

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
December 15, 2022

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, December 15, 2022, at the Central Library and remotely pursuant to due notice to trustees. The following members were present:

Kimberly Johnson, Chair
Carima El-Behairy, Vice Chair
Kathleen Berens Bucki, MLS
Frank Gist
Frank Housh, Esq.
Sharon M. Kelly, Esq.
Elaine M. Panty
Christopher Sasiadek, Esq.

Trustee Joel Moore attended the meeting remotely as a non-voting participant.

Chair Kimberly Johnson called the meeting to order at 4:08 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 – Report of the Chair.

Agenda Item C.1 – Election of Nominating Committee

Chair Johnson communicated per the Bylaws, a Nominating Committee must be selected at the December meeting in each year. It consists of five members, two of whom are appointed by the Chair and three of whom are elected by the Board from its members. It is the duty of the Nominating Committee to present at the January meeting nominations for Chair, Vice Chair, Secretary, Treasurer, and three members of the Executive Committee. Chair Johnson named Trustees Housh and Panty as her two appointees. From the floor, Trustee Panty nominated Trustee Sasiadek, Trustee Bucki volunteered to serve, and Trustee Gist nominated Trustee Moore. Trustee Kelly motioned to approve the slate as presented, Trustee Panty made a second, and the aforementioned individuals were unanimously approved as the Nominating Committee. Chair Johnson requested Trustee Panty act as Chair of the committee,

which she accepted. Chair Johnson noted Assistant to the Director Erin Vest would assist with scheduling their meeting.

Chair Johnson continued her report, stating the first Board meeting of 2023 is scheduled for January 19, 2023 at 4:00 p.m. Unless opposed, the 2023 Board meeting schedule will continue to be the third Thursday of each month at 4:00 p.m. The Executive Committee will also continue to meet on the second Thursday of each month at 4:00 p.m.

Chair Johnson also reported she had attended an Erie County budget meeting remotely during the recent winter storm, which went well. She encouraged trustees to make their year-end donations to the B&ECPL; Trustee Kelly noted the Board is getting close to 100% participation.

Finally, Chair Johnson reiterated that the new rules for virtual participation in Board meetings require an in-person quorum. Further, those attending remotely need to provide a valid excuse, demonstrating they have an extraordinary circumstance that prevents their in-person attendance, in order to participate in the meeting. She also requested that trustees respond to meeting notices in a timely manner.

Trustee Gist asked why Director John Spears was not at the meeting. Chief Operating Officer Jeannine Doyle noted he was on his way back from Albany, as he had testified before the New York State Assembly Committee on Libraries and Education Technology regarding the future of libraries earlier that day. He was one of 16 library representatives chosen to testify and spoke specifically about digital resources. COO Doyle noted the Committee Chair, Assembly Member Kimberly Jean-Pierre, commented positively on the B&ECPL during the hearing, as she had visited the Central Library earlier this year.

Agenda Item D – Committee Reports.

Agenda Item D.1 – Executive Committee.

Agenda Item D.1.a – Report of November 22, 2022 Meeting.

The Executive Committee held a special meeting on November 22, 2022. A copy of the minutes was included in the Board packet. Trustee El-Behairy summarized the meeting, noting it had been held to conduct necessary business after the November Board meeting was cancelled due to a lack of quorum. Trustee Kelly moved to have the minutes of the November 22, 2022 meeting entered into the official Board record, separate from the December Minutes. Trustee Housh made a second, and this was approved unanimously.

Agenda Item D.1.b – Report of December 8, 2022 Meeting.

The Executive Committee also met on December 8, 2022. A copy of the written report was included in the Board packet. Trustee El-Behairy summarized the meeting. Trustee Bucki moved to have the written report entered into the Minutes, Trustee Sasiadek made a second, and this was approved unanimously.

Present: Executive Committee Chair Kimberly Johnson, Vice Chair Carima El-Behairy, and members Frank Housh and Elaine Panty. Also present were Director John Spears, Chief Financial Officer Ken Stone, Chief Operating Officer Jeannine Doyle, and Assistant to the Director Erin Vest.

The meeting of the Executive Committee began at 4:01 p.m. After a call of the roll, it was noted that a quorum was present.

Chair Johnson inquired about the health of a trustee. Director Spears said he would coordinate sending flowers on behalf of the Board.

The Executive Committee reviewed the proposed agenda for the December 15, 2022 B&ECPL Board of Trustees meeting. They reviewed the process for electing the Nominating Committee. Trustees Housh and Panty volunteered to serve on the committee, and Chair Johnson indicated she would select them as her two appointees. The remaining three members will be elected by the Board at the December meeting. Trustee Housh asked that a summary of the terms of the current officers be sent to the committee before they meet; Vest said she would do so.

Chair Johnson stated she planned to remind trustees to donate to the B&ECPL annual appeal, as 100% trustee participation is important. She will also report on a recent budget meeting she attended. Finally, she plans to discuss the importance of in-person attendance and timely notification of absences, given the last-minute cancellation of the November Board meeting due to lack of quorum.

CFO Stone reviewed proposed budget and finance items. He indicated Resolution 2022-46 is in response to the newly announced upstate minimum wage of \$14.20 effective 12/31/2022. This represents a \$1.00 increase from last year, and we had assumed a \$0.70 increase when preparing the 2023 budget. He noted there are sufficient funds in salary reserves and targeted salary savings to account for the needed adjustments. Resolution 2022-47 would adopt the 2023 Budget as approved by the Erie County Legislature, with the adjustments from Res. 2022-46 included. Resolution 2022-48 is a standard year-end resolution to extend the contracts with the contracting libraries using the budget numbers from the newly adopted budget. Resolution 2022-49 would accept and budget grants-in-aid received from New York State Senators Timothy Kennedy and Sean Ryan and Assembly Members Karen McMahan and David DiPietro. The \$100,000 from Senator Kennedy is the largest grant-in-aid ever received by the B&ECPL and is designated to support the William A. Miles Center for African and African-American Studies. Also, the funds from Senator

Ryan designated “to aid capital planning for libraries serving economically distressed communities” will be used to conduct a needed facility evaluation for the Lackawanna Public Library. Finally, CFO Stone indicated the monthly financial report would show the utilities overage tapering off, as prices have stabilized.

Director Spears reported he might not be at the December Board meeting. He will be in Albany that morning to testify before the Assembly Standing Committee on Libraries and Education Technology regarding the future of New York State’s libraries. He will be providing remarks on eBooks and libraries.

Trustee El-Behairy asked that an agenda item be added for the Library Foundation, as she will be reporting on the holiday gathering held the night before the Board meeting. She indicated 37 people have RSVPed so far, with about half from the contracting libraries. The Executive Committee expressed their support of the event, noting the relationship between the System and the contracting library boards has gotten considerably closer. Chair Johnson stated the tour of contracting libraries conducted by herself, Trustee El-Behairy, and Director Spears has been a positive and successful venture. Trustee Housh asked for Director Spears’ impression. He indicated the tour provided great insight into how the System and the individual contracting libraries work. Each board is different, with different levels of municipal involvement, styles of governance, and relationships with their directors. Some have heartily embraced a closer relationship with the System, and some have not, but he noted the act of reaching out has made it easier to interact with each board when we need to; a level of trust has been established. He also noted this has been building for some time; COO Doyle referenced the work done by Human Resources with personnel policies and hiring assistance to establish that the System is here to help the contracting library boards.

Next, Trustee Panty noted she had attended recent advocacy meetings hosted by WNYLRC with New York State legislators and spoke about the need for construction grants. Director Spears stated the final meeting would be held the next day with Senator Patrick Gallivan at the West Seneca Public Library. Trustee Housh indicated he would attend.

Under New Business, Resolution 2022-50 would appoint Erin Vest as Records Management Officer for the B&ECPL. The post is required by New York State regulation, and Vest has experience with records retention and disposition in her previous role in Human Resources.

Before adjourning, Director Spears commended the maintenance, security, and IT staff who kept our libraries clean, safe, and operational during the closures for the recent winter storm.

With no further business to discuss, the Executive Committee meeting adjourned at 4:47 p.m. on a motion by Trustee Panty and a second by Trustee Housh.

Agenda Item D.2 – Budget and Finance Committee.

Agenda Item D.2.a – Minimum Wage Increase Impact Adjustments. Chief Financial Officer Ken Stone explained Resolution 2022-46 as presented, noting an updated version had been sent to the Board and posted on the website the day prior. Trustee El-Behairy moved for approval, Trustee Gist seconded, and the following was approved unanimously.

RESOLUTION 2022-46

WHEREAS, on September 30, 2022 the NY State Commissioner of Labor, *“following a statutorily required economic analysis conducted by the New York State Division of the Budget (DOB),”* issued an order increasing the Upstate minimum wage by \$1.00 per hour, from \$13.20 to \$14.20 per hour effective 12/31/2022, and

WHEREAS, this increase directly impacts Part-time Page wages, presently \$13.20 per hour and Step 0 of Contracting Library Part-time Cleaner wages, presently \$14.046 per hour and would make Page wages equal to the present \$14.20 per hour Senior Page wage, and

WHEREAS, given this change, both the Senior Page and the Technical Specialist Computer – Library Part-time wage schedules are no longer competitive and need to be adjusted to accommodate the needs of the present labor market, and

WHEREAS, given this increase was finalized after the Library submitted its 2023 budget request, the wage rates for impacted positions in the 2023 proposed budget were not changed, however an estimated amount of the impact was included in the 2023 Proposed Budget’s SAP Account #504992, Contractual Salary Reserves and is available to support the majority of the needed adjustments, and

WHEREAS, the remaining costs may be covered by adjusting the salary savings credit amount in the 2023 budget, and

WHEREAS, being non-bargaining unit employees, the Buffalo & Erie County Public Library Board of Trustees must approve their wage scales, which can occur as part of the budget process or via individual resolution, now therefore be it

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees approves wage scale adjustments effective December 31, 2022 as follows:

PAGE PT – FROM \$13.20 per hour TO \$14.20 per hour;

SENIOR PAGE PT – FROM \$14.20 per hour TO \$15.20 per hour;

CLEANER (PT) CL (change Step 0 only):

FROM: Step 0 \$14.046 per hour,

TO: Step 0 \$14.200 per hour

TECHNICAL SPECIALIST COMPUTER – LIBRARY PT:
(adjust payscale to match up with Job Group 3 – CSEA, retroactive to 7/2/2022)
FROM: Step 1 \$15.00, Step 2 \$15.50, and Step 3 \$16.00 per hour,
TO: Step 0 \$18.464, Step 1 \$19.381, Step 2 \$19.977, Step 3 \$20.573, and Step 4
\$21.164 per hour, and be it finally

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees authorizes the Director or his designee to execute the steps and documents needed to effectuate the above adjustments.

Agenda Item E.2.b – Adoption of 2023 Budget. CFO Stone presented Resolution 2022-47, reporting the Erie County Legislature had approved the requested 7% increase. Trustee Housh stated the Library cannot become complacent; the current good relationship between the Legislature and the B&ECPL must be continually maintained. CFO Stone agreed, noting public service staff are doing fantastic work and generating much community good will. Trustee Panty moved for approval of Resolution 2022-47, Trustee Housh seconded, and approval was unanimous.

RESOLUTION 2022-47

WHEREAS, on December 1st, the Erie County Legislature finalized the County's 2023 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 7.0% increase in County Library Tax funding from 2022's \$26,435,688 to \$28,285,362, and

WHEREAS, since this increase is less than the anticipated 13% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation related impacts on library operating costs, including contractually obligated labor costs, a \$1.00 per hour increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services in an evolving post-COVID environment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2023 Budget, utilizing the following sources to provide library services in 2023:

\$28,285,362 – County Property Tax for Library Purposes

\$ 2,321,930 – New York State Aid – Operating Budget

\$ 716,119 – Use of Fund Balance

\$ 167,976 – Library Fines, Fees and Other Revenue

\$31,491,387 – Total Operating Budget

\$ 721,839 – Library Recurring Grants Budget

\$32,213,226 – Combined Operating and Grants Budget, further detailed in the *2023 Budget in Brief Charts* and the accompanying *2023 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or his designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

Agenda Item D.2.c – Contracting Library Contract Extensions. CFO Stone explained Resolution 2022-48 as presented, noting it is done every year due to the timing of Erie County and New York State budget approval. Trustee El-Behairy moved for approval, Trustee Sasiadek seconded, and approval was unanimous.

RESOLUTION 2022-48

WHEREAS, on June 16, 2022, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2022 contracts incorporated a provision to extend the 2022 contract into 2023, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2023 budget allocation was not finalized until December 1, 2022 and New York State's allocation likely will not be finalized before April 2023, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2023 fiscal year on January 1, 2023, and

WHEREAS, the contract extension provision provides for allocations based upon the 2023 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2023 contract is adopted, not to exceed July 31, 2023, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2022 contract extension as described above, with budgetary amounts based upon the 2023 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

Agenda Item D.2.d – Amend 2022 Budget: New York State Legislature Grants-in-Aid. CFO Stone presented Resolution 2022-49. He noted the \$100,000 allocation from NYS Senator Timothy Kennedy was one of the largest he has ever seen and would specifically benefit the William A. Miles Center for African and African American Studies. Trustee Gist asked how the money would be spent. COO Doyle noted potential projects include digitization of materials in the collection for broader access as well as purchase of additional materials to make available System-wide. Trustee Kelly asked who would make specific decisions on how the money was spent. CFO Stone noted this Board oversees the Buffalo Branches; Library Administration would report to them regarding any projects, and the Board would need to approve any contracts over \$20,000.

CFO Stone also noted the \$50,000 allocation from NYS Senator Sean Ryan to the System designated to aid in capital planning for libraries serving economically distressed communities. Trustee Sasiadek asked if the funds would entirely go to contracting libraries. CFO Stone noted the Lackawanna Public Library specifically was in need of a building assessment to identify current issues as well as potential opportunities for modification or expansion. He stated the Central Library and Buffalo Branches have active partners in Erie County and the City of Buffalo who have helped make large construction projects possible. Not all of the contracting libraries have such

relationships with their local municipalities, and without monetary support to do initial assessments, it is hard to go after New York State Aid for Library Construction funding.

Following discussion, Trustee Panty moved for approval of Resolution 2022-49, Trustee Sasiadek seconded, and approval was unanimous.

RESOLUTION 2022-49

WHEREAS on November 30, the Buffalo & Erie County Public Library received \$240,000 in grants-in-aid approved by the New York State Legislature for designated libraries, and

WHEREAS, this special aid was sponsored by New York State Senators Timothy M. Kennedy (District 63) and Sean M. Ryan (District 60) and New York State Assembly Members Karen McMahon (District 146) and David DiPietro (District 147), 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 \$240,000 in State Aid, and be it further

RESOLVED, that the B&ECPL will encourage the receiving libraries 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 amending the 2022 Operating Budget, increasing revenue and expense as follows:

2022 Operating Budget		SAP Commitment Item #	
Revenue and Expense Increase		Revenue #408160	Expense # 516010
		State Aid - Special	Contractual Payments
District/Library	Cost Center	Amount	Amount
Dist. 60, City of Tonawanda Library	4204080	\$ 10,000	\$ 10,000
Dist. 60, Grand Island Memorial Lib.	4204050	\$ 10,000	\$ 10,000
Dist. 60, Tonawanda-Kenilworth Lib.	4205530	\$ 10,000	\$ 10,000
Dist. 60, Tonawanda-Kenmore Lib.	4205540	\$ 10,000	\$ 10,000
Dist. 146, Amherst Public Library	4205010	\$ 25,000	\$ 25,000
Dist. 147, Boston Free Library	4204020	\$ 25,000	\$ 25,000
	Total Contract Libraries:	\$ 90,000	\$ 90,000

District/Library	Cost Center	Revenue #408160 State Aid - Special Amount	Expense # 530000 Other Expense Amount
Dist. 60, B&ECPL System	4201010	\$ 50,000	\$ 50,000
Dist. 63, Frank E. Merriweather, Jr. Br.	4203365	\$100,000	\$100,000
Total Buffalo/System:		\$150,000	\$150,000

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the B&ECPL and the above contracting libraries 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 above libraries are 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 Exhibit A be transmitted to the above cited contracting libraries.

Agenda Item D.2.e - Monthly Financial Report. The monthly financial report for the year as of October 31, 2022 month-end close was included in the Board packet as an information item. CFO Stone noted natural gas prices have been moderating.

Agenda Item E - Report of the Director. COO Doyle provided the report on behalf of Director Spears, reiterating he was in Albany that day to testify before the State Legislature. She noted another opportunity to meet with lawmakers was coming up; NYLA's Advocacy Day has been scheduled for February 28. She asked that trustees interested in attending reach out to Director Spears. Chair Johnson and Trustee Housh expressed their interest.

COO Doyle thanked Deputy County Executive Lisa Chimera for attending that night's meeting and reported she would be attending the January meeting as well. Chimera has been a long-term advocate for the Library and was largely responsible for securing funds for the Library2Go van. COO Doyle also introduced Monica Boutin, the new liaison between the County Executive's Office and the B&ECPL, replacing Jason Hurley.

Finally, COO Doyle reminded trustees to review the *VISION 2022* document that had been transmitted to them before the cancelled November meeting. Director Spears plans to discuss it at the January Board meeting.

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

B&ECPL Monthly Report November 2022

As we were unable to meet in November, I ask that the Board review *VISION 2022*, the document from the Regents Advisory Council on Libraries attached to the end of last month's report. This document provides a vision of what libraries in New York should be, and the New York State Library has encouraged library Boards and staffs to discuss its stated values, embrace the priorities it lays out, and provide services in sync with the strategies found within.

Library by Mail - The *Library by Mail* program continues to grow since the program began in February 2021. There are currently 275 patrons utilizing the program, circulating approximately 500 items per month. Library Associate **Tracy Haynes** oversees *Library by Mail* and makes sure that each patron receives individualized services for book selections. The Library receives calls and letters almost daily from patrons sharing how much the program means to them.

Road2Reading - The *Library2GO* van began a pilot program in September in which the van drops off book collections to daycare centers and preschools. This program promotes early literacy to our youngest patrons. Collections are switched out monthly. Library Assistant **Heather Leaderstorf** has done an amazing job promoting and overseeing the program. The Mobiles Department is looking to expand the program in the upcoming months.

Research Fees Update - As the B&ECPL has been Fine Free since May 2022, the Special Collections Department has recently reassessed the research fee structure to align the B&ECPL with other organizations that offer similar services. As a result fees will no longer be charged for certain research services including article, obituary, and City Directory lookups.

Indie Author Day - The Central Library hosted the 7th annual *Indie Author Day* as a technical assistance workshop for published and aspiring local writers. Organized by members of the Development & Communications Department (**Joy Testa Cinquino, Anne Conable, Melissa Burgess, and Caitlin Goodrich**), 55 attendees networked and learned from four experienced speakers during several sessions: *So Your Book is in the Bookstore. Now What?*, *Writing is Murder*, *Considerations for a Digital Publishing Platform*, and *Research and Inspiration: Accessing the Library's Grosvenor Room for Your Next Writing Project*. Special Collections Manager **Susan Buttaccio** provided a presentation on *Using Library Special Collections for your Next Writing Project*.

Veterans Program and Resources - Information Services and Outreach Manager **Daniel Caufield** and Susan McCartney, Director of the Small Business Development Center at Buffalo State College, collaborated with Veterans One-Stop Center of WNY to present a *Business Planning for Veterans and Military Family Members* workshop in the Central Library's Mason O. Damon Auditorium on November 3. TechKnow Lab Technical Specialist **Shane Hallnan** filmed and edited Library Director **John Spears** interviewing Erie County Veterans Service Agency Director Felice Krycia in the

Launch Pad Makerspace Recording Studio at the Central Library on November 10. Krycia discussed the resources provided by the Erie County Veterans Services Agency. The video was subsequently shared via the Library's Facebook page.

Mark Twain Live! - Information Services and Outreach Librarian **Shanley Olszowy** hosted Mike Randall for his *Mark Twain Live!* performance in the Central Library's Mason O. Damon Auditorium on November 12. After the presentation, **Susan Buttaccio** provided attendees with a tour of the Mark Twain Room.

New York Library Association Annual Conference - Four B&ECPL employees attended the *NYLA Annual Conference* held in Saratoga Springs, NY from November 2 through November 5. Children's Services and Outreach Manager **Kristi Dougherty** and Lackawanna Public Library Director **Chelsey Lonberger** were presenters for *The Future of Large Library Events* program on November 4.

1. Public Services

Central Library:

Programming Highlights - The Central Library provided in-person, virtual, and hybrid programs throughout the month. In-person programs included Buffalo Public School #32 Bennett Park Montessori and Tapestry Charter School class visits, *Crafting at Central*, *Homework Help*, *It Takes a Village Employment Entry Program*, *Mitigating Climate Change in Erie County*, *Nature Book Club*, *Stitch Circle*, *Teen Anime/Manga Club*, *University Express*, *Wednesday Movie Matinee*, and *Wellness at Central*. Virtual programs included *Did You Know That Was in the Census?*, *Intellectual Property Basics*, *Path to Patent: Learn how to Draft a Patent Application*, *School Days*, *Science Resources at the Smithsonian Museum*, and *Wicked Good New England Resources*. Hybrid programs included *Book a Librarian*, *Book a Technology Trainer*, *Brain Sparks*, *Digital Magazines with Libby*, *Internet Basics*, *Photo Editing with Microsoft Paint*, *Reader's Quest Middle School Book Group*, *Teen Advisory Group Meeting*, *2022 Veterans Innovation and Entrepreneurship Program*, and *Using Google*.

Central Library Tours - **Susan Buttaccio** provided a tour of the Mark Twain Room and *B is for Book* and *Viviparous Quadrupeds* exhibits, as well as information about the Grosvenor Room and its collection to members of the University at Buffalo Underground Readers Group on November 12. On November 16, Information Services and Outreach Librarian **Maria Lowe** hosted a class from McKinley High School; the class received a tour of the Central Library and made tape art. **Kristi Dougherty** provided a tour of the Central Library and a presentation on *Library Resources for Educators* on November 17 for students in an Elementary Education class from SUNY Buffalo State College. Rare Book and Map Librarian **Charles Alaimo** provided a tour of the Mark Twain Room on November 29 for an English class from SUNY Buffalo State College, and Rare Book Curator **Amy Pickard** provided an extensive Rare Book Room tour on November 30 to a book collector who plans to donate her Mark Twain, fine press, and first editions collection to the Central Library when she passes.

Buffalo Branches:

Programming Highlights – All eight Buffalo Branches provided take and make crafts, one-on-one technology training, and button making throughout the month. Highlights of programming at the Buffalo Branches included *Kids Craft Hour*, *Craft Night for Adults*, and staff from the Erie County Home Energy Assistance Program helping patrons apply for available services at the Dudley Branch Library. The East Clinton Branch Library held an *Autumn Coloring Contest*. Lewis J. Bennett PTSA held a *Kids Vote!* program at the Leroy R. Coles, Jr. Branch Library; Funso the Clown read the kids *One Vote, Two Votes, I Vote, You Vote*, painted faces, and made balloon animals, and kids also participated in a mock election to vote for their favorite foods. *Western New York Book Arts* hosted weekly workshops, and Author’s Note Bookstore hosted an author event for the book *How To Send A Hug*, by John Rocco and Haylee Rocco, featuring the Buffalo Postmaster General at the Frank E. Merriweather, Jr. Branch Library. The North Park Branch Library held *Storytime*, *Teen and Adult Craft Time*, and *Movie Day*. Finally, the Elaine M. Panty Branch Library presented *Storytime with Mr. Dan* and *Manga Anime Party* with Information Services and Outreach Librarian **Kuniko Simon**.

Outreach:

Mobiles – The Mobiles Department had another busy month in which the *Library on Wheels* Bookmobile visited 12 regular stops and the *Library2GO* van visited 24 older adult living facilities.

University Express Programs – Genealogy Specialist **Rhonda Hoffman** presented an *I Have My DNA Results, Now What?* class at the Amherst Senior Center, and TechKnow Lab Librarians **Brendan Chella** and **Jacqueline Hovey** provided *Computer Basics* classes at the Tosh Collins Community Center, Westminster Commons Senior Housing, and Schiller Park Senior Center.

B is for Book Exhibit:

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	1,900	20,271	46,365
Tour/Program	154	1,104	2,240
TOTAL B is for Book	2,054	21,375	48,605

2. Collection Development

American Legion Troop I – **Susan Buttaccio** made a site visit to the Troop I American Legion Building on Franklin Street in Buffalo (also known as the Hamlin House) to assess materials appropriate for Special Collections. The Department will acquire historically significant materials from the Troop, including the minutes of their board, registration cards from 1919-1970, the 1917 Troop roster, WWI Liberty Bond posters, and scrapbooks and photo albums that tell the story of Troop I. The Troop, part of the 74th N.Y. Infantry N.G.U.S., participated in the “Punitive Excursion” now known as the

Mexican Expedition in 1916, as well as WWI where they performed cavalry and later artillery functions.

Buffalo News Collection – The Special Collections Department obtained a large collection of items from the Buffalo News as they complete their move from their current offices at 11 News Plaza in downtown Buffalo to a new space in Larkinville. The collection includes the News’ own card file index to the Buffalo News (ca. 1930-1970), newspaper clippings by subject with some additional items on microfiche, the Buffalo News index in book format (ca. 1920-1960), vertical files focused on Buffalo entertainment, maps, the social register, Buffalo Historical Society publications, and a small collection of books concerning Buffalo’s history. This effort was led by **John Spears** and coordinated by **Rhonda Hoffman**.

Digital Collections - Susan Buttaccio edited and uploaded a new contribution to the Rich Newberg Reports Collection entitled *4 The Families*. Four days after a plane crashed in the Buffalo suburb of Clarence, New York, claiming the lives of all 49 people on board and a man on the ground, WIVB-TV Channel 4 presented a one-hour special honoring the memory of those who lost their lives.

Grand Island Sidway School – The Grosvenor Room accepted a donation of Grand Island Sidway School yearbooks (1949-1959), along with a history of the school, from the Grand Island Historical Society.

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	2,205	28,355	278	3,004	543,030
Young Adult Print	489	5,581	131	1,070	78,988
Adult Print	2,951	42,632	696	8,540	1,801,401
Media	3,037	30,601	319	3,699	567,686
Other*	1,588	20,896	10	364	174,104
Subtotal	10,270	128,065	1,434	16,677	3,165,209

*Includes magazines, generic copies, and other

Electronic Collections*:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	4,415	28,013	2,050	15,203	95,613
eAudiobooks	6,698	41,270	779	4,040	48,893
Digital Magazines	n/a	n/a	n/a	n/a	4,363
Subtotal	11,113	69,283	2,829	19,243	148,869

* The B&ECPL also provides access to all *hoopla* eBooks, eAudiobooks, videos, and music albums. These titles are not included in the collection size total, as they are not owned by the B&ECPL.

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	21,383	197,348	4,263	35,920	3,314,078

3. Funding/Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Bucks for Books	January 1 – November 30, 2022	\$50,768.35
Year End Appeal	November 1 – November 30, 2022	\$19,869.00
Annual Appeal (Total)	January 1-- November 30, 2022	\$285,354.30

Annual Appeal Campaign – The 2022 annual appeal solicitation letter was mailed out in early November to 75,000 donors, library cardholders, and Erie County residents. To date there have been 303 gifts, raising \$19,869 in donations. That number is expected to triple before the end of the year. Thank you to those trustees who have already made their 2022 tax-deductible donation.

Giving Tuesday – The one-day fundraising initiative was November 29. Online donors were given the option to make a financial contribution to the Library or purchase an item off the Library’s Amazon Wish Lists. \$3,488 in financial contributions were graciously received, and 37 items were purchased from Amazon Wish Lists (\$810.30 in value).

New Donation Link – The Library now has a link from the Overdrive Libby online resources to our online donation forms. The page was created and went live at the beginning of November. It will run on the app through the end of the year. To date, \$910 has been raised for future eMaterials.

4. Staff Development

Conferences – In addition to the *NYLA Annual Conference*, B&ECPL staff attended the *Library Marketing & Communications Conference* presented by Amigos Library Services and the *SirsiDynix Connections Summit* in November.

Webinars – Staff attended webinars on a variety of topics in November, including *Addressing Microaggressions* (presented by Niche Academy); *Addressing Trauma in Urban Public Libraries: The Urban Library Trauma Study* (presented by ELSN), *Cybersecurity Resiliency and Risk Governance* (presented by NYSAC), *How to Build LGBTQIA+ Centered Spaces, Programs, and Services* (presented by Library Journal), and *Spotlight on Safety: Addressing Threats in Public Libraries* (presented by PLA).

5. Communications

Media:

Type of Communication	Topic	Air Date/Publish Date
My View/Op-Ed by Library Board Chair Kimberly Johnson	The value of libraries in support of Erie County Executive Mark Poloncarz’s 2023 proposed budget	The Buffalo News, November 15

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	83	1,198	2,249	33,630	35	11,270
Flickr	0	224	13,875	63,234	0	59
Google Ads ¹	N/A	N/A	1,925	28,923	N/A	N/A
Instagram	19	323	510	41,448	33	4,489
Pinterest ²	-	-	-	-	-	-
Podcast ³	2	34	N/A	N/A	N/A	N/A
TikTok	0	10	69	1,729	-1	386
Twitter	52	645	289	5,405	-71	10,931
YouTube	12	96	987	14,753	0	456
Total	168	2,530	19,904	189,122	-4	27,591

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

²Pinterest analytics currently unavailable.

³Podcast public activity measurement cannot be tracked accurately because it is available through multiple applications.

6. Partnerships

Children’s Centers in the Courts - Kristi Dougherty has been in contact with Stefanie Kerr, Program Coordinator for the Children’s Centers in the Courts, about coordinating books to be delivered to the Children’s Centers in Erie County Family Court and Buffalo City Court. The centers provide drop-in care for children ages 6 weeks to 12 years old whose caregivers are attending court matters. Now that the locations are reopening, the B&ECPL is renewing our partnership to provide each child with a book.

Literacy Buffalo Niagara - Daniel Caufield met with Amy Mazur, Director of Operations for Literacy Buffalo Niagara, on November 7 and 28. They discussed Literacy Buffalo Niagara’s new program *Digi-Skills*, a free program to help improve literacy and computer skills. Plans are underway to offer this program to patrons at the Central Library.

Other Meetings – B&ECPL staff were also in contact or attended meetings with representatives of the following organizations:

- Arts for Learning WNY
- The Buffalo History Museum
- Western New York Library Resources Council (WNYLRC) Committees

7. Planning for the Future

Assigned Counsel Program – Assistant Deputy Directors **Dorinda Darden** and **Samantha Purpora** attend a meeting held at the Central Library on November 23 with Hannah Holden, Family Court Social Worker from the Assigned Counsel Program (a part of the Erie County Bar Association). They discussed the Assigned Counsel

Program providing tabling and programming at the Central Library and Buffalo Branches to promote a new program that provides free legal advice for individuals in Erie County who are under investigation by Child Protective Services.

International Institute of Buffalo – Kuniko Simon provided Madeson Fenton, Refugee Program Manager and Ashley Weaver, Employment Program Manager for the International Institute of Buffalo a tour of the library and information about library resources on November 14. Monthly visits for the International Institute to bring clients to the Central Library are being planned for 2023. The visits will include basic computer training and an overview of B&ECPL resources and services.

Trustee Holiday Gathering – A holiday gathering for B&ECPL trustees and contracting library trustees is planned for Wednesday, December 14 from 5 – 7 p.m. in the Central Library Collections Gallery. RSVP by 12/8 to Melissa at 716-858-7189.

8. Director Activities

Meetings/Events Attended by Director November 2022

Date	Meeting/Event
November 1, 2022	Conference - NYLA
November 2, 2022	Conference - NYLA
November 3, 2022	Conference - NYLA
November 4, 2022	Conference - NYLA
November 5, 2022	Conference - NYLA
November 7, 2022	Virtual Meeting - Martin Luther King, Jr. Day Celebration
November 7, 2022	Meeting - Administrative Team
November 8, 2022	Meeting - Samantha Purpora
November 8, 2022	Virtual Meeting - PULISDO
November 8, 2022	Meeting - Ken Stone
November 9, 2022	Meeting - ErieNet Board of Directors
November 9, 2022	Meeting - Dorinda Darden
November 9, 2022	Meeting - B&ECPL Board of Trustees Executive Committee
November 10, 2022	Virtual Meeting - MetLib Standing Committee
November 10, 2022	Virtual Meeting - Erie County Cultural Collaborative Group
November 10, 2022	Webinar - Addressing Trauma in Urban Public Libraries: The Urban Library Trauma Study
November 10, 2022	Taping - Veterans Day Program with Erie County Veterans Services
November 10, 2022	Meeting - Lancaster Public Library Board of Trustees
November 10, 2022	Event - BABEL
November 11, 2022	Meeting - Joy Testa Cinquino
November 11, 2022	Event - WNY Peace Center Annual Dinner
November 14, 2022	Meeting - Jeannine Doyle
November 14, 2022	Meeting - Buffalo News Archives
November 15, 2022	Legislator Visit - NYS Senator Edward Rath III
November 15, 2022	Meeting - Ken Stone
November 16, 2022	Virtual Meeting - WNY Digital Equity Coalition

November 16, 2022	Speaking Engagement - Twentieth Century Club
November 16, 2022	Meeting - Dorinda Darden
November 16, 2022	Meeting - Library Foundation
November 17, 2022	Meeting - Dorinda Darden & Samantha Purpora
November 17, 2022	Virtual Meeting - Public Library System Directors
November 21, 2022	Legislator Visit - NYS Assembly Member Michael Norris
November 21, 2022	Virtual Meeting - Budget Hearing at Erie County Legislature Finance & Management/Budget Committee
November 22, 2022	Legislator Visit - NYS Assembly Member Jonathan Rivera
November 22, 2022	Legislator Visit - NYS Senator Sean Ryan
November 22, 2022	Meeting - B&ECPL Board of Trustees Executive Committee
November 23, 2022	Legislator Visit - NYS Assembly Member William Conrad
November 23, 2022	Meeting - Dorinda Darden
November 23, 2022	Meeting - Ken Stone
November 29, 2022	Legislator Visit - Assembly Member Patrick Burke
November 29, 2022	Virtual Meeting - WNYLRC Board of Trustees

Appendices

A. Monthly Statistics

System Programming Statistics:

Regular/Virtual	Number of Programs		Total Attendance	
	Month	YTD	Month	YTD
Regular*				
Adults	280	6,290	1,457	20,118
Children 5 and under	1,059	18,149	3,153	39,825
Children 6-11	1,287	16,217	2,237	35,662
Intergenerational/Combined	3,760	48,762	5,216	99,315
Teens	267	3,370	740	7,323
Regular Total	6,653	92,788	12,803	202,243
Regular Total	6,653	92,788	12,803	202,243
Virtual				
Live Virtual				
Adults	17	196	124	2,880
Children 5 and under	0	5	0	57
Children 6-11	0	5	0	114
Intergenerational/Combined	1	43	238	5,719
Teens	5	94	26	760
Live Virtual Total	23	343	388	9,530
Recorded Virtual				
Adults	12	133	276	3,011
Children 5 and under	1	90	7	2,741
Children 6-11	2	39	374	3,877
Intergenerational/Combined	17	228	222	7,877
Recorded Virtual Total	32	490	879	17,506
Virtual Total	55	833	1,267	27,036
Grand Total	6,708	93,621	14,070	229,279

*Regular programs include group programs, one-on-one programs, and self-directed programs (including individual take & make crafts).

Other Statistics:

Consolidated statistics on library visits, website visits, circulation, computer sessions, wifi usage, and program attendance and a summary of open hours can be found at www.buffalolib.org/about-becpl/monthly-statistics.

Detailed reports on circulation, computer sessions, wifi usage, and library visits can be found at www.buffalolib.org/monthly-statistics/2022-circulation-public-access-computer-wifi-and-library-visits-detail.

B. Contracting Library Activity Reports

Elma Public Library – submitted by Tom Carloni, Director

University Express Series – We have continued our partnership with Erie County Senior Service’s University Express program to offer ten classes for patrons 55 and older during the latest fall semester. Classes were both well-attended and well-received, covering a wide variety of subjects including local history, literature, and health & well-being. Highlights included *The Basics of Medicaid & Long-Term Care*, *The Day the Buffalo River Burned*, and *Jazz in Buffalo*.

Story Times – In order to meet the very high demand for these programs, Children’s Librarian **Jessica Gavin** has added a Friday session of *Toddler Time* to supplement a Tuesday edition, along with Thursday’s *Preschool Storytime*. All of the sessions are full and attendees leave excited to return each week!

Spooky Magic with Cris Johnson – The timing could not have been better for us to be able to bring the talented Cris Johnson to the library on Saturday, October 29. A full-capacity community room left wowed by his magic and ready for Halloween.

Teen Programs – Children’s Librarian **Jessica Gavin** has been taking requests for individually curated Teen Book Boxes, featuring books tailored to the teen’s interests, along with several fun snacks and tchotchkes. These continue to be a hit and have helped spark interest for new in-person programs such as *Teen Build a Fort Night*.

Book Club – Monthly meetings of the *Elma Public Library Book Club* have drawn a consistent attendance of between 8 and 12 patrons. Led by Director **Tom Carloni**, these fun and lively discussions examine a diverse assortment of titles from every genre in the library.

Upcoming Programs include:

- *Adult Craft, Paper Snowflakes* – December 3 with Library Clerk and master crafter **Dana Cleveland**
- *Graham Cracker Houses* –December 10 with Children’s Librarian **Alison Lawrence** & Sr. Library Clerk **Emily McDonald**
- *Elf Academy K-3 Stories & Craft* – December 14 with Children’s Librarian **Alison Lawrence**

Lackawanna Public Library – submitted by Chelsey Lonberger, Director

Citizenship and ESL Tutoring – Volunteers from Literacy NY gather every Wednesday at the Lackawanna Library to provide free tutoring in ESL or Citizenship to anyone who walks in. Some of these patrons have been attending this program for years, and it is impressive to see their progress.

Museum Annual Meeting – We are one of the few Buffalo & Erie County Public Libraries that houses a museum in our building. The organization that runs the museum is called the Lackawanna Historical Association, and they celebrated their stellar year with a gathering to discuss new program ideas for 2023. These programs will be held in the library as part of our ongoing collaboration.

Raise the Roof by Explore and More – Community partner Explore and More came and did a free architecture program for kids ages 6-12. Kids learned about famous architects who have built in Buffalo and about the principals of design.

Local Author Visit with Aaron Measer – Our Toddler Time programs on Tuesdays at 10:30 are always a hit, averaging about 35 people per session. This month we had a special guest, local author Aaron Measer, come for a class. The theme was grandparents, and we had crafts, snacks, songs, and more to celebrate those special people in our lives.

Bring Your Own Craft Circle – Patrons bring in projects and work on them in a supportive community of fellow crafters. Conversations, laughs, and advice are shared freely.

Thanksgiving Party – Our Thanksgiving Party celebrated all things turkey with turkey flying airplanes, turkey bowling, turkey decorating, and turkey stories.



Agenda Item F – Report of the Foundation. Trustee El-Bhairy reported the Library Foundation had hosted a reception the night before for trustees System-wide. About 30 trustees from the System and contracting library boards attended. She especially thanked Assistant Deputy Director Joy Testa Cinquino and Community Engagement Manager Anne Conable for their help in putting together the event. She shared the Library Foundation plans to present these types of gatherings on a more regular basis.

Trustee Gist noted the Buffalo Urban League had just received a significant donation from philanthropist MacKenzie Scott. He asked if the Library Foundation was actively seeking these types of grants. Trustee El-Bhairy noted the recent donation had been initiated by Scott, not sought out by the Urban League, but acknowledged the Library Foundation was looking to do more reaching out to create funding opportunities.

Agenda Item G – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. New ACT President Martha Buyer introduced herself to the B&ECPL Board. She reported the ACT Board had met the week prior and was actively planning for the next ACT meeting on January 21 at the West Seneca Public Library. They are also planning to hold a larger event in March. She noted ACT Past President Peggy Snajczuk was working with Director Spears on updates to the contract between the System and the contracting libraries, starting with minor updates to improve readability. She also reported ACT plans to send a representative to each System Board meeting going forward. She said she welcomed input and feedback from the System Board and looked forward to continuing a close relationship.

Agenda Item G.1 – Contracting Library Liaison Report(s). Trustee Kelly reported she had attended a meeting of the Aurora Town Public Library Board of Trustees. The meeting was very nice. She asked them for an update regarding challenges to library materials; they informed her they had not had further communication from the group that had initiated informal challenges earlier in the year, and the matter seems to have settled for now.

Agenda Item H – Public Comment. None.

Agenda Item I – Unfinished Business. None.

Agenda Item J – New Business.

Agenda Item J.1 – Appointment of Records Management Officer. Vest explained Resolution 2022-50 as presented, noting she had previous experience with records management. Trustee El-Behairy moved for approval, Trustee Housh seconded, and approval was unanimous.

RESOLUTION 2022-50

WHEREAS, New York State regulations require the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) to adopt an official resolution naming a member of the staff to serve as the Library’s Records Management Officer, now, therefore be it

RESOLVED, that effective December 15, 2022, Erin Vest is appointed to serve as the B&ECPL Records Management Officer, officially succeeding all others who have held that post, and be it further

RESOLVED, that correspondence be transmitted to the New York State Archives in Albany confirming this appointment.

Minutes of the Board of Trustees

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

Respectfully submitted,

Joel Moore
Secretary