

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 |

10 digits only
and hit the Tab
key)

- 1.14 Fax Number (enter 10 digits only) (716) 858-6544
- 1.15 System Home Page URL www.buffalolib.org
- 1.16 URL of the system's complete Plan of Service <http://www.buffalolib.org/content/library-system/five-year-plan>
- 1.17 Population Chartered to Serve (2010 Census) 919,040
- 1.18 Area Chartered to Serve (square miles) 1043
- 1.19 Federal Employer Identification Number 166002558
- 1.20 County Erie
- 1.21 County (Counties) Served Erie
- 1.22 School District Buffalo City School District
- 1.23 Title of System Director: (drop-down): Mr., Mrs.

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 Dan Caufield
Coordinator

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

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

If no, enter N/A
on questions 1
through 5 of one
repeating group.

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 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" 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 1.57
Position(s) FTE
- 2.12 Outreach
Coordinator
(certified) per 1
CR 90.3
(1)(2)(iii) - Filled
Position FTE
- 2.13 Outreach
Coordinator 0
(certified) per

CR 90.3
(1)(2)(iii) -
Vacant Position
FTE

- 2.14 Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12) 50.02
- 2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13) 1.57
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 14
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
- 2.18 Total Other Staff - Filled Position(s) FTE 177.17
- 2.19 Total Other Staff - Vacant Position(s) FTE 14.96

2.20 Total Paid Staff -
Filled Position(s)
FTE (total 241.19
questions 2.14 +
2.16 + 2.18)

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

SALARY INFORMATION

2.22 Entry-Level
Librarian 1
(certified) FTE

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

2.24 System Director 1
FTE

2.25 System Director
Current Annual \$120,000
Salary

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 12
3.15 through
3.19)**

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

BOARD/COUNCIL MEETINGS

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

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

3.25 Term length for
system 5 years

board/council
members

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 A
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 Mr.
Honorable, The
Reverend, Other
(specify using
the State note),

	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

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

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 | Dr. |
| 2. | First Name | Rhonda |
| 3. | Last Name | Ricks |
| 4. | Institutional Affiliation | Inclusion Development Assoc. |
| 5. | Professional Title | President/CEO |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2014 |
| 11. | Term Expires - | December |

- Month or N/A
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) 01/17/2014
 15. The date the
Oath of Office
was filed with
town or county
clerk
(mm/dd/yyyy) 01/17/2014
 16. Is this a brand
new trustee? N
 1. Title (drop-
down): Mr.,
Mrs., Ms., Miss,
Dr., The Mr.

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

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)

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

- Month or N/A
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

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

- Title
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

- Month or N/A
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)

- | | | |
|-----|---|----------|
| 16. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Elaine |
| 3. | Last Name | Panty |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | Retired |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - | December |

- Month or N/A
12. Term Expires -
Year (YYYY) or 2017
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 05/17/2013
(mm/dd/yyyy)
 15. The date the
Oath of Office
was filed with 05/17/2013
town or county
clerk
(mm/dd/yyyy)
 16. Is this a brand
new trustee? N
 1. Title (drop-
down): Mr.,
Mrs., Ms., Miss, Mr.
Dr., The

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

- Title
6. Mailing Address
 7. City
 8. Zip Code (enter five digits only)
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2017
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2021
 13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/28/2016
 15. The date the 12/28/2016

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 Honorable, The Reverend, Other (specify using The Reverend

the State note),
Vacant

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

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

Mr.

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

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

Mrs.

2. First Name Kathryn
3. Last Name Galvin
4. Institutional Affiliation Buffalo and Erie County Public Library
5. Professional Title Supervisor of Children's Programs and Services

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

2. First Name Linda
3. Last Name Rizzo
4. Institutional Affiliation Buffalo and Erie County Public Library
5. Professional Title Director Branch Libraries

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

2. First Name Andrew

- 3. Last Name Maines
- 4. Institutional Affiliation Buffalo and Erie County Public Library
- 5. Professional Title Supervisor of Services to County and State Correctional Facilities
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
- 2. First Name Renee
- 3. Last Name Masters
- 4. Institutional Affiliation Buffalo and Erie County Public Library
- 5. Professional Title Supervisor of Services to the Aged and Disabled
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
- 2. First Name Karima
- 3. Last Name Amin

- | | | |
|----|---|--|
| 4. | Institutional
Affiliation | Prisoners are People Too |
| 5. | Professional
Title | Director |
| 1. | Title (drop
down): Mr.,
Mrs., Ms., Miss,
Dr., The
Honorable, The
Reverend, Other
(specify using
the State note),
Vacant | Mr. |
| 2. | First Name | Miguel |
| 3. | Last Name | Santos |
| 4. | Institutional
Affiliation | National Grid / Consumer Relations and Programming |
| 5. | Professional
Title | Director of Community Outreach |
| 1. | Title (drop
down): Mr.,
Mrs., Ms., Miss,
Dr., The
Honorable, The
Reverend, Other
(specify using
the State note),
Vacant | Mr. |
| 2. | First Name | Robert |
| 3. | Last Name | Blachowitz |
| 4. | Institutional | Buffalo Association for the Blind |

	Affiliation	
5.	Professional Title	Advocate 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

of Materials
(Total Questions
4.5 & 4.6)

4.10 Total Collection
Use (Total
Questions 4.7 &
4.9) 3,520,729

GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged
Book Holdings 1,393,397

4.12 Uncataloged
Book Holdings 96,979

4.13 Total Print Serial
Holdings 430,068

4.14 All Other Print
Materials 1,007,866
Holdings

4.15 Total Number of
NOVELNY 10
Databases

4.16 Total Electronic
Holdings 54,948

4.17 Other Non-
Electronic 199,758
Materials

4.18 **Grand Total**
Holdings (total
questions 4.11 3,183,026
through 4.17)

ROTATING COLLECTIONS/BOOK LOANS

4.19 Does the system Y

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 35
collection

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1 Does the system
provide an
integrated library
automation
system (ILS) for Y
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

print, disc, or online (virtual) format.

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

- a. Print No
- b. Disc No
- c. Online (virtual catalog) Yes

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

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

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

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number
of visits to the 17,726,632
system's web site

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items
provided 1,616
(loaned)

5.26 Total items
received 4,639
(borrowed)

5.27 Total requests
provided 4,064
(loaned) unfilled

5.28 Total requests
received 1,143
(borrowed)
unfilled

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

5.42 Number of sessions 2

5.43 Number of participants 18

Awareness and Advocacy

5.44 Number of sessions 1

5.45 Number of participants 4

Trustee/Council Training

5.46 Number of sessions 1

5.47 Number of participants 67

Special Client Populations

5.48 Number of sessions 2

5.49 Number of participants 37

Children's Services/Birth to Kindergarten

5.50 Number of sessions 2

5.51 Number of participants 35

Children's Services/Elementary Grade Levels

5.52 Number of sessions 0

5.53 Number of participants 0

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 0

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

- 3. Number of participants 31
- 1. Topic Customer Service
- 2. Number of sessions 11
- 3. Number of participants 336
- 1. Topic Other - Children's Services Birth-High School
- 2. Number of sessions 1
- 3. Number of participants 23

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

question #3 of
Repeating Group
#5)

- 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 2,649 on grants, and state and federal funding

- 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

on physical plant
needs

- | | | |
|------|--|--------|
| 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 1 jails or correctional

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/Pre servation 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

6.19	Local Library Services Aid - Distributed to Members	\$189,358
6.20	Total LLSA (total questions 6.18 and 6.19)	\$284,530
6.21	Local Services Support Aid	\$200,637
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,656,081
6.27	Public Library System Supplementary Operational Aid	\$204,322
6.36	Special Legislative Grants and Member Items	\$113,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the	\$0

Blind and
Physically
Handicapped
Aid

- 6.39 The New York
Public Library,
City University \$0
of New York
- 6.40 The New York
Public Library,
Schomburg \$0
Center for
Research in
Black Culture
Library Aid
- 6.41 The New York
Public Library,
Science, Industry \$0
and Business
Library
- 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

group.

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 \$0
Group #11
above)

MISCELLANEOUS RECEIPTS

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

6.53 Income from \$3,063
Investments

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 Y
listed in
questions 6.51
through 6.55?
Enter Y for Yes,

N for No.

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

1. Receipt category Library Charges

2. Amount \$368,338

1. Receipt category Refunds

2. Amount \$44,947

1. Receipt category Rental of Real Property

2. Amount \$19,084

1. Receipt category Commissions

2. Amount \$17,259

1. Receipt category Misc

2. Amount \$408,559

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

**Public Funds,
Total State Aid,
Total Federal
Aid, Total
Contracts, and
Total
Miscellaneous
Receipts** (total
questions 6.4,
6.44, 6.48, 6.50,
and 6.58)

6.60 **BUDGET
LOANS** \$0

TRANSFERS

6.61 Transfers from
Capital Fund \$0
(Same as
question 9.6)

6.62 Transfers from
Other Funds \$0

6.63 **Total Transfers**
(total questions \$0
6.61 and 6.62)

6.64 CASH
BALANCE -
Beginning of
Current Fiscal
Reporting Year: \$8,996,989
Public Library
Systems -
January 1, 2016;

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/ROL
LOVER
(Public Library
Systems and 3Rs
- total questions \$37,878,228
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.)

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** \$8,709,396
(total questions
7.1 and 7.2)

7.4 Employee
Benefits \$4,453,214
Expenditures

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

COLLECTION EXPENDITURES

7.6 Print Materials
Expenditures \$381,489

7.7 Electronic
Materials \$338,476
Expenditures

7.8 Other Materials
Expenditures \$226,998

7.9 **Total Collection
Expenditures** \$946,963
(total questions

7.6 through 7.8)

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$189,358
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$111,500
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$12,902
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$313,760
7.19	Book/Library Materials Grants	\$1,933,719
7.20	Other Non-Cash Grants	\$8,256,854
7.21	Total Grants to Member Libraries (total questions 7.18	\$10,504,333

through 7.20)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$44,415
7.25	Furniture/Furnis hings	\$1,369
7.26	Other Capital Expenditures	\$36,142
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$81,926

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$30,113
7.29	From Other Funds (71OF)	\$51,813
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$81,926

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	Telecommunicati ons	\$48,400
7.39	Binding	\$5,000

Expenses

7.40	Postage and Freight	\$35,857
7.41	Publicity and Printing	\$79,311
7.42	Travel	\$30,197
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$237,706
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$18,112
7.46	Does the system have other miscellaneous expenses in categories not listed in	Y

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.

- | | | |
|----|------------------|--------------|
| 1. | Expense category | Electr Acces |
| 2. | Amount | \$253,521 |
| 1. | Expense category | Equipment |
| 2. | Amount | \$73,585 |
| 1. | Expense category | Misc |
| 2. | Amount | \$635,425 |

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 N
libraries and/or

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 |

(total questions
7.51 and 7.52)

7.54 Other Loans \$0

7.55 **Total Debt
Service** (total
questions 7.53
and 7.54) \$940,143

7.56 **TOTAL
TOTAL
DISBURSEME
NTS - Total
Staff
Expenditures,
Total Collection
Expenditures,
Total Grants to
Member
Libraries, Total
Capital
Expenditures,** \$27,807,057
**Total Operation
and
Maintenance of
Buildings, Total
Miscellaneous
Expenses, Total
Contracts, and
Total Debt
Service** (total
questions 7.5,
7.9, 7.21, 7.27,
7.35, 7.48, 7.50,

and 7.55)

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
DISBURSEME
NTS,
TRANSFERS, \$37,878,228
& ENDING
BALANCE**
(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 12/31/2015
(mm/dd/yyyy)

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

7.86 Indicate type of audit (select one from drop- Private Accounting Firm

down):

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 Y 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

question 7.59)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid
Received for \$0
Construction

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 N
record for each
award. If no,
enter N/A on
questions 1 and 2
of one repeating
group.

1. Contracting Agency N/A

2. Amount N/A

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

8.6 **TOTAL
RECEIPTS -** \$207,686

**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)

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$207,686

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 \$114,457

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

9.1	Total Construction	\$222,695
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$222,695
9.6	TRANSFER	\$0

**TO
OPERATING
FUND**

(Same as
question 6.61)

9.7 **TOTAL
NONPROJECT
EXPENDITUR
ES** \$0

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

9.9 **CLOSING
CASH
BALANCE IN
CAPITAL
FUND at the
End of the
Current Fiscal
Year
(December 31,
2016, for Public
Library** \$99,448

**Systems; June
30, 2017, for
3Rs)**

9.10 **TOTAL
DISBURSEME
NTS AND
CASH** \$322,143
BALANCE
(total questions
9.8 and 9.9)

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2017 - December 31, 2017

PROJECTED OPERATING FUND - RECEIPTS

12.1 Total Operating
Fund Receipts
(include Local
Aid, State Aid,
Federal Aid,
Contracts and
Miscellaneous
Receipts) \$27,065,158

12.2 Budget Loans \$0

12.3 Total Transfers \$0

12.4 Cash
Balance/Ending
Balance in
Operating Fund \$9,863,485
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 Q7.63 of the
2016 annual
report)

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

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 \$9,378,299
(For Public
Library Systems,
balance as of
December 31,
2017)

12.9 **Grand Total**
Operating Fund
Disbursements,
Transfers and
Ending Balance \$36,928,643
(total questions
12.6 through
12.8)

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 \$675,632
Operating Fund
and Nonproject
Expenditures

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

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

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Education Law § 272,
Reference 273(1)(a, c, d, e, n)
(Basic Aid): Commissioners Regulations
90.3

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

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

Statutory Education Law § 272,
Reference 273(1)(f)(7)
(LCSA): Commissioners

Regulations 90.3
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

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

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

Brooklyn Special Aid: Education Law § 273(1)(k)
Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

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

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

13.1 Total Full-Time

.1 Equivalents 6.58
(FTE)

13.1 Total

.2 Expenditure for \$265,001
Professional
Salaries

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

13.1 Total Full-Time

.3 Equivalents 28.4
(FTE)

13.1 Total

.4 Expenditure for \$1,090,784
Other Staff
Salaries

13.1 **Employees**

.5 **Benefits:**

Indicate the total
expenditures for \$786,103
all system
employee fringe
benefits.

13.1 **Purchased**

.6 **Services:** Did
the system
expend funds for
purchased N
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 |

13.1 **Total**
.7 **Expenditure - Purchased Services** \$0

13.1 **Supplies and**
.8 **Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? 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 and 2 of one repeating group.

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

13.1 **Total**
 .9 **Expenditure - Supplies and Materials** \$0

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

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

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

13.1 **Total**
 .11 **Expenditures - Travel** \$0

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

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

If yes, complete one record for each 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 **Expenditure -**
Equipment and \$0
Furnishings

13.1 **Local Library**
.14 **Services Aid**
Expenditures:
Indicate the total \$189,358
expenditures to
member libraries
for Local Library
Services Aid.

13.1 **Grants to**
.15 **Member**
Libraries: Did
the system
expend funds for N
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**
.16 **Expenditures - Grants for Member Libraries** \$0

13.1 **Total**
.17 **Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$2,331,246

13.1 **Cash Balance at**
.18 **the Opening of the Fiscal Year**
NOTE: The opening balance \$63,487 must be the same as the closing balance of the previous year.

13.1 **Total Allocation** \$2,345,571

.19 **from 2016 -
2017 State Aid:**

13.1 **Cash Balance at
.20 the End of the
Current Fiscal
Year**

\$77,812

13.1 **Final Narrative:** 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 Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

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

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

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

13.2 Purchased

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

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

chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Mergent
3.	Expenditure	\$21,985

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Proquest
3.	Expenditure	\$22,773

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Ebsco
3.	Expenditure	\$22,142

13.2	Total	
.2	Expenditure - Purchased Services	\$66,900

13.2	Supplies and Materials: Did the library system expend	N
.3		

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	
.4	Expenditure - Supplies and Materials	\$0

13.2	Grants to	
.5	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**
.6 **Expenditure -**
Grants to \$0
Central/Co-
Central Libraries

13.2 **Total**
.7 **Expenditure**
(total 13.2.2, \$66,900
13.2.4, and
13.2.6)

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

13.2 **Total Allocation**
.9 **from 2016 -** \$66,900
2017 State Aid

13.2 **Cash Balance at**
.10 **the End of the** \$0
Current Fiscal
Year

13.2 **Final Narrative:**

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

Central Library Book Aid 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)

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

Reference: Commissioners Regulations 90.4

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

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

for more information.

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

content.

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

13.3 Total Full-Time

.1 Equivalents 1.68
(FTE)

13.3 Total

.2 Expenditure for \$79,448
Professional
Salaries

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

13.3 Total Full-Time

.3 Equivalents 2.39
(FTE)

13.3 Total

.4 Expenditures for \$102,965
Other Staff
Salaries

13.3 **Employee**

.5 **Benefits:**
Indicate the total
expenditures for
all system \$82,432
employee
benefits (paid
from CLDA
funds).

13.3 **Purchased**

.6 **Services:** Did the
system expend N
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**
.7 **Expenditure -
Purchased
Services** \$0

13.3 **Supplies and**
.8 **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

N for No.

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

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

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

13.3 **Total**
.9 **Expenditure - Supplies and Materials** \$0

13.3 **Travel**
.10 **Expenditures:**
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.

- 1. Type of travel Other
- 2. Expenditure \$260

13.3 **Total**
.11 **Expenditures - Travel** \$260

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

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

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

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

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

13.3 **Grants to**
.14 **Central/Co-**
Central
Libraries: Did
the system
expend funds for N
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**
.15 **Expenditure -**
Grants to \$0
Central/Co-
Central Libraries

13.3 **Total**
.16 **Expenditure**
(total 13.3.2, \$265,105
13.3.4, 13.3.5,
13.3.7, 13.3.9,
13.3.11, 13.3.13,
and 13.3.15)

13.3 **Cash Balance at**
.17 **the Opening of**
the Fiscal Year
NOTE: The
opening balance \$19,711
must be the same
as the closing
balance of the
previous year.

13.3 **Total Allocation** \$290,007
.18 **from 2016 -**

2017 State Aid:

13.3 **Cash Balance at**
.19 **the end of the** \$44,613
Current Fiscal
Year

13.3 **Final Narrative:** Funds from Central Library Development Aid helped to sustain the Central Library's Grosvenor Room
.20 Provide a brief (local history, genealogy and rare books) who respond to the bulk of B&ECPL's specialized email and
narrative, no telephone requests. The Special Collections department continued to promote and exhibit the collection of
more than five rare books from B&ECPL's collection, making the Central Library a focal point for tourism and research
hundred (500) throughout and beyond the County of Erie. Central Library Development Aid help supplement wages and
words, fringes for staff members who are a major resource when planning and implementing many of the programs
describing the and exhibits held at the Central Library, especially those related to items from our Rare Book Collection.
major activities Opening in October 2015, the Central Library opened its largest exhibit to date - "Milestone of Science:
carried out with Books that Shook the World!" highlighting 35 rare books from the Library's collection related to ten
these State Aid science-related disciplines - including works from Aristotle, daVinci, Galileo, and Darwin, among others.
Funds. <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

Statutory Education Law §
Reference: 273(1)(h)
Commissioners
Regulations 90.3

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

13.4 Total Full-Time 1.01

- .1 Equivalents
 (FTE)
- 13.4 Total
- .2 Expenditure for \$39,913
 Professional
 Salaries

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

- 13.4 Total Full-Time
- .3 Equivalents 1
 (FTE)
- 13.4 Total
- .4 Expenditure for \$37,398
 Other Staff
 Salaries

- 13.4 **Employee**
- .5 **Benefits:**
 Indicate the total
 expenditures for \$55,326
 all system
 employee
 benefits.

- 13.4 **Purchased**
- .6 **Services:** Did
 the system
 expend funds for N
 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 | N/A |
| 2. | Provider of
Services | N/A |
| 3. | Expenditure | N/A |

13.4 **Total**
.7 **Expenditure -** \$0
Purchased
Services

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

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

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

- | | | |
|----|-------------------------|-----|
| 1. | Expenditure
Category | N/A |
|----|-------------------------|-----|

2. Expenditure N/A

13.4 **Total**
.9 **Expenditure -** \$0
Supplies and
Materials

13.4 **Travel**
.10 **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. N

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

1. Type of Travel N/A

2. Expenditure N/A

13.4 **Total**
.11 **Expenditure -** \$0
Travel

13.4 **Equipment and**
.12 **Furnishings:**
Did the system
expend funds for
equipment and
furnishings with N

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

13.4 Did the system
.14 expend funds on
grants to member
libraries? Enter N
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

.15 Expenditure -
Grants to
Member
Libraries

13.4 Total

.16 Expenditure
(total 13.4.2,
13.4.4, 13.4.5, \$132,637
13.4.7, 13.4.9,
13.4.11, 13.4.13,
and 13.4.15)

13.4 **Cash Balance at**
.17 **the Opening of**
the Fiscal Year

NOTE: The
opening balance \$77,564
must be the same
as the closing
balance of the
previous year.

13.4 **Total Allocation**
.18 **from 2016 -** \$158,049
2017 State Aid:

13.4 **Cash Balance at**
.19 **the End of the** \$102,975
Current Fiscal
Year

13.4 **Final Narrative:** Buffalo & Erie County Public Library (B&ECPL) continued to provide a welcoming atmosphere at all its
.20 Provide a brief locations for persons with disabilities and continued to develop a staff trained to work with diverse
narrative, no populations. The B&ECPL System has established outreach services for the residents of Buffalo and the
more than five surrounding areas by providing programs and services at the 8 city branches. Staff members continued
hundred (500) 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**
.1 **Services:** Did
the system
expend funds for Y
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**
.2 **Expenditure -** \$7,485
Purchased
Services

13.5 **Supplies and**
.3 **Materials:** Did
the system
expend funds for
supply items, N
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 Category N/A
- 2. Expenditure N/A

13.5 **Total**
.4 **Expenditure - Supplies and Materials** \$0

13.5 **Total**
.5 **Expenditure (total 13.5.2, and 13.5.4)** \$7,485

13.5 **Cash Balance at the Opening of the Fiscal Year:**
.6 NOTE: The opening balance \$584 must be the same as the closing balance from the previous year.

13.5 **Total Allocation from 2016 -** \$8,351
.7

2017 State Aid

13.5 **Cash Balance at**
.8 **the End of the** \$1,450
Current Fiscal
Year

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

Buffalo & Erie County Public Library (B&ECPL) 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 0.15
(FTE)

13.6 Total
.2 Expenditure for \$9,095
Professional
Salaries

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 0.77
(FTE)

13.6 Total
.4 Expenditure for \$22,316
Other Staff
Salaries

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

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

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

chosen. Also please see individual instructions for these questions for any further requirements.

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

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

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

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? Y
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 |
|----|-------------|---------------------------------|

- | | | |
|----|----------------------|-------------------------------------|
| | Category | |
| 2. | Expenditure | \$15,740 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$3,726 |

13.6 **Total**
 .9 **Expenditure - Supplies and Materials** \$19,466

13.6 **Travel**
 .10 **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**
 .11 **Expenditure - Travel** \$0

13.6 **Equipment and**
 .12 **Furnishings:**
 Did the system
 expend funds for
 equipment and

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

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

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

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

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

13.6 **Cash Balance at**
.15 **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**
.16 **from 2016 -** \$42,782
2017 State Aid:

13.6 **Cash Balance at**
.17 **the End of the** \$67,990
Fiscal Year:

13.6 **Final Narrative:**

.18 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: "2016 circulation decreased to 6,733,819; Total download circulation increased; Door Resource counts showed a 0.7% decrease with 3,148,115 visitors reported; 222,331 items and 28,736 new titles Sharing - Results 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 attendees); 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; All B&ECPL libraries offered free WiFi and the number of sessions reached 826,900; Member library bandwidth ranged from 30 Mbit to 50 Mbit; New encrypted WiFi network was added with one-time password based login; WiFi network was reconfigured to support WPA/WPA2 mixed security; All B&ECPL libraries offered free WiFi and the number of sessions reached 826,900; Filtered proxy ensured CIPA compliance; Web catalog SSL was maintained for secure 'My Account' usage; Number of in-house public computer use sessions reached 705,190 (6.1% decrease); Number of aggregate hits to the Library's website and catalogs increased 85.5% to 18,025,204; Drupal-based website and Intranet were maintained, monitored and updated; Intranet Staff Forums (which elicit active participation) were monitored on a regular basis; Intranet "Library Snap Shots!" submissions highlighting happenings at all libraries were updated regularly; Intranet "Can't Find It?" button was changed to a general "Intranet Feedback" option; Intranet Staff Training & Development page was revamped and a Staff Training Calendar was added; 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; Additional features, including enhanced content for video and music materials, were implemented in the fully ADA-compliant VuFind catalog; Ongoing authority control maintenance services continued with Marcive, Inc.; B&ECPL mobile website and online catalog interface m.buffalolib.org provided an access alternative; Free digital movies continue to be made available for users of the mobile website through the Moving Image Archive; 37 libraries were 'live' with web page editing permissions maximizing responsiveness in community libraries; An online library card application was available for new virtual patron registration; 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>; 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"); 16 staff technology classes were conducted for 119 attendees (comments included "I like these staff tech training classes 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!"); 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; B&ECPL's Shipping Department transported 91,358 delivery boxes among the 37 libraries; Shipping routes were restructured to address streamlined staffing, reduced number of working hours, winter weather patterns and large volume deliveries; 99% of priority items were shipped within a 24 hour timeframe (1% - 36 to 48 hours);

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 December (all ages) 82% 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; 1,011 adult public technology programs were conducted for 2,589 attendees System-wide; Central Library TechKnowLab Team conducted 215 public technology classes System-wide for 1,383 attendees (participant comments included "So helpful my trainer was great at teaching me Word and using the computer at my level."); 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."); B&ECPL continued to provide staff and address collection development needs at the Erie County Correctional Facility library; 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); Inmates received expanded access to materials for recreational reading and research from the B&ECPL's collection; 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; 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; Interlibrary Loan services (ILL) provided by the B&ECPL facilitated inmate access to titles not available within the B&ECPL System; Improved research skills and access to the Westlaw databases contributed to the decrease of inmate ILL requests (973 requests representing a 43% decrease); Combined Erie County Correctional Facility and Holding Center circulation decreased slightly to 134,917 (.227% decrease); B&ECPL partnered with the Erie County Youth Detention Center expanding access to materials for recreational and educational reading; Young adult print fiction circulation decreased to 97,151; 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); 1,000 teens registered for the B&ECPL Summer Reading Program (31.6% increase); Public survey May (teens) 79% said the B&ECPL has materials, services and programs that meet their need and are very good or excellent; 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; Public survey March (adults) 94% of respondents said their library was a safe and welcoming place; 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: B&ECPL Customer Service Committee refined and rolled out its A+ Customer Service Training to all

Professional
Development
and Continuing
Education -
Results

staff; 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; 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); 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; A workforce development plan was implemented focusing on compliance training, customer service, employee health & safety and special client populations; 2,667 total employee training and development sessions (in-house, online, or external) were reported; 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"; 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); Outside training partners were brought in to offer the following sessions: Accident Investigation, Disability Etiquette, Green Cleaning, Bloodborne Pathogens Training and Cultural Competency Training; All employees completed online compliance training provided by Kantola Productions in the areas of Harassment and Workplace Violence; 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); B&ECPL System encouraged attendance at local, regional, state and national conferences by providing release time and funding to approved staff; 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; Staff in all libraries were trained in the use of RFID Circulation and security measures; 16 staff technology classes were conducted System-wide with 119 attendees; 46 One-on-One Book a Technology Trainer appointments for the staff were conducted System-wide with 53 attendees; Several additional staff members were trained in public web page editing.

14.5 Element 5:
Consulting and
Development
Services -
Results

"""""" B&ECPL System spearheaded advocacy efforts at all levels; 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; B&ECPL Development & Communications Deputy Director provided updates on fundraising initiatives, public relations and marketing initiatives at 7 monthly Manager Director Meetings; B&ECPL System's major fundraiser (with proceeds for all libraries) was held in December; 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;

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](http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/Five%20Year%20Library%20System%20Plan%20of%20Service%20(Public%20Library%20Systems)%202012-2016.pdf); All staff System-wide participated in mandatory Sexual Harassment and Workplace Violence training; 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; 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; 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

B&ECPL System utilized an RFP procurement and award process to purchase databases for public use; B&ECPL System funded and/or provided in-library and/or remote access to 42 databases and 10 NOVELny databases; 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); Total amount expended on databases in 2016 was \$476,301; 510,828 clicks or click-thrus were recorded for the adult local and NOVEL databases, a 1.5% increase from 2015; 7,231 clicks or click-thrus were recorded for the children's databases, a 165.7% increase; B&ECPL System continued to provide broadband wireless public Internet access at all libraries; 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; B&ECPL System supported RFID technology in all libraries; B&ECPL System coordinated ordering, configured and deployed all IT-supported technology purchases; B&ECPL System maintained a public website for all libraries; B&ECPL System managed centralized payroll, benefits administration and human resources; B&ECPL System provided Adult, Children's and Technology Training Teams to conduct classes and individual help sessions; B&ECPL System provided email, telephone and Ask Us 24/7 online chat reference services; B&ECPL System administered Interlibrary Loan Services; B&ECPL provided supplies and consolidated purchase services; B&ECPL System provided publicity and graphics support for library programs and events; 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; B&ECPL System provided Crime Insurance coverage for library staff as well as all trustees; B&ECPL System provided General Liability Insurance coverage for all libraries; B&ECPL System administered the E-Rate Program for all libraries; B&ECPL System provided shipping services for materials delivery among all libraries; 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); 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>); B&ECPL System provided centralized ordering and technical services operations for all libraries; In addition to Centralized Selection services, libraries were appropriated funds to supplement local collections; 10 special checklists were issued to facilitate ordering with local funds; Bi-weekly communication e-mails were sent to libraries detailing new acquisitions; Libraries were encouraged to provide feedback to the Collection Development Team; Online Staff suggestion forms were utilized to improve the collection development process; Collection Development staff visited 12 member libraries to ensure appropriate item allocations; 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 - Results
- """"""""""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; 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); 94 email and hardcopy messages/letters with B&ECPL news were sent to elected officials (122 contacts); 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; B&ECPL System produced a "Return on Your Investment" flyer and distributed it in libraries and online; B&ECPL System staff reviewed and responded to over 100 email, hard copy and telephone comments from patrons; 4 meetings were held to train staff about Facebook postings with emphasis on social media strategies; 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; 16 mass emails (35,000+ addresses) were sent promoting library-sponsored programs and fundraisers throughout the year; B&ECPL staff set up a display at all 4 "Just Buffalo - Babel Speakers Series" events (averaging 1,000+ attendees); B&ECPL staff participated in the Galleria of Treats in October with 5,500 attendees; B&ECPL staff participated in Buffalo Mayor Brown's Summer Reading Celebration in October with

3,000+ attendees; B&ECPL staff participated in the WNY Kids Book Expo in November; 5 Staff Forums were conducted by B&ECPL Administrators; 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); The Central Library TechKnowLab promoted its services to 154 Tumblr followers and its YouTube Channel had 9,643 views in 2016; Erie County residents were surveyed throughout the year online and in person; 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); Public input sessions were conducted with 31 attendees in 3 libraries; Community surveys targeting library non-users were collected over 2 days at the Walden Galleria Mall; B&ECPL Central Library hosted a Buffalo Spree Magazine Happy Hour (March); Effective April 2014, the B&ECPL Board of Trustees determined that they would no longer pursue Special Legislative District Public Library status for the B&ECPL System; Stabilized funding continues to be a focus of the Board of Trustees; B&ECPL Trustees continued a liaison program between the System Board and member libraries, discussion included advocacy and stabilized funding; State and local elected officials were presented monthly B&ECPL Board of Trustees and Committee Meeting minutes and financial reports; 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; Library representatives participated in the NYLA Library Advocacy Day in Albany, NY in March; Library representatives participated in the Western New York Library Resources Council (WNYLRC) Legislative Breakfast; B&ECPL participated in the United Way's 24-hour online fundraising event "Spring It On" and raised \$3,805.00; B&ECPL coordinated Library Night @ the Ballpark and raised \$728.00; The annual book sale at the Central Library grossed \$4,053.95; B&ECPL's online store, which sells reproduction prints from the Library's Rare Books & Special Collections, grossed \$1,948.67; The Library Foundation of Buffalo & Erie County hosted a fundraising Gala to benefit the Library System which grossed \$64,455; The materials budget enhancement campaign "Bucks for Books" grossed \$27,268.50; The Year-end Appeal mailing grossed \$96,441.35; 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; 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; 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€¢~~ Grants that remain pending: Carnegie Whitney Award (\$5,000) and Southwest Airlines Heart of the Community; ~~â€¢~~ 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€¢~~ 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€¢~~ 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€¢~~ 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€¢~~ 14 B&ECPL libraries received Special NYS Senate aid totaling \$111,500; ~~â€¢~~ B&ECPL Central Library received additional Conservation/Preservation Grant funding from New York State (\$11,302) for conservation of newspapers from 1821-1846; ~~â€¢~~ B&ECPL System remained committed to participation in E-Rate (Universal Service) Program which supports the fiber 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. "*****"

- 14.8 Element 8: ~~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€¢~~ 10 monthly Manager Director Meetings were held at the Central Library; ~~â€¢~~ Manager Director Meetings were audio recorded and archived on the Intranet (along with supporting Microsoft PowerPoint presentations and PDF copies of the hand-outs/flyers); ~~â€¢~~ 2 Manager Director Meeting presentations addressed internal and external patron surveys; ~~â€¢~~ 5 Staff forums were conducted, audio recorded and archived on the Intranet; ~~â€¢~~ An online form was utilized to record status updates to the B&ECPL Organizational Competencies (available on the Intranet for view by all staff members); ~~â€¢~~ B&ECPL Library Director sent regular messages to all staff members reporting on initiatives, programs and accomplishments; ~~â€¢~~ 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€¢~~ B&ECPL Administrators regularly

updated the staff about advocacy and budget planning during formal and informal meetings as well as on the Intranet; 1 staff 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 was a member of the New York State Regents Advisory Council on Libraries; 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: 0 Construction - Results
- â€¢ 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; â€¢ All 37 libraries and the Bookmobile were utilizing RFID technologies; â€¢ The Audubon Library continued to use an Automated Materials Handling (AMH) system to discharge and sort items into bins for shelving, shipping or processing; â€¢ 93 self check-out stations were available for public use; â€¢ 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; â€¢ Annual self-check percentage rates ranged from 21% to 90%; â€¢ B&ECPL System evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; â€¢ An Erie County renovation project to replace escalators with an ADA compliant elevator began at the Central Library; â€¢ In late 2016, Erie County awarded contracts to begin the first phase of a multiphase renovation of the Central Library Auditorium; â€¢ 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; â€¢ 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; â€¢ 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); â€¢ Public survey March (adults) 94% of respondents said their library was a safe and welcoming place.
- 14.1 Element 11: 1 Central Library - Results
- â€¢ Central Library Development Aid (CLDA) funded staff to assist library patrons in using public access computers at the Central Library; â€¢ 58 public technology classes with 302 attendees were held at the Central Library; â€¢ B&ECPL Programming Teams created STEM related programs and activities, many of which took place in the Central Library "Launch Pad" MakerSpace; â€¢ 128 One-on-One Book a Technology Trainer/MakerSpace appointments (206 attendees) were conducted in the Central Library's "Launch Pad"; â€¢ Central Library "Launch Pad" Team conducted 76 formal programs for 632 attendees at the Central Library; â€¢ Central Library TechKnowLab Team conducted 215 public classes with 1,383 attendees System-wide; â€¢ Central Library TechKnowLab Team conducted 599 One-on-One Book a Technology Trainer appointment sessions with 696 attendees System-wide; â€¢ 210 One-on-One Book a Technology Trainer appointments (218 attendees) were conducted at the Central Library; â€¢ 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

740 (from 592); 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. """"""

14.1 Element 12:

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

14.1 Element 13:

3 Other Goal(s) - Results """"""â€¢ Programs for adults, teens and children were conducted at the Central Library throughout the year; â€¢ 2,189 total programs were conducted for 42,914 attendees at the Central Library; â€¢ Central Library visits totaled 352,358 (6.7% decrease from 2015); â€¢ Central Library circulation totaled 459,908 (6.2% decrease); â€¢ 164,430 in-house public computer sessions were logged (14.3% decrease); â€¢ 282,190 Wi-Fi logins were recorded, a 288% increase due to new reporting methodology and automated public login; â€¢ 58 public technology classes with 302 attendees were held at the Central Library; â€¢ B&ECPL Programming Teams created STEM related programs and activities, many of which took place in the Central Library "Launch Pad" MakerSpace; â€¢ Central Library "Launch Pad" Team conducted 76 formal programs for 632 attendees at the Central Library; 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 740 from 592; â€¢ 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; â€¢ The Central Library's premier exhibit "Milestones of Science: Books That Shook the World" was toured by 39,414 visitors in 2016; â€¢ 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 "Play on Shakespeare"; â€¢ 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; â€¢ The Buffalo Philharmonic Orchestra continued its 6-event "BPOventions at the Library" series; â€¢ "Love Your Library

Month" provided an avenue for robust programming and family activities; 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; 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; 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; 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; 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; B&ECPL System continued to partner with U.S. Immigration Services program "Road to Citizenship" which helps immigrants understand how to become US citizens; Central Library hosted a naturalization ceremony which saw the swearing in of over 250 new U.S. Citizens; NYS Department of Taxation and Finance continued to use the Central Library as a tax help center for filing taxes online; 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; Central Library participated in the first national "Indie Author Day" where local authors talked about writing and publishing with the public; 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; 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"; 2 Diversity Career Fairs were held at the Central Library in partnership with the Erie County Office of Disability Services; 2 Job Fairs for the general public were held at Central and funded through a NYS Library Adult Literacy Workforce develop grant; 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; Public survey October (adults) 93% said the B&ECPL's exhibits and displays featuring rare books are engaging and informative; 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>
- 15.3 URL of Current Governing Bylaws <http://www.buffalolib.org/sites/default/files/pdf/board/BYLAWS%20-%20Amended%204-21-16%20APPROVED%20-%20For%20Website%20Posting%20and%20Graphics%20Dept%20Printing.pdf>
- 15.4 URL of Evaluation Form http://www.buffalolib.org/sites/default/files/sys-init/surveys/2016/SurveyMonkey_76303622%20%28%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>
- 15.6 URL of Central Library Plan <http://www.buffalolib.org/sites/default/files/pdf/featured/2017-2021%20Central%20Library%20Plan%20FINAL-a.pdf>
- 15.7 URL of Direct Access Plan [http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/Final%20Five%20Year%20Library%20System%20Plan%20of%20Service%20\(Public%20Library%20Systems\)%202017-2021.pdf](http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/Final%20Five%20Year%20Library%20System%20Plan%20of%20Service%20(Public%20Library%20Systems)%202017-2021.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, 04/20/2017 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 05/15/2017 reviewed and approved by the New York State

Library on (date
- mm/dd/yyyy).

Suggested Improvements

Library System Buffalo and Erie County Public Library

Name of Person

Completing Form Angela Pierpaoli

Phone Number
and Extension

(enter area code,
telephone (716) 858-7161

number and
extension only):

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

qualified." Ms. Bucki continues to hold office under this law as her successor has not been appointed yet.

Repeating Group 7

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

State Note: Holdover Trustee. Ms. Burd'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 qualified." Ms. Burd continues to hold office under this law as her successor has not been appointed yet.

Repeating Group 9

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

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

Repeating Group 10

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

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

Repeating Group 11

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

State Note: Holdover Trustee. Ms. Kelly's term expired 12/2009, 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.

Repeating Group 13

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

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:

Repeating Group 1

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: Ms. Vincent was appointed to fill an expired term 4 months into term beginning.

Repeating Group 2

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

State Note: Ms. Bucki was appointed to fill an expired vacant term 1 year and 4 months into term beginning. Ms. Bucki is a Holdover Trustee.

Repeating Group 4

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. Amodeo was appointed to fill an expired term 4 months into term beginning.

Repeating Group 6

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: Holdover Trustee. Mr. Berlow's previous term expired 12/2013, 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. Berlow continued to hold office under this law until he was reappointed October 2016.

Repeating Group 7

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

Repeating Group 8

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

State Note: 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.

Repeating Group 9

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: Ms. Horton is a Holdover Trustee.

Repeating Group 10

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

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

Repeating Group 11

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

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

Repeating Group 13

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.

- 4.2 System Visits

State Note: In addition to new Bookmobile, Institutions numbers (Correctional Facility and Holding Center) were added to visitor count report as of 1/2016.

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

State Note: 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.

5. System Services

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

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

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

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

- 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)

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.

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

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.

i. Other (describe using the State note)

State Note: Payroll Benefits administration Centralized Human Resources Integrated Library System (including online catalog) Children and Adult Programming Teams Coordinated e-Rate funding Grants administration Public Technology Training Graphics and Publicity Centralized Collection Development 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

6. Operating Funds Receipts

6.36 Special Legislative Grants and Member Items

State Note: Includes \$1500 from NYS Assemblyman Schimminger

7. Operating Fund Disbursements

7.11 Central Library Aid (CLDA/CBA)

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

7.43 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.

State Note: Bond Schoeneck & King (Legal Services) \$75,972 ESC Conservation (Restoration of Audubon Birds collection) \$61,980 Unique Management (Collection Agency) \$53,243 Erie County Purchasing (Procurement) \$28,394 Biels Information Technology (Digitalization Services) \$10,132

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

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

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

No Notes

14. Summary of Library System Accomplishments

No Notes

15. Current system URL's

No Notes

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes