

Buffalo and Erie County Public Library Annual Report for Library Systems - 2011 (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	1/1/2011
1.4	Ending Reporting Year	12/31/2011
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 and hit the Tab key)	(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 Mary Jean
- 1.25 Last Name of System
Director Jakubowski
- 1.26 NYS Public Librarian
Certification Number of the
Director of Public Library
System, and Reference and
Research Library
Resources System. 15501
- 1.31 Telephone Number of the
System Director, including
area code and extension
(enter digits only, field will
automatically format with
extension) (716) 858-7180
- 1.32 E-Mail Address of the
System Director jakubowskim@buffalolib.org
- 1.33 Fax Number of the System
Director (enter 10 digits
only and hit the Tab key) (716) 858-6544
- 1.34 Name of Outreach
Coordinator Dan Caufield
- 1.47 Does the system charge a
membership fee? Enter Y
for Yes, N for No. Y
- 1.48 Does the reporting system
have a contractual
agreement with a
municipality or district to
provide library services to
residents of an area not
served by a chartered
library? Enter Y for Yes, N
for No. If yes, please
complete one repeating
group for each contract. If
no, enter N/A on questions
1 through 5 of one
repeating group. N
1. Name of Contracting N/A

- Municipality or District
2. Is this a written contract?
(Enter Y for Yes, N for No) N/A
 3. Population of the
geographic area served by
this contract N/A
 4. Dollar amount of contract N/A
 5. Indicate "Full" or "Partial"
range of services provided
by this contract (Select one) N/A
- 1.49 For the reporting year, has
the system experienced any
unusual circumstance(s)
that affected the statistics
and/or information reported
(e.g. natural disaster, fire,
closed for renovations,
massive weeding of
collection, etc.)? Indicate Y
for Yes, N for No. If Yes,
please annotate using the
State note Y

2. Personnel Information

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.4 Public Library System
Director per CR 90.3(f) - 1
Filled Position FTE
- 2.5 Public Library System
Director per CR 90.3(f) - 0
Vacant Position FTE
- 2.10 Librarians - Filled
Position(s) FTE 43.81
- 2.11 Librarians - Vacant
Position(s) FTE 5.55
- 2.12 Outreach Coordinator 1

	(certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	45.81
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	5.55
2.16	Total Other Professional Staff - Filled Position(s) FTE	16
2.17	Total Other Professional Staff - Vacant Position(s) FTE	1
2.18	Total Other Staff - Filled Position(s) FTE	189
2.19	Total Other Staff - Vacant Position(s) FTE	2
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	250.81
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	8.55
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 Annual Salary	\$120,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	22
3.15	Main Library/System Headquarters	1
3.16	Branches	8
3.17	Bookmobiles	0
3.18	Reading Centers	0
3.19	Other Outlets	2
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	11
3.21	Name of Central Library/Co-Central Libraries	Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	14
3.24	Number of <u>voting</u> positions on system board/council	15
3.25	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, 2012, through December 31, 2012.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2012, through June 30, 2013

President/Council Chair

3.26	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
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- | | | |
|------|--|----------------------------|
| 3.27 | First Name | Jack |
| 3.28 | Last Name | Connors |
| 3.29 | Institutional Affiliation | Publisher |
| 3.30 | Professional Title | Business First/Law Journal |
| 3.31 | Mailing Address | |
| 3.32 | City | |
| 3.33 | Zip Code (enter five digits only) | |
| 3.34 | Telephone for the Board President (enter 10 digits only and hit the Tab key) | |
| 3.35 | E-mail Address | |
| 3.36 | Term Expires - Month or N/A | December |
| 3.37 | Term Expires - Year (YYYY) or N/A | 2014 |
| 3.38 | The date the board president took the Oath of Office (mm/dd/yyyy) | 02/25/2010 |
| 3.39 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/25/2010 |

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 | 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 |

11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2002
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/18/2002
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
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/29/2004
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/29/2004
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
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 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 05/02/2005 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/02/2005 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Anne M. |
| 3. | Last Name | Leary |
| 4. | Institutional Affiliation | |
| 5. | Professional Title | Businesswoman |
| 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 |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 05/21/2009 |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/21/2009 |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Sharon |
| 3. | Last Name | Kelly |
| 4. | Institutional Affiliation | |
| 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 2015
 11. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/28/2011
 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/28/2011
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
 2. First Name Elaine
 3. Last Name Panty
 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 December
 10. Term Expires - Year (YYYY) or N/A 2012
 11. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/15/2008
 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/15/2008
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.

2. First Name John G.
 3. Last Name Schmidt Jr.
 4. Institutional Affiliation Phillips Lytle.LLP
 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 2012
 11. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/16/2009
 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/16/2009
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
 2. First Name Wayne
 3. Last Name Wisbaum
 4. Institutional Affiliation
 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 2014
 11. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/09/2010
 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/09/2010

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Dr.
 2. First Name Amy
 3. Last Name Alvarez Perez
 4. Institutional Affiliation
 5. Professional Title Anesthesiologist
 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
 11. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/26/2011
 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/26/2011
-
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
 2. First Name Theodore K.
 3. Last Name Johnson
 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 December
 10. Term Expires - Year (YYYY) or N/A 2015
 11. The date the trustee took 09/16/2011

the Oath of Office
(mm/dd/yyyy)

12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/16/2011
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Jennifer
3. Last Name Zivis
4. Institutional Affiliation
5. Professional Title Businesswoman
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 2013
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/16/2011
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 09/16/2011
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address N/A
7. City N/A
8. Zip Code (enter five digits only) N/A

- | | | |
|-----|---|--------|
| 9. | Term Expires - Month or N/A | N/A |
| 10. | Term Expires - Year (YYYY) or N/A | N/A |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Expires - Month or N/A | N/A |
| 10. | Term Expires - Year (YYYY) or N/A | N/A |
| 11. | The date the trustee took the Oath of Office (mm/dd/yyyy) | |
| 12. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |
| 5. | Professional Title | N/A |

- 6. Mailing Address N/A
- 7. City N/A
- 8. Zip Code (enter five digits only) N/A
- 9. Term Expires - Month or N/A
N/A
- 10. Term Expires - Year N/A
(YYYY) or N/A
- 11. The date the trustee took
the Oath of Office
(mm/dd/yyyy)
- 12. The date the Oath of Office
was filed with town or
county clerk (mm/dd/yyyy)

COORDINATED OUTREACH COUNCIL

- 3.40 Has the Coordinated
Outreach Council met at
least two times during the
calendar year per CR 90.3 Y
(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, 2012, through December 31, 2012. 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., The
Honorable, The Reverend, Mr.
Other (specify using the
State note), Vacant
- 2. First Name Miguel
- 3. Last Name Santos
- 4. Institutional Affiliation National Grid
- 5. Professional Title N/A
- 1. Title (drop down): Mr.,
Mrs., Ms., Miss, Dr., The
Honorable, The Reverend, Ms.
Other (specify using the
State note), Vacant
- 2. First Name Susan
- 3. Last Name McCartney
- 4. Institutional Affiliation Small Business Development Center
- 5. Professional Title Director

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name 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., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Eugene
3. Last Name Pierce
4. Institutional Affiliation Prisoners are People Too
5. Professional Title N/A
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Jennifer
3. Last Name Johnston
4. Institutional Affiliation Lackawanna Public Library
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name William
3. Last Name Miles
4. Institutional Affiliation Retired
5. Professional Title N/A
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Vacant
2. First Name Cindy

- | | | |
|----|---|---------------------------|
| 3. | Last Name | Cassavino |
| 4. | Institutional Affiliation | Aurora Adult Day Services |
| 5. | Professional Title | N/A |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Tanisha |
| 3. | Last Name | DaCosta |
| 4. | Institutional Affiliation | Response to Love Center |
| 5. | Professional Title | Program Coordinator |

4. Public Library System Trans and Collection

- | | | |
|-----|---------------------------------------|-----------|
| 4.1 | Number of registered system borrowers | 75,634 |
| 4.2 | Total system circulation | 3,285,135 |
| 4.3 | System Visits | 1,042,380 |

SYSTEM HOLDINGS

- | | | |
|------|---|------------------|
| 4.4 | Total Cataloged Book Holdings | 1,402,324 |
| 4.5 | Non-Cataloged Book Holdings | 119,081 |
| 4.6 | Total Print Serial Holdings | 424,042 |
| 4.7 | All Other Print Materials Holdings | 1,369,090 |
| 4.8 | Total Electronic Holdings | 11,648 |
| 4.9 | All Other Holdings | 139,474 |
| 4.10 | Grand Total Holdings (total questions 4.4 through 4.9) | 3,465,659 |

ROTATING COLLECTIONS/BOOK LOANS

- | | | |
|------|---|---|
| 4.11 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | N |
| 4.12 | Number of collections | 0 |
| 4.13 | Average number of items per collection | 0 |

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. | 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 1,564,850
- 5.9 Number of new titles added 26,214

- by the system in the reporting year
- 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)** 26,214

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) N
- 5.15 Number of titles in the system's union catalog 1,564,850
- 5.16 Number of holdings in the system's union catalog 3,179,753
- 5.17 Number of new titles added in the last year 26,214
- 5.18 Number of holdings added in the last year 262,204

UNION LIST OF SERIALS

- 5.19 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, Y enter zero (0) on question 5.20.)
- 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 serves as a link of the virtual catalog? 0

5.25 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. Responses are mediated No

d. Patron-initiated ILL available and used through this catalog Yes

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? (Enter Y for Yes, N for No) N
If yes, please describe using the State note.

VISITS TO THE SYSTEM'S WEB SITE

5.27 Annual number of visits to the system's web site 5,629,432

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

5.28 How many of the system's member libraries have achieved Basic Statewide 0

- Internet Library-ready status?
- 5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 36
- 5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 1
- 5.31 Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30) 37

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.32 Total items provided (loaned) 2,467
- 5.33 Total items received (borrowed) 3,584
- 5.34 Total requests provided (loaned) unfilled 8,798
- 5.35 Total requests received (borrowed) unfilled 1,138
- 5.36 **Total interlibrary loan activity (total questions 5.32 through 5.35)** 15,987

DELIVERY

5.38 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. Commercial carrier (e.g., UPS, DHL, etc.) No
- g. Other (specify using the State note) No
- 5.39 Number of stops (pick-up) 208

and delivery sites per week)

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

Resource sharing (ILL, collection development, etc.)

5.40 Number of sessions 0

5.41 Number of participants 0

Technology

5.42 Number of sessions 34

5.43 Number of participants 214

Digitization

5.44 Number of sessions 0

5.45 Number of participants 0

Leadership

5.46 Number of sessions 1

5.47 Number of participants 6

Management & Supervisory

5.48 Number of sessions 0

5.49 Number of participants 0

Planning and Evaluation

5.50 Number of sessions 0

5.51 Number of participants 0

Awareness and Advocacy

5.52 Number of sessions 0

5.53 Number of participants 0

Trustee/Council Training

5.54 Number of sessions 1

5.55 Number of participants 95

Special Client Populations

5.56 Number of sessions 0

5.57 Number of participants 0

Children's Services/Elementary Grade Levels

5.58 Number of sessions 0

5.59 Number of participants 0

Young Adult Services/Middle and High School Grade Levels

5.60 Number of sessions 0

5.61 Number of participants 0

General Adult Services

5.62 Number of sessions 0

5.63 Number of participants 0

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

1. Topic Coping with Job Loss

2. Number of sessions 1

3. Number of participants 2

1. Topic 2011 Safety and Ergonomic Training

2. Number of sessions 6

3. Number of participants 45

1. Topic Workplace Violence

2. Number of sessions 1

3. Number of participants 21

1. Topic Healthy Mind & Body Retreat 2 Days

2. Number of sessions 1

3. Number of participants 3

1. Topic Mental Health Issues in the Workplace

2. Number of sessions 1

3. Number of participants 8

5.65 **Grand Total Sessions**
(total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5) 46

5.66 **Grand Total Participants**
(total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 394

COORDINATED SERVICES

5.67 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. | Virtual reference | Yes |
| i. | Other (describe using the State note) | No |
| j. | N/A | No |

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- | | | |
|------|--|--------|
| 5.68 | Number of contacts - Consulting with member libraries on grants, and state and federal funding | 1,054 |
| 5.69 | Number of contacts - Consulting with member libraries on funding and governance | 2,577 |
| 5.70 | Number of contacts - Consulting with member libraries on charter and registration work | 18 |
| 5.71 | Number of contacts - Consulting with member libraries on automation and technology | 12,837 |
| 5.72 | Number of contacts - Consulting with member libraries on youth services | 4,350 |
| 5.73 | Number of contacts - Consulting with member libraries on adult services | 4,135 |
| 5.74 | Number of contacts - Consulting with member | 236 |

	libraries on physical plant needs	
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	9,689
5.76	Number of contacts - Consulting with state and county correctional facilities	653
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	1,812
5.78	Number of contacts - Providing system and member library information to the media	3,685
5.79	Number of contacts - Providing website development and maintenance for member libraries	299
5.80	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. N If Yes, complete one record for each topic; if No, enter N/A for questions 1 and 2 of one repeating group.	
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.81	Total other contacts (total of question #2 of Repeating Group #6)	0
5.82	Total number of contacts (total of questions 5.68 through 5.79 and 5.81)	41,345
REFERENCE SERVICES		
5.83	Total Reference	191,672

Transactions

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

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

- | | | |
|------|---|-----|
| a. | Services for patrons with disabilities | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged | Yes |
| d. | Services for patrons who are geographically isolated | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions | Yes |
| g. | Services for unemployed and underemployed individuals | Yes |
| i. | N/A | No |
| 5.85 | Number of BOOKS BY MAIL loans | 0 |
| 5.86 | Number of member libraries with Job/Education Information Centers or collections | 17 |
| 5.87 | Number of State Correctional Facilities libraries served | 3 |
| 5.88 | Number of County Jails libraries served | 2 |
| 5.89 | Number of institutions served other than jails or correctional facilities | 0 |
| 5.90 | Does the system provide other special client services not listed above? If yes, complete one record for each service provided; if | N |

no, enter N/A in questions
1 and 2 of one repeating
group.

- | | | |
|------|--|-----|
| 1. | Service provided | N/A |
| 2. | Number of
facilities/institutions served | N/A |
| 5.91 | 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 5.92. | N |
| 5.92 | Description of fees | 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 | \$19,561,875 |
| 3. | Subject to Public Vote
(Enter Y for Yes, N for No, N
or N/A) | |
| 4. | Written Contract (Enter Y
for Yes, N for No, or N/A) | N |
| 6.2 | Total County Funding | \$19,561,875 |
| 6.3 | All Other Local Public
Funds | \$0 |
| 6.4 | Total Local Public Funds
(total questions 6.2 and 6.3) | \$19,561,875 |

STATE AID RECEIPTS

- | | | |
|-----|---|-----------|
| 6.5 | Adult Literacy Library
Services Grants | \$0 |
| 6.6 | Central Library
Development Aid | \$498,848 |

6.7	Central Book Aid	\$115,077
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$69,539
6.10	Coordinated Outreach Services Aid	\$271,864
6.11	Correctional Facilities Library Aid	\$73,589
6.12	County Jails Library Aid	\$14,112
6.14	Family Literacy Grants	\$39,686
Local Library Services Aid		
6.18	Kept for Headquarters	\$140,266
6.19	Distributed to members	\$318,510
6.20	Total LLSA (total questions 6.18 and 6.19)	\$458,776
6.21	Local Services Support Aid	\$324,202
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,384,952
Regional Bibliographic Data Bases (RBDB) Aid		
6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$14,560
6.35	Special Legislative Grants and Member Items	\$0
6.36	Supplementary System Aid	\$232,119
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	\$0

- Culture Library Aid
- 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 6.35). 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 Erie County Fiscal Stability Authority
2. Amount \$440,358
- 6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$440,358
- 6.44 **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 6.41, and question 6.43)** \$3,937,682

FEDERAL AID

- 6.45 Library Services and Technology Act (LSTA) \$28,920
- 6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. Y

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

1. Funding Source NEA
2. Amount \$3,410
1. Funding Source NEH
2. Amount \$12,497
- 6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10)** \$15,907

above)

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$44,827

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

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

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

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

6.50 **Total Contracts** (total question #3 of Repeating 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) \$497,627

6.53 Income from Investments \$30,223

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 \$356,391
1. Receipt category Rent & Commissions
2. Amount \$19,809

1.	Receipt category	Misc	
2.	Amount		\$818,968
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)		\$1,195,168
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)		\$1,723,018
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)		\$25,267,402
6.60	BUDGET LOANS		\$0
	TRANSFERS		
6.61	From Capital Fund (Same as question 9.6)		\$0
6.62	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: Public Library Systems - January 1, 2011; 3Rs - July 1, 2011. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2010; 3Rs - June 30, 2011.		\$10,663,211
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems		\$35,930,613

and 3Rs - total questions
6.59, 6.60, 6.63 and 6.64 -
must agree with question
7.83)

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$2,427,103
7.2	Other Staff	\$5,600,450
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$8,027,553
7.4	Employee Benefits Expenditures	\$3,569,157
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$11,596,710

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$752,826
7.7	Electronic Materials Expenditures	\$284,718
7.8	Other Materials Expenditures	\$238,181
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$1,275,725

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$318,510
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$2,439
7.18	Total Cash Grants (total	\$320,949

	questions 7.10 through 7.17)	
7.19	Book/Library Materials Grants	\$2,373,966
7.20	Other Non-Cash Grants	\$7,042,408
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$9,737,323

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$416,700
7.25	Furniture/Furnishings	\$67,123
7.26	Other Capital Expenditures	\$5,840
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$489,663

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$120,822
7.29	From Other Funds (71OF)	\$368,841
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$489,663

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$70,836
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$70,836
7.34	Other Building & Maintenance Expenses	\$679,904
7.35	Total Operation and Maintenance of Buildings	\$750,740

(total questions 7.33 and 7.34)

MISCELLANEOUS EXPENSES

- 7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$49,337
- 7.37 Office and Library Supplies \$297,883
- 7.38 Telecommunications \$214,339
- 7.39 Binding Expenses \$8,763
- 7.40 Postage and Freight \$39,179
- 7.41 Publicity and Printing \$21,829
- 7.42 Travel \$21,285
- 7.43 Fees for Consultants and Professionals \$609,122
- 7.44 Membership Dues \$11,726
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

- 1. Expense category Elect Acc
- 2. Amount \$130,613
- 1. Expense category Eq Maint
- 2. Amount \$115,573
- 1. Expense category Misc
- 2. Amount \$497,598

7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$743,784

7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$2,017,247

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

- 7.49 Does the system contract with libraries and/or library systems in New York N

State? Enter Y for Yes, N
for No.

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

- | | | |
|------|---|-----|
| 1. | Contracting Agency
(specify using the State
note) | N/A |
| 2. | Contracted Service (specify
using the State note) | N/A |
| 3. | Total Contract Amount | N/A |
| 7.50 | Total Contracts (total
question #3 of Repeating
Group #14 above) | \$0 |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- | | | |
|------|--|--------------|
| 7.51 | From Local Public Funds
(73PF) | \$1,390,042 |
| 7.52 | From Other Funds (73OF) | \$0 |
| 7.53 | Total Capital Purposes
Loans (total questions 7.51
and 7.52) | \$1,390,042 |
| 7.54 | Other Loans | \$0 |
| 7.55 | Total Debt Service (total
questions 7.53 and 7.54) | \$1,390,042 |
| 7.56 | TOTAL TOTAL
DISBURSEMENTS -
Total Staff Expenditures,
Total Collection
Expenditures, Total
Grants to Member
Libraries, Total Capital
Expenditures, Total
Operation and
Maintenance of Buildings,
Total Miscellaneous
Expenses, Total
Contracts, and Total Debt
Service (total questions
7.5, 7.9, 7.21, 7.27, 7.35,
7.48, 7.50, and 7.55) | \$27,257,450 |

TRANSFERS

Transfers to the Capital Fund		
7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (76OF)	\$339,921
7.59	Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2)	\$339,921
7.60	Total Transfers to Other Funds	\$0
7.61	Total Transfers (total questions 7.59 and 7.60)	\$339,921
7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$27,597,371
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2011) (For 3Rs - June 30, 2012)	\$8,333,242
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER (total questions 7.62, 7.63, 7.73, and 7.82)	\$35,930,613

FISCAL AUDIT

7.84	Last audit performed (mm/dd/yyyy)	12/31/2010
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	1/1/2010-12/31/2010
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

- Name of bank or financial N/A

- institution
2. Amount of funds on deposit N/A
- 7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$0
- 7.88 Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please 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** \$339,921
(same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

- 8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

- 8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N
1. Contracting Agency N/A
2. Amount N/A
- 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 \$339,921

questions 8.1, 8.2, 8.3, and 8.5)

8.7	NONREVENUE RECEIPTS	\$0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$339,921
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2011; 3Rs - July 1, 2011. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2010; 3Rs - June 30, 2011.)	\$181,250
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$521,171

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	\$302,923
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$302,923
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	\$0
9.7	TOTAL NONPROJECT EXPENDITURES	\$0
9.8	TOTAL DISBURSEMENTS -	\$302,923

Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)

- 9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year** \$218,248
(December 31, 2011, for Public Library Systems; June 30, 2012, for 3Rs)
- 9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9) \$521,171

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2012 - December 31, 2012

PROJECTED OPERATING FUND - RECEIPTS

- 12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) \$25,438,595
- 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, 2012, must be the same as the December 31, 2011, closing balance reported on Q7.63 of the 2011 annual report) \$8,333,242
- 12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover** (total) \$33,771,837

questions 12.1 through
12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$26,455,619
12.7	Total Transfers	\$0
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2012)	\$7,316,218
12.9	Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)	\$33,771,837

PROJECTED CAPITAL FUND - RECEIPTS

12.1	Capital Fund Receipts	
0	(include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$4,819
12.1	Nonrevenue Receipts	\$0
1		
12.1	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library	\$218,248
2		

Systems, opening balance on January 1, 2012, must be the same as the December 31, 2011, closing balance reported on Q9.9 of the 2011 annual report

12.1 Grand Total Capital Fund
3 Receipts and Balance (total questions 12.10 through 12.12) \$223,067

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.1 Capital Fund
4 Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$223,067

12.1 Cash Balance in Capital
5 Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2012) \$0

12.1 Grand Total Capital Fund
6 Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$223,067

ASSURANCE

12.1 The library system will be
7 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) 4/19/2012

13. Summary of Library System Accomplishments

Using the goals from Section 5 in the approved 2006-2012 System Plan of Service, **BRIEFLY**

describe the final results of each element for Year 5 (2011)

- 13.1 Element 1: Resource Sharing - Results
- 2011 downloads totaled 232,122 (131,992 e-Books, 51,655 Audio books, 1,423 videos, & 47,042 music); Acquired an iPad, Kindle and Nook to support staff & public eBook download training; The Milestones of Science website has been completely updated (content and design); Introduced best-seller and recommended reading lists; Generated lists of new materials in print and media formats; Generated Dusty and Missing Reports for collection evaluation; Purged old bibliographic database records; Materials used in the coordinated, system-wide annual Battle of the Books reused at partnering Gowanda Correction Facility to conduct a reading competition to promote improved literacy rates among the incarcerated; Public Services collaborated with Special Collections to create collection related programs; Children's Programming team provided programming kits, book-in-hand kits, canned programs and Ellison cuts, crafts supplies & prizes for summer programs to BECPL youth services staff; A new exhibit was displayed at the Burchfield Penney Art Center which included items loaned from the B&ECPL Rare Book Room; Information Services added to the web subject guides & promoted these with other electronic resources; The Buffalo Criterion record of Buffalo's African American population) was digitized and is searchable <http://bit.ly/zPT7UU>; A collection commemorating the 175th Anniversary of the Buffalo & Erie County Public Library was digitized and available at <http://bit.ly/xcYmt0>; Electronic Databases blog was provided for library users and staff;
- 13.2 Element 2: Technology Services - Results
- SirsiDynix ILS Symphony 3.3.1 upgraded with Patch Clusters 1-2; SirsiDynix Director's Station upgraded from 4.8.1 to 4.9.1 Updated staff ILS login credentials insuring a more secure environment; RFID implemented at 9 libraries; Item tagging and encoding for RFID underway for all new media and high demand items as well as retrospectively for items sent for repair or cleaning; Replaced 22 public & 1 staff PC in the Central Library Training Lab; 8 new desktops and 13 laptops were ordered, configured and installed at the Julia Boyer Reinstein Library in support of an ARRA grant; 13 laptops purchased, configured and deployed for replacement CyberTrain; Replaced 4 Rare Book Room PCs to facilitate file and digitization management; 2 public laptops were added at 3 libraries; 2 new printers purchased to support Central Library public use PCs; Replacement PC

purchased for Library CFO; 65 PCs ordered to support RFID staff stations; 4,136,781 website hits were recorded along with 1,492,651 visits to the Library's electronic catalog; Implemented e-Library catalog interface; Redesigned Library's website to meet the needs of new mobile technologies Ongoing evaluation, promotion and implementation of mobile apps for OverDrive and BookMyne; Access to catalog through BookMyne mobile app extended to Android users; Beta-tested catalog access through Facebook app Wifi access updated to streamline login requirements; Central Library main pipe upgraded from 100 to 200mBits of bandwidth; 3 libraries updated bandwidth to 15MB; New top level domain controller was installed on new server hardware 9 new switches were installed & the old ones were refurbished for redeployment; Five screencasts were developed, promoted and posted on the Library's website; Internet Explorer upgraded from 7 to IE 8; Adobe Flash upgrades to v.11; Installed CONTENTdm digital collection management software; Database use recorded at 636,843(footnote that Webfeat counts were compromised for the greater portion of 2011 severely underreporting usage); Upgraded Camtasia and Photoshop Elements software;

13.3 Element 3: Special Client Group Needs - Results

Implemented Kids Library image-driven catalog interface; Children's Programming Team coordinated the System-wide Battle of the Books program, New York State summer Reading program, as well as the Online Summer & Winter reading Challenge for children and teens; Family Place workshops took place at 4 libraries; Partnered with TEAM FAME (mentoring program promoting science experimentation) and the YMCA providing children's programs; Provided System-wide Read Down Your Fines program for children ages 16 and under; Information Services expanded adult programming by conducting 132 workshops system wide; Adult Programming Team expanded the adult component to NYS Summer Reading, coordinated author visits, presentations and special programs; Erie County Correctional Facility Library support included: ordering new titles and maintaining an 8,000-item collection for use with an inmate population of 1,400, handled requests for B&ECPL items to supplement the collection, updated & maintained a 2,000 item legal serials collection and filled requests for legal case information; Holding Center Library support ordering new titles and maintaining an 3,000-item collection for use with an inmate population of 600, handled requests for

B&ECPL items to supplement the collection, updated & maintained a 1,200 item legal serials collection and filled requests for legal case information; Partnered with Gowanda, Wende and Collins Correctional Facilities to assist with new materials ordering and processing as well as provide items from the B&ECPL to supplement facility collections; 15 small business workshops were conducted for multiple agencies at various locations outside the library; 9 "Resources for Successful Employment" workshops were conducted at locations outside the library; 2 "Body and Soul: Health Resources for Better Living" programs were conducted at a Labor Management Healthcare Retreat; 2 "Grant Resources for the Non-Profits" workshops were presented at an off-site seminar; A "Making Music at Your Library" program was presented at NYLA;

13.4 Element 4: Continuing Education/Training - Results

""""""""Staff survey was conducted to help determine technology training needs; Stronger emphasis on staff training resulted in 31 classes for 191 attendees (a 203% increase in attendance compared to 2010); 12 new classes were developed & significant updates were made to 48 additional classes; 312 Public technology training classes were conducted for 2,409 total attendees (including Web 2.0) with an overall satisfaction rating of 4.6 out of 5; Adult Program Team conducted specialized training, covering specific electronic resources, made part of monthly system Managers/Directors meetings; Human Resources staff participated in FMLA, ADA, and Worker's Comp Overlap training; B&ECPL managers and directors received training on EEO Compliance and Mental Health Issues in the Workplace; Human Resources staff was trained on "Employers & the New York State Marriage Equality Act"; Staff members attended the following conferences, workshops and webinars: Sirsi Northeast User's Group (SNRG), WNYLRC "Gadgets & Gear 2"; SirsiDynix User Group (COSUGI), Safety Training; Disaster Recovery and Response, Library Innovation, Screencasting in Your Library, 2011 Workplace Violence, Healthy Mind and Body Retreat, 2011 Safety and Ergonomics Training, Improving Workplace Communication, Black Belt Librarians, Census Data Workshop, Pesticide Training Course, WNYLRC Disaster Planning Workshop, NYLA Leadership Academy and Graduate Special Collections Certificate Courses, Rochester Library Resource Councils Marketing Libraries Certificate Course, Patent & Trademark, Worker

misclassification workshop "When are Independent Contractors Actually Employees?," NISO-sponsored webinar: "New Discovery Tools: Moving Beyond Traditional Online Catalogs," Library Journal-sponsored Tech Summit: "Power to the Patrons: From Systems to Services," Depository Library training Conference, Federal Depository Library Program training Conference, Business Reference 101, Outcome Based Evaluations Certificate Course, Outreach Librarians Seminar, Evaluating your Libraries ROI, Buffalo Niagara 360, SBA/SCORE Best practices training, NYS Correctional Services & Outreach training, Coordinated Outreach Services Program committee meetings, Booklist Webinar on "Hottest Teen Titles," Webjunction webinar: "Free Windows 7 Curriculum: Basic Computer Training at Your Library," Brodart Training, CQ Researcher Training, Youth Services Meetings, Renewed certification for Adult/Child/Infant CPR until March 2012, SLMS Conference, Booklist Webinar "Fresh Voices for Teen Readers," Downloads to Go, Booklist Webinar "Graphic Novels ARE Reading!," Helping Librarians Create Award Winning Family Literacy Programs Workshop, 3M E-Book Webinar, Booklist - YA Announcements, Early Childhood Development Workshop, Books for Boys, WNY Infant and Toddler Conference, How to Evaluate Technology for Early Learners, Booklist Webinar "The Scoop on Series Nonfiction," SLAWNY conference, NYLA Conference in Saratoga Springs, Youth Services Consultants Meeting, Mystery Slam, Sensitive and Effective Intervention Techniques, Public and School Library Cooperation Rocks!, Transliteracy: New Library Lingo, Book Whisperer - Metamorphous, Turning Dormant Readers to Gifted Readers, 5 Big Ideas for the Future of Early Childhood, Hatch Early Learning Webinar, Northeast Document Conservation Center webinar about the care and handling of scrapbooks, READ Posters Made Easy: A How-To Demonstration with Adobe® Photoshop® Elements, Ancestry.com online seminar, EAP Program: "Improving Effective Communication," webcast "Effective Floating Collections," "Social Media, Libraries and the Law," webinar "Libraries Are Essential: Providing Core Services for Readers," WebJunction webinar "Information Cartographer: Social Media Librarians of the Future," WebJunction webinar: "Trends in Library Training and Learning," ECIDA Area Managers Library Marketing classes, webinar: "ADA Update: Revised Regulations for

Disability Accommodations for the Public," BibzII training session, Content DM Training, webinar "Metadata: From the Inside Out," webinar "OCLC Billing, Payment and Account Management for Members," Library Innovation: Thinking Outside the Book conference, ACT Annual Trustee Workshop, Canal Society of New York State's Winter Symposium, DuPage webinar "Free Content for Library Collections," webinar "George and Joan on Conflict Resolution Techniques," webinar "World Book Goes Digital," ALA eCourse: "Using Drupal to Build Library Websites," webinar "Scoop on Non-Fiction," web meeting "CollectionHQ overview," Law Depot webinar, webinar " Superbooks: How Graphic Novels can Save Your Life," Foundation Center resources seminar, WNYLRC Audio Editing & Podcasting Seminar, NYLA/YSS Spring Conference, and NYLA Youth Services Section spring conference. """"""""

- 13.5 Element 5 Consulting and Technical Assistance Services - Results Consolidated Technical Services Departments into one physical location; Streamlined workflow and material flow for improved efficiency; Set up 9xx/cart ordering with vendor for ordering juvenile material; Procedures for ordering library material were updated on the staff Intranet; Circulation Policy changes were implemented, including the establishment of a 1-day grace period and a reduction in video fines; Two System Youth Services Meetings were conducted; RFID Teams and Team Leaders worked in several libraries tagging and encoding collections; Posters /flyers of significance were produced in both English and Spanish.
- 13.6 Element 6 Coordinated Services - Results Implemented centralized ordering of Juvenile and adult materials; Improved and enhanced System checklists used for consolidated ordering by conducting individual library collection preferences for fiction and DVDs and followed-up with an onsite library-specific visit; Technical Services Departments ordered, cataloged, processed & repaired materials for all libraries; Mass market paperbacks shipped directly to libraries from vendor for streamlined receipt; Streamlined collection and reporting of cataloging and processing statistics; Issued RFP for Library Subscription Services and awarded new 2-year contract; Issued RFP for Library Materials Purchases; Implemented 9XX ordering with an additional vendor; The System purchased 5,031 eBooks and 1322 downloadable audio books; Enhanced material tracking workslips; Began cataloging maps; A total of 26,214 new titles were cataloged by Technical

Services Department staff in 2011 Streamlined loading of Overdrive MARC records; Converted tradepaper item types to fiction or non-fiction; Conducted survey to assess audiocassette collections Dated user records and bibliographic records were purged from the database;

- 13.7 Element 7: Awareness and Advocacy - Results
- Library Director conducted over 60 meetings with local municipal leaders, as well as met with the County Executive, members of the County Legislature, Buffalo City Mayor, and State Representatives; Library Director met with New York State Education Commissioner; acting NYS Librarian, representatives from the NYS Education Department - Division of Library Development; Development & Communications Department sent elected officials 20 media releases, Friends groups 20 media releases and additional messages regarding postings on the ACT trustee website; Major fundraising efforts included "A Rare Affair" Gala (462 attendees, gross receipts \$148,282, net \$95,817), The Buffalo News "Bucks for Books" campaign (raised \$257,729), &the 2011 yearend fundraising appeal (raised \$57,000); Partnered with the following organizations: Read to Succeed, Buffalo. SCORE, Small Business Association; Greater Buffalo Niagara Partnership, Buffalo State College, Project Flight, Literacy Volunteers, Erie County, Just Buffalo Literary Center, Buffalo Public Schools, Buffalo Museum of Science, Explore & More Children's Museum, Buffalo News, Oishei Foundation, M&T Bank, City of Buffalo, YMCA, and First Niagara Bank; Produced a "Return on Your Investment" flyer; Reviewed 145 email /hardcopy comments from patrons (responded appropriately); Sent 3 informative e-mail messages to library cardholders who "opted in" for Library notifications; Maintained a continued and responsive presence on Social Media outlets: Facebook, Twitter and Flickr; Electronic users at the end of 2011 totaled 2,822 Facebook Fans and 2,201 Twitter Followers; Summer reading" and "room reserve" pages added to the website; Five screencasts were developed, promoted and posted on the Library's website; Configured Rare Book Room and Grosvenor Room blogs to auto-post to Twitter; B&ECPL Movie Site blog created;
- 13.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results
- Library Director conducted 12 Monthly Staff Forums and sent 34 e-mail communications to all staff; 12 Monthly Manager/Director Meetings were held; Library Director attended 11 Board of Trustees Planning Committee Meetings jointly with the Association of Contracting

Trustees, 6 Association of Contracting Trustee Meetings, 4 Association of Contracting Trustee Board Meetings and the Annual Trustee Workshop; Development & Communications sent 268 e-mail message communications to all staff; wrote & posted 41 press releases on the System website, established a "Planning for the Future of the Library System" section on the Intranet and website, produced posters and flyers for staff areas, distributed messages with employee paychecks; Human Resources provided monthly routing of bulletins on topics of communication, supervision, legal, leadership, motivation, management, and administrative skills;

- 13.9 Element 9: Cooperative Efforts with Other Library Systems - Results B&ECPL continued representation on Western New York Library Resources Council (WNYLRC) committees; Continued annual Dept. of Library & Information Studies public library presentation and ongoing practicum collaboration; FDLP &PTDL Librarians Presented 4 database search workshops for U.Bs Dept. of Library & Information Studies classes GOV. Docs and Science resources classes; Maintained active participation with WNYLRC staff and programming; Conducted 4 Social Networking classes at WNYLRC; Partnered with Buffalo School Library System and Erie BOCES 1 & 2; Partnered with Erie County Correctional Libraries along with Gowanda, Collins and Wende Corr3ectional Libraries; Library Director participated in PULISDO and NYALS meetings and conferences; Library Director worked jointly with NIOGA on various initiatives;
- 13.10 Element 10: Construction - Results Orchard Park Public Library installed new air conditioning unit, new fire alarm system and partially replaced sidewalk & parking lot.
- 13.11 Element 11: Central Library - Results 127 programming partnership events were held at the Central Library with 5117 attendees; Opened new handicapped accessible entrance at the Ellicott Street entrance; 1st and 2nd floor consolidation and integration of non-fiction collections completed; Children's Room was consolidated & incorporated into the former Popular Materials Department; All media formats (including DVDs, CDs, and Audiobooks) were consolidated and shelved in the former Children's Room area; Circulating materials were weeded in preparation for RFID implementation; ESL classes were conducted on an ongoing basis in the Small Business Meeting Room; Project Flight and Literacy volunteers moved their offices into the Central Library; Hosted Teen and Child-focused

Comics Convention; Hosted Summer Reading Kickoff party; Conducted 3rd annual Winterfest program; Conducted family-friendly Spooky Library Program

- 13.1 Element 12: Direct Access Free direct access is not an issue in Erie County since it is
2 - Results inherent in the 1953 merger legislation that created the B&ECPL and is maintained with the 22 participating library boards.
- 13.1 Element 13: Other Goal(s) - Supporting the Library's Goal to promoting the Central
3 Results Library as a unique downtown destination: 127 programming partnership events took place for 5117 attendees; Conference rooms were scheduled for 238 sessions for external users; The Ring of Knowledge's major display recognized the Library System's 175th year and legacy of great service (4,000+ people participated in events & activities held in this area). Major Exhibits and displays included: "Travelers and Cosmopolitans: the Tourist is the Other Fellow" (Rare Book Room), "Lafayette Square: Then and Now" (Rare Book Room), "Fine Prints from the Mark Twain Collection" (Mark Twain Room), "The Ideal Book: William Morris and the Kelmscott Press exhibition," "Destinations: Songs of Travel and Romance" (Grosvenor Room).

14. Assurance and Contact Information

CONTACT INFORMATION

- 14.1 Contact name (person completing report) Kathy Smith
- 14.2 Contact phone number (enter 10 digits only and hit the Tab key) (716) 858-7094
- 14.3 Contact e-mail address smithk@buffalolib.org

ASSURANCE

- 14.4 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) 04/19/2012

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

14.5 The Library System's
Annual Report was
reviewed and approved by 06/18/2012
the New York State Library
on (date - mm/dd/yyyy)

Suggested Improvements

Library System Buffalo and Erie County Public Library

Name of Person

Completing Form

Phone Number and

Extension (enter area code,
telephone number and
extension only):

Please share with us your
suggestions for improving
the *Annual Report*. Thank
You!