



MEMORANDUM

TO: Board of Trustees

FROM: Diane J. Chrisman, Director

SUBJECT: 2003 Library Budget Narrative, Agenda Item E.2.a.,
Resolution 2003-73, December 19, 2002 Board Meeting

DATE: December 13, 2002

I am pleased to present for your consideration the Buffalo and Erie County Public Library's 2003 recommended budget. Erie County's approved allocation has been incorporated into the document. Barring significant cuts in future New York State aid, this budget will allow the Library to maintain all libraries' open hours in 2003, including Sunday Service. Further, it supports implementing cost-effective service improvements for our library patrons, building upon the results of a very successful 2002.

2002, A SUCCESSFUL YEAR WITH IMPROVED LIBRARY SERVICES

The Library introduced a variety of innovative services in 2002. In May, the opening of the Newstead Public Library in Akron was celebrated. This new 7,600 square foot facility replaced the Denio Memorial Library, providing increased physical space for housing a larger collection, areas for reading or studying, an increased focus on children's materials and technology and a community meeting room.

An improved online library catalog was introduced in June allowing borrowers to locate materials quickly and easily with new icon displays. Patrons are able to place their own requests online and receive email notification for overdue materials and items ready for pick-up. These features, particularly the ability to place online requests, have proven extremely popular with library patrons.

This Fall, the Library began offering "Ask Us" e-mail reference service for patrons of all ages and began a privately funded

pilot project offering students from 4th through 12th grades free on-line homework assistance from expert tutors in math, science, social studies and English during live, individualized tutoring sessions.

2003 LIBRARY BUDGET HIGHLIGHTS

The proposed budget enables the Library, with some sacrifice, to continue providing high quality library service to Erie County's citizens. It will allow staff to build upon 2002's successes. Several initiatives to cost-effectively improve services will be undertaken in 2003.

Completing the Citrix "thin client" hardware upgrade will permit the Library to easily update software applications used at all 52 locations without having to "touch" each computer and to use existing hardware several more years than would otherwise be possible.

The Library will facilitate use of its electronic resources by implementing a product (WebFeat) that dramatically simplifies patron access, enabling simultaneous searching of multiple, different library electronic resources, including its databases and online catalog, thereby providing more information in an efficient manner. The benefits will be significant. In addition to ease of searching, usage reports will enable the B&ECPL to purchase electronic resources that best suit patrons' needs. The simplified interface will reduce training requirements (both for the public and staff), allowing the Library to offer new training programs that target other areas.

The Central Library Renovation Project is included in the 2003 Capital Budget with \$1 million for asbestos abatement and \$1 million for phase one construction. Moving forward with this project will improve service quality, efficiency, and effectiveness as well as develop the Central Library as a "downtown destination." The multi-year project will include but not be limited to: updating and reconfiguring public spaces to improve utilization; expanding and modernizing the Children's Room to recreate this area as a unique family destination; remodeling the Popular Materials area to allow patron self-selection of fiction, audio books, video, DVD, and young adult fiction; creating a café; and utilizing exhibit potential of rare items to draw the public into the Library. As a result, the Library will be positioned to serve as an attractive addition to Buffalo's growing cultural tourism offerings.

2003 LIBRARY BUDGET REQUEST OVERVIEW

Operating expenditures under this plan would total \$27,262,809, an increase of \$700,457 and 2.6% over the 2002 Library Board

Adopted Budget. County Property Tax support under this plan would increase by only \$97,501 and 0.42% over the amount provided in 2002, and is supplemented by a County Legislature sponsored Inter-fund Subsidy of \$196,311.

This funding, combined with prudent expenditure reductions described below and a fine structure increase approved by the Library Board of Trustees on November 21, 2002 that is estimated to raise a minimum of \$400,000 and up to \$600,000, allows the Library to move forward with a balanced budget. Further, it better positions the Library to address possible reductions in New York State aid that appear increasingly possible as the State's budget picture worsens. This budget already assumes State Aid to the System will decrease approximately \$50,000 between the operating and grants budgets resulting from applying state aid formulas under current law to Erie County's lower population per the 2000 U.S. Census.

Library Materials, capital outlay, and debt service continue to be funded directly in the County Capital and debt service budgets funded at \$5,000,000, \$240,000 and \$980,326 respectively for a total of \$6,220,326. Combined Operating and County Capital support therefore total \$33,483,135. This is in addition to the \$2 million for the County owned Central Library building renovation and asbestos abatement projects.

Finally, Library Grant projects total \$793,110, bringing the grand total 2003 budget to \$34,276,245.

2003 BUDGET PREPARATION - ADDRESSING ECONOMIC CHALLENGES

This is one of the most challenging budget situations faced by the Library in several years. The chief culprits being:

- a major increase in employee health insurance expense, raising 2002 projected costs 16% over 2001, with expectations of another double digit increase in 2003, reflecting a national trend; and
- a significant anticipated increase in the employer share of New York State Retirement system costs in large part due to continued poor performance of the nation's stock markets.

Left alone, these two items would push System fringe benefit accounts up between \$1.0 and \$1.1 million over 2002 levels, with contractual labor and other cost requirements increasing the total need to over \$1.8 million in additional revenue.

To address this situation, library staff closely reviewed revenue and fund balance estimates in addition to recommending reductions in other operating estimates wherever possible. To further address this situation, the Board of Trustees approved participating in Erie County's implementation of the 2002 New

York State Early Retirement Incentive Program for the first time since 1998.

The participation of 16 Central/branch employees and 9 Contracting Library employees, the highest participation level in many years, was absolutely needed to mitigate the impact of the health insurance and retirement increases. The level of participation was carefully considered. A higher participation level would significantly impact the Library's ability to provide existing public services, including maintaining enough staff in library outlets to safely operate them.

These actions reduced the estimated additional revenue needed to balance the budget from \$1.8 million to \$797,501, or 3.5% above the "county share" provided in 2002. Unfortunately, continued economic pressures did not allow that level of additional support to be made available.

Based upon calculations provided by the County Budget Office, an additional \$700,000 in new revenues and/or cost reductions were needed to bring the requested budget in balance with estimated resources. With the approval of the Board's Executive Committee and Budget and Finance Committee Chair, the Library proposed a mixture of revenue and expenditure adjustments to meet this need that included:

1. Increasing base overdue fines and related fees for the first time since 1983, increasing total revenues by a minimum of \$404,888 up to approximately \$600,000;
2. Reducing work hours budgeted to support partial year operations of the North Jefferson Replacement Library, resulting from an anticipated construction delay, reducing costs by \$98,801; and
3. Incorporating much appreciated support from the County Legislature in the amount of \$196,311 in the Interfund Subsidy revenue line.

It should be noted that given the magnitude of the adopted fine rate structure and the length of time since basic rates were last increased in 1983, actual proceeds can vary significantly. The County Legislature's \$196,311 in additional support provides a welcome margin. Should fine revenues fall short of the upper estimate, this margin is incorporated in the budget before you now. I am confident that the approved fine structure will raise the minimum \$404,888 needed to balance the budget. Further, consistent with the intent of Resolution 2002-71 which approved the rate structure increase, "should increased revenue collected exceed the above estimate, said amount would be retained and applied only to help maintain service levels in the event of any future budgetary shortfall."

Budget History

The 2003 Operating Budget reflects the direction provided by the Board of Trustees as shown in the Board approved budget request to the County Executive. The Board's Executive and Budget & Finance Committees provided direction as the budget process evolved, including testimony before the County Legislature.

General Budget Information

The attached 2003 budget document provides graphical information to make the budget a bit more "user friendly," in addition to providing detailed schedules of revenue and expense. It includes charts intended to assist in interpretation of how funds are allocated across many of the line item accounts — information that is otherwise difficult to glean from strict line item reporting. The format is similar to the monthly financial reports provided throughout the year. I hope this approach facilitates interested citizens' understanding of how their library system is financed and how the Library Board allocates their tax dollars.

Conclusion

This modest budget is the result of hard work and cooperation between the Library and the County. I believe it is in the best interest of B&ECPL patrons and Erie County taxpayers given these difficult fiscal times.

RESOLUTION #2002-73

WHEREAS, the Erie County Legislature has recently adopted a 2003 budget for the Library totaling \$27,371,134 in the Library operating budget, \$6,220,326 for debt service, library materials and equipment purchases in the Erie County Debt Service and Capital budgets, and \$793,110 in estimated library grants, and

WHEREAS, these amounts sustain current operations and provides modest service improvements, and

WHEREAS, to maintain current service levels to the public in the face of a challenging fiscal environment, the budget includes increasing base overdue fines and related fees for the first time since 1983, to boost total revenues by a minimum of \$404,888 up to approximately \$600,000; and

WHEREAS, fines paid at contracting libraries are deposited by said libraries in their own accounts and included as a revenue line in each contracting library's budget, and

WHEREAS, increased fine revenue reduces the system allocation required to support a given library's operations, and

WHEREAS, given the magnitude of the adopted fine rate structure associated with this budget and the length of time since basic rates were last increased in 1983, actual proceeds can vary significantly, and

WHEREAS, the County Legislature's \$196,311 in additional support, added when that body adopted the 2003 County Budget, provides a welcome margin should fine revenues fall short of the upper estimate, and said margin is incorporated into this budget, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 2003 Operating Budget in the amount of \$27,262,809, consisting of a County share of \$23,067,481, County Inter-fund subsidy of \$196,311, other library revenues of \$3,449,017, and use of available fund balance of \$550,000, and be it further

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 2003 Capital Outlay Budget for debt service, library materials, buildings and grounds equipment, furniture, fixtures, & office equipment, and

technical equipment in the amount of \$6,220,326, consisting of County capital funds, resulting in a combined operating and capital budget of \$33,483,135, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 2003 Grants Budget in the amount of \$793,110, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library directs that said budget be implemented pursuant to the current labor agreements, Resolution 2001-30, and Resolution 2001-45, and be it further

RESOLVED, that the Library Director be instructed to transmit this adopted budget to the appropriate Erie County Office for input into the County Financial System.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2003 Budget

Highlights, Charts & Graphs

Buffalo and Erie County Public Library Board of Trustees

Resolution 2002-73

December 19, 2002

Buffalo and Erie County Public Library 2002 Budget Accomplishments

2002 Accomplishments Newstead Public Library Opens!



New 7,600 square foot facility opened in May. Features a larger collection with a focus on children's materials, areas for reading/study, and a community meeting room.



2002 Accomplishments e-Branch Opens!

- e-Branch presents a range of virtual services, many available on a 24hour, 7day basis via the Internet, including:
 - An improved online library catalog that allows borrowers to locate materials more quickly and easily;
 - Ability for Patrons to place their own requests online and receive email notification for overdue materials and items ready for pick-up;
 - "Ask Us" e-mail reference service for patrons of all ages; and
 - Free on-line homework assistance from expert tutors.



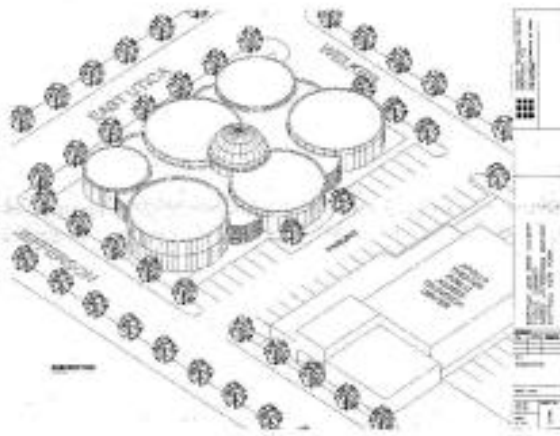
AskUs

**GOT
HOMEWORK
?**



2002 Works In Progress

Proposed Jefferson Construction Proj.



- The new library will showcase the system's extensive African-American collection, provide an additional computer training lab, and add sorely needed public meeting space.
- Building in this location, a few blocks from the planned Tops Market site, provides a significant boost to the economic development and neighborhood revitalization.
- Final design/bidding anticipated soon, possible completion - 2004.



**Buffalo and Erie County Public Library
2003 Budget Highlights**

2003 Highlights Technology Improving Access

- Completing the Citrix “thin client” hardware upgrade will permit the Library to easily update software applications used at all 52 locations without having to “touch” each computer and allowing use of existing hardware several more years than would otherwise be possible.
- Improving e-branch offerings will make even more library resources available to patrons wherever they may be, ... in one of our 52 libraries, at home, at school or at work
 - WebFeat will dramatically simplify patron access, enabling simultaneous searching of multiple, different library electronic resources, including its databases and on-line catalog, providing patrons with increased value and convenience.



2003 Highlights Central Library Renovation!

The multi-year project will include but not be limited to: updating and reconfiguring public spaces to improve utilization; expanding and modernizing the Children's Room to recreate this area as a unique family destination; remodeling the Popular Materials area to allow patron self-selection of fiction, audio books, video, DVD, and young adult fiction; creating a café; and utilizing exhibit potential of rare items to draw the public into the Library. As a result, the Library will be positioned to serve as an attractive addition to Buffalo's growing cultural tourism offerings.





2003 Budget Request Summary

- \$27,262,809 Operating Budget up 2.6% over 2002 Library Board Adopted Budget. County tax support up by only \$97,501 and 0.42% and supplemented by a County Legislature approved "Interfund-subsidy of \$196,311.
- County Capital Budget will provide \$5.0 million to acquire new library materials, up from \$4.906 million in 2002; \$200,000 for equipment replacements; \$40,000 to replace a shipping vehicle; and \$980,326 for debt service.
- Combined Operating & Capital = \$33,483,135
- Additionally, the County has approved \$2 million for the County owned Central Library building renovation and asbestos abatement projects.




2003 Budget Balancing A Challenging Situation

- Major increase in employee health insurance and employer share of New York State Retirement system would add \$1.0-\$1.1 million to personnel costs;
- Contractual labor and other operating costs increased total additional resources needed to over \$1.8 million;
- Several strategies employed to reduce impact:
 - Modest increase in fund balance use;
 - Expenditure savings - e.g. energy efficiency projects; and
 - Participation in Early Retirement Incentive – first time since 1998 – 16 Central/Buffalo and 9 Contracting Library employees
 - Reducing work hours budgeted to support partial year operations of the North Jefferson Replacement Library, resulting from an anticipated construction delay
 - Increasing base overdue fines and related fees for the first time since 1983.





2003 Fine Rate Increase

- Economic pressures impacting Erie County's resources require adjusting Library Fine Rates to avoid Sunday and weekday service hour reductions that would otherwise be needed to balance the budget.
- Overdue fine rates were last raised on January 1, 1983. In the twenty years between then and the proposed January 1, 2003 effective date for the fine rate increase, inflation will have increased by an estimated 86 percent. This has resulted in a fine structure that is well below that of many major library systems. Additionally, the lower rates result in the fine structure being less effective in its primary purpose, to encourage the prompt return of library materials. Delays in returning materials contribute to longer waiting lists for new materials as well as reduced availability and selection of materials for other patrons.



2003 Fine Rates (Cont.)

- Rate adjustments, estimated to generate approximately \$400,000 to 600,000 in additional revenue in 2003, include raising the base fine for overdue materials from 10 cents per day to 25 cents; overdue children's material from 02 cents to 10 cents per day; overdue video and DVD's (excluding children's) from \$1.00 to \$2.00 per day.
- Should increased revenue collected exceed the budget, that revenue would be retained and applied only to help maintain service levels in the event of any future budgetary shortfall.





2003 Fine Rates (Cont.)

- Patrons may totally avoid fines by simply returning checked out materials when they're due! The Library has taken a number of steps to make it easier for patrons to keep track of materials outstanding including: providing printed receipts detailing items checked out and when they're due; providing on-line access to "my account" which allows patrons using their self selected PIN to check the status of their account from any computer with Internet Access; providing online renewal so patrons can avoid overdue fines by conveniently renewing materials that they aren't quite finished with before they are due; and providing patrons the option to receive overdue notices by email



2003 Uncertainties

- 2002-2003 State Library Aid Funding Levels Uncertain

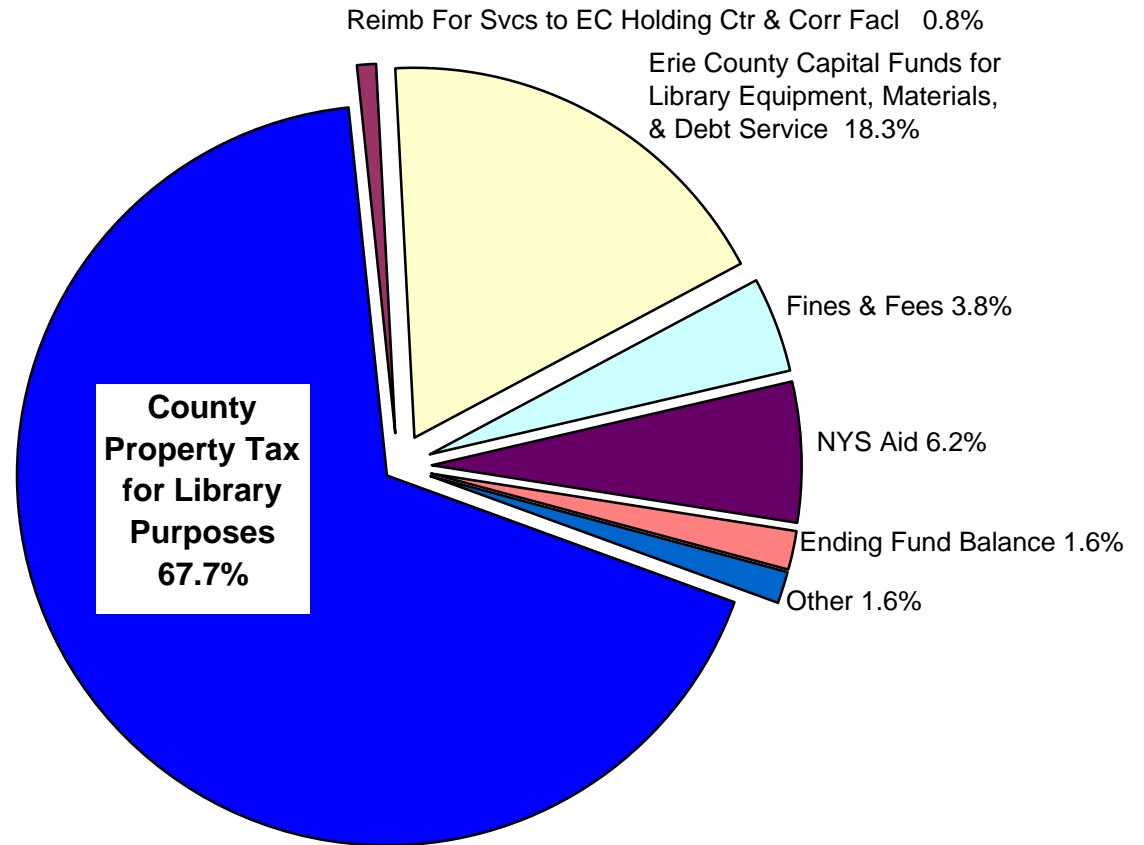


2003 B&ECPL Revenues

(Operating and Erie County Capital Funds For Library Equipment, Materials and Debt Service)

Combined B&ECPL and Contracting Library General Budget Revenues

Property Tax for Library Purposes	\$ 23,067,481
EC Holding Ctr & Corrections Fac	273,440
Fines & Fees	1,373,315
New York State Aid	2,099,201
Ending Fund Balance	550,000
Other Revenues	475,711
Operating Revenues	\$ 27,839,148
Erie County Capital/Debt Funds (Excluding Central Library Building)	6,220,326
Operating & Erie County Capital	\$ 34,059,474



This schedule combines revenues collected by the B&ECPL itself as well as those directly collected by Contracting Libraries. Revenues collected by Contracting Libraries remain with those libraries in their revenue budget and support Contracting Libraries' operations (hence, lowering the amount of "county share" revenues required for their operation).

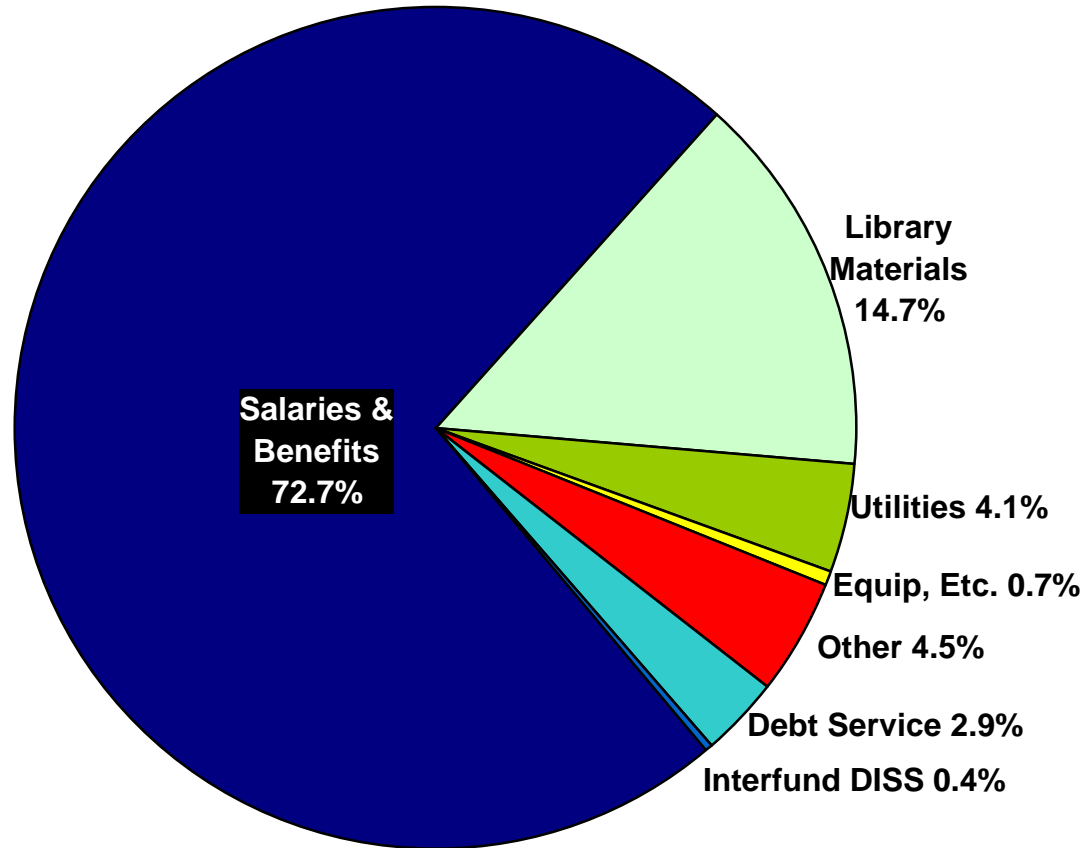
B&ECPL's revenue total, not factoring in Contracting Libraries is \$ 33,483,135

B&ECPL 2003 Net General Budget By Expenditure Category

Budget Category	Amount
Salaries & Benefits	\$ 24,769,904
Library Materials	\$ 5,000,000
Utilities	\$ 1,408,391
Equipment, Fixtures, & Furnishings	\$ 240,000
Other	\$ 1,533,237
Debt Service	\$ 980,326
Interfund DISS	\$ 127,616

Total Net Expenditures \$ 34,059,474

Note: The "Net General Budget" includes \$856,427 contract library expenditures funded by contract library revenues not included in B&ECPL's general budget. In order to show all expenditures in the proper budget categories, the "Net General Budget" also excludes the interdepartmental charge of \$280,088 for NYS Retirement costs for contract library personnel that is included in the B&ECPL operating budget and reimbursed through a charge to contract libraries (shown as an expenditure in contract library budgets).



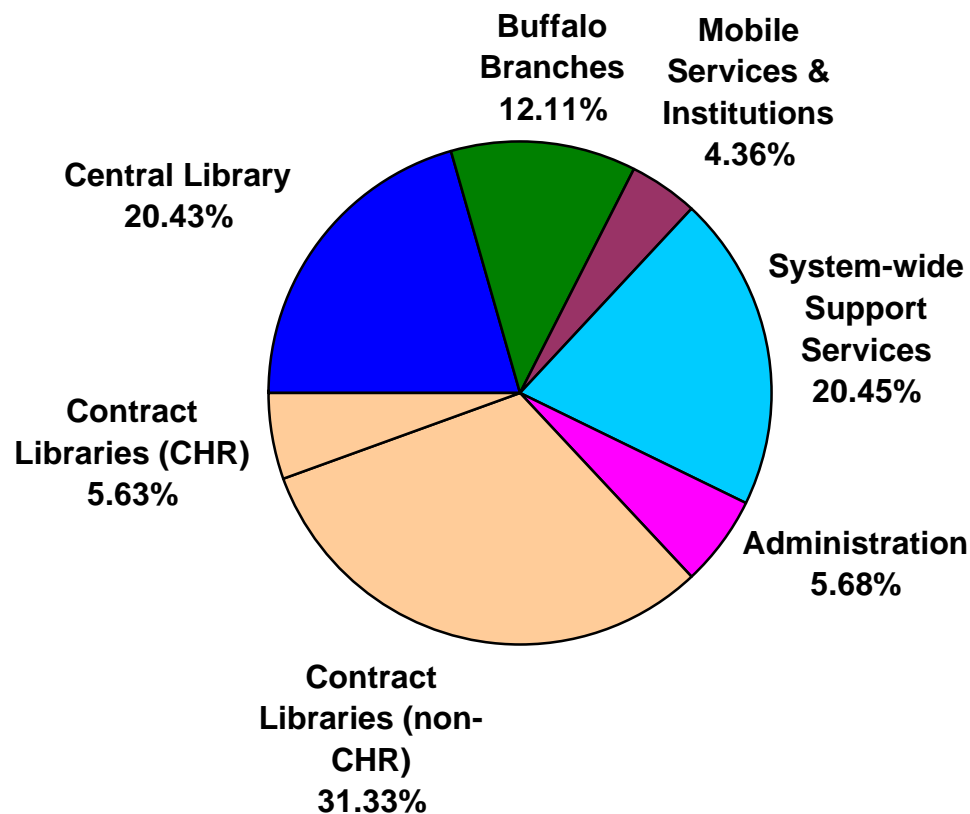
Detail

B&ECPL General Budget:	\$33,483,135
Contract Library Revenues	+ 856,427
Contract Library Retirement	- 280,088
2001 "Net General Budget"	\$34,059,474

Workforce by Function

Full-Time & Part-Time Salaries & Wages By Function - 2003 Budget

Category	Total
Central Library	\$4,098,561
Buffalo Branches	2,430,261
Mobile Services & Institutions	875,318
System-wide Support Services	4,104,045
Administration	1,140,070
Contract Libraries (non-CHR)	6,286,092
Contract Libraries (CHR)	1,129,978
Subtotal Salaries & Wages:	\$20,064,325
Reduction from Personal Svce Acct	(\$630,342)
Fringe Benefits	5,335,921
Total Workforce Costs	\$24,769,904



Notes:

This chart illustrates how B&ECPL's workforce is distributed through major functions throughout the library.

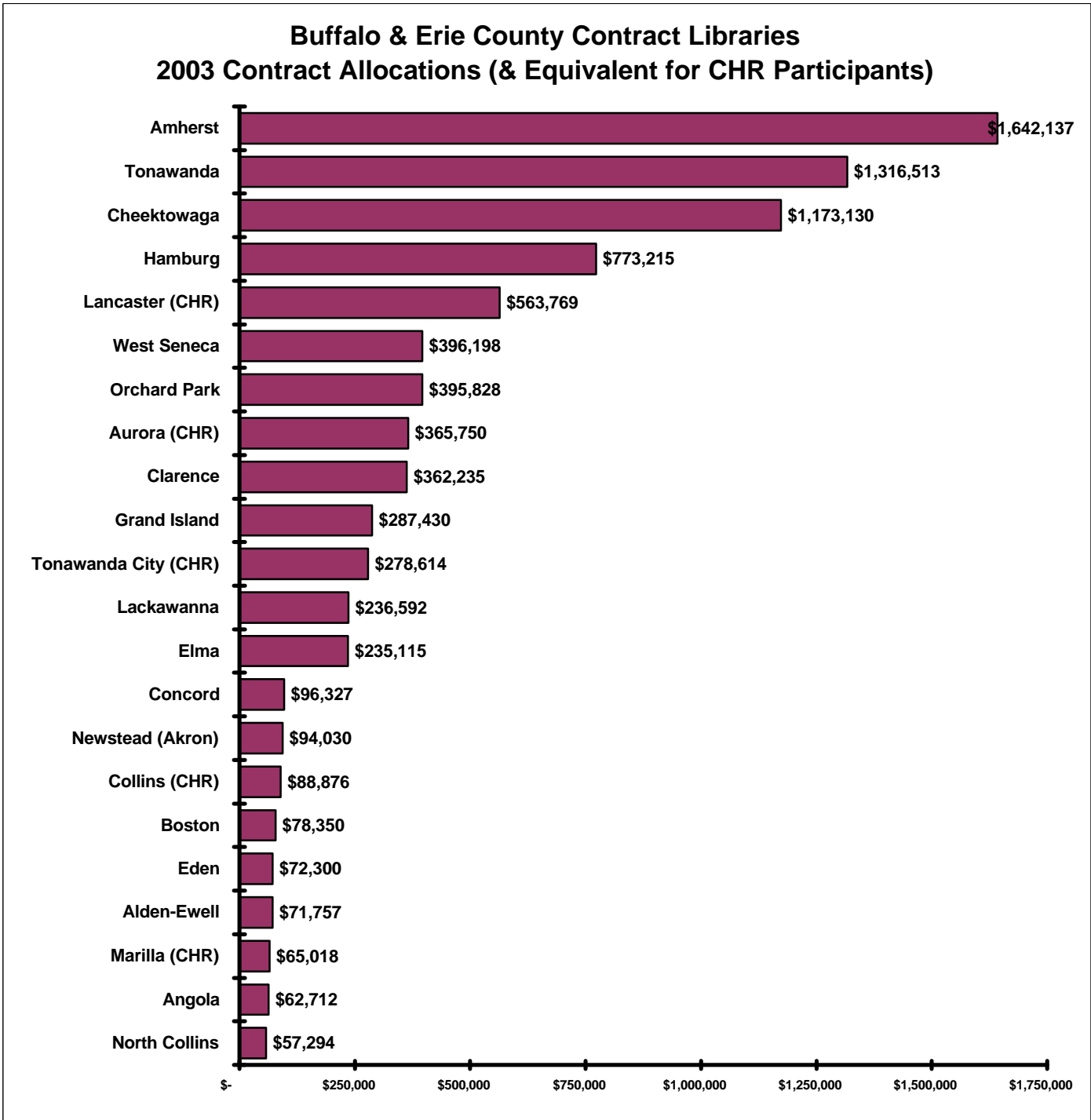
Allocations by function are based on salaries and wages, including overtime and shift differential, but do not include benefit expenditures and anticipated personnel svc account savings from turnover, which are listed in the operating budget across functions.

	Dollars
North Collins	\$ 57,294
Angola	\$ 62,712
Marilla (CHR)	\$ 65,018
Alden-Ewell	\$ 71,757
Eden	\$ 72,300
Boston	\$ 78,350
Collins (CHR)	\$ 88,876
Newstead (Akron)	\$ 94,030
Concord	\$ 96,327
Elma	\$ 235,115
Lackawanna	\$ 236,592
Tonawanda City (CHR)	\$ 278,614
Grand Island	\$ 287,430
Clarence	\$ 362,235
Aurora (CHR)	\$ 365,750
Orchard Park	\$ 395,828
West Seneca	\$ 396,198
Lancaster (CHR)	\$ 563,769
Hamburg	\$ 773,215
Cheektowaga	\$ 1,173,130
Tonawanda	\$ 1,316,513
Amherst	\$ 1,642,137
Total Contract Libraries	\$ 8,713,190
Less CHR \$ Paid Directly by System	(\$1,355,926)
Net Allocation	\$ 7,357,264

CHR: Indicates libraries participating in the Centralized Human Resources Program. Under CHR the system & Erie County provide payroll and benefit administration services, which are paid directly out of the system budget using the County's financial system.

General Notes:

Allocations **do not** include costs for: Library Materials, technology support (on-line catalog, circulation system & internet access), most operating supplies, materials materials shipment, as well natural gas utility and for all but Newstead, Concord, & West Seneca, electric utility expense. These expenses are included in the system budget.



ERIE COUNTY FORM 4

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

December 19, 2002

FUND 820 LIBRARY OPERATING
 PROJECT 973
 DEPARTMENT 420 LIBRARY

APPROPRIATION DETAIL

Levy Change
\$97,501
0.42%

Levy Change
97,501
0.4%

Levy Change
97,501
0.4%

		History		FY 2002	FY 2002	2003	Change Per Bgt Office	2003	County	County	Library Board		2003 Budget
		FY 2000	FY 2001	County	Library Brd 12/20/2001	Department		County Exec.	Legislature	Adopted	Changes		Adopted By
		Actual	Actual	Adop Bdgt	Adop Budget	Request		Recommended	Changes	Budget	& Corrections		Library Brd
800	PERSONAL SERVICES	10,698,653	11,952,834	13,229,621	13,229,621	13,365,475	240,993	13,606,468	0	13,606,468	0	0.0%	13,606,468
801	OVERTIME	164,251	178,247	171,731	171,731	171,765		171,765	0	171,765	0	0.0%	171,765
802	REDUCTIONS FRM PRSNL SVS ACCT	0	0	(134,010)	(151,007)	(300,000)	(405,224)	(705,224)	74,882	(630,342)	0	0.0%	(630,342)
	M/C SALARY ADJUSTMENTS		0	(16,997)	0	0		0	0	0	0	n/a	0
805	FRINGE BENEFITS	2,362,923	2,686,315	3,016,944	3,016,944	3,940,411	(20,278)	3,920,133	10,826	3,930,959	0	0.0%	3,930,959
810	OFFICE SUPPLIES	65,403	147,793	100,725	100,725	106,415		106,415	0	106,415	0	0.0%	106,415
811	CLOTHING SUPPLIES	1,386	1,251	1,550	1,550	1,550		1,550	0	1,550	0	0.0%	1,550
813	AUTO SUPPLIES	2,225	2,485	3,500	3,500	3,500		3,500	0	3,500	0	0.0%	3,500
814	MEDICAL SUPPLIES	147	218	120	120	250		250	0	250	0	0.0%	250
816	MAINTENANCE SUPPLIES	33,100	42,696	44,550	44,550	44,100		44,100	0	44,100	0	0.0%	44,100
817	HIGHWAY SUPPLIES	2,683	4,090	4,500	4,500	4,500		4,500	0	4,500	0	0.0%	4,500
	UTILITY CHARGES ¹												
820	(Water/Sewer/Cellphone/Data Lines) See Enterprise Utility for Electric, NGas & Fuel Oil	15,566	21,234	139,819	139,819	102,852		102,852	0	102,852	0	0.0%	102,852
821	DUES & FEES	42,110	26,377	47,115	47,115	42,995		42,995	0	42,995	0	0.0%	42,995
822	RENTAL CHARGES	47,258	50,785	36,864	36,864	35,931		35,931	0	35,931	0	0.0%	35,931
823	REPAIRS & MAINTENANCE	555,985	460,298	551,644	551,644	612,640		612,640	0	612,640	0	0.0%	612,640
824	TRAVEL & MILEAGE	3,705	4,640	3,800	3,800	3,600		3,600	0	3,600	0	0.0%	3,600
825	OUT OF AREA TRAVEL	29,475	30,079	34,525	34,525	34,525		34,525	0	34,525	0	0.0%	34,525
826	OTHER EXPENSES	161,152	262,583	418,697	418,697	460,502		460,502	0	460,502	0	0.0%	460,502
830 0154	DENIO MEMORIAL-AKRON	72,259	137,760	90,958	90,958	96,979	(1,986)	94,993	0	94,993	(963)	-1.0%	94,030
830 0155	EWELL FREE-ALDEN	69,210	74,765	69,334	69,334	74,853	(2,085)	72,768	0	72,768	(1,011)	-1.4%	71,757
830 0156	AMHERST PUBLIC	1,562,308	1,589,104	1,611,094	1,611,094	1,745,495	(96,791)	1,648,704	27,183	1,675,887	(33,750)	-2.0%	1,642,137
830 0157	ANGOLA PUBLIC	64,016	66,228	63,863	63,863	66,251	(6,158)	60,093	3,775	63,868	(1,156)	-1.9%	62,712
830 0158	AURORA TOWN PUBLIC ₂	315,264	121,570	0	0	0	0	0	0	0	0	n/a	0
830 0159	BOSTON FREE	71,073	75,143	74,361	74,361	79,898	(1,043)	78,855	0	78,855	(505)	-0.6%	78,350
830 0160	CHEEKTOWAGA PUBLIC	1,166,362	1,143,075	1,170,189	1,170,189	1,221,786	(32,768)	1,189,018	0	1,189,018	(15,888)	-1.3%	1,173,130
830 0161	CLARENCE PUBLIC	296,624	314,692	358,193	358,193	374,030	(7,944)	366,086	0	366,086	(3,851)	-1.1%	362,235
830 0162	COLLINS PUBLIC ₂	88,127	98,279	82,990	82,990	0	0	0	0	0	0	n/a	0
830 0163	CONCORD PUBLIC	87,203	89,282	93,071	93,071	101,856	(3,724)	98,132	0	98,132	(1,805)	-1.8%	96,327
830 0164	EDEN PUBLIC	76,840	73,390	74,791	74,791	76,871	(3,078)	73,793	0	73,793	(1,493)	-2.0%	72,300
830 0165	ELMA PUBLIC	212,144	219,644	227,946	227,946	244,330	(10,419)	233,911	4,213	238,124	(3,009)	-1.3%	235,115

ERIE COUNTY FORM 4

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December 19, 2002

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 PROJECT 973
 DEPARTMENT 420 LIBRARY

APPROPRIATION DETAIL

Levy Change
\$97,501
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Levy Change
97,501
0.4%

	History		FY 2002 County Adop Bdgt	FY 2002 Library Brd 12/20/2001 Adop Budget	2003 Department Request	Change Per Bgt Office	2003 County Exec. Recommended	County		Library Board		2003 Budget Adopted By Library Brd
	FY 2000	FY 2001						Legislature	County	Changes	Adopted	
	Actual	Actual						Changes	Budget	& Corrections	Budget	
COUNTY CAPITAL FOR LIBRARY EQUIPMENT & MATERIALS												
886	INTERFUND-DEBT SERVICE	0	1,025,299	1,025,299	1,025,299	(44,973)	980,326	0	980,326	0	0.0%	980,326
930	MOTOR VEHICLE EQUIPMENT				40,000		40,000	0	40,000	0	0.0%	40,000
931	BUILDINGS & GROUNDS EQUIPMENT: INVESTMENT/GRANT MATCH	0	50,000	50,000	100,000	(100,000)	0	0	0	0	n/a	0
932	FURNITURE, FIXTURES & OFFICE EQUIPMENT: NEW INVESTMENT / GRANT MATCH	225,283	200,000	200,000	100,000		100,000	0	100,000	0	0.0%	100,000
933	LAB & TECH EQUIP: NEW INVESTMENT / GRANT MATCH	99,929	250,000	250,000	100,000		100,000	0	100,000	0	0.0%	100,000
938	LIBRARY BOOKS & MEDIA (Budget "2002 Special funds Book C")	4,006,919	4,906,217	4,906,217	5,053,404	(53,404)	5,000,000	0	5,000,000	0	0.0%	5,000,000
SUBTOTAL CAPITAL		0	4,332,131	6,431,516	6,418,703	(198,377)	6,220,326	0	6,220,326	0	0.0%	6,220,326
TOTAL		29,078,664	31,493,738	32,993,868	34,112,060	(716,911)	33,395,149	196,311	33,591,460	(108,325)	-0.3%	33,483,135

3) Amounts for County Capital and debt service would be included in the capital budget & debt service schedules ("Special funds Book 'C' ").

4) This includes the Library's request for equipment and furnishings to be used for system needs as part of the County Capital Budget. Projects for the Central Library Building are implemented by the County Public Works Department representing the building owner, in cooperation with the Library as the tenant. Capital Projects for the Central Library building are not included in this report to remain consistent with other library buildings (located in the City of Buffalo and suburbs), for which these projects are the responsibility of and budgeted by the individual municipal entity or free association owning the building.

ERIE COUNTY FORM 4

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

December 19, 2002

FUND 820 LIBRARY OPERATING
 PROJECT 973
 DEPARTMENT 420 LIBRARY

APPROPRIATION DETAIL

Levy Change \$97,501 0.42%	Levy Change 97,501 0.4%	Levy Change 97,501 0.4%
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History		FY 2002	FY 2002	2003		2003	County	County	Library Board		2003 Budget
FY 2000	FY 2001	County	Library Brd 12/20/2001	Department	Change Per Bgt Office	County Exec.	Legislature	Adopted	Changes		Adopted By
Actual	Actual	Adop Bdgt	Adop Budget	Request		Recommended	Changes	Budget	& Corrections		Library Brd

REVENUES

302	LIBRARY REAL PROPERTY TAX	26,393,455	22,969,980	22,969,980	22,969,980	22,969,980	97,501	23,067,481	0	23,067,481	0	0.0%	23,067,481
326	INTEREST & EARNINGS REGULAR	47,420	36,285	45,000	45,000	35,000		35,000	0	35,000	0	0.0%	35,000
359	NSF CHECK FEES	30	15	15	15	15		15	0	15	0	0.0%	15
454	RECOVERY VIA COLLECTIONS	0	0	0	0	0		0	0	0	0	n/a	0
456	LIBRARY CHARGES-FINES	224,040	244,116	297,375	297,375	305,000	181,466	486,466	0	486,466	0	0.0%	486,466
457	REFUNDS FROM CONTRACT LIBRARIES	405,264	155,934	303,319	303,319	265,232		265,232	0	265,232	(108,325)	-40.8%	156,907
492	RENT RL PROP-AUDITORIUM	4,960	6,155	4,000	4,000	6,000		6,000	0	6,000	0	0.0%	6,000
496	COMMISSIONS-TEL BOOTH / VEND	5,056	4,470	5,100	5,100	4,500		4,500	0	4,500	0	0.0%	4,500
504	OTHER DEPT INCOME-COPIES	52,515	41,663	50,000	50,000	54,650		54,650	0	54,650	0	0.0%	54,650
505	MINOR SALE OTHER	24,646	10,853	10,000	10,000	23,000		23,000	0	23,000	0	0.0%	23,000
505	MINOR SALE BOOK BAGS		799	1,000	1,000	750		750	0	750	0	0.0%	750
505	MINOR SALE PRINTING		16,718	15,000	15,000	16,900		16,900	0	16,900	0	0.0%	16,900
509	REFUND OF PRIOR YEAR EXPENSES	86,894	44,949	1,000	1,000	10,000		10,000	0	10,000	0	0.0%	10,000
518	MISCELLANEOUS RECEIPTS	270	1,860	0	0	0		0	0	0	0	n/a	0
527	REFUND CONTRACT LIB. RETIREMENT	59,191	72,750	70,463	70,463	280,088		280,088	0	280,088	0	0.0%	280,088
549	ILL SHIPPING REIMB - WNYLRC	2,068	2,580	2,100	2,100	2,100		2,100	0	2,100	0	0.0%	2,100
622	STATE AID-FR LIB INCL INCENT AID	1,849,499	1,911,012	1,814,995	1,814,995	1,814,995		1,814,995	0	1,814,995	0	0.0%	1,814,995
623	STATE AID-TO MEMBER LIBRARIES	291,573	299,928	284,206	284,206	284,206		284,206	0	284,206	0	0.0%	284,206
639	107 STATE AID-SPECIAL MEMBER ITEMS	3,500		0	0	0		0	0	0	0	n/a	0
	FEDERAL AID OTHER	0	16,742	0	0	0		0	0	0	0	n/a	0
685	1510 INTERFUND-HOLDING CENTER	116,294	121,080	126,914	126,914	136,091		136,091	0	136,091	0	0.0%	136,091
685	2208 INTERFUND-DPW CAPITAL FUNDS	0	0	0	0	0		0	0	0	0	n/a	0
685	6600 INTERFUND-CORRECTIONAL FACILITY	106,743	112,151	116,471	116,471	137,349		137,349	0	137,349	0	0.0%	137,349
686	3200 INTERFUND-SUBSIDY (County Aid)	1,053,100	217,650	0	0	797,501	(797,501)	0	196,311	196,311	0	n/a	196,311
	FUND BALANCE			445,414	445,414	550,000		550,000	0	550,000	0	0.0%	550,000
SUBTOTAL OPERATING REVENUE		30,726,518	26,287,690	26,562,352	26,562,352	27,693,357	(518,534)	27,174,823	196,311	27,371,134	(108,325)	-0.4%	27,262,809
XXX	XXXX COUNTY CAPITAL/DEBT FUNDS	0	4,332,131	6,431,516	6,431,516	6,418,703	(198,377)	6,220,326	0	6,220,326	0	0.0%	6,220,326
SUBTOTAL CAPITAL		0	4,332,131	6,431,516	6,431,516	6,418,703	(198,377)	6,220,326	0	6,220,326	0	0.0%	6,220,326
TOTAL		30,726,518	30,619,821	32,993,868	32,993,868	34,112,060	(716,911)	33,395,149	196,311	33,591,460	(108,325)	-0.3%	33,483,135

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2003 BUDGET REQUEST
Revenue Summary**

REVENUE ITEM	2001 Adj BUDGET	2002 Adpt BUDGET	2002 Adj BUDGET	2003 BUDGET	Chg Frm 2002 Adopted Dollars	Percent
<i>Library Operating</i>						
Library Real Property Tax	22,969,980	22,969,980	22,969,980	23,067,481	97,501	0.4%
Interest & Earnings Regular	35,957	45,000	45,000	35,000	(10,000)	-22.2%
NSF Check Fees	15	15	15	15	-	0.0%
Recovery via collections	110,000	-	-	-	-	0.0%
Library Charges-Fines	200,000	297,375	302,292	486,466	189,091	63.6%
Refunds From Contract Libraries	100,000	303,319	303,319	156,907	(146,412)	-48.3%
Rent Real Property - Auditorium	3,500	4,000	4,000	6,000	2,000	50.0%
Commissions - Telephone Booths / Vending	5,500	5,100	5,100	4,500	(600)	-11.8%
Other Dept Income - Copies	53,000	50,000	50,000	54,650	4,650	9.3%
Minor Sale - Other	15,387	10,000	10,000	23,000	13,000	130.0%
Minor Sale - Book Bags	1,400	1,000	1,000	750	(250)	-25.0%
Minor Sale - Printing	15,000	15,000	15,000	16,900	1,900	12.7%
Refund of Prior Year Expenses	1,000	1,000	6,048	10,000	9,000	900.0%
Miscellaneous Receipts	-	-	-	-	-	0.0%
Refund - Contract Library Retirement	216,245	70,463	70,463	280,088	209,625	297.5%
Inter Library Loan Shipping Reimbursement (WNYLRC)	2,100	2,100	2,100	2,100	-	0.0%
State Aid - Fr Lib Incl Incentive Aid	1,912,012	1,814,995	1,814,995	1,814,995	-	0.0%
State Aid - To Member Libraries *	299,928	284,206	284,206	284,206	-	0.0%
State Aid - Special Member Items	-	-	-	-	-	0.0%
Federal Aid - Other	-	-	-	-	-	0.0%
Interfund Transfer: E C Holding Center	121,080	126,914	126,914	136,091	9,177	7.2%
Interfund Transfer: DPW Capital	-	-	-	-	-	0.0%
Interfund Transfer: Correctional Facility	112,151	116,471	116,471	137,349	20,878	17.9%
Interfund - Subsidy (County Aid)	217,650	-	13,500	196,311	196,311	0.0%
Use of Fund Balance - Library Board Contingency Reserve	-	-	-	-	-	0.0%
Use of Fund Balance - Designated for Library Improvements	91,400	-	-	-	-	0.0%
Use of Fund Balance - Unrestricted	2,806,809	445,414	2,045,207	550,000	104,586	23.5%
Total Operating Revenues	29,290,114	26,562,352	28,185,610	27,262,809	700,457	2.6%
<i>Erie County Capital Funding for Library</i>						
Transfer from Tobacco Capital Budget Accounts	5,467,516	7,566,401	7,566,401	6,220,326	(1,346,075)	-17.8%
Total Erie County Capital for Library	5,467,516	7,566,401	7,566,401	6,220,326	(1,346,075)	-17.8%
Total Operating & EC Capital	34,757,630	34,128,753	35,752,011	33,483,135	(645,618)	-1.9%
<i>Library Grants</i>						
Federal Projects	52,571	-	500	-	-	0.0%
State Grants	803,729	741,191	843,484	743,110	1,919	0.3%
Other Grants	41,026	-	50,000	50,000	50,000	0.0%
Total Library Grant Revenues	897,326	741,191	893,984	793,110	51,919	7.0%
Grand Total Operating, Capital & Grants	35,654,956	34,869,944	36,645,995	34,276,245	(593,699)	-1.7%

Notes:

2001 Adjusted Budget includes the 2001 Budget as adopted by the Library Board on December 14, 2000 plus Library Board Approved Budget Amendments through December, 2001; 2002 Adjusted Budget includes the 2002 Budget as adopted by the Library Board on December 20, 2001 plus Library Board Approved Budget Amendments through June, 2002.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2003 BUDGET REQUEST
Grant Revenue**

REVENUE ITEM	2001 Adj	2002 Adpt	2002 Adj	2003	Change vs. 2002 Adpt	
	BUDGET	BUDGET	BUDGET	BUDGET	Dollars	Percent
<i>Library Grants</i>						
Federal Projects						
Steinbeck Program - (National Endowment for the Humanities)			500		0	0.00%
LSTA Project LIFT (Library Involvement for Teens)	52,571				0	0.00%
Total Federal Programs	52,571	-	500	-	-	0.00%
State Grants						
Library Services to County Correctional Facilities	12,651	6,849	12,651	8,768	1,919	28.02%
Central Library Development Aid	320,423	304,085	320,423	304,085	0	0.00%
Coordinated Outreach Services Program	174,625	166,534	174,625	166,534	0	0.00%
Central Library Book Aid	73,917	71,500	73,917	71,500	0	0.00%
Continuity of Service	51,690	50,000	51,690	50,000	0	0.00%
Library Services to State Correctional Facilities	67,837	45,723	67,837	45,723	0	0.00%
Regional Bibliographic Database	23,500	20,000	23,500	20,000	0	0.00%
NYS Library System Automation	79,086	76,500	79,086	76,500	0	0.00%
State Library Construction Grant - Emergency Generator	-	-	39,755		0	0.00%
Sub-Total State Aid	803,729	741,191	843,484	743,110	1,919	0.26%
Other Grants						
Library Foundation Multi-Year Grant: Librarian Assistance for Expanded Access to the Rare Book Collection	41,026	-	50,000	50,000	50,000	0.00%
	-	-	-		0	0.00%
Sub-Total Other Grants	41,026	-	50,000	50,000	50,000	0.00%
Total Library Grant Revenues	897,326	741,191	893,984	793,110	51,919	7.00%

Notes:

2001 Adjusted Budget includes the 2001 Budget as adopted by the Library Board on December 14, 2000 plus Library Board Approved Budget Amendments through December, 2001; 2002 Adjusted Budget includes the 2002 Budget as adopted by the Library Board on December 20, 2001 plus Library Board Approved Budget Amendments through June, 2002.

Federal Grants under the Library Services and Technology Act (LSTA) are awarded on a project basis. As project grant applications are approved, budget amendments will be brought to the Library Board for review and approval.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2003 BUDGET REQUEST
Expenditure Summary

SFG ACT	EXPENDITURE ITEM	2001 Adj BUDGET	2002 Adpt BUDGET	2002 Adj BUDGET	2003 BUDGET	Chg Frm 2002 Adopted	
						Dollars	Percent
<i>Library Operating</i>							
800	Personal Services	12,215,864	13,229,621	13,234,114	13,606,468	376,847	2.8%
801	Overtime	156,253	171,731	171,731	171,765	34	0.0%
802	Reduction From Personal Services Account	(115,093)	(151,007)	(151,007)	(630,342)	(479,335)	317.4%
805	Fringe Benefits	3,166,539	3,016,944	3,641,372	3,930,959	914,015	30.3%
810	Office & Stationery Supplies	158,310	100,725	100,725	106,415	5,690	5.6%
811	Clothing, Dry Goods, Protective Equipment	1,550	1,550	1,550	1,550	0	0.0%
813	Auto, Truck, Heavy Equipment Supplies	3,500	3,500	3,500	3,500	0	0.0%
814	Medical & Health-Related Supplies	220	120	120	250	130	108.3%
816	Maintenance Supplies	43,700	44,550	44,550	44,100	(450)	-1.0%
817	Street, Road & Highway Supplies	4,400	4,500	4,500	4,500	0	0.0%
820	Utility Charges (water, sewer & telephone)	21,489	139,819	139,819	102,852	(36,967)	-26.4%
821	Dues & Fees Charges	73,663	47,115	93,165	42,995	(4,120)	-8.7%
822	Rental Charges	59,874	36,864	43,578	35,931	(933)	-2.5%
823	Repairs & Maintenance Charges	981,229	551,644	861,774	612,640	60,996	11.1%
824	Travel & Mileage Expenses	5,000	3,800	3,800	3,600	(200)	-5.3%
825	Out of Area Travel	34,025	34,525	34,525	34,525	0	0.0%
826	Other Expenses or Charges	309,664	418,697	448,597	460,502	41,805	10.0%
830	Contract Agencies (Libraries)	7,901,195	7,481,536	7,493,468	7,357,264	(124,272)	-1.7%
880	Interfund Transfers Division of Info Services	209,559	127,616	127,616	127,616	0	0.0%
880	Interfund Trnsfrs Public Wrks Dept (Gasoline)	4,373	0	0	0	0	0.0%
880	Interfund Utility Enterprise Fund (Electric & NGas)	1,162,738	1,298,502	1,298,502	1,245,719	(52,783)	-4.1%
886	Interfund Transfers to Debt Service Fund	1,147,520	0	0	0	0	0.0%
930	Motor Vehicle Equipment	21,335	0	0	0	0	0.0%
931	Buildings & Grounds Equipment	37,873	0	8,199	0	0	0.0%
932	Furniture, Fixtures & Office Equipment	305,147	0	180,379	0	0	0.0%
933	Lab & Technical Equipment	618,965	0	178,497	0	0	0.0%
938	Library Materials	761,222	0	222,536	0	0	0.0%
	Total Operating Expenditures	29,290,114	26,562,352	28,185,610	27,262,809	700,457	2.6%
<i>Erie County Capital Funding for Library</i>							
3300	Debt Service	0	1,025,299	1,025,299	980,326	(44,973)	-4.4%
930	Motor Vehicle Equipment	0	0	0	40,000	40,000	0.0%
931	Building & Grounds Equipment	0	50,000	50,000	0	(50,000)	-100.0%
932	Furniture, Fixtures & Office Equipment	375,000	349,217	349,217	100,000	(249,217)	-71.4%
933	Lab & Technical Equipment	375,000	525,071	525,071	100,000	(425,071)	-81.0%
938	Library Materials	4,717,516	5,616,814	5,616,814	5,000,000	(616,814)	-11.0%
	Total Erie County Capital for Library	5,467,516	7,566,401	7,566,401	6,220,326	(1,346,075)	-17.8%
	Total Operating & EC Capital	34,757,630	34,128,753	35,752,011	33,483,135	(645,618)	-1.9%
<i>Library Grants</i>							
	Federal Projects	52,571	-	500	-	0	0.0%
	State Grants	803,729	741,191	843,484	743,110	1,919	0.3%
	Other Grants	41,026	-	50,000	50,000	50,000	0.0%
	Total System Grants Fund Expenditures	897,326	741,191	893,984	793,110	51,919	7.0%
	Grand Total Operating, Capital & Grants	35,654,956	34,869,944	36,645,995	34,276,245	(593,699)	-1.7%

Notes: 2001 Adjusted Budget includes the 2001 Budget as adopted by the Library Board on December 14, 2000 plus Library Board Approved Budget Amendments through December, 2001; 2002 Adjusted Budget includes the 2002 Budget as adopted by the Library Board on December 20, 2001 plus Library Board Approved Budget Amendments through June, 2002.