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 Buffalo
1.6 City Buffalo Square
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
1.27 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (716) 858-7180
1.28 E-Mail Address of the System Director jakubowski@buffalolib.org
1.29 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (716) 858-6544
1.30 Name of Outreach Coordinator Dan Caufield
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
1.49 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

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

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

SALARY INFORMATION

2.22 Entry-Level Librarian (certified) FTE 1
2.23 Entry-Level Librarian (certified) Current Annual Salary $35,256
2.24 System Director FTE 1
2.25 System Director Current Annual Salary $120,000

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

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

BOARD/COUNCIL MEETINGS

3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 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 O is selected, please use the State note to explain how members were named to the Board/Council. A

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 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)
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<th>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</th>
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<th>Is this a brand new trustee?</th>
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**Title (drop-down):** Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant

**First Name:**

**Last Name:**

**Institutional Affiliation:**

**Professional Title:**

**Mailing Address:**

**City:**

**Zip Code:** (enter five digits only)
<table>
<thead>
<tr>
<th>Question</th>
<th>Mr. K. Johnson</th>
<th>Mr. Sheldon Berlow</th>
<th>Ms. Kathleen Bucki</th>
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<td>Mr.</td>
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<td>Ms.</td>
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<td>2. First Name</td>
<td>Theodore</td>
<td>Sheldon</td>
<td>Kathleen</td>
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<td>3. Last Name</td>
<td>K.</td>
<td>Berlow</td>
<td>Bucki</td>
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<td>4. Institutional Affiliation</td>
<td>Hadley Exhibits Inc.</td>
<td>Pyramid Brokerage Inc.</td>
<td>Library</td>
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<td>5. Professional Title</td>
<td>President</td>
<td>Attorney</td>
<td>Librarian</td>
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<td>1.</td>
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<td>Ms.</td>
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<td>2.</td>
<td>First Name</td>
<td>Kathleen</td>
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<td>3.</td>
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<td>Burd</td>
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<td>Ms.</td>
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<td>2.</td>
<td>First Name</td>
<td>Teresa</td>
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<td>3.</td>
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<td>Glanowski</td>
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<td>Independent Health</td>
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<td>9.</td>
<td>Term Begins - Month</td>
<td>April</td>
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<td>10.</td>
<td>Term Begins - Year (yyyy)</td>
<td>2014</td>
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<tr>
<td>11.</td>
<td>Term Expires - Month or N/A</td>
<td>December</td>
<td></td>
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<td>12.</td>
<td>Term Expires - Year (YYYY) or N/A</td>
<td>2016</td>
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<td>The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
<td>04/19/2013</td>
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<td>14.</td>
<td>The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>04/19/2013</td>
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<tr>
<td>15.</td>
<td>Is this a brand new trustee?</td>
<td>Y</td>
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<tr>
<td>1.</td>
<td>Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Mr.</td>
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<tr>
<td>2.</td>
<td>First Name</td>
<td>Frank</td>
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<td>3.</td>
<td>Last Name</td>
<td>Housh</td>
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<td>4.</td>
<td>Institutional Affiliation</td>
<td>Housh Law Offices</td>
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<tr>
<td>5.</td>
<td>Professional Title</td>
<td>Attorney</td>
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<tr>
<td>6.</td>
<td>Mailing Address</td>
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<td>7.</td>
<td>City</td>
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<td>8.</td>
<td>Zip Code (enter five digits only)</td>
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<td>9.</td>
<td>Term Begins - Month</td>
<td>January</td>
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<td>10.</td>
<td>Term Begins - Year (yyyy)</td>
<td>2014</td>
<td></td>
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<tr>
<td>11.</td>
<td>Term Expires - Month or N/A</td>
<td>December</td>
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<td>Question</td>
<td>Answer</td>
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<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2018</td>
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<td>12/23/2013</td>
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<td>15. Is this a brand new trustee?</td>
<td>N</td>
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<td></td>
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<tr>
<td>1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant</td>
<td>Dr.</td>
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<tr>
<td>2. First Name</td>
<td>Rhonda</td>
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<tr>
<td>3. Last Name</td>
<td>Ricks</td>
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<td>4. Institutional Affiliation</td>
<td>Inclusion Development Assoc.</td>
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<tr>
<td>5. Professional Title</td>
<td>President/CEO</td>
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<td>6. Mailing Address</td>
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<td>7. City</td>
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<td>8. Zip Code (enter five digits only)</td>
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<td>9. Term Begins - Month</td>
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<td>10. Term Begins - Year (yyyy)</td>
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<td>11. Term Expires - Month or N/A</td>
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<tr>
<td>12. Term Expires - Year (YYYY) or N/A</td>
<td>2018</td>
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<tr>
<td>13. The date the trustee took the Oath of Office (mm/dd/yyyy)</td>
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<td>14. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)</td>
<td>01/17/2014</td>
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<tr>
<td>15. Is this a brand new trustee?</td>
<td>N</td>
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</table>

**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.

| Mr. Miguel Santos, Director of Community Outreach                        |
| First Name: Miguel, Last Name: Santos, Institutional Affiliation: National Grid |
| Professional Title: Director of Community Outreach                        |
| Mr. Robert Sikorski, Director The Reverend                               |
| First Name: Robert, Last Name: Sikorski, Institutional Affiliation: Niagara Frontier Radio Reading Service |
| Professional Title: Director The Reverend                               |
| Mr. Eugene Pierce, Director Prisoners are People Too                     |
| First Name: Eugene, Last Name: Pierce, Institutional Affiliation: Prisoners are People Too |
| Professional Title: Director Prisoners are People Too                   |
| Mr. William Miles, Community Activist                                   |
| First Name: William, Last Name: Miles, Institutional Affiliation: Community Activist |
| Professional Title: Facilitator Community Activist                      |
| Mrs. Cindy Cassavino, Sr. Councilor Lord of Life Nursing Home            |
| First Name: Cindy, Last Name: Cassavino, Institutional Affiliation: Lord of Life Nursing Home |
| Professional Title: Sr. Councilor Lord of Life Nursing Home              |
| Ms. Tanisha DaCosta, Response to Love Center                             |
| First Name: Tanisha, Last Name: DaCosta, 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

4. Public Library System Trans and Collection
4.1 Number of registered system borrowers
4.2 Total system circulation
4.3 System Visits
**SYSTEM HOLDINGS**
4.4 Total Cataloged Book Holdings
4.5 Non-Cataloged Book Holdings
4.6 Total Print Serial Holdings

4.1 Number of registered system borrowers
4.2 Total system circulation
4.3 System Visits
**SYSTEM HOLDINGS**
4.4 Total Cataloged Book Holdings
4.5 Non-Cataloged Book Holdings
4.6 Total Print Serial Holdings
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 Grand Total Holdings (total questions 4.4 through 4.9) 3,158,517

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 No
   g. Media Booking No
   h. Community Information No
   i. Electronic Resource Management No
   j. Digital Collections Management No
5.3 Identify ILS system vendor SirsiDynix
5.4 How many member libraries fully participate in the ILS? 22
5.5 % of member libraries participating (calculated field) 100.00%
5.6 How many member libraries participate in some ILS modules? 0
5.7 Indicate features of the system's ILS (check all that apply):
   a. ILS shared with other library systems No
   b. ILS software permits patron-initiated ILL Yes
   c. ILL feature implemented and used No
5.8 Number of titles in the ILS bibliographic database 1,546,366
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 Total new titles (total questions 5.9 through 5.11) 30,875

UNION CATALOG OF RESOURCES
5.13 How many libraries participate in (or submit records for) the union catalog? 1
5.14 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N
5.15 Number of titles in the system's union catalog 1,546,366
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

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

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS
5.21 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

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

**VISITS TO THE SYSTEM'S WEB SITE**
5.27 Annual number of visits to the system's web site 5,938,683

**STATEWIDE INTERNET LIBRARIES (FORMERLY NOVELNY READY LIBRARIES)**
5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 0
5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 36
5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 1
5.31 Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30) 37

**SYSTEM INTERLIBRARY LOAN ACTIVITY**
5.32 Total items provided (loaned) 2,332
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 Total interlibrary loan activity (total questions 5.32 through 5.35) 17,105

**DELIVERY**
5.38 Indicate delivery methods used by the system (check all that apply):
   a. System courier (on the System's payroll) Yes
   b. Other system's courier No
   c. Contracted service (paid by System - not on payroll) No
   d. U.S. Mail No
   e. Commercial carrier (e.g., UPS, DHL, etc.) No
   f. Other (specify using the State note) No
5.39 Number of stops (pick-up and delivery sites per week) 213

**CONTINUING EDUCATION/STAFF DEVELOPMENT**

**Workshops/Meetings/Training Sessions**
5.40 Resource sharing (ILL, collection development, etc.) Number of sessions 0
5.41 Number of participants 0
5.42 Technology Number of sessions 27
5.43 Number of participants 156
5.44 Digitization Number of sessions 0
5.45 Number of participants 0
5.46 Leadership Number of sessions 3
5.47 Number of participants 60
5.48 Management & Supervisory Number of sessions 13
5.49 Number of participants 289
<table>
<thead>
<tr>
<th>Planning and Evaluation</th>
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<tbody>
<tr>
<td>5.50 Number of sessions</td>
<td>0</td>
</tr>
<tr>
<td>5.51 Number of participants</td>
<td>0</td>
</tr>
<tr>
<td><strong>Awareness and Advocacy</strong></td>
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<tr>
<td>5.52 Number of sessions</td>
<td>2</td>
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<tr>
<td>5.53 Number of participants</td>
<td>70</td>
</tr>
<tr>
<td><strong>Trustee/ Council Training</strong></td>
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<tr>
<td>5.54 Number of sessions</td>
<td>1</td>
</tr>
<tr>
<td>5.55 Number of participants</td>
<td>63</td>
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<tr>
<td><strong>Special Client Populations</strong></td>
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<tr>
<td>5.56 Number of sessions</td>
<td>0</td>
</tr>
<tr>
<td>5.57 Number of participants</td>
<td>0</td>
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<tr>
<td><strong>Children’s Services/ Elementary Grade Levels</strong></td>
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<tr>
<td>5.58 Number of sessions</td>
<td>0</td>
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<tr>
<td>5.59 Number of participants</td>
<td>0</td>
</tr>
<tr>
<td><strong>Young Adult Services/ Middle and High School Grade Levels</strong></td>
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<tr>
<td>5.60 Number of sessions</td>
<td>0</td>
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<tr>
<td>5.61 Number of participants</td>
<td>0</td>
</tr>
<tr>
<td><strong>General Adult Services</strong></td>
<td></td>
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<tr>
<td>5.62 Number of sessions</td>
<td>0</td>
</tr>
<tr>
<td>5.63 Number of participants</td>
<td>0</td>
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<tr>
<td><strong>Other</strong>: 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.</td>
<td>N</td>
</tr>
<tr>
<td>1. Topic</td>
<td>N/A</td>
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<tr>
<td>2. Number of sessions</td>
<td>N/A</td>
</tr>
<tr>
<td>3. Number of participants</td>
<td>N/A</td>
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<tr>
<td><strong>Grand Total Sessions</strong> (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)</td>
<td>46</td>
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<tr>
<td><strong>Grand Total Participants</strong> (total questions 5.41, 5.43, 5.45, 5.47, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5)</td>
<td>638</td>
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**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
5.77 Number of contacts - Providing information to local, county, and state legislators and their staffs
5.78 Number of contacts - Providing system and member library information to the media
5.79 Number of contacts - Providing website development and maintenance for member libraries
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.

1. Topic
2. Number of contacts (all types)

5.81 Total other contacts (total of question #2 of Repeating Group #6)
5.82 Total number of contacts (total of questions 5.68 through 5.79 and 5.81)

REFERENCE SERVICES
5.83 Total Reference Transactions

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)
5.84 Indicate services the system provides to special clients (check all that apply):

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

i. N/A

5.85 Number of BOOKS BY MAIL loans
5.86 Number of member libraries with Job/Education Information Centers or collections
5.87 Number of State Correctional Facilities libraries served
5.88 Number of County Jails libraries served
5.89 Number of institutions served other than jails or correctional facilities
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.

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

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.
5.92 Description of fees

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.

1. County Name
2. Amount
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A)
4. Written Contract (Enter Y for Yes, N for No, or N/A)

6.2 Total County Funding
6.3 All Other Local Public Funds
6.4 Total Local Public Funds (total questions 6.2 and 6.3)

STATE AID RECEIPTS
6.5 Adult Literacy Library Services Grants
6.6 Central Library Development Aid
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 Total LLSA (total questions 6.18 and 6.19) $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 Total Other State Aid (total question #2 of Repeating Group #9 above) $459,947  
6.44 Total State Aid Receipts (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43) $3,329,126  
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 Total Other Federal Aid (total questions #2 of Repeating Group #10 above) $45,203  
6.48 Total Federal Aid (total questions 6.45 and 6.47) $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  
Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.  
1. Contracting Agency N/A  
2. Contracted Service N/A  
3. Total Contract Amount N/A  
6.50 Total Contracts (total question #3 of Repeating Group #11 above) $0  
MISCELLANEOUS RECEIPTS  
6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $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  Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) $1,187,890
6.58  Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) $1,469,849
6.59  TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) $28,212,240

6.60  BUDGET LOANS

6.61  TRANSFERS
6.62  From Other Funds $3,000

6.63  Total Transfers (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  GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER
(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 $37,407,308 questions 6.59, 6.65 and 6.66 - must agree with question 7.83)

7. Operating Fund Disbursements

STAFF EXPENDITURES

7.1  System Director and Librarians $2,426,396
7.2  Other Staff $5,600,062
7.3  Total Salary and Wages Expenditures (total questions 7.1 and 7.2) $8,026,458
7.4  Employee Benefits Expenditures $4,126,857
7.5  Total Staff Expenditures (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  Total Collection Expenditures (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  Total Cash Grants (total questions 7.10 through 7.17) $289,311
7.19  Book/Library Materials Grants $2,111,027
### Survey Report

**7.20** Other Non-Cash Grants $7,595,016  
**7.21** Total Grants to Member Libraries (total questions 7.18 through 7.20) $9,995,354  

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

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 Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26) $772,611  

**TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28 From Local Public Funds (71PF) $175,923  
7.29 From Other Funds (71OF) $596,688  
7.30 Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27) $772,611  

**OPERATION AND MAINTENANCE OF BUILDINGS**

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 Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32) $89,042  
7.34 Other Building & Maintenance Expenses $562,658  
7.35 Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34) $651,700  

**MISCELLANEOUS EXPENSES**

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 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) $714,497  
7.48 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) $1,446,009  

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

7.49 Does the system contract with libraries and/or library systems in New York 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 Total Contracts (total question #3 of Repeating Group #14 above) $0  

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)  
7.51 From Local Public Funds (73PF) $1,169,685  

http://collect.biol.com/(S(iayojqnf0dr3csj0c42i5045))/SurveyReport.aspx?Impersonate=&ResponseTypes=CY&SelectSection=ALL&SectionId=&SelectLibrary=NONE&LibraryId=[6/2/2014 11:11:52 AM]
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.52</td>
<td>From Other Funds (73OF)</td>
<td>$0</td>
</tr>
<tr>
<td>7.53</td>
<td><strong>Total Capital Purposes Loans</strong> (total questions 7.51 and 7.52)</td>
<td>$1,169,685</td>
</tr>
<tr>
<td>7.54</td>
<td>Other Loans</td>
<td>$0</td>
</tr>
<tr>
<td>7.55</td>
<td><strong>Total Debt Service</strong> (total questions 7.53 and 7.54)</td>
<td>$1,169,685</td>
</tr>
<tr>
<td>7.56</td>
<td>TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)</td>
<td>$27,107,754</td>
</tr>
</tbody>
</table>

**TRANSFERS**

Transfers to the Capital Fund

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.57</td>
<td>From Local Public Funds (76PF)</td>
<td>$0</td>
</tr>
<tr>
<td>7.58</td>
<td>From Other Funds (76OF)</td>
<td>$575,222</td>
</tr>
<tr>
<td>7.59</td>
<td><strong>Total Transfers to Capital Fund</strong> (total questions 7.57 and 7.58; same as question 8.2)</td>
<td>$575,222</td>
</tr>
<tr>
<td>7.60</td>
<td>Total Transfers to Other Funds</td>
<td>$10,000</td>
</tr>
<tr>
<td>7.61</td>
<td><strong>Total Transfers</strong> (total questions 7.59 and 7.60)</td>
<td>$585,222</td>
</tr>
<tr>
<td>7.62</td>
<td>TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)</td>
<td>$27,692,976</td>
</tr>
</tbody>
</table>

**FISCAL AUDIT**

Last audit performed (mm/dd/yyyy) | 12/31/2012  
Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) | 1/1/2012-12/31/2012  
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  

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.87</td>
<td><strong>Total Bank Balance</strong> (total question #2 of Repeating Group #15)</td>
<td>$0</td>
</tr>
<tr>
<td>7.88</td>
<td>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.</td>
<td>Y</td>
</tr>
</tbody>
</table>

**8. Capital Fund Receipts**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td><strong>Total Revenue From Local Sources</strong></td>
<td>$0</td>
</tr>
<tr>
<td>8.2</td>
<td>Transfer From Operating Fund (same as question 7.59)</td>
<td>$575,222</td>
</tr>
<tr>
<td><strong>STATE AID FOR CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3</td>
<td>State Aid Received for Construction</td>
<td>$0</td>
</tr>
<tr>
<td><strong>ALL OTHER AID AND OR GRANTS FOR CAPITAL PROJECTS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 8.4     | Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. | N  
1. Contracting Agency | N/A  
2. Amount | N/A  
| 8.5     | **Total Aid and/ or Grants** (total question #2 of Repeating Group #16 above) | $0  |
| 8.6     | TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (total questions 8.1, 8.2, 8.3, and 8.5) | $575,222  |
| 8.7     | NONREVENUE RECEIPTS |  |
| 8.8     | **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (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    | TOTAL RECEIPTS AND CASH BALANCE (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 **Total Project Expenditures** (total questions 9.1 through 9.4) $692,482
9.6 **TRANSFER TO OPERATING FUND**
(Same as question 6.61)
0
9.7 **TOTAL NONPROJECT EXPENDITURES**
0
9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) $692,482
9.9 **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) $561,356
9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE** (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 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover** (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 **Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover** (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 **Grand Total Capital Fund Receipts and Balance** (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 **Grand Total Capital Fund Disbursement, Transfers, and Balance** (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
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)

<table>
<thead>
<tr>
<th>Statutory Reference (Basic Aid):</th>
<th>Education Law § 272, 273(1)(a, c, d, e, l, m) Commissioners Regulations 90.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Reference (LLSA):</td>
<td>Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.</td>
</tr>
<tr>
<td>Statutory Reference (LSSA):</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 formula equity to 1991 LLIA.
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)(I)

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)

Annual sum of $30,000


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
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

$0

13.1.18
**Cash Balance at the Opening of**
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

State Aid:

13.1.20
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-
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 $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 Services $0

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

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies and Materials</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of travel</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

13.3.11
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

<table>
<thead>
<tr>
<th>Type of item</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

13.3.13
Equipment and Furnishings

<table>
<thead>
<tr>
<th>Grants to</th>
<th>Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

13.3.14
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
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 - Purchased Services**  
$0

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**
13.4.10
- Supplies and Materials $0

**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**
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** $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 $7,354 State Aid
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

**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

**13.6.3** Total Full-Time Equivalents (FTE)

**13.6.4** Total Expenditure for Other Staff Salaries

### Employee Benefits

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

### Purchased Services

**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 - Code 40**

$0

**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
Supplies and Materials

13.6.10 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 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 - $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 - $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 $38,351
State Aid:

13.6.17 Cash Balance at the End of the Fiscal Year:
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

- Young adult print fiction circulation decreased by 3.7% to 131,288;
- Adult non-fiction circulation decreased by 4.0% to 513,312;
- Adult print fiction circulation decreased by 3.5% to 1,060,076 items;
- 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 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 click-thrus were recorded for the adult local and NOVEL databases;
- 3,504 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 adult "Purchase Suggestion" Form http://bit.ly/Te6CNy was reviewed;
- The "Request for Reconsideration of Library Materials" form http://bit.ly/1eApYy 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 4.30 (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 an Early Literacy Combined Audiences category);
- 2,535 Early Literacy sessions were conducted for a total of 55,874 attendees;
- SiriSDynyx production & test servers were maintained with no unscheduled downtime recorded;
- SiriSDynyx 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 Merrick Library Branch, replacing the 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 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 was maintained and updated regularly;
- Additional features were implemented in the fully ADA-compliant open source Vufind catalog;
- An RFP was
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 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 Summer Reading Programs coordinated through the Buffalo Parent Literacy Network; • The Adult Programming Team coordinated 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 programs, and Library Programs coordinator "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 serve persons with disabilities; • The Central
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 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 Fall 2013); • Services staff revised their routines and procedures to include more “roaming” behavior 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 tagging and circulation 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%; • 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 Read. The small camp in July – August had 128 teen responses and 100% of teens rated the program as great or very good; • Public surveys will continue in 2014;
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 support; The B&ECPL System provided 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 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 "Directory Policy" was amended October 17, 2013; o The "Exhibits and Displays Policy" was amended December 19, 2013; o The "Policy for Long and External Exemplars 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 Managers Director Meeting Library Card Applications, including a supporting Power Point presentation "The Most Important Paper in the Library" http://bit.ly/1CqDoSr; Eleven monthly Staff Forums were conducted by B&ECPL Administrators (6 at the Central Library and 1 each at the Anna M. Reinstein, Audubon, 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 (April); 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/TheLibrary/NYS%20PROPOSED%202012%20Plan%20of%20Service.pdf; B&ECPL Board-appointed functions were updated on a regular basis; 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" (May 2011 - April 2013); 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 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 Annual Circulation to a total of 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 were used as an analysis tool to assess cost and usage.
were used as an analysis tool when assessing costs and renewals; • Quarterly communication emails continue to be sent to libraries electronically and to users of the Mobile App; • 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;
Survey Report

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

14.9.1 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); 

14.9.2 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. 

14.9.3 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; 

14.9.4 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; 

14.9.5 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; 

14.9.6 The 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; 

14.9.7 A B&ECPL staff member served as Chair of the Preservation Committee; 

14.9.8 A B&ECPL System Technology support librarian participated in a Social Media panel, presenting "Pinterest in Libraries at
a conference supported 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 NIÖGA Library System & Chautauqua-Cattaraugus Library System (CCLS); • Coordinated NYLA Legislative Day meetings with public officials o B&ECPL Director participated in 3 meetings with NIÖGA leadership o B&ECPL Director contacted new CCLS director;  

14.10 Element 10: Construction - Results • The B&ECPL evaluated and recommended construction grant applications for projects eligible to bid; • The B&ECPL evaluated individual library building and construction needs and submitted recommendations for future Erie County and City of Buffalo capital expenditures; • The B&ECPL facilitated pending 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, upgrade the roof/HVAC by the staff 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&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 systems for patrons, improve ADA accessibility, improve ADA accessibility, improve 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 automatic self-service check-out at all libraries is now in a steady progression 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;  

14.11 Element 11: Central Library Services - Results http://www.buffalolib.org/sites/default/files/pdf/AboutTheLibrary/NYS%20APPROVED%20Five%20Year%20Plan%20Central%20Library%202012_2016.pdf • 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 use over 2012; A total of 79 self-check-out stations were held at the Central Library: 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 Cyber Train Lab, 1 class in the Central Library); 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 Holders 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&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 usage 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&ECPL hosted cultural events including Echo Art Fair, Black History Month program, Anti-Bullying Month Kick-off, and Disability Awareness Month program; • The B&ECPL partnered with local cultural/service organizations including the Hispanic Heritage Council and the Center for the Study of Art, Architecture, History & 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
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

http://bit.ly/1elmfsf

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;
- 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.

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

pierpaoli@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
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 SystemBUFALO 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!