

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

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, September 15, 2022, at the Central Library. The following members were present:

Kimberly Johnson, Chair
Carima El-Behairy, Vice Chair
Alan J. Bedenko, Esq., Treasurer
Sheldon M. Berlow
Lucy A. Candelario
John D. Craik
Frank Gist
Theodore K. Johnson
Sharon M. Kelly, Esq.
Elaine M. Panty
Christopher Sasiadek, Esq.

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

Agenda Item B – Approval/Changes to the Agenda. There were no changes to the proposed agenda.

Agenda Item C – Minutes of the Meeting of July 21, 2022. On motion by Trustee Berlow, seconded by Trustee Candelario, the Minutes were unanimously approved as mailed.

Agenda Item D – Report of the Chair.

Chair Johnson reported on recent meetings she had attended at the Lackawanna and Elma public libraries. The Lackawanna Library is popular and busy. Chair Johnson commended director Chelsey Lonberger on her informative and upbeat persona. She noted the library wants to get a new sign but is getting pushback from the city.

The Elma Public Library is also hoping to get a light-up sign for their building. Chair Johnson reported the library seems to run smoothly and has almost returned to full pre-COVID patronage. She also noted their successes in fundraising and programming.

Chair Johnson noted the Board recently mailed, via certified mail, a letter to a patron addressing their concerns. She also reported the Board sent a get-well fruit bouquet to a Board member.

Chair Johnson updated the Board on her participation on the May 14 Survivors Fund committee. The application processed has closed, and donations are accepted through September 20. Funds will be dispersed beginning in October.

Finally, Chair Johnson reminded the Board of the upcoming author talk with Jacquie Abram on her book *Hush Money: How One Woman Proved Systemic Racism in her Workplace and Kept her Job*. In addition to a corporate event on September 30, Abram will host an open presentation for the community on Saturday, October 1, at the Central Library. Free copies of the book will be available for attendees.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee: The Executive Committee met on August 11, 2022, and September 8, 2022. Copies of the written reports were included in the Board packet. Trustee El-Behairy summarized the meetings.

Discussion ensued about the Library's request for a seven percent increase in the Library tax levy. Director John Spears and Chief Financial Officer Ken Stone noted the substantial impact of wage increases in the CSEA and AFSCME contracts on the Library. Since the Library has a high percentage of employees in the lower job groups of both unions, the wage increases disproportionately affect the Library when compared to other county departments.

Director Spears noted that he is optimistic about the requested tax levy increase and that Erie County understands the circumstances of the request. CFO Stone stressed that the Library tax is one part of the overall County tax levy and that the financial amounts for the Library are relatively small as a percentage of the total levy. Erie County has honored its two percent contribution, which helped sustain the Library, especially through the pandemic. This also helped the County when sales tax was not performing as usual.

Director Spears also said the Library has cut 30 positions and is willing to compromise, including absorbing the cost of several other anticipated increases. Trustee Gist asked if other libraries have similar designated tax levies. Director Spears said it depends; some do have a designated tax levy, while others are a part of their respective city or county budget.

Agenda Item E.1.a – Amend Managerial/Confidential Employees, Assistant Deputy Directors, Deputy Directors, and Library Director Benefits Package. At its August meeting, the Executive Committee, acting on behalf of the Board, approved Resolution 2022-28, which focused on the benefits package for managerial/confidential employees, Assistant Deputy Directors, Deputy Directors, and the Library Director. The Resolution needed to be addressed in a timely manner in order to accommodate a September 1 deadline for vacation sellback. Resolution 2022-28 was adopted by unanimous vote.

RESOLUTION 2022-28

WHEREAS, the Buffalo & Erie County Public Library has employees who are designated as Managerial or Confidential, Assistant Deputy Directors, Deputy Directors and the Library Director who are excluded from participation in a bargaining unit, and

WHEREAS, benefits for Managerial and Confidential employees, Assistant Deputy Directors, Deputy Directors and the Library Director are approved by the B&ECPL Board of Trustees, and

WHEREAS, the B&ECPL Director and the Assistant Deputy Director of Human Resources have reviewed the current Benefits Package for Managerial and Confidential Employees, Assistant Deputy Directors, Deputy Directors and the Library Director and proposed recommended revisions, and

WHEREAS, the recommended revisions are consistent with recently negotiated union contracts, now therefore be it

RESOLVED, the Executive Committee of the B&ECPL Board of Trustees authorizes the recommended changes to the Benefits Package for Managerial and Confidential Employees, Assistant Deputy Directors, Deputy Directors and the Library Director effective September 1, 2022.

Adopted by Unanimous Vote on August 11, 2022
at a Meeting of the Executive Committee
of the Board of Trustees of the Buffalo & Erie County Public Library
pursuant to the provisions of Article VI, Section 1 of the Bylaws of the
Buffalo & Erie County Public Library.

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

August 11, 2022

Present: Executive Committee Chair Kimberly Johnson, Vice Chair Carima El-Behairy,

member Frank Housh*, and ex-officio member Kathleen Berens Bucki*. Also present were Director John Spears, Chief Financial Officer Ken Stone, Chief Operating Officer Jeannine Doyle, Assistant Deputy Director Judy Fachko, Assistant to the Director Erin Vest, and Development & Communications Clerk Melissa Burgess. Those designated with an asterisk (*) 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. After a call of the roll, it was noted that a quorum was present.

Chair Johnson reported she has been working on coordinating an author talk for the book *Hush Money*. She has reached out to Reverend Mark Blue about the event and has submitted a proposal to the Library Foundation regarding funding for it. She will be meeting with author Jacquie Abram tonight. She also reported Mark Talley, son of Geraldine Talley, has reached out to speak to her; she plans to meet with him. Finally, she noted she stopped by the Frank E. Merriweather, Jr. Branch Library on Tuesday to see how the recently announced assistance programs for East Buffalo were being rolled out. Director Spears noted the Library had not been contacted regarding the new program before that day, but the staff handled it well and helped all those in need of assistance. The B&ECPL is now coordinating with M&T Bank to provide some copies of the necessary forms going forward.

Next, ADD Fachko reviewed Resolution 2022-28. She noted the proposed changes to the benefits package for Managerial/Confidential employees, Assistant Deputy Directors, Deputy Directors, and Library Director were consistent with recent changes to the CSEA and AFSCME bargaining agreements. She noted M/C employees at Erie County match their benefits to CSEA automatically, but the benefits package for the Library is approved by the B&ECPL Board of Trustees. The most time sensitive change is to vacation sell back, as those forms are due back September 1. Chair Johnson asked about the differences between CSEA and M/C benefits. COO Doyle noted Library M/Cs are designated as exempt, so provisions regarding overtime and compensatory time for CSEA members would not be applicable. Library M/Cs also do not follow a pay scale; instead, wage increases are subject to the approval of the B&ECPL Board.

Following discussion, Trustee El-Behairy moved to approve Resolution 2022-28. Trustee Housh made a second, and approval was unanimous.

Director Spears began his report by detailing a recent meeting with the Erie County Budget Office. He, CFO Stone, COO Doyle, and Library Administrative Manager Tracy Palicki had met with representatives from their office earlier that afternoon. He stated he is cautiously optimistic following the meeting. The B&ECPL will be asking for a 7% increase in its tax levy, as compared to the usual 2%. The Budget Office proposed an alternative plan to ask for a smaller increase but then receive a transfer of funds from the County, but that plan would necessitate similar requests for future years as well. They ultimately decided to stick with their initial request, which would only impact 2023. CFO Stone reflected the Budget Office was receptive and understanding, noting most driving factors behind the increased request were external

to the Library, including wage increases approved by the Erie County Legislature. He also noted the proposed budget does include cuts in vacant positions, reducing the Library's employee count to the lowest in decades. This has actually been an ongoing trend over the past several years. Director Spears emphasized the 7% increase would be to sustain current service levels; anything less would prompt cuts in services. There are already many libraries, especially the Buffalo Branches, which are effectively understaffed.

Trustee Housh expressed his concern for the political side of the request, stating if the County Executive approves a 7% increase for the Library, all other Erie County departments and agencies may expect the same. CFO Stone noted this increase would be to the library tax, our principle source of funding, which is a small portion of the overall tax levy. In 2023, the overall tax levy is set to increase by 2.65%. If the 7% increase in library tax is approved, the County will still receive approximately 2.3%. Erie County also has other sources of revenue; their principle source of funding is sales tax, which has been growing at a larger rate. Discussion ensued. CFO Stone reiterated the Budget Director had agreed to the Library submitting the 7% request.

Director Spears further reported he had met with Dr. David Balkin, President of Erie Community College, who had proposed a collaboration with the B&ECPL. The ECC Downtown Campus has a small physical library in the Old Post Office Building, which they would like to move to the Central Library. Among other tangible and intangible potential benefits, ECC would benefit from the freed up space in their building, and the B&ECPL would benefit from resource sharing (especially electronic databases) as well as potential supplemental security staff from ECC. Director Spears noted County Executive Mark Poloncarz has been looking for organizations to form cost-saving partnerships; this would be a way to demonstrate the B&ECPL is taking the charge seriously. He noted the talks are in very early stages, but he wanted to make the Board aware that they are happening. Trustee Housh asked if there would be any potential duplication of material. Director Spears stated ECC's physical collection is very small, so he is not as concerned on that front. He also is not concerned about having enough space for them in the Central Library. Important outstanding questions include the IT requirements for their space, the differentiation of duties between ECC and B&ECPL librarians (each are covered by different unions within New York State United Teachers), and how to facilitate resource sharing. He noted both sides would be getting their teams together next week to meet and discuss the proposal more in depth. The Executive Committee expressed their approval of the idea.

With no further business to discuss, the Executive Committee meeting adjourned at 4:41 p.m. on a motion by Trustee El-Behairy and a second by Trustee Housh.

September 8, 2022

Present: Executive Committee Chair Kimberly Johnson, Vice Chair Carima El-Behairy, and members Kathleen Berens Bucki*, Sheldon Berlow, and Elaine Panty. Also present were Director John Spears, Chief Operating Officer Jeannine Doyle*, Chief Financial Officer Ken Stone, and Development & Communications Clerk Melissa Burgess. Those

designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

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.

The Executive Committee reviewed the proposed agenda for the September 15, 2022 B&ECPL Board of Trustees meeting.

Chair Johnson reported that she, Trustee El-Behairy, and Director Spears have continued to attend contracting library board meetings, including most recently at the Lackawanna Public Library. She noted that the Lackawanna board did not have a quorum, which is unusual for them but not atypical since it is a small board. Chair Johnson commended Chelsey Lonberger, who has excelled in her new position as director at Lackawanna since taking over in August.

Chair Johnson and Director Spears also updated the Committee on an unresolved patron matter. The Library will send the patron an updated letter, detailing how specific comments have been addressed to date and does not plan to engage further.

Chair Johnson reminded the Committee of upcoming events with Jacquie Abram, author of *Hush Money: How One Woman Proved Systemic Racism in her Workplace and Kept her Job*. Chair Johnson is welcoming Abram to Buffalo for two events, including a free author talk and discussion at the downtown Central Library on Saturday, October 1 at 11 a.m. Abram will also attend a corporate event with human resources and management individuals at the Northland Workforce Training Center on September 30 at 10 a.m. All are welcome.

Chair Johnson also provided an update on her participation on the steering committee for the 5/14 Survivors Fund. Donations will close on September 20, with the focus shifting to distribution of funds. Applications are due by September 14. Director Spears noted that the Frank E. Merriweather, Jr. Branch Library has received many patrons looking to apply.

CFO Stone reviewed proposed Budget & Finance items. He explained the Library's dual role with regards to New York State Construction Aid: as an applicant for the Central Library and Buffalo branches and as a Library System that reviews and makes recommendations on distribution of funding. Resolution 2022-29 would amend the criteria for receiving 75% state aid with a 25% local match, changing the provision regarding the local school district's population participation in the federal free and reduced lunch program from 35% or higher to 30% or higher.

Resolutions 2022-30, 2022-31, and 2022-32 focus on aid requests for improvements at the Leroy R. Coles, Jr., Frank E. Merriweather, Jr. and Central libraries. CFO Stone noted that the roof at the Coles branch has deteriorated significantly over the last year and needs to be replaced. Other components, including a new HVAC system and rehabilitation of the front façade, would help complete overall building renovations

which began several years ago.

CFO Stone noted that the Merriweather branch is the newest library in Buffalo, having opened in 2005. The Library's flat rubber membrane roof is leaking in multiple places; improvements would install a two-layer coating process and would also involve using sensors to detect where insulation has become wet, addressing just those portions instead of a full tear-off. This process is much cheaper than a complete roof replacement and comes with a 20-year warranty. The Library would also benefit from resealing its domes, new lockdown, and other security controls. CFO Stone also said that there is ample funding in the city share that could be used for bullet-resistant film on windows, if it is decided to add. Work would not begin for at least a year.

Improvements at the Central Library would focus on egress and safety, including updating exit signage that no longer meets code. Bullet-resistant film would be added to first-floor windows, and exterior doors would be replaced. The Library's shipping and loading dock would also be replaced.

Resolution 2022-33 focuses on the Library System's role in determining how Construction Aid funding is distributed. CFO Stone noted that eight projects were initially submitted, but one fell out due to difficulties getting contractors to submit bids. Improvements at the Angola Public Library would replace the roof and pay for the replacement of an inoperable emergency exit door. The Boston Free Library hopes to build an outdoor programming pavilion, capitalizing on its expanse of lawn. Director Spears noted their success in providing public programming, particularly during the COVID-19 pandemic.

The Hulbert Library of the Town of Concord requests funding to repave its parking lot and perform LED conversion, including replacing many inoperable fixtures. CFO Stone recommends that the System picks up the required 25% local match since it pays the electric bill. Another component to the request includes plans for an elaborate outdoor programming space. It is uncertain if that component is eligible for funding due to needed landscaping, but the Library is prepared to move forward with it either way.

CFO Stone noted that the seven projects submitted for consideration requested Construction Aid program funding totaling \$2,088,257, which is \$534,073 above the \$1,554,184 allocation available this funding cycle. He also pointed out that all other libraries in NYS receive an allocation, but may not use their full allocation, so additional funds could become available in the future.

Trustee Berlow inquired about the recent uptick in libraries outside the city of Buffalo requesting funds. CFO Stone explained that for several libraries, this is their first major project. He also pointed out the myriad challenges faced by libraries in rural areas and the benefits of libraries building relationships with their respective towns. Trustee Berlow also asked about a committee to handle such requests; CFO Stone noted that the committee in reference was for library expansion and the need to be able to assess recurring costs. He also said that most of the proposed projects will end up saving the

Library System money in the long run.

Resolution 2022-34 would allow the Library to transfer \$75,000 from the part-time wages account, which has seen substantial budgetary savings, to the buildings & grounds equipment account. Purchases would replace aging cleaning, snow clearing, and lawn care equipment and allow the Library to acquire new heated water pressure cleaning systems.

Finally, CFO Stone reported that the B&ECPL remains within budget per the latest Monthly Financial Report.

Trustee Panty provided an update on behalf of the Policy Committee. The Committee recently approved the amendment of three policies. The Rules of Conduct Policy has been combined with the Central Library Access Ramp Policy. The Exhibits & Displays Policy is updated to address requests for permanent displays. A new Trustee Education Policy will be adopted. The Investment Policy was also addressed; no changes were recommended.

For his report, Director Spears said that he will continue to highlight specific events and meetings to discuss in detail at the September 15 meeting. He also plans to recap a recent meeting of the International Federation of Library Associations and provide details on the interesting developments in the direction libraries are going.

Trustee El-Behairy noted that there would be a Report of the Foundation at the September 15 meeting. Director Spears noted that the ACT Board meeting met on September 8, with its next membership meeting on September 24. Chair Johnson noted that she will have a report on the Lackawanna Public Library, while Trustee El-Behairy will have reports on the Hamburg and Elma libraries.

Conversation regarding the purchase of a small gift for a Board member occurred. Director Spears remarked that he would purchase the gift on behalf of the Board and Administration and reimbursement could be determined later.

Trustee Berlow reminded the Committee of Board members' individual contributions for the year, encouraging each member to contribute. He noted that full board participation helps the Library with grant applications. It was noted that Trustee Kelly typically handles this.

Finally, Chair Johnson expressed plans to connect with Project Flight about getting books into the local courts & childcare centers since these facilities are reopening. Director Spears will facilitate this discussion.

Following review, the Executive Committee had no further changes to the proposed agenda. With no further business to discuss, the Executive Committee meeting adjourned at 4:55 p.m. on a motion by Trustee Panty and a second by Trustee El-Behairy.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – NYS Construction Aid – Amend Reduced Match Criteria and Review Prioritization. CFO Stone explained Resolution 2022-29 as presented. He noted New York State sets the criteria for qualifying capital projects with 90 percent state funding in economically-distressed communities, but the Library Board is permitted to set the criteria for 75 percent state-funded projects. Trustee Craik moved for approval, Trustee El-Behairy seconded, and the following was approved unanimously.

RESOLUTION 2022-29

WHEREAS, the New York State (NYS) Public Library Construction Aid Program provides a reduced match opportunity for projects in economically-disadvantaged communities, providing up to a 75% state aid share / 25% local match, and

WHEREAS, the Buffalo and Erie County Public Library (B&ECPL), in its role as a library system, must determine which libraries are located in economically-disadvantaged communities and therefore eligible for construction aid funding of up to seventy-five percent (75%) of the total project approved costs, and

WHEREAS, the B&ECPL in its role as a library system, must evaluate, rank and recommend approval of construction applications submitted by public libraries or public library systems under this aid program, and

WHEREAS, this includes reducing recommended awards to balance to the available allocation, should the amounts requested exceed that allocation, and

WHEREAS, it is in the B&ECPL's interest to provide guidelines to be used to prioritize when balancing recommended awards to the available allocation, should the amounts requested total more than the available allocation, now therefore be it

RESOLVED, that for funding years when a 75/25 matching provision is in effect, the Board of Trustees of the B&ECPL hereby sets the criteria for qualifying for up to seventy-five percent (75%) funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the New York state average poverty rate using federal census data; and/or
- Libraries physically located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 30% or higher, and be it further

RESOLVED, that should the construction aid amounts requested by libraries exceed the available allocation as determined by the NYS Division of Library Development in any given funding cycle, the following guidelines will be used to prioritize funding recommendations, with higher priority going to projects that:

- Maximize the number of eligible projects recommended for State aid;
- Address safety issues;
- Protect/extend the useful life of the building (e.g. replacing roofs, HVAC, etc.);
- Improve libraries serving economically distressed/disadvantaged communities;
- Improve public access and capabilities for increased public use of the facility;
- Involve libraries that have not previously received Construction Aid; and/or
- Involve libraries that have not received NYS Library Construction Aid funding in the past 3 or more funding cycles.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.b – NYS Construction Aid Request – Leroy R. Coles, Jr. Branch Library. CFO Stone presented Resolution 2022-30. Trustee Craik asked if the Library had MWBE and contracting policies for construction projects. CFO Stone clarified that all projects are put out through a public bid and are handled by the City of Buffalo or Erie County, depending on who owns the respective Library building. Trustee Johnson moved for approval, Trustee Kelly seconded, and approval was unanimous.

RESOLUTION 2022-30

WHEREAS, up to \$1,554,184 in the New York State \$34,000,000 Public Library Construction Aid Program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

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

WHEREAS, the Leroy R. Coles, Jr. Branch Library is in need of improvements including replacing its leaking roof; replacing an end-of-life HVAC system; adding an energy management system interface; and rehabilitating the parking lot, front façade and interior casework; and

WHEREAS, estimated construction related costs for this work total \$777,062, with the amount eligible to be requested from State Aid totaling \$582,797, and

WHEREAS, the City of Buffalo has \$250,000 funding authorized for the Library's Capital Improvement to cover the cost; and

WHEREAS, staff recommends the use of up to \$125,000 of the Library's Assigned Fund Balance for Grant Match to ensure there is sufficient local match funding to complete this project when combined with Construction Aid funding, now therefore be it

RESOLVED, pursuant to the requirements of the New York State Library Construction Aid Program, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) assures that:

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

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of up to \$125,000 in Library Fund Assigned Fund Balance for Grant Match to meet the local match needed above and beyond the available City of Buffalo Capital funds for this project, and be it further

RESOLVED, that the above proceeds will be made available to reimburse the City of Buffalo for project-related expense undertaken by the City as owner of the building, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or his designee to submit a \$34,000,000 NYS Public Library Construction Aid Program request for the Leroy R. Coles, Jr. Branch Library Phase 2 project in the amount of \$582,797.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.c – NYS Construction Aid Request – Frank E. Merriweather, Jr. Branch Library. CFO Stone presented Resolution 2022-31. He noted the recommended roofing improvements would cost less than half compared to a full replacement. Trustee Gist asked if the necessary resealing of the glass dome is a design flaw. CFO Stone said that it is more likely a follow-through issue in which the initial cost was underestimated and contractors attempted to shave off costs where they could. Following clarification, Trustee Sasiadek moved for approval, Trustee Panty seconded, and approval was unanimous.

RESOLUTION 2022-31

WHEREAS, up to \$1,554,184 in the New York State \$34,000,000 Public Library Construction Aid Program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically-disadvantaged communities and up to 50% of eligible project costs for other libraries located within Erie County, and

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

WHEREAS, the Frank E. Merriweather, Jr. Branch Library is in need of improvements including rehabilitating its leaking roof; adding access controls, lockdown controls, and installing a Knox Box to facilitate public safety emergency access to the building; and

WHEREAS, estimated construction related costs for this work total \$556,197, with the amount eligible to be requested from State Aid totaling \$417,148, and

WHEREAS, the City of Buffalo has \$450,000 funding authorized for the Library's Capital Improvement to cover the cost which ensures there is sufficient local match funding to complete this project when combined with Construction Aid funding, now therefore be it

RESOLVED, pursuant to the requirements of the New York State Library Construction Aid Program, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) assures that:

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

RESOLVED, that the above proceeds will be made available to reimburse the City of Buffalo for project-related expense undertaken by the City as owner of the building, and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or his designee to submit a \$34,000,000 NYS Public Library Construction Aid Program request for the Frank E. Merriweather, Jr. Branch Library Phase 2 project in the amount of \$417,148.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.d – NYS Construction Aid Request – Central Library. CFO Stone presented Resolution 2022-32. With no questions, Trustee Johnson moved for approval, Trustee Panty seconded, and approval was unanimous.

RESOLUTION 2022-32

WHEREAS, up to \$1,554,184 in the New York State \$34,000,000 Public Library Construction Aid Program funding is available to support up to 75% of eligible costs for projects benefitting libraries located in economically-disadvantaged communities

and up to 50% of eligible project costs for other libraries located within Erie County, and

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

WHEREAS, the Buffalo & Erie County Public Library's Central Library is in need of improvements including replacing exterior doors, installing an entry door lockdown system, installing Knox Boxes, installing bullet-resistant film on doors and windows, and rehabilitation of the loading dock concrete and trench drain, and

WHEREAS, estimated construction related costs for this work total \$1,128,406, with the amount eligible to be requested from State Aid totaling \$846,305, and

WHEREAS, the County of Erie has \$500,000 funding authorized for the Library's Capital Improvement to cover the cost; and

WHEREAS, staff recommends the use of up to \$30,000 of the Library's Assigned Fund Balance for Grant Match to ensure there is sufficient local match funding to complete this project when combined with Construction Aid funding; now therefore be it

RESOLVED, pursuant to the requirements of the New York State Library Construction Aid Program, that the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) assures that:

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

Library building is a public library operated by the B&ECPL, which the B&ECPL fully expects and intends to operate as a public library for a minimum of 10 years from the date of the anticipated completion of construction; and be it further

RESOLVED, that the B&ECPL Board of Trustees authorizes the use of up to \$30,000 in Library Fund Assigned Fund Balance for Grant Match to meet the local match needed above and beyond the available County of Erie Capital funds for this project; and be it further

RESOLVED, that the above proceeds will be made available to reimburse the County of Erie for project-related expenses undertaken by the County as owner of the building; and be it further

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Library Director or his designee to submit a \$34,000,000 NYS Public Library Construction Aid Program request for the Buffalo & Erie County Public Library's Central Library Egress & Life Safety Improvements project in the amount of \$846,305.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.e – NYS Construction Aid Program – System Evaluation and Recommendations. CFO Stone presented Resolution 2022-33. He noted the Library System's effort to maximize the number of facilities it can undertake projects on. This year's requests will allow multiple smaller projects to be completed, while 84 percent of funding allocation will service projects at the Central, Merriweather and Coles libraries. Trustee Johnson moved for approval, Trustee Gist seconded, and approval was unanimous.

RESOLUTION 2022-33

WHEREAS, up to \$1,554,184 in the \$34 million state-wide New York State (NYS) Public Library Construction Aid Program is available to support up to 90% of eligible costs for libraries serving economically-distressed communities, up to 75% of eligible project costs for libraries serving economically-disadvantaged communities and up to 50% of eligible project costs for other public libraries in Erie County, and

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

WHEREAS, a total of 7 projects were submitted for this program, supporting the Angola Public Library; the Boston Free Library; the Central, Frank E.

Merriweather, Jr. Branch, and the Leroy R. Coles Jr., Branch libraries in Buffalo; the Hulbert Library of the Town of Concord; and the Grand Island Memorial Library, and

WHEREAS, on September 15, 2022, the Board of Trustees of the B&ECPL in Resolution 2022-29 set the criteria for qualifying for up to 75% funding as:

- Libraries whose chartered service areas are located in communities with an average poverty rate equal to or greater than the NYS average poverty rate using federal census data, and/or
- Libraries physically located within the boundaries of a school district whose student population's participation in the federal free and reduced lunch program is 30% or higher, and

WHEREAS, six of the seven libraries qualify to receive up to 75% Construction Aid Program funding as they serve economically-disadvantaged communities, specifically: the Central, Leroy R. Coles, Jr., and Frank E. Merriweather, Jr. libraries qualify under both criteria while the Angola, Boston Free, and Hulbert Library of the Town of Concord libraries qualify under the school lunch participation criteria, and

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

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

WHEREAS, Construction Aid Program funding requested totals \$2,088,257, which is \$534,073 above the \$1,554,184 allocation available under this program, and

WHEREAS, after review, the following allocation method is recommended: 1) fully fund the 4 libraries requesting less than \$300,000; and 2) reduce recommended funding for the 3 libraries requesting over \$300,000 to balance to the total allocation available, now therefore be it

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

| Library | Total Project Cost | Aid Request | Recommended Award |
|---|--------------------|-------------|-------------------|
| • Angola Public Library Replace Partial Roof & Emergency Exit Door | \$12,276 | \$9,207 | \$9,207 |
| • Boston Free Library | \$39,330 | \$29,498 | \$29,498 |

Construct Outdoor Programming Pavilion

| | | | |
|--|--------------------|--------------------|---------------------|
| • Central Library, Buffalo Egress & Life Safety Improvements | \$1,128,406 | \$846,305 | \$601,491 |
| • Concord Public Library Repave Parking Lot, LED Conversion & Construct Outdoor Program Space | \$264,974 | \$198,731 | \$198,731 |
| • Frank E. Merriweather Jr., Branch Library Rehab Roof & Domes, add access controls | \$556,197 | \$417,148 | \$296,480 |
| • Grand Island Memorial Library Replace North Walkway & Restroom Partitions | \$9,142 | \$4,571 | \$4,571 |
| • Leroy R. Coles, Jr. Branch Library Replace Roof, Exterior including parking Lot & 1 st Floor Improvements | <u>\$777,062</u> | <u>\$582,797</u> | <u>\$414,206</u> |
| TOTALS: | \$2,787,387 | \$2,088,257 | \$1,554,184, |

and be it further

RESOLVED, that subsequent to this resolution's passage should any of the above projects or individual components of said projects be: 1) withdrawn; 2) determined by B&ECPL or NY State Library reviewers to be ineligible for Construction Aid and/or local match; and/or 3) should the NY State Library reallocate additional funds for projects, any share of the funding allocation freed up and/or additional funding provided is recommended to be distributed proportionally to the remaining projects whose request was not fully funded, and be it further

RESOLVED, that the Board approves the System reimbursing the Town of Concord Library for the local share cost of their LED conversion (estimated at \$3,836), and be it finally

RESOLVED, that the Director or his designee is authorized to transmit the necessary online grant application, forms, and documents in time to meet the October 5, 2022 filing deadline.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.f – Budget Transfer for Buildings & Grounds/Cleaning Equipment.
CFO Stone presented Resolution 2022-34. Trustee Johnson moved for approval, Trustee Candelario seconded, and approval was unanimous.

RESOLUTION 2022-34

WHEREAS, recent economic conditions have resulted in higher than usual turnover and recruitment challenges, particularly in part-time positions, yielding non-recurring budgetary savings, and

WHEREAS, library maintenance leadership has requested funding to replace aging cleaning equipment and to acquire new heated water pressure cleaning systems to improve results, and

WHEREAS, it would also be to the Library's advantage to replace aging snow clearing, lawn care and related equipment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library approves budget adjustments amongst the following accounts:

Library Operating Budget:

| <u>Account Description</u> | <u>Number</u> | <u>Amount</u> |
|------------------------------|---------------|-----------------------------|
| From: | | |
| Part Time - Wages | #500010 | \$75,000 |
| To: | | |
| Building & Grounds Equipment | #561430 | \$75,000, and be it further |

RESOLVED, that the Library Director or his designee is authorized to process the necessary paperwork to effectuate the transfers in the SAP system.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on September 15, 2022.

Agenda Item E.2.g – Monthly Financial Report. The monthly financial report for the year as of July 31, 2022 month-end close was included in the Board packet as an information item. CFO Stone noted the impact of increased utility rates, combined with increased open hours throughout the Library system, as a perfect storm. He also noted several projects intended to increase or promote energy efficiency, such as a new roof at the Isaías González-Soto Branch Library, and energy-efficient windows.

Trustee Johnson asked about the impact of healthcare and health insurance costs. CFO Stone noted that these costs have been decreasing, in part due to cost-sharing, caps and

the Affordable Care Act. He noted that the fiscal impact is evident throughout the country.

Agenda Item E.3 – Policy Committee. The Policy Committee met on Thursday, August 8, 2022. A copy of the written report was included in the Board packet. Trustee Panty summarized the meeting. Trustee Bedenko moved to have the written report entered in the Minutes, Trustee Sasiadek made a second, and this was approved unanimously.

Present: Chair Elaine Panty and members Alan Bedenko, John Craik*, and Sharon Kelly*. Also present were Library Director John Spears, Chief Operating Officer Jeannine Doyle, Chief Financial Officer Ken Stone, Assistant Deputy Director Joy Testa Cinquino, Assistant to the Director Erin Vest, and Development & Communications Clerk Melissa Burgess. Those designated with an asterisk (*) attended the meeting remotely, as permitted by Chapter 417 of the Laws of 2021.

The meeting of the Policy Committee began at 4:00 p.m. A quorum was present. Director Spears introduced multiple proposed amendments to the Rules of Conduct. He noted this version would merge the Rules of Conduct and Central Library Access Ramp Rules into one policy. All changes had been reviewed by B&ECPL legal counsel.

Trustee Bedenko asked if there was a substantive difference between using “marijuana” and “cannabis.” Director Spears noted this had been debated by administration, and “marijuana” was ultimately approved by legal counsel. Trustee Craik asked about the wording “appropriate clothing,” as it seemed subjective.

Director Spears noted the previous version, “Absence of shirt and/or shoes,” was too narrow; one could argue that absence of pants was okay under that rule. He recognized the subjectivity of the word “appropriate,” but it was the best way they found to add nuance to the rule, especially given the library is a limited public forum and can place time, place, and manner restrictions on first amendment expression. He gave an example of a shirt with an expletive on it; this would be okay in some areas of the library, but not the children’s area. Trustee Bedenko asked if someone should be designated in the Rules as the arbiter of what is appropriate. Director Spears noted there are multiple levels of review when it comes to patrons who break the Rules and are ultimately blocked or barred from the library. At the Central Library, Senior Building Guard Cheryl Kwiatkowski makes a determination, which is then reviewed by Facility Operations Manager Andrew Wiede and approved by Director Spears. At each level, they can adjust the penalty. There is also an appeals process that the patron can use if they disagree with the determination. Following discussion, Trustee Bedenko moved to have the amended Rules of Conduct brought to the full Board for approval. Trustee Craik made a second, and this was approved unanimously.

ADD Testa Cinquino next reviewed the amended Exhibits and Displays Policy. She noted the word “content” was removed from section 8, as it contradicted a statement in section 11. A new clause was also added to address requests pertaining to

permanent displays. Director Spears noted this was done at the request of the Board, as there had been a request received about mounting permanent displays honoring Purple Heart recipients at libraries. Following this explanation, Trustee Bedenko moved to have the amended Exhibits and Displays Policy brought to the full Board for approval. Trustee Kelly made a second, and this was approved unanimously.

CFO Stone stated Library Administration had reviewed the Investment Policy and recommended no changes. Trustee Kelly asked if the policy only applied to the Encore Editions account, as the rest of the investments were delegated to the Erie County Comptroller. CFO Stone stated this was the case but noted the policy would also apply if the B&ECPL were to withdraw from the current arrangement with Erie County, so it was important to have rules in place. The policy also acts as a template for contracting libraries. Following this explanation, the committee agreed no changes to the Investment Policy were necessary at this time.

Finally, COO Doyle reviewed the new Trustee Education Policy. She stated the New York State Library had put out guidance indicating a policy should be in place to confirm adherence to the law regarding library trustee education, set to go into effect January 1, 2023. The new policy will apply System-wide. Trustee Panty asked about the requirements of the new law, including who tracks the training, how individuals will find training, what topics are eligible, and whether there is a testing component. COO Doyle noted the chair/president of each board will track completion. Individuals will be responsible for completing their required two hours of training, but the B&ECPL will help by offering trainings (including at ACT meetings) and compiling sources for outside training, such as appropriate webinars. Certificates will be provided to trustees who attend B&ECPL trainings, and a standard form will be available for trustees to certify completion of training that does not provide a certificate, such as an archived webinar. The eligible topics are listed in the law and policy but are fairly broad, including “general powers and duties of a library trustee.” There is no testing component, just completion of two hours of training. COO Doyle relayed there should be no issue finding appropriate trainings to meet the requirement. Director Spears noted training could even be included as part of Board meetings. Trustee Kelly asked about the use of “president” in the policy, as the System Board uses “chair.” COO Doyle stated the contracting libraries use the term president. She suggested using “chair/president” to cover all applicable boards. Following discussion, Trustee Bedenko moved to have the Trustee Education Policy with this amendment brought to the full Board for approval. Trustee Kelly made a second, and this was approved unanimously.

With no further business, on a motion by Trustee Bedenko the Policy Committee adjourned at 4:23 p.m.

Agenda Item E.3.a – Amend Rules of Conduct. As part of her earlier report, Trustee Panty summarized Resolution 2022-35. Trustee Craik moved for approval, Trustee Bedenko seconded, and approval was confirmed by a vote of ten to one.

RESOLUTION 2022-35

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees adopted Rules of Conduct on May 16, 2002, and the policy has been reviewed and amended periodically, most recently on April 21, 2022, and

WHEREAS, B&ECPL's System Administration has recommended the incorporation of the current Central Library Access Ramp Rules, as well as updates to language to clarify rules and improve readability, and

WHEREAS, these changes have been vetted by B&ECPL legal counsel, and

WHEREAS, the Policy Committee has reviewed and recommends the attached proposed amended Rules of Conduct for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Rules of Conduct to supersede and replace the prevailing policy last amended April 21, 2022 as well as the Central Library Access Ramp Rules last reviewed November 18, 2021, and be it further

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

Approved by a vote of ten to one at a meeting of the Board of Trustees of the Buffalo & Erie County Public Library on September 15, 2022.

Agenda Item E.3.b – Amend Exhibits & Displays Policy. As part of her earlier report, Trustee Panty summarized Resolution 2022-36. Trustee Sasiadek moved for approval, Trustee Candelario seconded, and approval was unanimous.

RESOLUTION 2022-36

WHEREAS, the Buffalo & Erie County Public Library Board of Trustees adopted an Exhibits and Displays Policy on May 18, 2006, and the policy has been reviewed and/or amended periodically, most recently on November 18, 2021, and

WHEREAS, at the direction of the B&ECPL Board of Trustees, B&ECPL's System Administration has recommended changes to specify procedures for cases when permanent exhibits or displays are requested, and

WHEREAS, updates to language were also made to improve clarity, and

WHEREAS, these changes have been vetted by B&ECPL legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed amended Exhibits and Displays Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the proposed revisions to the B&ECPL's Exhibits and Displays Policy to supersede and replace the prevailing policy last reviewed November 18, 2021, and be it further

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

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library on September 15, 2022.

Agenda Item E.3.c – Adopt Trustee Education Policy. As part of her earlier report, Trustee Panty summarized Resolution 2022-37. Trustee Johnson questioned the policy did not specify trustee training focus on libraries. Director Spears clarified. With no further questions, Trustee Panty moved for approval, Trustee Johnson seconded, and approval was unanimous.

RESOLUTION 2022-37

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

WHEREAS, B&ECPL System Administration used this process to review and make recommendations that are reflected in the attached proposed Trustee Education Policy, and

WHEREAS, this draft policy has been vetted by B&ECPL legal counsel, and

WHEREAS, the Policy Committee recommends the attached proposed Trustee Education Policy for approval by the full Board, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL adopts the B&ECPL's Trustee Education Policy, and be it further

RESOLVED, that a copy of the approved Trustee Education Policy be distributed to all B&ECPL libraries, contracting library directors, and contracting library trustees and posted on the B&ECPL's website.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library on September 15, 2022.

Agenda Item F – Report of the Director. Director Spears began by commending staff at the Buffalo branch libraries. Two libraries – the Crane Branch and the González-Soto Branch – are simultaneously closed for construction. The North Park Branch has added

hours, including Sundays, and has been incredibly busy. Director Spears noted while the public was initially upset about the closures, many are now understanding.

Next, Director Spears reported on several recent meetings he attended, as highlighted in the Director Activities section of the Monthly report. First, he met with the Erie County Cultural Collaborative Group on July 7. The group is currently finalizing a grant focused on Diversity, Equity, and Inclusion initiatives but wants to involve the Library in these efforts moving forward.

Next, Director Spears discussed his July 22 meeting with David Balkin, President of SUNY Erie Community College. He reported that ECC is looking at several spaces within the Central Library to offer library services. He also reported a potential partnership with culinary students from ECC, who could reopen the Central Library's café. Since their focus would be on experience rather than profit, it would be mutually beneficial.

Director Spears detailed the IFLA World Library and Information Congress he recently attended in Dublin, Ireland from July 25-29. He noted attendance vastly outpaced expectation, and with relaxed COVID-19 precautions, many attendees contracted the virus as a result of the conference. On a more upbeat note, he discussed Mary Robinson's challenge to libraries, encouraging libraries to be part of the solution with regards to community and societal issues.

Finally, Director Spears reported on his August 5 meeting with Dr. Gale Burstein from the Erie County Department of Health. The pair discussed partnerships between the Library and the Department of Health, including the availability of Narcan at libraries. A presentation for Managers and Directors occurred at a meeting on September 14. Staff will be trained on the administration of Narcan, but no staff would be required to administer it. Each library in the city of Buffalo, including the downtown Central Library, will have a small dispenser with Narcan openly available to members of the public. Member libraries are welcome to participate in the program as well.

Director Spears also said the Department of Health will bring its mobile van to the Library to assist teens and those experiencing homelessness, among others.

Discussion ensued. Trustee Gist opined that he does not agree with putting Narcan in the libraries and expressed concern that it may attract those who wish to use drugs in a public space where they can receive help if they overdose. Trustee Candelario respectfully disagreed, noting her experience working with a similar program at The Belle Center.

Director Spears noted the recent increase in overdoses throughout Erie County, particularly in Tonawanda, and the profile of the person who typically overdoses has changed vastly in recent years. He noted that thousands of other facilities across the County offer Narcan, and the Library joining would allow people to save lives at home. Finally, he noted the minimal commitment on behalf of the Library: all that is required is a small space/shelf and a point of contact to notify the Department of Health when supplies run low.

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

B&ECPL Monthly Report July & August 2022

Continued Community Support - Frank E. Merriweather, Jr. Branch Library staff assisted in handing out thousands of applications for various East Buffalo housing assistance programs throughout July and August. Governor Kathy Hochul's announcement proved to be very popular and applications were in high demand. The community was very thankful to have the Merriweather Branch for applications and further information.

Taking it to the Streets - The Library on Wheels Bookmobile summer months proved to be very popular. Staff issued 289 new library cards, welcomed 3,659 visitors and had 2,891 program participants. In addition, many summer camps and schools welcomed the Bookmobile to guarantee an excellent start to the school year.

A wide variety of free programs were offered outdoors on the Central Library Ramp and in the Reading Park, including the Roaming Gnome Festival (July 14), duets by Buffalo Philharmonic Orchestra violinists (July 15), monthly Friday morning speaker series by CreativeMornings Buffalo (July 8 and August 12), concerts presented by the Sportsmen's Americana Music Foundation (July 23 and August 25) and the Buffalo Girlchoir (August 26), two days of Buffalo Infringement Festival performances and Buffalo Writes workshops hosted by Just Buffalo Literary Center (July 27 and August 31). The highlight was the **Queen City Jazz Festival**, presented by Buffalo's Colored Musicians Club, staged in front of the Library on Washington Street on July 30. An estimated 2,500 jazz lovers enjoyed a multitude of talents headlined by national recording artists Take Six, food trucks and vendors.

Author Visits - Information Services and Outreach Librarian **Andrew Maines** facilitated a visit to the Central Library on August 6 with local author Evan Witmer. Evan read from his newest collection of stories, *Tales from the Pizza Crows*. Information Services and Outreach Librarian **Maria Lowe** hosted graphic novel author Colleen AF

Venable on August 17, in a virtual program. She is the author of *Katie the Catsitter*, which was July's selected title for the Reader's Quest Middle School Book Group. **Andrew Maines** facilitated a virtual author talk with Dr. William Reszelbach, author of *Children of the Holocaust*. Dr. Reszelbach recounted the horrors facing Polish Jews during the Holocaust and the difficulties of being the child of survivors.

Battle of the Books - Children's Services and Outreach Librarian **Erin Burke** monitored 11 teams from eight libraries in the *Battle of the Books* 23rd Annual Trivia Competition held virtually on July 28, July 29, August 1 and August 2. Participating libraries included: Boston Free Library; Central Library; Elma Public Library; Grand Island Memorial Library; Lancaster Public Library; Newstead Public Library; Orchard Park Public Library and the Town of Tonawanda Public Library – Kenmore Branch. Each team answered 50 questions about the titles *Small Spaces* by Katherine Arden, *A Face Like Glass* by Frances Hardinge and *Front Desk* by Kelly Yang on their selected date via Kahoot!, a game-based learning platform. The winning library team, Lancaster Team 1, and runner-up, Kenmore Team 1, were announced on the Central Library's Facebook page on August 6. They received medals, certificates and trophies.

All participants were also eligible to participate in the first ever *Battle of the Books Art Contest* based on the book *Miss Peregrine's Home for Peculiar Children* by Ransom Riggs, which included a Drawing category and a Photography category. The Drawing winner was Isis (Cat) Whitmarsh from the Newstead Public Library, and the Drawing runner up was Elizabeth Wild from the Central library. The Photography winner was Joe Riggie, and the Photography runner up was Marcus Morreale, both from the Kenmore Branch Library. In addition, Children's Services and Outreach staff created and shipped swag bags, containing a notebook, book light and octopus fidget pop-it spinner, to participating libraries for all team members who competed. Other prizes included gift cards, signed Frances Hardinge book plates and books.

It Takes a Village Action Organization (ITAV) Graduation Ceremony - **Andrew Maines** continued to work with Beverly Newkirk and the It Takes a Village Action Organization (ITAV), which works to find employment for formerly-incarcerated individuals and other at-risk populations in Buffalo. ITAV celebrated its third graduation (the second of 2022) at the Central Library on July 28. Seven graduates received certificates of achievement and recognition from New York State Senator Timothy Kennedy, New York State Assemblymember Crystal Peoples-Stokes and the Erie County Legislature. The Phenomenal Ladies of Rhythm performed music for the celebration. There were a total of 67 in attendance.

Oceans of Possibilities Online Summer Reading Contest – Children's Services and Outreach Librarian **Jennifer Lelinski** and Information Services and Outreach Librarians **Melissa Blattner** and **Kuniko Simon** coordinated the *Oceans of Possibilities Online Summer Reading Contest* for children, teens and adults held from June 1 to August 13. Over 600 participants read and wrote book reviews for 2,188 books. The

children's winner had the choice of a kid's version of the Kindle Fire HD 10, a Nintendo Switch Lite or a LEGO set or Magna Tiles. Teen and adult participants were eligible through a random drawing to win a Kindle Fire HD 10 tablet. The children's winner was Aisha Biobaku from the Cheektowaga Public Library who received a LEGO set, the teen winner was Chloe Radar from the West Seneca Public Library, and Nicole Sandretto from the City of Tonawanda Library was the adult winner.

Roaming Gnome Festival - Information Services and Outreach Librarian **Jacob Rachwal** assisted in the planning and presentation of the 2nd Annual *Roaming Gnome Festival*, held on the Central Library Ramp and in the Reading Park on July 14. The event was co-sponsored by the Erie County Department of Environment and Planning and the Central Library. The event featured 26 booths with environmentally-friendly activities for all ages provided by many Erie County environmental agencies and non-profits, such as Penn Dixie Fossil Park & Nature Reserve, Erie County Department of Social Services, Aspire of WNY, Clean Air Coalition of W.N.Y. and many others. The highlight was a photo booth with Frederick Lawn Gnomestud, the four-foot-tall garden gnome which is the mascot for the Erie County Department of Environment and Planning. Over 300 people attended this successful event.

Special Events - Special events were held in the Central Library Auditorium for all ages throughout the months of July and August. Events included: an *Opera Recital* featuring mezzo-soprano Elizabeth Hayes on July 21; the *Little Mermaid Puppet Show* presented by Omnipresent Puppet Theater on July 28; *Bubble Show* presented by WOW Party Buffalo on August 4; *Bollywood Dance Performance* presented in partnership with Young Audiences of Western New York (YAWNY) featuring Devi Bollywood Dance on August 11; *Lord of the Wings* featuring live birds of prey and tales of falconry presented by Hawk Creek Wildlife Center on August 18 and *Oceans of Wonder* on August 25 with the Wondermakers performing interactive folktales from around the world featuring creatures of the sea.

Thinking Money for Kids Exhibit - Erin Burke coordinated the setup of the **Thinking Money for Kids Exhibit** on the second floor of the Central Library, adjacent to the *B is for Book Exhibit* on July 18. The Buffalo & Erie County Public Library was one of only 50 libraries to host this traveling exhibit, which strives to teach children ages seven to 11 and their parents, caregivers and educators about financial literacy topics. Through a bustling community market-themed storyline, digital interactive content and other fun, hands-on activities, the exhibition explores topics like earning money, saving and spending and making responsible financial decisions. *Thinking Money for Kids* is brought to communities nationwide by the FINRA (Financial Industry Regulatory Authority) Investor Education Foundation and the American Library Association (ALA) Public Programs Office. The exhibit was moved to the first floor at the Central Library in August and was on display through August 20. The B&ECPL was also selected to permanently keep a copy of the exhibit, which will be stored when not in use.

1. Public Services

Central Library:

Central Library Tours – Public services staff conducted tours and, when applicable, stories and activities throughout the month of July and August for Buffalo City Mission Summer Camp, Buffalo Federation of Neighborhood Centers (BFNC), Buffalo Public Schools and Buffalo Peacemakers Summer Camp, Buffalo Public Schools *Summer Arts Enrichment* program, Community Services for Every1's *Job Readiness* program, Elmwood Franklin Summer Camp, Westminster Early Childhood Center, Y.A.L.E. (Youth Acquiring Leadership & Empowerment) Academy's *Skilled Trade & Research Apprenticeship Program (S.T.R.A.P.)* and Young Audiences of Western New York (YAWNY). In addition, **Andrew Maines** was interviewed on July 23 by Syracuse University Library School student Yvie Molingou about reference services, equality in collections and services and general day-to-day experiences of working in a large urban public library. **Andrew** also provided a tour of the Central Library and an overview of available services. A group of six educators visited the Grosvenor Room on July 30, as part of the *Consider the Source New York* project (<https://considerthesourcenyc.org/>). The project connects educators with repositories of historical collections to assist in lesson construction designed to enhance students' critical thinking skills. Genealogy Specialist **Rhonda Hoffman** provided a tour of the Grosvenor Room and the Library's digital collections.

Explore & More - The Ralph C. Wilson, Jr. Children's Museum – The *Raise the Roof: Building Dreams with Architecture* program for ages 6-12 was presented in the Ring of Knowledge at the Central Library on July 9.

Genealogy Classes - Rhonda Hoffman taught *Breaking Old World: Finding Foreign Places of Birth in American Records* and *The Records of Western New York* virtual classes on August 3 and August 17, respectively.

Health and Wellness – Information Services and Outreach Librarian **Shanley Olszowy** hosted an Alzheimer's Association class titled *Effective Communication Strategies* taught by retired Buffalo & Erie County Public Library Chief Operating Officer Ruth Collins at the Central Library on July 14. **Shanley** coordinated *Wellness on the Ramp* inside the Central Library due to rain on July 21. Representatives from the Center for Elder Law & Justice, Jericho Road Community Health Center, Prevention Focus and Independent Consumer Advocacy Network (ICAN) provided information tables to discuss their services with participants.

Independence Day Celebration Summer Kickoff - Children's Services and Outreach Librarians **Judith Slawinski** and **Kelly Woods** provided patriotic crafts and sensory play for the *Independence Day Celebration Summer Kickoff* held on the Central Library's

Reading Park Ramp on July 2. There was also music for kids performed by the band *The Floor is Lava!* The band also performed classic songs for kids on August 20.

Maker Camp - Kelly Woods conducted six sessions of *Maker Camp* for ages 8-12 between July 13 and August 17 at the Central Library, with supplies sponsored by National Grid. In addition, each Buffalo branch received weekly Take and Make Camp kits of the activities conducted at the in-person sessions. Campers learned about ocean conservation, rope makin, and creatures of the deep, which complements the summer reading theme *Oceans of Possibilities*. National Grid Senior Communications Consumer Advocate, Customer & Community Engagement, Mark Johnson attended the July 27 session.

Buffalo Branches:

In-Person Programs – Programs included Aquarium of Niagara’s *Touch Tank Experience* (East Clinton); *Button Making on Demand* (Merriweather); Aquarium of Niagara *Turtle Meet and Greet* (Dudley); *Mobile Planetarium* (González-Soto); *Weekly creative writing workshop with Dr. Paul Kindlon* (González-Soto); The Alzheimer’s Association educational program, “10 Warning Signs of Alzheimer’s” (González-Soto); *One-on-One Technology Trainings*; *Stitch Circle* (East Clinton); *Storytimes* (Dudley, González-Soto, North Park, Panty); *Summer Reading Badge Program* (East Clinton); *3-D Treasure Map craft hour* (North Park); *Ocean storytime and craft* (Panty); *Beach Party and Summer Reading kickoff with Dave Jeffers* (Panty); *Jellyfish program and craft* (Crane); and *Explore and More’s Raise the Roof program* (Dudley).

B is for Book Exhibit:

| | Number of Visitors | | | From Opening (9/2020 to Present) |
|------------------|--------------------|--------------|---------------|--|
| | July | August | YTD | |
| Non Tour-Related | 1,717 | 1,678 | 13,857 | 39,951 |
| Tour/Program | 124 | 67 | 811 | 1,947 |
| Total | 1,841 | 1,745 | 14,668 | 41,898 |

Outreach:

Canalside Programs – TechKnow Lab Technology Specialist **Tyler Kasniak** and Launch Pad Makerspace Senior Page **Caitleen O’Connell** promoted various services offered by the Launch Pad Makerspace at an information and activity table on July 12, 19 and 26. **Jennifer Lelinski** participated in *Storytime at Canalside* presented by Every Person Influences Children (EPIC) weekly in July. She presented art activities in relation to the story themes to well over 100 participants each week. Children’s

Services and Outreach staff continued their participation on Wednesdays throughout the month of August.

Erie County Fair – On August 10, August 13 and August 16, **Maria Lowe, Andrew Maines, Jacob Rachwal**, and Information Services and Outreach Senior Library Clerk **Caitlin Goodrich** staffed a Library information table at the Erie County Fair held at the Hamburg Fairgrounds. Staff greeted over 1,000 fair attendees, provided information about many of our ongoing events, passed out Library Take n’ Make craft kits, distributed reading material thanks to our partnership with Project Flight, handed out library card applications and provided on-the-spot Libby and Hoopla assistance.

King Urban Life Center - Information Services and Outreach Librarian **Jacqueline Hovey** hosted a Library information table at the King Urban Life Center’s *National Night Out* event on August 2. She spoke to attendees about Library resources and introduced many to the new Hoopla downloadable service and the addition of e-magazines available through Libby.

Mobile Market - **Jacob Rachwal** attended a *Mobile Market* outreach event on Virginia Street in Buffalo presented by the Buffalo Public Schools Adult Education Division and the Massachusetts Avenue Project (MAP) on July 28. **Jacob** provided information on library programs and resources. **Jacob** and Information Services and Outreach Librarian **Carol Kowalik-Happy** also participated in the Mobile Market on August 4.

Small Business Development - **Jacob Rachwal** presented at the *Starting and Managing Your Own Business* workshop sponsored by SCORE Buffalo Niagara and the Small Business Association held in Cheektowaga on August 20. **Carol Kowalik-Happy** attended the all day workshop.

Tosh Collins Community Center - TechKnow Lab Librarians **Brendan Chella** and **Jacqueline Hovey** taught *Computer Basics, Using Google, Email Settings* and *iPad/iPhone Basics* classes at the Tosh Collins Community Center in July. **Brendan** also provided training at the community center every Thursday throughout the month of August. Topics included *Gmail, Home Internet Setup, Internet Basics* and *Using Google*.

Valley Community Association Summer Camp - **Kelly Woods** conducted STEM related activities for campers ranging from age 4 to 14 at the Valley Community Association Summer Camp on July 18.

Library on Wheels Bookmobile – In July & August, the **Library on Wheels** continued its regular stops and added several new stops, including the Nash Museum Garden Basket, Eagle’s Landing, Jefferson Youth Center and farmers’ markets in Akron and Kenmore.

Library 2GO Van - The Library2GO Van continued its regular stops and added new stops at Stadnitski Gardens and Westminster Community House.

2. Collection Development

Physical Collections:

| | Item Adds | | | Title Adds | | | Collection Size |
|-------------------|---------------|---------------|---------------|--------------|--------------|---------------|------------------|
| | July | August | YTD | July | August | YTD | |
| Juvenile Print | 2,672 | 2,463 | 21,476 | 218 | 269 | 2,370 | 547,359 |
| Young Adult Print | 544 | 520 | 4,264 | 101 | 132 | 833 | 79,817 |
| Adult Print | 4,398 | 4,597 | 32,522 | 829 | 874 | 6,730 | 1,806,923 |
| Media | 2,559 | 2,141 | 21,879 | 296 | 303 | 2,713 | 568,119 |
| Other* | 1,524 | 2,155 | 15,519 | 61 | 29 | 290 | 173,561 |
| Subtotal | 11,697 | 11,876 | 95,660 | 1,505 | 1,607 | 12,936 | 3,175,779 |

*Includes magazines, generic copies, and other.

Electronic Collections*:

| | Item Adds | | | Title Adds | | | Collection Size |
|-------------------|--------------|--------------|---------------|--------------|--------------|---------------|-----------------|
| | July | August | YTD | July | August | YTD | |
| eBooks | 1,955 | 2,263 | 16,193 | 1,071 | 1,330 | 9,580 | 89,021 |
| eAudiobooks | 1,529 | 3,716 | 22,323 | 276 | 334 | 2,316 | 41,300 |
| Videos | 0 | 0 | 0 | 0 | 0 | 0 | 202 |
| Digital Magazines | n/a | n/a | n/a | n/a | n/a | n/a | 4,304 |
| Subtotal | 3,484 | 5,979 | 38,516 | 1,347 | 1,664 | 11,896 | 134,827 |

*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 |
|--------------|---------------|---------------|----------------|--------------|--------------|---------------|------------------|
| | July | August | YTD | July | August | YTD | |
| Total | 15,181 | 17,855 | 134,176 | 2,852 | 3,271 | 24,832 | 3,310,606 |

3. Funding/Fundraising

Funding:

2023 Budget request submitted on time, impacted by economic conditions -

Between supply chain and other inflationary factors, costs are forecast to increase significantly faster than in recent years. The combined impact of recently settled Erie County labor agreements and another expected minimum wage increase result in 2023 salary & wage expense estimated to increase approximately \$1.3 million (8%). Library energy costs, as forecasted by Erie County's energy consultant, are anticipated to

increase over \$255,000 (30%). We are also seeing increases in other operating accounts. Overall, net expense is expected to increase approximately \$1.9 million (6%).

The Library's 2023 budget request eliminated vacant positions (six full-time, three regular part-time and 26 part-time) to help mitigate cost increases. Feedback from the County Budget office to date has been supportive. The next major 2023 budget event is the release of the County Executive's Proposed Budget on or before October 15, 2022. We will keep you informed as the budget process continues.

City of Buffalo 2023 Capital Project Requests submitted - Requests for City of Buffalo Capital Projects for Buffalo Branch Libraries were submitted to the City on August 1st. Director **John Spears**, Facility Operations Manager **Andrew Wiede** and Deputy Director – CFO **Ken Stone** attended a Capital Project process kickoff meeting on August 29, followed by budget hearings with Buffalo's Citizens Planning Council (CPC) on September 1.

The Library submitted requests for projects at the Leroy R. Coles, Jr., Dudley, East Clinton, Frank E. Merriweather, Jr., and Elaine M. Panty libraries.

Top priorities for 2023 include:

Rehabilitating the Frank E. Merriweather Branch Library's leaking roof and domes and implementing safety improvements, including but not limited to access controls, a lockdown system and installing a Knox Box which facilitates public safety personnel having access to the building in an emergency.

Completing the interior & exterior renovation of the Leroy R. Coles, Jr. Branch Library, including replacing or rehabilitating the main roof, HVAC, Delavan front facade, rear parking lot, masonry repointing and interior casework.

At the budget hearing, Library staff explained the requests, emphasizing the timing of City bonding for the Merriweather and Coles Library projects to coordinate with the Library's application for NY State Library Construction Aid funding.

Fundraising:

| Campaign Name | Campaign Dates | Raised to Date |
|---------------|-----------------------------|----------------|
| Annual Appeal | January 1 - August 31, 2022 | \$213,161.41 |

Highlights:

The Library submitted a request to the KeyBank Foundation for \$5,000 to support the Frank E. Merriweather, Jr. Branch Library. The request was approved.

Give 716 online day of giving hosted by the Buffalo Bills and Buffalo Sabres Foundations was held from July 14-16. There were 73 donations raising \$5,781 for the purchase of reading materials.

Library Night at the Ballpark was held on Friday, July 29. We sold 145 tickets, which grossed \$2,175.

4. Facilities

Isaías González-Soto Branch Library Phase 1 Construction to begin on 9/7/2022 – In August, the general contractor notified the Library that, in the face of supply chain issues, they were able to secure roofing materials and other items needed to begin construction. Preparation work will begin on September 7th, including starting to tear off the old leaky roof. The branch will close to the public on September 12th to allow staff to move items out of the first floor area to allow the asbestos tile floor to be replaced. All of the building's single pane windows will then be replaced along with the circulation desk. First floor casework will be rehabilitated. Funding for the \$1.1 Million Phase 1 work includes over \$420,000 in City of Buffalo Capital and over \$660,000 in New York State Library Construction Aid. Phase 1 work is expected to be completed by January 2023.

A follow-up Phase 2 project is expected to begin later in 2023. Phase 2 would renovate the balance of the facility, including but not limited to: rehabilitating four existing toilet rooms; replacing HVAC equipment/controls; rehabilitating or replacing existing sanitary/storm piping; adding electrical and data outlets on both floors; refinishing existing deteriorated wood casework, shelving, door and window frames and moldings and casings on both floors; repainting; replacing basement ceiling and lighting fixtures; restoring the parking lot; replacing deteriorated/unsafe sidewalk paving and installing a handicap lift to provide ADA access to the stage. Funding for the \$1.8 million Phase 2 work consists of City of Buffalo 2021 American Rescue Plan Act (ARPA) funds allocated earlier this year and an estimated nearly \$1.0 million in NY State Library Construction Aid requested in September 2021 for which a formal award is anticipated this fall.

Crane Branch Library Phase 2 Construction to begin on 9/6/2022 – The Library closed in August to allow staff to move the collection and other items out of the building, as the project will completely renovate the original first and second floor spaces. This \$2.2 million phase is funded by over \$530,000 in City capital and \$725,000 in library grant match funding which leveraged nearly \$1.0 million in NYS Library Construction Aid. Work is expected to be completed by May 2023 or earlier.

Frank E. Merriweather, Jr. Branch Library Auditorium Electrical and Parking Lot Improvements project is under way - The Library will be able to remain open throughout the project. The parking lot portion includes reconstructing the parking lot

to eliminate safety hazards; reconstructing ADA ramps from parking to the building to improve accessibility and reconstructing catch basins to address poor drainage, ponding and tripping hazards. Work started in late July, with the paving portion expected to be completed shortly after Labor Day.

The start of Auditorium electrical work has been delayed by supply chain issues and, hopefully, will begin later this year or in early 2023. Work will include replacing the failing stage lighting control system and sound system, converting Auditorium lighting to LED and increasing capacity of electrical service to address current and future technology needs.

The principal funding source for this project is a \$375,000 State and Municipal Facilities (SAM) grant sponsored by New York State Senator Timothy M. Kennedy, supplemented by \$55,000 in Library Grant Match funding.

5. Staff Development

Annual Compliance Training – All staff System-wide were required to complete the training modules *Harassment Prevention: A Commonsense Approach* and *Workplace Violence: The Early Warning Signs* between June 1 and August 31.

Security Guard Training – On July 24, all Library security personnel completed their required 8-Hour Annual Security Guard Training. Training topics included community resources, partners in law enforcement, de-escalation and dealing with mental health issues, incident reporting, diversity and sensitivity, emergency procedures and evacuation and the role of a security guard.

Safety Training – Throughout the summer, the Western New York Council on Occupational Safety and Health provided a series of safety trainings for the B&ECPL aimed at maintenance staff. Trainings in July included *Back Injury Prevention, Cleaning & Disinfecting in the Workplace, Hand Tool Safety* and *Power Tool Safety*.

NYLA Honors – Joshua Mitch, manager of the Frank E. Merriweather, Jr. Branch Library, will be awarded *Public Librarian of the Year* by the New York Library Association at their annual conference in Saratoga in November. Mitch is being recognized for his leadership in the wake of the May 14 mass shooting, which occurred a block from the Merriweather Library.

6. Communications

Media:

| Type of Communication | Topic | Air Date/Publish Date |
|-----------------------|-------|-----------------------|
|-----------------------|-------|-----------------------|

| | | |
|---|---|---|
| Taped newspaper interview with ADD Joy Testa Cinquino | Digital collections | Bee Publications, July 4 |
| Onsite media event with Library Director John Spears and Senator Sean Ryan | Senator Ryan announces funding for B&ECPL, City of Tonawanda, Kenmore, Kenilworth & Grand Island libraries | The Buffalo News, Niagara Frontier Publications, and social media, August 2 |
| Live & recorded Zoom interview with Library Director John Spears | Digital collections and library happenings | WHTT Radio - 716 Together, August 17 |
| Video shoot at Central Library | Library happenings | Step Out Buffalo, TikTok and Instagram campaign, August 17 |
| Taped interviews with Library Director John Spears, ADD Dorinda Darden, Dan Caufield, Amy Pickard, Jordan Smith | Library card sign-up month, importance of reading to/for children, gaming and Launch Pad activities, genealogy research | AM Buffalo, will air on September 7 |
| Media Release | Lancaster Public Library Wins 2022 Battle of the Books | Bee Publications, Sent August 8 |
| Media Release | Crane Branch Library Closes for Phase 2 construction | WBFO, WIVB TV Channel 4, August 11, 12 |

**Social Media:
July and August 2022**

| | Staff Activity | | Public Activity | | Followers | |
|--------------------------------|----------------|-------|-----------------|---------|-------------|--------|
| | Month | YTD | Month | YTD | Month (New) | Total |
| Facebook | 214 | 931 | 5,047 | 25,114 | 234 | 10,901 |
| Flickr | 54 | 200 | 8,055 | 42,963 | 1 | 59 |
| Google Ads ¹ | N/A | N/A | 4,794 | 20,121 | N/A | N/A |
| Instagram | 57 | 269 | 1,300 | 38,090 | 83 | 4,329 |
| Pinterest | 212 | 490 | 194 | 879 | -6 | 2,116 |
| Podcast ² | 5 | 28 | N/A | N/A | N/A | N/A |
| Twitter | 114 | 495 | 924 | 4,323 | 44 | 11,067 |
| YouTube | 10 | 73 | 2,800 | 11,008 | 20 | 430 |
| TikTok | - | 9 | 69 | 1,568 | 1 | 379 |
| Total | 666 | 2,495 | 23,183 | 144,066 | 377 | 29,281 |

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

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

7. Partnerships

New York Immigrant Coalition - Kuniko Simon met with Bryan Lee from the New York Immigrant Coalition to introduce Library services and potential collaborations for promoting the New York Immigrant Coalition workshops.

New York State Division of Library Development - Andrew Maines attended the quarterly New York State Division of Library Development Outreach Coordinator meeting held virtually on August 3. In addition to hearing about programming through the state, **Andrew** spoke to the group about the Library's partnership with It Takes a Village (ITAV) Action Organization and the success the group has had in finding employment for at-risk and formerly-incarcerated individuals.

New York Zero-to-Three Erie County Infancy Leadership Circle - Children's Services and Outreach Manager **Kristi Dougherty** attended a virtual meeting of the New York Zero-to-Three Erie County Infancy Leadership Circle on August 19.

Toy Library - Hannah Flynn, Child Development and Play Specialist from the University at Buffalo (UB) Graduate School of Education, brought additional toys into the Kids' Space at the Central Library on August 15 for a *Toy Library*. Hannah is conducting research for her Doctor of Education PhD dissertation and spoke with caregivers about how their children play. Hannah is working with **Kristi Dougherty** to schedule future sessions.

Western New York Library Resources Council (WNYLRC) - Jacob Rachwal attended the Western New York Library Resources Council (WNYLRC) *Continuing Education Committee (CE)* meetings held virtually on July 7 and August 11. **Brendan Chella's** program proposal was accepted for WNYLRC's Intersect Unconference with the theme *Intersect 2022: Libraries as Evolving Organisms* that will be held in person on October 7. **Brendan's** presentation will focus on video games and how to develop a successful collection. **Kristi Dougherty** attended the *Committee for Equity, Diversity, Inclusion, and Anti-Racism (EDIAr)* held virtually on July 15, and on July 22, Special Collections Librarian **Susan Buttaccio** attended the *Committee for Health Information Access (CHIA)* meeting held virtually. The committee continues to provide funding for those seeking Professional Development training. Currently the committee is considering filming promotional videos to advertise the availability of Professional Development grants.

Planning for a 2023 campaign has started with Project Flight co-founders Dr. Elizabeth Cappella and Dr. Geraldine Bard.

8. Planning for the Future

Alzheimer's Association - Shanley Olszowy continues to work with the Alzheimer's Association to plan a Lunch and Learn class for November 10. The class will focus on warning signs and early symptoms of Alzheimer's disease and other forms of dementia.

Buffalo Baby & Toddler Expo - Kristi Dougherty has been in contact with EPIC's Director of Development and Marketing Liz Vetrano regarding EPIC'S Annual *Buffalo Baby & Toddler Expo* that will be held at the Central Library on October 1.

Buffalo Mass Shooting May 14 Collecting Initiative - Assistant Deputy Directors **Dorinda Darden** and **Samantha Purpora**, **Kristi Dougherty**, **Joshua Mitch**, Information Services and Outreach Manager **Daniel Caufield**, Rare Book Curator **Amy Pickard** and **Susan Buttaccio** attended the *Buffalo Mass Shooting May 14 Collecting Initiative* meeting held virtually on July 8 hosted by Cynthia Van Ness, Executive Director of the Buffalo History Museum. The Library and the Buffalo History Museum will be partnering with other community stakeholders in collecting materials in the aftermath of the May 14 Buffalo Mass shooting. Library staff also attended a virtual meeting on August 12. Representatives from the Buffalo History Museum, Erie County and WNYLRC were also in attendance. Special Collections Librarian Trainee **Isaac Johnson** continues to build a collection of articles – local and non-local – about this event.

Buffalo State College - Andrew Maines contacted Dr. Steve Peraza, Assistant Professor in the History and Social Studies Department, on July 11 to discuss a partnership opportunity to celebrate *Constitution Day* on September 17 at the Central Library. Dr. Peraza will present a lecture in honor of *Constitution Day*, which is a national celebration, organized and facilitated through the Federal Depository Library Program (FDLP). One hundred copies of the Constitution of the United States and Declaration of Independence have been ordered from the Government Printing Office (GPO) and will be available for free to patrons.

Erie County Department of Health - Dorinda Darden met virtually on July 28 with Tania Islam, Senior Health Programmer for Erie County Department of Health, in regards to the Library's interest in participating as a host organization in the *New York Public Health Corps Fellowship Program*.

University Express - Shanley Olszowy is working with Katie Earl from the Erie County Department of Senior Services to plan six University Express programs to be

held at the Central Library in the fall 2022 including a presentation by Mike Randall as *Mark Twain Live!*

SAVE THE DATE & Spread the word! – Library System Board Chair Kimberly Johnson will present international best-selling author Jacquie Abram on Saturday, October 1 at 11:00 a.m. at the Central Library. Abram is the author of *Hush Money: How One Woman Proved Systemic Racism in her Workplace and Kept her Job*. An Amazon #1 Best Seller, Abram is a recipient of the Readers Favorite gold medal for social issues novels. She will discuss her first-hand experience as a Black woman navigating racism in corporate America. The event is free and open to the public and is underwritten by the Library Foundation.

Westminster Community House- Thanks in part to the positive word of mouth from managers at the Tosh Collins Community Center about the technology classes taught by **Brendan Chella** and other TechKnow Lab staff, **Brendan** will be providing technology classes in the fall of 2022 at the Westminster Community House in Buffalo.

9. Director Activities

Meetings/Events Attended by Director July/August 2022

| Date | Meeting/Event |
|--------------|---|
| July 1, 2022 | Meeting - John Craik |
| July 1, 2022 | Meeting - Joy Testa Cinquino |
| July 5, 2022 | Meeting - Samantha Purpora |
| July 5, 2022 | Meeting - Ken Stone |
| July 5, 2022 | Coles Library Assistance |
| July 5, 2022 | Meeting - Angola Public Library Board of Trustees |
| July 6, 2022 | Virtual Meeting - NYLA Intellectual Freedom Committee Working Group |
| July 6, 2022 | Meeting - Dorinda Darden |
| July 7, 2022 | Meeting - Administrative Team |
| July 7, 2022 | Virtual Meeting - Erie County Cultural Collaborative Group |
| July 7, 2022 | Meeting - Christopher Sasiadek |
| July 7, 2022 | Meeting - Erie County Capital Projects Committee |
| July 8, 2022 | Event - Creative Mornings |
| July 8, 2022 | Meeting - Joy Testa Cinquino |

| | |
|---------------|---|
| July 9, 2022 | Event - Dr. Russell Wigginton Speaking Engagement: A Movement, Not a Moment: Reflecting on the Past, Present, and Future of Black Freedom |
| July 10, 2022 | Event - Lackawanna Public Library Centennial Celebration |
| July 11, 2022 | Department Shadowing - Collection Development |
| July 11, 2022 | Meeting - Nicole Komin, Bellwether Advisors |
| July 12, 2022 | Meeting - Mario Rodriguez, Forseti Protection Group |
| July 12, 2022 | Event - Erie County Mid-Year Budget Hearing |
| July 12, 2022 | Virtual Meeting - PULISDO |
| July 12, 2022 | Meeting - Town of Tonawanda Public Library Board of Trustees |
| July 13, 2022 | Meeting - B&ECPL Managers & Directors |
| July 13, 2022 | Meeting - Joy Testa Cinquino |
| July 13, 2022 | Meeting - North Collins Public Library Board of Trustees |
| July 14, 2022 | Virtual Training - NYSL Library System Orientation |
| July 14, 2022 | Event - Roaming Gnome Festival |
| July 14, 2022 | Meeting - Sheryl Knab, WNYLRC |
| July 14, 2022 | Meeting - B&ECPL Board of Trustees Executive Committee |
| July 15, 2022 | Meeting - Annual Signing Agreement with NY Department of Corrections |
| July 15, 2022 | Meeting - Sharon Kelly |
| July 16, 2022 | Event - Angola Public Library Hot Dog Fundraiser |
| July 18, 2022 | Virtual Meeting - ErieNet Update |
| July 18, 2022 | Meeting - Administrative Team |
| July 18, 2022 | Meeting - Special Collections Staff |
| July 19, 2022 | Meeting - Orchard Park Library Board of Trustees |
| July 19, 2022 | Meeting - Samantha Purpora |
| July 19, 2022 | Department Shadowing - Bookmobile EPIC Storytime at Canalside |
| July 20, 2022 | Meeting - Ken Stone |
| July 20, 2022 | Meeting - Dorinda Darden |
| July 21, 2022 | Virtual Meeting - Erie County Cultural Collaborative Group |
| July 21, 2022 | Virtual Meeting - Public Library System Directors |
| July 21, 2022 | Meeting - B&ECPL Board of Trustees |
| July 21, 2022 | Meeting - Kathleen Berens Bucki |
| July 21, 2022 | Event - Boston Public Library Summer Fundraiser |
| July 22, 2022 | Meeting - Dan Caufield |

| | |
|-----------------|---|
| July 22, 2022 | Meeting - Lucy Candelario |
| July 22, 2022 | Meeting - Joy Testa Cinquino |
| July 22, 2022 | Meeting - David Balkin, Erie Community College |
| July 25, 2022 | Conference - IFLA World Library and Information Congress |
| July 26, 2022 | Conference - IFLA World Library and Information Congress |
| July 27, 2022 | Conference - IFLA World Library and Information Congress |
| July 28, 2022 | Conference - IFLA World Library and Information Congress |
| July 29, 2022 | Conference - IFLA World Library and Information Congress |
| August 1, 2022 | Media Event - NYS Senator Sean Ryan Annoucement of Library Funding |
| August 1, 2022 | Meeting - Adminstrative Team |
| August 2, 2022 | Meeting - Samantha Purpora |
| August 3, 2022 | Virtual Meeting - NYLA Intellectual Freedom Committee Working Group |
| August 3, 2022 | Virtual Meeting - Dorinda Darden |
| August 4, 2022 | Virtual Meeting - Erie County Cultural Collaborative Group |
| August 4, 2022 | Virtual Meeting - Erin Vest |
| August 5, 2022 | Virtual Meeting - Gale Burstein, Erie County Department of Health |
| August 8, 2022 | Department Shadowing - Training Lab/Launch Pad |
| August 9, 2022 | Conference - NYALS |
| August 10, 2022 | Conference - NYALS |
| August 11, 2022 | Meeting - Ken Stone |
| August 11, 2022 | Meeting - Michael Amodio |
| August 11, 2022 | Meeting - Erie County Budget Office |
| August 11, 2022 | Meeting - B&ECPL Board of Trustees Executive Committee |
| August 12, 2022 | Event - Creative Mornings |
| August 12, 2022 | Department Shadowing - Children's |
| August 12, 2022 | Meeting - Joy Testa Cinquino |
| August 15, 2022 | Department Shadowing - Maintenance |
| August 15, 2022 | Meeting - Buffalo Branch Managers |
| August 15, 2022 | Meeting - Adminstrative Team |
| August 15, 2022 | Meeting - Ithaka Board of Trustees |
| August 16, 2022 | Meeting - Samantha Purpora |
| August 16, 2022 | Meeting - Just Buffalo Literary Center |
| August 17, 2022 | Meeting - WNY Digital Equity Coalition |

| | |
|-----------------|---|
| August 17, 2022 | Meeting - Dorinda Darden |
| August 17, 2022 | Conference Call - Jeannine Doyle |
| August 18, 2022 | Virtual Meeting - Erie County Cultural Collaborative Group |
| August 18, 2022 | Meeting - B&ECPL and ECC Collaboration |
| August 18, 2022 | Virtual Meeting - Public Library System Directors |
| August 18, 2022 | Meeting - Alan Bedenko |
| August 18, 2022 | Meeting - B&ECPL Board of Trustees Policy Committee |
| August 19, 2022 | Department Shadowing - Human Resources |
| August 19, 2022 | Meeting - Discuss North Park |
| August 19, 2022 | Meeting - Joy Testa Cinquino |
| August 23, 2022 | Meeting - Samantha Purpora |
| August 23, 2022 | Meeting - Frank Gist |
| August 23, 2022 | Meeting - Ken Stone |
| August 24, 2022 | Media Interview - AM Buffalo, Channel 7 |
| August 24, 2022 | Meeting - Dorinda Darden |
| August 25, 2022 | Department Shadowing - IT |
| August 26, 2022 | Meeting - Library Foundation |
| August 26, 2022 | Meeting - Evviva Lajoie, University at Buffalo - University Libraries |
| August 26, 2022 | Meeting - B&ECPL and ECC Collaboration |
| August 29, 2022 | Meeting - Administrative Team |
| August 29, 2022 | Meeting - Joy Testa Cinquino |
| August 30, 2022 | Meeting - Samantha Purpora |
| August 30, 2022 | Meeting - Joel Moore |
| August 30, 2022 | Virtual Meeting - NYLA Intellectual Freedom Committee Working Group |
| August 30, 2022 | Meeting - Ken Stone |
| August 31, 2022 | Meeting - Chrisian Zabriskie and Patty Uttaro |
| August 31, 2022 | Meeting - Dorinda Darden |

Respectfully submitted,



John Spears
Director

Appendices

A. Monthly Statistics

System Programming Statistics:

| Regular/Virtual | Number of Programs | | | Total Attendance | | |
|-------------------------------|--------------------|--------------|--------------|------------------|--------------|---------------|
| | July | August | YTD | July | August | YTD |
| Regular* | | | | | | |
| Adults | 657 | 761 | 4868 | 1377 | 1777 | 13711 |
| Children 5 and under | 2038 | 2410 | 14001 | 4895 | 4528 | 29712 |
| Children 6-11 | 2203 | 2568 | 13349 | 6804 | 7952 | 30056 |
| Intergenerational/Combined | 4320 | 7366 | 36359 | 14854 | 14941 | 70453 |
| Teens | 374 | 196 | 2512 | 855 | 721 | 5461 |
| Regular Total | 9592 | 13301 | 71089 | 28785 | 29919 | 149393 |
| Regular Total | 9592 | 13301 | 71089 | 28785 | 29919 | 149393 |
| Virtual | | | | | | |
| Live Virtual | | | | | | |
| Adults | 5 | 12 | 160 | 95 | 254 | 2297 |
| Children 5 and under | 0 | 2 | 5 | 0 | 19 | 57 |
| Children 6-11 | 0 | 2 | 5 | 0 | 43 | 114 |
| Intergenerational/Combined | 6 | 5 | 32 | 680 | 477 | 4727 |
| Teens | 15 | 11 | 73 | 162 | 70 | 647 |
| Live Virtual Total | 26 | 32 | 275 | 937 | 863 | 7842 |
| Recorded Virtual | | | | | | |
| Adults | 7 | 13 | 99 | 76 | 278 | 2453 |
| Children 5 and under | 0 | 0 | 89 | 0 | 0 | 2734 |
| Children 6-11 | 4 | 4 | 32 | 504 | 334 | 3078 |
| Intergenerational/Combined | 25 | 25 | 175 | 824 | 1120 | 6890 |
| Recorded Virtual Total | 36 | 42 | 395 | 1404 | 1732 | 15155 |
| Virtual Total | 62 | 74 | 670 | 2341 | 2595 | 22997 |
| Grand Total | 9654 | 13375 | 71759 | 31126 | 32514 | 172390 |

*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

Alden Ewell Free Library – submitted by Rebecca Moe, Director

Take and Make Crafts - Crafts have continued to be very popular at the library this year. Crafts this summer have often followed the Summer Reading theme “Oceans of Possibility,” including handprint sharks and shark headbands during Shark Week and jellyfish and octopus paper bag puppets.

Summer Reading - Our independent program is wrapping up this week; prizes included free ice cream at our local ice cream shop, the Pink Cow.

Aquarium of Niagara – The aquarium brought their invertebrate touch tank out for a well-attended end of summer program at the end of August.

Improvements - The library’s upcoming **LED conversion and main floor ceiling replacement**, funded through the System’s Equipment and Facility Improvement Initiative, is finally getting underway this fall.

Aurora Town Public Library – submitted by Paula Kloczek, Director

Undersea Treasure Hunt - Each week from July 5 to August 13 new sea creature cards were hidden in the library for children ages 3-12. Young explorers found these cards and brought them to the service desk to claim a small prize and an entry for our end of summer raffle. One lucky winner won Flippy, the Ty® Beanie Boo.

Read Your Books, Keep Our Book! - Children were invited to read five books and then come to the library to pick out a free Scholastic book to keep. Twenty-seven children participated.

Crafternoons - Patrons were invited to make wave paintings on August 2 and to craft a mini fishbowl lantern on August 9. Twenty-four children and seven adults attended each program.

Perfect Pairing - Adults were challenged to read a pair of books, one fiction and one non-fiction, that share a common theme. Two winners received prizes of a movie and popcorn from the Aurora Theater.

SPCA Paws for Love - Families were invited to read to a volunteer dog on August 6. Nine children and five adults attended.

Buffalo Museum of Science - Children and teens were invited to experiment with slimy science, static electricity, and chemical reactions on August 10. Ten attended.

Scrap Bag Challenge - On August 11, friends and families in teams of two or more were invited to the library to create a work of art using provided materials. Finished creations will be displayed inside the library. Seven children and six adults attended.

Library Card Sign-Up Month - Children under 12 who sign up for a library card at the Aurora Town Public Library during the month of September will be entered into a free drawing to win two child admissions to the Aquarium of Niagara! Teens and adults who sign up for a library card will be entered into a drawing to win one admission to the Aurora Theatre and a \$5.00 gift certificate to the refreshment stand. Two winners for the children's raffle and one for the teen/adult raffle will be randomly selected at 10:00 a.m. on September 30.

Book Clubs & Author Talks - The adult book club continues with a discussion on *Crossroads* by Jonathan Franzen on September 1, while a **Local Author Talk** will be held on September 10 featuring local authors on their book, *Dreaming In Ink: A Unique Anthology*. A book signing will follow. Copies of the book will be available for purchase; 10% of the proceeds from the book sale benefit the library. A **Book Discussion with Robert Poczik** will also be held on October 13, focused on *Destiny of a Republic: A Tale of Madness, Medicine and the Murder of a President* by Candace Millard.

Story Time To-Go - The Library also continues to offer kits for children ages 3-5. On October 5 and 19, children are invited to pick up kits, which include a book to keep, an activity, and a craft. Families are invited for **Trick-or-Read Story Walk®** during regular open hours from October 24 through 29. The event will feature a walkable story, *It's Raining Bats and Frogs*, written by Rebecca Colby and illustrated by Steven Henry. There will be crafts, activities, and a free book for every child.

Ongoing Programs - Ongoing programs at the Library include a **Reading Club** for children ages 6-12, **LEGO Club** for children ages 6-11, **Family Story Time** beginning September 29 and **Book a Technology Trainer** for adults.

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

Summer Reading - Summer is my favorite time of year at the library, and this year's *Oceans of Possibilities* theme made it extra special. We had fun decorating the library and setting up displays before we kicked off summer reading at the end of June with a hugely successful visit from the Aquarium of Niagara Touch Tank. Over 60 children and adults attended. We anticipate a similar crowd when we close out summer with Nickel City Reptiles at the end of August.

Other Programming – Other programming includes Chess Club on Wednesdays; Story Hour on Fridays (held outside in our pavilion in July and featuring face painting, guessing jar, songs, dancing, stories, and crafts); Sea Creature Scavenger Hunt; Summer Raffle; Monday STEAM Nights in August and Dungeons and Dragons!

Town of Tonawanda Public Library – submitted by Mary Muscarella, Director

Patron Appreciation Picnic - The Town of Tonawanda libraries will be hosting their annual picnic on Friday, September 16 from 5 – 7 p.m. at the Kenilworth Library. There will be live music, lawn games, face painting, and free food!

The Checkout - A new publication by library patrons for library patrons, the first edition is available in print at the Kenilworth or Kenmore libraries and online on our web page. This is a review source for library and literary-related items such as books, audiobooks, TV series, music, events, and more. Meetings are held monthly at the Kenmore Library and are open to any adults who enjoy writing and using the library.

Storytimes - Fall storytimes will begin in September at both branches, offering both daytime and evening schedules.

Improvements - The Kenilworth Library received a grant from the Tonawanda Environmental Fund for new landscaping all around the building. In addition, a new outdoor sign has been installed on the lawn for increased community awareness of events. Stop by if you haven't been there in a while – the building and property are looking fabulous! Sunday hours (12 – 5 p.m.) will resume on September 11.

Agenda Item G – Report of the Foundation. Trustee El-Behairy reported that the Library Foundation met on August 26. They discussed the Foundation's role in future plans, as well as a meeting with Mark Scott from the Oishei Foundation. The Foundation is also providing support for Chair Johnson's *Hush Money* author talk program.

Agenda Item H – Report of the Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. There was no representative from ACT at the meeting. Director Spears reported ACT will hold its next meeting on September 24.

Agenda Item H.1 – Contracting Library Liaison Report(s). Trustee Craik reported that he had attended a meeting of the North Collins Public Library Board of Trustees. He noted that the library has had phenomenal attendance at its programming, including 130 people at a presentation by Nickel City Reptiles and 12 children at a weekly storytelling program. Chair Johnson noted that Director Spears and she had attended a prior meeting.

Trustee El-Behairy reported that she had attended meetings at the Angola Public Library and Hamburg Public Library on September 6 and 12, respectively. She noted the Angola Public Library's annual harvest dinner fundraiser is October 15. She also addressed a question posed by the Board at Hamburg regarding changes in the Open

Meetings Law. The Library System Board of Trustees will be changing its Bylaws, voting on a resolution to allow virtual participation in extenuating circumstances, and approving procedures for that at the October Board meeting. Individual library boards of the member libraries will have to take action to effect similar changes.

Agenda Item I – Public Comment. Odessa Hunter expressed concern about an incident that occurred in October 2021 and her perceived lack of a resolution. She provided copies of several letters to the Board. She also questioned where the framed poem she had presented to the Board earlier this year had been hung. Director Spears responded that it had been hung in a staff area, not in the Joseph B. Rounds Board Room.

Agenda Item J – Unfinished Business. None.

Agenda Item K – New Business. Trustee Kelly suggested the Board introduce a new procedure for meetings, whereby committee meeting minutes will no longer be read verbatim at full Board meetings. Instead, questions or comments will be welcomed only. This will make meetings more efficient.

Director Spears noted with the expiration of the modified Open Meetings Law, Board meetings will still require an in-person quorum in order to take action. Remote attendance via Zoom may be allowed for extenuating circumstances, such as inclement weather and childcare, but the Board has to change its Bylaws and procedures and approve a resolution first. He also noted a change in the Bylaws would require approval by the majority of the Board, not just the majority of the Board present at a specific meeting.

There being no further business, on a motion by Trustee Berlow with a second by Trustee Sasiadek, the meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Joel Moore
Secretary