



## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Michael C. Mahaney, Library Director

**SUBJECT:** 2004 Library Budget Narrative, Agenda Item E.2.a., Resolution 2003-58, December 18, 2003 Board Meeting

**DATE:** December 11, 2003

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I am pleased to present for your consideration the Buffalo and Erie County Public Library's 2004 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, with some sacrifice, to maintain all libraries' open hours in 2004, including Sunday Service. Further, it builds upon what is shaping up to be a very successful 2003, a year in which the library's programs and services have become increasingly popular.

### **BUILDING ON SOLID ACCOMPLISHMENTS**

Through strategic planning, targeted, enhanced service delivery, productive and dedicated staff and collaborations, the B&ECPL has accomplished large and small improvements in both external and internal operations in recent years, even faced with significant fiscal and environmental challenges. The B&ECPL examines key statistics as indicators of success in achieving its mission. The System recorded a 6.3% increase in circulation activity in 2002, with totals rising from 7,671,010 in 2001 to 8,155,364 in 2002. Web site visits reached 1,470,373; patron library visits totaled 4,382,839 and 185,145 community members attended B&ECPL programs. These trends continue in 2003 with year-to-date circulation as of September up 8.7%, in-library computer usage up 9.2% and request materials shipped amongst libraries up between 27% (City) and 37% (outside the City).

Numbers do not tell the entire story, however. Improvements in technology, services, programming, relationship building and communication assisted thousands of community members and helped

contribute to a more informed, better trained Library staff. Representative examples of recent accomplishments follow.

A. To capitalize on cost savings and more efficient operations, the B&ECPL recently completed installing server-based computing in 2003. Citrix computing allows the Library's Network Support staff to accomplish software upgrades without having to visit every library and physically handle each of the more than 700 public access computers in the System. Furthermore, the Citrix system will improve problem resolution, extend the life of B&ECPL's existing hardware at least five more years and permit the purchase of less expensive hardware in the future.

B. In 2002, the Central Library began providing telephone reference hours on Saturdays. With a new approach to scheduling and training as well as the centralization of the telephone operation, Saturday hours were provided through the Library's Remote Reference Center without an increase in staff or operating costs.

C. To assist in the educational needs of area students, the B&ECPL began offering online interactive homework help for children. "Live Homework Help" is a subscription-based service that allows 4<sup>th</sup> through 12<sup>th</sup> graders to connect, via the Internet, to qualified educators for individualized, live tutoring sessions up to 20 minutes in length.

D. Services for persons with disabilities were enhanced in 2002. Adaptive technology was installed at the Central Library and several branch and contract libraries with JAWS (a screen reader) and ZoomText (software that enlarges text on a computer screen). To benefit persons with speech or hearing impairments, a new TTY loan program sponsored by Verizon, Erie County and the B&ECPL was instituted. A TTY is a typewriter-like device that allows individuals to communicate over telephone lines by typing messages instead of speaking.

E. E-mail reference usage continues to grow in 2003 through the B&ECPL's website feature AskUs, which allows patrons to complete an electronic form and submit it for a response, normally within one business day.

#### **2004 BUDGET HIGHLIGHTS**

This budget enables the Library, with some sacrifice, to continue providing high quality library service to Erie County's citizens, building upon 2003's successes.

**The City of Buffalo has BROKEN GROUND for a new 20,000 square foot library to replace the cramped and aging North Jefferson Library.** Library Board members and staff were pleased to participate in a groundbreaking ceremony on October 29, 2003 for

the City of Buffalo's project to build a state of the art facility, which the City has named in honor of Frank E. Merriweather, founder of the Criterion Newspaper. The new library will showcase the system's extensive African-American collection, provide an additional neighborhood library based computer-training lab, and add public meeting space sorely needed in the neighborhood. Additionally it will provide an expanded collection of books and library materials that simply couldn't fit in the cramped quarters of the existing North Jefferson Library.

Building at this location, a short distance from the new Tops Market site provides a significant boost to area's economic development and neighborhood revitalization efforts.

The library will soon proceed to construction, with an opening date likely in 2005.

**The Central Library Renovation Project is underway, with construction to begin in earnest in 2004.**

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.

**The Library will continue to apply technology to cost-effectively improve library services in 2004.**

The Library will implement a voice automation system to allow patrons to renew materials and receive notification of reserves and overdues by telephone, improving timeliness and generating significant savings in postage and handling of notifications through U.S. Mail.

Finally, access to and ease of use of the library's electronic resources will be improved by implementing a product (WebFeat) that dramatically simplifies patrons' access, enabling simultaneous searching of multiple, different library electronic resources, including its databases and on-line catalog, thereby providing more information in an efficient manner.

**LIBRARY BUDGET REQUEST**

The General Budget Bottom Line is summarized below:

	2003	2004	Change	
	Adopted	Proposed	Dollars	Percent
<b>EXPENDITURES</b>				
Operating Expenditures	\$27,262,809	\$28,481,440	\$1,218,631	4.5%
Erie County Capital	\$ 6,220,326	\$ 5,733,944	\$ (486,382)	-7.8%
<b>TOTAL GENERAL EXPENDITURES</b>	<b>\$33,483,135</b>	<b>\$34,215,384</b>	<b>\$ 732,249</b>	<b>2.2%</b>
<b>REVENUES</b>				
Operating Revenues				
Erie County Share:				
Library Property Tax	\$23,067,481	\$24,197,118	\$1,129,637	4.9%
Interfund Subsidy	\$ 196,311	\$ 0	\$ (196,311)	-100.0%
<b>Subtotal County Share</b>	<b>\$23,263,792</b>	<b>\$24,197,118</b>	<b>\$ 933,326</b>	<b>4.0%</b>
State Operating Aid	\$ 2,099,201	\$ 2,099,201	\$ 0	0.0%
Other Library Direct Rev	\$ 1,349,816	\$ 1,635,121	\$ 285,305	21.1%
Use of Fund Balance	\$ 550,000	\$ 550,000	\$ 0	0.0%
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A variety of external factors placed significant pressure on library expenses. However, through close review of all revenues and expenditures, and recommended participation on an innovative new approach to the provision of health insurance being jointly developed by Erie County and its major unions, the 2004 budget request before you includes county share funding of \$24,197,118.

Major cost factors include:

- a significant 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 that will see the B&ECPL's retirement expense increase over \$831,000 (from \$982,886 in the 2003 adopted budget to over \$1.8 million in 2004);
- a decrease of almost \$450,000 in the combined system and contracting library health insurance accounts which is a direct result of the new health insurance approach proposed by Erie County (as part of this change, health insurance expense for contracting library active employees is transferred to and paid from the system budget, moving a net \$453,499 from the contracting library fringe benefit budgets to the system fringe benefit budget);

- an increase of over \$163,000 in System-wide utility expenses reflecting an expectation of continued volatility in energy markets and higher natural gas rates; and
- a shift of \$225,000 from county capital accounts to the library fund capital outlay accounts for the library materials account (\$200,000) and furnishings and fixtures (\$25,000).

**KEY DIFFERENCES - COUNTY ADOPTED ALLOCATION VS LIBRARY BUDGET REQUEST**

The County Adopted Budget's allocation will allow the library to continue existing programs and services. However, cuts in the Library's request in two key areas, totaling \$400,000, may affect the Library's ability to maintain quality services in the future.

- First, the Recommended Budget's allocation for Library Materials, a combined \$4.7 million (\$4.5 million in County Capital; \$200,000 in library fund), is \$300,000 and 6% below the Library's 2004 Request and it's 2003 Adopted Budgets. Library materials will represent 13.6% of the General Budget, below the Library's 15% target. A constant flow of new library material is the lifeblood of any library. The loss of purchasing power will make it more difficult to maintain an adequate supply of new materials.
- Second, the Library had requested that the "reduction from personal services" account be changed from 2003's negative \$630,342 to a negative \$500,000 in 2004. The County Adopted Budget's allocation changes this to negative \$600,000. This account, which essentially anticipates savings from turnover by budgeting a "negative" expense amount, was more negative in 2003 than normal turnover would support as a result of the 2003 Early Retirement Program that required 17 central and branch positions to be held vacant for part or most of the year. A figure of approximately \$300,000 would be a closer representation of savings from normal turnover. The recommended budget's \$100,000 higher (more negative) level may impact the library's ability to provide existing public services, including maintaining enough staff in library outlets to safely operate them.

**UNCERTAINTIES WE FACE IN 2004 AND BEYOND**

2004-2005 State Library Aid Funding Levels remain a question mark. A repeat of last year's \$500,000 proposed cut cannot be ruled out.

Further, State Retirement System billings for 2005 and beyond may remain relatively high.

## **BUDGET HISTORY**

The 2004 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 2004 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**

Given the major external strain on costs, the overall budget's increase of 2.2 percent is quite modest. Developing this request was the result of hard work and cooperation among trustees and staff throughout the organization and with Erie County. While not optimal, I believe it is in the best interest of B&ECPL patrons and Erie County taxpayers given these difficult fiscal times.

RESOLUTION 2003-58

WHEREAS, the Erie County Legislature has recently adopted a 2004 budget for the Library totaling \$28,481,440 in the Library operating budget, \$5,733,944 for debt service, library materials and equipment purchases in the Erie County Debt Service and Capital budgets, and \$787,072 in estimated library grants, and

WHEREAS, these amounts sustain current operations, now therefore be it

RESOLVED that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 2004 Operating Budget in the amount of \$27,262,809, consisting of a County share of \$24,197,118, other library revenues of \$3,734,322, 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 2004 Capital Outlay Budget for debt service, library materials, buildings and grounds equipment, furniture, fixtures, & office equipment, and technical equipment in the amount of \$5,733,944, consisting of County capital funds, resulting in a combined operating and capital budget of \$34,215,384, and be it further

RESOLVED, that the Board of Trustees of the Buffalo and Erie County Public Library adopts a 2004 Grants Budget in the amount of \$787,072, 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**

**2004 Budget**

**Highlights, Charts & Graphs**

**Buffalo and Erie County Public Library Board of Trustees**

**Resolution 2003-58**

**December 18, 2003**

## Buffalo and Erie County Public Library 2003 Budget Accomplishments



### 2003 Accomplishments

- Electronic Service Popularity Explodes:
  - e-Branch's virtual services, many available on a 24 hour, 7 day basis via the Internet, have propelled it to one of the System's highest circulating entities;
  - Increased availability and convenience of on-line patron requests contributes to 2003 circulation being up over 8.7 % and request materials shipped being up between 27% (City) and 37% (outside City) through September;
  - Web site visits projected to reach 1.9 million in 2003 and 2.4 million in 2004; and
  - In-library computer usage is up 9.2% through September over the same period in 2002.



AskUs

**GOT  
HOMEWORK  
?**



### 2003 Accomplishments

(Cont.)

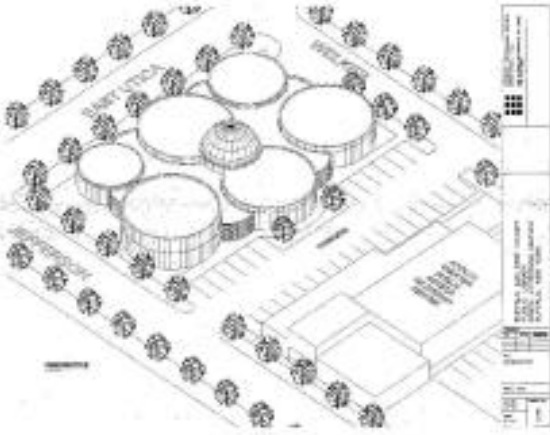
- Citrix "thin client" hardware upgrade completed, allowing the Library to easily update software applications used at all 52 locations without having to "touch" each computer and allowing use of existing hardware several more years than would otherwise be possible.
- E-mail reference service continues to grow in 2003 through B&ECPL's website feature "AskUs"



**Buffalo and Erie County Public Library  
2004 Budget Highlights & Issues**

## 2004 Highlights

### Jefferson Construction Proj. Begins!



- 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 short distance from the new Tops Market, provides a significant boost to economic development and neighborhood revitalization.
- Groundbreaking Celebration October 29, 2003!



## 2004 Highlights

(Cont.)

- The Library will implement a voice automation system to allow patrons to renew materials and receive notification of reserves and overdues by telephone, improving timeliness and generating significant savings in postage and handling of notifications through U.S. Mail.
- Access to and ease of use of the library's electronic resources will be improved by implementing a product (WebFeat) that dramatically simplifies patrons' access, enabling simultaneous searching of multiple, different library electronic resources, including its databases and on-line catalog, thereby providing more information in an efficient manner.





## 2004 Budget Summary

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- Current service levels continue under this request.
- \$28,481,440 County adopted operating budget allocation up 4.5% over 2003 Library Board adopted budget. County share support up by \$933,326 & 4.0%;
- Adding \$5,733,944 in County capital and debt service support yields a \$34,215,384 general budget, up 2.2% from 2003; and
- Adding \$787,072 in grants results in a total budget of \$35,002,456, up 2.1% from 2003.



## 2004 Budget Summary (Cont.)

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- County Capital Budget for library materials & equipment provides \$4.5 million to acquire new library materials; \$100,000 for equipment replacements; and \$65,000 to replace one shipping and one maintenance vehicle
- County Capital Budget also includes \$1.25 million for the next phase of the County owned Central Library building renovation and \$1.6 million to replace the Central Library's 40 year-old escalators.





## 2004 Budget Summary(Cont.)

- Telephone expense transferred from Contracting Library Budgets to System Budget (for E-Rate).
- Change in Health Insurance Plan to One Provider will require similar transfer for active employee health insurance expense. Resolution 2003-58 includes the transfer of a net \$453,499 from contracting library health insurance budget to system health insurance budget to implement this change.
- Grand Island Library joined Centralized Human Resources Program after budget request submitted. Results in transfer from allocations account (830) to system Personnel (800) and Fringe (805) accounts, shown in County's Adopted Budget.



## 2004 Budget Causes of 4.0% County Share Increase

- Major increase in employer share of NY State Retirement system would add \$831,000 million to personnel costs;
- Utility supply rate increases projected – adding \$163,000;
- Shift of a portion of the library materials and furnishings accounts from County Capital to Library fund adds \$225,000;
- New Health Care Plan Lowers Costs \$450,000:
  - New single provider plan, leverages size of County and Library workforce to achieve cost savings.
  - What would have been a 15% increase under the old multi-provider system turns into a 25-27% cost decrease.





## 2004 Budget - Key Differences

### County Adopted Allocation vs. Library Request

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- Library Materials Account, a combined \$4.7 million, is \$300,000 and 6% below 2004 Request and 2003 Adopted:
  - \$4.5 million in County Capital; \$200,000 in library fund.
  - Will make it more difficult to maintain adequate supply of new materials.
- “Reduction from Personal Services” represents a cut of \$100,000 over library request:
  - Credit Account unusually negative last year due to participation in Early Retirement Incentive.
  - County’s Adopted Allocation maintains this level, (a negative \$600,000) requiring several Early Retirement Savings Plan vacancies to be extended another year, which may impact services.



## 2004 Uncertainties

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- 2004-2005 State Library Aid Funding Levels Uncertain
  - Repeat of Last Year’s \$500,000 proposed cut can not be ruled out
- Future Retirement System billings may remain relatively high

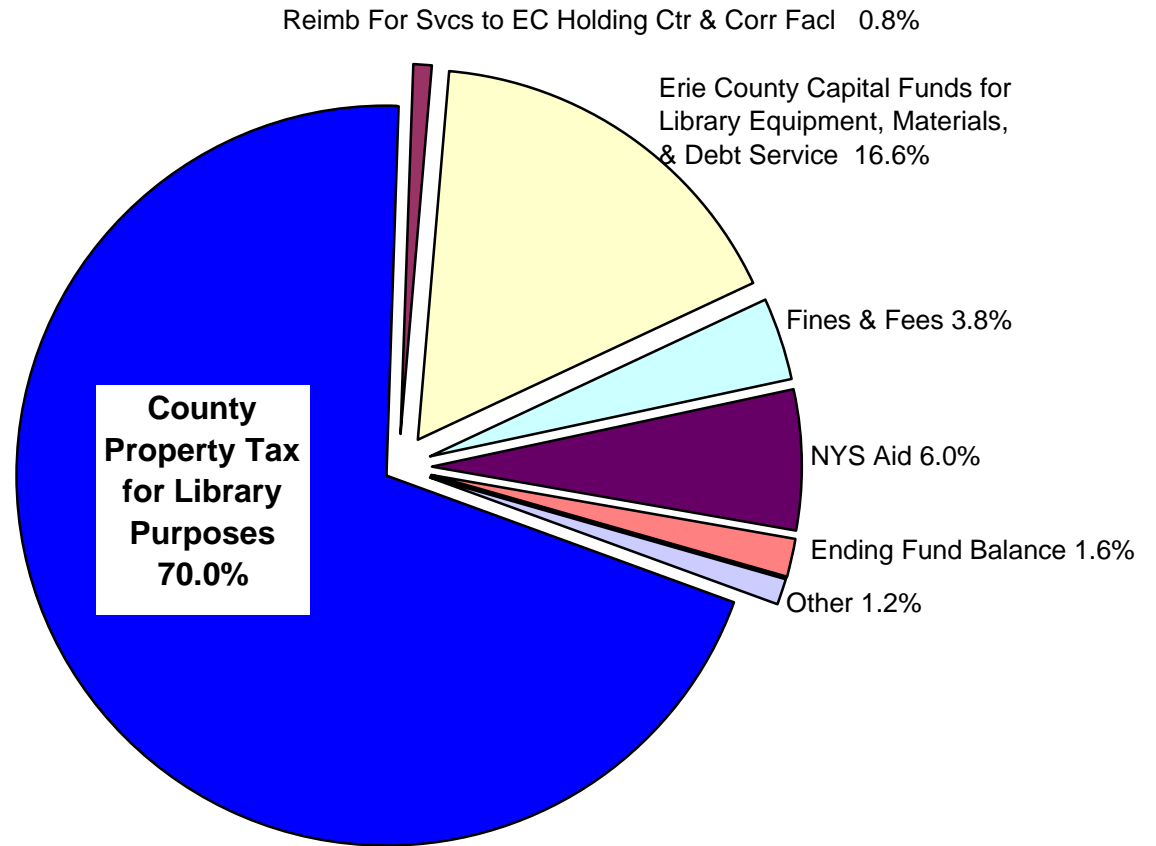


# BECPL 2004 BUDGET Revenues

(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	\$ 24,197,118
EC Holding Ctr & Corrections Fac	273,282
Fines & Fees	1,310,079
New York State Aid	2,099,201
Ending Fund Balance	550,000
Other Revenues	395,301
<b>Operating Revenues</b>	<b>\$ 28,824,981</b>
Erie County Capital/Debt Funds (Excluding Central Library Building)	5,733,944
<b>Operating &amp; Erie County Capital</b>	<b>\$ 34,558,925</b>



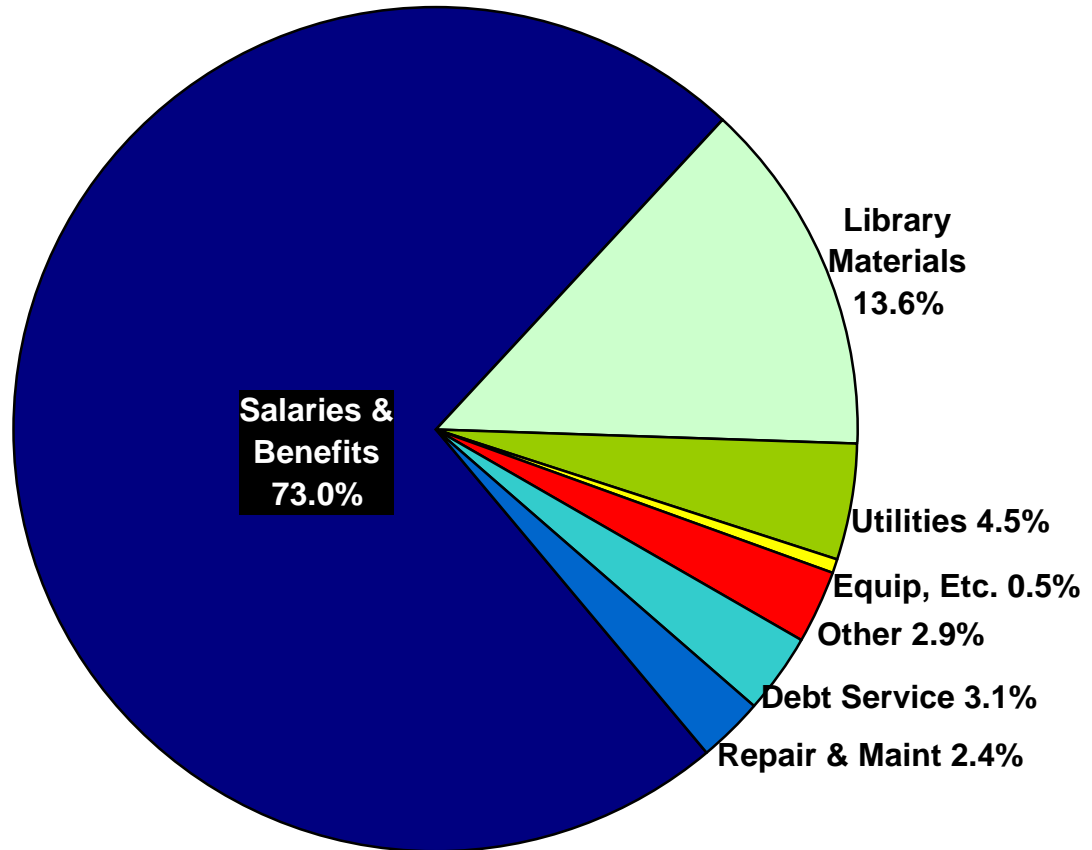
This schedule combines revenues collected by the B&ECPL itself as well as those directly collected by Contracting Libraries. Revenues collected by Contracting Libraries remain with those libraries in their revenue budget and support Contracting Libraries' operations (hence, lowering the amount of "county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

B&ECPL's revenue total, not factoring in Contracting Libraries is \$ 34,215,384

# BECPL 2004 BUDGET Net General Budget By Expenditure Category

Budget Category	Amount
Salaries & Benefits	\$ 25,225,290
Library Materials	\$ 4,700,000
Utilities	\$ 1,565,703
Equipment, Fixtures, & Furnishings	\$ 190,000
Other	\$ 991,056
Debt Service	\$ 1,068,944
Repairs and Maintenance Charges	\$ 817,932
<b>Total Net Expenditures</b>	<b>\$ 34,558,925</b>

Note: The "Net General Budget" includes \$873,327 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 \$521,069 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).



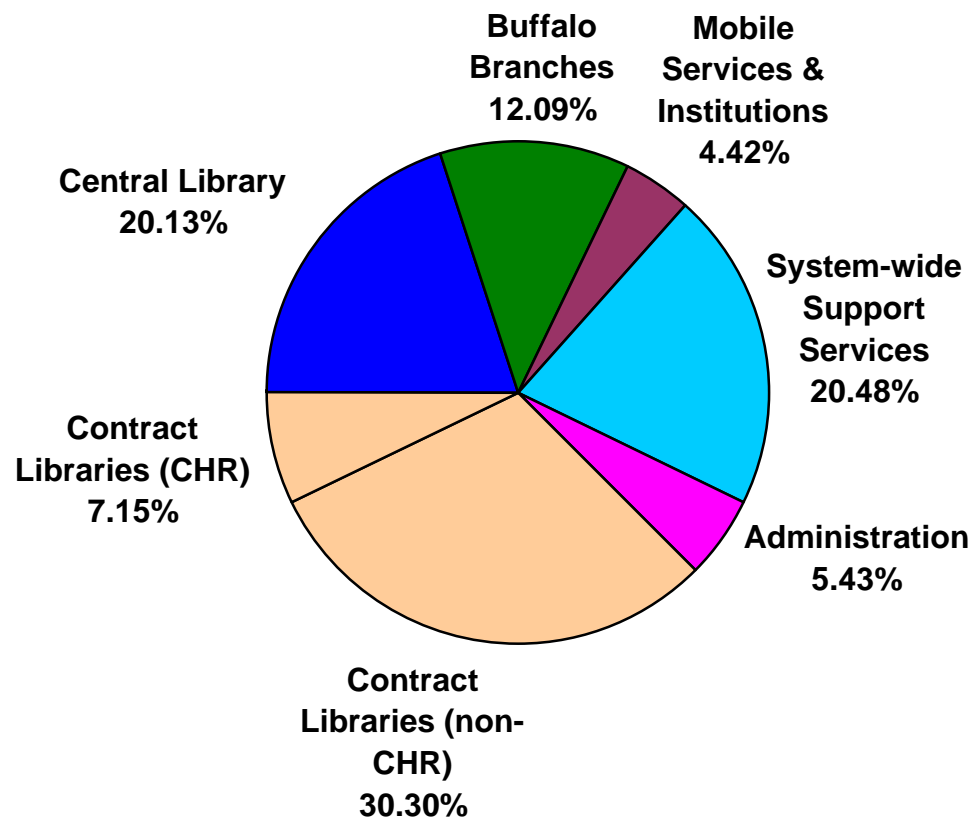
## Detail

<b>B&amp;ECPL General Budget:</b>	<b>\$34,215,384</b>
Contract Library Revenues	+ 846,338
Contract Library Retirement	- 502,797
<b>"Net General Budget"</b>	<b>\$34,558,925</b>

## Workforce by Function

### Full-Time & Part-Time Salaries & Wages By Function - 2004 Budget

Category	Total
Central Library	\$4,069,087
Buffalo Branches	2,443,417
Mobile Services & Institutions	894,137
System-wide Support Services	4,140,623
Administration	1,096,778
Contract Libraries (non-CHR)	6,126,072
Contract Libraries (CHR)	1,445,659
<b>Subtotal Salaries &amp; Wages:</b>	<b>\$20,215,773</b>
Reduction from Personal Svce Acct	(\$600,000)
Fringe Benefits	5,609,517
<b>Total Workforce Costs</b>	<b>\$25,225,290</b>



**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	\$ 57,165
Angola	\$ 63,506
Marilla (CHR)	\$ 63,753
Alden-Ewell	\$ 64,054
Boston	\$ 67,761
Eden	\$ 70,719
Newstead (CHR)	\$ 80,379
Collins (CHR)	\$ 81,065
Concord	\$ 100,141
Elma	\$ 240,782
Lackawanna	\$ 240,847
Tonawanda City (CHR)	\$ 253,461
Grand Island (CHR)	\$ 263,159
Aurora (CHR)	\$ 323,135
Clarence	\$ 350,638
West Seneca	\$ 379,071
Orchard Park	\$ 397,197
Lancaster (CHR)	\$ 522,897
Hamburg	\$ 731,131
Cheektowaga	\$ 1,123,045
Tonawanda	\$ 1,357,640
Amherst	\$ 1,550,437
<b>Total Contract Libraries</b>	<b>\$ 8,381,984</b>

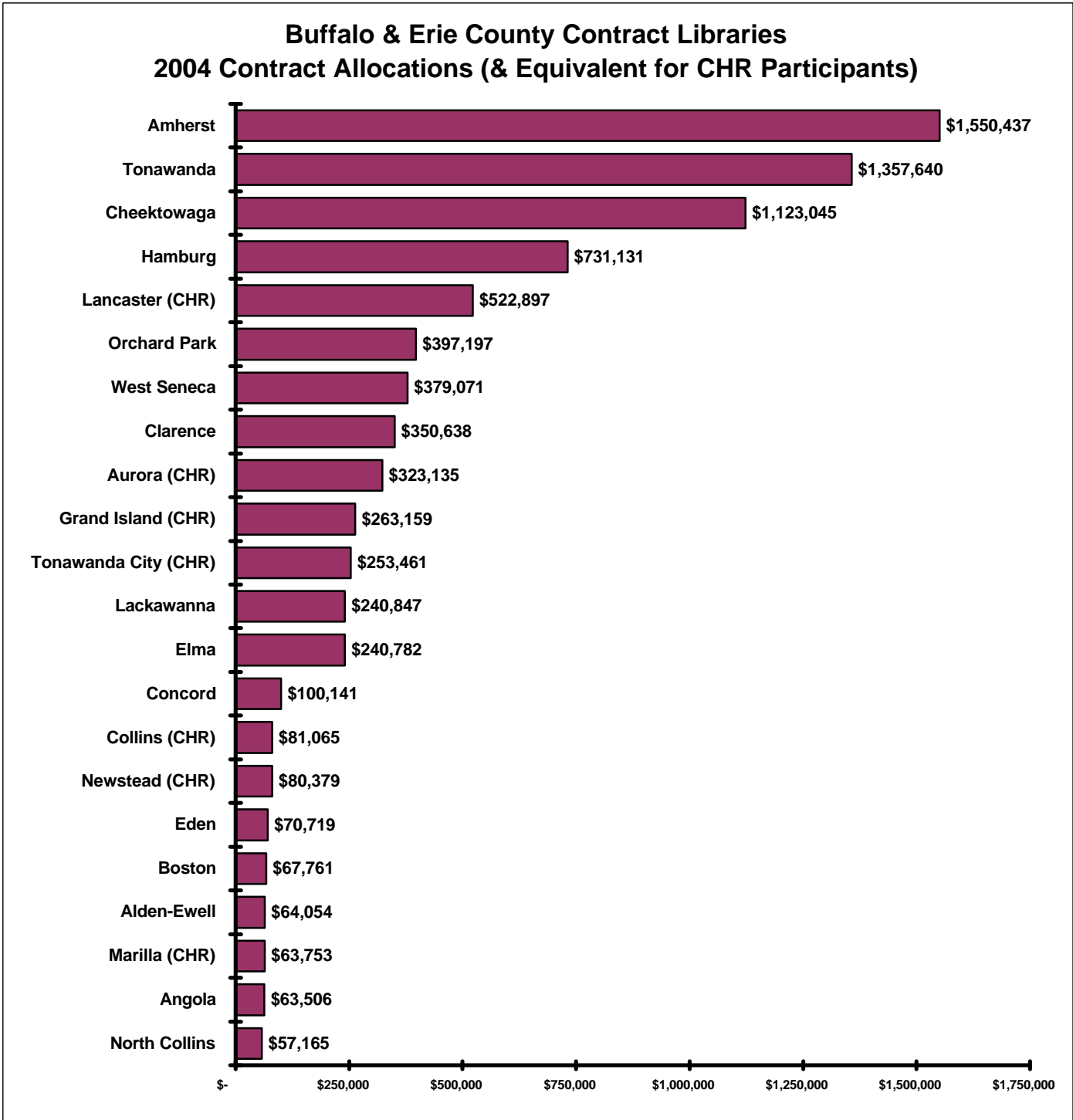
Less CHR \$ Paid Directly by System (\$1,585,405)

**Net Allocation \$ 6,796,579**

**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), **active employee health insurance (newly transferred in 2004)** most operating supplies, 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.



**BUFFALO & ERIE COUNTY  
PUBLIC LIBRARY**

**HIGHLIGHTS FROM ERIE COUNTY 2004  
BUDGET DOCUMENT**

**Overall Description**

**Mission Statement**

**Program and Service Objectives**

**Top Priorities for 2004**

**Key Workload Activities**

**Cost Per Service Unit Output**

**Outcome Measures**

**Performance Goals**

## DESCRIPTION

For more than 165 years, the Buffalo and Erie County Public Library (B&ECPL) and its direct forebears have served the people of Western New York with library materials, facilities and services. Presently, a network of 52 outlets provide library services to all Erie County residents.

The B&ECPL Board of Trustees is responsible for operating the Library System, which provides a host of behind the scene services to all libraries, as well as operating the Central Library and fifteen branch libraries within the City of Buffalo. Twenty-two local library boards are responsible for service delivery within cities, towns and villages served by libraries. Municipalities or associations provide local library buildings and capital improvements to those facilities. Books, equipment and staff are provided by the Buffalo and Erie County Public Library, using County funding, through contracts with twenty-two local library boards.

The Library's collections contain well over 5 million volumes, including books, maps, audio and video recordings, and periodicals. Erie County residents borrowed over 8.1 million items from the Library in 2002 and will borrow almost 8.3 million items in 2003 – approaching 9 items per capita.

The Library operates two bookmobiles, as well as the RAM Van and Lookie Bookie, which deliver services to isolated communities or populations with special needs. The Central Library is the headquarters of all System administrative operations, including technical, network and support services for all libraries. The reference and research collections of the Central Library are valuable resources shared by all. Libraries throughout the System offer many educational, cultural and entertainment programs for the information and enrichment of County residents.

All 52 Erie County outlets now reach the B&ECPL's online catalog, electronic resources and the Internet utilizing a high bandwidth network connecting all facilities. B&ECPL's continuously updated World Wide Web site has made the library a well-known presence on the Internet. That site generated over 1.4 million "visits" in 2002, is projected to generate over 1.8 million visits in 2003 and estimated to increase to 2.4 million in 2004.

The Library's electronic presence took another step forward in 2002 with the formal creation of the eBranch. Hours of remote reference telephone service were extended to include Saturdays and e-mail reference is now available also from Monday to Saturday from 9-5. The e-Branch concept brings together the wide range of electronic services offered by the

library and emphasizes the availability of these services through computers at home, school, work —anywhere — even when the libraries are not open! Any citizen with a library account in good standing can use the Internet to search the Library's online databases, e.g., to locate full text magazine articles, or to search the holdings of the entire System to find a desired item. Patrons have the ability, with their library card number and a self selected personal identification number (PIN) to consult online their own borrower accounts to determine which items are on loan, which items are overdue, and the amount of any outstanding fine balances. If items are not overdue, they can even renew them online if desired. In the first eight months of 2003, the eBranch generated more than 330,000 renewals of library material. Patrons are now able to reserve books, books on tape, CDs, videos, and DVDs online from any of B&ECPL's 52 libraries and have them promptly delivered to any of these libraries. Providing these services through the Library's website greatly expands their availability for Erie County residents.

The Library's Board of Trustees has adopted an Internet Safety and Acceptable Use policy, which was last revised in 2002 to emphasize safe and appropriate use of electronic resources, including the Internet. Parental permission is required for children under 16 to access the Internet. The Library provides open access to the Internet and offers a full range of training, software applications and specialized on-line databases.

The Library is budgeted in a separate Public Library Fund in accordance with a local law enacted in 1993. Pursuant to Section 259 of the State Education law, the local law provides that a portion of County real property tax proceeds shall be annually levied and collected for library purposes. The law stipulates that the entire amount of funds allocated in the general budget for library purposes shall be available to the Buffalo and Erie County Public Library. It also provides that the Erie County Legislature, by a majority vote, shall annually determine the amount to be raised for the Buffalo and Erie County Public Library.

The Public Library Fund is used to record transactions of the Buffalo and Erie County Public Library. The use of the Library Fund ensures compliance with Education Law Section 259, which provides that all monies received from taxes, or other public sources for library purposes, shall be kept in a separate fund. The accounting for the Public Library Fund is the same as the general fund including the use of budgetary, revenue, expenditure and fund balance accounts.

The library generates revenue from public copy machines, computer printing, fines for overdue and lost books, the rental of its auditorium, and

public telephones. Additionally, prior-year appropriations advanced to contracting libraries are refunded when they exceed actual operational expenses. The B&ECPL receives state aid and has been very successful in securing state, federal and private grants. Such grants are used to support System activities as a supplement to the operating budget and to provide or enhance special programs.

## MISSION STATEMENT

Our mission is to enrich the lives of the individuals of Erie County's diverse communities by creating and sustaining superior public library services through responsive staff, dynamic collections, appropriate technology and access to global information.

### Principles

The Buffalo and Erie County Public Library will:

1. Provide open, equal and free access to information in accordance with the American Library Association's "Library Bill of Rights."
2. Deliver timely, confidential and customer-oriented service to meet the informational, recreational and educational needs of the community.
3. Promote lifelong learning by encouraging all children and adults in their enjoyment of reading and discovery.
4. Contribute to the region's economic vitality by assisting individuals, businesses and government as they pursue better jobs and economic growth.
5. Create and maintain an environment that attracts, develops and encourages a diverse and skilled staff.
6. Listen to the entire community in pursuit of the Library's Mission.
7. Manage resources effectively and be accountable to its funding sources.
8. Pursue the private and public funding necessary to fulfill the Library's Mission.

## PROGRAM AND SERVICE OBJECTIVES

### Public Services

- To provide convenient, safe and ready access to print and electronic library information sources to Erie County residents.
- To provide access to electronic information through databases, online networks, and the Internet.
- To cost effectively provide greater depth and variety of reference material through coordinated purchase of reference material with System public libraries.
- To conduct special programs and services for children, job training, career development and adult literacy.
- To train the public to access electronic information from a variety of sources, including the Internet.
- To regularly review and evaluate service needs, priorities and programs.
- To seek, implement and monitor grant programs to supplement the Library's overall plan of service.
- To circulate books and other items through the Central Library, city branch libraries and suburban/rural contracting libraries.
- To retrieve microform and produce photocopies therefrom to meet patron requests.
- To fill in-house, telephone and e-mail patron reference requests at the Central Library.
- To ensure prompt re-shelving of library materials.
- To deliver library services to isolated and institutionalized persons.
- To circulate books from mobile units to sparsely settled areas of the county and those areas not adequately served by a fixed library.

- To direct library services for facilities in the Erie County Holding Center, Juvenile Detention Home, and Correctional Facility and conduct programs at the Erie County Home.
- To open the Central Library and seven geographically dispersed city and contract libraries four hours on Sunday afternoons during the school year.

## Support Services

- To acquire books, periodicals, audio and videotapes, compact disks, digital videodisks and electronic data to meet the informational, educational, recreational, and cultural needs of the community.
- To promptly process newly acquired materials for circulation and integration into the collection.
- To preserve the materials in the library collection for continued use and posterity.
- To mend and repair books and other library materials.
- To acquire newspapers on microfilm or other formats for permanent preservation of existing titles.
- To process in-system and out-of-system interlibrary loan requests to be supplied from the collection of the Central Library.

## System Administration

- To administer the operations of the B&ECPL cost-effectively in response to citizen needs, changing methods of delivery in library services, and state-of-the-art technology.
- To develop and implement a comprehensive and coordinated plan of service to guide the short-term operation and long-range development of the Library System.
- To ensure effective administration and monitoring of library service through annual agreements with suburban/rural contract libraries.
- To ensure proper administration of all financial records and business routines of the library system.

## TOP PRIORITIES FOR 2004

Moving forward with a demonstration project that will, with capital funds identified by Erie County Executive Joel A. Giambra, construct a new, state-of-the-art library facility to replace two older, smaller and less accessible or less adaptable buildings. For more than a year, officials of the B&ECPL have been seeking public input with respect to this demonstration project. Two focus groups, three well-advertised community meetings and numerous interactions with residents and community leaders convinced the Library Board that residents of South Buffalo are willing to participate in this project, exchanging the Cazenovia and Dudley Branches for a new library building with expanded hours. The intention of this project is to demonstrate that consolidation of human and other library resources in this manner can improve the level and quality of library service to a community, while assisting in the management of rising operational expenses. Construction costs are estimated at \$2.5 million for the new building, while the cost of renovating, expanding and upgrading current facilities would cost the City of Buffalo at least \$2 million. Annual operating costs for operating the Cazenovia Branch 40 open hours over 5 days per week, including an allocation for library materials, are approximately \$231,000. Comparable costs for the Dudley Branch, which is open four additional hours per week during the school year, are approximately \$248,000. Combined operating costs approach \$480,000 annually. To operate a single 12,000 square foot building, open seven days per week and providing more convenient morning and evening open hours would cost significantly less than the combined operating budgets of both branches as they are staffed and equipped today. Potential annual savings of \$100,000 or more are realistic. The South Buffalo project creates a model for future library development in Buffalo and Erie County. County Executive Giambra has extended his offer of capital funds for two-for-one initiatives to municipal authorities and library boards throughout Erie County.

Assisting the City of Buffalo in the development and construction of its approved new library facility at Jefferson and E. Utica in east Buffalo, replacing an existing inadequate facility. This project will provide a dramatically improved library experience for this important City neighborhood. It will also enhance economic development in the area which has seen the renovation/reuse of the Apollo Theatre and the addition of a new TOP's supermarket.

Beginning to transform the 40-year old Central Library into a 21st century regional destination. A six-month space utilization and design study was completed examining ways to create a more inviting and user-friendly facility for patrons as well as improve access and exhibition of rare and special

materials. Proposed projects include a renovated main entrance, popular materials area and rare book room with display and exhibit sections. The Children's Room will be redesigned with an urban park theme. In addition, a café and seating area will be conveniently located on the first floor. The café offers a potential source of modest revenue for the Library. While Erie County capital funds are needed for many elements of the renovation program, more than \$1 million of B&ECPL private funds have been committed, and the Library Foundation has been approached to raise \$4 million to complete this multi-year project.

Expanding participation in the Centralized Human Resources (CHR) Program. Initiated in 2001, this cooperative effort among the B&ECPL, Erie County and participating contract libraries leverages the economies of scale available at the B&ECPL and Erie County to provide payroll, benefits administration and personnel services to contracting libraries, functions which they had performed themselves previously. This approach reduces potential employment liability and frees limited resources at the contracting libraries to deliver improved service to patrons. Currently, 6 of 22 contracting libraries, operating out of eight buildings, are participating.

Implementing a voice automation system to allow patrons to renew materials and receive notification of reserves and overdues by telephone, improving timeliness and generating significant savings in postage and handling of notifications through U.S. Mail.

Improving access to and ease of use of the library's electronic resources by implementing a product (WebFeat) that dramatically simplifies patrons' access, enabling simultaneous searching of multiple, different library electronic resources, including its databases and on-line catalog, thereby providing more information in an efficient manner. The benefits will be significant. In addition to ease of searching, usage reports will enable purchasing electronic resources that best suit patrons' needs and allow structuring licensing of these resources for the libraries that find them valuable, as has been done with print material for decades. Usage measurements will provide a realistic picture of library use in the electronic age. Reduced training requirements (both for the public and staff) will allow the library to offer new training programs that target other areas.

Completing a Process Improvement Project that analyzes the job activities of every public service position in the B&ECPL (Central, Branch, Mobile and Contract Libraries) to streamline processes, eliminate redundancies and standardize procedures for more equitable and more productive distribution of System resources.

## KEY WORKLOAD ACTIVITIES

	Actual 2002	Estimated 2003	Estimated 2004
Library materials circulated *	8,155,364	8,750,000	9,000,000
Patron library visits	4,382,839	4,400,000	4,450,000
Reference transactions	706,061	710,000	712,000
Program attendance	185,145	186,500	188,000
Mobile units circulation	181,635	176,185	181,470
Volumes ordered	265,796	255,000	250,000
New titles accessioned	41,401	42,000	42,000
New materials processed	285,022	270,000	270,000
Items repaired	12,365	17,000	15,000
Periodical & book volumes bound	2,428	2,000	2,000
Central Library interlibrary loan requests processed	13,168	11,200	11,800
Shipping boxes of library materials delivered to library outlets	42,472	53,000	58,000
Programs conducted at Erie County Home	137	135	140
Number of registered computer use sessions	283,369	309,000	336,000

\* Popularity of recently introduced online patron requests has contributed to a significant increase in circulation since its introduction in Summer 2002 (Total circulation in August 2003 was up 8.5% vs. August 2002 and 13% vs. August 2001).

## COST PER SERVICE UNIT OUTPUT

	Actual 2002	Estimated 2003	Estimated 2004
Average cost per visit in-library and/or via the Web or item circulated	\$2.35	\$2.47	\$2.23

## OUTCOME MEASURES

Estimated	Actual 2002	Estimated 2003	Estimated 2004
Increase access to library resources through the Internet:			
Measured by Website Visits	1,470,373	1,852,966	2,400,000
Provide hands-on and classroom training for public use of the Internet and other online resources (Central Library Training Room):			
Number Trained	1,462	1,350	1,400
Course effectiveness rating on a scale of 1-4, 4 = Best (Rated by Trainees)	3.7	3.7	3.7
Convert each library's holdings from outdated optical character recognition (OCR) to bar code technology			
Libraries converted during year	16	9*	Continue
Cumulative libraries converted	43	52*	conversion of Central's collection
* Will also convert Mobile Libraries and start conversion of Central Library collection			

## PERFORMANCE GOALS

	Actual 2002	Est. 2003	Est. 2004	Est. 2005
Increase Centralized Human Resources Program Participation: Participating Library Outlets	7	8	16	24
Undertake Central Library Renovation Project Phase I		Construction PreConst	Begin	Complete
Develop and Implement Improved Access to and Use Measures of Electronic Resources		Improved Access/ New Measures in place, late 2003.		



# **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2004 Budget**

**Summary Schedules**

**Buffalo and Erie County Public Library Board of Trustees  
Resolution 2003-58  
December 18, 2003**

**ERIE COUNTY FORM 4**

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

FUND 820 LIBRARY OPERATING  
 PROJECT 973  
 DEPARTMENT 420 LIBRARY

**APPROPRIATION DETAIL**

Levy Change
\$1,129,637
4.9%

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1,129,637
4.9%

Levy Change
1,129,637
4.9%

		History		FY 2003 County	FY 2003 Library Bnd 12/19/2002	2004 Department	Change Per Bgt Office	2004 County Exec. Rcmd.	County		Library Board		2004 Budget Adopted By Library Bnd	2004 Budget's Variance from 2003							
		FY 2001	FY 2002						County Adop Bdgt	Library Board Adop Budget	Request	Legislature		County Adopted	Changes & Corrections	County	Library Board	County Adopted Budget	Library Board Adopted Budget	County	Library Board
		Actual	Actual																		
800	PERSONAL SERVICES	11,952,834	12,989,952	13,606,468	13,606,468	13,673,573	244,363	13,917,936	0	0%	13,917,936	0	0.0%	13,917,936	311,468	2.3%	311,468	2.3%			
801	OVERTIME	178,247	160,447	171,765	171,765	171,765	0	171,765	0	0%	171,765	0	0.0%	171,765	0	0.0%	0	0.0%			
802	REDUCTIONS FRM PRSNL SVS ACCT	0	0	(630,342)	(630,342)	(500,000)	(100,000)	(600,000)	0	0%	(600,000)	0	0.0%	(600,000)	30,342	-4.8%	30,342	-4.8%			
	M/C SALARY ADJUSTMENTS	0	0	0	0	0	0	0	0	0%	0	0	n/a	0	0	n/a	0	n/a			
805	FRINGE BENEFITS	2,686,315	3,195,297	3,930,959	3,930,959	4,346,316	22,811	4,369,127	0	0%	4,369,127	453,499	10.4%	4,822,626	891,667	22.7%	891,667	22.7%			
810	OFFICE SUPPLIES	147,793	98,612	106,415	106,415	92,785	0	92,785	0	0%	92,785	0	0.0%	92,785	(13,630)	-12.8%	(13,630)	-12.8%			
811	CLOTHING SUPPLIES	1,251	1,628	1,550	1,550	1,550	0	1,550	0	0%	1,550	0	0.0%	1,550	0	0.0%	0	0.0%			
813	AUTO SUPPLIES	2,485	522	3,500	3,500	5,500	0	5,500	0	0%	5,500	0	0.0%	5,500	2,000	57.1%	2,000	57.1%			
814	MEDICAL SUPPLIES	218	116	250	250	200	0	200	0	0%	200	0	0.0%	200	(50)	-20.0%	(50)	-20.0%			
816	MAINTENANCE SUPPLIES	42,696	44,100	44,100	44,100	43,400	0	43,400	0	0%	43,400	0	0.0%	43,400	(700)	-1.6%	(700)	-1.6%			
817	HIGHWAY SUPPLIES	4,090	2,084	4,500	4,500	4,800	0	4,800	0	0%	4,800	0	0.0%	4,800	300	6.7%	300	6.7%			
	UTILITY CHARGES (Water/Sewer/Cellphone/Data Lines) See Enterprise Utility for Electric, NGas & Fuel Oil	21,234	128,253	102,852	102,852	119,108	0	119,108	0	0%	119,108	0	0.0%	119,108	16,256	15.8%	16,256	15.8%			
821	DUES & FEES	26,377	82,089	42,995	42,995	77,232	0	77,232	0	0%	77,232	0	0.0%	77,232	34,237	79.6%	34,237	79.6%			
822	RENTAL CHARGES	50,785	40,413	35,931	35,931	38,356	0	38,356	0	0%	38,356	0	0.0%	38,356	2,425	6.7%	2,425	6.7%			
823	REPAIRS & MAINTENANCE	460,298	629,217	612,640	612,640	712,795	0	712,795	0	0%	712,795	0	0.0%	712,795	100,155	16.3%	100,155	16.3%			
824	TRAVEL & MILEAGE	4,640	4,116	3,600	3,600	3,600	0	3,600	0	0%	3,600	0	0.0%	3,600	0	0.0%	0	0.0%			
825	OUT OF AREA TRAVEL	30,079	28,016	34,525	34,525	34,525	0	34,525	0	0%	34,525	0	0.0%	34,525	0	0.0%	0	0.0%			
826	OTHER EXPENSES	262,583	353,500	460,502	460,502	418,345	0	418,345	0	0%	418,345	0	0.0%	418,345	(42,157)	-9.2%	(42,157)	-9.2%			
830 0154	NEWSTEAD PUBLIC - AKRON 2	137,760	92,158	94,993	94,030	0	0	0	0	0%	0	0	n/a	0	(94,993)	-100.0%	(94,030)	-100.0%			
830 0155	EWELL FREE-ALDEN	74,765	69,684	72,768	71,757	69,776	0	69,776	0	0%	69,776	(5,722)	-8.2%	64,054	(8,714)	-12.0%	(7,703)	-10.7%			
830 0156	AMHERST PUBLIC	1,589,104	1,613,094	1,675,887	1,642,137	1,662,076	0	1,662,076	0	0%	1,662,076	(111,639)	-6.7%	1,550,437	(125,450)	-7.5%	(91,700)	-5.6%			
830 0157	ANGOLA PUBLIC	66,228	63,863	63,868	62,712	63,506	0	63,506	0	0%	63,506	0	0.0%	63,506	(362)	-0.6%	794	1.3%			
830 0158	AURORA TOWN PUBLIC 2	121,570	4,000	0	0	0	0	0	0	0%	0	0	n/a	0	0	n/a	0	n/a			
830 0159	BOSTON FREE	75,143	74,361	78,855	78,350	73,483	0	73,483	0	0%	73,483	(5,722)	-7.8%	67,761	(11,094)	-14.1%	(10,589)	-13.5%			
830 0160	CHEEKTOWAGA PUBLIC	1,143,075	1,171,830	1,189,018	1,173,130	1,218,137	0	1,218,137	0	0%	1,218,137	(95,092)	-7.8%	1,123,045	(65,973)	-5.5%	(50,085)	-4.3%			
830 0161	CLARENCE PUBLIC	314,692	358,193	366,086	362,235	370,230	0	370,230	0	0%	370,230	(19,592)	-5.3%	350,638	(15,448)	-4.2%	(11,597)	-3.2%			
830 0162	COLLINS PUBLIC 2	98,279	41,495	0	0	0	0	0	0	0%	0	0	n/a	0	0	#DIV/0!	0	#DIV/0!			
830 0163	CONCORD PUBLIC	89,282	95,503	98,132	96,327	100,141	0	100,141	0	0%	100,141	0	0.0%	100,141	2,009	2.0%	3,814	4.0%			
830 0164	EDEN PUBLIC	73,390	74,791	73,793	72,300	72,957	0	72,957	0	0%	72,957	(2,238)	-3.1%	70,719	(3,074)	-4.2%	(1,581)	-2.2%			
830 0165	ELMA PUBLIC	219,644	227,946	238,124	235,115	247,508	0	247,508	0	0%	247,508	(6,726)	-2.7%	240,782	2,658	1.1%	5,667	2.4%			
830 0166	GOWANDA FREE	0	0	0	0	0	0	0	0	0%	0	0	n/a	0	0	n/a	0	n/a			
830 0167	GRAND ISLAND MEMORIAL 2	271,218	284,030	291,883	287,430	287,069	(287,069)	0	0	0%	0	0	n/a	0	(291,883)	-100.0%	(287,430)	-100.0%			
830 0168	HAMBURG PUBLIC	755,871	747,668	782,724	773,215	782,925	0	782,925	0	0%	782,925	(51,794)	-6.6%	731,131	(51,593)	-6.6%	(42,084)	-5.4%			
830 0169	LACKAWANNA PUBLIC	228,934	231,237	238,614	236,592	253,743	0	253,743	0	0%	253,743	(12,896)	-5.1%	240,847	2,233	0.9%	4,255	1.8%			
830 0170	LANCASTER PUBLIC 2	192,790	0	0	0	0	0	0	0	0%	0	0	n/a	0	0	n/a	0	n/a			



**ERIE COUNTY FORM 4**

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

FUND 820 LIBRARY OPERATING  
 PROJECT 973  
 DEPARTMENT 420 LIBRARY

**APPROPRIATION DETAIL**

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	History		FY 2003 County Adop Bdgt	FY 2003 Library Brd 12/19/2002 Adop Budget	2004 Department Request	Change Per Bgt Office	2004 County Exec. Rcmd.	County		Library Board Changes & Corrections	2004 Budget Adopted By Library Brd	2004 Budget's Variance from 2003						
	FY 2001	FY 2002						Legislature	County			County		County	Library Board			
	Actual	Actual						Changes	Adopted			Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget			
886	INTERFUND-DEBT SERVICE <sub>3</sub>	0	738,800	980,326	980,326	980,326	88,618	1,068,944	0	0%	1,068,944	0	0.0%	1,068,944	88,618	n/a	88,618	n/a
930	MOTOR VEHICLE EQUIPMENT		0	40,000	40,000	65,000	0	65,000	0	0%	65,000	0	0.0%	65,000	25,000	n/a	25,000	n/a
931	BUILDINGS & GROUNDS EQUIPMENT <sub>3,4</sub>	0	6,095	0	0	25,000	(25,000)	0	0%	0	0	n/a	0	0	n/a	0	n/a	
932	FURNITURE, FIXTURES & OFFICE EQUIPMENT <sub>3,4</sub>	225,283	53,434	100,000	100,000	25,000	25,000	50,000	0	0%	50,000	0	0.0%	50,000	(50,000)	-50.0%	(50,000)	-50.0%
933	LAB & TECH EQUIP <sub>3,4</sub>	99,929	232,486	100,000	100,000	50,000	0	50,000	0	0%	50,000	0	0.0%	50,000	(50,000)	-50.0%	(50,000)	-50.0%
938	LIBRARY BOOKS & MEDIA <sub>3</sub>	4,006,919	4,920,025	5,000,000	5,000,000	4,700,000	(200,000)	4,500,000	0	0%	4,500,000	0	0.0%	4,500,000	(500,000)	-10.0%	(500,000)	-10.0%
<b>SUBTOTAL CAPITAL</b>		<b>4,332,131</b>	<b>5,950,839</b>	<b>6,220,326</b>	<b>6,220,326</b>	<b>5,845,326</b>	<b>(111,382)</b>	<b>5,733,944</b>	<b>0</b>	<b>0%</b>	<b>5,733,944</b>	<b>0</b>	<b>0.0%</b>	<b>5,733,944</b>	<b>(486,382)</b>	<b>-7.8%</b>	<b>(486,382)</b>	<b>-7.8%</b>
<b>TOTAL</b>		<b>31,493,738</b>	<b>32,660,397</b>	<b>33,591,460</b>	<b>33,483,135</b>	<b>34,501,486</b>	<b>(286,102)</b>	<b>34,215,384</b>	<b>0</b>	<b>0%</b>	<b>34,215,384</b>	<b>0</b>	<b>0.0%</b>	<b>34,215,384</b>	<b>623,924</b>	<b>1.9%</b>	<b>732,249</b>	<b>2.2%</b>

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 approved requests 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. The two requested Central Library projects are 1) Central Library Renovation, Part II (\$1,250,000 - \$1,205,000 in the Erie County Capital budget supplemented by an estimated \$45,000 in grant funds); and 2) Central Library Escalator Replacement (\$1,600,000) - this project includes asbestos abatement in the escalator areas.



**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2004 BUDGET**  
**Revenue Summary**

		2002 Adj	2003 Adp	2003 Adj	2004	Change vs. 2003 Adpt	
		BUDGET	BUDGET	BUDGET	BUDGET	Dollars	Percent
<b>Operating Revenues</b>							
<b>Revenue Account</b>							
302	Library Real Property Tax	22,969,980	23,067,481	23,067,481	24,197,118	1,129,637	4.9%
326	Interest & Earnings Regular	45,000	35,000	35,000	25,000	(10,000)	-28.6%
359	NSF Check Fees	15	15	15	15	0	0.0%
456	Library Charges-Fines	302,292	486,466	451,135	400,000	(86,466)	-17.8%
457	Refunds From Contract Libraries	303,319	156,907	158,382	308,552	151,645	96.6%
492	Rent Real Property - Auditorium	4,000	6,000	6,000	5,000	(1,000)	-16.7%
496	Commissions - Telephone Booths / Vending	5,100	4,500	4,500	4,000	(500)	-11.1%
504	Other Dept Income - Copies	50,000	54,650	54,650	54,650	0	0.0%
505	Minor Sale - Other	26,000	23,000	23,000	23,000	0	0.0%
505	100 Minor Sale - Book Bags	0	750	750	750	0	0.0%
505	200 Minor Sale - Printing	0	16,900	16,900	16,900	0	0.0%
509	Refund of Prior Year Expenses	43,138	10,000	10,000	10,000	0	0.0%
518	Miscellaneous Receipts	39,200	0	0	0	0	
527	Refund - Contract Library Retirement	70,463	280,088	280,088	502,797	222,709	79.5%
	Inter Library Loan Shipping Reimbursement (WNYLRC)	2,100	2,100	2,100	2,100	0	0.0%
622	State Aid - Fr Lib Incl Incentive Aid	1,848,499	1,814,995	1,848,499	1,814,995	0	0.0%
623	State Aid - To Member Libraries *	290,073	284,206	290,073	284,206	0	0.0%
639	State Aid - Special Member Items	65,518	0	5,000	0	0	
	Federal Aid - Other	22,500	0	0	0	0	
685	1510 Interfund Transfer: E C Holding Center	126,914	136,091	136,091	131,666	(4,425)	-3.3%
685	2208 Interfund Transfer: DPW Capital	0	0	0	0	0	
685	6600 Interfund Transfer: Correctional Facility	116,471	137,349	137,349	141,616	4,267	3.1%
685	Interfund Transfer: Court Storage				9,075	9,075	
698	0105 Interfund - Subsidy (County Aid)	39,700	196,311	223,821	0	(196,311)	-100.0%
	Use of Fund Balance - Library Board Contingency Reserve		0	0	0	0	
	Use of Fund Balance - Designated for Library Improvements		0	258,372	0	0	
	Use of Fund Balance - Unrestricted	2,045,207	550,000	1,411,469	550,000	0	0.0%
	<b>TOTAL OPERATING REVENUES</b>	<b>28,415,489</b>	<b>27,262,809</b>	<b>28,420,675</b>	<b>28,481,440</b>	<b>1,218,631</b>	<b>4.5%</b>
<b>Erie County Capital Funding for Library</b>							
	Transfer from Tobacco Capital Budget Accounts	7,566,401	6,220,326	7,473,007	5,733,944	(486,382)	-7.8%
	<b>TOTAL ERIE COUNTY CAPITAL FOR LIBRARY</b>	<b>7,566,401</b>	<b>6,220,326</b>	<b>7,473,007</b>	<b>5,733,944</b>	<b>(486,382)</b>	<b>-7.8%</b>
	<b>GRAND TOTAL OPERATING AND ERIE COUNTY CAPITAL</b>	<b>35,981,890</b>	<b>33,483,135</b>	<b>35,893,682</b>	<b>34,215,384</b>	<b>732,249</b>	<b>2.2%</b>
<b>Library Grants</b>							
	Federal Projects	37,500	0	0	0	0	
	State Grants	791,109	743,110	791,109	737,072	(6,038)	-0.8%
	Other Grants	59,056	50,000	100,000	50,000	0	0.0%
	<b>Total Library Grant Revenues</b>	<b>887,665</b>	<b>793,110</b>	<b>891,109</b>	<b>787,072</b>	<b>(6,038)</b>	<b>-0.8%</b>
	<b>Grand Total Operating, Capital &amp; Grants</b>	<b>36,869,555</b>	<b>34,276,245</b>	<b>36,784,791</b>	<b>35,002,456</b>	<b>726,211</b>	<b>2.1%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2004 BUDGET  
Grant Revenue**

REVENUE ITEM	2002 Adj	2003 Adpt	2003 Adj	2004	Change vs. 2003 Adpt	
	BUDGET	BUDGET	BUDGET	BUDGET	Dollars	Percent
<b><i>Library Grants</i></b>						
<b>Federal Projects</b>						
Steinbeck Program - (National Endowment for the Humanities)	500				0	0.00%
LSTA Project LIFT (Library Involvement for Teens)					0	0.00%
LSTA Summer Reading Program	36,000				0	0.00%
Frankenstein Grant (NEH)	1,000				0	0.00%
<b>Total Federal Programs</b>	<b>37,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>State Grants</b>						
Library Services to County Correctional Facilities	8,768	8,768	8,768	8,511	(257)	-2.93%
Central Library Development Aid	309,947	304,085	309,947	304,085	0	0.00%
Coordinated Outreach Services Program	168,916	166,534	168,916	166,534	0	0.00%
Central Library Book Aid	71,500	71,500	71,500	71,500	0	0.00%
Continuity of Service	50,000	50,000	50,000	50,000	0	0.00%
Library Services to State Correctional Facilities	45,723	45,723	45,723	39,942	(5,781)	-12.64%
Regional Bibliographic Database	20,000	20,000	20,000	20,000	0	0.00%
NYS Library System Automation	76,500	76,500	76,500	76,500	0	0.00%
State Library Construction Grant - Emergency Generator	39,755				0	0.00%
State Library Construction Grant - Central Library Renovation Phase I			39,755		0	0.00%
<b>Sub-Total State Aid</b>	<b>791,109</b>	<b>743,110</b>	<b>791,109</b>	<b>737,072</b>	<b>(6,038)</b>	<b>-0.81%</b>
<b>Other Grants</b>						
Library Foundation Multi-Year Grant: Librarian Assistance for Expanded Access to the Rare Book Collection	50,000	50,000	50,000	50,000	0	0.00%
Gates Library Foundation-Library Training Program	9,056				0	0.00%
L.E.A.D. Through Technology			50,000		0	0.00%
<b>Sub-Total Other Grants</b>	<b>59,056</b>	<b>50,000</b>	<b>100,000</b>	<b>50,000</b>	<b>-</b>	<b>0.00%</b>
<b>Total Library Grant Revenues</b>	<b>887,665</b>	<b>793,110</b>	<b>891,109</b>	<b>787,072</b>	<b>(6,038)</b>	<b>-0.76%</b>

**Notes:**

2002 Adjusted Budget includes the 2002 Budget as adopted by the Library Board on December 20, 2001 plus Library Board Approved Budget Amendments through December, 2002; 2003 Adjusted Budget includes the 2003 Budget as adopted by the Library Board on December 19, 2002 plus Library Board Approved Budget Amendments through November, 2003.

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**  
**2004 BUDGET**  
**Expenditure Summary**

SFG ACT	EXPENDITURE ITEM	2002 Adj BUDGET	2003 Adpt BUDGET	2003 Adj BUDGET	2004 BUDGET	Change vs. 2003 Adpt	
						Dollars	Percent
<b><i>Library Operating</i></b>							
800	Personal Services	13,321,521	13,606,468	13,587,964	13,917,936	311,468	2.3%
801	Overtime	171,731	171,765	171,765	171,765	0	0.0%
802	Reduction From Personal Services Account	(151,007)	(630,342)	(630,342)	(600,000)	30,342	-4.8%
805	Fringe Benefits	3,679,610	3,930,959	4,180,959	4,822,626	891,667	22.7%
810	Office & Stationery Supplies	103,725	106,415	106,453	92,785	(13,630)	-12.8%
811	Clothing, Dry Goods, Protective Equipment	2,050	1,550	1,550	1,550	0	0.0%
813	Auto, Truck, Heavy Equipment Supplies	3,500	3,500	3,500	5,500	2,000	57.1%
814	Medical & Health-Related Supplies	120	250	250	200	(50)	-20.0%
816	Maintenance Supplies	52,050	44,100	46,300	43,400	(700)	-1.6%
817	Street, Road & Highway Supplies	4,500	4,500	4,500	4,800	300	6.7%
820	Utility Charges (Water, Sewer, Telecom ONLY)	176,909	102,852	117,896	119,108	16,256	15.8%
821	Dues & Fees Charges	93,165	42,995	79,625	77,232	34,237	79.6%
822	Rental Charges	43,578	35,931	35,931	38,356	2,425	6.7%
823	Repairs & Maintenance Charges	861,274	612,640	855,472	712,795	100,155	16.3%
824	Travel & Mileage Expenses	4,300	3,600	3,600	3,600	0	0.0%
825	Out of Area Travel	34,025	34,525	34,525	34,525	0	0.0%
826	Other Expenses or Charges	445,597	460,502	460,502	418,345	(42,157)	-9.2%
830	Contract Agencies (Libraries)	7,501,412	7,357,264	7,430,119	6,796,579	(560,685)	-7.6%
880	Interfund Transfers Division of Info Services	127,616	127,616	127,616	186,241	58,625	45.9%
880	Interfund Transfers Dept of Public Works (Gasoline)	0	0	0	0	0	0.0%
880	Interfund Utility Enterprise Fund (ELECTRIC & GAS)	1,298,502	1,245,719	1,245,719	1,409,097	163,378	13.1%
886	Interfund Transfers to Debt Service Fund	0	0	0	0	0	0.0%
930	Motor Vehicle Equipment	0	0	0	0	0	0.0%
931	Buildings & Grounds Equipment	20,699	0	10,000	0	0	0.0%
932	Furniture, Fixtures & Office Equipment	180,379	0	594	25,000	25,000	0.0%
933	Lab & Technical Equipment	178,497	0	258,597	0	0	0.0%
938	Library Materials	222,536	0	248,380	200,000	200,000	0.0%
975	Building Construction Expenditures	39,200	0	39,200	0	0	0.0%
	<b>Total Operating Expenditures</b>	<b>28,415,489</b>	<b>27,262,809</b>	<b>28,420,675</b>	<b>28,481,440</b>	<b>1,218,631</b>	<b>4.5%</b>
<b><i>Erie County Capital Funding for Library</i></b>							
3300	Debt Service	1,025,299	980,326	980,326	1,068,944	88,618	9.0%
930	Motor Vehicle Equipment	0	40,000	40,000	65,000	25,000	62.5%
931	Building & Grounds Equipment	50,000	0	43,905	0	0	0.0%
932	Furniture, Fixtures & Office Equipment	349,217	100,000	367,942	50,000	(50,000)	-50.0%
933	Lab & Technical Equipment	525,071	100,000	344,044	50,000	(50,000)	-50.0%
938	Library Materials	5,616,814	5,000,000	5,696,790	4,500,000	(500,000)	-10.0%
	<b>Total Erie County Capital for Library</b>	<b>7,566,401</b>	<b>6,220,326</b>	<b>7,473,007</b>	<b>5,733,944</b>	<b>(486,382)</b>	<b>-7.8%</b>
	<b>Total Operating &amp; EC Capital</b>	<b>35,981,890</b>	<b>33,483,135</b>	<b>35,893,682</b>	<b>34,215,384</b>	<b>732,249</b>	<b>2.2%</b>
<b><i>Library Grants</i></b>							
	Federal Projects	37,500	-	-	-	0	0.0%
	State Grants	791,109	743,110	791,109	737,072	(6,038)	-0.8%
	Other Grants	59,056	50,000	100,000	50,000	0	0.0%
	<b>Total System Grants Fund Expenditures</b>	<b>887,665</b>	<b>793,110</b>	<b>891,109</b>	<b>787,072</b>	<b>(6,038)</b>	<b>-0.8%</b>
	<b>Grand Total Operating, Capital &amp; Grants</b>	<b>36,869,555</b>	<b>34,276,245</b>	<b>36,784,791</b>	<b>35,002,456</b>	<b>726,211</b>	<b>2.1%</b>

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