

Western New York Library Resources Council Annual Report for Library Systems - 2020 (Reference and Research Library Resources Systems 2020-2021)

1. General System Information

System/Director Information

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

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat 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.

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	7/1/2020
1.4	Ending Reporting Year	6/30/2021

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	https://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).

- | | | |
|------|---|------------------------|
| 1.24 | 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, 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 (716) 288-9400
and hit the Tab key)

- 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 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 - 1.00
Filled Position FTE
- 2.9 3Rs Library System Director per CR 90.5(a)(1) and 90.7 - 0.00
Vacant Position FTE
- 2.10 Librarians - Filled Position(s) FTE 4.2

2.11	Librarians - Vacant Position(s) FTE	0
2.14	Total Librarians - Filled Position(s) FTE (total questions 2.8 + 2.10)	5.20
2.15	Total 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	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	8.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00
SALARY INFORMATION		
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$105,080

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.1	Number of academic library members	19
3.2	Number of special library members (excluding hospital)	12
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 note)	14
3.15	Main Library/System Headquarters	1

BOARD /COUNCIL MEETINGS

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

3.24 Current number of voting positions on system board/council. Please add a 15 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 E 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, 2021, through June 30, 2022

President/Council Chair

- | | | |
|------|---|------------------|
| 3.27 | First Name | Kristine |
| 3.28 | Last Name | Kasbohm |
| 3.29 | Institutional Affiliation | Canisius College |
| 3.30 | Professional Title | Director |
| 3.31 | Mailing Address | 2001 Main Street |
| 3.32 | City | Buffalo |
| 3.33 | Zip Code (enter five digits only) | 14208 |
| 3.34 | Telephone for the Board President (enter 10 digits only (716) 888-8410 and hit the Tab key) | |

- 3.35 E-mail Address kasbohmk@canisius.edu
- 3.36 Term Expires - Month or N/A December
- 3.37 Term Expires - Year (YYYY) or N/A 2025

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 collectconnect@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 Library System
- 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 |
| 10. | Term Expires - Year (YYYY) or N/A | 2022 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Tim |
| 3. | Last Name | Binga |
| 4. | Institutional Affiliation | Center for Inquiry Libraries |
| 5. | Professional Title | Director |
| 6. | Mailing Address | 3965 Rensch Road |
| 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. | Status: Filled, Vacant | Filled |
| 2. | First Name | Cecelia |
| 3. | Last Name | Fuoco |
| 4. | Institutional Affiliation | Cattaraugus Allegany BOCES SLS |

- | | | |
|-----|-----------------------------------|---------------------------------------|
| 5. | Professional Title | Director |
| 6. | Mailing Address | 1825 Windfall Road |
| 7. | City | Olean |
| 8. | Zip Code (enter five digits only) | 14760 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2024 |
| 1. | Status: Filled, Vacant | Filled |
| 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 | 2025 |

1. Status: Filled, Vacant Filled
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. Status: Filled, Vacant Filled
2. First Name Kathryn
3. Last Name Leacock
4. Institutional Affiliation Buffalo Museum of Science/Tift Nature Preserve
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 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Deborah |
| 3. | Last Name | Chiarella |
| 4. | Institutional Affiliation | University at Buffalo |
| 5. | Professional Title | Associate Librarian |
| 6. | Mailing Address | 112 Baird Hall, North Campus |
| 7. | City | Amherst |
| 8. | Zip Code (enter five digits only) | 14260 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2024 |
| 1. | Status: Filled, Vacant | Filled |

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. Status: Filled, Vacant Filled
2. First Name Dan
3. Last Name Albertson
4. Institutional Affiliation 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. | Status: Filled, Vacant | Filled |
| 2. | First Name | Alicia |
| 3. | Last Name | Thompson |
| 4. | Institutional Affiliation | Erie 1 BOCES SLS |
| 5. | Professional Title | Director |
| 6. | Mailing Address | 355 Harlem Road |
| 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. | Status: Filled, Vacant | Filled |
| 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) 14127
9. Term Expires - Month or N/A December
10. Term Expires - Year (YYYY) or N/A 2022

1. Status: Filled, Vacant Filled
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
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. | Status: Filled, Vacant | Filled |
| 2. | First Name | Donna |
| 3. | Last Name | Berryman |
| 4. | Institutional Affiliation | University at Buffalo |
| 5. | Professional Title | Interim Association Librarian for Analytics, Outreach and Collections |
| 6. | Mailing Address | 161 Abbott Hall |
| 7. | City | Buffalo |
| 8. | Zip Code (enter five digits only) | 14214 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2025 |
| 1. | Status: Filled, Vacant | Filled |
| 2. | First Name | Jeremy |
| 3. | Last Name | Lyman |
| 4. | Institutional Affiliation | Buffalo Public Schools, Riverside Academy High School #208 |

- | | | |
|-----|-----------------------------------|---------------------------------|
| 5. | Professional Title | School Library Media Specialist |
| 6. | Mailing Address | 238 Ontario Street |
| 7. | City | Buffalo |
| 8. | Zip Code (enter five digits only) | 14207 |
| 9. | Term Expires - Month or N/A | December |
| 10. | Term Expires - Year (YYYY) or N/A | 2023 |

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? N/A

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 42,440

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 | 3 |
| 5.34 | Number of participants | 61 |

Technology

- | | | |
|------|------------------------|-----|
| 5.36 | Number of sessions | 4 |
| 5.37 | Number of participants | 115 |

Digitization

- | | | |
|------|------------------------|---|
| 5.39 | Number of sessions | 0 |
| 5.40 | Number of participants | 0 |

Continuing Education Cont.

Leadership

5.42 Number of sessions 1

5.43 Number of participants 17

Management & Supervisory

5.45 Number of sessions 1

5.46 Number of participants 78

Planning and Evaluation

5.48 Number of sessions 1

5.49 Number of participants 48

Awareness and Advocacy

5.51 Number of sessions 24

5.52 Number of participants 470

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 8

5.58 Number of participants 461

Children's Services/Elementary Grade Levels

5.60	Number of sessions	1
5.61	Number of participants	42

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	3
5.73	Number of participants	54

Continuing Education Cont./Coordinated Services/Co

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 41

1. Topic Networking

2. Number of sessions 9

3. Number of participants 220

1. Topic Archives

2. Number of sessions 1

3. Number of participants 38

1. Topic Customer Service/Reference

2. Number of sessions 2

3. Number of participants 97

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) 59

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, 1,742

5.73 and total of question #3
of Repeating Group #2)

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

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

- | | | |
|----|--|---|
| a. | Consulting with member libraries on grants, and state and federal funding | Y |
| b. | Consulting with member libraries on funding and governance | Y |
| c. | Consulting with member libraries on automation and technology | Y |
| d. | Consulting with member libraries on adult services | N |
| e. | Consulting with member libraries on physical plant needs | N |
| f. | Consulting with member libraries on personnel and management issues | Y |
| g. | Providing information to local, county, and state legislators and their staffs | Y |
| h. | Providing system and member library information to the media | Y |
| i. | Providing website development and maintenance for member | N |

libraries

5.82 Other Consulting and
Technical Assistance Yes
Services not listed above

Reference/Special Clients

REFERENCE SERVICES

5.83 Total Reference Transactions 24,203

5.84 Regarding the number of
Reference Transactions
entered, is this an annual
count or an annual estimate
based on a typical week or
weeks? CT - Annual Count

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

5.85 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	No
5.86	Does the system provide other special client services not listed above? If yes, complete one record for each service provided; if no, enter N/A in questions 1 and 2 of one repeating group.	Y
Special Clients Cont.		
Repeating Group #3		
1.	Service provided	Archival consultations
2.	Number of facilities/institutions served	6
5.87	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 5.88.	Y
5.88	Description of fees	Training and professional development fees ASk Us 24/7 fees Empire Archival Discovery Cooperative (EADs) fees Membership fees Delivery fees

6. Operating Funds Receipts

State Aid

STATE AID

6.8	Conservation/Preservation Grants	\$0
6.15	Hospital Library Services Aid	\$138,523
6.25	Total Medical Information Services Program (MISP)	\$49,240
6.28	Reference and Research Library Resources System Basic Aid	\$339,388
6.29	Reference and Research Library Resources System Supplementary Operational Aid	\$72,683
6.30	Regional Bibliographic Data Bases (RBDB) Aid	\$212,276
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 #4 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 #4 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). | \$812,110 |

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 #5 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 | \$0 |
|------|--|-----|

Group #5 above)

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.

Contracts Cont./Miscellaneous

Repeating Group #6 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 \$159,246

6.50 **Total Contracts** (total question #3 of Repeating Group #6 above) \$159,246

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 \$32,136

6.54 Income from Investments \$1,765

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 #7 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 Center Fees

2. Amount \$60

1. Receipt category E-rate

2. Amount \$4,440

1. Receipt category AskUs 42/7

2. Amount \$63,859

1. Receipt category Grants from comm. organizations

2. Amount \$9,000

1.	Receipt category	Credit Card Rebate
2.	Amount	\$700
1.	Receipt category	Use of Facility, utilities
2.	Amount	\$3,277
1.	Receipt category	Misc. exp and refunds
2.	Amount	\$9,882

Transfers/Cash Balance

6.58	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #7 above)	\$91,218
6.59	Total Miscellaneous Receipts (total questions 6.52 through 6.56 and question 6.58)	\$125,119
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)	\$1,096,475

6.61 **BUDGET LOANS** \$119,412

TRANSFERS

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

6.63 Transfers from Other Funds \$0

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

6.65 **CASH BALANCE -**
 Beginning of Current
 Fiscal Reporting Year: 3Rs
 - July 1, 2020. (Same as \$1,107,215
 closing cash balance at
 the end of previous fiscal
 reporting year: 3Rs - June
 30, 2020)

Grand Total

6.68 **GRAND TOTAL**
 RECEIPTS, BUDGET
 LOANS, TRANSFERS,
 AND
 BALANCE/ROLLOVER \$2,323,102
 (Public Library Systems and
 3Rs - total questions 6.60,
 6.61, 6.64 and 6.65 - must
 agree with question 7.83)

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries		
7.1	System Director and Librarians	\$329,211
7.2	Other Staff	\$163,675
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$492,886
7.4	Employee Benefits Expenditures	\$146,754
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$639,640

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$13,406
7.7	Electronic Materials Expenditures	\$3,683
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$17,089

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.12	Regional Bibliographic Database (RBDB)	\$48,543
7.13	Hospital Library Services Program (HLSP)	\$0
7.14	Medical Information Services	\$0

Program (MISP)

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	\$1,624
7.18	Total Cash Grants (total questions 7.12 through 7.17)	\$50,167
7.20	Other Non-Cash Grants	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$50,167

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$6,921
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)	\$6,921

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	\$97,030
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$97,030

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$0
7.37	Office and Library Supplies	\$2,759
7.38	Equipment	\$0
7.39	Telecommunications	\$10,150
7.40	Binding Expenses	\$0
7.41	Postage and Freight	\$135
7.42	Publicity and Printing	\$509
7.43	Travel	\$2,889

7.44 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided. \$43,628

7.45 Membership Dues - Please include a Note listing Professional Organization Memberships for which dues are being paid. \$1,230

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 Note describing these Other Miscellaneous Expenses. Y

Repeating Group #8 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 Equip Maintenance

2. Amount \$5,781

1. Expense category Staff Development

2. Amount \$6,457

1. Expense category Workshops and Training

2. Amount \$14,370

1. Expense category Collaborative Projects

2. Amount \$22,124

1. Expense category Meetings

2. Amount \$4,054

1. Expense category AskUs 24/7

2. Amount \$57,787

1. Expense category Reading Team

2. Amount \$0

1. Expense category Tech subscriptions

2. Amount \$5,149

1. Expense category Journals

2. Amount \$219

1. Expense category Member support

- 2. Amount \$4,505

- 7.47 Total Other Miscellaneous Expenses (total question #2 of \$120,446 Repeating Group #8)

- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$181,746

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? Y
Enter Y for Yes, N for No.

Repeating Group #9 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 \$6,504

- 1. Contracting Agency (specify using Note) Consortium Info Svcs

- 2. Contracted Service (specify using Note) Hubnet

3.	Total Contract Amount	\$62,003
1.	Contracting Agency (specify using Note)	NY Metro Ref and Res Lib
2.	Contracted Service (specify using Note)	ESIE
3.	Total Contract Amount	\$4,300
7.50	Total Contracts (total question #3 of Repeating Group #9)	\$72,807

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 Miscellaneous Expenses, Total Contracts,	\$1,065,400
---	--------------------

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	\$8,769
------	---	----------------

7.61	Total Transfers (total questions 7.59 and 7.60)	\$8,769
------	---	----------------

7.62	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.56 and 7.61)	\$1,074,169
------	---	--------------------

7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For 3Rs - June 30, 2021)	\$1,248,933
------	---	--------------------

Audit/Bank Balance

7.83

**GRAND TOTAL
DISBURSEMENTS,
TRANSFERS, & ENDING
BALANCE** (total questions
7.62, 7.63) \$2,323,102

FISCAL AUDIT

- 7.84 Last audit performed (mm/dd/yyyy) 09/24/2021
- 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 07/01/2020-6/30/2021
- 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

Repeating Group #10 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 \$65,067
1. Name of bank or financial institution M&T Savings
2. Amount of funds on deposit \$10,326
1. Name of bank or financial institution Money Market M&T
2. Amount of funds on deposit \$750,850
1. Name of bank or financial institution M&T HLSP Savings

2. Amount of funds on deposit \$19,230

1. Name of bank or financial institution M&T Checking RBDB

2. Amount of funds on deposit \$17,326

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

2. Amount of funds on deposit \$71,134

1. Name of bank or financial institution Lincoln Financial

2. Amount of funds on deposit \$150,000

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

2. Amount of funds on deposit \$165,000

7.87 **Total Bank Balance** (total question #2 of Repeating Group #10 above) \$1,248,933

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** \$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 on record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N

Repeating Group #11

1. Contracting Agency N/A

2. Amount N/A

Totals/Cash Balance

8.5 **Total Aid and/or Grants** \$0
(total question #2 of Repeating Group #11 above)

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

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total
Receipts and Nonrevenue
Receipts** (total questions 8.6 \$0
and 8.7)

8.9 **CASH BALANCE -
Beginning of Current
Fiscal Reporting Year: 3Rs
- July 1, 2020. (Same as** \$0
**closing cash balance at
the end of previous fiscal
reporting year: 3Rs - June
30, 2020)**

Grand Total

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

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, 2021, for 3Rs)	\$0

Grand Total

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

12. Projected Annual Budget For Library Systems

Reference and Research Library Resources Systems July 1, 2021 - June 30, 2022

12.1 Total Operating Fund
Receipts (include Local Aid,
State Aid, Federal Aid, \$1,023,542
Contracts and Miscellaneous
Receipts)

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,
2021, must be the same as
the June 30, 2021, closing
balance reported on Q7.63 of
the 2020-202 \$1,248,933

12.5 Grand Total Operating Fund
Receipts, Budget Loans,
Transfers and Ending \$2,272,475
Balance (total questions 12.1
through 12.4)

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 Lib	\$1,126,320
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, 2021)	\$1,146,155
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$2,272,475

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, 2021, must be the same as the June 30, 2021, closing balance reported on Q9.9 of the 2020-2021 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 #12 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	\$105,080

1.	Title	Engagement and Educational Services Coordinator
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	.4
3.	Expenditure	\$20,043

13.1.2 **Total Expenditure - Professional Salaries** \$125,123

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 \$64,990

13.1.5 **Employee Benefits:**
Indicate the total expenditures for all system employee fringe benefits. \$67,170

13.1.6 **Purchased Services:** Did the system expend funds for Y

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

Repeating Group #13 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 \$73,764

1. Expenditure Category Telecommunications

2. Provider of Services Spectrum

3. Expenditure \$10,151

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 Scherzi Systems

3. Expenditure \$2,750

1. Expenditure Category Consultant fees/professional fees

2. Provider of Services Lighthouse IT

3. Expenditure \$15,300

1. Expenditure Category Consultant fees/professional fees

2. Provider of Services Paychex Payroll fees

3. Expenditure \$1,862

1. Expenditure Category Consultant fees/professional fees

2. Provider of Services Bank fees, HSA and FSA fees,
Credit cards fees(stripe)

3. Expenditure \$1,766

1. Expenditure Category Building and maintenance

2. Provider of Services NYSEG, National Fuel

3. Expenditure \$8,968

1. Expenditure Category Institutional membership dues

2. Provider of Services NYLA, NYCON, National Digital

3. Expenditure \$1,150

1. Expenditure Category Building and maintenance

2. Provider of Services Culligan, Pitney Bowes, Delange FS

3. Expenditure \$5,780

1. Expenditure Category Building and maintenance

2. Provider of Services Hartford, Chubb Ins

3. Expenditure \$3,816

1. Expenditure Category Other (specify using Note field)

2. Provider of Services WNYLRC Workshops/Annual Meetingal meeting

3. Expenditure \$7,004

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Luma Institute/Others

3. Expenditure \$6,457

13.1.7 **Total Expenditure - Purchased Services** \$145,468

13.1.8 **Supplies and Materials:**
Did the system expend funds for supply items, postage, library materials, or equipment and furnishings Y

with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Repeating Group #14 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 \$2,637

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

2. Expenditure \$2,179

13.1.9 **Total Expenditure - Supplies and Materials** \$4,816

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

Repeating Group #15 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 #16 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 #17 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) | \$407,567 |
| 13.1.17 | Balance at the Opening of the Fiscal Year | \$2,162 |
| 13.1.18 | Total Allocation from 2020-2021 State Aid: | \$412,071 |
| 13.1.19 | Balance at the End of the 2020 - 2021 Fiscal Year | \$6,666 |
| 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 and general operations including staff salaries (100% of Exec. Dir.), benefits, rent, equipment, facility expenses, network, office supplies, and telecommunications. It also covers 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 #18 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 .38

3. Expenditure \$25,907

1. Title Program Co-coordinator/Librarian

2. Total Full-Time Equivalents
(FTE) - System Director and Librarians Only .38

3. Expenditure \$22,085

13.2.2 **Total Expenditure - Professional Salaries** \$47,992

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 \$37,520

13.2.5 **Employee Benefits:**
Indicate the total expenditures for all employee fringe benefits. \$21,986

13.2.6 **Purchased Services:** Did the system expend funds for Y

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

Repeating Group #19 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 | \$1,325 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Rittenhouse |
| 3. | Expenditure | \$2,944 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Consortium Info Services |
| 3. | Expenditure | \$825 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Consortium Info Services |
| 3. | Expenditure | \$12,763 |
| 13.2.7 | Total Expenditure - | \$17,857 |

Purchased Services

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

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$13,298 |

13.2.9 **Total Expenditure - Supplies and Materials** \$13,298

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

Repeating Group #21 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 #22 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? Enter Y for Yes, N for No. N

Repeating Group #23 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)	\$138,653
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.	\$1,371
13.2.18	Total Allocation from 2020-2021 State Aid:	\$138,523
13.2.19	Balance at the End of the 2020 - 2021 Fiscal Year	\$1,241
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 #24 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 Equivalents (FTE) 1.00

3. Expenditure \$61,165

1. Title Engagement and Educational Services Coordinator

2. Total Full-Time Equivalents (FTE) .6

3. Expenditure \$30,960

1. Title Technology Services Coordinator

2. Total Full-Time Equivalents (FTE) .6

3. Expenditure \$18,487

13.3.2 **Total Expenditure -**

Professional Salaries \$110,612

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 Equivalents (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. \$34,967

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

Repeating Group #25 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 | otter ai, survey monkey, treehouse, wufoo, zoom |
| 3. | Expenditure | \$5,149 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | NY Metro Ref and Res. |
| 3. | Expenditure | \$4,300 |

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | CNYLRC(NY Heritage) |
| 3. | Expenditure | \$6,504 |

- | | | |
|----|----------------------|----------------------------------|
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Spaceworx |
| 3. | Expenditure | \$9,000 |

13.3.7 **Total Expenditure - Purchased Services** \$24,953

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 #26 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 | \$2,793 |

13.3.9

Total Expenditure - Supplies and Materials \$2,793

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

Repeating Group #27 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. N

Repeating Group #28 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. Y

Repeating Group #29 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 Group

2. Allocation \$8,000

3. Project Description (no more than 300 words) Digitization of Archival News Films and Video tapes.

1. Recipient Chautauqua Cattaraugus Library System

2. Allocation \$2,000

3. Project Description (no more than 300 words) Digitization of Yearbooks

1. Recipient Daemen College

2. Allocation \$1,507

3. Project Description (no more than 300 words) Digitization of Newspaper and Posters

1. Recipient Network of Religious Communities
2. Allocation \$4,791
3. Project Description (no more than 300 words) Archiving Project, Phase II

1. Recipient Niagara Falls Public Library
2. Allocation \$8,315
3. Project Description (no more than 300 words) Digitization of the Niagara Falls Gazette 1854-1916

1. Recipient SUNY Erie
2. Allocation \$3,760
3. Project Description (no more than 300 words) SUNY Erie Student newspaper digitization

1. Recipient SUNY Fredonia
2. Allocation \$5,000
3. Project Description (no more than 300 words) Chautauqua County Directories

1. Recipient University at Buffalo
2. Allocation \$10,000

- | | | |
|----|--|---|
| 3. | Project Description (no more than 300 words) | Buffalo Evening News reformatting Project Part II |
| 1. | Recipient | Various ESIE recipients |
| 2. | Allocation | \$5,170 |
| 3. | Project Description (no more than 300 words) | Funds to purchase camera kits to aid in the ESIE project NCCC
Cattaraugus Free Library St Bonaventure ECC Lewiston Porter
Buffalo Academy/Visual Arts
BECPL - MRW BECPL - CLA
University at Buffalo |

13.3.15 **Total Expenditure - Grants to Member Libraries** \$48,543

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)** \$221,868

13.3.17 **Balance at the Opening of the Fiscal Year** \$26,283

13.3.18 **Total Allocation from 2020-2021 State Aid:** \$212,276

13.3.19 **Balance at the End of the 2020 - 2021 Fiscal Year** \$16,691

13.3.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, RBDB funding supported member grants for digitization projects. RBDB also supported regional

describing the major activities carried out with these State Aid Funds. innovative projects 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 including 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)

MEDICAL INFORMATION SERVICES PROGRAM (MISP)

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

Repeating Group #30 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) N/A
- 3. Expenditure N/A

13.4.2 **Total Expenditure -** \$0

Professional Salaries

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. \$0

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

Repeating Group #31 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 | \$49,240 |

13.4.7 **Total Expenditure - Purchased Services** \$49,240

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 N

\$5,000? Enter Y for Yes, N for No.

Repeating Group #32 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 \$0

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. N

Repeating Group #33 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 \$0

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 #34 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)** \$49,240

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. \$1,856

13.4.16 **Total Allocation from 2020-2021 State Aid:** \$49,240

13.4.17 **Balance at the End of the 2020 - 2021 Fiscal Year** \$1,856

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. MISIP funds are used to support regional interlibrary loan of medical resources as well as access to electronic medical databases through (OVID) which is managed by the regional hospital library consortium (LCHIB).

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 5 (2020-2021).

- | | | |
|------|--|--|
| 14.1 | Element 1: Resource Sharing
- Results | WNYLRC piloted a institutional repository using Archipelego with two of our members (Buffalo State and Villa). The pilot found several challenges that our members could not overcome so another product is being investigated now. 224 InfoPasses were issued to 15 participating libraries
AcademicShare was on hiatus due to the pandemic |
| 14.2 | Element 2: Special Client Groups - Results | With LICHIB, HLSP staff implemented the migration from Hubnet to OVID for the circuit libraries. Circuit librarians provided training and instruction throughout the year to hospital staff. 3 librarians traveled 6,201 miles and conducted 13,185 searches and answered 1,857 questions. HLSP supported \$64,507 for E-resources for circuit hospitals and hosted 5 MLA webinars. WNYLRC facilitates monthly meetings with the Academic Directors Caucus that includes speakers, presenters, topic discussions (particularly managing through the pandemic), and more. 13 member libraries belong to ESLN's statewide delivery services. |
| 14.3 | Element 3: Professional Development and Continuing Education - Results | WNYLRC sponsored 57 training sessions with 1,742 attendees
Implemented Otter.ai to provide captioning for virtual workshops (both live and recorded). WNYLRC |

held its third Intersect conference in October 2020 which was very well attended. Rolled out a training session on the Emergency Broad Band benefit and created a very detailed LibGuide for our members. WNYLRC staff applied for and received a grant from the Oishei Foundation for a multiple language translation of the FCC Emergency Broadband Benefit (EBB) program to help libraries in the region promote the program among their patrons.

14.4 Element 4: Consulting and Development Services - Results

ESIE.space moved out of Beta and is now being rolled out to the rest of the state. 121 panoramas, 8 panorama tours were uploaded by 33 contributors. 9 action grants were awarded to purchase 360 cameras. Staff gave 5 presentations on ESIE. LibWizard - the collaborative tutorial platform was utilized by both members from WNYLRC and RRLC. This will be sunsetted in 2022 due to the concerns of privacy issues. Ask the Lawyer: WNYLRC members asked 25 out of 109 statewide. 71 RAQs were developed and available to all libraries in the state for 20/21. A series of webinars were offered by our consultant during 20/21. Ask the HR Expert: WNYLRC members asked 3 out of 13 questions across the state. 2 RAQs were developed.

14.5 Element 5: Coordinated Services - Results

ASK Us 24/7 - 24,203 sessions were conducted by NYS librarians. NYS patrons participated in 30,390 sessions. 43 libraries participate. NY Heritage: 38 WNYLRC

members have contributed 98 collections with 39,778 items over the last several years. NYS Historic Newspaper: WNYLRC now has 110 digitized titles comprising of 1,368,560 pages of content which has been viewed 574,773 times. Empire Archival Discovery collaborative: 11 members have contributed 1,064 finding aids

Library System Accomplishments Cont.

- | | | |
|------|---|--|
| 14.6 | Element 6: Awareness and Advocacy - Results | The Advocacy Committee was resurrected and has a new name Library Education, Advancement & Partnership (LEAP) and a new broader focus on advocacy. WNYLRC coordinated with Bri McNamee at NYLA to run a six part advocacy series. This was available to both members and statewide. 334 people attended. WNYLRC met with 17 WNY legislators during separate sessions with 233 member library staff attending. 15 additional Zoom visits with legislators occurred on NYS Library Advocacy Day in March |
| 14.7 | Element 7: Communication among Member Libraries and Library Systems - Results | WNYLRC.org generated 74,111 page views and 42,440 visits. Twitter: 661 twitter followers with 25,649 impressions Facebook: 506 followers with 4508 reach Listserv: WNYLRC has two newsletters: one for general information and another for specifically the latest Ask the Lawyer questions. |
| 14.8 | Element 8: Cooperative | ESLN CE group which includes a |

Efforts with Other Library Systems - Results

CE staff person from every Council collaborated on a very well attended conference called PILLARS and attracted public and school librarians, administrators and teachers. WNYLRC has an ongoing seat on the New York Alliance of Library Systems Steering Committee. WNYLRC's ED is Chair. WNYLRC Staff attend four of the five school library systems Council meetings. WNYLRC works with School Library Assoc. of WNY and assists them managerial support.

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 12/10/2021

accepted by the System
Board/Council on (date

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! Trying to match up the notes to the
question number is a nightmare.