

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
January 20, 2022

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, January 20, 2022, 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 the end of the declared COVID-19 state disaster emergency, trustees attending remotely were counted for quorum and voting. The following members were present; all attended the meeting remotely:

Kimberly Johnson, Chair
Carima El-Behairy, Vice Chair
Joel C. Moore, Esq., Secretary
Michael Amodeo, Esq.
Sheldon M. Berlow
Kathleen Berens Bucki, MLS
Lucy A. Candelario
John D. Craik
Frank Gist
Frank Housh, Esq.
Theodore K. Johnson
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 December 16, 2021. On motion by Trustee Panty, seconded by Trustee Berlow, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Nominating Committee.

Agenda Item D.1 – Election of Officers and Executive Committee. Nominating Committee Chair Lucy Candelario reported the committee met on January 6. The following slate was nominated for 2022:

Chair: Kimberly Johnson

Vice Chair: Carima El-Behairy

Secretary: Joel Moore

Treasurer: Alan Bedenko

Executive Committee Members: Sheldon Berlow, Frank Housh, Elaine Panty

There were no new nominations from the floor. On a motion by Trustee Craik, seconded by Trustee Panty, nominations were closed and the slate was unanimously approved as presented.

Agenda Item E – Meeting Schedule for 2022. The 2022 meeting schedule was included in the board packet.

Agenda Item F – Report of the Chair. Trustee Bucki invited new Board Chair Kimberly Johnson to continue with the agenda. Chair Johnson reported finalists for the Library Director position would be giving presentations on Thursday, February 3 starting at 4:00 p.m. Final interviews with the full Board are scheduled for Friday, February 4 from 10:00 a.m. to 1:30 p.m., followed by discussion. Trustee Craik asked if candidate documents would be sent to Board members before the interviews. Assistant to the Director Erin Vest confirmed they would be included in the official notice.

Chair Johnson also reminded trustees to complete their Conflict of Interest Statements and Committee Volunteers Forms and return them to Erin Vest using the return envelope provided in their Board packets.

Agenda Item G – Committee Reports.

Agenda Item G.1 – Executive Committee. The Executive Committee met on January 13, 2022. A copy of the written report was included in the Board packet. Trustee El-Behairy summarized the meeting. Trustee Candelario moved to have the written report entered into the Minutes. Trustee Bucki made a second, and this was approved unanimously.

Present: Executive Committee Chair Kathleen Berens Bucki, Vice Chair Kimberly Johnson, members Sheldon Berlow, Frank Housh, and Elaine Panty, and ex-officio member Ted Johnson. Also present were Interim Director Jeannine Doyle, Chief Financial Officer Ken Stone, Assistant to the Director Erin Vest, and Karen Miller and Brian Hare from Bradbury Miller Associates. All attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Executive Committee began at 4:05 p.m. A quorum was present.

The Executive Committee reviewed the proposed agenda for the January 20, 2022 B&ECPL Board of Trustees meeting.

Erin Vest noted that the law allowing remote attendance at meetings is currently set to expire on January 15, 2022. The notice sent in the Board packet will reflect this, and an update will be sent if the law is extended.

Chair Bucki noted the Nominating Committee had met and would be presenting a slate of candidates at the January meeting. A meeting schedule for 2022 will be included in this month's Board packet. For her report, Chair Bucki expressed her appreciation to all of the trustees she has worked with during her tenure as Chair. She also thanked Director Doyle for stepping in as Interim Director and said she enjoyed working with her this year.

CFO Stone reviewed proposed Budget & Finance items. Resolution 2022-1 would amend the 2021 and 2022 budgets to reflect the B&ECPL receiving \$245,000 in member aid funding in mid-December. Resolution 2022-2 recommends awards to two vendors for digital content services. For the monthly financial report, CFO Stone reported the Library remains within budget.

Trustee Panty and Trustee Berlow each joined the meeting during this review, at 4:10 p.m. and 4:11 p.m. respectively.

Chair Bucki stated the Governance Committee had met and would have a report. The Search Committee had met on Monday and Tuesday to conduct semi-finalist interviews. After interviewing eight candidates, the committee selected three finalists to be interviewed before the full Board.

Chair Bucki entertained a motion to enter into Executive Session at 4:12 to discuss the finalist interviews. Trustee Berlow moved, Trustee Panty seconded, and approval was unanimous. All Executive Committee members and search firm representatives were invited into a Zoom breakout room. Staff and public remained on the main line.

At 4:53 p.m., on a motion by Trustee Berlow seconded by Trustee Panty, the Executive Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

Trustee Panty left the meeting at 4:56 p.m.

For her report, Director Doyle conveyed she had been working with the County Executive's Office and the Erie County Department of Health to help distribute masks to the community through the libraries. The B&ECPL was originally going to help distribute at-home tests as well, but COVID-19-related absences in the Shipping Department disrupted that plan. Erie County was very understanding, and knows the Library is happy to help as we are able, acknowledging that library deliveries will take priority. B&ECPL Human Resources has been busy with updates in quarantine guidelines as well as dealing with COVID-19-related staffing shortages. Public services staff at the Buffalo Branches and Central Library have been flexible in providing coverage where needed. This week, the Central Library began temporarily adjusting its Monday through Thursday hours. Instead of 8:00 a.m. to 7:00 p.m., the library is open

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10:00 a.m. to 6:00 p.m., or one 8-hour shift. This adjustment was made to help with staffing coverage, and normal hours will be reinstated once absences are no longer an issue.

Director Doyle also reported the Association of Contracting Library Trustees held a well-attended meeting on January 8. She worked with the ACT Board to decide on presentation topics from the System, which included updates on Open Meetings Law, COVID-19, construction grants, and use of private funds. ACT expressed continued interest in revising the contract between the B&ECPL and the contract libraries. Director Doyle asked that this be undertaken after a new director is hired, which they acquiesced to.

The public had no comment.

With no further business to discuss, the Executive Committee meeting adjourned at 5:03 p.m. on a motion by Trustee Berlow and a second by Trustee K. Johnson.

Agenda Item G.2 – Budget and Finance Committee.

Agenda Item G.2.a – Amend 2021 and 2022 Budget – New York State Assembly Member Item Aid. Chief Financial Officer Ken Stone explained Resolution 2022-1 as presented. Trustee Bucki pointed out a typo in the second paragraph, listing an incorrect last name for Assemblymember Karen McMahon. Trustee El-Behairy moved for approval with an amendment to correct this typo, Trustee T. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2022-1

WHEREAS, in mid-December the Buffalo & Erie County Public Library received \$245,000 in special aid funds approved by the New York State Legislature for designated libraries, and

WHEREAS, this special aid was sponsored by New York State Assemblymembers William Conrad III (District 140), Patrick Burke (District 142), Monica P. Wallace (District 143), 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 \$245,000 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 the following amendments to the 2021 and 2022 Operating Budgets, increasing revenues and expenses as follows:

2021 Operating Budget**Revenue Increase (Decrease)**

| | | SAP Commitment Item # | |
|--------------------------------------|-------------|-----------------------|---------------------|
| | | Revenue #408160 | Revenue #402190 |
| | | State Aid Special | App. Fund Balance |
| Assembly District/Library | Cost Center | Amount | Amount |
| Dist. 140, City of Tonawanda Library | 4204080 | \$ 20,000 | \$ (20,000) |
| Dist. 140, Town of Tonawanda Library | 4205540 | \$ 30,000 | \$ (30,000) |
| Dist. 142, B&ECPL System | 4202110 | \$ 15,000 | \$ (15,000) |
| Dist. 142, Dudley Branch | 4203320 | \$ 20,000 | \$ (20,000) |
| Dist. 142, East Clinton Branch | 4203325 | \$ 25,000 | \$ (25,000) |
| Dist. 142, Lackawanna Library | 4204055 | \$ 20,000 | \$ (20,000) |
| Dist. 142, Orchard Park Library | 4204075 | \$ 20,000 | \$ (20,000) |
| Dist. 142, West Seneca Library | 4204085 | \$ 25,000 | \$ (25,000) |
| Dist. 143, Lancaster Public Library | 4205420 | \$ 20,000 | \$ (20,000) |
| Dist. 146, Amherst Public Library | 4205010 | \$ 25,000 | \$ (25,000) |
| Dist. 147, Town of Collins Library | 4204030 | \$ 25,000 | \$ (25,000) |
| Total: | | \$ 245,000 | \$ (245,000) |

2022 Operating Budget**Revenue and Expense Increase**

| | | SAP Commitment Item # | |
|--------------------------------------|-------------|-----------------------|----------------------|
| | | Revenue #402190 | Expense # 516010 |
| | | App. Fund Balance | Contractual Payments |
| Assembly District/Library | Cost Center | Amount | Amount |
| Dist. 140, City of Tonawanda Library | 4204080 | \$ 20,000 | \$ 20,000 |
| Dist. 140, Town of Tonawanda Library | 4205540 | \$ 30,000 | \$ 30,000 |
| Dist. 142, Lackawanna Library | 4204055 | \$ 20,000 | \$ 20,000 |
| Dist. 142, Orchard Park Library | 4204075 | \$ 20,000 | \$ 20,000 |
| Dist. 142, West Seneca Library | 4204085 | \$ 25,000 | \$ 25,000 |
| Dist. 143, Lancaster Public Library | 4205420 | \$ 20,000 | \$ 20,000 |
| Dist. 146, Amherst Public Library | 4205010 | \$ 25,000 | \$ 25,000 |
| Dist. 147, Town of Collins Library | 4204030 | \$ 25,000 | \$ 25,000 |
| Total Contract Libraries: | | \$ 185,000 | \$ 185,000 |

| | | Revenue #402190 | Expense # 530000 |
|--------------------------------|-------------|-------------------|------------------|
| | | App. Fund Balance | Other Expense |
| Assembly District/Library | Cost Center | Amount | Amount |
| Dist. 142, B&ECPL System | 4202110 | \$ 15,000 | \$ 15,000 |
| Dist. 142, Dudley Branch | 4203320 | \$ 20,000 | \$ 20,000 |
| Dist. 142, East Clinton Branch | 4203325 | \$ 25,000 | \$ 25,000 |
| Total Buffalo/Central: | | \$ 60,000 | \$ 60,000 |

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 contract libraries.

Agenda Item G.2.b – RFP Award – Digital Content Services. CFO Stone reviewed Resolution 2022-2. Trustee Gist asked for details of the services. Technical Services Manager Jennifer Childs explained the B&ECPL currently offers eBooks and eAudiobooks through Overdrive. This award would expand the offerings from Overdrive to include digital magazines, and would also add a new vendor, Midwest Tape (hoopla) to provide more eBooks and eAudiobooks as well as music and streaming video. Trustee Gist asked how these items would be accessed; Ms. Childs confirmed patrons could access them on their own devices. He asked about the difference in cost from the previous year. She noted \$834,789 was budgeted last year. The majority of the expense comes from the materials budget. The platform fee would actually decrease for Overdrive with the new arrangement. Director Doyle reminded the Board funds had been designated at the last Board meeting to cover the cost of these new services. Following this discussion, Trustee Candelario moved for approval, Trustee T. Johnson seconded, and the following was approved unanimously.

RESOLUTION 2022-2

WHEREAS, the Buffalo & Erie County Public Library provides our communities with digital content services that address a variety of information needs for youth and adults, and

WHEREAS, the B&ECPL issued a Request for Proposals (RFP) for the purpose of receiving proposals to provide digital content services in a variety of formats, including, but not limited to, downloadable and streaming eBooks, eAudiobooks, eVideos, music, digital magazines, and other digital content of a similar nature, and

WHEREAS, the B&ECPL received and thoroughly reviewed nine submitted proposals, including content; costs; interface ease, functionality, and mobile design and capability; demonstrated ability to meet the information needs of B&ECPL patrons; experience in providing digital services in the public library environment; references; training and marketing support; and completeness of the response, and

WHEREAS, funding for digital content is a regular component of the library materials budget line of the operating budget and sufficient funds are available to accommodate these purchases, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director and/or her designee(s) to execute the necessary documents to enter into agreements to procure the following products/services:

- 1) **Overdrive/Libby:** Estimated allocation of \$921,500 of materials budget for first year for eBooks, eAudiobooks, eMagazines
- 2) **Midwest Tape/Hoopla:** Estimated allocation of \$350,000 of materials budget for first year for eBooks, eAudiobooks, eVideo, eMusic, and be it finally

RESOLVED, that the Board authorizes the Library Director and/or her designee(s) to effectuate budget transfers amongst the library materials and related services accounts to implement these products/services.

Agenda Item G.2.c – Monthly Financial Report. The monthly financial report for the year as of November 30, 2021 month-end close was included in the Board packet as an information item. CFO Stone reported the B&ECPL remains within budget.

Agenda Item G.3 – Governance Committee. The Governance Committee met on December 21, 2021. A copy of the report was included in the Board packet. Trustee Housh summarized the meeting on behalf of Governance Committee Chair Alan Bedenko. Trustee Housh moved to have the written report entered into the Minutes. Trustee Bucki made a second, and this was approved unanimously.

Present: Chair Alan Bedenko and members Carima El-Behairy, Frank Housh, and Sharon Kelly. Also present was Michael Hickey from Bond, Schoeneck & King and Assistant to the Director Erin Vest. All attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Governance Committee began at 11:11 a.m. A quorum was present.

Chair Bedenko entertained a motion to enter into Executive Session at 11:12 a.m. to discuss a whistleblower complaint. Trustee El-Behairy moved, Trustee Kelly seconded, and approval was unanimous. All Governance Committee members and Michael Hickey were invited to a breakout room; staff remained on the main line.

Trustee Housh joined the meeting at 11:17 a.m. and was forwarded to the Executive Session breakout room.

At 11:23 a.m., on a motion by Trustee El-Behairy seconded by Trustee Housh, the Governance Committee concluded Executive Session and reconvened in public session.

Chair Bedenko entertained a motion to appoint Michael Hickey of Bond, Schoeneck & King to investigate the whistleblower complaint, including sending appropriate notice

to the complainant and reporting back to the committee. Trustee Housh moved, Trustee El-Behairy seconded, and this was approved unanimously.

With no further business, on a motion by Trustee Housh, seconded by Trustee El-Behairy, the Governance Committee adjourned at 11:24 a.m.

Agenda Item G.4 – Search Committee. The Search Committee met on January 10 and January 11, 2022 to conduct semi-finalist interviews. A copy of the report was included in the Board packet. Chair Bucki summarized the meeting and reported that of the eight semi-finalists for the Library Director position, three finalists were ultimately selected to be interviewed by the full Board on February 4. Trustee El-Behairy moved to have the written report entered into the Minutes. Trustee Amodeo made a second, and this was approved unanimously.

January 10, 2022

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 were Assistant to the Director Erin Vest and Karen Miller* and Brian Hare* from Bradbury Miller Associates. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Search Committee began at 2:33 p.m. All members were present.

Chair Bucki entertained a motion to enter into Executive Session at 2:33 p.m. for the purpose of conducting semi-finalist interviews. Trustee El-Behairy moved, Trustee Panty seconded, and approval was unanimous. All search committee members, search firm representatives, and the assistant to the director remained on the main line; any public would be placed in a Zoom waiting room as needed.

At 6:09 p.m., on a motion by Trustee Berlow seconded by Trustee K. Johnson, the Search Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

With no further business, on a motion by Trustee Gist, seconded by Trustee Panty, the Search Committee adjourned at 6:09 p.m.

January 11, 2022

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 were Assistant to the Director Erin Vest and Karen Miller* and Brian Hare* from Bradbury Miller Associates. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Search Committee began at 2:34 p.m. All members were present.

Chair Bucki entertained a motion to enter into Executive Session at 2:34 p.m. for the purpose of conducting semi-finalist interviews. Trustee Berlow moved, Trustee El-Behairy seconded, and approval was unanimous. All search committee members, search firm representatives, and the assistant to the director remained on the main line; any public would be placed in a Zoom waiting room as needed.

At 6:03 p.m., on a motion by Trustee K. Johnson seconded by Trustee Berlow, the Search Committee concluded Executive Session and reconvened in public session. No action was taken in Executive Session.

With no further business, on a motion by Trustee K. Johnson, seconded by Trustee Berlow, the Search Committee adjourned at 6:03 p.m.

Agenda Item H – Report of the Director. Director Doyle started by thanking Jennifer Childs and the rest of the committee that reviewed responses to the Request for Proposals for Digital Content Services, noting they did a wonderful and incredibly thorough job.

Director Doyle updated the Board on the impacts of COVID-19 on library staffing. One contract library had to close temporarily due to staffing shortages. The Central Library has also temporarily adjusted its Monday-Thursday hours to encompass just one 8-hour shift. This has allowed flexibility where needed for public services staff, as well as maintenance and security. Thankfully, staff absences due to COVID-19 have decreased significantly in the past week.

Director Doyle also reported the B&ECPL continues to work with the County Executive's Office and the Erie County Department of Health to help distribute masks to the community. While the decision was made to distribute the County's at-home tests through other facilities, Assemblymembers William Conrad III and Karen McMahon have donated tests and masks to libraries in their districts for distribution.

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

B&ECPL Monthly Report December 2021

Gaming Unplugged – The B&ECPL is now offering free borrowing of over 100 board, card, and dice games, which can be requested through the B&ECPL website with a library card. Erie County residents ages 17 and over can choose from a wide selection of *Gaming Unplugged* options, from classic favorites like Scrabble and Parcheesi to new offerings like Exploding Kittens and Throw Throw Burrito. Reserved games are sent to

the patron's library to be checked out for a three-week period. Information Services and Outreach Librarian **Melissa Blattner**, Information Services and Outreach Senior Library Clerk **Caitlin Goodrich**, Web Page Master **Terri Dickson**, and Technical Services staff helped prepare for the launch of the program. More information can be found here: www.buffalolib.org/services/gaming-unplugged.

Book Signing – Dr. Eva Doyle held a book signing at the Frank E. Merriweather, Jr. Branch Library on December 11 for her new book, *Eye On History: The Golden Collection: Articles on African and African American History - Lost History, Forgotten History*.

Alzheimer's Association - Information Services and Outreach Librarian **Shanley Olszowy** coordinated a visit at the Central Library on December 14 from the Alzheimer's Association for a presentation. *Understanding and Responding to Dementia Related Behaviors* was presented by Ruth Collins, volunteer Community Educator and retired B&ECPL Chief Operating Officer. Afterwards, caregivers had the opportunity to share their experiences and provide support to each other.

Kwanzaa Celebrations - The Dr. Eva M. Doyle Auditorium at the Frank E. Merriweather, Jr. Branch Library was used on December 28 and 29 to host Kwanzaa celebrations organized by the Buffalo Kwanzaa Organization. A panel discussion on finances with India Walton, Kimberly Beaty, New York State Assembly Majority Leader Crystal Peoples-Stokes, Erie County Legislator April Baskin, Betty Jean Grant, and Sharon Belton-Cottman was featured on December 28. A virtual speaking engagement by Kwanzaa founder, Dr. Maulana Karenga was presented on December 29.

Book a Studio Photo Shoot – Launch Pad Makerspace staff began offering a new one-on-one service, *Book a Studio Photo Shoot*, at the Central Library. Patrons can book a photo session to have staff take high quality photos of them for free. Many families took advantage of this service to get their holiday pictures taken. This service will continue to be provided in 2022 for professional looking photos including family, passport, and social media photos.

Nike Commercial - John Ceasar, local actor and frequent user of the Launch Pad, appeared in the nationally syndicated Nike commercial, *Josh Allen | Stronger Than One* on December 6. Mr. Ceasar recorded and produced his audition video in the Launch Pad's Recording Studio.

New York State Assemblymember Visit - New York State Assemblymember Jonathan Rivera visited the North Park Branch Library on December 8. He toured the library, met staff, and spoke with Branch Manager **Jennifer Lelinski** about various aspects of the branch, including programming and patron usage.

General Lafayette –Rare Book and Map Librarian **Charles Alaimo** assisted Julien Icher of Lafayette Trail, Inc. with filming an episode of their series documenting the Farewell Tour of General Lafayette in 1824 and 1825 on December 13. The episode features

Buffalo City Directories from the Grosvenor Room, and was filmed in conjunction with the dedication of a special marker placed in Lafayette Square.

Hamburg Middle School - Children's Services and Outreach Librarian **Kelly Woods** and Information Services and Outreach Senior Page **Caitleen O'Connell** provided STEM demonstrations and spoke about library services to multiple classrooms at Hamburg Middle School on December 23.

Western New York Book Arts Center - **Kelly Woods** spoke to families about library resources and upcoming programs at the Western New York Book Arts Center's *Printing Partners Virtual Class* held on December 15.

1. Public Services

In Library Group Programs:

| | Number of Programs | | Number of Attendees | |
|-------------------------------|--------------------|--------------|---------------------|---------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 65 | 637 | 944 | 9,828 |
| Children (age 6-12) | 64 | 687 | 1,382 | 8,748 |
| Teens | 30 | 312 | 211 | 2,589 |
| Intergenerational | 66 | 568 | 2,398 | 15,072 |
| Adults (excludes Technology) | 77 | 730 | 636 | 6,761 |
| TOTAL In Library Group | 302 | 2,934 | 5,571 | 42,998 |

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

| | Number of Programs | | Number of Attendees | |
|-------------------------------|--------------------|---------------|---------------------|---------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 1,761 | 17,546 | 1,761 | 17,546 |
| Children (age 6-12) | 2,183 | 21,721 | 2,183 | 21,721 |
| Teens | 55 | 654 | 55 | 654 |
| Intergenerational | 2,399 | 29,287 | 2,399 | 29,287 |
| Adults (excludes Technology) | 379 | 3,342 | 379 | 3,342 |
| TOTAL Passive Programs | 6,777 | 72,550 | 6,777 | 72,550 |

In Library One-on-One Programs*:

| | Number of Programs | | Number of Attendees | |
|------------------------------------|--------------------|--------------|---------------------|--------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 91 | 825 | 91 | 825 |
| Children (age 6-12) | 33 | 485 | 33 | 485 |
| Teens | 127 | 1,164 | 127 | 1,164 |
| Intergenerational | 16 | 234 | 16 | 235 |
| Adults (excludes Technology) | 193 | 1,109 | 193 | 1,121 |
| TOTAL In Library One-on-One | 460 | 3,817 | 460 | 3,830 |

*Does not include virtual one-on-ones.

Adult Technology Programs*:

| | Number of Programs | | Number of Attendees | |
|-------------------------------------|--------------------|------------|---------------------|------------|
| | Month | YTD | Month | YTD |
| Training Lab or Library Desktop PCs | 10 | 64 | 16 | 252 |
| One on One | 61 | 566 | 67 | 593 |
| TOTAL Adult Technology | 71 | 630 | 83 | 845 |

*Does not include virtual adult technology programs.

Outreach (Out of Library):

| | Number of Programs | | Number of Attendees | |
|------------------------------|--------------------|------------|---------------------|---------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 8 | 57 | 109 | 1,067 |
| Children (age 6-12) | 6 | 59 | 151 | 3,499 |
| Teens | 1 | 8 | 82 | 302 |
| Intergenerational | 1 | 108 | 12 | 8,825 |
| Adults (excludes Technology) | 2 | 28 | 38 | 743 |
| TOTAL Outreach | 18 | 260 | 392 | 14,436 |

Live Virtual Programs:

| | Number of Programs | | Number of Attendees | |
|----------------------------|--------------------|--------------|---------------------|---------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 1 | 134 | 2 | 3,364 |
| Children (age 6-12) | 1 | 50 | 12 | 2,325 |
| Teens | 7 | 154 | 43 | 1,090 |
| Intergenerational | 7 | 149 | 551 | 9,728 |
| Adults | 38 | 605 | 248 | 6,438 |
| TOTAL Live Virtual | 54 | 1,092 | 856 | 22,945 |

Virtual Recordings of Program Content:

| | Number of Programs | | Number of Attendees | |
|---------------------------------|--------------------|--------------|---------------------|---------------|
| | Month | YTD | Month | YTD |
| Children (age 5 and under) | 22 | 438 | 1,216 | 17,081 |
| Children (age 6-12) | 6 | 241 | 259 | 8,523 |
| Teens | 0 | 2 | 0 | 12 |
| Intergenerational | 30 | 401 | 2,782 | 36,828 |
| Adults | 16 | 335 | 501 | 10,591 |
| TOTAL Virtual Recordings | 74 | 1,417 | 4,758 | 73,035 |

B is for Book Programming:

| | Number of Programs | | Number of Attendees | |
|-----------------------------------|--------------------|-----------|---------------------|--------------|
| | Month | YTD | Month | YTD |
| Children's Services | 0 | 25 | 0 | 529 |
| Adult Services | 3 | 24 | 17 | 234 |
| Development/Communications | 0 | 5 | 0 | 299 |
| Grosvenor Room | 0 | 4 | 0 | 26 |
| TOTAL <i>B is for Book</i> | 3 | 58 | 17 | 1,088 |

B is for Book Exhibit:

| | Number of Visitors | | |
|-----------------------------------|--------------------|---------------|-------------------------------------|
| | Month | YTD | From Opening (9/2020 to Present) |
| Non Tour-Related | 489 | 17,290 | 26,098 |
| Tour/Program | 17 | 1,088 | 1,132 |
| TOTAL <i>B is for Book</i> | 506 | 18,378 | 27,230 |

Central Library

- In-Person Programs: *Book a Librarian Appointments; Cooking with a Librarian - Panettone Bread; Cultivate Cinema Circle Classic Movies Series; Let's Change Our Way of Thinking About Growing Older; Sensory Stay n' Play; Stand-up Activity Kits Pop-Up Programs; Stitch Circle; Teen Advisory Group Meeting; Teen Anime/Manga Club; Understanding and Responding to Dementia Related Behaviors; Wellness Thursday*
- In-Person/Virtual Programs: *Brain Sparks: Creative Fuel for the Mind; Lunchtime Learning: Computer Basics, Downloading and Using TikTok, Downloading Books with Libby, Excel Basics, Home Internet Set Up, Internet Basics, Privacy and Security on the Internet, Securing Facebook Accounts, Using Windows 10; University Express: Activities to Maintain Independence, Sow Many Seeds*
- Virtual Programs: *Book A Technology Trainer; Buffalo Magazines: Business, Club, Employer, School and General Interest Publications; Digital Collections for Genealogy Research; Discover New Businesses and New Consumers in Your Community; Fundamentals for a Successful Job Interview; Grow with Google: Design Thinking for the Entrepreneur, Negotiating like a Pro; Reader's Quest Middle School Book Group; Take & Make: Holiday Decorations; Virtual Checkers Library TV - The Reading Road Trip: Full Steam Ahead - Exercise, Winter, Toys & Games, Happy Holiday*
- Take and Make Crafts: *3D Gingerbread House with Stickers; Holiday Craft; NASA James Webb Telescope Fun Pack; Origami Kit; Picture Frame Keychain; Pom-Pom Kit; Sticker Collage; Winter Tree*
- Outreach: *Buffalo Public Schools' Say Yes Saturday Academy at Harvey Austin School BPS #97; Hamburg Middle School; Tosh Collins Community Center; Western New York Book Arts Center's Printing Partners Virtual Class*

Buffalo Branch Libraries

- In-Person Programs: *Citizenship Class for English as a Second Language (ESL) Adults presented by Buffalo Public Schools Adult Education Division; Crafternoon with Albright-Knox Art Truck; Drop-in Storytime; Gingerbread House Workshop with Explore & More - The Ralph C. Wilson, Jr. Children's Museum; Hispanic Heritage Council's Guitar Initiative Free Guitar Classes; Ornament Decoration Station; Reading with Therapy Dogs from the SPCA's Paws for Love program; Storytime at the Isaías González-Soto Branch Library; Storytime Takeover; Storytime with Miss Jen; Tech Hour; Technology One-on-One Training; Winter Craft Extravaganza*
- In-Person/Virtual Programs: *Kwanzaa Celebrations*
- Virtual Programs: *Crane Library Book Club; Teen Manga Club*

- Take and Make Crafts: 3D Gingerbread House with Stickers; Boat Craft; Cake in a Mug; Charlie Brown Winter Scene; Circuit Clay Kit; Dinosaur Finger Puppet; Gingerbread Person; Graham Cracker House Building Kit; Holiday Tree; Melted Snowman Collage; New Year Craft; New Year's 2022 Party Kit; Paper Plate Polar Bear; Paper Plate Snowman; Polar Bear Ornament; Rudolph the Red-Nosed Reindeer; Snail Craft; Toy Craft Kit; Winter Book Tree; Winter Owl Magnet; Year of the Dragon

Library on Wheels Bookmobile

- The Library on Wheels Bookmobile was open 37.75 hours to the community in December. Staff issued 33 new library cards and welcomed 737 visitors.
- The Library on Wheels handed out 350 winter holiday-themed *Snowman Puppet* Take and Make craft at its school stops.

Library by Mail Program

- There are now 157 participants in the *Library by Mail Program*.

Interlibrary Loan (ILL)

- ILL welcomed 40 new users in December.

2. Collection Development

Physical Collections:

| | Item Adds | | Title Adds | | Collection Size |
|-------------------|---------------|----------------|--------------|---------------|------------------|
| | Month | YTD | Month | YTD | |
| Juvenile Print | 2,276 | 31,363 | 258 | 3,254 | 542,554 |
| Young Adult Print | 456 | 8,047 | 76 | 1,394 | 78,348 |
| Adult Print | 2,990 | 42,548 | 535 | 7,724 | 1,800,117 |
| Media | 4,045 | 38,833 | 426 | 4,371 | 570,818 |
| Other* | 2,105 | 26,206 | 17 | 506 | 173,906 |
| Subtotal | 11,872 | 146,997 | 1,312 | 17,249 | 3,165,743 |

*Includes magazines, generic copies, and other

Electronic Collections:

| | Item Adds | | Title Adds | | Collection Size |
|-----------------|--------------|---------------|--------------|---------------|-----------------|
| | Month | YTD | Month | YTD | |
| eBooks | 2,570 | 22,604 | 1,694 | 14,742 | 85,651* |
| Music (Freegal) | N/A | N/A | N/A | N/A | N/A |
| eAudiobooks | 5,875 | 23,108 | 818 | 3,843 | 35,987 |
| eVideos | 0 | 2 | 0 | 2 | 202 |
| Subtotal | 8,445 | 45,714 | 2,512 | 18,587 | 121,840 |

*Includes 428 EBL titles.

All Collections:

| | Item Adds | | Title Adds | | Collection Size |
|--------------|---------------|----------------|--------------|---------------|------------------|
| | Month | YTD | Month | YTD | |
| Total | 20,317 | 192,711 | 3,824 | 35,836 | 3,287,583 |

Purchase Suggestions:

| | Received | % Owned* | Unique Titles | % Ordered |
|------------------|-----------------|-----------------|----------------------|------------------|
| Patron Initiated | 504 | 5.6 | 503 | 60.9 |
| Staff Initiated | 28 | 3.6 | 28 | 82.1 |

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

Dr. Robert J. Smith Golfing Collection – Donated to the Rare Book collection in 1990, the Dr. Robert J. Smith Golfing Collection was finally fully processed and re-housed by Rare Book Clerk **Nicole Kondziela Gerace** under the direction of Rare Book Curator **Amy Pickard**. This large collection, which includes golf course blue prints, maps, and sketches, is now much more accessible and better preserved.

3. Technology

Autodesk Software - The Launch Pad Makerspace is now offering patrons access to *Autodesk Product Design & Manufacturing Collection*, a new software which includes AutoCAD, Fusion 360, Inventor, and 3DS Max. This software provides an extensive toolkit for people who design complex and custom products, equipment, and systems. It works well with the Glowforge Laser Cutter, Cricut CNC machine, and various 3D printers that are available in the Launch Pad.

4. Funding/Fundraising

Funding:

Erie County Budget - On December 2, the Erie County Legislature adopted a 2022 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2022 Proposed Budget allocation for the Library Fund.

Member Aid - In mid-December, the Library received \$245,000 in member aid funding sponsored by NY State Assemblymembers for the benefit of the following libraries:

| Amount | Library | Sponsoring Member |
|---------------|----------------------------------|--------------------------|
| \$15,000 | B&ECPL System | Patrick Burke |
| \$20,000 | Dudley Branch | Patrick Burke |
| \$25,000 | East Clinton Branch | Patrick Burke |
| \$20,000 | Lackawanna Public Library | Patrick Burke |
| \$20,000 | Orchard Park Public Library | Patrick Burke |
| \$25,000 | West Seneca Public Library | Patrick Burke |
| \$20,000 | City of Tonawanda Public Library | William Conrad III |
| \$30,000 | Town of Tonawanda Public Library | William Conrad III |
| \$25,000 | Town of Collins Public Library | David DiPietro |
| \$25,000 | Amherst Public Library | Karen McMahon |
| \$20,000 | Lancaster Public Library | Monica P. Wallace |

Fundraising:

| Campaign Name | Campaign Dates | Raised to Date |
|------------------------------|--------------------------------------|-----------------------|
| <i>Bucks for Books</i> | January 1 - December 31, 2021 | \$69,644.19 |
| Yearend Appeal | November 1 - December 31, 2021 | \$112,194.50 |
| Annual Appeal (Total) | January 1 - December 31, 2021 | \$381,822.29 |

Thank you to Library System Trustees and System Administration; we had 100% participation in the 2021 Annual Appeal!

2021 Yearend Appeal – Over 1,370 donations were received in November and December, raising \$112,194.50. This was our most successful campaign yet, an increase from 2020's total of \$103,748.47.

Bucks for Books – Over 490 donations were received in 2021, raising \$69,644.19. This was also an increase from 2020, which totaled \$61,107.25.

Online Store – 91 items were sold in 2021, with the Library receiving \$2,135.77.

Grants – The B&ECPL submitted the following grant requests/reports in December:

- *ALA American Rescue Plan Humanities* – \$10,000 for middle school book club and graphic novels book bags.
- *ALA Inclusive Financial Literacy Programming Kit* – To be used for financial programming targeting children.
- *Generator Z* – Interim Report for *Brain Sparks* afterschool teen programming submitted.
- *Exercise for the Body and Mind* - Final Report submitted to the Ralph C. Wilson, Jr. Foundation for the pilot program at the Isaías González-Soto Branch Library.

5. Facilities

Accessibility Site Visits - Information Services and Outreach Librarian **Shanley Olszowy** visited the Dudley, Leroy R. Coles, Jr., and Elaine M. Panty Branch Libraries to conduct accessibility site visits. **Shanley** and Branch Managers reviewed patron access to buildings and collections, as well as the different accessibility technologies available to libraries. She also answered questions from the Branch Managers and provided resources and contact information to agencies offering help to individuals in need of assistance. Plans are being made to visit the rest of the Buffalo Branches and then reach out to Contract Libraries.

Correctional Facility - Information Services and Outreach Librarian **Andrew Maines** visited the Erie County Correctional Facility's Library on December 29 to drop off new legal material and assess what materials will be needed when the Facility reopens to civilian staff. **Andrew** will be working with the Erie County Sheriff's Department to facilitate access to both the Erie County Correctional Facility and Holding Center in the coming year.

Dudley Branch - National Fuel replaced part of a main line in the parking lot at the Dudley Branch Library on December 29 and December 30.

6. Staff Development

| | Number of Program Attendees | | Number of Programs Presented | |
|-------|-----------------------------|-------|------------------------------|-----|
| | Month | YTD | Month | YTD |
| Staff | 147 | 3,028 | 2 | 50 |

Staff Training Offered/Attended – *Disability Awareness Training* (presented by Erie County Office for People with Disabilities); *Mobile Printing Training* (presented by B&ECPL).

Webinars Viewed – 57 webinars, including *Calm, (Legally) Cool, and Collected: Tactics for Libraries Facing Book Challenges and Collection-Based Protests* (presented by ESLN); *Challenging Behaviors: Why They Happen and How to Address Them Effectively* (presented by EdWeb); *Discover New Businesses and New Consumers in Your Community* (presented by Data Axle Reference Solutions); *Instagram Basics for Libraries* (presented by Niche Academy); *Thinking Outside: Nature Based Programs at Your Library* (presented by CLRC); *Understanding Your Library's Community Better with Census Data* (presented by PLA).

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

Media:

| Type of Communication | Topic | Air Date/Publish Date |
|---|---|------------------------------------|
| Taped radio interview with Assistant Deputy Director Dorinda Darden | List of Most Popular Materials Borrowed in 2021 from Buffalo & Erie County Public Libraries | WBFO Radio, December 16 |
| Taped radio interview with Assistant Deputy Director Joy Testa Cinquino | List of Most Popular Materials Borrowed in 2021 from Buffalo & Erie County Public Libraries | WBEN Radio, December 25 |
| Media Release | List of Most Popular Materials Borrowed in 2021 from Buffalo & Erie County Public Libraries | Buffalo Rising online, December 31 |

Social Media:

| | Staff Activity | | Public Activity | | Followers | |
|-------------------------|----------------|-------|-----------------|---------|-------------|--------|
| | Month | YTD | Month | YTD | Month (New) | Total |
| Facebook | 100 | 1,587 | 2,839 | 35,252 | 13 | 10,468 |
| Flickr | 9 | 297 | 11,561 | 106,758 | 0 | 57 |
| Google Ads ¹ | N/A | N/A | 2,412 | 37,133 | N/A | N/A |
| Instagram | 25 | 463 | 4,822 | 102,678 | 43 | 3,828 |
| Pinterest | 89 | 636 | 132 | 4,399 | 1 | 2,174 |
| Podcast ² | 3 | 41 | N/A | N/A | N/A | N/A |
| TikTok | 2 | 25 | 561 | 3,017 | 29 | 276 |
| Twitter | 58 | 902 | 396 | 11,261 | 3 | 10,805 |

| | | | | | | |
|--------------|------------|--------------|---------------|----------------|-----------|---------------|
| YouTube | 10 | 121 | 1,217 | 18,054 | 7 | 350 |
| Total | 296 | 4,072 | 23,940 | 318,552 | 96 | 27,958 |

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

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

8. Partnerships

D'Youville College - Isaías González-Soto Branch Manager **Caroline Kennon** met on December 11 with April Rockwood, an instructor from D'Youville College to discuss a partnership between the Isaías González-Soto Branch Library and her students. Students will be helping to run children's programs.

Genealogy Societies - The Rochester Genealogy Society and the Western New York Genealogy Society shared and promoted a recorded class from Genealogy Specialist **Rhonda Hoffman**. Rhonda gave an online demonstration of the Library's digital collections, focusing on the Library's city directories, Erie County Poorhouse records, an early Buffalo marriage announcement index, newspapers, and photographs. The class has been viewed over 125 times!

New York Zero-to-Three Erie County Infancy Leadership Circle - **Kristi Dougherty** shared *Storytime in a Bag* information with members of the New York Zero-to-Three Erie County Infancy Leadership Circle. **Kristi** received multiple phone calls from early childhood providers and specialists expressing their interest in the early literacy kits.

9. Planning for the Future

Legislator Meeting - New York State Senator Sean Ryan, Assemblymember Kimberly Jean-Pierre, Assemblymember Josh Jensen, and Assembly Majority Leader Crystal Peoples-Stokes held a meeting with library staff at the Central Library to talk about current challenges and potential needs in the coming year. Senator Ryan is the Chair of the Senate Committee on Libraries, and Assemblymember Jean-Pierre is the Chair of the Assembly Committee on Libraries and Education Technology. B&ECPL attendees included this writer, CFO **Ken Stone**, ADD **Dorinda Darden**, ADD **Joy Testa Cinquino**, Hamburg Director **Brian Hoth**, Town of Tonawanda Director **Mary Muscarella**, Grand Island Director **Bridgette Heintz**, City of Tonawanda Director **John Gaff**, Angola Library Manager **Jennifer Page**, Mobile Services and Buffalo Branches Manager **Samantha Purpora**, and Crane Branch Manager **Dan Lewandowski**.

10. Director Activities

Meetings/Events Attended by Interim Director December 2021

| Date | Meeting/Event |
|------------------|---------------------------------------|
| December 2, 2021 | Virtual Meeting - Administrative Team |
| December 3, 2021 | Meeting - Security Consultant |

| | |
|-------------------|---|
| December 3, 2021 | Meeting - Cheryl Kwiatkowski |
| December 7, 2021 | Meeting - Judy Fachko |
| December 7, 2021 | Meeting - Maureen McLaughlin & Steve Hovey |
| December 7, 2021 | Webinar - Bond, Schoeneck & King Weekly Update |
| December 8, 2021 | Virtual Meeting - Managers & Directors |
| December 8, 2021 | Meeting - Erin Vest |
| December 8, 2021 | Virtual Meeting - Joy Testa Cinquino & Ken Stone |
| December 8, 2021 | Virtual Meeting - Dorinda Darden |
| December 9, 2021 | Meeting - Joy Testa Cinquino |
| December 9, 2021 | Meeting - B&ECPL Board of Trustees Executive & Planning Committees |
| December 10, 2021 | Meeting - Cheryl Kwiatkowski |
| December 10, 2021 | Meeting - Maureen McLaughlin |
| December 10, 2021 | Meeting - Judy Fachko |
| December 11, 2021 | Event - Lancaster Library 200th Anniversary Celebration |
| December 13, 2021 | Meeting - Joy Testa Cinquino |
| December 14, 2021 | Meeting - NYS Senator Sean Ryan, Assemblymember Kimberly Jean-Pierre, Assemblymember Josh Jensen, and Assembly Majority Leader Crystal Peoples-Stokes |
| December 14, 2021 | Webinar - Bond, Schoeneck & King Weekly Update |
| December 14, 2021 | Virtual Meeting - PULISDO |
| December 14, 2021 | Conference Call - Richard Earne, ACT |
| December 15, 2021 | Virtual Meeting - Mario Rodriguez, Forseti Protection Group |
| December 15, 2021 | Meeting - Dorinda Darden |
| December 16, 2021 | Virtual Meeting - PULISDO/DLD |
| December 16, 2021 | Meeting - Administrative Team |
| December 16, 2021 | Meeting - B&ECPL Board of Trustees |
| December 17, 2022 | Meeting - Cheryl Kwiatkowski |
| December 17, 2022 | Meeting - Maureen McLaughlin |
| December 21, 2021 | Meeting - Maureen McLaughlin & Steve Hovey |
| December 21, 2021 | Webinar - Bond, Schoeneck & King Weekly Update |
| December 29, 2021 | Virtual Meeting - Judy Fachko |
| December 29, 2021 | Virtual Meeting - Dorinda Darden |
| December 29, 2021 | Virtual Meeting - ACT Board |

Appendix Contracting Member Library Activity Reports

City of Tonawanda Public Library – submitted by John Gaff, Director

Upcoming Projects – 2022 will prove to be an exciting time for the City of Tonawanda Public Library! As part of the Program Equipment & Facility Improvement Program, the library's carpet will be replaced early in February. Next, thanks to funding from Assemblyman Bill Conrad, the library will be purchasing new furnishings and equipment to completely redesign the children's area with a goal of integrating play with reading. Moving outdoors, thanks to Erie County Legislator Kevin Hardwick, the library's parking lot will be repaved once the weather warms up. Lastly, the library was a recipient of a grant from the Tonawanda Community Environmental Benefits

program for the creation of a community reading garden. We are incredibly excited for all of these programs and thank all of those involved!

Programming

- In December, the City of Tonawanda Public Library finished another fantastic semester of *University Express*. Developed by the Erie County Department of Seniors Services, *University Express* is a series of courses for seniors hosted at locations throughout Erie County. This semester we welcomed many terrific speakers including veteran journalist Lee Coppola, Pete Niland (whose family inspired the events in the film *Saving Private Ryan*), and local author Rosanne Higgins.
- This year, our in-person gingerbread house program was converted to a take home program! Children's Librarian **Michelle Hurley** whipped up over 70 gingerbread house kits for children and their families to make at home over the month of December.
- Librarian **Betsey Higgins** developed a take home version of her ever-popular LEGO Club. Each month, **Betsey** develops a topic and leaves it up to each child's imagination to create something. Children then bring their creation back to the library to be displayed. To date, the library has 16 LEGO Kits in circulation, with more to be added soon.

Newstead Public Library – submitted by Kristine Sutton, Director

It was so wonderful to have in-person library programs once again in 2021! From story times, music classes and therapy dog visits to adult book clubs and Tai Chi, we welcomed many people into the library. December highlighted the annual *Light Up Akron* community event. The library offered holiday ornament making and a fabulous balloon entertainer, which were enjoyed by many families! The Newstead Library is very fortunate to be a part of the *Play Down Your Fines Sports Equipment Lending Program* this past year. With the snow finally falling, all snowshoes have been checked out!

Agenda Item I – Report of the Association of Contracting Library Trustees (ACT)/ Contracting Library Trustee Report. There was no report from ACT. Director Doyle relayed ACT held a meeting on January 8 attended by over 60 trustees. System staff and ACT members gave presentations on a variety of topics.

Agenda Item J – Public Comment. Odessa Hunter expressed her continued dissatisfaction with the results of the investigation of her harassment complaint. She also stated she had not received a response to her FOIL request. Director Doyle confirmed a response was sent within five days of receipt to the email address the FOIL request was sent from. Chair Johnson asked what resolution Ms. Hunter is seeking, to which she replied that security staff be held accountable. Trustee Moore asked if information on personnel actions such as employee discipline could be released to the public. Director Doyle confirmed it could not. Trustee Moore expressed there may be a

disconnect between what Ms. Hunter is expecting to receive and what the B&ECPL can provide. Discussion ensued. The Board asked that copies of all previous communication from the B&ECPL to Ms. Hunter, including the FOIL response, be mailed to Ms. Hunter. Otherwise, they concluded there was no further action to be taken in the matter.

Agenda Item K – Unfinished Business. None.

Agenda Item L – New Business. None.

There being no further business, on a motion by Trustee Panty with a second by Trustee Craik, the meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Joel Moore
Secretary