Buffalo and Erie County Public Library
Annual Report for Library Systems - 2007 (Public Library Systems)

1. General System Information

1.1	SEDCODE	140600700787
1.2	System Name	Buffalo and Erie County Public Library
1.3	Beginning Reporting Year	1/1/2007
1.4	Ending Reporting Year	12/31/2007
1.5	Street Address	1 Lafayette Square
1.6	City	Buffalo
1.7	Zip Code	14203
1.8	Four-Digit Zip Code Extension (enter N/A is unknown)	1887
1.9	Mailing Address	1 Lafayette Square
1.10	City	Buffalo
1.11	Zip Code	14203
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.13	Library System Telephone Number (enter 10 digits only)	(716) 858-8900
1.14	Fax Number (enter 10 digits only)	(716) 858-6544
1.15	System Home Page URL	www.buffalolib.org
1.16	URL of the system's complete Plan of Service	http://www.buffalolib.org/aboutthelibrary/fiveyearplan/index.asp
1.17	Population Chartered to Serve (2000 Census)	950,265
1.18	Area Chartered to Serve (square miles)	1,045
1.19	Federal Employer Identification Number	166002558
1.20	County	Erie
1.21	County (Counties) Served	Erie
1.22	School District	Buffalo City School District

1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.
1.24	First Name of System Director	Bridget
1.25	Last Name of System Director	Quinn-Carey
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	16489
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	quinncareyb@buffalolib.org
1.33	Fax Number of the System Director (enter 10 digits only)	7168586544
1.34	Name of Outreach Coordinator	Ann Kling
1.47	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	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	N/A

this contract

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

1.48	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. If no, please go to question 1.49.	N
1.49	Contact name (person completing report)	Kelly A. Donovan
1.50	Contact phone number (enter 10 digits only)	(716) 858-7141
1.51	Contact e-mail address	donovank@buffalolib.org

2. Personnel Information

2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	50.74
2.11	Librarians - Vacant	1.82

	Position(s) FTE	
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 + 2.6 + 2.8 + 2.10 + 2.12)	52.74
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	1.82
2.16	Total Other Professional Staff - Filled Position(s) FTE	11
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	173.46
2.19	Total Other Staff - Vacant Position(s) FTE	19.48
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	237.20
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	21.30

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	$35,256
2.24	System Director FTE	1
2.25	System Director Current	$110,000

Annual Salary

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	22
3.13	Main Library/System Headquarters	1
3.14	Branches	8
3.15	Bookmobiles	0
3.16	Reading Centers	0
3.17	Other Outlets	3
3.18	Total Public Service Outlets (total questions 3.13 through 3.17)	12
3.19	Name of Central/Co-Central Libraries	Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

3.20	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	13
3.21	Number of voting positions on system board/council	15
3.22	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	A

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2008, through December 31, 2008.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2007, through June 30, 2008

President/Council Chair

3.23	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend,	Mr.

	Other (specify using the State note), Vacant	
3.24	First Name	W. Lawrence
3.25	Last Name	Buck
3.26	Institutional Affiliation	Harold C. Brown Co.
3.27	Professional Title	Businessman
3.28	Mailing Address	
3.29	City	
3.30	Zip Code (enter five digits only)	
3.31	Telephone for the Board President (enter 10 digits only)	
3.32	E-mail Address	
3.33	Term Expires - Month or N/A	December
3.34	Term Expires - Year (YYYY) or N/A	2007

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 2-10 of the repeating group.

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Richard L.
3.	Last Name	Berger
4.	Institutional Affiliation	NanoDynamics
5.	Professional Title	businessman
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2008
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the	Mr.

	State note), Vacant	
2.	First Name	Sheldon M.
3.	Last Name	Berlow
4.	Institutional Affiliation	Berlow Real Estate
5.	Professional Title	businessman
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2010
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.
2.	First Name	Rebecca L.
3.	Last Name	Pordum
4.	Institutional Affiliation	Buffalo Public School District
5.	Professional Title	teacher
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2008
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Jack
3.	Last Name	Connors
4.	Institutional Affiliation	Business First/Law Journal
5.	Professional Title	publisher
6.	Mailing Address	
7.	City	

8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2009
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Frank
3.	Last Name	Gist
4.	Institutional Affiliation	retired
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2010
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Miss
2.	First Name	Phyllis A.
3.	Last Name	Horton
4.	Institutional Affiliation	retired
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2009
1.	Title (drop-down): Mr.,	Ms.

	Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	
2.	First Name	Annette
3.	Last Name	Juncewicz
4.	Institutional Affiliation	Erie County
5.	Professional Title	contract compliance admin
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2008
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Mario J.
3.	Last Name	Rossetti
4.	Institutional Affiliation	retired
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2011
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Hormoz
3.	Last Name	Mansouri
4.	Institutional Affiliation	EI Team

5.	Professional Title	engineer
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2010
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Miss
2.	First Name	Elaine
3.	Last Name	Panty
4.	Institutional Affiliation	retired
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2012
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Judith K.
3.	Last Name	Summer
4.	Institutional Affiliation	retired
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December

10.	Term Expires - Year (YYYY) or N/A	2011
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sharon
3.	Last Name	Thomas
4.	Institutional Affiliation	Buffalo City Court
5.	Professional Title	Chief Court Clerk
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2011
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Wayne D.
3.	Last Name	Wisbaum
4.	Institutional Affiliation	Kavinoky & Cook
5.	Professional Title	attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2009
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant

2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Expires - Month or N/A
10. Term Expires - Year (YYYY) or N/A

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2008 through December 31, 2008. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant   Mr.
2. First Name   Miguel
3. Last Name   Santos
4. Institutional Affiliation   NYSEG
5. Professional Title   N/A

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant   Miss
2. First Name   Kathleen
3. Last Name   Davis
4. Institutional Affiliation   unemployed
5. Professional Title   N/A

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State   Mr.

	note), Vacant	
2.	First Name	Carl
3.	Last Name	Johnson
4.	Institutional Affiliation	retired
5.	Professional Title	N/A
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant	Mr.
2.	First Name	Ted
3.	Last Name	Kirkland
4.	Institutional Affiliation	retired
5.	Professional Title	N/A
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant	Mr.
2.	First Name	Robert
3.	Last Name	Sikorski
4.	Institutional Affiliation	Niagara Frontier Radio Reading Service
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant	Mr.
2.	First Name	Eugene
3.	Last Name	Pierce
4.	Institutional Affiliation	unknown
5.	Professional Title	N/A
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant	Ms.
2.	First Name	Jennifer
3.	Last Name	Hoffman
4.	Institutional Affiliation	Lackawanna Public Library
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., Other (specify using the State note), Vacant	Mr.

2.	First Name	William
3.	Last Name	Miles
4.	Institutional Affiliation	Retired
5.	Professional Title	N/A

4. Public Library System Trans and Collection

4.1	Number of registered system borrowers	293,964
4.2	Total system circulation	2,315,187

SYSTEM HOLDINGS

4.3	Total Cataloged Book Holdings	1,473,050
4.4	Non-Cataloged Book Holdings	140,863
4.5	Total Print Serial Holdings	476,668
4.6	All Other Print Materials Holdings	1,435,133
4.7	Total Electronic Holdings	19,851
4.8	All Other Holdings	138,405
4.9	Grand Total Holdings (total questions 4.3 through 4.8)	3,683,970

ROTATING COLLECTIONS/BOOK LOANS

4.10	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.11	Number of collections	14
4.12	Average number of items per collection	57

5. System Services
TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	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	1,670,835
5.9	Number of new titles added by the system in the reporting year	21,908
5.10	Number of Central Library Aid titles added in the reporting year	N/A
5.11	Number of new titles added by the members in the reporting year	N/A
5.12	Total new titles (total questions 5.9 through 5.11)	21,908

UNION CATALOG OF RESOURCES

5.13	How many libraries participate in (or submit records for) the union catalog?	1
5.14	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	Y
5.15	Number of titles in the system's union catalog	1,670,835
5.16	Number of holdings in the system's union catalog	3,326,562
5.17	Number of new titles added in the last year	21,908
5.18	Number of holdings added in the last year	245,797

UNION LIST OF SERIALS

5.19	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.)	Y
5.20	How many libraries participate in (or submit records for) the union list of serials?	1

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

5.22	Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A)	Y
5.23	How many Internet-accessible member library catalogs are included in the virtual catalog?	0
5.24	How many member libraries have holdings included in a database that	0

serves as a link of the
virtual catalog?

5.25 Indicate the features of the system's virtual catalog (check all that apply):

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

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

c. Responses are mediated   No

d. Patron-initiated ILL
   available and used through   No
   this catalog

e. N/A   No

5.26 Does the library system
     provide access to member
     library catalogs which are
     not Internet accessible
     through the virtual catalog?   N
     (Enter Y for Yes, N for No)
     If yes, please describe
     using the State note.

NOVEL~NY~-READY LIBRARIES

5.27 How many of the system's
     member libraries have
     achieved Basic NOVEL~NY~-   0
     ready status?

5.28 How many of the system's
     member libraries have
     achieved Advanced   37
     NOVEL~NY~-ready status?

5.29 How many of the system's
     member libraries have
     achieved Leader   0
     NOVEL~NY~-ready status?

5.30 Total NOVEL~NY~-Ready
     Libraries (total questions   37
     5.27 through 5.29)

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.31 Total items provided
     (loaned)   2,268

5.32	Total items received (borrowed)	3,021
5.33	Total requests provided (loaned) unfilled	10,104
5.34	Total requests received (borrowed) unfilled	908
5.35	Total interlibrary loan activity (total questions 5.31 through 5.34)	16,301

DELIVERY

5.37 Indicate delivery methods used by the system (check all that apply):

a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	No
d.	Contracted service (paid by System - not on payroll)	No
e.	U.S. Mail	No
f.	UPS	No
g.	Other (specify using the State note)	No
5.38	Number of stops (pick-up and delivery sites per week)	210

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

| 5.39 | Number of sessions | 4 |
| 5.40 | Number of participants | 16 |

Technology

| 5.41 | Number of sessions | 12 |
| 5.42 | Number of participants | 452 |

Leadership

| 5.43 | Number of sessions | 0 |
| 5.44 | Number of participants | 0 |

Management & Supervisory

| 5.45 | Number of sessions | 3 |
| 5.46 | Number of participants | 72 |

Planning and Evaluation

| 5.47 | Number of sessions | 0 |

5.48	Number of participants	0

Awareness and Advocacy

5.49	Number of sessions	4
5.50	Number of participants	6

Trustee/Council Training

5.51	Number of sessions	1
5.52	Number of participants	35

Special Client Populations

5.53	Number of sessions	0
5.54	Number of participants	0

Children's Services/Elementary Grade Levels

5.55	Number of sessions	0
5.56	Number of participants	0

Young Adult Services/Middle and High School Grade Levels

5.57	Number of sessions	1
5.58	Number of participants	35

General Adult Services

5.59	Number of sessions	0
5.60	Number of participants	0

5.61	**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.	N
1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A
5.62	**Grand Total Sessions** (total questions 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, and total of question #2 of Repeating Group #5)	25
5.63	**Grand Total Participants** (total questions 5.40, 5.42,	616

COORDINATED SERVICES

5.64 Indicate which services the system provides (check all that apply):

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.	Other (describe using the State note)	Yes
i.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.65	Number of contacts - Consulting with member libraries on grants, and state and federal funding	1,903
5.66	Number of contacts - Consulting with member libraries on funding and governance	3,336
5.67	Number of contacts - Consulting with member libraries on charter and registration work	5
5.68	Number of contacts - Consulting with member libraries on automation and technology	11,201
5.69	Number of contacts - Consulting with member	2,786

	libraries on youth services	
5.70	Number of contacts - Consulting with member libraries on adult services	5,227
5.71	Number of contacts - Consulting with member libraries on physical plant needs	188
5.72	Number of contacts - Consulting with member libraries on personnel and management issues	6,073
5.73	Number of contacts - Consulting with state and county correctional facilities	3,482
5.74	Number of contacts - Providing information to local, county, and state legislators and their staffs	515
5.75	Number of contacts - Providing system and member library information to the media	1,473
5.76	Number of contacts - Providing website development and maintenance for member libraries	2,045
5.77	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1 and 2 of one repeating group.	N/A
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.78	**Total Other Contacts** (total of question #2 of	0

5.79 **Total Contacts** (Total of questions 5.65 through 5.76 and 5.78) 38,234

REFERENCE SERVICES

5.80 Total Reference Transactions 211,237

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed & underemployed individuals	Yes
i.	N/A	No
5.82	Number of BOOKS BY MAIL loans	0
5.83	Number of member libraries with Job/Education Information Centers or collections	14
5.84	Number of State Correctional Facilities libraries served	3
5.85	Number of County Jails libraries served	2
5.86	Number of institutions served other than jails or	1

correctional facilities

5.87 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.　　N

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

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

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

1. County Name　　Erie
2. Amount　　$23,727,970
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　　$23,727,970
6.3 All Other Local Public Funds　　$0
6.4 **Total Local Public Funds** (total questions 6.2 and 6.3)　　$23,727,970

STATE AID RECEIPTS

6.5 Adult Literacy Library Services Grants　　$0
6.6 Central Library Development Aid　　$309,947
6.7 Central Book Aid　　$71,500
6.8 Conservation/Preservation　　$0

	Grants	
6.9	Construction for Public Libraries Aid	$513,384
6.10	Coordinated Outreach Services Aid	$168,916
6.11	Correctional Facilities Library Aid	$45,723
6.12	County Jails Library Aid	$8,573
6.14	Family Literacy Grants	$39,394

Local Library Services Aid

6.18	Kept for Headquarters	$101,718
6.19	Distributed to members	$197,898
6.20	Total LLSA (total questions 6.18 and 6.19)	$299,616
6.21	Local Services Support Aid	$216,263
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,993,856

Regional Bibliographic Data Bases (RBDB) Aid

6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	$0
6.35	Special Legislative Grants and Member Items	$0
6.36	The New York Public Library - The Research Libraries	$0
6.37	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	$0
6.38	The New York Public Library, City University of New York	$0
6.39	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0
6.40	The New York Public Library, Science, Industry	$0

and Business Library

6.41	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 6.35).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.42	Total Other State Aid (total question #2 of Repeating Group #9 above)	$0
6.43	**Total State Aid Receipts** (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.40, and question 6.42)	$3,667,172

FEDERAL AID

6.44	Library Services and Technology Act (LSTA)	$14,306
6.45	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
6.46	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0
6.47	**Total Federal Aid** (total questions 6.44 and 6.46)	$14,306

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

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

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

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

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

MISCELLANEOUS RECEIPTS

6.50	Gifts, Endowments, Fundraising	$33,183
6.52	Income from Investments	$116,386

Proceeds from Sale of Property

6.53	Real Property	$0
6.54	Equipment	$0

6.55	Does the system have other miscellaneous receipts in categories not listed in questions 6.50 through 6.54? 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	Refunds
2.	Amount	$54,404
1.	Receipt category	Libr Char
2.	Amount	$386,502
1.	Receipt category	Rental
2.	Amount	$7,128
1.	Receipt category	Commissio
2.	Amount	$18,683
1.	Receipt category	Other
2.	Amount	$523,181

6.56	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12	$989,898

above)

6.57   **Total Miscellaneous Receipts** (total questions 6.50 through 6.54 and question 6.56) $1,139,467

6.58   **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.43, 6.47, 6.49, and 6.57) $28,548,915

6.59   **BUDGET LOANS TRANSFERS** $0

6.60   From Capital Fund (Same as question 9.6) $0

6.61   From Other Funds $0

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

6.63   **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2007; 3Rs - July 1, 2007. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2006; 3Rs - June 30, 2007.)** $6,949,243

6.66   **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER** (Public Library Systems and 3Rs - total questions 6.58, 6.59, 6.62 and 6.63 - must agree with question 7.71) $35,498,158

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	$2,800,456
7.2	Other Staff	$5,459,618
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$8,260,074
7.4	Employee Benefits Expenditures	$3,300,207
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$11,560,281

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$1,073,584
7.7	Electronic Materials Expenditures	$284,168
7.8	Other Materials Expenditures	$200,705
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$1,558,457

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$197,898
7.11	Central Library Aid (CLDA/CBA)	$0
7.14	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$0
7.15	Federal Aid	$0
7.16	Other cash grants paid from system funds	$1,439,923
7.17	Total Cash Grants (total	$1,637,821

questions 7.10 through 7.16)

7.18	Book/Library Materials Grants	$1,940,462
7.19	Other Non-Cash Grants	$6,053,524
7.20	**Total Grants to Member Libraries** (total questions 7.17 through 7.19)	$9,631,807

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.21	Bookmobile	$0
7.22	Other Vehicles	$58,354
7.23	Computer Equipment	$28,341
7.24	Furniture/Furnishings	$4,694
7.25	Other Capital Expenditures	$245,253
7.26	**Total Capital Expenditures from Operating Fund** (total questions 7.21 through 7.25)	$336,642

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.27	From Local Public Funds (71PF)	$292,795
7.28	From Other Funds (71OF)	$43,847
7.29	**Total Capital Expenditures by Source** (same as question 7.26)	$336,642

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.30	From Local Public Funds (72PF)	$64,056
7.31	From Other Funds (72OF)	$0
7.32	**Total Repairs to Buildings and Building Equipment** (total questions 7.30 and 7.31)	$64,056
7.33	Other Building & Maintenance Expenses	$795,792
7.34	**Total Operation and Maintenance of Buildings** (total questions 7.32 and 7.33)	$859,848

MISCELLANEOUS EXPENSES

7.35	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$42,711
7.36	Office and Library Supplies	$85,415
7.37	Telecommunications	$101,443
7.38	Binding Expenses	$5,858
7.39	Postage and Freight	$25,364
7.40	Publicity and Printing	$18,909
7.41	Travel	$19,655
7.42	Fees for Consultants and Professionals	$116,580
7.43	Membership Dues	$11,327
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.35 through 7.44? 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	Ele Acces
2.	Amount	$181,024
1.	Expense category	Off Maint
2.	Amount	$39,631
1.	Expense category	Other
2.	Amount	$154,412

7.46	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13 above)	$375,067
7.47	**Total Miscellaneous Expenses** (total questions 7.35 through 7.44 and 7.46)	$802,329

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

7.48	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N	N

for No.

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

1.	Contracting Agency (specify using State note)	N/A
2.	Contracted Service (specify using State note)	N/A
3.	Total Contract Amount	N/A
7.49	**Total Contracts** (total question #3 of Repeating Group #14 above)	$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	$1,556,137
7.51	From Other Funds (73OF)	$0
7.52	**Total Capital Purposes Loans** (total questions 7.50 and 7.51)	$1,556,137
7.53	Other Loans	$0
7.54	**Total Debt Service** (total questions 7.52 and 7.53)	$1,556,137
7.55	**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, 7.20, 7.26, 7.34, 7.47, 7.49, and 7.54)	$26,305,501

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds	$824,441

	(76PF)	
7.57	From Other Funds (76OF)	$5,189
7.58	**Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2)	$829,630
7.59	**Total Transfers to Other Funds**	$0
7.60	**Total Transfers** (total questions 7.58 and 7.59)	$829,630
7.61	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60)	$27,135,131
7.62	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2007) (For 3Rs - June 30, 2008)**	$8,363,027
7.71	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** (total questions 7.61, 7.62, 7.66, and 7.70)	$35,498,158

FISCAL AUDIT

7.72	Last audit performed (mm/dd/yyyy)	12/31/2007
7.73	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	1/1/2007-12/31/2007
7.74	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	N/A

| 7.75 | **Total Bank Balance** (total question #2 of Repeating Group #15 above) | $0 |

| 7.76 | 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

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

| 8.2 | **Transfer From Operating Fund** (same as question 7.58) | $829,630 |

STATE AID FOR CAPITAL PROJECTS

| 8.3 | State Aid Received for Construction | $0 |

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

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

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

| 8.6 | **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5) | $829,630 |

8.7	**NONREVENUE RECEIPTS**	$0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$829,630
8.9	**CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2007; 3Rs - July 1, 2008. (Same as closing cash balance at the end of previous fiscal reporting year.)**	$74,982
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$904,612

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	$10,350
9.2	Incidental Construction	$5,715
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)	$16,065
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.60)	$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)	$16,065

9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2007, for Public Library Systems; June 30, 2008, for 3Rs)**	$888,547
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$904,612

12. Projected Annual Budget For Library Systems

Public Library Systems January 1, 2008 - December 31, 2008
3Rs July 1, 2008 - June 30, 2009
School Library Systems July 1, 2008 - June 30, 2009

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$28,026,210
12.2	Budget Loans	$0
12.3	Total Transfers	$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2008, must be the same as the December 31, 2007, closing balance reported on Q7.62 of the 2007 annual report)	$8,363,027
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	$36,389,237

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund	$29,513,350

	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)	
12.7	Total Transfers	$0
12.8	Cash Balance/Rollover in Operating Fund at the end of the current fiscal year (For Public Library Systems, balance as of December 31, 2008)	$6,875,887
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	$36,389,237

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)	$464,104
12.11	Nonrevenue Receipts	$0
12.12	Cash Balance/Rollover in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2008, must be the same as the December 31, 2007, closing balance reported on	$888,547

	Q9.9 of the 2007 annual report)	
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$1,352,651

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$1,352,651
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2008)	$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$1,352,651

ASSURANCE

12.17	The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	5/15/2008

13. Summary of Library System Accomplishments

Using the goals from Section 5 in the approved 2007-2011 System Plan of Service, **<u>BRIEFLY</u>** describe the final results of <u>each element</u> for Year 1 (2007)

13.1	Element 1: Resource Sharing - Results	13.1 Element I: Resource Sharing â€¢ 361 Dusty, Missing or Lost Item Reports were generated for collection evaluation in B&ECPL libraries. â€¢ 475 new downloadable audio titles added to the collection. â€¢

$26,575.14 spent to purchase and/or lease downloadable audiobooks. â€¢ 11,409 audiobooks were downloaded in 2007. â€¢ Added classics and Summer Reading List titles to B&ECPL downloadable audio book collection. â€¢ Updated "Audio Zone" web site â€¢ Began evaluation of downloadable video as possible addition to the collection. â€¢ Provided storage cases for all new audio books on CD. â€¢ Developing "Book Club in a Bag" kits and Maus educator resource kits for "Get Graphic" grant. â€¢ Began implementation of the ILLiad interlibrary loan management system that will automate routine borrowing and lending activities. â€¢ CIO appointed as a member of the NOVELNY Steering Committee, the group charged with guiding NOVELNY: the New York Online Virtual Electronic Library pilot project of the State Library.

13.2	Element 2: Technology Services - Results	13.2 Element II: Technology Services â€¢ Completed and submitted Technology Plan 2007-2010 reflective of B&ECPL Five-Year Plan of Service. Both approved by Division of Library Development. â€¢ Acquired and customized EnvisionWare Public Access Computer reservation and print management system to streamline patron access and use of public computers. After developing training program for staff, began roll-out of the new system to all 37 libraries. Implemented at 5 libraries including Central, Crane, Dudley, East Aurora and West Seneca. â€¢ Purchased, also, the Envisionware "eCommerce" module to provide patrons with the capability to pay outstanding fees and fines with a credit card online at the Library or anywhere from a computer. Established banking relationship and planned rollout for January 2008. â€¢ Submitted e-Rate applications for funding year 2007-2008 on schedule after issuing a major RFP to solicit proposals for the B&ECPL Wide Area Network (WAN). Requests were approved, providing up to $156,143.22 in discounts on the Library's data, telecommunications and Internet access expense for the 7/1/2007through 6/30/2008 funding year. â€¢ Posted special collections resource guides on the website's reference desk. What is this? I could not find on the web site? â€¢ Added "In Other News" section to homepage to feature library events. What is this? I could not find on the web site? â€¢ Redesigning website homepage and events page. â€¢ Designed and developed "Buffalo Book Fair" website. â€¢ Developing new readers' advisory section called "Page Turners" for B&ECPL web site. â€¢ Developed a new design for "Multisearch," the Library's

database federated search section of the website. â€¢ Developing a "Get Graphic" website. â€¢ Upgraded web servers with new more powerful hardware and imÂ¬proved redundancy features. â€¢ Upgraded equipÂ¬ment used to provide the B&ECPL with a secure network. â€¢ Improved network performance. â€¢ Completed annual report for Bill and Melinda Gates Foundation PACHUG (Public Access Computer Hardware Upgrade Grant). â€¢ Completed all activities necessary for the B&ECPL to apply for the Bill and Melinda Gates Foundation Opportunity Online Grant in 2008. â€¢ UpÂ¬graded bandwidth by 3 MB to 12 MB in February and to 15 MB in July. â€¢ Introduced wireless access at the Ewell Free Library (Alden), Lancaster Public Library, Williamsville Branch Library and West Seneca Public Library bringing total number of libraries now offering wireless access to patrons to 36. â€¢ Upgraded filtering software. â€¢ Upgraded Sirsi Unicorn, the Library's automated system, to the newest GL3.1 version. â€¢ Installed a new "Anti-SPAM" e-mail filter for all staff members, increasing productivity and saving hundreds of hours of labor annually. â€¢ Replaced over 200 staff workstations with state-of-the-art personal computers. â€¢ Replaced one Cyber Train equipment package. â€¢ EnvisionWare (patron public PC self-authentication) implemented at Central, Crane, Dudley, East Aurora and West Seneca.

13.3	Element 3: Special Client Group Needs - Results	13.3 Element III: Special Client Group Needs 13.3 a. - Adult Literacy â€¢ Partnering with Just Buffalo Literary Center to focus attention on "The Big Read" in February 2008 (To Kill a Mockingbird). â€¢ Partnering with Literacy Volunteers for Drop-in Centers. 13.3 b. - Coordinated Outreach â€¢ Designated handicapped parking spaces in front of the Crane Branch. â€¢ Presented the following programs: o "Barking Up Your Family Tree" (genealogy program at the 20th Century Club) o "Genealogy Sources in the Grosvenor Room" (Family History Center's 2007 annual Seminar) o Multiple SCORE workshops and classes. SCORE "Counselors to America's Small Business" is a nonprofit association dedicated to educating entrepreneurs and the formation, growth and success of small business nationwide. o "Get Graphic" workshops for public and school librarians and educators o "Power Up: Unleash Your Inner Super Hero," "From Superman to Sandman: Comics Grow Up" panel discussion o "How To Take Better Digital Photographs" o

Multiple "Literally Speaking" book discussions o Developed curriculum for "Database Direct" program o Developed Language Café at Niagara Branch o Set up a display in the Ring of Knowledge for Hispanic Heritage Month. o Latin Jazz Trio presented a concert at the Ring of Knowledge. â€¢ Developed and conducted the following Special Events: o "Buffalo Book Fair" (featuring 16 unique programs in the Central Library) o Visits by author Michael Wallis and author/photographer David Plowden â€¢ Adopted Anti-Harassment Policy. â€¢ Updated collection of BiFolkal Kits used in nursing homes and adult day care facilities. â€¢ Contacted with various agencies and associations through Institutions department. â€¢ Began recruiting Spanish-speaking staff. â€¢ Participated at Job Fairs and Career Days. â€¢ Participated on City of Buffalo's Digital Inclusion Task Force for the "Buffalo Wireless Initiative" 13.3 c. - Correctional facilities (State and Local) â€¢ Reinstituted Lock and Key publication the Correctional Facility. 13.3 d. - Youth Services â€¢ Developed and conducted the following Special Events: o Potter Fest 2007 o Battle of the Books o Day of the Book , Day of the Child â€¢ Central Library Children's Department staff began conducting children's programs for branch libraries. â€¢ Coordinated two scavenger hunts throughout the Central Library as part of the summer reading program series. â€¢ Conducted Spanish language Pre-School story hours at Niagara Branch. â€¢ Partnering with "Good Schools For All," Read to Succeed, at East Delavan Branch (Success Center in a Success Zone). â€¢ Conducted various teen-oriented programs at the Central Library and Buffalo Branches, including a poetry jam, computer gaming and "Guitar Hero." â€¢ Applied for and received NYS Family Literacy Library Services Grant, "Get Graphic" for $92,419. â€¢ Coordinated Summer Reading Program. â€¢ Created new look for Kids Corner for spring and summer seasons. â€¢ Posted online survey regarding graphic novels. â€¢ Redirected search box on Kids Corner to children's databases. â€¢ Applied for and received LSTA Grant, "DataBase Direct" for $15,000.

13.4	Element 4: Continuing Education/Training - Results	13.4 Element IV: Continuing Education/Training â€¢ Provided the following training for staff: o Conducted safety program o Provided staff Reference USA, Mergent Online and Ebsco database training o Provided WebJunction and TechAtlas training through Bill & Melinda Gates Foundation o Four general overview and 6 on-site EnvisionWare implementation training sessions

were conducted o Conducting Graphic Novels workshop for librarians o Initiated second annual Staff Development Day, with a focus on customer service o Seven branch/contract library staff members received extensive onsite circulation training conducted by Borrower Services staff. â€¢ Staff attended various conferences: o Computers in Libraries, American Library Association, Western New York Library Resources Council, New York Library Association, Poetry in Libraries, Public Library System Directors Association of New York State, Patent & Trademark Depository Library, Web 2.0, Federal Depository Library Program, Maximizing the ILLiad System, Serving Persons with Disabilities, Approaching Reading with Appreciation, Sirsi User Conference, asbestos and HVAC training. â€¢ Staff participated in various conferences: o NYLA - "Talking IT" â€¢ Provided the following public training: o Reinstituted technology training for adults and children. o Conducted public training programs and worked with the Hispanic community at the Niagara Branch.

13.5	Element 5 Consulting and Technical Assistance Services - Results	13.5 Element V: Consulting and Technical Assistance Services â€¢ Acquired Eco-Master Automatic 50-Disc Repair System that cleans, repairs and extends the life of CDs and DVDs for all B&ECPL libraries. â€¢ Adopted Anti-Harassment Policy. â€¢ Completed a signage redo for the Dudley and Kenilworth libraries.
13.6	Element 6 Coordinated Services - Results	13.6 Element VI: Coordinated Services Provide integrated System services â€¢ Developed 44 adult, children's, audio/visual and special checklists that allowed for consolidated ordering. â€¢ Allocated 1083 unique print, video, audio and music titles through Centralized Selection with a total list price of $640,542.57. â€¢ Technical Services departments cataloged 141,940 items (21,908 new titles), processed 192,648 new items, repaired 4,968 items and sent 902 volumes to the bindery. â€¢ 7 ,179,351 total items circulated in 2007. â€¢ Expanded Centralize Human Resources Program by enrolling Cheektowaga and Ewell Free Library (Alden). Seventeen of 22 contracting libraries now participate. â€¢ Updating System-wide Library brochure, "Expand Your Horizons." â€¢ Revised "Renew Your Material By Phone" brochure. â€¢ Revised all library card applications. Provide access to needed information/materials â€¢ Established Electronic Paperback Order process for all B&ECPL libraries. â€¢ Introduced Rapid Reply Checklists for enhanced collection

development. â€¢ Developed Electronic Order form for staff to facilitate patron requests for titles not currently owned by B&ECPL â€¢ Instituted new Checklist procedures. â€¢ Created a Patent/Trademark flyer for the Investors Seminar in New York City. â€¢ Designated a $3,925,00 material budget for the purchase of library materials and database support. â€¢ 137,141 new items were ordered and 136,855 were received (placed 3,738 Purchase Orders).

13.7	Element 7: Awareness and Advocacy - Results	13.7 Element VII: Awareness and Advocacy â€¢ Worked collaboratively with Buffalo Library Services Committee and conducted annual public meeting for information exchange and planning purposes. â€¢ Met with members of WNY delegation of New York State Legislature to promote support for libraries. â€¢ Created library educational information for 2008 budget cycle (print and web materials). â€¢ Updated Return on Investment flyer with 2006 statistics. â€¢ Participated in New York Library Association Legislative Day in Albany. Staff met with Senators and Assembly Members (or representatives) to thank and discuss the need for continued/ expanded financial support to public libraries. â€¢ Presented advocacy "how-to" session with representatives of A.C.T. â€¢ Generated an informational campaign on need for library services targeting adult library patrons who have opted to receive B&ECPL information. â€¢ Introduced key tag library cards. â€¢ Developed promotional campaigns for William A. Miles Center for African and African American Studies. â€¢ Installed new message boards and signage at Central Library for more professional looking promotion of news and events. â€¢ Established new Office of Development and Communications. â€¢ Developing 2008 Development/ Communications Plan. â€¢ Initiated 2007 Annual Fund Appeal. â€¢ Met with internal constituencies and potential external partners to develop possible funding projects/ proposals.
13.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	13.8 Element VIII: Communication among Member Libraries or Branch Libraries â€¢ Conducted Annual Trustee Workshop at the Frank E. Merriweather, Jr. Library. â€¢ Met regularly with ACT and its Board to plan future meetings, training sessions and advocacy efforts. â€¢ Worked collaboratively with Buffalo Library Services Committee and conducted annual public meeting for information exchange and planning purposes. â€¢ Developing procedures, including a new section on the

intranet, to allow libraries to book games and gaming equipment for program purposes. â€¢ Engaged in System-wide town hall meetings at all locations. â€¢ Redesigning staff intranet. â€¢ Instituted online instant "Message of the Week" to staff.

13.9	Element 9: Cooperative Efforts with Other Library Systems - Results	13.9 Element IX: Cooperative Efforts with Other Library Systems â€¢ Partnered with U.B.'s Humanities Institute and Jewish Repertory Theatre to present "Kindertransport" panel discussion. â€¢ Partnering with the Buffalo Museum of Science in developing/implementing programming in B&ECPL facilities. â€¢ Appealing to teen audience through the "Get Graphic" grant with partners UB, Albright-Knox, Erie1 BOCES School Library System, Buffalo Public Schools, Nioga Library System, WBFO, The Buffalo News Next and Wm S. Hein Co. Teen Programming team in development.
13.10	Element 10: Construction - Results	13.10 Element X: Construction â€¢ Proceeding with Tier A Rare Book Storage Project construction, with completion anticipated in early 2008. â€¢ Moved more than 25,000 shelves of materials to accommodate construction. â€¢ Submitted capital requests to Erie County and City of Buffalo. â€¢ Hosted NYS Library Construction Grant Training Session for Western NY. â€¢ Developed and applied for $488,347 in NYS construction grants benefiting the Central Library and Buffalo Branches. Advised and supported $92,802 in construction grants requested by contracting libraries. Library Development has recom¬mended full funding, and receipt of awards is anticipated in early 2008. Grant requests were approved as requested and receipt of awards occurred in February/March 2008.
13.11	Element 11: Central Library - Results	13.11: Element XI: Central Library â€¢ Revamped Central Library tier retrieval procedures. â€¢ System-wide youth services initiatives (e.g. Summer Reading) are coordinated through the Central Library Children's Department. â€¢ ILL is a Central Library department. â€¢ Page Turners (online readers' advisory section) is coordinated by the Central Library
13.12	Element 12: Direct Access - Results	13.12 Element XII: Direct Access â€¢ Free direct access is not an issue in Erie County since it is inherent in the 1953 merger legislation that created the B&ECPL and is maintained with the 22 participating library boards of trustees.
13.1	Element 13: Other Goal(s) -	13.13: Element XIII: Other Goals Develop Central Library

| 3 | Results | as a unique downtown destination â€¢ Conducted tours of the Central Library and Rare Book Room for many groups. â€¢ Mounted various exhibits and displays, including Rare Book Room displays, various Ring of Knowledge displays. Improve Staff Morale â€¢ Employee recognition program "Cheers for Peers" instituted. â€¢ Presented 3 "Cheers for Peers" awards at Staff Development Day program. |

ASSURANCE

| 13.1 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 | 5/15/08 |

APPROVAL (For New York State Library use only/Not a required field)

| 13.1 5 | The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) | 6/20/2008 |

Suggested Improvements

Library System	Buffalo and Erie County Public Library
Name of Person Completing Form	Kelly A. Donovan
Phone Number and Extension (enter area code, telephone number and extension only):	(716) 858-7141
Please share with us your suggestions for improving the *Annual Report*. Thank You!	See comments on Public Library Report