Western New York Library Resources Council
Annual Report for Library Systems - 2019 (Reference and Research
Library Resources Systems 2019-2020)

1. General System Information

System/Director Information

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

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](https://collectconnect.baker-taylor.com/SurveyReport.aspx?IncludeAnn...) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

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

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

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

1.1 SEDCODE 140600700038

1.2 System Name Western New York Library Resources Council

1.3 Beginning Reporting Year 7/1/2019

1.4 Ending Reporting Year 6/30/2020

1.5 Street Address 4950 Genesee Street

1.6 City Cheektowaga

1.7 Zip Code 14225

1.8 Four-Digit Zip Code Extension (enter N/A is unknown) 5528
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<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tr>
<td>Mailing Address</td>
<td>Airport Commerce Park East, 4950 Genesee St. Suite 170</td>
</tr>
<tr>
<td>City</td>
<td>Cheektowaga</td>
</tr>
<tr>
<td>Zip Code</td>
<td>14225</td>
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<tr>
<td>Four-Digit Zip Code Extension</td>
<td>5528</td>
</tr>
<tr>
<td>Library System Telephone Number</td>
<td>(716) 633-0705</td>
</tr>
<tr>
<td>Library System Telephone Number (enter 10 digits only and hit the Tab key)</td>
<td>(716) 633-0705</td>
</tr>
<tr>
<td>Fax Number (enter 10 digits only and hit the Tab key)</td>
<td>(716) 288-9400</td>
</tr>
<tr>
<td>System Home Page URL</td>
<td><a href="https://www.wnylrc.org">https://www.wnylrc.org</a></td>
</tr>
<tr>
<td>URL of the system's complete Plan of Service</td>
<td><a href="https://www.wnylrc.org/plan-of-service">https://www.wnylrc.org/plan-of-service</a></td>
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<tr>
<td>Population Chartered to Serve (2010 Census)</td>
<td>1,453,693</td>
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<tr>
<td>Area Chartered to Serve (square miles)</td>
<td>4,818</td>
</tr>
<tr>
<td>Federal Employer Identification Number</td>
<td>160925008</td>
</tr>
<tr>
<td>County</td>
<td>Erie</td>
</tr>
<tr>
<td>County (Counties) Served</td>
<td>Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans</td>
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<tr>
<td>School District</td>
<td>Lancaster School District</td>
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</table>

Please report information for the current system director (as of the date the report is being completed).

First Name of System Director: Sheryl
1.25 Last Name of System Director: Knab

1.26 NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System: 18383

1.27 Is the 3Rs director eligible for a New York State Public Librarians Certificate?: Y

1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension): (716) 633-0705 Ext. 121

1.32 E-Mail Address of the System Director: sknab@wnylrc.org

1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key): (716) 288-9400

1.47 Does the system charge a membership fee? Enter Y for Yes, N for No.: Y

Unusual Circumstances

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

<table>
<thead>
<tr>
<th>BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS</th>
<th>(enter to two decimal places; enter decimal point)</th>
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<tbody>
<tr>
<td>2.8 3Rs Library System Director per CR 90.5(a)(1) and 90.7</td>
<td>Filled Position FTE</td>
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<tr>
<td></td>
<td>1.00</td>
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<td>2.9 3Rs Library System Director per CR 90.5(a)(1) and 90.7</td>
<td>Vacant Position FTE</td>
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<tr>
<td></td>
<td>0.00</td>
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<tr>
<td>2.10 Librarians - Filled Position(s)</td>
<td>FTE</td>
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<tr>
<td></td>
<td>4</td>
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<tr>
<td>2.11 Librarians - Vacant Position(s)</td>
<td>FTE</td>
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<tr>
<td></td>
<td>0</td>
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<tr>
<td>2.14 Total Certified Librarians - Filled Position(s) FTE (total questions 2.8 + 2.10)</td>
<td>5.00</td>
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<tr>
<td>2.15 Total Certified Librarians - Vacant Position(s) FTE (total questions 2.9 + 2.11)</td>
<td>0.00</td>
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<tr>
<td>2.16 Total Other Professional Staff - Filled Position(s) FTE</td>
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<tr>
<td>2.17 Total Other Professional Staff - Vacant Position(s) FTE</td>
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<tr>
<td>2.18 Total Other Staff - Filled Position(s) FTE</td>
<td>1.8</td>
</tr>
<tr>
<td>2.19 Total Other Staff - Vacant Position(s) FTE</td>
<td>1</td>
</tr>
</tbody>
</table>
2.20 Total Paid Staff - Filled Position(s) FTE (total questions 7.80 2.14 + 2.16 + 2.18)

2.21 Total Paid Staff - Vacant Position(s) FTE (total questions 1.00 2.15 + 2.17 + 2.19)

SALARY INFORMATION
2.24 System Director FTE 1

2.25 System Director Current Annual Salary $102,981

3. System Membership, Outlets and Governance
PUBLIC SERVICE OUTLETS
3.1 Number of academic library members 18

3.2 Number of special library members (excluding hospital) 13

3.3 Number of hospital library members 12

3.4 Number of public library system members 3

3.5 Number of individual public and association library members 0

3.6 Number of school library system members 5

3.7 Total number of member libraries (total 3.1 through 3.6) 51

3.8 Other (non-library) members (provide breakdown using State 14
3.15 Main Library/System Headquarters 0

BOARD /COUNCIL MEETINGS
3.22 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 6

3.24 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report.

3.25 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.

SYSTEM BOARD/COUNCIL
3Rs Systems - enter information for the period July 1, 2020, through June 30, 2021
President/Council Chair
3.27 First Name Justin
3.28 Last Name Cronise
3.29 Institutional Affiliation SUNY Erie
3.30 Professional Title College Librarian
3.31 Mailing Address 4041 Southwestern Blvd.
3.32 City Orchard Park
3.33 Zip Code (enter five digits only) 14127
3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key) (716) 851-1775

3.35 E-mail Address cronisej@ecc.edu

3.36 Term Expires - Month or N/A December

3.37 Term Expires - Year (YYYY) or N/A 2022

Repeating Group #1 Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group. 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@baker-taylor.com.

The board president should not be included on the spreadsheet. Please enter board president information in the section above.

1. Status: Filled, Vacant Filled

2. First Name Lisa

3. Last Name Erickson

4. Institutional Affiliation NIOGA

5. Professional Title Communications, Advocacy/Outreach Consultant

6. Mailing Address 6575 Wheeler Rd.

7. City Lockport

8. Zip Code (enter five digits only) 14094

9. Term Expires - Month or N/A December
1. Status: Filled, Vacant  Filled
2. First Name  Lindsey
3. Last Name  Delaney
4. Institutional Affiliation  Orleans/Niagara BOCES SLS
5. Professional Title  System Coordinator
6. Mailing Address  4124 Saunders Settlement Rd.
7. City  Sanborn
8. Zip Code (enter five digits only)  14132
9. Term Expires - Month or N/A  December
10. Term Expires - Year (YYYY) or N/A  2023
1. Status: Filled, Vacant  Filled
2. First Name  Kathryn
3. Last Name  Leacock
4. Institutional Affiliation  Buffalo Museum of Science
5. Professional Title  Director of Collections
6. Mailing Address  1020 Humboldt Parkway
7. City  Buffalo
8. Zip Code (enter five digits only)  14211
9. Term Expires - Month or N/A  December
10. Term Expires - Year (YYYY) or N/A  2024
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<tr>
<td>2</td>
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<td>Jan</td>
</tr>
<tr>
<td>3</td>
<td>Last Name</td>
<td>Dekoff</td>
</tr>
<tr>
<td>4</td>
<td>Institutional Affiliation</td>
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<td>106 W. Fifth St.</td>
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</tr>
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<td>Thompson</td>
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<td>2</td>
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<td>Kasbohm</td>
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<td>Director - Andrew L. Bouwhuis Library</td>
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<td>Last Name</td>
<td>Berryman</td>
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<td>Professional Title</td>
<td>Head- Health Sciences Library</td>
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<tr>
<td>6</td>
<td>Mailing Address</td>
<td>161 Abbott Hall</td>
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<td>Zip Code (enter five digits only)</td>
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<td>3.</td>
<td>Last Name</td>
<td>Cieslik</td>
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<td>Lipsitz, Green et. al</td>
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<td>Attorney</td>
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<td>Mailing Address</td>
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<td>Zip Code (enter five digits only)</td>
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<td>Dan</td>
</tr>
<tr>
<td>3.</td>
<td>Last Name</td>
<td>Albertson</td>
</tr>
<tr>
<td>4.</td>
<td>Institutional Affiliation</td>
<td>Department of Information Science, GSE, University at Buffalo</td>
</tr>
<tr>
<td>5.</td>
<td>Professional Title</td>
<td>Chair &amp; Professor</td>
</tr>
<tr>
<td></td>
<td>Mailing Address</td>
<td>526 Baldy Hall</td>
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<td>7.</td>
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<td>Last Name</td>
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<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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**5. System Services**

**Catalog/Website/Interlibrary Loan**

**TECHNOLOGY AND RESOURCE SHARING**

**UNION LIST OF SERIALS**

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<td>5.21</td>
<td>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.)</td>
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<table>
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<tbody>
<tr>
<td>5.22</td>
<td>How many libraries participate in (or submit records for) the union list of serials?</td>
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**COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS**

<p>| | |</p>
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<tbody>
<tr>
<td>5.23</td>
<td>Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A)</td>
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**VISITS TO THE SYSTEM'S WEB SITE**

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<tbody>
<tr>
<td>5.24</td>
<td>Annual number of visits to the system's web site</td>
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SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25  Total items provided (loaned) 0

5.26  Total items received (borrowed) 0

5.27  Total requests provided (loaned) unfilled 0

5.28  Total requests received (borrowed) unfilled 0

5.29  Total interlibrary loan activity (total questions 5.25 through 5.28) 0

Delivery/Continuing Education

5.30  Does the system have a regional access borrower's card program to provide direct access to research collections? (Enter Y for Yes, N for No) Y

DELIVERY

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

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

a.  System courier (on the System's payroll) No

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)  Yes

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

Note: Workshops with multiple topics can only be counted once.

5.33 Number of sessions 2

5.34 Number of participants 110

Technology

5.36 Number of sessions 8

5.37 Number of participants 205

Digitization

5.39 Number of sessions 2

5.40 Number of participants 55

Continuing Education Cont.

Leadership

5.42 Number of sessions 1

5.43 Number of participants 96

Management & Supervisory

5.45 Number of sessions 5

5.46 Number of participants 162

Planning and Evaluation

5.48 Number of sessions 2
5.49 Number of participants 75

Awareness and Advocacy
5.51 Number of sessions 7
5.52 Number of participants 319

Trustee/Council Training
5.54 Number of sessions 0
5.55 Number of participants 0

Continuing Education Cont.

Special Client Populations
5.57 Number of sessions 2
5.58 Number of participants 32

Children's Services/Elementary Grade Levels
5.60 Number of sessions 1
5.61 Number of participants 104

Young Adult Services/Middle and High School Grade Levels
5.63 Number of sessions 0
5.64 Number of participants 0

General Adult Services
5.66 Number of sessions 0
5.67 Number of participants 0

E-Resources
5.72 Number of sessions 0
Continuing Education Cont./Coordinated Services/Coordinated Services/Coordinated Services

Other

5.75 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

Repeating Group #2

1. Topic Preservation

2. Number of sessions 2

3. Number of participants 33

1. Topic Networking

2. Number of sessions 16

3. Number of participants 275

1. Topic Customer Service

2. Number of sessions 3

3. Number of participants 202

5.76 Grand Total Sessions (total questions 5.33, 5.36, 5.39, 5.42, 5.45, 5.48, 5.51, 5.54, 5.57, 5.60, 5.63, 5.66, 5.72 and total of question #2 of Repeating Group #1) 51
5.77 Grand Total Participants
(totals questions 5.34, 5.37, 5.40, 5.43, 5.46, 5.49, 5.52, 5.55, 5.58, 5.61, 5.64, 5.67, 5.73 and total of question #3 of Repeating Group #2)

1,668

COORDINATED SERVICES

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

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

a. Coordinated purchase of print materials Yes

b. Coordinated purchase of non-print materials Yes

c. Negotiated pricing for licensed electronic collection purchases (not purchasing) No

d. Cataloging No

e. Materials processing No

f. Coordinated purchase of office supplies No

g. Coordinated computer services/purchases No

h. Virtual reference Yes

i. Other (describe using the Note) Yes

j. N/A No
CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.81 Number of contacts - Consulting with member libraries on grants, and state and federal funding
50

5.82 Number of contacts - Consulting with member libraries on funding and governance
30

5.83 Number of contacts - Consulting with member libraries on automation and technology
N/A

5.84 Number of contacts - Consulting with member libraries on adult services
N/A

5.85 Number of contacts - Consulting with member libraries on physical plant needs
N/A

5.86 Number of contacts - Consulting with member libraries on personnel and management issues
N/A

5.87 Number of contacts - Providing information to local, county, and state legislators and their staffs
125

5.88 Number of contacts - Providing system and member library information to the media
45

5.89 Number of contacts - Providing website development and maintenance for member libraries
N/A
5.90 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.

Y

Consulting Cont./Reference/Special Clients

Repeating Group #3
1. Topic Archival services
2. Number of contacts (all types) 65

5.91 Total Other Contacts (total of question #2 of Repeating Group #3) 65

5.92 Total Number of Contacts (total of questions 5.81 through 5.89 and 5.91) 315

REFERENCE SERVICES
5.93 Total Reference Transactions 13,053

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)
5.94 Indicate services the system provides to special clients (check all that apply):
   a. Services for patrons with disabilities No
   b. Services for patrons who are educationally disadvantaged No
   e. Services for patrons who are members of ethnic or minority groups in need of special library services No
f. Services to patrons who are in institutions: No

h. Services to health care professionals in New York State hospitals through the Hospital Library Services Program: Yes

i. Other: Yes

5.95 Does the system provide other special client services not listed above? If yes, complete one record for each service provided; if no, enter N/A in questions 1 and 2 of one repeating group. N

Special Clients Cont.

Repeating Group #4
1. Service provided: N/A

2. Number of facilities/institutions served: N/A

5.96 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 5.97. Y

5.97 Description of fees: We charge members and non-members for: Training Ask Us 24/7 Dues HLSP participation fees

6. Operating Funds Receipts

State Aid
### STATE AID

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.8</td>
<td>Conservation/Preservation Grants</td>
<td>$0</td>
</tr>
<tr>
<td>6.15</td>
<td>Hospital Library Services Aid</td>
<td>$142,187</td>
</tr>
<tr>
<td>6.25</td>
<td>Total Medical Information Services Program (MISP)</td>
<td>$51,671</td>
</tr>
<tr>
<td>6.28</td>
<td>Reference and Research Library Resources System Basic Aid</td>
<td>$348,365</td>
</tr>
<tr>
<td>6.29</td>
<td>Reference and Research Library Resources System Supplementary Operational Aid</td>
<td>$74,605</td>
</tr>
<tr>
<td>6.30</td>
<td>Regional Bibliographic Data Bases (RBDB) Aid</td>
<td>$217,890</td>
</tr>
<tr>
<td>6.36</td>
<td>Special Legislative Grants and Member Items</td>
<td>$0</td>
</tr>
</tbody>
</table>

**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).

**N**

**Repeat Group #5**  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**  
   n/a

2. **Amount**  
   N/A

**State Aid Cont./Federal Aid/Contracts**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.43</td>
<td>Total Other State Aid (total question #2 of Repeating Group #5 above)</td>
<td>$0</td>
</tr>
</tbody>
</table>
6.44 **Total State Aid Receipts** (total questions 6.8, 6.15, 6.25, 6.28 through 6.30, 6.36, and 6.43). $834,718

**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

**Repeating Group #6** 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 (specify using State note) N/A

2. Amount N/A

6.47 Total Other Federal Aid (total questions #2 of Repeating Group #6 above) $0

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

**CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS OR OTHER INSTITUTIONS IN NEW YORK STATE**

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

**Contracts Cont./Miscellaneous**

**Repeating Group #7** 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 State note) WNY Hospital Library Members
2. Contracted Service (specify using State note) Librarian Visits

3. Total Contract Amount $110,715

1. Contracting Agency (specify using State note) NNLM

2. Contracted Service (specify using State note) Community Engagement Grant

3. Total Contract Amount $16,362

6.50 **Total Contracts** (total question #3 of Repeating Group #7 above) $127,077

**MISCELLANEOUS RECEIPTS**

6.52 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) $0

6.53 Membership Dues $28,935

6.54 Income from Investments $1,035

Proceeds from Sale of Property

6.55 Real Property $0

6.56 Equipment $0

6.57 Does the system have other miscellaneous receipts in categories not listed in questions 6.52 through 6.56? Enter Y for Yes, N for No. Y
**Repeating Group #8**  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** Training Fees
2. **Amount** $917

1. **Receipt category** Ask Us Participation Fees
2. **Amount** $62,835

1. **Receipt category** Miscellaneous
2. **Amount** $10,258

1. **Receipt category** E-rate
2. **Amount** $0

**Transfers/Cash Balance**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.58</td>
<td>Total Other Miscellaneous Receipts (total question #2 of Repeating Group #8 above)</td>
<td>$74,010</td>
</tr>
<tr>
<td>6.59</td>
<td><strong>Total Miscellaneous Receipts</strong> (total questions 6.52 through 6.56 and question 6.58)</td>
<td>$103,980</td>
</tr>
<tr>
<td>6.60</td>
<td><strong>TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</strong> (total questions 6.44, 6.48, 6.50, and 6.59)</td>
<td>$1,065,775</td>
</tr>
</tbody>
</table>
6.61   **BUDGET LOANS**  \( \$124,470 \)

**TRANSFERS**

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

6.63 Transfers from Other Funds  \( \$0 \)

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

6.65  **CASH BALANCE** -  
Beginning of Current Fiscal 
Reporting Year: 3Rs - July 1, 
2019. (Same as closing cash 
balance at the end of previous 
fiscal reporting year: 3Rs - 
June 30, 2019)  \( \$1,028,275 \)

---

**Grand Total**

6.68  **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER**  
(Public Library Systems and 3Rs - total questions 6.60, 6.61, 6.64 and 6.65 - must agree with question 7.83)  \( \$2,218,520 \)

7. **Operating Fund Disbursements**

*Staff/Collection/Grants/Capital*

**STAFF EXPENDITURES**

Salaries

7.1 System Director and Librarians  \( \$315,472 \)

7.2 Other Staff  \( \$158,966 \)
### Total Salary and Wages Expenditures (total questions 7.1 and 7.2)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salary and Wages</td>
<td>$474,438</td>
</tr>
</tbody>
</table>

### Employee Benefits Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Employee Benefits</td>
<td>$141,973</td>
</tr>
</tbody>
</table>

### Total Staff Expenditures (total questions 7.3 and 7.4)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Staff Expenditures</td>
<td>$616,411</td>
</tr>
</tbody>
</table>

### Collection Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Materials Expenditures</td>
<td>$18,248</td>
</tr>
<tr>
<td>Electronic Materials Expenditures</td>
<td>$2,500</td>
</tr>
<tr>
<td>Other Materials Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>Total Collection Expenditures</td>
<td>$20,748</td>
</tr>
</tbody>
</table>

### Grants to Member Libraries

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Bibliographic Database (RBDB)</td>
<td>$64,485</td>
</tr>
<tr>
<td>Hospital Library Services Program (HLSP)</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Information Services Program (MISP)</td>
<td>$0</td>
</tr>
<tr>
<td>Other State Aid/Grants (e.g., Special Legislative or Member Grants)</td>
<td>$0</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>$0</td>
</tr>
<tr>
<td>Other cash grants paid from system funds</td>
<td>$11,557</td>
</tr>
</tbody>
</table>
7.18  Total Cash Grants (total questions 7.12 through 7.17) $76,042

7.20  Other Non-Cash Grants $0

7.21  Total Grants to Member Libraries (total questions 7.18 through 7.20) $76,042

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.23  Other Vehicles $0

7.24  Computer Equipment $11,375

7.25  Furniture/Furnishings $0

7.26  Other Capital Expenditures (equipment, etc.) $0

7.27  Total Capital Expenditures from Operating Funds (total questions 7.22 through 7.26) $11,375

Operation and Maintenance/Miscellaneous

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.32  From Other Funds (72OF) $0

7.33  Total Repairs to Buildings and Building Equipment (total $0 questions 7.31 and 7.32)

7.34  Other Building & Maintenance Expenses $93,708

7.35  Total Operation and Maintenance of Buildings $93,708 (total questions 7.33 and 7.34)
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.36</td>
<td>Total Operation &amp; Maintenance of Bookmobiles and Other Vehicles</td>
<td>$0</td>
</tr>
<tr>
<td>7.37</td>
<td>Office and Library Supplies</td>
<td>$4,166</td>
</tr>
<tr>
<td>7.38</td>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>7.39</td>
<td>Telecommunications</td>
<td>$13,825</td>
</tr>
<tr>
<td>7.40</td>
<td>Binding Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>7.41</td>
<td>Postage and Freight</td>
<td>$1,347</td>
</tr>
<tr>
<td>7.42</td>
<td>Publicity and Printing</td>
<td>$2,302</td>
</tr>
<tr>
<td>7.43</td>
<td>Travel</td>
<td>$20,268</td>
</tr>
<tr>
<td>7.44</td>
<td>Fees for Consultants and Professionals - Please include a Note</td>
<td>$40,710</td>
</tr>
<tr>
<td></td>
<td>with the consultants' or vendors' names and a brief description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of the service(s) provided.</td>
<td></td>
</tr>
<tr>
<td>7.45</td>
<td>Membership Dues - Please include a Note listing Professional</td>
<td>$1,393</td>
</tr>
<tr>
<td></td>
<td>Organization Memberships for which dues are being paid.</td>
<td></td>
</tr>
<tr>
<td>7.46</td>
<td>Does the system have other miscellaneous expenses in categories</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>not listed in questions 7.36 through 7.45? Enter Y for Yes, N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for No. If Yes is answered, please add a Note describing these</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Miscellaneous Expenses.</td>
<td></td>
</tr>
</tbody>
</table>

**Repeating Group #9** 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.
<table>
<thead>
<tr>
<th>Expense category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EquipMain</td>
<td>$5,025</td>
</tr>
<tr>
<td>Staff Dev</td>
<td>$75</td>
</tr>
<tr>
<td>Workshops</td>
<td>$11,664</td>
</tr>
<tr>
<td>Coll Proj</td>
<td>$28,061</td>
</tr>
<tr>
<td>Meetings</td>
<td>$9,027</td>
</tr>
<tr>
<td>AskUs24/7</td>
<td>$57,805</td>
</tr>
<tr>
<td>ReadTeam</td>
<td>$400</td>
</tr>
<tr>
<td>Tech Sub</td>
<td>$14,046</td>
</tr>
</tbody>
</table>
1. Expense category  Journals  
2. Amount  $220  

1. Expense category  MembSupp  
2. Amount  $1,497  

7.47 Total Other Miscellaneous Expenses (total question #2 of Repeating Group #9)  $127,820  

7.48 Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)  $211,831  

Contracts/Debt Service  

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.  
Y  

Repeating Group #10 Complete one record for each contract. If the system does not contract, enter N/A on questions 1 through 3 of one repeating group.  

1. Contracting Agency (specify using Note)  CNYLRC  
2. Contracted Service (specify using Note)  NY Herita  
3. Total Contract Amount  $6,979  

1. Contracting Agency (specify using Note)  Consortium Info Svcs
2. Contracted Service (specify using Note)  Hubnet/LW

3. Total Contract Amount  $74,181

1. Contracting Agency (specify using Note)  Univ Of Conn

2. Contracted Service (specify using Note)  EFTS

3. Total Contract Amount  $30

7.50 **Total Contracts** (total question #3 of Repeating Group #10)  $81,190

**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.52 From Other Funds (73OF)  $0

7.53 **Total Capital Purposes Loans**
   (total question 7.52)  $0

Other Loans

7.54 Other Loans  $0

7.55 **Total Debt Service** (total questions 7.53 and 7.54)  $0

**Transfers/Cash Balance**

7.56 **TOTAL DISBURSEMENTS** -
   Total Staff Expenditures,
   Total Collection
   Expenditures, Total Grants to
   Member Libraries, Total
   Capital Expenditures, Total
   Operation and Maintenance
   of Buildings, Total
   $1,111,305
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)

TRANSFERS

Transfers to Capital Fund

7.58 From Other Funds (76OF) $0

7.59 **Total Transfers to Capital Fund** (total question 7.58; same $0 as question 8.2)

7.60 **Total Transfers to Other Funds** $0

7.61 **Total Transfers** (total questions 7.59 and 7.60) $0

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) $1,111,305

7.63 **CLOSING CASH BALANCE** at the End of the Current Fiscal Reporting Year (For 3Rs - June 30, 2020) $1,107,215

Audit/Bank Balance

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62, 7.63) $2,218,520

FISCAL AUDIT

7.84 Last audit performed (mm/dd/yyyy) 09/04/2020
7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 07/01/2019-06/30/2020

7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

**Repeating Group #11** Complete one record for each financial account

1. Name of bank or financial institution M&T Gen Fd Checking
2. Amount of funds on deposit $51,313

1. Name of bank or financial institution M&T Savings
2. Amount of funds on deposit $10,322

1. Name of bank or financial institution Money Market M&T
2. Amount of funds on deposit $638,950

1. Name of bank or financial institution M&T Savings HLSP
2. Amount of funds on deposit $19,221

1. Name of bank or financial institution M&T Checking RBDB
2. Amount of funds on deposit $20,346

1. Name of bank or financial institution M&T Checking HLSP
1. Name of bank or financial institution
   Lincoln Financial

2. Amount of funds on deposit
   $48,345

1. Name of bank or financial institution
   Comm. Fd of Greater Buffalo

2. Amount of funds on deposit
   $150,000

1. Name of bank or financial institution
   M&T Ecommerce

2. Amount of funds on deposit
   $165,000

2. Amount of funds on deposit
   $3,718

7.87 \textbf{Total Bank Balance} (total question #2 of Repeating Group #11 above) $1,107,215

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.

   N

8. \textbf{Capital Fund Receipts}

   \textbf{State Aid and Grants for Capital Projects}

8.1 \textbf{Total Revenue From Local Sources} $0

8.2 \textbf{Transfer From Operating Fund} $0
   (same as question 7.59)
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 N on record for each award. If no, enter N/A on questions 1 and 2 of one repeating group.

Repeating Group #12

1. Contracting Agency n/a

2. Amount N/A

Totals/Cash Balance

8.5 Total Aid and/or Grants (total question #2 of Repeating Group #12 above) $0

8.6 TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5) $0

8.7 NONREVENUE RECEIPTS $0

8.8 TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7) $0
### 8.9 CASH BALANCE -
Beginning of Current Fiscal Reporting Year: 3Rs - July 1, 2019. (Same as closing cash balance at the end of previous fiscal reporting year: 3Rs - June 30, 2019)

Grand Total

### 8.10 TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9) $0

### 9. Capital Fund Disbursements

#### Project Expenditures/Cash Balance

**PROJECT EXPENDITURES**

9.1 Total Construction $0

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) $0

####TRANSFER TO OPERATING FUND

(Same as question 6.62)

9.6 **TRANSFER TO OPERATING FUND** $0

#### TOTAL NONPROJECT EXPENDITURES $0

#### TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, $0
and Total Nonproject Expenditures (total questions 9.5 through 9.7)

9.9 CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (June 30, 2020, for 3Rs) $0

Grand Total

9.10 TOTAL DISBURSEMENTS AND CASH BALANCE (total $0 questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems Reference and Research Library Resources Systems July 1, 2020 - June 30, 2021

12.1 Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) $992,113

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 3Rs Library Systems, opening balance on July 1, 2020, must be the same as the June 30, 2020, closing balance reported on Q7.63 of the 2019-2020 annual report.) $1,107,215

12.5 Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4) $2,099,328
### 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) $997,437

12.7 Total Transfers $0

12.8 Ending Balance in Operating Fund at the end of the current fiscal year $1,101,891
(For 3Rs Library System, balance as of June 30, 2021)

12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8) $2,099,328

### 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) $0

12.11 Nonrevenue Receipts $0

12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For 3Rs Library Systems, opening balance on July 1, 2020, must be the same as the June 30, 2020, closing balance reported on Q9.9 of the 2019-2020 annual report) $0
12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) $0

PROJECTED CAPITAL FUND - DISBURSEMENTS
12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) $0

12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For 3Rs Library Systems, June 30, 2021) $0

12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) $0

13. State Formula Aid Disbursements

3R SYSTEM BASIC AID AND SUPPLEMENTAL AID

REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS BASIC AID AND SUPPLEMENTAL AID

Statutory Reference: Education Law § 272, 273(4), 273(12) Commissioners Regulations 90.5, 90.6

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

Repeating Group #13 13.1.1 Professional Salaries: Indicate total FTE and salaries for each professional system employee; complete one record for each employee.

1. Title Executive Director

2. Total Full-Time Equivalents (FTE) - System Director and Librarians Only 1.00
3. Expenditure $102,595

1. Title Engagement and Educational Services Coordinator

2. Total Full-Time Equivalents (FTE) - System Director and Librarians Only .6

3. Expenditure $28,513

13.1.2 Total Expenditure - Professional Salaries $131,108

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) 1.02

13.1.4 Total Expenditure for Other Staff Salaries $61,794

13.1.5 Employee Benefits: Indicate the total expenditures for all system employee fringe benefits. $73,144

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

Repeating Group #14 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 Building and maintenance

2. Provider of Services 4950 Genesee St LLC

3. Expenditure $73,346
<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications</td>
<td>Spectrum</td>
<td>$10,825</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>Robert Sendziak CPA</td>
<td>$6,700</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>Scherzi Systems</td>
<td>$2,500</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>Lighthouse IT</td>
<td>$3,315</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>Paychex Payroll fees</td>
<td>$1,819</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>Bank fees(Quickbook integration), FSA/HSA fees, Credit Card Fees (Stripe)</td>
<td></td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Provider of Services</td>
<td>Expenditure</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1. Building and maintenance</td>
<td>NYSEG, National Fuel</td>
<td>$8,203</td>
</tr>
<tr>
<td>2. Commercial electronic content vendor contracts</td>
<td>Zoom, WuFoo, IDrive, etc</td>
<td>$2,932</td>
</tr>
<tr>
<td>3. Institutional membership dues</td>
<td>Various - MLA,</td>
<td>$1,068</td>
</tr>
<tr>
<td>1. Building and maintenance</td>
<td>Culligan Pitney Bowes, DeLange Fin Svcs</td>
<td>$4,786</td>
</tr>
<tr>
<td>2. Printing</td>
<td>Carpe Diem, Print runner, Vista Print</td>
<td>$2,203</td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Provider of Services</td>
<td>Expenditure</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Building and maintenance</td>
<td>Hartford, Chubb (Insurances)</td>
<td>$3,655</td>
</tr>
<tr>
<td>Other (specify using Note field)</td>
<td>Hotel Henry</td>
<td>$5,978</td>
</tr>
<tr>
<td>Other (specify using Note field)</td>
<td>Stephanie Adams</td>
<td>$1,250</td>
</tr>
<tr>
<td>Other (specify using Note field)</td>
<td>ESLN</td>
<td>$8,000</td>
</tr>
<tr>
<td>Other (specify using Note field)</td>
<td>WNYLRC Workshops</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

**Total Expenditure - Purchased Services**: $141,857
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.

Y

Repeating Group #15 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 Office/library supplies and postage

2. Expenditure $5,181

1. Expenditure Category Equipment with a unit cost of less than $5,000

2. Expenditure $7,724

13.1.9 **Total Expenditure - Supplies and Materials** $12,905

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

Repeating Group #16 If yes complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

1. Type of travel N/A

2. Expenditure N/A

13.1.11 **Total Expenditure - 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
Repeating Group #17  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.

<table>
<thead>
<tr>
<th></th>
<th>Type of item</th>
<th>Quantity</th>
<th>Unit cost</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

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

N

Repeating Group #18  If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

<table>
<thead>
<tr>
<th></th>
<th>Recipient</th>
<th>Allocation</th>
<th>Project Description (no more than 300 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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


13.1.17 **Balance at the Opening of the Fiscal Year**  $0
13.1.18 **Total Allocation from 2019-2020 State Aid:** $422,970

13.1.19 **Balance at the End of the 2019 - 2020 Fiscal Year** $2,162

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

Basic and Supplemental aid supports basic operating expenses. Basic and supplemental supports basic operating expenses and general operations including staff salaries (100% of Exec. Dir.), benefits, rent, equipment, facility expenses, network, office supplies, and telecommunications. Narrative, no more than fifteen general operations including staff salaries (100% of Exec. Dir.), committee projects, and collaborative work with other systems.

**HOSPITAL LIBRARY SERVICES PROGRAM AID**

**HOSPITAL LIBRARY SERVICES PROGRAM AID**

**Statutory Reference:**
Education Law § 272 and 273(4)(c)
Commissioners Regulations 90.17

**Repeating Group #19** 13.2.1 **Professional Salaries:** Indicate total FTE and salaries for each professional system employee; complete one record for each employee. No portion of a system director's salary or employee benefits may be paid from these funds.

1. **Title** Program Co-Coordinator/ Librarian

2. **Total Full-Time Equivalents (FTE) - System Director and Librarians Only** .31

3. **Expenditure** $17,465

1. **Title** Program Co-Coordinator/ Librarian

2. **Total Full-Time Equivalents (FTE) - System Director and Librarians Only** .31

3. **Expenditure** $17,465
13.2.2 **Total Expenditure - Professional Salaries** $38,481

13.2.3 - 13.2.4 **Other Staff Salaries**: Indicate total FTE and salaries for all other system employees.

13.2.3 Total Full-Time Equivalents (FTE) .78

13.2.4 Total Expenditures for Other Staff Salaries $39,107

13.2.5 **Employee Benefits**: Indicate the total expenditures for all employee fringe benefits. $20,036

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

Y

**Repeating Group #20** 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 Commercial electronic content vendor contracts

2. Provider of Services MLA Webinars

3. Expenditure $2,875

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Consortium Info Services

3. Expenditure $24,381

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Univ of Conn (EFTS)
3. Expenditure $15

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Library World
3. Expenditure $990

13.2.7 **Total Expenditure - Purchased Services** $28,261

13.2.8 **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

Repeating Group #21 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 $14,619

1. Expenditure Category Office/library supplies and postage
2. Expenditure $139

1. Expenditure Category Other (specify using Note field)
2. Expenditure $325

13.2.9 **Total Expenditure - Supplies and Materials** $15,083
13.2.10 **Travel Expenditures:** Did the system expend funds for travel? N
Enter Y for Yes, N for No.

**Repeating Group #22** If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A
2. Expenditure N/A

13.2.11 **Total Expenditure - Travel** $0

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

**Repeating Group #23** If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

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

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

13.2.14 **Grants to Member Libraries:**
Did the system expend funds for grants to member libraries? N
Enter Y for Yes, N for No.
Repeating Group #24  If yes complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

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

13.2.15 Total Expenditure - Grants to Member Libraries $0

13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) $140,968

13.2.17 Balance at the Opening of the Fiscal Year
NOTE: The opening balance must be the same as the closing balance of the previous year. $152

13.2.18 Total Allocation from 2019-2020 State Aid: $142,187

13.2.19 Balance at the End of the 2019 - 2020 Fiscal Year $1,371

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

The Hospital Library Services Program supports general operating expenses such as staff salaries, benefits, professional development, library materials such as books, e-books, supplies, and e-resources access to some hospitals.

13. State Formula Aid Disbursements Cont.

REGIONAL BIBLIOGRAPHIC DATA BASES (RBDB) PROGRAM
**REGIONAL BIBLIOGRAPHIC DATA BASES (RBDB) PROGRAM**

**Statutory Reference:**
- Education Law § 273(6)
- Commissioners Regulations 90.19

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

Repeating Group #25  **Professional Salaries:** Indicate total FTE and salaries for each professional system employee; complete one record for each employee. No portion of a system director's salary or employee benefits may be paid from these funds.

<table>
<thead>
<tr>
<th>1.</th>
<th>Title</th>
<th>Outreach and Digital Services Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Total Full-Time Equivalents (FTE)</td>
<td>1.00</td>
</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td>$58,065</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.</th>
<th>Title</th>
<th>Engagement and Educational Services Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Total Full-Time Equivalents (FTE)</td>
<td>.4</td>
</tr>
<tr>
<td>3.</td>
<td>Expenditure</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

13.3.2 **Total Expenditure - Professional Salaries**

$80,565

13.3.3 - 13.3.4  **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

<table>
<thead>
<tr>
<th>13.3.3</th>
<th>Total Full-Time Equivalents (FTE)</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.3.4</td>
<td>Total Expenditures for Other Staff Salaries</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

$23,359
13.3.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.

**Repeating Group #26** If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant fees/professional fees</td>
<td>Lighthouse IT Services</td>
<td>$11,226</td>
</tr>
<tr>
<td>Consultant fees/professional fees</td>
<td>NY Metro Ref and Research Library</td>
<td>$14,300</td>
</tr>
<tr>
<td>Other (specify using Note field)</td>
<td>CNYLRC (NY Heritage)</td>
<td>$6,979</td>
</tr>
<tr>
<td>Commercial electronic content vendor contracts</td>
<td>Springshare</td>
<td>$7,988</td>
</tr>
<tr>
<td>Commercial electronic content vendor contracts</td>
<td>Treehouse</td>
<td></td>
</tr>
</tbody>
</table>
3. Expenditure $500

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Techtalk
3. Expenditure $1,186

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Microsoft/Network Solutions
3. Expenditure $450

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Canva
3. Expenditure $239

1. Expenditure Category Telecommunications
2. Provider of Services Spectrum
3. Expenditure $3,000

1. Expenditure Category Other (specify using Note field)
2. Provider of Services EveryLibrary
3. Expenditure $75

1. Expenditure Category Other (specify using Note field)
2. Provider of Services: Reading Team Members

3. Expenditure: $400

13.3.7 **Total Expenditure - Purchased Services**
$46,343

13.3.8 **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

Repeating Group #27 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: Equipment with a unit cost of less than $5,000

2. Expenditure: $2,000

13.3.9 **Total Expenditure - Supplies and Materials**
$2,000

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

N

Repeating Group #28 If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of Travel: N/A

2. Expenditure: N/A

13.3.11 **Total Expenditure - Travel**
$0
13.3.12 **Equipment and Furnishings:**
Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

Repeating Group #29 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 Member Libraries:**
Did the system expend funds for grants to member libraries? Enter Y for yes, N for No.

Repeating Group #30 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 Buffalo Broadcasters Association
2. Allocation $7,252
3. Project Description (no more than 300 words) Digitization of 16 mm news and Umatic ¾" video tapes from Buffalo television stations, dating from the mid1960s to the early 1990s.

1. Recipient Burchfield Penney
2. Allocation $6,148
### 1. Recipient

- **Chautauqua Cattaraugus Library System**

### 2. Allocation

- **$2,209**

### 3. Project Description (no more than 300 words)

- **Digitization of 10 years (2008-2018) of the Challenger Community Newspaper that focuses reporting the news in Western and Central New York’s African American communities since 1963.**

### 1. Recipient

- **SUNY Erie**

### 2. Allocation

- **$609**

### 3. Project Description (no more than 300 words)

- **Final 25% grant payment 2018 grant for digitization of 70 reels of Westfield Republican, 58,922 images to NYS Historic Newspapers that are not available elsewhere**

### 1. Recipient

- **Lee-Whedon Library**

### 2. Allocation

- **$6,225**

### 3. Project Description (no more than 300 words)

- **Proposal to digitize an additional 50 rolls (1972-1978) of the Medina Daily - Journal Register to publish to NYS Historic Newspapers.**

### 1. Recipient

- **Niagara Falls Public Library**

### 2. Allocation

- **$9,310**

### 3. Project Description (no more than 300 words)

- **Digitized remaining Niagara Falls City Directories, 1911-1923 (the 2018 grant funded the digitization of 1886-1910) and publish them to NY Heritage.**
Directories are a vital source for researching people or the city's history for historical and genealogical research. Due to the condition, age and other factors, the library is in danger of losing this collection for research.

<table>
<thead>
<tr>
<th>1. Recipient</th>
<th>SUNY Buffalo State</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Allocation</td>
<td>$15,000</td>
</tr>
<tr>
<td>3. Project Description (no more than 300 words)</td>
<td>Digitized 177 reels spanning from October 16, 1977 to September 19, 1982 comprising of about 99,450 images. Includes Sunday editions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Recipient</th>
<th>THEODORE ROOSEVELT INAUGURAL SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Allocation</td>
<td>$906</td>
</tr>
<tr>
<td>3. Project Description (no more than 300 words)</td>
<td>Final 25% payment for 2018 grant for digitization of its collection of approximately 300 items from the Pan-American Exposition comprised of three-dimensional objects including spoons, paperweights, glasses and pins as well as rich paper-based collection of booklets, daily programs, tickets and postcards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Recipient</th>
<th>University at Buffalo</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Allocation</td>
<td>$625</td>
</tr>
<tr>
<td>3. Project Description (no more than 300 words)</td>
<td>Final 25% payment for 2018 grant to digitize 200 photographs, archival documents, and ephemeral items documenting the important people and events associated with the Daughters of the American Revolution, Katharine Pratt Horton Buffalo Chapter (founded in 1892) and its distinguished history of service to American veterans as well as to the community at large through sponsorship of educational opportunities, scholarships and worthy historic preservation projects. The collection comprises of documents, scrapbooks and other materials.</td>
</tr>
</tbody>
</table>
1. Recipient
   University at Buffalo

2. Allocation
   $16,200

3. Project Description (no more than 300 words)
   Digitized 100 reels of the Buffalo Evening News from July 1883 to December 1910 for 108,000 images. There were three editions daily Monday through Saturday.

13.3.15 **Total Expenditure - Grants to Member Libraries**
   $64,484

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)**
   $216,751

13.3.17 **Balance at the Opening of the Fiscal Year**
   $25,144

13.3.18 **Total Allocation from 2019-2020 State Aid:**
   $217,890

13.3.19 **Balance at the End of the 2019 - 2020 Fiscal Year**
   $26,283

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

   2019 RBDB funding supported member grants for digitization projects. RBDB also supported regional innovative projects describing that serve not just our members but state residents as well such as the major activities carried out for NY Heritage and Empire State Immersive Experiences. RBDB funding supports the infrastructure needed to provide technologies and services to our members such as staff salaries and benefits in managing digital services for NY Heritage, NYS Historic Newspapers, Empire Immersive Experiences, and Empire Archival Discovery Collaborative, and virtual reference services (Ask Us 24/7. It also funds technology and learning tools for our members like Tech Talk and LibWizard.
MEDICAL INFORMATION SERVICES PROGRAM (MISP)

**Statutory Reference:** Education Law § 273(4)(b)

**Repeating Group #31**

13.4.1 **Professional Salaries:** Indicate total FTE and salaries for each professional system employee; complete one record for each employee. No portion of a system director's salary or employee benefits may be paid from these funds.

1. **Title** N/A
2. **Total Full-Time Equivalents (FTE)** 0
3. **Expenditure** $0

13.4.2 **Total Expenditure - Professional Salaries** $0

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

13.4.3 **Total Full-Time Equivalents (FTE)** 0
13.4.4 **Total Expenditures for Other Staff Salaries** $0

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

13.4.5 **Employee Benefits**: $0

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

13.4.6 **Purchased Services**: Y

**Repeating Group #32**

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** Commercial electronic content vendor contracts
<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Provider of Services</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial electronic content vendor contracts</td>
<td>Consortium Info Services (Hubnet)</td>
<td>$49,800</td>
</tr>
<tr>
<td></td>
<td>Univ of Conn (EFTS)</td>
<td>$15</td>
</tr>
</tbody>
</table>

13.4.7 Total Expenditure - Purchased Services $49,815

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.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Repeating Group #33 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? N Enter Y for Yes, N for No.

Repeating Group #34 If yes, complete one repeating group for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Type of travel N/A
2. Expenditure N/A

13.4.11 **Total Expenditure - Travel** $0

13.4.12 **Grants to Member Libraries:**
Did the system expend funds for grants to member libraries? N
Enter Y for yes, N for No.

Repeating Group #35 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

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

13.4.14 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11 and 13.4.13)** $49,815

13.4.15 **Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year. $0

13.4.16 **Total Allocation from 2019-2020 State Aid:** $51,671

13.4.17 **Balance at the End of the 2019 - 2020 Fiscal Year** $1,856

13.4.18 **Final Narrative:**
Provide a brief narrative, no more than five hundred (500) words,
MISP funds are used to support regional interlibrary loan of medical resources as well as access to electronic medical databases (HUBNET) through the
describing the major activities carried out with these State Aid Funds.

14. Summary of Library System Accomplishments

Library System Accomplishments

Using the goals from Section 4 in the approved 2016-2021 System Plan of Service, BRIEFLY describe the final results of each element for Year 4 (2019-2020).

14.1 Element 1: Resource Sharing - Results

10 WNYLRC members contributed 2020 finding aids to Empire Archival Discovery Collaborative. 141 Infopasses were distributed to 18 libraries. 15 libraries participate in AcademicShare - a program that allows academic students visit, use the library collection, and check out materials from any academic library simply by showing their home college ID. 16 academic libraries received over $154,000 in CCDA funding. Empire State Immersive Experiences had a soft launch in September.

14.2 Element 2: Special Client Groups - Results

HLSP has one part-time circuit librarian and two-full time coordinators who traveled 16,677 miles from July 1, 2019-June 30, 2020 serving hospital libraries who retain circuit services. HLSP provided $21,000 in funding to purchase 189 books and 4 e-books to add to hospital collections in the region. 16,693 searches were conducted by the three librarians who also answered 2,252 reference questions. WNYLRC HLSP hosted 11 MLS webinars which cost $2,925 and was attended by 106 participants.

14.3 Element 3: Professional Development and Continuing Education - Results

Unconference - Intersect 2019: The Global Library was held in downtown Buffalo in October 2019. Over 70 participants attended. WNYLRC CE: 52 workshop sessions were attended by 668 participants. Treehouse: members attended 22 sessions. Skillshare: Members attended 23 sessions. YouTube views: 899. High School to College Committee presented 3 sessions of "Developing Information Literacy Research Skills" to teachers and librarians in several school library systems and school districts. WNYLRC was successful in receiving a NNLM grant "Libraries, Literacy and the Pursuit of Healthiness" - 33 Librarians participated and 14 received their CHIS-certified at Level I or II. WNYLRC HLSP hosted 11
MLS webinars which cost $2,925 and was attended by 106 participants.

14.4 Element 4: Consulting and Development Services - Results

$60,135 grant dollars were awarded to 8 members for the 2020 RBDB year. WNYLRC has 7 standing committees with 80 members who provide oversight, expertise and guidance to our member libraries. Our pilot program - Archival Services was moderately successful. However, due to COVID-19 and reduced funding from the state, it has not continued in 2020.

14.5 Element 5: Coordinated Services - Results

WNYLRC's Ask Us 24/7 Coordinator oversaw the migration of the virtual reference service from QuestionPoint (OCLC) to LibAnswers (SpringShare) after OCLC sold it. Due to COVID, more libraries were interested in the service. There were 14,584 sessions with New York patrons. NYS librarians participated in 10,801 reference sessions in Ask Us 24/7. 50 NY libraries and library systems subscribe to Ask Us 24/7. NY Heritage: 38 WNYLRC members have contributed content to NY Heritage over the last decade. Currently WNYLRC collections are comprised of 39,615 items in 93 collections with 6,499,182 views. Due to moving to Google Analytics, reported numbers are quite different over last year and we feel far more accurate than OCLC's statistics module. A well used online Census exhibit was created by WNYLRC staff and has complimentary physical component for libraries to borrow. NY Heritage is currently undergoing a migration to Drupal 8. Currently, ESLN digital services staff have been working on an immigrant exhibit. NYS Historic Newspapers: For WNYLRC, our members have contributed 108 digitized newspaper titles comprising of 1,315,604 pages with total views of 589,743. Empire Archival Discovery Collaborative is undergoing a software upgrade to Archipelago. 10 WNYLRC members contributed 202 finding aids. Ask the Lawyer: 8 councils participate. Across the 8 councils, 96 inquires were submitted to the service in 2019/2020 - of those, 40 were from WNYLRC members. 69 freely available Recently Asked Questions (RAQs) with anonymized answers were added to WNYLRC.org Ask the Lawyer page. There are a total of 143 RAQs available. Our attorney, Stephanie Cole Adams has an expertise in licensing, copyright and contract law.
14.6 Element 6: Awareness and Advocacy - Results

WNYLRC spearheads regional advocacy efforts. 275 member library staff visited with 18 legislators over 12 visits. 14 libraries of all types mailed over 300 letters to their representative in support of libraries. Efforts on behalf of getting counted for the census took place over 2018/2019. WNYLRC along with SENYLRC managed the Charles H. Revson Grant ($88,000) for census activities, training, and awarding of grants across the state.

14.7 Element 7: Communication among Member Libraries and Library Systems - Results

WNYLRC began its strategic planning activities in late 2019 by putting out an RFP for a consultant. WNYLRC hired consultants Pam Jones of ConnectNY and Nancy Kirkpatrick, NSK Consulting, LLC who conducted focus groups, discussions, surveys, and held a virtual member retreat for input into the 2021-2026 Plan of Service. WNYLRC employs various means of connecting with our members. -Website wnylrc.org - 50,989 visits -Twitter followers/impressions: 756/53,697 -Facebook followers/reach: 473/8755 -42 WNYLRC member listservs/ 2,343 subscribers with our main listserv -WNYLib-l with 566 subscribers -WNYLRC hosts 10 listservs for ConnectNY We discontinued the WNYLRC Blog - WNYLRC Watch. Have sent out periodic newsletters via MailChimp. 2019 WNYLRC Award Winners Excellence in Library Service: -Sue Bartle, Erie 2 Chautauqua Cattaraugus BOCES School Library System (retired) -Cynthia Hagelberger, Genesee Community College -Melissa Langridge, Wilson Community Library -Linda Schroeder, Buffalo School Library System

14.8 Element 8: Cooperative Efforts with Other Library Systems - Results

ESLN staff across the state work closely on several initiatives including Council CE staff who hold monthly calls and jointly sponsor professional development events, council digital services liaisons who hold monthly calls and help manage, direct, and support NY Heritage, NYS Historic Newspapers, and Empire Archival ADC, and Hospital Library Services Program personnel who meet monthly and discuss issues and concerns regarding hospitals, resources, and more, council directors meet twice monthly to discuss joint projects, legislation, advocacy, new services, and more. WNYLRC provides grant funds
14.9 Element 9: Other Goal(s) - Results
N/A

15. Assurance and Contact Information

CONTACT INFORMATION

15.1 Contact name (person completing report)
Sheryl Knab

15.2 Contact telephone number
(enter 10 digits only and hit the Tab key)
(716) 633-0705

15.3 Contact e-mail address
sknab@wnylrc.org

ASSURANCE

15.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)
11/17/2020

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

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

Suggested Improvements

Library System
WNYLRC

Name of Person Completing Form
Sheryl Knab
Phone Number and Extension (enter area code, telephone number and extension only):

7166330705

Please share with us your suggestions for improving the Annual Report. Thank You!

- Two address lines for mailing
- Print directly to PDF instead of to browser and then having to create PDF in order to print.
- More than 8 characters for identifying expense categories
- Change language for counting special libraries to specifically state those with no MLS on staff
- Separate ability to navigate left menu without scrolling actual form
- Numbering is awkward. 7.6 and 7.61 should be immediately after 7.6 not several pages later. All numbering should be in the form of two decimal spaces. 7.6 should be 7.06.