

# Buffalo and Erie County Public Library Annual Report for Library Systems - 2021 (Public Library Systems 2021)

## 1. General System Information

### System/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	140600700787
1.2	Institution ID	800000052491
1.3	System Name	Buffalo and Erie County Public Library
1.4	Beginning Reporting Year	01/01/2021
1.5	Ending Reporting Year	12/31/2021
1.6	Street Address	1 Lafayette Square
1.7	City	Buffalo
1.8	Zip Code	14203
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.10	Mailing Address	1 Lafayette Square
1.11	City	Buffalo
1.12	Zip Code	14203
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	1887
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 858-8900
1.15	Fax Number (enter 10 digits only)	(716) 845-9053

1.16	System Home Page URL	www.buffalolib.org
1.17	URL of the system's complete Plan of Service	https://www.buffalolib.org/about-becpl/five-year-plan
1.18	Population Chartered to Serve (2010 Census)	919,040
1.19	Area Chartered to Serve (square miles)	1043
1.20	Federal Employer Identification Number	166002558
1.21	County	Erie
1.22	County (Counties) Served	Erie
1.23	School District	Buffalo City School District
1.24	First Name of System Director	John
1.25	Last Name of System Director	Spears
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	XE4MA7Z
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(716) 858-7180
1.32	E-Mail Address of the System Director	spearsj@buffalolib.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(716) 845-9052
1.34	Name of Outreach Coordinator	Dan Caufield

**Contracts/Unusual Circumstances**

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	N
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through 5 of one repeating group.

1. Name of Contracting Municipality or District N/A
2. Is this a written contract? (Enter Y for Yes, N for No) N/A
3. Population of the geographic area served by this contract N/A
4. Dollar amount of contract N/A
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. Y

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

- 1.50 President/CEO Name. If there is no President/CEO please enter "N/A" N/A
- 1.51 President/CEO Phone Number N/A
- 1.52 President/CEO Email N/A

## 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 0
- 2.5 Public Library System  
Director per CR 90.3(f) - Vacant Position FTE 1
- 2.10 Librarians - Filled Position(s) 42.16

	FTE	
2.11	Librarians - Vacant Position(s) FTE	4.4
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	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	43.16
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	5.40
2.16	Total Other Professional Staff - Filled Position(s) FTE	1
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	133.77
2.19	Total Other Staff - Vacant Position(s) FTE	68.17
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	177.93
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	73.57
SALARY INFORMATION		
2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$45,698
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$150,000

### 3. System Membership, Outlets and Governance

#### Service Outlets/Meetings/System Council

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	22
3.15	Main Library/System Headquarters	1

3.16	Indicate the year the system building was initially constructed	1963
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2021
3.18	Square footage of the system building	403,000
3.19	Branches of the Library System	8
3.20	Bookmobiles	1
3.21	Reading Centers	0
3.22	Other Outlets	2
3.23	<b>Total Public Service Outlets (total questions 3.15 through 3.19)</b>	12
3.24	Name of Central Library/Co-Central Libraries	Buffalo and Erie County Public Library

**BOARD/COUNCIL MEETINGS**

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5 Years

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

3.28	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
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**SYSTEM BOARD/COUNCIL**

Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

- |      |  |                            |
|------|--|----------------------------|
| 3.29 | Status   | Filled                     |
| 3.30 | First Name   | Kimberly                   |
| 3.31 | Last Name  | Johnson                    |
| 3.32 | Institutional Affiliation  | Erie County Probation Dept |
| 3.33 | Professional Title   | Clerk                      |
| 3.34 | Mailing Address  |                            |
| 3.35 | City   |                            |
| 3.36 | Zip Code (enter five digits only)  |                            |
| 3.37 | Telephone for the Board President (enter 10 digits only and hit the Tab key)   |                            |
| 3.38 | E-mail Address   |                            |
| 3.39 | Term Begins - Month  | January                    |
| 3.40 | Term Begins - Year (yyyy)  | 2020                       |
| 3.41 | Term Expires - Month or N/A  | December                   |
| 3.42 | Term Expires - Year (YYYY) or N/A  | 2024                       |
| 3.43 | Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                        |
| 3.44 | The date the board president took the Oath of Office (mm/dd/yyyy)  | 04/01/2021                 |
| 3.45 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/01/2021                 |
| 3.46 | 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 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- |    |                             |                           |
|----|-----------------------------|---------------------------|
| 1. | Status                      | Filled                    |
| 2. | First Name                  | Carima                    |
| 3. | Last Name                   | El-Behairy                |
| 4. | Institutional Affiliation   | Buffalo Heritage Carousel |
| 5. | Professional Title          | Executive Director        |
| 6. | Mailing Address             |                           |
| 7. | City                        |                           |
| 8. | Zip Code (enter five digits |                           |

only)

- |     |  |                               |
|-----|--|-------------------------------|
| 9.  | Term Begins - Month  | January                       |
| 10. | Term Begins - Year (yyyy)  | 2020                          |
| 11. | Term Expires - Month or N/A  | December                      |
| 12. | Term Expires - Year (YYYY) or N/A  | 2024                          |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                           |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 12/17/2021                    |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 12/17/2021                    |
| 16. | Is this a brand new trustee?   | N                             |
|     |  |                               |
| 1.  | Status   | Filled                        |
| 2.  | First Name   | Joel                          |
| 3.  | Last Name  | Moore                         |
| 4.  | Institutional Affiliation  | Erie County Surrogate's Court |
| 5.  | Professional Title   | Attorney                      |
| 6.  | Mailing Address  |                               |
| 7.  | City   |                               |
| 8.  | Zip Code (enter five digits only)  |                               |
| 9.  | Term Begins - Month  | January                       |
| 10. | Term Begins - Year (yyyy)  | 2017                          |
| 11. | Term Expires - Month or N/A  | December                      |
| 12. | Term Expires - Year (YYYY) or N/A  | 2021                          |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                           |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 12/28/2016                    |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 12/28/2016                    |
| 16. | Is this a brand new trustee?   | N                             |

1. Status Filled
2. First Name Alan
3. Last Name Bedenko
4. Institutional Affiliation Smith, Sovick, Kendrick & Sugnet PC
5. Professional Title Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/01/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/01/2021
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Michael Amodeo
3. Last Name Supreme Court
4. Institutional Affiliation Attorney
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a



trustee who resigned their position).

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/23/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2018
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Sheldon
3. Last Name Berlow
4. Institutional Affiliation Pyramid Brokerage Company
5. Professional Title Broker
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 11/04/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 11/04/2019
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Kathleen
3. Last Name Bucki
4. Institutional Affiliation N/A
5. Professional Title Librarian
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January

10. Term Begins - Year (yyyy) 2022
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2026  
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/14/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/14/2022
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Lucy
3. Last Name Candelario
4. Institutional Affiliation The Belle Center
5. Professional Title Executive Director
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2022  
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/23/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/23/2018
16. Is this a brand new trustee? N

1. Status Filled
2. First Name John

- |     |  |                                  |
|-----|--|----------------------------------|
| 3.  | Last Name  | Craik                            |
| 4.  | Institutional Affiliation  | Mother Cabrini Health Foundation |
| 5.  | Professional Title   | Program and Grants Officer       |
| 6.  | Mailing Address  |                                  |
| 7.  | City   |                                  |
| 8.  | Zip Code (enter five digits only)  |                                  |
| 9.  | Term Begins - Month  | March                            |
| 10. | Term Begins - Year (yyyy)  | 2021                             |
| 11. | Term Expires - Month or N/A  | December                         |
| 12. | Term Expires - Year (YYYY) or N/A  | 2023                             |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No                               |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 04/01/2021                       |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 04/01/2021                       |
| 16. | Is this a brand new trustee?   | Y                                |
- 
- |     |  |                                   |
|-----|--|-----------------------------------|
| 1.  | Status   | Filled                            |
| 2.  | First Name   | Frank                             |
| 3.  | Last Name  | Gist                              |
| 4.  | Institutional Affiliation  | Greater Buffalo Bail Bonds Agency |
| 5.  | Professional Title   | Owner                             |
| 6.  | Mailing Address  |                                   |
| 7.  | City   |                                   |
| 8.  | Zip Code (enter five digits only)  |                                   |
| 9.  | Term Begins - Month  | January                           |
| 10. | Term Begins - Year (yyyy)  | 2016                              |
| 11. | Term Expires - Month or N/A  | December                          |
| 12. | Term Expires - Year (YYYY) or N/A  | 2020                              |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes                               |
| 14. | The date the trustee took the  | 10/28/2016                        |

Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office  
was filed with town or county clerk (mm/dd/yyyy) 10/28/2016

16. Is this a brand new trustee? N

1. Status Filled  
2. First Name Frank  
3. Last Name Housh  
4. Institutional Affiliation Housh Law Offices  
5. Professional Title Attorney  
6. Mailing Address  
7. City  
8. Zip Code (enter five digits  
only)  
9. Term Begins - Month January  
10. Term Begins - Year (yyyy) 2019  
11. Term Expires - Month or N/A December  
12. Term Expires - Year (YYYY)  
or N/A 2023

13. Is this trustee serving a full  
term? If No, add a State Note  
(for example, this trustee was  
appointed to complete the  
remainder of a term of a  
trustee who resigned their  
position). Yes

14. The date the trustee took the  
Oath of Office (mm/dd/yyyy) 03/27/2019

15. The date the Oath of Office  
was filed with town or county clerk (mm/dd/yyyy) 03/27/2019

16. Is this a brand new trustee? N

1. Status Filled  
2. First Name Theodore  
3. Last Name Johnson  
4. Institutional Affiliation Hadley Exhibits  
5. Professional Title President  
6. Mailing Address  
7. City  
8. Zip Code (enter five digits  
only)  
9. Term Begins - Month January  
10. Term Begins - Year (yyyy) 2021  
11. Term Expires - Month or N/A December  
12. Term Expires - Year (YYYY) 2025

or N/A

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/07/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/07/2021
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Sharon
3. Last Name Kelly
4. Institutional Affiliation N/A
5. Professional Title Attorney
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2021
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2025

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/01/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/01/2021
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Elaine
3. Last Name Panty
4. Institutional Affiliation N/A
5. Professional Title Retired

6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) 2022  
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 11/04/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 11/04/2019
16. Is this a brand new trustee? N

1. Status Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation N/A
5. Professional Title N/A
6. Mailing Address N/A
7. City N/A
8. Zip Code (enter five digits only) N/A
9. Term Begins - Month N/A
10. Term Begins - Year (yyyy) N/A
11. Term Expires - Month or N/A N/A
12. Term Expires - Year (YYYY) N/A  
or N/A
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
15. The date the Oath of Office was filed with town or county N/A

clerk (mm/dd/yyyy)

16. Is this a brand new trustee?

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

3.47 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, 2022, through December 31, 2022. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

1.	Status	Filled
2.	First Name	Clifford
3.	Last Name	Bell
4.	Institutional Affiliation	Buffalo African American Museum, Deacon Lutheran Church of Our Savior
5.	Professional Title	Community Activist

1.	Status	Filled
2.	First Name	Frank
3.	Last Name	Cammarata
4.	Institutional Affiliation	Erie County Office for People with Disabilities
5.	Professional Title	Executive Director

1.	Status	Filled
2.	First Name	Daniel
3.	Last Name	Caufield
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian IV Central Library Manager Information Services & Outreach

1.	Status	Filled
2.	First Name	Katie
3.	Last Name	Earl

4.	Institutional Affiliation	Erie County Senior Services
5.	Professional Title	Coordinator of Volunteer Training and Development
1.	Status	Filled
2.	First Name	Humberto
3.	Last Name	Hernandez
4.	Institutional Affiliation	D'Youville College
5.	Professional Title	Instructional Design and Online Learning Coordinator - Accessibility Specialist
1.	Status	Filled
2.	First Name	Andrew
3.	Last Name	Maines
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian II in charge of Correctional Services
1.	Status	Filled
2.	First Name	Shanley
3.	Last Name	Olszowy
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian II Health and wellness outreach specialist. Designated Title II representative for B&ECPL System
1.	Status	Filled
2.	First Name	Samantha
3.	Last Name	Purpora
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Assistant Deputy Director, Outreach and Extension Services
1.	Status	Filled
2.	First Name	Jacob
3.	Last Name	Rachwal
4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Librarian I programing for Workforce Development
1.	Status	Filled
2.	First Name	Miguel
3.	Last Name	Santos
4.	Institutional Affiliation	National Fuel Community Outreach/ Deacon to Erie County Correctional Facilities
5.	Professional Title	Consumer Advocate/Community Liaison National Fuel Deacon to Erie County Correctional Facilities/ Activist
1.	Status	Vacant
2.	First Name	N/A



3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A

#### 4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings

##### Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	117,941
4.2	System Visits	387,130

##### CIRCULATION

4.3	Total Cataloged Book Circulation	737,204
4.4	Total Circulation of Other Materials	594,947
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	1,332,151
4.6	Use of Electronic Material	1,383,875
4.7	Successful Retrieval of Electronic Information	632,513
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,016,388
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	2,716,026
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,348,539

##### GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	1,458,750
4.12	Uncataloged Book Holdings	87,681
4.13	Total Print Serial Holdings	415,811
4.14	All Other Print Materials Holdings	845,777
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	2,808,019
4.16	Electronic Books	85,651
4.17	Local Electronic Collections	29
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	85,680
4.20	Audio - Downloadable Units	35,987

4.21	Video - Downloadable Units	202
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	1,044
4.23	<b>Total Electronic Materials</b> (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	122,928

#### Holdings Continued

##### Non-Electronic Materials

4.24	Audio - Physical Units	99,908
4.25	Video - Physical Units	101,335
4.26	Other Non-Electronic Materials	14,904
4.27	<b>Total Other Materials Holdings</b> (Total questions 4.24 through 4.26)	216,147
4.28	<b>Grand Total Holdings</b> (Total questions 4.15, 4.23 and 4.27)	3,147,094

#### ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	
4.30	Number of collections	6
4.31	Average number of items per collection	35

### 5. System Services

#### ILS

#### TECHNOLOGY AND RESOURCE SHARING

##### INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
-----	---	---

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
----	-------------	-----

b.	Public Access Catalog	Yes
c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No
5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	22
5.5	<b>% of member libraries participating (calculated field)</b>	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	1,475,655
5.9	Number of new titles added by the system in the reporting year	35,836
5.10	Number of Central Library Aid titles added in the reporting year	0
5.11	Number of new titles added by the members in the reporting year	0
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	35,836

## Catalog

### UNION CATALOG OF RESOURCES

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.**

5.13 In what format(s) is the union catalog available? (Check all that apply):

- |      |  |           |
|------|--|-----------|
| a.   | Print  | No        |
| b.   | Disc   | No        |
| c.   | Online (virtual catalog)   | Yes       |
| 5.14 | How many libraries participate in (or submit records for) the union catalog?   | 1         |
| 5.15 | Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)                             | N         |
| 5.16 | Number of titles in the system's union catalog   | 1,475,655 |
| 5.17 | Number of holdings in the system's union catalog   | 3,287,583 |
| 5.18 | Number of new titles added in the last year  | 35,836    |
| 5.19 | Number of holdings added in the last year  | 192,711   |
| 5.20 | If the union catalog is online (virtual catalog) 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.   | Patron-initiated ILL available and used through this catalog   | Yes       |

**UNION LIST OF SERIALS**

- |      |  |   |
|------|--|---|
| 5.21 | Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) | Y |
| 5.22 | How many libraries participate in (or submit records for) the union list of serials?                               | 1 |

**COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS**

- |      |   |   |
|------|---|---|
| 5.23 | Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) | Y |
|------|---|---|

**Website/Interlibrary Loan/Delivery/Continuing Edu.**

**VISITS TO THE SYSTEM'S WEB SITE**

5.24 Annual number of visits to the system's web site 7,003,391

### **SYSTEM INTERLIBRARY LOAN ACTIVITY**

5.25 Total items provided (loaned) 6,779

5.26 Total items received (borrowed) 5,770

5.27 Total requests provided (loaned) unfilled 4,503

5.28 Total requests received (borrowed) unfilled 823

5.29 **Total interlibrary loan activity (total questions 5.25 through 5.28)** 17,875

### **DELIVERY**

5.30 Indicate delivery methods used by the system (check all that apply):

**Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

a. System courier (on the System's payroll) Yes

b. Other system's courier No

d. Contracted service (paid by System - not on payroll) No

e. U.S. Mail No

f. Commercial carrier (e.g., UPS, DHL, etc.) No

g. Other (specify using the note) No

5.31 Number of stops (pick-up and delivery sites per week) 173

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

#### **Resource sharing (ILL, collection development, etc.)**

5.32 Number of sessions 0

5.33 Number of participants 0

#### **Continuing Education Cont.**

#### **Technology**

5.34 Number of sessions 4

5.35 Number of participants 15

#### **Digitization**

5.36 Number of sessions 0

5.37 Number of participants 0

#### **Leadership**

5.38 Number of sessions 0

5.39	Number of participants	0
<b>Management &amp; Supervisory</b>		
5.40	Number of sessions	2
5.41	Number of participants	1,188

**Planning and Evaluation**

5.42	Number of sessions	0
5.43	Number of participants	0

**Awareness and Advocacy**

5.44	Number of sessions	0
5.45	Number of participants	0

**Trustee/Council Training**

5.46	Number of sessions	0
5.47	Number of participants	0

**Special Client Populations**

5.48	Number of sessions	6
5.49	Number of participants	142

**Children's Services/Birth to Kindergarten**

5.50	Number of sessions	1
5.51	Number of participants	28

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

5.52	Number of sessions	0
5.53	Number of participants	0

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

5.54	Number of sessions	0
5.55	Number of participants	0

**General Adult Services**

5.56	Number of sessions	1
5.57	Number of participants	48

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

1.	Topic	Employee Safety
2.	Number of sessions	2
3.	Number of participants	24

1.	Topic	Customer Service
2.	Number of sessions	1
3.	Number of participants	15

5.59	<b>Grand Total Sessions</b> (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	17
5.60	<b>Grand Total Participants</b> (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	1,460
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

**Coordinated Services/Consulting/Reference**

**COORDINATED SERVICES**

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

Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

- |    |  |     |
|----|--|-----|
| 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 note)  | Yes |
| j. | N/A  | No  |

**CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	1,179
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	2,516
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	52
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	9,876
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	7,061
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	3,990
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	380
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	46,518
5.71	Number of contacts - Consulting with state and county correctional facilities	111
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	2,372
5.73	Number of contacts - Providing system and member library information to the media	3,598
5.74	Number of contacts - Providing website development and maintenance for member libraries	373
5.75	Does the system provide other N 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 N/A
- 2. Number of contacts (all types) N/A

- 5.76 **Total other contacts (total of question #2 of Repeating Group #6)** 0
- 5.77 **Total number of contacts (total of questions 5.63 through 5.74 and 5.76)** 78,026

**REFERENCE SERVICES**

- 5.78 Total Reference Transactions 59,358

**Special Clients/Fees**

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

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

- a. Services for patrons with disabilities Yes
- b. Services for patrons who are educationally disadvantaged Yes
- c. Services for patrons who are aged Yes
- d. Services for patrons who are geographically isolated Yes
- e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes
- f. Services to patrons who are in institutions Yes
- g. Services for unemployed and underemployed individuals Yes
- i. N/A No
- 5.80 Number of BOOKS BY MAIL loans 2,805
- 5.81 Number of member libraries with Job/Education Information Centers or collections 17
- 5.82 Number of State Correctional Facilities libraries served 2

5.83	Number of County Jails libraries served	2
5.84	Number of institutions served other than jails or correctional facilities	1
5.85	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.	Y
1.	Service provided	Nursing/retirement homes
2.	Number of facilities/institutions served	10
1.	Service provided	Head Start/Schools/Boys and Girls Clubs
2.	Number of facilities/institutions served	7
1.	Service provided	Facilities for people with disabilities
2.	Number of facilities/institutions served	3
1.	Service provided	Materials for partnering agencies mentoring and teaching English as a Second Language to Immigrants/Refugees.
2.	Number of facilities/institutions served	3
1.	Service provided	Erie County Family Court
2.	Number of facilities/institutions served	1
1.	Service provided	Oishei Children's Hospital Patient Outreach
2.	Number of facilities/institutions served	1
1.	Service provided	Services for recently released prisoners.
2.	Number of facilities/institutions served	1
5.86	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 5.87.	Y
5.87	Description of fees	3D print services, copies, printing, and fax services. We also have

available for sale: canvas book bags (\$2.00), flash drives (\$5.00), and headphones (\$3.00)

## 5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from January 1, 2021 to December 31, 2021.

- CV1 Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic? No
- CV3 Did the library system allow users to complete registration for system library cards online without having to come to the system during the Coronavirus (COVID-19) pandemic? Yes
- CV6 Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open. 0
- CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic. 25

## 6. Operating Funds Receipts

### Local Public Funds

## LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y
1.	County Name	Erie
2.	Amount	\$26,520,694
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N
6.2	<b>Total County Funding</b>	\$26,520,694
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$26,520,694

## STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$1,664
6.6	Central Library Services Aid	\$421,775
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$684,967
6.10	Coordinated Outreach Services Aid	\$207,966
6.11	Correctional Facilities Library Aid	\$50,558
6.12	County Jails Library Aid	\$9,695
6.14	Family Literacy Grants	\$2,588
6.18	Local Library Services Aid - Kept at System	\$91,272
6.19	Local Library Services Aid - Distributed to Members	\$242,240
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$333,512
6.21	Local Services Support Aid	\$231,299
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$1,947,851
6.27	Public Library System Supplementary Operational Aid	\$241,457

## State Aid

6.36	Special Legislative Grants and Member Items	\$247,500
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 6.36).	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	Dormitory Authority of New York State
2.	Amount	\$250,000

1.	Funding Source	NYS Council on the Arts
2.	Amount	\$6,500

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$256,500
------	---	-----------

6.44	<b>Total State Aid Receipts</b> (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	\$4,637,332
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## FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$64,615
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH,	N

NEA, etc.? Enter Y for Yes, N for No.

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

- |    |                |     |
|----|----------------|-----|
| 1. | Funding Source | N/A |
| 2. | Amount         | N/A |

#### Federal Aid/Contracts

- |      |   |          |
|------|---|----------|
| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | \$0      |
| 6.48 | Total Federal Aid (total questions 6.45 and 6.47)                         | \$64,615 |

#### CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

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

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

- |    |                       |     |
|----|-----------------------|-----|
| 1. | Contracting Agency    | 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) | \$309,220 |
| 6.53 | Income from Investments   | \$2,915   |

#### Miscellaneous

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 | Y   |

questions 6.51 through 6.55?

Enter Y for Yes, N for No.

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

1. Receipt category Library Charges  
2. Amount \$227,689

1. Receipt category Rental of Real Property  
2. Amount \$22,735

1. Receipt category Commissions  
2. Amount \$8,912

1. Receipt category Misc  
2. Amount \$561,496

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$820,832

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$1,132,967

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) \$32,355,608

6.60 **BUDGET LOANS** \$0

#### Transfers/Grand Total

#### TRANSFERS

6.61 Transfers from Capital Fund (Same as question 9.6) \$0

6.62 Transfers from Other Funds \$0

6.63 **Total Transfers** (total questions 6.61 and 6.62) \$0

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal

reporting year: Public Library  
Systems - December 31,  
2020.)

6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	\$45,501,056
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## 7. Operating Fund Disbursements

### Staff/Collection/Grants/Capital

#### STAFF EXPENDITURES

##### Salaries

7.1	System Director and Librarians	\$2,351,683
7.2	Other Staff	\$6,207,153
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$8,558,836
7.4	Employee Benefits Expenditures	\$4,213,404
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$12,772,240

#### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$400,643
7.7	Electronic Materials Expenditures	\$491,984
7.8	Other Materials Expenditures	\$135,815
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$1,028,442

#### GRANTS TO MEMBER LIBRARIES

##### Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$242,240
7.11	Central Library Services Aid (CLSA)	\$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from	\$417,231



	system funds	
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$659,471
7.19	Book/Library Materials Grants	\$1,841,553
7.20	Other Non-Cash Grants	\$8,461,936
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$10,962,960

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$119,793
7.25	Furniture/Furnishings	\$23,910
7.26	Other Capital Expenditures	\$45,581
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	\$189,284

**Capital Cont./Operation and Maintenance/Misc.**

#### **TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$189,284
7.30	<b>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</b>	\$189,284

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$41,566
7.32	From Other Funds (72OF)	\$0
7.33	<b>Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)</b>	\$41,566
7.34	Other Building & Maintenance Expenses	\$564,474
7.35	<b>Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)</b>	\$606,040

#### **MISCELLANEOUS EXPENSES**

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$47,938
7.37	Office and Library Supplies	\$79,750

7.38	Equipment	\$164,631
7.39	Telecommunications	\$36,447
7.40	Postage and Freight	\$57,128
7.41	Publicity and Printing	\$63,880
7.42	Travel	\$4,514
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$140,109
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$13,069
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? 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	Electr Acces
2.	Amount	\$327,281
1.	Expense category	Misc
2.	Amount	\$428,294

#### Miscellaneous Cont./Contracts/Debt Service

7.46	<b>Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)</b>	\$755,575
7.47	<b>Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)</b>	\$1,363,041

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

7.48	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

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

#### DEBT SERVICE

##### Capital Purposes Loans (Principal and Interest)

7.50 From Local Public Funds (73PF) \$463,739

7.51 From Other Funds (73OF) \$0

7.52 **Total Capital Purposes Loans** (total questions 7.50 and 7.51) \$463,739

#### Transfers

##### Other Loans

7.53 Other Loans \$0

7.54 **Total Debt Service** (total questions 7.52 and 7.53) \$463,739

7.55 **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, 7.47, 7.49, and 7.54) \$27,385,746

#### TRANSFERS

##### Transfers to the Capital Fund

7.56 From Local Public Funds (76PF) \$0

7.57 From Other Funds (76OF) \$992,968

7.58 **Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2) \$992,968

7.59 **Total Transfers to Other Funds** \$0

7.60 **Total Transfers** (total questions 7.58 and 7.59) \$992,968

7.61 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60) \$28,378,714

**Cash Balance/Grand Total/Audit/Bank Balance**

7.62 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2021)** \$17,122,342

7.82 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.61 and 7.62) \$45,501,056

**FISCAL AUDIT**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

7.83 Last audit performed (mm/dd/yyyy) 12/31/2020  
 7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/2020-12/31/2020  
 7.85 Indicate type of audit (select one from drop-down): Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

1. Name of bank or financial institution N/A  
 2. Amount of funds on deposit N/A

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

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

**8. Capital Fund Receipts**

**State Aid and Grants for Capital Projects**

- 8.1 **Total Revenue From Local Sources** \$0
- 8.2 **Transfer From Operating Fund** \$992,968  
(same as question 7.58)

**STATE AID FOR CAPITAL PROJECTS**

- 8.3 State Aid Received for Construction \$0

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

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

**Totals/Cash Balance**

- 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 All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$992,968
- 8.7 **NONREVENUE RECEIPTS** \$0
- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$992,968
- 8.9 **CASH BALANCE -** Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous \$1,626,398

fiscal reporting year: Public  
Library Systems - December  
31, 2020.)

**Grand Total**

8.10 **TOTAL RECEIPTS AND  
CASH BALANCE** (total  
questions 8.8 and 8.9) \$2,619,366

**9. Capital Fund Disbursements**

**Project Expenditures/Cash Balance**

**PROJECT EXPENDITURES**

9.1	Total Construction	\$56,215
9.2	Incidental Construction	\$0
9.3	Books and Library Materials	\$0
9.4	Total Other Disbursements	\$0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$56,215
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$56,215
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year</b> (December 31, 2021, for Public Library Systems)	\$2,563,151

**Grand Total**

9.10 **TOTAL  
DISBURSEMENTS AND  
CASH BALANCE** (total  
questions 9.8 and 9.9) \$2,619,366

## 12. Projected Annual Budget For Library Systems

### Public Library Systems Budget for January 1, 2022 - December 31, 2022

#### PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$29,609,949
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2022 must be the same as the December 31, 2021, closing balance reported on Q7.62 of the 2021 annual report)	\$17,122,342
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	<b>\$46,732,291</b>

#### 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)	\$31,424,696
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2022)	\$15,307,595
12.9	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance</b> (total questions 12.6 through 12.8)	<b>\$46,732,291</b>

#### 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)	\$1,645,498
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, 2022, must be the same as the December 31, 2021, closing balance reported on Q9.9 of the 2021 annual report)	\$2,563,151
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	\$4,208,649

**PROJECTED CAPITAL FUND - DISBURSEMENTS**

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)	\$4,208,649
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2022)	\$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	\$4,208,649

**13. State Formula Aid Disbursements**

**Public Library Systems Basic Aid**

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

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

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



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

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(3)  
Commissioners Regulations 90.3  
The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(11)(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)(l)  
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)

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

13.1.1 Total Full-Time Equivalents (FTE) 7.49

13.1.2 Total Expenditure for Professional Salaries \$367,146

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) 25.43

13.1.4 Total Expenditure for Other Staff Salaries \$1,251,884

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$927,749

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure          | N/A |

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. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 | N/A |
| 2. | Expenditure          | N/A |

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. N

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 | N/A |
| 2. | Expenditure    | N/A |

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. N

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 | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |

4. Expenditure N/A
- 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. \$242,240
- 13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. N

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 N/A
2. Allocation N/A
3. Project Description (no more than 300 words) N/A

- 13.1.16 **Total Expenditures - Grants for Member Libraries** \$0
- 13.1.17 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** \$2,789,019
- 13.1.18 **Cash Balance at the Opening of the Fiscal Year**  
NOTE: The opening balance must be the same as the closing balance of the previous year. \$528,188
- 13.1.19 **Total Allocation from 2021 - 2022 State Aid:** \$2,310,844
- 13.1.20 **Total Available Before Expenditures (total 13.1.18 + 13.1.19)** \$2,839,032
- 13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** \$50,013
- 13.1.22 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. The Public Library System Aid helped to support the wages and fringe benefits for staff members of various departments of the B&ECPL such as Shipping, Interlibrary Loan, Technical Services, and Processing who are imperative in providing prompt access to needed information and materials for our patrons. These departments are responsible for the movement of library materials from acquisition to the various locations in order to fulfill patrons' needs and requests. In addition, this aid assisted in meeting the personnel costs in B&ECPL's Technology Services department,

which include the Library's information technology and communications staff members who oversee the System's integrated network system and present an informative and easy to use website, catalog, and reference service to remote library users. B&ECPL's information technology staff continues to find innovative and interesting ways to improve patrons' access to information, including the use of social media outlets - especially important during the COVID-19 pandemic. Network support and communications staff members are also responsible for the maintenance of the public website, including the posting of necessary COVID-19 updates for all B&ECPL locations. The website also provides access to B&ECPL's various downloadable materials. This aid supported staff costs for those B&ECPL departments that provided consulting and technical support for member/contract libraries through staff expertise and assistance related to finance, governance, automation, technological support, borrower services, collection development, and human resources. Consultation is also provided to the contract/member libraries with applications for, and implementation of State Aid for Library Construction programs. By providing assistance to member libraries, public service staff is freed from these duties and able to focus attention on patron needs including, but not limited to, reference assistance and programming. Finally, this aid supported B&ECPL staff costs for those departments that provide coordinated system services such as electronic access to databases and other electronic resources, including B&ECPL's TechKnow Lab, which provided computer training to patron and staff members at locations throughout the system. The Book a Technology Trainer program provides one-on-one training on the newest technologies. B&ECPL's Launch Pad has become a resource for those patrons with a creative flair, providing hi-tech resources including 3D printer, audio and video studio space, as well as lo-tech resources and lo-tech options including sewing, knitting, and button making. Consolidation of utility purchases, office and library supplies purchases, and equipment purchases, has resulted in both cost and time savings for the member/contract libraries. Personnel Protective Equipment and EPA List-N Disinfectants and Cleaning Supplies were acquired at the System level, and distributed via the Shipping department to the various locations of the Buffalo & Erie County Public Library system, allowing staff to return to work safely while providing a clean and safe environment for the returning patrons. In addition, the Human Resources department continued to assist staff members by developing new staffing plans and providing on-going training. The Human Resources department provided much needed support to the various departments and locations of B&ECPL system during the COVID-19 pandemic by staying up to date with the ever-changing rules and regulations, at both State and local levels. BECPL's Centralized Human Resources program provides centralized payroll, civil service, and human resource activities for all member/contract libraries. Also included in this aid are funds that were provided to member libraries to cover personnel costs.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

**Statutory** Education Law § 273(1)(b)  
**Reference:** Commissioners Regulations 90.4  
Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.  
Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.  
See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

13.2.1-13.2.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

13.2.1	Total Full-Time Equivalents (FTE)	1.05
13.2.2	Total Expenditure for Professional Salaries	\$64,974

13.2.3-13.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

13.2.3	Total Full-Time Equivalents (FTE)	2
13.2.4	Total Expenditures for Other Staff Salaries	\$85,420

13.2.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$101,374

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.2.7 **Total Expenditure - Purchased** \$0

Services

13.2.8 **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. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 Adult non-fiction and foreign language materials - electronic databases

2. Expenditure \$73,396

1. Expenditure Category Adult non-fiction and foreign language library materials - print

2. Expenditure \$3,721

1. Expenditure Category Adult non-fiction and foreign language materials - non-print

2. Expenditure \$1,939

13.2.9 **Total Expenditure - Supplies and Materials** \$79,056

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

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 N/A

2. Expenditure N/A

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

13.2.12 **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. N

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	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

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

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

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	N/A
2.	Allocation	N/A
3.	Project Description (no more than 300 words)	N/A

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

13.2.16 **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** \$330,824

13.2.17 **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. \$77,828

13.2.17a CBA Cash Balance at the Opening of the Fiscal Year \$13,175

13.2.17b CLDA Cash Balance at the Opening of the Fiscal Year 64,653.00

13.2.18 **Total Allocation from 2021 - 2022 State Aid:** \$351,470

13.2.19 **Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$429,298

13.2.20 **Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 98,474.00

13.2.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities Central Library Book Aid was used to continue to provide access to a major database used by B&ECPL's Central Library staff and patrons. From Proquest, B&ECPL extended its access to Ancestry Library, an excellent online resource for patrons doing genealogical research. This resource is a greatly used in the

carried out with these State Aid Funds.

Central Library's Grosvenor Room, a center for local history and genealogical research. In addition, books in foreign languages were purchased with Central Library Book Aid. Central Library Development Aid helped sustain the Grosvenor Room/Special Collections department at the Central Library. Staff from the department respond to the bulk of specialized email and telephone reference requests and promote and exhibit the B&ECPL's rare book collection, making the Central Library a focal point for tourism and research throughout Erie County and beyond. CLDA was utilized to supplement wages of staff who planned and implemented many of the programs and exhibits held at the Central Library. The B is for Book: Children's Stories Through the Centuries exhibit continued to draw visitors to the Central Library. This exhibit includes alphabet and instructional books, magazines and Mother Goose editions, as well as the fairy tales of the Brothers Grimm and Hans Christian Andersen plus some Dr. Seuss classics. Some of these items have been part of the B&ECPL's collection since 1896, when a reading room specifically for children was first opened. In June 2021, a new exhibit featuring John James Audubon's Viviparous Quadrupeds from the Rare Book Collection was opened in the Rare Book Display Room and will run for approximately one year. This exhibit highlights many of Audubon's hand-colored plates and discusses the importance of this lesser known collection. CLSA also provided funding for staff who assist library patrons in using public access computers and who shelve and retrieve items in the various collections throughout the building.

#### Coordinated Outreach Library Services Aid

### COORDINATED OUTREACH LIBRARY SERVICES AID

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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach 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)	1.17
13.4.2	Total Expenditure for Professional Salaries	\$62,471

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)	1.07
13.4.4	Total Expenditure for Other Staff Salaries	\$41,677



13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$65,653

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 N/A  
2. Provider of Services N/A  
3. Expenditure N/A

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. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 Books and other print materials  
2. Expenditure \$871

13.4.9 **Total Expenditure - Supplies and Materials** 871

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

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

1. Type of Travel System staff  
2. Expenditure \$96

13.4.11 **Total Expenditure - Travel** \$96

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. N

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	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

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. N

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	N/A
2.	Allocation	N/A
3.	Description of Project	N/A

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

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$170,768

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. \$55,862

13.4.18 **Total Allocation from 2021 - 2022 State Aid:** \$176,834

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$232,696

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$61,928

13.4.21 **Final Narrative:** Provide a The B&ECPL continued to provide a welcoming atmosphere at

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

all its locations for persons with disabilities and continued to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach services for the residents of Buffalo and the surrounding areas by providing programs and services at the 8 city branches. Starting in 2021, Library by Mail is a free service providing library materials to homebound patrons. This program allows those who would otherwise be unable to take advantage of the Library's resources to have requested items sent directly to their location. Mobile service continued in 2021 with the Library on Wheels bookmobile. In addition to providing a traditional materials collection, the bookmobile offers free WiFi and laptops for public use. The coming year Mobile Services will add an additional outlet, Library2Go, which will be able to extend these services even more. B&ECPL's Adult Programming Team continued to reach out to and collaborate with community organizations and educational institutions as well as in-house partners Literacy Buffalo Niagara, Project Flight, and Young Audiences of Western New York. These partnerships helped to provide greater public insight into the resources available at the Library, improve literacy, improve economic development, and provide job placement assistance. 2021 Adult Literacy funding was used to strengthen our Workforce Development Project. This project helped increase awareness of the Library's resources, and provided assistance for job seekers by offering virtual workshops and one-on-one tutoring. With the help of many partners, over 100 programs were held, reaching over 4,000 residents. The 2021 Family Literacy funding was devoted to early childhood and parent services. In 2021, there were over 1,400 virtual programs with over 42,000 views. With the implementation of Storytime in Bag kits, the Library continued to work to introduce the love of reading to a new generation. Staff continued to develop programs to entertain and educate the diverse population of Buffalo and Erie County, while promoting the resources and services available for use at B&ECPL.

#### Services to County Jails Aid

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

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

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalents (FTE) 0

13.5.2 Total Expenditure for Professional Salaries \$0

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalents (FTE) 0

13.5.4 Total Expenditures for Other Staff Salaries \$0

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 N/A

2. Provider of Services N/A

3. Expenditure N/A

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

13.5.8 **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. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 N/A

2. Expenditure N/A

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

13.5.10 **Total Expenditure (total 13.5.7, and 13.5.9)** 0.00

13.5.11 **Cash Balance at the** \$6,888

**Opening of the Fiscal Year:**

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

- 13.5.12 **Total Allocation from 2021 - 2022 State Aid** \$8,079
- 13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$14,967
- 13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$14,967
- 13.5.15 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. Since March 2020, B&ECPL staff have been unable to provide personal service to the penal-connected facilities operated by Erie County, the Erie County Holding Center and the Erie County Correctional Facility. However, library materials have been provided to the population. Once staff is again able to have personal access to these locations, this aid will be used to update the collection and materials housed at the locations, as well as reinitiate some of the program services previously provided to the individuals housed in Erie County's penal-connected facilities.

**State Correctional Aid**

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

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at

[www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

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

- 13.6.1 Total Full-Time Equivalents (FTE) .1
- 13.6.2 Total Expenditure for Professional Salaries \$6,777
- 13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.
- 13.6.3 Total Full-Time Equivalents (FTE) .39
- 13.6.4 Total Expenditure for Other Staff Salaries \$10,470

- 13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,761
- 13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 N/A
2. Provider of Services N/A
3. Expenditure N/A

13.6.7 **Total Expenditure - Purchased Services** 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. Y

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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 Books and other print materials
2. Expenditure \$8,094

13.6.9 **Total Expenditure - Supplies and Materials** \$8,094

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

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 N/A
2. Expenditure N/A

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

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

N

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 | N/A |
| 2. | Quantity     | N/A |
| 3. | Unit Cost    | N/A |
| 4. | Expenditure  | N/A |

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

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)** \$31,102

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. \$48,839

13.6.16 **Total Allocation from 2021 - 2022 State Aid:** \$42,130

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$90,969

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$59,867

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

In March 2021, the Gowanda State Correctional Facility was closed. The B&ECPL continues to provide library service to New York State Correctional facility incarcerated individuals. The Collins and Wende State Correctional Facilities contracted with the Buffalo & Erie County Public Library for a variety of public libraries services and programs including: interlibrary loan and delivery, reference and consultant services, and continuing education services for facility librarians, as well as the purchase and delivery of new books and other materials.

## 14. Summary of Library System Accomplishments

### System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 5 (2021).

14.1 Element 1: Resource Sharing "....."[Cooperative Collection  
- Results Development: Develop and maintain relevant traditional, electronic, and digital collections that reflect and support all B&ECPL libraries and their diverse communities.] The centralized Collection Development Team orders print, media, and downloadable materials for all System libraries using System funds. To procure items that appeal to users and fulfill the B&ECPL's mission, the team maintains close contact with member library staff. 3 surveys were sent to member libraries to gauge satisfaction with topics, formats, and quantity of materials ordered. Staff suggestions totaled 385 titles, of which 75% were purchased. Member libraries were provided with funding for local collection development. 8 checklists of pre-selected titles on a wide range of topics were provided to facilitate ease of acquisition and to expedite cataloging and processing. Circulation totaled 5,173,555. Statistics and data on the number of holds placed were monitored to see where user demand was concentrated. Enthusiasm for eBooks and eAudiobooks continued to increase, with the overall circulation exceeding 1.3 million digital checkouts. 22,604 eBooks and 23,108 eAudiobooks were added. 146,997 titles were added in traditional print and media formats. 7,310 purchase suggestions were received from users through an online form, of which 64.6% were purchased. [Integrated Library System: Implement, maintain, and enhance a next-generation Integrated Library System.] The Library emerged from year 5 of its multi-year SirsiDynix contract with both a major upgrade of the live Symphony server to version 3.6.2 and a Web Services refresh. In addition to bug fixes, the staff Workflows interface was enhanced to take advantage of right-click shortcut menus. Workflows receipts were improved to include the B&ECPL logo and the dollar value of checked out items representing the amount patrons "saved" by using the library. Cash drawer and improved hold shelf management features were enabled at the Central Library and continue to be evaluated in anticipation of System-wide adoption. The inbound dial-in portion of the automated telephone hold and overdue notice system was enabled, fully completing the implementation. Moving the Web Services software to a new server accelerated the display of real-time holds and availability information in the public Enterprise catalog. An upgrade to Syndetics Unbound generated a significant increase in the number and variety of content enrichments and discovery options and introduced patron engagement features in Enterprise. The ability to display local cover images was enabled through a SirsiDynix custom request. A purchase on demand program, in which patron holds via Enterprise trigger purchases of selected titles was implemented and continues to be tweaked and evaluated. The test version of Enterprise was upgraded to 5.1.0. Tracking the use of grant-purchased materials was simplified with the BLUEcloud Analytics tool, which also continues to inform administrative decisions. The online library card application was expanded to all Erie County residents, including an option for youth to apply



independently for online resource privileges. Several key staff members participated in multiple day virtual conference and System Administration training sessions. At year's end, a new library in support of the new Library2GO van service was created in Symphony. [Delivery: Provide timely and efficient delivery via System vehicles.] Transport of all library materials within the B&ECPL System, including new material, items to fill patron holds, and Interlibrary Loan requests, is done through the Shipping Department at the Central Library. An average of 173 delivery stops were made per week. [Interlibrary Loan: Maintain efficiency and improve awareness of ILL services.] Interlibrary Loan use totaled 6,779 items loaned, 5,770 items borrowed, and 506 new users. B&ECPL continues to be part of the OCLC ILL group Libraries Very Interested in Sharing, the first global OCLC no charge Resource Sharing Group. B&ECPL was a net lender in sharing our diverse collection with libraries worldwide. [Digital Collections Access: Develop and maintain a digital collections website and enhance digital discoverability.] 18 digital collections were added in 2021, for a total of 65 digital collections. 48 items were added to new and existing collections. Digital collections were accessed 2,201,398 times, a 10% increase. "....."

14.2 Element 2: Special Client Groups - Results

.....[Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.] Adult tutoring and adult literacy programming totaled 962 sessions with 1,192 attendees, including 910 one-on-one programs (910 attendees) and 52 group adult literacy programs (282 attendees). These include adult ESOL sessions. Partner organization Literacy Buffalo Niagara offered the majority, with others offered by public school districts. Adult digital literacy programs totaled 2,825 with 3,342 attendees: 152 group programs (642 attendees) and 2673 one-on-ones (2700 attendees). Of these, 83 group programs (366 attendees) and 129 one-on-ones (129 attendees) were offered virtually. [Coordinated Outreach: Partner with Member Libraries, government agencies, and community organizations to provide services and programming to Coordinated Outreach populations as defined by New York State Education Law A 273 (1) (h) (1).] Traditional Outreach efforts (offsite) resulted in 260 programs with 14,436 attendees. Wellness Wednesdays were held monthly in 2021, virtually for the first few months then in-person at the Central Library. This program brought relevant health information to about 20 attendees each month in a format that enhanced health literacy. The Erie County Department of Health continued its screening program at the Central Library on Tuesdays in June and December. Individuals could be screened discreetly for HIV and Hepatitis-C and learn more from nurses about issues that may be of concern. During the early roll out of COVID-19 vaccinations (February-April 2021), many Erie County residents did not have the access or the knowledge to navigate the online appointment system. 13 B&ECPL libraries set up vaccine assistance points, helping hundreds of Erie County residents make their first vaccination

appointment. The Erie County Department of Health also used the Central Library as a vaccination site in September 2021, allowing dozens of County residents to receive their first or second COVID-19 inoculation. Emphasis has been made to close caption online programming to expand accessibility. Many B&ECPL partners who help individuals in need of assistance were working remotely or in a one-on-one framework. The B&ECPL helped these agencies reach targeted populations through social media, in-house advertising, and providing rooms or technology to meet their needs. B&ECPL's Accessibility Services Librarian started visiting all B&ECPL libraries to assess their buildings and assistive technology offerings and answer any question from staff to improve or expand service. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile traveled 3,837 miles servicing all of Erie County, visited 12 senior living centers monthly, and made 3 monthly stops to towns that do not have a public library. The Bookmobile also visited 4 charter schools, 1 adult mental health residence, 3 schools for special education, and 2 daycare centers on a monthly basis, and added services to 2 more sites. 13,129 items were circulated, 690 WiFi log-ins were recorded, and programs totaled 52 with 5,292 attendees. The Bookmobile was open 496 service hours. [Partner with Member Libraries, government agencies, and community organizations to provide services to the unemployed/underemployed.] B&ECPL libraries have hosted both in-person and virtual programs on small business development, job hunting, career research, hiring and recruitment, resume workshops, marketing, and using the internet for career and business. The Central Library's Employment Outreach Program provided 21 workshops reaching 570 participants. 2 virtual job fairs were coordinated in 2021. Each fair connected job seekers with over 33 employers and organizations. Over 250 individuals participated in these 2 virtual job fairs. The Central Library also hosted an in-person job fair sponsored by the Erie County Department of Social Services with the focus on applying for Civil Service positions, with 150 County residents attending. The B&ECPL offered in-person and virtual classroom training assisting over a 150 job seekers, working in partnership with The Service Collaborative of WNY, Veterans One-Stop Center of WNY, the Department of Labor, Erie Community College, Buffalo Employment Training Center, and the Buffalo Public Schools Adult Education Program. The B&ECPL surveyed attendees using the Project Outcome Job Skills Survey, which measures the impact of services designed to improve the skills needed to find employment, apply for jobs, and advance careers. 30 survey responses were collected. Of those who participated, the vast majority either agreed or strongly agreed with the following statements: 100% felt more knowledgeable about the job-search process, 94% will use what they learned in the job-search process, 98% felt more confident about the job-search process, and 94% were more aware of resources and services provided by the library. The Central Library's Adult Services Team continued its work with business development agencies, chambers of commerce, and not-for-profit

organizations that offer assistance to individuals starting or running businesses in Erie County. 3 programs were conducted in person and 29 virtually, reaching over 650 attendees. The B&ECPL also joined the Grow with Google Partner Program, which provides free online programs to teach digital skills and assist participant's growth in their careers and business. This collaboration has helped the B&ECPL present more topical and informative workshops virtually to the residents of Erie County. B&ECPL staff distributed surveys to program participants to collect data and insights about how their economic development services and programs are supporting community needs. B&ECPL surveyed patrons using the Project Outcome Economic Development Survey, which measures the impact of services designed to improve business start-up and development skills. 47 survey responses were collected. Of those who participated, the vast majority either agreed or strongly agreed with the following statements: 96% felt more knowledgeable about what it takes to establish a business, 98% intend to apply what they learned, 95% felt more confident about establishing a new business, and 97% were more aware of resources and services provided by the library. [Ensure library accessibility and appropriate resources for immigrants, refugees, and new learners of the English Language.] English for Speakers of Other Languages programming totaled 290 programs with 461 attendees. This included 54 one-on-one programs (225 attendees) and 236 group programs (236 attendees). Early in 2021, B&ECPL staff attended one job/career fair held by the Buffalo Public School Adult Education program with arrangements made to introduce the 31 graduates of the English as a New Language program to available B&ECPL resources. Due to the pandemic, outreach in 2021 to ESOL community partners was limited. Central Adult Services continued to work collaboratively with Journey's End Refugee Services, Inc., Jericho Road Community Health Center, Literacy Buffalo Niagara, and the Buffalo State Community Academic Center to introduce immigrants and refugees to resources they may need during these difficult times. B&ECPL staff acted as liaisons between community organizations and contacts between Erie County and State agencies providing valuable information about housing/rental assistance, support for food and meal assurance, as well as how to find support for a struggling business. The existing partnerships with these agencies over the past years allowed B&ECPL to connect supportive initiatives to the needed populations. Central Library staff found virtual opportunities to meet with partners in Erie County and plan for in-person mentoring. Central Library Programming and Outreach staff participated in 3 virtual events reaching 88 individuals, and the Central Library and Buffalo Branches hosted in-person mentoring for ESOL & Preparing for Citizenship, reaching over 100 individuals. Central Library outreach staff, working with recommendations from our partners, created core collections (books and CDs) to assist in teaching English in libraries where ESOL mentors meet one-on-one. [Correctional Facilities (State and County): Provide services to incarcerated populations and reach out to agencies working with individuals recently released

from prison.] The COVID-19 pandemic continues to impact civilian staffing at both the Erie County Correctional Facility and Erie County Holding Center. B&ECPL staff has been unable to report to the Erie County Correctional Facility and Erie County Holding Center since March 2020. Law library services at both facilities continued uninterrupted with a total of 12,832 transactions. Incarcerated individuals receive popular library materials through a selection of books and magazines brought to each housing unit and exchanged on a weekly basis. Bail and sentencing reforms continue to result in incarcerated individual population decreases. Gowanda State Correctional Facility was shuttered on March 31, 2021, ceasing library services at that time. The B&ECPL continues to provide collaboration and supportive library service to both Collins and Wende Correctional Facilities. [Youth Services (Youth to age 18 exclusive of Early Literacy): Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support local curriculum and New York state Education requirements.] Programs for youth to age 18 (exclusive of early literacy) totaled 25,537 programs and 51,112 attendees. 447 were virtual programs with 11,950 attendees. Of these programs, 24,049 were one-on-ones, including self-directed programs such as take & make activities. Children's Services provided programming at the Central Library and off-site outreach events. In-library programming included classroom and group visits from public, private, and charter schools, homeschool groups, and summer camps ranging from Pre-K to grade 12 throughout Erie County. Youth programs varied in size and method to ensure attendee safety during the COVID-19 pandemic. Central Library tours were also provided to students from Visually Impaired Advancement WNY. Young Audiences of WNY presented monthly family-friendly programs virtually and in-person. The B is for Book: Children's Stories Through the Centuries exhibit at the Central Library provided a socially distanced active play area. Scavenger hunt activities were available for elementary age visitors, in addition to a virtual exploration game for middle school and high school students. Library staff visited public and charter schools, day camps, and community events. Off-site programs were offered at Buffalo Heritage Carousel, Familia Day Storytime at the Darwin Martin House, Frontier Middle School, Hamburg Middle School, Johnnie B. Wiley Community Center, South Buffalo Charter School Literacy Night, Say Yes Saturday Academy, and Valley Community Association Summer Day Camp. Virtual and in-person outreach to the community was conducted with Buffalo City Mission, Buffalo Museum of Science, Buffalo Police Athletic League, Buffalo Presidential Center, Buffalo Waterfront, City of Buffalo Mayor's Office, Canalside Storytime & Storytime on Super Street, Erie 1 BOCES School Library System, Explore & More - The Ralph C. Wilson, Jr. Children's Museum, Hispanic Heritage Council of WNY, John R. Oishei Children's Hospital, Navy Band Northeast, School Librarians Association of WNY, and WNY Book Arts Center. Take & make bags were offered to patrons featuring educational activities for children by age level. Kids' crafts for ages 9-12 were

presented in a hybrid format, with in-person and virtual participation. Maker Camp, sponsored by National Grid, was offered via take & make camp kits, with videos explaining various STEAM activities. An outdoor Independence Day Celebration provided socially distanced fun for families. Attendees made crafts, practiced writing with feather quill pens and ink, and listened to patriotic music. Animal brick building programs were held outdoors and children learned about various animals, along with recommended reading in alignment with the Tails and Tales summer reading theme. Virtual library programming included Bilingual (Spanish) Storytimes, Checkers Library TV - Full STEAM Ahead, Drag Queen Family Time, Sprout Up Gardening, and various book readings. Battle of the Books was also presented virtually. This trivia competition, for students in grades 6-9, was previously held in person as a large-scale event. 84 youth on 13 teams from System libraries competed online for a trophy and prizes on multiple dates. Summer reading programs consisted of storytimes, performances with reading positive messages, and learning encouragement that incentivized reading outside the classroom. A System-wide online summer reading challenge was offered through Readsquared. 275 children were registered for the summer challenge and 1,054 book reviews were submitted. 43 teens participated with 357 reviews. A similar online challenge was offered in winter (mid-January to mid-March) for patrons of all ages, in addition to a classroom component for educators. 872 book reviews were submitted during the winter challenge. The Generator Z Brain Sparks program included monthly boxes of art supplies, a book, subscription to an art instruction website, and 2 related monthly programs. Participants had the option to use loaned technology provided through the grant for the online content. Reader's Quest Middle School Book Club took place virtually with discussions, trivia, scavenger hunts, and writing activities. Rising Voices, a book group for high school students, met virtually for teens to discuss current issues in society through the lens of young adult fiction. Teen Take & Make Craft Hangouts also took place virtually. Teen Anime/Manga Club met in-person to learn about Japanese culture, watch anime, and discuss manga. The Central Library continued participation in the Task Force to End Youth Homelessness Community & Education subgroup, a joint committee between the WNY Coalition for the Homeless and the Homeless Alliance of WNY. Library staff contributed to an information campaign to educate the public about how to recognize youth homelessness and sex trafficking, in addition to ways to provide assistance. Children's Services provided support to member library staff through semi-annual Youth Services Group meetings (March & November) for yearly planning. Material support to member libraries was offered via themed kits and other programming materials (books, activity sheets, professional development opportunities, puppets, felt/flannel stories, STEM resources, craft supplies, and Ellison die cut orders). The System Youth Services intranet page was updated regularly. In addition to quarterly update emails, a Facebook Group continues to engage members of the B&ECPL Youth



programs continued to be held in virtual formats, and relevant webinars were purchased and made available through the staff intranet. The TechKnow Lab and Launch Pad Makerspace conducted the following technology training for staff: An Introduction to Laser Cutting with Glowforge; An Introduction to 3D Printing; An Overview of eBooks with Libby; An Introduction to Cricut Maker; Photo Editing with Pixlr; An Intro to Drupal; and Accessing B&ECPL's Online Databases. In addition, they provided one-on-one technology training to 14 staff members throughout the System. Additional technology training for staff included: Creating Outstanding Online Storytimes; Facebook Training for B&ECPL Editors; Getting it Right: Busting Library Website Myths; and Top Social Media Trends and Strategies. Training for working with special populations included: Creating Anti-Racist Storytimes: Activism, Belonging, and Change; Designed with You in Mind: Creating an Inclusive Library Space; Disability Awareness Training; Introduction to Alzheimer's; and LGBTQ+ Cultural Competency. 3,271 employee training and development sessions (in-house, external, or online) were reported in 2021, an average of 6 sessions per employee. [Foster an environment to ensure informed and active library trustees system-wide.] B&ECPL System Administration conducted training during 2 Association of Contracting Library Trustees virtual meetings, including presentations on the budget process, employee appreciation, construction, and Friends groups. The B&ECPL also helped facilitate a survey of ACT members to identify challenges, needs, and innovations, the results of which were discussed at an ACT meeting. Trustees were notified of webinars and training programs sponsored by relevant organizations, including the Trustee Handbook Book Club. Administration continued to update the trustee website to facilitate access to current, relevant information and resources and to foster communication among trustees. New trustees were provided a copy of the Handbook for Library Trustees of New York State, 2018 edition.

14.5 Element 5: Consulting and Development Services - Results

[Actively provide System resources designed to meet the varying needs expressed by member libraries.] System Administration hosted monthly Managers-Directors meetings to provide System updates, training, and networking opportunities. Training provided by HR and other System departments were designed to meet the needs of staff from all libraries, including: A+ Customer Service; Facebook for B&ECPL Editors; LGBTQ+ Cultural Competency; Voter Resources; and Wireless Printing. Online training was reviewed for relevance and accessibility to member libraries; whenever possible webinars were archived and made available on the staff intranet. HR also arranged and monitored the progress of System-wide compliance training; all B&ECPL staff completed the online training modules Harassment Prevention: A Commonsense Approach and Workplace Violence: The Early Warning Signs, hosted by Kantola Productions. 490 employees completed the modules during the annual training period and 109 new employees completed the training as part of their new hire orientation. [Provide advice and assistance to member libraries to ensure policies and governance meet legal

requirements and reflect the organization's values.] 6 System-wide policies were reviewed and amended as necessary: Equal Employment Opportunity & Anti-Harassment Policy, Free Direct Access Plan, Internet Safety and Acceptable Use Policy, Sexual Harassment Prevention Policy, Sick Leave Policy, and Union Membership Policy. 7 B&ECPL (Central Library/Buffalo Branches) policies were reviewed and amended as necessary: Building Renaming Policy, Bulletin Board Policy, Central Library Access Ramp Policy, Distribution Policy, Exhibits and Displays Policy, Procurement Policy, and Rules of Conduct. 2 new B&ECPL (Central Library/Buffalo Branches) policies were developed: Open Meetings Law Policy and Public Health Emergency Operations Plan. Member library directors were provided with examples and guidance as needed to assist with the development of their own policies.

14.6 Element 6: Coordinated Services - Results

[Virtual Reference: Provide a variety of electronic referral points, which patrons and member libraries can rely on to answer any questions in a timely manner.] B&ECPL patrons had many ongoing avenues open for communication with the Library System. The 716-858-8900 telephone line continued to be available. Staff received reference questions, fielded borrower account and Overdrive/eBook queries, comments, and complaints, and made directional referrals. Most queries were handled on the spot; more complex questions were referred to subject departments. The Contact Us email portal remained accessible via the B&ECPL website 24/7. AskUs 24/7 chat reference service was available to answer patron reference questions. B&ECPL member library staff had continued access to System-related information. The staff intranet, containing policies, forms, directories, statistics, and avenues for communication with Administration, was available on all staff workstations and through remote access. [Digitization Services: Provide local content management system and digitization services for prioritized special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] The Digitization Committee continued to initiate and facilitate the selection, digitization, storage, and electronic access to resources in the System's collections. The Committee provided ongoing expertise on types of projects to propose and possible funding options for outsourced digitization. The Committee continued to maintain Omeka, an open-source internal management system, and facilitated System-wide collections on the consortium platforms NY Heritage and NYS Historic Newspapers. 2 unique member library resources were added to the Library's Digital Collections on the Omeka platform. [(Other) General Coordinated Services for Members: Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operation and outstanding service to the residents of Erie County.] The B&ECPL System provided access to 29 databases and 15 NOVELny databases in library or remotely; database searches totaled 341,141. Additional services provided to member libraries included: consolidated purchasing services and supply fulfillment from the Business Office; access to remote meeting services;



publicity and graphics support for library programs and events; administration of the E-Rate program for all libraries; and centralized delivery services of materials to all libraries, including regular assessment of routes to ensure efficient and timely delivery. The System also provided Directors and Officers Insurance for the System board trustees and administrators, member library directors, and member library trustees; Crime Insurance for library staff and all trustees; Cyber Liability Insurance for all libraries; and General Liability Insurance and Umbrella Liability Insurance for all libraries.

14.7 Element 7: Awareness and Advocacy - Results

""""""""""[Provide education and training to support Library System initiatives and services to library staff, trustees, volunteers, and the community.] The B&ECPL Development & Communications Department worked to increase awareness among internal and external constituents through email, hardcopy materials, and surveys. In an effort to communicate library priorities and the value of libraries, system staff made presentations and provided support materials including online links, hardcopy letters, training videos, posters, and flyers to member library managers and directors on topics including the library's value calculator, genealogy resources, social distancing protocols, public calendar applications, virtual programming, and library governance and advocacy tools. 2 public surveys were conducted in 2021, with over 1,250 responses. Questions pertained to frequency of library use during the pandemic, knowledge of library programs and resources, and favorite books read in 2021. Surveys were available both online and in libraries. 44 media releases/invitations were issued about awarded grants, renaming/dedication of libraries and library spaces, the Library by Mail service, building closures, retirement of the library director, exhibits, and summer/winter reading initiatives. 48 media interviews/photo ops took place with the library director and administrative staff on topics including COVID-19 safety protocols, Student Digital Library Card, partnerships with local schools, the Penguin Random House Library Award for Innovation, and the annual budget. Media releases and interviews resulted in more than 80 news features about B&ECPL initiatives. The B&ECPL issued 8 mass email updates to 40,000 - 100,000+ library cardholders/library friends, staff, volunteers, media, and elected officials throughout 2021. Messaging was devoted to mask wearing updates, new services such as Library By Mail for the homebound, Brain Sparks for teens, removal of hold fees, Black History Month programming, and direct links to submit advocacy letters to elected officials. Marketing materials designed to explain the value of the B&ECPL were updated and produced including the Return on Investment, yearend statistics posters, and the Annual Report of the Director. Copies were distributed in libraries, online, through email, and by mail. Information pertaining to library services and programs was posted weekly on the System website and social media pages. Member libraries were sent a series of weekly social media posts communicating library priorities. This allowed for public messaging to come out as one voice to reinforce the Library brand. [Provide elected officials from all levels of government with information to

increase awareness and promote library initiatives, programs, and services.] The B&ECPL worked to increase awareness and promote library initiatives to all levels of government in 2021 through in-person and virtual meetings, media events, calls, emails, and letters. Over 60 email messages were sent by the Library's Development & Communications Department to a contact list consisting of 96 elected officials/their staff about library services, COVID-19 recovery, community partnerships, virtual programs, and initiatives. The Library's Return on Investment and 2020 Yearend Statistics were mailed or hand delivered to all Erie County, City of Buffalo, and New York State elected officials. Library cardholders and supporters were asked to sign an online letter directed to the WNY State delegation in February/March 2021. Another letter writing campaign to members of the Erie County Legislature resulted in 1,626 signed letters encouraging passage of the 2022 budget proposed by the County Executive. February 26, 2021 was NYLA's virtual Library Advocacy Day. 13 meetings were held with members of the NYS Senate and Assembly or their staff. More than 25 library representatives including administrators, trustees, member library directors, managers, and staff attended the virtual meetings. Updates and statistics were provided and the major impact the pandemic has had on libraries was discussed. Dialogue also centered on collaborative support for reinstatement of funding that was cut in the Governor's proposed budget. Library Director Mary Jean Jakubowski, now retired, worked with ALA to compose an editorial on how the Build America's Libraries Act, a bill designed to provide \$5 billion nationwide towards library modernization, would have a positive and direct impact on B&ECPL libraries. The editorial appeared in The Buffalo News on May 25, 2021. It was also sent to local elected officials of all levels. US Congressman Brian Higgins, whose district includes 21 libraries in the System, participated in a virtual public program called IMAGINE Buffalo in July 2021 and was asked about the federal Build America's Libraries Act. 2 onsite media events and a roundtable discussion were hosted by NYS Senator Sean Ryan, chair of the Committee on Libraries, in B&ECPL venues in 2021. Ryan invited NYS Assembly Majority Leader Crystal Peoples-Stokes, Assembly Libraries Chair Kimberly Jean-Pierre, and Assemblymember Josh Jensen to the roundtable event. Attendees included 5 directors/managers from member libraries and 6 administrators and managers representing Buffalo libraries. Staff provided a yearend status report and plans/updates on construction grants. Senator Ryan and a representative from the City of Buffalo also participated in a public meeting held before the first phase of a major construction project at the Crane Branch Library. In August 2021, NYS Assemblymember William Conrad III announced \$65,000 in grants for improvements to the B&ECPL libraries in his district. The announcement was held at the Elaine M. Panty Branch Library and included the media and city officials as well as representatives of Town of Tonawanda, City of Tonawanda, and Buffalo Branch libraries. Lawmakers from the city, state, and county also spoke at the Elaine M. Panty Branch Library renaming dedication event in September 2021. In

October 2021, Congressman Higgins announced through a media release that over \$17,000 in American Rescue Plan funding was awarded to the B&ECPL in support of a loan program for laptops and hotspots, which expands community internet access to address a disparity that has been increasingly evident throughout the pandemic. """"""""""""""""

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

[Actively foster and facilitate effective, efficient communication and collaboration between and among the Library System, member libraries, and all staff to better serve library users and the community.] Email was the primary and most effective resource used to share timely information and best practices. 65 email messages were sent by the Development & Communications Department to B&ECPL managers and directors about advocacy, social media marketing tools, public calendar resources, and effective communication tools for working with the public and/or elected officials. More than 20 messages were sent to all B&ECPL staff members on topics including media coverage, Women's History Month, Black History Month, Library Awareness Month, Hispanic Heritage Month, programming, advocacy tools, patron surveys, and System-wide promotional campaigns. 26 email messages headlined as "In the News" were sent to staff and trustees to update them on Library System media coverage including interviews, newspapers/magazine articles, photographs, and editorials. Virtual meetings, online surveys, phone calls, and one-on-one meetings also took place during 2021. B&ECPL managers and directors participated in 8 surveys about topics including marketing, public calendar applications, and signage needs. An additional online staff survey was distributed to seek feedback on the qualifications needed for the new System Director. Results were shared in meetings and posted on the staff intranet. B&ECPL Administration hosted System-wide Manager-Director Meetings throughout 2021; 10 took place virtually and one was held in-person. Member library representation remained higher at the virtual meetings; an average of 17.4 of the 22 libraries attended the live sessions. Access to archived video of the virtual meetings also increased engagement after the live meetings, increasing that average to 18.4. Results of 2 major community surveys were shared during meetings in January (6,100 respondents) and December (nearly 1,200 respondents). Managers were encouraged to review the responses and comments in an effort to better serve the needs of the community. The staff intranet was continuously updated to provide all employees with links to policies, health and safety protocols, forms, trainings, budgets, and other departmental initiatives. System contact lists were updated 4 times in 2021 and distributed to staff. A guide to media contacts in Erie County was updated and posted on the intranet with a notification message sent to managers and directors.

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

[Participate in collaborative programs and activities with other local or regional library systems and library consortia, as well as participate in statewide and national organizations.] The B&ECPL had a representative on the WNYLRC Board of Trustees and on 6 of the 8 WNYLRC committees in 2021,

including: the Committee for Health Information Access (Chair); Continuing Education Committee (Co-Chair); Equity, Diversity, Inclusion and Anti-Racism Committee; Regional Advisory Committee; Resource Sharing Committee; and Western New York Library Assistants Committee. The B&ECPL also had representatives on NYLA's Continuing Education Committee and the Board of Trustees for the Labor Management Healthcare Fund. B&ECPL staff attended many national, state, and regional conferences in 2021, including: Association of Bookmobile and Outreach Services Conference (3 attendees); ALA Annual Conference (8); ALA Midwinter Conference (2); BLOSSOM (4); Candid 2021: Network Days (2); Connections Summit (1); COSUGI Conference (5); Digipalooza (2); Intersect Unconference (4); Library 2.021 (1); Library Journal Day of Dialog (1); Library Journal Summit (3); LibraryCon Live! (4); Link & Learn 2021 (1); Middle Grade Magic (5); National Genealogical Society Annual Conference (1); National Small Business Week Conference (2); NYLA Annual Conference (6); NYLA YSS Spring Conference (2); NYSPELRA Conference (2); PILLARS Symposium (1); SCBWI Winter Conference (1); SirsiDynix Connections Summit (3); School Library Journal Day of Dialog (3); SLJTeen Live! (2); and Wikipedia + Libraries (1).

- 14.10 Element 10: Construction - Results [Support the replacement, renovation, rehabilitation, and addition of library buildings and infrastructure through system-wide coordination of the State Aid for Libraries Construction Program.] System staff assisted in coordinating, providing guidance, and reviewing a total of 4 projects submitted for 2021-2022 State Aid for Library Construction, with recommended funding totaling \$1,558,809. Those projects include: Isaías González-Soto Branch Library Phase 2 Improvements (renovate interior on both floors; increase electrical service; restore parking lot/sidewalks; replace/reconfigure backup prone sanitary/storm piping); Central Library Electrical Switch-Gear Replacement & Chimney Restoration; Newstead Public Library HVAC Replacement; and Collins Library Roof and Interior Lighting Replacement. [Assist member libraries with facility planning in an effort to achieve welcoming environments and efficient, sustainable library buildings and grounds.] B&ECPL staff continued to provide guidance and assistance for member libraries considering or implementing LED conversion projects, which in 2021 included the East Aurora, Ewell Free (Alden), Collins, and North Collins libraries. National Grid rebates helped lower the net cost.
- 14.11 Element 11: Central Library - Results [Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the Buffalo & Erie County Public Library System. In addition, funds will be used to support improved service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] 25 juvenile print titles were ordered in Arabic, French, and Spanish and 24 adult print titles were ordered in Arabic. These titles reside in the Leroy R. Coles, Jr. Branch Library, but are available via request throughout the System. 185

downloadable eBooks and eAudiobooks were purchased in various languages including Arabic, Bengali, Spanish, Korean, Chinese, Nepali, Indonesian, and Thai. CLBA was also used to provide continued access for patrons and staff to major databases for genealogical research, ProQuest's Ancestry Library and Heritage Quest. CLDA helped sustain the Central Library's Grosvenor Room, a center for local history and genealogical research. CLDA was utilized to supplement wages of Special Collections staff who planned and implemented many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection. In June 2021, a new exhibit featuring John James Audubon's Viviparous Quadrupeds from the Rare Book Collection was opened in the Rare Book Display Room and will run for approximately one year. This exhibit highlights many of Audubon's hand-colored plates and discusses the importance of this lesser known collection. CLDA also provided funding for staff to assist library patrons in using public access computers and staff members to shelve and retrieve items in the various collections throughout the building.

- |       |                                     |   |
|-------|-------------------------------------|---|
| 14.12 | Element 12: Direct Access - Results | <a href="https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf">https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf</a> |
| 14.13 | Element 13: Other Goal(s) - Results | N/A   |

## 15. Current system URL's

- |      |                                 |   |
|------|---------------------------------|---|
| 15.1 | System Home Page URL            | <a href="http://www.buffalolib.org">www.buffalolib.org</a>  |
| 15.2 | URL of Current List of Members  | <a href="https://www.buffalolib.org/locations-and-hours">https://www.buffalolib.org/locations-and-hours</a>   |
| 15.3 | URL of Current Governing Bylaws | <a href="https://www.buffalolib.org/board-trustees/bylaws">https://www.buffalolib.org/board-trustees/bylaws</a>   |
| 15.4 | URL of Evaluation Form          | <a href="https://www.buffalolib.org/stafftrustee-surveys-2021">https://www.buffalolib.org/stafftrustee-surveys-2021</a>   |
| 15.5 | URL of Evaluation Results       | <a href="https://www.buffalolib.org/stafftrustee-surveys-2021">https://www.buffalolib.org/stafftrustee-surveys-2021</a>   |
| 15.6 | URL of Central Library Plan     | <a href="https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf">https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf</a>                             |
| 15.7 | URL of Direct Access Plan       | <a href="https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf">https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf</a> |

## 16. Assurance and Contact Information

### CONTACT INFORMATION

- |      |   |                           |
|------|---|---------------------------|
| 16.1 | Contact name (person completing report)                             | Angela Pierpaoli          |
| 16.2 | Contact telephone number (enter 10 digits only and hit the Tab key) | (716) 858-7161            |
| 16.3 | Contact e-mail address  | pierpaolia@buffalolib.org |

## ASSURANCE

16.4 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) 4/21/2022

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

16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy). 6/10/2022

## Suggested Improvements

Library System Buffalo and Erie County Public Library

Name of Person Completing Form Angela Pierpaoli

Phone Number and Extension (enter area code, telephone number and extension only): 7168587161

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. No additional comments.  
Thank You!

# Buffalo and Erie County Public Library

## Annual Report for Library Systems - 2021 (Public Library Systems 2021)

### 1. General System Information

- 1.20 Federal Employer Identification Number **Note:** Federal Employee Identification Number listed here is for the County of Erie, who maintains the banking and employment records for the BECPL. The BECPL has a separate tax identification number of 16-6032029.
- 1.23 School District **Note:** In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.
- 1.25 Last Name of System Director **Note:** Mary Jean Jakubowski retired in June 2021. Chief Operating Officer Jeannine Doyle served as Interim Director until John Spears was appointed into the position effective 4/11/2022.
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. **Note:** COVID has had a continued impact on library statistics. Central and Merriweather libraries closed Sundays Jan-June due to COVID. City branch hours per week generally increased over the course of the year. Crane Branch Library was closed for construction the following dates: 3/8/2021-3/12/2021, 3/22/2021-4/1/2021, 5/13/2021-5/15/2021, 6/14/2021-6/15/2021, 8/9/2021-8/13/2021, 8/19/2021-10/31/2021. In addition, 2/2021 and ongoing, Crane construction impacted operations, including 2nd floor meeting space unavailable. Gonzalez-Soto open 11 Tuesdays during Crane's closure August-October. Due to COVID, Dudley was open for curbside/walkup only for one week in January (1/12-1/16).

### 2. Personnel Information

- 2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE **Note:** Vacant July-December. Chief Operating Officer served as Interim Director in the second half of the year
- 2.24 System Director FTE **Note:** Vacant July-December. Chief Operating Officer served as Interim Director in the second half of the year. Indicates the FTE and Salary Director would earn if the position had been filled as per instructions.
- 2.25 System Director Current Annual Salary **Note:** Vacant July-December. Chief Operating Officer served as Interim Director in the second half of the year. Indicates the FTE and Salary Director would earn if the position had been filled as per instructions.

### 3. System Membership, Outlets and Governance

- 3.17 Indicate the year the system **Note:** Auditorium Renovation Phase 2 completed.

building underwent a major renovation costing \$25,000 or more

3.44 The date the board president took the Oath of Office (mm/dd/yyyy)

**Note:** Trustee K. Johnson served as a holdover trustee from January 2020 through March 2021 when reappointed.

Repeating Group 2

12. Term Expires - Year (YYYY) or N/A

**Note:** Trustee Moore is currently serving as a holdover trustee for the term to run from January 2022 through December 2026 until reappointed or replaced by a new trustee. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 9

12. Term Expires - Year (YYYY) or N/A

**Note:** Trustee Gist is currently serving as a holdover trustee for the term to run from January 2021 through December 2025 until reappointed or replaced by a new trustee. The Mayor of the City of Buffalo must recommend reappointment/replacement of this position. The appointment is subsequently approved by the Erie County Executive with the confirmation required by the Erie County Legislature. Per NY Not for Profit Corporation Law, Sec. 703(c) "Each director (this includes trustees) shall hold office until the expiration of the term for which he is elected or appointed, and until his successor has been elected and qualified."

Repeating Group 8

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

**Note:** Trustee Craik was appointed in March 2021 to fill the remainder of Rhonda Rick's term. Ms. Ricks passed away in June 2019, after which the position was vacant. The term was to run from January 2019 through December 2023.

Repeating Group 1

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

**Note:** Trustee El-Behairy served as a holdover trustee from January 2020 through September 2021 when reappointed. A delay in notification of the reappointment caused the B&ECPL and Trustee El-Behairy to learn of the reappointment on 12/9/2021, delaying the oath of office.

Repeating Group 2

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

**Note:** Trustee Moore was appointed by the Erie County Legislature at their meeting of December 15, 2016 to serve a term to begin January 1, 2017. Trustee Moore completed his oath of office during the orientation period.

Repeating Group 3

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

**Note:** Trustee Bedenko served as a holdover trustee from January 2020 through March 2021 when reappointed.



#### Repeating Group 5

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Berlow served as a holdover trustee from January 2019 through October 2019 when reappointed.

#### Repeating Group 9

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Gist served as a holdover trustee from January 2016 through October 2016 when reappointed.

#### Repeating Group 10

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Housh served as a holdover trustee from January 2019 through March 2019 when reappointed.

#### Repeating Group 11

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee T. Johnson served as a holdover trustee from January 2021 through March 2021 when reappointed.

#### Repeating Group 12

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Kelly served as a holdover trustee from January 2021 through March 2021 when reappointed.

#### Repeating Group 13

14. The date the trustee took the Oath of Office (mm/dd/yyyy) **Note:** Trustee Panty served as a holdover trustee from January 2018 through October 2019 when reappointed.

### 4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/ Holdings

- 4.16 Electronic Books **Note:** The method for calculating electronic collection size has been modified to reflect the change in digital content licensing models. This included a one-time “catch-up” purge of expired titles.

### 5. System Services

- i. Other (describe using the note) **Note:** Payroll; benefits administration; Centralized Human Resources; Integrated Library System (including online catalog); children and adult programming teams; coordinated e-Rate funding; grants administration; public technology training; graphics and publicity; Centralized Collection Development; outside service to assist with the recovery of overdue items, fines and fees; RFID self-check/theft-deterrent systems; Wide Area Network support including public WiFi; public computers with automated log-on software; insurance coverage
- 5.80 Number of BOOKS BY MAIL loans **Note:** Beginning 2021, the Library started offering a Library by Mail program.
- 5.82 Number of State Correctional Facilities libraries served **Note:** Gowanda State Prison closed April, 2021. The Library continues to work with Wende and Collins State Prisons.
- Repeating Group 1
1. Service provided **Note:** The Library on Wheels Bookmobile (mobile library) provides older adult appropriate programming, reader’s advisory services, and mobile device support to 10 nursing/retirement homes. The Bookmobile also brings a variety of circulating materials each visit as well as requested materials from

residents. Central Library Technology Trainers visit nursing/retirement homes presenting group internet/computer classes as well as one-on-one instruction on a variety of electronic devices. Phones, Kindle, tablets, etc.

Repeating Group 2

1. Service provided

**Note:** The Bookmobile visits schools, a Head Start program, and various afterschool programs to offer library materials, programming and technology to students who would otherwise not have access to a library. The Central Library Launch Pad also meets monthly with two different Boys and Girls Clubs to promote STEAM and STEM activities.

Repeating Group 3

1. Service provided

**Note:** The Bookmobile visits facilities where patrons attend schools or live, in which we offer all library materials and the opportunity for special accommodations with collections and due dates. (Buffalo Hearing and Speech Rosewood School (K-2) - school for students with special needs and Ebenezer Square Apts. - housing for adults with psychiatric disabilities.)

Repeating Group 4

1. Service provided

**Note:** Working with partners from Literacy Buffalo-Niagara and Jericho Road and the Buffalo State Community Academic Center B&ECPL created core collections of ESL/Citizenship materials for system Libraries hosting ESL/Citizenship classes and one-on-one mentoring.

Repeating Group 5

1. Service provided

**Note:** The Library provides reading material to Children whose parents have meetings, appointments or hearing dates with Erie County Family Court.

Repeating Group 6

1. Service provided

**Note:** The Library provides reading material to Children unable to leave the hospital.

Repeating Group 7

1. Service provided

**Note:** The Library has collaborated with "It Takes A Village Action Organization" to host reentry employment programs for those recently released from prison.

**5A. COVID**

CV7 Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the year that a system headquarters building implemented limited public occupancy practices for in person services at the building in response to the Coronavirus (COVID-19) pandemic.

**Note:** Reduced hours January 2021. Due to COVID, 48 hours in January, increased to 60 hours Jan-August, and 65 September-December with the addition of Sunday hours. The Lifting of COVID-19 Related Restrictions became effective Saturday, June 26, 2021. Prior to that, with social distancing in effect, public computers and meeting room use were limited at the Central Library and the Buffalo Branches.

## 6. Operating Funds Receipts

- 6.2 **Total County Funding** **Note:** Includes \$135,000 in special legislative aid
- 6.6 Central Library Services Aid **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021.
- 6.10 Coordinated Outreach Services Aid **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021. Also included the 3rd year of the Literacy grant funding.
- 6.20 **Total LLSA (total questions 6.18 and 6.19)** **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021.
- 6.21 Local Services Support Aid **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021.
- 6.26 Public Library System Basic Aid **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021.
- 6.27 Public Library System Supplementary Operational Aid **Note:** Amount include 20% withheld from 2020 State Aid, and received in 2021.
- 6.36 Special Legislative Grants and Member Items **Note:** Special Legislative aid granted to several locations with the B&ECPL System
- Repeating Group 1
2. Amount **Note:** SAM grant for Leroy R Coles Jr. Branch
- 6.44 **Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** **Note:** All recurring State Aid amounts include 20% withheld from 2020 State Aid, and received in 2021.
- 6.45 Library Services and Technology Act (LSTA) **Note:** LSTA CARES Grant funding.
- Repeating Group 1
1. Receipt category **Note:** This represents proceeds for library charges including fines, lost books, printing and copy machines.
- Repeating Group 2
1. Receipt category **Note:** This represents proceeds from rental of space within the Central Library. Tenants are not-for-profit agencies that follow the Library's mission. Included is Literacy New York, Young Audiences of Western New York, Hispanic Heritage Council, and Buffalo Presidential Center.
- Repeating Group 3
1. Receipt category **Note:** This represents proceeds commissions received from outside vendors selling products through the Library. Specifically Crickler Vending (Food and Beverage machines) and Fax 24 (Fax Services for patrons)
- Repeating Group 4
2. Amount **Note:** Includes refund of 2020 Unemployment of \$337,441

## 7. Operating Fund Disbursements

7.11	Central Library Services Aid (CLSA)	<b>Note:</b> B&ECPL is both System Headquarters as well as Central Library, therefore there is no transfer to member libraries. Question # 11.4 of Buffalo & Erie County's Public Library reports the receipt of the funds from NYS, and question 7.11 is reported as zero, because the expenditure of the funds are included in Library Materials and Personnel expenses for Central Library of Buffalo & Erie County Public Library
7.17	Other cash grants paid from system funds	<b>Note:</b> Includes Special Legislative aid awarded to various locations within the B&ECPL System.
7.23	Other Vehicles	<b>Note:</b> No vehicles were purchased in 2021.
7.26	Other Capital Expenditures	<b>Note:</b> Equipment and Facility Improvement Initiative
7.31	From Local Public Funds (72PF)	<b>Note:</b> Amount reduced from prior year due the completion of LED conversion projects at the Central Library as well as city branch locations.
7.38	Equipment	<b>Note:</b> Includes the purchase of small equipment items for Central Library Launch Pad and various digital outreach programs
7.40	Postage and Freight	<b>Note:</b> Includes the cost of postage for new Library by Mail program
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	<b>Note:</b> Professional Fees in excess of \$10,000: Bond Schoeneck & King (Legal) \$64,642; Erie County Purchasing \$47,734; Forseti Protection Group (Security Services) \$14,444
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	<b>Note:</b> Western NY Library Resource Council \$1,247. New York Library Association (Excelisor Membership) \$4,401. New York Library Association (Organizational Membership) \$4,074 Buffalo Niagara Partnership (Institution) \$2,002. Public Library Systems Directors Organization \$400. Assoc of Bookmobile & Outreach Services \$135 Customer of Sirsi User Group \$150 Library Trustee Association \$600 Black Caucus of the American Library Assoc \$60
Repeating Group 1		
1.	Expense category	<b>Note:</b> This category represents expenditures for Electronic Assess for Buffalo & Erie County Public Library. This includes charges for OCLC services, access for Integrated Library System, and corresponding support services
Repeating Group 2		
1.	Expense category	<b>Note:</b> This category represents expenditures that do not fit into any other categories: Small equipment purchases, rentals and repairs; Clothing Supplies; Training & Education; Insurance, and Other Expenses
7.50	From Local Public Funds (73PF)	<b>Note:</b> Interest on Bonds issues by the County of Erie on behalf of the Buffalo & Erie County Public Library
7.86	<b>Total Bank Balance (total question #2 of Repeating Group #15)</b>	<b>Note:</b> Buffalo & Erie County Public Library funds are pooled in the same bank accounts as the funds for Erie County, managed by the Erie County Comptroller.

## 8. Capital Fund Receipts

8.9	CASH BALANCE –	<b>Note:</b> Awaiting completion of construction projects at Central
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Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2020.)

Library, Crane and Gonzalez Soto Branch Libraries.

## 9. Capital Fund Disbursements

- 9.1 Total Construction **Note:** Expenses related to Construction projects at Central Library, Dudley and Merriweather Branches. Construction projects slowed during post-Covid recovery.

## 12. Projected Annual Budget For Library Systems

No Notes

## 13. State Formula Aid Disbursements

- 13.1.1 Total Full-Time Equivalents (FTE) **Note:** Due to the additional of 20% withheld from 2020 State Aid, and received in 2021, additional staff were paid with Basic Aid funding. 2019 FTE amount was 6.89.
- 13.1.2 Total Expenditure for Professional Salaries **Note:** Due to the additional of 20% withheld from 2020 State Aid, and received in 2021, additional staff were paid with Basic Aid funding. 2019 Professional salary amount was \$308,472.
- 13.1.3 Total Full-Time Equivalents (FTE) **Note:** Due to the additional of 20% withheld from 2020 State Aid, and received in 2021, additional staff were paid with Basic Aid funding. 2019 FTE amount was 25.00
- 13.1.4 Total Expenditure for Other Staff Salaries **Note:** Due to the additional of 20% withheld from 2020 State Aid, and received in 2021, additional staff were paid with Basic Aid funding. 2019 Other Staff Salaries was \$1,109,549.
- 13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. **Note:** Due to the additional of 20% withheld from 2020 State Aid, and received in 2021, additional staff were paid with Basic Aid funding. 2019 Employee Benefit Expense was \$788,925.
- 13.2.8 **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. **Note:** Foreign language materials
- 13.2.17 **Cash Balance at the Opening of the Fiscal Year** **Note:** 2020 Report did not have a question 13.2.20. However, 13.2.11 (CLBA) was \$13,175 and 13.3.20 (CLDA) was \$64,653, for a total of \$77,828.  
**NOTE: The opening balance must be the same as the closing balance of the previous year.**

#### **14. Summary of Library System Accomplishments**

No Notes

#### **15. Current system URL's**

No Notes

#### **16. Assurance and Contact Information**

No Notes

#### **Suggested Improvements**

No Notes