

Buffalo and Erie County Public Library

Annual Report for Library Systems - 2024 (Public Library Systems 2024)

1. General System Information

System / Director Information

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

1.1	SEDCODE	140600700787
1.2	Institution ID	800000052491
1.3	System Name	Buffalo and Erie County Public Library
1.4	Beginning Reporting Year	01/01/2024
1.5	Ending Reporting Year	12/31/2024
1.6	Street Address	1 Lafayette Square
1.7	City	Buffalo
1.8	Zip Code	14203
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.10	Mailing Address	1 Lafayette Square
1.11	City	Buffalo
1.12	Zip Code	14203
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 858-8900
1.15	Fax Number (enter 10 digits only)	(716) 845-9053
1.16	System Home Page URL	www.buffalolib.org
1.17	URL of the system's complete Plan of Service	https://www.buffalolib.org/about-becpl/five-year-plan
1.18	Population Chartered to Serve (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 (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 90.3(f) - Vacant Position FTE 0
 2.10 Certified Librarians - Filled Position(s) FTE 39
 2.11 Certified Librarians - Vacant Position(s) FTE 3
 2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 1
 2.13 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE 0
 2.14 Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12) 41.00
 2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13) 3.00
 2.16 Total Other Professional Staff - Filled Position(s) FTE 0
 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0
 2.18 Total Other Staff - Filled Position(s) FTE 152.41
 2.19 Total Other Staff - Vacant Position(s) FTE 27.11
 2.20 Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) 193.41
 2.21 Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) 30.11

SALARY INFORMATION

2.22 Entry-Level Librarian (certified) FTE 1
 2.23 Entry-Level Librarian (certified) Current Annual Salary \$49,211
 2.24 System Director FTE 1

2.25	System Director Current Annual Salary	\$194,250
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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	2024
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	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	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
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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. Complete this form and email it to 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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2029

15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/01/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/01/2021
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Carima
3.	Last Name	El-Behairy
4.	Institutional Affiliation	CCE Consulting
5.	Professional Title	President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	President
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2029
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/07/2025
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/07/2025
18.	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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2022
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2026
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	12/28/2016
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/28/2016
18.	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	Partner
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2025
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2029
15.	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

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/07/2025
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/07/2025

18.	Is this a brand new trustee?	N
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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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2027
15.	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

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/04/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/04/2023

18.	Is this a brand new trustee?	N
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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.	Email Address	

10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2022
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2026
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/14/2022
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/14/2022
18.	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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2027
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/04/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/04/2023
18.	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.	Email Address	
10.	Office Held or Trustee	Other (Add State Note)
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2028
15.	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

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/16/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/16/2024
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Theodore
3.	Last Name	Johnson
4.	Institutional Affiliation	Hadley Exhibits
5.	Professional Title	President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2021
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2025
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/07/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/07/2021
18.	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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2021
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2025
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/01/2021
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/01/2021
18.	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.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	January
12.	Term Begins - Year (yyyy)	2023
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2027
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	11/04/2019
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/04/2019
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Christopher
3.	Last Name	Sasiadek
4.	Institutional Affiliation	Erie County
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	Other (Add State Note)
11.	Term Begins - Month	February
12.	Term Begins - Year (yyyy)	2022
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2026
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/10/2022
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/10/2022
18.	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.	Email Address	
10.	Office Held or Trustee	Other (Add State Note)
11.	Term Begins - Month	January

12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2028
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/16/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/16/2024
18.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Nathaniel
3.	Last Name	Barnes
4.	Institutional Affiliation	Buffalo Public Schools
5.	Professional Title	Principal
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Email Address	
10.	Office Held or Trustee	Trustee
11.	Term Begins - Month	September
12.	Term Begins - Year (yyyy)	2024
13.	Term Expires - Month or N/A	December
14.	Term Expires - Year (YYYY) or N/A	2028
15.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	11/04/2024
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	11/04/2024
18.	Is this a brand new trustee?	Y
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.	Email Address	
10.	Office Held or Trustee	N/A
11.	Term Begins - Month	N/A
12.	Term Begins - Year (yyyy)	N/A
13.	Term Expires - Month or N/A	N/A
14.	Term Expires - Year (YYYY) or N/A	N/A
15.	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
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A

18. Is this a brand new trustee?

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2025, through December 31, 2025. 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. 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	Filled
2.	First Name	Garney
3.	Last Name	Davis, Jr. PhD
4.	Institutional Affiliation	Erie County Medical Center
5.	Professional Title	Director, Pastoral & Spiritual Care Department
1.	Status	Filled
2.	First Name	Katie
3.	Last Name	Earl
4.	Institutional Affiliation	Erie County Senior Services
5.	Professional Title	Project Administrator
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	Filled
2.	First Name	Miguel
3.	Last Name	Santos
4.	Institutional Affiliation	National Grid
5.	Professional Title	Consumer Advocate and Community Activist
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	Filled
2.	First Name	Dawn
3.	Last Name	Vanderkooi
4.	Institutional Affiliation	Contact Center Services (211)
5.	Professional Title	Director
1.	Status	Filled
2.	First Name	Blake
3.	Last Name	Vetrone
4.	Institutional Affiliation	Operation Hope
5.	Professional Title	Financial Well-being & Small Business Coach
1.	Status	Filled
2.	First Name	Samuel
3.	Last Name	DiVincenzo
4.	Institutional Affiliation	Build Promise
5.	Professional Title	Executive Director

4. Public Library System Transactions and Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	116,018
4.2	System Visits	695,381

CIRCULATION

4.3	Total Cataloged Book Circulation	705,802
4.4	Total Circulation of Other Materials	303,275
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	1,009,077

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. If the system can separate out use for each member library please do so and ask the member libraries to report. Do not also report in the system report. If the system cannot separate out the use by each member library please report on the system report.

4.6a	The total circulation of e-books during the reporting period	1,064,883
4.6b	The total circulation of e-serials during the reporting period.	287,165
4.6c	The total circulation of e-audio during the reporting period	843,835
4.6d	The total circulation of e-videos during the reporting period.	14,568
4.7	Successful Retrieval of Electronic Information	139809
4.8	Electronic Content Use (Total Questions 4.6a + 4.6b + 4.6c + 4.6d + 4.7)	2,350,260
4.9	Total Circulation of Materials (Total Questions 4.5 + 4.6a + 4.6b + 4.6c + 4.6d)	3,219,528
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,359,337

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	1,440,721
4.12	Uncataloged Book Holdings	84,776

4.13	Total Print Serial Holdings	405,029
4.14	All Other Print Materials Holdings	844,674
4.15 4.14)	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	2,775,200

Holdings Continued

Non-Electronic Materials

4.16	Audio - Physical Units	90,027
4.17	Video - Physical Units	92,725
4.18	Other Non-Electronic Materials	15,320
4.19	Total Other Materials Holdings (Total questions 4.16 through 4.18)	198,072
4.20	Grand Total Holdings (Total questions 4.15 and 4.19)	2,973,272

4.21	Did the system provide access to NOVELny?	Yes
4.22	Did the system provide access to e-books for its member libraries (excluding NOVELny)?	Yes
4.23	Did the system provide access to e-serials for its member libraries (excluding NOVELny)?	Yes
4.24	Did the system provide access to e-audio for its member libraries (excluding NOVELny)?	Yes
4.25	Did the system provide access to e-videos for its member libraries (excluding NOVELny)?	Yes
4.26	Did the system provide access to research databases for its member libraries (excluding NOVELny)?	Yes
4.27	Did the system provide access to online learning platforms for its member libraries?	No

ROTATING COLLECTIONS/BOOK LOANS

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

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

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

5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	22
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	0
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	1,492,891
5.9	Number of new titles added by the system in the reporting year	35,892
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	0
5.12	Total new titles (total questions 5.9 through 5.11)	35,892

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 1,492,891

5.17 Number of holdings in the system's union catalog 3,333,492

5.18 Number of new titles added in the last year 35,892

5.19 Number of holdings added in the last year 276,630

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 9,606,444

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	9,826
5.26	Total items received (borrowed)	6,945
5.27	Total requests provided (loaned) unfilled	6,908
5.28	Total requests received (borrowed) unfilled	956
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	24,635

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)	Yes
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)	224
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CONTINUING EDUCATION/STAFF DEVELOPMENT**Workshops/Meetings/Training Sessions****Resource sharing (ILL, collection development, etc.)**

5.32	Number of sessions	2
5.33	Number of participants	11

Continuing Education Cont.**Technology**

5.34	Number of sessions	14
5.35	Number of participants	573

Digitization

5.36	Number of sessions	1
5.37	Number of participants	5

Leadership

5.38	Number of sessions	13
5.39	Number of participants	51

Management & Supervisory

5.40	Number of sessions	12
5.41	Number of participants	327

Planning and Evaluation

5.42	Number of sessions	6
5.43	Number of participants	14

Awareness and Advocacy

5.44	Number of sessions	1
5.45	Number of participants	2

Trustee/Council Training

5.46	Number of sessions	1
5.47	Number of participants	74

Special Client Populations

5.48	Number of sessions	6
5.49	Number of participants	111

Children's Services/Birth to Kindergarten

5.50	Number of sessions	3
5.51	Number of participants	68

Children's Services/Elementary Grade Levels

5.52	Number of sessions	4
5.53	Number of participants	42

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	2
5.55	Number of participants	32

General Adult Services

5.56	Number of sessions	0
5.57	Number of participants	0

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

1.	Topic	Employee Health
2.	Number of sessions	20
3.	Number of participants	386
1.	Topic	Employee Safety
2.	Number of sessions	52
3.	Number of participants	1,645
1.	Topic	Customer Service
2.	Number of sessions	11
3.	Number of participants	41
1.	Topic	Children's Services Birth to High School
2.	Number of sessions	1
3.	Number of participants	32

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

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

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?

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	70,452
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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 for 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	4,711
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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	34
1.	Service provided	Head Start/Schools/Boys and Girls Clubs
2.	Number of facilities/institutions served	2
1.	Service provided	Facilities for people with disabilities
2.	Number of facilities/institutions served	7
1.	Service provided	Materials for partnering agencies mentoring and teaching English as a Second Language to Immigrants/Refugees.
2.	Number of facilities/institutions served	2
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	\$30,414,643
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	\$30,414,643
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$30,414,643

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$379,716
6.8	Conservation/Preservation Grants	\$2,089
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$191,045
6.11	Correctional Facilities Library Aid	\$45,516
6.12	County Jails Library Aid	\$8,728

6.18	Local Library Services Aid - Kept at System	\$131,143
6.19	Local Library Services Aid - Distributed to Members	\$209,326
6.20	Total LLSA (total questions 6.18 and 6.19)	\$340,469
6.21	Local Services Support Aid	\$214,616
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,761,915
6.27	Public Library System Supplementary Operational Aid	\$223,589

State Aid

6.36	Special Legislative Grants and Member Items	\$140,000
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	\$4,571

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$4,571
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6.44 **Total State Aid Receipts** (total questions 6.6 through 6.12, \$3,312,254 questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N

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

1.	Funding Source	N/A
2.	Amount	N/A

Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0

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

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

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

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

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

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$296,923
6.53	Income from Investments	\$319,866

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	\$111,653
1.	Receipt category	Rental of Real Property
2.	Amount	\$28,842
1.	Receipt category	Commissions
2.	Amount	\$10,489
1.	Receipt category	Misc
2.	Amount	\$270,612

6.57 **Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)** \$421,596

6.58 **Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)** \$1,038,385

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)** \$34,765,282

6.60 **BUDGET LOANS** \$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	Total Transfers (total questions 6.61 and 6.62)	\$0

6.64 **CASH BALANCE – Beginning of Current Fiscal Reporting Year:** \$18,800,070
Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)

6.67 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER** \$53,565,352
(Public Library Systems – total questions 6.59, 6.60, 6.63 and 6.64 – must agree with question 7.82)

7. Operating Fund Disbursements**Staff / Collection / Grants / Capital****STAFF EXPENDITURES**

Salaries

7.1	System Director and Certified Librarians	\$3,086,769
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7.2	Other Staff	\$7,537,722
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$10,624,491
7.4	Employee Benefits Expenditures	\$5,218,186
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$15,842,677

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$341,440
7.7	Electronic Materials Expenditures	\$500,242
7.8	Other Materials Expenditures	\$142,242
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$983,924

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$209,326
7.11	Central Library Services Aid (CLSA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$125,000
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$104,625
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$438,951
7.19	Book/Library Materials Grants	\$2,163,450
7.20	Other Non-Cash Grants	\$10,359,571
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$12,961,972

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$130,481
7.25	Furniture/Furnishings	\$194,743
7.26	Other Capital Expenditures	\$59,725
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$384,949

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$367,908
7.29	From Other Funds (71OF)	\$17,041
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$384,949

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$135,424
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$135,424
7.34	Other Building & Maintenance Expenses	\$597,974
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$733,398

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$61,273
7.37	Office and Library Supplies	\$136,406
7.38	Equipment	\$124,020
7.39	Telecommunications	\$86,726
7.40	Publicity and Printing	\$199,535
7.41	Travel	\$37,690
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.	\$712,856
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$16,733
7.44	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Elect Access
2.	Amount	\$238,054
1.	Expense category	Insurance
2.	Amount	\$143,692
1.	Expense category	Program Exp
2.	Amount	\$209,554
1.	Expense category	Postage
2.	Amount	\$87,434
1.	Expense category	Train & Educ
2.	Amount	\$89,555
1.	Expense category	Misc Exp
2.	Amount	\$91,848

Miscellaneous Cont. / Contracts / Debt Service

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$860,137
7.46	Total Miscellaneous Expenses (total questions 7.36 through 7.44 and 7.46)	\$2,235,376

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
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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
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$549,268
7.50	From Other Funds (73OF)	\$0
7.51	Total Capital Purposes Loans (total questions 7.49 and 7.50)	\$549,268

Transfers

Other Loans

7.52	Other Loans	\$0
7.53	Total Debt Service (total questions 7.51 and 7.52)	\$549,268
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)	\$33,691,564

TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0
7.56	From Other Funds (76OF)	\$0
7.57	Total Transfers to Capital Fund (total questions 7.55 and 7.56; same as question 8.2)	\$0
7.58	Total Transfers to Other Funds	\$0
7.59	Total Transfers (total questions 7.57 and 7.58)	\$0
7.60	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.54 and 7.59)	\$33,691,564

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, 2024)	\$19,873,788
7.82	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.60 and 7.61)	\$53,565,352

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)	12/31/2023
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2023-12/31/2023
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	\$19,873,788
7.86	Total Bank Balance (total question #2 of Repeating Group #15)	\$19,873,788
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1	Total Revenue From Local Sources	\$0
8.2	Transfer From Operating Fund (same as question 7.57)	\$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0
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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)	\$0
8.7	NONREVENUE RECEIPTS	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0
8.9	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$1,832,332
Grand Total		
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$1,832,332

9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	\$1,625,951
9.2	Incidental Construction	\$67,172
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)	\$1,693,123
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$1,693,123
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2024, for Public Library Systems)	\$139,209
Grand Total		
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$1,832,332

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2025 - December 31, 2025

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$33,829,624
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2025 must be the same as the December 31, 2024, closing balance reported on Q7.61 of the 2024 annual report)	\$19,873,788
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$53,703,412

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$34,974,024
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, 2025)	\$18,729,388
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$53,703,412

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)	\$1,385,038
12.11	Nonrevenue Receipts	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2025, must be the same as the December 31, 2024, closing balance reported on Q9.9 of the 2024 annual report)	\$139,209
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$1,524,247

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$1,524,247
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2025)	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$1,524,247

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 Equivalents (FTE)	5.38
13.1.2 Total Expenditure for Professional Salaries	\$316,753
13.1.3-13.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.	
13.1.3 Total Full-Time Equivalents (FTE)	20.61
13.1.4 Total Expenditure for Other Staff Salaries	\$1,225,315

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. **\$785,932**

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? Enter Y for Yes, N for No. **N**

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

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

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

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

13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. 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. \$209,326

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) | |

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) \$2,537,326

13.1.18 Cash Balance at the Opening of the Fiscal Year \$26,624
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.1.19 Total Allocation from 2024 - 2025 State Aid: \$2,510,702

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$2,537,326

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$0

13.1.22 Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.

The Public Library System Aid helped to support the wages and fringe benefits for staff members of various departments of Buffalo & Erie County Public Library (B&ECPL) such as Shipping, Interlibrary Loan, Technical Services, and Processing department 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, including the Library's information technology 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 are also responsible for the maintenance of the public website. B&ECPL's website: buffalolib.org, provides 24/7 access to electronic and downloadable materials.

B&ECPL's Chromebook and Hotspot lending program continued, making it possible for patron to borrow these items for their personal use.

Library System Basic Aid supported staff costs for those B&ECPL departments that provided consulting and technical support for member/contract libraries through staff expertise and assistance related to finance, governance, automation, technological support, borrower services, collection development, and human resources. Additional consultation was provided to the contract/member libraries with applications for, and implementation of the State Library Construction Aid program. By providing this assistance from the System, public service staff at the member libraries were freed from these duties and able to focus attention on patron needs including reference assistance and programming.

Finally, this aid supported B&ECPL staff costs for those departments that provide coordinated system services such as electronic access to databases and other electronic resources, including B&ECPL's "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" makerspace 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 including sewing machines, knitting supplies, and button making machines and supplies.

Consolidation of utility purchases, office and library supplies purchases, and equipment purchases, resulted in both cost and time savings for the member/contract libraries. The supply items acquired at the System level than distributed via the Shipping department to the various locations of the Buffalo & Erie County Public Library system.

In addition, the Human Resources department provided much needed support to the various departments and locations of B&ECPL system, by developing staffing plans and providing on-going training options. B&ECPL's Centralized Human Resources program provides centralized payroll, civil service and human resource activities for all member/contract libraries.

Also included in this aid are funds that are provided to member libraries to cover operational costs.

Central Library Services Aid

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).

13.2.1 Total Full-Time Equivalents (FTE)	1.99
13.2.2 Total Expenditure for Professional Salaries	\$119,495

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

13.2.3 Total Full-Time Equivalents (FTE)	1.95
13.2.4 Total Expenditures for Other Staff Salaries	\$79,963

13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$112,283

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.

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

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	\$69,579

13.2.9 Total Expenditure - Supplies and Materials \$69,579

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)	

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) \$381,320

13.2.17 Cash Balance at the Opening of the Fiscal Year \$65,516
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.18 Total Allocation from 2024 - 2025 State Aid: \$379,716

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) \$445,232

13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) 63,912.00

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 continue to provide access to a major database used by Buffalo & Erie County Public Library (B&ECPL)'s Central Library staff and patrons. From Proquest, B&ECPL extended its access to Ancestry Library, an excellent online resource for patrons doing genealogical research. This resource is a greatly used in the Central Library's Grosvenor Room, a center for local history and genealogical research. .

Central Library Aid (CLSA) helped sustain the Grosvenor Room/Special Collections department at the Central Library. Staff from the department respond to the bulk of Buffalo & Erie County's (B&ECPL) specialized email and telephone reference requests; and promote and exhibit the B&ECPL's rare book collection, making the Central Library a focal point for tourism and research throughout Erie County and beyond. CLSA was utilized to supplement wages of staff who planned and implemented many of the programs and exhibits held at the Central Library. In 2024, the Special Collections department create the exhibit: "Four Centuries of Bookbinding: The Jordan Collections," highlighting items from the Central Library's Rare Book Room collection that "are beautiful and representative of the artistry of fine binding."

Rare Books 101 was another program curated by the staff of B&ECPL's Special Collection department, providing Central Library visitors with an introduction to the "Rare" book, and highlighting many of the items from B&ECPL Special Collection.

The Grosvenor Room/Special Collections staff also created smaller exhibits related to local history, including the 60th anniversary of the building of the Central Library, as well specific exhibits for the Central Library Mark Twain room.

CLSA also provided funding for staff who assist library patrons in using public access computers and who shelve and retrieve items in the various collections throughout the building.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents (FTE) 2.01

13.4.2 Total Expenditure for Professional Salaries \$113,179

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. \$63,771

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	Other (specify using Note field)
----	----------------------	----------------------------------

2. Expenditure \$26,191

13.4.9 **Total Expenditure - Supplies and Materials** 26,191

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. N

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

1. Type of Travel N/A

2. Expenditure N/A

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

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

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) \$203,141

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$136,215
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2024 - 2025 State Aid:** \$191,045

13.4.19 **Total Available Before Expenditures** (total 13.4.17 + 13.4.18) \$327,260

13.4.20 **Cash Balance at the End of the Current Fiscal Year** (total 13.4.18 + 13.4.17 - 13.4.16) \$124,119

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) continued to provide a welcoming atmosphere at all its locations for persons with disabilities and continued to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach services for the residents of Buffalo and the surrounding areas by providing programs and services at the 8 city branches.

"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. In 2024, "Library by Mail" provided 4,711 items to 412 patrons.

Mobile service continued in 2024 with the "Library on Wheels" bookmobile and the Library2Go van. Mobile services provides traditional materials, as well as free Wi-Fi for public use, with over 20,000 visitors and over 57,000 items circulated. The various programs hosted by the mobile units had over 12,000 attendees in 2024.

B&ECPL's System Adult Outreach Services Department continued to collaborate with community organizations and educational institutions as well as in-house partners Literacy New York, Project Flight and Arts for Learning. These partnerships helped to provide greater public insight into the resources available at the Library, to improve literacy, to improve economic development and provide job placement assistance.

During 2024, System Adult Outreach Services increased the number of senior and community centers visited by staff members, provided assistance with technology training, and provided resources for health and wellness and small business guidance and employment assistance.

B&ECPL's System Youth Outreach Services team held a large number of programs with various partners including Explore and More, YWCA, Buffalo Museum of Science, WNED (PBS), and Buffalo Philharmonic Orchestra. During the school year, Library staff worked with local schools to arrange visits, both at the schools and the nearest local library. The Youth Services team also provided services for parents and other caregivers on a wide range of topics related to child development.

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)	.38
13.5.4	Total Expenditures for Other Staff Salaries	\$11,125

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$1,104

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. Y

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$2,609

13.5.9 **Total Expenditure - Supplies and Materials** \$2,609

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** \$14,838

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$15,857
NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.12 **Total Allocation from 2024 - 2025 State Aid** \$8,728

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$24,585

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$9,747

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) continued to provide comprehensive and innovative service to 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 format that engage the population and provide educational opportunities. B&ECPL continued to staff and develop the library collections for these locations.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory: Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1 Total Full-Time Equivalents (FTE) .01

13.6.2 Total Expenditure for Professional Salaries \$3,304

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) .81

13.6.4 Total Expenditure for Other Staff Salaries \$26,843

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,977

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. Y

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

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

- | | | |
|----|----------------------|-------------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$22,119 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$2,699 |

13.6.9 **Total Expenditure - Supplies and Materials** \$24,818

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

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

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

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

13.6.12 **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 |

13.6.13 **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)** \$61,942

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$46,639
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2024 - 2025 State Aid:** \$45,516

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$92,155

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$30,213

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) continued 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, 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 3 (2024).

"[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 managed 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 3 surveys to gauge satisfaction with topics, formats, and quantity of materials ordered. A detailed Collection Development training program was developed and offered to libraries. The "Collection Connections Crew" continued to provide member libraries guidance on collection management as well as initiatives like Lucky Day Collections and centralized storage for selected media. Overall circulation totaled 7,256,779, including Digital checkouts from OverDrive and hoopla which amounted to over 2.2 million (eBooks: 1,064,883; eAudiobooks: 840,996; eMagazines: 287,165; videos: 14,568; music albums: 2,839). 126,608 items were added in traditional print and media formats. 63% of 8,406 online suggestions were purchased. Books in Arabic, Burmese, Persian, Somali, Spanish, and Swahili were allocated to 15 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 is currently in the fourth year of a 5 year contract renewal with SirsiDynix. During this time, SirsiDynix released regular system upgrades for BLUEcloud Central, BLUEcloud Analytics, and Enterprise. On January 1, IT copied over production to test, which updated the Workflows and Enterprise test environments. IT also updated production and test to Red Hat Enterprise Linux 7.9. Cash drawer software within our current SirsiDynix system was implemented at 11 libraries. Enhancements for patrons included the addition of the call number field on receipts. Out-of-County fees were discontinued beginning March 1. A new Circulation Committee was established in April to reduce barriers to patrons. Work was completed on a new patron suggestion form, to be implemented January 2025, and a new online registration form is in development. SirsiDynix's BLUEcloud Analytics tool continued to track grants and inform administrative decisions. The ILS Team attended SirsiDynix virtual conferences, the annual customers' user group conference, and other staff development trainings to learn about new products, product enhancements, and product features. [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 224 deliveries were made per week, a 20% increase over 2023. The Library by Mail program has 412 homebound users and circulated 4,711 items through US Postal Service. B&ECPL also utilizes The Empire Library Delivery Service (ELD) to facilitate statewide resource sharing of Interlibrary Loan material. [Interlibrary Loan: Maintain efficiency and improve awareness of Interlibrary Loan (ILL) services.] ILL circulation was 16,771 (9,826 loaned and 6,945 borrowed) in 2024, an increase of 6.5% from 2023. B&ECPL's status as a net lender, combined with its participation in the Libraries Very Interested in Sharing (LVIS) group, emphasizes the B&ECPL's commitment to resource sharing and collaboration within the library community and highlights the importance of our collection. [Digital Collections Access: Maintain a digital special collections website and enhance digital discoverability.] 144 new items were added to our Digital Collections in 2024, garnering 3,372,920 page views across 3 platforms: the Library's in-house collection powered by Omeka (3,078,274); New York State Historic Newspapers (35,654); and New York Heritage (279,290). Outreach included several training sessions online and in person. B&ECPL's Omeka platform was given a refresh based on public feedback from a late 2023 refresh, including a new theme and our first ever exhibit on the history of the Central Library for the 60th anniversary of its dedication."

""[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.] 1,327 Adult tutoring and literacy programs (1,824 attendees) were offered, including ESOL sessions, offered primarily by Literacy Buffalo Niagara and local public school districts. 7,013 Adult digital literacy programs (8,841 attendees) were offered, including 40 offered virtually (267 attendees). Through its Tech 360 program, B&ECPL partner Mission: Ignite offered comprehensive computer training at various libraries, serving 368 patrons and distributing 120 free desktop computers to graduates of the program. B&ECPL also continued its Book a Technology Trainer program, allowing member libraries to schedule one-on-one sessions or group classes. The TechKnow Lab provided over 500 training sessions and 87 outreach visits to community and senior centers serving more than 780 individuals. B&ECPL libraries hosted a multitude of programs to support community and civic engagement, including programs focused on voter information and rights, New York State parks and waterways, book clubs, book give-aways, art programs, and trivia nights. [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 811 programs (43,967 attendees). System Adult Outreach Services and the TechKnow Lab significantly expanded outreach efforts to senior and community centers, increasing from 5 centers in 2023 to 20 centers (84 visits with 776 participants) across Erie County in 2024. Services included health and wellness resources, job and resume assistance, small business guidance, and technology support—the most sought-after offering. Additionally, the TechKnow Lab played a crucial role in coordinating free tax assistance through the NYS Department of Taxation and Finance, primarily benefiting seniors and individuals with limited income. A HEAP assistance session was also conducted, and a partnership with Mental Health Peer Connection facilitated computer classes at the Central Library for their clients. In 2024, Wellness at Central monthly events attracted 650 attendees. In collaboration with community partners, Mental Health Awareness Day in May engaged 350 participants. Additionally, B&ECPL partnered with UB Heals to facilitate a Women's Health Clinic (30 attendees), NARCAN/CPR Training (35 attendees), and a "Shop for Free" event (100 attendees) that provided essential winter items to those in need. Partnership with the Mental Health Empowerment Project led to the successful execution of a Wellness Expo, drawing 200 attendees. For National Disability Employment Awareness Month in October, B&ECPL collaborated with the Erie County Office for People with Disabilities to host agency tabling events, featuring 11 local organizations. In partnership with Peaceprints of WNY, a leader in reentry services, the Central Library hosted a community resource fair convening 40 agencies and community organizations, providing resources and support to over 300 attendees. The Central Library's 2024 ongoing collaboration with the Legal Aid Bureau of Buffalo drew 164 participants, playing a crucial role in helping socially and economically disadvantaged community members navigate legal issues. The Accessibility Services Librarian conducted accessibility audits at 29 of our 37 locations in 2024 to assess and enhance physical space accessibility. Concurrently, IT and relevant staff have worked to ensure our web presence remains accessible to visually impaired users. The B&ECPL assists with sign-ups for the New York State Talking Books and Braille Library services and equips our facilities with computer software designed to enhance accessibility for blind and visually impaired individuals. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] Mobile Services provided library resources directly to a wide range of patrons, while increasing community engagement, accessibility, and targeted outreach. Combined, Bookmobile and Library2GO were open for 1,060 hours and served over 20,000 patrons. Throughout 2024, the Bookmobile made 313 stops across Erie County, including regularly scheduled visits to 5 Buffalo Public Schools, 5 charter schools, and 7 special needs schools. Library2GO offered monthly services to 3,231 patrons through senior living and community stops, and it also visited 12 adult daycare programs, serving 103 patrons. [Partner with member libraries, government agencies and community organizations to provide services to those who are unemployed/underemployed.] In 2024, 7 job fairs were held at the Central Library, drawing a total of 2,179 job seekers, including quarterly events in collaboration with the NYS Department of Labor and a Civil Service process workshop. In 2024, NYSDOL job fairs were successfully expanded to the Cheektowaga and Kenmore libraries. 2 Diversity Job Fairs at the Central Library, co-hosted with the Erie County Office for People with Disabilities and ACCESS-VR, welcomed 452 job seekers. Libraries also organized smaller-scale hiring events tailored to the employment needs of their respective communities. Approximately 5.8% of Book A Librarian one-on-one sessions addressed résumé writing and job applications. The B&ECPL collaborated with SCORE, the U.S. Small Business Administration, and the Small Business Development Center to offer in-person and virtual small business development workshops at the Central Library, member libraries, and through outreach programs. Library-led entrepreneurship workshops attracted 53 participants, emphasizing resources for minority- and women-owned businesses at the IBERO Business Center, the Exchange at Beverly Gray, and the Canisius Women's Business Center. In October, the B&ECPL partnered with WNYLRC to host the inaugural Creative Small Business Symposium at the Central Library, attracting 40 participants and featuring sessions on patents, trademarks, and setting up an e-commerce website. [Ensure library accessibility and pertinent resources for immigrants, refugees and new learners of the English language.] 445 programs for English for Speakers of Other Languages were held (1232 attendees), primarily through Literacy Buffalo Niagara and some school districts. Several libraries offered English Conversation Groups to support language learners. Library staff partnered with the International Institute of Buffalo to provide tours and library information for participants who speak Arabic, Burmese, Dari, French, Karen, Kinyarwanda, Rohingya, Russian, Spanish, Sudani-Arabic, Swahili, Tigrinya (Ethiopia), Pashto, and Russian as their native languages. Participation in these tours increased 40% from the previous year. Libraries collaborated with Buffalo AKG Art Museum and Asian Pacific American Public Affairs to participate in Lunar New Year and Diwali outreach events and partnered with the United States Citizenship and Immigration Services to provide information and support to Afghan refugees. B&ECPL also engaged with the Bangladeshi American Society of WNY as part of a community outreach event; library cards were issued, and materials highlighting B&ECPL services and programs were distributed. [Expand and strengthen remote library services.] hoopla continued to provide access to over 1.5 million digital titles in a variety of formats, including streaming content. Continued access was provided to eBooks (126,163 copies), eAudiobooks (65,316 copies), and Digital Magazines (5,729 titles) through OverDrive/Libby. In 2024, library staff continued to provide access to online programming through the B&ECPL website and social media platforms on topics including Book Clubs, Financial Literacy, Genealogy, Health and Wellness, Job and Careers, Summer and Winter Online Reading Challenges, Small Business Development, Oral History, and Technology Training. B&ECPL partnered with many organizations to provide online programming, including Candid, Erie County Department of Senior

Services, Operation HOPE, and the United States Patent and Trademark Office. There were a total of 534 virtual programs with 17,909 attendees. Procedures for remote reference services and walk-up and curbside services continue, enabling a seamless transition to remote operation during emergency library closures and/or transitioning to walk-up/curbside services. [Correctional Facilities (State and County): Provide services to those who are incarcerated and support to agencies working with individuals recently released from prison.] B&ECPL saw continued increases in services provided to both the Erie County Holding Center and Erie County Correctional Facility. Nearly 21,000 individuals utilized the facility libraries, circulating over 254,000 items throughout the year. Continuous, proactive collection development endeavors to meet the diverse wants and needs of the population, ensuring utilization. Through coordinated outreach, B&ECPL provides 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 26,153 programs and 58,720 attendees. Of these, 117 were virtual programs with 3494 attendees. Programs were tied to a specific holidays and events, such as the April Solar Eclipse, Spooky Library Party, Noon Year's Eve, and Graham Cracker Houses. Summer Reading Program started with a launch party and ended with a wrap up party, both of which took place outside with games, bubbles, music, and book giveaways. A summer performer series happened each Thursday. Magic Treehouse Bookclub also met over the summer; participants received the books for free and did related activities. B&ECPL also continued to partner with Mayor Byron Brown's Reading Rules Challenge by curating the reading list and participating in the in-person event. Every Saturday there was a craft program inclusive of preschool-aged children, as well as ongoing supply of take & make craft bags for patrons and community based art projects. Field trips in 2024 were personalized to help support teachers' curriculum and educational goals. Topics included: planets, primary source scavenger hunt related to the Blizzard of '77, chemical reactions, crafting with science, and exploring fall. Visits were also open to community groups such as home schooling groups and scout troops. The B&ECPL has relationships with the following organizations for youth: Every Person Influences Children, Explore and More, Help Me Grow, Positive Emotional Development and Learning Skills, SUNY at Buffalo, YWCA, Child Care Resource Network, Nickle City Comic Con, Ladders to the Outdoors, Buffalo Museum of Science, Rooted Beginnings, WNED (PBS), Neurodiversity Network of WNY, Justice League of WNY, Hispanic Heritage Council of WNY, Buffalo Public Schools, Generation Citizen, YMCA Young Explorers Summer Camp, Buffalo Philharmonic Orchestra, OVL Human Services, and United Way. The Youth Services Group provided trainings on trends and child development to staff, with 20-37 participants per training. Topics included: Outreach Services for Underserved Children; Diversity, Equity and Inclusion and Collection Development; Intro to Library Toy Collections; Baby Raves Programming; and Childhood Development for Public Libraries. [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.] In April 2024, the Central Library established a new Teen Services Department and proudly opened a dedicated Teen Space, designed specifically for patrons ages 13-18 and held a grand opening celebration in June. The space not only serves as a vibrant hub for social connection, creativity, and learning, but also stands as a reflection of our broader efforts to prioritize teen-focused programming. 4,229 programs for teens were held in 2024 (8,119 attendees). Of these, 89 were virtual programs (189 attendees). Staff organized and hosted the B&ECPL's first Teen Resource Fair, highlighting 11 organizations with teen-focused services and/or programs to the over 200 teens in attendance. Staff also held regularly occurring (weekly and monthly) programs for teens including popular jewelry crafts, slime-making, book club and Brain Sparks, where a more intricate craft was taught to a smaller group of teens. Teen Space staff invited outside organizations to host programming that promoted cultural diversity such as Stitch Buffalo's Chinese Block Printing program. Hidden Village hosted a Manga & Anime Club. The Buffalo-Niagara LGBTQ History Project held a program to speak to teens about trans masculine people living in WNY from the early 1900s through present day. B&ECPL tabled and hosted a "Book Bites" workshop at the GLYS Youth Leadership Conference. In September, staff went to the Charter School for Applied Technologies to present a Media Studies and Library Resources Workshop for students, covering how to apply for a Digital Student Library Card, how to access resources with their card, and how to use and navigate databases based on their current curriculum. The Central Teen Advisory Group is a teen-led group with opportunities for teens to learn skills in leadership, communication, and teamwork. TAG members walked with the Library at the Buffalo Pride Parade, gave feedback to help the Battle of the Books Title Committee choose titles, and organized programs including an Egg Hunt in the Children's Room and a Scary Haunted House for the Spooky Library Party. [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.] 18,287 early literacy programs, including birth to school age, parent/caregiver, and combined audience programs were held with 76,748 attendees, including self-directed programs such as take & make activities. In February, the Central Library partnered with the Buffalo Science Museum for Take Your Child to The Library Day. This year was themed around Curious George; a special storytime was held with a visit from Curious George. Throughout the year, a weekly storytime focusing on early literacy was offered at the Central Library, and during the summer months the B&ECPL partnered with EPIC to add an outdoor Storytime at Canalside. B&ECPL also partnered with National Association of Black Storytellers to offer a themed storytime with one of their readers. El día de los libros/El día de los niños is an annual event focusing on diversity in early literacy. The Central Library purchased children's books in different languages to encourage reading with children for those who speak another language. Some local preschools, such as Bennett Park PS 32, visited on a monthly basis, while others visited once a year. Visits focused on arts & crafts, stories, and learning through play. At Central's weekly craft program young children were encouraged to create art using a variety of painting methods that are at their developmental level."

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.] 3,842 employee training and development sessions (in-house, external, or online) were reported in 2024, an average of 6.8 sessions per employee. A broad spectrum of training topics were offered to employees, including targeted training for technology, customer service, and special populations. Technology training focused on learning more about a range of systems such as Microsoft Excel, Canva, social media platforms, and artificial intelligence-related tools, as well as on cybersecurity in general, with 100% of staff members completing the course Cyber Security: Self Defense in the Digital Age. Customer service trainings included innovative topics, such as Extreme Customer Service Every Time, The New Basics of Professional Customer Service, and Real World Resilience: Constructive Customer Service. Special populations training encompassed a diverse group of topics, including: Neurodivergent Librarians and Making Libraries More Inclusive; Disability is Not Inability, Disability Awareness Training; Celebrating LGBTQ+ Stories, New Titles for Pride Month and Beyond; Serving Deaf Patrons in the Library; and Helping Patrons Experiencing Homelessness. [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 (ACT) Trustees communicated throughout the year with ACT members in-person, via email, and by telephone, providing B&ECPL System updates and information on ACT activities. The liaison, administrators, and staff also attended and presented at ACT Board and General Meetings throughout the year as well as assisted with their Annual Workshop held at the Central Library on March 9. The ACT President also attended B&ECPL System Board of Trustees meetings. Trustees were reminded of their trustee education requirement, and training opportunities were shared on the trustee website and via email, including New York State Library Trustee webinars and other applicable webinars.

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 in-person, via email, and by telephone with member library staff, providing guidance on personnel matters and governance and assisting with employee interviews. 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.] 2 B&ECPL (Central Library/Buffalo Branches) policies were reviewed and amended: Gift & Donor Recognition Policy and Rules of Conduct. 2 new B&ECPL (Central Library/Buffalo Branches) policies were adopted: Teen Space Policy and Unattended Children Policy. HR facilitated System-wide compliance training; all B&ECPL staff completed required online training modules Harassment Prevention: A Commonsense Approach, Workplace Violence: The Early Warning Signs, and Cyber Security: Self-Defense in the Digital Age.

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 for communication with the B&ECPL. The 716-858-8900 telephone line received reference questions, fielded 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 for patrons to ask any question. In addition, 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 throughout the System conducted 163,645 reference transactions in 2024. The staff intranet, containing policies, forms, directories, statistics, and avenues for communication with administration, was available on staff workstations and through remote access for all staff. B&ECPL's social media accounts provided timely information and feedback via Facebook, X, Instagram, our Google page, and, newly added in November 2024, a Bluesky account. There are over 32,000 followers/friends on B&ECPL System social pages.. From Sept. 1 – Dec. 31, our Facebook posts reached 186.3K unique viewers. Readers appreciated being notified in real time about library snow/emergency closures. 25 public questions/comments were posted on Google with an average positive rating of 4.5 stars (out of 5). Patrons have commented on library materials, library hours, books sales, parking, contests and programming. [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.] The staff of the Grosvenor Room continued to add resources to digital platforms and designed programming and services to inform the public and member libraries about resources available. This included classes highlighting our digital collections as well as partnerships with educators to bring these materials into the classroom. Our digital materials received over 3.3 million page views across 3 platforms. The Special Collections department is also working to finish a long-standing project with the Digital Scriptorium, a consortium of institutions with collections of premodern manuscripts. This project should bring additional attention to our collection of recently digitized medieval manuscripts to scholars around the world. Staff designed a System-wide survey in 2024 to gauge interest in training opportunities for staff and information regarding collections that may be added to our digital collections in the future. [(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. Administration presented and created informational documents on grants, budgets, governance, and state and county advocacy initiatives. Weekly social media posts sent to all libraries were created by Development & Communications. Content addressed System-wide priorities, public programs, library policies, and advocacy efforts. Coordinated delivery of public messaging reinforces the Library brand, using one voice to share information on initiatives, advocacy, and services. The monthly System Director's report highlighted 28 media interviews/photo ops in 2024 featuring the Library Director, Administrative staff, and managers on topics including book deserts, book banning, the new Teen Space, technology training, and downloadable services. 10 mass email updates were sent to between 2,000 and 100,000+ library cardholders, friends, staff, volunteers, media, donors and elected officials throughout 2024. Messaging was devoted to System-wide updates, surveys, and public programs such as Black History Month, teen programs, fundraisers, and digital literacy training. [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 about library services, programming, capital projects, and budget priorities, including: Return on Investment brochure, annual statistics, Annual Report of the Director, media releases, invitations to special events, letters, posters, and flyers. Contact information is on the website for each library's elected representative from the county, state, federal, and City of Buffalo (if applicable). 14 representatives from B&ECPL Administration, System trustees, and member libraries attended Library Advocacy Day in Albany on February 7, 2024 meeting with the offices of 13 state legislators. 6 administrators also participated in 4 meetings with state lawmakers in the fall to encourage support of increased funding in the 2025 budget. Administration and Maintenance also met with elected officials and/or their representatives regarding construction projects, library initiatives, beautification of libraries, and upcoming projects. A media event was held in the Central Library in partnership with the Erie County Executive's office and state officials to unveil secured funding for a green roof project at the Central Library. In October and November, 1,696 Library patrons signed letters addressed to their Erie County Legislator encouraging passage of \$30.9 M + in funding for libraries, with an opportunity to note the library services they value. The letters were dropped off to lawmakers. The budget successfully passed.

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.] B&ECPL Administration hosted 9 System-wide Managers/Directors Meetings (5 virtually and 4 in-person). System Services staff collaborated with Buffalo branches and member libraries on System-wide adult and youth programming for themed events including Black History Month, Summer Reading, Hispanic Heritage Month, Banned Books Week, and Native American Heritage Month programs. The Black History Month Committee was renamed the Cultural & Special Days Committee in 2024 to create more programming for diverse cultural groups. In addition, System Services staff provided guidance, resources, and training on collection development, early literacy, and technology. Email was used most often to share information and best practices: 50 messages were sent to all managers/directors, 10 sent to all staff members, and 10 sent to staff and trustees. Topics ranged from First Amendment Right Audits to library funding and freedom to read/book ban updates. Library staffmembers participated in 12 surveys focused on System-wide programming, patron inquiries, children's programming kits, future programming, and social media support. Results were shared in emails, in person, and posted on the staff intranet. 5 Staff Forums were held in person and virtually, including 2 dedicated to the budget process. They were all recorded and posted on the staff 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 Conference Ambassadors Committee; NYLA's Legislative Committee; and NYLA's Continuing Education Committee. B&ECPL staff attended: the ALA Annual Conference; ALA Governance Institute; ALA LibLearnX; Chautauqua Regional Genealogy Conference; Collaborative Summer Library Program Symposium; Federal Depository Library Conference; GovLoop & NextGen Powering Your Public Service Career Forward Virtual Conference; HR Summer School Virtual Conference; IFLA World Library and Information Congress; Library Journal Day of Dialog Online; Library Journal LibraryCon Online; Library Journal Celebration of Literacy Online; Library Journal Picture Book Palooza Online; Library Journal Teens Live Online; Library Journal Virtual Book & Author Festival; Library Journal Youth Services Leadership Summit; NYPERLA Conference; NYLA Annual Conference; NYLA YSS Spring Conference; New York Archives Virtual Conference; PLA Annual Conference; Rochester Regional Library Conference; SUNY Librarians Association Conference; Library 2.0 AI and Libraries Online Conference; Library 2.0 Helping Patrons Experiencing Homelessness Online Conference; Library 2.0 Imagining the Next Generation of Libraries Online Conference; SirsiDynix Connections Annual Summit; WNYLRC Annual Intersect Unconference; WNYLRC Annual Meeting of the Membership & Symposium; Western New York Regional Maker Faire; University of Pennsylvania Penn Libraries Virtual Lectureship Conference; US Patent and Trademark Office Virtual Conference.

14.9 Element 9: Other - Results

n/a

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, 6 projects were submitted for the 2024-2025 State Aid for Library Construction Program: Cheektowaga Public Library Exterior Rehabilitation & Flat Roof Replacement, Clarence Public Library Boiler & AC Stage 1 Compressor Replacement, Newstead Public Library Fire System Replacement, Elma Public Library HVAC System Replacement, Lackawanna Public Library Boiler & Hot Water Heater Replacement, and Central Library Roof Replacement. Recommended funding totaled \$2,011,297. [Assist member libraries with facility and maintenance planning and improvements designed to achieve a welcoming, efficient and sustainable environment.] B&ECPL staff continued to distribute AEDs to member libraries and provide guidance on operation and maintenance of the devices as well as guidance on offering CPR/AED training sessions. B&ECPL reviewed its Public Health Emergency Operations Plan. B&ECPL staff spearheaded the facility condition assessment of the Lackawanna Public Library to provide direction for future capital projects for overall facility improvement. Covid-19 test kits were provided to all library locations. B&ECPL staff offered assistance with municipal bid processes/procedures in order to execute capital project initiatives and conducted site visits to assist with determination of equipment locations.

14.11 Element 11: Direct Access - Results

B&ECPL is chartered to serve all of Erie County. All geographic areas within the County receive library services even if there are no library buildings within a given municipality or service area of a contract library. As B&ECPL's Plan for free direct access is included in the annual agreement between the B&ECPL and each contract library, those libraries are bound by the contract to abide by this Plan.

14.12 Element 12: Central Library - Results

[Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the Buffalo & Erie County Public Library System. In addition, funds will be used to support improved 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 funds continued to support the purchase of specialized databases to assist staff in answering complex reference questions and personnel costs of the Grosvenor Room Staff. CLDA funds allowed the staff of the Grosvenor Room to assist with over 250 highly specialized reference questions utilizing our Local History, Genealogy Map, Music, and Rare Book collections, along with associated electronic resources. Free services offered to patrons include obituary searches, article lookups, city directory searches, and digitization of materials when applicable. A new exhibit mounted in 2024 entitled Rare Books 101 featured highlights of our Rare Book collection. Smaller exhibits were also presented throughout the year, including materials from the Library's collection of historical LGBTQ materials, an exhibit on the 60th anniversary of the building of our Central Library, the Library's collection of braille materials. Staff with specialized training planned and implemented classes and programs on topic including the Library's digital collections, creating personal archives, conducting oral history interviews, utilizing specialized databases, and other topics of genealogical interest.

15. Current system URL's

15.1	System Home Page URL	https://www.buffalolib.org
15.2	URL of Current List of Members	https://www.buffalolib.org/locations-and-hours
15.3	URL of Current Governing Bylaws	https://www.buffalolib.org/board-trustees/bylaws
15.4	URL of Evaluation Form	https://www.buffalolib.org/stafftrustee-surveys
15.5	URL of Evaluation Results	https://www.buffalolib.org/stafftrustee-surveys
15.6	URL of Central Library Plan	https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf
15.7	URL of Direct Access Plan	https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this “Annual Report” was reviewed and accepted by the System Board/Council on (date – mm/dd/yyyy) 4/17/2024

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). 07/22/2025

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):	(716) 858-7161
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!	No additional comments. Thank you.

Buffalo and Erie County Public Library

Annual Report for Library Systems - 2024 (Public Library Systems 2024)

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.

1.49 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.

Gonzalez-Soto was closed 4/1/2024-12/8/2024 for construction, re-opening 12/9/2024. East Clinton was closed 10/11/2024-10/19/2024 due to a building incident. Library on Wheels Bookmobile was not in service 5/15/2024-5/23/2024 and 9/3/2024-9/7/2024 for repairs.

2. Personnel Information

2.10 Certified Librarians - Filled Position(s) FTE

Between 2023 & 2024, System was able to adjust personnel budget to increase additional Certified Librarian FTE while reducing Other Staff FTE.

2.18 Total Other Staff - Filled Position(s) FTE

Between 2023 & 2024, System was able to adjust personnel budget to increase additional Certified Librarian FTE while reducing Other Staff FTE.

3. System Membership, Outlets and Governance

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

There were 11 meetings, but January 2024's meeting was held remote due to inclement weather.

Repeating Group 8

10. Office Held or Trustee

Treasurer

Repeating Group 12

10. Office Held or Trustee

Vice President

Repeating Group 13

10. Office Held or Trustee

Secretary

Repeating Group 1

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

Trustee K. Johnson is currently serving as a holdover trustee for the term to run from January 2025 through December 2029 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 3

14. 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

14. 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

15. 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 14

15. 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 Barnes was appointed in September 2024 to fill a vacant position (previous trustee Sheldon Berlow passed away January 2023). The term was to run from January 2024 through December 2028.

Repeating Group 1

16. 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. She is currently serving as a holdover trustee until reappointed to her new term.

Repeating Group 2

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

Trustee El-Behairy served as a holdover trustee from January 2025 through February 2025 when reappointed.

Repeating Group 3

16. 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 during the orientation period. He is currently serving as a holdover trustee until reappointed to his new term.

Repeating Group 4

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

Trustee Bedenko served as a holdover trustee from January 2025 through February 2025 when reappointed.

Repeating Group 5

16. 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

16. 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

16. 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

16. 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

16. 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. She is currently serving as a holdover trustee until reappointed to her new term.

4. Public Library System Transactions and Collections

4.2 System Visits

Increase from last year due to fewer significant closures in 2024. In 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. In 2024, there were fewer closures. Gonzalez-Soto was closed 4/1/2024-12/8/2024 for construction, re-opening 12/9/2024. East Clinton was closed 10/11/2024-10/19/2024 due to a building incident. Library on Wheels Bookmobile was not in service 5/15/2024-5/23/2024 and 9/3/2024-9/7/2024 for repairs.

5. System Services

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

Increased traffic to the Library's Digital Collections. Over 9000 high value images were added in 2023-2024, and some of the items even went viral.

d. Contracted service (paid by System - not on payroll)

B&ECPL utilizes The Empire Library Delivery Service (ELD) to facilitate statewide resource sharing of Interlibrary Loan material.

5.41 Number of participants

Compliance training numbers have been moved from Management & Supervisory to Employee Safety.

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

The Buffalo & Erie County Public Library added a new full-time professional position with the title of Staff Development Coordinator in December 2023. This brand new role within the organization is aimed at enhancing employee growth and professional development, with a focus on creating and implementing training programs, improving skills development, and fostering a culture of continuous learning. The addition of this job title has led to a significant increase in training and staff development numbers in 2024.

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

i. Other (describe using the note)

Repeating Group 1

1. Service provided

The Buffalo & Erie County Public Library added a new full-time professional position with the title of Staff Development Coordinator in December 2023. This brand new role within the organization is aimed at enhancing employee growth and professional development, with a focus on creating and implementing training programs, improving skills development, and fostering a culture of continuous learning. The addition of this job title has led to a significant increase in training and staff development numbers in 2024.

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

The Mobiles & Institutional Services Library2GO van provides older adult appropriate programming, reader's advisory services, and mobile device support to 34 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 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

Mobile Services continued to work with ESL learners and immigrant community through regular monthly stops with partner organizations.

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	Remaining 10% balance of grant
6.9	Construction for Public Libraries Aid	Construction funding of \$831,598 not released until 1/6/2025
6.18	Local Library Services Aid - Kept at System	Difference due to the timing of 2023 payment.
6.21	Local Services Support Aid	Received \$193,154 on 7/2 and \$21,462 on 12/17. Prior year amount of \$206,517 was overstated by \$20,652, which was received 1/19/2024.
Repeating Group 1		
2.	Amount	Love Your Library funding
6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	Received one time gift of \$250,000 in 2023.
Repeating Group 4		
2.	Amount	Includes final proceeds from Grant from Wilson Foundation \$165,775. Refunds from Prior year expense \$11,794. Member Library return to system \$67,420 Misc funding \$25,623
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	Includes final proceeds from Grant from Wilson Foundation - \$165,000. Offset the reduction of prior year's library charges, and overhead related to the cost of the program. Program began in 2020, and was extended thru 2024 due to Covid.

7. Operating Fund Disbursements

7.11	Central Library Services Aid (CLSA)	Buffalo & Erie County Public Library is Central Library as well as System Headquarters
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	Special Legislative aid received by system and distributed to member libraries: Clarence Public Library: \$20,000 Hulbert Library of Town of Concord: \$20,000 Grand Island Memorial Library: \$20,000 Marilla Free Library: \$20,000 City of Tonawanda Public Library \$15,000 Town of Tonawanda Public Library \$30,000
7.24	Computer Equipment	Reduction is due to completion of multi year process of updating personal computers throughout the system.
7.26	Other Capital Expenditures	Last equipment purchase in 2023.
7.29	From Other Funds (71OF)	Prior Year's amount included purchase of weapon's detection system for Central Library: \$510,976.
7.34	Other Building & Maintenance Expenses	Leveling out of the cost of Maintenance Supplies and fewer large dollar maintenance projects.
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) \$300,327, Back to Basics (Security Services) \$164,456, Bond Schoeneck & King (Legal Services) \$80,781, Erie County Purchasing Services \$50,907, Didonato Assoc (Facility Assessment Service) \$49,630, Court Record & Data Mgmt Svc (Lib Material Conservation) \$20,830, AP Professional (Employment Services) \$14,400, Erate Central (Erate Consultant) \$13,000, K Chomida Frank (Translation Services) \$9,975, TripleTrack (Human Resources Consultation) \$8,550.

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

Excelsior Membership of NYLA (2 years) \$7,744, Organizational Membership of NYLA, \$2,750, Buffalo & Niagara Partnership \$2,188, Western New York Library Resources Council \$2,091, PULISDO \$1,750, Cosugi - Customers of SirsiDynix Users Group Inc \$150, Black Causus of American Library Association \$60

Repeating Group 1

1. Expense category

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

Repeating Group 2

1. Expense category

Insurance expense includes Director & Officers policy, Cyber-liability, General Liability and insurance from Rare Book collections

Repeating Group 3

1. Expense category

General programming supplies for various department. These supplies include craft item, gift certificated, novelties, and other giveaways. Central Library programming: \$42,990, Outreach services: \$56,297, City Branches: \$31,613 and System-wide programming support: \$78,654. System wide programming support was partially funded by donations and the Ralph Wilson Foundation Grant.

Repeating Group 4

1. Expense category

Postage & Freight charges for general library services, as well as special services: Interlibrary loan, Library by Mail, and Fundraising (Annual Appeal & Bucks for Books campaigns)

Repeating Group 5

1. Expense category

Training and Education expenses for Board trustee and staff members.

Repeating Group 6

1. Expense category

Misc expenses include small expenses, or one time costs, not categorized elsewhere including: Includes \$19,122 for Uniform and vest for security staff, food and hygenic supplies for pantries throughout City branches & Central Library: \$8,371, Supplies for Online store: \$9,213, General Supplies for Graphics: \$12,456, Prepaid Fax Cards: \$4,776, Resale Items (Headphone, USB) \$5,875, Supplies for Network Support: \$11,922, Staff Appreciation: \$7,204, Buffalo 5/14 Memorial Project, \$5,250, Fundraising Event expenses: \$2,701, Bank & Merchant fees: \$1,936, NYS Sales Tax payment: \$1,111, Binding Expense: \$1,911.

Repeating Group 2

2. Amount

Insurance expense includes Director & Officers policy, Cyber-liability, General Liability and insurance from Rare Book collections

Repeating Group 3

2. Amount

General programming supplies for various department. These supplies include craft item, gift certificated, novelties, and other giveaways. Central Library programming: \$42,990, Outreach services: \$56,297, City Branches: \$31,613 and System-wide programming support: \$78,654. System wide programming support was partially funded by donations and the Ralph Wilson Foundation Grant.

Repeating Group 4

2.	Amount	Postage & Freight charges for general library services, as well as special services: Interlibrary loan, Library by Mail, and Fundraising (Annual Appeal & Bucks for Books campaigns)
Repeating Group 5		
2.	Amount	Training and Education expenses for Board trustee and staff members.
Repeating Group 6		
2.	Amount	Misc expenses include small expenses, or one time costs, not categorized elsewhere including: Includes \$19,122 for Uniform and vest for security staff, food and hygienic supplies for pantries throughout City branches & Central Library: \$8,371, Supplies for Online store: \$9,213, General Supplies for Graphics: \$12,456, Prepaid Fax Cards: \$4,776, Resale Items (Headphone, USB) \$5,875, Supplies for Network Support: \$11,922, Staff Appreciation: \$7,204, Buffalo 5/14 Memorial Project, \$5,250, Fundraising Event expenses: \$2,701, Bank & Merchant fees: \$1,936, NYS Sales Tax payment: \$1,111, Binding Expense: \$1,911
7.56	From Other Funds (76OF)	Construction Aid of \$831,598 not released until 1/6/2025
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, and managed by the Erie County Controller. For that reason B&ECPL is unable to provide 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, and managed by the Erie County Controller. For that reason B&ECPL is unable to provide detailed banking information.
8. Capital Fund Receipts		
8.2	Transfer From Operating Fund (same as question 7.57)	Construction Aid funding of \$831,598 not received until 1/6/2025
9. Capital Fund Disbursements		
No Notes		
12. Projected Annual Budget For Library Systems		
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)	Includes \$831,598 in 2024 aid received in 2025
13. State Formula Aid Disbursements		
13.2.1	Total Full-Time Equivalents (FTE)	Prior year had only one professional staff member assigned to grant. In 2024, additional part time professional staff members were assigned to grant. Corresponding reduction in Other Staff FTE an salary.
13.2.2	Total Expenditure for Professional Salaries	Prior year had only one professional staff member assigned to grant. In 2024, additional part time professional staff members were assigned to grant. Corresponding reduction in Other Staff FTE an salary.
13.2.3	Total Full-Time Equivalents (FTE)	Prior year had only one professional staff member assigned to grant. In 2024, additional part time professional staff members were assigned to grant. Corresponding reduction in Other Staff FTE an salary.

13.2.4 Total Expenditures for Other Staff Salaries

Prior year had only one professional staff member assigned to grant. In 2024, additional part time professional staff members were assigned to grant. Corresponding reduction in Other Staff FTE an salary.

Repeating Group 1

1. Expenditure Category

Expenses related the purchase of supplies and materials for Outreach programs, including Black History Month and Freedom to Read programs.

Repeating Group 1

2. Expenditure

Expenses related the purchase of supplies and materials for Outreach programs, including Black History Month and Freedom to Read programs.

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