AGENDA

1. Call to Order
2. Approval of Minutes – January 20, 2022
3. Library Reports
   a. Report of Director
   c. Statistical and Other Reports
   d. Report of District Consultant
4. Board and Committee Reports
   a. Report of County Council Liaison
   b. Report of Friends and ERLF
5. Unfinished Business
   a. Established committees
6. New Business
   a. Department Leave Policy-
   b. Collection Development Policy
7. Adjournment
8. Appendix
   a. News Articles
1. **Call to Order**
2. **Approval of Minutes – January 20, 2022**
3. **Library Reports**
   a. **Report of Director**
      
      **Advisory Board Director’s Report**
      1. **Library job postings currently live:** Library director through 2/14 (this was extended), Children’s Librarian (2/18), Administrative Officer II (2/18)
      2. **ARP funds** – thank you to Jessica Church who shepherded the ECPL proposal to receive ARP funds. We are applying to receive funding for a variety of projects, including outreach, Idea Lab upgrades, District rotating collection improvements, e-resources content, and increased technology access.
      3. **Idea Lab grant** – ECGRA recently notified us of a grant opportunity for the Idea Lab. The grant would fund Idea Lab programming, equipment, and supplies. It is a 3-year matching grant. The Idea Lab team is working on creating a proposal and reaching out to potential matching funders.
      4. **Programs** – a variety of programs are offered at all locations, both in person and virtually. Check our event calendar for current offerings
         1. The Blasco Film Series has resumed, this time on Saturdays. Films are shown one Saturday a month and each film is shown twice: once with closed captions and once without.
         2. **Book clubs:** there are a variety of book clubs offered at the libraries, including:
            - **New Book Club at Lincoln** – read newly released titles
            - **American Girl Book Club at Iroquois** – children will read a book from the Kit series, meet a newspaper reporter, and get a visit from the Bookmobile
            - **Adventures in Reading at Iroquois** – children will read Hatchet, learn about first aid and building shelters, and receive a visit from an EMT
            - **Book Club in a Bag at Millcreek** – participants will read a title from our book club in a bag collection and discuss
            - **NEA Big Read** – this virtual book club is part of the NEA Big Read grant and will focus on Simon Winchester’s nonfiction book *Land*
         3. The Idea Lab has ongoing programs including on 3D printing, mending, the Cricut, Podcasting, and becoming certified on the new Glowforge (laser cutter/engraver)

   c. **Statistical and Other Reports**

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**ERIE COUNTY PUBLIC LIBRARY**

**January 2022 Statistics**

**2021 Numbers Snapshot**

- **74** STEM specific programs (not kits) offered in 2021
- **169** passive (kits/take and make) programs offered, **7,097** participants
- **3,755** WiFi logins in December, **32,899** logins in 2021
- **519** live programs offered, **9,446** attendees
• 41 recorded/asynchronous programs offered. 7,229 viewers
• 29,332 reference questions answered (not counting directional)

Circulation

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d. Report of District Consultant

4. Board and Committee Reports
   a. Report of County Council Liaison
   b. Report of Friends and ERLF

5. Unfinished Business
   a. Established committees
      DEI (Correy is contact) and DIRT (Anitra is contact)
6. New Business
   a. Department Leave Policy-
      Policy puts in writing the department-specific method of granting leave to staff, in accordance
      with applicable bargaining agreements. Policy mirrors how department has scheduled
      historically but formalizes it in writing.

      Erie County Public Library
      Policy Manual

SECTION: APPROVAL OF REQUESTED LEAVE TIME
NUMBER: ###
REVIEWED:
EFFECTIVE DATE:
PAGE: 1 of 2

All leave time is approved by managers in accordance with the current applicable bargaining agreements,
including library-specific appendices. Within the parameters of the bargaining agreements, the following are
library-specific rules.

**Forecasted Leave** – In October of each year all bargaining staff are provided with a form to complete to
forecast their leave uses for the following year. Forms are returned to managers by a provided due date and
managers review each request. Leave is approved by seniority and each employee will receive their form back
from their manager before the Thanksgiving holiday with confirmed dates approved and any unapproved
dates noted.

Each manager will maintain a list of unapproved dates and the order in which staff members requested. These
will be used to grant leave requests in the event a more senior staff member cancels his or her leave time on a
requested day. Leave requests will then be approved on a first request, first approved basis.

**Requested Leave** – Staff members may request leave throughout the year outside of their forecasted dates.
Leave will be granted on a rolling basis. If two staff members request the same day off at the same time, the
more senior staff member will receive the leave approval.

**Leave Rules** – In order to ensure the continued success of library operations, the following restrictions are in
place regarding the number of staff who may be approved for leave time at a given time. In addition to the
rules below, additional staff may be granted day-of leave based on operational needs and at the department
manager’s discretion.

**Use of Vacation/Personal In Combination with Holiday for Part-Time Staff:**
Part-time staff are awarded 4 hours of holiday pay on the observance of a county holiday (Union Contract
Section 15-A.8). They may elect to: work the additional shift hour(s) on another day in the same pay period
(with manager approval) or use personal/vacation time to complete the total hours for the missed shift. If
using PTO, those hours are not subject to the vacation awarding standards described in this policy.
Blasco Clerical – For the purposes of this policy, Blasco clerical staff include staff assigned to the Bookmobile. Up to three (3) Blasco clerical staff members may be approved for leave time Monday through Thursday. Up to two (2) Blasco clerical staff members may be approved for leave time on Fridays and Saturdays.

Branch Clerical – All branch clerical staff are considered to be part of a single pool. This includes staff members at the Edinboro Branch Library, Iroquois Avenue Branch Library, Lincoln Community Center Library, and Millcreek Branch Library. Up to three (3) branch staff members may be approved for leave time Monday through Thursday. Up to two (2) branch staff members may be approved for leave time on Fridays and Saturdays.

Adult Services – All Adult Services staff, including professional librarians and library assistants, are considered part of a single pool. Adult Services can accommodate two (2) members being off Monday through Friday and one (1) on Saturday. Requests beyond this are kept in date order and may be granted based on per diem availability.

Business Office – Up to two (2) Business Office staff members may be approved for leave time Monday through Friday.

Technical Services – Up to three (3) Technical Services clerical staff members may be approved for leave time Monday through Friday.

Youth Services – All Youth Services staff are considered part of a single pool. This includes children’s librarians, the Teen Services librarian, and the HACE Library Assistant. Youth Services can accommodate two (2) members being off Monday through Thursday and one (1) off Friday and Saturday. Requests beyond this are kept in date order and may be granted based on per diem availability.

b. Collection Development Policy
   Board must review annually the collection development policy.

7. Adjournment
8. Appendix
   a. News Articles
A Trail of Shared Heritage
Learning more about Erie’s Black history firsthand

By Liz Allen

The efforts to recognize the historic Brown Funeral Home and other Black funeral businesses in Erie are gaining momentum at a time when African Americans in Erie County: A Trail of Shared Heritage—an ambitious project, is broadening its reach.

In December, the Pennsylvania Humanities Council awarded a $15,000 grant to the project to install monitors at 10 of 29 historic sites listed on the trails that showcase heritage. The sites are documented in the project’s four-volume book.

Chris Magee, Ph.D., history professor at Mercyhurst University, has been involved from the beginning with Erie's African Americans in Erie County: A Trail of Shared Heritage, a collaborative effort of the Erie Arts & Culture, Erie City Council, and WQED.

He explained the project's origins in this question and answer, lightly edited for clarity.

Q: How did you originally get interested in the Shared Heritage project?

A: It began in the 2010-11 school year. The Ehrman Area Historical Society received a grant from the Pennsylvania Historical and Museum Commission to put together an exhibit on the civil rights legacy of Leroy and Beatrice Smith.

The new piece of the grant was to develop a brochure of a corridor trail of African-American history. Our public history student, Adriana Rosas, did a wonderful job doing just that—working with retired Erie teacher Johnny Johnson and drawing on his journey from Jersey to Erie. Her dissertation, an Illustrated Introduction to Erie's African American History, 1822-1930, by Sarah S. Thompson with Karen James, was to develop the brochure that was this year's senior project.

There is not for five years, until the Erie Times-News needed a Black History Month story in February. Our PA officer Debbie Brown reached out to me. Well, I got this story, and I was amazed at the strength of the story, and I had the chance to work closely with the cemetery and the city's Civil Rights Commission.

From this point, we worked closely with Johnnie, who was president of Preservation Erie, and we put together the project. We got into the details, from the book to the website and the brochure. We worked with Johnny at WQED to develop the five real history sites in one of the most recent and remarkable oral histories I have ever had the honor of being one of.

LA: What keeps you engaged at the Heritage Room at Blasco Library, truly a collaborative effort?

Sometimes, the project is so quietly exciting for me. I have worked with retired Erie teacher Johnny Johnson and his daughter, Sarah Johnson, to develop the brochure that was this year's senior project.

The value of this project has been heightened immeasurably over the past couple of years of service. We advocated for a Black history curriculum in Erie schools, according to the dean of the School District of Erie. We did that in 2020, and then we worked on a new series of workshops.

The Heritage Room at Blasco Library now offers access to 12 volumes of Erie's African American Resources, including newspaper clipping, and other documents gathered in a national project to build a Black history library.

Did you know?

Erie's African American history is a rich tapestry of stories that span centuries, from the quilts made by enslaved women to the farms that provided food for the poor.

The city's Black history is a rich tapestry of stories that span centuries, from the quilts made by enslaved women to the farms that provided food for the poor.

For more information, visit Erie Reader at eireader.com.

February 2020