

# Buffalo and Erie County Public Library Annual Report for Library Systems - 2019 (Public Library Systems 2019)

## 1. General System Information

### System/Director Information

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

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

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

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	140600700787
1.2	Institution ID	800000052491
1.3	System Name	Buffalo and Erie County Public Library
1.4	Beginning Reporting Year	01/01/2019
1.5	Ending Reporting Year	12/31/2019
1.6	Street Address	1 Lafayette Square
1.7	City	Buffalo
1.8	Zip Code	14203
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.10	Mailing Address	1 Lafayette Square
1.11	City	Buffalo
1.12	Zip Code	14203
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 858-8900
1.15	Fax Number (enter 10 digits only)	(716) 858-6544
1.16	System Home Page URL	www.buffalolib.org

- 1.17 URL of the system's complete Plan of Service <https://www.buffalolib.org/about-becpl/five-year-plan>
- 1.18 Population Chartered to Serve (2010 Census) 919,040
- 1.19 Area Chartered to Serve (square miles) 1043
- 1.20 Federal Employer Identification Number 166002558
- 1.21 County Erie
- 1.22 County (Counties) Served Erie
- 1.23 School District Buffalo City School District
- 1.24 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 the System Director (enter 10 digits only and hit the Tab key) (716) 858-6544
- 1.34 Name of Outreach Coordinator Dan Caufield
- 1.47 Is the library system a member of the New York State and Local Retirement System? Y
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N

#### Contracts/Unusual Circumstances

1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

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

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 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) - Filled Position FTE 1
- 2.5 Public Library System  
Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 45.71
- 2.11 Librarians - Vacant Position(s) FTE 1.06
- 2.12 1

	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	47.71
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	1.06
2.16	Total Other Professional Staff - Filled Position(s) FTE	11
2.17	Total Other Professional Staff - Vacant Position(s) FTE	1
2.18	Total Other Staff - Filled Position(s) FTE	177.51
2.19	Total Other Staff - Vacant Position(s) FTE	10.37
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	236.22
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	12.43
<b>SALARY INFORMATION</b>		
2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$43,709
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$141,834

### 3. System Membership, Outlets and Governance

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	22
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1963
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2019
3.18		403,000

	Square footage of the system building	
3.19	Branches of the Library System	8
3.20	Bookmobiles	1
3.21	Reading Centers	0
3.22	Other Outlets	2
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	12
3.24	Name of Central Library/Co-Central Libraries	Buffalo and Erie County Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

**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.**

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

#### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2020, through December 31, 2020.

#### President/Council Chair

3.29	Status	Filled
3.30	First Name	Kathleen
3.31	Last Name	Berens Bucki
3.32	Institutional Affiliation	N/A
3.33	Professional Title	Librarian
3.34	Mailing Address	

- 3.35 City
- 3.36 Zip Code (enter five digits only)
- 3.37 Telephone for the Board President (enter 10 digits only and hit the Tab key)
- 3.38 E-mail Address
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2017
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) or N/A 2021
- 3.43 Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 03/28/2017
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/28/2017
- 3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Status Filled
2. First Name Kimberly
3. Last Name Johnson
4. Institutional Affiliation Erie County Probation Dept.
5. Professional Title Clerk
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month December
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
13. Is this trustee serving a full term? If No, add a State Note No

(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)                                                                                                                            | 12/22/2017                         |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)                                                                                                         | 12/22/2017                         |
| 16. | Is this a brand new trustee?                                                                                                                                                         | N                                  |
| 1.  | Status                                                                                                                                                                               | Filled                             |
| 2.  | First Name                                                                                                                                                                           | Alan                               |
| 3.  | Last Name                                                                                                                                                                            | Bedenko                            |
| 4.  | Institutional Affiliation                                                                                                                                                            | Burden, Hafner & Hansen LLC        |
| 5.  | Professional Title                                                                                                                                                                   | Attorney                           |
| 6.  | Mailing Address                                                                                                                                                                      |                                    |
| 7.  | City                                                                                                                                                                                 |                                    |
| 8.  | Zip Code (enter five digits only)                                                                                                                                                    |                                    |
| 9.  | Term Begins - Month                                                                                                                                                                  | January                            |
| 10. | Term Begins - Year (yyyy)                                                                                                                                                            | 2015                               |
| 11. | Term Expires - Month or N/A                                                                                                                                                          | December                           |
| 12. | Term Expires - Year (YYYY) or N/A                                                                                                                                                    | 2019                               |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                                |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)                                                                                                                            | 02/06/2015                         |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)                                                                                                         | 02/0/2015                          |
| 16. | Is this a brand new trustee?                                                                                                                                                         | N                                  |
| 1.  | Status                                                                                                                                                                               | Filled                             |
| 2.  | First Name                                                                                                                                                                           | Joel                               |
| 3.  | Last Name                                                                                                                                                                            | Moore                              |
| 4.  | Institutional Affiliation                                                                                                                                                            | City of Buffalo Board of Education |
| 5.  | Professional Title                                                                                                                                                                   | Attorney                           |
| 6.  | Mailing Address                                                                                                                                                                      |                                    |
| 7.  | City                                                                                                                                                                                 |                                    |
| 8.  | Zip Code (enter five digits only)                                                                                                                                                    |                                    |
| 9.  | Term Begins - Month                                                                                                                                                                  | January                            |
| 10. | Term Begins - Year (yyyy)                                                                                                                                                            | 2017                               |

11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2021
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/28/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/28/2016
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Michael
3. Last Name Amodeo
4. Institutional Affiliation US Supreme Court
5. Professional Title Law Clerk/Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/23/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2018
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Sheldon
3. Last Name Berlow
4. Institutional Affiliation Pyramid Brokerage Inc.
5. Professional Title Broker
6. Mailing Address

- |     |                                                                                                                                                                                      |                      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 7.  | City                                                                                                                                                                                 |                      |
| 8.  | Zip Code (enter five digits only)                                                                                                                                                    |                      |
| 9.  | Term Begins - Month                                                                                                                                                                  | January              |
| 10. | Term Begins - Year (yyyy)                                                                                                                                                            | 2019                 |
| 11. | Term Expires - Month or N/A                                                                                                                                                          | December             |
| 12. | Term Expires - Year (YYYY) or N/A                                                                                                                                                    | 2023                 |
| 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)                                                                                                                            | 11/04/2019           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)                                                                                                         | 11/04/2019           |
| 16. | Is this a brand new trustee?                                                                                                                                                         | N                    |
| 1.  | Status                                                                                                                                                                               | Filled               |
| 2.  | First Name                                                                                                                                                                           | Kathleen             |
| 3.  | Last Name                                                                                                                                                                            | Burd                 |
| 4.  | Institutional Affiliation                                                                                                                                                            | Hadley Exhibits Inc. |
| 5.  | Professional Title                                                                                                                                                                   | Logistics Manager    |
| 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)                                                                                                                            | 03/28/2017           |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)                                                                                                         | 03/28/2017           |
| 16. | Is this a brand new trustee?                                                                                                                                                         | N                    |
| 1.  | Status                                                                                                                                                                               | Filled               |

- |     |                                                                                                                                                                                      |                                                     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 2.  | First Name                                                                                                                                                                           | Lucy                                                |
| 3.  | Last Name                                                                                                                                                                            | Candelario                                          |
| 4.  | Institutional Affiliation                                                                                                                                                            | Erie Regional Housing Dev. Corp. - The Belle Center |
| 5.  | Professional Title                                                                                                                                                                   | Executive Director                                  |
| 6.  | Mailing Address                                                                                                                                                                      |                                                     |
| 7.  | City                                                                                                                                                                                 |                                                     |
| 8.  | Zip Code (enter five digits only)                                                                                                                                                    |                                                     |
| 9.  | Term Begins - Month                                                                                                                                                                  | January                                             |
| 10. | Term Begins - Year (yyyy)                                                                                                                                                            | 2018                                                |
| 11. | Term Expires - Month or N/A                                                                                                                                                          | December                                            |
| 12. | Term Expires - Year (YYYY) or N/A                                                                                                                                                    | 2022                                                |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                                                 |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)                                                                                                                            | 01/23/2018                                          |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)                                                                                                         | 01/23/2018                                          |
| 16. | Is this a brand new trustee?                                                                                                                                                         | N                                                   |
| 1.  | Status                                                                                                                                                                               | Filled                                              |
| 2.  | First Name                                                                                                                                                                           | Carima                                              |
| 3.  | Last Name                                                                                                                                                                            | El-Behairy                                          |
| 4.  | Institutional Affiliation                                                                                                                                                            | CCE Consulting                                      |
| 5.  | Professional Title                                                                                                                                                                   | President                                           |
| 6.  | Mailing Address                                                                                                                                                                      |                                                     |
| 7.  | City                                                                                                                                                                                 |                                                     |
| 8.  | Zip Code (enter five digits only)                                                                                                                                                    |                                                     |
| 9.  | Term Begins - Month                                                                                                                                                                  | March                                               |
| 10. | Term Begins - Year (yyyy)                                                                                                                                                            | 2019                                                |
| 11. | Term Expires - Month or N/A                                                                                                                                                          | December                                            |
| 12. | Term Expires - Year (YYYY) or N/A                                                                                                                                                    | 2019                                                |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No                                                  |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)                                                                                                                            | 03/27/2019                                          |

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2019
16. Is this a brand new trustee? Y
1. Status Filled
2. First Name Frank
3. Last Name Gist
4. Institutional Affiliation Greater Buffalo Bailbond Agency
5. Professional Title Owner
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 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 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. Status Filled
2. First Name Frank
3. Last Name Housh
4. Institutional Affiliation Housh Law Offices, PLLC
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) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
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) 03/27/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/27/2019
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Theodore
3. Last Name Johnson
4. Institutional Affiliation Hadley Exhibits
5. Professional Title Owner
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/28/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 3/28/2017
16. Is this a brand new trustee? N
1. Status Filled
2. First Name Sharon
3. Last Name Kelly
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 January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. 2020

	Term Expires - Year (YYYY) or N/A	
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2017
16.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Elaine
3.	Last Name	Panty
4.	Institutional Affiliation	City of Buffalo Water Authority
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)	2018
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2022
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	11/04/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/04/2019
16.	Is this a brand new trustee?	N
1.	Status	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A

8. Zip Code (enter five digits only) N/A
9. Term Begins - Month N/A
10. Term Begins - Year (yyyy) N/A
11. Term Expires - Month or N/A N/A
12. Term Expires - Year (YYYY) or N/A N/A
13. 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). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
16. Is this a brand new trustee?

### COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2020, through December 31, 2020. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- |    |                           |                                                                         |
|----|---------------------------|-------------------------------------------------------------------------|
| 1. | Status                    | Vacant                                                                  |
| 2. | First Name                | N/A                                                                     |
| 3. | Last Name                 | N/A                                                                     |
| 4. | Institutional Affiliation | N/A                                                                     |
| 5. | Professional Title        | N/A                                                                     |
| 1. | Status                    | Filled                                                                  |
| 2. | First Name                | Sandra                                                                  |
| 3. | Last Name                 | Courtney                                                                |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library                                    |
| 5. | Professional Title        | Librarian II in charge of Small Business and Economic Outreach Services |

1.	Status	Filled
2.	First Name	Frank
3.	Last Name	Cammarata
4.	Institutional Affiliation	Erie County Office for the Disabled
5.	Professional Title	Executive Director
1.	Status	Filled
2.	First Name	Daniel
3.	Last Name	Caufield
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian IV Central Library Manager Information Services & Outreach
1.	Status	Filled
2.	First Name	Sara
3.	Last Name	Fuller
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian I in charge of Employment & ESL Outreach
1.	Status	Filled
2.	First Name	Humberto
3.	Last Name	Hernandez
4.	Institutional Affiliation	Olmstead Center for Sight
5.	Professional Title	Corporate Trainer and Accessibility Specialist
1.	Status	Filled
2.	First Name	Andrew
3.	Last Name	Maines
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian II in charge of Correctional Services
1.	Status	Filled
2.	First Name	Samantha
3.	Last Name	Purpora
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian III Manager of Mobile Services
1.	Status	Filled
2.	First Name	Linda
3.	Last Name	Rizzo
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian IV B&ECPL City Libraries Manager
1.	Status	Filled
2.	First Name	Miguel
3.	Last Name	Santos
4.	Institutional Affiliation	National Fuel Community Outreach/Deacon to Erie County Correctional Facilities
5.	Professional Title	Consumer Advocate/Community Liaison National Fuel/Deacon to Erie County Correctional Facilities/Activist
1.	Status	Filled
2.	First Name	David
3.	Last Name	Wantuck
4.	Institutional Affiliation	DAS Deaf Access Services

5. Professional Title Community Engagement Specialist

#### 4. Public Library System Transactions and Collections

##### Borrowers/Visits/Circulation/Holdings

4.1 Number of registered system borrowers 111,247

4.2 System Visits 750,700

##### CIRCULATION

4.3 Total Cataloged Book Circulation 1,067,809

4.4 Total Circulation of Other Materials 1,116,892

4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 2,184,701

4.6 Use of Electronic Material 968,923

4.7 Successful Retrieval of Electronic Information 592,305

4.8 **Electronic Content Use (Total Questions 4.6 & 4.7)** 1,561,228

4.9 **Total Circulation of Materials (Total Questions 4.5 & 4.6)** 3,153,624

4.10 **Total Collection Use (Total Questions 4.7 & 4.9)** 3,745,929

##### GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged Book Holdings 1,466,580

4.12 Uncataloged Book Holdings 90,554

4.13 Total Print Serial Holdings 418,484

4.14 All Other Print Materials Holdings 848,232

4.15 **Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)** 2,823,850

4.16 Electronic Books 86,503

4.17 Local Electronic Collections 32

4.18 Total Number of NOVELNY Databases 16

4.19 **Total Electronic Collections ( Total questions 4.16 + 4.17 )** 86,535

4.20 Audio - Downloadable Units 17,994

4.21 Video - Downloadable Units 100

4.22 Other Electronic Materials 1,044  
(Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and

electronic government documents, reference tools, scores and maps.)

4.23 **Total Electronic Materials**  
(Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) 105,689

#### Holdings Continued

##### Non-Electronic Materials

4.24 Audio - Physical Units 105,554

4.25 Video - Physical Units 101,711

4.26 Other Non-Electronic Materials 14,843

4.27 **Total Other Materials**  
Holdings (Total questions 4.24 through 4.26) 222,108

4.28 **Grand Total Holdings** (Total questions 4.15, 4.23 and 4.27) 3,151,647

#### ROTATING COLLECTIONS/BOOK LOANS

4.29 Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) Y

4.30 Number of collections 6

4.31 Average number of items per collection 35

## 5. System Services

### ILS

#### TECHNOLOGY AND RESOURCE SHARING

##### INTEGRATED LIBRARY SYSTEM (ILS)

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

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

- |    |                       |     |
|----|-----------------------|-----|
| a. | Circulation           | Yes |
| b. | Public Access Catalog | Yes |
| c. | Cataloging            | Yes |
| d. | Acquisitions          | Yes |
| e. | Inventory             | Yes |
| f. | Serials Control       | Yes |
| g. | Media Booking         | No  |
| h. | Community Information | No  |
| i. |                       | No  |

	Electronic Resource Management	
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	1,461,892
5.9	Number of new titles added by the system in the reporting year	33,947
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)	33,947

### Catalog

### 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	N

- system(s)? (Enter Y for Yes, N for No)
- 5.16 Number of titles in the system's union catalog 1,461,892
- 5.17 Number of holdings in the system's union catalog 3,300,915
- 5.18 Number of new titles added in the last year 33,947
- 5.19 Number of holdings added in the last year 203,471
- 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 participate in (or submit records for) the union list of serials? 1

#### COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

#### Website/Interlibrary Loan/Delivery/Continuing Education

#### VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 8,891,136

#### SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 6,974
- 5.26 Total items received (borrowed) 5,393
- 5.27 Total requests provided (loaned) unfilled 5,589
- 5.28 Total requests received (borrowed) unfilled 847

5.29 Total interlibrary loan activity 18,803  
(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 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) | 211 |

## 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 | 16 |

### Continuing Education Cont.

#### Technology

- |      |                        |    |
|------|------------------------|----|
| 5.34 | Number of sessions     | 24 |
| 5.35 | Number of participants | 63 |

#### Digitization

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

#### Leadership

- |      |                        |   |
|------|------------------------|---|
| 5.38 | Number of sessions     | 0 |
| 5.39 | Number of participants | 0 |

#### Management & Supervisory

- |      |                        |       |
|------|------------------------|-------|
| 5.40 | Number of sessions     | 6     |
| 5.41 | Number of participants | 1,667 |

#### Planning and Evaluation

- |      |                        |    |
|------|------------------------|----|
| 5.42 | Number of sessions     | 4  |
| 5.43 | Number of participants | 30 |

#### Awareness and Advocacy

- |      |                        |   |
|------|------------------------|---|
| 5.44 | Number of sessions     | 2 |
| 5.45 | Number of participants | 6 |

**Trustee/Council Training**

5.46	Number of sessions	1
5.47	Number of participants	71

**Special Client Populations**

5.48	Number of sessions	2
5.49	Number of participants	28

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

5.50	Number of sessions	5
5.51	Number of participants	147

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

5.52	Number of sessions	2
5.53	Number of participants	41

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

5.54	Number of sessions	1
5.55	Number of participants	7

**General Adult Services**

5.56	Number of sessions	0
5.57	Number of participants	0

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.

1.	Topic	Employee Safety
2.	Number of sessions	6
3.	Number of participants	73

1.	Topic	Customer Service
2.	Number of sessions	12
3.	Number of participants	314

1.	Topic	Census Training
2.	Number of sessions	1
3.	Number of participants	13

1.	Topic	Youth Services (Multiple Age Groups - Early Literacy, Elementary, and Young Adult)
2.	Number of sessions	1
3.	Number of participants	39

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) 69

- and total of question #2 of Repeating Group #5)
- 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) 2,515
- 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/Consulting/Reference

#### 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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

#### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- 5.63 Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding 1,461

5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	1,353
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	19
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	14,340
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	5,998
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	3,498
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	303
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	12,083
5.71	Number of contacts - Consulting with state and county correctional facilities	540
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	7,371
5.73	Number of contacts - Providing system and member library information to the media	14,045
5.74	Number of contacts - Providing website development and maintenance for member libraries	532
5.75	Does the system provide other N 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 questions 5.63 through 5.74 and 5.76)** 61,543

#### REFERENCE SERVICES

5.78 Total Reference Transactions 138,226

#### Special Clients/Fees

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

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

- |      |                                                                                                       |     |
|------|-------------------------------------------------------------------------------------------------------|-----|
| a.   | Services for patrons with disabilities                                                                | Yes |
| b.   | Services for patrons who are educationally disadvantaged                                              | Yes |
| c.   | Services for patrons who are aged                                                                     | Yes |
| d.   | Services for patrons who are geographically isolated                                                  | Yes |
| e.   | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f.   | Services to patrons who are in institutions                                                           | Yes |
| g.   | Services for unemployed and underemployed individuals                                                 | Yes |
| i.   | N/A                                                                                                   | No  |
| 5.80 | Number of BOOKS BY MAIL loans                                                                         | 0   |
| 5.81 | Number of member libraries with Job/Education Information Centers or collections                      | 17  |
| 5.82 | Number of State Correctional Facilities libraries served                                              | 3   |
| 5.83 | Number of County Jails libraries served                                                               | 2   |
| 5.84 |                                                                                                       | 1   |

- Number of institutions served other than 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. Y
- |    |                                          |                                             |
|----|------------------------------------------|---------------------------------------------|
| 1. | Service provided                         | Nursing/retirement homes                    |
| 2. | Number of facilities/institutions served | 11                                          |
| 1. | Service provided                         | Head Start/Schools/Boys and Girls Clubs     |
| 2. | Number of facilities/institutions served | 7                                           |
| 1. | Service provided                         | Facilities for the disabled                 |
| 2. | Number of facilities/institutions served | 2                                           |
| 1. | Service provided                         | Community Center for Immigrants/Refugees    |
| 2. | Number of facilities/institutions served | 1                                           |
| 1. | Service provided                         | Erie County Family Court                    |
| 2. | Number of facilities/institutions served | 1                                           |
| 1. | Service provided                         | Oishei Children's Hospital Patient Outreach |
| 2. | Number of facilities/institutions served | 1                                           |
- 5.86 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87. Y
- 5.87 Description of fees 3D print services, copies, printing, and fax services. We also have available for sale: canvas book bags (\$2.00), flash drives (\$5.00), and headphones (\$3.00)

## 6. Operating Funds Receipts

### Local Public Funds

#### 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	\$25,495,963
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	<b>Total County Funding</b>	\$25,495,963
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$25,495,963

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

6.5	Adult Literacy Library Services Grants	\$8,513
6.6	Central Library Development Aid	\$293,185
6.7	Central Book Aid	\$67,633
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$1,015,073
6.10	Coordinated Outreach Services Aid	\$159,781
6.11	Correctional Facilities Library Aid	\$43,250
6.12	County Jails Library Aid	\$8,294
6.14	Family Literacy Grants	\$13,243
6.18	Local Library Services Aid - Kept at System	\$96,216
6.19	Local Library Services Aid - Distributed to Members	\$191,432
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$287,648
6.21	Local Services Support Aid	\$202,710
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,674,228
6.27	Public Library System Supplementary Operational Aid	\$206,561

**State Aid**

6.36	Special Legislative Grants and Member Items	\$48,750
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y

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

1.	Funding Source	New York Council on the Arts
2.	Amount	\$25,000

6.43	<b>Total Other State Aid (total question #2 of Repeating Group #9 above)</b>	\$25,000
6.44	<b>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)</b>	\$4,053,869

**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.	N

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

1.	Funding Source	N/A
----	----------------	-----

2. Amount N/A

#### Federal Aid/Contracts

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

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

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

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

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

1. Contracting Agency N/A

2. Contracted Service N/A

3. Total Contract Amount N/A

6.50 Total Contracts (total question #3 of Repeating Group #11 above) \$0

#### MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$413,832

6.53 Income from Investments \$14,967

#### Miscellaneous

##### Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No. Y

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

1. Receipt category Library Charges

2. Amount \$397,213

1.	Receipt category	Rental of Real Property
2.	Amount	\$18,876
1.	Receipt category	Commissions
2.	Amount	\$11,115
1.	Receipt category	Misc
2.	Amount	\$377,205
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$804,409
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$1,233,208
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$30,783,040
6.60	<b>BUDGET LOANS</b>	\$0

#### Transfers/Grand Total

#### TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)	\$11,147,166
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and	

6.64 - must agree with  
question 7.83)

## 7. Operating Fund Disbursements

### Staff/Collection/Grants/Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Librarians	\$2,769,227
7.2	Other Staff	\$6,879,012
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$9,648,239
7.4	Employee Benefits Expenditures	\$4,447,227
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$14,095,466

#### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$414,405
7.7	Electronic Materials Expenditures	\$406,393
7.8	Other Materials Expenditures	\$186,167
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$1,006,965

#### GRANTS TO MEMBER LIBRARIES

##### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$191,432
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$20,852
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$212,284
7.19	Book/Library Materials Grants	\$2,025,264
7.20	Other Non-Cash Grants	\$8,874,657
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$11,112,205

#### CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
------	------------	-----

7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$155,958
7.25	Furniture/Furnishings	\$53,429
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$209,387

#### Capital Cont./Operation and Maintenance/Miscellaneous

#### TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$209,387
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$209,387

#### OPERATION AND MAINTENANCE OF BUILDINGS

##### Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$136,876
7.32	From Other Funds (72OF)	\$0
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$136,876
7.34	Other Building & Maintenance Expenses	\$627,117
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$763,993

#### MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$46,692
7.37	Office and Library Supplies	\$145,633
7.38	Equipment	\$160,077
7.39	Telecommunications	\$14,775
7.40	Binding Expenses	\$7,302
7.41	Postage and Freight	\$35,654
7.42	Publicity and Printing	\$73,349
7.43	Travel	\$31,629
7.44	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$211,031

- 7.45 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$17,967
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

- |    |                  |              |
|----|------------------|--------------|
| 1. | Expense category | Electr Acces |
| 2. | Amount           | \$419,188    |
|    |                  |              |
| 1. | Expense category | Misc         |
| 2. | Amount           | \$446,449    |

#### Miscellaneous Cont./Contracts/Debt Service

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$865,637
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$1,609,746

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

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

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 | <b>Total Contracts</b> (total question #3 of Repeating Group #14 above) | \$0 |

#### DEBT SERVICE

##### Capital Purposes Loans (Principal and Interest)

- |      |                                |           |
|------|--------------------------------|-----------|
| 7.51 | From Local Public Funds (73PF) | \$585,024 |
| 7.52 | From Other Funds (73OF)        | \$0       |

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$585,024

#### Transfers

##### Other Loans

7.54 Other Loans \$0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$585,024

7.56 **TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service** (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) \$29,382,786

#### TRANSFERS

##### Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) \$0

7.58 From Other Funds (76OF) \$1,015,073

7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) \$1,015,073

7.60 **Total Transfers to Other Funds** \$0

7.61 **Total Transfers** (total questions 7.59 and 7.60) \$1,015,073

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) \$30,397,859

#### Cash Balance/Grand Total/Audit/Bank Balance

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2019) \$11,532,347

7.83 \$41,930,206

**GRAND TOTAL  
DISBURSEMENTS,  
TRANSFERS, & 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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- |      |                                                                   |                         |
|------|-------------------------------------------------------------------|-------------------------|
| 7.84 | Last audit performed<br>(mm/dd/yyyy)                              | 12/31/2018              |
| 7.85 | Time period covered by this<br>audit (mm/dd/yyyy -<br>mm/dd/yyyy) | 1/1/2018-12/31/2018     |
| 7.86 | Indicate type of audit (select<br>one from drop-down):            | Private Accounting Firm |

**ACCOUNT INFORMATION**

Complete one record for each financial account

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

**8. Capital Fund Receipts**

**State Aid and Grants for Capital Projects**

- |     |                                                                    |             |
|-----|--------------------------------------------------------------------|-------------|
| 8.1 | <b>Total Revenue From Local<br/>Sources</b>                        | \$0         |
| 8.2 | <b>Transfer From Operating<br/>Fund</b><br>(same as question 7.59) | \$1,015,073 |

**STATE AID FOR CAPITAL PROJECTS**

- |     |                                        |     |
|-----|----------------------------------------|-----|
| 8.3 | State Aid Received for<br>Construction | \$0 |
|-----|----------------------------------------|-----|

**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

- |     |                                                                                                                       |   |
|-----|-----------------------------------------------------------------------------------------------------------------------|---|
| 8.4 | Does the system receive any<br>other aid and/or grants for<br>capital projects. Enter Y for<br>Yes, N for No. If yes, | N |
|-----|-----------------------------------------------------------------------------------------------------------------------|---|

complete one 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 |

#### Totals/Cash Balance

- |     |                                                                                                                                                                                                                                      |             |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 8.5 | <b>Total Aid and/or Grants</b><br>(total question #2 of Repeating Group #16 above)                                                                                                                                                   | \$0         |
| 8.6 | <b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects</b> (total questions 8.1, 8.2, 8.3, and 8.5)                                | \$1,015,073 |
| 8.7 | <b>NONREVENUE RECEIPTS</b>                                                                                                                                                                                                           | \$0         |
| 8.8 | <b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)                                                                                                                                         | \$1,015,073 |
| 8.9 | <b>CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2018.)</b> | \$1,133,490 |

#### Grand Total

- |      |                                                                      |             |
|------|----------------------------------------------------------------------|-------------|
| 8.10 | <b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9) | \$2,148,563 |
|------|----------------------------------------------------------------------|-------------|

## 9. Capital Fund Disbursements

#### Project Expenditures/Cash Balance

#### PROJECT EXPENDITURES

- |     |                         |           |
|-----|-------------------------|-----------|
| 9.1 | Total Construction      | \$853,664 |
| 9.2 | Incidental Construction | \$0       |

9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$853,664
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$853,664
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2019, for Public Library Systems)</b>	\$1,294,899

**Grand Total**

9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$2,148,563
------	------------------------------------------------------------------------------	-------------

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2020 - December 31, 2020

**PROJECTED OPERATING FUND - RECEIPTS**

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$29,109,013
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020 must be the same as the December 31, 2019, closing balance reported on Q7.63 of the 2019 annual report)	\$11,532,347
12.5		\$40,641,360

Grand Total Operating Fund  
Receipts, Budget Loans,  
Transfers and Ending Balance  
(total questions 12.1 through  
12.4)

#### PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$30,220,355
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2020)	\$10,421,005
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$40,641,360

#### PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$916,536
12.11	Nonrevenue Receipts	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2020, must be the same as the December 31, 2019, closing balance reported on Q9.9 of the 2019 annual report)	\$1,294,899
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$2,211,435

#### PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$2,211,435
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2020)	\$0
12.16	<b>Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)</b>	\$2,211,435

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

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

**Statutory Reference** Education Law § 272, 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 Reference** Education Law § 272, 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** Education Law § 273(12)(a)  
**(Supplemental):** 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**

Education Law § 273(1)(m)

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

13.1.1 Total Full-Time Equivalents (FTE) 6.89

13.1.2 Total Expenditure for Professional Salaries \$308,472

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

13.1.3 Total Full-Time Equivalents (FTE) 25

13.1.4 Total Expenditure for Other Staff Salaries \$1,109,549

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$788,92513.1.6 **Purchased Services:** Did the system expend funds for purchased services? N  
Enter Y for Yes, N for No.

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

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

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

13.1.7 **Total Expenditure - Purchased Services** \$013.1.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. N

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

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

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

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

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

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	\$24

13.1.11 **Total Expenditures - Travel** \$24

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

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

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

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$191,432

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

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

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

13.1.16 **Total Expenditures - Grants for Member Libraries** \$0

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7,** \$2,398,402

13.1.9, 13.1.11, 13.1.13,  
13.1.14, and 13.1.16)

13.1.18 **Cash Balance at the Opening of the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year. \$53,967

13.1.19 **Total Allocation from 2019 - 2020 State Aid:** \$2,371,147

13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$2,425,114

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$26,712

- 13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.
- The Public Library System Aid helped to support the wages and fringe benefits for staff members of various departments of Buffalo & Erie County Public Library (B&ECPL) 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 recently updated 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 Library Construction Aid 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. The "Book a Technology Trainer" program provides one on one training on the newest technologies. B&ECPL's "Launch Pad" has become a resource for those patrons with a creative flair; providing hi tech resources including 3D printer, audio and video studio space, as well as lo-tech resources and lo-tech options including sewing, knitting, and button making. B&ECPL's Interlibrary loan department continued to provide access to B&ECPL's collection to library users throughout the world. B&ECPL's telephone and online reference services provide assistance for patrons unable to come to a physical library. Also, B&ECPL's "Book a Librarian" program provided one on one assistance for patrons who require more specific assistance. 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**

- 13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services for CBA library materials? 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 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	Scola
3.	Expenditure	\$2,300

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Pronunciator
3.	Expenditure	\$14,900

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Proquest
3.	Expenditure	\$50,433

13.2.2 **Total Expenditure - Purchased Services** 67,633

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

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a 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

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

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

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

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

13.2.6	<b>Total Expenditure - Grants to Central/Co-Central Libraries</b>	\$0
13.2.7	<b>Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)</b>	\$67,633
13.2.8	<b>Cash Balance at the Opening of the Current Fiscal Year</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.2.9	<b>Total Allocation from 2019 - 2020 State Aid</b>	\$67,633
13.2.10	<b>Total Available Before Expenditures (total 13.2.8 + 13.2.9)</b>	\$67,633
13.2.11	<b>Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)</b>	\$0
13.2.12	<b>Final Narrative:</b> 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 a major database used by Buffalo & Erie County Public Library (B&ECPL)'s Central Library staff and patrons. 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. Also, B&ECPL used Central Library Book Aid for a database for region's ever increasing foreign language speaking population. Pronunciator is a language resource database offering instruction for beginner, intermediate and advanced students in 80 foreign languages. It also offers English instruction for speakers of 50 foreign languages including Arabic, Bengali, Nepali, Somali, Spanish and Vietnamese. SCOLA is another online resource for region's foreign language speakers, providing access to resources in 175 native languages, access to television programming from around the world, and language lessons.

### Central Library Development Aid

#### CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

**Reference:** Commissioners Regulations 90.4

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

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

Note: CLDA funds which are expended for library materials must be used for adult non-

fiction and foreign language, including electronic content.

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

13.3.1 Total Full-Time Equivalents (FTE) 2.11

13.3.2 Total Expenditure for Professional Salaries \$106,590

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

13.3.3 Total Full-Time Equivalents (FTE) 2.46

13.3.4 Total Expenditures for Other Staff Salaries \$87,956

13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$108,093

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

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

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

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

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

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

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

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

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

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

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

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

1. Type of travel System staff
2. Expenditure 1,232

13.3.11 **Total Expenditures - Travel** \$1,232

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

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

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

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

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

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

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

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

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$303,871

13.3.17 **Cash Balance at the Opening of the Fiscal Year** 45,622.00

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

13.3.18 **Total Allocation from 2019 - 2020 State Aid:** \$293,185

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$338,807

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** 34,936.00

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Central Library Development Aid (CLDA) helped sustain the Grosvenor Room/Special Collections department at the Central Library. Staff from the department respond to the bulk of Buffalo & Erie County's (B&ECPL) specialized email and telephone reference requests; and promote and exhibit the B&ECPL's the rare book collection, making the Central Library a focal point for tourism and research throughout Erie County and beyond. CLDA was utilized to supplement wages of staff who planned and implemented many of the programs and exhibits held at the Central Library. Staff members created "Telling the Story: Enslavement of African People in the United States"; an exhibit examining the history of slavery and its aftermath, using books, photos and other items from the B&ECPL's History of Slavery Collection from B&ECPL Rare Book Room. CLDA also provided funding for staff who assist library patrons in using public access computers and who shelve and retrieve items in the various collections throughout the building.

**Coordinated Outreach Library Services Aid**

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents (FTE) 1.02

13.4.2 Total Expenditure for Professional Salaries \$56,488

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

13.4.3 Total Full-Time Equivalents (FTE) 1.25

13.4.4 Total Expenditure for Other Staff Salaries \$43,075

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$78,047

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

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

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

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

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

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

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

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

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

13.4.9 **Total Expenditure - Supplies and Materials** 0

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

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

1.	Type of Travel	System staff
2.	Expenditure	\$157

13.4.11 **Total Expenditure - Travel** \$157

13.4.12 **Equipment and Furnishings:**

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

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

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

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

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

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

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

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$177,767

13.4.17 **Cash Balance at the Opening of the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year. \$101,424

13.4.18 **Total Allocation from 2019 - 2020 State Aid:** \$159,781

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$261,205

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$83,438

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities Buffalo & Erie County Public Library (B&ECPL) continued to provide a welcoming atmosphere at all its locations for persons with disabilities and continued to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach

carried out with these State Aid Funds.

services for the residents of Buffalo and the surrounding areas by providing programs and services at the 8 city branches. Staff members continued learning new disability technologies and trained additional staff throughout the System in 2019. The Central Library maintains an Assistive Technology Room (ATR), where patrons have access to various devices providing improved access including a Sorenson Video Phone which allows hearing impaired users to call Video Relay Services (VRS) connecting the callers who sign to an interpreter who then speaks to the hearing person being called. Bookmobile service continued in 2019 with the "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 four Job fairs in 2019. Two of these Job fairs are coordinated in partnership with the Erie County Office for People with Disabilities, matching employment opportunities to individuals with disabilities. B&ECPL has established a regular presence at Job Fairs throughout Erie County. Health and wellness initiatives continued to be an important outreach activities in 2019. Library staff participated in Health Fairs throughout the area and the Central Library continued to host 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 21th anniversary in 2019, keeping children reading during the summer months. The Children's Programming Team continue to offer "Sensory Story Time" for children with autism or those on the autistic spectrum. Library staff have also presented history related programs, in conjunction with the Library's ongoing exhibits "Buffalo Never Fails: the Queen City and World War I" and "Telling the Story: Enslavement of African People in the United States" for Middle and High School students in line with NYS educational standards. 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).

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

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a 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	\$7,651

13.5.2 **Total Expenditure - Purchased Services** \$7,651

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

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

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

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

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

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** 7,651.00

13.5.6 **Cash Balance at the Opening of the Fiscal Year:** \$197

NOTE: The opening balance must be the same as the

- closing balance from the previous year.
- 13.5.7 **Total Allocation from 2019 - 2020 State Aid** \$8,294
- 13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$8,491
- 13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$840
- 13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Buffalo & Erie County Public Library (B&ECPL) 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](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm)

for more information.

- 13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.
- 13.6.1 Total Full-Time Equivalents (FTE) 0
- 13.6.2 Total Expenditure for Professional Salaries \$0
- 13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.
- 13.6.3 Total Full-Time Equivalents (FTE) 1.35
- 13.6.4 Total Expenditure for Other Staff Salaries \$12,379
- 13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$1,203

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Other (specify using the State note)
2.	Provider of Services	Pioneer Library System
3.	Expenditure	\$30

13.6.7 **Total Expenditure - Purchased Services** 30

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$4,822

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$14,852

13.6.9 **Total Expenditure - Supplies and Materials** \$19,674

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

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

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

13.6.11 **Total Expenditure - Travel** \$0

13.6.12 N

**Equipment and Furnishings:**

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

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

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

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$33,286

13.6.15 **Cash Balance at the Opening of the Fiscal Year:**  
NOTE: The opening balance must be the same as the closing balance of the previous year. \$23,626

13.6.16 **Total Allocation from 2019 - 2020 State Aid:** \$43,250

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$66,876

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$33,590

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds  
The Buffalo & Erie County Public Library (B&ECPL) continues to provide library service to New York State Correctional facility inmates. During 2019, 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 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2019).

- 14.1 Element 1: Resource Sharing - Results  
"\*\*\*\*\*"[Cooperative Collection Development: Develop and maintain relevant traditional, electronic, and digital collections that reflect and support all B&ECPL libraries and their diverse

communities.] The centralized Collection Development Team orders print, media, and downloadable materials for all System libraries using System funds. In order to procure items that appeal to users and fulfill the B&ECPL's mission, the team maintains close contact with member library staff. Three surveys were sent to member libraries to gauge satisfaction with topics, formats and quantity of materials ordered. Collection Development staff visited 14 member library locations to discuss how resources are allocated to those locations and what improvements could be made. Staff suggestions totaled 507 titles, of which 76% were purchased. Member libraries were also provided with funding for local collection development. Nine "checklists" of pre-selected titles on a wide range of topics were provided throughout the year to facilitate ease of acquisition and to expedite cataloging and processing. Circulation totaled 6,635,641. Statistics and data on the number of holds placed were monitored to see where user demand was concentrated. In some cases, funds were transferred to respond to this demand. The demand for eBooks and eAudiobooks continued to increase. eBook additions totaled 16,100 volumes and eAudiobook additions totaled 4,133 volumes. Users are encouraged to submit suggestions directly to the Collection Development Team through an online form. 7,326 suggestions were received, of which 67% were purchased. [Integrated Library System: Implement, maintain, and enhance a next-generation Integrated Library System.] The 3rd full year of the multi-year contract with SirsiDynix was transitional, positioning the Integrated Library System (ILS) for future major upgrades. Symphony data was migrated to spacious and more efficient production and test servers. The public Enterprise catalog was upgraded from 4.5.1 to 5.0.0.11, with an additional step to 5.0.1 (and Web Services 2019.03.02) on the Test version. Staff responded to fewer than 15 questions, concerns, and suggestions submitted via the public "Tell us Your Feedback" contact form, a decrease of approximately 25% from 2018. The Syndetic Solutions third-party enrichment product was updated with a cleaner, more modern presentation of summaries, reviews, and author details. The display of magazine issue information was refreshed and simplified. An additional new titles list was created. A new automated renewal by phone system, i-Tiva by TalkingTech, was implemented. The SirsiDynix BLUEcloud Analytics (BCA) tool was used to track the use of grant-funded sports equipment through an expanded set of daily circulation, fine payment, overdue alert, and zip code analysis reports. Key staff were trained in advanced BCA techniques. [Delivery: Provide timely and efficient delivery via System vehicles.] Transport of all library materials, including new material and items to fill patron holds, is done through the B&ECPL Shipping Department at the Central Library. In addition, Interlibrary Loan (ILL) requests from outside the B&ECPL are delivered via the Shipping Department. An average of 211 delivery stops were made per week, a decrease from 2018 (218) due to alteration of delivery schedules in response to operating one less vehicle and staff turnover. Depending on the location of the material requested and the delivery destination,

materials requested from our catalog are available to the patron on average between 24-72 hours of the request. [Interlibrary Loan: Maintain efficiency and improve awareness of ILL services.] Interlibrary Library Loan (ILL) use increased exponentially with 6974 items loaned and 5,393 items borrowed. There was a 75% increase in lending and 7% in borrowing from 2018. In response to the growing popularity of the ILL service by B&ECPL patrons, the borrowing limit was doubled from 5 items to 10. B&ECPL continued to be part of the OCLC ILL group Libraries Very Interested in Sharing (LVIS). LVIS represents the first global OCLC no charge Resource Sharing Group agreement. By consistently streamlining work processes and procedures, B&ECPL was a net lender in sharing our diverse collection with libraries worldwide. [Digital Collections Access: Develop and maintain a digital collections website and enhance digital discoverability.] Eleven digital collections were added for a total of 43 digital collections with a use of 721,666 (81% increase from 2018).  
 .....

14.2 Element 2: Special Client Groups - Results

.....[Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.] System-wide adult tutoring and adult literacy programming totaled 2,355 with 5,134 attendees. This included 2,059 one-on-one programs for 2,073 attendees and 296 group adult literacy programs with 3,061 attendees. These numbers include adult English for Speakers of Other Languages (ESOL) programs. The majority of these programs were offered through the B&ECPL partner organization Literacy New York, as well as several public school districts. Adult digital literacy programs totaled 2,239 with 2,992 attendees. There were 141 group programs with 792 attendees and 2,098 one-on-ones with 2,200 attendees. [Coordinated Outreach: Partner with Member Libraries, government agencies, and community organizations to provide services and programming to Coordinated Outreach populations as defined by New York State Education Law A 273 (1) (h) (1).] Outreach efforts resulted in 646 programs with 43,309 attendees. Two large-scale health fairs were presented, attracting over 800 participants. In April, the "Active & Healthy Fair 2019" Health Fair offered information on active living for better health as well as free health screenings including hearing, bone density, blood pressure, cholesterol and BMI. With over 50 community organizations, schools and government agencies represented, the event focused on health issues most relevant to City of Buffalo residents residing in the five zip codes that suffer from the some of the worst disparities in health in all of Erie County. The event was anchored by a talk about health disparities in the African-American community given by Pastor George Nicholas of Lincoln Memorial United Methodist Church. In May, the Central Library hosted the 7th Annual Mental Health Awareness Informational Fair and Flash Mob, a family-friendly event which brought together over 30 area mental health organizations, professional speakers and interactive activities. "Wellness Wednesdays" held monthly at the Central Library

brought relevant health information to about 30 attendees each month in a format that enhanced health literacy. The Buffalo & Erie County Department of Health started a screening program at the Central Library the third Tuesday of the Month. Individuals can be screened discreetly for HIV, Hepatitis-C and learn more from nurses about issues that they may be of concern. The B&ECPL continues its collaboration with in-house partner, Restoration Society, Inc. (RSI) which serves individuals with a primary mental health diagnosis and provides a wide range of supportive services. The Erie County Health Department's Opiate Task Force provided quarterly training sessions for opiate overdose recognition and naloxone reversal; and doses of naloxone distributed to individuals completing the training. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile traveled 9,326 miles servicing all of Erie County, visited 14 senior living centers monthly, and made 8 bi-weekly stops to towns that do not have a public library. The Bookmobile also visited 2 charter schools, 1 homeschool collective organization, 1 adult mental health residence and 1 daycare center on a monthly basis. Programs totaled 106 with 8,588 attendees. There were 12,315 visits to the Bookmobile and 19,880 visits to the Bookmobile webpage. 12,619 items were circulated from the Bookmobile along with 13 computer sessions and 1,247 WiFi logins. The Bookmobile was "open" 954.5 service hours. [Partner with Member Libraries, government agencies, and community organizations to provide services to the unemployed/underemployed.] Staff in the Buffalo Branches participated in a Say Yes Buffalo Career Fair with 9 students expressing interest. Additional job fairs were sponsored by Senator Jacobs along with Roswell Park Comprehensive Cancer Center and two by New York State Department of Labor. A total of 3 fairs were held with 231 attendees. Additional programs/tabling opportunities on starting a business, staffing, legal issues, training and workplace services, hiring and recruitment, resume workshops, and a Business Plan Boot Camp were also held. Those were in partnership with Western New York Law Center Small Business Clinic, Northland Workforce Training Center, Erie County Department of Social Services, Erie County Department of Labor, New York State Department of Corrections, United States Census Bureau, Thrive Buffalo of United Way of Erie County, Buffalo Police Department, EOC, Business of Music, and Small Business Administration. A total of 121 sessions were held with 887 attendees. The Central Library's Adult Services Team's Job Outreach Program attracted over 2,264 participants. Four job fairs were held at the Central Library; each fair connected job seekers with over 37 employers and organizations. B&ECPL worked with the Erie County Office for People with Disabilities for two job fairs focused on job placement and services to individuals with disabilities. Over 1,000 individuals attended the four Central Library Job Fairs. Staff also participated in 9 offsite job fairs again reaching an additional thousand Erie County residence. The B&ECPL offered classroom training and tours for close to 200 job

seekers, in partnership with The Service Collaborative of Western New York, Veterans One-stop Center of WNY, the Department of Labor, Erie Community College and the Buffalo Public Schools Adult Education Program. B&ECPL staff attended Buffalo Stand Down, an outreach event for veterans seeking resources in literacy, searching for employment or starting a business. B&ECPL surveyed attendees using the Project Outcome Job Skills Survey, which measures the impact of services designed to improve the skills needed to find and apply for jobs and advance careers. 78 survey responses were collected. Of those who agreed or strongly agreed that they benefited from the service or program: 99% felt more knowledgeable about the job-search process, 97% will use what they learned in the job-search process, 98% felt more confident about the job-search process, and 99% were more aware of resources and services provided by the library. The Central Library's Adult Services Team continued its work with business development agencies, chambers of commerce and not-for-profit organizations that offer assistance to individuals starting or running businesses in Erie County. Six programs were conducted at the Central Library with 151 attendees. Seven additional programs were held with external partners at outside locations with 500 attendees. B&ECPL staff distributed surveys to program participants to collect data and insights about how their economic development services and programs are supporting community needs. B&ECPL surveyed patrons using the Project Outcome Economic Development Survey, which measures the impact of services designed to improve business start-up and development skills. 151 survey responses were collected. Of those who either agreed or strongly agreed that they benefited from the service or program: 94% felt more knowledgeable about what it takes to establish a business, 94% intend to apply what they learned, 95% felt more confident about establishing a new business, and 95% were more aware of resources and services provided by the library. [Ensure library accessibility and appropriate resources for immigrants, refugees, and new learners of the English Language.] English for Speakers of Other Languages (ESOL) programming totaled 1,269 programs with 6,573 attendees. This included 902 one-on-one programs with 907 attendees and 367 group programs with 5,666 attendees. B&ECPL staff attended two job/career fairs held by the Buffalo Public School Adult Education program, and arrangements were made to introduce the 84 graduates of the English as a New Language program to the available B&ECPL resources. B&ECPL continues to reach out to Community Partners with its "Cyber Caravan" Established with a grant (the American Dream" Grant) from ALA and Dollar General in 2018, the Cyber Caravan takes technology and library resources to B&ECPL partner's offsite locations 12 times reaching 400 individuals new to the United States. Six computers, a projector, wireless printer and mobile hotspot allowed Central Adult Services staff to work collaboratively with Journey's End Refugee Services, Inc., Jericho Road Community Health Center and Buffalo State Community Academic Center to introduce immigrants and refugees to new computer skills, English language/

citizenship tests resources, avenues to find employment and view YouTube videos that helped them understand their new community. The partnerships created through these visits have led to many new opportunities to meet the new Citizens in Erie County. Central Library Programming and outreach outside of the Cyber Caravan visits totaled 13 events reaching 763 individuals. [Correctional Facilities (State and County): Provide services to incarcerated populations and reach out to agencies working with individuals recently released from prison.] Circulation at both the Erie County Correctional Facility (ECCF) and Erie County Holding Center (ECHC) totaled 161,346 items, a decrease of 9.1% from 2018 (177,532 items), consistent with a decrease in inmate population counts. The loss-rate for high demand material continues to decline. Educational staff at the ECHC utilized 4 separate titles and previous Battle of the Books materials for group discussions and writing exercises. Inmates requested 85 resume packets and received assistance in preparing a resume to have upon release. The B&ECPL continues to collaborate with NYS Correctional Facilities at Collins, Gowanda, and Wende. [Youth Services (Youth to age 18 exclusive of Early Literacy): Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support local curriculum and New York state Education requirements.] Programs for youth to age 18, including one-on-one programs, totaled 5,624 programs and 63,599 attendees. This does not include programs for children 5 and under or intergenerational programs. Children's Services provided programming at the Central Library, branch and member libraries, as well as through outreach and off-site events. In-library programming included a significant commitment to classroom and group visits from public, private and charter schools ranging from Pre-K to grade 12 throughout Erie County. Programs offered an introduction to research skills, as well as history and team building in conjunction with the "Buffalo Never Fails: The Queen City World War I" exhibit and the "Telling the Story: Enslavement of African People in the United States" exhibit. The Bookmobile, Buffalo City Branches and Central Library brought programs to Buffalo Public Schools' (BPS) Saturday Academies, incorporating BPS' Raising a Reader program. Youth programs for the general public varied in size and scope. Large scale family programs like Take Your Child to the Library Day, Harry Potter Day @ the Library, and Spooky Library Party tapped into child and family friendly fun and attracted large crowds. "Drag Queen Family Time," brought diversity and gender fluidity programming to families and children of all ages. "Sprout Up!" a seed planting program for kids taught children about germination. A multi-week Maker Camp, sponsored by National Grid, emphasized science and technology. Rising Voices, a monthly book group for high school students, continued at the Central Library for teens to discuss current issues in society through the lens of young adult fiction. Central's Teen Advisory Group (TAG), an ongoing literacy based project, collaborated in Postcrossing, a worldwide postcard exchange program and helped to plan a Tween Manga Party for ages 10-12. TAG members also participated in the Collaborative

### Summer Library Program's Teen Video Challenge.

<https://m.youtube.com/watch?v=jAedXwMyoIY> The Central Library Teen Manga Club met monthly to brainstorm comic ideas, watch anime, and discuss manga. System-provided fun and informative programming at member libraries, including My Friends Make Me Happy! A Special Storytime Featuring the Works of Jan Thomas, Pom Pom Pals, To the Moon and Back, What Would You Do in Space?, Don't Let the Pigeon Have a Library Program, as well as Sensory Storytime, for children on the autism spectrum. Library staff attended numerous public and charter school family literacy nights, and community events. Off-site programs were offered with community partners including: YMCA Cans for Candy, Western New York Children's Book Expo, Mayor's Summer Reading Challenge Ceremony, Girls Run the World: Young Women's Empowerment Day, Tall Ships Festival, Touch a Truck at Explore & More Children's Museum, Nickel City Comic Con, Erie County Fall Festival, Buffalo Autism Linked Fair, First Night Buffalo and recurring children's programming at Canalside for 9 weeks during the summer. Summer Reading remained an important component of youth services to help prevent the loss of skills gained in school helps students prepare for the next grade. Summer reading programs consist of story times, performances with reading positive messages, and contests that incentivize summer reading. The "Battle of the Books" celebrated its 21st anniversary this year with over 400 attendees comprised of team members, coaches and family members. Summer Reading survey results demonstrated positive literacy outcomes. 357 survey responses were collected. Of the parents or caregivers who stated they benefited from the service or program: 90% reported their child maintained or increased their reading skills, 92% reported their child reads more often, 90% reported their child is a more confident reader, and 95% reported their child uses the library more often. Children's Services provided support to System Youth Services staff via semi-annual Youth Services Group training meetings (March - Summer Reading Planning, December - Yearly planning) and material support to System libraries by offering kits and other programming materials (Escape Room components, Active Play materials, STEM resources, Teen photo props, craft supplies and Ellison die cut orders). [Early Literacy (Birth to School Age with Parents/Caregivers): Provide birth to school-age children with diverse programs and services designed to enrich, enlighten, educate, stimulate imagination, and prepare children for the school environment.] Early literacy programs, including birth to school-age, parent/caregiver and combined audience programs, totaled 3,018 programs with 68,005 attendees. Children's Services provided early literacy programming at the Central Library, outreach events, and member libraries, including: Lapsit, Toddler and Preschool Storytimes, and Scooping, Pouring, Playing, Learning: Sensory Box Playtime. The Library visited the Children's Center at Erie County Family Court for storytelling, songs, fingerplays and puppetry; participated in the Buffalo Baby & Toddler Expo; and visited pediatric patients at John R. Oishei Children's Hospital to read

stories, sing songs and make crafts on a monthly basis. Updated toys and furnishings to support social development and family engagement were also provided in the Kids' Space at the Central Library. Parents and caregivers were surveyed with the PLA Project Outcome Early Childhood Literacy Survey, which measures the impact of services designed to improve early literacy and learning skills to prepare children ages 0 - 5 to succeed in school. 466 responses were collected. Of the parents or caregivers who stated they benefited from the service or program: 96% learned something they can share with their children, 94% feel more confident helping their children learn, and 94% intend to spend more time interacting with their children. Children's Services provided support to libraries system-wide via staff training (Early Literacy - 4 sessions (Child Development, Building Relationships, Setting the Environment & Extension Activities) and one session of Early Learning Spaces, a component of Ready to Read at New York Libraries. Material support through board books, kits, craft supplies and other programming materials were also provided (new & updated preschool/book-in-hand kits including Press Here, Pete the Cat and Green Sheep: 546 requests; Puppets: 65 requests, Big Books & Felt Stories: 50 requests; and play toy sets from the New York State Family Literacy Library Services - Music & Rhythm, Early Concepts Fun, Wheels on the Go, Active Play (parachute and tunnel) and Sand & Water Play). """"""""""

14.3 Element 3: Professional Development and Continuing Education - Results

[Inspire excellence in library services by increasing opportunities for continuing education/professional development and training for all B&ECPL staff.] The B&ECPL's technology trainers offered 36 1-on-1 trainings to staff on topics ranging from library eBook distribution and digital camera use, to laser cutting and home video conversion. Additionally, 1 full classroom training for staff on the 2020 Census took place, and several staff members attended 1 public class on TinkerCAD 3D modelling. A broad variety of training sessions were offered for employees, including targeted training for technology, customer service, and special populations. The B&ECPL increased engagement at outreach to staff system-wide by hosting training at contracting library locations. B&ECPL Human Resources worked with Enterprise Learning Solutions to develop and present Difficult Staff-Patron Situations, a library-specific customer service training, to 5 groups of staff in the spring of 2019. Sessions were hosted at multiple library locations. A manager-specific version of the training was offered. 124 employees attended. Quarterly classes were offered on a how to use various library databases, including: Consumer Resources, Resources for New Citizens, and Grant Writing and Non-Profit Information. The Development & Communications department offered 5 sessions of LibCal Refresher Training for using B&ECPL's online calendar. Training for working with special populations was provided through collaboration with community partners, including: 2 sessions of LGBTQ Cultural Competency (PRIDE Center of Western New York) and Racial Equity Impact Analysis Training (Say Yes Buffalo). The B&ECPL also offered webinars, including Accessibility & Online Multimedia Content

- and Serving Children with Autism Spectrum Disorder. Overall, the B&ECPL offered 60 programs to staff in 2019: 23 in-house training sessions, 26 live programs from external trainers, and 11 online modules. 3,836 employee training and development sessions (in-house, external, or online) were reported in 2019. Staff Development Day, offered biannually, was not held in 2019 resulting in a decrease in overall staff training sessions. [Foster an environment to ensure informed and active library trustees system-wide.] B&ECPL System Administration continued its effort to educate and inform Library System trustees. Training was conducted at 2 Association of Contracting Library Trustee (ACT) meetings and one half-day workshop. System Director Mary Jean Jakubowski provided individual training to contract library boards as requested. Trustees were notified of various webinars and training programs sponsored by the New York Library Association (NYLA), New York Library Trustees Association (LTA), and other relevant organizations. B&ECPL Administration continued to update the Trustee Website to facilitate access to current, relevant information and resources, and to foster communication among trustees. New System Trustees received an orientation/history of the B&ECPL, as well as a review of trustee responsibilities and a copy of the Handbook for Library Trustees of New York State 2018 edition. New contract library trustees were also provided a copy of the Handbook for Library Trustees of New York State 2018 edition.
- 14.5 Element 5: Consulting and Development Services - Results
- [Actively provide System resources designed to meet the varying needs expressed by member libraries.] The centralized Human Resources Department continued to improve upon its System-wide training strategy in 2019. Of the trainings provided, 20 of the 23 in-house training sessions (87.0%), 22 of the 26 speaker sessions (84.6%), and 9 of the 11 (81.8%) webinars were attended/viewed by member library staff. This represents an increase of 10.8%, decrease of 7.1%, and increase of 13.8% respectively. In-house training topics were designed to meet the needs of staff from all libraries, including: Budget Preparation Training, Discipline & Discharge at the B&ECPL, Early Childhood Education, Evaluating Performance During Probation, LibCal Refresher Training, State Report Non-Financial Help Session, and System Services Orientation. Online training was reviewed for relevance and accessibility to system libraries; whenever possible webinars were archived and made available on the staff intranet. The B&ECPL HR department also arranged and monitored the progress of system-wide compliance training; all B&ECPL staff were required to complete the online training modules Training for a Harassment-Free Workplace and Workplace Violence: The Early Warning Signs, hosted by Kantola Productions. A total of 654 employees completed the training between June and August. An additional 142 new employees completed the training as part of their new hire orientation throughout the year. [Provide advice and assistance to member libraries to ensure policies and governance meet legal requirements and reflect the organization's values.] Nine System-wide Policies were reviewed and amended (Bereavement Leave, Collection Development Policy, Confidentiality of Library Records

Policy, Equal Employment Opportunity & Anti-Harassment Policy, Free Direct Access Plan, Internet Safety and Acceptable Use Policy, Sexual Harassment Prevention Policy, Smoking Policy, Volunteer Program Policy). One new System-wide Policy was developed (Accessibility of Library Services Policy). Nine B&ECPL (Central Library/Buffalo Branch Libraries) were reviewed and amended (Building Access and Employee Identification Cards Policy, Central Library Access Ramp Rules, Conflict of Interest Policy, FOIL (Freedom of Information Law) Policy, Gift and Donor Recognition Policy, Policy for Cooperation with Organizations and Agencies, Procurement Policy, Rules of Conduct, Special Collections Development Policy, and Whistleblower Policy).

14.6 Element 6: Coordinated Services - Results

[Virtual Reference: Provide a variety of electronic referral points, which patrons and member libraries can rely on to answer any questions in a timely manner.] B&ECPL patrons had many ongoing avenues open for communication with the Library System. The 716-858-8900 telephone line continued to be available Monday through Saturday from 9 am to 5 pm, with additional service hours on Thursday evenings. Staff received reference, borrower account and Overdrive/eBook queries, comments and complaints, and made directional referrals. Most queries were handled on the spot, more complex questions were referred to subject departments where staff typically replied in 24 to 72 hours of receipt. "Contact Us" email portal remained accessible via the B&ECPL website 24/7. Queries were read Monday through Saturday and answered or referred. The AskUs 24/7 chat reference service was available to answer patron reference questions. B&ECPL member library staff had continued access to System-related information. The Staff Intranet, containing policies, forms, directories, statistics and avenues for communication with Administration and among staff via forums, was available on all staff workstations and through remote access. Staff members were provided with email accounts and announcements; memos and updates were sent regularly.

[Digitization Services: Provide local content management system and digitization services for prioritized special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] The Digitization Committee continued to fulfill its charge of developing, adapting, and implementing guidelines for facilitating the selection, digitization, storage, and electronic access to resources in the System's collections. The Committee provided ongoing expertise on types of projects to propose and possible funding options for outsourced digitization. A member library collection of local newsletters was digitized in-house and made available for the public. The Committee continued to maintain Omeka, an open-source internal management system, and facilitated system-wide collections on the consortium platforms New York Heritage and NYS Historic Newspapers. Backup was maintained by the IT Department and archival digital copies of projects were stored in the Rare Book Room vault. [(Other) General Coordinated Services for Members: Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operation

and outstanding service to the residents of Erie County.] The B&ECPL System provided access to 32 databases and 16 NOVELny databases in-library or remotely. Database searches totaled 258,544. \$328,471 was expended on databases, \$67,633 of which was paid through Central Library Book Aid. The Bookmobile spent 11 days at the Dudley Branch, Elma, and Grand Island libraries to ensure continuation of library services during time of closure due to construction. Additional services provided to member libraries included: consolidated purchasing services and supply fulfillment from the Business Office; publicity and graphics support for library programs and events from the Development and Communications Office; provision of Directors and Officers Insurance for the System board trustees and administrators, member library directors, and member library board trustees, Crime Insurance for library staff and all trustees, and General Liability Insurance for all libraries; administration of the E-Rate Program for all libraries; and centralized delivery services of materials to all libraries by the Shipping Department, as well as regular assessment of routes to ensure efficient and timely delivery.

14.7 Element 7: Awareness and Advocacy - Results

[Provide education and training to support Library System initiatives and services to library staff, trustees, volunteers, and the community.] The B&ECPL Development & Communications Department distributed 9 public surveys through online, in person, during outreach and in libraries. Over 6,000 responses were received. The System provided support materials to member library directors and managers on 3 occasions, including presentations on state, county and publisher (eBook) advocacy with elected and community officials and in preparation for Library Advocacy Day in Albany. Fundraising initiatives, public relations and marketing initiatives were addressed during 6 monthly Manager/Director Meetings. The B&ECPL issued 36 media releases /media invitations and presented, or co-presented 11 media events on topics including a new name dedication, advocacy, programming and fundraising. More than a dozen media interviews took place (TV, radio, print, social media) with the Library Director and Administrative staff on topics ranging from eBook advocacy to system-wide programs, Census 2020 and community partnerships. The B&ECPL issued 21 mass emails to 30,000- 45,000 library card holders who have opted in to receive messages on topics including the budget, programming, advocacy, fundraising events and system-wide promotions. Updated marketing materials were produced including the Return on Investment and Yearend Statistic posters and distributed in libraries. Information pertaining to the value of B&ECPL was posted on the B&ECPL system website and posted dozens of times on the System's social media pages. [Provide elected officials from all levels of government with information to increase awareness and promote library initiatives, programs, and services.] A total of 14 B&ECPL administrators, trustees, member library directors and staff attended NYLA Advocacy Day in Albany on February 27. The group gathered with libraries from across the state and met individually with Western New York members of the state Assembly and Senate. B&ECPL administrators and member

library directors, along with other library professionals in the region, attended 13 local meetings to discuss the importance of state funding with members of the Western New York Legislative delegation before the annual New York State budget vote. Nearly 1,000 printed letters were signed by library patrons and delivered to the WNY delegation in February/March 2019. For the second year, the Library System was invited to attend and present about the value of libraries at a local meeting of members of the Western New York State delegation of elected officials. The Library COO and CFO made a presentation. B&ECPL sent over 200 email messages to elected officials about Library programs, activities, initiatives and fundraising events. The B&ECPL's Return on Investment and Yearend Statistics posters were delivered to all Erie County, City of Buffalo and New York State elected officials. Additional advocacy, including a letter writing campaign, took place in late summer and early fall directed toward Macmillan Publishing, who began limiting eBook purchases made by public libraries in November 2019. At our urging, members of the Erie County Legislature followed suit, by unanimously approving a resolution to support the B&ECPL's stance against the eBook purchasing limit.

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results

[Actively foster and facilitate effective, efficient communication and collaboration between and among the Library System, member libraries, and all staff to better serve library users and the community.] B&ECPL managers and directors were surveyed on topics such as training, marketing, the LibCal calendar, summer reading, and special programming. Results were shared in meetings and posted on the Staff Intranet. B&ECPL Administration hosted 4 Staff Forums giving employees the opportunity to hear updates and ask questions. The forums were audio taped and posted on the Staff Intranet. Follow-up to the questions that were not answered during Staff Forums were sent by email and/or posted on the Staff Intranet. 24 email messages were sent to B&ECPL managers and directors about budgeting, advocacy, partnerships, policies and social media tools. More than 150 email messages were sent to all B&ECPL staff on topics ranging from training, System policies, partnerships, fundraising, advocacy, patron surveys and promotions. The online Staff Forum/Blog remained available on the Staff Intranet and was used by employees to share information and ask questions. B&ECPL Human Resources coordinated with member library directors at the Amherst Public Library, Cheektowaga Public Library, Hamburg Public Library, and Town of Tonawanda Public Library to host training opportunities in their locations throughout the year. 19 of the 49 live training sessions and 2 of the 8 webinar screenings conducted in 2019 were done in member library locations, an increase of 34.9% from 2018.

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

[Participate in collaborative programs and activities with other local or regional library systems and library consortia, as well as participate in statewide and national organizations.] B&ECPL was represented on all WNYLRC committees in 2019, including: the Committee for Health Information Access (Chair), Continuing Education Committee (Co-Chair), High School to College

Committee, Preservation Committee, Regional Advisory Committee, Resource Sharing Committee, and Western New York Library Assistants Committee. The B&ECPL had 2 representatives on NYLA's Public Libraries Section Board in 2019 and one representative on NYLA's Civil Service Task Force. Another staff member represents the B&ECPL on the Board of Directors and Board of Trustees for the Labor Management Healthcare Fund. B&ECPL staff attended many national, state, and regional conferences in 2019, including: Accounting Principles & Procedures Conference (1 attendee); ALA Annual Conference (1); Association of Moving Image Archivist Conference (1); Counted In (Census) Conference (1); Computers in Libraries Conference (1); Connected Learning Summit (1); COSUGI SirsiDynix Conference (4); Foundation Center Network Days (1); Genealogical Institute on Federal Records (1); LibraryCon! 2019 (2); LiveWell Kickoff Conference (1); NAEYC Annual Conference (1); National Small Business Week Virtual Conference (2); New York Archives Conference (1); NYGovBuy Conference (1); NYLA Annual Conference (9); NYLA's YSS Spring Conference (4); NYSPELRA Annual Conference (1); Play. Make. Learn. Conference (1); PULISDO Conference (1); SirsiDynix Connections Summit (1); SLJTeen Live! 2019 (1); Supercharged Storytimes (8); Spring Fever Conference (1); Western New York STEAM Conference (1); and WNYLRC's Intersect Unconference (13).

14.10 Element 10: Construction - Results

[Support the replacement, renovation, rehabilitation, and addition of library buildings and infrastructure through system-wide coordination of the State Aid for Libraries Construction Program.] System staff assisted in coordinating, providing guidance, and reviewing a total of 6 projects submitted for 2019-2020 Library Construction Aid with recommended funding totaling \$1,558,809. Those projects include: Audubon Library, Amherst, Expansion Phase 2 emphasizing additional children's space; Boston Free Library HVAC replacement; Crane Branch Library, Buffalo, Improvements Phase 2: Renovation; Eden Library Air Conditioning System Replacement; Ewell Free Library, Alden, Partial Roof, Circulation Desk and Carpet Replacement; and North Collins Public Library HVAC Replacement. The Leroy R. Coles, Jr. Branch Library had an elevator/vestibule/storage addition was completed changing the square footage from 8,659 to 11,279 square feet. [Assist member libraries with facility planning in an effort to achieve welcoming environments and efficient, sustainable library buildings and grounds.] B&ECPL continued multi-year phased work to convert lighting at the Central Library and Buffalo Branch libraries to more efficient LED lighting. National Grid rebates helped lower the net cost. The phased work performed in 2018 at the 400,000 sq. ft. Central Library building was a key factor in lowering 2019 electric usage by 336,780 kWh (11.4%), saving \$25,047 using 2019 average rates. B&ECPL staff expanded LED conversion efforts providing guidance, assistance, for LED conversion projects at the Clarence, Elma, Grand Island, Marilla, and Orchard Park libraries. The System provided local match funding, which combined with the System's successful applications

for National Grid and NYSEG rebates, covered the full cost of these conversions.

- 14.11 Element 11: Central Library - Results  
 [Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the Buffalo & Erie County Public Library System. In addition, funds will be used to support improved service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] Central Library Book Aid (CLBA) was used to purchase foreign language material and databases. Ten libraries received titles in 1 or more of the following languages: Arabic, French, German, Karen, Spanish, Swahili. CBLA was also used for 2 databases for the region's foreign language speaking population. Pronunciator offers instruction for beginner, intermediate and advanced students in 80 foreign languages. SCOLA provides authentic foreign language resources in more than 175 native languages; and receives and re-transmits foreign TV programming from around the world. CBLA was used to provide continued access to patrons and staff to major databases. B&ECPL continued to offer access to ProQuest's Ancestry Library and Heritage Quest, online resources for patrons doing genealogical research. These resources continued to have high use in the Central Library's Grosvenor Room, a center for local history and genealogical research. Central Library Development Aid (CLDA) helped sustain the Central Library's Grosvenor Room. Grosvenor Room staff responds to the bulk of B&ECPL's specialized email and telephone requests. The Special Collections Division continued to promote and exhibit the B&ECPL's the Rare Book Collection, making the Central Library a focal point for tourism and research throughout and beyond Erie County. CLDA was utilized to supplement wages of Special Collections staff who planned and implemented many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection. In February, a new exhibit: Telling the Story: Enslavement of Africans in the United States was installed and opened in the Grosvenor Rare Book Display Room. The exhibit describes the history of slavery in the United States to emancipation. First person narratives documents and other related material from the Rare Book History of Slavery Collection is highlighted in the exhibit. CLDA also provided staff to assist library patrons in using public access computers and staff members to shelve and retrieve items in the various collections throughout the building.
- 14.12 Element 12: Direct Access - Results  
<https://www.buffalolib.org/system-wide-policies/free-direct-access-plan>
- 14.13 Element 13: Other Goal(s) - Results  
 N/A

## 15. Current system URL's

- 15.1 System Home Page URL  
[www.buffalolib.org](http://www.buffalolib.org)
- 15.2 URL of Current List of Members  
<https://www.buffalolib.org/locations-and-hours>

15.3	URL of Current Governing Bylaws	<a href="https://www.buffalolib.org/board-trustees/bylaws">https://www.buffalolib.org/board-trustees/bylaws</a>
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A
15.6	URL of Central Library Plan	<a href="https://www.buffalolib.org/sites/default/files/library-system/2017-2021%20Central%20Library%20Plan%20FINAL-a.pdf">https://www.buffalolib.org/sites/default/files/library-system/2017-2021%20Central%20Library%20Plan%20FINAL-a.pdf</a>
15.7	URL of Direct Access Plan	<a href="https://www.buffalolib.org/system-wide-policies/free-direct-access-plan">https://www.buffalolib.org/system-wide-policies/free-direct-access-plan</a>

## 16. Assurance and Contact Information

### CONTACT INFORMATION

16.1	Contact name (person completing report)	Angela Pierpaoli
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(716) 858-7161
16.3	Contact e-mail address	pierpaolia@buffalolib.org

### ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	4/16/2019
------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

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

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State 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 number and extension only):	7168587161
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each	Thank you. No additional comment.

comment/suggestion refers to.  
Thank You!

# Buffalo and Erie County Public Library Annual Report for Library Systems - 2019 (Public Library Systems 2019)

## 1. General System Information

- 1.17 URL of the system's complete Plan of Service **Note:** Due to migration to an updated Drupal platform, all of our urls differ from last year's.
- 1.20 Federal Employer Identification Number **Note:** Federal Employee Identification Number listed here is for the County of Erie, who maintains the banking and employment records for the BECPL. The BECPL has a separate tax identification number of 16-6032029.
- 1.23 School District **Note:** In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. **Note:** Leroy R. Coles, Jr. Branch Library - January-May 2019 - Basement meeting/library space unavailable due to construction. Dudley Branch Library was closed 11/18/19 through the end of the year for construction. It didn't re-open until 1/13/2020.

## 2. Personnel Information

No Notes

## 3. System Membership, Outlets and Governance

- 3.17 Indicate the year the system building underwent a major renovation costing \$25,000 or more **Note:** Elevator was completed in 2019.
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Bucki served as a holdover trustee from January 2017 through March 2017 when reappointed.
- Repeating Group 8
9. Term Begins - Month **Note:**

Trustee El-Behairy is filling the remainder of Wayne Wisbaum's term who was serving as a holdover trustee and then expired during that term. That term was to run from January 2015 through December 2019. Trustee El-Behairy was appointed in March 2019. Trustee El-Behairy is currently serving as a holdover trustee for the new term to run from January 2020 through December 2024 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

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).

**Note:** Trustee K. Johnson was appointed December 2017 to fill the remainder of Phyllis Horton's term for which Ms. Horton was serving as a holdover trustee. That term was from January 2015 through December 2019. Trustee Johnson is currently serving as a holdover trustee for this term. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 2

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

**Note:** Trustee Bedenko served a full term from January 2015 through December 2019. Trustee Bedenko is currently serving as a holdover trustee for the new term to run from January 2020 through December 2024 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

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

**Note:** Trustee El-Behairy is filling the remainder of Wayne Wisbaum's term who was serving as a holdover trustee and then expired during that term. That term was to run from January 2015 through December 2019. Trustee El-

remainder of a term of a trustee who resigned their position).

Behairy was appointed in March 2019. Trustee El-Behairy is currently serving as a holdover trustee for the new term to run from January 2020 through December 2024 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 1

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

**Note:**

Trustee K. Johnson was appointed December 2017 to fill the remainder of Phyllis Horton's term for which Ms. Horton was serving as a holdover trustee. That term was from January 2015 through December 2019. Trustee Johnson is currently serving as a holdover trustee for this term. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 2

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

**Note:**

Trustee Bedenko served a full term from January 2015 through December 2019. Trustee Bedenko is currently serving as a holdover trustee for the new term to run from January 2020 through December 2024 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 5

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

**Note:**

Trustee Berlow served as a holdover trustee from January 2019 through October 2019 when reappointed.

Repeating Group 6

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

**Note:**

Trustee Burd served as a holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 8

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

**Note:**

Trustee El-Behairy is filling the remainder of Wayne Wisbaum's term who was serving as a holdover trustee

and then expired during that term. That term was to run from January 2015 through December 2019. Trustee El-Behairy was appointed in March 2019. Trustee El-Behairy is currently serving as a holdover trustee for the new term to run from January 2020 through December 2024 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 9

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

**Note:** Trustee Gist served as a holdover trustee from January 2016 through October 2016 when reappointed.

Repeating Group 10

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

**Note:** Trustee Housh served as a holdover trustee from January 2019 through March 2019 when reappointed.

Repeating Group 11

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

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

Repeating Group 12

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

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

Repeating Group 13

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

**Note:** Trustee Panty served a full term from January 2013 through December 2017. Trustee Panty served as a holdover trustee from January 2018 through October 2019 when reappointed.

**4. Public Library System Transactions and Collections**

4.21 Video - Downloadable Units **Note:** No new downloadable videos purchased in 2019.

**5. System Services**

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

**Note:** A web server logging configuration error is the likely cause for the decline.

5.25 Total items provided (loaned)

**Note:** Having a full year (2019) in Libraries Very Interested in Sharing consortium (LVIS) contributed to the large increase. In addition, streamlining processes and procedures contributed to quicker response time in lending (meaning we fulfilled more requests before it went on to another lender in the queue).

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

**Note:**

i. Other (describe using the State note) **Note:** Due to multiple months of personnel changes causing short staff and the loss of a vehicle, the delivery schedules were routinely altered to fit the needs of the system. 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

Repeating Group 1

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

Repeating Group 4

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

Repeating Group 5

1. Service provided **Note:** B&ECPL provides reading material and story times to Children whose parents have meetings, appointments or hearing dates with Erie County Family Court.

Repeating Group 3

2. Number of facilities/institutions served **Note:** The Bookmobile visits facilities where patrons attend schools or live, in which we offer all library materials and the opportunity for special accommodations with collections and due dates. (Baker Victory School – school for the developmentally disabled and Ebenezer Square Apts - housing for adults with psychiatric disabilities.)

Repeating Group 6

2. Number of facilities/institutions served **Note:** B&ECPL provides Reading material and story time to Children unable to leave the hospital.  
 Does the system charge fees for any program or service?  
 5.86 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. **Note:** The Bookmobile visits schools, a Head Start program, and various afterschool programs to offer library materials, programming and technology to students who would otherwise not have access to a library. The Central Library Launch Pad also meets monthly with two different Boys and Girls Clubs to promote STEAM and STEM activities.

**6. Operating Funds Receipts**

6.36 **Note:**

Special Legislative Grants and Member Items

This amount is made up of \$45,000 awarded to B&ECPL libraries from NYS Assembly members. \$3,750 is the balance of an award from Rep Schimminger for our Riverside location.

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

**Note:** In 2019, BECPL received a one time award for \$25,000 from the NYS Council on the Arts.

Repeating Group 1

1. Receipt category

**Note:** This represents proceeds for library charges included fines, lost books, printing and copy machines.

Repeating Group 2

1. Receipt category

**Note:** This represents proceeds from rental of space within the Central Library. Tenants are non-for-profit agencies that following the Library's mission. Included is New York Literacy, Young Audiences of Western New York, Hispanic Heritage Council, and Buffalo Presidential Center.

Repeating Group 3

1. Receipt category

**Note:** This represents proceeds commissions received from vendors providing services to the Central Library

Repeating Group 4

1. Receipt category

**Note:** This represents other revenues that do not fit into any other category, primarily the contractual return to system payments from B&ECPL member libraries (\$369,212)

## 7. Operating Fund Disbursements

7.11 Central Library Aid (CLDA/CBA)

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

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)

**Note:** This amount represents payments to B&ECPL Member libraries of NYS Legislative funds. In 2018, BECPL transfer \$254,500 to its Members. No transfers were made in 2019.

7.24 Computer Equipment

**Note:** Increase over prior year is due to purchase of replacement equipment including computers, servers, and printers. Many of the items replaced were in excess of 7 years old.

7.41 Postage and Freight

**Note:** Increase due to additional mailings made for during the summer of 2019.

7.44 Fees for Consultants and Professionals - Please include a State Note with the

**Note:** Note: Professional Fees in excess of \$10,000 Bond Schoeneck & King (Legal) \$62,902 Unique Management (Collection Agency) \$40,964 Erie County Purchasing

consultants' or vendors' names and a brief description of the service(s) provided.

(Procurement) \$31,732 ESC Conservation (Rare Book Conservation) \$19,000 Lothrop Assoc LLP (Architect) \$16,777 Joy Kuebler Landscape Architect PC (Architect Consult) \$ 15,102

Note: Western NY Library Resource Council (AskUs 24/7) \$6,897. Western NY Library Resource Council (Institutional Membership) \$1,841. New York Library

- 7.45 Professional Organization Memberships for which dues are being paid.

**Note:** Association (Excelisor Membership)\$2,500. New York Library Association (Organizational Membership) \$2,442. Buffalo Niagara Partnership (Institution) \$3,887. Public Library Systems Directors Organization \$400.

Repeating Group 1

- 1. Expense category

**Note:** This category represents expenditures for Electronic Assess for Buffalo & Erie County Public Library. This includes charges for OCLC services, access for Integrated Library System, and corresponding support services.

Repeating Group 2

- 1. Expense category

**Note:** This category represents expenditures that do not fit into any other categories: Small equipment purchases, rentals and repairs; Clothing Supplies; Training & Education; Insurance, and Other Expenses.

- 7.51 From Local Public Funds (73PF)

**Note:** Interest on Bonds issues by the County of Erie on behalf of the Buffalo & Erie County Public Library

- 7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)

**Note:** In 2019, BECPL received \$1,015,073 in construction grant funding. In 2018 BECPL received \$820,237

- 7.87 **Total Bank Balance** (total question #2 of Repeating Group #15)

**Note:** Buffalo & Erie County Public Library funds are pooled in the same bank accounts as the funds for Erie County, managed by the Erie County Comptroller.

**8. Capital Fund Receipts**

CASH BALANCE –  
Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2019.

- 8.9 (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2018.)

**Note:** Awaiting completion of construction projects at Central Library and Crane Branch.

**9. Capital Fund Disbursements**

- 9.1 Total Construction

**Note:** Expenses related to Construction projects at Central Library and East Delavan (Coles) branch library

## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

Repeating Group 1

1. Type of travel
- Central Library staff members will travel to outside organizations highlighting the collection and services available at the Central Library. These sessions focus on the Library's Rare Book Collection and Local History collections.
- Note:** available at the Central Library. These sessions focus on the Library's Rare Book Collection and Local History collections.

Repeating Group 1

1. Expenditure Category
- Correctional Facility Training Day held at Pioneer Library System on October 23, 2019
- Note:** Correctional Facility Training Day held at Pioneer Library System on October 23, 2019

## 14. Summary of Library System Accomplishments

No Notes

## 15. Current system URL's

- 15.4 URL of Evaluation Form **Note:** No survey was conducted this year.
- 15.5 URL of Evaluation Results **Note:** No survey was conducted this year.

## 16. Assurance and Contact Information

No Notes

## Suggested Improvements

No Notes