

Buffalo and Erie County Public Library

Annual Report for Library Systems - 2015 (Public Library Systems 2015)

1. General System Information

1.1	SEDCODE	140600700787
1.2	System Name	Buffalo and Erie County Public Library
1.3	Beginning Reporting Year	1/1/2015
1.4	Ending Reporting Year	12/31/2015
1.5	Street Address	1 Lafayette Square
1.6	City	Buffalo
1.7	Zip Code	14203
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.9	Mailing Address	1 Lafayette Square
1.10	City	Buffalo
1.11	Zip Code	14203
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 858-8900
1.14	Fax Number (enter 10 digits only)	(716) 858-6544
1.15	System Home Page URL	www.buffalolib.org
1.16	URL of the system's complete Plan of Service	http://www.buffalolib.org/content/library-system/five-year-plan
1.17	Population Chartered to Serve (2010 Census)	919,040
1.18	Area Chartered to Serve (square miles)	1043
1.19	Federal Employer Identification Number	166002558
1.20	County	Erie
1.21	County (Counties) Served	Erie
1.22	School District	Buffalo City School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.
1.24	First Name of System Director	Mary Jean
1.25	Last Name of System Director	Jakubowski
1.26	NYS Public Librarian Certification Number of the Director	15501

of Public Library System, and Reference and Research Library Resources System.

- 1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (716) 858-7180
- 1.32 E-Mail Address of the System Director jakubowskim@buffalolib.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (716) 858-6544
- 1.34 Name of Outreach Coordinator Dan Caufield
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each co N
1. Name of Contracting Municipality or District N/A
 2. Is this a written contract? (Enter Y for Yes, N for No) N/A
 3. Population of the geographic area served by this contract N/A
 4. Dollar amount of contract N/A
 5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No Y

2. Personnel Information

- 2.1 FTE (Full-Time Equivalent Calculation)
The number of hours per work week used to compute FTE for all budgeted positions. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS (enter to two decimal places; enter decimal point)

- 2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE 1
- 2.5 Public Library System Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 45.17
- 2.11 Librarians - Vacant Position(s) FTE 5.23
- 2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 1

2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	47.17
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	5.23
2.16	Total Other Professional Staff - Filled Position(s) FTE	14
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	170.69
2.19	Total Other Staff - Vacant Position(s) FTE	22.9
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	231.86
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	28.13
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$37,222
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$120,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	22
3.15	Main Library/System Headquarters	1
3.16	Branches	8
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	2
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	11
3.21	Name of Central Library/Co-Central Libraries	Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.24	Number of <u>voting</u> positions on system board/council	15
3.25	Term length for system board/council members	5 years

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these

questions for any further requirements.

- 3.26 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. A

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2016, through December 31, 2016.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2016, through June 30, 2017

President/Council Chair

- 3.27 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
- 3.28 First Name Frank
- 3.29 Last Name Housh
- 3.30 Institutional Affiliation Housh Law Offices
- 3.31 Professional Title Attorney
- 3.32 Mailing Address
- 3.33 City
- 3.34 Zip Code (enter five digits only)
- 3.35 Telephone for the Board President (enter 10 digits only and hit the Tab key)
- 3.36 E-mail Address
- 3.37 Term Begins - Month January
- 3.38 Term Begins - Year (yyyy) 2014
- 3.39 Term Expires - Month or N/A December
- 3.40 Term Expires - Year (YYYY) or N/A 2018
- 3.41 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 3.42 The date the board president took the Oath of Office (mm/dd/yyyy) 12/23/2013
- 3.43 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/23/2013
- 3.44 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no more than 11).

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| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Teresa |
| 3. | Last Name | Vincent |
| 4. | Institutional Affiliation | Independent Health |
| 5. | Professional Title | Product Manager |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | April |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2017 |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 04/19/2013 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 04/19/2013 |
| 16. | Is this a brand new trustee? | N |
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- | | | |
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| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Kathleen |
| 3. | Last Name | Berens Bucki |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Librarian |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | April |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2016 |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 04/19/2013 |
| 15. | The date the Oath of Office was filed with town or county | 04/19/2013 |

	clerk (mm/dd/yyyy)	
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Rhonda
3.	Last Name	Ricks
4.	Institutional Affiliation	Inclusion Development Assoc.
5.	Professional Title	President/CEO
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 Years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/17/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/17/2014
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Michael
3.	Last Name	Amodeo
4.	Institutional Affiliation	N/A
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of	5 years

- a trustee who resigned their position).
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/19/2013
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013
 16. Is this a brand new trustee? N
 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
 2. First Name Alan
 3. Last Name Bedenko
 4. Institutional Affiliation Feldman Kieffer, LLP
 5. Professional Title Attorney
 6. Mailing Address
 7. City
 8. Zip Code (enter five digits only)
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2015
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2019
 13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 Years
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/06/2015
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/06/2015
 16. Is this a brand new trustee? N
 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
 2. First Name Sheldon
 3. Last Name Berlow
 4. Institutional Affiliation Pyramid Brokerage Co.
 5. Professional Title N/A
 6. Mailing Address
 7. City
 8. Zip Code (enter five digits only)
 9. Term Begins - Month November
 10. Term Begins - Year (yyyy) 2012
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2013

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| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 Years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 12/28/2012 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/28/2012 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Katie |
| 3. | Last Name | Burd |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | April |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2016 |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 Years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 04/19/2013 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 04/19/2013 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Frank |
| 3. | Last Name | Gist |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2011 |

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|-----|--|----------------------|
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2015 |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 Years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/18/2013 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/18/2013 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Phyllis |
| 3. | Last Name | Horton |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2005 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2009 |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | 5 Years |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 05/02/2005 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/02/2005 |
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Theodore |
| 3. | Last Name | Johnson |
| 4. | Institutional Affiliation | Hadley Exhibits Inc. |
| 5. | Professional Title | President |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |

9.	Term Begins - Month	September
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 Years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	09/16/2011
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/16/2011
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sharon
3.	Last Name	Kelly
4.	Institutional Affiliation	Hodson Russ LLP
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	March
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 Years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2011
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2011
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Elaine
3.	Last Name	Panty
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired
6.	Mailing Address	

7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 Years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/17/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/17/2013
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Wayne
3.	Last Name	Wisbaum
4.	Institutional Affiliation	Kavinoky Cook
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2010
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2014
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/09/2010
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/09/2010
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A

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| 5. | Professional Title | N/A |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Begins - Month | N/A |
| 10. | Term Begins - Year (yyyy) | N/A |
| 11. | Term Expires - Month or N/A | N/A |
| 12. | Term Expires - Year (YYYY) or N/A | N/A |
| 13. | What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | N/A |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | |

COORDINATED OUTREACH COUNCIL

- 3.45 Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No).

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2016, through December 31, 2016. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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|----|---|-------------------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | The Reverend |
| 2. | First Name | Clifford |
| 3. | Last Name | Bell |
| 4. | Institutional Affiliation | Small Business Development Center |
| 5. | Professional Title | Director |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Frank |
| 3. | Last Name | Cammarata |
| 4. | Institutional Affiliation | Erie County Office for the Disabled |

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|----|---|--|
| 5. | Professional Title | Director |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Cindy |
| 3. | Last Name | Cassavino |
| 4. | Institutional Affiliation | Lord of Life Nursing Home |
| 5. | Professional Title | Sr. Councilor |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Daniel |
| 3. | Last Name | Caufield |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Supervisor of Adult and Teen Programs and Services |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Kathryn |
| 3. | Last Name | Galvin |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Supervisor of Children's Programs and Services |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Linda |
| 3. | Last Name | Rizzo |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Director Branch Libraries |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Andrew |
| 3. | Last Name | Maines |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Supervisor of Services to County and State Correctional Facilities |

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| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Renee |
| 3. | Last Name | Masters |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Supervisor of Services to the Aged and Disabled |
| | | |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Karima |
| 3. | Last Name | Amin |
| 4. | Institutional Affiliation | Prisoners are People Too |
| 5. | Professional Title | Director |
| | | |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Miguel |
| 3. | Last Name | Santos |
| 4. | Institutional Affiliation | National Grid / Consumer Relations and Programming |
| 5. | Professional Title | Director of Community Outreach |
| | | |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Robert |
| 3. | Last Name | Blachowitz |
| 4. | Institutional Affiliation | Buffalo Association for the Blind |
| 5. | Professional Title | Advocate for the Blind |

4. Public Library System Transactions and Collections

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|--------------------------------|---------------------------------------|-----------|
| 4.1 | Number of registered system borrowers | 86,005 |
| 4.2 | Total system circulation | 3,032,234 |
| 4.3 | System Visits | 924,340 |
| GENERAL SYSTEM HOLDINGS | | |
| 4.4 | Total Cataloged Book Holdings | 1,385,204 |
| 4.5 | Uncataloged Book Holdings | 96,020 |
| 4.6 | Total Print Serial Holdings | 431,795 |
| 4.7 | All Other Print Materials Holdings | 1,011,947 |

4.8	Total Number of NOVELNY Databases	10
4.9	Total Electronic Holdings	43,268
4.10	Other Non-Electronic Materials	201,139
4.11	Grand Total Holdings (total questions 4.4 through 4.10)	3,169,383

ROTATING COLLECTIONS/BOOK LOANS

4.12	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.13	Number of collections	4
4.14	Average number of items per collection	35

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
5.2	Indicate which modules of the system's ILS have been implemented (check all that apply):	
a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	22
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	0
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	1,446,111
5.9	Number of new titles added by the system in the reporting	24,012

year		
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	0
5.12	Total new titles (total questions 5.9 through 5.11)	24,012

UNION CATALOG OF RESOURCES

5.13	How many libraries participate in (or submit records for) the union catalog?	1
5.14	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.15	Number of titles in the system's union catalog	1,446,111
5.16	Number of holdings in the system's union catalog	3,220,683
5.17	Number of new titles added in the last year	24,012
5.18	Number of holdings added in the last year	243,351

UNION LIST OF SERIALS

5.19	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.)	Y
5.20	How many libraries participate in (or submit records for) the union list of serials?	1

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

5.21	Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A)	Y
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VIRTUAL CATALOG

5.22	Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A)	Y
5.23	How many Internet-accessible member library catalogs are included in the virtual catalog?	0
5.24	How many member libraries have holdings included in a database that serves as a link of the virtual catalog?	0
5.25	Indicate the features of the system's virtual catalog (check all that apply):	
a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No
c.	Patron-initiated ILL available and used through this catalog	Yes
d.	N/A	No
5.26	Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note.	N

VISITS TO THE SYSTEM'S WEB SITE

5.27	Annual number of visits to the system's web site	9,475,911
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STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

5.28	How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status?	0
5.29	How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status?	0
5.30	How many of the system's member libraries have achieved <u>Leader</u> Statewide Internet Library-ready status?	37
5.31	Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)	37

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.32	Total items provided (loaned)	1,563
5.33	Total items received (borrowed)	4,581
5.34	Total requests provided (loaned) unfilled	3,996
5.35	Total requests received (borrowed) unfilled	1,103
5.36	Total interlibrary loan activity (total questions 5.32 through 5.35)	11,243

DELIVERY

5.38 Indicate delivery methods used by the system (check all that apply):

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	No
d.	Contracted service (paid by System - not on payroll)	No
e.	U.S. Mail	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.39	Number of stops (pick-up and delivery sites per week)	226

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions**Resource sharing (ILL, collection development, etc.)**

5.40	Number of sessions	0
5.41	Number of participants	0

Technology

5.42	Number of sessions	3
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5.43	Number of participants	28
Digitization		
5.44	Number of sessions	0
5.45	Number of participants	0
Leadership		
5.46	Number of sessions	3
5.47	Number of participants	60
Management & Supervisory		
5.48	Number of sessions	2
5.49	Number of participants	1,396
Planning and Evaluation		
5.50	Number of sessions	0
5.51	Number of participants	0
Awareness and Advocacy		
5.52	Number of sessions	1
5.53	Number of participants	2
Trustee/Council Training		
5.54	Number of sessions	1
5.55	Number of participants	58
Special Client Populations		
5.56	Number of sessions	2
5.57	Number of participants	43
Children's Services/Birth to Kindergarten		
5.58	Number of sessions	0
5.59	Number of participants	0
Children's Services/Elementary Grade Levels		
5.60	Number of sessions	0
5.61	Number of participants	0
Young Adult Services/Middle and High School Grade Levels		
5.62	Number of sessions	0
5.63	Number of participants	0
General Adult Services		
5.64	Number of sessions	0
5.65	Number of participants	0
5.66	Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y

1.	Topic	Employee Health
2.	Number of sessions	1
3.	Number of participants	61
1.	Topic	Employee Safety
2.	Number of sessions	5
3.	Number of participants	84
1.	Topic	Customer Service
2.	Number of sessions	7
3.	Number of participants	42
5.67	Grand Total Sessions (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62, 5.64 and total of 25 question #2 of Repeating Group #5)	
5.68	Grand Total Participants (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63, 5.65 and total of question #3 of Repeating Group #5)	1,774

COORDINATED SERVICES

5.69 Indicate which services the system provides (check all that apply):

Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	Coordinated purchase of print materials	Yes
b.	Coordinated purchase of non-print materials	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes
e.	Materials processing	Yes
f.	Coordinated purchase of office supplies	Yes
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	Yes
i.	Other (describe using the State note)	Yes
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.70	Number of contacts - Consulting with member libraries on grants, and state and federal funding	4,205
5.71	Number of contacts - Consulting with member libraries on funding and governance	1,795
5.72	Number of contacts - Consulting with member libraries on charter and registration work	1

5.73	Number of contacts - Consulting with member libraries on automation and technology	10,619
5.74	Number of contacts - Consulting with member libraries on youth services	5,764
5.75	Number of contacts - Consulting with member libraries on adult services	4,315
5.76	Number of contacts - Consulting with member libraries on physical plant needs	401
5.77	Number of contacts - Consulting with member libraries on personnel and management issues	10,381
5.78	Number of contacts - Consulting with state and county correctional facilities	821
5.79	Number of contacts - Providing information to local, county, and state legislators and their staffs	5,855
5.80	Number of contacts - Providing system and member library information to the media	9,410
5.81	Number of contacts - Providing website development and maintenance for member libraries	163
5.82	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.83	Total other contacts (total of question #2 of Repeating Group #6)	0
5.84	Total number of contacts (total of questions 5.70 through 5.81 and 5.83)	53,730

REFERENCE SERVICES

5.85	Total Reference Transactions	192,369
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SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.86 Indicate services the system provides to special clients (check all that apply):

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes

g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.87	Number of BOOKS BY MAIL loans	0
5.88	Number of member libraries with Job/Education Information Centers or collections	17
5.89	Number of State Correctional Facilities libraries served	3
5.90	Number of County Jails libraries served	2
5.91	Number of institutions served other than jails or correctional facilities	1
5.92	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.93	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92.	Y
5.94	Description of fees	N/A

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Erie
2.	Amount	\$24,019,601
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N
6.2	Total County Funding	\$24,019,601
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$24,019,601

STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$8,028
6.6	Central Library Development Aid	\$278,016
6.7	Central Book Aid	\$64,134
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$11,911

6.10	Coordinated Outreach Services Aid	\$151,514
6.11	Correctional Facilities Library Aid	\$41,013
6.12	County Jails Library Aid	\$7,865
6.14	Family Literacy Grants	\$1,187
Local Library Services Aid		
6.18	Kept at System Headquarters	\$91,239
6.19	Distributed to members	\$181,526
6.20	Total LLSA (total questions 6.18 and 6.19)	\$272,765
6.21	Local Services Support Aid	\$192,341
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,587,603
Regional Bibliographic Data Bases (RBDB) Aid		
6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.35	Special Legislative Grants and Member Items	\$63,000
6.36	Supplementary System Aid	\$195,873
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	Y

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1.	Funding Source	Erie County Fiscal Stability Authority
2.	Amount	\$405,050
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$405,050
6.44	Total State Aid Receipts (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43)	\$3,280,300

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0
6.46	Does the system receive any other Federal Aid (specify Act	Y

and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1.	Funding Source	Institute of Museum and Library Services
2.	Amount	\$111,254
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$111,254
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$111,254

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

6.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	N/A
2.	Contracted Service	N/A
3.	Total Contract Amount	N/A
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$0

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$371,912
6.53	Income from Investments	\$2,753
Proceeds from Sale of Property		
6.54	Real Property	\$0
6.55	Equipment	\$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1.	Receipt category	Library Charges
2.	Amount	\$426,587
1.	Receipt category	Refunds
2.	Amount	\$22,234
1.	Receipt category	Rental of Real Property
2.	Amount	\$14,604
1.	Receipt category	Commissions

2.	Amount	\$21,808
1.	Receipt category	Misc
2.	Amount	\$448,630
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$933,863
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$1,308,528
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$28,719,683
6.60	BUDGET LOANS	\$0
TRANSFERS		
6.61	From Capital Fund (Same as question 9.6)	\$24,590
6.62	From Other Funds	\$0
6.63	Total Transfers (total questions 6.61 and 6.62)	\$24,590
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015.)	\$9,165,435
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)	\$37,909,708

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$2,305,360
7.2	Other Staff	\$6,616,796
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$8,922,156
7.4	Employee Benefits Expenditures	\$4,613,666
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$13,535,822

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$406,055
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7.7	Electronic Materials Expenditures	\$250,738
7.8	Other Materials Expenditures	\$229,999
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$886,792

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$181,526
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$63,000
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$16,616
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$261,142
7.19	Book/Library Materials Grants	\$2,048,937
7.20	Other Non-Cash Grants	\$8,330,139
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$10,640,218

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$22,899
7.24	Computer Equipment	\$292,383
7.25	Furniture/Furnishings	\$29,019
7.26	Other Capital Expenditures	\$10,796
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$355,097

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$30,627
7.29	From Other Funds (71OF)	\$324,470
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$355,097

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$93,754
7.32	From Other Funds (72OF)	\$35,672
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$129,426
7.34	Other Building & Maintenance Expenses	\$558,404
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$687,830

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$47,222
7.37	Office and Library Supplies	\$149,770
7.38	Telecommunications	\$55,711
7.39	Binding Expenses	\$4,025
7.40	Postage and Freight	\$39,709
7.41	Publicity and Printing	\$239,634
7.42	Travel	\$23,164
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$197,384
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid	\$13,916
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	Electr Acces
2.	Amount	\$211,930
1.	Expense category	Equipment
2.	Amount	\$57,254
1.	Expense category	Misc
2.	Amount	\$684,596
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$953,780
7.48	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$1,724,315

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

7.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	N/A
2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	Total Contracts (total question #3 of Repeating Group #14)	\$0

above)

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51	From Local Public Funds (73PF)	\$1,001,744
7.52	From Other Funds (73OF)	\$0
7.53	Total Capital Purposes Loans (total questions 7.51 and 7.52)	\$1,001,744
7.54	Other Loans	\$0
7.55	Total Debt Service (total questions 7.53 and 7.54)	\$1,001,744
7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$28,831,818

TRANSFERS

Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$80,901
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$80,901
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$80,901
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$28,912,719
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2015) (For 3Rs - June 30, 2016)	\$8,996,989
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER (total questions 7.62, 7.63, 7.73, and 7.82)	\$37,909,708

FISCAL AUDIT

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

7.84	Last audit performed (mm/dd/yyyy)	12/31/2014
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- 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/2014-12/31/2014
- 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution N/A
2. Amount of funds on deposit N/A
- 7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$0
- 7.88 Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. Y

8. Capital Fund Receipts

- 8.1 **Total Revenue From Local Sources** \$0
- 8.2 **Transfer From Operating Fund** \$80,901
(same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

- 8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

- 8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N
1. Contracting Agency N/A
2. Amount N/A
- 8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0
- 8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5) \$80,901
- 8.7 **NONREVENUE RECEIPTS** \$0
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$80,901
- 8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015) \$314,066

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$394,967

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1 Total Construction \$255,920
9.2 Incidental Construction \$0
9.3 Books and Library Materials \$0
9.4 Total Other Disbursements \$0
9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$255,920
9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) \$24,590
9.7 **TOTAL NONPROJECT EXPENDITURES** \$0
9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$280,510
9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2015, for Public Library Systems; June 30, 2016, for 3Rs)** \$114,457
9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) \$394,967

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2016 - December 31, 2016

PROJECTED OPERATING FUND - RECEIPTS

12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) \$27,917,091
12.2 Budget Loans \$0
12.3 Total Transfers \$0
12.4 Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2016, must be the same as the December 31, 2015, closing balance reported on Q7.63 of the 2015 annual report) \$8,996,989
12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover** (total questions 12.1 through 12.4) \$36,914,080

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$27,917,091
12.7	Total Transfers	\$0
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2016)	\$8,996,989
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	\$36,914,080

PROJECTED CAPITAL FUND - RECEIPTS

12.1	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$230,764
12.1	Nonrevenue Receipts	\$0
12.1	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2016, must be the same as the December 31, 2015, closing balance reported on Q9.9 of the 2015 annual report)	\$114,457
12.1	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$345,221

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.1	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$345,221
12.1	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2016)	\$0
12.1	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$345,221

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)

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(Basic 273(1)
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(LLS 273(5)
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\$0.31
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members
LLSA.

Statutory Reference (LCS A): Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3<

13.1.1-13.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.1.1 Total Full-Time Equivalents (FTE) 7.03

13.1.2 Total Expenditure for Professional Salaries \$280,946

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3 Total Full-Time Equivalents (FTE) 27.63

13.1.4 Total Expenditure for Other Staff \$1,053,019

13.1.5 Salaries
Employees Benefits
 :
 Indicate the total expenditure for all system employee fringe benefits. \$754,491

13.1.6 **Purchased Services**
 : Did the system expend funds for purchased services?
 ?
 Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure Category N/A
2. Provider of Services N/A
3. Expenditure N/A

ure

13.1. **Total**
7 **Expendi**
ture - \$0
Purchas
ed
Services

13.1. **Supplies**
8 **and**
Material
ls: Did
the
the
system
expend
funds
for
supply
items,
postage,
library
material N
s, or
equipme
nt and
furnishin
gs with a
unit cost
less than
\$5,000?
Enter Y
for Yes,
N for
No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expendit
ure
Categor N/A
y

2. Expenditure N/A

13.1.9 **Total Expenditure - Supplies and Materials** \$0

13.1.10 **Travel Expenditures:**
Did the system expend funds for travel?
Enter Y for Yes, N for No.

If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel N/A

2. Expenditure N/A

13.1.11 **Total Expenditures - Travel** \$0

13.1.12 **Equipment and Furnishings:**
Did the system expend funds for equipment

nt and
furnishin
gs with a
unit cost
of
\$5,000
or more
and
having a
useful
life of
more
than one
year.
Enter Y
for Yes,
N for
No.

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3,
and 4 of one repeating group.

1. Type of Item N/A
2. Quantity N/A
3. Unit Cost N/A
4. Expenditure N/A

13.1. **Total**
13 **Expendit**
ure -
Equipme \$0
nt and
Furnishi
ngs

13.1. **Local**
14 **Library**
Services
Aid
Expendi \$181,526
tures:
Indicate
the total
expendit

ures to
member
libraries
for
Local
Library
Services
Aid.

13.1.
15

**Grants
to
Member
Libraries:** Did
the
system
expend
funds N
for
grants to
member
libraries
? Enter
Y for
Yes, N
for no.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient N/A
2. Allocation N/A
3. Project Description (no more than 300 words)

13.1.
16

**Total
Expenditures - \$0
Grants
for**

13.1.17 Member Libraries
Total Expenditure
(total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) \$2,269,982

13.1.18 **Cash Balance at the Opening of the Fiscal Year**
NOTE:
The opening balance must be the same as the closing balance of the previous year. \$84,887

13.1.19 **Total Allocation from 2015 - 2016 State Aid:** \$2,248,582

13.1.20 **Cash Balance at the** \$63,487

**End of
the
Current
Fiscal
Year**

13.1.
21

Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. The Public Library System Aid helped to support the wages and fringe benefits for staff members of various departments of Buffalo & Erie County Public Library (B&ECPL) such as Shipping, Interlibrary Loan, Technical Services, and Processing who are imperative in providing prompt access to needed information and materials for our patrons. These departments are responsible for the movement of library materials from acquisition to the various locations in order to fulfill patrons' needs and requests. In addition, this aid assisted in meeting the personnel costs in areas supporting Technology Services. Areas include B&ECPL's information technology and communications staff members who oversee the System's integrated network system and present an informative and easy to use website, catalog and reference service to remote library users. B&ECPL's information technology staff continues to find innovative and interesting ways to improve patrons' access to information, including the use of social media outlets. Network support and communications staff members are also responsible for the maintenance of the public website, including the posting of upcoming events at all B&ECPL locations. The website also provides access to B&ECPL's various downloadable materials. This aid supported staff costs for those B&ECPL departments that provided consulting and technical support for member/contract libraries through staff expertise and assistance related to finance, governance, automation, technological support, borrower services, collection development, human resources and the implementation of RFID technology. Consultation is also provided to the contract/member libraries with applications for, and implementation of State Construction Grant programs. By providing assistance to member libraries, public service staff is freed from these duties and able to focus attention on patron needs including; but not limited to, reference assistance and programming. Finally, this aid supported B&ECPL staff costs for those departments that provide coordinated system services such as electronic access to databases and other electronic resources, including B&ECPL's "Tech Know Lab" which provided computer training to patron and staff members at locations throughout the system. B&ECPL's "e-Branch" has become the primary contact for patrons requiring technical support when taking advantage of the Library's wide range of downloadable resources (e-Books, Audio books, etc). Consolidation of utility purchases, office and library supplies purchases, and equipment purchases, resulting in both cost and time savings for the member/contract libraries. In addition the Human Resources

department, continue to assist staff members, by developing new staffing plans and providing on-going training. BECPL's Centralized Human Resources (CHR) program provides centralized payroll, civil service and human resource activities for all member/contract libraries.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

13.2.
1

Purchased Services
: Did the library system expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services Proquest
- 3. Expenditure \$7,912

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services Mergent
- 3. Expenditure \$25,750

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services Ebsco
- 3. Expenditure \$30,472

13.2.2 **Total Expenditure - Purchased Services** \$64,134

13.2.3 **Supplies and Material** N

Is: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- 1. Expenditure Category N/A
- 2. Quantity N/A
- 3. Unit Cost N/A
- 4. Expenditure N/A

- 13.2. Total Expenditure - Supplies and
- 4 \$0

13.2.5 **Materials Grants to Central/Co-Central Libraries**
 s: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1,2, and 3 of one repeating group.

- 1. Recipient N/A
- 2. Allocation N/A
- 3. Project Description (no more than 300 words)

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$64,134

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE:
The opening balance must be the same as the closing balance of the previous year. \$0

13.2.9 **Total Allocation from 2015 - 2016 State Aid** \$64,134

13.2.10 **Cash Balance at the End of the Current Fiscal Year** \$0

13.2.11 **Final Narrative** Central Library Book Aid was used to continue to provide access to three major databases used by Buffalo & Erie County Public Library

ve: (B&ECPL)'s Central Library staff and patrons. Mergent Online is a Provide great source of information for patrons interested in opening a new a brief business or expanding a new business. From Proquest, B&ECPL narrative extended its access to Ancestry Library an excellent online resource , no for patrons doing genealogical research. This resource is a greatly more used in the Central Library's Grosvenor Room, a center for local than five history and genealogical research. Ebsco provided us with Masterfile hundred Premier, an online resource providing access to a wide range of (500) topics. Masterfile provides online access to numerous periodicals, words, supplementing B&ECPL's print subscriptions.

describi
ng the
major
activities
carried
out with
these
State
Aid
Funds.

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)

Reference: Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at

<http://www.nysl.nysed.gov/libdev/clda/index.html>

for more information.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3. 1	Total Full- Time Equivale nts (FTE)	2.29
13.3. 2	Total Expendit	\$104,907

ure for
Professi
onal
Salaries

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.
3 Total
Full-
Time
Equivale 2.89
nts
(FTE)

13.3.
4 Total
Expendit
ures for \$85,566
Other
Staff
Salaries

13.3.
5 **Employ
ee
Benefits**
:
Indicate
the total
expendit
ures for
all \$80,236
system
employe
e
benefits
(paid
from
CLDA
funds).

13.3.
6 **Purchas
ed
Services**
: Did the
system N
expend
funds
for
purchase
d

services
? Enter
Y for
Yes, N
for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- 1. Expenditure Category N/A
- 2. Provider of Services N/A
- 3. Expenditure N/A

13.3.7 Total Expenditure - Purchased Services \$0

13.3.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language N

library
material
s, or
equipme
nt and
furnishin
gs with a
unit cost
less than
\$5,000?
Enter Y
for Yes,
N for
No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expendit
ure
Categor N/A
y

2. Expendit N/A
ure

13.3. **Total**
9 **Expendi**
ture -
Supplies \$0
and
Materia
ls

13.3. **Travel**
10 **Expendi**
tures:
Did the
system Y
expend
funds
for
travel?
Enter Y

for Yes,
N for
No.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel System staff
2. Expenditure \$383

13.3.11 **Total Expenditures - Travel** \$383

13.3.12 **Equipment and Furnishings:**
Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year.
Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

- 1. Type of item N/A
- 2. Quantity N/A
- 3. Unit cost N/A
- 4. Expenditure N/A

13.3. **Total**
 13 **Expenditure -**
Equipment and \$0
Furnishings

13.3. **Grants**
 14 **to**
Central/
Co-
Central
Libraries: Did
 the
 the
 system
 expend N
 funds
 for
 grants to
 central/c
 o-central
 libraries
 ? Enter
 Y for
 Yes, N
 for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- 1. Recipient N/A
- 2. Allocation N/A
- 3. Project Description (no

more
than 300
words)

13.3.
15 **Total
Expendit
ure -
Grants
to \$0
Central/
Co-
Central
Libraries**

13.3.
16 **Total
Expendi
ture
(total
13.3.2,
13.3.4,
13.3.5, \$271,092
13.3.7,
13.3.9,
13.3.11,
13.3.13,
and
13.3.15)**

13.3.
17 **Cash
Balance
at the
Openin
g of the
Fiscal
Year**
NOTE:
The
opening \$12,787
balance
must be
the same
as the
closing
balance
of the
previous
year.

13.3. **Total**
18 **Allocati**
on from
2015 - \$278,016
2016
State
Aid:

13.3. **Cash**
19 **Balance**
at the
end of \$19,711
the
Current
Fiscal
Year

13.3. **Final** Funds from Central Library Development Aid helped to sustain the
20 **Narrati** Central Library's Grosvenor Room (local history, genealogy and rare
ve: books) who respond to the bulk of B&ECPL's specialized email and
Provide telephone requests. The Special Collections department continued to
a brief promote and exhibit the collection of rare books from B&ECPL's
narrative collection, making the Central Library a focal point for tourism and
, no research throughout and beyond the County of Erie. Central Library
more Development Aid help supplement wages and fringes for staff
than five members who are a major resource when planning and implementing
hundred many of the programs and exhibits held at the Central Library,
(500) especially those related to items from our Rare Book Collection.
words, Opening in October 2015, the Central Library opened its largest
describi exhibit to date - "Milestone of Science: Books that Shook the World!"
ng the highlighting 35 rare books from the Library's collection related to ten
major science-related disciplines - including works from Aristotle, daVinci,
activities Galileo, and Darwin, among others.
carried <http://www.buffalolib.org/content/milestones-science/about->
out with milestones-science. In conjunction with the exhibit, the Library's
these programming teams have worked to create many STEM related
State programs related to the collection. This aid also provided staff to
Aid assist library patrons in using public access computers and staff
Funds. members to shelve and retrieve items in the various collections
throughout the building.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Education Law §
Reference: 273(1)(h)
Commissioners

Regulations 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1 Total Full-Time Equivalents (FTE) 1.26

13.4.2 Total Expenditure for Professional Salaries \$59,587

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3 Total Full-Time Equivalents (FTE) 0.74

13.4.4 Total Expenditure for Other Staff Salaries \$23,972

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$47,149

13.4.6 **Purchased** N

Services
: Did the
system
expend
funds
for
purchase
d
services
? Enter
Y for
Yes, N
for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

13.4.7 **Total Expenditure - Purchased Services** \$0

13.4.8 **Supplies and Materials:** Did the system expend funds for

supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category N/A

2. Expenditure N/A

13.4.9 Total Expenditure - Supplies and Materials \$0

13.4.10 **Travel Expenditures:** Did the system expend funds Y

for
 travel?
 Enter Y
 for Yes,
 N for
 No.
 Indicate
 the total
 expendit
 ures for
 system
 employe
 e travel
 only in
 this
 category

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

1. Type of System staff
 Travel

2. Expendit \$24
 ure

13.4. **Total**
 11 **Expendi** \$24
ture -
Travel

13.4. **Equipm**
 12 **ent and**
Furnish
ings:
 Did the
 system
 expend
 funds
 for N
 equipme
 nt and
 furnishin
 gs with a
 unit cost
 of
 \$5,000
 or more

and
having a
useful
life of
more
than one
year.
Enter Y
for Yes,
N for
No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of item N/A
2. Quantity N/A
3. Unit Cost N/A
4. Expenditure N/A

13.4. **Total**
13 **Expendi**
ture -
Equipm \$0
ent and
Furnish
ings

13.4. Did the
14 system
expend
funds on
grants to
member N
libraries
? Enter
Y for
Yes, N
for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient N/A

2.	Allocati on	N/A
3.	Descript ion of Project	
13.4. 15	Total Expendit ure - Grants to Member Libraries	\$0
13.4. 16	Total Expendit ure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	\$130,732
13.4. 17	Cash Balance at the Openin g of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$56,782

13.4.
18 **Total
Allocati
on from
2015 - \$151,514
2016
State
Aid:**

13.4.
19 **Cash
Balance
at the
End of \$77,564
the
Current
Fiscal
Year**

13.4.
20 **Final
Narrati
ve:** Buffalo & Erie County Public Library (B&ECPL) continues to provide a welcoming atmosphere at all its locations for persons with disabilities and continue to develop a staff trained to work with diverse populations. The System has established outreach services by providing programs and services to the resident of Buffalo, and the surrounding area, at the eight City branches. Staff members continued learning new disabilities technologies to train additional staff throughout the System in 2015. B&ECPL's Adult Programming continues to reach out and partner with other local organizations, including Literacy New York and Project Flight to provide insight to the resources available at the library, to improve literacy, economic development and provide job placement assistance. The Adult Programming team continued to streamline the procedures for requesting Bi-Folkal kits, and surveying patrons to ensure the proper collection. Coordinated Outreach Library Services Aid provided funding for staff members who have been trained to offer equal access to the Library's services by meeting the needs of persons with disabilities through use of computers and other technology. Working with Erie County Office for the Disabled, a survey was conducted to better understand the needs of individuals with disabilities, so technology could be used to fulfill these needs. Staff continued to develop programs that entertain and educate the diverse population of Buffalo and Erie County, while promoting the resources and services available for their use at B&ECPL. The focus of outreach is senior citizens with limited mobility, persons with disabilities, and children at risk. In 2015, the Central Library hosted "Disability Awareness Month" and two Diversity Job fairs. Collections and resources are used effectively to serve special client populations. In addition B&ECPL Children's Programming team continued to coordinate System-wide programs, including New York Summer Reading Program, and B&ECPL's own Battle of the Books program, which

celebrated its 17th anniversary in 2015, keeping children reading during the summer.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

- 13.5. **Purchased Services**
1 **Services**
: Did the system expend funds for purchased services?
? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

- 1. Expenditure Category Other (specify using the State note)
- 2. Provider of Services Buffalo & Erie County Public Library
- 3. Expenditure \$8,766

13.5.
2 **Total Expenditure - Purchased Services** \$8,766

13.5.
3 **Supplies and Materials:** Did the system expend funds for supply items, postage, library material **Y** s, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Books and other print materials
2. Expenditure \$36

ure

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$156

13.5.4 **Total Expenditure - Supplies and Materials** \$192

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$8,958

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE:
The opening balance must be the same as the closing balance from the previous year.

13.5.7 **Total Allocati** \$7,865

13.5.8
**on from
2015 -
2016
State
Aid
Cash
Balance
at the
End of
the
Current
Fiscal
Year** \$584

13.5.9
**Final
Narrati
ve:Provi
de a
brief
narrative**

, no Buffalo & Erie County Public Library (B&ECPL) continued to more provide comprehensive and innovative service to all penal-connected than five facilities operated by Erie County - the Erie County Holding Center hundred and the Erie County Correctional Facility. Library services in these (500) facilities encompass a variety of materials in print and non-print words, formats which engage the population and provide educational describi opportunities. B&ECPL continued to staff and develop the library ng the collection for these locations. This aid assisted B&ECPL to offer major access to information for the individuals housed in Erie County's activities penal-connected facilities.

carried
out with
these
State
Aid
Funds.

State Correctional Aid

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE
CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)

Reference: Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1 Total Full-Time Equivalents (FTE) 0.15

13.6.2 Total Expenditure for Professional Salaries \$8,743

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3 Total Full-Time Equivalents (FTE) 0.63

13.6.4 Total Expenditure for Other Staff Salaries \$19,556

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employees \$13,766

e
benefits.

13.6.
6 **Purchased Services**
: Does the system expend funds for purchased services? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure Category Institutional membership dues
2. Provider of Services Western NY Library Resouce Council
3. Expenditure \$385

13.6.
7 **Total Expenditure - Purchased Services** \$385

13.6.
8 **Supplies and Materials:** Did

the
system
expend
funds
for
supply
items,
postage,
library
material
s, or
equipme
nt and
furnishin
gs with a
unit cost
less than
\$5,000?
Enter Y
for Yes,
N for
No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expendit
ure
Category Books and other print materials
y

2. Expendit \$29,283
ure

13.6. **Total**
9 **Expendi**
ture -
Supplies \$29,283
and
Materia
ls

13.6. **Travel**
10 **Expendi** Y

tures:
Did the
system
expend
funds
for
travel?
Enter Y
for Yes,
N for
No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of Other
Travel

2. Expenditure \$439

13.6. **Total**
11 **Expenditure -** \$439
Travel

13.6. **Equipment and**
12 **Furnishings:**
Did the
system
expend
funds
for
equipment
and
furnishings with a
unit cost
of
\$5,000
or more
and
having a
useful
life of
more

than one
year.
Enter Y
for Yes,
N for
No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of item N/A
2. Quantity N/A
3. Unit Cost N/A
4. Expenditure N/A

13.6.13 **Total Expenditure - Equipment and Furnishings** \$0

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$72,172

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$127,977

NOTE:
The

opening
balance
must be
the same
as the
closing
balance
of the
previous
year.

13.6.
16 **Total
Allocati
on from
2015 - \$41,013
2016
State
Aid:**

13.6.
17 **Cash
Balance
at the
End of \$96,818
the
Fiscal
Year:**

13.6.
18 **Final
Narrati
ve:**
Provide
a brief
narrative

, no The Buffalo & Erie County Public Library (B&ECPL) continues to
more provide library service to New York State Correctional facility
than five inmates. During 2015, the Collins, Gowanda, and Wende State
hundred Correctional Facilities contracted with the Buffalo & Erie County
(500) Public Library for a variety of public libraries services and programs
words, including: interlibrary loan and delivery, reference and consultant
describi services, membership in the Western New York Library Resources
ng the Council, and the purchase and delivery of new books and other
major materials.
activities
carried
out with
these
State
Aid

Funds

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2014)

- 14.1 Element "-----"â€¢ Circulation decreased to 6,986,027; â€¢ Door counts 1: decreased 5.2% with 3,170,904 visitors reported; â€¢ e-Book Resourc downloads increased to 387,493; â€¢ Total downloads increased to e 504,363; â€¢ 243,351 items and 24,012 new titles were added to the Sharing collection; â€¢ 142,712 items were ordered System-wide (94,602 - Results print and 48,110 media); â€¢ Total expenditure for library materials was \$2,987,335.24 (\$2,891,934.29 operating budget, \$95,400.95 grants and private funds); â€¢ 5,412 e-Books were purchased at a cost of \$227,887.99; â€¢ Weeding schedules for the Central Library and city branches were maintained; â€¢ Download content was provided through OverDrive, EBL (e-Book Library), Project Gutenberg, Freegal, and Moving Image Archive; â€¢ City branch and contract library staff members were surveyed to assess collection needs; â€¢ Online Patron and Staff suggestions were utilized to ensure collections met user needs; â€¢ Foreign Language collection development enhanced using a dedicated budget line; â€¢ Total downloads increased to 504,363; â€¢ More than 6,300 download titles were added to the collection; â€¢ Adult non-fiction circulation increased to 590,571; â€¢ 4,332 adult programs were conducted for 34,853 attendees; â€¢ 999 public technology classes were conducted for 3,223 attendees; â€¢ 503,247 clicks or click-thrus were recorded for the adult local and NOVEL databases, a 2.3% increase; â€¢ Young adult print fiction circulation increased by .4% to 108,089; â€¢ 1,113 programs were conducted for 9,070 teens, a 23.3% decrease in the number of programs and 9.3% decrease in the number of teens; â€¢ 760 teens registered for the Library's Summer Reading Program, an increase of 59.3%; â€¢ 285 Summer Reading programs were attended by 5,261 teens, an increase in programs of 16.3% and a 39.8% increase in the number of teens; â€¢ 9,616 children registered for the Library's Summer Reading Program, an increase of 19.9%; â€¢ 1,245 Summer Reading programs were attended by 38,864 children, a 10.5% increase in programs and a 7.7% decrease in attendance; â€¢ 4,176 Children's programs were presented System-wide for 89,357 attendees, a 2.2% increase in programs and a 5.6% increase in attendance; â€¢ 1,149 Intergenerational programs were conducted for 47,010 participants, a 21.6% increase in programs and 5.9% decrease in attendance; â€¢ Circulation of juvenile non-fiction increased to 191,365; â€¢ 2,721 clicks or click-thrus were recorded for the children's databases, a 13.4% decrease; â€¢ 2,124 young children programs were presented System-wide for 45,560 attendees,

a 5.4% increase in programs and a 5% increase in attendance; 2,572 Early Literacy sessions were conducted for a total audience of 58,186 attendees, a 6.3% increase in programs and 5.1% increase in attendance; SirsiDynix production and test servers were maintained (no unscheduled downtime recorded); Patch upgrades were performed on SirsiDynix ILS software and SirsiDynix Web Services; Test Server was upgraded to Symphony 3.4.1.5; SirsiDynix was selected as the preferred vendor subsequent to Responses to RFP for Next-Generation ILS and Related Services review and evaluation with contract negotiations ongoing; 3 additional libraries were converted to full functioning RFID technology bringing the System total to 100%; All B&ECPL libraries now use RFID Circulation(with 93 self-check stations); Automated Materials Handling System (AMH) was installed at the Audubon Library; Use of auto-generating "hold" self-service slips was expanded to 34 libraries; Implemented on-demand "pull onshelf holds" functionality; Pub East/West software installed on new computer with dual monitors; Social Security services icon access added to desktops; New public scanners added at Hamburg, Grand Island and Tonawanda libraries; Repurposed laptops prepared for Social Services partnering project at two libraries; Digitized newspapers added to desktops at Newstead and Orchard Park libraries; Researched equipment and Wi-Fi placement for bookmobile (to be implemented in 2016); 3 new workstations added at Tonawanda and 4 at Niagara Branch; Installed/added WAPs and new workstations for Hamburg Library expansion project; Self-check workstations software upgraded and instructions simplified; 12 public laptops added at 4 libraries; 4 Mac computers installed for makerspace/digitization project; Secured, tested and reinstalled computers and switches for East Clinton after in-library fire; All branches' network speeds raised to 30mbps minimum; Uplink to fibertech increased to 400mbits; Developed secure wi-fi for January 2016 implementation; Secured 25 WAPs for branch community rooms to expand coverage; Secured new core switch to prevent traffic bottlenecks; All B&ECPL libraries offered free WiFi, with sessions increasing 10.7% to 242,650; Number of in-house public computer use sessions decreased 8.4% to 751,181; Number of aggregate hits to the Library's web site and catalogs increased 45.8% to 9,719,461; The B&ECPL's Drupal-based ADA compliant website www.buffalolib.org and Staff Intranet were maintained and updated on a regular basis; The Intranet Staff Forums were monitored on a regular basis; Staff members used authorized remote Intranet access to update unified calendars, facilitating changes to the public website calendar scroll; An "Emergency Procedures" link was added to the Intranet home page; Enhancements were made to

patron account features in open source fully ADA compliant VuFind catalog; Database maintained through ongoing Authority Control using Marcive, Inc. services; The B&ECPL's mobile website and online catalog interface m.buffalolib.org were maintained; eLibraryCards were made available via online application; All libraries were 'live' with web page editing permissions; Circulation, Public Access Computer Use, Library Visits, and Weekly Open Hours were posted monthly on the public website at <http://www.buffalolib.org/content/monthly-statistics/2015-statistics>; Central Library social networking sites included Facebook (6,179 fans), Twitter (8,304 followers), Pinterest (1,217 followers), Instagram (556 followers), Tumblr (104 followers), and flickr (225,353); Central Library's TechKnowLab YouTube Channel <http://bit.ly/WglZO4> had 13,453 views; 3 new documentary videos and 7 instructional videos were created by the Central Library TechKnowLab staff; Server was upgraded to Exchange 2013 with new web interface for email; Completed Windows 7 upgrades for staff workstations; Continued implementation of Libstats reference statistics reporting software; Developed online library card signup software and protocol; Added several new printers; Added new staff laptops at 3 libraries; Developed Wake on Lan so that computers turn on automatically based on their calendar; SirsiDynix Director's Station software was used to create reports; SirsiDynix MobileCirc software was implemented and tested at the Central Library; 22 total One-on-One Book a Technology Trainer appointments were conducted for the staff; 3 staff technology classes were conducted at the Central Library; Web filtering upgraded to lightspeed appliance; New filtered proxy ensured CIPA compliance; Upgraded Payfines server for more secure online payments; Shipping routes were regularly assessed and adjusted to maximize delivery efficiency; All priority items were shipped within a 24 hour timeframe; During peak times, standard shipments were processed and re-shipped within 48 hours; The B&ECPL's Shipping Department transported 89,903 delivery boxes among the 37 libraries; Continued utilizing Empire Shared Collection Repository for journal/serial titles and holdings; Article delivery turnaround time improved due to increased electronic transmission; The reciprocal borrowing agreement program resulted in a decrease in turnaround time; The B&ECPL sent (filled) 1,563 ILL requests to other libraries; The B&ECPL received (for B&ECPL patrons) 4,581 ILL requests from other libraries; Public Survey #1 (online) with questions regarding collection improvement (515 responses); Public Survey #2 (online) 71% said they knew all 37 B&ECPL libraries have free WiFi (452 responses); Public Survey #3 (online) 85% said yes the Library's collection reflects the diversity of the community (516

responses); 66% said the Library's website is easy to use (592 responses); 20% read & learn, 4% research, 2% become informed - 876 responses); 89% said the children's program was great (284 responses); 86% said the family program they attended was great (299 responses); 71% said the program that they attended was great and also suggested topics for future programming (76 responses); 99% said yes they found something good to read, listen to or view at the Library (120 responses); 100% said yes the Library's collection is very good or excellent (98 responses); 81% said yes the Library provides access to materials, services & programs that support Common Core and STEM curriculum (140 responses);

14.2 Element 2: Special Client Groups - Results

 The consolidated list of External Partners was maintained and updated (increased from 485 to 592); The B&ECPL continued to collaborate with in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York; The B&ECPL continued to support in-house partner Project Flight and the Book Bank; The B&ECPL continued its partnerships with the Erie County Department of Social Services, the Buffalo Public Schools, and Buffalo Adult Education; The B&ECPL holds a seat on the WBFO Educational Services Advisory Board and ECIDA City Managers committee; The B&ECPL continued to reach out to new employment training partners and increased programming through a NYS Workforce Development grant; The B&ECPL continued to collaborate with major economic development agencies (including the Small Business Administration, Erie County Industrial Development Agency, Small Business Development Center, Canisius College Women's Business Center, University at Buffalo School of Management, Buffalo Niagara Partnership, and various Chambers of Commerce); A new partnership was formed with the WNY Invention Convention which held its annual daylong student program at the Central Library; The B&ECPL developed a partnership with Arts Partners for Learning; 10,770 programs were conducted for 180,290 attendees System-wide; Adult, teen and children's programs were conducted by the System Programming Teams at all B&ECPL libraries; The Children's Programming Team coordinated a System-wide Battle of the Books program, the New York State Summer Reading program, the National Jumpstart Program "Read for the Record, and "Library Night at the Races" at Holland Speedway; The Children's Programming Team provided programming kits, book-in-hand kits, Ellison cuts, crafts supplies, and prizes for summer

programs; The Children's Programming Team promoted Lap Sit programs at community preschools and Parent Literacy events; The System Programming Teams presented 11 weeks of programming at Canalside in Buffalo; The Children's Programming Team participated in special events including Kids Fest, "Touch-A-Truck" event, Mayor Brown's Summer Reading Challenge Kickoff, and "Wild About Wellness" sponsored by the Buffalo Zoo; The Children's Programming Team promoted early literacy programming at community libraries; The System Programming Teams coordinated online Summer and Winter Reading Challenges; The Adult Programming Team was a contributing partner to Erie County's Comic-Con held at the Buffalo Niagara Convention Center; The Adult Programming Team supported "Comic-Fest" programs held at community libraries; A B&ECPL librarian participated in several health information outreach activities (BOCES, Elmwood Art Festival, UB on the Green, Bailey Avenue Community Party with Harmac Inc., West Side Community Health Fair); The B&ECPL continued to review services for the disabled; Central Library staff established relationships with local partners who serve persons with disabilities; Managers throughout the System were trained to deal with persons having disabilities; Central Library loaned technologies for assisting persons with disabilities to System libraries; Central Library hosted "Disability Awareness Month" activities, 4 Job Fairs, and ongoing art exhibits by agencies using art as therapy (Starlight Studio and Gallery, Learning Disabilities Association, Arts Experience, People, Inc., iExpress, Aspire of WNY, ArtWorks, and Autism Services, Inc.); The Greater Buffalo United Accountable Care Network (GBUAHN) established a daily in-library assistance program; The Adult Programming Team provided Bi-Folkal Kits and began surveying agencies to ensure an appropriate collection; The Adult Programming Team added large print copies to the "Book Club in a Bag" reading initiative; The Adult Programming Team continued with its economic outreach programming as well as coordinated speakers and workshops supporting Money Smart week; 999 public technology programs were conducted for 3,223 attendees System-wide; The Central Library TechKnowLab Team conducted 321 public classes System-wide for 1,953 attendees (comments included "Exceptional class. Very good teachers as they took time to answer each and every question participants had."); 360 One-on-One public Book a Technology Trainer sessions were conducted System-wide with an overall weighted average of 4.92 out of 5 (comments included "It is a wonderful service that is offered here. I have heard of people -family members etc.- spending a lot of time, money, frustration for what I received in one hour"); The Central Library Launch Pad MakerSpace Team conducted 96 One-on-One Book a Technology Appointment sessions and received an

overall rating of 4.81 out of 5; (comments included "Great service!! This is the way you bring technology and people together by letting them use it and experience it by themselves."): The Central Library Launch Pad MakerSpace Team conducted 53 programs for 542 attendees; The B&ECPL continued to staff and address collection development needs at the Erie County Correctional Facility Library; The B&ECPL continued to order library materials for 2 county facilities (Erie County Correctional Facility and Erie County Holding Center) and 3 state facilities (Collins, Gowanda, and Wende Correctional Facilities); Inmates received expanded access to materials for recreational reading and research; The B&ECPL offered workshops in resume creation to individuals about to be released from the Erie County Correctional Facility and the 3 partnering State Facilities using a NYS Workforce Development Grant; The B&ECPL continued to train correctional staff and inmates at the Erie County Correctional Facility and Erie County Holding Center how to use the Westlaw databases; The B&ECPL Interlibrary Loan (ILL) services facilitated inmate access to titles not available in the B&ECPL System; Improved service to inmates, including greater access to electronic legal materials and the ability to print-on-demand, contributed to a decline in ILL requests (1,715 requests representing a 10% decrease); Combined Erie County Correctional Facility and Holding Center circulation dropped to 135,224, representing a 17% decrease (due directly to the elimination of legal books and the transition to Westlaw databases); Young adult print fiction circulation increased by .4% to 108,089; 1,113 programs were conducted for 9,070 teens, a 23.3% decrease in the number of programs and 9.3% decrease in the number of teens; 760 teens registered for the Library's Summer Reading Program, an increase of 59.3%; 285 Summer Reading programs were attended by 5,261 teens, an increase in programs of 16.3% and a 39.8% increase in the number of teens; Public Survey (in-person Battle of the Books participants) 100% said yes they felt the Library's collection is very good or excellent (98 responses); Public Survey #10 (in-library to teens) 71% said they thought the program they attended was great and also offered suggestions for future programs (176 responses); Public Survey (in-library to teens) 96.6% said yes they felt welcome at the library (237 responses); """"""

14.3

Element 3: Professional Development and Continui
 The B&ECPL adopted a new employee orientation program featuring a staff "Welcome" video, System Administrative meeting session, and Central Library tour; The staff training and development plan includes ongoing training and education on sexual harassment, workplace violence, diversity & inclusion, and customer service (supporting the B&ECPL mission statement and System core values); 2,062 employee training and development sessions (online, in-house, conference) were reported (a 23% increase over

ng 2014); The B&ECPL created an online training curriculum
 Educatio designed to model a consistent, positive patron service experience
 n - emphasizing a customer-centric encounter (currently 12 programs
 Results available including "Phone Etiquette" and "Six Rules of Effective
 Customer Service"); 25 sessions of additional online training
 included such topics as "25 Years of the Americans with Disabilities
 Act" and "Zinio for Libraries"; Using Kantola Inc. streaming
 media, all B&ECPL employees completed online Sexual Harassment
 and Workplace Violence compliance training; B&ECPL in-house
 training provided over 25 educational opportunities including 4 Staff
 Forums with System administrators, 11 Manager-Director meetings,
 Adult Content Materials Training, and Active Shooter Presentation;
 B&ECPL staff attended 18 conferences including: ALA, NYLA,
 U.S. Patent & Trademark Resource Center Conference, PULISDO,
 Healthy Aging Summit, and E-Rate Program Applicant Training; Staff
 at the Hamburg Library received training in RFID encoding and
 circulation procedures in 2014 and went live with gates and self
 check-out in 2015; Staff at 2 libraries (Angola and Lackawanna)
 were trained in RFID tagging, encoding, circulation, self-check and
 gate procedures; Analysis of libraries with at least one full year of
 RFID implementation exhibited annual self-check percentages
 ranging from 26% to 90%; 2 staff technology training classes
 were conducted at the Central Library for 8 attendees with an overall
 average rating of 5.00 out of 5; 17 One-on-One Book a
 Technology Trainer appointments for the staff were conducted
 System-wide with an overall average rating of 4.93 out of 5; 5
 One-on-One Book a Technology Trainer appointments for staff were
 conducted in the Launch Pad MakerSpace with an overall average
 rating of 5.00 out of 5; 1 staff technology class was conducted in
 the Launch Pad MakerSpace with 25 attendees; Several staff
 members were trained in public web page editing;

14.5

Element "The B&ECPL System provided support materials to
 5: directors and managers during 2 sessions presented by the Library
 Consulti Director during monthly Manager Director Meetings on the topic of
 ng and advocacy with elected and community officials; The B&ECPL
 Develop Development & Communications Deputy Director provided updates
 ment on fundraising initiatives, public relations, and marketing initiatives at
 Services 8 monthly Manager Director Meetings; The B&ECPL System
 - Results spearheaded advocacy efforts at all levels; The B&ECPL
 System's major fundraiser provided programming funds for all
 libraries; The B&ECPL System raised money through Bucks for
 Books, Spring It On and Giving Tuesday campaigns with donations
 going toward the purchase of materials for all libraries; The
 B&ECPL System provided both Adult and Children's Programming
 Teams to coordinate System programming, literacy, and outreach; The
 B&ECPL System provided Technology Training Teams to

conduct classes and individual help sessions; â€¢ The B&ECPL System conducted an annual Summer Reading information meeting for all youth services staff; â€¢ The B&ECPL System provided a centralized Collection Development Team; â€¢ Contract member library staff were surveyed to assess the needs for their juvenile and adult collections; â€¢ The B&ECPL System provided and maintained all technology (including the network infrastructure, Internet connectivity, hardware, and software); â€¢ The B&ECPL System provided ongoing RFID implementation and break-fix support; â€¢ The B&ECPL System supported all borrower services/circulation policies and procedures including the administration of debt collection services; â€¢ The B&ECPL System administered payroll and benefits for all libraries; â€¢ The B&ECPL System coordinated a centralized human resources initiative; â€¢ The B&ECPL System coordinated staff training and wellness initiatives; â€¢ The B&ECPL System staff were available for consultation on facility planning, building construction, renovation, and technology needs; â€¢ The B&ECPL System administered the annual NYS Construction Grant program and assisted with match funding; â€¢ The B&ECPL System generated on demand reports to assist in identifying strengths and weaknesses in collections and "Dusty" reports were generated to assist with weeding; â€¢ The B&ECPL System administered summer Read Down Your Fines Program for ages 16 and under; â€¢ 53,730 B&ECPL System contacts were made with contract member libraries and staff; â€¢ 6 public policies were reviewed by the System Library Board Policy Committee and amended by Board of Trustees approval: "Rules of Conduct," "Internet Safety and Acceptable Use," "Procurement," "Volunteer Program," "Facility Use," and "Central Library Access Ramp Rules"; â€¢ 2 new public policies were reviewed by the System Library Board Policy Committee and were adopted by Board of Trustees approval: "Credit Card" and "Investment"; â€¢ All policies were posted on the public website <http://www.buffalolib.org/content/policies> and staff was notified of changes via e-mail; â€¢ The staff Circulation Committee reviewed the Circulation Policy and provided recommended revisions; â€¢ Each contract member library board approved and adopted the comprehensive Personnel Policies and Procedures Manual and Employee Handbook which went into effect 1/1/2015 (throughout the year updates to policies were distributed electronically by HR to each library in accordance with the electronic distribution plan); â€¢ All staff System-wide participated in mandatory Sexual Harassment and Workplace Violence training; â€¢ An Affirmative Action Plan for Equal Employment Opportunity and an Equal Employment Opportunity Policy were drafted and will be presented to the B&ECPL System Board of Trustees early 2016; â€¢ 4 Staff Forums were conducted by B&ECPL Administrators; â€¢ The B&ECPL

ensured that services and initiatives aligned with the Five Year Library System Plan of Service 2012-2016 previously approved by the New York State Education Department - Division of Library Development

http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%202012_2016%20Plan%20of%20Service.pdf; The B&ECPL Board-approved System Organizational Competencies were updated on a regular basis; """"""

14.6

Element 6: Coordinated Services - Results
The B&ECPL System provided 49 databases and 10 NOVELny databases; The B&ECPL System provided 4 specialized databases (3 at contract libraries and the Central Library and 1 at the Correctional Facility and Holding Center); The cost for all databases was \$545,696.54, with \$481,559.54 expended from the B&ECPL materials budget; RFPs were issued for database subscriptions and contracts were awarded; 503,247 clicks or click-thrus were recorded for the adult local and NOVEL databases, a 2.3% increase; 2,721 clicks or click-thrus were recorded for the children's databases, a 13.4% decrease; The B&ECPL System continued to provide broadband wireless public Internet access at all libraries; Libraries were surveyed to assess database use and needs; The B&ECPL System provided and maintained a state-of-the-art ILS (SirsiDynix); The B&ECPL System supported and expanded RFID implementations; All networked and IT-supported technology was coordinated and ordered through the System Business Office (operating budget, grants, and private monies) then configured and deployed by B&ECPL System IT staff; The B&ECPL System maintained a public website and Intranet; The B&ECPL System continued to administer centralized payroll, benefits administration, and centralized human resources; The B&ECPL System coordinated utility bill payments for all libraries; The B&ECPL System continued to provide e-mail reference, telephone reference, and Ask Us 24/7 online chat services; The B&ECPL System administered Interlibrary Loan Services; The B&ECPL provided supplies and consolidated purchase services; The B&ECPL System provided Director and Officer Insurance for the System Board, Administrators, contract library directors, and contract library board members; The B&ECPL System provided Crime Insurance coverage for library staff as well as all trustees; The B&ECPL System provided General Liability Insurance coverage for all libraries; The B&ECPL System administered the Library's E-Rate Program; The B&ECPL System provided shipping services for delivery of materials; B&ECPL shipping routes were regularly assessed ensuring efficient and timely delivery; All priority items were shipped within a 24 hour timeframe; The B&ECPL Collection Development Team continued to maximize efficiency and ensure timely ordering through

merger with the Technical Services Department; In addition to Centralized Selection services, libraries were appropriated funds to supplement local collections; 10 special checklists were issued to facilitate ordering with the local funds; Bi-weekly communication e-mails were sent to libraries detailing new acquisitions; Online Staff suggestion forms were utilized to improve the collection development process; Integrated Library System (ILS) Reports were distributed to libraries to assist in identifying strengths and weaknesses in collections; The B&ECPL System provided serials and subscription management services;

14.7

Element "The B&ECPL Board-approved 2015-2016 Marketing Plan strategies were implemented; 8 articles on health-Awareness related books were submitted to "Refresh," a weekly special in The Buffalo News; 72 messages with Library-related news were sent to elected officials (100 contacts); The B&ECPL partnered with hundreds of organizations including Read to Succeed, SCORE, Greater Buffalo Niagara Partnership, Buffalo State College, Just Buffalo Literary Center, Buffalo Public Schools, Buffalo Museum of Science, Explore & More Children's Museum, The Buffalo News, Theatre of Youth, echo Art Fair, Albright-Knox Art Gallery, Canalside Buffalo, and WGRZ TV Channel 2; The B&ECPL System produced a "Return on Your Investment" flyer and distributed it in libraries and online; The B&ECPL System staff reviewed e-mail and hardcopy comments from patrons and responded appropriately; 5 meetings were held to train staff about Facebook postings; Social networking was used to promote library events and resources as well as survey users (year end: 6,179 Facebook Fans; 8,304 Twitter Followers; 225,353 all-time flickr views; 1,217 Pinterest followers; 556 Instagram followers); The Central Library TechKnowLab Tumblr account had 104 followers and its YouTube Channel had 13,453 views; Promotional taglines included "Love Your Library," "Let Your Voice Be Heard," and "Milestones of Science: Books That Shook the World" (created for an exhibition); 10 "mass e-mails" were sent to the public covering B&ECPL updates, focus groups, and special events; The B&ECPL set up a display at all 4 "Just Buffalo-Babel Speaker Series" events, each averaging over 1,000 attendees; A form letter was created for library supporters (hard copy and electronic) to urge elected officials to approve the County Executive's 2016 budget proposal; The B&ECPL participated in the Galleria of Treats (5000+ attendees), Buffalo Mayor Brown's Summer Reading Celebration (3000+ attendees), and WNY Kids Book Expo (1500+ attendees); 5 System-wide public surveys were created and compiled in-house: o Survey #7 (adults) questioned library use as well as interest in resources & collections (437 responses) o Surveys #8, 9, 10 and 11 asked for program rating and suggestions for future

programs (adults at family programs - 299 responses), (adults at children's programs - 284 responses), (teens - 176 responses), and (adults - 250 responses); 7 single question online surveys were conducted :

- o Asked if people were aware of the Library's genealogy databases (672 responses)
- o Asked if people were aware that all 37 B&ECPL libraries have free WiFi (452 responses)
- o Asked if people felt the B&ECPL's collections reflected the diversity of the community (516 responses)
- o Asked if people felt the Library website was easy to use (592 responses)
- o Asked why people like their library (876 responses)
- o Asked if people found their library to be clean and well-kept (592 responses);

2 in-person surveys were conducted:

- o "Imagine Buffalo" attendees asked if they found something good to read, listen to, or view at the Library (99% said yes - 120 responses)
- o "Battle of the Books" attendees asked if they feel the library's collection is very good or excellent (100% said yes - 98 responses);

Effective April 2014, the B&ECPL Board of Trustees determined that they would no longer pursue Special Legislative District Public Library status for the B&ECPL System;

- Stabilized funding continued to be a focus of the Board of Trustees;
- B&ECPL Trustees developed a liaison program between the System Board and member libraries;
- State and local elected officials were presented monthly B&ECPL Board of Trustee and Committee Meeting minutes and financial reports;
- Meetings were held with NYS Assembly and Senate representatives (from Erie County), Erie County Legislators, the Erie County Executive, the Deputy County Executive, representatives from the Buffalo Common Council, and key local stakeholders;
- Library representatives participated in NYLA Library Advocacy Day in Albany;
- Library representatives participated in the WNYLRC Legislative Breakfast;
- The B&ECPL's Nickel City Professionals' fundraiser grossed \$39,160;
- The B&ECPL joined the United Way's fundraising event "Spring In On" raising \$2,705;
- Library Night @ the Ballpark raised \$1,860;
- The B&ECPL online store grossed \$2,490.04;
- The annual book sale at the Central Library grossed \$3,834.81;
- The materials budget enhancement campaign "Bucks for Books" grossed \$52,267.16;
- The Yearend Appeal drive grossed \$73,987.50;
- 208 online transactions representing \$19,471 gross donations were recorded;
- 33 grants were written and submitted by the Development & Communications department for Milestones of Science, Summer Reading, Latino Americans programming, Rare Book & Special Collections preservation, Autism programming, and more;
- Grant submissions approved for funding: NYS Conservation Preservation Discretionary Grant \$10,000, ALA - Latino Americans \$10,000, and NY Council for the Humanities \$600;
- Summer Reading sponsorship letters were sent to 72 businesses (Approved: Rich Products \$1,500, National Fuel \$750, Canalside

Buffalo \$140 per week);

- Canalside Buffalo July 4 Celebration \$250 and Maritime Festival \$1,000 approved grants;
- Milestones of Science grant submissions approved included National Grid \$5,000 and TEGNA Foundation/WGRZ \$2,500;
- Grant submissions that were pending: Fanwood Memorial Library \$2,300, 21st Century STEAM Team \$100,000, and Autism Welcome Here (for Library programs);
- Grants that were not approved: Coretta Scott King Book Award, Dollar General Literacy Foundation \$3,000, Walmart Community Grant \$5,000, ALA - Starnet "Discover Earth" traveling exhibit, Black Caucus American Library Association \$500, Knight Foundation \$35,000, ALSC Curiosity Creates \$7,500, Best Buy Foundation \$5,600, and Junior League of Buffalo Show House Proceeds \$275,000;
- Milestones of Science Grant submissions totaling \$240,00 were not approved (Community Foundation for Greater Buffalo, First Niagara Foundation, Bank of America, M&T Bank Foundation, Patrick Lee Foundation, Cullen Foundation, Gilead Science Inc., Bristol-Myers Squibb, Amgen Inc., Alfred P. Sloan Foundation, James H. Cummings Foundation, Hearst Foundations, American Honda Foundation, and BlueCross BlueShield of WNY);
- The Chair of the B&ECPL Development & Advocacy Committee hosted a cultivation event for the Library's Rare Books & Special Collections;
- The B&ECPL System administered a NYS grant for the Adult Literacy Library Services Program entitled "Workforce Development at New York Libraries through Public Library System" (actual appropriation for 2015-16 received \$8,073);
- The B&ECPL System administered a NYS grant entitled "The Family Literacy Library Services Program" (actual appropriation for 2015-16 received \$12,558);
- 15 B&ECPL libraries received special NYS Senate aid totaling \$79,500;
- 4 B&ECPL libraries received special Erie County Legislative aid totaling \$4,000;
- The B&ECPL continued to administer a multi-year IMLS "digitized commons" grant partnering with the Buffalo Broadcasters Association, the University of Buffalo Center for Urban Studies, Cleveland State University's Center for Public History + Digital Humanities, and Randforce Associates, LLC (Total award \$319,809) which was extended thru 2015 with no additional funding;
- The B&ECPL received a Conservation/Preservation Grant from New York State (\$10,264) for conservation of newspapers from 1821-1846;
- An Erie County Fiscal Stability Authority (ECFSA) efficiency grant was used to complete RFID conversion in B&ECPL libraries;
- An RFID-based Automated Materials Handling (AMH) System was installed at the Audubon Library utilizing targeted ECFSA funds;
- The B&ECPL remained committed to participation in the E-Rate (Universal Service) Program which supports the Library's fiber optic wide area network and other telecommunications services (over \$502,000 estimated savings in the current funding cycle) with savings

including commitments in the current cycle totaling \$4.4 million since the program's inception in 1998; "*****"

14.8 Element 8: Commu nication among Librari es and/or Branch Librari es - Results

â€¢ The reconstructed Drupal-based Intranet was maintained, monitored, and updated to ensure relevancy and ease of use; â€¢ The Intranet Staff Forums were monitored on a regular basis; â€¢ The Intranet continued to support "Library Snap Shots!" (pictures and text) which highlight happenings at all B&ECPL libraries; â€¢ Staff members continued to use authorized remote Intranet access to update unified calendars, streamlining notifications and facilitating changes to the public website calendar scroll; â€¢ An "Emergency Procedures" button was added on the Intranet home page to facilitate information access; â€¢ Manager Director Meetings were audio recorded and archived on the Intranet, along with supporting PowerPoint presentations and PDF copies of the hand-outs/flyers; â€¢ Staff forums were audio recorded and archived on the Intranet; â€¢ An online form was utilized to record status updates to the B&ECPL Organizational Competencies (available on the Intranet for staff view); â€¢ 11 Manager Director Meetings were held; â€¢ 4 Staff Forums were conducted at the Central, Eggertsville Snyder, Lackawanna, and Hamburg Libraries by B&ECPL Administrators; â€¢ The B&ECPL Library Director sent regular messages to all staff members reporting on initiatives, programs, and accomplishments; â€¢ The Development & Communications Department sent 19 e-mail messages pertaining to funding and governance, 148 pertaining to library personnel and management issues, and 115 pertaining to adult or youth services; â€¢ B&ECPL Administrators regularly updated the staff and the community about advocacy and budget planning during formal and informal meetings, as well as on the Intranet; â€¢ 52 "This Week @ Central" weekly event calendars were emailed to staff, Library trustees, elected officials, and the community as well as linked on the Library's Facebook page; â€¢ The Trustee website was updated to provide and exchange information; â€¢ 2 Manager Director Meeting presentations addressed internal and external patron surveys; â€¢ 1 staff survey was conducted asking managers and directors about their satisfaction with B&ECPL services; â€¢ 60,993 B&ECPL System contacts were made with contract libraries and contract library staff;

14.9 Element 9: Coopera tive Efforts with Other Librari es

â€¢ The B&ECPL Library Director participated in meetings, programs, and conference calls with Public Library System Directors Organization (PULISDO) and New York Association of Library Systems (NYALS); â€¢ The B&ECPL is a member of the Western New York Library Resources Council (WNYLRC), the New York Library Association (NYLA), and the American Library Association (including Public Library Association and Black Caucus); â€¢ The B&ECPL Library Director is a member of the New York State

Systems Regents Advisory Council on Libraries; The B&ECPL Library
 - Results Director and Library Chief Operating Officer attended the 2015 PULISDO Conference; The B&ECPL continued participation in WNYLRC cooperative virtual reference service Ask Us 24/7; The B&ECPL partnered with the University of Buffalo and other libraries in the Empire Shared Collection (last copy repository) Project; The B&ECPL Library Director served as a Trustee on the WNYLRC Board; The B&ECPL administrators and staff were active on every WNLRC Committee including Continuing Education, Committee for Health Information Access, High School to College Continuum Committee, Preservation, Regional Advisory Committee (RAC), and Resource Sharing; B&ECPL staff members served as chairs to the WNYLRC Committee for Health Information Access and Resource Sharing Committees; B&ECPL support staff participated in WNYLRC's Library Assistants Committee, including the Getting to Know You networking event; 42 staff members participated in 25 different WNYLRC-related training programs; The B&ECPL partnered with WNYLRC to establish a Western New York NYLA Library Assistants Training Program in 2016; B&ECPL Administration and WNYLRC partnered in meetings with the Western New York State Delegation of elected officials locally and at Library Advocacy Day in Albany; The B&ECPL partnered with the NIOGA Library System and Chautauqua-Cattaraugus Library System (CCLS) in coordinated NYLA Legislative Advocacy Day meetings with public officials; The B&ECPL Director participated in meetings with NIOGA and CCLS leadership; The B&ECPL Director maintained communication with NIOGA and CCLS Library System Directors;

14.10 Element 3 additional libraries were converted for RFID technology
 10: resulting in 100% B&ECPL System implementation; An RFID
 Construc Automated Materials Handling System (AMH) was installed at the
 tion - Audubon Library; 93 self check-out stations were available for
 Results public use; Libraries with at least one full year of RFID
 implementation exhibited annual self-check percentages ranging from 26% to 90%; The use of auto-generated "hold" self-service slips was expanded and a total of 29 libraries were using this process supported by RFID technology; The B&ECPL evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; The B&ECPL facilitated pending renovation projects at the Central Library including planning and for escalator replacement with elevators (initial bidding did not result in responses, revised project planning/design continues); New York State Construction Grant and match funds awarded in 2015 funded projects to:
 o Replace the boiler at the City of Tonawanda Library
 o Replace windows and doors with energy efficient units at the Elma Public

Library o Replace the roof at the Hamburg Library's Lake Shore Branch o Expand the parking lot at the Lancaster Public Library o Replace doors and windows with energy efficient units at the Town of Tonawanda Public Library's Kenilworth Branch o Rehabilitate the elevator at the Town of Tonawanda Public Library's Kenmore Library o Fund the first phase of the West Seneca Library's expansion project to construct a 10,236 square foot addition; â€¢ The B&ECPL evaluated and recommended construction grant applications for projects eligible to share in the available allocation of \$641,863 from NYS Construction Grant funds (project recommended for the 2016-2017 funding cycle: phase 2 of the West Seneca Library's expansion to construct a 10,236 square foot addition); â€¢ An online survey asked if people found their library to be clean and well-kept (92% said yes - 592 responses); â€¢ An online survey asked "I like my library because I canâ€¦" (876 responses); â€¢ Survey (in-library to teens) asked "Do you feel welcome at the library?" (96.6% said yes - 237 responses);

14.11 Element ""http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20of%20Service%20-%20Central%20Library%202012_2016.pdf ""â€¢ 1,424 Central Library - programs were conducted for 34,006 attendees at the Central Library; Results â€¢ The Central Library TechKnowLab Team conducted 321 public classes for 1,953 attendees and received an overall rating of 4.73 out of 5; â€¢ The Central Library TechKnowLab Team conducted 455 One-on-One Book a Technology Appointment sessions (including Launch Pad appointments) for 489 attendees and received an overall rating of 4.90 out of 5; â€¢ 71 public technology classes were conducted for 465 attendees at the Central Library; â€¢ 182 One-on-One Book a Technology Trainer appointments (184 attendees) were conducted in the Central Library; â€¢ 96 One-on-One 3D Printer training sessions (118 attendees) were conducted in the Central Library's Launch Pad MakerSpace; â€¢ The Central Library Launch Pad Team conducted 53 programs for 542 attendees at the Central Library; â€¢ The Central Library's TechKnowLab YouTube Channel <http://bit.ly/WglZO4> offering a variety of informational videos had 13,453 views; â€¢ Adult, teen, and children programs were conducted by System Programming Team members at the Central Library throughout the year; â€¢ The Adult Programming Team, partnering with U.S. Immigration Services, created a "Road to Citizenship" resource for assisting immigrants; â€¢ NYS Department of Taxation and Finance used the Central Library as a tax help center for filing taxes online; â€¢ The Greater Buffalo United Accountable Care Network (GBUAHN) established a daily in-library assistance program; â€¢ The Central Library hosted a number of annual collaborative events including Martin Luther King Tribute, Women's History Month Kickoff, Bullying Stops Here Month, Hispanic

Heritage Month Kick-off, Veterans Day Commemoration, and a weekly "Imagine Buffalo Series" showcasing WNY's leaders, projects and issues; The Buffalo Philharmonic Orchestra continued its 6-event "BPOvations at the Library" series; Items were made available for circulation at all libraries using the Holds System administered through the Central Library; Holds were placed for 558,205 individual items, a decrease of 3.5%; Outstanding Holds lists were monitored on a regular basis and cardholders who opted for e-mail notification were advised if a request could not be filled; Established weeding schedules for the Central Library were maintained to ensure collections met user needs; Shipping routes were regularly assessed and adjusted to maximize delivery efficiency; All priority items were shipped within a 24 hour timeframe; During peak times, standard shipments were processed and re-shipped within 48 hours; The B&ECPL's Shipping Department transported 89,903 delivery boxes among the 37 libraries; Central Library Book Aid (CBA) monies were used to fund 2 database subscriptions (Ancestry Library available at all B&ECPL locations and Mergent available online) and partially fund the Gale databases (available online); Central Library Development Aid (CLDA) monies were used to fund 3 full time positions (Librarian, Senior Library Clerk, and Clerk Typist); Central Library Development Aid (CLDA) monies were used to fund several part time positions; CLDA-funded positions were used to improve the Central Library's function as a major reference and electronic resource in the B&ECPL System; CLDA and CBA Funds were used to support Central Library programs and services; Central Library Development Aid (CLDA) helped to sustain the Central Library's Grosvenor Room (local history, genealogy and rare books) who respond to the bulk of B&ECPL's specialized email and telephone requests; Central Library Development Aid (CLDA) helped supplement wages and fringes for staff members who are a major resource when planning and implementing many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection. Central Library Development Aid provided staff to assist library patrons in using public access computers; Central Library Development Aid funded staff members to shelve and retrieve items in the various collections throughout the building; The B&ECPL System continued to provide e-mail reference, telephone reference, and Ask Us 24/7 online chat services from the Central Library; Central Library visits totaled 377,462 which represents a 9.4% decrease; Central Library in-house circulation decreased 9% to 490,386; 191,940 in-house public computer sessions were logged, a 14.3% decrease; 72,601 Wi-Fi logins were recorded, a 7.6% increase; The B&ECPL's largest-ever exhibition "Milestones of Science: Books

That Shook the World!" which will continue into 2016, showcases 35 of the most significant first edition scientific discoveries ever published and spurred a multi-faceted education outreach program to supplement STEM learning and job development; Other major exhibits and displays included: You Are Here: Buffalo on the Map, Mark Twain in Miniature, Audubon's Birds of America, Abraham Lincoln Letters & His Final Visit to Buffalo 150 Years Ago, Gluck Manuscript Samples, and Port of Buffalo Songs of the Waterways; Central Library Rare Book Room conservation efforts included: Vol. II of Audubon's Birds of America Elephant Folio, microfilming Early Buffalo Newspapers (NYS Conservation/Preservation Discretionary Grant funded), and two titles to be completed by March 2016 that will complement an upcoming Shakespeare Exhibit (Riverrun scholarship funded); The B&ECPL Digital Collections website, under development, will feature the following in 2016: documents from local Hispanic Heritage group (through IMLS grant), scanned Real Estate & Builders Monthly (Buffalo imprint from 1884-1887), and Otowega Club Scrapbook (Social Club built by architects Green & Wicks); The Library was a key programming site for "FinnFest" a visiting convention and community celebration of Finnish culture as well as "Lincoln 150" a series of events commemorating the national 150th anniversary of the Lincoln funeral train; The Library's ongoing collaboration with the Albright-Knox Art Gallery Public Art Initiative continued for a second year with the Central Library as the assembly and staging area for a large scale fabric art piece created by Finnish artist Kaarina Kaikkonen placed on display at the Buffalo Niagara International Airport; A traveling exhibit "Lawyers Without Rights: Jewish Lawyers in Germany During the Third Reich" was on display through collaboration with the local Consul of Germany, Erie County Bar Association, and the Holocaust Resource Center of Buffalo; A monthly Chess Open House and chess clinic for both novice and competitive players of all ages was held as a partnership with a local USCF-certified Chess Master; The Library's partnership with Young Audiences of WNY, in residence at the Central Library, brought programming variety through a monthly performance and workshop series; For the sixth year, the Central Library hosted 2 partner events presented by local disability service organizations: "Spread the Word to End the Word" and the kickoff of "Disability Awareness Month"; 2 Diversity Career Fairs were held in partnership with the Erie County Office of Disability Services; A new partnership was formed with the WNY Invention Convention which held its annual daylong student program at the Central Library; The B&ECPL continued to collaborate with in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York; The B&ECPL continued to support in-house partner Project Flight and the

Book Bank; "Imagine Buffalo" program attendees were asked if they found something good to read, listen to, or view at the Library (99% said yes - 120 responses); Online survey - 92% said yes they found their library to be clean and well-kept (592 responses);

- 14.12 Element
 12:
 Direct <http://www.buffalolib.org/content/policies/free-direct-access-plan>
 Access -
 Results

- 14.13 Element "....."
 13: 9.4% decrease; Central Library visits totaled 377,462 which represents a
 Other to 490,386; Central Library in-house circulation decreased 9%
 Goal(s) - were logged, a 14.3% decrease; 191,940 Central Library public computer sessions
 Results recorded at the Central Library, a 7.6% increase; 72,601 Wi-Fi logins were
 recorded at the Central Library, a 7.6% increase; 782 sessions
 were scheduled for external users in conference rooms and meeting
 spaces, a 27% increase in use; The Central Library hosted a
 number of annual collaborative events including Martin Luther King
 Tribute, Women's History Month Kickoff, Bullying Stops Here
 Month, Hispanic Heritage Month Kick-off, Veterans Day
 Commemoration, and a weekly "Imagine Buffalo Series" showcasing
 WNY's leaders, projects and issues; The Buffalo Philharmonic
 Orchestra continued its 6-event "BPOvations at the Library Series,"
 an outreach and music appreciation lecture series; "Love Your
 Library Month" provided a robust programming menu for all ages
 including: movies based on books, genealogy, local authors, financial
 literacy workshops, and family activities; The Library hosted a
 lunchtime lecture series called "New Neighbors" highlighting
 Buffalo's growing immigrant population in conjunction with partners
 Just Buffalo Literary Center, International Institute of Buffalo, U.S.
 Citizenship and Immigration Services - Buffalo Office, and Journey's
 End Refugee Services as part of The Big Read and the Babel Series;
 Halloween was featured with a concentrated series of free
 "Haunted Library Tours," a "Spooky Library Party" for kids and
 families, paranormal programming, and a "Haunted Movie Series"
 featuring a B&ECPL-produced video highlighting the Central
 Library's paranormal past; The Buffalo Public Schools Art
 Department's annual "Celebration of Art" show and reception
 showcased artwork from all schools and grade levels; The
 Library's recently restored first volume of Audubon's "Birds of
 America" was showcased in the Grosvenor Room with new
 illustrations shown each month; The Library's partnership with
 Young Audiences of WNY, in residence at the Central Library,
 brought programming variety into the building through a regular
 Second Saturday performance and workshop series; The

B&ECPL's largest-ever exhibition "Milestones of Science: Books That Shook the World!" showcased 35 of the most significant first edition scientific discoveries ever published and spurred a multi-faceted education outreach program to supplement STEM learning and job development; Other major exhibits and displays included: You Are Here: Buffalo on the Map, Mark Twain in Miniature, Audubon's Birds of America, Abraham Lincoln Letters & His Final Visit to Buffalo 150 Years Ago, Gluck Manuscript Samples, and Port of Buffalo Songs of the Waterways; 1,424 programs were conducted for 34,006 attendees at the Central Library; 71 public technology classes were conducted for 465 attendees at the Central Library; The Central Library TechKnowLab Team conducted 455 One-on-One Book a Technology Appointment sessions (including Launch Pad appointments) for 489 attendees and received an overall rating of 4.90 out of 5; The Central Library Launch Pad Team conducted 53 programs for 542 attendees at the Central Library; Adult, teen, and children programs were conducted by System Programming Team members at the Central Library throughout the year; NYS Department of Taxation and Finance used the Central Library as a tax help center for filing taxes online; The Greater Buffalo United Accountable Healthcare Network (GBUAHN) established a daily in-library assistance program; Central Library Rare Book Room conservation efforts included: Vol. II of Audubon's Birds of America Elephant Folio, microfilming Early Buffalo Newspapers (NYS Conservation/Preservation Discretionary Grant funded), and two titles to be completed by March 2016 that will complement an upcoming Shakespeare Exhibit (Riverrun scholarship funded); The Library was a key programming site for "FinnFest" a visiting convention and community celebration of Finnish culture as well as "Lincoln 150" a series of events commemorating the national 150th anniversary of the Lincoln funeral train; The Library's ongoing collaboration with the Albright-Knox Art Gallery Public Art Initiative continued for a second year with the Central Library as the assembly and staging area for a large scale fabric art piece created by Finnish artist Kaarina Kaikkonen placed on display at the Buffalo Niagara International Airport; A traveling exhibit "Lawyers Without Rights: Jewish Lawyers in Germany During the Third Reich" was on display through collaboration with the local Consul of Germany, Erie County Bar Association, and the Holocaust Resource Center of Buffalo; For the sixth year, the Central Library hosted 2 partner events presented by local disability service organizations: "Spread the Word to End the Word" and the kickoff of "Disability Awareness Month"; 2 Diversity Career Fairs were held in partnership with the Erie County Office of Disability Services; A new partnership was formed with the WNY Invention Convention which held its annual daylong student program at the Central Library;

â€¢ The B&ECPL continued to collaborate with in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York; â€¢ The B&ECPL continued to support in-house partner Project Flight and the Book Bank; """"""""

15. Current system URL's

- 15.1 System Home Page URL www.buffalolib.org
- 15.2 URL of Current List of Members <http://www.buffalolib.org/content/library-locations>
- 15.3 URL of Current Governing Bylaws <http://www.buffalolib.org/content/board-trustees/bylaws>
- 15.4 URL of Evaluation Form http://www.buffalolib.org/sites/default/files/pdf/featured/System%20Services%20Survey%20Library%20Directors%20FINAL%209_10_2015.pdf
- 15.5 URL of Evaluation Results <http://www.buffalolib.org/sites/default/files/pdf/featured/system%20survey.pdf>
- 15.6 URL of Central Library Plan http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20of%20Service%20-%20Central%20Library%202012_2016.pdf
- 15.7 URL of Direct Access Plan N/A

16. Assurance and Contact Information

CONTACT INFORMATION

- 16.1 Contact name (person completing) Angela Pierpaoli

- 16.2 report)
Contact
telephon
e
number
(enter 10 (716) 858-7161
digits
only and
hit the
Tab key)
- 16.3 Contact
e-mail pierpaolia@buffalolib.org
address

ASSURANCE

- 16.4 The
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APPROVAL (for New York State Library use only/not a required field)

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Suggested Improvements

Library System Buffalo and Erie County Public Library
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Thank
You!

Buffalo and Erie County Public Library Annual Report for Library Systems - 2015 (Public Library Systems 2015)

State Notes

1. General System Information

- | | | |
|------|---|---|
| 1.19 | Federal Employer Identification Number | <p>State Note: Federal Employee Identification Number listed here is for the County of Erie, who maintains the banking and employment records for the BECPL. The BECPL has a separate tax identification number of 16-6032029.</p> |
| 1.22 | School District | <p>State Note: In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.</p> |
| 1.49 | <p>For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No</p> | <p>State Note: East Clinton Library closed 2/24/2015-6/13/2015 due to electrical fire.</p> |

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

- | | | |
|-------------------|--|--|
| 3.26 | <p>Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.</p> | <p>State Note: Board members are appointed by County Executive (10) and Mayor of Buffalo (5) subject to approval by the Erie County Legislature.</p> |
| Repeating Group 6 | | |
| 12. | Term Expires - Year (YYYY) or N/A | <p>State Note: Holdover Trustee. Mr. Berlow's term expired 12/2013, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office</p> |

until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Berlow continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 8

12. Term Expires - Year (YYYY) or N/A **State Note:** Holdover Trustee. Mr. Gist's term expired 12/2015, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Gist continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 9

12. Term Expires - Year (YYYY) or N/A **State Note:** Holdover Trustee. Ms. Horton's term expired 12/2009, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Ms. Horton continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 10

12. Term Expires - Year (YYYY) or N/A **State Note:** Holdover Trustee. Mr. Johnson's term expired 12/2015, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Johnson continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 11

12. Term Expires - Year (YYYY) or N/A **State Note:** Holdover Trustee. Ms. Kelly's term expired 12/2015, however, per the

NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Kelly continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 13

12. Term Expires - Year (YYYY) or N/A **State Note:** Holdover Trustee. Mr. Wisbaum's term expired 12/2014, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Wisbaum continues to hold office under this law as his successor has not been appointed yet.

Repeating Group 1

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **State Note:** Ms. Vincent was appointed to fill an expired term 4 months into term beginning.

Repeating Group 2

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **State Note:** Ms. Bucki was appointed to fill an expired vacant term 1 year and 4 months into term beginning.

Repeating Group 4

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). **State Note:** Mr. Amodeo was appointed to fill an expired term 4 months into term beginning.

Repeating Group 6

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
- State Note:** Mr. Berlow was appointed to fill a vacant unexpired term 3 years and 10 months into term beginning.

Repeating Group 7

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
- State Note:** Ms. Burd was appointed to fill an expired term 1 year and 4 months into term beginning.

Repeating Group 10

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
- State Note:** Mr. Johnson was appointed to fill an expired term 9 months into term beginning.

Repeating Group 11

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
- State Note:** Ms. Kelly was appointed to fill an expired term 2 months into term beginning.

4. Public Library System Transactions and Collections

- 4.2 Total system circulation
- State Note:** The B&ECPL 2015 circulation figure is higher than what is submitted due to the fact that we count all downloads from collections that are Library (public) funded resources and/or accessed on Library maintained websites.

5. System Services

- 5.27 Annual number of visits to the system's web site
- State Note:** IT did a significant amount of search engine optimization in 2015 and indexed the entire catalog, so a Google search for a title will bring up B&ECPL catalog records within the first 2-3 pages of results. This increased overall counts from last year.

5.67	Grand Total Sessions (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62, 5.64 and total of question #2 of Repeating Group #5)	State Note: Less technology training was offered in 2015. Technology trainers were focused on the launch of the Library's new makerspace.
5.68	Grand Total Participants (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63, 5.65 and total of question #3 of Repeating Group #5)	State Note: Employee compliance training numbers better tracked in 2015.
i.	Other (describe using the State note)	State Note: Payroll Benefits administration Centralized Human Resources Integrated Library System (including online catalog) Children and Adult Programming Teams Coordinated e-Rate funding Grants administration Public Technology Training Graphics and Publicity Centralized Collection Development Library materials debt collection services RFID Self-Check/Theft-Deterrent systems Wide Area Network Support including Public WiFi Public Computers with Automated Log-On Software Coordinated Utilities Payments Insurance Coverage
5.85	Total Reference Transactions	State Note: Reference tracking software (Libstats) implemented in the city branches 2015 for more accurate counting.
5.91	Number of institutions served other than jails or correctional facilities	State Note: As of 2015, B&ECPL partners with the Erie County Youth Detention Center. Youth Services Center - 810 East Ferry Street, Buffalo, NY 14221 3D print services, copies, printing, and fax services. We also have
5.94	Description of fees	State Note: available for sale: canvas book bags (\$2.00), flash drives (\$10.00), and headphones (\$3.00)
6. Operating Funds Receipts		
6.5	Adult Literacy Library Services Grants	State Note: Includes balance of 2014/15 award plus 90% of 2015/16 award received in 2015
6.8	Conservation/Preservation Grants	State Note: 2015/16 award not received until 2016

6.14 Family Literacy Grants **State Note:** Balance of 2014/15 award. Funding for 2015/16 not received until 2016

7. Operating Fund Disbursements

7.11 Central Library Aid (CLDA/CBA) **State Note:** B&ECPL is both System Headquarter as well as Central Library, therefore there is not a transfer to member libraries

7.23 Other Vehicles **State Note:** In 2015 BECPL purchased a new Shipping vehicle. The cost of the vehicle was split between the County of Erie and the Library. Total cost of vehicle was \$34,252.

7.26 Other Capital Expenditures **State Note:** Includes the purchase of 76 gallon water heater and speed drivers for chiller. Both items for Central library.

7.28 From Local Public Funds (71PF) **State Note:** Includes the purchase of computer equipment for 2015 operating budget. Majority of computer equipment purchased in 2015 was funded with Library's fund balance or other funding sources.

7.34 Other Building & Maintenance Expenses **State Note:** Reduction in cost of Building & Maintenance expense due to the reduction in the cost of the utilities for buildings. Utility costs in 2014 totaled \$518,078, in 2015 Utility costs totaled \$394,444, a saving of \$123,634. However, costs for maintenance supplies increased.

7.41 Publicity and Printing **State Note:** Increase in publicity, including print, radio and billboard. Also includes printing of RFID labels for library materials \$82,370. Advertising related to National Library Sign up month, Milestones of Science Exhibit, as well as general advertising promoting the Library System

Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. **State Note:** Jaeckle Fleishmann Mugal (Legal Services) \$69,130, Unique Management (Collections Services) \$59,140, Erie County Purchasing (Purchasing Services) \$28,532, RMG Consulting (ILS Evaluation Consultant) \$19,581, Randforce Association (Research for ILMS)

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid

State Note: project) \$16,666, Robert Pizzo(Benefits Consultant)\$2,720, ScottAlexanderWood Design (Exhibit Consultant)\$1,615
 AskUS24/7 \$5,938, New York Library Assoc \$3,149, Western NY Library Resource Council \$1,975, Buffalo Niagara Partnership \$1,676, National Seminars Star12 \$498, PULISCO \$400, Leave A Legacy WNY \$250, NY Assoc of Local Govt Record Officers \$30

Repeating Group 3

2. Amount

State Note: Included in this category are expenses related to Adult and Children's programming, Clothing Supplies, Training & Education, Insurance Premiums, Erie County Department of Information Services charges, and other expenses that do not fit within other categories.

7.58 From Other Funds (76OF)

State Note: Balance of funding needed for completion of Central Library Construction project. In 2014, a total \$755,407 was transfer from Library's fund balance, in addition to funds from other sources to cover the grant match.

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

No Notes

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes