# Buffalo and Erie County Public Library
## Annual Report for Library Systems - 2018 (Public Library Systems 2018)

## 1. General System Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

| | | |
|---|---|---|
| 1.1 | SEDCODE | 140600700787 |
| 1.2 | Institution ID | 800000052491 |
| 1.3 | System Name | Buffalo and Erie County Public Library |
| 1.4 | Beginning Reporting Year | 01/01/2018 |
| 1.5 | Ending Reporting Year | 12/31/2018 |
| 1.6 | Street Address | 1 Lafayette Square |
| 1.7 | City | Buffalo |
| 1.8 | Zip Code | 14203 |
| 1.9 | Four-Digit Zip Code Extension (enter N/A if unknown) | 1887 |
| 1.10 | Mailing Address | 1 Lafayette Square |
| 1.11 | City | Buffalo |
| 1.12 | Zip Code | 14203 |
| 1.13 | | 1887 |

Four-Digit Zip Code Extension (enter N/A if unknown)

| | | |
|---|---|---|
| 1.14 | Library System Telephone Number (enter 10 digits only and hit the Tab key) | (716) 858-8900 |
| 1.15 | Fax Number (enter 10 digits only) | (716) 858-6544 |
| 1.16 | System Home Page URL | www.buffalolib.org |
| 1.17 | URL of the system's complete Plan of Service | https://www.buffalolib.org/content/library-system/five-year-plan |
| 1.18 | Population Chartered to Serve (2010 Census) | 919,040 |
| 1.19 | Area Chartered to Serve (square miles) | 1043 |
| 1.20 | Federal Employer Identification Number | 166002558 |
| 1.21 | County | Erie |
| 1.22 | County (Counties) Served | Erie |
| 1.23 | School District | Buffalo City School District |
| 1.24 | Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr. | Mrs. |
| 1.25 | First Name of System Director | Mary Jean |
| 1.26 | Last Name of System Director | Jakubowski |
| 1.27 | NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. | 15501 |

| | | |
|---|---|---|
| 1.32 | Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) | (716) 858-7180 |
| 1.33 | E-Mail Address of the System Director | jakubowskim@buffalolib.org |
| 1.34 | Fax Number of the System Director (enter 10 digits only and hit the Tab key) | (716) 858-6544 |
| 1.35 | Name of Outreach Coordinator | Dan Caufield |
| 1.48 | Is the library system a member of the New York State and Local Retirement System? | Y |
| 1.49 | 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 contract. If no, enter N/A on questions 1 through 5 of one repeating group. | 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. | | N/A |

Indicate "Full" or "Partial" range of services provided by this contract (Select one)

1.50    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    Y
for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.51    President/CEO Name. If there is no President/CEO please    N/A
enter "N/A"

1.52    President/CEO Phone    N/A
Number

1.53    President/CEO Email    N/A

## 2. Personnel Information

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

**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) -    1
Filled Position FTE

2.5    Public Library System
Director per CR 90.3(f) -    0
Vacant Position FTE

2.10    Librarians - Filled Position(s)    44.54
FTE

| 2.11 | Librarians - Vacant Position (s) FTE | 2.57 |
|------|------|------|
| 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 + 2.10 + 2.12) | 46.54 |
| 2.15 | Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13) | 2.57 |
| 2.16 | Total Other Professional Staff - Filled Position(s) FTE | 12 |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 1 |
| 2.18 | Total Other Staff - Filled Position(s) FTE | 180.28 |
| 2.19 | Total Other Staff - Vacant Position(s) FTE | 5.37 |
| 2.20 | Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) | 238.82 |
| 2.21 | Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) | 8.94 |

SALARY INFORMATION

| 2.22 | Entry-Level Librarian (certified) FTE | 1 |
|------|------|------|
| 2.23 | Entry-Level Librarian (certified) Current Annual Salary | $42,642 |

| 2.24 | System Director FTE | 1 |
| 2.25 | System Director Current Annual Salary | $138,375 |

## 3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

| 3.9 | Number of member libraries. Do not include branches. | 22 |
| 3.15 | Main Library/System Headquarters | 1 |
| 3.16 | Indicate the year the system building was initially constructed | 1963 |
| 3.17 | Indicate the year the system building underwent a major renovation costing $25,000 or more | 2017 |
| 3.18 | Square footage of the system building | 403,000 |
| 3.19 | Branches of the Library System | 8 |
| 3.20 | Bookmobiles | 1 |
| 3.21 | Reading Centers | 0 |
| 3.22 | Other Outlets | 2 |
| 3.23 | Total Public Service Outlets (total questions 3.15 through 3.19) | 12 |
| 3.24 | Name of Central Library/Co-Central Libraries | Buffalo and Erie County Public Library |

BOARD/COUNCIL MEETINGS

| 3.25 | Total number of public library system/3Rs board meetings or school library system council | 11 |

meetings held during
reporting year

3.26    Current number of <u>voting</u>
        positions on system
        board/council. Please add a        15
        note if this has changed from
        the previous year report.

3.27    Term length for system
        board/council members.
        Please add a note if this has      5 years
        changed from the previous
        year report.

<span style="color:red">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.</span>

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

## SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2019, through December 31, 2019.

President/Council Chair

3.29    Title (drop-down): Mr., Mrs.,
        Ms., Miss, Dr., The
        Honorable, The Reverend,          Mrs.
        Other (specify using the State
        note), Vacant

3.30    First Name                        Kathleen

3.31    Last Name                         Berens Bucki

3.32    Institutional Affiliation         N/A

3.33    Professional Title                Librarian

3.34    Mailing Address

3.35    City

3.36    Zip Code (enter five digits
        only)

3.37    Telephone for the Board
        President (enter 10 digits only
        and hit the Tab key)

3.38    E-mail Address

3.39    Term Begins - Month          January

3.40    Term Begins - Year (yyyy)    2017

3.41    Term Expires - Month or N/A  December

3.42    Term Expires - Year (YYYY)   2021
        or N/A

3.43    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        Yes
        complete the remainder of a
        term of a trustee who resigned
        their position).

3.44    The date the board president
        took the Oath of Office        03/28/2017
        (mm/dd/yyyy)

3.45    The date the Oath of Office
        was filed with town or county  03/28/2017
        clerk (mm/dd/yyyy)

3.46    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 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.      Title (drop-down): Mr., Mrs.,  Mr.
        Ms., Miss, Dr., The
        Honorable, The Reverend,

Other (specify using the State note), Vacant

| 2. | First Name | Alan |

| 3. | Last Name | Bedenko |

| 4. | Institutional Affiliation | Burden, Hafner & Hansen, LLC |

| 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. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |

| 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 | Ms. |

Honorable, The Reverend,
Other (specify using the State
note), Vacant

| | | |
|---|---|---|
| 2. | First Name | Kimberly |
| 3. | Last Name | Johnson |
| 4. | Institutional Affiliation | Erie County Probation Dept. |
| 5. | Professional Title | Clerk |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | December |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2019 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 12/22/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/22/2017 |
| 16. | Is this a brand new trustee? | N |
| 1. | | Mr. |

Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant

| | | |
|---|---|---|
| 2. | First Name | Joel |
| 3. | Last Name | Moore |
| 4. | Institutional Affiliation | City of Buffalo Board of Education |
| 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) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2021 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 12/28/2016 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 12/28/2016 |
| 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    Supreme Court

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)    2018

11. Term Expires - Month or N/A    December

12. Term Expires - Year (YYYY) or N/A    2022

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).    Yes

14. The date the trustee took the Oath of Office (mm/dd/yyyy)    01/23/2018

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)    01/23/2018

16. Is this a brand new trustee?    N

1. Title (drop-down): Mr., Mrs., Mr.
   Ms., Miss, Dr., The
   Honorable, The Reverend,
   Other (specify using the State
   note), Vacant

2. First Name                   Sheldon

3. Last Name                     Berlow

4. Institutional Affiliation     Pyramid Brokerage Inc.

5. Professional Title            Broker

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)  2018
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the      Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the  10/28/2016
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county  10/28/2016
    clerk (mm/dd/yyyy)

16. Is this a brand new trustee?   N

1.  Title (drop-down): Mr., Mrs., Ms.
    Ms., Miss, Dr., The
    Honorable, The Reverend,
    Other (specify using the State
    note), Vacant

2.  First Name                         Kathleen

3.  Last Name                          Burd

4.  Institutional Affiliation          Hadley Exhibits, Inc.

5.  Professional Title                 Assistant to the President

6.  Mailing Address

7.  City

8.  Zip Code (enter five digits
    only)

9.  Term Begins - Month               January

10. Term Begins - Year (yyyy)         2017

11. Term Expires - Month or N/A       December

12. Term Expires - Year (YYYY)        2021
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the         Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the     03/28/2017
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county     03/28/2017
    clerk (mm/dd/yyyy)

16. Is this a brand new trustee?      N

1.    Title (drop-down): Mr., Mrs.,   Ms.
      Ms., Miss, Dr., The
      Honorable, The Reverend,
      Other (specify using the State
      note), Vacant

2.    First Name                      Lucy

3.    Last Name                       Candelario

4.    Institutional Affiliation       Erie Regional Housing Development Corp.

5.    Professional Title              Exec. Director

6.    Mailing Address

7.    City

8.    Zip Code (enter five digits
      only)

9.    Term Begins - Month             January

10.   Term Begins - Year (yyyy)       2018

11.   Term Expires - Month or N/A     December

12.   Term Expires - Year (YYYY)      2022
      or N/A

13.   Is this trustee serving a full
      term? If No, add a State Note
      (for example, this trustee was
      appointed to complete the       Yes
      remainder of a term of a
      trustee who resigned their
      position).

14.   The date the trustee took the   01/23/2018
      Oath of Office (mm/dd/yyyy)

15.   The date the Oath of Office
      was filed with town or county   01/23/2018
      clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?    N

1. Title (drop-down): Mr., Mrs., Mr.
   Ms., Miss, Dr., The
   Honorable, The Reverend,
   Other (specify using the State
   note), Vacant

2. First Name                     Frank

3. Last Name                      Gist

4. Institutional Affiliation      Greater Buffalo Bail Bonds Agency

5. Professional Title             Owner

6. Mailing Address

7. City

8. Zip Code (enter five digits
   only)

9. Term Begins - Month            January

10. Term Begins - Year (yyyy)     2016

11. Term Expires - Month or N/A   December

12. Term Expires - Year (YYYY)    2020
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the      Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the  10/28/2016
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county  10/28/2016
    clerk (mm/dd/yyyy)

16. Is this a brand new trustee?   N

1.  Title (drop-down): Mr., Mrs., Mr.
    Ms., Miss, Dr., The
    Honorable, The Reverend,
    Other (specify using the State
    note), Vacant

2.  First Name              Frank

3.  Last Name               Housh

4.  Institutional Affiliation   Housh Law Offices

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)   2014

11. Term Expires - Month or N/A   December

12. Term Expires - Year (YYYY)   2018
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the      Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the   12/23/2013
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county   12/23/2013
    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 — 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 — January

10. Term Begins - Year (yyyy) — 2016

11. Term Expires - Month or N/A — December

12. Term Expires - Year (YYYY) or N/A — 2020

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). — Yes

14. The date the trustee took the Oath of Office (mm/dd/yyyy) — 03/28/2017

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) — 03/28/2017

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 — Mrs.

2. First Name — Sharon

3. Last Name — Kelly

4. Institutional Affiliation — Retired

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) — 2016

11. Term Expires - Month or N/A — December

12. Term Expires - Year (YYYY) or N/A — 2020

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). — Yes

14. The date the trustee took the Oath of Office (mm/dd/yyyy) — 03/28/2017

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) — 03/28/2017

16. Is this a brand new trustee? — N

1.  Title (drop-down): Mr., Mrs., Ms.
    Ms., Miss, Dr., The
    Honorable, The Reverend,
    Other (specify using the State
    note), Vacant

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)       2017
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the        Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the    05/17/2013
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county    05/17/2013
    clerk (mm/dd/yyyy)

16. Is this a brand new trustee?     N

1. Title (drop-down): Mr., Mrs., Dr.
   Ms., Miss, Dr., The
   Honorable, The Reverend,
   Other (specify using the State
   note), Vacant

2. First Name                    Rhonda

3. Last Name                     Ricks

4. Institutional Affiliation      R+A+R Development Inc.

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)   2018
    or N/A

13. Is this trustee serving a full
    term? If No, add a State Note
    (for example, this trustee was
    appointed to complete the      Yes
    remainder of a term of a
    trustee who resigned their
    position).

14. The date the trustee took the   01/17/2014
    Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office
    was filed with town or county  01/17/2014
    clerk (mm/dd/yyyy)

16. Is this a brand new trustee?    N

1.    Title (drop-down): Mr., Mrs.,   Vacant
      Ms., Miss, Dr., The
      Honorable, The Reverend,
      Other (specify using the State
      note), Vacant

2.    First Name                      N/A

3.    Last Name                       N/A

4.    Institutional Affiliation       N/A

5.    Professional Title              N/A

6.    Mailing Address                 N/A

7.    City                            N/A

8.    Zip Code (enter five digits     N/A
      only)

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)    N/A
      or N/A

13.   Is this trustee serving a full
      term? If No, add a State Note
      (for example, this trustee was
      appointed to complete the       N/A
      remainder of a term of a
      trustee who resigned their
      position).

14.   The date the trustee took the   N/A
      Oath of Office (mm/dd/yyyy)

15.   The date the Oath of Office
      was filed with town or county   N/A
      clerk (mm/dd/yyyy)

16.   Is this a brand new trustee?

**COORDINATED OUTREACH COUNCIL**

3.47    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).     Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2019, through December 31, 2019. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com. 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.

1.    Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant     Mr.

2.    First Name     Clifford

3.    Last Name     Bell

4.    Institutional Affiliation     Small Business Development Center & member of many community groups

5.    Professional Title     Senior Advisor at Buffalo SBDC & Community Activist

1.    Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant     Ms.

2.    First Name     Sandra

3.    Last Name     Courtney

4.    Institutional Affiliation     Buffalo & Erie County Public Library

5.    Professional Title

Librarian II in charge of Small Business and Economic Outreach Services

| 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 |
| 5. | Professional Title | Executive 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 | Daniel |
| 3. | Last Name | Caufield |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library |
| 5. | Professional Title | Librarian IV Central Library Manager Information Services & 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 | Otis |
| 3. | Last Name | Glover |
| 4. | Institutional Affiliation | Buffalo Employment Training Center |
| 5. | Professional Title | Re-Entry Employment Coordinator |

1. Title (drop down): Mr., Mrs., Ms.
   Ms., Miss, Dr., The
   Honorable, The Reverend,
   Other (specify using the State
   note), Vacant

2. First Name                     Michelle

3. Last Name                      Holler

4. Institutional Affiliation      Journey's End Refugee Services

5. Professional Title             Office for New Americans (ONA) Immigrant Community
                                  Navigator

1. Title (drop down): Mr., Mrs.,
   Ms., Miss, Dr., The
   Honorable, The Reverend,     Ms.
   Other (specify using the State
   note), Vacant

2. First Name                     Susan

3. Last Name                      Kriegbaum-Hanks

4. Institutional Affiliation      Buffalo & Erie County Public Library

5. Professional Title             Librarian I in charge of Employment & ESL Outreach

1. Title (drop down): Mr., Mrs.,
   Ms., Miss, Dr., The
   Honorable, The Reverend,     Mr.
   Other (specify using the State
   note), Vacant

2. First Name                     Andrew

3. Last Name                      Maines

4. Institutional Affiliation      Buffalo & Erie County Public Library

5. Professional Title             Librarian II in charge of Correctional Services

1. Title (drop down): Mr., Mrs., Ms.
   Ms., Miss, Dr., The
   Honorable, The Reverend,

Other (specify using the State note), Vacant

| 2. | First Name | Renee |
|----|------------|-------|

| 3. | Last Name | Masters |
|----|-----------|---------|

| 4. | Institutional Affiliation | Buffalo & Erie County Public Library |
|----|---------------------------|--------------------------------------|

| 5. | Professional Title | Librarian II Health and wellness outreach specialist Advocate for Sr. Health and resources for individuals with disabilities. |
|----|--------------------|---------|

| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
|----|---------|------|

| 2. | First Name | Samantha |
|----|------------|----------|

| 3. | Last Name | Purpora |
|----|-----------|---------|

| 4. | Institutional Affiliation | Buffalo & Erie County Public Library |
|----|---------------------------|--------------------------------------|

| 5. | Professional Title | Librarian III Manager of Mobile Services |
|----|--------------------|------------------------------------------|

| 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 Fuel Community Outreach/ Deacon to Erie County Correctional Facilities |
|----|---------------------------|---------|

| 5. | Professional Title | Consumer Advocate/Community Liaison National Fuel Deacon to Erie County Correctional Facilities/ Activist |
|----|--------------------|---------|

## 4. Public Library System Transactions and Collections

| 4.1 | Number of registered system borrowers | 95,702 |
|-----|---------------------------------------|--------|

| 4.2 | System Visits | 797,780 |
|---|---|---|

**CIRCULATION**

| 4.3 | Total Cataloged Book Circulation | 1,046,520 |
|---|---|---|
| 4.4 | Total Circulation of Other Materials | 1,148,098 |
| 4.5 | Physical Item Circulation (Total questions 4.3 & 4.4) | 2,194,618 |
| 4.6 | Use of Electronic Material | 749,638 |
| 4.7 | Successful Retrieval of Electronic Information | 305,089 |
| 4.8 | Electronic Content Use (Total Questions 4.6 & 4.7) | 1,054,727 |
| 4.9 | Total Circulation of Materials (Total Questions 4.5 & 4.6) | 2,944,256 |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | 3,249,345 |

**GENERAL SYSTEM HOLDINGS**

| 4.11 | Total Cataloged Book Holdings | 1,472,660 |
|---|---|---|
| 4.12 | Uncataloged Book Holdings | 92,029 |
| 4.13 | Total Print Serial Holdings | 419,810 |
| 4.14 | All Other Print Materials Holdings | 867,253 |
| 4.15 | Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14) | 2,851,752 |
| 4.16 | Electronic Books | 70,389 |
| 4.17 | Local Electronic Collections | 32 |

| 4.18 | Total Number of NOVELNY Databases | 16 |
|---|---|---|
| 4.19 | Total Electronic Collections ( Total questions 4.16 + 4.17 ) | 70,421 |
| 4.20 | Audio - Downloadable Units | 13,850 |
| 4.21 | Video - Downloadable Units | 100 |
| 4.22 | Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) | 1,048 |
| 4.23 | Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) | 85,435 |

Non-Electronic Materials

| 4.24 | Audio - Physical Units | 112,242 |
|---|---|---|
| 4.25 | Video - Physical Units | 97,627 |
| 4.26 | Other Non-Electronic Materials | 14,825 |
| 4.27 | Total Other Materials Holdings (Total questions 4.24 through 4.26) | 224,694 |
| 4.28 | Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) | 3,161,881 |

**ROTATING COLLECTIONS/BOOK LOANS**

| 4.29 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | Y |
|---|---|---|
| 4.30 | Number of collections | 6 |
| 4.31 | | 35 |

Average number of items per
collection

## 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     Y
        libraries? (Enter Y for Yes, N
        for No)

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 | | 0 |

How many member libraries
participate in some ILS
modules?

5.7 Indicate features of the system's ILS (check all that apply):

a.     ILS shared with other library     No
       systems

b.     ILS software permits patron-      Yes
       initiated ILL

c.     ILL feature implemented and       No
       used

5.8    Number of titles in the ILS       1,455,149
       bibliographic database

5.9    Number of new titles added
       by the system in the reporting    32,829
       year

5.10   Number of Central Library
       Aid titles added in the           0
       reporting year

5.11   Number of new titles added
       by the members in the             0
       reporting year

5.12   Total new titles (total           32,829
       questions 5.9 through 5.11)

## UNION CATALOG OF RESOURCES

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.**

5.13  In what format(s) is the union catalog available? (Check all that apply):

a.     Print                      No

b.     Disc                       No

c.     Online (virtual catalog)   Yes

5.14   How many libraries
       participate in (or submit         1
       records for) the union catalog?

5.15   Is the system's union catalog
       shared with any other library
       system(s)? (Enter Y for Yes,     N
       N for No)

5.16   Number of titles in the
       system's union catalog           1,455,149

5.17   Number of holdings in the
       system's union catalog           3,286,077

5.18   Number of new titles added in   32,829
       the last year

5.19   Number of holdings added in     218,711
       the last year

5.20   If the union catalog is online (virtual catalog) 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         No
       using the State note)

b.     Non-library catalogs are
       included (if checked, please
       name non-library catalogs        No
       using the State note)

c.     Patron-initiated ILL available   Yes
       and used through this catalog

## UNION LIST OF SERIALS

5.21   Does the system have a union
       list of serials? (Enter Y for
       Yes, N for No. If No, enter      Y
       zero (0) on question 5.22.)

5.22   How many libraries
       participate in (or submit
       records for) the union list of   1
       serials?

## COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

5.23   Does the system's union         Y
       catalog contain both books

and serials? (Enter Y for Yes,
N for No, or N/A)

## VISITS TO THE SYSTEM'S WEB SITE

| | | |
|---|---|---|
| 5.24 | Annual number of visits to the system's web site | 11,686,338 |

## SYSTEM INTERLIBRARY LOAN ACTIVITY

| | | |
|---|---|---|
| 5.25 | Total items provided (loaned) | 3,974 |
| 5.26 | Total items received (borrowed) | 5,038 |
| 5.27 | Total requests provided (loaned) unfilled | 5,071 |
| 5.28 | Total requests received (borrowed) unfilled | 974 |
| 5.29 | Total interlibrary loan activity (total questions 5.25 through 5.28) | 15,057 |

## DELIVERY

5.30 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 |
| 5.31 | | 218 |

Number of stops (pick-up and
delivery sites per week)

## CONTINUING EDUCATION/STAFF DEVELOPMENT
## Workshops/Meetings/Training Sessions

**Resource sharing (ILL, collection development, etc.)**

| | | |
|---|---|---|
| 5.32 | Number of sessions | 0 |
| 5.33 | Number of participants | 0 |

**Technology**

| | | |
|---|---|---|
| 5.34 | Number of sessions | 20 |
| 5.35 | Number of participants | 234 |

**Digitization**

| | | |
|---|---|---|
| 5.36 | Number of sessions | 0 |
| 5.37 | Number of participants | 0 |

**Leadership**

| | | |
|---|---|---|
| 5.38 | Number of sessions | 2 |
| 5.39 | Number of participants | 56 |

**Management & Supervisory**

| | | |
|---|---|---|
| 5.40 | Number of sessions | 17 |
| 5.41 | Number of participants | 1,516 |

**Planning and Evaluation**

| | | |
|---|---|---|
| 5.42 | Number of sessions | 5 |
| 5.43 | Number of participants | 138 |

**Awareness and Advocacy**

| | | |
|---|---|---|
| 5.44 | Number of sessions | 4 |
| 5.45 | Number of participants | 51 |

**Trustee/Council Training**

| | | |
|---|---|---|
| 5.46 | Number of sessions | 1 |
| 5.47 | Number of participants | 54 |

**Special Client Populations**

5.48    Number of sessions            4

5.49    Number of participants        122

**Children's Services/Birth to Kindergarten**

5.50    Number of sessions            5

5.51    Number of participants        121

**Children's Services/Elementary Grade Levels**

5.52    Number of sessions            0

5.53    Number of participants        0

**Young Adult Services/Middle and High School Grade Levels**

5.54    Number of sessions            7

5.55    Number of participants        48

**General Adult Services**

5.56    Number of sessions            3

5.57    Number of participants        23

5.58    **Other:** Does the system
        provide other
        Workshops/Meetings/Training
        Sessions not listed above?
        Enter Y for Yes, N for No. If   Y
        Yes, complete one record for
        each topic; if No, enter N/A
        for questions 1, 2 and 3 of one
        repeating group.

1.      Topic                         Employee Safety

2.      Number of sessions            10

3.      Number of participants        494

1.      Topic                         Customer Service

2.      Number of sessions            9

| 3. | Number of participants | 230 |
|---|---|---|

| 5.59 | **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) | 87 |
|---|---|---|

| 5.60 | **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) | 3,087 |
|---|---|---|

| 5.61 | Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? | Y |
|---|---|---|

## COORDINATED SERVICES

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

<span style="color:red">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.</span>

| 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. |  | Yes |

Coordinated purchase of
office supplies

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

5.63   Number of contacts -
       Consulting with member
       libraries and/or branches on    1,414
       grants, and state and federal
       funding

5.64   Number of contacts -
       Consulting with member
       libraries and/or branches on    1,434
       funding and governance

5.65   Number of contacts -
       Consulting with member
       libraries and/or branches on    16
       charter and registration work

5.66   Number of contacts -
       Consulting with member
       libraries and/or branches on    9,390
       automation and technology

5.67   Number of contacts -
       Consulting with member
       libraries and/or branches on    5,202
       youth services

5.68   Number of contacts -
       Consulting with member
       libraries and/or branches on    4,802
       adult services

5.69   Number of contacts -          363
       Consulting with member

libraries and/or branches on physical plant needs

5.70    Number of contacts - Consulting with member libraries and/or branches on personnel and management issues          14,642

5.71    Number of contacts - Consulting with state and county correctional facilities          547

5.72    Number of contacts - Providing information to local, county, and state legislators and their staffs          7,384

5.73    Number of contacts - Providing system and member library information to the media          10,144

5.74    Number of contacts - Providing website development and maintenance for member libraries          236

5.75    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

5.76    **Total other contacts** (total of question #2 of Repeating Group #6)          0

5.77    **Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)          55,574

**REFERENCE SERVICES**

5.78      Total Reference Transactions   127,515

**SERVICES TO SPECIAL CLIENTS**
**(Direct and Contractual)**

5.79 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

5.80      Number of BOOKS BY MAIL loans          0

5.81      Number of member libraries with Job/Education Information Centers or collections          17

5.82      Number of State Correctional Facilities libraries served          3

5.83      Number of County Jails libraries served          2

| 5.84 | Number of institutions served other than jails or correctional facilities | 1 |
|------|------|------|

5.85 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.     Y

| 1. | Service provided | Nursing/retirement homes |
|------|------|------|
| 2. | Number of facilities/institutions served | 11 |
| 1. | Service provided | Head Start/Schools/Boys and Girls Clubs |
| 2. | Number of facilities/institutions served | 7 |
| 1. | Service provided | Facilities for the disabled |
| 2. | Number of facilities/institutions served | 2 |
| 1. | Service provided | Community Center for Immigrants/Refugees |
| 2. | Number of facilities/institutions served | 1 |

5.86 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 5.87.     Y

| 5.87 | Description of fees | 3D print services, copies, printing, and fax services. We also have available for sale: canvas book bags ($2.00), flash drives ($10.00), and headphones ($3.00) |
|------|------|------|

## 6. Operating Funds Receipts
**LOCAL PUBLIC FUNDS**

6.1                                Y

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.

| | | |
|---|---|---|
| 1. | County Name | Erie |
| 2. | Amount | $25,464,986 |
| 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 | $25,464,986 |
| 6.3 | All Other Local Public Funds | $0 |
| 6.4 | **Total Local Public Funds** (total questions 6.2 and 6.3) | $25,464,986 |

**STATE AID RECEIPTS - arranged in alphabetical order**

| | | |
|---|---|---|
| 6.5 | Adult Literacy Library Services Grants | $8,501 |
| 6.6 | Central Library Development Aid | $293,038 |
| 6.7 | Central Book Aid | $67,599 |
| 6.8 | Conservation/Preservation Grants | $0 |
| 6.9 | Construction for Public Libraries Aid | $820,237 |
| 6.10 | Coordinated Outreach Services Aid | $159,701 |
| 6.11 | Correctional Facilities Library Aid | $43,229 |

| 6.12 | County Jails Library Aid | $8,290 |
| 6.14 | Family Literacy Grants | $13,223 |
| 6.18 | Local Library Services Aid - Kept at System | $96,169 |
| 6.19 | Local Library Services Aid - Distributed to Members | $191,335 |
| 6.20 | Total LLSA (total questions 6.18 and 6.19) | $287,504 |
| 6.21 | Local Services Support Aid | $202,609 |
| 6.22 | Local Consolidated Systems Aid | $0 |
| 6.26 | Public Library System Basic Aid | $1,673,388 |
| 6.27 | Public Library System Supplementary Operational Aid | $206,457 |
| 6.36 | Special Legislative Grants and Member Items | $295,750 |
| 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 | | $0 |

The New York Public
Library, Science, Industry and
Business Library

6.42    Does the system receive state
        funding from other sources?
        Enter Y for Yes, N for No.
        (Report Special Legislative          Y
        Grants and Member Items on
        Q 6.36).

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                Western New York Library Resources Council

2.      Amount                        $2,000

6.43    Total Other State Aid (total
        question #2 of Repeating      $2,000
        Group #9 above)

6.44    **Total State Aid Receipts**
        (total questions 6.5 through
        6.14, questions 6.20 through
        6.22, questions 6.26 through    $4,081,526
        6.27, questions 6.36 through
        6.41, and question 6.43)

**FEDERAL AID**

6.45    Library Services and          $0
        Technology Act (LSTA)

6.46    Does the system receive any
        other Federal Aid (specify Act
        and Title) e.g., NEH, NEA,      N
        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                N/A

2.      Amount                        N/A

6.47    Total Other Federal Aid (total
        questions #2 of Repeating     $0
        Group #10 above)

6.48   **Total Federal Aid** (total        $0
       questions 6.45 and 6.47)


**CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE**

6.49   Does the system contract with
       libraries, library systems or
       other institutions in New York  N
       State? Enter Y for Yes, N for
       No.


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    $0
       Group #11 above)


**MISCELLANEOUS RECEIPTS**

6.51   Gifts, Endowments,
       Fundraising, Foundations
       (include Gates Grants here;
       specify project number(s) and  $413,541
       dollar amount using the state
       note)

6.53   Income from Investments     $15,416


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     Y
       questions 6.51 through 6.55?
       Enter Y for Yes, N for No.


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 | $382,812 |
|---|---|---|
| 1. | Receipt category | Refunds |
| 2. | Amount | $30,756 |
| 1. | Receipt category | Rental of Real Property |
| 2. | Amount | $23,988 |
| 1. | Receipt category | Commissions |
| 2. | Amount | $11,722 |
| 1. | Receipt category | Misc |
| 2. | Amount | $367,522 |

| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | $816,800 |
|---|---|---|
| 6.58 | **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) | $1,245,757 |
| 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) | $30,792,269 |
| 6.60 | **BUDGET LOANS** | $0 |

**TRANSFERS**

| 6.61 | Transfers from Capital Fund (Same as question 9.6) | $0 |
|---|---|---|
| 6.62 | Transfers from Other Funds | $0 |
| 6.63 | | $0 |

**Total Transfers** (total questions 6.61 and 6.62)

6.64    CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)    $10,309,576

6.67    GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83)    $41,101,845

## 7. Operating Fund Disbursements
**STAFF EXPENDITURES**
Salaries

7.1    System Director and Librarians    $2,577,149

7.2    Other Staff    $6,915,423

7.3    Total Salary and Wages Expenditures (total questions 7.1 and 7.2)    $9,492,572

7.4    Employee Benefits Expenditures    $4,436,592

7.5    **Total Staff Expenditures** (total questions 7.3 and 7.4)    $13,929,164

**COLLECTION EXPENDITURES**

7.6    Print Materials Expenditures    $382,978

7.7    Electronic Materials Expenditures    $368,472

| 7.8 | Other Materials Expenditures | $222,046 |
|-----|------------------------------|----------|

| 7.9 | **Total Collection Expenditures** (total questions 7.6 through 7.8) | $973,496 |
|-----|------------------------------|----------|

## GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

| 7.10 | Local Library Services Aid (LLSA) | $191,335 |
|------|-----------------------------------|----------|

| 7.11 | Central Library Aid (CLDA/CBA) | $0 |
|------|-------------------------------|----|

| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | $254,500 |
|------|------------------------------|----------|

| 7.16 | Federal Aid | $0 |
|------|-------------|----|

| 7.17 | Other cash grants paid from system funds | $19,317 |
|------|------------------------------|----------|

| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | $465,152 |
|------|------------------------------|----------|

| 7.19 | Book/Library Materials Grants | $1,894,200 |
|------|------------------------------|------------|

| 7.20 | Other Non-Cash Grants | $8,411,620 |
|------|-----------------------|------------|

| 7.21 | **Total Grants to Member Libraries** (total questions 7.18 through 7.20) | $10,770,972 |
|------|------------------------------|-------------|

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

| 7.22 | Bookmobile | $0 |
|------|------------|----|

| 7.23 | Other Vehicles | $0 |
|------|----------------|----|

| 7.24 | Computer Equipment | $35,349 |
|------|--------------------|---------|

| 7.25 | Furniture/Furnishings | $47,259 |
|------|------------------------|---------|

| 7.26 | Other Capital Expenditures | $45,961 |
|------|----------------------------|---------|

**7.27** **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)   $128,569

## TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

**7.28** From Local Public Funds (71PF)   $0

**7.29** From Other Funds (71OF)   $128,569

**7.30** **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)   $128,569

## OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

**7.31** From Local Public Funds (72PF)   $114,056

**7.32** From Other Funds (72OF)   $0

**7.33** **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)   $114,056

**7.34** Other Building & Maintenance Expenses   $592,181

**7.35** **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)   $706,237

## MISCELLANEOUS EXPENSES

**7.36** Total Operation & Maintenance of Bookmobiles and Other Vehicles   $57,840

**7.37** Office and Library Supplies   $147,392

**7.38** Equipment   $118,361

**7.39** Telecommunications   $9,326

**7.40** Binding Expenses   $10,353

| 7.41 | Postage and Freight | $27,725 |
|------|---------------------|---------|

| 7.42 | Publicity and Printing | $97,889 |
|------|------------------------|---------|

| 7.43 | Travel | $30,603 |
|------|--------|---------|

| 7.44 | 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. | $197,978 |
|------|--------|---------|

| 7.45 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. | $18,568 |
|------|--------|---------|

| 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 | $248,099 |
|----|--------|----------|

| 1. | Expense category | Misc |
|----|------------------|------|

| 2. | Amount | $619,373 |
|----|--------|----------|

| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | $867,472 |
|------|--------|---------|

| 7.48 | **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) | $1,583,507 |
|------|--------|---------|

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

| 7.49 | Does the system contract with libraries and/or library | N |
|------|--------|---|

systems in New York State?
Enter Y for Yes, N for No.

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 above) | $0 |

## DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

| | | |
|---|---|---|
| 7.51 | From Local Public Funds (73PF) | $1,042,497 |
| 7.52 | From Other Funds (73OF) | $0 |
| 7.53 | **Total Capital Purposes Loans** (total questions 7.51 and 7.52) | $1,042,497 |
| 7.54 | Other Loans | $0 |
| 7.55 | **Total Debt Service** (total questions 7.53 and 7.54) | $1,042,497 |
| 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)** | $29,134,442 |

**TRANSFERS**

Transfers to the Capital Fund

| | | |
|---|---|---|
| 7.57 | From Local Public Funds (76PF) | $0 |
| 7.58 | From Other Funds (76OF) | $820,237 |
| 7.59 | **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) | $820,237 |
| 7.60 | **Total Transfers to Other Funds** | $0 |
| 7.61 | **Total Transfers** (total questions 7.59 and 7.60) | $820,237 |
| 7.62 | **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) | $29,954,679 |
| 7.63 | **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2018)** | $11,147,166 |
| 7.83 | **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63) | $41,101,845 |

**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) | 12/31/2017 |
| 7.85 | | 1/1/2017-12/31/2017 |

Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)

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**
(same as question 7.59)    $820,237

**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          $0
        Repeating Group #16 above)

8.6     **TOTAL RECEIPTS -
        Revenues from Local
        Sources, Interfund Revenue,
        State Aid for Capital
        Projects, and All Other Aid    $820,237
        and/or Grants for Capital
        Projects** (total questions 8.1,
        8.2, 8.3, and 8.5)

8.7     **NONREVENUE
        RECEIPTS**                     $0

8.8     **TOTAL RECEIPTS - Total
        Receipts and Nonrevenue
        Receipts** (total questions 8.6   $820,237
        and 8.7)

8.9     CASH BALANCE -
        Beginning of Current Fiscal
        Reporting Year: Public
        Library Systems - January 1,
        2018. (Same as closing cash    $313,253
        balance at the end of previous
        fiscal reporting year: Public
        Library Systems - December
        31, 2017.)

8.10    **TOTAL RECEIPTS AND
        CASH BALANCE** (total          $1,133,490
        questions 8.8 and 8.9)


## 9. Capital Fund Disbursements
**PROJECT EXPENDITURES**

9.1     Total Construction        $0

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)     $0

**9.6** **TRANSFER TO OPERATING FUND** (Same as question 6.61)     $0

**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)     $0

**9.9** **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2018, for Public Library Systems)**     $1,133,490

**9.10** **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)     $1,133,490

## 12. Projected Annual Budget For Library Systems
**Public Library Systems Budget for January 1, 2019 - December 31, 2019**

**PROJECTED OPERATING FUND - RECEIPTS**

| 12.1 | Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) | $28,670,392 |
|------|------|------|
| 12.2 | Budget Loans | $0 |
| 12.3 | Total Transfers | $0 |

12.4    Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2019, must be the same as the December 31, 2018, closing balance reported on Q7.63 of the 2018 annual report)    $11,147,166

12.5    <span style="color:darkred">Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)</span>    $39,817,558

**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)    $29,587,801

12.7    Total Transfers    $0

12.8    Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2019)    $10,229,757

12.9    <span style="color:darkred">Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</span>    $39,817,558

**PROJECTED CAPITAL FUND - RECEIPTS**

12.10    Capital Fund Receipts (include Revenues from Local Sources, Transfer from    $1,183,526

Operating Fund, State Aid for
Capital Projects and All Other
Aid for Capital Projects)

12.11    Nonrevenue Receipts              $0

12.12    Cash Balance in Capital Fund
at the end of the previous
fiscal year
(For Public Library Systems,
opening balance on January 1,   $1,133,490
2019, must be the same as the
December 31, 2018, closing
balance reported on Q9.9 of
the 2018 annual report)

12.13    Grand Total Capital Fund
Receipts and Balance (total
questions 12.10 through          $2,317,016
12.12)

**PROJECTED CAPITAL FUND - DISBURSEMENTS**

12.14    Capital Fund Disbursements
(include Project Expenditures,   $2,317,016
Transfer to Operating Fund
and Nonproject Expenditures

12.15    Cash Balance in Capital Fund
at the end of the current fiscal
year                             $0
(For Public Library Systems,
December 31, 2019)

12.16    Grand Total Capital Fund
Disbursement, Transfers, and
Balance (Sum of questions        $2,317,016
12.14 and 12.15)

## 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)**

Education Law § 272, 273(1)(a,
c, d, e, n)

**Statutory Reference (Basic Aid):** Commissioners Regulations 90.3

**Statutory Reference (LLSA):** Education Law § 272, 273(5)
Commissioners Regulations 90.3 and 90.9
The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(6)
Commissioners Regulations 90.3 and 90.10
The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273 (1)(f)(7)
Commissioners Regulations 90.3
The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(12)(a)
The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(l)
Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k)
Annual sum of $350,000 for

business library. (Included in Basic Aid Payment)

| **Nassau Special Aid:** | Education Law § 273(1)(m) |

**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) | 8.42 |
| 13.1.2 | Total Expenditure for Professional Salaries | $324,709 |

**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) | 29.56 |
| 13.1.4 | Total Expenditure for Other Staff Salaries | $1,074,804 |
| 13.1.5 | **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. | $798,882 |
| 13.1.6 | **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. | N |

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 |
| 13.1.7 | **Total Expenditure - Purchased Services** | $0 |
| 13.1.8 | | N |

**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 |

| | | |
|---|---|---|
| 13.1.9 | **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. — Y

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 | System Staff Travel |
| 2. | Expenditure | $14 |

| | | |
|---|---|---|
| 13.1.11 | **Total Expenditures - Travel** | $14 |

13.1.12 **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. — N

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 |

13.1.13 Total Expenditure - Equipment and Furnishings — $0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. — $191,335

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

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) | N/A |

13.1.16 Total Expenditures - Grants for Member Libraries — $0

13.1.17 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) — $2,389,744

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. — $73,753

13.1.19 **Total Allocation from 2018 - 2019 State Aid:** $2,369,958

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) $2,443,711

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** $53,967

13.1.22 **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) including: Shipping, Interlibrary Loan, Technical Services, and Processing (the departments responsible for the movement of library materials from acquisition to the various locations in order to promptly fulfill patrons' needs and requests); B&ECPL's Information Technology and Development & Communications departments (who oversee the System's integrated network system and maintenance of system website with online catalog, downloadables, library calendars, and reference service to remote library users); B&ECPL departments that provide consulting and technical support for contract libraries (related to finance, governance, automation, technological support, borrower services, collection development, and human resources); and B&ECPL departments that provide coordinated system services (such as electronic access to databases and other electronic resources, computer training to patron and staff members at locations throughout the system, and e-Branch). Contract libraries were also provided funding from this aid to cover personnel costs.

**Central Book Aid**

CENTRAL BOOK AID (CBA)

**Statutory Reference:** Education Law § 272, 273(1)(b)(2)
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.

<span style="color:red">Yes must be answered at least once in Questions 13.2.1 - 13.2.5</span>

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.     Y

<span style="color:red">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.</span>

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 | Pronunciator |
| 3. | Expenditure | $14,900 |

| 1. | Expenditure Category | Commercial electronic content vendor contracts |
|----|---------------------|------------------------------------------------|
| 2. | Provider of Services | Proquest |
| 3. | Expenditure | $51,506 |

13.2.2   <span style="color:red">Total Expenditure - Purchased Services</span>   66,406

13.2.3   **Supplies and Materials**: 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.     Y

<span style="color:red">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.</span>

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 | Adult non-fiction and foreign language library materials - print |
|----|---------------------|--------|
| 2. | Quantity | $35 |
| 3. | Unit Cost | $34 |
| 4. | Expenditure | $1,193 |

| 13.2.4 | Total Expenditure - Supplies and Materials | $1,193 |
|--------|----|----|
| 13.2.5 | **Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. | N |

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) | N/A |

| 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) | $67,599 |
| 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 2018 - 2019 State Aid** | $67,599 |
| 13.2.10 | | 67,599.00 |

<span style="color:#7a1f1f">Total Available Before Expenditures (total 13.2.8 + 13.2.9)</span>

**13.2.11** <span style="color:#7a1f1f">**Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)**</span>     $0

**13.2.12** **Final Narrative**: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Central Library Book Aid (CLBA) was used to provide access to databases and materials used by Buffalo & Erie County Public Library (B&ECPL)'s Central Library staff and patrons. B&ECPL used CLBA to purchase Pronunciator, a language resource database, and to supplement the foreign language book collection. Pronunciator offers instruction for beginner, intermediate and advanced students in 80 languages; and offers English instruction for speakers of 50 languages including but not limited to: Arabic, Bengali, Nepali, Somali, Spanish and Vietnamese. Also, B&ECPL extended its access to ProQuest's Ancestry Library and Heritage Quest, online resources for genealogical research. These resources are highly used in the Central Library's Grosvenor Room/Special Collections department, B&ECPL System's center for local history and genealogical research.

**Central Library Development Aid**

## CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

**Statutory Reference:** Education Law § 272, 273(1)(b)(1)
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 Equivalents (FTE)     2.35

**13.3.2** Total Expenditure for Professional Salaries     $113,850

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 Equivalents (FTE) | 3 |
| 13.3.4 | Total Expenditures for Other Staff Salaries | $90,599 |
| 13.3.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). | $101,916 |
| 13.3.6 | **Purchased Services**: Did the system expend funds for purchased services? Enter Y for Yes, N for No. | N |

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

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 |

**13.3.9 Total Expenditure - Supplies and Materials**    $0

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

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 | 808 |

**13.3.11 Total Expenditures - Travel**    $808

**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.    N

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 |

**13.3.13 Total Expenditure - Equipment and Furnishings**    $0

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

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)     N/A

13.3.15 Total Expenditure - Grants to Central/Co-Central Libraries      $0

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)**     $307,173

13.3.17 **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.     $59,757

13.3.18 **Total Allocation from 2018 - 2019 State Aid:**     $293,038

13.3.19 Total Available Before Expenditures (total 13.3.17 + 13.3.18)     $352,795

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)**     45,622.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities     Central Library Development Aid (CLDA) helped sustain the Grosvenor Room/Special Collections department at the Central Library. Staff from the department respond to the bulk of Buffalo & Erie County's (B&ECPL) specialized email and telephone reference

carried out with these State Aid Funds.

requests; and promote and exhibit the B&ECPL's the rare book collection, making the Central Library a focal point for tourism and research throughout Erie County and beyond. CLDA was utilized to supplement wages of staff who planned and implemented many of the programs and exhibits held at the Central Library. A new exhibit: Omar Khayyám's Rubáiyát: The Persian Poem that Became a Sensation in English Translation was installed and opened. It tells how a 12th century Persian poem that was translated into English in the 19th century took the Western world by storm. Early, significant and fine press editions are shown in this Exhibit, along with the supremely illustrated examples. CLDA also provided funding for staff who assist library patrons in using public access computers and who shelve and retrieve items in the various collections throughout the building.

**Coordinated Outreach Library Services Aid**

### COORDINATED OUTREACH LIBRARY SERVICES AID

|  |  |
|---|---|
| **Statutory Reference:** | Education Law § 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 |
|---|---|---|
| 13.4.2 | Total Expenditure for Professional Salaries | $43,793 |

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) | 1.9 |
|---|---|---|
| 13.4.4 | Total Expenditure for Other Staff Salaries | $61,679 |
| 13.4.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits. | $65,934 |
| 13.4.6 | **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. | N |

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.    N

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 for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.    Y

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

1.      Type of Travel            System staff

2.      Expenditure               $109

**13.4.11 Total Expenditure - Travel**   $109

**13.4.12 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.

N

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

**13.4.13 Total Expenditure - Equipment and Furnishings**   $0

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

N

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.      Description of Project     N/A

13.4.15 Total Expenditure - Grants to Member Libraries   $0

13.4.16                           $171,515

Total Expenditure (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)

13.4.17 **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.

$113,238

13.4.18 **Total Allocation from 2018 - 2019 State Aid:**

$159,701

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18)

$272,939

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)**

$101,424

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Buffalo & Erie County Public Library (B&ECPL) provided an inclusive and accessible atmosphere at all of its locations. Staff was trained in serving persons with disabilities and diverse populations. A Sorenson videophone was added to the Assistive Technology Room (ATR). Notably, this videophone is 1 of only 3 in Erie County available to the general public. Bookmobile service provided a traditional materials collection, free WiFi and laptops for public use. The vehicle made regular stops in underserved areas, and at senior service facilities and youth group centers. It was also used for B&ECPL promotion and library card sign-up at community events throughout Erie County. B&ECPL's Adult Programming Team reached out and collaborated with community organizations, educational institutions, and in-house partners, Literacy New York-Buffalo Niagara, Project Flight, Young Audience of Western New York, and new in-house partner, Restoration Society, Inc. (RSI). RSI serves individuals with primary mental health diagnoses and provide a wide range of supportive services. Partnerships focused on library services related to literacy, economic development and job placement. The Central Library hosted 4 job fairs in 2018; 2 with the Erie County Office for People with Disabilities; and participated in job fairs offsite throughout Erie County. Central Library hosted a monthly Wellness Wednesday program and sponsored a variety of programs on health-related topics. B&ECPL's Children's Programming Team coordinated system-wide programs, including participation in the New York State Summer Reading Program and the 20th B&ECPL

Battle of the Books. Sensory Story Time was offered for children on the autistic spectrum.

**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).

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

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 | $8,093 |

13.5.2 **Total Expenditure - Purchased Services**          $8,093

13.5.3 **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.          N

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          N/A

2.          Expenditure          N/A

13.5.4     **Total Expenditure - Supplies and Materials**          $0

13.5.5     **Total Expenditure (total 13.5.2, and 13.5.4)**          8,093.00

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.          $0

13.5.7     **Total Allocation from 2018 - 2019 State Aid**          $8,290

13.5.8     Total Available Before Expenditures (total 13.5.6 + 13.5.7)          $8,290

13.5.9     **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**          $197

13.5.10    **Final Narrative:**Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.          Buffalo & Erie County Public Library (B&ECPL) provided comprehensive and innovative service to the Erie County Holding Center and the Erie County Correctional Facility through a variety of materials, programs and resume preparation activities designed to engage the incarcerated population and provide educational opportunities.

**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 |
|---|---|---|
| 13.6.2 | Total Expenditure for Professional Salaries | $0 |

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) | 1.26 |
|---|---|---|
| 13.6.4 | Total Expenditure for Other Staff Salaries | $27,589 |
| 13.6.5 | **Employee Benefits:** Indicate the total expenditures for all system employee benefits. | $2,881 |
| 13.6.6 | **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. | Y |

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 Resource Council |
| 3. | Expenditure | $262 |

| 1. | Expenditure Category | Institutional membership dues |
|---|---|---|
| 2. | Provider of Services | New York Library Association |
| 3. | Expenditure | $318 |

**13.6.7 Total Expenditure - Purchased Services**     580

**13.6.8 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.     Y

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 | Office/library supplies and postage |
|---|---|---|
| 2. | Expenditure | $452 |

| 1. | Expenditure Category | Books and other print materials |
|---|---|---|
| 2. | Expenditure | $18,641 |

| 1. | Expenditure Category | Other (specify using the State note) |
|---|---|---|
| 2. | Expenditure | $934 |

**13.6.9 Total Expenditure - Supplies and Materials**     $20,027

**13.6.10 Travel Expenditures:** Did the system expend funds for     Y

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 Travel              Other

2.      Expenditure                 $582

**13.6.11 Total Expenditure - Travel** $582

**13.6.12 Equipment and
Furnishings:** Did the system
expend funds for equipment
and furnishings with a unit
cost of $5,000 or more and       N
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** 0.00

13.6.14 Total Expenditure (total
13.6.2, 13.6.4, 13.6.5, 13.6.7,  $51,659
13.6.9, 13.6.11, and 13.6.13)

**13.6.15 Cash Balance at the
Opening of the Fiscal Year:**
NOTE: The opening balance
must be the same as the          $32,056
closing balance of the
previous year.

13.6.16                          $43,229

**Total Allocation from 2018 - 2019 State Aid:**

13.6.17  Total Available Before
         Expenditures (total 13.6.15 +   $75,285
         13.6.16)

13.6.18  **Cash Balance at the End of
         the Current Fiscal Year
         (total 13.6.16 + 13.6.15 -**        $23,626
         **13.6.14)**

13.6.19  **Final Narrative:** Provide a      The Buffalo & Erie County Public Library (B&ECPL) provided
         brief narrative, no more than       library service to those incarcerated at New York State Correctional
         five hundred (500) words,           Facilities at Collins, Gowanda, and Wende including but not limited
         describing the major activities     to: interlibrary loan and delivery, reference and consultant services,
         carried out with these State        membership in the Western New York Library Resources Council
         Aid Funds                           (WNYLRC), and the purchase and delivery of new materials.

## 14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2017).

14.1  Element 1: Resource Sharing -  """[Cooperative Collection Development: Develop and maintain
      Results                         relevant traditional, electronic, and digital collections that reflect
                                      and support all B&ECPL libraries and their diverse communities.]
                                      The centralized Collection Development Team orders print, media,
                                      and downloadable materials for all Buffalo & Erie County Public
                                      Library's (B&ECPL) libraries using System funds. In order to
                                      procure items that appeal to users and fulfill the B&ECPL mission,
                                      the team maintains close contact with contract library staff.
                                      Contract libraries are asked for feedback regarding topics, formats
                                      and quantity of materials ordered. Collection Development staff
                                      visited 8 contract library locations to discuss how resources were
                                      being allocated to those locations and what improvements could be
                                      made. Staff suggested 586 titles (69% were purchased). Contract
                                      libraries were provided funding for local collection development.
                                      Eight "checklists" of pre-selected titles on a wide range of topics
                                      were provided to facilitate ease of acquisition and to expedite
                                      cataloging and processing. Circulation totaled 6,519,861. Statistics
                                      and data on the number of holds placed were utilized to identify
                                      areas of demand. The demand for eBooks and eAudiobooks
                                      continued to increase. 14,831 volumes of eBooks and 2,975
                                      eAudiobook volumes were added. Patrons were encouraged to
                                      submit suggestions directly to the Collection Development Team
                                      through a form on the B&ECPL website. 7,317 suggestions were
                                      received (67% were purchased). [Integrated Library System:
                                      Implement, maintain, and enhance a next-generation Integrated
                                      Library System.] Through its contract with SirsiDynix, the Buffalo
                                      & Erie County Public Library (B&ECPL) had several Integrated

Library System (ILS) accomplishments, including but not limited to: upgrade of the public Enterprise catalog from version 4.5.0.1 to 4.5.1, update of Web Services to 2018.03, and multiple catalog enhancements. Enhancements to the My Account feature improved display of account information and the ability for patrons to directly edit their contact information. Fewer than 20 questions, concerns, and suggestions were submitted via the public "Tell us Your Feedback" contact form, a decrease of approximately 70% from 2017. Staff was surveyed regarding the changes Enterprise offers in comparison to previous catalog. Of the 37 responses, 62% ranked their satisfaction as a 4 (out of 5) and 16% ranked their satisfaction as 5. Enhancements to SirsiDynix Symphony aimed at reducing patrons' frustrations or "roadblocks." The number of renewals for most physical materials increased to 3. Library card expiration was eliminated and "new" patron accounts in good standing now automatically upgrade to full library cards after 6 months. The use of MobileCirc was extended to 4 additional contract libraries to enable immediate offsite library card registration. The SirsiDynix BLUEcloud Analytics (BCA) tool delivered an additional set of reports, including tracking interlibrary loan checkouts via the ILS and the creation of email subscriptions to alert staff when certain library card and item issues occur. Staff was surveyed about their satisfaction with BCA; of those who responded 45% rated it a 5 (out of 5) 38% rated it a 4. [Delivery: Provide timely and efficient delivery via System vehicles.] Transport of all library materials, including new material and items to fill patron holds, is done through the B&ECPL Shipping Department which operates out of the Central Library. In addition, Interlibrary Loan (ILL) requests from outside the B&ECPL are delivered via the Shipping Department. An average of 218 delivery stops were made per week. Depending on the location of the material requested and the delivery destination, materials requested from the B&ECPL catalog are available to the patron on average between 24-72 hours of the request. [Interlibrary Loan: Maintain efficiency and improve awareness of ILL services.] Interlibrary Library Loan (ILL) use increased exponentially with 3974 items loaned and 5038 items borrowed (a 166% increase in lending and 7.17 % in borrowing from 2017). The Buffalo & Erie County Public Library (B&ECPL) joined the OCLC ILL group Libraries Very Interested in Sharing (LVIS). LVIS represents the first global OCLC no charge Resource Sharing Group agreement. Benefits of LVIS include but are not limited to: greater work flow efficiency and streamlined transactions and a broader geographic ILL library scope with interstate and international resource sharing. B&ECPL also expanded the loanable items by loaning items from the B&ECPL's 8 Buffalo Branch libraries. These changes made B&ECPL a net lender for the first time in 14 years in October 2018. [Digital Collections Access: Develop and maintain a digital collections website and enhance digital discoverability.] Five digital collections were added bringing the total of digital collections to 32, with a use of 399,382 (60% increase from 2017). Staff was surveyed regarding awareness of and satisfaction with digital collections. Of the

responses, 92% were aware of collection, 76% access collection, 73% rated 4 or 5 (out of 5) for satisfaction with website, and 89% rated 4 or 5 (out of 5) for satisfaction with the collections. """

14.2     Element 2: Special Client Groups - Results

"""[Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.] System-wide adult tutoring and adult literacy programming totaled 2,510 with 5,319 attendees, including 2,186 one-on-one programs for 2,187 attendees and 324 group adult literacy programs with 3,132 attendees. These statistics include adult English for Speakers of Other Languages (ESOL) programs. The majority of the programs were offered through B&ECPL partner Literacy New York-Buffalo Niagara, and through several public school districts. Adult digital literacy programs totaled 1,662 with 2,447 attendees. There were 135 group programs with 802 attendees and 1,527 one-on-one programs with 1,645 attendees. [Coordinated Outreach: Partner with Member Libraries, government agencies, and community organizations to provide services and programming to Coordinated Outreach populations as defined by New York State Education Law A 273 (1) (h) (1).] Outreach efforts resulted in 518 programs with 31,442 attendees. Two health fairs were presented, each attracting over 300 participants. Thrive!, a health fair for older adults offered free health screenings including hearing, bone density, blood pressure, cholesterol and BMI; and information from over 40 organizations. The fair drew attendees from zip codes identified by the Erie County Department of Health with the greatest health disparities. The Central Library hosted the 6th Annual Mental Health Awareness Informational Fair and Flash Mob, with over 30 organizations offering diagnosis, treatment and support, and providing information and referrals. Wellness Wednesdays held monthly at the Central Library brought relevant health information in a format that enhanced health literacy and connected approximately 30 individuals with outreach agencies each month. The Buffalo & Erie County Public Library (B&ECPL) collaborated with a new in-house partner, Restoration Society, Inc. (RSI). RSI serves individuals with primary mental health diagnoses and provides a wide range of supportive services. The Erie County Health Department's Opiate Task Force provided the public training sessions for opiate overdose recognition and naloxone reversal. Naloxone was distributed to individuals completing the training. A Sorenson videophone was added to the Assistive Technology Room (ATR). This videophone is 1 of only 3 in Erie County available to the general public. ATR usage averages 25 two-hour sessions per month primarily for access to the PC workstation. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile visited 11 senior living centers monthly and made 8 bi-weekly stops to towns that do not have a physical public library building. The Bookmobile also visited 4 charter and public schools on a monthly basis.

Programs totaled 30 with 1,453 attendees. There were 11,402 visits to the Bookmobile, 12,934 items circulated from the Bookmobile, 31 computer sessions, and 1682 WiFi logins. The Bookmobile was "open" 900.25 service hours. [Partner with Member Libraries, government agencies, and community organizations to provide services to the unemployed/underemployed.] The Central Library Adult Services Team's Job Outreach Program attracted over 1,950 participants. Four job fairs were held at the Central Library; each connected job seekers with over 36 employers and organizations. The Buffalo & Erie County Public Library (B&ECPL) worked with the Erie County Office for People with Disabilities for 2 job fairs focused on job placement and services to individuals with disabilities. Two job fairs were held in the Buffalo Branches connecting approximately 105 patrons with 7 local businesses. Staff also participated in 8 offsite job fairs. Classroom training and tours were offered for almost 250 job seekers, in partnership with The Service Collaborative of Western New York, Veterans One-stop Center of WNY, the NYS Department of Labor, Erie Community College and the Buffalo Public Schools Adult Education Program. B&ECPL staff attended Buffalo Stand Down, an outreach event for veterans seeking resources in literacy, searching for employment or starting a business. The Buffalo Branches offered programs/tabling opportunities on starting a business and training job seekers, in partnership with NYS Department of Labor, Western NY Law Center, Three 2 Go Music Alliance, and Riverside Business Association in conjunction with the Small Business Association. A total of 26 sessions were held with 211 attendees. B&ECPL surveyed attendees using the Project Outcome Job Skills Survey, which measures the impact of services designed to improve the skills needed to find and apply for jobs and advance careers. 83 survey responses were collected. Of those who agreed or strongly agreed that they benefited from the service or program: 95% felt more knowledgeable about the job-search process, 96% will use what they learned in the job-search process, 94% felt more confident about the job-search process, and 96% were more aware of resources and services provided by the library. The Central Library's Adult Services Team continued its work with business development agencies, chambers of commerce and not-for-profit organizations that offer assistance to individuals starting or running businesses in Erie County. Six programs were conducted at the Central Library with 143 attendees. Seven additional programs were held with external partners at outside locations with 602 attendees. B&ECPL staff distributed surveys to program participants to collect data and insights about how library economic development services and programs are supporting community needs. B&ECPL surveyed patrons using the Project Outcome Economic Development Survey, which measures the impact of services designed to improve business start-up and development skills. 241 survey responses were collected. Of those who either agreed or strongly agreed that they benefited from the service or program: 96% felt more knowledgeable about what it takes to establish a business, 97% intend to apply what they learned, 97%

felt more confident about establishing a new business, and 97% were more aware of resources and services provided by the library. [Ensure library accessibility and appropriate resources for immigrants, refugees, and new learners of the English Language.] English for Speakers of Other Languages (ESOL) programming totaled 1,395 programs with 7,614 attendees. This included 901 one-on-one programs with 902 attendees and 494 group programs with 6,712 attendees. 72 graduates of the Buffalo Public School Adult Education, English as a New Language program were introduced to library resources. The Buffalo & Erie County Public Library (B&ECPL) was a recipient of American Library Association (ALA) and Dollar Generals' American Dream Grant. The funds were used to create a Cyber Caravan which took technology and library resources to B&ECPL partner's (Journey's End Refugee Services, Inc., Jericho Road Community Health Center and Buffalo State Community Academic Center ) offsite locations 21 times, reaching 157 individuals. Six computers, a projector, wireless printer and mobile hotspot enabled staff to introduce immigrants and refugees to new computer skills, English language and citizenship tests resources, employment resources, and other electronic resources. [Correctional Facilities (State and County): Provide services to incarcerated populations and reach out to agencies working with individuals recently released from prison.] Circulation at both the Erie County Correctional Facility (ECCF) and Erie County Holding Center (ECHC) totaled 177,532 items, an increase of 11.42% increase from 2017 (157,249 items), despite a 40% decrease in inmate population. Educational staff at the ECHC continue to utilize library materials for group discussions and writing exercises. Additionally, resume packets remain popular; inmates requested 50 packets and received assistance in preparing a resume to have upon release. The annual agreement between the B&ECPL and collaborating NYS correctional facilities (Collins, Gowanda, and Wende) was signed on June 26, 2018. [Youth Services (Youth to age 18 exclusive of Early Literacy): Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support local curriculum and New York state Education requirements.] Programs for youth to age 18, including one-on-one programs, totaled 4,597 programs and 54,807 attendees. Children's Services provided programming at the Central Library, at branch and contract libraries, and through outreach and off-site events. In-library programming included a significant commitment to classroom and group visits from public, private and charter schools ranging from Pre-K to grade 12 throughout Erie County. Programs offered an introduction to research skills and grade level bibliographic instruction, as well as history, team building, and code breaking games in conjunction with the Buffalo Never Fails: The Queen City and World War I Exhibit. The Bookmobile, Buffalo City Branches and Central Library brought programs to Buffalo Public Schools' (BPS) Saturday Academies, incorporating BPS' Raising a Reader program. Youth programs for the general public varied in size and scope, including many new programs. Large scale family

programs like the Harry Potter Hogwarts Academy, Incredible India, Spooky Library Party and Noon Year's Eve tapped into child and family friendly fun and attracted large number of attendees. Drag Queen Family Time, brought diversity and gender fluidity programming to families and children of all ages. Sprout Up! a seed planting program taught children about germination. A multi-week Maker Camp, sponsored by National Grid, emphasized science and technology. Rising Voices, a monthly book group for high school students, began at the Central Library for teens to discuss current issues in society through the lens of young adult fiction. Central Library's Teen Advisory Group (TAG), an ongoing literacy based project, participated in Postcrossing, a worldwide letter exchange, and were finalists for the 2018 New York State Teen Video Challenge for their video, "The Library: The Place You Wanna Be." https://youtu.be/Ik0aD0ao1tg Summer reading programs designed to help prevent the loss of skills and help students prepare for the next grade consisted of story times, performances with reading positive messages, and contests that incentivize summer reading. The B&ECPL participated in myOn, a state supported program for children in grades K - 12 to read and record free online e-books; and had the highest participation of all systems with 1928 books opened, 1024 books completed and a total of 12,686 minutes of reading. The Battle of the Books celebrated its 20th anniversary this year. Summer Reading survey results demonstrated positive literacy outcomes. 408 survey responses were collected. Of the parents or caregivers who either agreed or strongly agreed that they benefited from the service or program: 81% reported their child maintained or increased their reading skills, 85% reported their child reads more often, 82% reported their child is a more confident reader, 92% reported their child uses the library more often. Children's Services provided support to staff throughout the system via Youth Services Group training meetings (March - Summer Reading Planning, May - Teen Programming a part of Staff Development Day) and material support to System libraries by offering kits and other programming materials (Teen- Painting with Friends, Karaoke, Yoga, Duct Tape and more; Science-Light and Optics, Electricity and Magnetism, Air and Water, Sound, Astronomy, Earth Science and Recycling Regatta; and Ellison die cut orders). [Early Literacy (Birth to School Age with Parents/Caregivers): Provide birth to school-age children with diverse programs and services designed to enrich, enlighten, educate, stimulate imagination, and prepare children for the school environment.] Early literacy programs, including birth to school-age, parent/caregiver and combined audience programs, totaled 2,935 programs with 66,029 attendees. Children's Services provided early literacy programming at the Central Library, outreach events, and contract libraries, including but not limited to: Book Babies, Mother Goose on the Loose, Movin' and Groovin', the second annual L is for Library Baby Shower, and Beach Time using kinetic sand. Staff visited the Children's Center at Erie County Family Court monthly for storytelling, songs, fingerplays and rhymes; and participated in the Urban Family Practice Health Fair and the Catholic Charities Healthy Baby Festival. Parents and

caregivers were surveyed with the PLA Project Outcome Early Childhood Literacy Survey, which measures the impact of services designed to improve early literacy and learning skills to prepare children ages 0 - 5 to succeed in school. 481 responses were collected. Of the parents or caregivers who either agreed or strongly agreed that they benefited from the service or program: 96% learned something they can share with their, 92% feel more confident helping their children learn, 92% intend to spend more time interacting with their children, 95% were more aware of resources and services provided by the library. Children's Services provided support to libraries system-wide via staff training (Early Literacy - Ooey Gooey Squishy Plop! Sensory Play for every Day!, The Importance of Early Experiences: How Playing Is School Readiness; and two sessions of Strengthening Young Families Through Early Literacy Practices, a component of Ready to Read at New York Libraries) and material support through kits and other programming materials (new & updated preschool/book-in-hand including but not limited to Tap the Magic Tree and Shake It Up Baby!: 544; Puppets: 95, Big Books: 48; Felt Stories: 18; and play toy sets from the New York State Family Literacy Library Services). """

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| 14.3 | Element 3: Professional Development and Continuing Education - Results | [Inspire excellence in library services by increasing opportunities for continuing education/professional development and training for all B&ECPL staff.] Based on patron demand and trends, the Buffalo & Erie County Public Library's (B&ECPL) TechKnow Lab shifted staff training from group classes to offering 33 specialized 1-on-1 technology on topics ranging from 3D Printing and Audio Production, to Email Basics and Social Media Marketing. Full classroom trainings for staff included 2 Makerspace Programming classes, 2 Everyday Computer Skills classes, and An Introduction to Home Video Conversion session. The B&ECPL increased training opportunities for all staff and offered a greater variety of sessions, including targeted training for technology, customer service, and working with diverse populations. 4,586 employee training and development sessions (in-house, external, or online) were reported. The B&ECPL offered 103 programs to staff: 42 in-house training sessions, 36 live programs from external trainers, and 25 topical webinars for staff. Staff Development Day was held for all employees throughout the System. Staff attended the keynote presentation, Active Shooter Situations, then attended a program tracks Career Skills, Clerical Skills, Leadership, Programming, Public Services, or Safety & Security with 16 unique courses. 324 staff members attended. [Foster an environment to ensure informed and active library trustees system-wide.] B&ECPL System Administration continued to educate and inform Library System Trustees. Training was conducted at 3 Association of Contracting Library Trustee (ACT) programs and one half-day workshop. System Director Mary Jean Jakubowski provided individual training to contract library boards. Trustees were notified of various webinars and training programs sponsored by the New York |

Library Association (NYLA), New York Library Trustees Association (LTA), and other relevant organizations. B&ECPL Administration debuted a new and improved Trustee Website to facilitate access to relevant information and resources, as well as a blog to foster communication among trustees. Participation in New York State Minimum Standard review continued into 2018 with a cumulative presentation regarding the proposed Minimum Standards by System Director Mary Jean Jakubowski in the Fall. New System Trustees received an orientation/history of the B&ECPL, as well as a review of Trustee responsibilities. All Trustees received a copy of the Handbook for Library Trustees of New York State 2018 edition. All Trustees received frequent communications from the B&ECPL System Administration throughout the year.

| 14.5 | Element 5: Consulting and Development Services - Results | [Actively provide System resources designed to meet the varying needs expressed by member libraries.] B&ECPL System Administration conducted monthly meetings with contract library managers and directors. Administration was available throughout the year to assist contract library staff in areas including but not limited to: finance, technology, grant writing, workforce development, advocacy, sustainability, policy development, collection development, program development, New York State Minimum Standards for Public Libraries and more. New in-house training topics were designed to meet the needs of staff from all libraries. Training materials and/or webinars that could be archived were made available on the Intranet for staff. The HR department oversaw compliance training; all B&ECPL staff throughout the System were required to complete annual online training modules on sexual harassment and workplace violence. A total of 643 employees completed the annual training and 150 new employees completed the training as part of their new hire orientation. [Provide advice and assistance to member libraries to ensure policies and governance meet legal requirements and reflect the organization's values.] Nine System-wide policies were reviewed and/or amended (Equal Employment Opportunity & Anti-Harassment Policy, Nursing Mothers Policy, Personal Leave Policy, Leave for Cancer Screening Policy, Reasonable Accommodation Policy, and Social Media Use Policy - as a part of the Personnel Policies, Circulation Policy, New Construction/Library Expansion Policy, and Internet Safety and Acceptable Use Policy). One new System-wide policy was developed (Sexual Harassment Prevention Policy). Seven B&ECPL policies (Central Library/Buffalo Branch Libraries) were reviewed and/or amended unless otherwise noted (Central Library Access Ramp Rules, Credit Card Policy, Facility Use Policy, Investment Policy (no changes), Policy for the Loan and External Exhibit of Rare and Unique Materials, Procurement Policy, and Rules of Conduct). |
| 14.6 | Element 6: Coordinated Services - Results | """[Virtual Reference: Provide a variety of electronic referral points which patrons and member libraries can rely on to answer any |

questions in a timely manner.] B&ECPL patrons had multiple avenues to communicate with the B&ECPL System, including but not limited to: the eBranch (716-858-8900) telephone line which was available Monday through Saturday from 9 am to 5 pm for reference, borrower account and Overdrive/eBook queries, comments and complaints, and directional referrals; "Contact Us" email portal which was accessible via the B&ECPL website 24/7; and the AskUs 24/7 chat reference service which was available to answer patron reference questions. B&ECPL contract library staff had access to System-related information. The staff Intranet, containing policies, forms, directories, statistics and avenues for communication with Administration and among staff, was available on all staff workstations and through remote access. The staff hotline was available Monday through Saturday from 9 am to 5 pm. The line is equipped with voicemail to receive queries after hours and on holidays which are subsequently answered by eBranch staff who answer or make referrals for both system and patron-related questions. [Digitization Services: Provide local content management system and digitization services for prioritized special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] The B&ECPL Digitization Committee fulfilled its charge of developing, adapting, and implementing guidelines and a framework for facilitating the selection, digitization, storage, and electronic access to resources in the B&ECPL's collections. The Committee provided expertise on various projects to propose and assess possible funding options for outsourced digitization; and the Committee maintained Omeka, an open-source internal management system, as well as facilitated System-wide collections on the consortium platforms on New York Heritage and NYS Historic Newspapers. System backup was maintained by the Information Technology Department and archival digital copies of projects were stored in the rare book room vault. [(Other) General Coordinated Services for Members: Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operation and outstanding service to the residents of Erie County.] The B&ECPL System provided access to 32 databases and 16 NOVELny databases in-library or remotely. The total amount expended on databases was $290,055.48. Database searches totaled 305,089. The System provided broadband wireless public Internet access at all libraries and maintained a state-of-the-art Integrated Library System (SirsiDynix) to facilitate materials circulation, patron database records management, acquisitions, serials processes and online catalogs. The System coordinated ordering, configured and deployed all information technology supported technology purchases; maintained the public website for all libraries; and managed centralized payroll, benefits administration and human resources. The System provided adult, children's, and technology training teams to conduct classes and individual help sessions; and provided email, telephone and Ask Us 24/7 online chat reference and Interlibrary Loan services. Centralized material ordering and technical services operations

were provided for all libraries. In addition to centralized selection services, libraries system-wide were appropriated funds to supplement local collections. 8 checklists were provided to facilitate ordering with contract library funds and bi-monthly communication e-mails were sent to libraries detailing new acquisitions. Communication among contract libraries and Collection Development Team, as well as review of Integrated Library System (ILS) Reports were utilized to improve the collection development process. Additional services provided to contract libraries included: purchasing, publicity and printing support for library programs and events; administration of the E-Rate program; and centralized delivery services of materials to all libraries. Insurance coverage was provided: directors and officers insurance for the System board trustees and administrators, contract library directors, and contract library board trustees, crime Insurance for library staff and all trustees, and general liability insurance for all libraries. """

14.7 Element 7: Awareness and Advocacy - Results

[Provide education and training to support Library System initiatives and services to library staff, trustees, volunteers, and the community.] Efforts to improve awareness of Buffalo & Erie County Public Library (B&ECPL) System initiatives and services were robust. The Development & Communications department distributed 14 public surveys online, in person, during outreach, and in libraries. Over 2600 responses were received. The System provided material support to contract library directors and managers during 2 presentations on advocacy by the B&ECPL System Library Director and one meeting in preparation for New York Library Association (NYLA) Library Advocacy Day in Albany. The Assistant Deputy Director, Development & Communications presented Advocacy and You to managers and directors during 2 sessions at the system-wide Staff Development Day. Fundraising initiatives, public relations and marketing initiatives were addressed during 6 of the monthly Manager/Director Meetings. The B&ECPL issued 37 media releases /media invitations and presented 10 media events on topics including advocacy, programming and fundraising. The B&ECPL issued 9 mass emails (email blasts) to library card holders who have opted in to receive messages on topics including the budget, programming, advocacy, fundraising events and system wide promotions. Messages were sent to 30,000- 45,000 library card holders. Updated marketing materials were produced including the Return on Investment and Yearend Statistic posters. Materials were distributed in libraries throughout the System and given to elected officials, including but not limited the Western New York State delegation, Erie County Legislators and City of Buffalo representatives. [Provide elected officials from all levels of government with information to increase awareness and promote library initiatives, programs, and services.] A total of 12 B&ECPL administrators, trustees, contract library directors and staff attended New York Library Association (NYLA) Library Advocacy Day in Albany on February 28. The group gathered with libraries from

across the state and then met individually with the local elected members of state Assembly and Senate. B&ECPL administrators, contract library directors and staff, along with other library professionals in the region, attended 10 meetings with members of the Western New York legislative delegation to discuss the importance of library funding in the New York State Budget. B&ECPL System Director maintained frequent contact with local and state officials. B&ECPL System Director and Executive Director of Western New York Library Resources Council (WNYLRC) presented The Value of Libraries at the monthly meeting of members of the Western New York State delegation of elected officials in March. B&ECPL sent 72 email messages to elected officials about B&ECPL activities, initiatives and fundraising events; the B&ECPL's Return on Investment and Yearend Statistic posters were delivered to all Erie County and New York State elected officials. Library patrons signed over 1,940 letters addressed to Erie County elected officials which were delivered prior to the annual budget vote.

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| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | [Actively foster and facilitate effective, efficient communication and collaboration between and among the Library System, member libraries, and all staff to better serve library users and the community.] B&ECPL managers and directors were surveyed on topics such as advocacy, human resources, training, marketing, the event calendar, tracking programming attendance, and communications. Results were shared in meetings and posted on the Staff Intranet. Managers and directors were advised of recommended changes to the New York State Minimum Standards for Public Libraries and asked to provide feedback regarding the proposed regulation pertaining to trustee education. B&ECPL Administration hosted 4 staff forums giving employees the opportunity to hear updates and to ask questions. The forums were audio taped and posted on the Staff Intranet. Follow-up to the questions that were not answered during Staff Forums were sent by email and/or posted on the Staff Intranet. 26 email messages were sent to B&ECPL managers and directors about budgeting, advocacy, partnerships and social media tools. More than 100 email messages were sent to all B&ECPL staff on topics ranging from training, System policies, partnerships, fundraising and promotions. The online Staff Forum/Blog remained available on the Intranet and was used by employees to share information and ask questions. Staff Development Day was held for all employees throughout the System. Staff attended the keynote presentation, Active Shooter Situations, then were assigned a program track: Career Skills, Clerical Skills, Leadership, Programming, Public Services, or Safety & Security with 16 different training programs. 324 staff members attended between 1 and 4 sessions, gaining relevant knowledge especially in technology, customer service, leadership, and safety. |
| 14.9 | | |

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|---|---|---|
| | Element 9: Cooperative Efforts with Other Library Systems - Results | [Participate in collaborative programs and activities with other local or regional library systems and library consortia, as well as participate in statewide and national organizations.] The B&ECPL System Director served on the Western New York Library Resources Council (WNYLRC) Board. B&ECPL staff was represented on all WNYLRC committees, including: the Committee for Health Information Access (Chair), Continuing Education Committee (Co-Chair), High School to College Committee, Preservation Committee, Regional Advisory Committee, Resource Sharing Committee, and Western New York Library Assistants Committee (Chair). The B&ECPL had a representative on New York Library Association's (NYLA) Public Libraries Section Board (Vice-President), Communications Committee, Continuing Education Committee, Civil Service Task Force, and Membership Committee. Another staff member represents the B&ECPL on the Board of Directors and Board of Trustees for the Labor Management Healthcare Fund. One employee represents the B&ECPL on the Buffalo Niagara Partnership Diversity & Inclusion Council. B&ECPL collaborated with other library systems and Public Library System Directors Organization (PULISDO) on topics such as minimum standards, trustee education and library practices. B&ECPL staff attended many national, state, and regional conferences, including Association of Bookmobile & Outreach Services Conference (1 attendee), ALA Advocacy Bootcamp (6 attendees), ALA Annual Conference (2 attendees), Computers in Libraries Conference (1 attendees), COSUGI SirsiDynix Conference (2 attendees), Early Childhood Music & Movement Association Convention (2 attendees), Foundation Center Network Days (1 attendee), Health Information for Public Librarians Symposium (1 attendee), Irish Genealogical Research (1 attendee), NASA @ My Library Training Conference (1 attendee), NYLA Annual Conference (20 attendees), NYLA Youth Services Section Spring Conference (3 attendees), Patent & Trademark Resource Center Conference (1 attendee), PLA Annual Conference (1 attendee), Project for Public Spaces Convention (1 attendee), PULISDO Conference (1 attendee), ReferenceUSA User Conference (1 attendee), Research Institute for Public Libraries NYS Regional Conference (1 attendee), SLJ's Leadership Basecamp & Diversity Workshop (1 attendee), and WNYLRC's Intersect Unconference (7 attendees). |
| 14.10 | Element 10: Construction - Results | [Support the replacement, renovation, rehabilitation, and addition of library buildings and infrastructure through system-wide coordination of the State Aid for Libraries Construction Program.] The West Seneca Public Library completed its building expansion project and reopened at its permanent location on 6/25/2018. The square footage changed from 8,149 square feet to 19,162 square feet. System staff assisted in coordinating and reviewing a total of 6 projects submitted for 2018-2019 Library Construction grant aid with recommended funding totaling $1,558,809. Projects include Angola Library Front Section Roof Replacement; Audubon Library |

(Amherst) Expansion Phase I: Community Room; Crane Branch Library (Buffalo) Improvements Phase I: Elevator/Americans with Disabilities Act (ADA) Access; Grand Island Memorial Library Replace Doors, Circulation Desk, & Carpet; Lancaster Library Restroom ADA Accessibility; and Kenmore Library (Town of Tonawanda) Boiler Replacement, Computer Lab & ADA improvements. [Assist member libraries with facility planning in an effort to achieve welcoming environments and efficient, sustainable library buildings and grounds.] B&ECPL administration and staff met with West Seneca Library representatives to assist with implementation, move-in coordination, and resolving operational questions related to their major building expansion project. The multi-year, phased LED conversion of lighting at the Central and Buffalo Branch libraries continued. National Grid rebates helped lower the net cost. The B&ECPL provided the Angola Public Library Board and staff guidance, assistance, and local match funding for a successful LED conversion project resulting in an estimated annual savings of approximately 6,900 Kwh. The work was funded by a combination of a National Grid Incentive and system funding.

| 14.11 | Element 11: Central Library - Results | [Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the Buffalo & Erie County Public Library System. In addition, funds will be used to support improved service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] Central Library Book Aid (CLBA) was used to purchase foreign language material and databases. Ten contract libraries received titles in 1 or more of the following languages: Arabic, Burmese, French, Karen, Somali, and Spanish. CBLA funded the purchase of 2 databases for the region's ever-increasing foreign language speaking population. Pronunciator is a language resource that offers instruction for beginner, intermediate and advanced students in 80 foreign languages. SCOLA provides authentic foreign language resources in more than 175 native languages; and receives and re-transmits foreign TV programing from around the world. CBLA was used to provide access to major genealogical databases for patrons and staff. B&ECPL extended its access to ProQuest's Ancestry Library and Heritage Quest, online resources for patrons doing genealogical research. These resources have high use in the Central Library's Grosvenor Room/Special Collections department, a center for local history and genealogical research. Central Library Development Aid (CLDA) helped sustain the Central Library's Grosvenor Room/Special Collections department. Its staff responded to the bulk of B&ECPL's specialized email and telephone requests; and promoted and exhibited the B&ECPL's the rare book collection, making the Central Library a focal point for tourism and research throughout and beyond Erie County. CLDA was utilized to supplement wages of staff who planned and implemented many of the programs and exhibits held at the Central Library. A new |

exhibit: Omar Khayyám's Rubáiyát: The Persian Poem that Became a Sensation in English Translation was installed and opened. Early, significant, finely bound, and fine press editions are shown in this Exhibit. B&ECPL published a calendar, as a companion to the exhibit Buffalo Never Fails: the Queen City and World War I. The calendar highlights the collection of WWI posters from the Rare Book Room collection. CLDA also provided staff to assist library patrons in using public access computers and staff members to shelve and retrieve items in the various collections throughout the building.

| 14.12 | Element 12: Direct Access - Results | https://www.buffalolib.org/sites/default/files/pdf/policies/Free-Direct-Access-Plan-Amended-12-15-16.pdf |
| 14.13 | Element 13: Other Goal(s) - Results | N/A |

## 15. Current system URL's

| 15.1 | System Home Page URL | www.buffalolib.org |
| 15.2 | URL of Current List of Members | https://www.buffalolib.org/content/library-locations |
| 15.3 | URL of Current Governing Bylaws | https://www.buffalolib.org/sites/default/files/pdf/board/BYLAWS%20-%20Amended%204-21-16%20APPROVED%20-%20For%20Website%20Posting%20and%20Graphics%20Dept%20Printing.pdf |
| 15.4 | URL of Evaluation Form | https://www.buffalolib.org/sites/default/files/sys-init/surveys/2018/SurveyMonkey_163447806%20Staff.pdf |
| 15.5 | URL of Evaluation Results | https://www.buffalolib.org/sites/default/files/sys-init/surveys/2019/Data_All_MGR%20-%20DIR%201-%202019.pdf |
| 15.6 | URL of Central Library Plan | https://www.buffalolib.org/sites/default/files/pdf/featured/2017-2021%20Central%20Library%20Plan%20FINAL-a.pdf |
| 15.7 | URL of Direct Access Plan | https://www.buffalolib.org/sites/default/files/pdf/policies/Free-Direct-Access-Plan-Amended-12-15-16.pdf |

## 16. Assurance and Contact Information
### CONTACT INFORMATION

| 16.1 | Contact name (person completing report) | Angela Pierpaoli |

16.2    Contact telephone number
        (enter 10 digits only and hit        (716) 858-7161
        the Tab key)

16.3    Contact e-mail address             pierpaolia@buffalolib.org

**ASSURANCE**

16.4    The Library System operated
        under its approved Plan of
        Service in accordance with the
        provisions of Education Law
        and the Regulations of the
        Commissioner, and assures        04/18/2018
        that this "Annual Report" was
        reviewed and accepted by the
        System Board/Council on
        (date - mm/dd/yyyy)

**APPROVAL** (for New York State Library use only/not a required field)

16.5    The Library System's Annual
        Report and Projected Annual
        Budget were reviewed and
        approved by the New York        05/17/2019
        State Library on (date -
        mm/dd/yyyy).

## Suggested Improvements

            Library System              Buffalo and Erie County Public Library

            Name of Person Completing
            Form                         Angela Pierpaoli

            Phone Number and Extension
            (enter area code, telephone  7168587161
            number and extension only):

            Please share with us your
            suggestions for improving the
            *Annual Report*. When
            providing feedback, if
            applicable please indicate the   Thank you. No additional comments.
            question number each
            comment/suggestion refers to.
            Thank You!

# Buffalo and Erie County Public Library
# Annual Report for Library Systems - 2018 (Public Library Systems 2018)

## 1. General System Information

| | | | |
|---|---|---|---|
| 1.17 | URL of the system's complete Plan of Service | Note: | The url is now https rather than http. |
| 1.20 | Federal Employer Identification Number | 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. |
| 1.23 | School District | Note: | In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County. |
| 1.49 | 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 contract. If no, enter N/A on questions 1 through 5 of one repeating group. | Note: | Repeating group could not be removed. Therefore, N/A entered into repeating group. |
| 1.50 | 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. If Yes, please annotate using the State note. | Note: | Coles (formerly East Delavan) - Throughout 2018, basement meeting/library space unavailable due to construction. |

## 2. Personnel Information

No Notes

## 3. System Membership, Outlets and Governance

3.40  Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

3.44  The date the board president took the Oath of Office (mm/dd/yyyy)          **Note:** Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 6

9.    Term Begins - Month          **Note:** Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 10

9.    Term Begins - Month          **Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 2

10.   Term Begins - Year (yyyy)          **Note:** This trustee was appointed in December 2017 to complete the remainder of a term of a trustee (Phyllis Horton) whose term expired and who had been serving as a holdover trustee.

Repeating Group 5

10.   Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2014 through October 2016 when reappointed.

Repeating Group 6

10.   Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 8

10.   Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2016 through October 2016 when reappointed.

Repeating Group 11

10.   Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 12

10.   Term Begins - Year (yyyy)          **Note:** Trustee served as holdover trustee from January 2013 through April 2013 when reappointed.

Repeating Group 5

12.   Term Expires - Year (YYYY) or N/A          **Note:** Trustee is still serving as a holdover trustee since his term expired on December 31, 2018. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per 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. Berlow 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 | **Note:** | Trustee is still serving as a holdover trustee since his term expired on December 31, 2018. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per 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. Housh continues to hold office under this law as his successor has not been appointed yet. |

Repeating Group 12

| 12. | Term Expires - Year (YYYY) or N/A | **Note:** | Trustee is still serving as a holdover trustee since her term expired on December 31, 2017. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per 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. Panty continues to hold office under this law as her successor has not been appointed yet. |

Repeating Group 13

| 12. | Term Expires - Year (YYYY) or N/A | **Note:** | Trustee is still serving as a holdover trustee since her term expired on December 31, 2018. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per 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." Dr. Ricks continues to hold office under this law as her successor has not been appointed yet. |

Repeating Group 2

| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | **Note:** | This trustee was appointed to complete the remainder of a term of a trustee whose term was expired and who had been serving as a holdover trustee. |

Repeating Group 8

| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was | **Note:** | Trustee served as holdover trustee from January 2016 through October 2016 when reappointed. |

appageappointed to complete the remainder of a term of a trustee who resigned their position).

Repeating Group 10

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 11

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 12

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee served as holdover trustee from January 2013 through April 2013 when reappointed.

Repeating Group 5

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2014 through October 2016 when reappointed.

Repeating Group 6

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 8

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2016 through October 2016 when reappointed.

Repeating Group 10

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 11

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2016 through March 2017 when reappointed.

Repeating Group 12

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee served as holdover trustee from January 2013 through April 2013 when reappointed.

## 4. Public Library System Transactions and Collections

| | | | |
|---|---|---|---|
| 4.1 | Number of registered system borrowers | Note: | Modified method to count based on card activity. |
| 4.7 | Successful Retrieval of Electronic Information | Note: | Reduced number of purchased databases. |
| 4.17 | Local Electronic Collections | Note: | Reduced number of purchased databases. |
| 4.21 | Video - Downloadable Units | Note: | No new downloadable videos purchased in 2018. |

## 5. System Services

| | | | |
|---|---|---|---|
| 5.24 | Annual number of visits to the system's web site | Note: | Mid-2017, B&ECPL moved from open source public catalog to proprietary catalog. The proprietary catalog does not allow for the same level of search engine optimization, resulting in google searches populating fewer B&ECPL catalog records. |
| 5.25 | Total items provided (loaned) | Note: | On 6/1/2018, B&ECPL joined LVIS (Libraries Very Interested in Sharing) consortium. |
| i. | Other (describe using the State note) | 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 Outside service to assist with the recovery of overdue items, fines and fees RFID Self-Check/Theft-Deterrent systems Wide Area Network Support including Public WiFi Public Computers with Automated Log-On Software Insurance Coverage |
| 5.84 | Number of institutions served other than jails or correctional facilities | Note: | Erie County Youth Detention Center |

Repeating Group 1

| | | | |
|---|---|---|---|
| 1. | Service provided | Note: | The Bookmobile (mobile library) provides readers advisory services, mobile device support, and reading radios to 11 nursing/retirement homes. The Bookmobile also brings a variety of materials each visit and provides programming upon request. |

Repeating Group 2

| | | | |
|---|---|---|---|
| 1. | Service provided | Note: | The Bookmobile visits schools, a Head Start program, and various afterschool programs to offer library materials, programming and technology to students who would otherwise not have access to a library. The Central Library Launch Pad also meets monthly with two different Boys and Girls Clubs to promote STEAM and STEM activities. |

Repeating Group 3

| | | | |
|---|---|---|---|
| 1. | Service provided | Note: | The Bookmobile visits facilities where patrons attend schools or live, in which we offer all library materials and |

the opportunity for special accommodations with collections and due dates. (Baker Victory School – school for the developmentally disabled and Ebenezer Square Apts - housing for adults with psychiatric disabilities.)

Repeating Group 4

1.   Service provided      **Note:** The library brings laptops to Jericho Road Community Health Center to provide immigrants and refugees with access to library and community resources.

## 6. Operating Funds Receipts

No Notes

## 7. Operating Fund Disbursements

7.11   Central Library Aid (CLDA/CBA)   **Note:** Note: B&ECPL is both System Headquarters as well as Central Library, therefore there is no transfer to member libraries. Question # 11.4 of Buffalo & Erie County's Public Library reports the receipt of the funds from NYS, and question 7.11 is reported as zero, because the expenditure of the funds are included in Library Materials and Personnel expenses for Central Library of Buffalo & Erie County Public Library.

7.44   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.   **Note:** Professional Fees in excess of $10,000 Bond Schoeneck & King (Legal) $58,708 Unique Management (Collection Agency) $46,495 Erie County Purchasing (Procurement) $29,879 Joy Kuebler Landscape Architect PC (Architect Consult) $20,000

7.45   Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.   **Note:** Note: Western NY Library Resource Council (AskUs 24/7) $6,656. Western NY Library Resource Council (Institutional Membership) $1,811. Western NY Library Resource Council (Empire Delivery System) $2,100. New York Library Association (Institutional Membership) $2,108. New York Library Association (Excelisor Membership)$2,500. Buffalo Niagara Partnership (Institution) $1,831. New York Library Association (Correctional Facility Librarians) $900 Public Library Systems Directors Organization $400. Western NY Library Resource Council (Correctional Facility Librarians) $262

## 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

Repeating Group 1

| | | | |
|---|---|---|---|
| 2. | Quantity | **Note:** | Software automatically entering $. This number is a quantity. |

Repeating Group 3

| | | | |
|---|---|---|---|
| 1. | Expenditure Category | **Note:** | Purchased small value furniture pieces for Gowanda Correctional facility. Bookcase $154, Desk $580 and Counter $200. |

Repeating Group 1

| | | | |
|---|---|---|---|
| 1. | Type of Travel | **Note:** | Payment for Librarian from Collins Correctional Facility to attend the NY Library Association conference. Covered Travel, Hotel and Meals. |

## 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