

## Buffalo and Erie County Public Library Annual Report for Library Systems - 2013 (Public Library Systems)

### 1. General System Information

1.1	SEDCODE	140600700787
1.2	System Name	Buffalo and Erie County Public Library
1.3	Beginning Reporting Year	1/1/2013
1.4	Ending Reporting Year	12/31/2013
1.5	Street Address	1 Lafayette Square
1.6	City	Buffalo
1.7	Zip Code	14203
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.9	Mailing Address	1 Lafayette Square
1.10	City	Buffalo
1.11	Zip Code	14203
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 858-8900
1.14	Fax Number (enter 10 digits only)	(716) 858-6544
1.15	System Home Page URL	www.buffalolib.org
1.16	URL of the system's complete Plan of Service	http://www.buffalolib.org/content/library-system/five-year-plan
1.17	Population Chartered to Serve (2010 Census)	919,040
1.18	Area Chartered to Serve (square miles)	1043
1.19	Federal Employer Identification Number	166002558
1.20	County	Erie
1.21	County (Counties) Served	Erie
1.22	School District	Buffalo City School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.
1.24	First Name of System Director	Mary Jean
1.25	Last Name of System Director	Jakubowski
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	15501
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(716) 858-7180
1.32	E-Mail Address of the System Director	jakubowskim@buffalolib.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(716) 858-6544
1.34	Name of Outreach Coordinator	Dan Cauffield
1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N
1.	Name of Contracting Municipality or District	N/A
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate N using the State note.	

## 2. Personnel Information

2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions.	35
<b>BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS</b> (enter to two decimal places; enter decimal point)		
2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	44.36
2.11	Librarians - Vacant Position(s) FTE	2.63
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12)	46.36
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)	2.63
2.16	Total Other Professional Staff - Filled Position(s) FTE	17
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0.54
2.18	Total Other Staff - Filled Position(s) FTE	176.86
2.19	Total Other Staff - Vacant Position(s) FTE	17.88
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	240.22
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	21.05
<b>SALARY INFORMATION</b>		
2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$35,256
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$120,000

## 3. System Membership, Outlets and Governance

### PUBLIC SERVICE OUTLETS

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

### BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.24	Number of voting positions on system board/council	15
3.25	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If 0 is selected, please use the State note to explain how members were named to the Board/Council.	A

### SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2014, through December 31, 2014.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2014, through June 30, 2015

President/Council Chair

3.26	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
3.27	First Name	Jack
3.28	Last Name	Connors
3.29	Institutional Affiliation	Business First
3.30	Professional Title	President

3.31	Mailing Address	
3.32	City	
3.33	Zip Code (enter five digits only)	
3.34	Telephone for the Board President (enter 10 digits only and hit the Tab key)	
3.35	E-mail Address	
3.36	Term Begins - Month	January
3.37	Term Begins - Year (yyyy)	2010
3.38	Term Expires - Month or N/A	December
3.39	Term Expires - Year (YYYY) or N/A	2014
3.40	The date the board president took the Oath of Office (mm/dd/yyyy)	02/25/2010
3.41	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/25/2010
3.42	Is this a brand new trustee?	N
Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group.		
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sharon
3.	Last Name	Thomas
4.	Institutional Affiliation	Buffalo City Court
5.	Professional Title	Chief Court Clerk
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/18/2013
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Frank
3.	Last Name	Gist
4.	Institutional Affiliation	
5.	Professional Title	Retired
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/18/2013
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Miss
2.	First Name	Phyllis
3.	Last Name	Horton
4.	Institutional Affiliation	
5.	Professional Title	Retired
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	

9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2010
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2014
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/02/2005
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/02/2005
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sharon
3.	Last Name	Kelly
4.	Institutional Affiliation	Hodson Russ LLP
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	March
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2011
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Elaine
3.	Last Name	Panty
4.	Institutional Affiliation	
5.	Professional Title	Retired
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	05/17/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/17/2013
15.	Is this a brand new trustee?	N
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 Begins - Month	January
10.	Term Begins - Year (yyyy)	2010
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2014
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/09/2010
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/09/2010

15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Theodore K.
3.	Last Name	Johnson
4.	Institutional Affiliation	Hadley Exhibits Inc.
5.	Professional Title	President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	September
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	09/16/2011
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	09/16/2011
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Sheldon
3.	Last Name	Berlow
4.	Institutional Affiliation	Pyramid Borkerage Inc.
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	November
10.	Term Begins - Year (yyyy)	2012
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2013
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	12/28/2012
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/28/2012
15.	Is this a brand new trustee?	N
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	
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/19/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/19/2013
15.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Kathleen
3.	Last Name	Bucki
4.	Institutional Affiliation	
5.	Professional Title	Librarian

6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/19/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/19/2013
15.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Kathleen
3.	Last Name	Burd
4.	Institutional Affiliation	
5.	Professional Title	
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/19/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/19/2013
15.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Teresa
3.	Last Name	Glanowski
4.	Institutional Affiliation	Independent Health
5.	Professional Title	Product Manager
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	April
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	04/19/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	04/19/2013
15.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Frank
3.	Last Name	Housh
4.	Institutional Affiliation	Housh Law Offices
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY) or N/A	2018
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	12/23/2013
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/23/2013
15.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Rhonda
3.	Last Name	Ricks
4.	Institutional Affiliation	Inclusion Development Assoc.
5.	Professional Title	President/CEO
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/17/2014
14.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/17/2014
15.	Is this a brand new trustee?	N

**COORDINATED OUTREACH COUNCIL**

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 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, Other (specify using the State note), Vacant	Mr.
2.	First Name	Miguel
3.	Last Name	Santos
4.	Institutional Affiliation	National Grid
5.	Professional Title	Director of Community Outreach
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Robert
3.	Last Name	Sikorski
4.	Institutional Affiliation	Niagara Frontier Radio Reading Service
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	The Reverend
2.	First Name	Eugene
3.	Last Name	Pierce
4.	Institutional Affiliation	Prisoners are People Too
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	William
3.	Last Name	Miles
4.	Institutional Affiliation	Community Activist
5.	Professional Title	Facilitator
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mrs.
2.	First Name	Cindy
3.	Last Name	Cassavino
4.	Institutional Affiliation	Lord of Life Nursing Home
5.	Professional Title	Sr. Councilor
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Tanisha
3.	Last Name	DaCosta
4.	Institutional Affiliation	Response to Love Center

- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title
- 1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant
- 2. First Name
- 3. Last Name
- 4. Institutional Affiliation
- 5. Professional Title

Directory of Community Outreach  
 The Reverend  
 Clifford  
 Bell  
 Small Business Development Center  
 Director  
 Mr.  
 Frank  
 Cammarata  
 Erie County Office for the Disabled  
 Director  
 Mr.  
 Daniel  
 Caufield  
 Buffalo & Erie County Public Library  
 System  
 Supervisor of Adult & Teen  
 Programs/Services  
 Mrs.  
 Kathy  
 Galvin  
 Buffalo & Erie County Public Library  
 System  
 Niagara Branch Manager  
 Mr.  
 Brian  
 Hoth  
 Buffalo & Erie County Public Library  
 System  
 Supervisor of Children's  
 Programs/Services  
 Mr.  
 Andrew  
 Maines  
 Buffalo & Erie County Public Library  
 System  
 Supervisor of Services to County & State  
 Correctional Facilities  
 Mr.  
 Shane  
 Stevenson  
 Buffalo Employment and Training Center  
 Director

**4. Public Library System Trans and Collection**

4.1	Number of registered system borrowers	79,588
4.2	Total system circulation	3,318,523
4.3	System Visits	1,054,726
<b>SYSTEM HOLDINGS</b>		
4.4	Total Cataloged Book Holdings	1,380,431
4.5	Non-Cataloged Book Holdings	103,429
4.6	Total Print Serial Holdings	440,603

4.7	All Other Print Materials Holdings	1,009,932
4.8	Total Electronic Holdings	35,100
4.9	All Other Holdings	189,022
4.10	<b>Grand Total Holdings (total questions 4.4 through 4.9)</b>	<b>3,158,517</b>

**ROTATING COLLECTIONS/BOOK LOANS**

4.11	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.12	Number of collections	4
4.13	Average number of items per collection	35

**5. System Services****TECHNOLOGY AND RESOURCE SHARING****INTEGRATED LIBRARY SYSTEM (ILS)**

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
5.2	Indicate which modules of the system's ILS have been implemented (check all that apply):	
a.	Circulation	Yes
b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	22
5.5	<b>% of member libraries participating (calculated field)</b>	<b>100.00%</b>
5.6	How many member libraries participate in some ILS modules?	0
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	1,546,366
5.9	Number of new titles added by the system in the reporting year	30,875
5.10	Number of Central Library Aid titles added in the reporting year	N/A
5.11	Number of new titles added by the members in the reporting year	N/A
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	<b>30,875</b>
<b>UNION CATALOG OF RESOURCES</b>		
5.13	How many libraries participate in (or submit records for) the union catalog?	1
5.14	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.15	Number of titles in the system's union catalog	1,546,366
5.16	Number of holdings in the system's union catalog	3,164,923
5.17	Number of new titles added in the last year	30,875
5.18	Number of holdings added in the last year	232,433
<b>UNION LIST OF SERIALS</b>		
5.19	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.)	Y
5.20	How many libraries participate in (or submit records for) the union list of serials?	1
<b>COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS</b>		
5.21	Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A)	Y

**VIRTUAL CATALOG**

5.22	Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A)	Y
5.23	How many Internet-accessible member library catalogs are included in the virtual catalog?	0
5.24	How many member libraries have holdings included in a database that serves as a link of the virtual catalog?	0
5.25	Indicate the features of the system's virtual catalog (check all that apply):	
a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No
c.	Responses are mediated	No
d.	Patron-initiated ILL available and used through this catalog	Yes
e.	N/A	No
5.26	Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note.	N
<b>VISITS TO THE SYSTEM'S WEB SITE</b>		
5.27	Annual number of visits to the system's web site	5,938,683
<b>STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL<sub>NY</sub>- READY LIBRARIES)</b>		
5.28	How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status?	0
5.29	How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status?	36
5.30	How many of the system's member libraries have achieved <u>Leader</u> Statewide Internet Library-ready status?	1
5.31	<b>Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)</b>	37
<b>SYSTEM INTERLIBRARY LOAN ACTIVITY</b>		
5.32	Total items provided (loaned)	2,332
5.33	Total items received (borrowed)	5,979
5.34	Total requests provided (loaned) unfilled	7,513
5.35	Total requests received (borrowed) unfilled	1,281
5.36	<b>Total interlibrary loan activity (total questions 5.32 through 5.35)</b>	17,105
<b>DELIVERY</b>		
5.38	Indicate delivery methods used by the system (check all that apply):	
a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	No
d.	Contracted service (paid by System - not on payroll)	No
e.	U.S. Mail	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.39	Number of stops (pick-up and delivery sites per week)	213
<b>CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions</b>		
<b>Resource sharing (ILL, collection development, etc.)</b>		
5.40	Number of sessions	0
5.41	Number of participants	0
<b>Technology</b>		
5.42	Number of sessions	27
5.43	Number of participants	156
<b>Digitization</b>		
5.44	Number of sessions	0
5.45	Number of participants	0
<b>Leadership</b>		
5.46	Number of sessions	3
5.47	Number of participants	60
<b>Management &amp; Supervisory</b>		
5.48	Number of sessions	13
5.49	Number of participants	289

**Planning and Evaluation**

5.50	Number of sessions	0
5.51	Number of participants	0

**Awareness and Advocacy**

5.52	Number of sessions	2
5.53	Number of participants	70

**Trustee/Council Training**

5.54	Number of sessions	1
5.55	Number of participants	63

**Special Client Populations**

5.56	Number of sessions	0
5.57	Number of participants	0

**Children's Services/Elementary Grade Levels**

5.58	Number of sessions	0
5.59	Number of participants	0

**Young Adult Services/Middle and High School Grade Levels**

5.60	Number of sessions	0
5.61	Number of participants	0

**General Adult Services**

5.62	Number of sessions	0
5.63	Number of participants	0

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

1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	N/A

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

5.66 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 638

**COORDINATED SERVICES**

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

a.	Coordinated purchase of print materials	Yes
b.	Coordinated purchase of non-print materials	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes
e.	Materials processing	Yes
f.	Coordinated purchase of office supplies	Yes
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	Yes
i.	Other (describe using the State note)	Yes
j.	N/A	No

**CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

5.68	Number of contacts - Consulting with member libraries on grants, and state and federal funding	3,549
5.69	Number of contacts - Consulting with member libraries on funding and governance	2,736
5.70	Number of contacts - Consulting with member libraries on charter and registration work	4
5.71	Number of contacts - Consulting with member libraries on automation and technology	10,886
5.72	Number of contacts - Consulting with member libraries on youth services	5,347
5.73	Number of contacts - Consulting with member libraries on adult services	7,249
5.74	Number of contacts - Consulting with member libraries on physical plant needs	207
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	9,001

5.76	Number of contacts - Consulting with state and county correctional facilities	896
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	7,633
5.78	Number of contacts - Providing system and member library information to the media	17,153
5.79	Number of contacts - Providing website development and maintenance for member libraries	506
5.80	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.81	<b>Total other contacts</b> (total of question #2 of Repeating Group #6)	0
5.82	<b>Total number of contacts</b> (total of questions 5.68 through 5.79 and 5.81)	65,167
<b>REFERENCE SERVICES</b>		
5.83	Total Reference Transactions	280,193
<b>SERVICES TO SPECIAL CLIENTS (Direct and Contractual)</b>		
5.84	Indicate services the system provides to special clients (check all that apply):	
a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.85	Number of BOOKS BY MAIL loans	0
5.86	Number of member libraries with Job/Education Information Centers or collections	17
5.87	Number of State Correctional Facilities libraries served	3
5.88	Number of County Jails libraries served	2
5.89	Number of institutions served other than jails or correctional facilities	0
5.90	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If 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
5.91	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92.	N
5.92	Description of fees	N/A

## 6. Operating Funds Receipts

### LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Erie
2.	Amount	\$23,342,142
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N
6.2	<b>Total County Funding</b>	\$23,342,142
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds</b> (total questions 6.2 and 6.3)	\$23,342,142

### STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$6,794
6.6	Central Library Development Aid	\$259,976

6.7	Central Book Aid	\$59,973
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$112,016
6.10	Coordinated Outreach Services Aid	\$141,683
6.11	Correctional Facilities Library Aid	\$38,351
6.12	County Jails Library Aid	\$7,354
6.14	Family Literacy Grants	\$10,568
Local Library Services Aid		
6.18	Kept at System Headquarters	\$85,319
6.19	Distributed to members	\$169,746
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$255,065
6.21	Local Services Support Aid	\$161,874
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,484,593
Regional Bibliographic Data Bases (RBDB) Aid		
6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$12,768
6.35	Special Legislative Grants and Member Items	\$135,000
6.36	Supplementary System Aid	\$183,164
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	Y

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

1.	Funding Source	Erie County Fiscal Stability Authority
2.	Amount	\$459,947
6.43	<b>Total Other State Aid (total question #2 of Repeating Group #9 above)</b>	\$459,947
6.44	<b>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)</b>	\$3,329,126

#### FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$25,920
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	Y

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

1.	Funding Source	Institute of Library & Museum Services
2.	Amount	\$45,203
6.47	<b>Total Other Federal Aid (total questions #2 of Repeating Group #10 above)</b>	\$45,203
6.48	<b>Total Federal Aid (total questions 6.45 and 6.47)</b>	\$71,123

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

6.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N
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Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	N/A
2.	Contracted Service	N/A
3.	Total Contract Amount	N/A
6.50	<b>Total Contracts (total question #3 of Repeating Group #11 above)</b>	\$0

#### MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$268,511
6.53	Income from Investments	\$13,448
Proceeds from Sale of Property		
6.54	Real Property	\$0

6.55	Equipment	\$0
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y
Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.		
1.	Receipt category	Library Charges
2.	Amount	\$413,500
1.	Receipt category	Refunds
2.	Amount	\$89,220
1.	Receipt category	Rental of Real Property
2.	Amount	\$16,517
1.	Receipt category	Commissions
2.	Amount	\$16,809
1.	Receipt category	Misc
2.	Amount	\$651,844
6.57	<b>Total Other Miscellaneous Receipts</b> (total question #2 of Repeating Group #12 above)	\$1,187,890
6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$1,469,849
6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$28,212,240
6.60	<b>BUDGET LOANS</b>	\$0
<b>TRANSFERS</b>		
6.61	From Capital Fund (Same as question 9.6)	\$0
6.62	From Other Funds	\$3,000
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$3,000
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.)	\$9,192,068
6.67	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER</b> (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)	\$37,407,308

## 7. Operating Fund Disbursements

### STAFF EXPENDITURES

#### Salaries

7.1	System Director and Librarians	\$2,426,396
7.2	Other Staff	\$5,600,062
7.3	<b>Total Salary and Wages Expenditures</b> (total questions 7.1 and 7.2)	\$8,026,458
7.4	Employee Benefits Expenditures	\$4,126,857
7.5	<b>Total Staff Expenditures</b> (total questions 7.3 and 7.4)	\$12,153,315

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$421,951
7.7	Electronic Materials Expenditures	\$275,683
7.8	Other Materials Expenditures	\$221,446
7.9	<b>Total Collection Expenditures</b> (total questions 7.6 through 7.8)	\$919,080

### GRANTS TO MEMBER LIBRARIES

#### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$169,746
7.11	Central Library Aid (CLDA/CBA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$116,000
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$3,565
7.18	<b>Total Cash Grants</b> (total questions 7.10 through 7.17)	\$289,311
7.19	Book/Library Materials Grants	\$2,111,027

7.20	Other Non-Cash Grants	\$7,595,016
7.21	<b>Total Grants to Member Libraries</b> (total questions 7.18 through 7.20)	\$9,995,354
<b>CAPITAL EXPENDITURES FROM OPERATING FUNDS</b>		
7.22	Bookmobile	\$0
7.23	Other Vehicles	\$60,336
7.24	Computer Equipment	\$685,500
7.25	Furniture/Furnishings	\$12,527
7.26	Other Capital Expenditures	\$14,248
7.27	<b>Total Capital Expenditures from Operating Fund</b> (total questions 7.22 through 7.26)	\$772,611
<b>TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS</b>		
7.28	From Local Public Funds (71PF)	\$175,923
7.29	From Other Funds (71OF)	\$596,688
7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$772,611
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>		
Repairs To Buildings and Building Equipment by Source of Funds		
7.31	From Local Public Funds (72PF)	\$89,042
7.32	From Other Funds (72OF)	\$0
7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$89,042
7.34	Other Building & Maintenance Expenses	\$562,658
7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$651,700
<b>MISCELLANEOUS EXPENSES</b>		
7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$58,770
7.37	Office and Library Supplies	\$115,705
7.38	Telecommunications	\$56,620
7.39	Binding Expenses	\$5,000
7.40	Postage and Freight	\$34,218
7.41	Publicity and Printing	\$61,591
7.42	Travel	\$29,522
7.43	Fees for Consultants and Professionals	\$354,912
7.44	Membership Dues	\$15,174
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No.	Y
Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.		
1.	Expense category	Elect Acc
2.	Amount	\$132,776
1.	Expense category	Eq Maint
2.	Amount	\$39,644
1.	Expense category	Misc
2.	Amount	\$542,077
7.47	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13)	\$714,497
7.48	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.45 and 7.47)	\$1,446,009
<b>CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE</b>		
7.49	Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No.	N
Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.		
1.	Contracting Agency (specify using the State note)	N/A
2.	Contracted Service (specify using the State note)	N/A
3.	Total Contract Amount	N/A
7.50	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$0
<b>DEBT SERVICE</b>		
Capital Purposes Loans (Principal and Interest)		
7.51	From Local Public Funds (73PF)	\$1,169,685

7.52	From Other Funds (730F)	\$0
7.53	<b>Total Capital Purposes Loans</b> (total questions 7.51 and 7.52)	\$1,169,685
7.54	Other Loans	\$0
7.55	<b>Total Debt Service</b> (total questions 7.53 and 7.54)	\$1,169,685
7.56	<b>TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$27,107,754

**TRANSFERS**

## Transfers to the Capital Fund

7.57	From Local Public Funds (76PF)	\$0
7.58	From Other Funds (760F)	\$575,222
7.59	<b>Total Transfers to Capital Fund</b> (total questions 7.57 and 7.58; same as question 8.2)	\$575,222
7.60	<b>Total Transfers to Other Funds</b>	\$10,000
7.61	<b>Total Transfers</b> (total questions 7.59 and 7.60)	\$585,222
7.62	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.56 and 7.61)	\$27,692,976
7.63	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2013) (For 3Rs - June 30, 2014)	\$9,714,332
7.83	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; BALANCE/ROLLOVER</b> (total questions 7.62, 7.63, 7.73, and 7.82)	\$37,407,308

**FISCAL AUDIT**

7.84	Last audit performed (mm/dd/yyyy)	12/31/2012
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	1/1/2012-12/31/2012
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

1.	Name of bank or financial institution	N/A
2.	Amount of funds on deposit	N/A
7.87	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	\$0
7.88	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	Y

**8. Capital Fund Receipts**

8.1	<b>Total Revenue From Local Sources</b>	\$0
8.2	<b>Transfer From Operating Fund</b> (same as question 7.59)	\$575,222

**STATE AID FOR CAPITAL PROJECTS**

8.3	State Aid Received for Construction	\$0
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**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

8.4	Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.	N
1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$575,222
8.7	<b>NONREVENUE RECEIPTS</b>	0
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$575,222
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.)	\$678,616
8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$1,253,838

## 9. Capital Fund Disbursements

### PROJECT EXPENDITURES

9.1	Total Construction	\$692,482
9.2	Incidental Construction	0
9.3	Books and Library Materials	0
9.4	Total Other Disbursements	0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$692,482
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$692,482
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2013, for Public Library Systems; June 30, 2014, for 3Rs)</b>	\$561,356
9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$1,253,838

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2014 - December 31, 2014

#### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$25,551,994
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q7.63 of the 2013 annual report)	\$9,714,332
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover</b> (total questions 12.1 through 12.4)	\$35,266,326

#### PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$26,254,549
12.7	Total Transfers	\$0
12.8	Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2014)	\$9,011,777
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover</b> (total questions 12.6 through 12.8)	\$35,266,326

#### PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	\$73,708
12.11	Nonrevenue Receipts	\$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q9.9 of the 2013 annual report)	\$561,356
12.13	<b>Grand Total Capital Fund Receipts and Balance</b> (total questions 12.10 through 12.12)	\$635,064

#### PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$635,064
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2014)	0
12.16	<b>Grand Total Capital Fund Disbursement, Transfers, and Balance</b> (Sum of questions 12.14 and 12.15)	\$635,064

#### ASSURANCE

12.17	The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	4/17/2014
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### 13. State Formula Aid Disbursements

#### Public Library Systems Basic Aid

**PUBLIC LIBRARY SYSTEMS BASIC AID SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

**Statutory Reference (Basic Aid):** Education Law § 272, 273(1)(a, c, d, e, l, m) Commissioners Regulations 90.3

**Statutory Reference (LLSA):** Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9  
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10  
The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita

total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(12)(a) The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(1) Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k) Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

**Nassau Special Aid:** Education Law § 273(1)(m) <="" aid="" basic="" in="" (included="" project="" service="" of="" continuity="" a="" for="" \$30,000="" sum="" annual="">

13.1.1-13.1.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.1.1 Total Full-Time Equivalents (FTE)

13.1.2 Total Expenditure for Professional Salaries

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3 Total Full-Time Equivalents (FTE)

13.1.4 Total Expenditure for Other Staff

Salaries

13.1.5

**Employees**

**Benefits:** Indicate the total expenditures for all system employee fringe benefits.

13.1.6

**Purchased**

**Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure Category
2. Provider of Services
3. Expenditure

13.1.7

**Total Expenditure - Purchased Services**

\$0

13.1.8

**Supplies and**

**Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

1. Expenditure Category
2. Expenditure

13.1.9

**Total Expenditure - Supplies and Materials**

\$0

13.1.10

**Travel**

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

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

1. Type of Travel
2. Expenditure

13.1.11 **Total Expenditures - Travel** \$0

13.1.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of Item
2. Quantity
3. Unit Cost
4. Expenditure

13.1.13 **Total Expenditure - Equipment and Furnishings** \$0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient
2. Allocation
3. Project Description (no more than 300 words)

13.1.16 **Total Expenditures - Grants for Member Libraries** \$0

13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$0

13.1.18 **Cash Balance at the Opening of**

**the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.1.19 **Total Allocation from 2013-2014** \$2,144,621

13.1.20 **State Aid:**

**Cash Balance at the End of the Current Fiscal Year**

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

**Central Book Aid**

**CENTRAL BOOK AID (CBA)**

**Statutory Reference:** Education Law § 272, 273(1)(b)(2)  
Commissioners Regulations 90.4  
Central Book Aid is a flat sum of \$71,500 to each public library system.

13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.

Include in this category system expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. List materials purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category
2. Provider of Services
3. Expenditure

13.2.2 **Total Expenditure - Purchased Services** \$0

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-

fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

- 1. Expenditure Category
- 2. Quantity
- 3. Unit Cost
- 4. Expenditure

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

13.2.5 **Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1,2, and 3 of one repeating group.

- 1. Recipient
- 2. Allocation
- 3. Project Description (no more than 300 words)

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$0

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**  
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.9 **Total Allocation from 2013-2014 State Aid** \$59,973

13.2.10 **Cash Balance at the End of the Current Fiscal Year**

13.2.11 **Final Narrative:**

Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Central Library Development Aid

**CENTRAL LIBRARY DEVELOPMENT AID (CLDA)**

**Statutory Reference:**

Education Law § 272, 273(1)(b)(1)  
Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3.1 Total Full-Time  
Equivalents (FTE)

13.3.2 Total Expenditure  
for Professional  
Salaries

13.3.3-13.3.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLDA funds).

13.3.3 Total Full-Time  
Equivalents (FTE)

13.3.4 Total Expenditures  
for Other Staff  
Salaries

13.3.5 **Employee  
Benefits:** Indicate  
the total  
expenditures for  
all system  
employee benefits  
(paid from CLDA  
funds).

13.3.6 **Purchased  
Services:** Did the  
system expend  
funds for  
purchased  
services? Enter Y  
for Yes, N for No.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure  
Category

2. Provider of  
Services

3. Expenditure

13.3.7 **Total Expenditure**  
**- Purchased** \$0  
**Services**

13.3.8 **Supplies and  
Materials:** Did

the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

1. Expenditure Category
2. Expenditure

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

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

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

1. Type of travel
2. Expenditure

13.3.11 **Total Expenditures - Travel** \$0

13.3.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1. Type of item
2. Quantity
3. Unit cost
4. Proposed Expenditure

13.3.13 **Total Expenditure - Equipment and Furnishings** \$0

13.3.14 **Grants to**

**Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient
  2. Allocation
  3. Project Description (no more than 300 words)
- 
- 13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0
- 13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$0
- 13.3.17 **Cash Balance at the Opening of the Fiscal Year**  
NOTE: The opening balance must be the same as the closing balance of the previous year.
- 13.3.18 **Total Allocation from 2013-2014 State Aid:** \$259,977
- 13.3.19 **Cash Balance at the end of the Current Fiscal Year**
- 13.3.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Coordinated Outreach Library Services Aid

**COORDINATED OUTREACH LIBRARY SERVICES AID**

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

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

13.4.1 Total Full-Time  
Equivalents (FTE)

13.4.2 Total Expenditure  
for Professional  
Salaries

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3 Total Full-Time  
Equivalents (FTE)

13.4.4 Total Proposed  
Expenditure for  
Other Staff  
Salaries

13.4.5 **Employee  
Benefits:** Indicate  
the total  
expenditures for  
all system  
employee benefits.

13.4.6 **Purchased  
Services:** Did the  
system expend  
funds for  
purchased  
services? Enter Y  
for Yes, N for No.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure  
Category

2. Provider of  
Services

3. Expenditure

13.4.7 **Total  
Expenditure -** \$0  
**Purchased  
Services**

13.4.8 **Supplies and  
Materials:** Did  
the system expend  
funds for supply  
items, postage,  
library materials,  
or equipment and  
furnishings with a  
unit cost less than  
\$5,000? Enter Y  
for Yes, N for No.

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

1. Expenditure  
Category

2. Expenditure

13.4.9 **Total Expenditure**

- Supplies and Materials \$0

13.4.10

**Travel Expenditures:**  
Did the system expend funds for travel? Enter Y for Yes, N for No.  
Indicate the total expenditures for system employee travel only in this category.

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

1. Type of Travel
2. Expenditure

13.4.11

**Total Expenditure - Travel** \$0

13.4.12

**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of item
2. Quantity
3. Unit Cost
4. Expenditure

13.4.13

**Total Expenditure - Equipment and Furnishings** \$0

13.4.14

Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Recipient
2. Allocation
3. Description of Project

13.4.15

**Total Expenditure - Grants to Member Libraries** \$0

13.4.16

**Total Expenditure**

(total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15) \$0

13.4.17 **Cash Balance at the Opening of the Fiscal Year**

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2013-2014 State Aid:** \$141,683

13.4.19 **Cash Balance at the End of the Current Fiscal Year**

13.4.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

**Services to County Jails Aid**

**SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID**

**Statutory Reference:** Education Law § 285(2)

13.5.1 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category
2. Provider of Services
3. Expenditure

13.5.2 **Total Expenditure - Purchased Services** \$0

13.5.3 **Supplies and**

**Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

- 1. Expenditure Category
- 2. Expenditure

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

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$0

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**  
NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.7 **Total Allocation from 2013-2014 State Aid** \$7,354

13.5.8 **Cash Balance at the End of the Current Fiscal Year**

13.5.9 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

State Correctional Aid

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

**STATE CORRECTIONAL FACILITIES AID**

**Statutory Reference:** Education Law § 285 (1)  
Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate.

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

13.6.1 Total Full-Time  
Equivalents (FTE)

13.6.2 Total Expenditure  
for Professional  
Salaries

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3 Total Full-Time  
Equivalents (FTE)

13.6.4 Total Expenditure  
for Other Staff  
Salaries

13.6.5 **Employee  
Benefits:** Indicate  
the total  
expenditures for  
all system  
employee benefits.

13.6.6 **Purchased  
Services:** Does  
the system expend  
funds for  
purchased  
services? Enter Y  
for Yes, N for No.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1. Expenditure  
Category

2. Provider of  
Services

3. Expenditure

13.6.7 **Total Proposed  
Expenditure -** \$0  
**Code 40**

13.6.8 **Supplies and  
Materials:** Did  
the system expend  
funds for supply  
items, postage,  
library materials,  
or equipment and  
furnishings with a  
unit cost less than  
\$5,000? Enter Y  
for Yes, N for No.

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

1. Expenditure  
Category

2. Expenditure

13.6.9 **Total  
Expenditure -** \$0

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

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

1. Type of Travel
2. Expenditure

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

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1. Type of item
2. Quantity
3. Unit Cost
4. Expenditure

13.6.13 **Total Expenditure - Equipment and Furnishings** \$0

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$0

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

13.6.16 **Total Allocation from 2013-2014 State Aid:** \$38,351

13.6.17 **Cash Balance at the End of the Fiscal Year:**

13.6.18

**Final Narrative:**  
Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

#### 14. 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 2 (2013)

14.1 Element 1: Resource Sharing - Results

Element 1: "14.1 Element 1: Resource Sharing - Results • 2013 circulation closed out at 7,882,989, representing a 4.5% decrease from 2012; • Adult print fiction circulation decreased by 3.5% to 1,060,076 items; • Adult non-fiction circulation decreased by 0.4% to 513,312; • Young adult print fiction circulation decreased by 3.7% to 131,288; • Young adult audio book circulation decreased by 12.2% to 5,340; • Circulation of juvenile fiction decreased by 2.3% to 988,522; • Circulation of juvenile media decreased by 20.1% to 412,840; • Circulation of juvenile non-fiction decreased by 2.2% to 182,115; • Circulation of juvenile print fiction decreased by 1.3% to 795,716; • Adult media circulation decreased by 1.9% to 2,544,366; • Total downloads increased by 24.5% to 465,131; • eBook downloads increased by 27.7% to 327,613; • 552,629 clicks or click-thrus were recorded for the adult local and NOVEL databases; • 3,504 clicks or click-thrus were recorded for the children's databases; • 232,433 items were added to the collection, including 107,105 cataloged books; • 134,566 individual items were ordered System-wide (92,300 print and 42,266 media); • The total expenditure for library materials was \$3,066,228.90 (\$2,984,206.17 operating budget and \$82,022.73 grants and private funds); • 5,195 e-Books were purchased at a cost of \$168,920.14; • The B&ECPL continued to provide download content through OverDrive, e-Book Library (EBL), Project Gutenberg, and Freegal; • The B&ECPL continued partnering with the Western New York Library Resources Council (WNYLRC) in a program that currently offers 13,818 EBL non-fiction e-Book titles; • Over 42,000 free e-Books were made available through Project Gutenberg and 500 bibliographic records for popular titles were merged into the Library's online Catalog; • Free digital movies were made available for the mobile website through the Moving Image Archive; • Over 10,000 download titles were added to the collection; • Door counts showed a slight 1.8% decrease with 3,591,514 visitors reported; • Established weeding schedules for the Central Library and City Branches were maintained; • 15 onsite community library specific visits were conducted to assist, assess, and build collections; • The public "Purchase Suggestion" Form <http://bit.ly/Te6cNy> was reviewed; • The "Request for Reconsideration of Library Materials" form <http://bit.ly/1eAPrYk> was updated; • A total of 4,503 adult programs were conducted for 35,532 attendees; • 956 public technology classes were conducted for 4952 attendees; • 550 programs were conducted for 5,953 teens; • The Central Library Training Lab Team conducted 444 public classes for 3,514 attendees receiving an overall average rating of 4.66 (out of 5); • The Central Library Training Lab Team launched a new One-on-One Technology Training Program and conducted 125 sessions with an overall weighted average of 4.90 (out of 5); • Registration increased over 40% (874 teens) for the Library's Summer Reading Program; • Total young adult Summer Reading Program attendance increased to 4,103; • The number of children registered in the In-Library Summer Reading Program soared to 13,855 in 2013, based in part on the System-wide standardization for the reporting methodology; • Total children's Summer Reading Program attendance increased almost 7% to 39,388; • 3,574 Children's Programs were presented System-wide for 87,636 attendees (decreases attributed to a reporting change moving into a new Intergenerational Programming category); • 903 Intergenerational Programs were conducted for 46,132 participants; • 2,098 programs for young children were presented System-wide for 41,962 attendees (decreases attributed to a reporting change moving into an Early Literacy Combined Audiences category); • 2,535 Early Literacy sessions were conducted for a total of 55,874 attendees; • SirsiDynix production & test servers were maintained with no unscheduled downtime recorded; • SirsiDynix Symphony Service Pack upgrade took place in June 2013; • Background analysis began in the 4th quarter of 2013 to assess the ILS and evaluate the use of a consultant to spearhead a complete ILS review; • 7 additional libraries were converted to full functioning RFID technology (adding 13 new self-checks) bringing the System total to 31 libraries using 79 self check-out stations; • 1 network server and 22 branch servers were purchased; • The process of auto-generating "hold" self-service slips was expanded to a total of 25 libraries; • Online PIN assignment or replacement was implemented; • Online library card application under development; • 30 new public use desktop computers were added and 575 were replaced; • 10 new laptop computers were added at 5 libraries for public use; • The B&ECPL System IT staff provided maintenance and support for over 950 public access computers and laptops in 37 libraries; • 28 replacement color printers were purchased for public use; • 14 laptops were purchased for Cyber Train use (public training) at 3 libraries; • A new scanner was purchased for public use at the East Aurora Library; • 4 ScanPro state-of-the-art microfilm/fiche readers were installed for public use at the Central Library and 1 was added at the Merriweather Branch, replacing antiquated equipment; • The Central Library Training Lab's YouTube channel <http://bit.ly/WglZO4> had 17,769 views, an increase of 19.25%; • Microsoft Silverlight was installed on all public PCs; • All B&ECPL libraries offer free WiFi (sessions = 163,860 an 18.8% increase over 2012); • Over 25 wireless access points were upgraded providing better, more reliable public WiFi; • In-house public computer use sessions reached 874,817 (a 2% increase over 2012); • The number of hits on the Library's main web site [www.buffalolib.org](http://www.buffalolib.org) reached 4,384,102 and aggregate hits including the online catalogs totaled 5,938,683; • Internet bandwidth was monitored & evaluated at all libraries & upgrades are scheduled for 2014; • EnvisionWare PC Reservation software and LPT1 Print management were maintained; • Public PC access at the Lancaster Library was expanded using wireless technology; • The Library's ADA compliant website [www.buffalolib.org](http://www.buffalolib.org) was maintained and updated regularly; • Additional features were implemented in the fully ADA-compliant open source Vufind catalog; • An RFP was

conducted and awarded for Authority Control services; • A mobile interface was developed and deployed for the Library website [www.buffalolib.org](http://www.buffalolib.org); • "Open Hours" chart was developed for all libraries and made available on the public website; • A "Library Calculator" was developed and implemented on the public website to determine the value of library services by entering use <http://www.buffalolib.org/calculator/valuelcalc.php> ; • 31 libraries are 'live' with web page editing permissions (2 additional are in training); • Circulation, Public Access Computer use, WiFi statistics, Library Visits, and Open Hours were posted monthly on the public website <http://bit.ly/1dNaagA>; • The Central Library maintained an active presence on social networking sites: Facebook (4,706 fans), Twitter (4,935 followers), Pinterest (775 followers) and flickr (69,272 views in 2013); • The Central Library YouTube Channel had 494 views in 2013; • The Central Library Training Lab established a presence on the social networking site Tumblr <http://becpltl.tumblr.com/> in December 2013; • An online form was utilized to record status updates to B&ECPL Organizational Competencies; • System Organizational Competencies were reviewed and updated on a regular basis; • Beginning September 13th, Manager Director Meetings were audio recorded & archived on the Intranet; • The Big Blue Button open-source webinar software was developed for use by B&ECPL staff; • Awstats reporting software was implemented to provide close to real-time website use statistics; • 3 new documentary videos were created by the Central Library Training Lab staff: Behind the Request <http://bit.ly/U4xVEk> , The Haunted Library <http://bit.ly/1f68H2n> and Mark Twain in Buffalo <http://bit.ly/17RD9eO> ) and featured on the Library's website and YouTube Channel; • 12 Instructional Videos were created and 4 Instructional Videos were updated and made available on the e-Content page of the Library's website <http://bit.ly/Pn8MVo> ; • 24 staff RFID PCs were updated and approximately 75 additional staff computers were replaced; • The B&ECPL System IT staff provided maintenance and support for over 450 staff computers in 37 libraries; • Audio equipment was purchased to record Manager Director Meetings; • A new laptop was purchased to support technologies needed for Manager Director Meetings; • The Sirsi-Dynix Director Station software was used to create reports to assist in collection development and library open hours assessment; • Microsoft Outlook and Arcmail were maintained for all staff member e-mail; • A Kindle Fire HDX and Microsoft Surface were purchased for staff use and training; • An open-source online data entry form (libstats) was developed and put into beta test to record, compile, and tabulate reference questions statistics for public service and e-Branch staff; • A Drupal-based Intranet was developed for staff use; • All Forms, Policies and Procedures were indexed and made keyword searchable on the Intranet; • All forms on the Intranet were made fill-able and savable; • Reimbursement forms on the Intranet were revised to include an automatic calculation feature; • Supply ordering was streamlined with the implementation of 'cart' ordering on the Intranet; • A total of 8 staff technology classes were conducted for 48 attendees : o Staff comments included: "Very helpful, Clearly presented" and "Great class"; • 1 staff survey was conducted in July 2013 to assess technology training needs; • Internet Security Suite Licensing was migrated to Avast antivirus software on all PCs; • Websense security was maintained on all computers, insuring CIPA compliance; • Up-to-date virus scanning software was maintained on all computers; • Periodic bibliographic and user database clean-up was conducted to insure data relevancy; • 1 network server and 22 branch servers (grant funded) were purchased; • The SirsiDynix and B&ECPL servers were virtualized and data was backed up at East Delavan Library; • 4 switches were installed at the Central Library, 17 switches were purchased for branch libraries; • Shipping routes were regularly assessed and also adjusted to address winter weather patterns; • All priority items were shipped within a 24 hour timeframe; • During peak times, standard shipments were processed and re-shipped within 48 hours; • B&ECPL's Shipping Department transported 100,984 delivery boxes among the 37 libraries; • Turnaround time continued to improve with article delivery due to increased electronic delivery; • An ILL reciprocal borrowing agreement pilot program was implemented; • The PDF document format was promoted for quicker delivery via email to patrons and borrowing libraries, resulting in less paper delivery and improved turnaround time; • Public Survey #2 resulted in 583 responses: 99% found what they were looking for and 90% rated the collection excellent or very good; • Programming Surveys were distributed in all 37 libraries to patrons attending a Summer Reading program. There were a total of 988 responses. 97 % of adults rated great or very good programs for kids and 98% rated great or very good for a Summer Reading family program; • Public surveys will continue in 2014;""""""""

14.2

Element 2: Special Client Groups - Results

""""""""14.2 Element 2: Special Client Groups - Results • The consolidated listing of External Partners for the B&ECPL System was maintained and is updated annually; • The B&ECPL continued to collaborate with in-house partner Literacy New York Buffalo-Niagara, Inc.; • The B&ECPL continued to collaborate with in-house partner Project Flight; • The B&ECPL continued partnership with ACCES / West RAEN (Regional Adult Education Network) providing computer workshops for teachers; • The B&ECPL developed partnerships with the Erie County Department of Social Services and Buffalo Adult Education; • The B&ECPL renewed partnerships with the WNED /WBFO Educational Services Advisory Board, and now holds a seat on the Advisory Board; • The B&ECPL developed partnerships with the Buffalo Public Schools in an effort to get library card applications to all students and promote library services and programming; • Members of B&ECPL staff and administration attended the Arts Abilities Conference presented by Young Audiences of Western New York. The Assistant Deputy Director of Public Services spoke at the conference; • The Adult Programming Team coordinated the online Summer & Winter Reading Challenges for adults ; • The B&ECPL reached out to new employment training partners and increased its programming efforts to reach adults seeking employment, using resources afforded through a NYS Workforce Development grant; • Adult, teen and children programs were conducted by the System Programming Teams at community libraries throughout the year; • The Children's Programming Team coordinated the System-wide Battle of the Books program, New York State summer Reading program, and Online Summer & Winter reading Challenge for children and teens; • The B&ECPL participated in 37 Sumer Reading Program collaborations; • The Children's Programming Team coordinated and promoted the "Teen Top Ten" initiative; • The Children's Programming Team provided programming kits, book-in-hand kits, canned programs, Ellison cuts, crafts supplies & prizes for summer programs to B&ECPL youth services staff; • The Children's Programming Team developed and coordinated the system-wide program for the National Jumpstart Program "Read for the Record"; • The Children's Programming Team promoted the Lap Sit Programs 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 "Comic-Fest"; • The Adult Programming Team reviewed services for the disabled and used dedicated United Way funding to update equipment and facilities for this target population; • Central Library staff established relationships with local partners to better server persons with disabilities; • The Central

Library hosted "Disability Awareness" Month with local partners; • The Central Library presented two sections of the National AIDS Memorial Quilt and promoted World AIDS Day with local and national partners; • A core group of Central Library staff are being trained in the use of the new disabilities technologies and will be responsible for training staff throughout the B&ECPL System in 2014; • The Adult Programming Team has contacted and is working with the Erie County Office for the Disabled to design a survey to better understand the needs of individuals with disabilities; • The Adult Programming Team stream-lined the procedures for requesting Bi-Fokal Kits and updated all kits from projector/slideshow to DVD format; • The Adult Programming Team continued with its economic outreach program, offering subject specific classes to jobseekers and entrepreneurs within the B&ECPL system libraries and at various outside venues with partnering agencies; • A NYS Library Workforce Literacy Grant allowed the B&ECPL to expand programming and outreach to jobseekers and facilitated connection with new partners; • 956 adult public technology classes were conducted throughout the System for 4,952 attendees; • The Central Library Training Lab staff taught 444 public classes for 3,514 attendees; • Book a Technology Trainer appointments were introduced in April 2013 and a total of 125 one-on-one sessions were conducted with an overall weighted average of 4.90 (out of 5); Participant comments included: • "At the age of 85, the digital world is one that continually needs to be solved. I really appreciate the help given by your wonderful crew to guide me in using the digital Library!" • "This is great! I am deeply appreciative of the library system funding these classes." • "I felt the class was much more informative than the class at the Apple store." • "Excellent!! Very clear explanations, LOTS of information that was very accessible. Really liked that the trainers were all so willing to explain at a rate I could easily assimilate." • "My expectations of this class were exceeded. I happily learned more than I had expected to. This class intrigues me now to learn the entire Buffalo Lib site better." • "I learned how to use a computer through library classes. Now I come to the library regularly to use your computers." • A full time Library Associate position was added to the Central Library Training Lab and a part-time Senior Page was eliminated in 2013 to support quality service; • B&ECPL continued to staff and address collection development needs at the Erie County Correctional Facility library; • 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 B&ECPL helped inmates access titles not available within the B&ECPL System (ILL requests totaled 2,744, a decline of 1% from the previous year); • Working with the Erie County Sheriff's Department to secure funding, both the Erie County Correctional Facility and the Erie County Holding Center expanded the number of computers available to inmates and added WESTLAW databases; • Combined Erie County Correctional Facility and Holding Center circulation held steady at 174,189, representing a 0.1% increase over the previous year; • Young adult print fiction circulation decreased by 3.7% to 131,288; • 558 programs were conducted for 6,882 teens; • Registration increased over 40% with 874 teens registering for the Library's Summer Reading Program; • Total YA Summer Reading Program attendance increased slightly to 4,103; • Programming Surveys were distributed in all 37 libraries to teen patrons attending a Summer Reading program (July - August 31). The small sampling had 128 teen responses and 100% of teens rated the program as great or very good; • Public surveys will continue in 2014; """"""""

14.3

Element 3:  
Professional  
Development and  
Continuing  
Education -  
Results

""""""""14.3 Element 3: Professional Development and Continuing Education - Results • The B&ECPL recruited, hired and trained a diverse workforce through regular participation in job fairs; • The B&ECPL continued its focus on continuing education and staff development; • A new orientation program was developed for use in training and acclimating new employees; • The B&ECPL System presented HR online training modules, reinforced with follow-up quizzes and summary sheets, through the Rapid Learning Institute to provide supervisory training (4 sessions were held for 161 participants) ; • The B&ECPL continued to encourage (and partially funded) attendance at local, regional, state and national conferences in 2013 including: COSUGI Conference, Catholic Library Association Convention, Common Core, Computers in Libraries, Gadgets and Gear 3, NYALGRO Conference, NYALS 2013 Retreat, NYLA Annual Conference, NYLA Legislative Day, NYS PLS Outreach Coordinators Orientation, NYSLAA Conference, OCLC Discussion Group, Patent & Trademark Conference, RBMS Preconference, Rochester Children's Book Fair, UNYSUG (Upstate New York Users Group); • 1,221 employees in all job titles attended or participated in: o 203 webinars (including Weeding: the Basics and Beyond, Creating a Culture of Innovation, New Manager Fundamentals, and Risk Evaluation: First Step in Disaster Planning) o 34 conferences (including 16 employees at NYLA and 1 at NYSLAA) o 2 virtual conferences (1 employee at Cataloging with RDA and the 26 at the PLA Virtual Symposium) o Monthly Managers-Directors meetings o Monthly Staff Forums with the Director and administrative staff o Numerous information sessions about B&ECPL's special legislative district public library initiative. • Clerical staff was introduced to the Library Support Staff Certification Program curriculum sponsored by the ALA-APA (American Library Association Allied Professionals Association); • B&ECPL's inaugural class of the Public Library Administrator's Certificate Program, instructed by Gerald Nichols of the Long Island University Palmer School of Library and Information Science, is in its fourth of five years (20 participants attended eight classes during Summer 2013); • Information Services staff examined and revised desk practices to include more "roaming" reference away from the traditional service desk and tracked questions using an in-house database; • 7 additional libraries were converted to fully functioning RFID technology, bringing the System total to 31 using a total of 79 self check-out stations; • Staff at the Marilla Library was trained in RFID self-check procedures in 2012 and went live with public self check-out in 2013; • Staff at the Boston Library was trained in RFID encoding, circulation and self-check procedures; • Staff at 5 libraries were trained in tagging, encoding, circulation, self-check and gate procedures (Clarence, North Collins, Newstead, Grand Island and Lake Shore); • Staff at the Eden Library was trained in RFID encoding and circulation procedures; • Analysis of libraries with at least one full year of RFID implementation exhibit annual self-check percentages ranging from 26% to 92%. Of the 24 reporting libraries, only 1 was under 50% and 17 were 70% or higher. The top 3 included the East Clinton Branch at 90%, the Elma Library at 91% and the West Seneca Library at 92%; • 13 staff technology training classes were conducted for 63 participants with an overall average rating of 4.96 (out of 5); • A new training protocol was established allowing authorized staff members to attend public technology classes if the session was not full; • A full time Library Associate position was added to the Central Library Training Lab and a part-time Senior Page was eliminated in 2013 to better address department needs and provide quality service; • Several additional staff members were trained in public web page editing; • Several staff members were trained to use big Blue Button webinar software; """"""""

14.5

Element 5:  
Consulting and  
Development  
Services - Results

14.5 Element 5: Consulting and Development Services - Results • The B&ECPL System facilitated meetings and provided support materials to Library Directors and Managers during two meetings on the subject of Advocacy with Libby Post (Communication Services); • The B&ECPL System held one large fundraiser with proceeds evenly divided among all libraries; • The B&ECPL System raised money through Bucks for Books with donations going toward the purchase of materials system wide; • The B&ECPL System provided both Adult and Children's Programming Teams to coordinate System programming, literacy, and outreach; • The B&ECPL System conducted the annual Summer Reading information meeting for all youth services staff; • The B&ECPL System provided all Technical Services functions (acquisitions, cataloging and processing); • The B&ECPL System provided and maintained all technology, including the network infrastructure, Internet connectivity, hardware and software; • The B&ECPL System provided ongoing RFID implementation and break-fix support; • The B&ECPL System supported all borrower services/circulation policies and procedures including the administration of debt collection services; • The B&ECPL System provided a centralized Collection Development Team; • The B&ECPL System administered payroll and benefits for contract libraries; • The B&ECPL System coordinated a centralized human resources initiative; • The B&ECPL System provided Director and Officer Insurance for the System Board and Administrators as well as contract library directors and contract library board members; • The B&ECPL System provided Crime Insurance coverage for library staff as well as all trustees; • B&ECPL System staff were available for consultation on facility planning, building construction, renovation and technology needs; • The B&ECPL System administered the annual NYS Construction Grant program and assisted 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 B&ECPL System spearheaded advocacy efforts at all levels; • The B&ECPL System provided up to 46 local and 11 NOVEL databases generating a total of 556,133 clicks or click-thrus; • The B&ECPL System administered summer Read Down Your Fines Program for ages 16 and under; • A total of 65,167 B&ECPL System contacts were made with contract libraries and contract library staff; • Five policies <http://www.buffalolib.org/content/policies> were reviewed by the System Library Board Policy Committee and were amended by Board of Trustees approval: o The "Facility Use Policy" (originally known as the Meeting Room Policy adopted in 1993) was amended on May 16, 2013 (effective date July 1, 2013) and also superseded "Mason O. Damon (Central Library) Auditorium Policy" last amended November 20, 2008; o The "Collection Development Policy" was amended on September 19, 2013; o The "Gift and Donor Recognition Policy" was amended on September 19, 2013; o The "Bulletin Board Policy" was amended October 17, 2013; o The "Distribution Policy" was amended October 17, 2013; o The "Exhibits and Displays" Policy was amended December 19, 2013; • The "Policy for Loan and External Exhibition of Rare and Unique Materials" was reviewed by the System Board and sent back to the Policy Committee for update and scheduled to be revisited at the February 2014 System Board meeting; • The "Review Schedule for Board Adopted Policies" was evaluated and revised for 2013; • The October 2013 Manager Director Meeting featured a presentation on the Borrower Account Review process and Fine Negotiation which included a supporting Power Point presentation <http://bit.ly/1ce4JXL> and a document on Fine Procedures & Negotiations <http://bit.ly/163ZiFM> ; • The November 13, 2013 Manager Director Meeting featured a refresher presentation on processing Library Card Applications, including a supporting Power Point presentation "The Most Important Paper in the Library" <http://bit.ly/1iCdOsr> ; • Eleven monthly Staff Forums were conducted by B&ECPL Administrators (6 at the Central Library and 1 each at the Anna M. Reinstein, Audubon, Collins, Kenmore, Marilla, and West Seneca libraries); • All the Erie County Personnel Policies under which the B&ECPL operates were reviewed and preliminary changes were recommended; • The B&ECPL System sponsored the following System Policy Training: Conflict Resolution Fundamentals (February); Business Ethics: What Employees Need to Know (February); Retaliation - What Every Supervisor Needs to Know to Avoid Lawsuits (March), Progressive Discipline (April), Meeting Room Policy Training (October), Active Shooter (archived/ongoing); • The B&ECPL updated continuing education and business related travel policies and procedures, and implemented policies related to dual employment and part-time employment; • B&ECPL ADA paperwork was updated; • Additional personnel policies have been targeted as priorities for 2014; • The B&ECPL ensured that services and initiatives aligned with the Five Year Library System Plan of Service 2012-2016 previously 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](http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%202012_2016%20Plan%20of%20Service.pdf) ; • B&ECPL Board-approved System Organizational Competencies were updated on a regular basis;,,,,,,,,,,,,,

14.6

Element 6:  
Coordinated  
Services - Results

14.6 Element 6: Coordinated Services - Results • The B&ECPL System provided 44 local and 11 NOVEL online databases available in-library and/or remotely; • The B&ECPL System provided supplemental specialized databases at 7 contract libraries and the Central Library; • The cost for all databases was \$481,574.35 with \$442,093.40 expended from the B&ECPL 2013 materials budget; • A follow-up to the 2012 database survey was issued in 2013 and the results were used as an analysis tool to assess cost and usage; • Cost-effective centralized purchasing power was assured when 2 year contract extensions were given to all vendors (with the exception of BWI which has since been sold to another company) who were awarded contracts as a result of the 2011 "RFP for Books & Non-Print Library Materials and Related Ancillary Services for the B&ECPL;" • An additional full time Library Clerk position was added to the Technical Services Department to ensure timely flow of materials and mediate long-term cataloging backlogs; • The B&ECPL System continued to provide broadband wireless public Internet access at all libraries; • The B&ECPL System provided and maintained a state-of-the-art ILS (SirsiDynix) to facilitate materials circulation, patron database records management, acquisitions and serials processes; • The B&ECPL System expanded and supported RFID implementations; • The B&ECPL System reviewed and/or recommended all technology-related purchases; • All networked technology and IT supported technology was coordinated and ordered through the System Business Office (operating budget, grants and private monies) then configured and deployed by B&ECPL System IT staff; • The B&ECPL System continued to administer centralized payroll, benefits administration and centralized human resources; • The B&ECPL System continued consolidated supply purchases; • Shipping routes were regularly assessed to maintain efficient and timely delivery; • The B&ECPL System provided Adult, Children's and Technology Programming Teams; • The B&ECPL System continued to provide e-mail reference, telephone reference and AskUs 24/7 online chat services; • The B&ECPL System continued to provide an e-Branch hotline for staff telephone reference service; • 2013 circulation closed out at 7,882,989 which is a 4.5% decrease from 2012; • In addition to Centralized Selection services, libraries were appropriated funds to supplement local collections; • A total of 556,133 database clicks or click-thrus were recorded; • A follow-up to the 2012 database survey was issued in 2013 and the results

14.7

Element 7:  
Awareness and  
Advocacy - Results

were used as an analysis tool when assessing costs and renewals; • Quarterly communication emails continue to be sent to libraries encouraging the use of the services provided by the Collection Development Team; • Online Staff suggestion forms were utilized to improve the collection development process; • Integrated Library System (ILS) Reports were provided to the Collection Development Team and shared with staff at community libraries to assist in identifying strengths and weaknesses in library collections;

14.7 Element 7: Awareness and Advocacy - Results • The comprehensive marketing plan was completed, but not yet approved by the Board of Trustees; • 149 News Releases including This Week @ Central were sent to the media (a list of 113 contacts); • The B&ECPL provided three articles on available "health-related" book titles for Refresh, a weekly Buffalo News special section (submissions will continue in 2014); • 75 messages with Library-related news was sent to elected officials (97 contacts); • The B&ECPL partnered with the following organizations: Read to Succeed, 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, First Niagara Bank and many more; • The B&ECPL System produced a "Return on Your Investment" flyer and distributed it in-library and online; • B&ECPL System staff reviewed 300 e-mail or hardcopy comments from patrons (responded appropriately); • The Assistant Deputy Director of Development & Communications shared responsibility for managing the Central Library Facebook page; • B&ECPL staff members 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 departmental) input into social media topics; • A tagline was created specifically for the advocacy campaign "Hug Your Library" (events took place in June and July in 20+ libraries); • Social networking was used to promote library events, activities, and resources as well as to survey users (by yearend there were 4706 Facebook Fans, 4935 Twitter Followers, 118,863 Flickr views and 775 Pinterest followers); • 5 separate "mass e-mails" were sent to the public regarding Library updates and special events such as After Hours @ the Library, the Best Sellers fundraiser, yearend donations, and the "Hug Your Library" campaign; • A webpage was created for library supporters to send a letter to their county elected officials urging them to approve the County Executive's budget; • More than 465 emails and letters were sent by Erie County residents to Erie County Executive Mark Poloncarz and the Erie County Legislature urging approval of the County Executive's 2014 budget proposal; • A "What My Library Means to Me" contest was held in September as part of "Library Card Sign-Up" month (more than 200 entered and a book was published in-house with the winning entries, responses, and drawings); • The Development & Communications Department set up a display at all "Just Buffalo - Babel Speakers Series" events in 2013, averaging 1000+ attendees; • Six System-wide patron surveys were created and calculated in-house, with results presented to managers and directors at monthly meetings and posted on the Intranet: o Survey # 1 (January 22 - February 22 distributed in libraries) Questions included: if patrons use more than one library, what they typically do during a visit, awareness of computer training, downloads, ILL, My Account, place holds etc. (2518 responses) o Survey #2 (March 22 - April 10 distributed in libraries) Questions included: what did you do in the library today, did you find what you were looking for, how would you rate the collection (583 responses) o Survey #3, #4, #5 (July - August 31 distributed in libraries) Questions covered programming rating [Survey #3-kids Survey #4-teens Survey #5-family] (988 responses) o Survey #6 (September 3 - October 30 distributed in libraries and online) Questions included: do you have a library card, what is the importance of libraries, do you want a say in library funding, would you pay more for library services, are you a registered voter? (1,547 responses); • One contract library trustee survey was conducted (January) and questions included: the rate of satisfaction with System communication, whether trustees feel informed or not, the best form of communication, and the most effective frequency of messaging (18 responses); • A Sienna Research Institute Poll on "B&ECPL System Use and Perception" was created and paid for by the Library Foundation of Buffalo & Erie County (results: <http://www.buffalolib.org/content/news-releases/siena-college-research-institute-poll-results-released>); • The B&ECPL System Board of Trustees held 3 Planning Committee meetings open to Contract Library Trustees to discuss long-term financial stability strategies as they pertain to the Library District Initiative (LDI); • Staff, Trustees and Administration participated in LDI training sessions; • Draft New York State Legislation is under review by B&ECPL and local elected officials; • Memoranda of Understanding which will serve as the basis for the development of District policies and procedures were developed and approved by 21 of the 22 Contract Libraries; • The Association of Contracting Trustees (ACT) met throughout the year to become better educated, discuss and develop the LDI; • The Association of Contracting Trustees (ACT) focused its Annual Workshop on Library District Initiative Advocacy Training; • 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, the Erie County Executive, the Deputy County Executive, representatives from the Buffalo Common Council and local key stakeholders; • Eight Library representatives participated in the New York State Library Association Legislative Education Day in Albany, NY in March; • The B&ECPL Library Director met with the State Librarian, Deputy Commissioner of Cultural Education, and representatives from the New York State Department of Education - Division of Library Development; • The B&ECPL Library Director met with New York State Library Association Officials; • The B&ECPL's Young Professionals Group (known as Nickel City Professionals) hosted the "Best Sellers" fundraiser at Hotel @ the Lafayette in November 2013 that grossed \$46,230; • The B&ECPL Development & Communications Department planned an "After Hours @ the Library" cocktail reception in May 2013 that grossed \$2,800; • The B&ECPL hired a Development Manager in June 2013; • The Yearend Appeal drive grossed \$85,881.48; • The materials budget enhancement campaign "Bucks for Books" grossed \$41,387; • 12 grants were written and submitted by the Development & Communications department for Summer Reading, the Library's Job Resources, and Milestones of Science: o Arts Services Initiative of WNY, \$5,000, Concert Series, approved (awarded amount TBD) o Dia Family Book Club Mini Grant, \$2,000, Niagara Branch, approved o Gordon Gross, \$15,000 proposal was submitted to underwrite 2014 concert series, approved o 2013 Summer Reading sponsorship letters were sent to 98 businesses: \$1,500, Rich Products, approved \$500, National Fuel Gas, approved o East Hill Foundation, \$15,000, Crane Branch upgrades, pending (anticipating approval) o Gannett Foundation, \$8,000, Children's Reading materials, pending o Paul J. Koessler Foundation, \$5,000, Children's Reading materials, pending o Frank L. Ciminelli Foundation, \$5,000, Workforce Development, pending o Build-A-Bear Foundation, \$5,000, Summer Reading, 2014, pending o Kenneth L. & Katherine G. Koessler Family Foundation, \$5,000, Summer Reading 2014,

pending o Alfiero Family Foundation, Summer Reading, 2014, \$5,000, Summer Reading 2014, pending o Junior League of Buffalo, \$300,000, Milestones of Science, did not receive o Kelly For Kids, \$5,000, Summer Reading, 2014, did not receive; • Additional funds were raised from memorial gifts and general donations; • The B&ECPL's Development & Communications Department worked with the Library's Public Services Department in the planning and execution of a free program - "Non-Profit Grant Resources @ Your Library Seminar" in November, which attracted a capacity 22 attendees; • The Development Committee of the Library's Board of Trustees met in November to review and address fundraising events and activities; • The Assistant Deputy Director of Development and Communications met with the Development Committee chair twice (separately and with the Library Director) during the year to discuss fundraising; • A new in-library solicitation piece (envelope) was produced and a display made for all 37 libraries; • Three large emails (29,000+ addresses) were sent regarding the After Hours Fundraiser, Best Sellers Fundraiser and the Yearend Appeal; • The Library's online giving pages were updated for ease of use and in 2013 there were a total of 275 online transactions representing \$25,907 (gross) in donations including ticket purchases; • The B&ECPL System was awarded \$12,000 in funding from a Library Services and Technology Act (LSTA) mini-grant to support the 2013 Statewide Summer Reading Program themes for children "Dig Into Reading" and teens "Beneath the Surface"; • The B&ECPL System was awarded a New York State formula-funded multi-year grant for an Adult Literacy Library Services Program entitled "Workforce Development at New York Libraries through Public Library Systems." The program runs from July 1, 2013 through June 30, 2016 with funds provided annually to qualifying library systems. The B&ECPL is eligible to receive \$9,000 in funding for each of three funding cycles, for a total of \$27,000. Actual appropriations available for 2013-2014, 2014-2015 and 2015-2016 will be determined in the State budget; • The B&ECPL System was awarded a New York State funded multi-year invitational grant entitled The Family Literacy Library Services Program with the theme "Summer Reading at New York Libraries through Public Library Systems." The 2013-2016 grants program will run from July 1, 2013 through June 30, 2016 with funds provided annually to qualifying library systems. The B&ECPL is eligible to receive \$14,000 in funding for each of three funding cycles, for a total of \$42,000. Actual appropriations available for 2013-2014, 2014-2015 and 2015-2016 will be determined in the State budget; • 28 B&ECPL libraries received NYS Senate Bullet Aid totaling \$128,000; • The B&ECPL continued to administer the 2012-2014 multi-year IMLS "digitized commons" grant partnering with the Buffalo Broadcasters Association, the University of Buffalo Center for Urban Studies, Cleveland State University's Center to Public History & Digital History and Randforce Associates, LLC (Total award \$319,809); • The B&ECPL received a Western New York Library Resources Council 2013 RBDB award to digitize Buffalo City Directories (total award \$17,024); • 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 7 B&ECPL libraries; • The B&ECPL remained committed to participation in E-rate (Universal Service) Program which supports the Library's fiber optic wide area network and other telecommunications services and will yield over \$300,000 (59.2%) estimated savings in the current funding cycle with savings to the Library, including commitments in the current funding cycle, totaling \$3.6 million since the program's inception in 1998; • Public surveys began in 2013 and will continue in 2014;,,,,,,,,,,,,,

14.8  
Element 8:  
Communication  
among Member  
Libraries and/or  
Branch Libraries -  
Results

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results • The New Intranet (Drupal-based) went 'live' on December 2, 2013; • The New Intranet site includes a powerful keyword search to facilitate information retrieval; • All forms on the New Intranet can be filled and saved online; • Reimbursement forms on the New Intranet provide automated calculations; • Overall staff input on New Intranet has been extremely positive; • Staff have taken ownership of the New Intranet offering suggestions and update information; • Staff use of the New Intranet has significantly increased; • Eleven monthly Staff Forums were conducted by B&ECPL Administrators (6 at the Central Library and 1 each at the Reinstein Memorial, Audubon, North Collins, Kenmore, Marilla, and West Seneca libraries); • 12 monthly Manager Director Meetings were held; • The Library Director sent regular messages to all staff members reporting on initiatives, programs, and accomplishments; • A total of 65,167 B&ECPL System contacts were made with contract libraries and contract library staff; • The Development & Communications Department sent 46 email messages pertaining to funding and governance, 112 pertaining to library personnel and management issues, and 50 pertaining to adult or youth services; • Administrative staff regularly updated the staff and the community about the "Library District" during formal and informal meeting as well as on the LDI section of the New Intranet and public website; • 41 Media Releases were posted on the website; • 52 "This Week @ Central" weekly event calendars were emailed to staff, Library trustees and the community; • The Trustee website was updated regularly to exchange information and provide updates; • 3 Manager Meeting presentations addressed both internal and external patron surveys; • Development & Communications staff held 10 meetings with Buffalo Library Managers to address the new Facility Use Policy; • Staff will be surveyed in 2014 about Staff Forum likes/dislikes;

14.9  
Element 9:  
Cooperative  
Efforts with Other  
Library Systems -  
Results

14.9 Element 9: Cooperative Efforts with Other Library Systems - Results • The B&ECPL Library Director participated in meetings, programs, and conference calls with PULISDO (Public Library System Directors Organization) and NYALS (New York Association of Library Systems); • Discussion continued with New York Library Association (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; • The B&ECPL is a member of the Western New York Library Resources Council (WNYLRC) and NYLA; • The B&ECPL is currently participating in cooperative programs with WNYLRC including AskUs 24/7, the Empire Shared Collection Project, and e-Book Library (EBL) Consortium; • The B&ECPL Library Director Mary Jean Jakubowski signed a Memorandum of Understanding to commit the B&ECPL to full participation in the Empire Shared Collection Project, with the University of Buffalo, State College at Brockport, and Buffalo State College; • The B&ECPL is currently one of 21 regional college, university, and public libraries participating in a consortia-funded pilot e-Book (E-Book Library - EBL) project coordinated by WNYLRC; • The B&ECPL Library Director served as a Trustee on the WNYLRC Board; • The B&ECPL Library Director was a "Resource Sharing" conference presenter; • B&ECPL staff members were represented on the following WNYLRC Committees: Continuing Education, Committee for Health Information Access, High School to College Continuum Committee, Preservation, Regional Advisory (RAC), Resource Sharing, Library Assistants, AskUs , Leadership & Awards, and Western New York Library Assistants; • A B&ECPL staff member served as Chair of the Preservation Committee; • A B&ECPL System Technology support librarian participated in a Social Media panel, presenting "Pinterest in Libraries" at

a conference sponsored by 5 of New York State's regional Library Resources Councils, including WNYLRC; • A Central Library librarian presented "Pinterest & Digital Displays" and participated in a panel discussion during the Digital Display Tools: PechaKucha sponsored by WNYLRC; • A Central Library librarian participated in a health information outreach activity representing WNYLRC's Committee for Health Information Access; • B&ECPL Administration and WNYLRC partnered in meetings with the Western New York State Delegation of elected officials on Library Advocacy Day in Albany, NY.; • 34 Library employees participated in 24 WNYLRC-sponsored programs and webinars; • The B&ECPL continues to work with NIOGA Library System & Chautauqua-Cattaraugus Library System (CCLS): o Coordinated NYLA Legislative Day meetings with public officials o B&ECPL Director participated in 3 meetings with NIOGA leadership o B&ECPL Director contacted new CCLS director;

14.10	Element 10: Construction - Results	<p>14.10 Element 10: Construction - Results • The B&amp;ECPL evaluated and recommended construction grant applications for projects eligible to share in the available allocation of \$641,863 from New York State Construction Grant funds; • The B&amp;ECPL evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; • The B&amp;ECPL facilitated pending and ongoing renovation projects at the Central Library, including the 2nd floor asbestos abatement/space reconstruction project and escalator replacement with elevators; • New York State Construction Grant and match funds awarded in 2013 funded projects to replace 2 HVAC units at Amherst Public Library's Main Library at Audubon, construct an ADA accessible meeting room and restroom at the Angola Public Library, expand the parking lot at the Clarence Public Library, replace the roof/HVAC and restore masonry at the City of Buffalo's Dudley Branch Library, fund the exterior construction work associated with a 6,000 sq. ft. expansion of the Hamburg Public Library, acquire land to expand the parking lot at the Lancaster Public Library, install automated door openers at the Newstead Public Library, and undertake exterior masonry restoration work at the West Seneca Public Library; • B&amp;ECPL staff and System Board of Trustees, in cooperation with staff and Trustees of the Hamburg Public Library, reviewed plans for an expansion of the Hamburg Public Library leading to Board adoption of a resolution in support of constructing a 6,000 square foot addition to the present library, which will provide additional community/meeting room space, replace the original HVAC system in the 1966 building, improve ADA accessibility for patrons, improve computer access for patrons, increase seating and add space to accommodate collection growth; • 7 additional libraries were converted for RFID technology, bringing the System total to 31, which represents 83.8% implementation; • An RFP for RFID products and support was conducted to convert remaining libraries and insure state-of-the-art technology and uninterrupted services; • An RFP for RFID products and support for a prototype RFID Materials Handling System (AMH) was conducted; • A total of 79 self check-out stations were available for public use; • The process of auto-generating "hold" self-service slips was expanded and a total of 25 libraries are now using this procedure 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 26% to 92%, of the 24 reporting libraries, only 1 was under 50% and 17 were 70% or higher; • Public surveys will begin in 2015;</p>
14.11	Element 11: Central Library - Results	<p>""14.11 Element 11: Central Library Services - Results  <a href="http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20of%20Service%20-%20Central%20Library%202012_2016.pdf">http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20of%20Service%20-%20Central%20Library%202012_2016.pdf</a> • 156 programming partnership events took place with 8,860 attendees, a 64% increase in attendance over 2012; • 492 sessions were scheduled for external users in conference rooms and meeting spaces, an 81% increase in usage over 2012; • A total of 98 public technology classes with 837 attendees were held at the Central Library: o 91 public classes (778 attendees) were held in the Central Training Lab o 7 public classes (59 attendees) utilized Cyber Train laptops or tablet technology; • Book a Technology Trainer debuted at the Central Library in 2013 and a total of 107 appointments were conducted on a dedicated Book a Librarian/Book a Technology Trainer computer; • 1 eDevice Rodeo was held for the public with 20 attendees; • A full time Library Associate position was added to the Central Library Training Lab and a part-time Senior Page was eliminated in 2013 to better address department needs and provide quality service; • A total of 8 staff technology classes were conducted for 48 attendees (7 classes in the Central Training Lab, 1 class using Cyber Train laptops): o Staff comments included: "Very helpful, Clearly presented" and "Great class, hands on is the best way to learn. Andy is a wonderful instructor- explains so everyone can understand - answers questions thoroughly;" • Adult, teen, and children programs were conducted by System Programming Team members at the Central Library throughout the year; • The Centralized Collection Development Team, partially funded by CLDA, continued to purchase materials for the Central Library 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 Holds System administered through the Central Library; • Outstanding Holds lists were monitored on a regular basis and cardholders who opted for e-mail notification were advised if a request could not be filled; • Specialized databases were made available at the Central Library; • The B&amp;ECPL System continued to provide e-mail reference, telephone reference and AskUs 24/7 online chat services at the Central Library; • The Central Library housed an e-Branch hotline for staff telephone reference service; • The Central Library housed System administrative offices and departments that provided all System-wide services; • Established weeding schedules for the Central Library were maintained to ensure collections meet user needs; • Quarterly communication e-mails were sent to libraries encouraging the use of the services provided by the Collection Development Team; • Central Library visits totaled 442,334 which represents a 4.6% decrease from 2012; • Central library in-house circulation decreased 17.7% to 608,593 from 2012; • A new series of programs "Books Homegrown" (featuring local authors) began in the fall; • Major displays in the Ring of Knowledge focused on history, reading, library services, and pop culture; • The B&amp;ECPL hosted cultural events including Echo Art Fair, Black History Month program, Anti-Bullying Month Kick-off, and Disability Awareness Month program; • The B&amp;ECPL partnered with local cultural/service organizations including the Hispanic Heritage Council and the Center for the Study of Art, Architecture, History &amp; Nature; • Major Exhibits and displays were developed and marketed; • Literacy New York Buffalo-Niagara, Inc., Project Flight, and Young Audiences of Western New York remained as ongoing tenants; • Asbestos abatement in the former 2nd floor public service area began in late 2013 which will subsequently be converted to meeting room, gallery, and partnering spaces; • 4 new Scan Pro 800 microfilm scanners were installed in the Grosvenor Room replacing out-of-date readers for genealogy and local history enthusiasts; • Central Library staff spearheaded social networking communication and marketing efforts</p>

maintaining Facebook, Twitter, Pinterest, YouTube, and Flickr sites; • Two YouTube videos were created highlighting the Central Library o Mark Twain in Buffalo <http://bit.ly/1elmfsf> o The Haunted Central Library <http://bit.ly/1I3JoDM> ""

- 14.12 Element 12: Direct Access - Results 14.12 Element 12: Direct Access - Results <http://www.buffalolib.org/content/policies/free-direct-access-plan>
- 14.13 Element 13: Other Goal(s) - Results 14.13 Element 13: Other Goal(s) - Results The Central Library will become the cultural hub of the City of Buffalo's downtown corridor.
  - Central Library visits totaled 442,334 which represents a 4.6% decrease from 2012;
  - Central library in-house circulation decreased 17.7% to 608,593 from 2012;
  - 156 programming partnership events took place with 8,860 attendees, a 64% increase in attendance over 2012;
  - 492 sessions were scheduled for external users in conference rooms and meeting spaces, an 81% increase in usage over 2012;
  - A new series of programs "Books Homegrown" (featuring local authors) began in the fall;
  - Major displays in the Ring of Knowledge focused on history, reading, library services as well as pop culture and were titled: "War of 1812: What is it Good For? How the Forgotten War Changed America Forever" (through March 2013 - an overlap from 2012 which was the 200 year anniversary of the War of 1812), a "Friend Your Library" visual display was posted from March - June 2013, "Dig into Reading" tied in with Summer Reading 2013 initiatives was featured from June - November, and the "Wizard of Oz - the Wizardry of Baum" began at the end of November and will run into the summer of 2014;
  - The B&ECPL hosted cultural events including Echo Art Fair, Black History Month program, Anti-Bullying Month Kick-off, and a Veterans Celebration as well as partnered with local cultural/service organizations including the Hispanic Heritage Council (Hispanic Heritage Month Celebration) and the Center for the Study of Art, Architecture, History & Nature (Exploring Nature Series);
  - Major Exhibits and displays included: "[Book] Art Inspired by Science [Books] - Part I and II" (Rare Book Room), "Huck Finn Illustrated" (Mark Twain Room), "Other Suffragettes: Lesser Known Members of the Early Women's Rights Movement" (Gluck Displays), "Art of Genealogy" (Grosvenor Room), "The Wonderful Wizardry of Baum" (Rare Book Room), "An Innocent Abroad? Mark Twain, the Celebrated Traveler Settles in Buffalo" (Mark Twain Room), "American Authors & Children's Magazines" (Gluck Displays), and "Over the Rainbow and Beyond" (Grosvenor Room);
  - The Central Library hosted "Disability Awareness" Month program with local partners;
  - The Central Library presented two sections of the National AIDS Memorial Quilt and promoted World AIDS Day with local and national partners;
  - Literacy New York Buffalo-Niagara, Inc., Project Flight, and Young Audiences of Western New York remained as ongoing tenants;
  - Asbestos abatement in the former 2nd floor public service began in late 2013 in an area that will subsequently be converted to meeting room, gallery and partnering spaces;
  - 4 new Scan Pro 800 microfilm scanners were installed in the Grosvenor Room, replacing out-of-date readers and providing genealogy and local history enthusiasts with greater quality, improved access and print/save options;
  - A total of 98 public technology classes with 837 attendees were held at the Central Library: o 91 public classes (778 attendees) were held in the Central Training Lab o 7 public classes (59 attendees) utilized Cyber Train laptops or tablet technology;
  - Book a Technology Trainer debuted at the Central Library in 2013 and a total of 107 appointments were conducted;
  - 1 eDevice Rodeo was held for the public with 20 attendees;
  - A full time Library Associate position was added to the Central Library Training Lab and a part-time Senior Page position was eliminated in 2013 to better address departmental needs and provide quality service;
  - Efforts continued to bring best practices to public service that included being less information desk dependent and more integrated with B&ECPL collection development and merchandizing;
  - Two YouTube videos were created highlighting the Central Library o Mark Twain in Buffalo <http://bit.ly/1elmfsf> o The Haunted Central Library <http://bit.ly/1I3JoDM>

**15. Assurance and Contact Information**

**CONTACT INFORMATION**

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

**ASSURANCE**

- 15.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual 04/17/2014

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)

15.5

The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 06/02/2014

### 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!