Buffalo and Erie County Public Library
Annual Report for Library Systems - 2017 (Public Library Systems 2017)

1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer 10 or higher, Compatibility View needs to be enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in data loss even if the report is locked. The Microsoft Edge browser cannot be used.

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

1.1	SEDCODE	140600700787
1.2	Institution ID	800000052491
1.3	System Name	Buffalo and Erie County Public Library
1.4	Beginning Reporting Year	1/1/2017
1.5	Ending Reporting Year	12/31/2017
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) 858-6544
1.16	System Home Page URL	www.buffalolib.org
1.17	URL of the system's complete Plan of Service	http://www.buffalolib.org/content/library-system/five-year-plan
1.18	Population Chartered to Serve (2010 Census)	919,040
1.19	Area Chartered to Serve (square miles)	1043
1.20		166002558

	Federal Employer Identification Number	
1.21	County	Erie
1.22	County (Counties) Served	Erie
1.23	School District	Buffalo City School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.
1.25	First Name of System Director	Mary Jean
1.26	Last Name of System Director	Jakubowski
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	15501
1.32	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(716) 858-7180
1.33	E-Mail Address of the System Director	jakubowskim@buffalolib.org
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(716) 858-6544
1.35	Name of Outreach Coordinator	Dan Caufield
1.48	Is the library system a member of the New York State and Local Retirement System?	Y
1.49	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
1.50	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 State note.	Y

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

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

2. Personnel Information

2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions.	35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	43.71
2.11	Librarians - Vacant Position (s) FTE	4.54
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0

2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	45.71
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	4.54
2.16	Total Other Professional Staff - Filled Position(s) FTE	15
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	173.81
2.19	Total Other Staff - Vacant Position(s) FTE	13.33
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	234.52
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	17.87

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	$39,106
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$135,000

3. System Membership, Outlets and Governance

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	2017
3.18	Square footage of the system building	403,000
3.19	Branches of the Library System	8
3.20	Bookmobiles	1
3.21	Reading Centers	0

3.22	Other Outlets	2
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	12
3.24	Name of Central Library/Co-Central Libraries	Buffalo and Erie County Public Library

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	11
3.26	Current number of voting 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 State 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, 2018, through December 31, 2018.

President/Council Chair

3.29	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
3.30	First Name	Frank
3.31	Last Name	Housh
3.32	Institutional Affiliation	Housh Law Offices
3.33	Professional Title	Attorney
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)	2014
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2018
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)	12/23/2013
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/23/2013
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 Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Alan
3.	Last Name	Bedenko
4.	Institutional Affiliation	Feldman Kieffer, LLP
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)	2015
11.	Term Expires - Month or N/A	December

12.	Term Expires - Year (YYYY) or N/A	2019
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)	02/06/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/06/2015
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Joel
3.	Last Name	Moore
4.	Institutional Affiliation	City of Buffalo Board of Education
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	12/28/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/28/2016
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend,	Ms.

	Other (specify using the State note), Vacant	
2.	First Name	Kimberly
3.	Last Name	Johnson
4.	Institutional Affiliation	Erie County Probation Dept.
5.	Professional Title	Clerk
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	December
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
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)	12/22/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/22/2017
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Michael
3.	Last Name	Amodeo
4.	Institutional Affiliation	Supreme 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)	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	Yes

appointed to complete the remainder of a term of a trustee who resigned their position).

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/23/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/23/2018
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Sheldon
3.	Last Name	Berlow
4.	Institutional Affiliation	Pyramid Brokerage Inc.
5.	Professional Title	N/A
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	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.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Kathleen
3.	Last Name	Berens 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)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2017
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Lucy
3.	Last Name	Candelario
4.	Institutional Affiliation	Erie Regional Housing Development Corp.
5.	Professional Title	Exec. 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.		01/23/2018

	The date the trustee took the Oath of Office (mm/dd/yyyy)	
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?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Kathleen
3.	Last Name	Burd
4.	Institutional Affiliation	Hadley Exhibits Inc.
5.	Professional Title	Assistant to the President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2017
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2021
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2017
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Frank
3.	Last Name	Gist
4.	Institutional Affiliation	Greater Buffalo Bail Bonds Agency
5.	Professional Title	Owner
6.	Mailing Address	
7.	City	
8.		

	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the 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.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Theodore
3.	Last Name	Johnson
4.	Institutional Affiliation	Hadley Exhibits Inc.
5.	Professional Title	President
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2017
15.		03/28/2017

	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Sharon
3.	Last Name	Kelly
4.	Institutional Affiliation	Hodgson Russ LLP
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)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/28/2017
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/28/2017
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Wayne
3.	Last Name	Wisbaum
4.	Institutional Affiliation	Kavinoky Cook LLP
5.	Professional Title	Attorney
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January

10.	Term Begins - Year (yyyy)	2010
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2014
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	03/09/2010
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	03/09/2010
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Dr.
2.	First Name	Rhonda
3.	Last Name	Ricks
4.	Institutional Affiliation	Inclusion Development Assoc., Inc.
5.	Professional Title	CEO
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	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)	01/17/2014
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/17/2014
16.	Is this a brand new trustee?	N
1.		Ms.

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

2.	First Name	Elaine
3.	Last Name	Panty
4.	Institutional Affiliation	N/A
5.	Professional Title	Retired
6.	Mailing Address	
7.	City	
8.	Zip Code (enter five digits only)	
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	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)	05/17/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	05/17/2013
16.	Is this a brand new trustee?	N

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, 2018, through December 31, 2018. 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 Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to bibliostat@btol.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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — The Reverend
2. First Name — Clifford
3. Last Name — Bell
4. Institutional Affiliation — Small Business Development Center
5. Professional Title — Senior Councilor

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Mr.
2. First Name — Frank
3. Last Name — Cammarata
4. Institutional Affiliation — Erie County Office for the Disabled
5. Professional Title — Director

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Mr.
2. First Name — Daniel
3. Last Name — Caufield
4. Institutional Affiliation — Buffalo and Erie County Public Library
5. Professional Title — Supervisor of Adult and Teen Programs and Services

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Mrs.
2. First Name — Kathryn
3. Last Name — Galvin
4. Institutional Affiliation — Buffalo and Erie County Public Library
5. Professional Title — Supervisor of Children's Programs and Services

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant — Ms.
2. First Name — Linda
3. Last Name — Rizzo
4. Institutional Affiliation — Buffalo and Erie County Public Library
5. Professional Title — Manager Branch Libraries

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

	Other (specify using the State note), Vacant	
2.	First Name	Andrew
3.	Last Name	Maines
4.	Institutional Affiliation	Buffalo and Erie County Public Library
5.	Professional Title	Supervisor of Services to County and State Correctional Facilities
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Other (specify using the State note)
2.	First Name	Renee
3.	Last Name	Masters
4.	Institutional Affiliation	Buffalo and Erie County Public Library
5.	Professional Title	Supervisor of Services to the Aged and Disabled
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Karima
3.	Last Name	Amin
4.	Institutional Affiliation	Prisoners are People Too
5.	Professional Title	Director
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Miguel
3.	Last Name	Santos
4.	Institutional Affiliation	National Grid / Consumer Relations and Programming
5.	Professional Title	Director of Community Outreach
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Robert
3.	Last Name	Blachowitz
4.	Institutional Affiliation	Buffalo Association for the Blind
5.	Professional Title	Advocate for the Blind
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Brian
3.	Last Name	Hoth

4.	Institutional Affiliation	Buffalo & Erie County Public Library
5.	Professional Title	Director Hamburg Library (Previous Manager of Mobile Services)

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	68,073
4.2	System Visits	861,581

CIRCULATION

4.3	Total Cataloged Book Circulation	1,026,806
4.4	Total Circulation of Other Materials	1,259,177
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	2,285,983
4.6	Use of Electronic Material	618,619
4.7	Successful Retrieval of Electronic Information	508,362
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	1,126,981
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	2,904,602
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,412,964

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	1,471,835
4.12	Uncataloged Book Holdings	93,099
4.13	Total Print Serial Holdings	424,102
4.14	All Other Print Materials Holdings	910,295
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	2,899,331
4.16	Electronic Books	55,749
4.17	Local Electronic Collections	48
4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	55,797
4.20	Audio - Downloadable Units	10,843
4.21	Video - Downloadable Units	100
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	1,049

documents, reference tools, scores and maps.)

4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	67,805

Non-Electronic Materials

4.24	Audio - Physical Units	107,678
4.25	Video - Physical Units	88,568
4.26	Other Non-Electronic Materials	14,807
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	211,053
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	3,178,189

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
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	1,448,652
5.9	Number of new titles added by the system in the reporting year	30,335
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)	30,335

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	1,448,652
5.17	Number of holdings in the system's union catalog	3,267,927
5.18	Number of new titles added in the last year	30,335
5.19	Number of holdings added in the last year	223,866

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

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	18,442,308

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	1,494
5.26	Total items received (borrowed)	4,701
5.27	Total requests provided (loaned) unfilled	4,992
5.28	Total requests received (borrowed) unfilled	1,134
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	12,321

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 State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	No

d.	Contracted service (paid by System - not on payroll)	No
e.	U.S. Mail	No
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No
g.	Other (specify using the State note)	No
5.31	Number of stops (pick-up and delivery sites per week)	216

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	0
5.33	Number of participants	0

Technology

5.34	Number of sessions	11
5.35	Number of participants	65

Digitization

5.36	Number of sessions	0
5.37	Number of participants	0

Leadership

5.38	Number of sessions	1
5.39	Number of participants	9

Management & Supervisory

5.40	Number of sessions	15
5.41	Number of participants	1,381

Planning and Evaluation

5.42	Number of sessions	5
5.43	Number of participants	25

Awareness and Advocacy

5.44	Number of sessions	2
5.45	Number of participants	13

Trustee/Council Training

5.46	Number of sessions	1
5.47	Number of participants	65

Special Client Populations

5.48	Number of sessions	7
5.49	Number of participants	89

Children's Services/Birth to Kindergarten

5.50	Number of sessions	5
5.51	Number of participants	104

Children's Services/Elementary Grade Levels

5.52	Number of sessions	0
5.53	Number of participants	0

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0

| 5.55 | Number of participants | 0 |

General Adult Services

5.56	Number of sessions	1
5.57	Number of participants	65
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.	Y
1.	Topic	Employee Health
2.	Number of sessions	1
3.	Number of participants	9
1.	Topic	Employee Safety
2.	Number of sessions	4
3.	Number of participants	39
1.	Topic	Customer Service
2.	Number of sessions	8
3.	Number of participants	204
1.	Topic	Children's Services Birth to High School
2.	Number of sessions	1
3.	Number of participants	25
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)	62
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)	2,093
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

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

Note: For questions which include a choice of "Other", please add a State 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 State note)	Yes
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	1,432
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	1,380
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	99
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	9,108
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	4,914
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	3,915

5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	401
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	13,537
5.71	Number of contacts - Consulting with state and county correctional facilities	745
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	8,941
5.73	Number of contacts - Providing system and member library information to the media	11,497
5.74	Number of contacts - Providing website development and maintenance for member libraries	643
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	N
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.76	**Total other contacts** (total of question #2 of Repeating Group #6)	0
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	56,612

REFERENCE SERVICES

5.78	Total Reference Transactions	132,231

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes

c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	17
5.82	Number of State Correctional Facilities libraries served	3
5.83	Number of County Jails libraries served	2
5.84	Number of institutions served other than jails or correctional facilities	1
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	Y
1.	Service provided	Nursing homes/retirement communities
2.	Number of facilities/institutions served	10
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y
5.87	Description of fees	3D print services, copies, printing, and fax services. We also have available for sale: canvas book bags ($2.00), flash drives ($10.00), and headphones ($3.00).

6. Operating Funds Receipts
LOCAL PUBLIC FUNDS

6.1		Y

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

1.	County Name	Erie
2.	Amount	$24,900,378
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	$24,900,378
6.3	All Other Local Public Funds	$0
6.4	**Total Local Public Funds** (total questions 6.2 and 6.3)	$24,900,378

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$8,426
6.6	Central Library Development Aid	$290,164
6.7	Central Book Aid	$66,936
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$537,374
6.10	Coordinated Outreach Services Aid	$158,134
6.11	Correctional Facilities Library Aid	$42,805
6.12	County Jails Library Aid	$8,208
6.14	Family Literacy Grants	$13,105
6.18	Local Library Services Aid - Kept at System	$95,225
6.19	Local Library Services Aid - Distributed to Members	$189,458
6.20	Total LLSA (total questions 6.18 and 6.19)	$284,683
6.21	Local Services Support Aid	$200,745
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$1,656,972
6.27	Public Library System Supplementary Operational Aid	$204,432
6.36	Special Legislative Grants and Member Items	$211,000

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	WNY Library Resource Council
2.	Amount	$6,000
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$6,000
6.44	**Total State Aid Receipts** (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$3,688,984

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.	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$0

6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$0

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

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

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

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

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$420,726
6.53	Income from Investments	$3,269

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	$381,127
1.	Receipt category	Refunds
2.	Amount	$33,940
1.	Receipt category	Rental of Real Property
2.	Amount	$19,772
1.	Receipt category	Commissions
2.	Amount	$14,923
1.	Receipt category	Misc
2.	Amount	$401,174
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$850,936
6.58	**Total Miscellaneous Receipts** (total questions 6.51	$1,274,931

through 6.55 and question 6.57)

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)	$29,864,293
6.60	**BUDGET LOANS TRANSFERS**	$0
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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	$9,863,485
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 7.83)	$39,727,778

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	$2,649,584
7.2	Other Staff	$6,350,943
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$9,000,527
7.4	Employee Benefits Expenditures	$4,497,061
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$13,497,588

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$488,637
7.7	Electronic Materials Expenditures	$352,220
7.8	Other Materials Expenditures	$225,776
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$1,066,633

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$189,458
7.11	Central Library Aid (CLDA/CBA)	$0
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$166,500
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$16,816
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$372,774
7.19	Book/Library Materials Grants	$2,140,360
7.20	Other Non-Cash Grants	$8,357,071
7.21	**Total Grants to Member Libraries** (total questions 7.18 through 7.20)	$10,870,205

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$0
7.24	Computer Equipment	$40,625
7.25	Furniture/Furnishings	$49,079
7.26	Other Capital Expenditures	$13,029
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$102,733

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$102,733
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$102,733

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$98,405
7.32	From Other Funds (72OF)	$0
7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$98,405
7.34	Other Building & Maintenance Expenses	$503,941
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$602,346

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$50,299
7.37	Office and Library Supplies	$179,473
7.38	Telecommunications	$18,665
7.39	Binding Expenses	$25,122
7.40	Postage and Freight	$28,331
7.41	Publicity and Printing	$84,152
7.42	Travel	$24,176
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$192,935
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$30,405
7.46	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	$248,221
1.	Expense category	Equipment
2.	Amount	$194,051
1.	Expense category	Misc
2.	Amount	$708,732
7.47	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	$1,151,004
7.48		$1,784,562

Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)

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

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

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

1. Contracting Agency (specify using the State note)   N/A

2. Contracted Service (specify using the State note)   N/A

3. Total Contract Amount   N/A

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) $956,761

7.52 From Other Funds (73OF) $0

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) $956,761

7.54 Other Loans $0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) $956,761

7.56 **TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)** $28,880,828

TRANSFERS

Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) $0

7.58 From Other Funds (76OF) $537,374

7.59	**Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2)	$537,374
7.60	**Total Transfers to Other Funds**	$0
7.61	**Total Transfers** (total questions 7.59 and 7.60)	$537,374
7.62	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61)	$29,418,202
7.63	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2017)**	$10,309,576
7.83	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62 and 7.63)	$39,727,778

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	12/31/2016
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	1/1/2016-12/31/2016
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

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

8. Capital Fund Receipts

8.1	**Total Revenue From Local Sources**	$0
8.2	**Transfer From Operating Fund** (same as question 7.59)	$537,374

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
8.5	**Total Aid and/or Grants** (total question #2 of Repeating Group #16 above)	$0
8.6	**TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5)	$537,374
8.7	**NONREVENUE RECEIPTS**	$0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$537,374
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.)	$99,448
8.10	**TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9)	$636,822

9. Capital Fund Disbursements
PROJECT EXPENDITURES

9.1	Total Construction	$323,569
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)	$323,569
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)	$323,569
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2017, for Public Library Systems)**	$313,253
9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$636,822

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2018 - December 31, 2018

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$28,183,850
12.2	Budget Loans	$0
12.3	Total Transfers	$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2018, must be the same as the	$10,309,576

December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)

| 12.5 | Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4) | $38,493,426 |

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	$29,151,016
12.7	Total Transfers	$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2018)	$9,342,410
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$38,493,426

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)	$961,959
12.11	Nonrevenue Receipts	$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2018, must be the same as the December 31, 2017, closing balance reported on Q9.9 of the 2017 annual report)	$313,253
12.13	Grand Total Capital Fund Receipts and Balance (total	$1,275,212

questions 12.10 through
12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14   Capital Fund Disbursements
(include Project Expenditures,
Transfer to Operating Fund $1,275,212
and Nonproject Expenditures

12.15   Cash Balance in Capital Fund
at the end of the current fiscal
year $0
(For Public Library Systems,
December 31, 2018)

12.16   Grand Total Capital Fund
Disbursement, Transfers, and
Balance (Sum of questions $1,275,212
12.14 and 12.15)

13. State Formula Aid Disbursements

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(5) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.

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

Statutory Reference (LCSA): Education Law § 272, 273 (1)(f)(7) Commissioners Regulations 90.3 The formula is $0.31 per

	capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(12)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	7.94
13.1.2	Total Expenditure for Professional Salaries	$316,651

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

13.1.3	Total Full-Time Equivalents (FTE)	26.91
13.1.4	Total Expenditure for Other Staff Salaries	$1,037,398
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$807,385
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 State 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 State 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. — $189,458

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) — $2,350,892

13.1.18 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. — $77,812

13.1.19 **Total Allocation from 2017 - 2018 State Aid:** — $2,346,833

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) — $2,424,645

13.1.21 **Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** — $73,753

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 members of various System-focused departments of the Buffalo & Erie County Public Library (B&ECPL) such as Shipping, Interlibrary Loan, Technical Services, and Processing. These departments are imperative to System services in providing prompt access to needed information and materials as well as moving library materials from acquisition to each of B&ECPL's 37 locations to fulfill patrons' needs and requests. This aid assisted in meeting the personnel costs in B&ECPL's Information Technology (IT) and Development and Communications departments, which oversee the System's integrated network system and present an informative and user-friendly website, catalog and reference

service to remote library users. Staff in these departments are also responsible for maintenance of the public website, which provides access to B&ECPL's various downloadable materials and includes posting of upcoming events at all B&ECPL locations. In 2017, B&ECPL staff continued to find innovative, effective and efficient ways to improve patrons' user experience and access to information, through both traditional and social media outlets. Additionally, this aid supported staff costs for those B&ECPL departments that provided consulting and technical support to member libraries through staff expertise and assistance in the areas related finance, governance, automation, technology, borrower services, collection development, and human resources. Consultation was also provided to the member libraries with applications for, and implementation of State Aid for Library Construction grant program. Consolidation of utility purchases, office and library supply purchases, and equipment purchases resulted in both cost and time savings for the member libraries. BECPL's Centralized Human Resources (CHR) program provides centralized payroll, civil service and human resource activities for all member/contract libraries. In addition, the Human Resources Department continued to assist staff members by developing new staffing plans and providing on-going training. Finally, Public Library System Aid supported B&ECPL staff costs for those departments that provide coordinated system services such as electronic access to databases and other electronic resources, including B&ECPL's TechKnow Lab, which provided computer training to patron and staff members throughout the System. B&ECPL's e-Branch has become the primary contact for patrons requiring technical support when taking advantage of the B&ECPL's wide range of downloadable resources (e-Books, audio books, etc). Also included in this aid were funds provided to member libraries to help cover personnel costs.

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of $71,500 to each public library system. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

13.2.1 **Purchased Services:** Did the   Y
library system expend CBA
funds for purchased services

for CBA library materials?
Enter Y for Yes, N for No.

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Mergent
3.	Expenditure	$21,985
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Pronunciator
3.	Expenditure	$14,900
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Proquest
3.	Expenditure	$26,490
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	SCOLA
3.	Expenditure	$2,300

13.2.2	Total Expenditure - Purchased Services	$65,675

13.2.3 **Supplies and Materials**: Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than $5,000? Enter Y for Yes, N for No. **Y**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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, 3, and 4 of one repeating group.

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	50
3.	Unit Cost	$25
4.	Expenditure	$1,261

13.2.4	Total Expenditure - Supplies and Materials	$1,261

13.2.5 **Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. **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
13.2.6	Total Expenditure - Grants to Central/Co-Central Libraries	$0
13.2.7	Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)	$66,936
13.2.8	**Cash Balance at the Opening of the Current Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0
13.2.9	**Total Allocation from 2017 - 2018 State Aid**	$66,936
13.2.10	Total Available Before Expenditures (total 13.2.8 + 13.2.9)	$66,936
13.2.11	**Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)**	$0
13.2.12	**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 two major databases used by Buffalo & Erie County Public Library (B&ECPL)'s Central Library staff and patrons. Mergent Online is a great source of information for patrons interested in opening a new business or expanding a new business. From Proquest, B&ECPL extended access for all libraries 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. Also, B&ECPL used Central Library Book Aid for two databases for the region's ever increasing foreign language speaking population. Pronunciator is a language resource database offering instruction for beginner, intermediate and advanced students in 80 foreign languages. It also offers English instruction for speakers of 50 foreign languages including Arabic, Bengali, Nepali, Somali, Spanish and Vietnamese. SCOLA provides authentic foreign language resources in more than 175 native languages. SCOLA receives and re-transmits foreign TV programming from around the world and provides other foreign language resources, language lessons, and learning material on this site.

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

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

> The formula is $0.32 per capita or $105,000 whichever is greater. Please see the Central Library Program Guidelines at http://www.nysl.nysed.gov/libdev/clda/index.html for more information.
> Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

13.3.1	Total Full-Time Equivalents (FTE)	2.02
13.3.2	Total Expenditure for Professional Salaries	$94,858

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

13.3.3	Total Full-Time Equivalents (FTE)	2.45
13.3.4	Total Expenditures for Other Staff Salaries	$81,866
13.3.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds).	$97,958
13.3.6	**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 State 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
13.3.7	Total Expenditure - Purchased Services	$0
13.3.8	**Supplies and Materials**: Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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

13.3.9	**Total Expenditure - Supplies and Materials**	$0
13.3.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	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	Other
2.	Expenditure	$338

13.3.11	**Total Expenditures - Travel**	$338
13.3.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	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

13.3.13	**Total Expenditure - Equipment and Furnishings**	$0
13.3.14	**Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	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

13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	$0

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** $275,020

13.3.17 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year. $44,613

13.3.18 **Total Allocation from 2017 - 2018 State Aid:** $290,164

13.3.19 Total Available Before Expenditures (total 13.3.17 + 13.3.18) $334,777

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** $59,757

13.3.21 **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 Development Aid (CLDA) helped sustain the Central Library's Grosvenor Room. Grosvenor Room staff responds to the bulk of B&ECPL's specialized email and telephone requests. The Special Collections Division continued to promote and exhibit the B&ECPL's the Rare Book Collection, making the Central Library a focal point for tourism and research throughout and beyond Erie County. CLDA was utilized to supplement wages of Special Collections staff who planned and implemented many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection. In November, the B&ECPL opened Buffalo Never Fails: the Queen City and World War I in recognition of the 100th anniversary of United States entry into World War I. This exhibit includes the large collection of the B&ECPL's World War I posters that highlight Buffalo & Western New York's support for the war effort; photographs and artifacts from the World War I era; and an interactive area, "On the Home Front," that allows visitors to get a feel for life a century ago. B&ECPL published a catalogue, as a companion to the exhibit Building Buffalo: Building from Books, Books from Building, which highlights the collection of architecture books from the Rare Book Room, in conjunction with the many of the architectural gems of Buffalo. CLDA also provided 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.

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	1
13.4.2	Total Expenditure for Professional Salaries	$41,868

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

13.4.3	Total Full-Time Equivalents (FTE)	1.56
13.4.4	Total Expenditure for Other Staff Salaries	$46,505
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$59,444
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 State 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.	N

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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
13.4.9	Total Expenditure - Supplies and Materials	$0
13.4.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total	Y

expenditures for system
employee travel only in this
category.

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

1.	Type of Travel	Other
2.	Expenditure	$54

13.4.11 Total Expenditure - Travel $54

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) $147,871

13.4.17 Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year. $102,975

13.4.18 Total Allocation from 2017 - 2018 State Aid: $158,134

13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18) $261,109

13.4.20 Cash Balance at the End of the Current Fiscal Year $113,238

(total 13.4.18 + 13.4.17 - 13.4.16)

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.

Buffalo & Erie County Public Library (B&ECPL) continued to provide a welcoming atmosphere at all its locations for persons with disabilities and continued to develop a staff trained to work with diverse populations. The B&ECPL System has established outreach services for the residents of Buffalo and the surrounding areas by providing programs and services at the 8 city branches. Staff members continued learning new disability technologies and trained additional staff throughout the System in 2017. Bookmobile service continued in 2017 with the "Library on Wheels" mobile unit. In addition to providing a traditional materials collection, the bookmobile offers free WiFi and laptops for public use. The vehicle makes regular stops in underserved areas as well as at senior service facilities and youth group centers. It is also heavily used for Library promotion at community events throughout Erie County where materials are available for checkout and library cards are issued. 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 New York, Project Flight and Young Audience of Western New York. These partnerships helped to provide greater public insight into the resources available at the Library, to improve literacy, to improve economic development and provide job placement assistance. The Central Library hosted four Job fairs in 2017. Two of these Job fairs are coordinated in partnership with the Erie County Office for People with Disabilities, matching employment opportunities to individuals with disabilities. B&ECPL has established a regular presence at Job Fairs throughout Erie County. Health and wellness initiatives also developed into important outreach activities in 2017. Library staff participated in Health Fairs throughout the area and the Central Library hosted a monthly "Wellness Wednesday" program. In addition, the B&ECPL Children's Programming Team continued to coordinate System-wide programs, including the New York State Summer Reading Program and B&ECPL's own "Battle of the Books" which celebrated its 19th anniversary in 2017, keeping children reading during the summer months. The Children's Programming Team developed a new "Sensory Story Time" for children with autism or those on the autistic spectrum. Library staff also developed History related programs, in conjunction with the Library's ongoing exhibit "Buffalo Never Fails: the Queen City and World War I." Coordinated Outreach Library Services Aid provided funding for staff members who have been trained to offer equal access to B&ECPL services by meeting the needs of persons with disabilities through use of computers and other technology. 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.

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory   Education Law § 285
Reference: (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 inmate's needs (Purchased Services).

13.5.1 **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 State 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 the State note)
2.	Provider of Services	Buffalo & Erie County Public Library
3.	Expenditure	$9,658

13.5.2 **Total Expenditure - Purchased Services** $9,658

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

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

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

1.	Expenditure Category	N/A
2.	Expenditure	N/A

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

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** $9,658

13.5.6 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the $1,450

closing balance from the previous year.

13.5.7	**Total Allocation from 2017 - 2018 State Aid**	$8,208
13.5.8	Total Available Before Expenditures (total 13.5.6 + 13.5.7)	$9,658
13.5.9	**Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)**	$0
13.5.10	**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) continued to provide comprehensive and innovative service to all penal-connected facilities operated by Erie County - the Erie County Holding Center and the Erie County Correctional Facility. 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.

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.14
The amount provided in Education Law is $9.25 per inmate. 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 Equivalents (FTE)	0.15
13.6.2	Total Expenditure for Professional Salaries	$9,322

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

13.6.3	Total Full-Time Equivalents (FTE)	0.88
13.6.4	Total Expenditure for Other Staff Salaries	$26,774
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$23,267
13.6.6	**Purchased Services:** Does the system expend funds for	Y

purchased services? Enter Y
for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State 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	Consultant fees/professional fees
2.	Provider of Services	WNY Library Resource Council
3.	Expenditure	$262
13.6.7	**Total Expenditure - Purchased Services**	$262
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 State 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	$18,536
13.6.9	**Total Expenditure - Supplies and Materials**	$18,536
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.	Y

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	Air Conditioner
2.	Quantity	1
3.	Unit Cost	$578
4.	Expenditure	$578

13.6.13	**Total Expenditure - Equipment and Furnishings**	$578
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)	$78,739
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$67,990
13.6.16	**Total Allocation from 2017 - 2018 State Aid:**	$42,805
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$110,795
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)**	$32,056
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. During 2017, the Collins, Gowanda, 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, membership in the Western New York Library Resources Council, and the purchase and delivery of new books and other materials.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2017).

14.1	Element 1: Resource Sharing - Results	""""""""""""""""""""""""""""""""""""""[Cooperative Collection Development: Develop and maintain relevant traditional, electronic, and digital collections that reflect and support all B&ECPL libraries and their diverse communities.] The centralized Collection Development Team orders print, media, and downloadable materials for all System libraries using System funds. In order to procure items that appeal to users and fulfill the B&ECPL's mission, the team maintains close contact with member library staff. Three surveys were sent to member libraries to gauge satisfaction with topics, formats and quantity of materials ordered. Collection Development staff visited 11 member library locations

to discuss how resources were being allocated to those locations and what improvements could be made. Staff suggestions totaled 759 titles, of which 74% were purchased. Suggested items are not purchased if already in our collection or unavailable for purchase (unavailable, out of print, not released yet, or not available in a particular format). Member libraries were also provided with funding for local collection development. 8 "checklists" of pre-selected titles on a wide range of topics were provided throughout the year to facilitate ease of acquisition and to expedite cataloging and processing. Circulation totaled 6,484,481. Statistics and data on the number of holds placed were monitored to see where user demand was concentrated. In some cases, funds were transferred to respond to this demand. The demand for eBooks and eAudiobooks continued to increase. eBook additions totaled 11,031 volumes and eAudiobook additions totaled 1,944 volumes. Users are encouraged to submit suggestions directly to the Collection Development Team through an online form. 6,282 suggestions were received, of which 61% were purchased. Suggested items are not purchased if already in our collection or unavailable for purchase (unavailable, out of print, not released yet, or not available in a particular format). [Integrated Library System: Implement, maintain, and enhance a next-generation Integrated Library System.] The first full year of a new multi-year contract with SirsiDynix resulted in several key accomplishments associated with the Library's Integrated Library System (ILS). The implementation of Enterprise, the patron-facing next-generation discovery interface, was the chief highlight. It launched with a public beta test conducted from March through June. During this period, project team members responded to 75 questions, concerns, and suggestions submitted via a "New Catalog" contact form. The team also monitored a separate Intranet-hosted forum for staff members. Patron and staff feedback resulted in several user-friendly fixes and improvements, including the use of color to denote availability status and the creation of 25 "new", "coming soon," and "staff pick lists." The integration of the eResource Central (eRC) feature permitted users to search, place holds, check out, and download OverDrive e-materials without exiting Enterprise. The management of digital checkouts and holds also became available for the first time in "My Account." Other Catalog enhancements introduced in 2017 included an expanded set of search facets and options, the addition of enriched content for video and music titles, the ability to place holds against multiple items simultaneously, and a direct link to the GoodReads social media site. By May, the creation of a test instance provided the project team with an efficient method to continue interface development. A mid-year update to BookMyne, the Catalog app for iOS and Android, introduced integrated OverDrive functionality for patrons who prefer mobile access. The Symphony ILS was maintained and refreshed through a variety of means. A major upgrade in February advanced the system from Version 3.4.1.5 to 3.5.2.0. In August, a project to authorize name, title, and subject headings in the bibliographic database was completed by

SirsiDynix. Automated quarterly updates followed. In preparation for future Symphony upgrades, the underlying Linux operating system was upgraded to Red Hat Enterprise Linux 7 in October. The use of SirsiDynix's BLUEcloud Analytics (BCA) reporting tool expanded. Key staff members at all libraries were given access to 23 on-demand "dusty" and related collection analysis list reports resulting in greater efficiency and flexibility. Several monthly and annual reports, as well as new analytical options were created in the BCA interface, making full use of the ability to set up email subscriptions. [Delivery: Provide timely and efficient delivery via System vehicles.] Transport of all library materials, including new material and items to fill patron holds, is done through the B&ECPL Shipping Department at the Central Library. In addition, Interlibrary Loan requests from outside the B&ECPL are also delivered via the Shipping Department. An average of 216 delivery stops were made per week. Depending on the location of the material requested and the delivery destination, materials requested from our catalog are available to the patron on average between 24-72 hours of the request. [Interlibrary Loan: Maintain efficiency and improve awareness of ILL services.] Interlibrary Library Loan (ILL) use remained robust with 1,494 items loaned and 4,701 items borrowed. The B&ECPL ILL Department became an early adopter of OCLC's new cloud-based Tipasa interlibrary loan management platform, replacing ILLiad, an aging platform that is slated for elimination. The new cloud-based system allows for seamless, automatic platform updates eliminating the need for Information Technology (IT) department time and expertise. The ILL Department also implemented a method for circulating ILL items to patrons using existing barcodes from the lending libraries. The barcodes check out ILL items to patrons in the same manner as System-owned items. This allows the ILL items to appear in their account along with the due date. Also, ILL items can now be returned to any B&ECPL location, eliminating the need for triplicate paper slips. This improved the overall experience and efficiency of ILL for both patrons and member library staff. ILL improved delivery services by joining Empire Library Delivery (ELD), a statewide library courier system that eliminated the need for U.S. Postal Service (USPS) for in-state deliveries and saves the B&ECPL approximately $350 each month in USPS postage costs. Joining ELD has allowed B&ECPL to borrow from library systems previously unavailable due to prohibitive shipping costs, thereby expanding access to materials. The B&ECPL website was updated to reflect service improvements and changes related to ILL. Information about new procedures was disseminated among all libraries through presentations, emails and updated Intranet pages. [Digital Collections Access: Develop and maintain a digital collections website and enhance digital discoverability.] A new Digital Collections webpage was designed to promote easy, intuitive access with better graphics and highlighted collections. 6 digital collections were added bringing the total number of digital collections to 27 with total digital collection use of 248,638.
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14.2   Element 2: Special Client Groups - Results

""[Adult Literacy: Create a lifelong learning environment where adults can reach a level of literacy allowing them to achieve their personal, family, and work goals through education, empowerment, and engagement.] System-wide adult tutoring and adult literacy programming totaled 2,379 with 5,258 attendees. This included 1,970 one-on-one programs for 1,972 attendees and 409 group adult literacy programs with 3,286 attendees. These numbers include adult English for Speakers of Other Languages (ESOL) programs. The majority of these programs were offered through the B&ECPL partner organization Literacy New York as well as several public school districts. Adult digital literacy programs totaled 1,430 with 2,567 attendees. There were 188 group programs with 1,234 attendees and 1,242 one-on-ones with 1,333 attendees. [Coordinated Outreach: Partner with Member Libraries, government agencies, and community organizations to provide services and programming to Coordinated Outreach populations as defined by New York State Education Law A 273 (1) (h) (1).] Outreach efforts resulted in 425 programs with 32,893 attendees. [Deliver library services to underserved populations with the bookmobile and associated mobile outreach efforts.] The Bookmobile visited 10 senior living centers each once a month and made 8 bi-weekly stops to towns that do not have access to a public library. Programs totaled 30 with 866 attendees. There were 12,871 visits to the Bookmobile and 27,690 visits to the Bookmobile website on www.buffalolib.org. 9,988 items were circulated from the Bookmobile along with 43 computer sessions and 1,964 WiFi logins. In the 825 hours the Bookmobile was "open" in 2017, staff conducted 473 reference transactions. [Partner with Member Libraries, government agencies, and community organizations to provide services to the unemployed/underemployed.] The Information Services Department's job outreach program attracted over 1,400 participants from across Erie County. 4 job fairs were held at the Central Library; each fair connected job seekers with over 30 employers and organizations. The B&ECPL worked with the Erie County Office for People with Disabilities for 2 job fairs to focus on job placement and services to individuals with disabilities. Library staff attended 8 job fairs hosted by other organizations. The B&ECPL offered classroom training and tours for close to 200 job seekers, in partnership with The Service Collaborative of Western New York, Veterans One-stop Center of WNY, the Department of Labor, Erie Community College and the Buffalo Public Schools Adult Education Program. B&ECPL staff attended Buffalo Stand Down, an outreach event for veterans seeking resources in literacy, searching for employment or starting a business. The B&ECPL hosted a weekly Job Club at the Central Library in partnership with the Buffalo & Erie County Workforce Development Consortium, where employment counselors united job seekers with employers and job opportunities. 19 programs were held with 1,925 attendees. The Central Library's Adult Services Team continued its work with business development agencies, Chambers of Commerce and not-for-profit organizations

that offer assistance to individuals starting or running businesses in Erie County. 13 programs were conducted at the Central Library with 247 attendees. 19 additional programs were held with external partners at outside locations with 1054 attendees. [Ensure library accessibility and appropriate resources for immigrants, refugees, and new learners of the English Language.] English for Speakers of Other Languages (ESOL) programming totaled 1,395 programs with 7,614 attendees. This included 901 one-on-one programs with 902 attendees and 494 group programs with 6,712 attendees. Buffalo Branches offered a total of 291 ESOL programs with 1,566 attendees, including 192 group programs with 1,467 attendees, and 99 one-on-one programs with 99 attendees. Collaborators for these programs included Literacy NY, the Buffalo Public School District, and Jericho Road Community Health Center. Several ESOL classes visited Buffalo Branches for tours and a brief discussion on various library services. Each location has created a Citizenship Corner which is supplied with information on how to become a citizen. The Niagara Branch served as host to monthly meetings of the World Refugee Day committee. Working with multiple government and not for profits agencies in Erie County, the Central Library and Buffalo City Branches regularly conducts tours and meetings for immigrants and refugees new to the Country. These engagements help introduce the concept of public libraries in American society and emphasize how the B&ECPL system can help them to learn English, pursue a degree or career and become American citizens. In May, B&ECPL staff attended a job fair held by the Buffalo Public School Adult Education program, and arrangements were made to introduce the 40 graduates of the English as a New Language program to the available B&ECPL resources. Contact was maintained with Journey's End Refugee Services and the University at Buffalo's Educational Opportunity Center. [Correctional Facilities (State and County): Provide services to incarcerated populations and reach out to agencies working with individuals recently released from prison.] Circulation for both the Erie County Correctional Facility (ECCF) and Holding Center (ECHC) was strong at 157,249 items, a 16.6% increase since 2016 (134,900 items). 40 inmates at ECCF and ECHC requested and received resume packets, a program developed to assist inmates in preparing a resume to have upon release. ECCF staff implemented a new return policy, which decreased the number of lost books to 390 books, a 43% decrease from 2016 (approx. 900). The ECCF library added 100 Spanish translations of popular fiction and non-fiction titles to its collection, and upgraded to a flat screen television and DVD system. The ECCF library also underwent a renovation in 2017. In early 2017, contractors completed the installation of new carpeting in the General and Law sides of the ECHC library. In late 2017, ECHC administration approved the installation of five additional computers in the library. The annual agreement between the B&ECPL and collaborating NYS correctional facilities (Collins, Gowanda, and Wende) was signed on June 27, 2017. [Youth Services (Youth to age 18 exclusive of

Early Literacy): Ensure innovative youth programs and services to provide diverse experiences, respond to current interests, and support local curriculum and New York state Education requirements.] Programs for youth to age 18, including one-on-one programs, totaled 4,170 programs and 54,561 attendees. In addition to continued literacy support, youth programs were designed to: incorporate diverse experiences; support local curriculum and New York State education requirements; provide quality youth programming; continue support of literacy initiatives; increase programming for youth with special needs; support current interests and increase staff awareness of youth service trends and developments; increase attendance at library sponsored and co-sponsored events, and increase access to age-appropriate emerging/interactive technologies. Children's Services provided programming at the Central Library at branch and member libraries, as well as through outreach and off-site events. In-library programming included a significant commitment to classroom and group visits. Both neighborhood schools and schools from throughout Erie County visited the Library. Programs contained a strong literacy component with readings, information literacy instruction, vocabulary reinforcement and reading extension activities. Large community events (Canalside, Kidabaloo, Kids Concert Series of the Buffalo Philharmonic Orchestra, Buffalo Sabres Library Day, Penn Dixie Fossil Park's Earth Science Day, Western New Children's Book Expo and Canisius College Kids Day) raised awareness of the B&ECPL, highlighted library resources, and attracted potential new users, while offering family friendly activities and library card registration. Additional programs included: Sensory Storytime for children on the autism spectrum at a member library (20 programs with 147 attendees); Signing for Children classes for kids and their parents at the Central Library by Deaf Access Services (5 programs with 58 attendees); and storytimes for classes of students with developmental delays or hearing loss at the Central Library by Buffalo Hearing and Speech (4 programs with 99 attendees). Children's Services also provided support to System Youth Services staff via semi-annual Youth Services Group training meetings (March - Summer Reading, November - Marketing to Millennials) and material support to System libraries by offering kits and other programming materials (science kits cover, Light and Optics, Electricity and Magnetism, Air and Water, Sound, Astronomy, Earth Science and Recycling Regatta, and physical play kits that include balls, balance beams, targets and bean bags). [Early Literacy (Birth to School Age with Parents/Caregivers): Provide birth to school-age children with diverse programs and services designed to enrich, enlighten, educate, stimulate imagination, and prepare children for the school environment.] Early literacy programs, including birth to school-age, parent/caregiver and combined audience programs, totaled 2,844 programs with 60,715 attendees. Early literacy programs designed on the principle of foundational learning to allow for development of school readiness and enjoyment of reading. Children's Services

provided early literacy programming at the Central Library, outreach events, and member libraries. In addition to providing staff to conduct programs, Children's Services provided material support by offering kits and other programming materials (Preschool, toddler and lapsit kits: 580; Puppets 142; Big books: 43; Flannel boards: 18) and through training for staff system-wide (Ready to Read at New York Libraries Session One - Early Literary Community Asset Analysis Work sessions; Mother Goose on the Loose offered by professional trainer Betsy Diamant Cohen; Ready to Read at New York Libraries Session Two - Strategies for Successful Partnerships and Outreach).
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| 14.3 | Element 3: Professional Development and Continuing Education - Results | """""""""""""""""""""""""""""""""""""""[Inspire excellence in library services by increasing opportunities for continuing education/professional development and training for all B&ECPL staff.] The B&ECPL increased training opportunities for all staff by offering more in-house training sessions, adding more external training opportunities, and updating online training offerings. A total of 3,827 employee training and development sessions (in-house, external, or online) were reported, an increase of 143% from 2016 (2667 reported). The B&ECPL offered 90 programs to staff, an increase of 230% from 2016 (39). The Human Resources Department conducted 31 in-house training sessions in (up from 13 in 2016) and sponsored 23 live programs from external trainers (up from 9 in 2016). The B&ECPL increased its focus on technology training by offering a variety of technology classes for staff. The B&ECPL TechKnow Lab conducted 8 staff training sessions, including 2 sessions of eBooks & eReaders, 2 sessions of Introduction to Windows 10, 2 sessions of Makerspace Coding Activities for Kids, and 2 technology demonstrations, as well as a variety of one-on-one trainings for staff members with particular technology needs. Customer service training was a huge success in 2017. 325 staff members completed the online interactive training program, A+ Customer Service, developed by the B&ECPL's Customer Service Committee. Created to act as a guideline for excellent customer service interactions for all staff, it encourages a standardized, yet reflective approach to customer service, to both external customers (patrons) and internal customers (coworkers). New employees were introduced to A+ Customer Service during orientation. The program was also offered 5 times as a live program for staff that preferred classroom-style learning. Targeted training for working with special populations was provided through community partners and webinars. The International Institute of Buffalo conducted 2 sessions of Cultural Competency Training, focused on immigrant and refugee populations. 2 sessions of Disability Etiquette were presented by People, Inc. Deaf Access Services presented Library Public Service for the Deaf and Hard of Hearing. Erie Community College provided multiple trainings to certify staff in Mental Health First Aid. The B&ECPL also purchased and provided access to a variety of webinars related to special populations, including: Creating |

Inclusive Storytimes for ALL Children (ALA), Offering Service and Support to LGBTQIA Communities (ALA), Practical Tips for Difficult Homeless Patrons (Ryan Dowd), and Striving for Accessibility in Library Services (ESLN). To keep staff aware of the training opportunities available to them, the B&ECPL continued to update its marketing and record-keeping processes. The online training calendar and registration system continued to make advertising and tracking training opportunities more effective for both trainers and trainees. Collaboration between the major departments that created and hosted training (HR, Children's Programming, Public Services, and the TechKnow Lab) helped to improve accuracy of record-keeping. A variety of methods were used to keep staff informed of offerings, including Intranet posts, emails, flyers, and reminders at staff meetings. Archivable training was made available on the Intranet for staff unable to attend the live sessions. A staff survey conducted in July indicated that staff recognized the increased training efforts and that the training offered aligned with their training needs. All staff was provided access to email in 2017 which facilitated the communication of training opportunities to previously hard-to-reach staff members (especially part-time staff). [Foster an environment to ensure informed and active library trustees system-wide.] In 2017, B&ECPL System Administration made a strong effort to educate and inform Library System trustees. Training was conducted at 3 Association of Contracting Library Trustee (ACT) programs and one half-day workshop. Trustees were notified of various webinars and training programs sponsored by the New York Library Association (NYLA), New York Library Trustees Association (LTA), and other relevant organizations. B&ECPL Administration posted trustee training materials to the ACT Trustee website and began the process of developing a Trustee Blog. Participation in New York State Minimum Standard review was promoted through e-mails and programming and various surveys associated with the Minimum Standard review process were conducted. New System Trustees received an orientation/history of the B&ECPL, as well as a review of trustee responsibilities. All new Trustees received a copy of the Handbook for Library Trustees of New York State 10/2016 edition. """"""""""""""""""""""""""""""""""""""

14.5	Element 5: Consulting and Development Services - Results	[Actively provide System resources designed to meet the varying needs expressed by member libraries.] B&ECPL System Administration conducts monthly meetings with member library directors and managers. 11 such meetings were held in 2017. In addition, System Administration maintained open operations where member library staff could seek assistance in areas of finance, technology, grant writing, workforce development, advocacy, sustainability, policy development, collection development, program development, New York State Minimum Standards for Public Libraries and beyond. Frequent communication with member libraries was noted. In addition, System Administration participated in the Association of Contracting Library meetings (3 meetings and 1 workshop) and

presented on various topics including human resources, financial responsibilities, trustee responsibilities, B&ECPL Governance, New York State Minimum Standards for Public Libraries, advocacy, marketing, and policy development. The centralized Human Resources Department continued to update its System-wide training strategy in 2017. Of the trainings provided, 19 of the 31 in-house training sessions (61.3%), 12 of the 23 speaker sessions (52.2%), and 4 of the 6 (66.7%) webinar screenings were attended by member library staff. In-house training topics were designed to meet the needs of staff from all libraries, including: A+ Customer Service, Addressing Computer Viewing Complaints, Civil Service 101, Conducting Performance Evaluations, The Discipline Process, and Hiring at the Library. Training materials and/or webinars that could be archived were also made available on the Intranet for staff unable to travel to attend the live sessions. All staff were required to complete the online compliance training modules Harassment: Sex, Religion, and Beyond and Workplace Violence: The Early Warning Signs, hosted by Kantola Productions. A total of 631 employees completed the training between June and August. An additional 144 new employees completed the training as part of their new hire orientation throughout the year. [Provide advice and assistance to member libraries to ensure policies and governance meet legal requirements and reflect the organization's values.] 3 System-wide Policies were reviewed and amended (Equal Employment Opportunity (EEO) & Anti-Harassment Policy - as a part of the Personnel Policies, Internet Safety & Acceptable Use Policy). 9 B&ECPL (Central Library/Buffalo Branch Libraries) were reviewed and amended unless otherwise noted (Bulletin Board Policy, Conflict of Interest Policy, Distribution (of Community Information) Policy, Ethics Policy, Exhibits and Displays Policy, Information Technology Security Policy, Procurement Policy, Central Library Access Ramp Rules, Rules of Conduct). The Information Technology Security Policy is an internal working B&ECPL Policy as Network Services are provided to the System via the B&ECPL. The Policy affects the Network Services Division of the B&ECPL. 2 new B&ECPL (Central Library/Buffalo Branch Libraries) Policies were developed (Building Renaming Policy, Lost and Found Policy). The Equal Employment Opportunity and Anti-Harassment Policy, Circulation Policy, Whistleblower Policy, Internet Safety & Acceptable Use Policy, Computers, Communications, & Related Technology Policy, and B&ECPL Employee Handbook were distributed to all staff system-wide for review. Staff was asked to review each of these policies and sign a form certifying their review of each. The certification forms were returned to the Human Resources Department for placement in their personnel files.

| 14.6 | Element 6: Coordinated Services - Results | """"""""""""""""""""""""""""""""""""[Virtual Reference: Provide a variety of electronic referral points which patrons and member libraries can rely on to answer any questions in a timely manner.] B&ECPL patrons had many ongoing avenues open for communication with |

the Library System in 2017. The eBranch (716-858-8900) telephone line continued to be available Monday through Saturday from 9 am to 5 pm. Staff received reference, borrower account and Overdrive/eBook queries, comments and complaints, and made directional referrals. Most queries were handled on the spot, more complex questions were referred to subject departments where staff typically replied in 24 to 72 hours of receipt. "Contact Us" email portal remained accessible via the B&ECPL website 24/7, resulting in 786 transactions. Queries were read hourly Monday through Saturday and answered or referred. The AskUs 24/7 chat reference service was available to answer patron reference questions; 639 chat sessions occurred. B&ECPL member library staff had continued access to System-related information. The Staff Intranet, containing policies, forms, directories, statistics and avenues for communication with Administration and among staff via forums, was available on all staff workstations and through remote access. The staff hotline was available Monday through Saturday from 9 am to 5 pm. The line is equipped with voicemail to receive queries after hours and on holidays and is answered by eBranch staff able to provide answers and referrals for both system and patron-related questions. All staff members were provided with email accounts and announcements; memos and updates were sent regularly. [Digitization Services: Provide local content management system and digitization services for prioritized special collections; provide guidance for outsourced digitization and off-site content management, including backup and storage for long-term sustainability.] The B&ECPL Digitization Committee continued to fulfill its charge of developing and implementing guidelines and a framework for facilitating the selection, digitization, storage and electronic access to resources in the System's collections. The committee provided ongoing expertise on types of projects to propose and possible funding options for outsourced digitization. The Committee continued to maintain Omeka, an open-source internal management system, as well as facilitated System-side collections on the consortium platforms of New York Heritage and NYS Historic Newspapers. Backups are created and maintained by the IT Department nightly and archival digital copies of projects were stored in the Rare Book Room vault. [(Other) General Coordinated Services for Members: Provide System-coordinated, centralized library services that are cost-effective and ensure efficient operation and outstanding service to the residents of Erie County.] The B&ECPL System provided access to 48 databases and 16 NOVELny databases in-library or remotely. The total amount expended on databases was $463,372.62. Database searches totaled 508,362. The System provided broadband wireless public Internet access at all libraries and maintained a state-of-the-art Integrated Library System (SirsiDynix) to facilitate materials circulation, patron database records management, acquisitions, serials processes and online catalogs. Radio-frequency Identification (RFID) technology was supported in all libraries. The System coordinated ordering, configured and deployed all IT-supported technology purchases;

maintained a public website for all libraries; and managed centralized payroll, benefits administration and human resources. The System deployed adult, children's, and technology training teams to conduct classes and individual help sessions. In additional, the System provided email, telephone and Ask Us 24/7 online chat reference and Interlibrary Loan services. Centralized ordering and technical services operations were provided for all libraries. Libraries were also appropriated funds to supplement local collections. 8 checklists were issued to facilitate ordering with member library funds and bi-weekly communication e-mails were sent to libraries detailing new acquisitions. Communication among member libraries and the Collection Development Team, as well as review of Integrated Library System (ILS) Reports were utilized to improve the collection development process. Additional services provided to member libraries included: consolidated purchasing services and supply fulfillment from the Business Office; publicity and graphics support for library programs and events from the Development and Communications Office; provision of Directors and Officers Insurance for the System board trustees and administrators, member library directors, and member library board trustees, Crime Insurance for library staff and all trustees, and General Liability Insurance for all libraries; administration of the E-Rate Program for all libraries; and centralized delivery services of materials to all libraries by the Shipping Department. """"""""""""""""""""""""""""""""""""""

14.7	Element 7: Awareness and Advocacy - Results	[Provide education and training to support Library System initiatives and services to library staff, trustees, volunteers, and the community.] Efforts to improve awareness of System initiatives services were robust in 2017. The B&ECPL Development & Communications Department distributed 11 public surveys including online, internal and for programming; nearly 3,100 responses were received. The System provided support materials to member library directors and managers during 2 presentations on advocacy with elected and community officials by the System Library Director and one meeting in preparation for Library Advocacy Day in Albany. The Development & Communications Assistant Deputy Director provided updates on fundraising initiatives, public relations and marketing initiatives at 4 monthly Manager/Director Meetings. The 2017/2018 Marketing Plan was presented, adopted and followed. Member library trustees received a training on strategic planning and surveying during the Association of Contracting Library Trustees (ACT) annual workshop. Education and training efforts directed at the community were also vigorous. The B&ECPL issued 30 media releases and presented 7 media events on topics including advocacy, programming and fundraising. The B&ECPL issued 10 mass emails to library card holders who have opted in to receive messages on topics including the budget, programming, advocacy and the new catalog. Messages were sent to 25,000 - 40,000 card holders. Updated marketing materials were produced including the Return on Investment and Day in the Life and Yearend Statistic

posters. The materials were distributed in libraries and given to elected officials, including the New York State delegation, Erie County Legislators and City of Buffalo representatives. Information was posted on the B&ECPL website and social media pages. [Provide elected officials from all levels of government with information to increase awareness and promote library initiatives, programs, and services.] A total of 14 B&ECPL administrators, trustees, member library directors and staff attended NYLA Advocacy Day in Albany on March 1. The group gathered with libraries from across the state and then met individually with the local elected state assembly members and senators. B&ECPL administrators and member library directors, along with other library professionals in the region, attended 10 meetings to discuss the importance of state funding with members of the Western New York Legislative delegation before the annual New York State budget vote. Meetings were organized by the Western New York Library Resources Council (WNYLRC). B&ECPL sent more than 70 email messages to elected officials about Library activities, initiatives and fundraising events; the Library's Return on Investment and Yearend Statistic posters were delivered to all Erie County elected officials. Library patrons were asked to sign letters addressed to Erie County elected officials prior to the annual budget vote. Nearly 2,500 letters were signed and delivered by to lawmakers in the Fall.

| 14.8 | Element 8: Communication among Member Libraries and/or Branch Libraries - Results | [Actively foster and facilitate effective, efficient communication and collaboration between and among the Library System, member libraries, and all staff to better serve library users and the community.] B&ECPL managers and directors were surveyed twice during 2017 on topics such as advocacy, human resources, training, marketing, and communications. A third survey from the Public Library System Directors Organization (PULISDO) addressed Minimum Standards for libraries. Results were shared and posted on the Staff Intranet. The Minimum Standards survey was also posted on the Trustee website. B&ECPL administrators hosted 4 Staff Forums giving employees the opportunity to hear updates and to ask questions. The forums were audio taped and posted on the Staff Intranet. To better communicate with and reach all B&ECPL employees, everyone employed by the B&ECPL was provided an email address. 12 email messages were sent to B&ECPL managers and directors about budgeting, advocacy, partnerships and social media tools. More than 100 email messages were sent to all B&ECPL staff on topics ranging from training, System policy changes and updates, partnerships, fundraising and promotions. |
| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | [Participate in collaborative programs and activities with other local or regional library systems and library consortia, as well as participate in statewide and national organizations.] The B&ECPL participated in a variety of consortia opportunities through collaborations with over 900 community partners, including the Buffalo Public Schools, Buffalo Charter Schools, various Buffalo parochial schools, University at Buffalo, Buffalo State College, |

Erie Community College, Canisius College, Medaille College, Erie I BOCES, Erie II BOCES, Western New York STEM, and more. The System Director is currently on the Board of the Western New York Library Resources Council (WNYLRC) and a member of the American Library Association (ALA), Public Library Association (PLA), New York Library Association (NYLA), Public Library System Directors Organization (PULISDO), and New York Alliance for Library Systems (NYALS). The System Director worked on collaborative projects with the PULISDO and New York State Department of Education, Division of Library Development (DLD) in such areas as Trustee Education and New York State Minimum Standards for Public Libraries. The Director completed her tenure on the NYS Regents Advisory Council in December. B&ECPL staff was represented on all WNYLRC committees, including: the Committee for Health Information Access, Continuing Education Committee, High School to College Committee, Preservation Committee, Regional Advisory Committee, Resource Sharing Committee, and Western New York Library Assistants Committee. The B&ECPL had a representative on NYLA's Public Libraries Section Board, Communications Committee and Membership Committee. Another staff member represented the B&ECPL on the Board of Directors and Board of Trustees for the Labor Management Healthcare Fund. The B&ECPL joined the Buffalo Niagara Partnership Diversity & Inclusion Council, sending one representative from Human Resources. B&ECPL staff attended several conferences, including Info Today Computers in Libraries (2 attendees), Patent & Trademark Resource Center Conference (1 attendee), COSUGI SirsiDynix Conference (2 attendees), WNYLRC Conference (4 attendees), NYLA Youth Services Section Spring Conference (2 attendees), NYLA Section of School Librarians Conference (2 attendees), Rochester Public Library Teen Author Festival (1 attendee), Practical Genetic Genealogy Conference (1 attendee), IDS Logic Conference (1 attendee), Library of Congress Summer Teacher Institute (1 attendee), WNY STEAM Conference (1 attendee), PULISDO Conference (3 attendees), USA Toy Library Association Learn to Play, Play to Learn Conference (1 attendee), Foundation Center Network Days (1 attendee), Mid-Atlantic Regional Archives Conference (2 attendees), and NYLA Annual Conference (13 attendees).

| 14.10 | Element 10: Construction - Results | [Support the replacement, renovation, rehabilitation, and addition of library buildings and infrastructure through system-wide coordination of the State Aid for Libraries Construction Program.] System staff assisted in coordinating and reviewing a total of 7 projects submitted for 2017-2018 Library Construction grant aid with recommended funding totaling $1,130,906. Those projects include Central Library (Buffalo) Auditorium Renovation Phase 2 & Security Improvements; Dudley Branch (Buffalo) Concrete Pad/Floor Rehab, Door Openers and Security Improvements; Niagara Branch (Buffalo) Security Improvements; Julia B. Reinstein Library (Cheektowaga) HVAC and Door Improvements; |

Elma Public Library Septic Line and Partial Roof Replacements; Lake Shore Library (Hamburg) HVAC Replacement; and Kenmore Library (Town of Tonawanda) Electrical Service Replacement. Working with the City of Buffalo, the North Park Branch Library expanded from 3,967 to 5,662 square feet of rental space as a result of expansion into an adjacent space. The expansion resulted in a new meeting room and an expanded children's area. [Assist member libraries with facility planning in an effort to achieve welcoming environments and efficient, sustainable library buildings and grounds.] B&ECPL administrators and staff met with West Seneca Library representatives to assist with implementation and planning for move-in related to their major building expansion project. Construction began in 2017 and is expected to be completed approximately mid-2018. The Library Director also met with the Marilla Free Library Board of Trustees to discuss a potential building project.

14.11	Element 11: Central Library - Results	[Funds from the CLDA and CLBA will support the Central Library's function as a major reference, information and electronic resource in the Buffalo & Erie County Public Library System. In addition, funds will be used to support improved service initiatives and major programming and/or exhibits to benefit member libraries as well as residents of the County of Erie and beyond.] Central Library Book Aid (CLBA) was used to purchase foreign language material. 8 member libraries received titles in one or more of the following languages: Arabic, Chinese, Somali, and Spanish. CBLA was used to continue to provide patrons and staff access to 2 major databases. Mergent Online is a source of information for patrons interested in opening a new business or expanding a business. From Proquest, B&ECPL continued access for all libraries to Ancestry Library, an online resource for patrons doing genealogical research. This resource has high use in the Central Library's Grosvenor Room, a center for local history and genealogical research. CBLA was also used for 2 databases for the region's ever-increasing foreign language speaking population. Pronunciator is a language resource database offering instruction for beginner, intermediate, and advanced students in 80 foreign languages. It also offers English instruction for speakers of 50 foreign languages including Arabic, Bengali, Nepali, Somali, Spanish and Vietnamese. SCOLA provides authentic foreign language resources in more than 175 native languages. SCOLA receives and re-transmits foreign TV programming from around the world and provides other foreign language resources, language lessons, and learning material on this site. Central Library Development Aid (CLDA) helped sustain the Central Library's Grosvenor Room. Grosvenor Room staff responds to the bulk of B&ECPL's specialized email and telephone requests. The Special Collections Division continued to promote and exhibit the B&ECPL's the Rare Book Collection, making the Central Library a focal point for tourism and research throughout and beyond Erie County. CLDA was utilized to supplement wages of Special

Collections staff who planned and implemented many of the programs and exhibits held at the Central Library, especially those related to items from our Rare Book Collection. In November, the B&ECPL opened Buffalo Never Fails: the Queen City and World War I in recognition of the 100th anniversary of United States entry into World War I. This exhibit includes the large collection of the B&ECPL's World War I posters that highlight Buffalo & Western New York's support for the war effort; photographs and artifacts from the World War I era; and an interactive area, "On the Home Front," that allows visitors to get a feel for life a century ago. B&ECPL published a catalogue, as a companion to the exhibit Building Buffalo: Building from Books, Books from Building, which highlights the collection of architecture books from the Rare Book Room, in conjunction with the many of the architectural gems of Buffalo. CLDA also provided staff to assist library patrons in using public access computers and staff members to shelve and retrieve items in the various collections throughout the building.

14.12	Element 12: Direct Access - Results	http://www.buffalolib.org/sites/default/files/pdf/policies/Free-Direct-Access-Plan-Amended-12-15-16.pdf
14.13	Element 13: Other Goal(s) - Results	N/A

15. Current system URL's

15.1	System Home Page URL	www.buffalolib.org
15.2	URL of Current List of Members	http://www.buffalolib.org/content/library-locations
15.3	URL of Current Governing Bylaws	http://www.buffalolib.org/sites/default/files/pdf/board/BYLAWS%20-%20Amended%204-21-16%20APPROVED%20-%20For%20Website%20Posting%20and%20Graphics%20Dept%20Printing.pdf
15.4	URL of Evaluation Form	http://www.buffalolib.org/sites/default/files/sys-init/surveys/2017/SurveyMonkey_119579851questions.pdf
15.5	URL of Evaluation Results	http://www.buffalolib.org/sites/default/files/sys-init/surveys/2017/Data_All_170817.pdf
15.6	URL of Central Library Plan	http://www.buffalolib.org/sites/default/files/pdf/featured/2017-2021%20Central%20Library%20Plan%20FINAL-a.pdf
15.7	URL of Direct Access Plan	http://www.buffalolib.org/sites/default/files/pdf/policies/Free-Direct-Access-Plan-Amended-12-15-16.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) | 04/19/2018 |

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). | 05/11/2018 |

Suggested Improvements

Library System	Buffalo and Erie County Public Library
Name of Person Completing Form	Angela Pierpaoli
Phone Number and Extension (enter area code, telephone number and extension only):	(716) 858-7161
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!	

Buffalo and Erie County Public Library
Annual Report for Library Systems - 2017 (Public Library Systems 2017)

State Notes
Local Notes

1. General System Information

1.20	Federal Employer Identification Number	**State Note:**	Federal Employee Identification Number listed here is for the County of Erie, who maintains the banking and employment records for the BECPL. The BECPL has a separate tax identification number of 16-6032029.
1.23	School District	**State Note:**	In addition to the Buffalo School District, the BECPL provides public library services to residents of all the school districts of Erie County.
1.50	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 State note.	**State Note:**	WiFi - Following the addition of a secure network in 2016, the library was able to eliminate the non-secure network in 2017. Each device accessing the network is now counted once per day. Frank E. Merriweather, Jr. Library added 3 hours per week on 8/4/17, and North Park Branch added 8 hours 11/2/17. East Delavan Branch closed 10/16/17 to 11/4/17 due to construction. After undergoing an expansion project, North Park Branch now has a meeting room and an expanded children's area.

2. Personnel Information

No Notes

3. System Membership, Outlets and Governance

3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	**State Note:**	Central Library Auditorium construction

Repeating Group 12

12.	Term Expires - Year (YYYY) or N/A	**State Note:**	Trustee is still serving as a holdover trustee since his term expired on December 31, 2014.

Repeating Group 14

12.	Term Expires - Year (YYYY) or N/A	**State Note:**	Trustee is currently serving as a holdover trustee since her term expired December 31, 2017.

Repeating Group 3

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).	**State Note:**	This trustee was appointed to complete the remainder of a term of a trustee whose term expired & who had been serving as a holdover trustee.

Repeating Group 5

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	**State Note:**	Trustee was serving as holdover trustee until reappointed on 10/06/2016.

Repeating Group 6

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	**State Note:**	Trustee served as holdover trustee from January 2017 through reappointment in March 2017.

Repeating Group 8

14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	**State Note:**	Trustee served as holdover trustee from January 2017 through March 2017 when reappointed.

Repeating Group 9

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

Repeating Group 10

| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | **State Note:** | Trustee served as holdover trustee from January 2016 through March 2017 when reappointed. |

Repeating Group 11

| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | **State Note:** | Trustee served as holdover trustee from January 2016 through March 2017 when reappointed. |

Repeating Group 14

| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | **State Note:** | Trustee served as holdover trustee from January 2013 through April 2013 when reappointed. |

4. Public Library System Transactions and Collections

| 4.1 | Number of registered system borrowers | **State Note:** | Noted decrease is partially related to calculation that eliminates expired user accounts. A committee has been formed to identify the cause of this decrease and how to increase registered users in the future. |
| 4.2 | System Visits | **State Note:** | Decreased number may be due to a number of factors, including increased access to downloadable content on the Library's website, an improved economy, and decreased computer usage. |

5. System Services

i.	Other (describe using the State note)	**State Note:**	State 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
5.77	**Total number of contacts** (total of questions 5.63 through 5.74 and 5.76)	**State Note:**	Took additional measures this year to avoid a duplication of counts.
5.78	Total Reference Transactions	**State Note:**	A decrease in reference transactions may be due to a decrease in visitor counts, as well as inconsistent application of the Library's reference tracking tool.

Repeating Group 1

| 1. | Service provided | **State Note:** | Service Provided - The Bookmobile (mobile library) provides readers advisory services, mobile device support, and reading radios to ten nursing homes/retirement communities. The Bookmobile also brings a variety of materials each visit and provides programming upon request. |

6. Operating Funds Receipts

No Notes

7. Operating Fund Disbursements

| 7.11 | Central Library Aid (CLDA/CBA) | **State Note:** | B&ECPL is both System Headquarters as well as Central Library, therefore there is not a transfer to member libraries |
| 7.25 | Furniture/Furnishings | **Local Note:** | Furniture for NPK & City branches (Donated funds $500 per location) |

7.29	From Other Funds (71OF)	**Local Note:**	Purchases from Donated funds or use of fund balance
7.38	Telecommunications	**Local Note:**	Corrected allocation of internet charges (System amount overstated in 2016)
7.39	Binding Expenses	**Local Note:**	Binding services from HF group. No charged in 2016
7.41	Publicity and Printing	**Local Note:**	Increase in advertising - Milestones & WWI Exhibits
7.43	Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided.	**State Note:**	Expenditures in excess of $10,000: Bond Schoeneck & King (Legal Services) $56,894 Unique Management (Collection Agency) $54,514 ECS Conservation (Restoration of Audubon Birds Collection) $45,550 EC Purchasing (Procurement Services) $28,258
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	**State Note:**	Western NY Library Resource Council (AskUs 24/7) $6,528. Western NY Library Resource Council (Institutional Membership) $1,811. Western NY Library Resource Council (Empire Delivery System) $2,100. New York Library Association (Institutional Membership)$2,108. New York Library Association (Excelisor Membership)$2,500. Buffalo Niagara Partnership (Institution) $1,795. Buffalo Niagara Partnership (Diversity & Inclusion Council) $3,000. Library Trustees Assoc (3 year Membership) $9,144. Public Library Systems Directors Organization $400.

Repeating Group 2

2.	Amount	**Local Note:**	Includes replacement of copiers at Central & City branches

Repeating Group 3

2.	Amount	**State Note:**	Misc expenses include insurance premiums ($187,362) training & education costs ($54,023), clothing supplies ($2,382),expenses charged by Erie County ($219,188) and other expenses ($245,777) Other Expenses include library program supplies. Also included in the category of expense are any expenses that do not fall into any other expense category.

8. Capital Fund Receipts

No Notes

9. Capital Fund Disbursements

No Notes

12. Projected Annual Budget For Library Systems

No Notes

13. State Formula Aid Disbursements

No Notes

14. Summary of Library System Accomplishments

14.5	Element 5: Consulting and Development Services - Results	**State Note:**	Consulting and Development Services is Element 4 of the Buffalo and Erie County Public Library Five Year Library System Plan of Service.
14.6	Element 6: Coordinated Services - Results	**State Note:**	Coordinated Services for Members is Element 5 of the Buffalo and Erie County Public Library Five Year Library System Plan of Service.
14.7	Element 7: Awareness and Advocacy - Results	**State Note:**	Awareness and Advocacy is Element 6 of the Buffalo and Erie County Public Library Five Year Library System Plan of Service.
	Element 8: Communication among		Communications Among Member Libraries is Element 7 of the

14.8	Member Libraries and/or Branch Libraries - Results	**State Note:**	Buffalo and Erie County Public Library Five Year Library System Plan of Service.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	**State Note:**	Collaborative Efforts with Other Library Systems is Element 8 of the Buffalo and Erie County Public Library Five Year Library System Plan of Service.
14.13	Element 13: Other Goal(s) - Results	**State Note:**	The Buffalo and Erie County Public Library did not include an Other section in its current Five Year Library System Plan of Service.

15. Current system URL's

| 15.7 | URL of Direct Access Plan | **State Note:** | Based on the current Five Year Library System Plan of Service, formal review of the current Free Direct Access Plan is targeted for this year, 2018. |

16. Assurance and Contact Information

No Notes

Suggested Improvements

No Notes