldon Berlow, Lucy Candelario, Carima El-Behairy, Frank Gist, Elaine Panty, and Richard Earne. Also present were Interim Director Jeannine Doyle and Assistant to the Director Erin Vest. Karen Miller and Brian Hare from Bradbury Miller Associates attended the meeting virtually.

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

Karen Miller and Brian Hare from Bradbury Miller Associates introduced themselves and summarized their firm's history. Miller explained the purpose of the meeting would be to do introductions, discuss expectations for the executive search, and finalize a search timeline.

Following introductions, Trustee Berlow asked if anyone from Bradbury Miller had traveled to Buffalo recently. They confirmed they had not. He emphasized they would need to have an understanding of the city to be able to market it as an exciting place to live and work. He requested they travel to Buffalo. Ms. Miller emphasized while it was complicated to travel at the moment, they would do thorough research on Buffalo before drafting an advertisement. They planned to travel to Buffalo for the final interviews.

Committee members further discussed the unique makeup of the Buffalo & Erie County Public Library. They emphasized the successes of the past decade, noting the B&ECPL is in a sound financial position and is a well-respected pillar of the Buffalo and Erie County community. A new director would need to be able to sustain the positive relationships that already exist, respect the existing staff, and continue to lead in the community. Committee members also expressed the need for a director with experience and skill with technology, working with culturally diverse populations, and advocacy.

Trustee Gist asked what the current recruitment market is like. Ms. Miller noted a system the size of the B&ECPL is never easy to recruit for; candidates will need to demonstrate experience running multiple libraries, which can be a smaller pool. She



noted the current market is trending younger due to retirements, so she expects the successful candidate will have 10-15 years of experience, not 20-25 years.

Ms. Miller reviewed the tentative timeline. She first asked if the Search Committee agreed with the breakdown of responsibilities, including having the full Board of Trustees conduct the final round of interviews. The committee agreed. Ms. Miller then detailed her initial information gathering. A survey would be distributed to System Board and Search Committee members for their input, and a separate survey would be sent to staff. Bradbury Miller representatives would also meet with key staff to get their input. Trustee Earne asked that a survey be sent to contract library trustees. Chair Bucki asked one also be sent to partner organizations. Ms. Miller said that would be possible.

Ms. Miller reviewed the rest of the search process. After gathering the information they need, the firm will draft an announcement and send it to the Search Committee for review and approval. Once approved, they will post the announcement for 6-7 weeks on a variety of list servs and job boards nationwide. During that time, they will also directly recruit candidates, starting with those in the region. Candidates will be asked to submit a cover letter, resume, and a questionnaire. Once the posting closes, the firm will review all candidates and conduct screening calls. Based on their review, they will identify the strongest candidates for the committee to consider. Information for all candidates will be shared virtually. The committee would then meet to review the strong candidates and narrow them down to a pool of 6-10 semi-finalists. After conducting semi-finalist interviews, the committee would select 3-4 finalists. At that point, formal references would be called. Depending on what the Board wants to do, finalists could then be asked to give presentations, attend staff Q&As, or complete other activities. Finally, the full Board would conduct formal interviews. Once a final candidate is selected, Bradbury Miller would conduct negotiations if the Board so chooses. They would also conduct a background check on the selected candidate before a formal appointment is made.

During this review, Trustee Gist asked about including the salary in the advertisement. Ms. Miller indicated a starting salary should be included in the announcement, as well as a hard deadline for responses. Chair Bucki asked if the firm could give guidance on setting a salary. Ms. Miller said she would do research on comparable positions to provide to the committee. Trustee Earne asked about legal requirements around posting. Director Doyle indicated the position is classified as non-competitive for civil service purposes, so there are no restrictions regarding examination or reachability on a list. The position is also managerial, and therefore not affected by any posting requirements included in union collective bargaining agreements. Trustee Gist asked about Bradbury Miller's commitment to recruiting diverse candidates. Ms. Miller indicated the firm actively recruits from the Black Caucus of the ALA and other library organizations that represent minority groups. She acknowledged recruitment can be a challenge due to the lack of diversity in the library field, but it is something her firm actively considers.

Following review of the tentative timeline, Ms. Miller suggested moving interviews out of the month of December due to the holiday season. The committee agreed. Following discussion, they confirmed a meeting date of December 9 at 5:00 pm to review the initial pool of candidates, three 3-hour sessions of semi-finalist interviews January 10 - 12 starting at 2:30 pm, and finalist presentations/interviews on February 3 and 4 pending confirmation from the full Board. Ms. Miller indicated she would send an updated timeline to Assistant Deputy Director Judy Fachko to distribute to the committee.

With no further business, on a motion by Trustee Panty, seconded by Trustee Candelario, the Search Committee adjourned at 5:57 p.m.

Agenda Item F – Report of the Director. Director Doyle proudly reported the B&ECPL is open an additional 385 hours system-wide in September. This includes the addition of Sunday hours at multiple locations. The Central Library and Buffalo Branches combined are open an additional 20 hours per week. She revealed the B&ECPL completed its annual harassment and workplace violence training in August; this is at least the fifth year that the System has had 100% staff completion. Director Doyle conveyed a tentative agreement has been reached with the Librarians' Association; she hopes to bring forward a resolution at next month's Board meeting. She confirmed she has been reviewing federal, state, and local guidelines regarding masking and vaccination requirements. The federal vaccination mandate does not apply to the B&ECPL at this time, but she will continue to monitor guidance as it comes out.

Director Doyle highlighted upcoming events at the B&ECPL. New York State Senator Sean Ryan will be holding a press event at the Isaías González-Soto Branch Library on Friday September 17 regarding State Aid for Library Construction funding. The Isaías González-Soto Branch Library is also currently displaying *The Hispanic Doll Exhibit*, an offshoot of the popular *Black Doll Exhibit* that was presented at the Central Library. The display corresponds with Hispanic Heritage Month, which was kicked off at the Central Library on September 15 with a celebratory event.

Finally, Director Doyle reminded Board members of the Elaine M. Panty Branch Library dedication event on Monday, September 20. Several elected officials are expected to attend and make presentations, with a reception to follow.

The following report was submitted by the Director and transmitted to Board members prior to the meeting. Trustee Panty noted an incorrect date in Section 8, which was amended for inclusion in the Minutes:

## **B&ECPL Monthly Report July/August 2021**

**Battle of the Books** – Thirteen teams from ten libraries participated in the *Battle of the Books* held virtually from July 30 through August 3. Participating libraries included the Amherst Public Library, Boston Free Library (2 teams), Central Library (2), Clarence Public Library, Elma Public Library, Grand Island Memorial Library, Lancaster Public Library (2), Newstead Public Library, North Park Branch Library, and Orchard Park Public Library. The teams submitted answers to trivia questions for the book *The Last Dragonslayer* by Jasper Fforde on their selected date via Kahoot!, a game-based learning platform. The winning library team, Lancaster 2, and runner-up, Lancaster 1, were announced on the Central Library's Facebook page on August 7. Children's Services and Outreach Manager **Kristi Dougherty** and Librarian **Erin Burke** created and shipped swag bags containing gift cards, school supplies, and various *Battle of the Books* incentives to participating libraries for all 84 team members who competed.

**Dr. Eva M. Doyle Auditorium Dedication** – The B&ECPL System and NYS Senator Timothy M. Kennedy officially dedicated the auditorium at the Frank E. Merriweather, Jr. Branch Library as the *Dr. Eva M. Doyle Auditorium* at a ceremony held on July 15. Branch Manager **Joshua Mitch**, Assistant Deputy Director **Dorinda Darden**, Buffalo Mayor Byron W. Brown, NYS Senator Timothy Kennedy, and honoree Eva M. Doyle spoke at the event. The ceremony also featured community drummers; an invocation from Dr. James A. Lewis III, Overseer Pastor at Miracle Missions Full Gospel Church; a rendition of *Lift Every Voice and Sing* sung by Brenda Brown of the New Beginnings Choral Ensemble; and remarks from Buffalo Common Council President Darius G. Pridgen.

**Erie County Fair** – Information Services and Outreach Manager **Daniel Caufield**, Librarian **Jacob Rachwal**, and Senior Library Clerks **Denise Sweet** and **Caitlin Goodrich** staffed a Library information table at the *Erie County Fair* in Hamburg on August 11, 14 and 17. They greeted over 1,000 fair attendees, issued library cards, distributed Take and Makes and reading material, and discussed many of the System's programs and initiatives.

**Kittinger Donation** - A Kittinger family Bible was generously donated to the Library by Karen Kittinger Rumsey. This nicely-conserved 1776 German Bible contains the Kittinger's family history with all Buffalo associations. Wrapped in a clear archival book jacket, the Bible is housed in a finely-finished hardwood box – a piece befitting the Kittinger name!

**Reading Rules! Kids Summer Reading Challenge** - **Kristi Dougherty** and Reada Owl participated in a special video production for Mayor Byron W. Brown's 20<sup>th</sup> Anniversary *Reading Rules! Kids Summer Reading Challenge* that was taped on July 26 at the Say Yes Summer Camp at the Johnnie B. Wiley Amateur Athletic Sports Pavilion. Campers were in attendance that day; the camps are hosted by the Police Athletic League of Buffalo, in partnership with Buffalo Public Schools and Say Yes Buffalo. The

video was shared with over 700 families participating in the *Reading Rules! Kids Summer Reading Challenge*.

**Roaming Gnome Festival** - The Erie County Department of Environment and Planning's *Healthy Lawns* program introduced its new spokes-gnome, Frederick Lawn Gnomested, on August 5 at the *Roaming Gnome Festival*, held in the Reading Park at the Central Library. In addition, former WBEN Radio reporter and local author John Zach discussed his book, *The Day the Buffalo River Burned* in the Central Library's Ring of Knowledge and answered questions about his perspective of reporting on decades of environmental stories in our region. Over 350 people attended to participate in the crafts and activities and get a picture with Frederick Lawn Gnomested.

**Storytime on SuperStreet** - Children's Services and Outreach Library Assistant **Lucylle Castañeda** read the book *Brave* by Stacy McAnulty in Spanish on July 15 at the *Storytime on SuperStreet* (at the corner of Clark and Kent Streets in Buffalo) presented by Every Person Influences Children.

**Tails and Tales Online Summer Reading Challenge** - The *Tails and Tales Online Summer Reading Challenge* system-wide program was held from June 1 through August 13 for children, teens, and adults. There were 331 participants, with a total of 2,503 book reviews submitted for a chance to win prizes. The grand prize children winner was Abdul Biobaku from the Julia Boyer Reinstein Library, the teen winner was Razanne Alomari from the Lackawanna Public Library, and the adult winner was Lisa Chelminiak from the Lancaster Public Library.

**1. Public Services**

**In Library Group Programs\*:**

|                               | Number of Programs |            |              | Number of Attendees |              |               |
|-------------------------------|--------------------|------------|--------------|---------------------|--------------|---------------|
|                               | Jul                | Aug        | YTD          | Jul                 | Aug          | YTD           |
| Children (age 5 and under)    | 112                | 100        | 314          | 2,025               | 1,952        | 5,410         |
| Children (age 6-12)           | 139                | 128        | 394          | 1,268               | 3,076        | 5,236         |
| Teens                         | 69                 | 50         | 180          | 451                 | 994          | 1,799         |
| Intergenerational             | 93                 | 83         | 246          | 1,607               | 1,904        | 5,187         |
| Adults (excludes Technology)  | 82                 | 92         | 328          | 569                 | 770          | 2,736         |
| <b>TOTAL In Library Group</b> | <b>495</b>         | <b>453</b> | <b>1,462</b> | <b>5,920</b>        | <b>8,696</b> | <b>20,368</b> |

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

|                               | Number of Programs |              |               | Number of Attendees |              |               |
|-------------------------------|--------------------|--------------|---------------|---------------------|--------------|---------------|
|                               | Jul                | Aug          | YTD           | Jul                 | Aug          | YTD           |
| Children (age 5 and under)    | 1,775              | 1,761        | 11,092        | 1,775               | 1,761        | 11,092        |
| Children (age 6-12)           | 2,302              | 2,483        | 15,029        | 2,302               | 2,483        | 15,029        |
| Teens                         | 46                 | 76           | 412           | 46                  | 76           | 412           |
| Intergenerational             | 2,670              | 2,893        | 20,412        | 2,670               | 2,893        | 20,412        |
| Adults (excludes Technology)  | 281                | 233          | 2,090         | 281                 | 233          | 2,090         |
| <b>TOTAL Passive Programs</b> | <b>7,074</b>       | <b>7,446</b> | <b>49,035</b> | <b>7,074</b>        | <b>7,446</b> | <b>49,035</b> |

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

|                                    | Number of Programs |            |              | Number of Attendees |            |              |
|------------------------------------|--------------------|------------|--------------|---------------------|------------|--------------|
|                                    | Jul                | Aug        | YTD          | Jul                 | Aug        | YTD          |
| Children (age 5 and under)         | 30                 | 40         | 504          | 30                  | 40         | 504          |
| Children (age 6-12)                | 109                | 70         | 362          | 109                 | 70         | 362          |
| Teens                              | 134                | 87         | 640          | 134                 | 87         | 640          |
| Intergenerational                  | 14                 | 22         | 142          | 15                  | 22         | 143          |
| Adults (excludes Technology)       | 77                 | 57         | 531          | 77                  | 57         | 543          |
| <b>TOTAL In Library One-on-One</b> | <b>364</b>         | <b>276</b> | <b>2,179</b> | <b>365</b>          | <b>276</b> | <b>2,192</b> |

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

**Adult Technology Programs\*:**

|                                     | Number of Programs |           |            | Number of Attendees |           |            |
|-------------------------------------|--------------------|-----------|------------|---------------------|-----------|------------|
|                                     | Jul                | Aug       | YTD        | Jul                 | Aug       | YTD        |
| Training Lab or Library Desktop PCs | 11                 | 2         | 31         | 47                  | 4         | 190        |
| System or Library-owned Cyber Train | 0                  | 0         | 0          | 0                   | 0         | 0          |
| One on One                          | 46                 | 67        | 268        | 46                  | 68        | 276        |
| <b>TOTAL Adult Technology</b>       | <b>57</b>          | <b>69</b> | <b>299</b> | <b>93</b>           | <b>72</b> | <b>466</b> |

\*Does not include virtual adult technology programs.

**Outreach (Out of Library):**

|                              | Number of Programs |           |            | Number of Attendees |              |              |
|------------------------------|--------------------|-----------|------------|---------------------|--------------|--------------|
|                              | Jul                | Aug       | YTD        | Jul                 | Aug          | YTD          |
| Children (age 5 and under)   | 12                 | 8         | 32         | 312                 | 158          | 707          |
| Children (age 6-12)          | 26                 | 17        | 47         | 1,865               | 702          | 2,909        |
| Teens                        | 2                  | 2         | 6          | 39                  | 61           | 120          |
| Intergenerational            | 24                 | 31        | 76         | 1,381               | 2,807        | 5,223        |
| Adults (excludes Technology) | 3                  | 3         | 10         | 107                 | 152          | 400          |
| <b>TOTAL Outreach</b>        | <b>67</b>          | <b>61</b> | <b>171</b> | <b>3,704</b>        | <b>3,880</b> | <b>9,359</b> |

**Live Virtual Programs:**

|                              | Number of Programs |           |            | Number of Attendees |              |               |
|------------------------------|--------------------|-----------|------------|---------------------|--------------|---------------|
|                              | Jul                | Aug       | YTD        | Jul                 | Aug          | YTD           |
| Children (age 5 and under)   | 3                  | 6         | 127        | 42                  | 104          | 3,347         |
| Children (age 6-12)          | 3                  | 9         | 46         | 32                  | 415          | 2,289         |
| Teens                        | 17                 | 15        | 126        | 134                 | 244          | 916           |
| Intergenerational            | 7                  | 7         | 114        | 756                 | 890          | 7,131         |
| Adults (excludes Technology) | 32                 | 34        | 472        | 402                 | 612          | 5,517         |
| <b>TOTAL Live Virtual</b>    | <b>62</b>          | <b>71</b> | <b>885</b> | <b>1,366</b>        | <b>2,265</b> | <b>19,200</b> |

**Virtual Recordings of Program Content:**

|                            | Number of Programs |     |     | Number of Attendees |     |        |
|----------------------------|--------------------|-----|-----|---------------------|-----|--------|
|                            | Jul                | Aug | YTD | Jul                 | Aug | YTD    |
| Children (age 5 and under) | 21                 | 26  | 355 | 809                 | 781 | 13,116 |
| Children (age 6-12)        | 16                 | 13  | 217 | 755                 | 528 | 6,780  |

|                                 |           |           |              |              |              |               |
|---------------------------------|-----------|-----------|--------------|--------------|--------------|---------------|
| Teens                           | 0         | 2         | 2            | 0            | 12           | 12            |
| Intergenerational               | 26        | 17        | 307          | 1,912        | 2,086        | 25,927        |
| Adults (excludes Technology)    | 28        | 32        | 253          | 613          | 653          | 7,091         |
| <b>TOTAL Virtual Recordings</b> | <b>91</b> | <b>90</b> | <b>1,134</b> | <b>4,089</b> | <b>4,060</b> | <b>52,926</b> |

**Summer Reading Programs\*:**

|                              | Number of Programs |            |            | Number of Attendees |              |               |
|------------------------------|--------------------|------------|------------|---------------------|--------------|---------------|
|                              | Jul                | Aug        | YTD        | Jul                 | Aug          | YTD           |
| Children (age 5 and under)   | 117                | 92         | 247        | 2,012               | 1,885        | 4,296         |
| Children (age 6-12)          | 149                | 133        | 295        | 2,953               | 2,449        | 5,588         |
| Teens                        | 63                 | 45         | 124        | 433                 | 1,009        | 1,553         |
| Intergenerational            | 84                 | 85         | 178        | 1,936               | 2,667        | 4,881         |
| Adults (excludes Technology) | 18                 | 23         | 46         | 150                 | 244          | 444           |
| <b>TOTAL Summer Reading</b>  | <b>431</b>         | <b>378</b> | <b>890</b> | <b>7,484</b>        | <b>8,254</b> | <b>16,762</b> |

\*Does not include virtual summer reading programs.

**B is for Book Programming:**

|                            | Number of Programs |          |           | Number of Attendees |            |            |
|----------------------------|--------------------|----------|-----------|---------------------|------------|------------|
|                            | Jul                | Aug      | YTD       | Jul                 | Aug        | YTD        |
| Children's Services        | 3                  | 3        | 14        | 25                  | 91         | 162        |
| Adult Services             | 2                  | 0        | 3         | 14                  | 0          | 24         |
| Launch Pad/TechKnow Lab    | 0                  | 0        | 0         | 0                   | 0          | 0          |
| Development/Communications | 1                  | 0        | 3         | 18                  | 0          | 278        |
| Grosvenor Room             | 0                  | 1        | 3         | 0                   | 10         | 17         |
| <b>TOTAL B is for Book</b> | <b>6</b>           | <b>4</b> | <b>23</b> | <b>57</b>           | <b>101</b> | <b>481</b> |

**B is for Book Exhibit:**

|                            | Number of Visitors |              |               |                                     |
|----------------------------|--------------------|--------------|---------------|-------------------------------------|
|                            | Jul                | Aug          | YTD           | From Opening<br>(9/2020 to Present) |
| Non Tour-Related*          | 1,676              | 1,491        | 11,596        | 20,400                              |
| Tour/Program               | 57                 | 101          | 477           | 525                                 |
| <b>TOTAL B is for Book</b> | <b>1,733</b>       | <b>1,592</b> | <b>12,073</b> | <b>20,925</b>                       |

**Central Library - Children's Services**

- Take and Make Crafts: *Adopt a Stuffie Reading Buddy, Animal Brick Building Kit, Back to School, Make Your Own Quill Craft Kit, Tails and Tales*
- Maker Camp Kits (sponsored by National Grid): *Bouncy Ball, Design a Zoo, Hydrophobic Sand, Instant Snow, Klutz Circuit Clay, Planter Kit & Glacial Cooling Scarf*
- In Library Programs: *Animal Brick Building, Make an Air Plant Terrarium*
- Outdoor Library Programs: *Independence Day Celebration for Kids, Sensory Stay n' Play: Dinosaur Sensory Sand, Artic Adventure (featuring Buffalo Museum of Science presenting a mini exhibit of arctic animal pelts and a demonstration about how animals stay warm in the cold)*

- Virtual Maker Camp: *Bouncy Ball, Design a Zoo, Hydrophobic Sand, Instant Snow, Klutz Circuit Clay, Planter Kit & Glacial Cooling Scarf*
- Virtual Checkers Library TV - The Reading Road Trip: *Forests* (featuring Hawk Creek Wildlife Center), *Farm Animals* (Akron Acres), *Cold Climate Animals* (Buffalo Zoo), *Tropical Animals* (Hawk Creek Wildlife Center and Buffalo Zoo), *Savanna Animals* (Buffalo Zoo), *Ocean Animals* (Florida's Clearwater Marine Aquarium) *Freshwater Animals* (Florida Everglades), *Australian Animals* (Hidden Valley Animal Adventure), *Mythical Animals*
- Tours/Programs: Buffalo City Mission Summer Camp, Buffalo History Club, First Shiloh Baptist Church, Say Yes Buffalo Summer Camp, Visually Impaired Advancement – Pathways for the Visually Impaired
- Outreach: Frontier Middle School in Hamburg, *Storytime at Canalside: A Bicentennial Celebration*, Valley Community Association's *Summer Day Camp*

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

- Virtual Programs: *Ask the Genealogists, Beefing Up an Ancestor's Timeline, Getting the Most Out of Ancestry Library Edition, Grosvenor Room's Resources* (New York State Genealogical and Biographical Society's Empire State Exploration program Q & A), *HeritageQuest Helper*
- Tours: Brian Hayden (author of upcoming book titled *Buffalo: 111 Places in Buffalo that You Must Not Miss*), Empire State Library Network Directors, *Rare Book Treasures* to Shakespeare Symposium Planning Committee

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

- Take and Make Crafts: *Adult Coloring Kit, Blind Date with an International Book, Sachet Making Kit*
- In Library Program: *It Takes a Village Reentry Program*
- Outdoor Library Program: *Third Thursdays for Health and Wellness*
- Virtual Programs: *Applying for a Civil Service Exam in Erie County, Book a Librarian, Conversations in Science: Cicada Mania & Brood X* (presented by Buffalo Museum of Science), *Getting Started with LinkedIn, Research Resources to Start and Run Your Business, Sachet Making*
- Tour: Young Audiences of Western New York Artworks program
- Outreach: *Happy & Healthy Wellness* event (sponsored by Project Best Life and Buffalo Rising)

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

- Take and Make Crafts: *Buffalo Cityscape, Dinosaur 3D Puzzle, Easy Origami, Pom-Pom Kit, Spirograph Fun*
- In Library and Virtual Lunchtime Learning: *Accessing the Internet, Basics of Microsoft Windows 10, Computer Basics, Introduction to Word, Managing Files and Folders*
- Virtual Programs: *Book A Technology Trainer, Downloadables (Libby and Freegal), Exploring the Library Website and Catalog, Exploring the Weather Channel, Google Maps, Intermediate Word, Introduction to Excel, Introduction to PowerPoint*

- Grow with Google Virtual Programs: *Build Your Professional Brand, Coach Your Team to Success, Create YouTube Videos to Attract New Customers, Develop Your Problem Solving Skills with Google, Nail Your Job Interview, Network Your Way to Success, Reach Customers Online with Google*
- Outreach: *Launch Pad @ Canalside*

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

- *Teen Advisory Group Virtual Meeting*
- *Teen Virtual Take and Make Craft Hangout*
- Virtual Programs: *Battle of the Books, Reader’s Quest Book Group, Rising Voices Social Justice Book Discussion Group*

### **Buffalo Branch Libraries**

- Take and Make Crafts: *Adopt a Book Buddy, Albright-Knox Art Kit, Animal Brick Building Kit, Animal Mud Bath, Clay Jewelry Dish, DIY Sensory Book, Dr. Seuss Fish, Erie Canal/Carousel Activity Books and Carousel Horses, Fish Belly Bait, Floating Shark Kit, Froggy Friend, Jellyfish, Ice Cream Cone Banner, L is for Library Bag, Lemonade Stand Magnet, Light Up Firefly, Macramé Plant Hanger, Make Your Own Quill Craft Kit, Olympic Figures Summer, On-Demand Storytime, Paper Bag Puppy Puppet, Paper Crawler, Piggy Pal, Rainbow Lacing Craft Kit, Rainbow Spaghetti, Reading Log Kit, Red White and Blue Wind Sock, Safari Kit*
- Maker Camp Kits (sponsored by National Grid): *Bouncy Ball, Design a Zoo, Hydrophobic Sand, Instant Snow, Klutz Circuit Clay, Planter Kit & Glacial Cooling Scarf*
- In Library Programs: *Adopt a Book Buddy, American Quill Craft, Animal Brick Building, Baseball Cap Decorating, Battle of the Books After Party, Circus for All with Benjamin Berry, Drop-In Storytime, Fur Feathers and Scales (with Hawk Creek Wildlife Center), National Dog Day Celebration, Open House Storytime with Mr. Paul!, Rainbow Bird Feeder, Reading with Dogs, Storytime, Storytime at González-Soto Library!, Summer In-House Reading Contest for Children, Summer Reading Contest @ North Park, Talk on the Wildside with Hawk Creek, Tech Help Hours @ Coles, Tech Hour, Technology One-on-One Training*
- Outdoor Library Program: *Albright-Knox Art Truck, Library in the Park, Nickel City Reptiles and Exotics, Y on the Fly, Youth Sports with the Dolce Firm, Family Storytime, Shibori Dyeing, End of Summer Bash (featuring a visit with kangaroos from Niagara Down Under); tabling to promote the Tails and Tales Summer Reading Program*
- Virtual Programs: *Battle of the Books, Teen Manga Club, Teen Manga Club After-Hours Watch Party*
- Outreach: *South Buffalo Charter School’s Welcome Back event, West Side Community Services Block Party, West Side Promise Neighborhood Summer Lunch Series*
- Tours: *Boys and Girls Club, ESL Adult Class from Catholic Charities, Home Beneath Our Feet Summer Camp, West Side Community Services Summer Camp*



**Library on Wheels Bookmobile**

- The Library on Wheels was open 139.5 hours to the community, issued 231 new library cards, and welcomed 3,339 visitors.
- In addition to regularly scheduled stops, the Library on Wheels visited Orchard Park Recreation Summer Camp, BPS #3 D’Youville Porter Campus School, BPS #6 Buffalo Elementary School of Technology, BPS #30 Frank A. Sedita Academy, BPS #80 Highgate Heights, BPS #93 Southside Elementary, BPS #94 West Hertel Academy, BPS #97 Harvey Austin School, BPS #99 Stanley M. Makowski IB World School, Lake Shore Central School District Eagle’s Landing Summer Program, Akron Farmers Market, Jewish Community Center of Greater Buffalo-Amherst, Kenmore Farmers Market, Bidwell Parkway in the Elmwood Village, Buffalo Promises Farmers Market, Metropolitan Baptist Church, Delavan-Grider Community Center, UB Childcare Center, LE3 Inc., and Congregation Shir Shalom.
- Special events included *Storytime at Canalside: A Bicentennial Celebration*, *Explore & More’s Trucking Wednesdays* and *Touch a Truck* events, Buffalo Bills offensive tackle Dion Dawkins’ foundation’s *Dion’s Dreamers Christmas in July!* event on Hertel Avenue, *Discover Kenmore*, *Buffalo Police Delta District Community Day* at the Elmwood Village Charter School, and *Brain Busters Summer Camp* at St. John Vianney School.

**Library by Mail Program**

- There are now 122 patrons that have signed up for the *Library by Mail* program.

**2. Collection Development**

**Physical Collections:**

|                   | Item Adds     |               |                | Title Adds   |              |               | Collection Size  |
|-------------------|---------------|---------------|----------------|--------------|--------------|---------------|------------------|
|                   | Jul           | Aug           | YTD            | Jul          | Aug          | YTD           |                  |
| Juvenile Print    | 2,690         | 2,538         | 22,568         | 298          | 203          | 2,261         | 544,779          |
| Young Adult Print | 747           | 622           | 6,193          | 136          | 94           | 1,086         | 79,232           |
| Adult Print       | 3,997         | 4,658         | 30,116         | 771          | 691          | 5,404         | 1,810,843        |
| Media             | 2,818         | 3,417         | 24,702         | 410          | 398          | 2,881         | 569,091          |
| Other*            | 1,864         | 1,987         | 18,185         | 37           | 31           | 368           | 176,431          |
| <b>Subtotal</b>   | <b>12,116</b> | <b>13,222</b> | <b>101,764</b> | <b>1,652</b> | <b>1,417</b> | <b>12,000</b> | <b>3,180,376</b> |

\*Includes magazines, generic copies, and other.

**Electronic Collections:**

|                 | Item Adds    |              |               | Title Adds   |              |               | Collection Size        |
|-----------------|--------------|--------------|---------------|--------------|--------------|---------------|------------------------|
|                 | Jul          | Aug          | YTD           | Jul          | Aug          | YTD           |                        |
| eBooks          | 1,621        | 1,458        | 15,084        | 990          | 987          | 10,020        | 123,935*               |
| Music (Freegal) | N/A          | N/A          | N/A           | N/A          | N/A          | N/A           | Unlimited SONY Library |
| eAudiobooks     | 1,262        | 976          | 11,558        | 221          | 220          | 2,189         | 36,215                 |
| eVideos         | 0            | 0            | 0             | 0            | 0            | 0             | 200                    |
| <b>Subtotal</b> | <b>2,883</b> | <b>2,434</b> | <b>26,642</b> | <b>1,211</b> | <b>1,207</b> | <b>12,209</b> | <b>160,350</b>         |

\*Includes 428 EBL titles.

**All Collections:**

|              | Item Adds     |               |                | Title Adds   |              |               | Collection Size  |
|--------------|---------------|---------------|----------------|--------------|--------------|---------------|------------------|
|              | Jul           | Aug           | YTD            | Jul          | Aug          | YTD           |                  |
| <b>Total</b> | <b>14,999</b> | <b>15,656</b> | <b>128,406</b> | <b>2,863</b> | <b>2,624</b> | <b>24,209</b> | <b>3,340,726</b> |

**Purchase Suggestions:**

|               |                  | Received    | % Owned*         | Unique Titles | % Ordered |
|---------------|------------------|-------------|------------------|---------------|-----------|
|               |                  | <b>July</b> | Patron Initiated | 534           | 3.7       |
|               | Staff Initiated  | 48          | 12.5             | 48            | 68.8      |
| <b>August</b> | Patron Initiated | 614         | 7.3              | 611           | 67.3      |
|               | Staff Initiated  | 36          | 11.1             | 36            | 55.6      |

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

**Book Bundles** - Book Bundles were created at the Isaías González-Soto Branch Library to check out for various age levels to correspond with Mayor Byron Brown’s *Reading Rules! Kid’s Summer Reading Challenge*.

**3. Technology**

**New Devices** – A new electronic music instrument called a Grid was installed in the Launch Pad Makerspace at the Central Library. The Information Technology Department also updated two Dudley Branch Library iPads to make them ready for patron use.

**4. Fundraising**

**Fundraising:**

| Campaign Name       | Campaign Dates              | Raised to Date |
|---------------------|-----------------------------|----------------|
| Annual Appeal Total | January 1 - August 31, 2021 | \$178,288.29   |

**East Hill Foundation Visit** – A site visit was held in August with Michele Schmidt from the East Hill Foundation. The Library applied for a \$5,000 grant for the *Library by Mail* program. The Foundation will announce final grant approvals in late fall.

**Give716** – On July 16, the Library participated in Give716, an online giving campaign organized by the Buffalo Bills and Sabres Foundations, raising \$3,897, with 65 donors participating. The Library was also chosen during two power hours to receive \$500 (\$1,000 total) from the Buffalo Bills and Sabres Foundations.

**Reading is Grand Grant** – The Library was awarded the Black Caucus of the ALA’s *Reading is Grand* national grant of \$750 for family programming at the Leroy R. Coles, Jr. Branch Library, which will take place in mid-September.

**Play Down Your Fines** – 168 sports equipment kits were borrowed from participating locations: Anna Reinstein Memorial Library, Central Library, Elaine M. Panty Branch Library, Isaías González-Soto Branch Library, Lackawanna Public Library, Leroy R. Coles Jr. Branch Library, Newstead Public Library, Town of Collins Public Library, and the Library on Wheels Bookmobile. Over \$4,700 in fines and fees were removed from

youth library cards through the program. Play Down Your Fines is underwritten by the Ralph C. Wilson, Jr. Foundation, The Dolce Firm, and the B&ECPL.

**5. Facilities**

**Crane Construction** – The Crane Branch Library’s air conditioning was out of service the entire month of July and August due to construction, forcing closures on a few days due to high temperatures and humidity. Due to intensified construction activity, the library closed beginning on August 18 and is expected to reopen in Mid-October. Tuesdays were added to the open hours at the nearby Isaiás González-Soto Branch Library beginning August 24, and the Library on Wheels is providing library service at Bidwell Parkway in the Elmwood Village at various dates and times.

**6. Staff Development**

| Number of Program Attendees |        |       | Number of Programs Presented |        |     |
|-----------------------------|--------|-------|------------------------------|--------|-----|
| July                        | August | YTD   | July                         | August | YTD |
| 367                         | 353    | 2,452 | 2                            | 4      | 34  |

**Staff Training Offered/Attended** – *8-Hour Annual In-Service Security Guard Training* (2 sessions presented by B&ECPL); *Designed with You in Mind: Creating an Inclusive Library Space* (presented by ALA/B&ECPL); *Harassment Prevention: A Commonsense Approach* (presented by Kantola/B&ECPL); *Savapage Wireless Print Training* (presented by B&ECPL); *Workplace Violence: The Early Warning Signs* (presented by Kantola/B&ECPL).

**Virtual Conference Attended** – *Digipalooza* (presented by Overdrive); *PILLARS Symposium* (presented by ESLN); *SLJTeen Live!* (presented by School Library Journal).

**Webinars Viewed – 89 webinars, including** *15 Internet Search Techniques 96% of People Do Not Know* (presented by Tech-Talk); *Assisting Patrons with Legal Questions* (presented by Niche Academy); *Do You Know @USPTO Patent and Trademark Resource Centers* (presented by USPTO); *Establishing a Telehealth Center in Your Library* (presented by Schools, Health & Libraries Broadband Coalition); *Exploring Inclusive Public Service* (presented by CLRC); *More than Resiliency: Taking Care of Library Workers in Moments of Crisis* (presented by NNLM); *Reading Through the Summer Slide – Engaging Families Through Literacy* (presented by Worldreader); *Shedding Light into the Dark Web* (presented by NNYLN); *Tips and Tricks for Getting Your Library Trending* (presented by Infobase).

**PILLARS Presentation** – Information Services and Outreach Librarian **Maria Lowe**, together with other school and college librarians from Western New York, presented the virtual workshop *Partnering with the Community to Help Students Transition* on July 8 at the *PILLARS Symposium: Preparation, Information Literacy, Libraries, Academic Resources, and 21st Century Skills for Transitioning from Secondary School to College*.

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

**Media:**

| Type of Communication   | Topic   | Air Date/Publish Date   |
|---|---|---|
| Media Release and Mass Email  | Summer Reading activities and programming updates   | The Buffalo News, Bee Publications, July 2  |
| Media Release and Media Event   | Dr. Eva M. Doyle Auditorium Dedication Ceremony   | The Buffalo News, The Buffalo Criterion, Channel 2, 4, 7, WUFO Radio, and WBEN Radio, July 15 |
| Media Event at the Elaine M. Panty Branch Library - speakers included Elaine Panty, Jeannine Doyle, Branch Manager Rosalyn Damico, City of Tonawanda Director John Gaff and representatives from the Town of Tonawanda Public Library | Assemblymember Bill Conrad announces \$65,000 in grants to libraries in his district including the Elaine M. Panty Branch | Channel 7, Channel 4, Spectrum News and WBEN Radio, August 5                                  |
| Media Release   | Crane Branch Library temporary closure due to expected high temperatures  | The Buffalo News, Channel 2, Channel 4, Channel 7, Spectrum News, August 8                    |
| Taped Radio Interview with Dorinda Darden   | Crane Branch Library closure  | WBFO Radio, August 9  |
| Media Release   | <i>Battle of the Books</i> Winners  | The Buffalo News, Bee Publications, WNY Family Magazine, August 15                            |
| Newspaper Interview with Ken Stone and Joy Testa Cinquino   | Crane Branch Library temporary construction closure   | The Buffalo News, August 16 and 17  |

**Social Media:**

|                         | Staff Activity |            |              | Public Activity |               |                | Followers          |                    |               |
|-------------------------|----------------|------------|--------------|-----------------|---------------|----------------|--------------------|--------------------|---------------|
|                         | Jul            | Aug        | YTD          | Jul             | Aug           | YTD            | Jul ( <i>new</i> ) | Aug ( <i>new</i> ) | Total         |
| Facebook                | 107            | 101        | 1,149        | 2,196           | 3,335         | 23,313         | 28                 | 55                 | 10,386        |
| Flickr                  | 42             | 21         | 253          | 16,189          | 7,743         | 74,350         | -                  | -                  | 57            |
| Google Ads <sup>1</sup> | N/A            | N/A        | N/A          | 3,161           | 2,704         | 24,614         | N/A                | N/A                | N/A           |
| Instagram               | 38             | 36         | 348          | 59,288          | 14,411        | 91,056         | 53                 | 51                 | 3,682         |
| Pinterest               | 23             | 35         | 370          | 727             | 186           | 3,555          | 1                  | 1                  | 2,191         |
| Podcast <sup>2</sup>    | 1              | 5          | 28           | N/A             | N/A           | N/A            | N/A                | N/A                | N/A           |
| TikTok                  | 6              | 6          | 17           | 353             | 726           | 1,907          | 82                 | 48                 | 164           |
| Twitter                 | 72             | 62         | 637          | 722             | 526           | 9,230          | 22                 | 25                 | 10,753        |
| YouTube                 | 13             | 16         | 76           | 1,601           | 1,569         | 10,240         | 14                 | 6                  | 315           |
| <b>Total</b>            | <b>302</b>     | <b>282</b> | <b>2,878</b> | <b>84,237</b>   | <b>31,200</b> | <b>238,265</b> | <b>200</b>         | <b>186</b>         | <b>27,548</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.

## 8. Partnerships

**Cultivate Cinema Circle** - Launch Pad Makerspace Manager **Jordan Smith** has planned a series of classic film screenings titled *Cinema at Central* to be hosted in collaboration with Cultivate Cinema Circle. The film screenings will be held in the Central Library's auditorium twice a month on Saturday afternoons beginning in September.

**Erie County Parks, Recreation & Forestry** - Information Services and Outreach Librarian **Kuniko Simon** worked with Park Ranger Roy Cunningham from Erie County Parks, Recreation & Forestry to film another *Easy Erie County Places* program that featured Chestnut Ridge Park's Fish Program in August.

**Homeless Youth Task Force** - Children's Services and Outreach Librarian **Susan Buttaccio** continued participation in the Homeless Youth Task Force, Community and Education Subcommittee on July 22. **Susan** was part of a Facebook Live panel for the *Campaign to End Youth Homelessness* and the creation of a presentation featured in the discussion.

**IMAGINE Lifelong Learning** - IMAGINE Buffalo, in partnership with the Center for the Study of Art, Architecture, History and Nature, ran its first summer lecture series virtually on the topic of sustainability. Produced by the Library's Development & Communications Department, the nine live programs reached 250 attendees, and an additional 175 people have since streamed the lectures. U.S. Congressman Brian Higgins was interviewed on July 13; view the program here: [www.youtube.com/watch?v=75CbzzBhkZo](http://www.youtube.com/watch?v=75CbzzBhkZo).

**New York State Library** - **Dorinda Darden** attended the New York State Library and Regents Advisory Council on Libraries Focus Group meeting on August 9. NYSL and RAC are creating a new Vision and Plan for New York's libraries.

**Small Business Administration** - Information Services and Outreach Librarian **Sandra Courtney** attended SBA's Straight Talk Committee meetings on July 15 and August 11. Planning is underway for the *25<sup>th</sup> Anniversary Straight Talk Conference* that is tentatively scheduled to be held at the Buffalo Niagara Convention Center on January 22, 2022.

**SUNY Erie Community College** - Leroy R. Coles, Jr. Branch Manager **Elizabeth (Libby) Stengel** met with Nathan Wallace, Director of Applied Learning and Global Engagement, and Jeanie Bryant, Department Chair of Biotechnological Sciences at SUNY Erie Community College, to discuss potential internship or volunteer opportunities on the Digital Telehealth initiative for ECC students, especially for those studying public health. The Library is also collaborating with SUNY Erie Community College to provide University Express classes in the fall.

**Tradition Keepers: Black Storytellers of Western New York** - The Frank E. Merriweather, Jr. Branch Library collaborated with Tradition Keepers to create a virtual program for their annual *Git On Da Bus* storytelling event.

**Western New York Genealogical Society** – Genealogy Specialist **Rhonda Hoffman** wrote an article titled “Researching Crime and Law Enforcement” for the September issue of the Western New York Genealogical Society’s *JOURNAL*. The article featured Grosvenor Room resources such as Buffalo Police Department annual reports, scrapbooks, Erie County Penitentiary annual reports, the Local History File (a partial index to local newspapers), Erie County Poorhouse Records, and Ancestry Library Edition.

**Young Audiences of Western New York** –The *Story Cloths* program was presented at the Frank E. Merriweather, Jr. Branch Library on August 31 by Phyllis Thompson, a teaching artist. Participants learned about the tradition of quilt making. The program is sponsored by Young Audiences of Western New York as part of a grant they received to provide Erie Canal themed programs.

**Meetings** – B&ECPL staff also met with representatives of the following organizations in July and August:

- Buffalo Philharmonic Orchestra
- Erie County Climate Action Plan-Communication Progress Working Group
- Erie County Community Climate Change Task Force
- New York State Youth Services Consultants
- New York Zero-to-Three Erie County Infancy Leadership Circle
- Western New York Children’s Environmental Health Center
- WNYLRC Committees
- WNYLRC Internship/Mentoring Program Development Task Group

**Other** – Meeting spaces and information tables at Buffalo Branches were used throughout July and August by various community groups and organizations including but not limited to: African Consciousness Workshop, Amazon, Association for the Study of Classical African Association, Away Out, Blacks Of the States Foundation, Buffalo Democratic Socialists of America, Buffalo Olmsted Parks Conservancy, Buffalo Urban League, Elmwood Green Code Alliance, Eye on History, FBI, Federally Qualified Health Center, Hazelwood-Easton Block Club, HEB Foundation, Home Beneath Our Feet, HUNT Mortgage, Literacy Buffalo Niagara, Mental Health Peer Connection, Most Valuable Parents of Buffalo NY, NYS Senator Sean Ryan’s Office, No Name NA Group, Parents of Angels, PUSH Buffalo, Saving Sisters, SNAP-Ed, Squeaky Wheel Film & Media Art Center, UB Language Learning Lab, and VA WNY Healthcare System.

## 9. Planning for the Future

**NASA@ My Library** - The Buffalo & Erie County Public Library was selected as a Partner Library for NASA@ My Library, a STEM educational initiative offered by the ALA Public Programs Office in partnership with the National Center for Interactive

Learning at the Space Science Institute, Lunar and Planetary Institute, and Education Development Center. **Daniel Caufield** applied for this grant of \$1,600, with assistance from Community Engagement Manager **Anne Conable**. It is a 1-year initiative, which will include three events as well as social media content. **Daniel, Jordan Smith,** and Children’s Services and Outreach Librarian **Kelly Woods** are coordinating *Astronomy Day* at the Central Library on October 16 in partnership with the Buffalo Astronomical Association as the first event.

**Hispanic Doll Exhibit** - The opening celebration for *The Hispanic Doll Exhibit – Celebrating Hispanic Heritage through Fashion Dolls* will be held at the Isaías González-Soto Branch Library on September 22. This is in collaboration with the Hispanic Heritage Council and Doll Collector Lisa Jacobs-Watson. Branch Manager **Caroline Keenan** and **Dorinda Darden** will be speaking at the event. The exhibit will be on display from September 15 through November 29.

**Books for Kids Campaign** - Project Flight, WGRZ TV Channel 2, The Buffalo News, Townsquare Media, Wegmans, and the Library are planning the 2021 *Books for Kids* campaign. **Joy Testa Cinquino** is project manager for the public campaign that will run September 27 - October 15. Donation bins for new children’s books will be in libraries.

**New Outreach Vehicle** - The chassis for the new book hauler vehicle has been received; customization of the vehicle is estimated to be completed in December 2021.

**10. Director Activities**

**LIST of MEETINGS and EVENTS  
ATTENDED by INTERIM DIRECTOR  
July/August 2021**

| DATE         | MEETING / EVENT  |
|--------------|--|
| July 1, 2021 | Meeting - Administrative Team                                    |
| July 1, 2021 | Meeting - Dorinda Darden   |
| July 2, 2021 | Meeting - Cheryl Kwiatkowski                                     |
| July 2, 2021 | Meeting - Maureen McLaughlin                                     |
| July 6, 2021 | Meeting - Judy Fachko  |
| July 6, 2021 | Meeting - Maureen McLaughlin & Steve Hovey                       |
| July 6, 2021 | Webinar - Bond, Schoeneck & King Weekly Update                   |
| July 7, 2021 | Virtual Meeting - Pat Quinn, Lawley Insurance                    |
| July 7, 2021 | Meeting - Dorinda Darden   |
| July 8, 2021 | Meeting - Architectural Resources                                |
| July 8, 2021 | Meeting - Meg Cheman   |
| July 8, 2021 | Conference Call - Board Chair Kathleen Berens Bucki              |
| July 8, 2021 | Meeting - Dorinda Darden   |
| July 8, 2021 | Meeting - B&ECPL Board of Trustees Executive Committee           |
| July 9, 2021 | Meeting - Cheryl Kwiatkowski                                     |
| July 9, 2021 | Meeting - Maureen McLaughlin                                     |
| July 9, 2021 | Event - Relaunching of Literacy Buffalo Niagara Training Program |

Minutes of the Board of Trustees

|                 |   |
|-----------------|---|
| July 11, 2021   | Training - Security Guard 8-Hour Annual Course  |
| July 12, 2021   | Meeting - Erin Vest   |
| July 13, 2021   | Meeting - Judy Fachko   |
| July 13, 2021   | Meeting - Maureen McLaughlin & Steve Hovey  |
| July 13, 2021   | Event - Mid-Year Budget Hearing   |
| July 13, 2021   | Virtual Meeting - PULISDO   |
| July 14, 2021   | Virtual Meeting - Managers & Directors  |
| July 15, 2021   | Virtual Meeting - PULISDO/DLD   |
| July 15, 2021   | Event - Dr. Eva M. Doyle Auditorium Dedication Ceremony                               |
| July 15, 2021   | Meeting - B&ECPL Board of Trustees  |
| July 16, 2021   | Meeting - Cheryl Kwiatkowski  |
| July 16, 2021   | Meeting - Maureen McLaughlin  |
| July 16, 2021   | Meeting - Meg Cheman  |
| July 26, 2021   | Meeting - Erin Vest   |
| July 26, 2021   | Virtual Meeting - Librarians' Association   |
| July 27, 2021   | Meeting - Judy Fachko   |
| July 27, 2021   | Meeting - Maureen McLaughlin & Steve Hovey  |
| July 27, 2021   | Webinar - Bond, Schoeneck & King Weekly Update  |
| July 27, 2021   | Training - New Public Announcement System   |
| July 27, 2021   | Meeting - Meg Cheman  |
| July 27, 2021   | Meeting - Ken Stone, Maureen McLaughlin, Tracy Palicki                                |
| July 28, 2021   | Virtual Meeting - Erie County Capital Projects Committee                              |
| July 28, 2021   | Virtual Meeting - DLD   |
| July 28, 2021   | Event - Trailblazing Women, Erie County Bicentennial at Roycroft                      |
| July 29, 2021   | Meeting - Administrative Team   |
| July 30, 2021   | Virtual Event - Erie County COVID-19 Update to the Business Community                 |
| July 30, 2021   | Meeting - Cheryl Kwiatkowski  |
| July 30, 2021   | Meeting - Ken Stone   |
| July 30, 2021   | Meeting - Maureen McLaughlin & Steve Hovey  |
| August 2, 2021  | Meeting - Erin Vest   |
| August 3, 2021  | Meeting - Judy Fachko   |
| August 3, 2021  | Webinar - Bond, Schoeneck & King Weekly Update  |
| August 3, 2021  | Meeting - Meg Cheman  |
| August 3, 2021  | Meeting - Maureen McLaughlin & Steve Hovey  |
| August 4, 2021  | Virtual Meeting - WNYLRC & AARP   |
| August 4, 2021  | Meeting - Dorinda Darden  |
| August 4, 2021  | Meeting - Cheryl Kwiatkowski  |
| August 5, 2021  | Conference Call - John Greenan, Erie County Sheriff's Office                          |
| August 5, 2021  | Event - NYS Assemblymember Bill Conrad Announcement at Elaine M. Panty Branch Library |
| August 6, 2021  | Meeting - Cheryl Kwiatkowski  |
| August 6, 2021  | Meeting - Maureen McLaughlin  |
| August 9, 2021  | Virtual Meeting - Project Flight  |
| August 9, 2021  | Meeting - Erie County Budget Office   |
| August 10, 2021 | Meeting - Maureen McLaughlin & Steve Hovey  |
| August 10, 2021 | Meeting - Ken Stone   |
| August 10, 2021 | Webinar - Bond, Schoeneck & King Weekly Update  |



|                 |   |
|-----------------|---|
| August 10, 2021 | Meeting - Meg Cheman  |
| August 10, 2021 | Meeting - Dorinda Darden  |
| August 11, 2021 | Meeting - Judy Fachko   |
| August 11, 2021 | Virtual Meeting - Managers & Directors                              |
| August 11, 2021 | Conference Call - Chair Bucki                                       |
| August 12, 2021 | Meeting - Administrative Team                                       |
| August 12, 2021 | Conference Call - CMU   |
| August 12, 2021 | Meeting - Dorinda Darden  |
| August 12, 2021 | Meeting - Joy Testa Cinquino  |
| August 12, 2021 | Conference Call - Chair Bucki                                       |
| August 12, 2021 | Meeting - B&ECPL Board of Trustees Executive Committee              |
| August 16, 2021 | Meeting- LMHF Board of Trustees                                     |
| August 18, 2021 | Meeting - Maureen McLaughlin & Steve Hovey                          |
| August 18, 2021 | Meeting - Meg Cheman  |
| August 19, 2021 | Virtual Meeting - PULISDO/DLD                                       |
| August 19, 2021 | Meeting - Dorinda Darden  |
| August 19, 2021 | Meeting- Lackawanna Public Library Board Chair and Vice Chair       |
| August 20, 2021 | Meeting - Cheryl Kwiatkowski  |
| August 20, 2021 | Meeting - Maureen McLaughlin  |
| August 23, 2021 | Meeting - Judy Fachko   |
| August 23, 2021 | Meeting - Erin Vest   |
| August 24, 2021 | Meeting - Judy Fachko   |
| August 24, 2021 | Meeting - Maureen McLaughlin & Steve Hovey                          |
| August 24, 2021 | Webinar - Bond, Schoeneck & King Weekly Update                      |
| August 25, 2021 | Meeting - Darien Prachett & Tim Dusza, Erie County Sheriff's Office |
| August 26, 2021 | Meeting - Joy Testa Cinquino  |
| August 26, 2021 | Virtual Meeting - City of Buffalo Capital Improvements Program      |
| August 26, 2021 | Meeting - East Hill Foundation                                      |
| August 27, 2021 | Meeting - Maureen McLaughlin  |
| August 27, 2021 | Conference Call - Chair Bucki                                       |
| August 30, 2021 | Meeting - WNYLRC  |
| August 30, 2021 | Meeting - Erin Vest   |
| August 30, 2021 | Virtual Meeting - Librarians' Association                           |

### Appendix Contracting Member Library Activity Reports

**Elma Public Library** – submitted by Thomas Carloni, Director

Highlights of events and activities at the Elma Public Library:

- The months of July and August saw a return of in-person *Preschool Storytime* with children’s librarian **Kate Puehn**. This coincided with a noticeable uptick in our door count through the first half of summer. The Tuesday morning program saw between 10 and 12 happy and excited preschoolers each week.

- *K-3 Summer Fun Club* with part-time librarian **Alison Lawrence** also returned to great reviews for the four programs held between July and August. Seven to 12 students attended each session.
- Children's librarian **Kate Puehn** conducted two outreach programs for our friends at *Imagination Station Daycare Center* for an excited 12 children.
- Another return to in-person programming came with our *Adult Book Club*. The July and August meetings saw 10 and 9 enthusiastic patrons respectively.
- Several informative and entertaining seminars were live-streamed in our community room for local seniors, through our partnership with Erie County Senior Service's *University Express* program. We anticipate returning to in-person presentations for the upcoming fall semester.
- On Thursday, August 4, veteran performer Mike Randall put on a wonderful *Summer Reading Puppet and Magic Show* to 54 happy patrons.
- On Thursday, August 19, Elma Town Historian Frank Maciejewski presented *A History of Elma* to 16 patrons.

**Lackawanna Public Library** – submitted by Meghan Soderholm, Librarian

**National Night Out** – On August 3, the Lackawanna Library was represented at National Night Out Independent Health Foundation - Good for the Neighborhood hosted by the Lackawanna City School District. The Library had a table with flyers, newsletters, and goodies for the Lackawanna community. Hundreds of people attended.

**In-Person Programs** – The Lackawanna Library is happy to be back hosting our popular programs such as Toddler Time and the Cooking Demo, with special cleaning and social distancing procedures. Programs were well attended and patrons were beyond excited to have in-person programs back.

**Return of Literacy NY** – Literacy NY has returned to the Lackawanna Library for a group reading, speaking, and ESL program. The program is open to adults 18 and over, and participants start with a group session and then are paired off with an ESL tutor.

**Summer Programs** – In July the Lackawanna Library introduced Summer Reading BINGO to encourage participants to get excited about reading. Patrons 16 and younger can read whatever book they want while completing a task on a square, such as read a book outside, read a book in your pjs, read a book to a friend and/or family member. Patrons loved the new program and over 75 boards have been completed. Prize packs were created for tasks completed in a row. The program will run until September 3.

**Cheektowaga Public Libraries** – submitted by Glenn Luba, Director

**Storytimes** – Both branches have begun conducting in-person storytimes again. Our Pre-K Storytimes help children develop a lifelong love of reading and prepares them for starting school. Participants listen to stories, dance, and do a small craft.

**Summer Reading** - The Cheektowaga Public Libraries have almost 400 participants across all ages for this year's Summer Reading Program. For 2021, we decided on a hybrid model of both physical reading logs and digital reading logs through grant-funded ReadSquared. This year we also switched to a lower plastic waste model where most of our prizes were snack food-related.

**Local History Room** - Starting for the fall semester, the Local History Room at the Anna Reinstein Memorial Library will be welcoming two practicum students. Under the guidance of Librarian **Chelsey Lonberger**, these students will help secure, organize, and stabilize the collection so it can be easier to access by the public.

**Chalk Walk** - In July, we held a chalk walk program for families in Cheektowaga. Every family decorated a sidewalk block with their favorite book title or theme using colored chalk sticks.

**Adult Craft Night** - Adult patrons are able to get their creative juices running in this activity for those aged 18+. We started this past summer with craft projects that included banners, lip scrub, painted rocks, and painted wine bottle vases.

**Genre Book Club** - This is a traditional book club, where everyone gathers to talk about the assigned books. However, every month a different book genre is chosen. Genres we have recently covered include: sci-fi, classic, thriller, memoir, and satires.

**Next Chapter** - This is a new twist on the old book club; patrons gather to talk about books that they have read in the past month, offering suggestions. The whole event leaves attendees with lists of new books to read.

**Children's Wall** - A wall is being built to enhance our children's area at the Julia Boyer Reinstein Library by allowing children to be children. The wall serves as a sound muffling barrier to the remainder of the library, allowing patrons to experience a more traditional quieter atmosphere to enjoy, in addition to helping parents keep their little ones corralled while they search for children's material.

**Dungeons & Dragons** - Technology Clerk **Jason Hussong** started a monthly young adult Dungeons & Dragons club, where teens use fantasy characters of their own creation, magic, teamwork, and a whole lot of cleverness on their part to complete quests against the forces of evil.

**Fundraiser** - In July, we held our first fundraising event selling BW's Smokin' Barrels Barbeque Chicken. Thanks to great weather and a team of volunteers, we were successful in raising money for our general account that furnishes facility equipment and/or programming supplies.

Agenda Item G - Report of the Foundation. Trustee El-Behairy reported the Library Foundation had met on September 15, but did not have a quorum. They completed housekeeping tasks and discussed the library director search. The Foundation plans to

discuss board membership at the next meeting, as there are currently only four members.

Agenda Item H - Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. ACT Treasurer Bob Adler reported ACT is planning a meeting of its membership for Saturday, October 2. A save-the-date message has been sent to all trustees, with more information to follow. The event will be held via Zoom, and they are also looking into having set locations for trustees to gather and join the meeting together. Further details will be sent through Director Doyle's office.

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 Panty with a second by Trustee Gist, the meeting was adjourned at 4:54 p.m.

Respectfully submitted,

Joel Moore  
Secretary