

Buffalo and Erie County Public Library Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

System/Director Information

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 | 01/01/2022 |
| 1.5 | Ending Reporting Year | 12/31/2022 |
| 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 (2020 Census) | 954,236 |
| 1.19 | Area Chartered to Serve (square miles) | 1,043 |
| 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 through 5 of one repeating group. N

1. Name of Contracting Municipality or District N/A

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

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

4. Dollar amount of contract N/A

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

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate 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) 35
The number of hours per work week used to compute FTE for all budgeted positions.

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

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

| | | |
|--|--|---------------|
| 2.5 | Public Library System Director per CR | 0 |
| 90.3(f) - Vacant Position FTE | | |
| 2.10 | Librarians - Filled Position(s) FTE | 41.6 |
| 2.11 | Librarians - Vacant Position(s) FTE | 7.63 |
| 2.12 | Outreach Coordinator (certified) per CR | 1 |
| 90.3 (1)(2)(iii) - Filled Position FTE | | |
| 2.13 | Outreach Coordinator (certified) per CR | 0 |
| 90.3 (1)(2)(iii) - Vacant Position FTE | | |
| 2.14 | Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12) | 43.60 |
| 2.15 | Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13) | 7.63 |
| 2.16 | Total Other Professional Staff - Filled Position(s) FTE | 0 |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 0 |
| 2.18 | Total Other Staff - Filled Position(s) FTE | 136.47 |
| 2.19 | Total Other Staff - Vacant Position(s) FTE | 37.42 |
| 2.20 | Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) | 180.07 |
| 2.21 | Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) | 45.05 |

SALARY INFORMATION

| | | |
|------|---|-----------|
| 2.22 | Entry-Level Librarian (certified) FTE | 1 |
| 2.23 | Entry-Level Librarian (certified) Current Annual Salary | \$46,840 |
| 2.24 | System Director FTE | 1 |
| 2.25 | System Director Current Annual Salary | \$185,000 |

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 | 2 |
| 3.21 | Reading Centers | 0 |
| 3.22 | Other Outlets | 2 |
| 3.23 | Total Public Service Outlets (total questions 3.15, 3.19 through 3.22) | 13 |
| 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 |
|------|---|---|

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.

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](#). **Please Note: It is customized and contains all the data entered last year to be updated this year.** Complete this form and email it to 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) 2022
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2026
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 |
| 3. | Last Name | Amodeo |
| 4. | Institutional Affiliation | Supreme Court |
| 5. | Professional Title | Confidential Law Clerk |
| 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). | 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 | 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) or N/A | 2026 |
| 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) 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). | 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? | N |
-
- | | | |
|----|-----------------------------------|------------------------------------|
| 1. | Status | Filled |
| 2. | First Name | Frank |
| 3. | Last Name | Gist |
| 4. | Institutional Affiliation | Great 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) 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) 10/28/2016
- 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 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) 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) 04/07/2021
- 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) | 2023 |
| 11. | Term Expires - Month or N/A | December |

| | | |
|-----|--|--------------------|
| 12. | Term Expires - Year (YYYY) or N/A | 2027 |
| 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 | Christopher |
| 3. | Last Name | Sasiadek |
| 4. | Institutional Affiliation | Rupp Pfalzgraf LLC |
| 5. | Professional Title | Attorney |
| 6. | Mailing Address | |
| 7. | City | |
| 8. | Zip Code (enter five digits only) | |
| 9. | Term Begins - Month | February |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2026 |
| 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) | 03/10/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 03/10/2022 |
| 16. | Is this a brand new trustee? | Y |
| 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) or N/A | 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 clerk (mm/dd/yyyy) | N/A |
| 16. | Is this a brand new trustee? | |
| 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) or N/A | N/A |

13. Is this trustee serving a full term? If No, n/a
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) N/A
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
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, 2023, through December 31, 2023. 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](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to 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 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 | 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 II Accessibility Services |
| 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, Deacon to Erie County Correctional Facilities |
| 1. | Status | Filled |
| 2. | First Name | David |
| 3. | Last Name | Wantuck |
| 4. | Institutional Affiliation | DAS Deaf Access Services |
| 5. | Professional Title | Community Engagement Specialist |
| 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 118,358
4.2 System Visits 502,759

CIRCULATION

4.3 Total Cataloged Book Circulation 567,278
4.4 Total Circulation of Other Materials 420,013
4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 987,291
4.6 Use of Electronic Material 1,528,705
4.7 Successful Retrieval of Electronic Information 163,474
4.8 **Electronic Content Use (Total Questions 4.6 & 4.7)** 1,692,179
4.9 **Total Circulation of Materials (Total Questions 4.5 & 4.6)** 2,515,996
4.10 **Total Collection Use (Total Questions 4.7 & 4.9)** 2,679,470

GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged Book Holdings 1,462,725
4.12 Uncataloged Book Holdings 87,318
4.13 Total Print Serial Holdings 406,302
4.14 All Other Print Materials Holdings 845,835
4.15 **Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)** 2,802,180
4.16 Electronic Books 109,030
4.17 Local Electronic Collections 26

| | | |
|------|---|---------|
| 4.18 | Total Number of NOVELNY Databases | 15 |
| 4.19 | Total Electronic Collections (Total questions 4.16 + 4.17) | 109,056 |
| 4.20 | Audio - Downloadable Units | 80,383 |
| 4.21 | Video - Downloadable Units | 5,054 |
| 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.) | 5,466 |
| 4.23 | Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22) | 199,974 |

Holdings Continued

Non-Electronic Materials

| | | |
|------|--|-----------|
| 4.24 | Audio - Physical Units | 100,092 |
| 4.25 | Video - Physical Units | 103,657 |
| 4.26 | Other Non-Electronic Materials | 15,235 |
| 4.27 | Total Other Materials Holdings (Total questions 4.24 through 4.26) | 218,984 |
| 4.28 | Grand Total Holdings (Total questions 4.15, 4.23 and 4.27) | 3,221,138 |

ROTATING COLLECTIONS/BOOK LOANS

| | | |
|------|---|----|
| 4.29 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | Y |
| 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 | % of member libraries participating (calculated field) | 100.00% |
| 5.6 | How many member libraries participate in some ILS modules? | 0 |
| 5.7 | Indicate features of the system's ILS (check all that apply): | |
| a. | ILS shared with other library systems | No |
| b. | ILS software permits patron-initiated ILL | Yes |
| c. | ILL feature implemented and used | No |
| 5.8 | Number of titles in the ILS bibliographic database | 1,485,946 |
| 5.9 | Number of new titles added by the system in the reporting year | 40,884 |
| 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 | Total new titles (total questions 5.9 through 5.11) | 40,884 |

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 1,485,946

5.17 Number of holdings in the system's union catalog 3,359,503

5.18 Number of new titles added in the last year 40,884

5.19 Number of holdings added in the last year 243,433

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 5,357,258

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 6,859

5.26 Total items received (borrowed) 5,805

5.27 Total requests provided (loaned) unfilled 5,196

5.28 Total requests received (borrowed)
unfilled 751

5.29 Total interlibrary loan activity (total
questions 5.25 through 5.28) 18,611

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 Yes

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 1

5.33 Number of participants 7

Continuing Education Cont.

Technology

5.34 Number of sessions 17

5.35 Number of participants 78

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

Management & Supervisory

5.40 Number of sessions 4

5.41 Number of participants 1,272

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 | 1 |
| 5.47 | Number of participants | 69 |

Special Client Populations

| | | |
|------|------------------------|---|
| 5.48 | Number of sessions | 0 |
| 5.49 | Number of participants | 0 |

Children's Services/Birth to Kindergarten

| | | |
|------|------------------------|----|
| 5.50 | Number of sessions | 2 |
| 5.51 | Number of participants | 61 |

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 | 1 |
| 5.55 | Number of participants | 12 |

General Adult Services

| | | |
|------|------------------------|---|
| 5.56 | Number of sessions | 0 |
| 5.57 | Number of participants | 0 |

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 | 6 |
| 3. | Number of participants | 63 |
| 1. | Topic | Customer Service |
| 2. | Number of sessions | 1 |
| 3. | Number of participants | 15 |

| | | |
|------|---|-------|
| 5.59 | Grand Total Sessions (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) | 33 |
| 5.60 | Grand Total Participants (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) | 1,577 |
| 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

Indicate which consulting and technical assistance services the system provides (check all that apply).

Note: If "Other" is selected, please add a Note of explanation.

| | | |
|------|---|---|
| 5.63 | Consulting with member libraries and/or branches on grants, and state and federal funding | Y |
| 5.64 | Consulting with member libraries and/or branches on funding and governance | Y |
| 5.65 | Consulting with member libraries and/or branches on charter and registration work | Y |
| 5.66 | Consulting with member libraries and/or branches on automation and technology | Y |
| 5.67 | Consulting with member libraries and/or branches on youth services | Y |
| 5.68 | Consulting with member libraries and/or branches on adult services | Y |
| 5.69 | Consulting with member libraries and/or branches on physical plant needs | Y |
| 5.70 | Consulting with member libraries and/or branches on personnel and management issues | Y |
| 5.71 | Consulting with state and county correctional facilities | Y |
| 5.72 | Providing information to local, county, and state legislators and their staffs | Y |
| 5.73 | Providing system and member library information to the media | Y |
| 5.74 | Providing website development and maintenance for member libraries | Y |
| 5.75 | Other Consulting and Technical Assistance Services not listed above - Add Note | N |

REFERENCE SERVICES

| | | |
|------|------------------------------|--------|
| 5.76 | Total Reference Transactions | 63,969 |
|------|------------------------------|--------|

Special Clients/Fees

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

5.77 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 |

5.78 Number of BOOKS BY MAIL loans 4,374

5.79 Number of member libraries with Job/Education Information Centers or collections 17

5.80 Number of State Correctional Facilities libraries served 2

5.81 Number of County Jails libraries served 2

5.82 Number of institutions served other than jails or correctional facilities 1

5.83 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 | Services for recently released prisoners. |
| 2. | Number of facilities/institutions served | 1 |
| 5.84 | 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 5.85. | Y |
| 5.85 | 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). |

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Y
 Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.

- | | | |
|----|--|--------------|
| 1. | County Name | Erie |
| 2. | Amount | \$27,244,260 |
| 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 **Total County Funding** \$27,244,260

6.3 All Other Local Public Funds \$0

6.4 **Total Local Public Funds (total questions 6.2 and 6.3)** \$27,244,260

STATE AID RECEIPTS - arranged in alphabetical order

6.6 Central Library Services Aid \$364,582

6.8 Conservation/Preservation Grants \$0

6.9 Construction for Public Libraries Aid \$1,530,927

6.10 Coordinated Outreach Services Aid \$185,551

6.11 Correctional Facilities Library Aid \$43,701

6.12 County Jails Library Aid \$8,380

6.18 Local Library Services Aid - Kept at System \$125,506

6.19 Local Library Services Aid - Distributed to Members \$200,982

6.20 **Total LLSA (total questions 6.18 and 6.19)** \$326,488

6.21 Local Services Support Aid \$225,656

6.22 Local Consolidated Systems Aid \$0

6.26 Public Library System Basic Aid \$1,691,691

6.27 Public Library System Supplementary Operational Aid \$214,677

State Aid

6.36 Special Legislative Grants and Member Items \$240,000

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 | New York State Library |
| 2. | Amount | \$6,860 |

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$6,860

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$4,838,513

FEDERAL AID

- | | | |
|------|--|-----|
| 6.45 | Library Services and Technology Act (LSTA) | \$0 |
| 6.46 | Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. | Y |

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

- | | | |
|----|----------------|----------|
| 1. | Funding Source | IMLS |
| 2. | Amount | \$15,070 |

Federal Aid/Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$15,070

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$15,070

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. N

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

- 1. Contracting Agency N/A
- 2. Contracted Service N/A
- 3. Total Contract Amount N/A

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

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$255,461

6.53 Income from Investments \$30,290

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 questions 6.51 through 6.55? Enter Y for Yes, N for No. Y

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

1. Receipt category Library Charges

2. Amount \$129,941

1. Receipt category Rental of Real Property

| | | |
|------|--|--------------|
| 2. | Amount | \$25,204 |
| 1. | Receipt category | Commissions |
| 2. | Amount | \$10,803 |
| 1. | Receipt category | Misc |
| 2. | Amount | \$226,721 |
| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | \$392,669 |
| 6.58 | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | \$678,420 |
| 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) | \$32,776,263 |
| 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, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) | \$17,122,342 |
| 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) | \$49,898,605 |

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

| | | |
|-----|---|--------------|
| 7.1 | System Director and Librarians | \$2,482,913 |
| 7.2 | Other Staff | \$7,183,108 |
| 7.3 | Total Salary and Wages Expenditures (total questions 7.1 and 7.2) | \$9,666,021 |
| 7.4 | Employee Benefits Expenditures | \$4,202,375 |
| 7.5 | Total Staff Expenditures (total questions 7.3 and 7.4) | \$13,868,396 |

COLLECTION EXPENDITURES

| | | |
|-----|---|-------------|
| 7.6 | Print Materials Expenditures | \$419,587 |
| 7.7 | Electronic Materials Expenditures | \$529,010 |
| 7.8 | Other Materials Expenditures | \$133,051 |
| 7.9 | Total Collection Expenditures (total questions 7.6 through 7.8) | \$1,081,648 |

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

| | | |
|------|---|-------------|
| 7.10 | Local Library Services Aid (LLSA) | \$200,982 |
| 7.11 | Central Library Services Aid (CLSA) | \$0 |
| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | \$90,000 |
| 7.16 | Federal Aid | \$0 |
| 7.17 | Other cash grants paid from system funds | \$126,042 |
| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | \$417,024 |
| 7.19 | Book/Library Materials Grants | \$2,108,464 |
| 7.20 | Other Non-Cash Grants | \$9,131,019 |

7.21 **Total Grants to Member Libraries** \$11,656,507
(total questions 7.18 through 7.20)

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22 Bookmobile \$0
7.23 Other Vehicles \$38,858
7.24 Computer Equipment \$630,539
7.25 Furniture/Furnishings \$81,293
7.26 Other Capital Expenditures \$22,440
7.27 **Total Capital Expenditures from
Operating Fund** (total questions 7.22 through
7.26) \$773,130

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) \$773,130
7.30 **Total Capital Expenditures by Source** \$773,130
(total questions 7.28 and 7.29; same as question
7.27)

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$135,113
7.32 From Other Funds (72OF) \$160,772
7.33 **Total Repairs to Buildings and
Building Equipment** (total questions 7.31 and
7.32) \$295,885
7.34 Other Building & Maintenance Expenses \$579,369
7.35 **Total Operation and Maintenance of
Buildings** (total questions 7.33 and 7.34) \$875,254

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of
Bookmobiles and Other Vehicles \$55,745

| | | |
|------|---|-----------|
| 7.37 | Office and Library Supplies | \$104,979 |
| 7.38 | Equipment | \$127,700 |
| 7.39 | Telecommunications | \$65,848 |
| 7.40 | Postage and Freight | \$66,940 |
| 7.41 | Publicity and Printing | \$137,968 |
| 7.42 | Travel | \$20,890 |
| 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. | \$399,712 |
| 7.44 | Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. | \$7,091 |
| 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 | \$192,688 |
| 1. | Expense category | Insurance |
| 2. | Amount | \$170,339 |
| 1. | Expense category | Prm Supplies |
| 2. | Amount | \$211,833 |
| 1. | Expense category | Misc Expense |
| 2. | Amount | \$67,599 |

Miscellaneous Cont./Contracts/Debt Service

| | | |
|------|---|-------------|
| 7.46 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | \$642,459 |
| 7.47 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | \$1,629,332 |

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) \$581,949

7.51 From Other Funds (73OF) \$0

7.52 **Total Capital Purposes Loans** (total questions 7.50 and 7.51) \$581,949

Transfers

Other Loans

7.53 Other Loans \$0

7.54 **Total Debt Service** (total questions 7.52 and 7.53) \$581,949

7.55 **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) \$30,466,216

TRANSFERS

Transfers to the Capital Fund

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

| | | |
|------|--|--------------|
| 7.57 | From Other Funds (76OF) | \$1,881,397 |
| 7.58 | Total Transfers to Capital Fund (total questions 7.56 and 7.57; same as question 8.2) | \$1,881,397 |
| 7.59 | Total Transfers to Other Funds | \$0 |
| 7.60 | Total Transfers (total questions 7.58 and 7.59) | \$1,881,397 |
| 7.61 | TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.55 and 7.60) | \$32,347,613 |

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, 2022) | \$17,550,992 |
| 7.82 | GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.61 and 7.62) | \$49,898,605 |

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) | 12/31/2021 |
| 7.84 | Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) | 1/1/2021-12/31/2021 |
| 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 | \$17,550,992 |
| 7.86 | Total Bank Balance (total question #2 of Repeating Group #15) | \$17,550,992 |

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

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** \$1,881,397
(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) \$1,881,397

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$1,881,397

8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) \$2,563,151

Grand Total

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$4,444,548

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1 Total Construction \$2,046,665

9.2 Incidental Construction \$0

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$2,046,665

9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) \$0

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$2,046,665

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)** \$2,397,883

Grand Total

9.10 **TOTAL DISBURSEMENTS AND** \$4,444,548
CASH BALANCE (total questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts** \$31,497,107
(include Local Aid, State Aid, Federal Aid,
Contracts and Miscellaneous Receipts)

12.2 **Budget Loans** \$0

12.3 **Total Transfers** \$0

12.4 **Cash Balance/Ending Balance in** \$17,550,992
Operating Fund at the end of the previous
fiscal year
(For Public Library Systems, opening balance
on January 1, 2023 must be the same as the
December 31, 2022, closing balance reported on
Q7.62 of the 2022 annual report)

12.5 **Grand Total Operating Fund Receipts,** \$49,048,099
Budget Loans, Transfers and Ending Balance
(total questions 12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 **Total Operating Fund Disbursements** \$32,712,781
(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)

12.7 **Total Transfers** \$0

12.8 **Cash Balance/Ending Balance in** \$16,335,318
Operating Fund at the end of the fiscal year
(For Public Library Systems, balance as of
December 31, 2023)

12.9 **Grand Total Operating Fund** \$49,048,099
Disbursements, Transfers and Ending Balance
(total questions 12.6 through 12.8)

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) \$1,744,792

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year \$2,397,883
(For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)

12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$4,142,675

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$4,142,675

12.15 Cash Balance in Capital Fund at the end of the current fiscal year \$0
(For Public Library Systems, December 31, 2023)

12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$4,142,675

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 Equivalentents (FTE) 5.08

13.1.2 Total Expenditure for Professional Salaries \$288,164

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 Equivalentents (FTE) 21.83

13.1.4 Total Expenditure for Other Staff Salaries \$1,182,110

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$744,829

13.1.6 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 |

13.1.7 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. \$200,982

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) \$2,416,085

13.1.18 Cash Balance at the Opening of the Fiscal Year \$50,013

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

| | |
|---|--------------------|
| 13.1.19 Total Allocation from 2022 - 2023 State Aid: | \$2,410,633 |
| 13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) | \$2,460,646 |
| 13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) | \$44,561 |

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.

Public Library System Aid helped to support the wages and fringe benefits for staff in the B&ECPL's Shipping, Technical Services, and Processing departments that 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 the 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. Network support and communications staff members are also responsible for the maintenance of the public website, which provides access to the B&ECPL's various downloadable materials, including hoopla, added this year, which allows library patrons to access books, magazines, music and videos. Starting in 2022, the Technology Services department began a multiyear System-wide computer replacement project so that all public and staff computers will be ready for Windows 11. Implemented in 2022, the Chromebook and Hotspot lending program made it possible for patrons to borrow a Chromebook and/or a hotspot for their personal use. Though available at various sites throughout the System, the equipment is overseen by the Technology staff in conjunction with the Technical Services team. The Public Library System Aid also 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 Library Construction Aid 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 patrons 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 high-tech resources including 3D printers, audio and video studio space, as well as low-tech resources and low-tech options including sewing, knitting, and button making. Consolidation of utility purchases, office and library supply purchases, and equipment purchases, resulting in both cost and time savings for the member/contract libraries. In addition, the Human Resources department continues 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 the B&ECPL system. 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 (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 Equivalentents (FTE) 1.00**
- 13.2.2 Total Expenditure for Professional Salaries \$65,000**

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 Equivalentents (FTE) 2**
- 13.2.4 Total Expenditures for Other Staff Salaries \$98,035**

13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$104,605

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 Services \$0

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 | \$68,338 |

13.2.9 Total Expenditure - Supplies and Materials \$68,338

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

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 | System staff |
| 2. | Expenditure | 75 |

13.2.11 Total Expenditures - Travel \$75

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) \$336,053

13.2.17 Cash Balance at the Opening of the Fiscal Year 98,474.00
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.18 Total Allocation from 2022 - 2023 State Aid: 364,582

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) \$463,056

13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16) 127,003.00

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

Central Library Book Aid was used to continue to provide access to a major database used by Buffalo & Erie County Public Library (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 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 (CLDA) helped sustain the Grosvenor Room/Special Collections department at the Central Library. Staff from the department respond to the bulk of Buffalo & Erie County's (B&ECPL) specialized email and telephone reference requests; and promote and exhibit the B&ECPL's the 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" 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

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) | 1.46 |
| 13.4.2 | Total Expenditure for Professional Salaries | \$89,008 |

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) | 0 |
| 13.4.4 | Total Expenditure for Other Staff Salaries | \$0 |

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$49,454

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 | \$5,530 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$11,482 |
| 13.4.9 | Total Expenditure - Supplies and Materials | 17,012 |

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.

N

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

| | | |
|----|----------------|-----|
| 1. | Type of Travel | N/A |
| 2. | Expenditure | N/A |

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

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

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)** \$155,474

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$61,928

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

13.4.18 **Total Allocation from 2022 - 2023 State Aid:** \$183,431

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$245,359

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$89,885

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

The B&ECPL continued to provide a welcoming atmosphere at all of its locations for persons with disabilities and continued to develop and train staff 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. "Library by Mail," a free service providing library materials to homebound patrons, continues to expand. This program assists those who would otherwise be unable to take advantage of the Library's resources. Requested items are sent for use directly to the patron's location. There were over 250 participants and more than 4,000 items circulated in 2022. Mobile services continued in 2022 with the "Library on Wheels" as well and the "Library2Go." In addition to providing a traditional materials collection, the mobile units offer free WiFi and laptops for public use, with nearly 19,000 visitors and over 35,000 items circulated. 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 Arts for Learning WNY. 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. 2022 Adult Literacy funding was used to strengthen our Workforce Development Project. This project helped increase awareness to the Library's resources and provided assistance for job seekers by offering workshops and one-on-one tutoring. With the help of the many partners, over 100 programs were held, reaching over 4,000 residents. The 2022 Family Literacy funding was devoted to early childhood and parent services. Over 250 children's programs were presented with over 8,000 attendees, as well as 184 early literacy programs with 3,980 attendees. . With the implementation of the "Storytime in a 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 Equivalentents (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 Equivalentents (FTE) .1

13.5.4 Total Expenditures for Other Staff Salaries \$3,028

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$830

13.5.6 **Purchased Services:** Did the system expend funds for purchased services? 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 allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

| | | |
|----|----------------------|----------------------------------|
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | B&ECPL |
| 3. | Expenditure | \$3,858 |

13.5.7 **Total Expenditure - Purchased Services** \$3,858

13.5.8 **Supplies and Materials:** Did the system Y
 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.

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 | Office/library supplies and postage |
| 2. | Expenditure | \$171 |

13.5.9 **Total Expenditure - Supplies and Materials** \$171

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 7,887.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$14,967

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

13.5.12 **Total Allocation from 2022 - 2023 State Aid** \$8,380

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$23,347

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 -13.5.10)** \$15,460

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

Buffalo & Erie County Public Library (B&ECPL) re-introduced comprehensive and innovative service to all penal-connected facilities operated by Erie County - the Erie County Holding Center and the Erie County Correctional Facility that had been stopped for the last two year due to Covid. Library services in these facilities encompass a variety of materials in print and non-print formats which engage the population and provide educational opportunities. B&ECPL continued to staff and develop the library collection for these locations. This aid assisted B&ECPL to offer access to information for the individuals housed in Erie County's penal-connected facilities.

Services to County Jails 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 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 Equivalentents (FTE) | .1 |
| 13.6.2 | Total Expenditure for Professional Salaries | \$6,941 |

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 Equivalentents (FTE) | .45 |
| 13.6.4 | Total Expenditure for Other Staff Salaries | \$13,132 |

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$6,121

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 | \$13,104 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Expenditure | \$7,140 |
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$1,940 |

13.6.9 **Total Expenditure - Supplies and Materials** \$22,184

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)** \$48,378

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$59,867

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

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$43,701

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$103,568

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 -13.6.14)** \$55,190

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.

The Buffalo & Erie County Public Library (B&ECPL) continues to provide library service to New York State Correctional facility inmates. 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 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1 Element 1: Resource Sharing - Results

[Cooperative Collection Development: Develop and maintain collections that reflect and support all B&ECPL libraries and their diverse communities.] Collection Development orders print, media, and downloadable materials for all member libraries using System funds. On-demand checkout of eBooks, eAudiobooks, music albums, and digital video via hoopla was introduced this year. Collection Development added 25 Book Club in a Bag kits to bring the total number of kits to 167. Over \$240,000 was allocated to member libraries to supplement centralized selection and address local community needs. 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 313 titles, of which 77% were purchased. Gift and weeding guidelines were revised and updated, 2 training sessions on weeding and collection management were presented, and 8 "checklists" of pre-selected titles were provided to facilitate ease of acquisition and to expedite cataloging and processing. 415 titles were purchased to supplement Spanish language collections at 9 libraries. Holds were monitored and, in many cases, additional copies were ordered to meet demand. Overall circulation totaled 5,956,410. Enthusiasm for eBooks and eAudiobooks continued to increase, with circulation exceeding 1.5 million digital checkouts. 38,760 eBooks and 66,764 eAudiobooks were added. 137,909 titles were added in traditional print and media formats. On-demand access is available via hoopla to over 1.3 million digital titles in a variety of formats. 7,849 purchase suggestions were received from users through an online form, of which 63% were purchased.

[Integrated Library System: Support, maintain and enhance an Integrated Library System (ILS) that responds to user needs.] The Library has completed its first year of a 5-year renewal with SirsiDynix. Upgrades included Web Services to 6.2.1 in January, Enterprise to 5.1.0.2 in February, and Symphony to 3.7.1, the test environment upgrade in February and the production upgrade in May. We also updated eResource Central widgets for 5.1.0, so that for Overdrive checkouts, format selection is now available after successful checkout rather than before. An administrative option was also enabled to update patron last activity when a patron signs in to My Account in Enterprise. Patrons welcomed the fine free with autorenewals initiative in early April. Elimination of overdue fines reduces barriers to access, ensuring equitable access to library resources to the residents of Erie County. Fines and fees were eliminated for overdues, holds, unclaimed holds, and lost library cards. The threshold for blocking a patron's account also increased from \$10.01 to \$50.01. New circulation rules were created and the circulation map revamped. Patron notices and the website were adjusted to accommodate these changes. Cash drawer software within our current SirsiDynix system was implemented at the Central Library and East Clinton Branch as a starting point for System-wide implementation. Our ILS team worked with SirsiDynix to create custom cash management reports. Buffalo branches will be next, followed by member libraries. SirsiDynix's BLUEcloud Analytics tool continued to be used to track grants and inform administrative decisions. The ILS Team continues to attend SirsiDynix virtual conferences, the annual customers' user group conference, and other staff development training opportunities to learn about new products, product enhancements, and product features.

[Delivery: Provide timely and efficient delivery services via System vehicles and by mail.] 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. The Library by Mail program has 263 homebound users and circulated 4,374 items through United States Postal service delivery. [Interlibrary Loan: Maintain efficiency and improve awareness of Interlibrary Loan (ILL) services.] ILL use totaled 6,859 items loaned, 5,805 items borrowed, and 538 new users, all increases from 2021. 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: Maintain a digital special collections website and enhance digital discoverability.] 3 new digital collections and 1 exhibit were added and 99 individual items were added across 67 collections, accessed 862,407 times.

14.2 Element 2: Special Client Groups - Results

[Adult Literacy: Provide opportunities and resources for adults to reach a level of literacy to better achieve goals associated with continued education, workforce development and community engagement.] Adult tutoring and adult literacy programming totaled 930 sessions with 1,358 attendees, including 787 one-on-one programs (791 attendees) and 143 group adult literacy programs (567 attendees), including adult ESOL sessions. Literacy Buffalo Niagara offered the majority, with others offered by public school districts. Adult digital literacy programs totaled 3,878 with 5,475 attendees: 187 group programs (1405 attendees) and 3691 one-on-ones (4070 attendees). Of these, 8 group programs (119 attendees) and 10 one-on-ones (10 attendees) were offered virtually. To help digital access B&ECPL now provides laptops and hotspots to checkout for educational or personal use. The Graphic Novel Classroom kits, to be shared in a classroom or book club environment, were expanded with an eye on topical and diverse stories. High schools, community centers, and all ages reading programs/clubs have been utilizing these kits to engage readers in history, civil rights, and many of today's issues. [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, §273 (1) (h)(1).] Traditional Outreach efforts (offsite) resulted in 461 programs with 30,986 attendees. The Library by Mail program provided resources to over 250 homebound patrons. B&ECPL's Adult Programming Team collaborated with community organizations and educational institutions as well as in-house partners Literacy Buffalo Niagara, Project Flight, Arts for Learning WNY, and Restoration Society Inc. to provide greater public insight into the resources available at the Library, improve literacy, improve economic development, and provide job/home placement assistance. 2022 Adult Literacy funding was used to strengthen our Workforce Development Project. It helped increase awareness of the Library's resources, and provided assistance for job seekers by offering virtual and in-person workshops, one-on-one tutoring, and a core collection of useful materials covering careers, searching for employment and resume creation at each system library. Over 100 programs were held, reaching over 4,000 residents. Monthly wellness programming at Central brought relevant health information to over 350 attendees in a format that enhances health literacy. The Erie County Department of Health and Community Access Services of WNY continued their screening program at the Central Library on Tuesdays. Emphasis has been made to expand accessibility throughout B&ECPL libraries, including close caption online programming and movies. B&ECPL's Accessibility Services Librarian completed visits to all 37 B&ECPL libraries to assess their buildings and assistive technology offerings and answer questions from staff to improve or expand service. The Accessibility Services Librarian and Erie County Office for People with Disabilities coordinated 2 Job Fairs (over 400 attendees) at the Central Library to help with placement of individuals with physical or mental disabilities. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile was open 496 service hours and traveled 3,837 miles,

making 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 Library2GO van was open 82.25 service hours and traveled 5,000 miles, visiting 19 older adult living communities on a monthly basis, serving 2,677 patrons. The Library by Mail program has 263 homebound users and circulated 4,374 items through US postal service delivery; staff works with homebound patrons on library material selections. [Partner with member libraries, government agencies and community organizations to provide services to those who are unemployed/underemployed.] B&ECPL libraries hosted 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 development. The Employment Outreach Program provided 23 workshops reaching 744 participants and coordinated 2 in-person job fairs which connected over 250 job seekers with over 30 employers and organizations. 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 offered training to over 150 job seekers. Attendees were surveyed using the Project Outcome Job Skills Survey. 30 survey responses were collected. 98% felt more knowledgeable about the job-search process, 95% will use what they learned in the job-search process, 96% felt more confident about the job-search process, and 94% were more aware of resources and services provided by the Library. The Adult Services Team worked with business development agencies, chambers of commerce, and not-for-profit organizations that offer assistance to individuals starting or running businesses in Erie County. 30 program (20 virtual, 10 in-person) reached 403 attendees. B&ECPL continued to offer virtual programming through a Grow with Google Partnership Program, which provides free online programs to teach digital skills and assist participant's growth in their careers and business. Additional virtual content was provided in partnership with the Buffalo-Niagara Chapter of SCORE and the Small Business Administration. B&ECPL surveyed patrons using the Project Outcome Economic Development Survey. 58 survey responses were collected. 95% felt more knowledgeable about what it takes to establish a business, 97% intend to apply what they learned, 96% felt more confident about establishing a new business, and 94% were more aware of resources and services provided by the library. [Ensure library accessibility and pertinent resources for immigrants, refugees and new learners of the English language.] 350 programs for English for Speakers of Other Languages were held with 729 attendees, including 70 group programs (446 attendees) and 280 one-on-one programs (283 attendees). B&ECPL staff introduced library resources at job fairs held by the Buffalo Public School Adult Education program, and to immigrants and refugees through Journey's End Refugee Services, Inc., Jericho Road Community Health Center, Literacy Buffalo Niagara, and the Buffalo State Community Academic Center. The Library2Go van makes monthly visits to Journey's End Refugee Services, Inc. and Jericho Road Community Health Center. Central Library and Buffalo Branches hosted in-person mentoring for ESOL & Preparing for Citizenship programming, which reached over 150 individuals. Pocketalk Voice Translators (two-way translation devices with touch screen, microphones, and a text-to-translate across 82 different languages) are now available in all Buffalo libraries to assist communications to those who do not speak English. We continue to modify core collections to assist in teaching English in libraries where ESOL mentors meet one-on-one. [Expand and strengthen remote library services.] On-demand checkout of eBooks, eAudiobooks, music, and video via hoopla was introduced this year. hoopla provides access to over 1.3 million digital titles in a variety of formats, including streaming content. Library staff throughout the B&ECPL System continued to increase access to online programming through the website and social media. The B&ECPL partnered with organizations to provide online programming, including Google, NASA, SCORE Buffalo Niagara, National Grid, New York State Department of Taxation and

Finance, Small Business Development Center at SUNY Buffalo State, U.S. Small Business Administration, United States Patent and Trademark Office, and University Express. There were 950 virtual programs with 28,386 attendees. Two-factor authentication was introduced for email and VPN access to ensure greater security for those working remotely. Procedures for remote reference services and walk-up/curbside services established during the pandemic remain up-to-date, enabling a seamless transition to remote operation if needed.

[Correctional Facilities (State and County): Provide services to those who are incarcerated and support to agencies working with individuals recently released from prison.] Library services to the Erie County Correctional Facility and Erie County Holding Center continued to be affected by the COVID-19 pandemic, with both facilities closed to civilian staff until August (Holding Center) and December (Correctional Facility). Library attendance and circulation have increased steadily since B&ECPL staff returned. Staff are beginning to evaluate and update collections, as well as determining the needs of prisoners and developing relevant programming. Through coordinated outreach, the B&ECPL continues to provide programming, assistance, and support to Collins and Wende Correctional Facilities.

[Youth Services (Youth to age 18 exclusive of Early Literacy): Deliver innovative youth programs designed to provide materials and services for diverse experiences, respond to current interests and support local curriculum and educators.] Programs for youth to age 18 (exclusive of early literacy) totaled 21,321 programs and 51,643 attendees. 160 were virtual programs with 5,325 attendees. 19,637 (19,918 attendees) were one-on-ones, including self-directed programs such as take & make activities. 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. Other library programs included Bilingual Stories, Celebrate Black Inventors, Raise the Roof: Building Dreams with Architecture, Little Mermaid Puppet Show, Bollywood Dance Performance, Lord of the Wings by Hawk Creek Wildlife, and interactive folk tales by the Wondermakers. Battle of the Books, a trivia competition for students in grades 6 - 9, was presented virtually. 11 teams comprised of 64 youth from System libraries competed online for a trophy and prizes on multiple dates. Off-site programs were offered at Say Yes Saturday Academy, BPS 97 Back to School BBQ, BPS 54 Welcome Back Picnic, and Buffalo Philharmonic Orchestra's kids events. Other outreach to the community included Canalside Storytime, Buffalo Bisons' Library Night at the Ballpark, King Urban Life Center National Night Out, and Buffalo Autism Project Resource Fair. The library also partnered with the City of Buffalo for the annual Mayor's Reading Rules! Challenge. Summer reading programs consisted of storytimes, performances, and learning encouragement incentivizing reading outside the classroom. A System-wide online summer reading challenge was offered through READsquared for participants to submit book reviews for a chance to win prizes. 398 children registered for the kids' portion, with 1,087 book reviews submitted. This is a 63% increase in registrants from 2021. A similar online contest was offered in winter (January - February) for patrons of all ages; 1,004 book reviews were submitted by 125 participants. A Little Free Pantry: Comfort Station for Families was established in the Kids' Space of the Central Library at the beginning of 2022, stocked with facemasks, diapers, baby wipes, tissue packs, hand sanitizer, snacks, assorted personal care items, dental hygiene products, and other items; 4,902 items were utilized by library patrons. The B&ECPL renewed our partnership to provide each child with a book at the Children's Centers in Erie County Family Court and Buffalo City Court which have reopened and provide drop-in care for children ages 6 weeks to 12 years old whose caregivers are attending court matters. 400 books were provided. The Central Library hosted the Thinking Money for Kids Exhibit during the summer, which taught children ages 7 to 11 and their parents, caregivers, and educators about financial literacy topics like earning money, saving and spending, and making responsible financial decisions. Children's Services provided support to System staff through semi-annual Youth Services Group meetings for yearly planning. Material

support is offered via themed kits and programming materials (books, activity sheets, puppets, felt/flannel stories, STEM resources, craft supplies, and Ellison die cut orders). 331 storytime programming kits were utilized by staff across the 37 libraries. An intranet page for Youth Services was updated with resources for school outreach, local performers, online reading challenges, summer reading, and professional development. In addition to emails, a Facebook Group continues to engage members of the Youth Services Group to share ideas, ask questions, and connect with others around the System.

[Deliver innovative and diverse teen programs and services designed to respond to current interests and support success in continuing education, workforce development and lifelong learning.] 3,736 programs for teens were held with 8,764 attendees. 114 were virtual (793 attendees). 3,076 (3,094 attendees) were one-on-ones, including self-directed programs such as take & make activities. Programming and outreach for teens included classroom and group visits from public schools, private schools, homeschool groups, and community organizations throughout Erie County. Homeschooled students from Eden attended a 6-week series of MakerSpace sessions, which included 3D printing, laser cutting, and the basics of audio production. Teen Services staff collaborated with the Just Buffalo Literary Center to offer activities at the Trick or T'reading event hosted at the Central Library's Reading Park, connecting with teens from the neighboring organization as well as those passing by the library. The Brain Sparks: Creative Fuel for the Mind program provided monthly boxes of art supplies, a book, a subscription to an art instruction website, and 2 related programs. Participants had the option to use a loaned laptop and hotspot to access online content. In addition to book discussions, art activities included brush lettering, embroidery, zine creation, bookbinding, air dry clay, votive candle holders, zombie plushies, hand lettering, sewing, and morse code bracelets. Artwork from the sessions were displayed in an art show at the Central Library. Reader's Quest Middle School Book Club took place virtually with discussions, trivia, STEM activities, and writing exercises. Teen Anime and Manga Club met in-person to learn about Japanese culture, watch anime, discuss manga, and create art. Central's Teen Advisory Group suggested titles for the TAG Recommended Booklist, selected titles for summer movie matinees, and prepared Brain Sparks program boxes. A Mock Caldecott Children's Book Awards workshop was held for the group. TAG members also volunteered at the Spooky Library Party event and assisted with coaching the Central Library's Battle of the Books team. Monday through Friday after school, staff created a hands-on arts and crafts program, Crafting @ Central, to engage and encourage artistic expression for teens. Attendees have tried drawing, painting, paper arts, glass bead magnets, jewelry making, creating comic books, and much more. 60 teens registered for the Online Summer Reading Contest, with 206 book reviews submitted. This is a 39% registration increase compared to 2021. [Early Literacy (Birth to School Age with Parents/Caregivers): Provide children from birth to school age with diverse programs, services and materials designed to enrich, educate, engage imagination and prepare this age group for the school environment.] 20,656 early literacy programs, including birth to school age, parent/caregiver, and combined audience programs were held with 54,145 attendees. 124 were virtual programs (3,802 attendees). 18,910 were one-on-ones (18,971 attendees), including self-directed programs such as take & make activities. Children's Services & Outreach provided early literacy programming at the Central Library, outreach events, and community organizations, including Buffalo Academy of Science, Westminster Early Childhood Center, Westminster Community Charter School, and the Buffalo City Mission. Day camps visited the library for stories and to learn about library resources. Bennett Park Montessori preschool/kindergarten students walked to the library for stories and other educational activities multiple times a month during the school year. The Center for Children and Families of WNY also tabled at Sensory Stay n' Play sessions, providing information for a kindergarten readiness study for male caregivers and children ages 3-6.

The B is for Book: Children's Stories Through the Centuries exhibit continued to provide an active play area, including scavenger hunts and space for storytimes. Take & Make activities were provided to encourage creativity, fine motor development, pattern recognition, phonemic awareness, pre-writing and early reading skills. Information regarding childhood milestones was available for families, as well as books to take home to create a supportive literacy environment. 28 new Storytime in a Bag titles were added for a total of 43 in the circulating collection. Ideal for preschools, daycare centers, and homeschool groups, each kit includes 15 of the same board book, along with a copy for facilitators to read aloud, so each child has their own copy to hold and explore. Each kit comes with early literacy tips. Mobile Services developed Road2Reading in 2022, a program that brings children's materials to Erie County preschools and daycare centers in order to promote early literacy. Material is dropped off and picked up on a monthly basis with the Library2GO van. The Central Library for the second time hosted the Buffalo Baby & Toddler Expo presented by Every Person Influences Children. The Expo featured organizations with a focus on early childhood. 238 individuals from 24 different zip codes attended. Community organizations provided information for early childhood resources and there were presentations every hour. Families learned about car seat safety, early literacy, breastfeeding, wellness support, safe sleep, childcare, nutrition, and more. Library staff maintained a presence on the Infancy Leadership Circle Erie County, part of New York Zero-to-Three Network. The group brings together early childhood professionals in local communities who work with infants, toddlers, and their families to facilitate professional networking, development, and communication. Library updates were shared at each meeting, along with early literacy initiatives and current trends.

14.3 Element 3: Professional Development and Continuing Education - Results

[Inspire excellence in library services by providing and promoting opportunities for continuing education/professional development and training for all B&ECPL staff.] 3,703 employee training and development sessions (in-house, external, or online) were reported in 2022, an average of 6.8 sessions per employee (up from 6.0 in 2021). A broad variety of training sessions were offered to employees, including targeted training for technology, customer service, and special populations. Technology training focused on new library resources, including: Getting Started with Libby; Hoopla Introduction Training; and Introduction to Northstar Digital Literacy. Customer Service training included: Dealing with the Aftermath of a Crisis; Handling Complaints or Protests About Content; and Mastering Uncomfortable Conversations with Library Visitors. Training for working with special populations included: How to Build LGBTQIA+ Centered Spaces, Programs, and Services; Libraries and the Substance Abuse Crisis; and The Librarian's Guide to Homelessness. [Provide opportunities to increase trustee understanding of their responsibilities and knowledge of board's responsibilities and relationship with the System.] A Contract Library Liaison communicated throughout the year with ACT members, providing updates on the B&ECPL System and ACT activities. System Administrators attended ACT Board and general meetings throughout the year and assisted with their Annual Workshop on May 7. The ACT President attended B&ECPL System Board of Trustees Meetings throughout the year. The liaison sent out a message on behalf of the ACT President in August asking for members to share their thoughts on topics they would like to see covered at the ACT General Meetings. Trustee Education training opportunities were provided on the Trustee website. The B&ECPL System Board of Trustees adopted a Trustee Education Policy in compliance with the New York State Education Law requiring trustees to have a minimum of two hours of Trustee Education annually effective January 1, 2023. The B&ECPL System Board has designated liaisons to each contracting library board of trustees, attending meetings and acting as points of contact for the System. The B&ECPL System Director, Board Chair and Vice Chair attended meetings of all 22 contracting library boards.

14.5 Element 5: Consulting and Development Services - Results

[Meet the varying needs of all member libraries through the provision of System services and resources.] System administration hosted monthly Managers-Directors meetings to provide System updates, training, and networking opportunities. System departments provided presentations on Challenges of Library Content, Collection Development & Weeding, Construction & Budget, Emergency Procedures, LibCal, Narcan, Open Meetings Law, Performance Evaluations, Progressive Discipline, Public Health Literacy, Advocacy, and Successful Interviewing. Meetings were recorded and made available on the staff intranet. In addition, System staff were continuously available to member library directors and staff through email, phone, and in-person meetings. The Contract Library Liaison also communicated throughout the year with member library staff, providing guidance on personnel matters and governance. The B&ECPL received a 6-month online subscription to Northstar Digital Literacy; member library staff participated in virtual training sessions and offered this service to patrons.[Provide advice and assistance to member libraries to ensure compliance in policy and governance and to meet and reflect the System's mission and core values.] One System-wide policy was reviewed and amended: Circulation Policy. One new System-wide policy was developed: Trustee Education Policy. 7 B&ECPL (Central Library/ Buffalo Branch Libraries) policies were reviewed and amended as necessary: Bylaws, Credit Card Policy, Facility Use Policy, Investment Policy, Open Meetings Law Policy, Policy for the Loan and External Exhibition of Rare and Unique Materials, and Rules of Conduct. HR 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. 508 employees completed the modules during the annual training period and 92 new employees completed the training as part of their new hire orientation. The B&ECPL System also assisted the Amherst Public Library with a charter update.

14.6 Element 6: Coordinated Services - Results

[Virtual Reference: Provide prompt answers to patron and member library questions through traditional and non-traditional forms of communication.] Staff received telephone reference questions through 716-858-8900, fielding borrower account and Overdrive/eBook queries, comments, and complaints and making 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. Forms were available online to submit Reference Questions, Local History and Rare Book Questions, and to Book a Librarian or Book a Technology Trainer. Staff throughout the Library System conducted a total of 143,391 reference transactions. The staff intranet, containing policies, forms, directories, statistics, and avenues for communication with Administration, was available on all staff workstations and through remote access for all system employees. The Library's Google page offered an online option for the community to ask questions and/or to rate the library experience. There were 47 questions/comments made, with most responses coming from Development and Communications the same day. Social media provided an important outlet for communicating important and timely information with the public. One post, about the city of Buffalo's driving ban, was seen by 3,140 people, with 323 engagements, 74 likes, 7 shares and a few questions asked. [Digitization Services: Provide local content management system and digitization services for select special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] Special Collections staff continued to curate the library's digital collections including selection, storage, and maintenance of items on Omeka, an open source management system maintained by the library, as well on the New York

Heritage and NYS Historic Newspaper consortium platforms. They also implemented grant-funded initiatives to increase ability to digitize unique or fragile items. New partnerships are in development to allow library materials to be shared on new platforms. [(Other): Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operations and outstanding services to the residents of Erie County.] The B&ECPL System provided access to 26 databases and 15 NOVELny databases in library or remotely; database searches totaled 163,474. Additional services provided to member libraries included: centralized payroll and human resources; centralized collection development and processing of library materials; consolidated purchasing services and supply fulfillment; 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. 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

[Ensure library staff, trustees and volunteers are versed in current System initiatives and services through the dissemination of information.] Development & Communications worked to increase awareness among internal and external constituents via onsite and virtual meetings, email, phone, producing printed materials, attending outreach events, and creating staff and community surveys. System Administration made presentations and created documents on grants, budgets, the fine-free initiative, and governance and advocacy initiatives. 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, initiatives, and services. 12 media releases and invitations to media events were issued about awarded grants, library construction closures, and summer/winter reading initiatives. More than 20 media interviews/photo ops took place with the director and administrative staff on topics including the Equity, Social Justice and Peace collection, libraries going fine free, construction progress, makerspace/recording studios, laptop and hotspot lending, and new streaming services. The B&ECPL issued 8 mass email updates to 40,000 -100,000+ library cardholders/library friends, staff, volunteers, media, and elected officials throughout 2022. Messaging was devoted to System-wide updates and programs such as Black History Month events, teen literacy programs, and Library Card Sign-Up and Love Your Library months. [Ensure library initiatives, programs and services are conveyed to elected officials in an impactful manner to increase support.] The B&ECPL worked to increase awareness among elected officials on library services, programming, capital projects, and budget priorities. Information was relayed through in-person and virtual meetings, presentations, emails, calls, and written correspondence. Specific documents included a Return on Investment brochure, Statistics, Annual Report of the Director, as well as media releases, letters, posters, and flyers. Monthly financial reports and statistics were posted on the website. An email list of 75 elected officials and their staff is maintained by Development & Communications; 48 emails were sent with information about media events, media releases, awarded grants, public surveys, and programming and initiatives. New Director John Spears had introductory one-on-one meetings with Erie County Executive Mark Poloncarz and other County lawmakers, and NYS Senator Sean Ryan, chair of the Senate Libraries Committee. A meet and greet event was held in May for elected officials from the City of Buffalo, Erie County, and New York as well as library managers, directors, and trustees to welcome the new director and share stories about the value of libraries. March 2 was NYLA's Library Advocacy Day. More than 36 B&ECPL representatives attended 12 virtual meetings with members of the NYS Senate and Assembly or their staff.

A second set of 11 meetings with state officials was held in-person during November and December, in partnership with WNYLRC. Administrators, System trustees, and member library staff participated, providing updates on construction grants, programming, and services. The B&ECPL website has a contact page with links for each library's elected officials on the county, state, federal and City of Buffalo levels. Library cardholders and supporters were asked via email and social media to sign an online letter composed by NYLA and directed to the WNY State delegation in February/March. A second letter-writing campaign to members of the Erie County Legislature regarding the 2023 library budget resulted in 1,612 letters of support. Results of the Library System's 2021 community survey (1184 responses) were posted on the website in early 2022. 76% of the respondents indicated they were likely to visit a B&ECPL location in the next 3 - 4 months. Surveys were accessible through the website, social media, libraries, and library partner organizations. Services such as free Wi-Fi, downloadable content, and author talks received high rankings. A new community survey was disseminated in late 2022; the results will be presented in 2023.

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

[Actively foster and facilitate effective communication and collaboration between and among the System, member libraries and all staff to better serve library users and the community.] Email was the primary resource used to share timely information and best practices. 75 emails were sent by the Development & Communications Department to B&ECPL managers and directors about advocacy, social media marketing tools, grants and awards, surveys, and effective communication tools for working with the public and/or elected officials. 16 messages were sent to all staff members on media coverage, theme months, appointment of the new director, the fine-free initiative, streaming services, programming, advocacy tools, patron surveys, and System-wide promotional campaigns. 10 emails were sent to staff and trustees to update them on System media coverage including interviews, articles, photographs, and editorials. Surveys, phone calls, and meetings also took place during 2022. B&ECPL managers and directors participated in 3 surveys about marketing, measuring fine-free communication, and social media support. Results were shared in meetings and posted on the staff intranet. B&ECPL Administration hosted System-wide Manager-Director Meetings both virtually and in-person. The staff intranet was continuously updated to provide all employees with links to policies, health and safety protocols, forms, information about the new fine-free initiative, trainings, budgets, and other departmental initiatives. System contact lists and library hours were updated 7 times and distributed via email and posted on the intranet. 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 libraries and library systems throughout New York State, as well as library consortia and statewide and national organizations.] The B&ECPL had a representative on the WNYLRC Board of Trustees and on 8 of 9 WNYLRC committees. The B&ECPL also had representatives on IFLA's Metropolitan Libraries Standing Committee, 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, including: ALA Annual Conference (1 attendee); Candid 2022 (1); Chautauqua Regional Genealogy Conference (1); COSUGI Conference (5); Federal Depository Library Virtual Conference (2); IFLA World Library

and Information Congress (1); Intersect Unconference (16); Library Marketing & Communications Conference (1); Metropolitan Libraries Conference (1); NPELRA Conference (2); NYLA Annual Conference (4); NYLA YSS Spring Conference (1); NYS Family History Conference (1); NYSPELRA Conference (1); School Library Journal Day of Dialog (2); SirsiDynix Connections Summit (2); US Patent and Trademark Office Virtual Conference (2).

14.10 Element 10: Construction - Results

[Support the renovation, rehabilitation and modification of library buildings and infrastructure System-wide through the State Aid for Library Construction Program.] System staff assisted in coordinating, providing guidance, and reviewing 7 projects submitted for 2022-2023 State Aid for Library Construction, with recommended funding totaling \$1,554,184. Projects include: Angola Public Library roof replacement and emergency door rehabilitation; Boston Free Library programming pavilion construction; Central Library egress and life safety improvements; Coles Library roof replacement and first floor/exterior renovations; Merriweather Library roof rehabilitation and access controls; Concord Library parking lot repaving, LED installation, and outdoor programming area construction; and Grand Island Public Library walkway rehabilitation and restroom partition installation. [Assist member libraries with facility and maintenance planning and improvements designed to achieve a welcoming, efficient and sustainable environment.] B&ECPL staff continued to provide guidance and assistance for member libraries considering or implementing LED conversion projects, which included completing the East Aurora and Alden libraries. Staff provided assistance in seeking system grants and NYSEG rebates to help lower the net cost of those projects. System staff also worked with Erie County to request funding for a roof replacement at the Central Library. Requested improvements would include a green roof and capability to install solar panels. System staff also worked with the City of Buffalo to explore replacing the end of life HVAC system at the Isaías González-Soto Branch Library with a geothermal heating/cooling system.

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 and/or new service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] CLBA was used to provide access to Ancestry Library to every library across the system. In addition, 75 new adult fiction and non-fiction titles in Arabic, French, Vietnamese, and Spanish were ordered in too update the Global Languages collection at the Central Library and are available via request throughout the System. CLDA funds were utilized to fund the work of the Special Collections Department. Funds supplemented the salaries of staff members, allowing the department to carry out in-person and remote reference work focused on local history and genealogy research, as well as maintain the valuable rare book and map collections. Staff is also responsible for curating and maintaining exhibits including B is for Book: Children's Books through the Ages and John James Audubon's Viviparous Quadrupeds. Local History exhibits were created throughout the year including E is for Erie County and Buffalo's Neighborhoods: Exploring our Migrant and Immigrant Heritage, an online exhibit on the New York State Heritage website. 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. Love our Library Special Revenue Funds were utilized for summer reading incentives from the Collaborative Summer Library Program. 10,634 items were purchased and provided to all libraries and mobiles. Incentives encourage kids and their caregivers to come into the library; help motivate children, including reluctant readers, to participate in the summer reading challenge; and serve as a marketing tool to others in the community.

14.12 Element 12: Direct Access - Results B&ECPL is chartered to serve all of Erie County. All geographic areas within the County receive library services even if there are no library buildings within a given municipality or service area of a contract library. As B&ECPL's Plan for free direct access is included in the annual agreement between the B&ECPL and each contract library, those libraries are bound by the contract to abide by this Plan. See: https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf.

14.13 Element 13: Other Goal(s) - Results N/A

15. Current system URL's

15.1 System Home Page URL <https://www.buffalolib.org/>

15.2 URL of Current List of Members <https://www.buffalolib.org/locations-and-hours>

15.3 URL of Current Governing Bylaws <https://www.buffalolib.org/board-trustees/bylaws>

15.4 URL of Evaluation Form <https://www.buffalolib.org/stafftrustee-surveys>

15.5 URL of Evaluation Results <https://www.buffalolib.org/stafftrustee-surveys>

15.6 URL of Central Library Plan https://www.buffalolib.org/sites/default/files/library-system/annual-reports/2022-2026_Central_Library_Plan_APPROVED.pdf

15.7 URL of Direct Access Plan https://www.buffalolib.org/sites/default/files/library-system/policies/Free_Direct_Access_Plan_Amended_7-15-2021_Final_for_Website.pdf

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) 4/20/2023

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). 07/27/2023

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. Thank You!

It would be helpful to sort notes for Repeating Groups by Repeating Group instead of Question Number. It would definitely make it easier to match up notes when reviewing the printed versions of the report.

Buffalo and Erie County Public Library Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

1.20 Federal Employer Identification Number

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

In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.

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.

The System's second bookmobile (Library2Go) was added to statistical reports 2/2022. Crane Branch Library 3/2021 and ongoing, construction impacted operations, including 2nd floor meeting space unavailable. Crane was closed 3/7/2022-3/18/2022 to complete Phase 1 construction, and closed 8/15/2022 through the end of the year for Phase 2 construction. The Elaine M. Panty Branch Library was closed 2/14/2022-4/2/2022 for floor replacement. The Leroy R. Coles, Jr. Branch Library was closed 5/9/2022-7/9/2022 for renovations and a flooring project. Frank E. Merriweather, Jr. Library experienced increased usage due to providing community assistance and support in the wake of a community tragedy 5/14/2022. Merriweather was also open during a 7-week renovation project starting 7/25/2022. The Isaías González-Soto Branch Library closed starting 9/12/2022 through the end of the year for Phase 1 construction. Winter storms also caused closures 11/17/2022-11/22/2022 and 12/23/2022-12/31/2022. System-Wide, fine free with autorenewals was implemented 4/2022. Also affecting circulation, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022. In addition, Correctional Facility circulation numbers were reported for the first time since COVID starting 9/2022, and staff returned to the Holding Center 8/2022.

2. Personnel Information

- | | | |
|------|---|--|
| 2.16 | Total Other Professional Staff - Filled Position(s) FTE | 2021 position was no longer needed. |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | Titles updated to follow Civil Service rules |

3. System Membership, Outlets and Governance

- | | | |
|------|-------------|--|
| 3.20 | Bookmobiles | A second bookmobile (Library2Go Van) was added February, 2022. |
|------|-------------|--|

- | | | |
|------|---|--|
| 3.44 | The date the board president took the Oath of Office (mm/dd/yyyy) | 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 | 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 4

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

Trustee Amodeo is currently serving as a holdover trustee for the term to run from January 2023 through December 2027 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to 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 6

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

Trustee Candelario is currently serving as a holdover trustee for the term to run from January 2023 through December 2027 until reappointed or replaced by a new trustee. The reappointment/replacement of this position falls to 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

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

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 11

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

Trustee Panty is currently serving as a holdover trustee for the term to run from January 2023 through December 2027 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 7

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).

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 12

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).

Trustee Sasiadek was appointed in February 2022 to fill a vacant position (previous trustee Katie Burd resigned July 2021). The term was to run from January 2022 through December 2026.

Repeating Group 1

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

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)

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)

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

Repeating Group 8

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

Trustee Gist served as a holdover trustee from January 2016 through October 2016 when reappointed.

Repeating Group 9

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

Trustee T. Johnson served as a holdover trustee from January 2021 through March 2021 when reappointed.

Repeating Group 10

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

Trustee Kelly served as a holdover trustee from January 2021 through March 2021 when reappointed.

Repeating Group 11

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

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

4.5 Physical Item Circulation (Total questions 4.3 & 4.4)

System-wide, fine free with autorenewals was implemented 4/2022. However, in the past, these numbers contained online renewals, which have significantly decreased due to autorenewals. In addition, autorenewals are now attributed to the checkout library rather than to the System.

4.6 Use of Electronic Material

In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022.

4.7 Successful Retrieval of Electronic Information

Database numbers lower due to Ancestry remote ending 12/31/21 (available during COVID). In addition, these numbers included Freegal in the past, which was discontinued after 12/31/21.

4.8 Electronic Content Use (Total Questions 4.6 & 4.7)

Database numbers lower due to Ancestry remote ending 12/31/21 (available during COVID). In addition, these numbers included Freegal in the past, which was discontinued after 12/31/21.

| | | |
|-------------|--|---|
| 4.9 4.6) | Total Circulation of Materials (Total Questions 4.5 & 4.6) | System-wide, fine free with autorenewals was implemented 4/2022. However, in the past, these numbers contained online renewals, which have significantly decreased due to autorenewals. In addition, autorenewals are now attributed to the checkout library rather than to the System. |
| 4.10 | Total Collection Use (Total Questions 4.7 & 4.9) | System-wide, fine free with autorenewals was implemented 4/2022. However, in the past, these numbers contained online renewals, which have significantly decreased due to autorenewals. In addition, autorenewals are now attributed to the checkout library rather than to the System. Database numbers lower due to Ancestry remote ending 12/31/21 (available during COVID). In addition, these numbers included Freegal in the past, which was discontinued after 12/31/21. |
| 4.16 | Electronic Books | In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022. |
| 4.20 | Audio - Downloadable Units | In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022. |
| 4.21 | Video - Downloadable Units | In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022. |

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.)

In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022. This number does not include items reported in the preceding questions. It does include e-serials from Overdrive magazines, not reported in the questions above.

4.23 Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)

In addition to Overdrive, Hoopla streaming services and Overdrive magazines were implemented 6/1/2022.

5. System Services

5.24 Annual number of visits to the system's web site

There was a drop in visitors to the library's digital collections. Due to digital collection initiatives this year, numbers are expected to be higher for 2023.

e. U.S. Mail

U.S. Mail is used for the Library by Mail program.

i. Other (describe using the 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

5.78 Number of BOOKS BY MAIL loans

The Library started offering a Library by Mail program in 2021, and the service has been expanding since.

1. Service provided

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

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.

Repeating Group 3

1. Service provided

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

Repeating Group 5

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

6. Operating Funds Receipts

Repeating Group 1

2. Amount Includes \$226,623 in Supplemental aid, including \$14,000 for Member Libraries, \$25,000 for Williamsville, \$187,623 for CSEA Settlement.

6.10 Coordinated Outreach Services Aid Includes the 10% holdback for the Family Literacy and Adult Literacy program award from 2021. An additional \$2,120 is included in this amount due to the merging of these programs with Coordinated Outreach Services in 2022.

6.18 Local Library Services Aid - Kept at System Includes \$28,285 of LLSA from 2021 received in 2022

6.20 **Total LLSA (total questions 6.18 and 6.19)** Includes \$28,285 of LLSA from 2021 received in 2022

6.21 Local Services Support Aid Includes \$19,594 of LSSA funding from 2021 received in 2022

6.36 Special Legislative Grants and Member Items

Special Legislative aid granted to several locations in the B&ECPL System

Repeating Group 1

2. Amount

Love Your Library Grant

Repeating Group 1

1. Funding Source

IMLS American Rescue Plan Grant

6.53 Income from Investments

Increase in interest rates due to inflation

Repeating Group 1

2. Amount

This represents proceeds for library charges including fines, printing and copying proceeds. Reduced from prior year due to the implementation of Fine Free program in May of 2022.

Repeating Group 2

2. Amount

Rent from partner received from partner organizations: Literacy New York, Buffalo Presidential Center, Hispanic Heritage Center, Arts for Learning. As well as rent from organizations using our newly refurbished Auditorium at Central Library.

Repeating Group 3

2. Amount

Commissions earned from outside vendors selling products/services at B&ECPL, including Crickler Vending (Food Services) and FaxScan24 (Faxing Service)

Repeating Group 4

2. Amount

Misc. revenues include refunds from prior year expense (\$102,036) This amount includes \$29,368 related to Erate reimbursement received in 2022 for expenses paid in 2021. This also includes \$72,668, which was the amount the Member libraries returned to the System for expenses that were paid in 2021. Small non-governmental grants : Western New York Library Resources grants \$101,541 Financial Industrial Regulator Authority Grant: \$22,797 Other receipts on included elsewhere: Sales Tax receipts collected from Book sales: \$347

7. Operating Fund Disbursements

7.2 Other Staff

Increase from prior year due to settle of AFSCME and CSEA contracts in 2022.

7.11 Central Library Services Aid (CLSA)

Note: 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

7.15 Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)

Of the \$240,000 received in Special Legislative Aid, \$90,000 was forwarded to Member libraries. The remaining \$150,000 was retained by the B&ECPL for future use by the System Headquarters and the Merriweather branch.

| | | |
|------|--|--|
| 7.17 | Other cash grants paid from system funds | Cash advances made to Member Libraries to assist in covering direct expenses not covered by direct revenues. |
| 7.23 | Other Vehicles | New Maintenance vehicle |
| 7.24 | Computer Equipment | B&ECPL implemented a computer replacement program throughout the system. This requires the purchase several hundred computers for both staff and public access. |
| 7.25 | Furniture/Furnishings | Additional furniture and fixtures purchased for various locations |
| 7.26 | Other Capital Expenditures | Building Ground & Heaving Equipment |
| 7.29 | From Other Funds (71OF) | Total of Capital Equipment purchased with Fund Balance |
| 7.32 | From Other Funds (72OF) | Includes floor projects at two city branches and matching project for Merriweather Grant. |
| 7.37 | Office and Library Supplies | Increase in cost and demand (paper and toners) |
| 7.39 | Telecommunications | Includes the cost of the wireless access points available to patrons. |
| 7.41 | Publicity and Printing | Increase in advertising and promotion including print, radio and billboards promoting various Library programs including: Chromebook lending program; Play Down Your Fines (Children's activity program); Library by Mail. |
| 7.42 | Travel | Re-initiated out of area travel for training and conferences. |
| 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. | EC Sheriff: \$173,221; Outside contracted security services: \$90,281; Legal Services: \$68,370; EC Purchasing: \$43,118; Employment Consulting: \$20,000; Translation Services: \$4,720 |

7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.

Note: Western NY Library Resource Council \$1,901. New York Library Association (Excelisor Membership) \$2668. Buffalo Niagara Partnership (Institution) \$2,062. Public Library Systems Directors Organization \$400. Black Caucus of the American Library Assoc \$60

Repeating Group 1

1. Expense category

Note: 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

2. Amount

Insurance Expense including Director & Officers policy, Cyber-Liability, General Liability, and insurance for Rare Book Collection

Repeating Group 3

2. Amount

General Programming supplies for various department. These supplies include craft supplies, gift certificates, toys, Musical instruments and supplies, novelties and other giveaways. Teen & Adult programming: \$80,997 Children's programming: \$70,122 Outreach Services: \$31,732 Central Library's "Launch Pad" \$28,980 Central Library "Launch Pad" provides library users to various creative equipment and supplies they may not readily have access to, including musical instruments, 3D printers, button makers, and other creative items.

Repeating Group 4

2. Amount

Misc. expenses include small expenses not categorized elsewhere: Binding Expense: \$12,043 Clothing Supplies: \$2,615 Training & Education: \$27,758 Banking Fees: \$2,246 Sales Tax Payments: \$938 Supplies for Online Store: \$1,298 General Supplies for Network Support: \$8,110 General Supplies for Graphics Dept: \$12,591

Repeating Group 1

1. Name of bank or financial institution

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. For that reason B&ECPL is unable to provide a detailed banking information.

Repeating Group 1

2. Amount of funds on deposit

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. For that reason B&ECPL is unable to provide a detailed banking information.

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

9.1 Total Construction

B&ECPL construction projects at several locations including: Crane Branch, Isaias Gonzalez-Soto Branch and Frank E Merriweather Jr Branch.

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

13.1.1 Total Full-Time Equivalentents (FTE)

FTE is reduces from 2021 amount due to the reduction in funding available. In 2021 B&ECPL used an approximately \$478,000 in cash balances, plus 2021 aid of \$2,310,00 for a total of \$2,788,000. In 2022, the available funding was \$2,460,000. Also, the wages for staff members increase between 2021 and 2022.

13.1.3 Total Full-Time Equivalentents (FTE)

FTE is reduces from 2021 amount due to the reduction in funding available. In 2021 B&ECPL used an approximately \$478,000 in cash balances, plus 2021 aid of \$2,310,00 for a total of \$2,788,000. In 2022, the available funding was \$2,460,000. Also, the wages for staff members increase between 2021 and 2022.

13.1.16 Total Expenditures - Grants for Member Libraries

Question 7.15 included \$90,000 in special legislative aid received by the System and forwarded to Member Libraries. This amount was not part of the Library System's Basic Aid Funding.

Repeating Group 1

3. Expenditure

Personnel Services

Repeating Group 2

1. Expenditure Category

Small value equipment with value of less than \$5000 each - total value of \$7140.

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