# Buffalo and Erie County Public Library
## Annual Report for Library Systems - 2012 (Public Library Systems)

### 1. General System Information

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SEDCODE</td>
<td>140600700787</td>
</tr>
<tr>
<td>2.</td>
<td>System Name</td>
<td>Buffalo and Erie County Public Library</td>
</tr>
<tr>
<td>3.</td>
<td>Beginning Reporting Year</td>
<td>1/1/2012</td>
</tr>
<tr>
<td>4.</td>
<td>Ending Reporting Year</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>5.</td>
<td>Street Address</td>
<td>1 Lafayette Square</td>
</tr>
<tr>
<td>6.</td>
<td>City</td>
<td>Buffalo</td>
</tr>
<tr>
<td>7.</td>
<td>Zip Code</td>
<td>14203</td>
</tr>
<tr>
<td>8.</td>
<td>Four-Digit Zip Code Extension (enter N/A if unknown)</td>
<td>1887</td>
</tr>
<tr>
<td>9.</td>
<td>Mailing Address</td>
<td>1 Lafayette Square</td>
</tr>
<tr>
<td>10.</td>
<td>City</td>
<td>Buffalo</td>
</tr>
<tr>
<td>11.</td>
<td>Zip Code</td>
<td>14203</td>
</tr>
<tr>
<td>12.</td>
<td>Four-Digit Zip Code Extension (enter N/A if unknown)</td>
<td>1887</td>
</tr>
<tr>
<td>13.</td>
<td>Library System Telephone Number (enter 10 digits only and hit the Tab key)</td>
<td>(716) 858-8900</td>
</tr>
<tr>
<td>14.</td>
<td>Fax Number</td>
<td>(716) 858-6544</td>
</tr>
</tbody>
</table>
1. System Home Page URL: www.buffalolib.org
2. URL of the system's complete Plan of Service: http://www.buffalolib.org/content/library-system/five-year-plan
4. Area Chartered to Serve (square miles): 1043
5. Federal Employer Identification Number: 166002558
6. County: Erie
7. County (Counties) Served: Erie
9. Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr. Mrs.
10. First Name of System Director: Mary Jean
11. Last Name of System Director: Jakubowski
12. NYS Public Librarian Certification Number of the Director of Public Library: 15501
System, and
Reference and
Research
Library
Resources
System.

1. Telephone
31 Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (716) 858-7180

1. E-Mail Address
32 of the System Director jakubowskim@buffalolib.org

1. Fax Number of the System Director (enter 10 digits only and hit the Tab key) (716) 858-6544

1. Name of Outreach Coordinator
34 Dan Caufield

1. 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.

1. Name of Contracting Municipality or District N/A

2. Is this a written contract? (Enter Y for Yes, N for No) N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A

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

1. 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, N
massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

2. Personnel Information

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

<table>
<thead>
<tr>
<th>BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(enter to two decimal places; enter decimal point)</td>
</tr>
</tbody>
</table>

2. Public Library System Director per CR 90.3(f) - Filled Position FTE 1

2. Public Library System Director per CR 90.3(f) - Vacant Position FTE 0

2. Librarians - Filled Position(s) FTE 42.77

2. Librarians - Vacant Position(s) FTE 6.07

2. Outreach Coordinator (certified) per
<table>
<thead>
<tr>
<th>CR 90.3</th>
<th>(1)(2)(iii)</th>
<th>Filled Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator</td>
<td>(certified)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(cr 90.3)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant Position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Certified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(total questions</td>
<td>44.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 + 2.6 + 2.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ 2.10 + 2.12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Certified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(total questions</td>
<td>6.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 + 2.7 + 2.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ 2.11 + 2.13)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff - Filled</td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Staff - Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff - Filled</td>
<td></td>
<td></td>
<td>175.03</td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff - Vacant</td>
<td></td>
<td></td>
<td>18.54</td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Total Paid Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Filled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position(s)</td>
<td></td>
<td></td>
<td>234.80</td>
</tr>
<tr>
<td>(total questions</td>
<td>2.14 + 2.16 +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.18)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Total Paid Staff
21 - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) 24.61

SALARY INFORMATION
2. Entry-Level
22 Librarian 1 (certified) FTE

2. Entry-Level
23 Librarian (certified) $35,256 Current Annual Salary

2. System
24 Director FTE 1

2. System
25 Director Current Annual Salary $120,000

3. System Membership, Outlets and Governance
PUBLIC SERVICE OUTLETS
3. Number of member libraries 22

3. Main Library/System Headquarters 1
3. Branches 8
3. Bookmobiles 0
3. Reading Centers 0
3. Other Outlets 2
3. Total Public Service Outlets (total questions 3.15 through 3.19) 11
3. Name of Central Library/Co-Central Libraries

   Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

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

   11

3. Number of voting positions on system board/council

   15

3. 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.

   O

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2013, through December 31, 2013.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2013, through June 30, 2014

President/Council Chair
<table>
<thead>
<tr>
<th>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>Professional Title</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>Telephone for the Board President (enter 10 digits only and hit the Tab key)</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
<tr>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>The date the board president took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>The date the Oath of Office</td>
</tr>
</tbody>
</table>
was filed with
town or county
clerk
(mm/dd/yyyy)

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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9.</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>11.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>12.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>First Name</td>
<td>Frank</td>
</tr>
<tr>
<td>Last Name</td>
<td>Gist</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
<td>Retired</td>
</tr>
<tr>
<td>Professional Title</td>
<td>n/a</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code (enter five digits only)</td>
<td></td>
</tr>
<tr>
<td>Term Expires - Month or N/A</td>
<td>December</td>
</tr>
<tr>
<td>Term Expires - Year (YYYY) or N/A</td>
<td>2015</td>
</tr>
<tr>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>01/18/2013</td>
</tr>
<tr>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/18/2013</td>
</tr>
<tr>
<td>First Name</td>
<td>Phyllis</td>
</tr>
<tr>
<td></td>
<td>Information</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
</tr>
<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9.</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>11.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>12.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
8. Zip Code (enter five digits only)

9. Term Expires - 
   Month or N/A December

10. Term Expires - 
    Year (YYYY) 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 
    Ms. 
    Reverend, 
    Other (specify 
    using the State 
    Note), Vacant

2. First Name 
   Elaine

3. Last Name 
   Panty

4. Institutional 
   Affiliation 
   n/a

5. Professional 
   Title 
   Retired

6. Mailing 
   Address

7. City

8. Zip Code (Enter 
    Five Digits Only)

9. Term Expires - 
   Month or N/A December

10. Term Expires - 
    Year (YYYY) 2012

11. The date the 
    04/15/2008
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)

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 Wayne

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

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

03/09/2010
| 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant |
| 2. First Name | Theodore K. |
| 3. Last Name | Johnson |
| 4. Institutional Affiliation | Hadley Exhibits Inc. |
| 5. Professional Title | n/a |
| 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) | 09/16/2011 |
| 12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 09/16/2011 |
2. First Name: Jennifer
3. Last Name: Zivis
4. Institutional Affiliation: Cancer Care of WNY
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
2. First Name: Sheldon
3. Last Name: Berlow
5. Professional Title: n/a
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) 12/28/2012
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/28/2012
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant
2. First Name Teresa
3. Last Name Glanowski
4. Institutional Affiliation N/A
5. Professional Title N/A
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) 2017
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/11/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
   Mr.
2. First Name Michael
3. Last Name Amodeo
4. Institutional Affiliation N/A
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 2017
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/11/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/19/2013
was filed with
town or county
clerk
(mm/dd/yyyy)

1. Title (drop-
down): Mr., Mrs., Ms.,
Miss, Dr., The
Honorable, The
Ms. Reverend,
Other (specify
using the State
note), Vacant

2. First Name  Kathleen
3. Last Name  Berens-Bucki
4. Institutional Affiliation  N/A
5. Professional Title  MLS
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) 2016
    or N/A
11. The date the
    trustee took the
    Oath of Office
    (mm/dd/yyyy) 04/11/2013
12. The date the
    Oath of Office
    was filed with
town or county
clerk
    (mm/dd/yyyy) 04/19/2013
1. Title (drop-
down): Mr., Mrs., Ms.,
Miss, Dr., The
Ms.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant</td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
</tr>
<tr>
<td>6.</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>7.</td>
<td>City</td>
</tr>
<tr>
<td>8.</td>
<td>Zip Code (enter five digits only)</td>
</tr>
<tr>
<td>9.</td>
<td>Term Expires - Month or N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
</tr>
<tr>
<td>11.</td>
<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
</tr>
<tr>
<td>12.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

**Other (specify using the State note), Vacant**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>First Name</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
</tr>
</tbody>
</table>
5. Professional Title  
   N/A

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)  
    2013

11. The date the trustee took the Oath of Office (mm/dd/yyyy)  
    04/11/2013

12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  
    04/19/2013

**COORDINATED OUTREACH COUNCIL**

3. Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)?  
   Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2013, through December 31, 2013. 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.
2. First Name  Miguel
3. Last Name  Santos
4. Institutional Affiliation  National Grid Community Outreach
5. Professional Title  Consumer Advocate/Community Activist

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant

2. First Name  Shane
3. Last Name  Stevenson
4. Institutional Affiliation  Buffalo Employment and Training Center
5. Professional Title  Training Director

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant

2. First Name  Robert
3. Last Name  Sikorski
4. Institutional Affiliation  Niagara Frontier Radio Reading Service
5. Professional Title  Director of Operations

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The
<table>
<thead>
<tr>
<th>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>Professional Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>Professional Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Institutional Affiliation</td>
</tr>
<tr>
<td>Professional Title</td>
</tr>
</tbody>
</table>

<p>| Title (drop down): Mr., Ms. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</th>
<th>First Name</th>
<th>Last Name</th>
<th>Institutional Affiliation</th>
<th>Professional Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Cindy</td>
<td>Cassavino</td>
<td>Aurora Adult Day Services</td>
<td>Director of Programming</td>
</tr>
<tr>
<td>2</td>
<td>Mr.</td>
<td>Tanisha</td>
<td>DaCosta</td>
<td>Response to Love Center</td>
<td>Director of Outreach Services</td>
</tr>
<tr>
<td>3</td>
<td>Frank</td>
<td>Cammarata</td>
<td></td>
<td>Erie County Office for the Disabled</td>
<td>Executive Director</td>
</tr>
<tr>
<td>1.</td>
<td>Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>First Name</td>
<td>Brian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
<td>Hoth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
<td>Buffalo and Erie County Public Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
<td>Immigrant/Refugee Outreach</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant |
| 2. | First Name | Dan |
| 3. | Last Name | Caufield |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
| 5. | Professional Title | Librarian III Information Services |

| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant |
| 2. | First Name | Katherine |
| 3. | Last Name | Goodrich |
| 4. | Institutional Affiliation | Buffalo and Erie County Public Library |
5. Professional Title
   Children and YA Services

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant

2. First Name Peter

3. Last Name Lisker

4. Institutional Affiliation Buffalo and Erie County Public Library

5. Professional Title Disability and Consumer Health

4. Public Library System Trans and Collection

4. Number of
1. registered system borrowers 73,128

4. Total system circulation 3,459,640

4. System Visits 1,058,438

SYSTEM HOLDINGS

4. Total Cataloged Book Holdings 1,392,297

4. Non-Cataloged Book Holdings 106,577

4. Total Print Serial Holdings 440,495

4. All Other Print Materials Holdings 1,040,921

4. Total Electronic Holdings 16,281

4. All Other 187,029
9  Holdings
4.  Grand Total
10 Holdings (total questions 4.4 through 4.9)  3,183,600

ROTATING COLLECTIONS/BOOK LOANS
4.  Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)
4.  Number of collections  0
4.  Average number of items per collection  0

5. System Services
TECHNOLOGY AND RESOURCE SHARING
INTEGRATED LIBRARY SYSTEM (ILS)
5.  Does the system provide an integrated library automation system (ILS)? (Enter Y for Yes, N for No)
5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):
a.  Circulation  Yes
b.  Public Access Catalog  Yes
c.  Cataloging  Yes
d.  Acquisitions  Yes
e.  Inventory  Yes
f.  Serials Control  Yes
g. Media Booking  No  
h. Community Information  No  
i. Electronic Resource Management  No  
j. Digital Collections Management  No  

5. Identify ILS system vendor  SirsiDynix  
3. How many member libraries fully participate in the ILS?  22  
5. % of member libraries participating (calculated field)  100.00%  

5. 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. Number of titles in the ILS bibliographic database  1,558,119  
8. Number of new titles added by  18,596
the system in the reporting year

5. Number of Central Library Aid titles added N/A in the reporting year

5. Number of new titles added by the members in N/A the reporting year

5. **Total new titles**

12 (total questions 5.9 through 5.11) 18,596

**UNION CATALOG OF RESOURCES**

5. How many libraries participate in (or submit records for) the union catalog? 1

5. Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N

5. Number of titles in the system's union catalog 1,558,119

5. Number of holdings in the system's union catalog 3,161,171

5. Number of new titles added in the last year 18,596

5. Number of holdings added 218,912
UNION LIST OF SERIALS

5. 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. 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. 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. Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A)
   Y

5. How many Internet-accessible member library catalogs are included in the virtual catalog?
   0

5. How many 0
member libraries have holdings included in a database that 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 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. 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. Annual number of visits to the system's web site
27 5,961,735

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVELNY- READY LIBRARIES)

5. How many of the system's member libraries have achieved Basic status?
28 0

5. How many of the system's member libraries have achieved Advanced status?
29 36

5. How many of the system's member libraries have achieved Leader status?
30 1

5. Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)
31 37
SYSTEM INTERLIBRARY LOAN ACTIVITY

5. Total items provided (loaned) 2,029
32
5. Total items received (borrowed) 3,397
33
5. Total requests provided (loaned) unfilled 7,423
34
5. Total requests received (borrowed) unfilled 910
35
5. Total interlibrary loan activity (total questions 5.32 through 5.35) 13,759
36

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. Number of 211
CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)
5. Number of sessions 0
5. Number of participants 0

Technology
5. Number of sessions 12
5. Number of participants 106

Digitization
5. Number of sessions 0
5. Number of participants 0

Leadership
5. Number of sessions 9
5. Number of participants 140

Management & Supervisory
5. Number of sessions 5
5. Number of participants 179

Planning and Evaluation
5. Number of sessions 0
5. Number of participants 0

Awareness and Advocacy
5. Number of sessions 0
5. Number of participants 0
<table>
<thead>
<tr>
<th>Trustee/Council Training</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of sessions</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5. Number of participants</td>
<td>70</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Client Populations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of sessions</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5. Number of participants</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children's Services/Elementary Grade Levels</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of sessions</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5. Number of participants</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Young Adult Services/Middle and High School Grade Levels</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of sessions</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5. Number of participants</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Adult Services</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of sessions</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5. Number of participants</td>
<td>47</td>
<td></td>
</tr>
</tbody>
</table>

5. **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group. Y
1. Topic: Employee Safety
2. Number of sessions: 4
3. Number of participants: 114

5. 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): 35

5. 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): 661

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: Yes
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>collection purchases (not purchasing)</strong></td>
<td></td>
</tr>
<tr>
<td>d. Cataloging</td>
<td>Yes</td>
</tr>
<tr>
<td>e. Materials processing</td>
<td>Yes</td>
</tr>
<tr>
<td>f. Coordinated purchase of office supplies</td>
<td>Yes</td>
</tr>
<tr>
<td>g. Coordinated computer services/purchases</td>
<td>Yes</td>
</tr>
<tr>
<td>h. Virtual reference</td>
<td>Yes</td>
</tr>
<tr>
<td>i. Other (describe using the State note)</td>
<td>Yes</td>
</tr>
<tr>
<td>j. N/A</td>
<td>No</td>
</tr>
</tbody>
</table>

### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5. Number of contacts - Consulting with member libraries on grants, and state and federal funding

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>68</td>
<td>2,567</td>
</tr>
</tbody>
</table>

5. Number of contacts - Consulting with member libraries on funding and governance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>3,387</td>
</tr>
</tbody>
</table>

5. Number of contacts - Consulting with member libraries on charter and registration work

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>2</td>
</tr>
</tbody>
</table>

5. Number of contacts - Consulting with member libraries on other services

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11,622</td>
<td></td>
</tr>
</tbody>
</table>
contacts - Consulting with member libraries on automation and technology

5. Number of contacts - Consulting with member libraries on youth services
4,376

5. Number of contacts - Consulting with member libraries on adult services
5,696

5. Number of contacts - Consulting with member libraries on physical plant needs
332

5. Number of contacts - Consulting with member libraries on personnel and management issues
9,915

5. Number of contacts - Consulting with state and county correctional facilities
634

5. Number of contacts - Providing information to local, county,
and state legislators and their staffs

5. Number of contacts - Providing system and member library information to the media 4,557

5. Number of contacts - Providing website development and maintenance for member libraries 491

5. 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. **Total other contacts** (total of question #2) 0
5. **Total number of contacts**
   (total of questions 5.68 through 5.79 and 5.81)  
   55,617

**REFERENCE SERVICES**

5. Total Reference Transactions  
   314,730

**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
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Number of BOOKS BY MAIL loans</td>
<td>0</td>
</tr>
<tr>
<td>5.</td>
<td>Number of member libraries with Job/Education Information Centers or collections</td>
<td>17</td>
</tr>
<tr>
<td>5.</td>
<td>Number of State Correctional Facilities libraries served</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Number of County Jails libraries served</td>
<td>2</td>
</tr>
<tr>
<td>5.</td>
<td>Number of institutions served other than jails or correctional facilities</td>
<td>0</td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td>N</td>
</tr>
<tr>
<td>1.</td>
<td>Service provided</td>
<td>N/A</td>
</tr>
</tbody>
</table>
2. Number of facilities/institutions served N/A

5. 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.

5. Description of fees N/A

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

6. 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.

1. County Name Erie
2. Amount $23,175,217
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
4. Written N
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2</td>
<td>Total County Funding</td>
<td>$23,175,217</td>
</tr>
<tr>
<td>6.3</td>
<td>All Other Local Public Funds</td>
<td>$0</td>
</tr>
<tr>
<td>6.4</td>
<td>Total Local Public Funds (total questions 6.2 and 6.3)</td>
<td>$23,175,217</td>
</tr>
<tr>
<td>6.5</td>
<td>Adult Literacy Library Services Grants</td>
<td>$0</td>
</tr>
<tr>
<td>6.6</td>
<td>Central Library Development Aid</td>
<td>$247,820</td>
</tr>
<tr>
<td>6.7</td>
<td>Central Book Aid</td>
<td>$57,169</td>
</tr>
<tr>
<td>6.8</td>
<td>Conservation/Preservation Grants</td>
<td>$0</td>
</tr>
<tr>
<td>6.9</td>
<td>Construction for Public Libraries Aid</td>
<td>$556,173</td>
</tr>
<tr>
<td>6.10</td>
<td>Coordinated Outreach Services Aid</td>
<td>$135,058</td>
</tr>
<tr>
<td>6.11</td>
<td>Correctional Facilities Library Aid</td>
<td>$36,558</td>
</tr>
<tr>
<td>6.12</td>
<td>County Jails Library Aid</td>
<td>$7,011</td>
</tr>
<tr>
<td>6.14</td>
<td>Family Literacy Grants</td>
<td>$0</td>
</tr>
<tr>
<td>6.18</td>
<td>Local Library Services Aid Kept for Headquarters</td>
<td>$104,775</td>
</tr>
<tr>
<td>6.19</td>
<td>Distributed to members</td>
<td>$161,809</td>
</tr>
<tr>
<td>6.15</td>
<td>Total LLSA</td>
<td>$266,584</td>
</tr>
</tbody>
</table>
(total questions 6.18 and 6.19)

6. Local Services Support Aid $188,018

6. Local Consolidated Systems Aid $0

6. Public Library System Basic Aid $1,415,177

Regional Bibliographic Data Bases (RBDB) Aid

6. Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs $14,000

6. Special Legislative Grants and Member Items $175,000

6. Supplementary System Aid $174,600

6. The New York Public Library - The Research Libraries $0

6. The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid $0

6. The New York Public Library, City University of New York $0

6. The New York Public Library, Schomburg Center for $0
Research in Black Culture
Library Aid


6. 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).

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 $476,622

6. Total Other State Aid (total question #2 of Repeating Group #9 above) $476,622

6. **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) $3,749,790
### FEDERAL AID

6. Library Services and Technology Act (LSTA) $29,400

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

6. Total Federal Aid (total questions 6.45 and 6.47) $29,400

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

6. Does the system contract with libraries and/or library systems in New York State? 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. **Total Contracts**
   (total question #3 of Repeating Group #11 above) $0

### MISCELLANEOUS RECEIPTS

6. Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $329,290

6. Income from Investments: $17,670

Proceeds from Sale of Property

6. Real Property: $0

6. Equipment: $0

6. Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Y

Enter Y for Yes, N for No.

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
<table>
<thead>
<tr>
<th>1. Receipt category</th>
<th>2. Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refunds</td>
<td>$367,682</td>
</tr>
<tr>
<td>Rental of Real Property</td>
<td>$53,691</td>
</tr>
<tr>
<td>Commissions</td>
<td>$14,946</td>
</tr>
<tr>
<td>Misc</td>
<td>$19,051</td>
</tr>
<tr>
<td>Misc</td>
<td>$498,162</td>
</tr>
</tbody>
</table>

| 6. | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | $953,532 |
| 57 |

| 6. | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | $1,300,492 |
| 58 |

| 6. | 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, | $28,254,899 |
| 59 |
6.50, and 6.58)

6. **BUDGET LOANS**
   $0

**TRANSFERS**

6. From Capital Fund (Same as question 9.6) $500
6. From Other Funds $0
6. **Total Transfers** (total questions 6.61 and 6.62) $500

6. **CASH**
   **BALANCE** - Beginning of Current Fiscal Reporting Year:
   (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2011; 3Rs - June 30, 2012) $8,333,242

6. **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/RO LLOVER** $36,588,641
(Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)

7. Operating Fund Disbursements

**STAFF EXPENDITURES**

Salaries
7. System
1. Director and Librarians $2,355,644
7. Other Staff $5,526,660

7. Total Salary and Wages Expenditures $7,882,304 (total questions 7.1 and 7.2)

7. Employee Benefits Expenditures $3,993,052

7. **Total Staff Expenditures** $11,875,356 (total questions 7.3 and 7.4)

**COLLECTION EXPENDITURES**

7. Print Materials Expenditures $525,736
7. Electronic Materials Expenditures $255,843
7. Other Materials Expenditures $205,663
7. **Total Collection Expenditures**
   (total questions 7.6 through 7.8) $987,242

**GRANTS TO MEMBER LIBRARIES**
Cash Grants Paid From

7. Local Library 10 Services Aid (LLSA) $161,809
7. Central Library 11 Aid (CLDA/CBA) $0
7. Other State 15 Aid/Grants (e.g., Construction, Special Legislative or Member Grants) $175,000
7. Federal Aid 16 $0
7. Other cash grants paid from system funds 17 $2,569
7. **Total Cash Grants** (total questions 7.10 through 7.17) $339,378
7. Book/Library Materials Grants $2,041,641
7. Other Non-Cash Grants $7,182,635
7. **Total Grants to Member Libraries** (total questions 7.18 through 7.20) $9,563,654

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**
7. **Bookmobile** $0  
7. **Other Vehicles** $0  
7. **Computer Equipment** $562,921  
7. **Furniture/Furnishings** $29,211  
7. **Other Capital Expenditures** $4,236  
7. **Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26) $596,368  

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**  
7. **From Local Public Funds** (71PF) $168,128  
7. **From Other Funds** (71OF) $428,240  
7. **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) $596,368  

**OPERATION AND MAINTENANCE OF BUILDINGS**  
Repairs To Buildings and Building Equipment by Source of Funds  
7. **From Local Public Funds** (72PF) $77,249  
7. **From Other Funds** (72OF) $27,561  
7. **Total Repairs to Buildings and Building Equipment** (total questions 7.31 through 7.32) $104,810
7.31 and 7.32)  
7. Other Building & Maintenance Expenses $509,634  
7. **Total**  
7.35 **Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) $614,444  

### MISCELLANEOUS EXPENSES  
7. Total Operation & Maintenance of Bookmobiles and Other Vehicles $53,941  
7. Office and Library Supplies $324,936  
7. Telecommunications $110,568  
7. Binding Expenses $7,135  
7. Postage and Freight $34,870  
7. Publicity and Printing $47,183  
7. Travel $30,755  
7. Fees for Consultants and Professionals $551,475  
7. Membership Dues $6,496  
7. Does the system have other miscellaneous expenses in categories not listed in Y
questions 7.36 through 7.45? Enter Y for Yes, N for No.

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: $118,855

1. Expense category: Eq Repair
2. Amount: $23,758

1. Expense category: Other
2. Amount: $590,604

7. Total Other
47 Miscellaneous Expenses (total question #2 of Repeating Group #13) $733,217

7. Total
48 Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) $1,900,576

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

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

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

1. Contracting Agency (specify using the State note) N/A
2. Contracted Service (specify using the State note) N/A
3. Total Contract Amount N/A

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

### DEBT SERVICE

Capital Purposes Loans (Principal and Interest)
7. From Local Public Funds (73PF) $1,302,760
7. From Other Funds (73OF) 0
7. **Total Capital Purposes Loans** (total questions 7.51 and 7.52) $1,302,760
7. Other Loans 0
7. **Total Debt Service** (total questions 7.53 and 7.54) $1,302,760

7. **TOTAL DISBURSEMENT NTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital** $26,840,400
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)

**TRANSFERS**

Transfers to the Capital Fund
7. From Local Public Funds (76PF) 0
7. From Other Funds (76OF) $556,173
7. Total Transfers to Capital Fund (total questions 7.57 and 7.58; same as question 8.2) $556,173

7. Total Transfers to Other Funds $0
7. Total Transfers (total questions 7.59 and 7.60) $556,173

7. TOTAL DISBURSEMENTS AND TRANSFERS $27,396,573

7. CLOSING $9,192,068
CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2012) (For 3Rs - June 30, 2013)

7. GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER (total questions 7.62, 7.63, 7.73, and 7.82) $36,588,641

FISCAL AUDIT
7. Last audit performed (mm/dd/yyyy) 12/31/2011
7. Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/2011-12/31/2011
7. Indicate type of audit (select one from dropdown): 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 N/A
deposit

7. **Total Bank**
   87 **Balance** (total question #2 of Repeating Group #15) $0

7. 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. **Total Revenue**
   1 From Local Sources $0

8. **Transfer**
   2 From Operating Fund $556,173 (same as question 7.59)

**STATE AID FOR CAPITAL PROJECTS**

8. **State Aid**
   3 Received for Construction $0

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

8. 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, N
enter N/A on questions 1 and 2 of one repeating group.

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

8. **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)

   $0

8. **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)

   $556,173

8. **NONREVENUE RECEIPTS**

   0

8. **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)

   $556,173

8. **CASH BALANCE - Beginning of**

   218248
Current Fiscal Reporting Year: Public Library Systems - January 1, 2012; 3Rs - July 1, 2012. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2011; 3Rs - June 30, 2012.)

8. TOTAL RECEIPTS AND CASH BALANCE $774,421
   (total questions 8.8 and 8.9)

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9. Total Construction $95,305
9. Incidental Construction 0
9. Books and Library Materials 0
9. Total Other Disbursements 0
9. Total Project Expenditures (total questions 9.1 through 9.4) $95,305

9. TRANSFER TO $500
OPERATING
FUND
(Same as
question 6.61)

9. TOTAL
7 NONPROJECT
EXPENDITURES

0

9. TOTAL
8 DISBURSEMENTS - Total
Project
Expenditures,
Transfer to
Operating
Fund, and
Total
Nonproject
Expenditures
(total questions
9.5 through
9.7)

$95,805

9. CLOSING
9 CASH
BALANCE IN
CAPITAL
FUND at the
End of the
Current Fiscal
Year
(December 31,
2012, for
Public Library
Systems; June
30, 2013, for
3Rs)

$678,616

9. TOTAL
10 DISBURSEMENTS
CASH AND
BALANCE
(total questions
9.8 and 9.9)

$774,421
12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2013 - December 31, 2013

PROJECTED OPERATING FUND - RECEIPTS

12 Total Operating
.1 Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) $25,572,167
12 Budget Loans $0
.2 Total Transfers $0
.3
12 Cash
.4 Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2013, must be the same as the December 31, 2012, closing balance reported on Q7.63 of the 2012 annual report) $9,192,068
12 Grand Total
.5 Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total $34,764,235
**PROJECTED OPERATING FUND - DISBURSEMENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.6</td>
<td>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)</td>
<td>$26,787,620</td>
</tr>
<tr>
<td>12.7</td>
<td>Total Transfers</td>
<td>$0</td>
</tr>
<tr>
<td>12.8</td>
<td>Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2013)</td>
<td>$7,976,615</td>
</tr>
<tr>
<td>12.9</td>
<td>Grand Total Operating Fund</td>
<td>$34,764,235</td>
</tr>
</tbody>
</table>
Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)

**PROJECTED CAPITAL FUND - RECEIPTS**

<table>
<thead>
<tr>
<th>12</th>
<th>Capital Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Receipts</td>
</tr>
<tr>
<td>0</td>
<td>(include</td>
</tr>
<tr>
<td></td>
<td>Revenues from</td>
</tr>
<tr>
<td></td>
<td>Local Sources,</td>
</tr>
<tr>
<td></td>
<td>Transfer from</td>
</tr>
<tr>
<td></td>
<td>Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Nonrevenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Receipts</td>
</tr>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>in Capital Fund</td>
</tr>
<tr>
<td>2</td>
<td>at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2013, must be the same as the December 31, 2012, closing balance reported on Q9.9 of the 2012 annual report)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Capital Fund</td>
</tr>
<tr>
<td></td>
<td>$745,232</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Capital Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Receipts</td>
</tr>
<tr>
<td>0</td>
<td>(include</td>
</tr>
<tr>
<td></td>
<td>Revenues from</td>
</tr>
<tr>
<td></td>
<td>Local Sources,</td>
</tr>
<tr>
<td></td>
<td>Transfer from</td>
</tr>
<tr>
<td></td>
<td>Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Nonrevenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Receipts</td>
</tr>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>in Capital Fund</td>
</tr>
<tr>
<td>2</td>
<td>at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2013, must be the same as the December 31, 2012, closing balance reported on Q9.9 of the 2012 annual report)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>.1</td>
<td>Capital Fund</td>
</tr>
<tr>
<td></td>
<td>$745,232</td>
</tr>
</tbody>
</table>
3 Receipts and Balance (total questions 12.10 through 12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

12 Capital Fund
.1 Disbursements
4 (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures $745,232

12 Cash Balance
.1 in Capital Fund $0
5 at the end of the current fiscal year (For Public Library Systems, December 31, 2013)

12 Grand Total
.1 Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) $745,232

ASSURANCE

12 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, 4/18/2013
and assures that
the "Budget
Summary" was
reviewed and
accepted by the
System
Board/Council
on (date -
mm/dd/yyyy)

13. Summary of Library System Accomplishments
Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, BRIEFLY
describe the final results of each element for Year 1 (2012)

13. Element 1: Resource Sharing - Results
   "2012 circulation closed out at 8,250,880 which is a 1.2% increase over
   2011; • eBook downloads increased by 94%, topping out at 256,585; •
   Total downloads increased almost 61% to 373,570; • Door counts
   remained steady with 3,657,813 visitors reported; • Weeding schedules
   have been established for the Central and City Branches; • Collection
   Development Process and timeline was formulated; • Onsite library
   specific collection development visits were conducted; • Approximately
   135,586 titles were ordered system-wide; • Adult print fiction circulation
   at 1,098,035 represented a 5.3% decrease from 2011; • Adult media
circulation increased 3.4% to 2,594,556; • Downloadable circulation
   increased by 60.8% and reached 373,357; • The total expenditure for
   library materials was $2,964,284; • 5,406 e-Books were purchased at a
cost of $119,996; • The B&ECPL partnered with the WNYLRC to
participate in an EBL pilot that currently offers 38,303 non-fiction e-Book
titles; • 262,204 items were added to the collection, including 129,134
cataloged books; • 18,596 new titles were added to the collection; • Adult
non-fiction circulation increased by 9% to 515,384; • 832 public
   technology classes were conducted for 6,246 attendees; • 1,075 other
   adult programs were conducted for 18,201 attendees; • 600,049 Clicks or
   Click Thrus were recorded for the local and NOVEL databases, newly
   implemented management software necessitated the migration to a
   combination of vendor-supplied and website calculated statistics; • 13,082
   Clicks or Click Thrus were recorded for the 5 children's databases, newly
   implemented management software necessitated the migration to a
   combination of vendor-supplied and website calculated statistics; • Young
   adult print fiction circulation decreased by 1.1% to 136,366; • Young
   adult audio book circulation decreased by 0.4% to 6,085; • 418 programs
   were conducted for 5,513 teens; • 624 teens registered for the Library's
   Summer Reading Program; • Total children's YA Summer Reading
   Program attendance reached 4,046; • Circulation of juvenile fiction
decreased by 0.5% to 1,011,634; • Circulation of juvenile media
decreased by 3.8% to 516,862; • Then number of children registered in
the In-Library Summer Reading Program increased from 13,370 in 2011 to 3,650 in 2012; • Total children's Summer Reading Program attendance reached 36,843; • 4125 Children's programs were presented system-wide with 101,929 in attendance; • Circulation of juvenile non-fiction increased by 4.1% to 186,242; • Circulation of juvenile print fiction decreased by 0.9% to 805,995; • 2,680 young children programs were presented system-wide with 55,821 in attendance; • Public surveys will begin in 2013; • SirsiDynix production and test servers were replaced; all files and software were migrated to the new servers; • A major Symphony upgrade took place bringing the B&ECPL onto the most current WorkFlows platform; • 8 additional libraries (including the Central Library) were converted for RFID bringing the System total to 24; using a total of 71 self check-out machines; • The federated database search format was replaced with an individual search option, using code written in-house and eliminating the need for a vendor-based product requiring an annual maintenance contract; • IT staff designed an automated utility to extract the daily count of patrons entering the building from the new People-Counting devices integrated with the RFID technology; • A process for auto-generating "Hold" self-service slips was implemented at 18 libraries with receipt printers that support RFID technology; • New kids' PCs were purchased for the Central and Merriweather Libraries (16) total which feature mini towers, a faster processing speed and a new suite of software, games and approved web sites; • A 9-laptop Cyber Train was acquired for public technology training at the Clarence Library; • Grand Island and Newstead acquired laptops and projectors to support public programming; • The Concord, North Collins and Alden libraries acquired laptops for public use, resulting in 21 B&ECPL libraries now providing this service option; • The Central Library Technology Training Team conducted 429 public classes 3,983 attendees (65% increase over 2011) who gave the trainers and overall average rating of 4.68 (out of 5); • The Library's YouTube channel http://bit.ly/WglZO4 which includes a variety of informational and entertaining technology-related videos had 14,901 views; • Java software was updated on public PCs to release 31; • A computer with Lexis software at the Clarence Library in support of a collaboration project with the Clarence schools; • Several branches had complete public pc reimaging; • All B&ECPL libraries offer free WiFi service (the number of sessions reached 137,940 a 91% increase over 2011); • The number of in-house public computer use sessions reached 857,828 (almost 2% increase over 2011); • Public wireless download capability was enabled at all B&ECPL libraries to allow users to download from the OverDrive site to personal devices such as laptops, eReaders, and iPads; • The number of hits on the Library's main web site www.buffalolib.org reached 4,386,062 (a 6% increase over 2011) and aggregate hits including the online catalog totaled 5,961,735; • Internet bandwidth was upgraded at 12 libraries (10 to 25M); • Central Library main pipe bandwidth was upgraded to 300M; • Google Chrome has been
added as an alternative to the standard Microsoft web browser on all PCs to address ie8 incompatibility with some Google sites and applications; • The Library's website www.buffalolib.org was migrated to a Drupal platform and given a fresh look with new colors and a re-branded logo; • The upgraded Library website is now fully ADA compliant; • A new faceted search catalog was developed, powered by open-source software and fully ADA-compliant; • Program was written in-house to allow community libraries to edit their own web pages; • Online data entry forms were developed to record monthly Door Counts, Public Programming Statistics, Staff Professional Development, and Organizational Competencies updates; • Circulation and Public Access Computer statistics are now auto generated through the Buffalo and Erie County Public Library's Integrated Library System (Sirsi WorkFlows) and then entered onto the Library's website http://bit.ly/15iqnkB; • An online data entry form developed to record open hours at all B&ECPL libraries automatically populates online web page calendars as well as ensures that all circulation calendars, EnvisionWare public computer profiles, RFID Self-Checks, and automated door counters are updated accurately; • Online forms for both the public and staff to suggest library purchases were revised to help streamline the process, insure responsiveness to the public requests, and maximize staff efficiencies; • Several e-Readers and tablets (including iPads) were acquired to address download training and public technology Petting Zoos; • Over 100 staff replacement PCs were acquired with deployment scheduled for last 2012 and early 2013; • New dedicated video processing computer was set up for the Training Lab to meet screencasting and videorecording needs; • The Sirsi-Dynix Director Station software is being used to create reports to assist in identifying strengths and weaknesses in collections, provide "Dusty" reports to assist with weeding collections, provide reports listing circulation activity by hour per library which helps to assess staffing patterns; • 12 staff technology training classes were conducted for 106 attendees; • 1 staff survey was conducted to solicit technology training needs; • The Library's Internet Security Suite Licensing was upgraded to Total Defense Endpoint & Gateway r12 SE and includes anti-malware protection along with a host-based intrusion prevention system and gateway security. • All public computers were conformed to insure up-to-date virus scanning software was installed and scanning scheduling was set up for all machines; • Conducted periodic bibliographic and user database clean-up to insure relevancy. • Several old or end-of-life servers were replaced with virtualized ones (2 public, 2 staff, 2 forest domain controllers, and Illiad); • Main web server was moved to new hardware; • Unfiltered proxy replaced with new server and linux proxy software (eliminating software licensing needs); • Shipping routes were regularly assessed and also adjusted to address winter weather patterns to maintain efficient and timely delivery; • All priority items were shipped within a 24 hour timeframe; • During busy and peak times, standard shipments were
processed and re-shipped within 48 hours; • B&ECPL's Shipping Department transported just under 200,000 shipping delivery boxes among the 37 libraries; • A procedure was implemented to identify frequent journal title requests received through ILL for easier and efficient retrieval; • Turnaround time improved with article delivery due to increase of electronic delivery between loaning libraries who acquired Odyssey software; • Promoted PDF document format for quicker delivery via email to patrons and borrowing libraries;

13 Element 2: Special Client Groups - Results

- A listing of External Partners for the B&ECPL System was sent to Contract Library Directors and Buffalo Branch Managers (updates to this list will be made quarterly);
- The Library continued to collaborate with Literacy New York Buffalo-Niagara, Inc., tenants in the Central Library building;
- Adult, teen and children programs were conducted by System Programming Team members at community libraries throughout the year;
- 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;
- Children's Programming Team coordinated and promoted the "Teen Top Ten" initiative;
- 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;
- Children's Programming Team developed and coordinated the system-wide program for the National Jumpstart Program "Read for the Record";
- Children's Programming Team promoted the Lap Sit program at community preschools and agencies as well as local Parent Literacy events;
- The Children's Programming Team promoted early literacy programming at community libraries;
- The Adult Programming Team coordinated the online Summer & Winter reading Challenges;
- A review of the current services for the disabled was conducted and subsequently the Buffalo & Erie County Public Library is pursuing grants to purchase updated equipment;
- Central Library staff established relationship with local partners in line with the B&ECPL System mission in serving persons with disabilities;
- A listing of External Partners for the B&ECPL System was sent to Contract Library Directors and Buffalo Branch Library Managers on 9-26-12 and a revised list was sent on 10-29-12; The library participated in 37 Sumer Reading Program Collaborations;
- The B&ECPL continued staff and address collection development needs the library at the Erie County Correctional facility;
- The B&ECPL continued to order library materials for 2 county facilities (Erie County Correctional Facility, Erie County Holdings Center) and the 3 state facilities (Collins, Gowanda and Wende Correctional Facilities);
- Inmates received expanded access to fiction and nonfiction materials for recreational reading and research available in the Library's collection;
- Use of Interlibrary Loan (ILL ) services provided by the BECPL helped inmates access titles not available locally;
- Combined Erie C Correctional Facility and Holding Center circulation reached 173,930, a 2.5% increase over the
previous year; • Young adult print fiction circulation decreased by 1.1% to 136,366; • 418 programs were conducted for 5,513 teens; • 624 teens registered for the Library's Summer Reading Program; • Total children's YA Summer Reading Program attendance reached 4,046; • Public surveys will begin in 2013;

Element 3: Professional Development and Continuing Education - Results

"""The B&ECPL continued its focus on continuing education and staff development; • The B&ECPL continued to encourage (and partially funded) attendance at local, regional state and national conferences; • The B&ECPL developed an orientation program to introduce new employees to B&ECPL mission, organizational makeup, customer service goals and general expectations of library employees; • The B&ECPL has designed a training curriculum to provide employees with information, knowledge, and skills to fulfill the Organizational Competencies as approved by the Board of Trustees (Phase I training will be delivered via internet and pre-recorded media presentations to provide uniform training to a large number of employees. Phase II will provide more specific training related to job titles, duties and tasks); • Efforts continued to bring best practices to public service that is less information desk dependent and more integrated with B&ECPL collection development and merchandizing; • Staff members logged a grand total of 1,082 training opportunities including webinars, conferences, programs and workshops; • Employees in all job titles reported attendance in over 94 in-house training programs (over 231 attendees), more than 41 webinars (over 70 viewers), 2 virtual conferences (25 attendees), 3 actual conferences (13 NYLA attendees, 5 PLA attendees and 2 attendees at the Upstate New York Sirsi Users Group), as well as regular attendance at monthly Managers-Directors meetings, monthly Staff Forums with the Director and numerous information sessions about B&ECPL's special legislative district public library initiative; • B&ECPL's inaugural class of the Public Library Administrator's Certificate Program is in its third of five years (22 participants attended eight classes instructed by Gerald Nichols of the Long Island University Palmer School of Library and Information Science); • The B&ECPL presented HR training modules, reinforced with follow-up quizzes and summary sheets, through The Rapid Learning Institute to provide supervisory training at monthly Manager-Director Meetings (5 sessions were held for 166 participants on topics ranging from sexual harassment to proper interview techniques); • Staff at 2 libraries were trained in RFID self-check and gate procedures; • Staff at 6 libraries (including Central) were trained in tagging, encoding, circulation, self-check and gate procedures; • Staff at the North Collins Library were trained in tagging and encoding (only); • Staff at RFID-live libraries were trained in the use of an automated People-Counter utility which alerts them to any problems requiring IT intervention; • Analysis of libraries with at least one full year of RFID implementation exhibit annual Self-Check percentages ranging from 37% to 91%. Of the 16 reporting libraries, only 2 were under 50% and 6 were 74% or higher. The top 2
included the East Clinton Branch at 89% and the Elma Library at 91%; • 12 technology training classes were conducted by the Central Library Training Lab team for 106 attendees; • Over 100 staff attendees reported participating in technology-related programs and webinars presented by local/regional agencies; • 1 staff Technology Petting Zoo was held as part of a Manager-Director Meeting; • 1 staff survey was conducted to solicit technology training needs; • 832 total public technology classes were conducted for 6,246 attendees; • 429 public classes were conducted for 3,983 attendees by the Central Library Training Lab staff and attendees gave the trainers and overall average rating of 4.68 (out of 5); • Customer comments included: "The trainer was excellent and the assistants were there immediately if anyone ran into a problem and most of us were true beginners! This is the first beginner computer class I've attended where I could actually keep up and felt of sense of achievement when the class was over." As well as "Excellent Idea! I've had n..." and "Thank you for this class. It really helps and is nice that it's free! Not much is- especially in education"; • The Assistant Deputy Director of Development & Communications and the Graphics staff were trained on inputting and updating the sections of the public website including the moving "Scroll" and News Releases"; "

13 Element 5: Consulting and Development Services - Results

• The Development and Communications Office conducted an all staff survey to evaluate internal Library communication tools; • 1 staff survey was conducted to solicit technology training needs; • The Library System facilitated meetings and provided support materials to Library Directors and Managers during two meetings with Libby Post (Communication Services); • The System provided grant writing and funding raising suggestions to the Hamburg Library and Amherst Library; • The System provided both Adult and Children’s Programming Team to coordinate System programming, literacy and outreach; • The System conducted annual Summer Reading information meeting for all youth services staff; • The System provides all Technical Services functions (acquisitions, cataloging and processing); • The System provides and maintains all technology, including the network infrastructure, Internet connectivity, hardware and software; • The System provides ongoing RFID implementation and break-fix support; • The System supports all borrower services/circulation policies and procedures including the administration of the Borrow Account Review Program and debt collection services; • The System provides a centralized Collection Team; • The System administers payroll and benefits for member libraries; • The System coordinates centralized human resources initiative; • System staff are available for consultation on facility planning, building construction and renovation; • The System administers the annual NYS Construction Grant program and assists with match funding; • On Demand reports were generated to assist in identifying strengths and weaknesses in collections and "Dusty" reports to assist with weeding; • The System spearheads
advocacy efforts at all levels; • The System provided 52 local and 9 NOVEL databases with a total of 613,131 Clicks or Click Thrus, newly implemented management software necessitated the migration to a combination of vendor-supplied and website calculated statistics; • Administered summer Read Down Your Fines Program for ages 16 and under; • A total of 55,617 B&ECPL System contacts were made with contract libraries and contract library staff; • System Circulation Policy was reviewed, updated and amended by the Library System Board of Trustees http://www.buffalolib.org/content/policies/circulation-policy ; • Circulation procedures are under staff committee review and final update will be presented during the 1st quarter of 2013; • Schedule of System Policy review was established; • The following Policies were updated, reviewed, amended and approved by the Library System Board of Trustees: Rules of Conduct; Central Library Access Ramp, Internet Safety and Acceptable Use, Anti-Harassment, Policy for Cooperation with Organizations and Agencies (all can be found http://www.buffalolib.org/content/policies ); • The Central Library Special Events Policy and Procedures were rescinded; • Eleven monthly Staff Forms were conducted (6 at the Central Library and 1 each at the Clearfield, East Aurora, City of Tonawanda, North Collins and Audubon libraries); • Personnel policies and procedures were updated in the following areas: Harassment, FM LA, ADA Reasonable Accommodations, and Workplace Violence Prevention as part of the ongoing initiative to adopt a comprehensive set of library personnel policies by December 31, 2013; • B&ECPL's Five Year 2012-2016 Plan of Service was submitted and approved by the New York State Education Department - Division of Library Development http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%202012_2016%20Plan%20of%20Service.pdf ; • B&ECPL's Central Library Five Year Plan of Service was submitted and approved by the New York State Education Department - Division of Library Development http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%202012%20Plan%20of%20Service%20Central%20Library%202012_2016.pdf ; • B&ECPL System Goals and Objectives along with Organizational Competencies developed. http://www.buffalolib.org/content/library-system/system-goals-and-priorities developed and approved by the System Board of Trustees with input from community members, staff, administration, comment forms, meetings, discussions, etc.; ""
Library Materials and Related Ancillary Services for the Buffalo and Erie County Public Library), contracts were awarded to Primary, Secondary and Tertiary vendors to insure maximum discounts and services; • Additional Sr. Pages were assigned to the Technical Services Departments to insure timely flow of materials and accommodate RFID tagging and encoding for all new items; • The System maximized use of e-Rate funding and upgraded Internet bandwidth at high demand libraries; • The System provided and maintained a state-of-the-art ILS (SirsiDynix) to facilitate circulation functionality, patron database records management, acquisitions and serials processes; • System expanded and supported RFID implementation and support; • The System continued to administered centralized payroll, benefits administration and centralized human resources; • The System reviewed and/or recommended all technology-related purchases; • All technology was ordered through the System Business Office (operating budget, grants and private monies) then configured and deployed by IT staff; • The System continued consolidated supply purchases; • Shipping routes were regularly assessed to maintain efficient and timely delivery; • The System provided Adult and Children's Programming Teams; • 2012 circulation reached 8,250,880 which is a 1.2% increase over 2011; • In addition to Centralized Selection services, libraries were afforded the opportunity to apply for and were awarded Mini-collection Development Grants to supplement local collections; • A total of 613,131 database Clicks or Click Thrus were counted with newly implemented management software which necessitated the migration to a combination of vendor-supplied and website calculated statistic, providing a new baseline; • Quarterly communication emails were sent to libraries encouraging use of the services provided by the Collection Development Team; • Online Staff suggestion forms were streamlined to improve the collection development process; • Integrated Library System (ILS) Reports were provided to the Collection Development team to assist in identifying strengths and weaknesses in member libraries collections;

13 Element 7: Awareness and Advocacy

- The comprehensive marketing plan has not been completed; • The Assistant Deputy Director of Development & Communications attended 4 webinars with a focus on marketing libraries; • 40 News Releases were sent to the media (a list of 113 contacts); • 18 messages with Library-related news was sent to elected officials (88 contacts); • The B&ECPL partnered with the following organizations: Read to Succeed, Buffalo. SCORE, Small Business Association; Greater Buffalo Niagara Partnership, Buffalo State College, Project Flight, Literacy Niagara, 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, Entercom Buffalo, Shea's Performing Arts Center, Theatre of Youth, and First Niagara Bank and many more; • The B&ECPL produced a "Return on Your Investment" flyer and distributed via in library and online; • B&ECPL System staff
reviewed 175+ email/hardcopy comments from patrons (responded appropriately); • A website was created for the "Turn the Lights Back On" budget campaign which encouraged the community to "opt in" and contact their legislators; • The Assistant Deputy Director of Development & Communications shared responsibility with input into Facebook; • The five B&ECPL staff members primarily responsible for managing the library's social network presence participated in several webinars with emphasis on social media strategies; • A meeting was held to encourage staff (and department) input into social media topics was held • In February, a Pinterest account was created for the Library and is being well-managed; • A tagline was created specifically for budget advocacy "Turn the Lights Back On"; • Social networking has been used to promote library events, activities and resources as well as survey users. By yearend there were: 3628 Central Library Facebook Fans, 3268 Twitter followers, 50, 160 Flickr views and 327 Pinterest followers; • 9 separate "mass emails were sent to the public regarding special events, online auctions, donations and the "Turn the Lights Back On" campaign; • More than 12,000 postcards and emails were sent by Erie County residents to Erie County Executive Mark Poloncarz and the EC Legislature in response to a plea from the Library System to show support for restoring county funding; • The B&ECPL System Board of Trustees held 20 Planning Committee meetings to which Contracting Library Trustees were invited to discuss long-term financial stability strategies as they pertain to the Library District Initiative (LDI); • Staff, Trustees and Administration participated in 15 LDI training sessions; • New York State Legislation preparation and drafting underway; • Memoranda of Understanding that will be the basis for the development of District policies and procedures are being developed between the B&ECPL System and the contracting libraries; • The Association of Contracting Trustees (ACT) met throughout the year to educate, discuss and develop the LDI; • State and local elected officials were presented with several documents pertaining to the Library's LDI; • Individual meetings were held with New York State Assembly and Senate representatives from Erie County, Erie County Legislators, Buffalo Common Council Members as well as local town supervisors and village mayors; • Ten Library representatives participated in the New York State Library Association Legislative Education Day in March; • Library Administration met with the State Librarian, Deputy Commissioner of Cultural Education and representatives from the New York State Department of Education - Division of Library Development; Library Administration met with a representative from the Governor's Office; • Public surveys will begin in 2013; • The B&ECPL adopted a fundraising plan in September 2012; • The B&ECPL partnered with the Library Foundation and the newly created volunteer organization, the "Young Professionals" to promote and host the "What's Black & White & Read All Over?" fundraiser (Partners for the Black & White fundraiser and online auctions were the Junior League, Business First, Buffalo 360
and Talking Leaves); • The Yearend drive grossed $78,746; • The Black & White fundraising event grossed $48,870; • Bucks for Books grossed $41,532; • Judy Summer Auction grossed $3,465; • Additional funds were raised from memorial gifts and general donations; • An IMLS grant was submitted and awarded in 2012 for $319,000 for digitization of Rare Book Room materials; • The Development Committee of the Library's board of Trustees met 3 times to review and address fundraising events and activities; • The B&ECPL received $13,920 LSTA Service Improvement Grant for Web 2.0 Technologies: Educating Adults & Seniors (Total award $17,400); • The 2012 B&ECPL received $3,480 LSTA Service Improvement Grant for E-Books (Total award $17,400); • The B&ECPL received a $12,000 grant for Summer Reading Program "Dream Big: READ"; • Received $14,000 grant funding from the Western New York Library Resources Council for digitization of materials including the Grand Island Dispatch (1989-2008) and the Buffalo City directories (1832-1868). Both of which are available at http://www.newyorkheritage.org/browsecollections.php; • An Erie County Fiscal Stability Authority (ESFSA) efficiency grant continued to provide funds to purchase all RFID equipment and supplies, as well as employ staff to convert collections, at 8 B&ECPL libraries; • The B&ECPL remains committed to participation in E-rate (Universal Service) Program which supports the Library's fiber optic wide area network (The program yielded a 59.2% savings in most recent billing cycle with a total savings of $3.5 million to the Library since the program's inception in 1998); ""

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

• Preliminary meetings and planning began to address the construction of a new Drupal-based Intranet target for completion in 2013; • Library Director and Administrative staff conducted 12 monthly Staff Forums; • 11 Manager-Director Meetings were held; • The Library Director sent regular messages to all staff members reporting on initiatives, programs and accomplishments; • A total of 55,617 B&ECPL System contacts were made with contract libraries and contract library staff; • The Development & Communications Department sent 36 email messages pertaining to funding and governance, 250 pertaining to library personnel and management issues and 18 pertaining to adult or youth services; • The Graphics Department produced posters for Central Library Staff areas with the Library's Goals & Objectives; • Administrative staff regularly updated the staff and the community about the "Library District" on the LDI section on the Intranet and website, also produced posters and flyers for staff areas; • 33 Media Releases were posted on the website; • 51 "This Week @ Central" weekly event calendars were emailed to Central staff, Library trustees and the community; • A new website was designed with input from staff on the colors and photo images for the home page and subsequent pages; • A new website was created specifically for Library Trustees to exchange information and provide updates; • A new logo was designed and directions on its use were emailed to all staff and
posted on the Library's intranet; • 25 Library Managers and Directors responded to an Internal Communications Survey; • 2 Manager Meetings presentations addressed both internal and external patron surveys; • Development & Communications staff held 8 meetings with Buffalo Library Managers to address utilizing the evanced calendar as a resource both internally and externally; • An online form was developed by IT Administrator Steve Hovey to record status updates to the B&ECPL Organizational Competencies (it is available on the Intranet for all staff members to view);

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

• B&ECPL Library Director attended and participated in meetings, programs and conference calls with PULISDO (Public Library System Directors Organization) and NYALS (New York Association of Library Systems); • B&ECPL is a member of WNYLRC and NYLA; • B&ECPL is currently participating in cooperative programs with the WNYLRC including AskUs 24/7, the Shared Storage Consortium, and e-Book Purchase Consortium; • B&ECPL is currently participating in the Shared Storage Consortium with the University of Buffalo, College at Brockport, and Buffalo State College; • B&ECPL is currently one of 17 regional college, university and public libraries participating in a consortia-funded pilot e-Book (E-Book Library - EBL) project coordinated by the Western New York Library Resources Council (WNYLC); • Discussion began with NYLA Executive Director Jeremy Johannesen for the B&ECPL to host and offer training and development for Library Associates in the Western New York area through a community or four-year college in 2013; • B&ECPL Library Director Mary Jean Jakubowski served as Past President of the WNYLRC Board of Trustees; • B&ECPL staff members were represented on the following WNYLRC Committees: Continuing Education, Preservation, Regional Advisory (RAC), Resource Sharing, Library Assistants, AskUs and Leadership & Awards; • Two city branches (Crane and Frank E. Merriweather, Jr.) hosted WNYLRC staff visits and were profiled in the WNYLRC newsletter http://bit.ly/WgdZwQ • Technology Support Librarian Angela Pierpaoli presented a WNYLRC-sponsored webinar on Pinterest; • 51 Library attendees participated in 29 WNYLRC-sponsored programs and webinars; • B&ECPL worked with NIOGA's Lockport Public Library system to assist them in drafting a Library Associate job title;

13 Element 10: Construction - Results

• A System "2012 Facility Assessment Report" was prepared by Library Strategies International and Architectural Resources; • 8 additional libraries (including the Central Library) were converted for RFID bringing the System total to 24 (providing a total of 71 self check-out stations); • A process for auto-generating "hold" self-service slips was implemented at 21 libraries with receipt printers that support RFID technology; • Analysis of libraries with at least one full year of RFID implementation exhibit annual Self-Check percentages ranging from 37% to 91%; • The Construction Needs Assessment survey posted on the New
York State Library's Public Library Construction Grant program website was updated for all B&ECPL libraries; • The B&ECPL evaluated and recommended construction grant applications for projects eligible to share in Erie County's allocation of $641,863 from New York State Construction Grant funds; • The B&ECPL evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; • The B&ECPL facilitated pending renovation projects at the Central Library including 2nd floor asbestos abatement project and escalator replacement; • New York State Construction Grant and match funds were used to replace windows at the Anna M. Reinstein Library, roof replacement & restoration at the Orchard Park Library, sidewalk & curb replacement at the Eden Library, interior public area renovation at the Kenmore Library, carpeting replaced at the Lancaster Library, ADA automated door openers installed at the Newstead Library and new carpeting installed at North Collins Library; • B&ECPL administrators met with Hamburg Library representatives to discuss construction of a 6,000 square foot addition onto the present library which would provide additional community/meeting room space, replace the original HVAC system, install skylights in 1966 library building, improve ADA accessibility for patrons, improve computer access for patrons, increase seating and add space to accommodate 10 years of growth of the collection; • Public surveys will begin in 2013;

Element 11: Central Library - Results

A total of 95 public technology classes with 916 attendees were held at the Central Library; • 88 public classes (845 attendees) were held in the Central Training Lab; • 7 public classes utilized Cyber Train laptops or tablet technology (including 2 eReader Open Labs & 2 Technology Petting Zoos); • A total of 11 staff technology classes were conducted with 103 attendees (5 classes in the Central Training Lab; 6 classes using Cyber Train laptops); • 1 Technology Petting Zoo was held for staff; • Staff comments included: "Great program for walking staff through e-book setup & common troubleshooting issues" and "Presented information in a logical sequence - helpful for better retention, and it was fun because of the hands on playtime"; • An additional part-time librarian position was added to the Training Lab staff; • Adult, teen and children programs were conducted by System Programming Team members at the Central Library and community libraries throughout the year; • Centralized Collection Development Team continued to purchase and allocate materials to all 37 libraries using a designated operating fund budget as well as Central Library Book Aid (CLBA) monies; • Items were made available for circulation at all libraries through the System Holds System and were delivered to branch and contract libraries; • System Holds placed increased from 539,837 in 2011 to 606,588 with a dramatic jump in
download requests; • Collection Development staff funded by CLDA supported a total of 47 online database available in-library and remotely; • 7 specialized databases were made available at contract libraries and the Central Library; • A database survey was administered for staff evaluation and the results are used as an analysis tool when assessing costs and renewals; • The Central Library continues to staff and support e-mail reference, telephone reference and AskUs 24/7 online chat services; • The Central Library e-Branch provided a hotline for staff telephone reference service; • Weeding schedules were established for the Central and City Branches; • Staff reviewed the centralized selection process and made recommendations to improve the processes and enhance efficiencies; • Efforts continued to bring best practices to public service that is less information desk dependent and more integrated with B&ECPL collection development and merchandizing; • Quarterly communication emails were sent to libraries encouraging use of the services provided by the Collection Development Team; • Online Staff suggestion forms were streamlined to improve the collection development process; • Central library in-house circulation reached 740,183, a -1.1% decrease from 2011; • Central Library visits totaled 463,756 which represents a 2.7% decrease from 2011; • The Central Library administered $14,000 in grant funding from the Western New York Library Resources Council for digitization of materials including the Grand Island Dispatch (1989-2008) and the Buffalo City Directories (1832-1868); • 136 programming partnership events took place for 5410 attendees; • Conference rooms and meeting spaces were scheduled for 271 sessions for external users; • The Ring of Knowledge's major displays recognized the Library System's 175th year and legacy of great service [this display is an overlap from 2011] (4,367 people participated in events & activities held in this area) and the War of 1812: What is It Good For? How "The Forgotten War" Changed America Forever; • Literacy New York Buffalo-Niagara, Inc. and Project Flight remained as ongoing tenants; • Young Audiences of Western New York (YAWNY) became a tenant as well as an organization partner providing ongoing programming at the Central Library; • Plans continued to perform asbestos abatement in the former 2nd floor public service area to be converted to meeting room, gallery and partnering spaces; ""

Section 13 Element 12: Direct Access - Results
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.
http://www.buffalolib.org/content/policies/free-direct-access-plan

Section 13 Element 13: Other Goal(s) - Results
• 136 programming partnership events took place for 5410 attendees; • Central Library visits totaled 463,756 which represents a 2.7% decrease from 2011; • Conference rooms and meeting spaces were scheduled for 271 sessions for external users; • The Ring of Knowledge's major displays recognized the Library System's 175th year and legacy of great service [this display is an overlap from 2011] (4,367 people participated in events...
& activities held in this area) and the War of 1812: What is It Good For? How "The Forgotten War" Changed America Forever; • Major Exhibits and displays included: "Some Things Fishy in Rare Books: Izaak Walton's Compleat Angler and Other Fish Tales" (Rare Book Room), "When Buffalo Burned: The War of 1812 and the Niagara Frontier" (Rare Book Room), "Walt Whitman Controversy" (Mark Twain Room), "Dante Gabriel Rosetti" "Happy Birthday Dickens" "Letters to Mr. Osgood" (Rare Book Room), "Fishing Time" (Grosvenor Room), "Introduction to the 1940 Census" (Grosvenor Room), "A Step in Time-Music & Dance in Early 19th Century America" (Grosvenor Room); • The final report of the ReImagine (the Central Library) initiative was presented to the Library Board; • Literacy New York Buffalo-Niagara, Inc. and Project Flight remained as ongoing tenants; • Young Audiences of Western New York (YAWNY) became a tenant as well as an organization partner providing ongoing programming at the Central Library; • Plans continued to perform asbestos abatement in the former 2nd floor public service area to be converted to meeting room, gallery and partnering spaces;

14. Assurance and Contact Information

CONTACT INFORMATION

14.1 Contact name
   Angela Pierpaoli

14.2 Contact phone number
   (716) 858-7161

14.3 Contact e-mail address
   pierpaolia@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

04/18/2013
Commissioner,
and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)

APPROVAL (for New York State Library use only/not a required field)
14 The Library
.5 System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

05/29/2013

Suggested Improvements

Library System Buffalo and Erie County Public Library
Name of Person Completing Form Angela Pierpaoli
Phone Number and Extension (enter area code, telephone number and extension only): (716) 858-7161

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