Buffalo and Erie County Public Library
Annual Report for Library Systems - 2016 (Public Library Systems 2016)

1. General System Information

1.1 SEDCODE 140600700787
1.2 System Name Buffalo and Erie County Public Library
1.3 Beginning Reporting Year 1/1/2016
1.4 Ending Reporting Year 12/31/2016
1.5 Street Address 1 Lafayette Square
1.6 City Buffalo
1.7 Zip Code 14203
1.8 Four-Digit Zip Code Extension (enter N/A if unknown) 1887
1.9 Mailing Address 1 Lafayette Square
1.10 City Buffalo
1.11 Zip Code 14203
1.12 Four-Digit Zip Code Extension (enter N/A if unknown) 1887
1.13 Library System Telephone Number (enter (716) 858-8900
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Number (enter 10 digits only)</td>
<td>(716) 858-6544</td>
</tr>
<tr>
<td>System Home Page URL</td>
<td><a href="http://www.buffalolib.org">www.buffalolib.org</a></td>
</tr>
<tr>
<td>URL of the system's complete Plan of Service</td>
<td><a href="http://www.buffalolib.org/content/library-system/five-year-plan">http://www.buffalolib.org/content/library-system/five-year-plan</a></td>
</tr>
<tr>
<td>Population Chartered to Serve (2010 Census)</td>
<td>919,040</td>
</tr>
<tr>
<td>Area Chartered to Serve (square miles)</td>
<td>1043</td>
</tr>
<tr>
<td>Federal Employer Identification Number</td>
<td>166002558</td>
</tr>
<tr>
<td>County</td>
<td>Erie</td>
</tr>
<tr>
<td>County (Counties) Served</td>
<td>Erie</td>
</tr>
<tr>
<td>School District</td>
<td>Buffalo City School District</td>
</tr>
<tr>
<td>Title of System Director: (drop-down)</td>
<td>Mr., Mrs.</td>
</tr>
</tbody>
</table>
Mrs., Ms., Miss, Dr.

1.24 First Name of System Director Mary Jean
1.25 Last Name of System Director Jakubowski
1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System 15501

1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (716) 858-7180

1.32 E-Mail Address of the System Director jakubowskim@buffalolib.org

1.33 Fax Number of (716) 858-6544
the System
Director (enter
10 digits only
and hit the Tab
key)

1.34 Name of
Outreach Coordinator
   Dan Caufield

1.47 Is the library
system a member
of the New York
State and Local
Retirement System?
   Y

1.48 Does the reporting system
have a contractual agreement with a
municipality or district to
provide library services to
residents of an area not served
by a chartered library? Enter Y
for Yes, N for No. If yes, please complete one
repeating group for each contract.
   N
If no, enter N/A on questions 1 through 5 of one repeating group.

1. Name of Contracting Municipality or District: N/A

2. Is this a written contract? (Enter Y for Yes, N for No): N/A

3. Population of the geographic area served by this contract: N/A

4. Dollar amount of contract: N/A

5. Indicate "Full" or "Partial" range of services provided by this contract (Select one): N/A

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the system: Y
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.

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

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

1.51 President/CEO Phone Number N/A

1.52 President/CEO Email N/A

2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation) The number of 35
hours per work 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) 48.02 FTE

2.11 Librarians - Vacant Position(s) 1.57 FTE

2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE

2.13 Outreach Coordinator (certified) per
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.14</td>
<td>Total Certified Librarians - Filled Position(s) FTE</td>
<td>50.02</td>
</tr>
<tr>
<td></td>
<td>(total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)</td>
<td></td>
</tr>
<tr>
<td>2.15</td>
<td>Total Certified Librarians - Vacant Position(s) FTE</td>
<td>1.57</td>
</tr>
<tr>
<td></td>
<td>(total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)</td>
<td></td>
</tr>
<tr>
<td>2.16</td>
<td>Total Other Professional Staff - Filled Position(s) FTE</td>
<td>14</td>
</tr>
<tr>
<td>2.17</td>
<td>Total Other Professional Staff - Vacant Position(s) FTE</td>
<td>0</td>
</tr>
<tr>
<td>2.18</td>
<td>Total Other Staff - Filled Position(s) FTE</td>
<td>177.17</td>
</tr>
<tr>
<td>2.19</td>
<td>Total Other Staff - Vacant Position(s) FTE</td>
<td>14.96</td>
</tr>
</tbody>
</table>
2.20 Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) 241.19

2.21 Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) 16.53

SALARY INFORMATION

2.22 Entry-Level Librarian (certified) FTE 1

2.23 Entry-Level Librarian (certified) Current Annual Salary $38,151

2.24 System Director FTE 1

2.25 System Director Current Annual Salary $120,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9 Number of member libraries 22

3.15 Main 1
Library/System Headquarters

3.16 Branches 8
3.17 Bookmobiles 1
3.18 Reading Centers 0
3.19 Other Outlets 2
3.20 **Total Public Service Outlets**
   (total questions 3.15 through 3.19) 12

3.21 Name of Central Library/Co-Central Libraries
   Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 11

3.24 Current number of voting positions on system board/council 15

3.25 Term length for system 5 years
Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

**SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2017, through December 31, 2017.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2017, through June 30, 2018

President/Council Chair

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

3.28 First Name: Frank
3.29 Last Name: Housh
3.30 Institutional Affiliation: Housh Law Offices
3.31 Professional Title: Attorney

3.32 Mailing Address
3.33 City
3.34 Zip Code (enter five digits only)
3.35 Telephone for the Board President (enter 10 digits only and hit the Tab key)
3.36 E-mail Address
3.37 Term Begins - Month: January
3.38 Term Begins - Year (yyyy): 2014
3.39 Term Expires - Month or N/A: December
3.40 Term Expires - Year (YYYY) or N/A: 2018
3.41 Is this trustee serving a full term? If No, add Yes
a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

3.42 The date the board president took the Oath of Office (mm/dd/yyyy) 12/23/2013

3.43 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/23/2013

3.44 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. 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., Ms., Miss, Dr., The Ms.
Honorable, The Reverend, Other (specify using the State note), Vacant

2. First Name Teresa
3. Last Name Vincent
4. Institutional Affiliation Independent Health
5. Professional Title Compliance Specialist
6. Mailing Address
7. City
8. Zip Code (enter five digits only)

9. Term Begins - Month April
10. Term Begins - Year (yyyy) 2013
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2017
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to No
complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/19/2013

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013

16. Is this a brand new trustee? N

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

2. First Name Kathleen

3. Last Name Berens Bucki

4. Institutional Affiliation N/A

5. Professional Librarian
Title

6. Mailing Address

7. City

8. Zip Code (enter five digits only)

9. Term Begins - Month  April

10. Term Begins - Year (yyyy)  2013

11. Term Expires - Month or N/A December

12. Term Expires - Year (YYYY) or N/A 2016

13. 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) 04/19/2013

15. The date the 04/19/2013
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Dr.</td>
</tr>
<tr>
<td>2</td>
<td>First Name</td>
<td>Rhonda</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>Ricks</td>
</tr>
<tr>
<td>4</td>
<td>Institutional Affiliation</td>
<td>Inclusion Development Assoc.</td>
</tr>
<tr>
<td>5</td>
<td>Professional Title</td>
<td>President/CEO</td>
</tr>
<tr>
<td>6</td>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>City</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Zip Code (enter five digits only)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Term Begins - Month</td>
<td>January</td>
</tr>
<tr>
<td>10</td>
<td>Term Begins - Year (yyyy)</td>
<td>2014</td>
</tr>
<tr>
<td>11</td>
<td>Term Expires -</td>
<td>December</td>
</tr>
</tbody>
</table>
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The

  Mr.

---

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

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)

   01/17/2014

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

   01/17/2014

16. Is this a brand new trustee?

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

2. First Name        Michael
3. Last Name         Amodeo
4. Institutional Affiliation  N/A
5. Professional Title     Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month  April
10. Term Begins - Year (yyyy)  2013
11. Term Expires - Month or N/A  December
12. Term Expires - Year (YYYY) or N/A  2017
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to  No
complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/19/2013

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013

16. Is this a brand new trustee? N

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

Mr.

2. First Name Alan

3. Last Name Bedenko

4. Institutional Affiliation Feldman Kieffer, LLP

5. Professional Attorney
Title

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 02/06/2015
Oath of Office was filed with town or county clerk (mm/dd/yyyy)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Is this a brand new trustee?</td>
<td>N</td>
</tr>
<tr>
<td>1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Mr.</td>
</tr>
<tr>
<td>2. First Name</td>
<td>Sheldon</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Berlow</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Pyramid Brokerage Co.</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>N/A</td>
</tr>
<tr>
<td>6. Mailing Address</td>
<td></td>
</tr>
<tr>
<td>7. City</td>
<td></td>
</tr>
<tr>
<td>8. Zip Code (enter five digits only)</td>
<td></td>
</tr>
<tr>
<td>9. Term Begins - Month</td>
<td>October</td>
</tr>
<tr>
<td>10. Term Begins - Year (yyyy)</td>
<td>2016</td>
</tr>
<tr>
<td>11. Term Expires -</td>
<td>December</td>
</tr>
</tbody>
</table>
12. Term Expires - Year (YYYY) or 2018 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 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) 10/28/2016

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

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        Katie
3. Last Name         Burd
4. Institutional Affiliation        N/A
5. Professional Title        N/A
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month   April
10. Term Begins - Year (yyyy)   2013
11. Term Expires - Month or N/A   December
12. Term Expires - Year (YYYY) or N/A  2016
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to No
complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/19/2013

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013

16. Is this a brand new trustee? N

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

2. First Name Frank

3. Last Name Gist

4. Institutional Affiliation N/A

5. Professional Retired
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month October
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) 10/28/2016
15. The date the 10/28/2016
Oath of Office was filed with town or county 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 Ms.

2. First Name Phyllis

3. Last Name Horton

4. Institutional Affiliation N/A

5. Professional Title Retired

6. Mailing Address

7. City

8. Zip Code (enter five digits only)

9. Term Begins - Month January

10. Term Begins - Year (yyyy) 2005

11. Term Expires - December
12. Term Expires - Year (YYYY) or 2009 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 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) 05/02/2005
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/02/2005
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Mr.
Honorable, The Reverend, Other (specify using the State note), Vacant

2. First Name Theodore
3. Last Name Johnson
4. Institutional Affiliation Hadley Exhibits Inc.
5. Professional Title President
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month September
10. Term Begins - Year (yyyy) 2011
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2015
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to No
complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/16/2011

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/16/2011

16. Is this a brand new trustee? N

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

   Ms.

2. First Name Sharon

3. Last Name Kelly

4. Institutional Affiliation Hodson Russ LLP

5. Professional Attorney
Title

6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month March
10. Term Begins - Year (yyyy) 2011
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2015
13. 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) 03/28/2011
15. The date the 03/28/2011
Oath of Office was filed with town or county clerk (mm/dd/yyyy)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Is this a brand new trustee?</td>
</tr>
<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9.</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td>10.</td>
<td>Term Begins - Year (yyyy)</td>
</tr>
<tr>
<td>11.</td>
<td>Term Expires -</td>
</tr>
</tbody>
</table>
12. Term Expires - Year (YYYY) or N/A
   - 2017

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)
   - 05/17/2013

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

16. Is this a brand new trustee?
   - N

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

2. First Name: Wayne
3. Last Name: Wisbaum
4. Institutional Affiliation: Kavinoky Cook
5. Professional Title: Attorney
6. Mailing Address:
7. City:
8. Zip Code (enter five digits only):
9. Term Begins - Month: January
10. Term Begins - Year (yyyy): 2010
11. Term Expires - Month or N/A: December
12. Term Expires - Year (YYYY) or N/A: 2014
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to Yes
complete the remainder of a term of a trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/09/2010

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/09/2010

16. Is this a brand new trustee? N

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

2. First Name Joel

3. Last Name Moore

4. Institutional Affiliation Buffalo Board of Education

5. Professional Attorney
<table>
<thead>
<tr>
<th></th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7</td>
<td>City</td>
</tr>
<tr>
<td>8</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9</td>
<td>Term Begins - Month</td>
</tr>
<tr>
<td></td>
<td>January</td>
</tr>
<tr>
<td>10</td>
<td>Term Begins - Year (yyyy)</td>
</tr>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>11</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
<tr>
<td>12</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>13</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>14</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td></td>
<td>12/28/2016</td>
</tr>
<tr>
<td>15</td>
<td>The date the</td>
</tr>
<tr>
<td></td>
<td>12/28/2016</td>
</tr>
</tbody>
</table>
Oath of Office was filed with town or county clerk (mm/dd/yyyy)

16. Is this a brand new trustee? Y

COORDINATED OUTREACH COUNCIL

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

Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2017, through December 31, 2017. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The The Reverend Honorable, The Reverend, Other (specify using
<table>
<thead>
<tr>
<th><strong>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other</strong></th>
<th><strong>Vacant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Clifford</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Bell</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Small Business Development Center</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>Senior Councilor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other</strong></th>
<th><strong>Vacant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Frank</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Cammarata</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Erie County Office for the Disabled</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other</strong></th>
<th><strong>Vacant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. First Name</td>
<td>Vacant</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>Vacant</td>
</tr>
<tr>
<td>4. Institutional Affiliation</td>
<td>Vacant</td>
</tr>
<tr>
<td>5. Professional Title</td>
<td>Vacant</td>
</tr>
</tbody>
</table>
Vacant

2. First Name  Cindy
3. Last Name  Cassavino
4. Institutional Affiliation  Lord of Life Nursing Home
5. Professional Title  Sr. Councilor

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

2. First Name  Daniel
3. Last Name  Caufield
4. Institutional Affiliation  Buffalo and Erie County Public Library
5. Professional Title  Supervisor of Adult and Teen Programs and Services

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

Mrs.
2. First Name  Kathryn
3. Last Name    Galvin
4. Institutional  Buffalo and Erie County Public Library
   Affiliation
5. Professional  Supervisor of Children's Programs and Services
   Title
1. Title (drop  Ms.
   down): Mr.,
   Mrs., Ms., Miss,
   Dr., The
   Honorable, The
   Reverend, Other
   (specify using
   the State note),
   Vacant
2. First Name  Linda
3. Last Name    Rizzo
4. Institutional  Buffalo and Erie County Public Library
   Affiliation
5. Professional  Director Branch Libraries
   Title
1. Title (drop  Mr.
   down): Mr.,
   Mrs., Ms., Miss,
   Dr., The
   Honorable, The
   Reverend, Other
   (specify using
   the State note),
   Vacant
2. First Name  Andrew
<table>
<thead>
<tr>
<th></th>
<th>Last Name</th>
<th></th>
<th></th>
<th>First Name</th>
<th></th>
<th></th>
<th>Last Name</th>
<th></th>
<th></th>
<th>Institutional Affiliation</th>
<th></th>
<th></th>
<th>Professional Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td></td>
<td></td>
<td>Renee</td>
<td></td>
<td></td>
<td>Masters</td>
<td></td>
<td></td>
<td>Buffalo and Erie County Public Library</td>
<td></td>
<td></td>
<td>Supervisor of Services to the Aged and Disabled</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mr. Miguel Santos
National Grid / Consumer Relations and Programming
Director of Community Outreach

Mr. Robert Blachowitz
Buffalo Association for the Blind
4. Public Library System Transactions and Collections

4.1 Number of registered system borrowers 78,694

4.2 System Visits 937,611

CIRCULATION

4.3 Total Cataloged Book Circulation 1,036,552

4.4 Total Circulation of Other Materials 1,413,917

4.5 Physical Item Circulation (Total questions 4.3 & 4.4) 2,450,469

4.6 Use of Electronic Material 552,201

4.7 Successful Retrieval of Electronic Information 518,059

4.8 Electronic Content Use (Total Questions 4.6 & 4.7) 1,070,260

4.9 Total Circulation 3,002,670
### GENERAL SYSTEM HOLDINGS

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.11</td>
<td>Total Cataloged Book Holdings</td>
<td>1,393,397</td>
</tr>
<tr>
<td>4.12</td>
<td>Uncataloged Book Holdings</td>
<td>96,979</td>
</tr>
<tr>
<td>4.13</td>
<td>Total Print Serial Holdings</td>
<td>430,068</td>
</tr>
<tr>
<td>4.14</td>
<td>All Other Print Materials Holdings</td>
<td>1,007,866</td>
</tr>
<tr>
<td>4.15</td>
<td>Total Number of NOVELNY Databases</td>
<td>10</td>
</tr>
<tr>
<td>4.16</td>
<td>Total Electronic Holdings</td>
<td>54,948</td>
</tr>
<tr>
<td>4.17</td>
<td>Other Non-Electronic Materials</td>
<td>199,758</td>
</tr>
<tr>
<td>4.18</td>
<td>Grand Total Holdings (total questions 4.11 through 4.17)</td>
<td>3,183,026</td>
</tr>
</tbody>
</table>

### ROTATING COLLECTIONS/BOOK LOANS

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.19</td>
<td>Does the system</td>
<td>Y</td>
</tr>
</tbody>
</table>
have rotating collections/bulk loans? (Enter Y for Yes, N for No)

4.20 Number of collections 5

4.21 Average number of items per collection 35

5. System Services
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1 Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a. Circulation Yes
b. Public Access Catalog Yes
c. Cataloging Yes
d. Acquisitions Yes
e. Inventory  Yes  
f. Serials Control  Yes  
g. Media Booking  No  
h. Community Information  No  
i. Electronic Resource Management  No  
j. Digital Collections Management  No  

5.3 Identify ILS system vendor  SirsiDynix  

5.4 How many member libraries fully participate in the ILS?  22  

5.5 % of member libraries participating (calculated field)  100.00%  

5.6 How many member libraries participate in some ILS modules?  0  

5.7 Indicate features of the system's ILS (check all that apply):  
a. ILS shared with other library systems  No
b. ILS software permits patron-initiated ILL
   Yes

c. ILL feature implemented and used
   No

5.8 Number of titles in the ILS bibliographic database
   1,462,328

5.9 Number of new titles added by the system in the reporting year
   28,736

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

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

5.12 Total new titles (total questions 5.9 through 5.11)
   28,736

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
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 records for) the union catalog?
   1

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

5.16 Number of titles in the system’s union catalog 1,462,328

5.17 Number of holdings in the system's union catalog 3,250,257

5.18 Number of new titles added in the last year 28,736

5.19 Number of 222,331
holdings added in 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 using the State note) No

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

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

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 zero (0) on question 5.22.) Y

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Y

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site

17,726,632

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned)

1,616

5.26 Total items received (borrowed)

4,639

5.27 Total requests provided (loaned) unfilled

4,064

5.28 Total requests received (borrowed) unfilled

1,143

5.29 Total interlibrary

11,462
loan activity
(total questions 5.25 through 5.28)

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 Number of stops (pick-up and delivery sites per week)
   216

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

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

| 5.32 | Number of sessions | 2 |
| 5.33 | Number of participants | 5 |

**Technology**

| 5.34 | Number of sessions | 14 |
| 5.35 | Number of participants | 108 |

**Digitization**

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

**Leadership**

| 5.38 | Number of sessions | 1 |
| 5.39 | Number of participants | 5 |

**Management & Supervisory**

| 5.40 | Number of sessions | 5 |
| 5.41 | Number of participants | 1,418 |

**Planning and Evaluation**

<p>| 5.42 | Number of sessions | 2 |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Number of Sessions</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness and Advocacy</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Trustee/Council Training</td>
<td>1</td>
<td>67</td>
</tr>
<tr>
<td>Special Client Populations</td>
<td>2</td>
<td>37</td>
</tr>
<tr>
<td>Children's Services/Birth to Kindergarten</td>
<td>2</td>
<td>35</td>
</tr>
<tr>
<td>Children's Services/Elementary Grade Levels</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Young Adult Services/Middle and High School Grade Levels</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
5.55 Number of participants 0

**General Adult Services**

5.56 Number of sessions 1

5.57 Number of participants 11

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

Y

1. Topic Employee Health
2. Number of sessions 4
3. Number of participants 53

1. Topic Employee Safety
2. Number of sessions 3
<table>
<thead>
<tr>
<th></th>
<th>Topic</th>
<th>Number of sessions</th>
<th>Number of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Customer Service</td>
<td>11</td>
<td>31</td>
</tr>
<tr>
<td>2.</td>
<td>Other - Children's Services Birth-High School</td>
<td>1</td>
<td>336</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>23</td>
</tr>
</tbody>
</table>

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) 50

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 2,151
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):

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

a. Coordinated purchase of print materials  Yes

b. Coordinated purchase of non-  Yes
print materials

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63 Number of contacts -
Consulting with member libraries on grants, and state and federal funding 2,649
5.64 Number of contacts - Consulting with member libraries on funding and governance 1,934
5.65 Number of contacts - Consulting with member libraries on charter and registration work 6
5.66 Number of contacts - Consulting with member libraries on automation and technology 9,828
5.67 Number of contacts - Consulting with member libraries on youth services 5,133
5.68 Number of contacts - Consulting with member libraries on adult services 4,033
5.69 Number of contacts - Consulting with member libraries 2,468
5.70 Number of contacts - Consulting with member libraries on personnel and management issues
12,900

5.71 Number of contacts - Consulting with state and county correctional facilities
848

5.72 Number of contacts - Providing information to local, county, and state legislators and their staffs
15,138

5.73 Number of contacts - Providing system and member library information to the media
17,609

5.74 Number of contacts -
174
Providing website development and maintenance for member libraries

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.

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 72,720
questions 5.63 through 5.74 and 5.76)

**REFERENCE SERVICES**

5.78  Total Reference Transactions  180,936

**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  Yes
services

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 1
facilities

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.

1. Service provided N/A
2. Number of facilities/institutions served N/A

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.

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 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.

Y

1. County Name  Erie
2. Amount  $24,414,277
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)  N
4. Written Contract (Enter Y for Yes, N for No, or N/A)  N

6.2 Total County Funding  $24,414,277
6.3 All Other Local Public Funds  $0
6.4 Total Local  $24,414,277
Public Funds
(total questions 6.2 and 6.3)

STATE AID RECEIPTS - arranged in alphabetical order

6.5   Adult Literacy Library Services Grants $8,386
6.6   Central Library Development Aid $290,007
6.7   Central Book Aid $66,900
6.8   Conservation/Preservation Grants $10,264
6.9   Construction for Public Libraries Aid $207,686
6.10  Coordinated Outreach Services Aid $158,049
6.11  Correctional Facilities Library Aid $42,782
6.12  County Jails Library Aid $8,351
6.14  Family Literacy Grants $24,347
6.18  Local Library Services Aid - Kept at System $95,172
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.19</td>
<td>Local Library Services Aid - Distributed to Members</td>
<td>$189,358</td>
</tr>
<tr>
<td>6.20</td>
<td><strong>Total LLSA</strong> (total questions 6.18 and 6.19)</td>
<td>$284,530</td>
</tr>
<tr>
<td>6.21</td>
<td>Local Services Support Aid</td>
<td>$200,637</td>
</tr>
<tr>
<td>6.22</td>
<td>Local Consolidated Systems Aid</td>
<td>$0</td>
</tr>
<tr>
<td>6.26</td>
<td>Public Library System Basic Aid</td>
<td>$1,656,081</td>
</tr>
<tr>
<td>6.27</td>
<td>Public Library System Supplementary Operational Aid</td>
<td>$204,322</td>
</tr>
<tr>
<td>6.36</td>
<td>Special Legislative Grants and Member Items</td>
<td>$113,000</td>
</tr>
<tr>
<td>6.37</td>
<td>The New York Public Library - The Research Libraries</td>
<td>$0</td>
</tr>
<tr>
<td>6.38</td>
<td>The New York Public Library, Andrew Heiskell Library for the</td>
<td>$0</td>
</tr>
</tbody>
</table>
Blind and Physically Handicapped Aid

6.39 The New York Public Library, City University of New York $0

6.40 The New York Public Library, Schomburg Center for Research in Black Culture Library Aid $0

6.41 The New York Public Library, Science, Industry and Business Library $0

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. N

(Report Special Legislative 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
1. **Funding Source**  
   N/A

2. **Amount**  
   N/A

6.43 **Total Other State Aid** (total question #2 of Repeating Group #9 above)  
   $0

6.44 **Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)  
   $3,275,342

**FEDERAL AID**

6.45 **Library Services and Technology Act (LSTA)**  
   $0

6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for
No.
Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1. Funding Source  Institute of Museum and Library Service
2. Amount        $64,909

6.47 Total Other Federal Aid
             (total questions #2 of Repeating Group #10 above) $64,909

6.48 Total Federal Aid  (total questions 6.45 and 6.47) $64,909

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

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

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

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

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $265,461

6.53 Income from Investments $3,063

Proceeds from Sale of Property

6.54 Real Property $0

6.55 Equipment $0

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, Y
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.

<table>
<thead>
<tr>
<th>Receipt category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Charges</td>
<td>$368,338</td>
</tr>
<tr>
<td>Refunds</td>
<td>$44,947</td>
</tr>
<tr>
<td>Rental of Real Property</td>
<td>$19,084</td>
</tr>
<tr>
<td>Commissions</td>
<td>$17,259</td>
</tr>
<tr>
<td>Misc</td>
<td>$408,559</td>
</tr>
</tbody>
</table>

6.57 Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) $858,187

6.58 Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) $1,126,711

6.59 TOTAL OPERATING FUND RECEIPTS - Total Local $28,881,239
<table>
<thead>
<tr>
<th>6.60 BUDGET LOANS</th>
<th>$0</th>
</tr>
</thead>
</table>

TRANSFERS

<table>
<thead>
<tr>
<th>6.61 Transfers from Capital Fund</th>
<th>$0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6.62 Transfers from Other Funds</th>
<th>$0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6.63 Total Transfers</th>
<th>$0</th>
</tr>
</thead>
</table>

| 6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; | $8,996,989 |
3Rs - July 1, 2016. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016.)

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83.) $37,878,228
7. Operating Fund Disbursements

**STAFF EXPENDITURES**

Salaries

7.1 System Director and Librarians $2,417,762

7.2 Other Staff $6,291,634

7.3 Total Salary and Wages Expenditures (total questions 7.1 and 7.2) $8,709,396

7.4 Employee Benefits Expenditures $4,453,214

7.5 Total Staff Expenditures (total questions 7.3 and 7.4) $13,162,610

**COLLECTION EXPENDITURES**

7.6 Print Materials Expenditures $381,489

7.7 Electronic Materials Expenditures $338,476

7.8 Other Materials Expenditures $226,998

7.9 Total Collection Expenditures (total questions) $946,963
## GRANTS TO MEMBER LIBRARIES

### Cash Grants Paid From

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.10</td>
<td>Local Library Services Aid (LLSA)</td>
<td>$189,358</td>
</tr>
<tr>
<td>7.11</td>
<td>Central Library Aid (CLDA/CBA)</td>
<td>$0</td>
</tr>
<tr>
<td>7.15</td>
<td>Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)</td>
<td>$111,500</td>
</tr>
<tr>
<td>7.16</td>
<td>Federal Aid</td>
<td>$0</td>
</tr>
<tr>
<td>7.17</td>
<td>Other cash grants paid from system funds</td>
<td>$12,902</td>
</tr>
<tr>
<td>7.18</td>
<td>Total Cash Grants (total questions 7.10 through 7.17)</td>
<td>$313,760</td>
</tr>
<tr>
<td>7.19</td>
<td>Book/Library Materials Grants</td>
<td>$1,933,719</td>
</tr>
<tr>
<td>7.20</td>
<td>Other Non-Cash Grants</td>
<td>$8,256,854</td>
</tr>
<tr>
<td>7.21</td>
<td><strong>Total Grants to Member Libraries</strong> (total questions 7.18)</td>
<td><strong>$10,504,333</strong></td>
</tr>
</tbody>
</table>
### CAPITAL EXPENDITURES FROM OPERATING FUNDS

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.22</td>
<td>Bookmobile</td>
<td>$0</td>
</tr>
<tr>
<td>7.23</td>
<td>Other Vehicles</td>
<td>$0</td>
</tr>
<tr>
<td>7.24</td>
<td>Computer Equipment</td>
<td>$44,415</td>
</tr>
<tr>
<td>7.25</td>
<td>Furniture/Furnishings</td>
<td>$1,369</td>
</tr>
<tr>
<td>7.26</td>
<td>Other Capital Expenditures</td>
<td>$36,142</td>
</tr>
<tr>
<td>7.27</td>
<td><strong>Total Capital Expenditures from Operating Fund</strong> (total questions 7.22 through 7.26)</td>
<td>$81,926</td>
</tr>
</tbody>
</table>

### TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

<table>
<thead>
<tr>
<th>Question</th>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.28</td>
<td>From Local Public Funds (71PF)</td>
<td>$30,113</td>
</tr>
<tr>
<td>7.29</td>
<td>From Other Funds (71OF)</td>
<td>$51,813</td>
</tr>
<tr>
<td>7.30</td>
<td><strong>Total Capital Expenditures by Source</strong> (total questions 7.28 and 7.29; same as question 7.27)</td>
<td>$81,926</td>
</tr>
</tbody>
</table>

### OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds
7.31 From Local Public Funds (72PF) $98,152
7.32 From Other Funds (72OF) $0
7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) $98,152
7.34 Other Building & Maintenance Expenses $459,442
7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) $557,594

MISCELLANEOUS EXPENSES
7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles $33,828
7.37 Office and Library Supplies $162,546
7.38 Telecommunications $48,400
7.39 Binding $5,000
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.40</td>
<td>Postage and Freight</td>
<td>$35,857</td>
</tr>
<tr>
<td>7.41</td>
<td>Publicity and Printing</td>
<td>$79,311</td>
</tr>
<tr>
<td>7.42</td>
<td>Travel</td>
<td>$30,197</td>
</tr>
<tr>
<td>7.43</td>
<td>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.</td>
<td>$237,706</td>
</tr>
<tr>
<td>7.44</td>
<td>Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.</td>
<td>$18,112</td>
</tr>
<tr>
<td>7.46</td>
<td>Does the system have other miscellaneous expenses in categories not listed in</td>
<td>Y</td>
</tr>
</tbody>
</table>
questions 7.36 through 7.45? Enter Y for Yes, N for No.

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.

<table>
<thead>
<tr>
<th>Expense category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electr Accs</td>
<td>$253,521</td>
</tr>
<tr>
<td>Equipment</td>
<td>$73,585</td>
</tr>
<tr>
<td>Misc</td>
<td>$635,425</td>
</tr>
</tbody>
</table>

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) $962,531

7.48 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) $1,613,488

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

7.49 Does the system contract with libraries and/or N
library 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)  $940,143

7.52 From Other
Funds (73OF)  $0

7.53 **Total Capital
Purposes Loans**  $940,143
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.54</td>
<td>Other Loans</td>
<td>$0</td>
</tr>
<tr>
<td>7.55</td>
<td><strong>Total Debt Service</strong> (total questions 7.53 and 7.54)</td>
<td>$940,143</td>
</tr>
<tr>
<td>7.56</td>
<td><strong>TOTAL DISBURSEMENTS</strong> - 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,</td>
<td>$27,807,057</td>
</tr>
</tbody>
</table>
and 7.55)

**TRANSFERS**

Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) $0

7.58 From Other Funds (76OF) $207,686

7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) $207,686

7.60 Total Transfers to Other Funds $0

7.61 **Total Transfers** (total questions 7.59 and 7.60) $207,686

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) $28,014,743

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal** $9,863,485
Reporting Year
(For Public Library Systems - December 31, 2016)
(For 3Rs - June 30, 2017)

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE**
($37,878,228
(total questions 7.62 and 7.63)

**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)
12/31/2015

7.85 Time period covered by this audit
(mm/dd/yyyy - mm/dd/yyyy)
1/1/2015-12/31/2015

7.86 Indicate type of audit (select one from drop-
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.

8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources**: $0

8.2 **Transfer From Operating Fund**: $207,686 (same as
STATE AID FOR CAPITAL PROJECTS

8.3 State Aid
Received for Construction $0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N

1. Contracting Agency N/A
2. Amount N/A

8.5 Total Aid and/or Grants (total question #2 of Repeating Group #16 above) $0

8.6 TOTAL RECEIPTS - $207,686
<table>
<thead>
<tr>
<th>Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (total questions 8.1, 8.2, 8.3, and 8.5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.7 NONREVENUE RECEIPTS</td>
</tr>
<tr>
<td>8.8 TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)</td>
</tr>
<tr>
<td>8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2016; 3Rs - July 1, 2016. (Same as closing cash balance at the</td>
</tr>
</tbody>
</table>
end of previous fiscal reporting year: Public Library Systems - December 31, 2015; 3Rs - June 30, 2016

8.10 **TOTAL RECEIPTS AND CASH BALANCE** $322,143

(total questions 8.8 and 8.9)

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Construction</td>
<td>$222,695</td>
</tr>
<tr>
<td>Incidental Construction</td>
<td>$0</td>
</tr>
<tr>
<td>Books and Library Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Total Other Disbursements</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Project Expenditures</strong></td>
<td>$222,695</td>
</tr>
</tbody>
</table>

(total questions 9.1 through 9.4)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFER</td>
<td>$0</td>
</tr>
</tbody>
</table>
9.7 TOTAL NONPROJECT EXPENDITURES $0

9.8 TOTAL DISBURSEMENTS NTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7) $222,695

9.9 CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2016, for Public Library) $99,448
## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2017 - December 31, 2017

### PROJECTED OPERATING FUND - RECEIPTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)</td>
<td>$27,065,158</td>
</tr>
<tr>
<td>12.2 Budget Loans</td>
<td>$0</td>
</tr>
<tr>
<td>12.3 Total Transfers</td>
<td>$0</td>
</tr>
<tr>
<td>12.4 Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year</td>
<td>$9,863,485</td>
</tr>
</tbody>
</table>
year
(For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q7.63 of the 2016 annual report)

12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4) $36,928,643

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund Disbursements (include Staff Expenditures, Collection $27,550,344 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)

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, 2017) $9,378,299

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) $36,928,643
PROJECTED CAPITAL FUND - RECEIPTS

12.1 Capital Fund
0 Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) $576,184

12.1 Nonrevenue Receipts $0

12.1 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2017, must be the same as the December 31, 2016, closing balance reported on Q9.9 of the 2016 annual report) $99,448

12.1 Grand Total $675,632
3 Capital Fund Receipts and Balance (total questions 12.10 through 12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.1 Capital Fund
4 Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures $675,632

12.1 Cash Balance in Capital Fund at the end of the current fiscal year $0
(For Public Library Systems, December 31, 2017)

12.1 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) $675,632

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)

<table>
<thead>
<tr>
<th>Statutory Reference</th>
<th>Education Law § 272, 273(1)(a, c, d, e, n)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Basic Aid):</td>
<td>Commissioners Regulations 90.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statutory Reference</th>
<th>Education Law § 272, 273(5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference (LLSA):</td>
<td>Commissioners Regulations 90.3 and 90.9</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Statutory Reference</th>
<th>Education Law § 272, 273(1)(f)(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference (LCSA):</td>
<td>Commissioners</td>
</tr>
</tbody>
</table>
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(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.

<table>
<thead>
<tr>
<th>13.1</th>
<th>Total Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Equivalents</td>
</tr>
<tr>
<td>(FTE)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13.1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Expenditure for Professional Salaries</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>13.1</th>
<th>Total Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Equivalents</td>
</tr>
<tr>
<td>(FTE)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13.1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Expenditure for Other Staff Salaries</td>
</tr>
</tbody>
</table>

13.1 **Employees Benefits:**
Indicate the total expenditures for all system employee fringe benefits.

- **Benefits:** $786,103

13.1 **Purchased Services:** Did the system expend funds for purchased services?
- **Services:** N
  Enter Y for Yes, N for No.
Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category
   N/A

2. Provider of Services
   N/A

3. Expenditure
   N/A

13.1 Total

13.1 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.
Expenditure Category: N/A

Expenditure: N/A

13.1 Total

<table>
<thead>
<tr>
<th>Expenditure - Supplies and Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

13.1 Travel

<table>
<thead>
<tr>
<th>Expenditures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the system expend funds for travel? Enter Y for Yes, N for No.</td>
</tr>
</tbody>
</table>

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

1. Type of Travel: N/A
2. Expenditure: N/A

13.1 Total

<table>
<thead>
<tr>
<th>Expenditures - Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

13.1 Equipment and Furnishings:

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

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

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

13.1  Total
13.1  Expenditure - Equipment and Furnishings $0
13.1  Local Library
13.1  Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid. $189,358

13.1  Grants to Member Libraries: Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.
If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

13.1 Total Expenditures -
Grants for Member Libraries $0


13.1 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.

13.1 Total Allocation $2,345,571
The Public Library System Aid helped to support the wages and fringe benefits for staff members of various departments of Buffalo & Erie County Public Library (B&ECPL) such as Shipping, Interlibrary Loan, Technical Services, and Processing who are imperative in providing prompt access to needed information and materials for our patrons. These departments are responsible for the movement of library materials from acquisition to the various locations in order to fulfill patrons’ needs and requests. In addition, this aid assisted in meeting the personnel costs in B&ECPL's Technology Services department which include the Library's information technology and communications staff members who oversee the System's integrated network system and present an informative and easy to use website, catalog and reference service to remote library users. B&ECPL's information technology staff continues to find innovative and interesting ways to improve patrons' access to information, including the use of social media outlets. Network support and communications staff members are also responsible for the maintenance of the public website, including the posting of upcoming events at all B&ECPL locations. The website also provides access to B&ECPL's various downloadable materials. This aid supported staff costs for those B&ECPL departments that provided consulting and technical support for member/contract libraries through staff expertise and assistance related to finance, governance, automation, technological support, borrower services, collection development, and human resources. Consultation is also provided to the contract/member libraries with applications for, and implementation of State Construction Grant programs. By providing assistance to member libraries, public service staff is freed from these duties and able to focus attention on patron needs including; but not limited to, reference assistance and programming. Finally, this aid supported B&ECPL staff costs for those departments that provide coordinated system services such as electronic access to databases and other electronic resources, including B&ECPL's "Tech Know Lab" which provided computer training to patron and staff members at locations throughout the system. B&ECPL's "e-Branch" has become the primary contact for patrons requiring technical support when taking advantage of the Library's wide range of downloadable resources (e-Books, Audio books, etc). Consolidation of utility purchases, office and library supplies purchases, and equipment purchases, resulting in both cost and time savings for the member/contract libraries. In addition the Human Resources department, continue to assist staff members, by developing new staffing plans and providing on-going training. BECPL's Centralized Human Resources
(CHR) program provides centralized payroll, civil service and human resource activities for all member/contract libraries. Also included in this aid are funds that were provided to member libraries 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.

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is
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.

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Commercial electronic content vendor contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Mergent</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$21,985</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Commercial electronic content vendor contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Proquest</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$22,773</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Expenditure Category</th>
<th>Commercial electronic content vendor contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Provider of Services</td>
<td>Ebsco</td>
</tr>
<tr>
<td>3. Expenditure</td>
<td>$22,142</td>
</tr>
</tbody>
</table>

13.2 Total Expenditure - Purchased Services $66,900

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

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

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

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

13.2 Total
1.4 Expenditure - Supplies and Materials
$0

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

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

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

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

13.2 Total
  13.2.7 Expenditure
      (total 13.2.2,
      13.2.4, and
      13.2.6)
      $66,900

13.2 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 **Total Allocation**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>from 2016 - 2017 State Aid</td>
<td>$66,900</td>
<td></td>
</tr>
</tbody>
</table>

13.2 **Cash Balance at the End of the Current Fiscal Year**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

13.2 **Final Narrative:**

Central Library Book Aid was used to continue to provide access to three major databases used by Buffalo & Erie County Public Library (B&ECPL)'s Central Library staff and patrons. Mergent Online is a great source of information for patrons interested in opening a new business or expanding a new business. From Proquest, B&ECPL extended its access to Ancestry Library an excellent online resource for patrons doing genealogical research. This resource is a greatly used in the Central Library's Grosvenor Room, a center for local history and genealogical research. Ebsco provided us with Masterfile Premier, an online resource providing access to a wide range of topics. Masterfile provides online access to numerous periodicals, supplementing B&ECPL’s print subscriptions.

Central Library Development Aid

**CENTRAL LIBRARY DEVELOPMENT AID (CLDA)**

<table>
<thead>
<tr>
<th>Statutory Reference</th>
<th>Education Law § 272, 273(1)(b)(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioners Regulations</td>
<td>90.4</td>
</tr>
</tbody>
</table>

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

13.3 Total Full-Time
.1 Equivalents 1.68 (FTE)

13.3 Total
.2 Expenditure for Professional Salaries $79,448

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 Total Full-Time
.3 Equivalents 2.39 (FTE)

13.3 Total
.4 Expenditures for Other Staff Salaries $102,965

13.3 **Employee Benefits:**
.5 Indicate the total expenditures for all system employee benefits (paid from CLDA funds).

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

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

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

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

13.3 Total Expenditure - Purchased Services $0
13.3 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.

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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Category</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Expenditure</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Expenditure</td>
<td>N/A</td>
</tr>
</tbody>
</table>

| 13.3     | Total Expenditure | $0          |
| .9       | Supplies and      |             |
|          | Materials         |             |

| 13.3     | Travel Expenditures: |
| .10      | Did the system     |
|          | expend funds for   |
|          | travel? Enter Y    |
|          | for Yes, N for     |
|          | No.                |

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Type of travel</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Other</td>
<td>$260</td>
</tr>
<tr>
<td>2.</td>
<td>Expenditure</td>
<td>$260</td>
</tr>
</tbody>
</table>

| 13.3     | Total Expenditures - |
| .11      | Travel            |

| 13.3     | Equipment and |
| .12      | Furnishings:    |
|          | Did the system  |
|          | N               |

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

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

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

13.3 Total
13.3 Expenditure - Equipment and Furnishings $0

13.3 Grants to
13.4 Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.
If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

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

13.3 Total
13.3.16 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) $265,105

13.3 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.

13.3 Total Allocation from 2016 - $290,007
2017 State Aid:

### Cash Balance at the end of the Current Fiscal Year

| 13.3 | $44,613 |

### Final Narrative:

Funds from Central Library Development Aid helped to sustain the Central Library's Grosvenor Room (local history, genealogy and rare books) who respond to the bulk of B&ECPL's specialized email and telephone requests. The Special Collections department continued to promote and exhibit the collection of rare books from B&ECPL's collection, making the Central Library a focal point for tourism and research throughout and beyond the County of Erie. Central Library Development Aid help supplement wages and fringes for staff members who are a major resource when planning and implementing many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection.

Opening in October 2015, the Central Library opened its largest exhibit to date - "Milestone of Science: Books that Shook the World!" highlighting 35 rare books from the Library's collection related to ten science-related disciplines - including works from Aristotle, daVinci, Galileo, and Darwin, among others. http://www.buffalolib.org/content/milestones-science/about-milestones-science. In conjunction with the exhibit, the Library’s programming teams have worked to create many STEM related programs related to the collection. The year 2016 marked the 400th anniversary of the death of William Shakespeare, and to commemorate his legacy, the Special Collections department designed an exhibit of the Library's copies of Shakespeare's First, Second, Third, and Fourth Folios, as well as other items from our Rare Book Collection from Shakespeare's time. This aid 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.

Coordinated Outreach Library Services Aid

**COORDINATED OUTREACH LIBRARY SERVICES AID**

<table>
<thead>
<tr>
<th>Statutory Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Law § 273(1)(h)</td>
</tr>
<tr>
<td>Commissioners Regulations 90.3</td>
</tr>
</tbody>
</table>

### Professional Salaries:

13.4 Total Full-Time 1.01
Equivalent (FTE)
13.4 Total
.2 Expenditure for Professional Salaries $39,913
13.4.3-13.4.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.
13.4 Total Full-Time Equivalents (FTE) 1
13.4 Total
.4 Expenditure for Other Staff Salaries $37,398
13.4 Employee Benefits:
.5 Indicate the total expenditures for all system employee benefits. $55,326
13.4 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.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider of Services</td>
<td>N/A</td>
</tr>
<tr>
<td>Expenditure</td>
<td>N/A</td>
</tr>
</tbody>
</table>

13.4 **Total Expenditure - Purchased Services** $0

13.4 **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.

<p>| Expenditure Category | N/A |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Type of Travel</th>
<th>Expenditure</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>2.</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

**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.

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Type of Travel</th>
<th>Expenditure</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
<tr>
<td>2.</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Total Expenditure - Travel**: $0

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

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

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

13.4 Total
13.3 Expenditure - Equipment and Furnishings $0

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

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

1. Recipient N/A
2. Allocation N/A
3. Description of Project

13.4 Total $0
Expenditure Grants to Member Libraries

13.4 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) $132,637

13.4 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. $77,564

13.4 Total Allocation from 2016 - 2017 State Aid: $158,049

13.4 Cash Balance at the End of the Current Fiscal Year $102,975

13.4 Final Narrative: Buffalo & Erie County Public Library (B&ECPL) continued to provide a welcoming atmosphere at all its locations for persons with disabilities and continued to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach services for the residents of Buffalo and the surrounding areas by providing programs and services at the 8 city branches. Staff members continued learning new disability technologies and trained additional staff throughout the System in 2016.
words, describing the major activities carried out with these State Aid Funds.

Bookmobile service was reintroduced to the B&EPL in 2016 with the launch of a new "Library on Wheels" mobile unit. In addition to providing a traditional materials collection, the bookmobile offers free WiFi and laptops for public use. The vehicle makes regular stops in underserved areas as well as at senior service facilities and youth group centers. It is also heavily used for Library promotion at community events throughout Erie County where materials are available for checkout and library cards are issued. B&ECPL's Adult Programming Team continued to reach out to and collaborate with community organizations and educational institutions as well as in-house partners Literacy New York, Project Flight and Young Audience of Western New York. These partnerships helped to provide greater public insight into the resources available at the Library, to improve literacy, to improve economic development and provide job placement assistance. The Central Library hosted two Job Fairs in 2016, and the B&ECPL has established a regular presence at Job Fairs throughout Erie County. Health and wellness initiatives also developed into important outreach activities in 2016. Library staff participated in Health Fairs throughout the area and the Central Library hosted a monthly "Wellness Wednesday" program. In addition, the B&ECPL Children's Programming Team continued to coordinate System-wide programs, including the New York State Summer Reading Program and B&ECPL's own "Battle of the Books" which celebrated its 18th anniversary in 2016, keeping children reading during the summer months. The Children's Programming Team developed a new "Sensory Story Time" for children with autism or those on the autistic spectrum. Library staff also developed STEM related programs, in conjunction with the Library's ongoing exhibit "Milestone of Science: Books that Shook the World!" Coordinated Outreach Library Services Aid provided funding for staff members who have been trained to offer equal access to B&ECPL services by meeting the needs of persons with disabilities through use of computers and other technology. Staff continued to develop programs to entertain and educate the diverse population of Buffalo and Erie County, while promoting the resources and services available for use at B&ECPL.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

| Statutory Reference: | Education Law § 285(2) |

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate’s needs (Purchased Services).
13.5 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.

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

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

1. Expenditure Category: Other (specify using the State note)
2. Provider of Services: Buffalo & Erie County Public Library
3. Expenditure: $7,485

13.5 **Total Expenditure - Purchased Services:** $7,485

13.5 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with

N
a unit cost less than $5,000?
Enter Y for Yes, N for No.

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

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

1. Expenditure Category N/A
2. Expenditure N/A

13.5 Total Expenditure - Supplies and Materials $0
13.5 Total Expenditure (total 13.5.2, and 13.5.4) $7,485
13.5 Cash Balance at the Opening of the Fiscal Year:
Note: The opening balance must be the same as the closing balance from the previous year.
13.5 Total Allocation from 2016 - $8,351
Buffalo & Erie County Public Library (B&ECPL) continued to provide comprehensive and innovative service to all penal-connected facilities operated by Erie County - the Erie County Holding Center and the Erie County Correctional Facility. Library services in these facilities encompass a variety of materials in print and non-print formats which engage the population and provide educational opportunities. B&ECPL continued to staff and develop the library collection for these locations. This aid assisted B&ECPL to offer access to information for the individuals housed in Erie County's penal-connected facilities.

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 Total Full-Time
.1 Equivalents (FTE) 0.15
13.6 Total
.2 Expenditure for Professional Salaries $9,095

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.
13.6 Total Full-Time
.3 Equivalents (FTE) 0.77
13.6 Total
.4 Expenditure for Other Staff Salaries $22,316

13.6 **Employee Benefits:** Indicate the total expenditures for all system employee benefits.
.5 $20,349

13.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.
.6 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
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
   - $385

13.6 **Total**

13.7 **Expenditure - Purchased Services**

13.6 **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 type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure
   - Books and other print materials
1. Expenditure Category: Office/library supplies and postage
   Expenditure: $3,726

2. Expenditure: $15,740

13.6 **Total** Expenditure - Supplies and Materials: $19,466

13.6 **Travel Expenditures:**
Did the system expend funds for travel? Enter Y for Yes, N for No.
If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel: N/A
2. Expenditure: N/A

13.6 **Total** Expenditure - Travel: $0

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

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

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

13.6 Total Expenditure - Equipment and Furnishings $0

13.6 Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) $71,611

13.6 Cash Balance at the Opening of the Fiscal Year: $96,818

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

13.6 Total Allocation from 2016 - 2017 State Aid: $42,782

13.6 Cash Balance at the End of the Fiscal Year: $67,990

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

The Buffalo & Erie County Public Library (B&ECPL) continues to provide library service to New York State Correctional facility inmates. During 2016, the Collins, Gowanda, and Wende State Correctional Facilities contracted with the Buffalo & Erie County Public Library for a variety of public libraries services and programs including: interlibrary loan and delivery, reference and consultant services, membership in the Western New York Library Resources Council, and the purchase and delivery of new books and other materials.

14. Summary of Library System Accomplishments
Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, BRIEFLY describe the final results of each element for Year 5 (2016)

14.1 Element 1: Resource Sharing - Results
""""2016 circulation decreased to 6,733,819; Total download circulation increased; Door counts showed a 0.7% decrease with 3,148,115 visitors reported; 222,331 items and 28,736 new titles were added to the collection; 134,366 individual items were ordered System-wide (88,722 print and 45,644 media); Standing order selection lists were offered for juvenile paperback series; Established weeding schedules for the Central Library and city branches were maintained to ensure the System's collections met user needs; B&ECPL continued to provide download content through OverDrive, EBL (e-Book Library), Project Gutenberg and Freegal; Ordering and allocation for adult and juvenile material was further centralized into the Technical Services Department; Online ordering"""
migrated to the enhanced Baker & Taylor Title Source 360 website; Library staff were surveyed to assess their collection needs; Online patron and staff suggestions were utilized to ensure the B&ECPL collections met user needs; Collection Development staff visited 12 member libraries to ensure appropriate item allocations; Foreign language collections in Arabic, Burmese, French, German, Italian, Karen, Somali and Tamil were strengthened; Total expenditure for library materials was $2,978,054.93 ($2,878,011.41 operating budget and $100,043.52 grants/private funds); 10,508 e-Books were purchased at a cost of $271,140.54; 8,948 download titles were added to the collection; Adult non-fiction circulation decreased to 570,385; Young adult print fiction circulation decreased to 97,151; Juvenile non-fiction circulation decreased to 184,137; 5,460 adult programs were conducted for 40,639 attendees; 1,000 teens registered for the B&ECPL Summer Reading Program (increase of 31.6%); 1,212 programs were conducted for 9,759 teens (8.9% increase in the number of programs and 1% increase in attendees); 283 Summer Reading programs were attended by 4,855 teens (0.7% decrease in programs and 7.7% decrease in attendees); 9,018 children registered for the B&ECPL Summer Reading Program (decrease of 6.2%); 1,282 Summer Reading programs were attended by 36,960 children (3% increase in programs and 4.9% decrease in attendees); 4,610 children's programs were presented for 90,512 attendees (10.4% increase in programs and 1.3% increase in attendance); 2,180 young children's programs were presented for 48,212 attendees (2.6% increase in programs and 5.8% increase in attendance); 2,598 Early Literacy sessions were conducted for 59,442 attendees (0.9% increase in programs and 2.2% increase in attendance); 1,684 Intergenerational programs were conducted for 60,392 attendees (46.6% increase in programs and 28.5% increase in attendance); 1,011 public technology classes were conducted for 2,589 attendees; 7,231 clicks or click-thrus were recorded for children's databases (165.7% increase); 510,828 clicks or click-thrus were recorded for adult local and NOVEL databases (1.5% increase); Following successful negotiations, a contract for a Next-Generation ILS and Related Services was fully executed with SirsiDynix; SirsiDynix production and test servers were maintained and no unscheduled downtime was recorded; A patch upgrade was performed on SirsiDynix ILS software; Sirsi Dynix Test server software was upgraded; SirsiDynix Director's Station software and the new web-based BLUEcloud Analytics product were used to create reports to assist with collection and operational analysis; SirsiDynix MobileCirc software was used to register new users at outreach events; B&ECPL upgraded public computers at 14 contract member libraries to Windows 10 Anniversary edition operating system and Microsoft Office 2016 suite of products; B&ECPL replaced public workstations and public-use laptops at several libraries; B&ECPL replaced CyberTrain laptops used for public technology training; B&ECPL researched and ordered new privacy screens as well as upgraded Adobe products on public workstations; B&ECPL installed core switches
and new WAPS at several libraries; â€¢ All B&ECPL libraries offered free WiFi and the number of sessions reached 826,900; â€¢ Member library bandwidth ranged from 30 Mbit to 50 Mbit; â€¢ New encrypted WiFi network was added with one-time password based login; â€¢ WiFi network was reconfigured to support WPA/WPA2 mixed security; â€¢ All B&ECPL libraries offered free WiFi and the number of sessions reached 826,900; â€¢ Filtered proxy ensured CIPA compliance; â€¢ Web catalog SSL was maintained for secure 'My Account' usage; â€¢ Number of in-house public computer use sessions reached 705,190 (6.1% decrease); â€¢ Number of aggregate hits to the Library's website and catalogs increased 85.5% to 18,025,204; â€¢ Drupal-based website and Intranet were maintained, monitored and updated; â€¢ Intranet Staff Forums (which elicit active participation) were monitored on a regular basis; â€¢ Intranet "Library Snap Shots!" submissions highlighting happenings at all libraries were updated regularly; â€¢ Intranet "Can't Find It?" button was changed to a general "Intranet Feedback" option; â€¢ Intranet Staff Training & Development page was revamped and a Staff Training Calendar was added; â€¢ 7 new YouTube http://bit.ly/2iJqD9V documentary videos (Battle of the Books, Battle of the Books/West Seneca Library, Gladys the Smile Lady Loves the B&ECPL, Health & Wellness Fair 2016, Milestones of Science Exhibit, New Drumkit) and 5 Instructional videos (Libstats Reports, New Employee Introduction, eBooks on your iPad/iPhone, Microsoft Office 2016 Part 1 and Part 2) were created by the TechKnowLab staff; â€¢ Additional features, including enhanced content for video and music materials, were implemented in the fully ADA-compliant VuFind catalog; â€¢ Ongoing authority control maintenance services continued with Marcive, Inc.; â€¢ B&ECPL mobile website and online catalog interface m.buffalolib.org provided an access alternative; â€¢ Free digital movies continue to be made available for users of the mobile website through the Moving Image Archive; â€¢ 37 libraries were 'live' with web page editing permissions maximizing responsiveness in community libraries; â€¢ An online library card application was available for new virtual patron registration; â€¢ Circulation, Public Access Computer Use, Library Visits and Open Hours were posted monthly on the public website http://www.buffalolib.org/content/monthly-statistics/2016-statistics; â€¢ 46 One-on-One Book a Technology Trainer appointments were conducted for 53 staff members (comments included "Training will help to do my job better"); â€¢ 16 staff technology classes were conducted for 119 attendees (comments included "I like these tech training classesâ€¦ since I don't use a lot of devices on my own, I still need to know how to use them to help patrons and this was very helpful!"); â€¢ The use of auto-generating "hold" self-service slips was expanded and a total of 36 libraries were using this process supported by RFID technology; â€¢ B&ECPL's Shipping Department transported 91,358 delivery boxes among the 37 libraries; â€¢ Shipping routes were restructured to address streamlined staffing, reduced number of working hours, winter weather patterns and large volume deliveries; â€¢ 99% of priority items were shipped within a 24 hour timeframe (1% - 36 to 48 hours); â€¢
During peak times, standard shipments were processed and re-shipped within 48 hours; Membership in the Empire Library Delivery program provided access to items from 14 additional libraries; Patrons were able to create their own Interlibrary Loan account and request items online using WorldCat access; Turnaround time for Journal/serial requests dropped across all metrics with an overall decrease from 8.9 days to 6.9 days from customer request to document delivery; B&ECPL sent (filled) 1,616 ILL requests to other libraries; B&ECPL received (for B&ECPL patrons) 4,639 ILL requests from other libraries; 2016 surveys were conducted online, in person and made available in hard copy; Public survey Spring (adults) 94.52% said they were satisfied or very satisfied with the B&ECPL libraries; Public survey Spring (adults) 77.76% said they agreed or strongly agreed it was easy to get information from the B&ECPL website; Public survey May (teens) 79% said the B&ECPL has materials, services and programs that meet their need and are very good or excellent; Public survey August (adults) 92% said the B&ECPL has materials, services and programs that meet their need and are very good or excellent; Public survey November (children's services) 89% of respondents said that B&ECPL materials for children ages 5 and under are very good to excellent; Public survey August (adults) 92% said the B&ECPL collection of materials reflects the diversity of the local community; July-August Project Outcome Survey (adults) 94% agreed they learned something new from what they read or experienced, 71% agreed they enjoyed reading more; 73% agreed they read more often, 82% agreed they wanted to use the B&ECPL libraries more often; July-August Project Outcome Survey (children/teens) 87% agreed they learned something new from what they read or experienced, 67% agreed they enjoyed reading more; 68% agreed they read more often, 75% agreed they wanted to use the B&ECPL libraries more often.

14.2 Element 2: Special Client Groups - Results

The consolidated list of External Partners was maintained and an annual update was conducted (increased to 740 from 592); B&ECPL continued to collaborate with in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York as well as new in-house partner Hispanic Heritage Council of WNY, Inc.; B&ECPL continued to support in-house partner Project Flight; B&ECPL continued partnership with ACCES/West RAEN (Regional Adult Education Network) providing computer workshops for teachers; B&ECPL continued its partnerships with the Erie County Department of Social Services, Buffalo Adult Education, Buffalo Public Schools and Western New York Invention Convention; B&ECPL continued reaching out to new employment training partners and increased its programming efforts to reach adult jobseekers; B&ECPL, partnering with the Buffalo Board of Education Adult Learning Division, began presenting workshops on finding resources online through the B&ECPL databases and website at outreach locations; B&ECPL continued to collaborate with major economic development agencies including the Small Business Administration, Buffalo Niagara...
Partnership and local Chambers of Commerce; B&ECPL holds a seat on the ECIDA City Managers committee and the WNED/WBFO Educational Services Advisory Board; B&ECPL developed a partnership with Arts Partners for Learning; 12,966 programs were conducted with 201,302 attendees System-wide; Adult, teen and children's programs were conducted by the System Programming Team at B&ECPL libraries throughout the year; Children's Programming Team coordinated System-wide Battle of the Books, New York State Summer Reading program and National Jumpstart Program "Read for the Record"; B&ECPL participated in 37 Summer Reading Program collaborations; Children's Programming Team provided staff programming kits, Ellison cuts, crafts supplies and prizes for summer programs; Children's Programming Team promoted early literacy programming at libraries and Lap Sit Programs at community preschools, agencies and parent literacy events; Children's Programming Team participated in special events including Kids Fest, "Touch-A-Truck," Buffalo Philharmonic Kids Series and Galleria of Treats Halloween event; Children's Programming Team coordinated "Library Night at the Races" at Holland Speedway and a summer Maker Camp; Children's Programming Team developed "Sensory Story Time" programming focused toward children on the autistic spectrum and created Science Kits for teachers and librarians to conduct STEM programming; Adult and Children's Programming Teams coordinated online Summer & Winter Reading Challenges; Children's and Adult Programming Teams presented 12 weeks of summer programming at Canalside Buffalo; A Teen Services Committee was created to develop and coordinate System-wide programming and outreach focused on teen interests and needs; Adult Programming Team acted as a contributing partner to Erie County's annual Comic-Con and continued to support "Comic-Fest" programs held at community libraries; A B&ECPL librarian participated in numerous health information outreach activities including BOCES, Bailey Avenue Community Party and West Side Community Health Fair; Adult Programming Team continued to review services for the disabled and updated equipment and facilities for this target population; Central Library staff established relationships with local partners aligning with the B&ECPL mission to serve persons with disabilities; The coordinator for technologies related to persons with disabilities met with library managers to conduct training and explain services offered through our partners; Technologies related to persons with disabilities were loaned to member libraries; Adult Programming Team continued to streamline the procedures for requesting Bi-Folkal Kits and began updating the collection; Adult Programming Team continued to review and add new titles to the "Book Club in a Bag" program for Reading Clubs; Adult Programming Team continued with its economic outreach programming as well as coordinated speakers and workshops supporting Money Smart week; A NYS Library Workforce Literacy Grant allowed the B&ECPL to expand programming and outreach to jobseekers and facilitated connection with new partners; B&ECPL began mobile outreach with its "Library on Wheels" providing
programs and services to communities in Erie County lacking ready access to a library as well as participated in numerous special events including festivals and parades; â€œ 1,011 adult public technology programs were conducted for 2,589 attendees System-wide; â€œ Central Library TechKnowLab Team conducted 215 public technology classes System-wide for 1,383 attendees (participant comments included "So helpfulâ€¦my trainer was great at teaching me Word and using the computer at my level."); â€œ 599 One-on-One public Book a Technology Trainer sessions were conducted System-wide for 696 attendees (participant comments included "One-on-one training is great, very efficient, and super effective."); â€œ B&ECPL continued to provide staff and address collection development needs at the Erie County Correctional Facility library; â€œ B&ECPL continued to order library materials for 2 county facilities (Erie County Correctional Facility and Erie County Holding Center) and 3 state facilities (Collins, Gowanda and Wende Correctional); â€œ Inmates received expanded access to materials for recreational reading and research from the B&ECPL's collection; â€œ B&ECPL staff provided resume writing workshops at the 3 partnering state facilities to individuals about to be released using a NYS workforce development grant; â€œ B&ECPL staff continued to train the use of Westlaw databases for staff and inmates at the Erie County Correctional Facility and Erie County Holding Center; â€œ Interlibrary Loan services (ILL) provided by the B&ECPL facilitated inmate access to titles not available within the B&ECPL System; â€œ Improved research skills and access to the Westlaw databases contributed to the decrease of inmate ILL requests (973 requests representing a 43% decrease); â€œ Combined Erie County Correctional Facility and Holding Center circulation decreased slightly to 134,917 (.227% decrease); â€œ B&ECPL partnered with the Erie County Youth Detention Center expanding access to materials for recreational and educational reading; â€œ Young adult print fiction circulation decreased to 97,151; â€œ 1,212 programs were conducted for 9,759 teens (8.9% increase in the number of programs and 1% increase in attendees); â€œ 283 Summer Reading programs were attended by 4,855 teens (0.7% decrease in programs and 7.7% decrease in attendees); â€œ 1,000 teens registered for the B&ECPL Summer Reading Program (31.6% increase); â€œ Public survey May (teens) 79% said the B&ECPL has materials, services and programs that meet their need and are very good or excellent; â€œ July-August Project Outcome Survey (children/teens) 87% agreed they learned something new from what they read or experienced, 67% agreed they enjoyed reading more; 68% agreed they read more often, 75% agreed they wanted to use the B&ECPL libraries more often; â€œ Public survey March (adults) 94% of respondents said their library was a safe and welcoming place; â€œ Staff survey (Spring) 62.87% agreed that the exterior of the facility is appealing and welcoming, 83.97% agreed that the interior of the facility is warm and welcoming and 67.09% agreed that staff make the B&ECPL a warm and welcoming place. """"

14.3 Element 3: â€œ B&ECPL Customer Service Committee refined and rolled out its A+ Customer Service Training to all
Professional Development and Continuing Education - Results

Staff: â€¢ Human Resources revamped its online training presence and released a new Staff Training & Development webpage featuring a training calendar, online registration and an archive of past training; â€¢ 2 new programs were launched to better orient new hires (a video introduction to the B&ECPL and in-person tours/meet & greet sessions at the Central Library); â€¢ Managers were provided with updated new hire orientation checklists to standardize the information given to new employees and to encourage the use of the new programs; â€¢ A workforce development plan was implemented focusing on compliance training, customer service, employee health & safety and special client populations; â€¢ 2,667 total employee training and development sessions (in-house, online, or external) were reported; â€¢ In-house training opportunities included 10 sessions of "Addressing Computer Viewing Complaints" as well as 1 session each of "Conducting Performance Evaluations," "The Discipline Process" and "Succession Planning"; â€¢ A Staff Development Day was held with 288 employees (all attended a keynote session on customer service as well as 3 additional programs presented by B&ECPL staff and community partners); â€¢ Outside training partners were brought in to offer the following sessions: Accident Investigation, Disability Etiquette, Green Cleaning, Bloodborne Pathogens Training and Cultural Competency Training; â€¢ All employees completed online compliance training provided by Kantola Productions in the areas of Harassment and Workplace Violence; â€¢ B&ECPL System purchased a variety of webinars including Exploring Early Literacy in Public Libraries (NYLA) and How to Respond to a Security Incident in Your Library (ALA); â€¢ B&ECPL System encouraged attendance at local, regional, state and national conferences by providing release time and funding to approved staff; â€¢ B&ECPL staff attended the following conferences: ALA, NYLA, PLA, Patent & Trademark, SirsiDynix COSUGI, Outreach Coordinator, NY Archives, IDS Project, NYSPELRA, WNY STEAM and ABOS; â€¢ Staff in all libraries were trained in the use of RFID Circulation and security measures; â€¢ 16 staff technology classes were conducted System-wide with 119 attendees; â€¢ 46 One-on-One Book a Technology Trainer appointments for the staff were conducted System-wide with 53 attendees; â€¢ Several additional staff members were trained in public web page editing.

14.5 Element 5: Consulting and Development Services - Results

"""""""" â€¢ B&ECPL System spearheaded advocacy efforts at all levels; â€¢ B&ECPL Library Director facilitated advocacy meetings and provided support materials during 2 sessions presented during monthly Manager Director Meetings and one meeting in preparation for Library Advocacy Day in Albany; â€¢ B&ECPL Development & Communications Deputy Director provided updates on fundraising initiatives, public relations and marketing initiatives at 7 monthly Manager Director Meetings; â€¢ B&ECPL System's major fundraiser (with proceeds for all libraries) was held in December; â€¢ B&ECPL System raised money through the Year-end Appeal, Bucks for Books, Spring It On and Giving Tuesday campaigns with donations going toward the purchase of materials and other operational assistance for all libraries; â€¢
B&ECPL System rolled out a new "One Buffalo Community" library card in partnership with Pegula Sports & Entertainment; B&ECPL System provided both Adult and Children's Programming Teams to coordinate System programming, literacy and outreach; B&ECPL System provided Technology Training Teams to conduct classes and individual help sessions; B&ECPL System conducted the annual Summer Reading information meeting for all Youth Services staff; B&ECPL System provided and maintained technology for all libraries (including the network infrastructure, Internet connectivity, hardware and software); B&ECPL System provided an Integrated Library System (ILS) for all libraries; B&ECPL System provided ongoing RFID hardware and software support; B&ECPL System supported all borrower services/circulation policies and procedures; B&ECPL System provided a centralized Collection Development Team; B&ECPL System administered payroll and benefits for all libraries; B&ECPL System administered a centralized human resources program; B&ECPL System coordinated staff training and wellness initiatives; B&ECPL System staff were available for consultation on facility planning, building construction, renovation and technology needs; B&ECPL System administered the annual NYS Construction Grant program and assisted with matching funds; 5 Staff Forums were conducted by B&ECPL Administrators; Libraries were surveyed to assess the needs for their juvenile and adult collections; 237 employees responded to a series of multi-part questions that covered facilities, collections, services, priorities, collection development, customer service, B&ECPL System services, innovation, communication and construction projects (survey results http://www.buffalolib.org/sites/default/files/sys-init/surveys/2016/Staff%20Survey%20Results.pdf); 72,720 B&ECPL System contacts were made with member libraries and staff; B&ECPL System staff attended several meetings with West Seneca Library representatives to assist with planning for a major building expansion project targeted to begin in 2017; 14 public policies were reviewed/amended by the B&ECPL Board of Trustees Policy Committee and approved by the B&ECPL Board of Trustees: Anti-Harassment, Circulation, Volunteer Program, Conflict of Interest, Whistleblower, Collection Development, Gift and Donor Recognition, Central Library Access Ramp Rules, Internet Safety and Acceptable Use, Rules of Conduct, Confidentiality of Library Records, Policy for Cooperation with Organizations and Agencies, Free Direct Access Plan, and Procurement; 3 new public policies were reviewed by the B&ECPL Board of Trustees Policy Committee and approved by the B&ECPL Board of Trustees: FOIL (Freedom of Information Law), Special Collections Development and New Construction/Library Expansion; Staff notification regarding new policies was made via e-mail and all approved policies were posted on the B&ECPL website http://www.buffalolib.org/content/policies; B&ECPL ensured that services and initiatives aligned with the Five-Year Library System Plan of Service 2012-2016 previously approved by the New York State Education Department - Division of Library Development.
http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/Five%20Year%20Library%20System%20Plan%20of%20Service%20(Public%20Library%20Systems)%202012-2016.pdf; â€¢ All staff System-wide participated in mandatory Sexual Harassment and Workplace Violence training; â€¢ Updates to the Personnel Policies and Procedures Manual, including an updated Anti-Harassment Policy, were distributed electronically by Human Resources to each library in accordance with the electronic distribution plan; â€¢ System-wide policies (including Whistleblower; Internet Safety and Acceptable Use; and Computers, Communications and Related Technology) were included with new employee processing to ensure review of the same; â€¢ An Affirmative Action Report for Equal Employment Opportunity was prepared based upon 2016 statistics and an Equal Employment Opportunity Policy was drafted and will be presented to the B&ECPL System Board of Trustees in early 2017. """

14.6 Element 6: Coordinated Services - Results

â€¢ B&ECPL System utilized an RFP procurement and award process to purchase databases for public use; 
â€¢ B&ECPL System funded and/or provided in-library and/or remote access to 42 databases and 10 NOVELny databases; 
â€¢ B&ECPL System funded and/or provided access to 4 specialized databases (3 at member libraries and the Central Library and 1 at the Correctional Facility and Holding Center); 
â€¢ Total amount expended on databases in 2016 was $476,301; 
â€¢ 510,828 clicks or click-thrus were recorded for the adult local and NOVEL databases, a 1.5% increase from 2015; 
â€¢ 7,231 clicks or click-thrus were recorded for the children's databases, a 165.7% increase; 
â€¢ B&ECPL System continued to provide broadband wireless public Internet access at all libraries; 
â€¢ B&ECPL System provided 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; 
â€¢ B&ECPL System supported RFID technology in all libraries; 
â€¢ B&ECPL System coordinated ordering, configured and deployed all IT-supported technology purchases; 
â€¢ B&ECPL System maintained a public website for all libraries; 
â€¢ B&ECPL System managed centralized payroll, benefits administration and human resources; 
â€¢ B&ECPL System provided Adult, Children's and Technology Training Teams to conduct classes and individual help sessions; 
â€¢ B&ECPL System provided email, telephone and Ask Us 24/7 online chat reference services; 
â€¢ B&ECPL System administered Interlibrary Loan Services; 
â€¢ B&ECPL provided supplies and consolidated purchase services; 
â€¢ B&ECPL System provided publicity and graphics support for library programs and events; 
â€¢ B&ECPL System provided Director and Officer Insurance for the System Board and Administrators as well as member library directors and member library board members; 
â€¢ B&ECPL System provided Crime Insurance coverage for library staff as well as all trustees; 
â€¢ B&ECPL System provided General Liability Insurance coverage for all libraries; 
â€¢ B&ECPL System administered the E-Rate Program for all libraries; 
â€¢ B&ECPL System provided shipping services for materials delivery among all libraries; 
â€¢ B&ECPL shipping routes were regularly assessed ensuring efficient and timely
delivery (99% of priority items were shipped within a 24 hour or less timeframe); â€“ 237 employees responded to a multi-question survey that covered facilities, collections, services, priorities, collection development, customer service, System services, innovation, communication and construction projects (survey results http://www.buffalolib.org/sites/default/files/sys-init/surveys/2016/Staff%20Survey%20Results.pdf; â€“ B&ECPL System provided centralized ordering and technical services operations for all libraries; â€“ In addition to Centralized Selection services, libraries were appropriated funds to supplement local collections; â€“ 10 special checklists were issued to facilitate ordering with local funds; â€“ Bi-weekly communication e-mails were sent to libraries detailing new acquisitions; â€“ Libraries were encouraged to provide feedback to the Collection Development Team; â€“ Online Staff suggestion forms were utilized to improve the collection development process; â€“ Collection Development staff visited 12 member libraries to ensure appropriate item allocations; â€“ Integrated Library System (ILS) Reports were shared with staff to assist in identifying strengths and weaknesses in library collections.

14.7 Element 7: Awareness and Advocacy

""""B&ECPL Board-approved 2015/2016 Marketing Plan strategies were implemented with a generic advertising campaign on radio, in print, on social media and at travel rest stops; â€“ B&ECPL staff provided 8 articles on health-related books for "Refresh," a weekly Buffalo News special section (the publication also featured the B&ECPL's health librarian); â€“ 94 email and hardcopy messages/letters with B&ECPL news were sent to elected officials (122 contacts); â€“ B&ECPL System partnered with the following organizations: Read to Succeed, SCORE, Small Business Association, Buffalo State College, Project Flight, Literacy Niagara, Erie County, Hispanic Heritage Council, Just Buffalo Literary Center, Buffalo Public Schools, Buffalo Museum of Science, Explore & More Children's Museum, Buffalo News, City of Buffalo, the Childcare Network, Albright-Knox Art Gallery, Canalside Buffalo, WGRZ TV Channel 2 and many more; â€“ B&ECPL System produced a "Return on Your Investment" flyer and distributed it in libraries and online; â€“ B&ECPL System staff reviewed and responded to over 100 email, hard copy and telephone comments from patrons; â€“ 4 meetings were held to train staff about Facebook postings with emphasis on social media strategies; â€“ Promotional taglines used included "Libraries Transform," "Love Your Library," "One Buffalo Community Library Card," "Let Your Voice Be Heard," "Your Voice Matters," "Planning for the Future," "Library On Wheels" to promote the new bookmobile and "Milestones of Science: Books That Shook the World" for the rare collections exhibition; â€“ 16 mass emails (35,000+ addresses) were sent promoting library-sponsored programs and fundraisers throughout the year; â€“ B&ECPL staff set up a display at all 4 "Just Buffalo - Babel Speakers Series" events (averaging 1,000+ attendees); â€“ B&ECPL staff participated in the Galleria of Treats in October with 5,500 attendees; â€“ B&ECPL staff participated in Buffalo Mayor Brown's Summer Reading Celebration in October with
3,000+ attendees; â€¢ B&ECPL staff participated in the WNY Kids Book Expo in November; â€¢ 5 Staff Forums were conducted by B&ECPL Administrators; â€¢ Social networking was used to promote library events, activities and resources as well as survey users (year end: 6,925 Facebook Fans, 9,267 Twitter Followers, 117,396 Flickr views, 1,403 Pinterest followers and 997 Instagram followers); â€¢ The Central Library TechKnowLab promoted its services to 154 Tumblr followers and its YouTube Channel had 9,643 views in 2016; â€¢ Erie County residents were surveyed throughout the year online and in person; â€¢ Community surveys (Spring) were conducted both online and in person (hard-copy) covering services, collections, programming and technology (library users - 3,726 responses and library non-users 325 responses); â€¢ Public input sessions were conducted with 31 attendees in 3 libraries; â€¢ Community surveys targeting library non-users were collected over 2 days at the Walden Galleria Mall; â€¢ B&ECPL Central Library hosted a Buffalo Spree Magazine Happy Hour (March); â€¢ Effective April 2014, the B&ECPL Board of Trustees determined that they would no longer pursue Special Legislative District Public Library status for the B&ECPL System; â€¢ Stabilized funding continues to be a focus of the Board of Trustees; â€¢ B&ECPL Trustees continued a liaison program between the System Board and member libraries, discussion included advocacy and stabilized funding; â€¢ State and local elected officials were presented monthly B&ECPL Board of Trustees and Committee Meeting minutes and financial reports; â€¢ Individual meetings were held with New York State Assembly and Senate representatives (from Erie County), Erie County Legislators, the Erie County Executive, the Deputy County Executive, representatives from the Buffalo Common Council and key local stakeholders; â€¢ Library representatives participated in the NYLA Library Advocacy Day in Albany, NY in March; â€¢ Library representatives participated in the Western New York Library Resources Council (WNYLRC) Legislative Breakfast; â€¢ B&ECPL participated in the United Way's 24-hour online fundraising event "Spring It On" and raised $3,805.00; â€¢ B&ECPL coordinated Library Night @ the Ballpark and raised $728.00; â€¢ The annual book sale at the Central Library grossed $4,053.95; â€¢ B&ECPL's online store, which sells reproduction prints from the Library's Rare Books & Special Collections, grossed $1,948.67; â€¢ The Library Foundation of Buffalo & Erie County hosted a fundraising Gala to benefit the Library System which grossed $64,455; â€¢ The materials budget enhancement campaign "Bucks for Books" grossed $27,268.50; â€¢ The Year-end Appeal mailing grossed $96,441.35; â€¢ Over 100 sponsorship letters were written and sent by the Development & Communications Department for funding Summer Reading, the 180th Anniversary Year Milestones Gala and the Architecture Exhibit; â€¢ 18 grants were written and submitted by the Development & Communications Department for STEM programming, children's materials and programming, and Rare Book exhibits for Architecture and World War I; â€¢ Approved grants included Canalside Summer Reading Program ($1,000), Canalside Maritime Programming ($500), Google Maker Camp Affiliate, Califa Library
Group PLACE programming ($1,000), Canalside Holiday Tree Lighting ($300), and Buffalo Rotary upgrades to Buffalo libraries' children areas ($175,000 to be received in 2017); â€œ Grants that remain pending: Carnegie Whitney Award ($5,000) and Southwest Airlines Heart of the Community; â€œ Grants that were not approved: Sabres Foundation ($5,000), Ralph C. Wilson Jr. Foundation Letter of Intent ($25,000), Community Foundation Competitive Grant Letter of Intent ($25,000), Association for Library Service to Children ($2,000), Dollar General Literacy Foundation ($2,500), NYSCA ($20,000), Knight News Challenge($$$?), Better World Books ($10,000), Library of America Project-NEH funding ($1,800); â€œ B&ECPL’s online website donation pages were updated and in 2016, there were 192 online transactions representing $17,338 (gross) in donations, including ticket purchases; â€œ B&ECPL System was awarded a New York State formula-funded grant for the Adult Literacy Library Services Program (2016-2019) eligible to receive $9,000 annually (awarded $8,421 in 2016); â€œ B&ECPL System was awarded a New York State formula-funded invitational grant "The Family Literacy Library Services Program (2016-2019)" eligible to receive $14,000 annually (awarded $13,099 in 2016); â€œ 14 B&ECPL libraries received Special NYS Senate aid totaling $111,500; â€œ B&ECPL Central Library received additional Conservation/Preservation Grant funding from New York State ($11,302 for conservation of newspapers from 1821-1846; â€œ B&ECPL System remained committed to participation in E-Rate (Universal Service) Program which supports the optic wide area network and other telecommunications and Internet access services (almost $400,000 estimated savings 2016-2017) with savings including commitments in the current funding cycle totaling $4.7 million since the program's inception in 1998. """" Element 8: Communication among Member Libraries and/or Branch Libraries - Results â€œ Drupal-based website and Intranet were maintained, monitored and updated; â€œ Intranet Staff Forums (which elicit active participation) were monitored on a regular basis; â€œ Intranet "Library Snap Shots!" submissions highlighting happenings at all libraries were updated regularly; â€œ Intranet "Can't Find It?" button was changed to a general "Intranet Feedback" option; â€œ Intranet Staff Training & Development page was revamped and a Staff Training Calendar was added; â€œ 10 monthly Manager Director Meetings were held at the Central Library; â€œ Manager Director Meetings were audio recorded and archived on the Intranet (along with supporting Microsoft PowerPoint presentations and PDF copies of the handouts/flyers); â€œ 2 Manager Director Meeting presentations addressed internal and external patron surveys; â€œ 5 Staff forums were conducted, audio recorded and archived on the Intranet; â€œ An online form was utilized to record status updates to the B&ECPL Organizational Competencies (available on the Intranet for view by all staff members); â€œ B&ECPL Library Director sent regular messages to all staff members reporting on initiatives, programs and accomplishments; â€œ Development & Communications Department sent 83 e-mail messages pertaining to funding and governance, 140 pertaining to library personnel and management issues and 76 pertaining to adult or youth services; â€œ B&ECPL Administrators regularly
updated the staff about advocacy and budget planning during formal and informal meetings as well as on the Intranet; a survey was administered in the spring to measure employee priorities and needs; 52 "This Week @ Central" weekly event calendars were emailed to staff as well as linked on the B&ECPL website; The B&ECPL Trustee website was updated to provide and exchange information on governance and advocacy; 72,720 B&ECPL System contacts were made with member libraries and their staff.

14.9 Element 9: Cooperative Efforts with Other Library Systems - Results

B&ECPL Library Director participated in meetings, programs and conference calls with the Public Library System Directors Organization (PULISDO) and New York Association of Library Systems (NYALS); B&ECPL System was a member of the Western New York Library Resources Council (WNYLRC), the New York Library Association (NYLA), the American Library Association (ALA), Public Library Association (PLA) and American Library Association Black Caucus (BCALA); B&ECPL System sponsored a membership in the New York Library Trustees Association for all B&ECPL libraries; B&ECPL Library Director participated in meetings, programs and conference calls with the Public Library System Directors Organization (PULISDO) and New York Association of Library Systems (NYALS); B&ECPL Library Director attended the 2016 PULISDO Conference; B&ECPL Library Director attended the 2016 NYALS Retreat; B&ECPL Library Director was a member of the Minimum Standards sub-committee of PULISDO; B&ECPL staff continued participation in WNYLRC cooperative virtual reference service Ask Us 24/7; B&ECPL System partnered with the University of Buffalo and other libraries in the Empire Shared Collection (last copy repository) Project; B&ECPL System joined the Empire Library Network (ELN); B&ECPL Library Director served as a Trustee on the WNYLRC Board; B&ECPL administrators and librarians continued to actively participate in all WNYLRC committees; Support staff continued to play an active role in the WNYLRC Library Assistants Committee (WNYLA); B&ECPL System collaborated with WNYLRC to cosponsor a 3-week session of NYLA's Library Assistants Training Program for library staff throughout Western New York; B&ECPL staff promoted cooperation among libraries in Western New York by presenting 2 different workshops for WNYLRC (We Can Build It! 2017 Summer Reading Program Working Session and Assessing & Addressing YA Audiences); 59 B&ECPL employees reported attendance at WNYLRC events in 2016. B&ECPL administrators and WNYLRC partnered in meetings with the Western New York State Delegation of elected officials locally and at Library Advocacy Day in Albany; B&ECPL staff partnered with the NIOGA Library System and Chautauqua-Cattaraugus Library System (CCLS) in coordinated NYLA Legislative Advocacy Day meetings with public officials; B&ECPL Library Director participated in meetings with NIOGA and CCLS leadership; B&ECPL Library Director maintained communication with NIOGA and CCLS Library System Directors.
14.1 Element 10:

Construction - Results

- B&ECPL administrators and staff met with West Seneca Library representatives to assist with planning for a major building expansion project scheduled to begin in 2017; all 37 libraries and the Bookmobile were utilizing RFID technologies; The Audubon Library continued to use an Automated Materials Handling (AMH) system to discharge and sort items into bins for shelving, shipping or processing; 93 self check-out stations were available for public use; The use of auto-generating "hold" self-service slips was expanded and a total of 36 libraries, including the Bookmobile, were using this process supported by RFID technology; Annual self-check percentage rates ranged from 21% to 90%; B&ECPL System evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; An Erie County renovation project to replace escalators with an ADA compliant elevator began at the Central Library; In late 2016, Erie County awarded contracts to begin the first phase of a multiphase renovation of the Central Library Auditorium; A New York State Construction Grant, along with match funds, supported projects in 2 city branches and helped fund the second phase of the West Seneca Library’s expansion project to construct a 10,236 square foot addition; B&ECPL System evaluated and recommended construction grant applications to help fund projects eligible to share in the available allocation of $641,863 from New York State Construction Grant funds; B&ECPL System construction project recommendations for the 2016-2017 funding cycle included: rehabilitating the basement wall and installing energy efficient lighting (Boston Free Library), constructing an ADA compliant elevator and beginning Phase 1 renovations of the Auditorium (Central Library), constructing an ADA compliant elevator and ADA compliant restrooms (East Delavan Library), rehabilitating parking lot (Hamburg Public Library), roof replacement (Julia B. Reinstein Library) as well as replacing windows and the air conditioning system (Lackawanna Public Library); Public survey March (adults) 94% of respondents said their library was a safe and welcoming place.

14.1 Element 11:

Central Library - Results

- Central Library Development Aid (CLDA) funded staff to assist library patrons in using public access computers at the Central Library; 58 public technology classes with 302 attendees were held at the Central Library; B&ECPL Programming Teams created STEM related programs and activities, many of which took place in the Central Library "Launch Pad" MakerSpace; 128 One-on-One Book a Technology Trainer/MakerSpace appointments (206 attendees) were conducted in the Central Library's "Launch Pad"; Central Library "Launch Pad" Team conducted 76 formal programs for 632 attendees at the Central Library; Central Library TechKnowLab Team conducted 215 public classes with 1,383 attendees System-wide; Central Library TechKnowLab Team conducted 599 One-on-One Book a Technology Trainer appointment sessions with 696 attendees System-wide; 210 One-on-One Book a Technology Trainer appointments (218 attendees) were conducted at the Central Library; Central
Library TechKnowLab Team conducted 46 One-on-One Book a Technology Trainer appointments for the staff (53 attendees); â€¢ Central Library Book Aid (CLBA) was used to provide continued access to major databases at the Central Library, member libraries and online; â€¢ B&ECPL System utilized an RFP procurement and award process to purchase databases for public use; â€¢ B&ECPL System funded and/or provided in-library and/or remote access to 42 databases and 10 NOVELny databases; â€¢ B&ECPL System funded and/or provided access to 3 specialized databases at the Central Library; â€¢ A Staff committee provided ongoing database evaluation as well as database training at monthly Manager Director Meetings; â€¢ Staff were surveyed regarding the effectiveness and utilization of the databases; â€¢ Central Library staff recommended, ordered and helped maintain core collections for all System Libraries in areas of Small Business Development, Employment, Career Development and English as a Second Language; â€¢ B&ECPL System supported immigrant and refugee integration with traditional collections addressing English as a Second Language as well as databases including SCOLA, Pronunciator and ProCitizen; â€¢ B&ECPL System supported Small Business Development and Employment/Career Development with traditional collections as well as databases including JobNow and Small Business Resource Center; â€¢ B&ECPL System continued to provide email, telephone and online chat reference services from the Central Library; â€¢ Funds from Central Library Development Aid (CLDA) helped to sustain the Central Library's Grosvenor Room (local history, genealogy and rare books) whose staff responded to the majority of B&ECPL's specialized email and telephone requests; â€¢ Special Collections Division continued to promote and exhibit rare books from the B&ECPL collection, making the Central Library a focal point for tourism and research throughout and beyond the County of Erie; â€¢ Central Library major Exhibits and displays included "Milestones of Science: Books That Shook the World," "Rare Books 101," "Celebrating 400 Years of Shakespeare: Reflecting on the Life of the Bard," "Buffalo on the Map: Then and Now," "On Your Mark, Get Set, Read," "If You Liked the Movie, You'll Love the Book," "Twain in the Buffalo Express," "Twain & Shakespeare," "Audubon's Birds of America," "Emerson: Representative Men," "Alexander Hamilton," "Fears, Fascination and Magic: Music of the Paranormal" and "Play on Shakespeare"; â€¢ Central Library Rare Book Room conservation efforts included Vols. II and III of Audubon's Birds of America elephant folio; â€¢ Preservation microfilming projects included Early Buffalo Newspapers (NYS Conservation/Preservation Discretionary Grant Program), 22 Architecture Books (for upcoming Architecture exhibit) and two local subject albums of cyan photographs; â€¢ B&ECPL System continued to collaborate with Central Library in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York; â€¢ B&ECPL System continued to support Central Library in-house partner Project Flight; â€¢ Hispanic Heritage Council of WNY, Inc. became a new in-house partner with a co-tenancy at the Central Library; â€¢ The consolidated list of External Partners increased to
Element 12: Direct Access - Results

http://www.buffalolib.org/content/policies/free-direct-access-plan

Element 13: Other Goal(s) - Results

Central Library in-house visits totaled 352,358 which represents a 6.7% decrease from 2015; Central Library circulation decreased 6.2% to 459,908; 164,430 in-house public computer sessions were logged, a 14.3% decrease; 282,190 Wi-Fi logins were recorded at the Central Library, a 288% increase due to new reporting methodology and automated public login.

Programs for adults, teens and children were conducted at the Central Library throughout the year; 2,189 total programs were conducted for 42,914 attendees at the Central Library; Central Library visits totaled 352,358 (6.7% decrease from 2015); Central Library circulation totaled 459,908 (6.2% decrease); 164,430 in-house public computer sessions were logged (14.3% decrease); 282,190 Wi-Fi logins were recorded, a 288% increase due to new reporting methodology and automated public login; 58 public technology classes with 302 attendees were held at the Central Library; B&ECPL Programming Teams created STEM related programs and activities, many of which took place in the Central Library "Launch Pad" MakerSpace; Central Library "Launch Pad" Team conducted 76 formal programs for 632 attendees at the Central Library; B&ECPL System continued to collaborate with Central Library in-house partners Literacy New York Buffalo-Niagara, Inc. and Young Audiences of Western New York; B&ECPL System continued to support Central Library in-house partner Project Flight; Hispanic Heritage Council of WNY, Inc. became a new in-house partner with a co-tenancy at the Central Library; The consolidated list of External Partners increased to 740 from 592; The Special Collections Division continued to promote and exhibit rare books from the B&ECPL collection, making the Central Library a focal point for tourism and research throughout and beyond the County of Erie; The Central Library's premier exhibit "Milestones of Science: Books That Shook the World" was toured by 39,414 visitors in 2016; Other major Central Library exhibits and displays included "Rare Books 101," "Celebrating 400 Years of Shakespeare: Reflecting on the Life of the Bard," "Buffalo on the Map: Then and Now," "On Your Mark, Get Set, Read," "If You Liked the Movie, You'll Love the Book," "Twain in the Buffalo Express," "Twain & Shakespeare," "Audubon's Birds of America," "Emerson: Representative Men," "Alexander Hamilton," "Fears, Fascination and Magic: Music of the Paranormal" and "Plays on Shakespeare"; Central Library hosted a number of annual collaborative events including the Martin Luther King Tribute, Women's History Month Kickoff, "Bullying Stops Here" Month, Hispanic Heritage Month kick-off, a Veterans Day Commemoration and "Imagine Buffalo" series; The Buffalo Philharmonic Orchestra continued its 6-event "BPOvations at the Library" series; "Love Your Library
Month" provided an avenue for robust programming and family activities; â€œ Central Library hosted a lunchtime lecture series called "New Neighbors" highlighting Buffalo's growing immigrant population in conjunction with partners Just Buffalo Literary Center, International Institute of Buffalo, U.S. Citizenship and Immigration Services - Buffalo Office and Journey's End Refugee Services; â€œ Central Library celebrated Halloween by hosting a series of "Haunted Library Tours," a "Spooky Library Party" for kids and families, paranormal programming and a "Haunted Movie" series featuring a B&ECPL-produced video highlighting the Library's paranormal past; â€œ The Buffalo Public Schools Art Department's annual "Celebration of Art" show and reception at the Central Library showcased artwork from all schools and grade levels for a month in the spring; â€œ B&ECPL's recently restored first volume of Audubon's "Birds of America" was showcased in the Grosvenor Room with a new illustration displayed each month; â€œ B&ECPL's partnership with Young Audiences of WNY, in residence at the Central Library, brought programming variety into the building through a regular "Second Saturday" of the month performance and workshop series; â€œ B&ECPL System continued to partner with U.S. Immigration Services program "Road to Citizenship" which helps immigrants understand how to become US citizens; â€œ Central Library hosted a naturalization ceremony which saw the swearing in of over 250 new U.S. Citizens; â€œ NYS Department of Taxation and Finance continued to use the Central Library as a tax help center for filing taxes online; â€œ The Greater Buffalo United Accountable Care Network (GBUAHN) health care management group for recipients of Medicaid continued a daily assistance program at the Central Library; â€œ Central Library participated in the first national "Indie Author Day" where local authors talked about writing and publishing with the public; â€œ Hispanic Heritage Council of WNY, Inc., with offices at the Central Library, strengthened its partnership and brought in a variety of new programming to the Central Library; â€œ For the 7th year, the Central Library hosted 2 partner events presented by local disability service organizations: "Spread the Word to End the Word" and the kickoff of "Disability Awareness Month"; â€œ 2 Diversity Career Fairs were held at the Central Library in partnership with the Erie County Office of Disability Services; â€œ 2 Job Fairs for the general public were held at Central and funded through a NYS Library Adult Literacy Workforce develop grant; â€œ B&ECPL continued partnership with the Western New York Invention Convention which held its annual program at the Central Library attended by students from throughout Western New York; â€œ Public survey October (adults) 93% said the B&ECPL's exhibits and displays featuring rare books are engaging and informative; â€œ Public survey December (adults) 82% said the B&ECPL collection of materials reflects the diversity of the local community.

15. Current system URL's
15.1 System Home Page URL  www.buffalolib.org
15.2 URL of Current List of Members  http://www.buffalolib.org/content/library-locations
15.4 URL of Evaluation Form  http://www.buffalolib.org/sites/default/files/sys-init/surveys/2016/SurveyMonkey_76303622%20%282%29STAFF%20SURVEY%20questions.pdf
15.5 URL of Evaluation Results  http://www.buffalolib.org/sites/default/files/sys-init/surveys/2016/Staff%20Survey%20Results.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 the Tab key)  (716) 858-7161
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 that this "Annual Report" and "Projected Annual Budget" were 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 State
Suggested Improvements

Library System  Buffalo and Erie County Public Library
Name of Person  Angela Pierpaoli
Completing Form
Phone Number and Extension (enter area code, telephone number and extension only): (716) 858-7161
Please share with us your suggestions for improving the Annual Report.
Thank You!
Buffalo and Erie County Public Library
Annual Report for Library Systems - 2016 (Public Library Systems 2016)

State Notes

1. General System Information

1.19 Federal Employer Identification Number

State Note:
Federal Employee Identification Number listed here is for the County of Erie, who maintains the banking and employment records for the BECPL. The BECPL has a separate tax identification number of 16-6032029.

1.22 School District

State Note:
In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

State Note:
Bookmobile added 5/2016. WiFi - System-wide - Beginning February 2016, the Library started offering a second WiFi network, a secure/encrypted network that patrons can select to use automatically through an easy one-time password based login. Each device is now counted one time per day.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

3.17 Bookmobiles

Repeating Group 2

State Note:
New bookmobile service (Library on Wheels) began 5/2016.

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

State Note: Holdover Trustee. Ms. Bucki's term expired 12/2016, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and
Holdover Trustee. Ms. Bucki continues to hold office under this law as her successor has not been appointed yet.

State Note: 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. Burd continues to hold office under this law as her successor has not been appointed yet.

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

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

State Note: Ms. Kelly's term expired 12/2009, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Ms. Kelly continues to hold office under this law as her successor has not been appointed yet.
Holdover Trustee. Ms. Wisbaum's term expired 12/2014, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Wisbaum continues to hold office under this law as his successor has not been appointed yet.

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

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

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

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

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

State Note: Ms. Wisbaum's term expired 12/2014, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified." Mr. Wisbaum continues to hold office under this law as his successor has not been appointed yet.
elected or appointed, and until his successor has been elected and qualified." Mr. Berlow continued to hold office under this law until he was reappointed October 2016.

Ms. Burd was appointed to fill an expired term 1 year and 4 months into term beginning. Ms. Burd is now a Holdover Trustee.

Holdover Trustee. Mr. Gist’s previous term expired 12/2015, however, per the NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified.' Mr. Gist continued to hold office under this law until he was reappointed October 2016.

State Note: Ms. Horton is a Holdover Trustee.

Mr. Johnson was appointed to fill an expired term 9 months into term beginning. Mr. Johnson is a Holdover Trustee.

State Note: Mr. Johnson was appointed to fill an expired term 9 months into term beginning. Mr. Johnson is a Holdover Trustee.

State Note: Ms. Kelly was appointed to fill an expired term 9 months into term beginning. Ms. Kelly is a Holdover Trustee.
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).

**State Note:** Mr. Wisbaum is a Holdover Trustee.

### 4. Public Library System Transactions and Collections

#### 4.1 Number of registered system borrowers

**State Note:** Overall downward trend in the number of user registrations and decrease in the number of active users.

In addition to new Bookmobile, Institutions numbers

**State Note:** (Correctional Facility and Holding Center) were added to visitor count report as of 1/2016.

The B&ECPL 2016 circulation figure is higher than what is submitted due to the fact that we count all downloads from collections that are Library (public) funded resources and/or accessed on Library maintained websites.

#### 4.2 System Visits

**State Note:**

IT did a significant amount of search engine optimization in 2015 and indexed the entire catalog, so a Google search for a title will bring up B&ECPL catalog records within the first 2-3 pages of results. This increased overall counts in 2015 and 2016.

**State Note:** Shipping routes were restructured to address streamlined staffing & reduced number of working hours

Increase due to a renewed focus on staff technology training, the implementation of an A+ Customer Service Training Program, and a system-wide Staff Development Day offered in May 2016.

#### 4.9 Total Circulation of Materials (Total Questions 4.5 & 4.6)

**State Note:**

Increase due to a renewed focus on staff technology training, the implementation of an A+ Customer Service Training Program, and a system-wide Staff Development Day offered in May 2016.
6. Operating Funds Receipts

6.36 Special Legislative Grants and Member Items

7. Operating Fund Disbursements

7.11 Central Library Aid (CLDA/CBA)

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.

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

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

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

State Note: Includes $1500 from NYS Assemblyman Schimminger

State Note: B&ECPL is both System Headquarters as well as Central Library, therefore there is not a transfer to member libraries

State Note: $61,980 Unique Management (Collection Agency) $53,243

State Note: Erie County Purchasing (Procurement) $28,394 Biels Information Technology (Digitalization Services) $10,132

State Note: Western NY Library Resource Center (Ask Us 24/7) $6,530.50 New York Library Association (Institutional Membership) $4,216

State Note: New York Library Association (Excelsior Membership)$2,500 Western NY Library Resource Center (Institutional Membership) $1,725 Buffalo Niagara Partnership $1,725 Public Library Systems Directors Organization $400
12. Projected Annual Budget For Library Systems
No Notes
13. State Formula Aid Disbursements
No Notes
14. Summary of Library System Accomplishments
No Notes
15. Current system URL's
No Notes
16. Assurance and Contact Information
No Notes
Suggested Improvements
No Notes