

Western New York Library Resources Council Annual Report for Library Systems - 2018 (Reference and Research Library Resources Systems 2018-2019)

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](#) 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.

1.1	SEDCODE	140600700038
1.2	System Name	Western New York Library Resources Council
1.3	Beginning Reporting Year	7/1/2018
1.4	Ending Reporting Year	6/30/2019
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
1.9	Mailing Address	Airport Commerce Park East, 4950 Genesee St. Suite 170
1.10	City	Cheektowaga
1.11	Zip Code	14225
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	5528
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 633-0705
1.14	Fax Number (enter 10 digits only and hit the Tab key)	(716) 288-9400
1.15	System Home Page URL	http://www.wnylrc.org
1.16	URL of the system's complete Plan of Service	https://www.wnylrc.org/plan-of-service
1.17	Population Chartered to Serve (2010 Census)	1,453,693
1.18	Area Chartered to Serve (square miles)	4,818
1.19	Federal Employer Identification Number	160925008
1.20	County	Erie
1.21	County (Counties) Served	Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans
1.22	School District	Lancaster School District

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

- 1.23 Title of System Director:
(drop-down): Mr., Mrs., Ms., Ms.
Miss, Dr.
- 1.24 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, 18383
and Reference and Research
Library Resources System.
- 1.27 Is the 3Rs director eligible for a
New York State Public Librarians Y
Certificate?
- 1.31 Telephone Number of the System
Director, including area code and
extension (enter digits only, field (716) 633-0705 Ext.121
will automatically format with
extension)
- 1.32 E-Mail Address of the System sknab@wnylrc.org
Director
- 1.33 Fax Number of the System
Director (enter 10 digits only and (716) 288-9400
hit the Tab key)
- 1.47 Does the system charge a
membership fee? Enter Y for Yes, Y
N for No.

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, N
closed for renovations, massive
weeding of collection,
etc.)?Indicate Y for Yes, N for
No. If Yes, please annotate using
the State note.

2. Personnel Information

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.8 3Rs Library System Director per
CR 90.5(a)(1) and 90.7 - Filled 1
Position FTE
- 2.9 3Rs Library System Director per
CR 90.5(a)(1) and 90.7 - Vacant 0
Position FTE
- 2.10 Librarians - Filled Position(s) FTE 4

2.11	Librarians - Vacant Position(s) FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.8 + 2.10)	5.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.9 + 2.11)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	1
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	1.8
2.19	Total Other Staff - Vacant Position(s) FTE	1
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	7.80
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	1.00
SALARY INFORMATION		
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$100,495

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)	27
3.3	Number of hospital library members	13
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)	66
3.8	Other (non-library) members (provide breakdown using State note)	5
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. 15
- 3.25 Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. E

SYSTEM BOARD/COUNCIL

3Rs Systems - enter information for the period July 1, 2019, through June 30, 2020

President/Council Chair

- 3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
- 3.27 First Name Charles
- 3.28 Last Name Lyons
- 3.29 Institutional Affiliation SUNY - Buffalo State
- 3.30 Professional Title Library Director
- 3.31 Mailing Address 315 EB Butler Library, 1300 Elmwood Ave.
- 3.32 City Buffalo
- 3.33 Zip Code (enter five digits only) 14222
- 3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key) (716) 645-7703
- 3.35 E-mail Address lyonscf@buffalostate.edu
- 3.36 Term Expires - Month or N/A December
- 3.37 Term Expires - Year (YYYY) or N/A 2020

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@btol.com.

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

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Lisa
3. Last Name Erickson
4. Institutional Affiliation Nioga Library System

5.	Professional Title	Communications, Advocacy and 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
10.	Term Expires - Year (YYYY) or N/A	2022
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Jan
3.	Last Name	Dekoff
4.	Institutional Affiliation	Chautauqua Cattaraugus Library System
5.	Professional Title	Executive Director
6.	Mailing Address	106 W. Fifth Street
7.	City	Jamestown
8.	Zip Code (enter five digits only)	14701
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2020
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	Cambria
4.	Institutional Affiliation	Buffalo City School Library System
5.	Professional Title	Director
6.	Mailing Address	333 Clinton Street, Room 308
7.	City	Buffalo
8.	Zip Code (enter five digits only)	14204
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2019
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Timothy
3.	Last Name	Binga
4.	Institutional Affiliation	Center for Inquiry Libraries
5.	Professional Title	Director
6.	Mailing Address	P.O. Box 741, 3965 Rensch Rd.
7.	City	Amherst
8.	Zip Code (enter five digits only)	14228
9.	Term Expires - Month or N/A	December
10.	Term Expires - Year (YYYY) or N/A	2023

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Paul
3. Last Name Cieslik
4. Institutional Affiliation Lipsitz, Green et. al.
5. Professional Title Attorney
6. Mailing Address 42 Delaware Ave.
7. City Buffalo
8. Zip Code (enter five digits only) 14202
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2022

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Lindsay
3. Last Name Delaney
4. Institutional Affiliation Orleans-Niagara BOCES SLS
5. Professional Title System Coordinator
6. Mailing Address 4124 Saunders Settlement Road
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. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Justin
3. Last Name Cronise
4. Institutional Affiliation Erie Community College
5. Professional Title College Librarian
6. Mailing Address 4041 Southwestern Blvd.
7. City Orchard Park
8. Zip Code (enter five digits only) 14217
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2022

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Alicia
3. Last Name Thompson
4. Institutional Affiliation Erie 1 BOCES SLS
5. Professional Title Director
355 Harlem Road

- | | | |
|-----|-----------------------------------|-------------|
| 6. | Mailing Address | |
| 7. | City | West Seneca |
| 8. | Zip Code (enter five digits only) | 14224 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2021 |
-
- | | | |
|-----|---|--|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Dr. |
| 2. | First Name | Heidi |
| 3. | Last Name | Julien |
| 4. | Institutional Affiliation | Department of Information Science, Graduate School of Education, University At Buffalo |
| 5. | Professional Title | Chair & Professor |
| 6. | Mailing Address | 526 Baldy Hall |
| 7. | City | Buffalo |
| 8. | Zip Code (enter five digits only) | 14260 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2021 |
-
- | | | |
|-----|---|--------------------------------------|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Jeannine |
| 3. | Last Name | Doyle |
| 4. | Institutional Affiliation | Buffalo & Erie County Public Library |
| 5. | Professional Title | Deputy Director, COO |
| 6. | Mailing Address | 1 Lafayette Square |
| 7. | City | Buffalo |
| 8. | Zip Code (enter five digits only) | 14203 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2023 |
-
- | | | |
|-----|---|--|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Deborah |
| 3. | Last Name | Chiarella |
| 4. | Institutional Affiliation | University at Buffalo |
| 5. | Professional Title | Coordinator, Education Services, Associate Librarian |
| 6. | Mailing Address | 112 Baird Hall |
| 7. | City | Buffalo |
| 8. | Zip Code (enter five digits only) | 14260 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2019 |

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Dennis
3. Last Name Galucki
4. Institutional Affiliation Center for the Study of Art, Architecture, History and Nature
5. Professional Title Founder and Director
6. Mailing Address 1088 Delaware Ave. 16B
7. City Buffalo
8. Zip Code (enter five digits only) 14209
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2021

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Kristine
3. Last Name Kasbohm
4. Institutional Affiliation Canisius College, Andrw L. Bouwhuis Library
5. Professional Title Director
6. Mailing Address 2001 Main Street
7. City Buffalo
8. Zip Code (enter five digits only) 14208
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2020

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Vacant
2. First Name
3. Last Name
4. Institutional Affiliation
5. Professional Title
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
9. Term Expires - Month or N/A
10. Term Expires - Year (YYYY) or N/A

5. System Services

Catalog/Website/Interlibrary Loan

TECHNOLOGY AND RESOURCE SHARING

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.) N
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 0

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) N/A

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 22,998

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) (CDLC only):

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) No

**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	8
5.34	Number of participants	61

Technology

5.36	Number of sessions	2
5.37	Number of participants	8

Digitization

5.39	Number of sessions	1
5.40	Number of participants	9

Continuing Education Cont.

Leadership

5.42	Number of sessions	0
5.43	Number of participants	0

Management & Supervisory

5.45	Number of sessions	1
5.46	Number of participants	9

Planning and Evaluation

5.48	Number of sessions	3
5.49	Number of participants	52

Awareness and Advocacy

5.51	Number of sessions	15
5.52	Number of participants	212

Trustee/Council Training

5.54	Number of sessions	0
5.55	Number of participants	0

Continuing Education Cont.Â

Special Client Populations

5.57	Number of sessions	13
5.58	Number of participants	110

Children's Services/Elementary Grade Levels

5.60	Number of sessions	0
5.61	Number of participants	0

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	1
5.67	Number of participants	18

E-Resources

5.72	Number of sessions	0
5.73	Number of participants	0

Continuing Education Cont./Coordinated Services/Consulting

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 1
 3. Number of participants 13

1. Topic Networking
 2. Number of sessions 4
 3. Number of participants 126

1. Topic Information Literacy
 2. Number of sessions 3
 3. Number of participants 40

1. Topic Customer Service
 2. Number of sessions 2
 3. Number of participants 4

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 #2) 54

5.77 **Grand Total Participants** (total 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) 662

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 State 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	10
5.82	Number of contacts - Consulting with member libraries on funding and governance	0
5.83	Number of contacts - Consulting with member libraries on automation and technology	20
5.84	Number of contacts - Consulting with member libraries on adult services	0
5.85	Number of contacts - Consulting with member libraries on physical plant needs	0
5.86	Number of contacts - Consulting with member libraries on personnel and management issues	0
5.87	Number of contacts - Providing information to local, county, and state legislators and their staffs	25
5.88	Number of contacts - Providing system and member library information to the media	0
5.89	Number of contacts - Providing website development and maintenance for member libraries	0
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	Digital services and project development
2.	Number of contacts (all types)	15
5.91	Total Other Contacts (total of question #2 of Repeating Group #3)	15
	Total Number of Contacts	

5.92 (total
of questions 5.81 through 5.89
and 5.91) 70

REFERENCE SERVICES

5.93 Total Reference Transactions
(WNYLRC only) 22,373

**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 for the following: Ask Us 24/7 services WNYLRC Membership dues Archival Services Hospital Library Circuit Services Delivery through ELD Professional development

6. Operating Funds Receipts

State Aid

STATE AID

- 6.8 Conservation/Preservation Grants \$0
- 6.15 Hospital Library Services Aid \$142,116

6.25	Total Medical Information Services Program (MISP)	\$49,333
6.28	Reference and Research Library Resources System Basic Aid	\$348,190
6.29	Reference and Research Library Resources System Supplementary Operational Aid	\$74,568
6.30	Regional Bibliographic Data Bases (RBDB) Aid	\$217,781
6.36	Special Legislative Grants and Member Items	\$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).	N

Repeating 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

6.43	Total Other State Aid (total question #2 of Repeating Group #5 above)	\$0
6.44	Total State Aid Receipts (total questions 6.8, 6.15, 6.25, 6.28 through 6.30, 6.36, and 6.43).	\$831,988

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? **Y**
 Enter Y for Yes, N for No.

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 **\$178,214**

6.50 **Total Contracts** (total question #3 of Repeating Group #7 above) **\$178,214**

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 **\$29,333**
 6.54 Income from Investments **\$8,914**
 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 **Erate**
 2. Amount **\$5,550**
 1. Receipt category **Training Fees**
 2. Amount **\$620**
 1. Receipt category **Ask Us participation Fees**
 2. Amount **\$62,708**
 1. Receipt category **Miscellaneous**
 2. Amount **\$7,658**

Transfers/Cash Balance

6.58 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #8 above) **\$76,536**

6.59	Total Miscellaneous Receipts (total questions 6.52 through 6.56 and question 6.58)	\$114,783
6.60	TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.44, 6.48, 6.50, and 6.59)	\$1,124,985
6.61	BUDGET LOANS	\$0
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, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: 3Rs - June 30, 2018)	\$1,020,914
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)	\$2,145,899

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$305,851
7.2	Other Staff	\$149,694
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$455,545
7.4	Employee Benefits Expenditures	\$145,022
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$600,567

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$26,915
7.7	Electronic Materials Expenditures	\$0
7.8	Other Materials Expenditures	\$0
	Total Collection Expenditures	

7.9 (total questions 7.6 through 7.8) \$26,915

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.12 Regional Bibliographic Database (RBDB) \$38,371

7.13 Hospital Library Services Program (HLSP) \$0

7.14 Medical Information Services Program (MISP) \$0

7.15 Other State Aid/Grants (e.g., Special Legislative or Member Grants) \$0

7.16 Federal Aid \$0

7.17 Other cash grants paid from system funds \$1,000

7.18 **Total Cash Grants** (total questions 7.12 through 7.17) \$39,371

7.20 Other Non-Cash Grants \$0

7.21 **Total Grants to Member Libraries** (total questions 7.18 through 7.20) \$39,371

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.23 Other Vehicles \$0

7.24 Computer Equipment \$10,464

7.25 Furniture/Furnishings \$0

7.26 Other Capital Expenditures (equipment, etc.) \$2,327

7.27 **Total Capital Expenditures from Operating Funds** (total questions 7.22 through 7.26) \$12,791

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 questions 7.31 and 7.32) \$0

7.34 Other Building & Maintenance Expenses \$93,347

7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$93,347

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$0

7.37 Office and Library Supplies \$3,665

7.38 Equipment \$0

7.39 Telecommunications \$16,242

7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$1,556
7.42	Publicity and Printing	\$2,618
7.43	Travel	\$23,491
7.44	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.	\$85,904
7.45	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$1,062
7.46	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. If Yes is answered, please add a State Note describing these Other Miscellaneous Expenses.	Y

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.

1.	Expense category	EquipMain
2.	Amount	\$3,936
1.	Expense category	Staff Dev
2.	Amount	\$1,106
1.	Expense category	Workshops
2.	Amount	\$14,423
1.	Expense category	Coll Proj
2.	Amount	\$25,915
1.	Expense category	Meetings
2.	Amount	\$8,013
1.	Expense category	AskUs24/7
2.	Amount	\$62,805
1.	Expense category	Read Team
2.	Amount	\$600
1.	Expense category	Tech Sub
2.	Amount	\$8,523
1.	Expense category	Journals
2.	Amount	\$489

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #9) \$125,810
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$260,348

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 State note) CNYLRC
2. Contracted Service (specify using State note) NY Herita
3. Total Contract Amount \$6,979

1. Contracting Agency (specify using State note) Consortium Information Svcs
2. Contracted Service (specify using State note) Hubnet/LW
3. Total Contract Amount \$75,306

1. Contracting Agency (specify using State note) Univ. of Connecticut
2. Contracted Service (specify using State note) EFTS
3. Total Contract Amount \$2,000

- 7.50 **Total Contracts** (total question #3 of Repeating Group #10) \$84,285

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
- 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 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) \$1,117,624

TRANSFERS

Transfers to Capital Fund

7.58 From Other Funds (76OF) \$0

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

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) \$1,117,624

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For 3Rs - June 30, 2019) \$1,028,275

Audit/Bank Balance

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.62, 7.63) \$2,145,899

FISCAL AUDIT

7.84 Last audit performed (mm/dd/yyyy) 08/25/2019

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 07/01/2018-06/30/2019

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 GF Checking

2. Amount of funds on deposit \$25,450

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

2. Amount of funds on deposit \$1,282

1.	Name of bank or financial institution	M&T HLSP Checking
2.	Amount of funds on deposit	\$39,835
1.	Name of bank or financial institution	M&T Savings
2.	Amount of funds on deposit	\$10,312
1.	Name of bank or financial institution	M&T HLSP Savings
2.	Amount of funds on deposit	\$44,200
1.	Name of bank or financial institution	Money Market Account-M&T
2.	Amount of funds on deposit	\$576,670
1.	Name of bank or financial institution	M&T RBDB Checking
2.	Amount of funds on deposit	\$13,500
1.	Name of bank or financial institution	Community Foundation of Greater Buffalo
2.	Amount of funds on deposit	\$166,015
1.	Name of bank or financial institution	Lincoln Financial
2.	Amount of funds on deposit	\$151,011
7.87	Total Bank Balance (total question #2 of Repeating Group #11 above)	\$1,028,275
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. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

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, 2018. (Same as closing cash balance at the end of previous fiscal reporting year: 3Rs - June 30, 2018)** \$0

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

9.6	TRANSFER TO OPERATING FUND (Same as question 6.62)	\$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)	\$0
9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (June 30, 2019, for 3Rs)	\$0
Grand Total		
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$0

12. Projected Annual Budget For Library Systems

Reference and Research Library Resources Systems July 1, 2019 - June 30, 2020

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,066,960
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, 2019, must be the same as the June 30, 2019, closing balance reported on Q7.63 of the 2018-2019 annual report.)	\$1,028,275
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$2,095,235

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)	\$1,114,131
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12.7	Total Transfers	\$0
12.8	Ending Balance in Operating Fund at the end of the current fiscal year (For 3Rs Library System, balance as of June 30, 2020)	\$981,104
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$2,095,235

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, 2019, must be the same as the June 30, 2019, closing balance reported on Q9.9 of the 2018-2019 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, 2020)	\$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 Â§ 272, 273(4), 273(12)
Commissioners Regulations 90.5, 90.6

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	Exec Director
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	1.00
3.	Expenditure	\$100,495

1.	Title	Engagement and Educational Services Coordinator
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	1.00
3.	Expenditure	\$39,434

13.1.2 **Total Expenditure - Professional Salaries** \$139,929

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)	1.06
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13.1.4	Total Expenditure for Other Staff Salaries	\$58,079
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13.1.5	Employee Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$79,523
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13.1.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y
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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	\$78,115

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Spectrum/Hemisphere
3.	Expenditure	\$16,242

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Robert Sendziak CPA
3.	Expenditure	\$6,700

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	IT (Scherzi systems, Lighthouse)
3.	Expenditure	\$3,980

1.	Expenditure Category	Building and maintenance
2.	Provider of Services	NYSEG, National Fuel
3.	Expenditure	\$11,884

1.	Expenditure Category	Institutional membership dues
2.	Provider of Services	NYCON, National Digital Inclusion

3. Expenditure \$717

1. Expenditure Category Building and maintenance
2. Provider of Services Copier Fax, Pitney Bowes
3. Expenditure \$3,936

1. Expenditure Category Printing
2. Provider of Services Carpe Diem, Jacuzzi
3. Expenditure \$1,533

1. Expenditure Category Building and maintenance
2. Provider of Services M&T Insurance (Hartford), Chubb
3. Expenditure \$3,347

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Paychex, Quickbooks fee, strip
3. Expenditure \$1,724

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Niagara Crossing, Hotel Henry
3. Expenditure \$3,900

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Various Speakers for workshops
3. Expenditure \$6,158

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Fred Pryor Educ Svcs, Amer Lib Assoc, JJ Keller
3. Expenditure \$611

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services Jessica Johnson, Archivist
3. Expenditure \$1,625

13.1.7 **Total Expenditure - Purchased Services** \$140,472

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 \$4,755

13.1.9 **Total Expenditure - Supplies and Materials** \$4,755

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.

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 **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.

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

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

13.1.16 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, and 13.1.15)** \$422,758

13.1.17 **Balance at the Opening of the Fiscal Year** \$0

13.1.18 **Total Allocation from 2018-2019 State Aid:** \$422,758

13.1.19 **Balance at the End of the 2018 - 2019 Fiscal Year** \$0

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 supports basic operating expenses and general operations including staff salaries (100% of Exec.Dir.), benefits, rent, equipment, facility expenses, network, office supplies, and telecommunications. It also supports professional development sessions, committee meetings and projects, and projects with other councils and library systems.

HOSPITAL LIBRARY SERVICES PROGRAM AID

HOSPITAL LIBRARY SERVICES PROGRAM AID

Statutory Reference: Education Law Â§ 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	.26
3.	Expenditure	\$17,333

1.	Title	Program Co-coordinator/Librarian
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	.28
3.	Expenditure	\$15,400

13.2.2 **Total Expenditure - Professional Salaries** \$32,733

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)	.74
13.2.4	Total Expenditures for Other Staff Salaries	\$38,048

13.2.5 **Employee Benefits:** Indicate the total expenditures for all employee fringe benefits. \$15,856

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	\$4,515

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Consortium Info Services
3.	Expenditure	\$29,026

1.	Expenditure Category	Other (specify using the State note)
2.	Provider of Services	Univ of Conn (EFTS)
3.	Expenditure	\$454

1.	Expenditure Category	Other (specify using the State note)
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- 2. Provider of Services UNYOC
- 3. Expenditure \$495

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services Library World
- 3. Expenditure \$2,500

13.2.7 **Total Expenditure - Purchased Services** \$36,990

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 \$20,392

- 1. Expenditure Category Equipment with a unit cost of less than \$5,000
- 2. Expenditure \$701

13.2.9 **Total Expenditure - Supplies and Materials** \$21,093

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

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. N

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

Grants to Member Libraries:

13.2.14 Did the system expend funds for grants to member libraries? Enter N
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)** \$144,720

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. \$2,756

13.2.18 **Total Allocation from 2018-2019 State Aid:** \$142,116

13.2.19 **Balance at the End of the 2018 - 2019 Fiscal Year** \$152

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 for members, 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 Â§ 273(6)
Commissioners Regulations 90.19

Repeating Group #25 13.3.1 **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 Outreach and Digital Services Coordinator
2. Total Full-Time Equivalent (FTE) 1.0
3. Expenditure \$53,568

13.3.2 **Total Expenditure - Professional Salaries** \$53,568

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

13.3.3 Total Full-Time Equivalent (FTE) 0

- 13.3.4 Total Expenditures for Other Staff Salaries \$0
- 13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$27,189
- 13.3.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y

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.

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Lighthouse IT Sevices |
| 3. | Expenditure | \$39,338 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | NY Metro |
| 3. | Expenditure | \$14,300 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Scherzi Systems IT |
| 3. | Expenditure | \$10,000 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | New York Metro (DPLA) |
| 3. | Expenditure | \$6,000 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | CNYLRC (NY Heritage) |
| 3. | Expenditure | \$6,979 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | OCLC, amazon |
| 3. | Expenditure | \$439 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Web Ex |
| 3. | Expenditure | \$125 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | NY Metro, (New VR project) |
| 3. | Expenditure | \$2,630 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Reading Team members |
| 3. | Expenditure | \$600 |

- 13.3.7 **Total Expenditure - Purchased Services** \$80,411

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.

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 | 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.

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 Assoc. |
| 2. | Allocation | \$2,500 |
| 3. | Project Description (no more than 300 words) | Digitization of 16mm news film and Umatic 3/4" video tapes from Buffalo's television stations dating from 1960's to early 1990's. |

- | | | |
|----|------------|--|
| 1. | Recipient | Chautauqua Cattaraugus Library System - Patterson Library |
| 2. | Allocation | \$6,629 |
| | | Digitization of Westfield Republican 1928-2011 and uploaded to |

3. Project Description (no more than 300 words) New York State Historic Newspapers. Still owe them 2,209.50 as of June 30, 2019

1. Recipient Daemen College
2. Allocation \$6,000
3. Project Description (no more than 300 words) Digitization of Daemen College student newspaper and yearbooks from 1952 to 2008.

1. Recipient Erie Community College
2. Allocation \$1,827
3. Project Description (no more than 300 words) Digitization of ECC Student Newspapers. Still owe them \$609 as of June 30, 2019 because final project reports was not submitted in time.

1. Recipient Network for Religious Communities Archiving Project
2. Allocation \$1,500
3. Project Description (no more than 300 words) Digitization of Digitization of historical meeting records and events

1. Recipient Niagara County Community College
2. Allocation \$642
3. Project Description (no more than 300 words) Digitization of NCCC Scrapbooks

1. Recipient Niagara Falls Public Library
2. Allocation \$8,150
3. Project Description (no more than 300 words) Digitization of Niagara Falls City Directories, 1886-1910.

1. Recipient Theodore Roosevelt Inaugural Site Foundation
2. Allocation \$2,719
3. Project Description (no more than 300 words) Digitization of Buffalo's Pan-American Exposition of 300 items of three-dimensional objects, booklets, daily programs, tickets, and postcards. Still owe them 906.25 as of June 30, 2019 because the final report was not submitted in time.

1. Recipient University at Buffalo
2. Allocation \$1,875
3. Project Description (no more than 300 words) Digitization of women's history 200 photographs, archival documents, and ephemeral items on people and events associated with the Daughters of the American Revolution. Still owe them \$625.00 as of June 30, 2019 because the final report was not submitted in time.

1. Recipient SUNY Fredonia
2. Allocation \$4,000
3. Project Description (no more than 300 words) Digitization of Fredonia's student newspaper, The Normal Leader 1893-1922.

1. Recipient University at Buffalo

2.	Allocation	\$1,280
3.	Project Description (no more than 300 words)	Empire Shared Collection Phase 2 balance owed from 2017 RBDB contracts paid this year because the final report was not submitted in time at the end of the 2017/2018 fiscal year.
1.	Recipient	University at Buffalo
2.	Allocation	\$1,250
3.	Project Description (no more than 300 words)	2016 RBDB grant final payment for Digitization of Polish American Pamphlet Collection paid this fiscal year because the final report was not submitted by the end of 2016/2017 fiscal year.
13.3.15	Total Expenditure - Grants to Member Libraries	\$38,372
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)	\$199,540
13.3.17	Balance at the Opening of the Fiscal Year	\$6,903
13.3.18	Total Allocation from 2018-2019 State Aid:	\$217,781
13.3.19	Balance at the End of the 2018 - 2019 Fiscal Year	\$25,144
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.	2018 RBDB funding supported member grants for digitization projects. RBDB 2018 also supports regional innovative projects that serve not just our members but state residents as well such as 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, and Empire Archival Discovery Collaborative, and virtual reference services (Ask Us 24/7. It also funds technology and learning tools for our members.

MEDICAL INFORMATION SERVICES PROGRAM (MISP)

MEDICAL INFORMATION SERVICES PROGRAM (MISP)

Statutory Reference: Education Law Â§ 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	Librarian
2.	Total Full-Time Equivalentents (FTE)	.02
3.	Expenditure	\$1,507

13.4.2 **Total Expenditure - Professional Salaries** \$1,507

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 Equivalentents (FTE)	0
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13.4.4 Total Expenditures for Other Staff Salaries \$0

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

13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. 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
2. Provider of Services Consortium Info Services (Hubnet)
3. Expenditure \$46,280

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Univ of Conn (EFTS)
3. Expenditure \$1,546

13.4.7 **Total Expenditure - Purchased Services** \$47,826

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.

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? 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? Enter Y for yes, N for No. N

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)

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)** \$49,333

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 2018-2019 State Aid:** \$49,333

13.4.17 **Balance at the End of the 2018 - 2019 Fiscal Year** \$0

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

14. Summary of Library System Accomplishments

Using the goals from Section 4 of the approved 2016-2021 Plan of Service for 3Rs, briefly describe the final results of each element for this reporting year.

14.1 Element 1: Resource Sharing - Results Daemen College joined Empire Library Delivery. 110 Infopasses were distributed to 17 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. A new program has been developed called Empire State Immersive Experiences. By contracting with METRO, WNYLRC has created a platform using Metro's Archipelago repository software that will allow for users to upload 360 degree images that can be edited and enhanced with metadata, hotlinks, and layered with information. Go live date is expected this fall.

14.2 Element 2: Special Client Groups - Results HLSP has two part-time and two-full time coordinators who traveled 19,615 miles from July 1, 2018-June 30, 2019 serving 13 hospital libraries who retain circuit services. HLSP provided \$26,725 in funding to purchase 315 books and 9e-books to add to hospital collections in the region. 24,380 searches were conducted by the four librarians who also answered 2,509 reference questions. HLSP also sponsored MLA webinar viewing sessions in partnership with the University at Buffalo Health Services Library. A new Archival Services Program has been created to provide hands-on archival assistance to members who don't have the capacity to do the necessary work needed to maintain the collection. The member completes an application which is then reviewed by our Archivists who then negotiates payment for services that the member can afford, and which sustains our program. The Academic Directors caucus met in June.

WNYLRC's Continuing Education Committee had an

14.3 Element 3: Professional Development and Continuing Education - Results

Unconference - Intersect 2018 in downtown Buffalo in October 2018. The call for sessions resulted in 10 proposals. The event was highly successful with over 60 people attending. Another Unconference - The Global Library is being held in October 2019.

• WNYLRC CE: 54 professional development programs were attended by 662 participants. • Lynda.com has been discontinued due to the company's change in licensing. WNYLRC is now offering Treehouse and Skill Share. • Members of the High School to College Committee presented "Developing Information Literacy Research Skills" to teachers and librarians (grades 4-12) in April at Erie 1 BOCES. They have received other requests from other districts to repeat the program. • WNYLRC was successful in receiving a NNLM grant - Libraries, Literacy and the Pursuit of Healthiness" that that will help ensure all people in the Western New York (WNY) region are aware of and able to access information they specifically need to live healthy lives. The project will accomplish this through a series of steps: First, enhance health literacy skills and knowledge, among library staff in the region, specifically utilizing the resources of NLM, so that people in the region will recognize the reliability and utility of libraries for providing quality health information. Participants from libraries in six counties will complete required NNLM coursework to acquire Community Health Information Specialization (CHIS) Level One certification. Second, all newly certified library staff will help their patrons learn how to access and use quality health information resources, through both one-on-one reference services and through outreach programs at participating libraries, emphasizing services for groups who represent traditionally "underserved" populations. Third, the participants will utilize their newly acquired skills and knowledge to encourage and provide training to other library staff in the region to broaden the scope of services.

14.4 Element 4: Consulting and Development Services - Results

Element 4: Consulting and Development Services • The Empire State Immersive Experiences (ESIE) platform is being developed in partnership with Metro 3Rs Council. A beta version will be available this fall. Two camera kits have been loaned out for members to upload content to the new platform. The goal is to provide educational immersive experiences for teachers and instructors using Virtual Reality headsets or computer screens. The software allows for editing the 360-degree images with hotspots and directional tools. • \$40,191 dollars were awarded in RBDB grant funds to 10 libraries. • WNYLRC also received a Civic Switchboard grant. The environmental scan for the WNY Open Civic Data Project will enable libraries, key stakeholders and the broader Western New York Community to better understand current and potential factors impacting the six-county region of Western New York with regard to the creation, location and access of open civic data and the ability of libraries to provide patrons with information about open civic data.

• Ask Us 24/7: o The Engagement and Educational Services

- 14.5 Element 5: Coordinated Services - Results
Coordinator has provided on-site training for librarians new to the service or to those who needed a refresher at several locations around the state. o OCLC has sold QuestionPoint after hours service and software to SpringShare. Rolling out the new platform will take place this fall. o 11,803 sessions took place with NY patrons receiving research assistance, and our NY librarians participated in 7,665 sessions assisting patrons. â€¢ NY Heritage: 37 WNYLRC members have contributed content to NY Heritage over the last decade. Currently WNYLRC collections are comprised of 173,920 images in 78 collections which had 141,589 views. A highly successful online exhibit was created on the Erie Canal and is hosted now on NY Heritage. A focus for 2019 and 2020 will be on online exhibits. New York Heritage digital liaisons met in July 2019 to review the service and plan for the future. â€¢ NY Heritage collections are no longer being harvested by DPLA due to the demise of ESDN. â€¢ NYS Historic Newspapers: For WNYLRC, our members have contributed 103 digitized newspaper titles comprising of 794,076 pages with total view of 551,282. â€¢ Empire Archival Discovery Collaborative is undergoing a software upgrade to Archipelago. â€¢ Ask the Lawyer: 8 councils currently participate in Ask the Lawyer service started by WNYLRC in 2016. For 2018/2019 , 66 inquiries came in through the service. There are now 74 RAQs on the Recently Asked Question page on wnylrc.org. Our attorney, Stephanie Cole Adams has an expertise in licensing, copyright and contract law.
- 14.6 Element 6: Awareness and Advocacy - Results
â€¢ 210 members participated in 17 local visits with our NYS representatives to advocate for library system aid and libraries in general. â€¢ WNYLRC staff attended advocacy day on February 27, 2019 in Albany â€¢ WNYLRC has spearheaded a regional Library Complete Count Committee and campaign with representatives from all public library systems, school library systems, academic libraries, and our regional representative from the US Census Bureau. Together, the group is developing consistent messaging and approach to assisting patrons with the census.
- 14.7 Element 7: Communication among Member Libraries and Library Systems - Results
â€¢ â€¢ 50 listservs managed by WNYLRC with 3434 subscribers
â€¢ 52nd Annual meeting took place in October at Niagara Crossing Hotel and Spa in Lewiston, NY with the theme of Underground Railroad with speaker Ally Spogr, Director & Curator, Niagara Falls Underground Railroad Heritage Center â€¢ There were 22,998 visits to wnylrc.org. WNYLRC supports 46 listservs with 3,351 subscribers. WNYLIB-1, WNYLRC's main communication listserv has 519 subscribers. â€¢ WNYLRC Watch - WNYLRC's web blog had 3,695 web views. â€¢ WNYLRC's Twitter account has 403 followers with 28,108 impressions. â€¢ WNYLRC's Facebook account had 21,121 likes which reached 520 viewers. YouTube views: 1,127 â€¢ WNYLRC's award winners for 2017 were: o Dennis Galucki, Outstanding Library Advocate award o Drag Queen Kids' Party - Olean Public Library for Outstanding Library or Library Program Award
â€¢ ESLN: RFP finalists have presented in June. Will select the

- 14.8 Element 8: Cooperative Efforts with Other Library Systems - Results
 final vendor this fall. ESLN hired Margaret Sullivan Studios to facilitate a strategic planning process. A final plan is due this fall. ESLN staff met in May to contribute to the ESLN strategic planning process. The Executive Director is highly involved in the New York Alliance of Library Systems (NYALS) and is currently on their steering committee. The group met in August 2018 to discuss advocacy concerns and initiatives.
- 14.9 Element 9: Other Goal(s) - Results None

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) 09/25/2019

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): (716) 633-0705

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

When printing the report, if there is no comparison category in any of the components of Section 13 for the current year in relation to the previous year, the previous year's other categories will not print. This is deceiving when trying to compare numbers from year to year in the printed version.