

MINUTES
REGULAR MEETING OF THE
BUFFALO & ERIE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
June 15, 2023

The regular monthly meeting of the Board of Trustees of the Buffalo & Erie County Public Library was held on Thursday, June 15, 2023, at the Central Library and remotely pursuant to due notice to trustees. The following members were present:

Kimberly Johnson, Chair
Carima El-Behairy, Vice Chair
Joel Moore, Esq., Secretary
Alan J. Bedenko, Esq., Treasurer
Michael Amodeo, Esq.
Kathleen Berens Bucki, MLS
Lucy A. Candelario
Frank Gist
Theodore K. Johnson
Sharon M. Kelly
Christopher Sasiadek, Esq.

Chair Kimberly Johnson called the meeting to order at 4:00 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 May 18, 2023. Trustee Bucki suggested several grammatical changes. Trustee Amodeo made a motion to approve as amended. Trustee Sasiadek seconded, and this was approved unanimously.

Agenda Item D – Report of the Chair. Chair Johnson gave an update regarding the talent showcase she was planning for the teens at the Central Library. She met with Pastor Newkirk of the Peacemakers to discuss logistics and decided to postpone until 2024. Chair Johnson stated that she is planning to collaborate with Assistant Deputy Director Dorinda Darden on revitalizing an event involving authors in 2023. She also explained that she has been working with a company called SaveOnSP, LLC, one of the sponsors of the *The Color Purple* musical. They will be planning community based activities to promote the musical. Discussion ensued. Chair Johnson also announced that she successfully completed the University at Buffalo CLOE program.

Trustee Moore arrived at 4:07 p.m.

Agenda Item E – Committee Reports.

Agenda Item E.1 – Executive Committee. The Executive Committee met on June 8, 2023. A copy of the written report was included in the Board packet. Trustee El-Behairy briefly summarized. Trustee Bucki suggested a grammatical change to the Minutes. Trustee Kelly moved to have the written report entered into the Minutes as amended, Trustee T. Johnson made a second, and this was approved unanimously.

Present: Executive Committee Chair Kimberly Johnson, Vice Chair Carima El-Behairy, and members Lucy Candelario, Elaine Panty, and Christopher Sasiadek. Also present were Director John Spears, Chief Financial Officer Ken Stone, and Assistant to the Director Caitlin Goodrich.

The meeting of the Executive Committee began at 4:00 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 June 15, 2023 B&ECPL Board of Trustees meeting. Director Spears stated there could be a potential addition to the agenda but it depends on discussions with one of the unions. Vice Chair El-Behairy noted there is not a Foundation meeting before the next scheduled Board of Trustees meeting, therefore, that agenda item can be removed.

For her report, Chair Johnson stated that she met with Pastor Tim Newkirk regarding the talent showcase she was planning. Chair Johnson said it was a productive meeting and made her change direction slightly and aim for next year with the development of the talent showcase. In the meantime, she plans to do focus groups on each group of talent and get them committed. Chair Johnson's goal is to not only put on a show but to offer stability to the teens and provide mentorship. Chair Johnson also mentioned she has been asked to collaborate with an organization that is sponsoring the musical, *The Color Purple*. This musical is also in collaboration with Ujima Company, 2nd Generation Theatre, and Shea's Performing Arts Center. She said that they want to partner with the Library to advocate and spread the word of the performance. They want to potentially give tickets away to some of the shows. Chair Johnson explained that she completed the CLOE program through the University at Buffalo. She explained that it is an accelerated leadership program that helped her focus on her strengths and learn how to navigate staff relationships.

CFO Stone reviewed budget & finance items. Stone explained that Resolution 2023-17 is a routine annual item and happens mid-year because of various budget situations, such as the Legislature not finishing their budget until December 2022 or New York not finishing their budget until May 2023. The Library now knows how much funding is in place and that State Aid remains essentially flat.

Stone explained that there will be contract format changes. ACT has been working with Chief Operating Officer Jeannine Doyle on making the contracts more user friendly. Director Spears stated that it is a multistep process eventually leading to a plain language contract. Discussion ensued.

Stone went on to the Monthly Financial Report item and said that we are on target budget wise. Discussion ensued. Chair Johnson asked Stone about Erie County covering the Library's cash flow and in what situation that would actually happen. Stone stated that since we have adequate fund balances, Erie County has not had to cover the Library's cash flow. Stone explained the grant process and how in those situations Erie County may occasionally cover cash flow.

Director Spears noted that there have been positive steps at the Central Library around two issues, homelessness and teens. Spears noted that a meeting, referred to as the Downtown Homeless Coalition Meeting, was called by the library inviting various service providers in the City of Buffalo to discuss the library's concerns about how to handle certain situations arising at the Central Library involving the homeless population. The goal of the meeting was to understand how these service providers assist the homeless population and explain to the service providers how the library offers assistance. The meeting was a success, and the service providers were thankful for the opportunity to network. There were participants from various organizations in attendance, including representatives from Erie County, the Buffalo Police Department and the CEO of the Buffalo City Mission. Spears said they will continue these meetings. He wanted to acknowledge the diligence and hard work of Community Engagement Manager Anne Conable and Director of Security and Safety Management Kevin O'Neil. They were instrumental in putting this meeting together. Member El-Beahry noted that she actually heard about the meeting from Buffalo Place and the Open Buffalo breakfast. Discussion ensued. Director Spears noted that in these meetings the organizations and the library discussed potentially using the Auditorium Lobby as a place for various agencies to meet with the homeless population. He also explained the possibility of getting homeless patrons library cards, and one-on-one technology help. Member El-Beahry asked Director Spears if representatives from the City of Buffalo came to the meeting. Spears stated that the Buffalo Police Department was there and the City of Buffalo was invited. Discussion ensued.

The other development at the Central Library has to do with the teen population. Director Spears stated that conversations have been occurring with the Buffalo Police Department and the Chief of Security in the Buffalo Public Schools, Barbara Lark. Discussion ensued. Director Spears said there will be a meeting similar to the Downtown Homeless Coalition Meeting and invitations will be sent to Erie County, City of Buffalo, Probation Department, and other agencies with a stake in the safety of Downtown. Spears said the meeting will be next Thursday June 15 and will be mentioned in the Report of the Director. Discussion ensued. Chair Johnson said she would like to be in attendance for the meeting. Member Sasiadek wanted to commend Director Spears for taking these steps.

Chair Johnson said they will be reviewing the ACT workshop at the Board of Trustees meeting. Member El-Beairy stated she will have two Contracting Library Liaison Reports. Director Spears explained the Fine Free Initiative Presentation.

There being no further business, Trustee Sasiadek motioned to adjourn, and Trustee Panty seconded. The meeting ended at 4:28 PM.

Agenda Item E.2 – Budget and Finance Committee.

Agenda Item E.2.a – Authorize Chair to Execute 2023 Contracts With Contracting Libraries. Chief Financial Officer Ken Stone explained Resolution 2023-17 as presented. CFO Stone noted that an improvement was initiated by ACT to streamline the contracts. ACT's first action was to create a Table of Contents and clearer headings. Trustee T. Johnson motioned for approval, Trustee Amodeo seconded, and the following was approved unanimously.

RESOLUTION 2023-17

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2023 allocation was not known until early December, and New York State's overall allocation was adopted in early May, and

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

WHEREAS, to meet 2023 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 15, 2022 adopted Resolution 2022-48 implementing the extension provision contained in the 2022 contract until such time as a final 2023 contract is adopted, not to exceed July 31, 2023, whichever was earlier, with budgetary amounts based upon the 2023 Board adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County's 2023 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the impact of these changes is now known, allowing necessary budget adjustments to be made, now, therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2023 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2023 Board-adopted budget as amended.

Agenda Item E.2.b – Monthly Financial Report. The monthly financial report for the year as of April 30, 2023, month-end close was included in the Board packet as an information item. CFO Stone noted the Library is operating well within budget. Trustee T. Johnson asked about the Operating Expenditures item “Reduction from Personal Services.” CFO Stone explained that it is an annual budget amount that addresses costs of Civil Service. For example, when a staff member accepts a promotion, Civil Service generally requires the Library to hold their previous position until they pass probation. Therefore, the Library plans for this credit amount, as that is a vacant budgeted position. Discussion ensued. Trustee Gist asked a question regarding CFO Stone’s upcoming retirement and what he is personally proud of. CFO Stone stated that he is proud of the work that has been done to make all of the libraries fully accessible. CFO Stone went on to explain specific improvements made at the Central Library and the Coles and Crane Branch Libraries.

Agenda Item F – Report of the Director. Director John Spears communicated that he will be addressing two topics during his report. The first topic is people experiencing homelessness at the Central Library. He noted that this is a population that every urban library has as one of their constituencies. He explained that throughout the spring there have been some issues involving a group that set up an encampment under the Ellicott St. underpass. Due to the encampment, a health and hygiene issue arose. Library Maintenance staff have always done regular cleaning and power washing under the Ellicott St. underpass, and the groups were occasionally asked to move. Unfortunately, one of the groups started refusing to move and became belligerent. This caused staff to pause the cleanings and made the Ellicott St. underpass more difficult to commute through because of the encampment. Director Spears noted that he did not want to take a law enforcement approach right away and decided to contact different social service agencies to find a solution. The process proved to be convoluted, and Director Spears, Community Engagement Manager Anne Conable, and Director of Security and Safety Management Kevin O’Neil decided to plan a meeting with all of the social services agencies located Downtown to learn more about their services and discuss how they could work together. The *Downtown Homeless Coalition* Meeting took place on Tuesday May 23 at the Central Library and had 37 people in attendance from 17 different social services agencies. Attendees even included representatives from the Buffalo City Mission, Erie County, and Social Services.

The goal of the meeting was to understand the role everyone has in the overall wellbeing of the homeless community. Director Spears detailed what the Central Library does for homeless patrons such as technology help, providing resources, and providing individuals library cards. These meetings will be continuing, and helpful connections have been made.

The second topic revolves around the teen situation in Downtown Buffalo. Director Spears stressed how alarming the teen situation has become in the areas surrounding

the Central Library. He listed several occurrences at Lafayette Square, other businesses closing early, and businesses barricading doors to ensure teens do not cause damage to their storefronts. Director Spears stated that the situation within the library has improved but it is nowhere near where it needs to be. He stated that the Peacemakers are doing a good job in terms of keeping the fights out of the library. However, the teens move to Lafayette Square or NFTA which causes a problem for the city. Director Spears explained that he wants to take the same approach as with the *Downtown Homeless Coalition* meetings and connect with different agencies to try and find a solution. Kevin O'Neil is working with the Buffalo Police Department's Chief of B-District, Tommy Champion, and Buffalo Public Schools Chief of Security, Barbara Lark. There was a meeting scheduled for Thursday, June 15, but due to conflicts, it had to be rescheduled. There is no date scheduled yet.

Director Spears detailed various events that have happened in the Central Library and outside of the library involving police and paramedics. He went on to ask if any of the staff in attendance had anything to add regarding the issues. Trustee Kelly asked where the teens are coming from. Director Spears explained that they are coming from the Buffalo Public Schools, Charter Schools, and from across the city. CFO Stone explained that teens move easily across the city because of their bus passes and the fact that they can be used until 7:00 p.m. Discussion ensued. Chief Operating Officer Jeannine Doyle explained that the library is learning where the teens come from through the Peacemakers, which is helpful because they can communicate when the teens will be headed toward Lafayette Square and ultimately, the library. Discussion ensued about the Peacemakers, teens, and the businesses in Downtown Buffalo. Trustee El-Behairy asked about the regents exams and how that is affecting the teens and the library. Director Spears explained that what is happening at the library is that the teens either clear out or the issues start earlier and that there are kids that are truant. Trustee Moore outlined the history of NFTA bus passes for teens and suggested that Director Spears mention it when they reschedule their meeting with Kevin O'Neil, Tommy Champion, and Barbara Lark. Discussion ensued between Trustee Moore, Trustee Gist, and Director Spears. Further discussion ensued between Trustee Gist and Director Spears regarding teens and social issues in downtown Buffalo. Director Spears emphasized the importance of the library being included, because the issues affecting the city are affecting the library. Trustee Craik asked what other non-governmental agencies the library is working with on these issues. Director Spears explained that local businesses have been invited such as NFTA and Buffalo Place. He went on to state that COO Doyle will have more information, as this is being organized by the library's Security Department. Discussion ensued.

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

B&ECPL Monthly Report May 2023

Star Wars Day @ Dudley: Patrons celebrated Star Wars Day on May 4 in epic fashion at Dudley Branch Library! Throughout the day a total of 20 kids visited the Branch to make Star Wars crafts organized by Library Assistant **Ana Sennett**.

Association of Contracting Library Trustees (ACT) Annual Workshop - The *ACT Annual Workshop* was held at the Central Library on May 20. Trustees throughout the Buffalo & Erie County Public Library System, Contracting Library Directors, and Library Administration were among those in attendance. Assistant Deputy Director **Dorinda Darden** assisted ACT President and Aurora Town Public Library Board of Trustees Member Martha Buyer with the planning of the workshop. Assistant Deputy Director **Judy Fachko**, Facility Operations Manager **Andrew Wiede** with assistance from Chief Financial Officer **Kenneth Stone**, and Director **John Spears** provided presentations at the workshop. After the lunch from Wegmans, provided courtesy of ACT, Rare Book and Map Librarian **Charles Alaimo** conducted tours of the *Four Centuries of Book Binding: The Jordan Collection* exhibit in the Rare Book Room Display area, for several interested attendees.

Erie County Department of Social Services Career Fair - The Erie County Department of Social Services held a *Career Fair* at the Central Library on May 2. The focus of the event was to create awareness of positions available within their Youth Detention Center, which temporarily has lifted their civil service exam requirement. There were over 50 people in attendance that provided resumes and participated in onsite interviews for open positions. Information Services and Outreach Manager **Daniel Caufield** and Information Services and Outreach Librarian **Jacob Rachwal** assisted at the event.

First Folio Compared website - The *First Folio Compared website* went live at www.firstfolios.com on May 4. This was a project by Matthew Digital Limited to make digitized Shakespeare First Folios available for comparative study in an openly accessible website to celebrate the 400th anniversary of its first publication. B&ECPL's *Shakespeare First Folio* may be viewed on the website alongside other copies of the First Folio from the British, Bodleian, Boston Public, Folger, Auckland and many other libraries. Rare Book Clerk **Nicole Kondziela Gerace** worked diligently to digitize 918 scans of the B&ECPL's *Shakespeare First Folio*, in preparation of participating in this digital project.

GObike Buffalo Community Workshop - Adam Ianni, GObike Buffalo's Community Workshop Director, along with several other staff members, hosted a free simple bike repair workshop on the ramp in front of the downtown Central Library on May 19.

10th Annual Mental Health Flash Mob - The *10th Annual Mental Health Flash Mob* was held throughout the Central Library on May 11. The Central Library in collaboration with Restoration Society, Inc. hosted the event. Over 300 attendees participated in the event, which consisted of music provided by DJ Todd and local artist Storm Young, a hotdog roast provided by the Buffalo Peacemakers and entertainment by Dennis George "The Quizmaster." Additionally, there were three roundtable discussions held where members of the community had an open forum to discuss their challenges with mental health. There were over 30 health agencies in attendance for the *Wellness @ Central* tabling portion of the event, sharing their resources. **Daniel Caufield**, **Jacob Rachwal** and New York Public Health Corps Graduate Fellow **Sophia Charles** assisted with the event.

1. Public Services

Central Library:

Annual "Celebrate Art!" Student Art Show - Put on each year at the Central Library by the Buffalo Public Schools was on view May 2-June 1, with over 200 works in multiple mediums representing each grade level and each public school. The student artists, their teachers and their families were celebrated with a lively ceremony and reception on May 18, with over 70 in attendance, including the School Superintendent.

Brain Sparks - Information Services and Outreach Librarian **Maria Lowe** planned and hosted the *Brain Sparks* program for teens on May 13. Participants read *Life as We Knew It* by Susan Pfeffer. This dystopian novel was highly rated by almost the entire group. The craft was painting mini pots with paint pens. **Maria** informed the teens they could get seeds from the Launchpad Makerspace's Seed Library to plant in their pots. Many of the participants were attending prom after the program and came dressed in their formal attire. As a surprise, **Maria** created an "authentic" 80's prom complete with balloon arch, off-brand cookies, sherbet punch, giant numbers, and eighties videos projected onto a screen.

Computer Classes - TechKnow Lab staff taught *Computer Basics* on May 4, *3D Modeling with TinkerCAD* on May 8, *The Basics of Smart-watches* on May 17, and *Uploads and Downloads* on May 26.

Data Axle Reference Solutions Training - In celebration of *National Small Business Month*, Information Services and Outreach Librarian **Carol Kowalik-Happy** coordinated a visit to the Central Library on May 24, from Bill Carson from *Data Axle Reference Solutions* in Nebraska to provide training to staff and patrons on the database. He presented to staff and patrons on *Powering Up Your Job Search with Data Axle*, *Tools for Building Business*, and *Data Axle for Nonprofits*.

Drone Day - Launch Pad Makerspace Manager **Jordan Smith** coordinated, *Drone Day* on the Downtown Central Library's ramp on May 27. *Drone Day* is an annual

celebration of drone, community, and experimental sounds. Various musical performances were provided by Jordan and local musicians.

Genealogy Presentations - Genealogy Specialist **Rhonda Hoffman** taught *Getting Started with Genealogy* to members of the Jewish Genealogical Society of Buffalo on May 21 at the Audubon Library. Special Collections Librarian **Adam Rubin** taught an online webinar titled, *Personal Archiving or, What Do I Do With All My Stuff?* on May 24. Participants learned about the process for creating a personal or family archive, as well as the basics of digitization and digital archiving.

Tours & Class Visits - Children's Services and Outreach staff conducted class visits from Buffalo Public School (BPS) #32 Bennett Park Montessori and West Buffalo Charter School throughout the month. The visits included a tour, storytime, and a craft.

Information Services and Outreach Librarian **Kuniko Simon** facilitated a tour of the Central Library for instructors and students of the International Institute of Buffalo on May 4 and May 18. **Adam Rubin** and Special Collections Librarian Trainee **Isaac Johnson** provided a tour for members of an illustrators group that included the Grosvenor Room, the *Four Centuries of Book Binding: The Jordan Collection* exhibit and the *B is for Book* exhibit on May 10. Rare Book Curator **Amy Pickard** gave a tour of the Grosvenor Room's relevant resources to Buffalo Genealogical Society of the African Diaspora (BGSAD), during their monthly meeting held in the Grosvenor Room on May 13. Western New York Genealogical Society (WNYGS) volunteer Jen Liber Raines also gave an overview of the WNYGS collection. New Library Foundation Trustees Samantha Nephew and Heather Cruz along with Library Foundation President Jack Connors took a tour of the Special Collections Department on May 16. Special Collections Manager **Susan Buttaccio** gave them an overview of the Grosvenor Room and **Amy Pickard** showed them several highlights of the Rare Book Collection. Students from St. Francis High School in Hamburg visited the Central Library on May 19, which included a tour and reference assistance on various local history subjects in the Grosvenor Room from **Amy Pickard, Charles Alaimo, Isaac Johnson, and Adam Rubin.**

Buffalo Branches:

Dudley Branch Library - Library Assistant **Ana Sennett** held Adult Craft Hour on May 9, Branch Manager **Libby Stengel** held Kids Craft Hour on May 11 and 25, Branch Manager **Libby Stengel** held five one-on-one Technology Tutoring sessions with patrons in May; **East Clinton Library** - Sr. Pages **Heather Bak** and **Laura Wood** created five Make & Take crafts kits, Baby Yoda puppets, Pipe Cleaner Flowers, Silly Foam Mushrooms, 3d Paper Peacocks, and Lanterns with a total of 119 kits passed out, Branch Manager **Paul Guminski** held two one-on-one Technology Tutoring sessions, focusing on mobile app help, scanning, and emailing; **Coles Branch Library** - Three Teen Manga Club virtual meetings were held by Branch Manager **Danielle Ptak** on May 1, 15 and 22, Technology Clerk **Ryan Burgess** held three one-on-one appointments for NY id.me help, phone help, and computer basics, Branch Manager

Danielle Ptak held two one-on-one appointments for job application assistance and website navigation; **Merriweather Branch Library** - Library Assistant **Miranda Pawlak** created and distributed Mother's Day themed Make & Take crafts, giving more than 90 kits away to patrons. In collaboration with the African American Veterans Arts and Culture Corporation, the Frank E. Merriweather, Jr. Branch Library hosted a weekly film series dedicated to Armed Forces Month. On May 12 and 14, Voice Buffalo hosted Sacred Space in the Frank E. Merriweather, Jr. Branch Library, offering quiet and safe space for community members during the anniversary weekend of May 14. Chess Tournaments were hosted at the Frank E. Merriweather, Jr. Branch Library by Coach McDuffie of Archangel 8 Chess Academy on May 13 and May 27. Technology Clerk **Harrison Oldham** hosted one-on-one technology training sessions on Fridays and Saturdays; **North Park Branch Library**- North Park Library hosted Assemblyman Bill Conrad's office for a Mobile Office on May 6. Senior Library Clerk **Alyssa Clark** collaborated with Buffalo City Hall to have them host a Recycling Information Session at North Park on May 23. Librarian I **Stefanie Anawald** created a Mother's Day Flower Pots, Doily Sheep, Pasta Flowers, and Ladybug Finger Puppet Make & Takes for the month of May. **Panty Branch Library** - Story Time-Mr. Dan is at PAN! Y on the Fly included May 9-Terrarium craft, May 16-Jelly Fish, May 23- Crown Craft, May 30-Story Book Craft. Book a Trainer May 13 & May 31. Movie Matinee-Disney's *Encanto*.

Outreach:

The Library was invited to participate in a daylong May 14 community Remembrance Weekend. Assistant Deputy Directors **Joy Testa Cinquino, Dorinda Darden, and Samantha Purpora** along with **Miranda Pawlak** from the Frank E. Merriweather, Jr. Branch participated at the Johnnie B. Wiley Sports Pavilion on Jefferson Ave. The Library2GO van was used to bring thousands of social justice adult and children's books that were given to attendees. Wegmans and Project Flight provided the books and were on hand at the event.

Coles Branch Library Manager **Danielle Ptak** tabled at Harvey Austin School's Saturday Academy on May 20 and helped 34 attendees make their own buttons and magnets.

Say Yes Buffalo Saturday Academy at Riverside High School May 6 - **Ros Damico** had 20 patron visits and signed up two children for library cards and mailed them out later.

May 23 - In an effort to support and coordinate with the several organizations that assist the homeless population in Downtown Buffalo, Library Director **John Spears** convened a well-attended meeting of service providers. 17 organizations, including the Buffalo Police Behavioral Health Unit, several Erie County departments, nearby shelters, and Buffalo Place were represented by 37 attendees. Discussion included ways the Library does and could support the homeless, how the multiple organizations could better work together in Downtown, and what gaps in services and communication need to be filled. The group is likely to meet at Central every 6-8 weeks. Several of the organizations have already reached out about utilizing our

meeting rooms, providing programming here, and convening training and workshops for service providers.

Children’s Services and Outreach staff participated in a series of *Career Fairs* at Buffalo Public Schools #97 Harvey Austin School on May 9, #74 Hamlin Park Claude & Ouida Clapp Academy on May 12, and #37 Marva J. Daniel Futures Preparatory School on May 25. As part of the Erie County Senior Services’ University Express program, TechKnow Lab Librarian **Brendan Chella** provided *Computer Basics* classes at Tosh Collins Community Center, Baptist Manor Senior Apartments, and Westminster Commons Senior Housing throughout the month. **Carol Kowalik-Happy** presented on May 3 at the Newstead Public Library on *Library Resources for Entrepreneurs* as part of *National Small Business Week*. **Jacob Rachwal** provided tabling at a *Job Fair* sponsored by the New York State Department of Labor at Erie 1 BOCES in West Seneca on May 3. Jacob shared library resources and services with participants. Many also showed interest in career opportunities at the library. Launch Pad Makerspace Library Technology Clerk **Amanda Brown** staffed a Library information table at the Massachusetts Avenue Project’s Annual Seedling Sale event on May 6. She promoted the Launch Pad Makerspace’s Seed Library and distributed nearly 200 native plant seed packets to community members. **Susan Buttaccio** presented on resources available in the Grosvenor Room at the Central Library to researchers at the Akron Senior Center on May 10. **Maria Lowe** worked with Hamburg Middle School History teacher Jason Steinagle to present virtually on May 12, to seventh graders about primary sources from the Grosvenor Room collection. Students will create presentations for *National History Day*. **Amanda Brown** and Technical Specialist **Tyler Kasniak** tabled at the *Western New York Regional Maker Faire*, held at the Lake Shore High School in Angola on May 13. They offered Take & Make activities and discussed the various services offered by the Launch Pad Makerspace at the Central Library.

B is for Book Exhibit:

	Number of Visitors		
	Month	YTD	From Opening (9/2020 to Present)
Non Tour-Related	1,799	10,923	59,506
Tour/Program	28	525	3,051
Total	1,827	11,448	62,557

2. Collection Development

Physical Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Juvenile Print	4,209	14,820	366	1,513	536,679
Young Adult Print	775	3,546	88	535	80,040
Adult Print	3,718	17,739	686	3,714	1,794,456
Media	2,719	12,664	211	1,256	557,206

Other*	1,811	9,281	109	348	172,266
Subtotal	13,232	58,050	1,460	7,366	3,140,647

*Includes magazines, generic copies, and other.

Electronic Collections*:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
eBooks	4,567	16,749	1,516	6,857	108,793
eAudiobooks	4,842	21,611	352	1,664	67,729
Digital Magazines	N/A	N/A	N/A	N/A	4,716
Subtotal	9,409	38,360	1,868	8,521	181,238

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

All Collections:

	Item Adds		Title Adds		Collection Size
	Month	YTD	Month	YTD	
Total	22,641	96,410	3,328	15,887	3,321,885

3. Fundraising

Fundraising:

Campaign Name	Campaign Dates	Raised to Date
Annual Appeal Total	January 1 - May 31, 2023	\$82,464

The Library recently received word from the Documentary Heritage and Preservation Services for New York (DHPSNY) that the request for a preservation survey assessment was approved. They will work directly with the Rare Book Room to coordinate.

The Library’s NYS Conservation/Preservation grant request for \$20,887 has been tentatively approved. The request will conserve Buffalo & suburban phonebooks and directories housed in the Grosvenor Room.

Buffalo Waterfront once again approved the Library for weekly summer programming at Canalside. Library programs will take place every Thursday at Canalside from 11 a.m. to 1 p.m. beginning June 29.

Night at the Ballpark is planned for Friday, July 28. Tickets are \$15 each. Fireworks after the game. Tickets can be purchased at: <https://ways2give.buffalolib.org/bisons> or by calling Maureen Germaine at 716-858-7197. Proceeds benefit the 37 Buffalo & Erie County Public Libraries.

4. Staff Development

ACT Workshop - The Association of Contracting Library Trustees held its annual workshop on May 20. Presentations included *Director Selection Process*, *Best Practices for Recruitment of New Trustees*, *State Aid for Library Construction Program*, *Sustainability*, *Contract Review*, and *Book Selection and Managing Patron Questions/Challenges*. In all, 53 library trustees and directors attended the event.

Staff Training - Two trainings from the Western New York Council on Occupational Training and Health were presented to staff in May; Bloodborne Pathogens was offered on May 16, and Occupational Stress was presented on May 23. In addition, the Library 2.0 webinar *Library Civility & Taking Care of Each Other: Creating Supportive Work Cultures* was purchased for library staff to view. The live program was held May 25, and all staff also have archival access to the recording.

Webinars - Staff attended many pertinent webinars in May, including *Kicked Out: How to Safely Ask Someone to Leave Without Calling the Police* (presented by Homeless Training Institute), *Library Services to Homeschoolers* (presented by Niche Academy), and *Rethinking Collection Organization* (presented by Demco).

5. Communications

Media:

Type of Communication	Topic	Air Date/Publish Date
Radio interview with Library Director John Spears	2023 Books for Kids Campaign	May 2, WYRK Radio
Live TV remote with Library Director John Spears and ADD Joy Testa Cinquino	2023 Books for Kids Campaign	May 5, WGRZ TV Channel 2
Taped TV interview with ADD Dorinda Darden	Library and The Buffalo History Museum partnership to collect and catalog artifacts and oral histories from the May 14, 2022 mass shooting in Buffalo	May 14, WIVB TV Channel 4
Taped TV segment - no interviews	Merriweather Branch Library was used as a backdrop for the COMMUNITY program	May 27, WGRZ TV Channel 2
Media Invitation	WNY Librarian of the Year honoring Ashley Cassidy	May 25, WGRZ TV Channel 2
Media Release	Community Pantries in Buffalo Libraries	Sent on May 31
Media Release	Family History Day @ Central Library	Sent on May 31
Media Release	10 th Annual Mental Health Awareness Flash Mob	Sent May 4, covered by WGRZ TV Channel 2, WBLK Radio, WIVB TV Calendar

Social Media:

	Staff Activity		Public Activity		Followers	
	Month	YTD	Month	YTD	Month (New)	Total
Facebook	109	535	3,540	21,554	986	12,691
Flickr	18	226	2,228	25,021	-	59
Google Ads ¹	N/A	N/A	1,806	6,347	N/A	N/A
Instagram	9	79	632	8,277	59	4,958
Pinterest	27	92	65	439	1	2,111
Podcast ²	1	9	N/A	N/A	N/A	N/A
Twitter	65	317	463	2,522	-10	10,995
YouTube	7	37	874	5,907	9	515
TikTok	-	1	132	983	17	491
Total	236	1,296	9,740	71,050	1,062	31,820

¹ Google Ads is provided to the Library through a grant. Monthly activity based on public clicks.

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

6. Partnerships

Buffalo Public Schools - Susan Buttaccio and Youth Outreach Services Manager **Chelsey Lonberger** met virtually on May 4, with Julie Romain, Director of English Language Arts for the Buffalo Public Schools about using library special collections resources to assist with the curriculum development process in the Buffalo Public Schools.

Diocese of Buffalo Catholic Schools - Chelsey Lonberger met at the Central Library on May 23, with Kari Buchinger, Deputy Superintendent and Siobhan Pawelczyk, STREAM Program Director from the Diocese of Buffalo Catholic Schools to discuss on what the libraries throughout the B&ECPL System can provide these schools in terms of services and field trips.

Smithsonian Anacostia Community Museum - A digital image of the *Souvenir of the Pan-American Exposition* cover was shared with the Smithsonian Anacostia Community Museum in Washington, DC for use in an exhibit, *A Bold and Beautiful Vision: A Century of Black Arts Education in Washington, DC, 1900-2000*, which is scheduled to run from February 2024 through January 2025.

Western New York Genealogical Society (WNYGS) - Volunteers from the Western New York Genealogical Society (WNYGS) were available in the Grosvenor Room on May 5 and May 13, to assist researchers with the society's library collection and answer general research questions. The WNYGS library collection is housed in the Central Library's Special Collection Department.

Western New York Independent Living Center - Jacob Rachwal and Sophia Charles attended the Western New York Independent Living Center’s virtual staff meeting on May 18. Jacob and Sophia provided a presentation about Health resources that are available at the library.

Youth Services Consultants in New York’s Public Library Systems - Chelsey Lonberger met virtually with Sharon Phillips from New York State Library’s Division of Library Development on May 5, to discuss **Chelsey** taking over responsibilities as Youth Services Consultant for the Buffalo & Erie County Public Library System.

7. Planning for the Future

New York State Family History Conference (NYSFHC) - Rhonda Hoffman and Susan Buttaccio met with Maria Tidwell, President of the Western New York Genealogical Society, and Todd Hirsch, Director of Programs and Partnerships of the New York Genealogical & Biographical Society on May 22, to begin planning events to support the upcoming *New York State Family History Conference (NYSFHC)* which will take place in Buffalo and New York City in November 2023. Initial plans include tabling at the conference site, The Buffalo History Museum, and a genealogy event in the Grosvenor Room at the Central Library.

8. Director Activities

Meetings/Events Attended by Director May 2023

Date	Meeting/Event
May 1, 2023	Virtual Meeting - ACP Outreach Grant Meeting: Mission Ignite/B&ECPL
May 1, 2023	Meeting - Administrative Team
May 1, 2023	Event - State of the City Address and City Budget Presentation
May 2, 2023	Media Interview - WYRK Radio
May 2, 2023	Meeting - Michael Podanowski with 210 Ellicott HOA
May 2, 2023	Meeting - Anne Conable and Kevin O'Neil
May 2, 2023	Meeting - Ken Stone
May 3, 2023	Meeting - Collection Development Policy Review w/ Kelly Donovan, Dorinda Darden, Jennifer Childs, Bridgette Heintz, and Chelsey Lonberger
May 3, 2023	Interview - Assistant Deputy Director/Controller
May 3, 2023	Media Event - Spectrum Grant to Literacy Buffalo Niagara w/ Congressman Brian Higgins
May 3, 2023	Meeting - Dorinda Darden
May 4, 2023	Virtual Meeting - Cultural Colleagues
May 4, 2023	Interview - Assistant Deputy Director/Controller
May 4, 2023	Phone Meeting - Kara Spencer, East Aurora Board Chair
May 4, 2023	Event - Celebration of Joe Lin-Hill Buffalo AKG Museum
May 5, 2023	Media Event - WGRZ Channel 2 Books for Kids Interview at Wegmans
May 5, 2023	Meeting - Intellectual Freedom Manual
May 8, 2023	Virtual Meeting - Assistant Deputy Director / Controller

Minutes of the Board of Trustees

May 8, 2023	Meeting - Barbara Nevergold and Joshua Mitch at Frank E. Merriweather, Jr. Branch Library
May 9, 2023	Virtual Event - IMAGINE Buffalo
May 9, 2023	Virtual Meeting - PULISDO
May 9, 2023	Meeting - Ken Stone
May 10, 2023	Meeting - B&ECPL Managers/Directors
May 10, 2023	Meeting - Dorinda Darden
May 11, 2023	Meeting - Rich Newberg
May 11, 2023	Meeting - Public Services/Outreach Extension
May 11, 2023	Meeting - Andrew Wiede and Jeannine Doyle
May 11, 2023	Meeting - B&ECPL Board of Trustees Executive Committee
May 15, 2023	Meeting - Administrative Team
May 16, 2023	Meeting - ErieNet Board of Directors
May 16, 2023	Meeting - Ken Stone
May 16, 2023	Meeting - Library Foundation
May 17, 2023	Virtual Meeting - WNY Digital Equity Coalition
May 17, 2023	Meeting - Homeless Coalition Discussion w/ Anne Conable and Kevin O'Neil
May 17, 2023	Meeting - Dorinda Darden
May 18, 2023	Virtual Meeting - May 14 Collecting Initiative
May 18, 2023	Meeting - Public Services/Outreach Extension
May 18, 2023	Meeting - PLS Directors
May 18, 2023	Meeting - B&ECPL Board of Trustees
May 19, 2023	Meeting - Intellectual Freedom Manual
May 19, 2023	Event - Buffalo Heritage Carousel Anniversary
May 20, 2023	Meeting - Association of Contracting Libraries Annual Meeting
May 23, 2023	Meeting - Homeless Coalition Discussion
May 23, 2023	Meeting - Downtown Homeless Coalition
May 24, 2023	Meeting - Ken Stone
May 24, 2023	Meeting - Joy Testa Cinquino
May 24, 2023	Meeting - Dorinda Darden
May 24, 2023	Meeting - Debrief on Downtown Homeless Coalition Meeting w/ Anne Conable and Kevin O'Neil
May 25, 2023	Virtual Meeting - May 14 Collecting Initiative Communications Group

Appendices

A. Monthly Statistics

System Programming Statistics:

Regular/Virtual	Number of Programs		Total Attendance	
	Month	YTD	Month	YTD
Regular*				
Adults	440	3910	2282	11739
Children 5 and under	1034	5239	5006	19863

Children 6-11	1348	8651	2572	15966
Intergenerational/Combined	5445	22860	10285	44967
Teens	499	1843	1190	5180
Regular Total	8766	42503	21335	97715
Regular Total	8766	42503	21335	97715
Virtual				
Live Virtual				
Adults	25	114	214	1349
Children 5 and under	1	5	1	4
Children 6-11	0	3	0	88
Intergenerational/Combined	6	30	211	1123
Teens	7	55	40	175
Live Virtual Total	39	207	466	2739
Recorded Virtual				
Adults	9	31	217	835
Children 5 and under	0	0	0	0
Children 6-11	3	9	520	1668
Intergenerational/Combined	9	47	263	1381
Teens	0	1	0	20
Recorded Virtual Total	21	88	1000	3904
Virtual Total	60	295	1466	6643
Grand Total	8826	42798	22801	104358

*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, Wi-Fi 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, Wi-Fi usage, and library visits can be found at www.buffalolib.org/monthly-statistics/2023-circulation-public-access-computer-wifi-and-library-visits-detail.

B. Contracting Library Activity Reports

Amherst Public Library - submitted by Kristi Dougherty, Director

The Amherst Public Libraries are comprised of four branch locations – Main Library at Audubon, Clearfield, Eggertsville-Snyder and Williamsville.

Summer Programming – Our summer kickoff will take place at the Main Library at Audubon on June 28 with a bubble show and balloon animals! Events throughout the summer will include Storytimes, Summer Fun Club, Pokémon Club, LEGO Drop-In, Teen Crafting, Battle of the Books, Art Workshops, Cartooning, Turtle Trek with the Aquarium of Niagara, Penn Dixie Dino Fun, Music and more. The Summer Reading Celebration will take place on August 16 at the Main Library at Audubon featuring a hot dog lunch, music, games and fun!

Summer Raffle – From June 15 to August 16 patrons will have a chance to receive raffle tickets by checking out books. Prizes this year include children’s/ mountain/cruiser bikes of various sizes, helmets for all bikes, mini sit-down exercise bikes, 4-in-1 Stroll N’ Trikes and 3-in-1 EZ fold wagons with canopies.

Summer Reading – Each library will have in-person opportunities for patrons of all ages to submit their reading to earn prizes.

English Conversation Group – The Clearfield Library continues to host Literacy Buffalo Niagara, which creates weekly opportunities for individuals to practice English-speaking skills.

Main Library at Audubon Renovation – Patrons have commented positively about the renovated features of the Audubon Library (which expanded the library to approximately 30,000 square feet). Patrons and staff especially enjoy the new children’s area, study rooms, Maker Space, carpeting and expanded community room. The latter has been utilized frequently by the community and for library programming. Recent programming included a Guitar Concert, African Violet Garden Show and the Williamsville Schools Art Show & Reception.



Agenda Item G – The Association of Contracting Library Trustees (ACT)/Contracting Library Trustee Report. Martha Buyer highlighted the ACT Workshop on Saturday, May 20 and thanked Director John Spears and Assistant Deputy Director Dorinda Darden. Martha Buyer explained that one of her goals is to re-energize ACT. She is going to continue to encourage participation. Martha also mentioned that at the ACT Workshop there was a presentation on green spaces and efforts made by the Concord Library to promote reuse and sustainability.

Agenda Item G.1 – Contracting Library Liaison Report(s). Trustee El-Behairy had two reports. Trustee El-Behairy shared that Hamburg Public Library’s librarian Ashley Cassidy has received the *Outstanding Librarian in Western New York* award from the New York State Senate Libraries Committee for 2023. There was a reception for Ashley on Thursday, May 25, and Trustee El-Behairy was in attendance. She also mentioned

that Angola Public Library will be hosting their annual hotdog fundraiser on Saturday, July 1. Trustee Bucki mentioned there was a Juneteenth event held and books on the topics of diversity, equity, and inclusion were donated to the Town of Amherst libraries.

Agenda Item H – Public Comment. ADD Dorinda Darden wanted to commend the staff at the Central Library. She also wanted to especially commend the librarians, clerical staff, the building guards, and the Peacemakers. She reiterated what Director Spears said regarding working with other agencies in order to make the library a safe space for all patrons. The Trustees thanked ADD Darden for her comment.

Agenda Item I – Unfinished Business. There will be a *Fine Free Presentation* given by ADD Dorinda Darden. The Board was provided handouts as an information item.

Agenda Item I.1 – Fine Free Presentation. ADD Dorinda Darden began the presentation by informing the Board that the Library went Fine Free in April 2022 in an effort to promote the library and to ensure equitable access to library resources for all residents of Erie County. System Borrower Services Librarian Linda Rizzo, Computer Application Technician Elijah Terrell, and Technology Support Librarian Angela Pierpaoli gathered statistics based on metrics used by other Library Systems who have eliminated fines. ADD Darden provided handouts and summarized the information gathered by the above mentioned staff. ADD Darden concluded the *Fine Free Presentation* by sharing anecdotal patron interactions. She explained that she had the opportunity to assist a woman who visited the Central Library on Tuesday, May 30. The patron wanted parenting books but was concerned about her overdue fines. ADD Darden informed her of the *Fine Free Initiative*. The patron ended up having no fines and was able to check her items out. ADD Darden also shared patron reactions that occurred at Frank E. Merriweather, Jr. Branch Library. Chair Johnson and Trustee Gist shared their experiences and stories surrounding library fines. Trustee T. Johnson asked if there was data available on the rate of returns compared to when there were fines. ADD Darden said that information will be available at a later date.

Buffalo & Erie County Public Library Fine Free Initiative Report

Presented to the Buffalo & Erie County Public Library Board of Trustees, June 15, 2023

Dorinda Darden, Assistant Deputy Director for System Services

This report highlights the impact of eliminating overdue fines based on the following metrics:

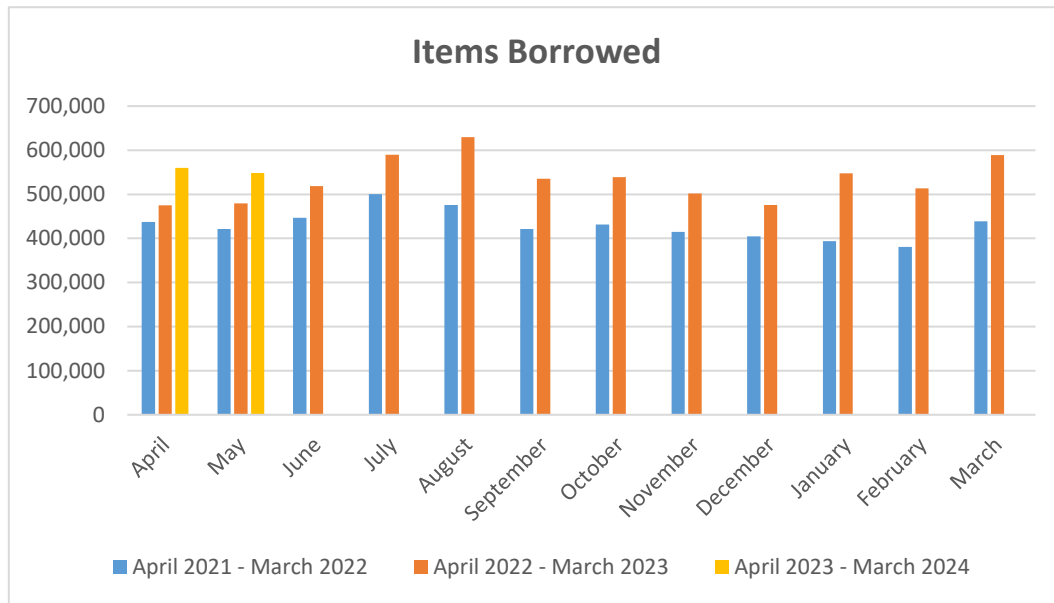
		Fine Free		
	April 2021 - March 2022	April 2022 - March 2023	% Change	April 2023 - May 2023
Items Borrowed	5,166,077	6,393,633	24%	1,108,261
First Time Circulation	2,343,680	2,379,584	2%	375,022

New Cards	18,749	24,755	32%	4,068
Visitor Counts	1,678,672	1,923,257	15%	338,854
Holds Placed	459,148	504,436	10%	86,508
Users Placing Holds	105,338	115,578	10%	19,800
Holds Picked Up	411,420	438,901	7%	73,701
Users Picking Up Holds	101,337	107,858	6%	18,435

	2021	2022	% Change	YTD 2023
Borrowers	403,382	408,184	1%	411,160
All Payments Received	\$ 307,820.11	\$ 108,712.36	-65%	\$ 20,852.00
Lost & Processing Fees Paid	\$ 44,777.70	\$ 29,204.86	-35%	\$ 15,489.39
Cancelled Fees for returned items	\$ 230,623.76	\$ 602,678.43	161%	\$ 505,356.51
Outstanding Fees	\$ 116,848.93	\$ 315,042.13	170%	\$ 261,519.25

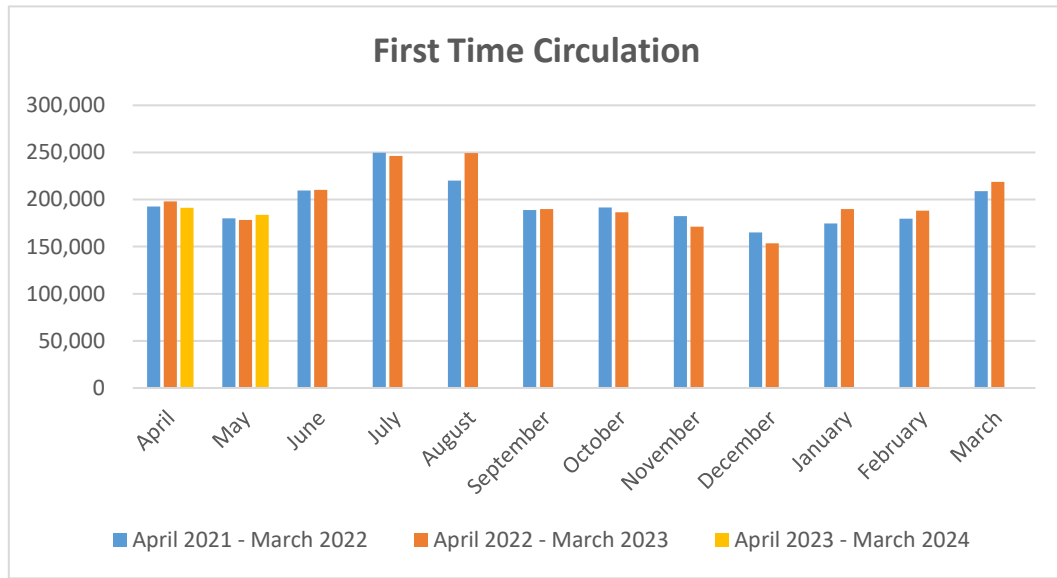
MONTHLY BREAKDOWNS

Items Borrowed	Fine Free		% Change	April 2023 - March 2024	% Change
	April 2021 - March 2022	April 2022 - March 2023			
April	437,445	474,889	9%	559,792	18%
May	421,620	479,276	14%	548,469	14%
June	446,555	518,450	16%		
July	500,099	589,592	18%		
August	475,630	629,584	32%		
September	421,009	535,062	27%		
October	431,248	538,672	25%		
November	415,066	501,975	21%		
December	404,430	475,935	18%		
January	393,819	547,575	39%		
February	380,680	513,781	35%		
March	438,476	588,842	34%		
TOTAL	5,166,077	6,393,633	24%	1,108,261	



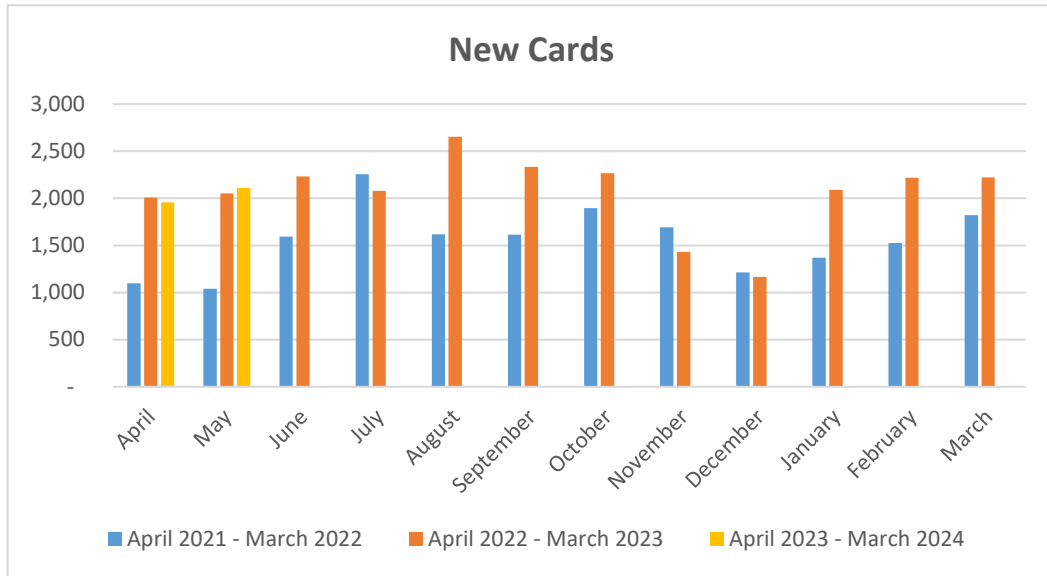
- April 2021 - March 2022 (not Fine Free) - 5,166,077 items borrowed
- April 2022 - March 2023 (Fine Free) - 6,393,633 items borrowed
- 24% increase

First Time Circulation	Fine Free				
	April 2021 - March 2022	April 2022 - March 2023	% Change	April 2023 - March 2024	% Change
April	192,712	197,979	3%	191,373	-3%
May	180,075	178,163	-1%	183,649	3%
June	209,536	210,183	0%		
July	249,763	246,110	-1%		
August	220,117	249,264	13%		
September	188,863	189,875	1%		
October	191,741	186,643	-3%		
November	182,465	171,113	-6%		
December	165,252	153,386	-7%		
January	174,476	189,993	9%		
February	179,758	188,236	5%		
March	208,922	218,639	5%		
TOTAL	2,343,680	2,379,584	2%	375,022	

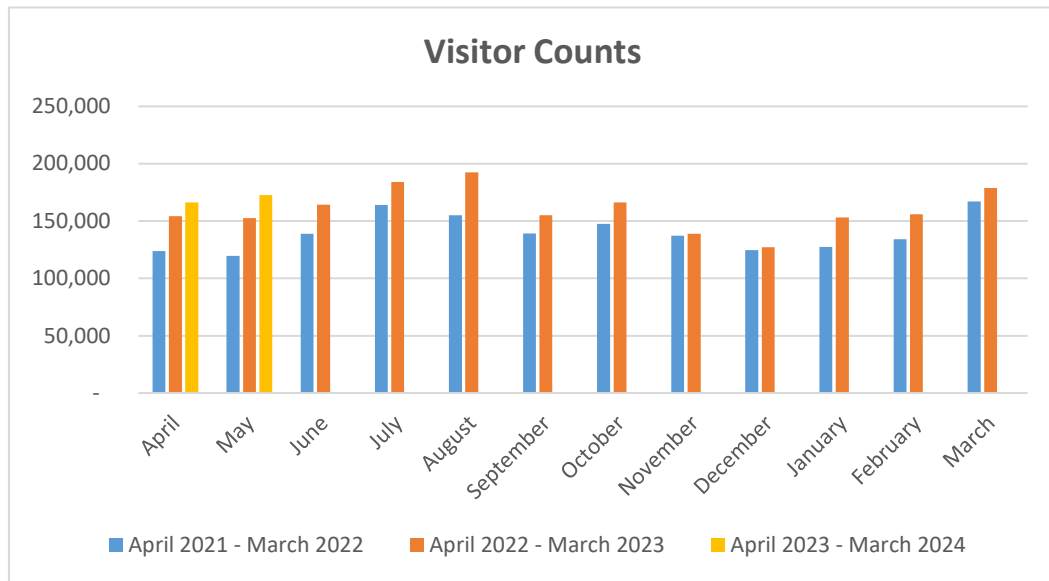


- April 2021 - March 2022 (not Fine Free) - 2,343,680 individual items borrowed for first time
- April 2022 - March 2023 (Fine Free) - 2,379,584 individual items borrowed for first time
- 2% increase (does not include renewals)

New Cards	Fine Free		% Change	April 2023 - March 2024	% Change
	April 2021 - March 2022	April 2022 - March 2023			
April	1,099	2,010	83%	1,957	-3%
May	1,042	2,053	97%	2,111	3%
June	1,594	2,231	40%		
July	2,256	2,081	-8%		
August	1,618	2,652	64%		
September	1,616	2,336	45%		
October	1,895	2,267	20%		
November	1,694	1,432	-15%		
December	1,214	1,165	-4%		
January	1,371	2,089	52%		
February	1,527	2,218	45%		
March	1,823	2,221	22%		
TOTAL	18,749	24,755	32%	4,068	

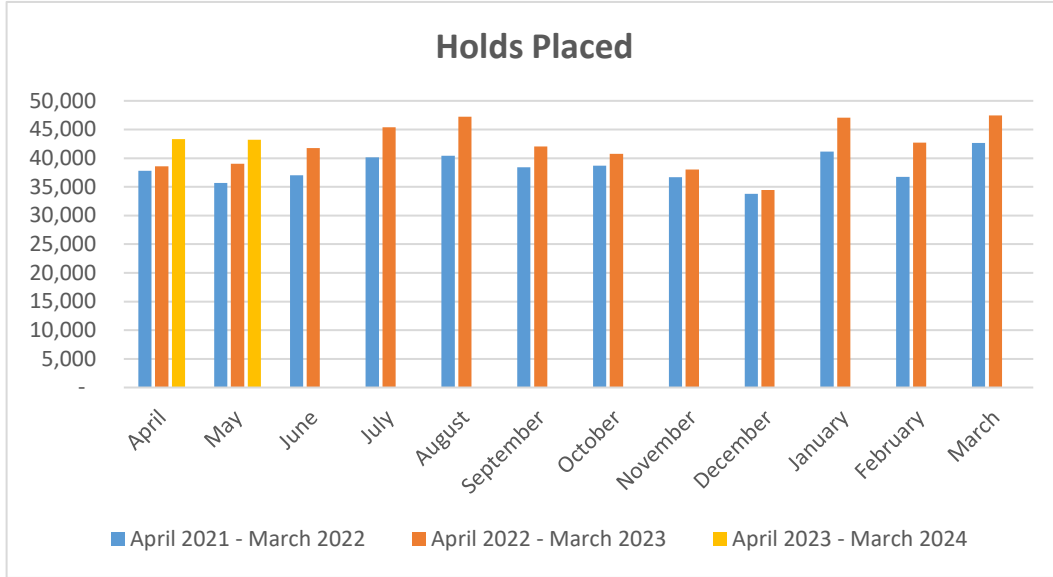


Visitor Counts	Fine Free				
	April 2021 - March 2022	April 2022 - March 2023	% Change	April 2023 - March 2024	% Change
April	123,948	154,345	25%	166,305	8%
May	119,523	152,441	28%	172,549	13%
June	138,981	164,370	18%		
July	163,901	184,224	12%		
August	154,942	192,519	24%		
September	139,226	155,134	11%		
October	147,608	166,297	13%		
November	137,162	138,854	1%		
December	124,672	127,147	2%		
January	127,438	153,021	20%		
February	134,102	156,004	16%		
March	167,169	178,901	7%		
TOTAL	1,678,672	1,923,257	15%	338,854	



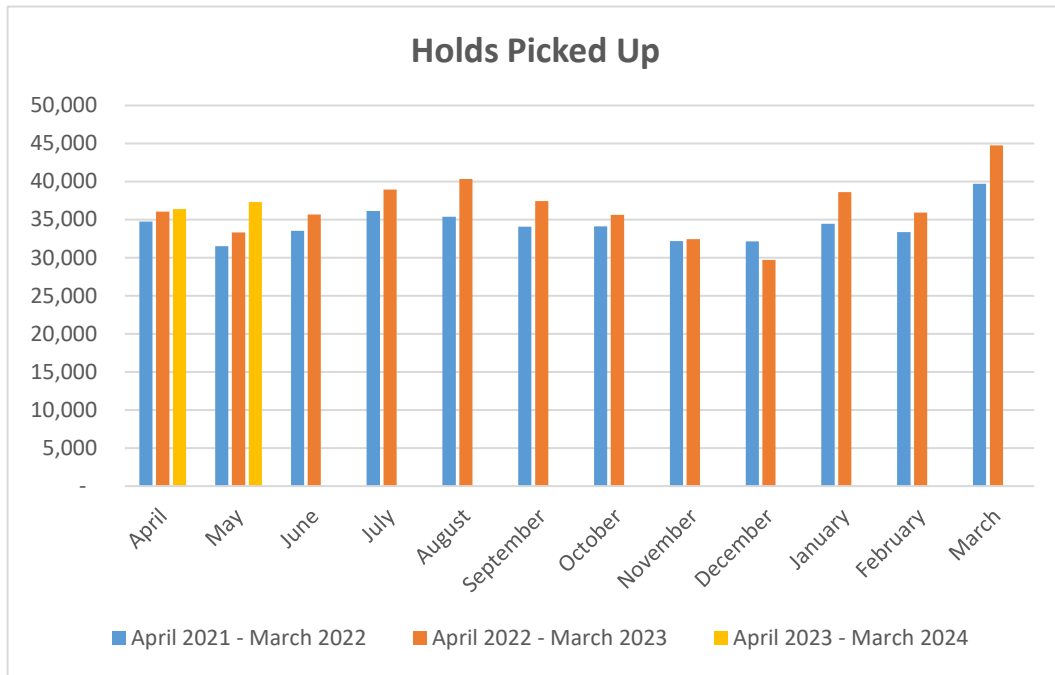
- 15% increase in visitor counts from April 2021 - March 2023

Holds Placed	Fine Free		% Change	April 2023 - March 2024	% Change
	April 2021 - March 2022	April 2022 - March 2023			
April	37,786	38,570	2%	43,299	12%
May	35,666	39,054	9%	43,209	11%
June	37,028	41,767	13%		
July	40,140	45,376	13%		
August	40,451	47,221	17%		
September	38,428	42,017	9%		
October	38,685	40,753	5%		
November	36,672	38,016	4%		
December	33,758	34,424	2%		
January	41,124	47,059	14%		
February	36,761	42,723	16%		
March	42,649	47,456	11%		
TOTAL	459,148	504,436	10%	86,508	

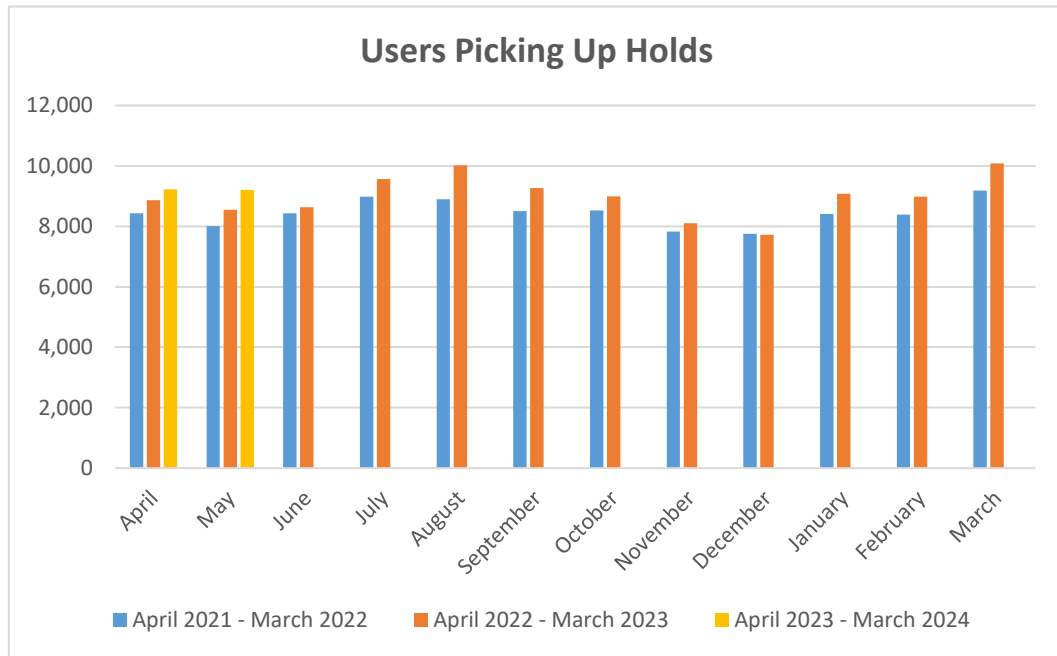


- Stopped charging hold fees during COVID

Holds Picked Up	Fine Free		% Change	April 2023 - March 2024	% Change
	April 2021 - March 2022	April 2022 - March 2023			
April	34,762	36,039	4%	36,401	1%
May	31,529	33,327	6%	37,300	12%
June	33,530	35,672	6%		
July	36,141	38,945	8%		
August	35,388	40,341	14%		
September	34,085	37,423	10%		
October	34,128	35,650	4%		
November	32,173	32,454	1%		
December	32,155	29,720	-8%		
January	34,465	38,635	12%		
February	33,350	35,930	8%		
March	39,714	44,765	13%		
TOTAL	411,420	438,901	7%	73,701	



Users Picking Up Holds		Fine Free			
	April 2021 - March 2022	April 2022 - March 2023	% Change	April 2023 - March 2024	% Change
April	8,431	8,869	5%	9,226	4%
May	8,006	8,552	7%	9,209	8%
June	8,433	8,628	2%		
July	8,985	9,565	6%		
August	8,893	10,024	13%		
September	8,502	9,266	9%		
October	8,526	8,987	5%		
November	7,823	8,104	4%		
December	7,757	7,719	0%		
January	8,410	9,075	8%		
February	8,385	8,982	7%		
March	9,186	10,087	10%		
TOTAL	101,337	107,858	6%	18,435	



Agenda Item J – New Business. None.

Agenda Item K – Adjournment. There being no further business, on a motion by Trustee T. Johnson with a second by Trustee Candelario, the meeting was adjourned at 4:54 p.m.

Respectfully submitted,

Joel Moore
Secretary