

# Buffalo and Erie County Public Library Annual Report for Library Systems - 2023 (Public Library Systems 2023)

## 1. General System Information

### System / Director Information

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<br>Public Library |
| 1.4  | Beginning Reporting Year                             | 01/01/2023                                |
| 1.5  | Ending Reporting Year                                | 12/31/2023                                |
| 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<br>(enter 10 digits only and hit the Tab key)  | (716) 858-8900  |
| 1.15 | Fax Number (enter 10 digits only)  | (716) 845-9053  |
| 1.16 | System Home Page URL   | www.buffalolib.org  |
| 1.17 | URL of the system's complete Plan of Service   | <a href="https://www.buffalolib.org/about-becpl/five-year-plan">https://www.buffalolib.org/about-becpl/five-year-plan</a> |
| 1.18 | Population Chartered to Serve (2020 Census)  | 954,236   |
| 1.19 | Area Chartered to Serve (square miles)   | 1,043   |
| 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  | John  |
| 1.25 | Last Name of System Director   | Spears  |
| 1.26 | NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.       | XE4MA7Z   |
| 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  | spearsj@buffalolib.org  |
| 1.33 | Fax Number of the System Director<br>(enter 10 digits only and hit the Tab key)  | (716) 845-9052  |
| 1.34 | Name of Outreach Coordinator   | Andrew Maines   |

**Contracts / Unusual Circumstances**

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

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 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) 35  
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                      | 0             |
|      | 90.3(f) - Vacant Position FTE                              |               |
| 2.10 | Certified Librarians - Filled Position(s)                  | 36            |
|      | FTE  |               |
| 2.11 | Certified Librarians - Vacant Position(s)                  | 5.06          |
|      | FTE  |               |
| 2.12 | Outreach Coordinator (certified) per CR                    | 1             |
|      | 90.3 (1)(2)(iii) - Filled Position FTE                     |               |
| 2.13 | Outreach Coordinator (certified) per CR                    | 0             |
|      | 90.3 (1)(2)(iii) - Vacant Position FTE                     |               |
| 2.14 | <b>Total Certified Librarians - Filled</b>                 | <b>38.00</b>  |
|      | <b>Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b> |               |
| 2.15 | <b>Total Certified Librarians - Vacant</b>                 | <b>5.06</b>   |
|      | <b>Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b> |               |
| 2.16 | Total Other Professional Staff - Filled                    | 0             |
|      | Position(s) FTE  |               |
| 2.17 | Total Other Professional Staff - Vacant                    | 0             |
|      | Position(s) FTE  |               |
| 2.18 | Total Other Staff - Filled Position(s) FTE                 | 151.35        |
| 2.19 | Total Other Staff - Vacant Position(s)                     | 28.86         |
|      | FTE  |               |
| 2.20 | <b>Total Paid Staff - Filled Position(s) FTE</b>           | <b>189.35</b> |
|      | <b>(total questions 2.14 + 2.16 + 2.18)</b>                |               |
| 2.21 | <b>Total Paid Staff - Vacant Position(s) FTE</b>           | <b>33.92</b>  |
|      | <b>(total questions 2.15 + 2.17 + 2.19)</b>                |               |

#### SALARY INFORMATION

|      |   |           |
|------|---|-----------|
| 2.22 | Entry-Level Librarian (certified) FTE     | 1         |
| 2.23 | Entry-Level Librarian (certified) Current | \$48,011  |
|      | Annual Salary                             |           |
| 2.24 | System Director FTE                       | 1         |
| 2.25 | System Director Current Annual Salary     | \$185,000 |

### 3. System Membership, Outlets and Governance

#### Service Outlets / Meetings / System Council

#### 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 | 2023                                   |
| 3.18 | Square footage of the system building   | 403,000                                |
| 3.19 | Branches of the Library System  | 8                                      |
| 3.20 | Bookmobiles   | 2                                      |
| 3.21 | Reading Centers   | 0                                      |
| 3.22 | Other Outlets   | 2                                      |
| 3.23 | <b>Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)</b>               | 13                                     |
| 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 Years |

**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.**

|      |   |   |
|------|---|---|
| 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 |
|------|---|---|

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 2-17 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](#). **Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.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.  | Office Held or Trustee   | President                  |
| 10. | Term Begins - Month  | January                    |
| 11. | Term Begins - Year (yyyy)  | 2020                       |
| 12. | Term Expires - Month or N/A  | December                   |
| 13. | Term Expires - Year (YYYY) or N/A  | 2024                       |
| 14. | 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                        |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/01/2021                 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/01/2021                 |
| 17. | Is this a brand new trustee?   | N                          |
- 
- |    |            |            |
|----|------------|------------|
| 1. | Status     | Filled     |
| 2. | First Name | Carima     |
| 3. | Last Name  | El-Behairy |

|     |  |                               |
|-----|--|-------------------------------|
| 4.  | Institutional Affiliation  | Buffalo Heritage Carousel     |
| 5.  | Professional Title   | Executive Director            |
| 6.  | Mailing Address  |                               |
| 7.  | City   |                               |
| 8.  | Zip Code (enter five digits only)  |                               |
| 9.  | Office Held or Trustee   | Other (Add State Note)        |
| 10. | Term Begins - Month  | January                       |
| 11. | Term Begins - Year (yyyy)  | 2020                          |
| 12. | Term Expires - Month or N/A  | December                      |
| 13. | Term Expires - Year (YYYY) or N/A  | 2024                          |
| 14. | 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                           |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 12/17/2021                    |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 12/17/2021                    |
| 17. | Is this a brand new trustee?   | N                             |
| 1.  | Status   | Filled                        |
| 2.  | First Name   | Joel                          |
| 3.  | Last Name  | Moore                         |
| 4.  | Institutional Affiliation  | Erie County Surrogate's Court |
| 5.  | Professional Title   | Attorney                      |
| 6.  | Mailing Address  |                               |
| 7.  | City   |                               |
| 8.  | Zip Code (enter five digits only)  |                               |
| 9.  | Office Held or Trustee   | Other (Add State Note)        |
| 10. | Term Begins - Month  | January                       |
| 11. | Term Begins - Year (yyyy)  | 2022                          |
| 12. | Term Expires - Month or N/A  | December                      |
| 13. | Term Expires - Year (YYYY) or N/A  | 2026                          |

14. 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
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 12/28/2016
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/28/2016
17. Is this a brand new trustee? N
1. Status Filled
2. First Name Alan
3. Last Name Bedenko
4. Institutional Affiliation Smith, Sovick, Kendrick & Sugnet PC
5. Professional Title Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Office Held or Trustee Other (Add State Note)
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2020
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2024
14. 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
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/01/2021
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/01/2021
17. Is this a brand new trustee? N
1. Status Filled
2. First Name Michael



|     |  |                        |
|-----|--|------------------------|
| 3.  | Last Name  | Amodeo                 |
| 4.  | Institutional Affiliation  | Supreme Court          |
| 5.  | Professional Title   | Confidential Law Clerk |
| 6.  | Mailing Address  |                        |
| 7.  | City   |                        |
| 8.  | Zip Code (enter five digits only)  |                        |
| 9.  | Office Held or Trustee   | Trustee                |
| 10. | Term Begins - Month  | January                |
| 11. | Term Begins - Year (yyyy)  | 2023                   |
| 12. | Term Expires - Month or N/A  | December               |
| 13. | Term Expires - Year (YYYY) or N/A  | 2027                   |
| 14. | 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                    |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/04/2023             |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/04/2023             |
| 17. | Is this a brand new trustee?   | N                      |
| 1.  | Status   | Filled                 |
| 2.  | First Name   | Kathleen               |
| 3.  | Last Name  | Bucki                  |
| 4.  | Institutional Affiliation  | n/a                    |
| 5.  | Professional Title   | Librarian              |
| 6.  | Mailing Address  |                        |
| 7.  | City   |                        |
| 8.  | Zip Code (enter five digits only)  |                        |
| 9.  | Office Held or Trustee   | Trustee                |
| 10. | Term Begins - Month  | January                |
| 11. | Term Begins - Year (yyyy)  | 2022                   |
| 12. | Term Expires - Month or N/A  | December               |

|     |  |                    |
|-----|--|--------------------|
| 13. | Term Expires - Year (YYYY) or N/A  | 2026               |
| 14. | 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                |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 01/14/2022         |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 01/14/2022         |
| 17. | Is this a brand new trustee?   | N                  |
| 1.  | Status   | Filled             |
| 2.  | First Name   | Lucy               |
| 3.  | Last Name  | Candelario         |
| 4.  | Institutional Affiliation  | The Belle Center   |
| 5.  | Professional Title   | Executive Director |
| 6.  | Mailing Address  |                    |
| 7.  | City   |                    |
| 8.  | Zip Code (enter five digits only)  |                    |
| 9.  | Office Held or Trustee   | Trustee            |
| 10. | Term Begins - Month  | January            |
| 11. | Term Begins - Year (yyyy)  | 2023               |
| 12. | Term Expires - Month or N/A  | December           |
| 13. | Term Expires - Year (YYYY) or N/A  | 2027               |
| 14. | 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                |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/04/2023         |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/04/2023         |
| 17. | Is this a brand new trustee?   | N                  |
| 1.  | Status   | Filled             |
| 2.  | First Name   | John               |

|     |  |                                  |
|-----|--|----------------------------------|
| 3.  | Last Name  | Craik                            |
| 4.  | Institutional Affiliation  | Mother Cabrini Health Foundation |
| 5.  | Professional Title   | Program and Grants Officer       |
| 6.  | Mailing Address  |                                  |
| 7.  | City   |                                  |
| 8.  | Zip Code (enter five digits only)  |                                  |
| 9.  | Office Held or Trustee   | Trustee                          |
| 10. | Term Begins - Month  | January                          |
| 11. | Term Begins - Year (yyyy)  | 2024                             |
| 12. | Term Expires - Month or N/A  | December                         |
| 13. | Term Expires - Year (YYYY) or N/A  | 2028                             |
| 14. | 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                              |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 02/16/2024                       |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 02/16/2024                       |
| 17. | Is this a brand new trustee?   | N                                |
| 1.  | Status   | Filled                           |
| 2.  | First Name   | Theodore                         |
| 3.  | Last Name  | Johnson                          |
| 4.  | Institutional Affiliation  | Hadley Exhibits President        |
| 5.  | Professional Title   |                                  |
| 6.  | Mailing Address  |                                  |
| 7.  | City   |                                  |
| 8.  | Zip Code (enter five digits only)  |                                  |
| 9.  | Office Held or Trustee   | Trustee                          |
| 10. | Term Begins - Month  | January                          |
| 11. | Term Begins - Year (yyyy)  | 2021                             |

|     |  |            |
|-----|--|------------|
| 12. | Term Expires - Month or N/A  | December   |
| 13. | Term Expires - Year (YYYY) or N/A  | 2025       |
| 14. | 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        |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/07/2021 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/07/2021 |
| 17. | 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.  | Office Held or Trustee   | Trustee    |
| 10. | Term Begins - Month  | January    |
| 11. | Term Begins - Year (yyyy)  | 2021       |
| 12. | Term Expires - Month or N/A  | December   |
| 13. | Term Expires - Year (YYYY) or N/A  | 2025       |
| 14. | 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        |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/01/2021 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/01/2021 |
| 17. | Is this a brand new trustee?   | N          |
| 1.  | Status   | Filled     |

2. First Name Elaine
3. Last Name Panty
4. Institutional Affiliation n/a
5. Professional Title Retired
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2023
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2027
14. 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
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 11/04/2019
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 11/04/2019
17. Is this a brand new trustee? N

1. Status Filled
2. First Name Christopher
3. Last Name Sasiadek
4. Institutional Affiliation Rupp Pfalzgraf LLC
5. Professional Title Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Office Held or Trustee Trustee
10. Term Begins - Month February
11. Term Begins - Year (yyyy) 2022

12. Term Expires - Month or N/A December  
13. Term Expires - Year (YYYY) or N/A 2026  
14. Is this trustee serving a full term? If No, 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).  
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/10/2022

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/10/2022

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Christine

3. Last Name Bartholomew

4. Institutional Affiliation University at Buffalo

5. Professional Title Professor

6. Mailing Address

7. City

8. Zip Code (enter five digits only)

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2024

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2028

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

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/16/2024

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/16/2024

17. 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.  | Office Held or Trustee   | N/A    |
| 10. | Term Begins - Month  | N/A    |
| 11. | Term Begins - Year (yyyy)  | N/A    |
| 12. | Term Expires - Month or N/A  | N/A    |
| 13. | Term Expires - Year (YYYY) or N/A  | N/A    |
| 14. | 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    |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | N/A    |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | N/A    |
| 17. | Is this a brand new trustee?   |        |
| 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.  | Office Held or Trustee   | N/A    |
| 10. | Term Begins - Month  | N/A    |
| 11. | Term Begins - Year (yyyy)  | N/A    |

12. Term Expires - Month or N/A N/A
13. Term Expires - Year (YYYY) or N/A N/A
14. 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
15. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
17. Is this a brand new trustee?

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

3.29 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) N

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. 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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

- |    |                           |   |
|----|---------------------------|---|
| 1. | Status                    | Filled  |
| 2. | First Name                | Clifford  |
| 3. | Last Name                 | Bell  |
| 4. | Institutional Affiliation | Buffalo African American Museum, Deacon Lutheran Church of Our Savior |
| 5. | Professional Title        | Community Activist  |
- 
- |    |            |        |
|----|------------|--------|
| 1. | Status     | Filled |
| 2. | First Name | Frank  |



|    |                           |  |
|----|---------------------------|--|
| 3. | Last Name                 | Cammarata  |
| 4. | Institutional Affiliation | Erie County Office for People with Disabilities  |
| 5. | Professional Title        | Executive Director   |
| 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                | Katie  |
| 3. | Last Name                 | Earl   |
| 4. | Institutional Affiliation | Erie County Senior Services  |
| 5. | Professional Title        | Coordinator of Volunteer Training and Development<br>Coordinator of Volunteer Training and Development |
| 1. | Status                    | Filled   |
| 2. | First Name                | Dorinda  |
| 3. | Last Name                 | Darden   |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library   |
| 5. | Professional Title        | Assistant Deputy Director, System Services   |
| 1. | Status                    | Filled   |
| 2. | First Name                | Andrew   |
| 3. | Last Name                 | Maines   |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library   |
| 5. | Professional Title        | Librarian III, Manager of Mobile Services, Institutional Services, and Interlibrary Loan               |
| 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                | Jacob  |
| 3. | Last Name                 | Rachwal  |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library   |
| 5. | Professional Title        | Librarian II Health and wellness outreach specialist. Designated Title II representative for B&ECPL System |
| 1. | Status                    | Filled   |
| 2. | First Name                | Carol  |
| 3. | Last Name                 | Kowalik-Happy  |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library   |
| 5. | Professional Title        | Librarian III, Manager of System Adult Outreach Services   |
| 1. | Status                    | Filled   |
| 2. | First Name                | David  |
| 3. | Last Name                 | Wantuck  |
| 4. | Institutional Affiliation | DAS Deaf Access Services   |
| 5. | Professional Title        | Community Engagement Specialist  |
| 1. | Status                    | Vacant   |
| 2. | First Name                | N/A  |
| 3. | Last Name                 | N/A  |
| 4. | Institutional Affiliation | N/A  |
| 5. | Professional Title        | N/A  |

## 4. Public Library System Transactions and Collections

### Borrowers / Visits / Circulation / Holdings

|     |                                       |         |
|-----|---------------------------------------|---------|
| 4.1 | Number of registered system borrowers | 118,729 |
| 4.2 | System Visits                         | 597,691 |

### CIRCULATION

|      |  |           |
|------|--|-----------|
| 4.3  | Total Cataloged Book Circulation                           | 640,612   |
| 4.4  | Total Circulation of Other Materials                       | 330,891   |
| 4.5  | Physical Item Circulation (Total questions 4.3 & 4.4)      | 971,503   |
| 4.6  | Use of Electronic Material                                 | 1,900,038 |
| 4.7  | Successful Retrieval of Electronic Information             | 158,675   |
| 4.8  | Electronic Content Use (Total Questions 4.6 & 4.7)         | 2,058,713 |
| 4.9  | Total Circulation of Materials (Total Questions 4.5 & 4.6) | 2,871,541 |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9)           | 3,030,216 |

### GENERAL SYSTEM HOLDINGS

|      |   |           |
|------|---|-----------|
| 4.11 | Total Cataloged Book Holdings                                     | 1,458,165 |
| 4.12 | Uncataloged Book Holdings   | 86,055    |
| 4.13 | Total Print Serial Holdings                                       | 407,240   |
| 4.14 | All Other Print Materials Holdings                                | 844,815   |
| 4.15 | Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14) | 2,796,275 |
| 4.16 | Electronic Books  | 136,089   |
| 4.17 | Local Electronic Collections                                      | 26        |
| 4.18 | Total Number of NOVELny Databases                                 | 15        |
| 4.19 | Total Electronic Collections ( Total questions 4.16 + 4.17 )      | 136,115   |

|      |   |         |
|------|---|---------|
| 4.20 | Audio - Downloadable Units  | 105,858 |
| 4.21 | Video - Downloadable Units  | 8,922   |
| 4.22 | Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.) | 6,420   |
| 4.23 | <b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>   | 257,330 |

#### **Holdings Continued**

##### Non-Electronic Materials

|      |   |           |
|------|---|-----------|
| 4.24 | Audio - Physical Units  | 91,982    |
| 4.25 | Video - Physical Units  | 99,007    |
| 4.26 | Other Non-Electronic Materials  | 13,896    |
| 4.27 | <b>Total Other Materials Holdings (Total questions 4.24 through 4.26)</b> | 204,885   |
| 4.28 | <b>Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)</b>         | 3,258,490 |

#### **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.   | Electronic Resource Management                                   | No         |
| j.   | Digital Collections Management                                   | No         |
| 5.3  | Identify ILS system vendor                                       | SirsiDynix |
| 5.4  | How many member libraries fully participate in the ILS?          | 22         |
| 5.5  | <b>% of member libraries participating (calculated field)</b>    | 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               | 1,490,715  |
| 5.9  | Number of new titles added by the system in the reporting year   | 38,365     |
| 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 | <b>Total new titles (total questions 5.9 through 5.11)</b>       | 38,365     |

## 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 system(s)? (Enter Y for Yes, N for No) N

5.16 Number of titles in the system's union catalog 1,490,715

5.17 Number of holdings in the system's union catalog 3,358,469

5.18 Number of new titles added in the last year 38,365

5.19 Number of holdings added in the last year 269,113

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 Edu.**

### VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 7,615,493

### SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 9,237

5.26 Total items received (borrowed) 6,489

5.27 Total requests provided (loaned) unfilled 7,946

5.28 Total requests received (borrowed) unfilled 758

5.29 **Total interlibrary loan activity (total questions 5.25 through 5.28)** 24,430

### 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 Yes

f. Commercial carrier (e.g., UPS, DHL, etc.) No

g. Other (specify using the note) No

5.31 Number of stops (pick-up and delivery sites per week) 186

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

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

5.32 Number of sessions 0

5.33 Number of participants 0

**Continuing Education Cont.**

**Technology**

5.34 Number of sessions 13

5.35 Number of participants 332

**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 3

5.41 Number of participants 1,205

**Planning and Evaluation**

5.42 Number of sessions 0

5.43 Number of participants 0

**Awareness and Advocacy**

5.44 Number of sessions 0

5.45 Number of participants 0

**Trustee/Council Training**

5.46 Number of sessions 2

5.47 Number of participants 103

**Special Client Populations**



5.48 Number of sessions 0

5.49 Number of participants 0

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

5.50 Number of sessions 0

5.51 Number of participants 0

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

5.52 Number of sessions 2

5.53 Number of participants 30

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

5.54 Number of sessions 1

5.55 Number of participants 17

**General Adult Services**

5.56 Number of sessions 1

5.57 Number of participants 10

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

1. Topic Employee Health

2. Number of sessions 2

3. Number of participants 25

1. Topic Employee Safety

2. Number of sessions 1

3. Number of participants 36

1. Topic Customer Service

2. Number of sessions 2

3. Number of participants 26

1. Topic Children's Services Birth to High School

|      |   |       |
|------|---|-------|
| 2.   | Number of sessions  | 1     |
| 3.   | Number of participants  | 21    |
| 5.59 | <b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)   | 28    |
| 5.60 | <b>Grand Total Participants</b> (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)   | 1,805 |
| 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 note)  | Yes |
| j. | N/A  | No  |

## CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

Note: If "Other" is selected, please add a Note of explanation.

|      |   |     |
|------|---|-----|
| 5.63 | Consulting with member libraries and/or branches on grants, and state and federal funding | Y   |
| 5.64 | Consulting with member libraries and/or branches on funding and governance                | Y   |
| 5.65 | Consulting with member libraries and/or branches on charter and registration work         | Y   |
| 5.66 | Consulting with member libraries and/or branches on automation and technology             | Y   |
| 5.67 | Consulting with member libraries and/or branches on youth services                        | Y   |
| 5.68 | Consulting with member libraries and/or branches on adult services                        | Y   |
| 5.69 | Consulting with member libraries and/or branches on physical plant needs                  | Y   |
| 5.70 | Consulting with member libraries and/or branches on personnel and management issues       | Y   |
| 5.71 | Consulting with state and county correctional facilities                                  | Y   |
| 5.72 | Providing information to local, county, and state legislators and their staffs            | Y   |
| 5.73 | Providing system and member library information to the media                              | Y   |
| 5.74 | Providing website development and maintenance for member libraries                        | Y   |
| 5.75 | Other Consulting and Technical Assistance Services not listed above - Add Note            | N/A |

## REFERENCE SERVICES

|      |                              |        |
|------|------------------------------|--------|
| 5.76 | Total Reference Transactions | 72,048 |
|------|------------------------------|--------|

Special Clients / Fees

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

5.77 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  |

5.78 Number of BOOKS BY MAIL loans 5,934

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

5.80 Number of State Correctional Facilities libraries served 2

5.81 Number of County Jails libraries served 2

5.82 Number of institutions served other than jails or correctional facilities 1

5.83 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 26

1. Service provided Head Start/Schools/Boys and Girls Clubs

2. Number of facilities/institutions served 7

- |    |  |   |
|----|--|---|
| 1. | Service provided                         | Facilities for people with disabilities   |
| 2. | Number of facilities/institutions served | 5   |
| 1. | Service provided                         | Materials for partnering agencies mentoring and teaching English as a Second Language to Immigrants/Refugees. |
| 2. | Number of facilities/institutions served | 3   |
| 1. | Service provided                         | Erie County Family Court  |
| 2. | Number of facilities/institutions served | 1   |
| 1. | Service provided                         | Services for recently released prisoners.   |
| 2. | Number of facilities/institutions served | 2   |

5.84 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 5.85.

Y

5.85 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   | \$29,637,817 |
| 3. | Subject to Public Vote (Enter Y for Yes, N for No, or N/A) | N            |

4. Written Contract (Enter Y for Yes, N for No, or N/A) N

6.2 **Total County Funding** \$29,637,817

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$29,637,817

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

6.6 Central Library Services Aid \$365,386

6.8 Conservation/Preservation Grants \$18,798

6.9 Construction for Public Libraries Aid \$1,267,350

6.10 Coordinated Outreach Services Aid \$183,835

6.11 Correctional Facilities Library Aid \$43,798

6.12 County Jails Library Aid \$8,399

6.18 Local Library Services Aid - Kept at System \$97,436

6.19 Local Library Services Aid - Distributed to Members \$201,425

6.20 **Total LLSA (total questions 6.18 and 6.19)** \$298,861

6.21 Local Services Support Aid \$206,517

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$1,695,422

6.27 Public Library System Supplementary Operational Aid \$215,151

**State Aid**

6.36 Special Legislative Grants and Member Items \$185,000

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 State Library
2. Amount \$6,886

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$6,886

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$4,495,403

### 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. Y

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 IMLS
2. Amount \$2,746

### Federal Aid / Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$2,746

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$2,746

**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. N

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

- 1. Contracting Agency N/A
- 2. Contracted Service N/A
- 3. Total Contract Amount N/A

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

**MISCELLANEOUS RECEIPTS**

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$554,704

6.53 Income from Investments \$232,103

**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 \$104,108
- 1. Receipt category Rental of Real Property



|      |  |              |
|------|--|--------------|
| 2.   | Amount   | \$29,637     |
| 1.   | Receipt category   | Commissions  |
| 2.   | Amount   | \$12,127     |
| 1.   | Receipt category   | Misc         |
| 2.   | Amount   | \$89,826     |
| 6.57 | <b>Total Other Miscellaneous Receipts</b><br>(total question #2 of Repeating Group #12 above)  | \$235,698    |
| 6.58 | <b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)  | \$1,022,505  |
| 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) | \$35,158,471 |
| 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, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) | \$17,550,992 |
| 6.67 | <b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER</b><br>(Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)  | \$52,709,463 |

## 7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

### STAFF EXPENDITURES

Salaries

|     |   |              |
|-----|---|--------------|
| 7.1 | System Director and Certified Librarians                                    | \$2,611,222  |
| 7.2 | Other Staff   | \$7,333,842  |
| 7.3 | <b>Total Salary and Wages Expenditures</b><br>(total questions 7.1 and 7.2) | \$9,945,064  |
| 7.4 | Employee Benefits Expenditures  | \$4,466,959  |
| 7.5 | <b>Total Staff Expenditures</b> (total<br>questions 7.3 and 7.4)            | \$14,412,023 |

### COLLECTION EXPENDITURES

|     |   |             |
|-----|---|-------------|
| 7.6 | Print Materials Expenditures  | \$370,603   |
| 7.7 | Electronic Materials Expenditures   | \$523,260   |
| 7.8 | Other Materials Expenditures  | \$119,462   |
| 7.9 | <b>Total Collection Expenditures</b> (total<br>questions 7.6 through 7.8) | \$1,013,325 |

### GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

|      |   |             |
|------|---|-------------|
| 7.10 | Local Library Services Aid (LLSA)   | \$201,425   |
| 7.11 | Central Library Services Aid (CLSA)   | \$0         |
| 7.15 | Other State Aid/Grants (e.g.,<br>Construction, Special Legislative or Member<br>Grants) | \$145,000   |
| 7.16 | Federal Aid   | \$0         |
| 7.17 | Other cash grants paid from system<br>funds   | \$168,289   |
| 7.18 | <b>Total Cash Grants</b> (total questions 7.10<br>through 7.17)                         | \$514,714   |
| 7.19 | Book/Library Materials Grants   | \$2,159,102 |
| 7.20 | Other Non-Cash Grants   | \$9,779,235 |

7.21 **Total Grants to Member Libraries** \$12,453,051  
(total questions 7.18 through 7.20)

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22 Bookmobile \$0  
7.23 Other Vehicles \$0  
7.24 Computer Equipment \$465,634  
7.25 Furniture/Furnishings \$163,258  
7.26 Other Capital Expenditures \$538,344  
7.27 **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) \$1,167,236

Capital Cont. / Operation and Maintenance / Misc.

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28 From Local Public Funds (71PF) \$508,441  
7.29 From Other Funds (71OF) \$658,795  
7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) \$1,167,236

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$121,809  
7.32 From Other Funds (72OF) \$221  
7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$122,030  
7.34 Other Building & Maintenance Expenses \$803,002  
7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$925,032

**MISCELLANEOUS EXPENSES**

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$62,279

|      |   |           |
|------|---|-----------|
| 7.37 | Office and Library Supplies   | \$118,207 |
| 7.38 | Equipment   | \$114,199 |
| 7.39 | Telecommunications  | \$79,213  |
| 7.40 | Publicity and Printing  | \$136,017 |
| 7.41 | Travel  | \$20,466  |
| 7.42 | Fees for Consultants and Professionals -<br>Please include a Note with the consultants' or<br>vendors' names and a brief description of the<br>service(s) provided. | \$450,050 |
| 7.43 | Membership Dues - Please include a<br>State Note listing Professional Organization<br>Memberships for which dues are being paid.                                    | \$11,623  |
| 7.44 | Does the system have other<br>miscellaneous expenses in categories not listed in<br>questions 7.36 through 7.43? Enter Y for Yes, N<br>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 | Elect Access |
| 2. | Amount           | \$252,821    |
| 1. | Expense category | Insurance    |
| 2. | Amount           | \$140,497    |
| 1. | Expense category | Prgm Supply  |
| 2. | Amount           | \$126,895    |
| 1. | Expense category | Postage      |
| 2. | Amount           | \$70,538     |
| 1. | Expense category | T&E Expense  |
| 2. | Amount           | \$61,736     |
| 1. | Expense category | Misc         |
| 2. | Amount           | \$39,469     |

**Miscellaneous Cont. / Contracts / Debt Service**

|      |   |             |
|------|---|-------------|
| 7.45 | <b>Total Other Miscellaneous Expenses</b><br>(total question #2 of Repeating Group #13) | \$691,956   |
| 7.46 | <b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.44 and 7.46)        | \$1,684,010 |

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

7.47 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 |

7.48 **Total Contracts** (total question #3 of Repeating Group #14 above) \$0

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

|      |   |           |
|------|---|-----------|
| 7.49 | From Local Public Funds (73PF)                                      | \$582,479 |
| 7.50 | From Other Funds (73OF)   | \$0       |
| 7.51 | <b>Total Capital Purposes Loans</b> (total questions 7.49 and 7.50) | \$582,479 |

**Transfers**

Other Loans

|      |   |           |
|------|---|-----------|
| 7.52 | Other Loans   | \$0       |
| 7.53 | <b>Total Debt Service</b> (total questions 7.51 and 7.52) | \$582,479 |

7.54 **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, 7.46, 7.48, and 7.53)** \$32,237,156

## TRANSFERS

Transfers to the Capital Fund

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

7.56 From Other Funds (76OF) \$1,642,350

7.57 **Total Transfers to Capital Fund** (total questions 7.55 and 7.56; same as question 8.2) \$1,642,350

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

7.59 **Total Transfers** (total questions 7.57 and 7.58) \$1,642,350

7.60 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.54 and 7.59) \$33,879,506

Cash Balance / Grand Total / Audit / Bank Balance

7.61 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2023)** \$18,829,957

7.82 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.60 and 7.61) \$52,709,463

## 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.

7.83 Last audit performed (mm/dd/yyyy) 12/31/2022

7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/2022-12/31/2022

7.85 Indicate type of audit (select one from drop-down): Private Accounting Firm

### ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution N/A  
2. Amount of funds on deposit \$18,829,957

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15) \$18,829,957

7.87 Does the system have a Capital Fund? Y  
Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.

## 8. Capital Fund Receipts

### State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local Sources** \$0  
8.2 **Transfer From Operating Fund** \$1,642,350  
(same as question 7.57)

### STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

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

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

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

### Totals / Cash Balance

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

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$1,642,350

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$1,642,350

8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$2,397,883

**Grand Total**

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$4,040,233

## 9. Capital Fund Disbursements

**Project Expenditures / Cash Balance**

### PROJECT EXPENDITURES

9.1 Total Construction \$2,087,883

9.2 Incidental Construction \$120,018

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$2,207,901

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

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0



9.8 **TOTAL DISBURSEMENTS - Total** \$2,207,901  
**Project Expenditures, Transfer to Operating**  
**Fund, and Total Nonproject Expenditures (total**  
**questions 9.5 through 9.7)**

9.9 **CLOSING CASH BALANCE IN** \$1,832,332  
**CAPITAL FUND at the End of the Current**  
**Fiscal Year (December 31, 2023, for Public**  
**Library Systems)**

Grand Total

9.10 **TOTAL DISBURSEMENTS AND** \$4,040,233  
**CASH BALANCE (total questions 9.8 and 9.9)**

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2024 - December 31, 2024

### PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts** \$32,990,883  
**(include Local Aid, State Aid, Federal Aid,**  
**Contracts and Miscellaneous Receipts)**

12.2 **Budget Loans** \$0

12.3 **Total Transfers** \$0

12.4 **Cash Balance/Ending Balance in** \$18,829,957  
**Operating Fund at the end of the previous**  
**fiscal year**  
**(For Public Library Systems, opening balance**  
**on January 1, 2024 must be the same as the**  
**December 31, 2023, closing balance reported on**  
**Q7.61 of the 2023 annual report)**

12.5 **Grand Total Operating Fund Receipts,** \$51,820,840  
**Budget Loans, Transfers and Ending Balance**  
**(total questions 12.1 through 12.4)**

### PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 **Total Operating Fund Disbursements** \$34,167,592  
**(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)**

|      |   |                     |
|------|---|---------------------|
| 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, 2024) | \$17,653,248        |
| 12.9 | <b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>                         | <b>\$51,820,840</b> |

**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)   | \$461,039          |
| 12.11 | Nonrevenue Receipts  | \$0                |
| 12.12 | <b>Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)</b> | <b>\$1,832,332</b> |
| 12.13 | <b>Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)</b>   | <b>\$2,293,371</b> |

**PROJECTED CAPITAL FUND - DISBURSEMENTS**

|       |  |                    |
|-------|--|--------------------|
| 12.14 | Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)  | \$2,293,371        |
| 12.15 | Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2024) | \$0                |
| 12.16 | <b>Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)</b>            | <b>\$2,293,371</b> |

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

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

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

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

**Statutory Reference (Supplemental):** Education Law § 273(11)(a)  
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

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

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

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

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

**13.1.1 Total Full-Time Equivalent (FTE) 4.98**

**13.1.2 Total Expenditure for Professional Salaries \$303,260**

**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 Equivalent (FTE) 19.12**

**13.1.4 Total Expenditure for Other Staff Salaries \$1,178,333**

**13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.** \$750,870

**13.1.6 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** \$0

**13.1.8 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?** 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 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.** N

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

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

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

**13.1.12 Equipment and Furnishings: Did the system expend funds for equipment 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.** \$201,425

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

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

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

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

**13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$2,433,888

**13.1.18 Cash Balance at the Opening of the Fiscal Year** \$44,561

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

**13.1.19 Total Allocation from 2023 - 2024 State Aid: \$2,415,951**

**13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$2,460,512**

**13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$26,624**

**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, 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 at any of the 37 physical locations throughout the County of Erie. In addition, this aid assisted in meeting the personnel costs in B&ECPL's Technology Services department that 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 continued 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 were also responsible for the maintenance of the public website. The website provides 24/7 access to B&ECPL's various electronic and downloadable materials. This year saw the continuation of B&ECPL's Chromebook and Hotspot lending program, making it possible for patrons to borrow a Chromebook and/or a Hotspot for their personal use. Though available at various locations throughout the System, the program is maintained by Technology Services staff in conjunction with the System Borrower Services team. In 2023, the Technology Services department completed a multiyear system wide computer replacement project ensuring that all public and staff computers were upgraded to Windows 11. Library Basic Aid also 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 of B&ECPL's "TechKnow 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. Consolidation of utility purchases, office and library supplies purchases, and equipment purchases, resulting in both cost and timesaving 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. The Human Resources department provided much needed support to the various departments and locations of B&ECPL system. B&ECPL'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 for the member libraries to cover operational costs.

**CENTRAL LIBRARY SERVICES AID (CLSA)**

**Statutory** Education Law § 273(1)(b)  
**Reference:** Commissioners Regulations 90.4  
Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.  
Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.  
See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

**13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).**

|               |  |                 |
|---------------|--|-----------------|
| <b>13.2.1</b> | <b>Total Full-Time Equivalents (FTE)</b>           | <b>1</b>        |
| <b>13.2.2</b> | <b>Total Expenditure for Professional Salaries</b> | <b>\$66,328</b> |

**13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).**

|               |  |                  |
|---------------|--|------------------|
| <b>13.2.3</b> | <b>Total Full-Time Equivalents (FTE)</b>           | <b>2.77</b>      |
| <b>13.2.4</b> | <b>Total Expenditures for Other Staff Salaries</b> | <b>\$165,723</b> |

**13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).** \$125,522

**13.2.6 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.**

|           |                             |            |
|-----------|-----------------------------|------------|
| <b>1.</b> | <b>Expenditure Category</b> | <b>N/A</b> |
| <b>2.</b> | <b>Provider of Services</b> | <b>N/A</b> |
| <b>3.</b> | <b>Expenditure</b>          | <b>N/A</b> |

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

**13.2.8 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.** 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 applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

|    |                      |   |
|----|----------------------|---|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Expenditure          | \$69,300  |

**13.2.9 Total Expenditure - Supplies and Materials** \$69,300

**13.2.10 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 travel; if no, enter N/A for questions 1 and 2 of one repeating group.

|    |                |     |
|----|----------------|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure    | N/A |

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

**13.2.12 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

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

**13.2.14 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

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

**13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) \$426,873**

**13.2.17 Cash Balance at the Opening of the Fiscal Year 127,003.00**  
NOTE: The opening balance must be the same as the closing balance of the previous year.

**13.2.18 Total Allocation from 2023 - 2024 State Aid: \$365,386**

**13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) \$492,389**

**13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) 65,516.00**

**13.2.21 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 Services Aid was used 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 continued its access to Ancestry Library an excellent online resource for patrons doing genealogical research. These funds support the Central Library's Grosvenor Room, a center for local history and genealogical research, used by local patrons, as well as researchers both nationally and internationally. Staff from the department respond to specialized email and telephone reference requests related to local history. Staff also provide access to the rarest items of the Library's collection to researchers upon special request. Staff members also organize exhibits in the Central Library's Rare Books Display area highlighting specific items from the Library's collection. The current exhibit: Four Centuries of Bookbinding: The Jordan Collection, highlight items from B&ECPL's collection with "Bindings from the Renaissance, through the Arts & Craft and Art Nouveau movements and into the mid-twentieth century... representative of the artistry of fine binding...all are important for their historical significance." <https://www.buffalolib.org/whats-happening/four-centuries-bookbinding-jordan-collection>

**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)           | 1.49     |
| 13.4.2 | Total Expenditure for Professional Salaries | \$97,194 |

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

|        |  |     |
|--------|--|-----|
| 13.4.3 | Total Full-Time Equivalents (FTE)          | 0   |
| 13.4.4 | Total Expenditure for Other Staff Salaries | \$0 |

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$38,853

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

- |    |                      |                                     |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure          | \$1,348                             |

13.4.9 **Total Expenditure - Supplies and Materials** 1,348

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    | \$110        |

13.4.11 **Total Expenditure - Travel** \$110

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

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

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

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

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

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

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

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

13.4.16 **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)** \$137,505

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$89,885

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

13.4.18 **Total Allocation from 2023 - 2024 State Aid:** \$183,835

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$273,720

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$136,215

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

Buffalo & Erie County Public Library (B&ECPL) continues to provide a welcoming atmosphere at all its locations for persons with disabilities and continues to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach services for the residents of Buffalo and the surrounding areas by providing programs and services available throughout the County of Erie. "Library by Mail", a free service providing library materials to homebound patrons continues to expand. This program allows those who would otherwise be unable to take advantage of the Library's resources, by having the requested items sent for use directly to a patron's location, currently with 342 homebound patrons and circulated over 5,900 items. Mobile services continued in 2023 with the "Library on Wheels bookmobile" as well and the Library2Go van. In addition to providing a traditional materials collection and programs, the mobile units offer free Wi-Fi and laptops for public use, with over 20,000 visitors and over 52,000 items circulated. B&ECPL's System Adult Outreach Services and System Youth Outreach Services continued to reach out to and collaborate with community organizations and educational institutions as well as in-house partners Literacy Buffalo New York, Project Flight and Young Audience of Western New York Arts for Learning WNY. During 2023, System Adult Outreach Services held various events to benefit the people of Western New York including Wellness at Central, Mental Health Awareness Day, several job fairs, and business development workshops. For the young adults, System Youth Outreach Services held the 24th Annual Battle of the Books, as well as programs throughout the summer that encouraged literacy, STEM skills, and creativity through the availability of "Take and Make Crafts" and "On Demand Crafting" programs. During the school year, Library staff would worked with local schools to arrange visits to the various Library locations, as well as visit schools directly to help introduce students to the limitless possibilities of the Library.

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 incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalents (FTE) 0

13.5.2 Total Expenditure for Professional Salaries \$0

13.5.3-13.5.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalents (FTE) .1

13.5.4 Total Expenditures for Other Staff Salaries \$1,680

13.5.5 Employee Benefits: Indicate the total expenditures for all system employee benefits \$759

13.5.6 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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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          | \$5,563                             |

13.5.9 **Total Expenditure - Supplies and Materials** \$5,563

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 8,002.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$15,460

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

13.5.12 **Total Allocation from 2023 - 2024 State Aid** \$8,399

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$23,859

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$15,857

13.5.15 **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) continue 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 that engage the population and provide educational opportunities. B&ECPL continues 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.





**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 incarcerated individual. 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)           | .1      |
| 13.6.2 | Total Expenditure for Professional Salaries | \$7,499 |

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)          | .51      |
| 13.6.4 | Total Expenditure for Other Staff Salaries | \$16,054 |

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,995

13.6.6 **Purchased Services:** Does 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 |

13.6.7 **Total Expenditure - Purchased Services** 0

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.

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 | Books and other print materials     |
| 2. | Expenditure          | \$19,124                            |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure          | \$1,660                             |

13.6.9 **Total Expenditure - Supplies and Materials** \$20,784

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

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

- |    |                |                                  |
|----|----------------|----------------------------------|
| 1. | Type of Travel | Other (specify using Note field) |
| 2. | Expenditure    | \$1,017                          |

13.6.11 **Total Expenditure - Travel** \$1,017

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and 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)** \$52,349

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$55,190

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

13.6.16 **Total Allocation from 2023 - 2024 State Aid:** \$43,798

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$98,988

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$46,639

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. The Collins 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, and continuing education services for facility librarians, as well as the purchase and delivery of new books and other materials.

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## 14. Summary of Library System Accomplishments

### System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2023).

#### 14.1 Element 1: Resource Sharing - Results

[Cooperative Collection Development: Develop and maintain collections that reflect and support all B&ECPL libraries and their diverse communities.] Collection Development ordered print, media, and downloadable materials for all member libraries and oversees the on-demand checkout of eBooks, eAudiobooks, music albums, and digital video via hoopla. Over \$250,000 was allocated to member libraries to supplement centralized selection and address local community needs. Member libraries were sent 2 surveys to gauge satisfaction with topics, formats, and quantity of materials ordered; received 3 training sessions on weeding, collection management, and embracing diversity; and 8 "checklists" of pre-selected titles were provided. The "Collection Connections Crew" was piloted to provide member libraries guidance on collection management; and developed new initiatives. Overall circulation totaled 6,940,637. 51,067 eBooks and 81,916 eAudiobooks were added with circulation exceeding 1.9 million digital checkouts. 136,130 items were added in traditional print and media formats. On-demand access is available via hoopla to over 1.5 million digital titles in a variety of formats. 62% of 8,565 online suggestions were purchased. 181 Arabic Language Books and 175 Spanish Language Books were allocated to 10 libraries. Holds were monitored and additional copies ordered to meet demand. [Integrated Library System: Support, maintain and enhance an Integrated Library System (ILS) that responds to user needs.] The Library has completed its second year of a 5-year renewal with SirsiDynix. SirsiDynix released regular system upgrades for BLUEcloud Central and BLUEcloud Analytics. Monthly first-time circulation reports (without renewals) and full circulation reports (with renewals) are now generated in response to auto renewals. Cash drawer software (Cash Management) was implemented at the Crane, Isaías González-Soto, and Dudley Libraries. MARC authority updates are now running quarterly. Patrons now receive cleaner, more visually appealing HTML notices pertaining to their holds, overdue status, and charge information; and now have the ability to opt into charge (checkout) history. [Delivery: Provide timely and efficient delivery services via System vehicles and by mail.] Transport of all library materials within the B&ECPL System is done through the Shipping Department at the Central Library. An average of 186 deliveries were made per week. The Library by Mail program has 342 homebound users and circulated 5934 items through US Postal Service. [Interlibrary Loan: Maintain efficiency and improve awareness of Interlibrary Loan (ILL) services.] ILL use increased to 15,726 (9,237 items loaned, 6,489 items borrowed). B&ECPL is a net lender with libraries worldwide and is part of the OCLC ILL group Libraries Very Interested in Sharing (LVIS). [Digital Collections Access: Maintain a digital special collections website and enhance digital discoverability.] 9,524 items were added and 6 new collections were established. Digital materials were viewed 2,600,810 times across the B&ECPL's website, the New York State Historic Newspapers database, and the New York Heritage platform.

## 14.2 Element 2: Special Client Groups - Results

[Adult Literacy: Provide opportunities and resources for adults to reach a level of literacy to better achieve goals associated with continued education, workforce development and community engagement.] 1,206 Adult tutoring and literacy programs (1,785 attendees): 1,021 one-on-one programs (1,023 attendees) and 185 group programs (762 attendees), including ESOL sessions. The majority were offered by Literacy Buffalo Niagara and some by public school districts. 5,517 Adult digital literacy programs (7,196 attendees): 5,320 one-on-ones (5,373 attendees) and 197 group programs (1,823 attendees), including 17 offered virtually (382 attendees). Book a Technology Trainer programs were offered to member libraries for group classes or one-on-one sessions. The TechKnow Lab served more than 550 people one-on-one. Mission: Ignite provided the Tech 360 program where patrons received computer basics training and a free desktop computer to keep.

[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, §273 (1) (h)(1).] Traditional Outreach efforts (offsite) resulted in 676 programs (38,328 attendees). TechKnow Lab visited 5 community and senior centers monthly to provide computer classes (64 visits, 833 attendees). TechKnow Lab also coordinated free tax assistance for seniors and individuals with limited income through the NYS Department of Taxation and Finance. Libraries collaborated with the Red Cross, Alzheimer's Association of WNY, Hospice Buffalo, Lions Club, Hearing Loss Association of America, Deaf Access Services, Inc., Erie County Department of Senior Services, and Erie County Veterans' Services. Wellness at Central events drew 653 participants; and Mental Health Awareness Day had 325 attendees. The Central Library hosted a health and wellness fair every third Thursday of the month. The Buffalo Bills Foundation partnered with the B&ECPL to provide CPR training kits in all 37 libraries; and several hands only CPR trainings were held. The B&ECPL partnered with United Way and Erie County to help distribute approximately 5,000 Emergency Preparedness Kits.[Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile was open 713 hours, served 18,400 patrons, circulated 46,233 items, held 133 programs (11,104 attendees), made regularly scheduled community stops, and visited 8 public schools, 8 charter schools, 8 special education programs, 2 mental health living residences, 6 summer camp/after school programs and 3 daycare centers. The Library2GO van was open 289.25 service hours, served 2,578 patrons through 25 monthly senior living community visits, and held 6 adult library programs (68 attendees). [Partner with member libraries, government agencies and community organizations to provide services to those who are unemployed/underemployed.] The Central Library offered quarterly job fairs with 70-80 employers (1,684 attendees), a Diversity Job Fair with the Erie County Office for People with Disabilities (200 attendees), and several hiring events (100+ attendees); and other libraries held job fairs/hiring events focused on their geographical area. Approximately 10% of Book a Librarian appointments related to job searches and resume creations. B&ECPL also attended outreach events with the New York State Department of Labor, the Northland Workforce Training Center, and Collins Correctional Facility Re-Entry. In-person and virtual small business development workshops, partnering with SCORE, the SBA, and the SBDC were held at Central, member libraries, and offsite. Approximately 60% (125) of our Book a Librarian appointments related to small business or entrepreneurship questions, and 4% (9) patents & trademarks. [Ensure library accessibility and pertinent resources for immigrants, refugees and new learners of the English language.] 327 programs for English for Speakers of Other Languages were held (809 attendees): 89 group (569 attendees) and 238 one-on-one programs (240 attendees), primarily through Literacy Buffalo Niagara and some school districts. Some libraries also held GED Prep classes through local BOCES. B&ECPL added 181 Arabic Language Books and 175 Spanish Language Books to 10 our patrons. [Correctional Facilities (State and County): Provide services to those who are incarcerated and support to agencies working with individuals recently released from prison.] Library services to both the Erie County Holding Center and Correctional Facility continued to fully recover from the COVID-19 pandemic, with both facilities still encountering outbreaks of the disease. Library attendance and circulation continue to increase;

170,000 items were provided to 20,332 inmate patrons. Staff continues determining needs of prisoners and developing collections and relevant programming. Through coordinated outreach, B&ECPL continues to provide programming, assistance, and support to Collins and Wende Correctional Facilities. [Youth Services (Youth to age 18 exclusive of Early Literacy): Deliver innovative youth programs designed to provide materials and services for diverse experiences, respond to current interests and support local curriculum and educators.] Programs for youth to age 18 (exclusive of early literacy) totaled 22,895 programs and 60,192 attendees. 128 were virtual programs with 4,460 attendees. 21,107 (21,138 attendees) were one-on-ones, including self-directed programs. The Central Library offered On Demand Crafting for kids of various ages and skill levels to do at the library or take home. Many crafts had written out instructions, encouraging literacy. The 24th Annual Battle of the Books held in August had over 17 teams compete with over 80 pre-teen participants. Summer Reading programs included: Lego Open play (offered every Saturday) a music program by Glenn Colton, How to Catch a Mouse, Bubble Magic Show, and Hawk Creek. National Grid sponsored a summer Maker Camp; STEM Take and Make kits were available through all Buffalo branches. The Central Library held the first Summer Reading Carnival, where kids of all ages participated in carnival games, made ice cream, sang songs, got balloon animals and collected prizes (including free books), and a Spooky Library Party in October. Many schools came to the Central Library for class visits, including: Bennett Park, Bolivar-Richburg MS/HS Library Club, Tapestry Charter, Buffalo Academy of Science, Holmes Elementary, Westminster Community Charter School, and West Buffalo Charter. These events were coordinated by teachers and staff so that every visit was unique. Some had stories read to them, others had crafts and many also toured the Central Library. Outreach events included: Career Fair Visits at Buffalo Public Schools, Nickel City Comic Con, Backpack Giveaway, Arthritis Walk, Halloween Trick or Treat at Northwest Buffalo Community Center, and Trick or Treat Elmwood Village. Ongoing partnerships with the Buffalo Philharmonic Orchestra, Erie County Senior Services and Buffalo Museum of Science led to innovative collaborations. Library staff went to Kleinhans Music Hall for several outreach events, and the BPO attended events like Spooky Library Party. Erie County Senior Services purchased supplies for libraries to have kids create placemats; completed items were then given to Senior Centers to gift to seniors at Thanksgiving. B&ECPL helped with several onsite events at the Science Museum, including Bubble Fest, Halloween, and Science Museum Eclipse. In return, the Science Museum has organized free events for the Library System for 2024 and provided the B&ECPL with thousands of eclipse glasses. B&ECPL continued its partnership with Mayor Byron Brown's Summer Reading Challenge. At the start of 2023 the Library provided suggestions to the Reading Challenge List. The list is sent out to all Buffalo libraries so participants can easily choose their book. The Bookmobile, Children's Department and mascot Read a Book went to celebrate at the Award Ceremony. B&ECPL continued our partnership to provide each child with a book through the Children's Centers in Erie County Family Court; children were able to choose from the over 600 books provided to the Courts in 2023. The Central Library offered two book clubs for older youth this year. Reader's Quest, for middle school students, has everyone read the same book and do an accompanying craft or activity. Brain Sparks, for teens, meets twice a month, once virtually and once in-person. Teens choose the book, read it and discuss it while also doing a creative activity. [Deliver innovative and diverse teen programs and services designed to respond to current interests and support success in continuing education, workforce development and lifelong learning.] 4,430 programs for teens were held (12,841 attendees): 99 virtual (393 attendees) and 3,717 one-on-ones (3,717 attendees). Central Library offered crafting sessions after school for hundreds of teens, with up to 40 teen participation. These crafts were a great opportunity to direct the energy of teens into positive creations and expression. The Central Library continued with their Anime Club which celebrates Japanese and other Southeast Asian cultures through crafts, snacks, and activities. Teens in this group converse about diverse topics about other cultures while celebrating what interests them. The participants learned Japanese calligraphy and characters, took cosplay photos using the library's digital lab, watched anime together using a streaming service called Crunchyroll, enjoyed Japanese snacks and made bento boxes and mochi parfaits. Also popular were the Anime Crafts, which sometimes highlighted

STEM skills. Throughout the winter, a DnD group was offered at Central. The goal was to help kids learn the basics of the game including character creation, rules and how to construct a narrative in a role playing game. This program allows for creative expression, but also includes STEM in the use of basic statistics. KenTon Big Picture, a group for students in grades 7-12 that works to offer mentoring opportunities and guidance, visited the Central Library at the end of the year. Teens were given a tour of resources available to help them obtain their individual goals. Various staff members from different libraries and departments attended the Nickel City Comic Con. Over the weekend event we spoke to 1,500 people and gave away about 900 donated comics/graphic novels/books. We also had crafts for the event, and had a Mobile Repair Cafe. B&ECPL tabled at the GLYS Youth Leadership Conference, showcasing resources and offerings to the LGBTQIA2S+ teens within Erie County. In January, staff went to the Buffalo Academy of Science Charter School to present "Building your First Budget: How Much Will it Cost to Live Away from my Parents." The emphasis was on projected costs, as well as saving for emergency. Over the summer, B&ECPL met with Buffalo Public Schools about a collaborative Curriculum Help Program. The Library would work with BPS to provide media and sources to support school curriculum and education goals. The Central Teen Advisory Group is a teen-led group with opportunities for teens to learn skills in leadership, communication and teamwork. Some TAG members walked with the Library at the Buffalo Pride Parade and handed out temporary tattoos that stated "Libraries are For Everyone". TAG members also read books and gave feedback to help the Battle of the Books Title Committee choose titles. As a part of teen mentorship, TAG members served as coaches for the Central Battle of the Books teams (comprised of pre-teens) or volunteered at the program itself. TAG members also helped with a Middle School book club called Reader's Quest, creating activities and challenges based on the various titles read. TAG members also put together an incredible Scary Haunted House for Spooky Library Party, designing, creating a narrative, and staffing the room. [Early Literacy (Birth to School Age with Parents/Caregivers): Provide children from birth to school age with diverse programs, services and materials designed to enrich, educate, engage imagination and prepare this age group for the school environment.] 15,552 early literacy programs, including birth to school age, parent/caregiver, and combined audience programs were held with 65,120 attendees. 11 were virtual programs (54 attendees). 13,197 were one-on-ones (13,203 attendees), including self-directed programs such as take & make activities. Sensory events were held throughout the year at the Central Library focusing on helping infants, babies and toddlers experience the world through safe sensory experiences. The Toddler Free Play program sees children 0-5 years old learn social skills through play. While some of the activities have a sensory component, the larger focus is on developing vital abilities like spatial reasoning, motor skills, cognitive development, sharing, and emotional regulation. Storytime at the Central Library was held throughout the year. This important endeavor helps kids see literacy practiced and helps develop a love of reading as well as school readiness skills. Throughout July and August, the Central Library also coordinated with EPIC to read at their Canalside Storytime; children from all over Erie County engaged with books through reading, crafts and activities. In June, the Central Library hosted an "Inclusive Storytime:" community members of Buffalo and Erie County gather to read to children, play games and create crafts. Books were chosen that reflect the diversity within our community and every attendee was able to get a copy of one of the books read to keep. At the end of September, the Library helped provide a venue for EPIC's Baby Toddler Expo. This event helps expectant and new parents learn about important milestones for their child and connects them to community resources. The Library tabled at the event to spread awareness of literacy and presented each parent with a board book, explained how to read to the different age groups from newborns, to infants, to babies and then toddlers. In October, an outreach event called Read for the Record was coordinated through Child Care Resource Network. The goal was to get community members into daycares to show the importance of literacy. For this event, a librarian read a story at Appleseeds 123 Daycare, and each kid was given their own copy of the book.

### 14.3 Element 3: Professional Development and Training - Results

[Inspire excellence in library services by providing and promoting opportunities for continuing education/professional development and training for all B&ECPL staff.] 3,593 employee training and development sessions (in-house, external, or online) were reported in 2023, an average of 6.4 sessions per employee. A broad variety of training sessions were offered to employees, including targeted training for technology, customer service, and special populations. Technology training focused on library resources such as Libby, hoopla, and LibCal as well as on cyber security; 355 staff members completed Phishing Training. Customer Service training included: Embracing Diversity at Your Library; Library Civility & Taking Care of Each Other: Creating Supportive Work Cultures; and Patron De-Escalation Techniques: Using the Science of Human Communications to Get Better Results. Training for working with special populations included: Recruiting and Supporting Employees Who Are Neurodivergent; Working with the Deaf, Hard of Hearing and DeafBlind Population; and Youth Mental Health First Aid.[Provide opportunities to increase trustee understanding of their responsibilities and knowledge of board's responsibilities and relationship with the System.] The Contract Library Liaison between the System and the Association of Contracting Library Trustees (ACT) communicated throughout the year with ACT Board members via email and telephone and with all ACT members via email, providing B&ECPL System updates and information on ACT activities. The liaison and other B&ECPL System administrators also attended and presented at ACT Board and General Meetings throughout the year as well as their Annual Workshop held at the Central Library on May 20. The ACT President attended B&ECPL System Board of Trustees Meetings throughout the year. Trustees were reminded throughout the year about the New York State Education Law requiring trustees to have a minimum of two hours of Trustee Education annually. In addition, Trustee Education training opportunities were provided on the Trustee website that included New York State Library Trustee webinars and other applicable webinars. Trainings were also shared via email. A Trustee Website Survey was conducted in December 2023.

### 14.4 Element 4: Consulting and Development Services - Results

[Meet the varying needs of all member libraries through the provision of System services and resources.] The Contract Library Liaison communicated throughout the year with member library staff, providing guidance on personnel matters, governance, and also assisting with Library Director and Librarian interviews for member libraries. In addition, Technology Services staff provided technology trainings for the public and staff at the member libraries throughout the year. [Provide advice and assistance to member libraries to ensure compliance in policy and governance and to meet and reflect the System's mission and core values.] 4 System-wide policies were reviewed and amended: Collection Development Policy, EEO & Anti-Harassment Policy, New Construction/Library Expansion Policy, and Sexual Harassment Prevention Policy. 1 B&ECPL (Central Library/Buffalo Branch Libraries) policy was reviewed and amended: Special Collections Development Policy. HR facilitated System-wide compliance training, including technology training to meet minimum standards; all B&ECPL staff completed the online training modules Harassment Prevention: A Commonsense Approach and Workplace Violence: The Early Warning Signs. (494 during the annual training period and 110 during new hire orientation).



## 14.5 Element 5: Coordinated Services for Members - Results

[Virtual Reference: Provide prompt answers to patron and member library questions through traditional and non-traditional forms of communication.] Patrons had many avenues of communication with the Library System: the 716-858-8900 telephone line received reference questions, borrower account and Overdrive/eBook queries, comments, and complaints, and made directional referrals; the Contact Us email portal was accessible on the B&ECPL website 24/7 for patrons to ask any question; and forms were available online to submit Reference Questions, Local History and Rare Book Questions and to Book a Librarian or Book a Technology Trainer. Staff conducted a total of 162,364 reference transactions. B&ECPL's Google page and social media posts provided the opportunity to ask questions and/or to rate library experience (45 questions/comments made and over 50 reviews with a rating of 4 stars (out of 5) or more). Social media provided timely information to the public: a Twitter (X) post about a new book on library shelves had nearly 700 views, a Facebook post about censorship and book banning was liked by 90 people and shared by 30 followers, and a holiday greeting reached 5,500 people, with 523 engagements and 223 likes. [Digitization Services: Provide local content management system and digitization services for select special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] Special Collections staff continued to expand the Library's Digital Collections, which are curated, digitized, and uploaded to 3 different platforms for over 2.5 million views: the Library's own Digital Collections site which utilizes Omeka, the New York State Heritage collection, and the New York State Historic Newspapers database. A public survey was developed to evaluate how and why these digital materials are being used. The bulk of users were conducting genealogy research, while others were researching local history topics or simply fulfilling their curiosity. Classes and outreach events brought attention to the collection, including professional development training sessions on utilizing primary resources in the classroom, trainings and tutorials to instruct the public on how to identify and engage with digital resources, and presentations to B&ECPL managers and directors to inform users about these resources across the County. Several initiatives made the collection more discoverable and accessible: adding transcripts to audio/visual materials on the Omeka site, expanded metadata elements to create improved descriptions of our materials, and a statistical module to better analyze user behavior. [(Other): Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operations and outstanding services to the residents of Erie County.] Services to member libraries include: centralized payroll and human resources; centralized collection development and processing of library materials; consolidated purchasing services and supply fulfillment; publicity and graphics support for library programs and events; administration of the E-Rate program for all libraries; and centralized delivery services of materials to all libraries. The System also provided Directors and Officers Insurance for the System board trustees and administrators, member library directors, and member library trustees; Crime Insurance; Cyber Liability Insurance; and General Liability and Umbrella Liability Insurance for all libraries.

## 14.6 Element 6: Awareness and Advocacy - Results

[Ensure library staff, trustees and volunteers are versed in current System initiatives and services through the dissemination of information.] Development & Communications worked to increase awareness among internal and external constituents via onsite and virtual meetings, email, phone, printed materials, outreach events, and staff and community surveys. System Administration presented and created documents on grants, budgets, governance, and advocacy initiatives. Surveys with directors, managers, and the community were created to gain feedback. Weekly social media posts communicating Library priorities and public programs, and discussions about library policies and advocacy efforts allowed for public messaging to come out as one voice to reinforce the Library brand, initiatives, and services. 10 media releases and invitations to library media events were issued. More than 35 media interviews/photo ops took place with the Director and Administrative staff on topics including the security, construction progress, CPR kit lending, technology training, and downloadable services. 6 mass email updates that were sent to between 2,000 and 100,000+ library cardholders/library friends, staff, volunteers, media, donors and elected officials throughout 2023. Messaging was devoted to System-wide updates, surveys, and programs such as for Black History Month, teens, and digital literacy. [Ensure library initiatives, programs and services are conveyed to elected officials in an impactful manner to increase support.] In-person and virtual meetings, presentations, emails, calls, and written correspondence increased awareness among elected officials on library services, programming, capital projects, and budget priorities, including: Return on Investment brochure, Statistics, Annual Report of the Director, media releases, letters, posters, and flyers. 50 emails were sent to elected officials. Contact information is on the website for each library's elected officials on the county, state, federal and City of Buffalo levels. 15 people from Library administration, System trustees, and member library representatives attended Library Advocacy Day in Albany on February 28, meeting with the offices of 14 state senators and assembly members. Library cardholders and supporters were asked via email and social media to sign an online letter composed by NYLA and directed to the WNY State delegation in early 2023. Results of the yearend community survey (334+ online and 189 printed responses) were posted on the website. 96% indicated libraries are "very important" to them and borrowing materials was the service used most, with Wi-Fi, downloadable content, and author talks also receiving high rankings.

## 14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results

[Actively foster and facilitate effective communication and collaboration between and among the System, member libraries and all staff to better serve library users and the community.] System Administration hosted Manager/Director Meetings both virtually and in-person; System-wide initiatives were communicated at meetings and via email; and a survey was conducted to ensure future meetings meets the needs of attendees. System staff collaborated with Buffalo branch and member libraries on adult and youth programming: Banned Books Week, Black History Month, and Summer Reading. Email was used to share information and best practices: 68 were sent to all managers/directors; 12 emails were sent to all staff members and 12 emails were sent to staff and trustees. Managers/directors participated in 4 surveys about marketing, measuring communication, staff forum topics, and social media support; results were shared in meetings and posted on the staff intranet. 5 Staff Forums were held in person and virtually, recorded and posted on the intranet.

#### 14.8 Element 8: Collaborative Efforts with Other Library Systems - Results

[Participate in collaborative programs and activities with other libraries and library systems throughout New York State, as well as library consortia and statewide and national organizations.] B&ECPL had representatives on: the WNYLRC Board of Trustees and on all 8 WNYLRC committees; IFLA's Metropolitan Libraries Standing Committee; ALA's Committee on Professional Ethics; NYLA's Advocacy Committee; and NYLA's Continuing Education Committee. B&ECPL staff attended: the ALA Annual Conference (1); COSUGI Conference (4); Collaborative Summer Library Program Symposium (5); Digipalooza (1); IFLA World Library and Information Congress (1); Intersect Unconference (17); Joint Council of Librarians of Color Conference (1); LibLearnX (1); Library Journal Day of Dialog (2); Metropolitan Libraries Conference (2); NYLA Annual Conference (8); NYLA YSS Spring Conference (2); PULISDO Fall Retreat (4); PURSUIT of tRUTH 5/14 Remembrance Recovery & Prevention of Hate Conference (2); SirsiDynix Connections Summit (2); and US Patent and Trademark Office Virtual Conference (1).

#### 14.9 Element 9: Other - Results

P 1A

#### 14.10 Element 10: Construction - Results

[Support the renovation, rehabilitation and modification of library buildings and infrastructure System-wide through the State Aid for Library Construction Program.] With System guidance and assistance, 4 projects were submitted for the 2023-2024 State Aid for Library Construction: East Clinton Branch Roof Replacement & Building Improvements; Central Library Mixing Box Controller Replacement, Marble Column Rehabilitation, & Teen/Children's Area Reconfiguration; Lake Shore Public Library Parking Lot Rehabilitation; & Kenilworth Public Library ADA Restroom Construction. Recommended funding totaled \$1,160,200. [Assist member libraries with facility and maintenance planning and improvements designed to achieve a welcoming, efficient and sustainable environment.] B&ECPL staff distributed AEDs and Narcan to members and provided related guidance. A review of the public health emergency operations plan confirmed sufficient cleaning and PPE supply inventory. Working with Erie County, the roof replacement design and planning began at the Central Library, with plans for a green roof and solar panels.

14.11 Element 11: Direct Access - Results

[Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the B&ECPL System. In addition, funds will be used to support improved and/or new service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] CLBA and CLDA supported the Central Library as a major reference, information, and electronic information resource to the B&ECPL System and supported programming and exhibits. CLBA funded electronic resources including Ancestry Library edition at all of its 37 locations. CLDA supported the salaries of several Grosvenor Room staff and allowed the Library's Special Collections Department to provide in-depth and specialized reference services, including obituary requests, city directory lookups and newspaper article retrievals free of charge to researchers at throughout the world. A new exhibit in the Rare Book Room, Four Centuries of Book Binding: The Jordan Collection, featured a recently acquired collection of books printed from the 16th-20th centuries with programming including tours and bookbinding classes.

14.12 Element 12: Other Goal(s) - Results N/A

**15. Current system URL's**

|      |                                 |   |
|------|---------------------------------|---|
| 15.1 | System Home Page URL            | <a href="https://www.buffalolib.org/">https://www.buffalolib.org/</a>   |
| 15.2 | URL of Current List of Members  | <a href="https://www.buffalolib.org/locations-and-hours">https://www.buffalolib.org/locations-and-hours</a>   |
| 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          | <a href="https://www.buffalolib.org/stafftrustee-surveys">https://www.buffalolib.org/stafftrustee-surveys</a>   |
| 15.5 | URL of Evaluation Results       | <a href="https://www.buffalolib.org/stafftrustee-surveys">https://www.buffalolib.org/stafftrustee-surveys</a>   |
| 15.6 | URL of Central Library Plan     | <a href="https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf">https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf</a>                             |
| 15.7 | URL of Direct Access Plan       | <a href="https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf">https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf</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) 4/18/2024

### 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 *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!

Thank you. No additional comments.

# Buffalo and Erie County Public Library

## Annual Report for Library Systems - 2023 (Public Library Systems 2023)

### 1. General System Information

1.20 Federal Employer Identification Number

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

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

1.34 Name of Outreach Coordinator

Andrew Maines replaced Dan Caufield as Outreach Coordinator due to position changes and reorganization.

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 note.

New visitor counters were installed at Central 7/13/2023. Central was temporarily closed 3pm weekdays 3/10/2023-3/23/2023 due to safety concerns. Crane was closed 8/15/2022-9/10/2023 for Phase 2 construction, reopening 9/11/2023. Dudley was closed 11/8/2023-12/10/2023 for construction, reopening 12/11/2023. Gonzalez-Soto was closed 9/12/2022-8/27/2023 for Phase 1 construction, reopening 8/28/2023. The Library on Wheels Bookmobile was closed for repair 3/18/2023-3/27/2023.

### 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

The chimney restoration was completed at Central in the Summer of 2023.

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

The B&ECPL Board of Trustees consists of 15 members. As of 2/1/2024, 13 positions are filled and 2 are vacant, as detailed below.

Repeating Group 2

9. Office Held or Trustee

Vice President

Repeating Group 3

9. Office Held or Trustee

Secretary

Repeating Group 4

9. Office Held or Trustee

Treasurer

Repeating Group 3

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

Trustee Moore is currently serving as a holdover trustee for the term to run from January 2022 through December 2026 until reappointed or replaced by a new trustee. 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 11

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

Trustee Panty is currently serving as a holdover trustee for the term to run from January 2023 through December 2027 until reappointed or replaced by a new trustee. 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 12

14. 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).

Trustee Sasiadek was appointed in February 2022 to fill a vacant position (previous trustee Katie Burd resigned July 2021). The term was to run from January 2022 through December 2026.

Repeating Group 1

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

Trustee K. Johnson served as a holdover trustee from January 2020 through March 2021 when reappointed.

Repeating Group 2

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

Trustee El-Behairy served as a holdover trustee from January 2020 through September 2021 when reappointed. A delay in notification of the reappointment caused the B&ECPL and Trustee El-Behairy to learn of the reappointment on 12/9/2021, delaying the oath of office.

Repeating Group 3



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

Trustee Moore was appointed by the Erie County Legislature at their meeting of December 15, 2016 to serve a term to begin January 1, 2017. Trustee Moore completed his oath of office during the orientation period.

Repeating Group 4

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

Trustee Bedenko served as a holdover trustee from January 2020 through March 2021 when reappointed.

Repeating Group 5

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

Trustee Amodeo served as a holdover trustee from January 2023 through March 2023 when reappointed.

Repeating Group 7

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

Trustee Candelario served as a holdover trustee from January 2023 through March 2023 when reappointed.

Repeating Group 9

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

Trustee T. Johnson served as a holdover trustee from January 2021 through March 2021 when reappointed.

Repeating Group 10

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

Trustee Kelly served as a holdover trustee from January 2021 through March 2021 when reappointed.

Repeating Group 11

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

Trustee Panty served as a holdover trustee from January 2018 through October 2019 when reappointed.

Repeating Group 13

17. Is this a brand new trustee?

Trustee Bartholomew was first appointed in March 2023 to complete a vacant term through December 2023. She was then reappointed to the term listed above.

3.29 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).

Reorganization and transition to new Outreach Coordinator. Staff met individually with council member Frank Cammarata, Executive Director of the Erie County Office for People with Disabilities. There was also a meeting with Katie Earl about University Express offerings.

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

No Notes

#### 5. System Services

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

Some of the digital collections were put on TikTok, causing an increase in web site visits.

e. U.S. Mail

U.S. Mail is used for the Library by Mail program.

i. Other (describe using the note)

Payroll; benefits administration; Centralized Human Resources; Integrated Library System (including online catalog); children and adult programming teams; coordinated e-Rate funding; grants administration; public technology training; graphics and publicity; Centralized Collection Development; outside service to assist with the recovery of overdue items, fines and fees; RFID self-check/theft-deterrent systems; Wide Area Network support including public WiFi; public computers with automated log-on software; insurance coverage

Repeating Group 1

1. Service provided

The Mobiles & Institutional Services Library2GO van provides older adult appropriate programming, reader's advisory services, and mobile device support to 26 nursing/retirement homes. The Library2GO van also brings a variety of circulating materials each visit as well as requested materials from residents. Central Library Technology Trainers visit nursing/retirement homes presenting group internet/computer classes as well as one-on-one instruction on a variety of electronic devices.

Repeating Group 2

1. Service provided

The Bookmobile visits schools, Head Starts, and various afterschool programs to offer library materials, programming and technology to students who would otherwise not have access to a library.

Repeating Group 3

1. Service provided

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.

Repeating Group 4

1. Service provided

Working with partners from Literacy Buffalo Niagara and Jericho Road and the Buffalo State Community Academic Center B&ECPL updated core collections of ESL/Citizenship materials for system Libraries hosting ESL/Citizenship classes and one-on-one mentoring.

Repeating Group 5

1. Service provided

The Library provides reading material to Children whose parents have meetings, appointments or hearing dates with Erie County Family Court.

Repeating Group 6

1. Service provided

The Library has collaborated with "It Takes A Village Action Organization" to host reentry employment programs for those recently released from prison. Additionally, the Library partnered with Spectrum Health Services to host their "Ready, Set, Work" Reentry program, assist individuals in re-acclimating into the community while addressing behavioral and physical health needs, and decreasing recidivism.

**6. Operating Funds Receipts**

6.8 Conservation/Preservation Grants

Preservation Microfilming of Buffalo & Surrounding Suburbs Phonebooks and Directories

Repeating Group 1

2. Amount

Love your library funding

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

Balance of IMLS Grant awarded in 2021

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

Includes a bequest of \$250,000

6.53 Income from Investments

Increase in interest rates

**7. Operating Fund Disbursements**

7.3 **Total Salary and Wages Expenditures** (total questions 7.1 and 7.2)

Increase due to contract settlement, plus annual cost of living increases.

7.20 Other Non-Cash Grants

Increase in support of Member Libraries, due to collective bargaining agreement settlement in 2023.

7.24 Computer Equipment

Completion of computer replacement project

|      |  |   |
|------|--|---|
| 7.25 | Furniture/Furnishings  | Purchase of furniture for Crane and Gonzalez branches.  |
| 7.26 | Other Capital Expenditures   | Implementation of security system at Central Library funded by the County of Erie   |
| 7.28 | From Local Public Funds (71PF)   | Implementation of security system at Central Library funded by the County of Erie   |
| 7.32 | From Other Funds (72OF)  | Prior year's amount included installation of flooring at various locations.   |
| 7.34 | Other Building & Maintenance Expenses  | Increased cost in for the Maintenance of Building.  |
| 7.42 | Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. | Erie County Sheriff's Dept (Security Services) \$252,158 Bond Schoeneck & King (Legal Services) \$67,691 Back to Basics (Security Services) \$48,582 Erie County Purchasing Services \$43,894 AP Professional (Employment Services) \$21,600 Fred Jordan (Rare Book Restoration) \$10,600 E Coggins (Human Resources Consultation) \$5,225 TripleTrack (Human Resources Consultation) \$300 |
| 7.43 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.                                 | \$3,041 Western New York Library Resource Council \$2,124 Buffalo Niagara Partnership \$60 Black Caucus of American Library Association \$150 Cosugi - Customers of SirsiDynix Users Group Inc \$400 Pulisdo \$3,100 Organizational Membership of NYLA \$2,748 Excelisor Membership of NYLA   |

Repeating Group 1

|    |                  |  |
|----|------------------|--|
| 1. | Expense category | This category represents expenditures for ElectronicAssess 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

Insurance Expense including Director & Officers policy, Cyber-Liability, General Liability, and insurance for Rare Book Collection

Repeating Group 5

1. Expense category

Training and Education for staff and board members.

Repeating Group 6

1. Expense category

Misc. expenses include small expenses not categorized elsewhere: Binding Expense:\$1,519 Clothing Supplies:\$4,267 Banking Fees: \$2,142 Sales Tax Payments: \$393 Supplies for Online Store:\$7,876 General Supplies for Network Support: \$6,891 General Supplies for Graphics Dept: \$16,381

Repeating Group 3

2. Amount

General Programming supplies for various department. These supplies include craft supplies, gift certificates, toys, Musical instruments and supplies, novelties and other giveaways. Teen & Adult programming:\$39,281 Children's programming: \$48,263 Outreach Services: \$21,285 Central Library's "Launch Pad" \$18,066 Central Library "Launch Pad" provides library users to various creative equipment and supplies they may not readily have access to, including musical instruments, 3D printers, button makers, and other creative items.

Repeating Group 1

1. Name of bank or financial institution

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. For that reason B&ECPL is unable to provide a detailed banking information.

Repeating Group 1

2. Amount of funds on deposit

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. For that reason B&ECPL is unable to provide a detailed banking information.

## 8. Capital Fund Receipts

No Notes

## 9. Capital Fund Disbursements

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4)

B&ECPL construction projects at Crane Branch and Isaias Gonzalez-Soto Branch.

## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

Repeating Group 1

1. Type of Travel

Travel expense for Librarian of the Collins Correctional Facility

## 14. Summary of Library System Accomplishments

No Notes

## 15. Current system URL's

No Notes

## **16. Assurance and Contact Information**

No Notes

## **Suggested Improvements**

No Notes