

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

1. General System Information

- | | | |
|----|------------------------|--|
| 1. | SEDCODE | 140600700787 |
| 1 | | |
| 1. | System Name | Buffalo and Erie County Public Library |
| 2 | | |
| 1. | Beginning | 1/1/2012 |
| 3 | Reporting Year | |
| 1. | Ending | 12/31/2012 |
| 4 | Reporting Year | |
| 1. | Street Address | 1 Lafayette Square |
| 5 | | |
| 1. | City | Buffalo |
| 6 | | |
| 1. | Zip Code | 14203 |
| 7 | | |
| 1. | Four-Digit Zip | |
| 8 | Code Extension | 1887 |
| | (enter N/A if unknown) | |
| 1. | Mailing | 1 Lafayette Square |
| 9 | Address | |
| 1. | City | Buffalo |
| 10 | | |
| 1. | Zip Code | 14203 |
| 11 | | |
| 1. | Four-Digit Zip | |
| 12 | Code Extension | 1887 |
| | (enter N/A if unknown) | |
| 1. | Library System | |
| 13 | Telephone | |
| | Number (enter | (716) 858-8900 |
| | 10 digits only | |
| | and hit the Tab | |
| | key) | |
| 1. | Fax Number | (716) 858-6544 |

14 (enter 10 digits only)

1. System Home
15 Page URL www.buffalolib.org

1. URL of the
16 system's complete Plan of Service <http://www.buffalolib.org/content/library-system/five-year-plan>

1. Population
17 Chartered to Serve (2010 Census) 919,040

1. Area Chartered
18 to Serve (square miles) 1043

1. Federal
19 Employer Identification Number 166002558

1. County
20 Erie

1. County
21 (Counties) Served Erie

1. School District
22 Buffalo City School District

1. Title of System
23 Director: (drop-down): Mr., Mrs., Mrs., Ms., Miss, Dr. Mrs.

1. First Name of
24 System Director Mary Jean

1. Last Name of
25 System Director Jakubowski

1. NYS Public
26 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 (716) 858-7180
(enter digits
only, field will
automatically
format with
extension)
1. E-Mail Address
32 of the System jakubowskim@buffalolib.org
Director
1. Fax Number of
33 the System
Director (enter
10 digits only (716) 858-6544
and hit the Tab
key)
1. Name of
34 Outreach Dan Caufield
Coordinator
1. Does the
48 reporting
system have a
contractual
agreement with
a municipality
or district to
provide library N
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, 49 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-
1 Time Equivalent Calculation)
The number of 35
hours per work
week used to
compute FTE
for all budgeted
positions.

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

2. Public Library
4 System
Director per 1
CR 90.3(f) -
Filled Position
FTE
2. Public Library
5 System
Director per 0
CR 90.3(f) -
Vacant Position
FTE
2. Librarians -
10 Filled 42.77
Position(s) FTE
2. Librarians -
11 Vacant 6.07
Position(s) FTE
2. Outreach
12 Coordinator 1
(certified) per

CR 90.3
 (1)(2)(iii) -
 Filled Position
 FTE

2. Outreach
 13 Coordinator
 (certified) per
 CR 90.3 0
 (1)(2)(iii) -
 Vacant Position
 FTE

2. **Total Certified**
 14 **Librarians -**
Filled
Position(s) FTE 44.77
(total questions
2.4 + 2.6 + 2.8
+ 2.10 + 2.12)

2. **Total Certified**
 15 **Librarians -**
Vacant
Position(s) FTE 6.07
(total questions
2.5 + 2.7 + 2.9
+ 2.11 + 2.13)

2. Total Other
 16 Professional
 Staff - Filled 15
 Position(s) FTE

2. Total Other
 17 Professional
 Staff - Vacant 0
 Position(s) FTE

2. Total Other
 18 Staff - Filled 175.03
 Position(s) FTE

2. Total Other
 19 Staff - Vacant 18.54
 Position(s) FTE

2. **Total Paid Staff**
 20 **- Filled**
Position(s) FTE 234.80
(total questions
2.14 + 2.16 +
2.18)

- 2. Total Paid Staff
- 21 - Vacant
- Position(s) FTE 24.61
- (total questions
- 2.15 + 2.17 +
- 2.19)

SALARY INFORMATION

- 2. Entry-Level
- 22 Librarian 1
- (certified) FTE
- 2. Entry-Level
- 23 Librarian \$35,256
- (certified)
- Current Annual
- Salary
- 2. System
- 24 Director FTE 1
- 2. System
- 25 Director \$120,000
- Current Annual
- Salary

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

- 3. Number of
- 9 member 22
- libraries
- 3. Main
- 15 Library/System 1
- Headquarters
- 3. Branches 8
- 16
- 3. Bookmobiles 0
- 17
- 3. Reading
- 18 Centers 0
- 3. Other Outlets 2
- 19
- 3. Total Public
- 20 Service Outlets 11
- (total questions
- 3.15 through
- 3.19)

3. Name of
 21 Central
 Library/Co- Buffalo and Erie County Public Library
 Central
 Libraries

BOARD/COUNCIL MEETINGS

3. Total number
 22 of public
 library
 system/3Rs
 board meetings
 or school 11
 library system
 council
 meetings held
 during
 reporting year

3. Number of
 24 voting
 positions on 15
 system
 board/council

3. Board/Council
 25 Selection -
 Enter
 Board/Council
 Selection Code
 (select one;
 drop-down). If O
 O is selected, O
 please use the
 State note to
 explain how
 members were
 named to the
 Board/Council.

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

3. Title (drop-
26 down): Mr.,
Mrs., Ms.,
Miss, Dr., The
Honorable, The Mr.
Reverend,
Other (specify
using the State
note), Vacant
3. First Name Jack
27
3. Last Name Connors
28
3. Institutional Publisher
29 Affiliation
3. Professional Business First/Law Journal
30 Title
3. Mailing
31 Address
3. City
32
3. Zip Code (enter
33 five digits only)
3. Telephone for
34 the Board
President (enter
10 digits only
and hit the Tab
key)
3. E-mail Address
35
3. Term Expires - December
36 Month or N/A
3. Term Expires - 2014
37 Year (YYYY) or N/A
3. The date the
38 board president
took the Oath 02/25/2010
of Office
(mm/dd/yyyy)
3. The date the
39 Oath of Office 02/25/2010

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.

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant
2. First Name Sharon
3. Last Name Thomas
4. Institutional Affiliation Buffalo City Court
5. Professional Title Chief Court Clerk
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2016
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2013
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/18/2013
1. Title (drop-down): Mr., Mr.

Mrs., Ms.,
Miss, Dr., The
Honorable, The
Reverend,
Other (specify
using the State
note), Vacant

2. First Name Frank
3. Last Name Gist
4. Institutional Affiliation Retired
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) 2015 or N/A
- 11 The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2013
- 12 The date the Oath of Office was filed with town or county clerk 01/18/2013 (mm/dd/yyyy)
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Miss Reverend, Other (specify using the State note), Vacant
2. First Name Phyllis

3. Last Name Horton
4. Institutional Affiliation Retired
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 2009
11. The date the trustee took the Oath of Office (mm/dd/yyyy) 05/02/2005
12. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 05/02/2005
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Ms. Reverend, Other (specify using the State note), Vacant
2. First Name Sharon
3. Last Name Kelly
4. Institutional Affiliation Retired
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) 2015 or N/A
- 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 or N/A
- 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 04/15/2008
- . (mm/dd/yyyy)
- 1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Mr. Reverend, Other (specify using the State note), Vacant
- 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) 2014 or N/A
- . (mm/dd/yyyy)
- 11 The date the trustee took the Oath of Office 03/09/2010
- . (mm/dd/yyyy)
- 12 The date the Oath of Office was filed with town or county clerk 03/09/2010
- . (mm/dd/yyyy)

(mm/dd/yyyy)

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

using the State
note), Vacant

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) 2013
. or N/A
- 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 Mr. Reverend, Other (specify using the State note), Vacant
2. First Name Sheldon
3. Last Name Berlow
4. Institutional Affiliation Pyramid Brokerage Co.
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 or N/A
- 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 - 2017

- . Year (YYYY)
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 Honorable, The Mr. Reverend, Other (specify using the State note), Vacant
- 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 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) or N/A 2016
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.

Honorable, The
Reverend,
Other (specify
using the State
note), Vacant

2. First Name Kathleen
3. Last Name Burd
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) or N/A 2016
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 Ms.
2. First Name Rhonda
3. Last Name Ricks
4. Institutional N/A

- Affiliation
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 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

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 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.

Other (specify using the State note), Vacant

- 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 Mr.

Honorable, The
Reverend,
Other (specify
using the State
note), Vacant

2. First Name Eugene
3. Last Name Pierce
4. Institutional Affiliation Prisoners are People Too
5. Professional Title Director of Operations

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

2. First Name Clifford
3. Last Name Bell
4. Institutional Affiliation Small Business Development Center and member of many community groups
5. Professional Title Senior Advisor at Small Business Development Center & 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 William
3. Last Name Miles
4. Institutional Affiliation NAACP, BECPL, and member of many community groups
5. Professional Title Community Activist

1. Title (drop down): Mr., Ms.

Mrs., Ms.,
Miss, Dr., The
Honorable, The
Reverend,
Other (specify
using the State
note), Vacant

2. First Name Cindy
3. Last Name Cassavino
4. Institutional Affiliation Aurora Adult Day Services
5. Professional Title Director of Programming

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

2. First Name Tanisha
3. Last Name DaCosta
4. Institutional Affiliation Response to Love Center
5. Professional Title Director of Outreach 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 Frank
3. Last Name Cammarata
4. Institutional Affiliation Erie County Office for the Disabled
5. Professional Title Executive 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 Brian
 3. Last Name Hoth
 4. Institutional Affiliation Buffalo and Erie County Public Library
 5. Professional Title Immigrant/Refugee Outreach
-
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 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** 3,183,600
questions 4.4
through 4.9)

ROTATING COLLECTIONS/BOOK LOANS

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

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5. Does the
1 system provide
an integrated
library
automation Y
system (ILS)
for its member
libraries?
(Enter Y for
Yes, N for No)
- 5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):
- a. Circulation Yes
 - b. Public Access Yes
Catalog
 - 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
- 5. 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
 - 5. Number of new titles added by 18,596

- the system in
the reporting
year
5. Number of
10 Central Library
Aid titles added N/A
in the reporting
year
5. Number of new
11 titles added by
the members in N/A
the reporting
year
5. **Total new titles**
12 **(total questions** 18,596
5.9 through
5.11)

UNION CATALOG OF RESOURCES

5. How many
13 libraries
participate in 1
(or submit
records for) the
union catalog?
5. Is the system's
14 union catalog
shared with any
other library N
system(s)?
(Enter Y for
Yes, N for No)
5. Number of
15 titles in the 1,558,119
system's union
catalog
5. Number of
16 holdings in the 3,161,171
system's union
catalog
5. Number of new
17 titles added in 18,596
the last year
5. Number of
18 holdings added 218,912

in the last year

UNION LIST OF SERIALS

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

5. Does the
22 system provide
a virtual
catalog for
member Y
libraries?
(Enter Y for
Yes, No for
No, or N/A)
5. How many
23 Internet-
accessible
member library 0
catalogs are
included in the
virtual catalog?
5. How many 0

24 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
27 of visits to the system's web site 5,961,735

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

5. How many of
28 the system's member libraries have achieved Basic Statewide Internet Library-ready status? 0

5. How many of
29 the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 36

5. How many of
30 the system's member libraries have achieved Leader Statewide Internet Library-ready status? 1

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

SYSTEM INTERLIBRARY LOAN ACTIVITY

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

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 |

39 stops (pick-up
and delivery
sites per week)

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

Resource sharing (ILL, collection development, etc.)

5. Number of
40 sessions 0

5. Number of
41 participants 0

Technology

5. Number of
42 sessions 12

5. Number of
43 participants 106

Digitization

5. Number of
44 sessions 0

5. Number of
45 participants 0

Leadership

5. Number of
46 sessions 9

5. Number of
47 participants 140

Management & Supervisory

5. Number of
48 sessions 5

5. Number of
49 participants 179

Planning and Evaluation

5. Number of
50 sessions 0

5. Number of
51 participants 0

Awareness and Advocacy

5. Number of
52 sessions 0

5. Number of
53 participants 0

Trustee/Council Training

- 5. Number of sessions 1
- 54
- 5. Number of participants 70
- 55

Special Client Populations

- 5. Number of sessions 0
- 56
- 5. Number of participants 0
- 57

Children's Services/Elementary Grade Levels

- 5. Number of sessions 0
- 58
- 5. Number of participants 0
- 59

Young Adult Services/Middle and High School Grade Levels

- 5. Number of sessions 1
- 60
- 5. Number of participants 5
- 61

General Adult Services

- 5. Number of sessions 3
- 62
- 5. Number of participants 47
- 63

- 5. **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. Y
- 64
- If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.

- | | | |
|----|---|-----------------|
| 1. | Topic | Employee 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 |

- collection purchases (not purchasing)
- d. Cataloging Yes
- e. Materials processing Yes
- f. Coordinated purchase of office supplies Yes
- g. Coordinated computer services/purchases Yes
- h. Virtual reference Yes
- i. Other (describe using the State note) Yes
- j. N/A No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

- 5. Number of contacts - Consulting with member libraries on grants, and state and federal funding 2,567
- 5. Number of contacts - Consulting with member libraries on funding and governance 3,387
- 5. Number of contacts - Consulting with member libraries on charter and registration work 2
- 5. Number of 11,622

- 71 contacts - Consulting with member libraries on automation and technology
- 5. Number of contacts - Consulting with member libraries on youth services 4,376
- 72
- 5. Number of contacts - Consulting with member libraries on adult services 5,696
- 73
- 5. Number of contacts - Consulting with member libraries on physical plant needs 332
- 74
- 5. Number of contacts - Consulting with member libraries on personnel and management issues 9,915
- 75
- 5. Number of contacts - Consulting with state and county correctional facilities 634
- 76
- 5. Number of contacts - Providing information to local, county, 12,038
- 77

- and state
legislators and
their staffs
5. Number of
78 contacts -
Providing
system and 4,557
member library
information to
the media
5. Number of
79 contacts -
Providing
website
development 491
and
maintenance
for member
libraries
5. Does the
80 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 N/A
types)
5. **Total other**
81 **contacts (total 0**
of question #2

of Repeating
Group #6)

5. **Total number**
82 **of contacts**
(total of 55,617
questions 5.68
through 5.79
and 5.81)

REFERENCE SERVICES

5. Total
83 Reference 314,730
Transactions

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

- a. Services for patrons with disabilities Yes
- b. Services for patrons who are educationally disadvantaged Yes
- c. Services for patrons who are aged Yes
- d. Services for patrons who are geographically isolated Yes
- e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes
- f. Services to patrons who are in institutions Yes
- g. Services for unemployed and Yes

- underemployed individuals
- i. N/A No
 - 5. Number of
85 BOOKS BY MAIL loans 0
 - 5. Number of
86 member libraries with Job/Education Information Centers or collections 17
 - 5. Number of
87 State Correctional Facilities libraries served 3
 - 5. Number of
88 County Jails libraries served 2
 - 5. Number of
89 institutions served other than jails or correctional facilities 0
 - 5. Does the
90 system provide other special client services not listed above? If yes, complete one record for each service provided; if no, enter N/A in questions 1 and 2 of one repeating group. N
 - 1. Service provided N/A

2. Number of facilities/institutions served N/A
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. N
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. Y
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

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

- 6. **Total County** \$23,175,217
- 2 **Funding**
- 6. All Other Local \$0
- 3 Public Funds
- 6. **Total Local**
- 4 **Public Funds** \$23,175,217
- (total questions
- 6.2 and 6.3)

STATE AID RECEIPTS

- 6. Adult Literacy
- 5 Library \$0
- Services Grants
- 6. Central Library
- 6 Development \$247,820
- Aid
- 6. Central Book
- 7 Aid \$57,169
- 6. Conservation/P
- 8 reservation \$0
- Grants
- 6. Construction
- 9 for Public \$556,173
- Libraries Aid
- 6. Coordinated
- 10 Outreach \$135,058
- Services Aid
- 6. Correctional
- 11 Facilities \$36,558
- Library Aid
- 6. County Jails
- 12 Library Aid \$7,011
- 6. Family
- 14 Literacy Grants \$0
- Local Library Services Aid
- 6. Kept for
- 18 Headquarters \$104,775
- 6. Distributed to
- 19 members \$161,809
- 6. **Total LLSA** \$266,584

- 20 (total questions
6.18 and 6.19)
- 6. Local Services \$188,018
- 21 Support Aid
- 6. Local
- 22 Consolidated \$0
- Systems Aid
- 6. Public Library
- 26 System Basic \$1,415,177
- Aid

Regional Bibliographic Data Bases (RBDB) Aid

- 6. Regional
- 31 Bibliographic
Data Bases \$14,000
- (RBDB)
- Grant(s) from
3Rs
- 6. Special
- 35 Legislative \$175,000
- Grants and
Member Items
- 6. Supplementary \$174,600
- 36 System Aid
- 6. The New York
- 37 Public Library - \$0
- The Research
Libraries
- 6. The New York
- 38 Public Library,
Andrew
Heiskell
Library for the \$0
- Blind and
Physically
Handicapped
Aid
- 6. The New York
- 39 Public Library, \$0
- City University
of New York
- 6. The New York
- 40 Public Library, \$0
- Schomburg
Center for

- Research in
Black Culture
Library Aid
6. The New York
41 Public Library,
Science,
Industry and \$0
Business
Library
6. Does the
42 system receive
state funding
from other
sources? Enter
Y for Yes, N
for No. (Report Y
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**
- 43 **State Aid (total**
question #2 of \$476,622
Repeating
Group #9
above)
6. **Total State**
- 44 **Aid Receipts**
(total questions
6.5 through
6.14, question
6.17, questions
6.20 through \$3,749,790
6.22, questions
6.25 through
6.27, questions
6.30 through
6.41, and
question 6.43)

FEDERAL AID

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

6. Does the
46 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**
47 **Federal Aid** (total questions #2 of Repeating Group #10 above) \$0

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

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

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

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

1. Contracting Agency N/A

2. Contracted Service N/A

3. Total Contract Amount N/A

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

MISCELLANEOUS RECEIPTS

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

6. Income from \$17,670
53 Investments

Proceeds from Sale of Property

6. Real Property \$0
54

6. Equipment \$0
55

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

2.	Amount	\$367,682
1.	Receipt category	Refunds
2.	Amount	\$53,691
1.	Receipt category	Rental of Real Property
2.	Amount	\$14,946
1.	Receipt category	Commissions
2.	Amount	\$19,051
1.	Receipt category	Misc
2.	Amount	\$498,162
6.	Total Other	
57	Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$953,532
6.	Total	
58	Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$1,300,492
6.	TOTAL	
59	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

6.50, and 6.58)

6. **BUDGET**
60 **LOANS** \$0

TRANSFERS

6. From Capital
61 Fund (Same as \$500
question 9.6)

6. From Other \$0
62 Funds

6. **Total**
63 **Transfers** \$500
(total questions
6.61 and 6.62)

6. CASH
64 BALANCE -
Beginning of
Current Fiscal
Reporting
Year:
Public Library
Systems -
January 1,
2012; 3Rs -
July 1, 2012. \$8,333,242
(Same as
closing cash
balance at the
end of previous
fiscal reporting
year: Public
Library
Systems -
December 31,
2011; 3Rs -
June 30, 2012)

6. GRAND
67 TOTAL
RECEIPTS,
BUDGET
LOANS, \$36,588,641
TRANSFERS,
AND
BALANCE/RO
LLOVER

(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
2		
7.	Total Salary and Wages Expenditures	\$7,882,304
3	(total questions 7.1 and 7.2)	
7.	Employee Benefits Expenditures	\$3,993,052
4		
7.	Total Staff Expenditures	\$11,875,356
5	(total questions 7.3 and 7.4)	

COLLECTION EXPENDITURES

7.	Print Materials Expenditures	\$525,736
6		
7.	Electronic Materials Expenditures	\$255,843
7		
7.	Other Materials Expenditures	\$205,663
8		

- 7. **Total**
- 9 **Collection**
- Expenditures** \$987,242
- (total questions
- 7.6 through
- 7.8)

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

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

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.	Bookmobile	\$0
22		
7.	Other Vehicles	\$0
23		
7.	Computer	\$562,921
24	Equipment	
7.	Furniture/Furni	\$29,211
25	shings	
7.	Other Capital	\$4,236
26	Expenditures	
7.	Total Capital	
27	Expenditures	
	from	
	Operating	\$596,368
	Fund (total	
	questions 7.22	
	through 7.26)	

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.	From Local	
28	Public Funds	\$168,128
	(71PF)	
7.	From Other	\$428,240
29	Funds (71OF)	
7.	Total Capital	
30	Expenditures	
	by Source	
	(total questions	\$596,368
	7.28 and 7.29;	
	same as	
	question 7.27)	

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.	From Local	
31	Public Funds	\$77,249
	(72PF)	
7.	From Other	\$27,561
32	Funds (72OF)	
7.	Total Repairs	
33	to Buildings	
	and Building	\$104,810
	Equipment	
	(total questions	

7.31 and 7.32)

7. Other Building
34 & Maintenance \$509,634
Expenses

7. **Total**
35 **Operation and**
Maintenance \$614,444
of Buildings
(total questions
7.33 and 7.34)

MISCELLANEOUS EXPENSES

7. Total Operation
36 & Maintenance
of \$53,941
Bookmobiles
and Other
Vehicles

7. Office and
37 Library \$324,936
Supplies

7. Telecommunic
38 ations \$110,568

7. Binding
39 Expenses \$7,135

7. Postage and
40 Freight \$34,870

7. Publicity and
41 Printing \$47,183

7. Travel
42 \$30,755

7. Fees for
43 Consultants \$551,475
and
Professionals

7. Membership
44 Dues \$6,496

7. Does the
46 system have
other
miscellaneous Y
expenses in
categories not
listed in

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
49 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**
- 50 **Contracts** (total question #3 of Repeating Group #14 above) \$0

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- 7. From Local
- 51 Public Funds (73PF) \$1,302,760
- 7. From Other
- 52 Funds (73OF) 0
- 7. **Total Capital**
- 53 **Purposes Loans** (total questions 7.51 and 7.52) \$1,302,760
- 7. Other Loans
- 54 0
- 7. **Total Debt**
- 55 **Service** (total questions 7.53 and 7.54) \$1,302,760

- 7. TOTAL
- 56 TOTAL DISBURSEME
- NTS - Total Staff Expenditures, Total \$26,840,400
- Collection Expenditures, Total Grants to Member Libraries, Total Capital

Expenditures,
Total Operation
and
Maintenance of
Buildings,
Total
Miscellaneous
Expenses, Total
Contracts, and
Total Debt
Service (total
questions 7.5,
7.9, 7.21, 7.27,
7.35, 7.48,
7.50, and 7.55)

TRANSFERS

Transfers to the Capital Fund

7.	From Local	
57	Public Funds	0
	(76PF)	
7.	From Other	\$556,173
58	Funds (76OF)	
7.	Total	
59	Transfers to Capital Fund	
	(total questions	\$556,173
	7.57 and 7.58; same as question 8.2)	
7.	Total	
60	Transfers to Other Funds	\$0
7.	Total	
61	Transfers	\$556,173
	(total questions	
	7.59 and 7.60)	
7.	TOTAL	
62	DISBURSEM ENTS AND TRANSFERS	\$27,396,573
	(total questions	
	7.56 and 7.61)	
7.	CLOSING	\$9,192,068

63 **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**
83 **TOTAL**
DISBURSEM
ENTS,
TRANSFERS,
& \$36,588,641
BALANCE/R
OLLOVER
(total questions
7.62, 7.63,
7.73, and 7.82)

FISCAL AUDIT

7. Last audit
84 performed 12/31/2011
(mm/dd/yyyy)

7. Time period
85 covered by this
audit 1/1/2011-12/31/2011
(mm/dd/yyyy -
mm/dd/yyyy)

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

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank
or financial N/A
institution

2. Amount of
funds on N/A

deposit

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

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

8. Capital Fund Receipts

8. **Total Revenue**
1 **From Local** \$0
Sources

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

STATE AID FOR CAPITAL PROJECTS

8. State Aid
3 Received for \$0
Construction

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

8. Does the
4 system receive
any other aid
and/or grants
for capital
projects. Enter N
Y for Yes, N
for No. If yes,
complete one
record for each
award. If no,

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

- | | | |
|----|---|-----------|
| 1. | Contracting Agency | N/A |
| 2. | Amount | N/A |
| 8. | Total Aid and/or Grants | |
| 5 | (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 | |
| 6 | (total questions 8.1, 8.2, 8.3, and 8.5) | \$556,173 |
| 8. | NONREVENUE RECEIPTS | |
| 7 | | 0 |
| 8. | TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts | |
| 8 | (total questions 8.6 and 8.7) | \$556,173 |
| 8. | CASH | |
| 9 | 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**
 10 **RECEIPTS**
AND CASH \$774,421
BALANCE
 (total questions
 8.8 and 8.9)

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.	Total	\$95,305
1	Construction	
9.	Incidental	0
2	Construction	
9.	Books and	
3	Library	0
	Materials	
9.	Total Other	0
4	Disbursements	
9.	Total Project	
5	Expenditures	\$95,305
	(total questions	
	9.1 through	
	9.4)	
9.	TRANSFER	\$500
6	TO	

**OPERATING
FUND**

(Same as
question 6.61)

9. **TOTAL**
7 **NONPROJECT**
T 0
EXPENDITURES
9. **TOTAL**
8 **DISBURSEMENTS - Total**
Project
Expenditures,
Transfer to
Operating \$95,805
Fund, and
Total
Nonproject
Expenditures
(total questions
9.5 through
9.7)
9. **CLOSING**
9 **CASH**
BALANCE IN
CAPITAL
FUND at the
End of the
Current Fiscal \$678,616
Year
(December 31,
2012, for
Public Library
Systems; June
30, 2013, for
3Rs)
9. **TOTAL**
10 **DISBURSEMENTS AND**
CASH \$774,421
BALANCE
(total questions
9.8 and 9.9)

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		
12	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

questions 12.1
through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12	Total Operating	
.6	Fund	
	Disbursements	
	(include Staff	
	Expenditures,	
	Collection	
	Expenditures,	
	Grants to	
	Member	
	Libraries,	
	Capital	
	Expenditures	
	from Operating	\$26,787,620
	Funds,	
	Operation and	
	Maintenance of	
	Buildings,	
	Miscellaneous	
	Expenses,	
	Contracts with	
	Libraries and	
	Library	
	Systems in	
	New York	
	State and Debt	
	Service)	
12	Total Transfers	\$0
.7		
12	Cash	
.8	Balance/Rollov	
	er in Operating	
	Fund at the end	
	of the fiscal	
	year	\$7,976,615
	(For Public	
	Library	
	Systems,	
	balance as of	
	December 31,	
	2013)	
12	Grand Total	\$34,764,235
.9	Operating Fund	

Disbursements,
Transfers and
Balance/Rollover
(total questions 12.6
through 12.8)

PROJECTED CAPITAL FUND - RECEIPTS

12	Capital Fund	
.1	Receipts	
0	(include	
	Revenues from	
	Local Sources,	
	Transfer from	
	Operating	\$66,616
	Fund, State Aid	
	for Capital	
	Projects and	
	All Other Aid	
	for Capital	
	Projects)	
12	Nonrevenue	
.1	Receipts	\$0
1		
12	Cash Balance	
.1	in Capital Fund	
2	at the end of	
	the previous	
	fiscal year	
	(For Public	
	Library	
	Systems,	
	opening	
	balance on	\$678,616
	January 1,	
	2013, must be	
	the same as the	
	December 31,	
	2012, closing	
	balance	
	reported on	
	Q9.9 of the	
	2012 annual	
	report)	
12	Grand Total	\$745,232
.1	Capital Fund	

- 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
 - 5 at the end of the current fiscal year (For Public Library Systems, December 31, 2013) \$0
 - 12 Grand Total
 - .1 Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$745,232

ASSURANCE

- 12 The library
 - .1 system will be operating under its approved Plan of Service in accordance with the 4/18/2013 provisions of Education Law and the Regulations of the Commissioner,

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

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: ""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; •
- .1 Resource Sharing - Results 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 1 3,370 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 loblaries 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: • 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 Summer 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
- .2 Special Client Groups - Results

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;

- 13 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 a 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 nook for a year and so glad to finally learn how to download library books on it. Thank you." 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: ""• The Development and Communications Office conducted an all staff
 .5 Consulting and survey to evaluate internal Library communication tools; • 1 staff survey
 Development was conducted to solicit technology training needs; • The Library System
 Services - facilitated meetings and provided support materials to Library Directors
 Results 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%20Year%20Plan%20of%20Service%20-%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.;"

- 13 Element 6: • The System provided a total of 47 online database available in-library
- .6 Coordinated and remotely; • In addition, the System provided supplemental specialized
- Services - databases at 7 contract libraries and the Central Library; • The cost for all
- Results databases was \$498,791.23; • A database survey was administered for
- staff evaluation and the results are used as an analysis tool when assessing
- costs and renewals; • As a result of an RFP for (Books & Non-Print

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 administer 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: ""• The comprehensive marketing plan has not been completed; • The
 .7 Awareness and Assistant Deputy Director of Development & Communications attended 4
 Advocacy - webinars with a focus on marketing libraries; • 40 News Releases were
 Results 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 Element 8: • Preliminary meetings and planning began to address the construction of
 .8 Communicatio a new Drupal-based Intranet target for completion in 2013; • Library
 n among Director and Administrative staff conducted 12 monthly Staff Forums; •
 Member 11 Manager-Director Meetings were held; • The Library Director sent
 Libraries regular messages to all staff members reporting on initiatives, programs
 and/or Branch and accomplishments; • A total of 55,617 B&ECPL System contacts were
 Libraries - made with contract libraries and contract library staff; • The Development
 Results & 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:
.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:
.1 Construction -
0 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;

- 13 Element 11: http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20of%20Service%20-%20Central%20Library%202012_2016.pdf • 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 I 2011 to 606,588 with a dramatic jump in
- .1 Central Library
- 1 - Results

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; ""

- 13 Element 12: Free direct access is not an issue in Erie County since it is inherent in the
 - .1 Direct Access - 1953 merger legislation that created the B&ECPL and is maintained with
 - 2 Results the 22 participating library boards.
<http://www.buffalolib.org/content/policies/free-direct-access-plan>

- 13 Element 13:
 - .1 Other Goal(s) - • 136 programming partnership events took place for 5410 attendees; •
 - 3 Results 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 Contact name
.1 (person completing report) Angela Pierpaoli
- 14 Contact phone
.2 number (enter 10 digits only and hit the Tab key) (716) 858-7161
- 14 Contact e-mail
.3 address pierpaolia@buffalolib.org

ASSURANCE

- 14 The Library
.4 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 05/29/2013
by the New
York State
Library on
(date -
mm/dd/yyyy)

Suggested Improvements

Library System Buffalo and Erie County Public Library

Name of
Person Angela Pierpaoli
Completing
Form

Phone Number
and Extension
(enter area
code, telephone (716) 858-7161
number and
extension
only):

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