

BOARD OF TRUSTEES  
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
DATE: December 17, 2009

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2009-51  
Adoption of 2010 Budget

BACKGROUND:

The 2010 Budget before you allows the Library to continue to offer the open hours and services our patrons need and are using now more than ever as they struggle to manage household budgets during what is clearly the most serious economic downturn since the great depression. Like many patrons, the Library's "household budget" is strained by reduced county and state support. An overview and summary of the strategies recommended to address these needs are presented below.

**2010 Erie County Operating Budget Adopted:** On December 1<sup>st</sup> the Erie County Legislature adopted the County's 2010 Budget. Changes made by the Legislature included restoring \$750,000 requested by the Library to help sustain operations, emphasizing the Library's initiatives involving County-wide literacy services, cultural tourism opportunities, and programs to assist our patrons meet the economic challenges of today's economy. The County Executive did not veto this change, so the change becomes part of the County's 2010 Budget.

This restoration also allows the Library, pursuant to Resolution 2009-5, to include in the 2010 Budget an annual payment to Erie County in the amount of \$250,000 to return savings associated with the ECFSA's (Erie County Fiscal Stability Authority) efficiency grant for the Library's RFID (Radio Frequency Identification) initiative.

**Continues a Two-year Plan to Address County and State Budget Reductions:** The County's budget addresses a significant fall off in sales tax revenue and other local revenue directly related to the financial and economic downturn in the U.S. and many other countries. This economic downturn led the County to discontinue the \$1.6 million service restoration funding approved by the County Legislature in 2008. State aid supporting the operating budget is estimated to have fallen to levels not seen since the late 1990's.

Fortunately the Library's financial position is sound, with sufficient projected available fund balance to allow continuing implementation of a logical financial plan to address the reduced revenue picture while continuing to address key initiatives and maintaining quality library services throughout the entire Library System.

This plan includes the following initiatives:

1. Continuing conversion of our existing materials handling, inventory, circulation and security system operations to a much more efficient RFID based system. The first phase will convert 51% of the Library's collection housed in the Central, Buffalo Branch and Amherst Libraries using funds from a \$1.7 million Erie County Fiscal Stability Authority efficiency grant awarded in 2009, which provides the opportunity to use technology to improve public service and achieve staffing savings realized as attrition occurs. Once fully implemented, the grant funded project phase would generate recurring savings estimated at over \$500,000 per year;
2. Reducing staff positions system-wide by attrition; reallocating and redeploying staff to turnover generated vacancies which will also increase turnover savings;
3. Completing a system-wide staffing evaluation and assessment; leading the way to developing models for sharing staff resources, and thereby easing the transitions caused by attrition-based staffing reductions;
4. Enlisting the assistance of contracting library directors and ACT (Association of Contracting Library Boards of Trustees) board members, branch managers, administrators and department heads to restructure our organization; seek alternate revenue streams; and rethink the way in which we provide services and handle internal administrative responsibilities;
5. Assessing options and scenarios to proactively address potential significant additional budget reductions in 2011, including one of several options listed in the current Erie County Four Year Financial Plan to balance projected funding gaps that would reduce the Library's 2011 allocation by a further 10% (\$2.2 million); and
6. Using the unencumbered fund balance in excess of the 5% threshold for contingency to help cover the costs of services and staff during the transition.

Barring significant additional reductions, these actions will enable the Library to maintain open hours and service levels at all of our locations as we restructure while avoiding "out-the-door" layoffs in 2010. This approach positions the Library well to make the best case for future support from the legislature and the County Executive in 2011 and beyond.

A summary schedule of recommended budget balancing changes by account is presented on the next page, followed by resolution 2009-51 and related budget charts and schedules.

**ACTION REQUIRED:**

Motion to approve Resolution 2009-51.

## RESOLUTION 2009-51

WHEREAS, on December 1<sup>st</sup> the Erie County Legislature adopted the County's 2010 Budget, and

WHEREAS, the County's budget includes restoring \$750,000 requested by the Library to help sustain operations, emphasizing the Library's initiatives involving County-wide literacy services, cultural tourism opportunities, programs to assist our patrons meet the economic challenges of today's economy, and

WHEREAS, the restoration further allows the Library, pursuant to Resolution 2009-5, to include in the 2010 Budget an annual payment to Erie County in the amount of \$250,000 to return savings associated with the ECFSA's (Erie County Fiscal Stability Authority) efficiency grant for the Library's RFID (Radio Frequency Identification) initiative,

WHEREAS, the County Executive did not veto this change, so the change becomes part of the County's 2010 Budget, and

WHEREAS, the resources provided, combined with prudent use of available fund balance, allow continuing implementation of a logical financial plan to address the reduced revenue picture while continuing to address key initiatives and maintaining quality library services throughout the entire Library System, and

WHEREAS, the Library will use these funds to maintain hours of public access and library services demanded by our public: Year-to-date circulation through October has risen over 5%, while year-to-date public access computer use has increased more than 26% across the System, and

WHEREAS, this reinforces both the continuing need for basic library services; the nationally documented trend of increased library use during tough economic times; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, what is clearly the most serious economic downturn since the great depression is significantly boosting demand for library services at the same time state and county resources available to support library operations are reduced, and

WHEREAS, during 2010, the Library will continue assessing options and scenarios to proactively address potential significant additional budget reductions in 2011, including one of several options listed in the current Erie County Four Year Financial Plan to balance projected funding gaps that would reduce the Library's 2011 allocation by a further 10% (\$2.2 million), now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the *2010 Budget*, utilizing the following sources to provide library services in 2010:

\$22,171,833 - Property Tax for Library Purposes  
\$ 750,000 - Erie County Interfund Revenue Subsidy  
\$ 2,023,834 - New York State Aid - Operating Budget  
\$ 1,192,126 - Use of Fund Balance  
\$ 1,119,973 - Library Fines, Fees and Other Revenue  
**\$27,257,766 - Total Operating Budget**

\$ 612,844 - Library Grants Budget

**\$27,870,610 - Combined Operating and Grants Budget**, and be it further

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

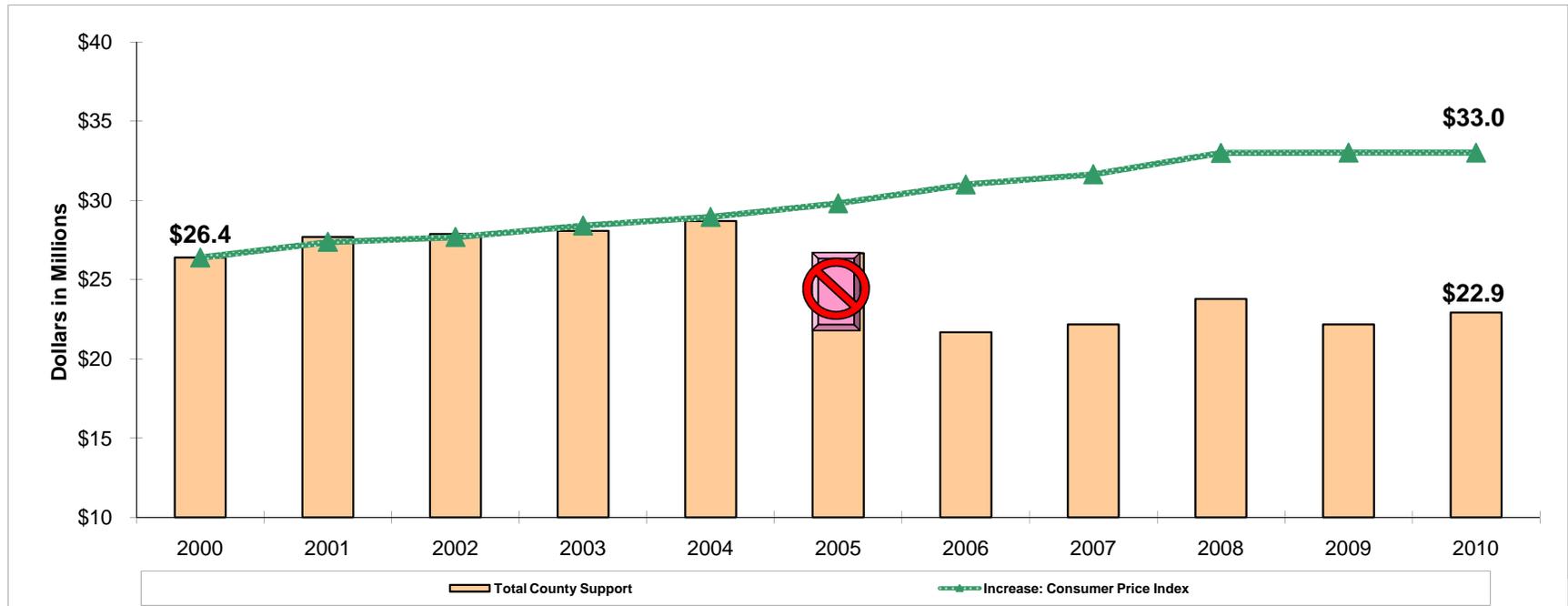
Approved unanimously at a meeting of the Board of Trustees  
of the Buffalo and Erie County Public Library  
on December 17, 2009.



**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**Library 2010 Operating and Grants Budget**

**Pursuant to Library Board of Trustees Resolution 2009 - 51**  
December 17, 2009

## B&ECPL OPERATING AND LIBRARY MATERIAL BUDGETS 2000 - 2010



|  | 2000<br>Adopted   | 2001<br>Adopted   | 2002<br>Adopted   | 2003<br>Adopted   | 2004<br>Adopted   | 2005<br>Adopted   | 2006<br>Adopted   | 2007<br>Adopted   | 2008<br>Adopted   | 2009<br>Adopted   | 2010<br>Budget    |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Erie County Capital For Library Material | -                 | 4,717,516         | 4,906,217         | 5,000,000         | 4,500,000         | 5,000,000         | -                 | -                 | -                 | -                 | -                 |
| Interfund Revenue Subsidy                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 1,600,000         | -                 | 750,000           |
| Library Property Tax                     | 26,393,455        | 22,969,980        | 22,969,980        | 23,067,481        | 24,197,118        | 21,671,833        | 21,671,833        | 22,171,833        | 22,171,833        | 22,171,833        | 22,171,833        |
| <b>Total County Support</b>              | <b>26,393,455</b> | <b>27,687,496</b> | <b>27,876,197</b> | <b>28,067,481</b> | <b>28,697,118</b> | <b>26,671,833</b> | <b>21,671,833</b> | <b>22,171,833</b> | <b>23,771,833</b> | <b>22,171,833</b> | <b>22,921,833</b> |



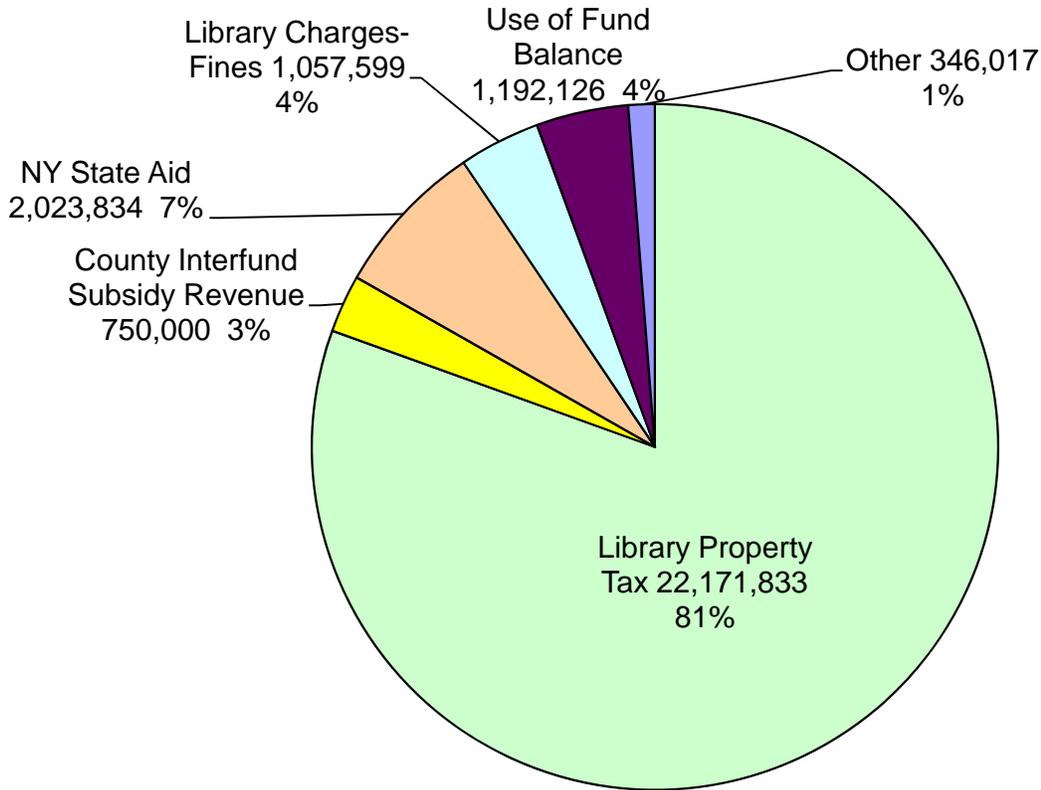
County funding for Library Material included in Erie County's 2005 Adopted Budget was not provided to the Library. As this allocation was within the COUNTY Capital Budget, NOT the Library Fund, the allocation was not covered by the Library Protection Act. This resulted in an additional \$5 million gap in 2005 on top of the \$2.5 million reduction in the Library Tax that was part of the County's Adopted 2005 Budget.

**Change in County Support From 2009 to 2010: 750,000 3.4%**

**Change in County Support From 2004 to 2010: (5,775,285) -20.1%**

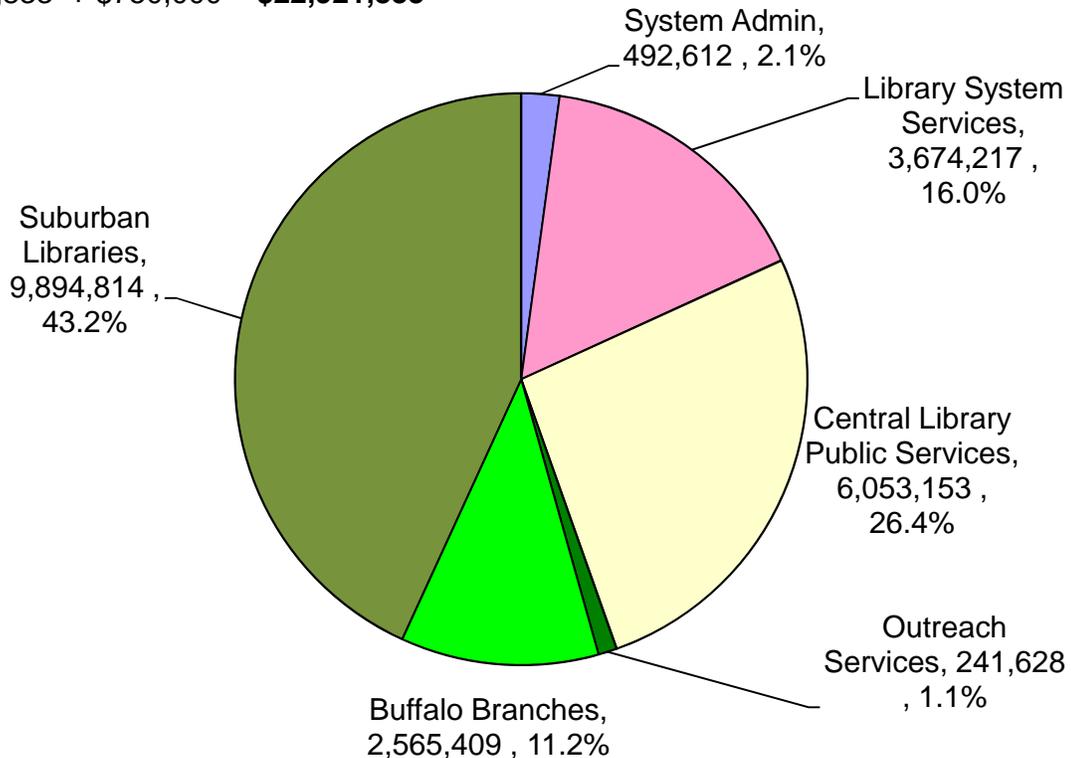
|  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| New York State Aid                             | 2,141,072         | 2,139,572         | 2,099,201         | 2,099,201         | 2,099,201         | 2,099,228         | 2,138,572         | 2,154,567         | 2,380,981         | 2,023,834         | 2,023,834         |
| <b>Use of Fund Balance</b>                     | <b>419,112</b>    | <b>400,000</b>    | <b>445,414</b>    | <b>550,000</b>    | <b>550,000</b>    | <b>930,381</b>    | <b>550,000</b>    | <b>540,050</b>    | <b>500,000</b>    | <b>1,344,583</b>  | <b>1,192,126</b>  |
| Fees, Fines, Other Revenue                     | 993,058           | 985,329           | 1,047,757         | 1,546,127         | 1,635,121         | 1,369,701         | 942,724           | 1,116,795         | 1,152,402         | 1,162,191         | 1,119,973         |
| <b>Total Other Revenue</b>                     | <b>3,553,242</b>  | <b>3,524,901</b>  | <b>3,592,372</b>  | <b>4,195,328</b>  | <b>4,284,322</b>  | <b>4,399,310</b>  | <b>3,631,296</b>  | <b>3,811,412</b>  | <b>4,033,383</b>  | <b>4,530,608</b>  | <b>4,335,933</b>  |
| <b>TOTAL OPERATING &amp; LIBRARY MATERIALS</b> | <b>29,946,697</b> | <b>31,212,397</b> | <b>31,468,569</b> | <b>32,262,809</b> | <b>32,981,440</b> | <b>31,071,143</b> | <b>25,303,129</b> | <b>25,983,245</b> | <b>27,805,216</b> | <b>26,702,441</b> | <b>27,257,766</b> |

# Buffalo and Erie County Public Library 2010 Budget Request Operating Revenue



**B&ECPL 2010 TOTAL OPERATING REVENUE IN COUNTY SAP FINANCIAL SYSTEM** **\$27,257,766**  
 Adjustment for suburban library directly collected revenue 283,643  
**B&ECPL 2010 REQUEST TOTAL SYSTEM NET OPERATING REVENUE** **\$27,541,409**

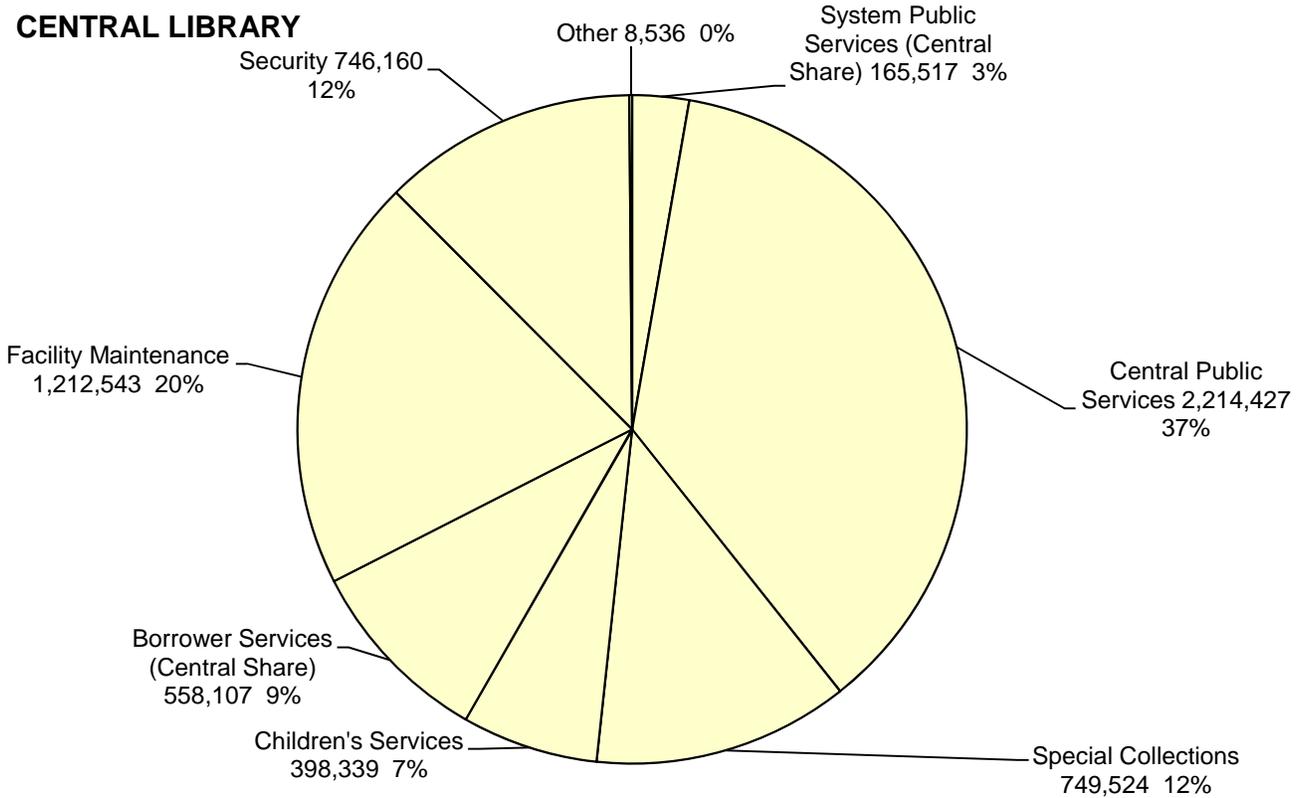
**USE OF LIBRARY PROPERTY TAX + INTERFUND SUBSIDY REVENUE**  
 $\$22,171,833 + \$750,000 = \mathbf{\$22,921,833}$



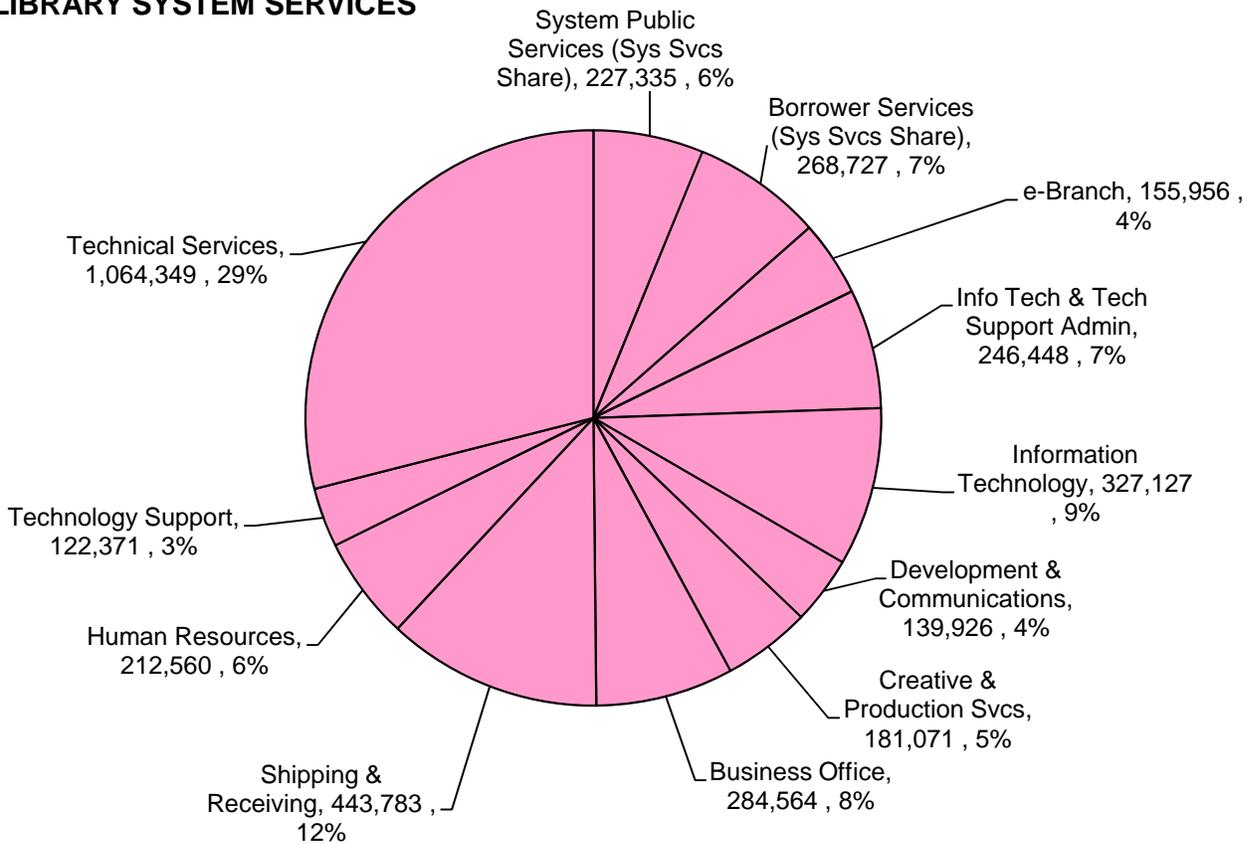
# Buffalo and Erie County Public Library

## 2010 Budget Request Use of County Support (Library Property Tax)

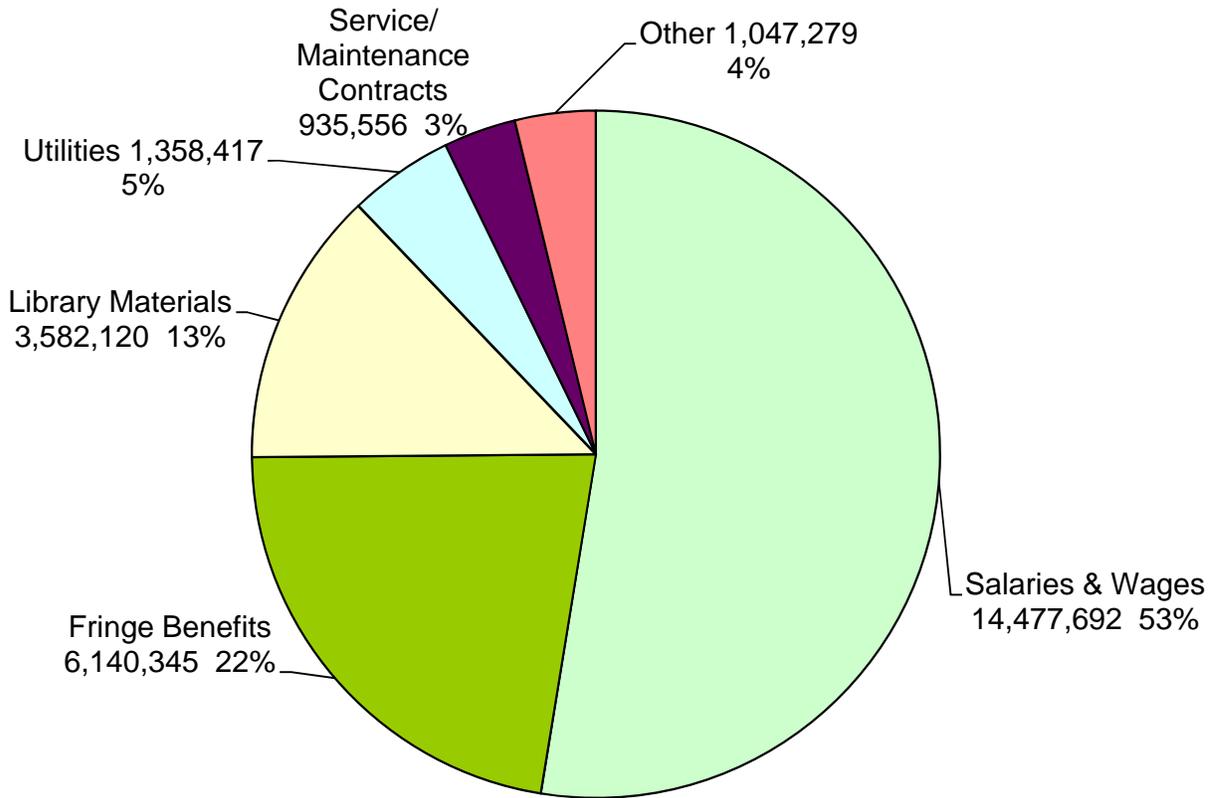
### CENTRAL LIBRARY



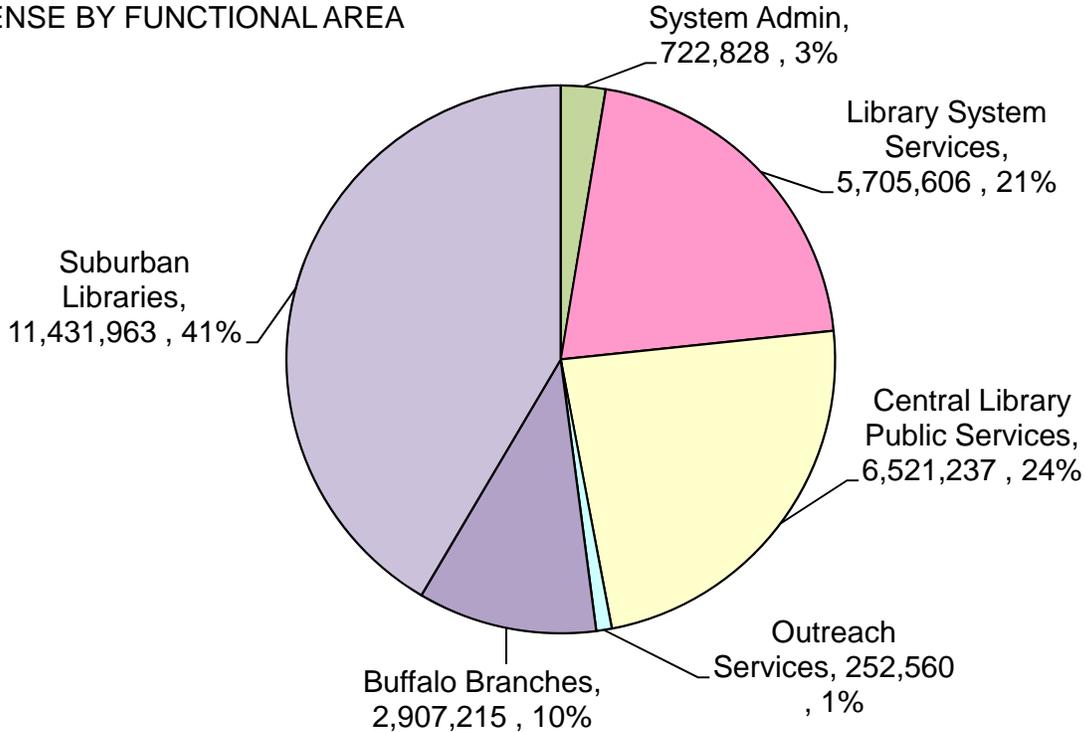
### LIBRARY SYSTEM SERVICES



# Buffalo and Erie County Public Library 2010 Budget Request Operating Expense



## EXPENSE BY FUNCTIONAL AREA



|   |                     |
|---|---------------------|
| <b>B&amp;ECP 2010 TOTAL OPERATING EXPENSE IN COUNTY SAP FINANCIAL SYSTEM</b>    | <b>\$27,257,766</b> |
| Adjustment for suburban library expense supported by directly collected revenue | 283,643             |

|  |                     |
|--|---------------------|
| <b>B&amp;ECP 2010 TOTAL SYSTEM NET OPERATING EXPENSE</b> | <b>\$27,541,409</b> |
|--|---------------------|

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item    | 2008 Actual    | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |        | Comments  |
|--------------------------------------|----------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|--------|---|
| <b>Revenue</b>                       |                |                        |                         |                         |                                 |   |  |                                       |                                     |        |   |
| 400020 Library Real PropTax          | 22,171,833.03- | 22,171,833.00-         | 22,171,833.00-          | 22,921,833.00-          | 750,000.00                      |   |  | 22,171,833.00-                        | 750,000.00-                         | 3.4%   | Request included supplement complementing efficiency based realignments with strategic investments in County-wide literacy services, cultural tourism opportunities, and programs to assist our patrons meet the economic challenges of today's economy. E.C. Legislature Restored funds via Interfund-Subsidy (see acct 486000 below)                  |
| 402190 Appropriated Fund Balance     |                | 500,000.00-            | 1,344,583.00-           | 1,192,126.00-           |                                 |   |  | 1,192,126.00-                         | 152,457.00                          | -11.3% | 2nd year draw down of undesignated fund balance as part of a two-year plan to address county and state budget reductions by implementing a logical financial plan to address the reductions while continuing to address key initiatives and maintaining quality library services.   |
| 408140 SA-Lib Incl Incent            | 2,016,365.00-  | 1,977,297.00-          | 1,769,160.00-           | 1,769,160.00-           |                                 |   |  | 1,769,160.00-                         |                                     | 0.0%   | The 2009 adopted budget anticipated a more severe cut than was ultimately adopted by NY State in Dec 2009. The 2010 estimate is 4.5% below the State's Dec 2009 estimated aid budget.   |
| 408150 State Aid To Member Libraries | 291,040.00-    | 284,636.00-            | 254,674.00-             | 254,674.00-             |                                 |   |  | 254,674.00-                           |                                     | 0.0%   |   |
| 408160 State Aid - Special           | 74,000.00-     |                        |                         |                         |                                 |   |  |                                       |                                     |        |   |
| 419000 Library Charges - Fines       | 334,820.68-    | 379,330.00-            | 379,330.00-             | 373,663.00-             |                                 |   |  | 373,663.00-                           | 5,667.00                            | -1.5%  | SAP library charges/fine revenue reflects activity generated at the Central Library and Buffalo Branch Libraries only. Fine/charge revenue generated at libraries outside Buffalo are collected directly by each library. Projection based upon current patterns.   |
| 419010 Refunds-Cont Library          | 683,985.15-    | 564,595.00-            | 564,595.00-             | 590,461.00-             |                                 |   |  | 590,461.00-                           | 25,866.00-                          | 4.6%   | Fine revenue returned to the System by libraries outside Buffalo to support their labor expense under the Centralized Human Resources Program (CHR) is recorded at the end of the year via the "Refunds-Cont Library" line. Under the contract with these libraries, excess directly collected net operating revenue is also returned via this account. |

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item | 2008 Actual           | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |             | Comments   |
|-----------------------------------|-----------------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|-------------|--|
| 419020 Inter Lib Shipping         | 2,035.00-             | 2,100.00-              | 2,100.00-               |                         |                                 |   |  |                                       | 2,100.00                            | -100.0%     | Western NY Library Resources Council Aid for Inter Library Loan shipping discontinued due to state aid cuts.   |
| 420510 Rent-RI Prop-Aud           | 8,105.00-             | 7,000.00-              | 7,000.00-               | 7,000.00-               |                                 |   |  | 7,000.00-                             |                                     | 0.0%        |  |
| 420530 Comm - Tel Booth Food Svs  | 26,433.36-            | 18,368.00-             | 18,368.00-              | 23,868.00-              |                                 |   |  | 23,868.00-                            | 5,500.00-                           | 29.9%       | Increase reflects continued strong performance of Fables Café, which results in increased rent payments.   |
| 422000 Copies                     | 22,546.73-            | 21,385.00-             | 21,385.00-              | 23,957.00-              |                                 |   |  | 23,957.00-                            | 2,572.00-                           | 12.0%       | Based upon current pattern projection - increased library use.   |
| 423000 Refunds P/Y Expenses       | 10,189.72-            | 10,000.00-             | 10,000.00-              | 10,000.00-              |                                 |   |  | 10,000.00-                            |                                     | 0.0%        |  |
| 445030 Int & Earn - Gen Inv       | 81,434.08-            | 90,000.00-             | 90,000.00-              | 20,000.00-              |                                 |   |  | 20,000.00-                            | 70,000.00                           | -77.8%      | Principally reflects recession induced lower interest rates.   |
| 466000 Miscellaneous Receipts     | 1,601,715.21-         |                        |                         |                         |                                 |   |  |                                       |                                     |             |  |
| 466010 NSF Check Fees             | 40.00-                | 15.00-                 | 15.00-                  | 15.00-                  |                                 |   |  | 15.00-                                |                                     | 0.0%        |  |
| 466020 Minor Sale - Other         | 32,716.59-            | 38,000.00-             | 38,000.00-              | 30,000.00-              |                                 |   |  | 30,000.00-                            | 8,000.00                            | -21.1%      | Reduced sales at Encore Editions   |
| 466030 Book Bags                  | 760.00-               | 1,000.00-              | 1,000.00-               | 2,500.00-               |                                 |   |  | 2,500.00-                             | 1,500.00-                           | 150.0%      | Improved quality environmentally sensitive bags now being sold at higher price   |
| 466040 Printing                   | 32,295.51-            | 26,898.00-             | 26,898.00-              | 34,509.00-              |                                 |   |  | 34,509.00-                            | 7,611.00-                           | 28.3%       | Public access computer printing based upon current pattern projection - continued digit public computer usage increases (up 29% year-to-date as of July after increasing 52% in 2008 over 2007). |
| 466170 Ref Cont Lib Retire        | 15,082.82-            |                        |                         |                         |                                 |   |  |                                       |                                     |             |  |
| 467000 Misc Depart Income         | 2,926.82-             | 3,500.00-              | 3,500.00-               | 4,000.00-               |                                 |   |  | 4,000.00-                             | 500.00-                             | 14.3%       |  |
| 486000 Interfund Subsidy          |                       |                        |                         |                         |                                 | 750,000.00-                             |  | 750,000.00-                           |                                     | n/a         | See explanation for Library Tax (above)  |
| <b>* Revenue Total</b>            | <b>27,408,324.70-</b> | <b>26,095,957.00-</b>  | <b>26,702,441.00-</b>   | <b>27,257,766.00-</b>   | <b>750,000.00</b>               | <b>750,000.00-</b>                      | <b>0</b>                                 | <b>27,257,766.00-</b>                 | <b>555,325.00-</b>                  | <b>2.1%</b> |  |

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item | 2008 Actual  | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |        | Comments  |
|-----------------------------------|--------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|--------|---|
| <b>Expense</b>                    |              |                        |                         |                         |                                 |   |  |                                       |                                     |        |   |
| 500000 Full Time - Salaries       | 9,270,663.07 | 9,960,441.00           | 9,960,442.00            | 9,831,887.00            | 31,049.00-                      |   |  | 9,800,838.00                          | 128,555.00-                         | -1.3%  | Assumed no base wage rate changes as no bargaining unit contracts were in place for 2010 when the budget was submitted. Does include normally scheduled step increases. Restructuring and shift of outside hires to 39 hour RPT are the chief causes of the net decrease. |
| 500010 Part Time - Wages          | 2,965,824.50 | 3,599,737.00           | 3,596,329.00            | 3,694,983.00            | 2,546.00                        |   | 1,653.00-                                | 3,695,876.00                          | 98,654.00                           | 2.7%   | Principally reflects a \$0.25 per hour adjustment to Page and Sr. Page wage rates after the minimum wage increased in July 2009. Starting page wage in 2010 would be \$7.50 per hour.   |
| 500020 Regular PT - Wages         | 517,922.79   | 750,417.00             | 750,417.00              | 857,510.00              |                                 |   | 30,156.00                                | 887,666.00                            | 107,093.00                          | 14.3%  | Restructuring and shift of outside hires to 39 hour RPT.  |
| 500030 Seasonal Emp. Wages        | 82,569.39    | 67,121.00              | 67,121.00               | 107,379.00              |                                 |   |  | 107,379.00                            | 40,258.00                           | 60.0%  | Restructuring and Page/Sr Pg hourly rate increase (most seasonal positions are Pages or Sr. Pages).   |
| 500300 Shift Differential         | 17,424.00    | 17,500.00              | 17,500.00               | 18,000.00               |                                 |   |  | 18,000.00                             | 500.00                              | 2.9%   |   |
| 500330 Holiday Worked             | 13,207.50    | 18,000.00              | 18,000.00               | 18,000.00               |                                 |   |  | 18,000.00                             |                                     | 0.0%   |   |
| 500350 Other Employee Payments    | 40,907.00    | 30,000.00              | 30,000.00               | 30,000.00               |                                 |   |  | 30,000.00                             |                                     | 0.0%   |   |
| 501000 Overtime                   | 177,968.95   | 175,000.00             | 325,000.00              | 275,000.00              |                                 |   |  | 275,000.00                            | 50,000.00-                          | -15.4% | Overtime includes hours to maintain coverage while vacated positions are reassessed and held open to generate salary savings.   |
| 502000 Fringe Benefits            | 4,943,645.78 |                        |                         |                         | 28,503                          |   | 28,503-                                  |                                       |                                     | n/a    |   |
| 502010 Employer FICA              |              | 902,361.00             | 902,361.00              | 915,927.00              |                                 |   |  | 915,927.00                            | 13,566.00                           | 1.5%   |   |
| 502020 Employer FICA - Medicare   |              | 211,036.00             | 211,036.00              | 214,209.00              |                                 |   |  | 214,209.00                            | 3,173.00                            | 1.5%   |   |
| 502030 Employee Health Insurance  |              | 2,210,349.00           | 2,085,349.00            | 2,222,348.00            |                                 |   |  | 2,222,348.00                          | 136,999.00                          | 6.6%   | Projected utilization with a 10% estimated rate increase.   |
| 502040 Dental Plan                |              | 120,260.00             | 120,260.00              | 126,401.00              |                                 |   |  | 126,401.00                            | 6,141.00                            | 5.1%   | Projected utilization with a 5% estimated rate increase.  |
| 502050 Worker's Compensation      |              | 124,226.00             | 124,226.00              | 96,413.00               |                                 |   |  | 96,413.00                             | 27,813.00-                          | -22.4% | Worker's compensation and Unemployment estimates based upon trending current performance.   |
| 502060 Unemployment Insurance     |              | 13,153.00              | 13,153.00               | 20,766.00               |                                 |   |  | 20,766.00                             | 7,613.00                            | 57.9%  |   |
| 502070 Hosp & Med-Retirees'       |              | 1,138,494.00           | 1,138,494.00            | 1,260,785.00            |                                 |   |  | 1,260,785.00                          | 122,291.00                          | 10.7%  | Projected utilization with a 10% estimated rate increase.   |
| 502090 Health Insurance Waiver    |              | 42,000.00              | 42,000.00               | 44,400.00               |                                 |   |  | 44,400.00                             | 2,400.00                            | 5.7%   |   |

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item  | 2008 Actual | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |       | Comments  |
|------------------------------------|-------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|-------|---|
| 502100 Retirement                  |             | 1,166,062.00           | 995,757.00              | 1,210,898.00            |                                 |   |  | 1,210,898.00                          | 215,141.00                          | 21.6% | Includes an average 2.1% of salary (30%) increase in contribution rates for the Library's wage base for the period April 1 - December 31, 2010. If the State Comptroller's worst case scenario of an average 11% of payroll rate comes true add \$174,737.  |
| 502110 Flex Bene Spnd Acct         |             | 2,000.00               | 2,000.00                | 2,000.00                |                                 |   |  | 2,000.00                              |                                     | 0.0%  |   |
| 504990 Reductions Per Srv          |             |                        | 440,000.00-             | 440,000.00-             | 500,000.00-                     |   | 500,000.00                               | 440,000.00-                           |                                     | 0.0%  | The Library is in the midst of a two year restructuring process which will reduce staff positions system-wide attrition. Reallocating and redeploying staff to turnover generated vacancies will also generate turnover savings. Additional turnover will be needed to offset pay-rate impact of recently approved AFSCME settlement (approx.\$91,000). |
| 504992 Contractual Salary Reserves |             | 95,358.00              |                         |                         |                                 |   |  |                                       |                                     |       |   |
| 504997 Service Restoration         |             | 1,600,000.00-          |                         |                         |                                 | 750,000                                 | 750,000-                                 |                                       |                                     | n/a   | Transfers expense to accounts reduced in County Executive's Budget to restore accounts to the amounts as submitted in Library's Budget Request (see accounts 504990 and 575000)   |
| 505000 Office Supplies             | 108,696.81  | 144,350.00             | 144,350.00              | 148,700.00              |                                 |   |  | 148,700.00                            | 4,350.00                            | 3.0%  | For all libraries in the system.  |
| 505200 Clothing Supplies           | 2,544.53    | 3,350.00               | 3,350.00                | 3,350.00                |                                 |   |  | 3,350.00                              |                                     | 0.0%  |   |
| 505600 Auto Tr & Hvy Eq Sup        | 10,184.10   | 7,300.00               | 7,300.00                | 8,300.00                |                                 |   |  | 8,300.00                              | 1,000.00                            | 13.7% | Aging delivery & maintenance vehicles, models range from 1995 to 2007.  |
| 505800 Medical & Health Supplies   | 165.09      | 2,400.00               | 2,400.00                | 2,500.00                |                                 |   |  | 2,500.00                              | 100.00                              | 4.2%  |   |
| 506200 Maintenance & Repair        | 106,993.09  | 131,400.00             | 91,400.00               | 94,850.00               |                                 |   |  | 94,850.00                             | 3,450.00                            | 3.8%  |   |
| 506400 Highway Supplies            | 4,889.17    | 8,000.00               | 8,000.00                | 15,600.00               |                                 |   |  | 15,600.00                             | 7,600.00                            | 95.0% | Rock Salt and de-icers for entire library system. Increase due to purchasing less corrosive ice melt instead of rock salt for the recently replaced sidewalks at the Central Library.   |
| 510000 Local Mileage Reimbursement | 5,617.59    | 6,600.00               | 6,600.00                | 6,600.00                |                                 |   |  | 6,600.00                              |                                     | 0.0%  |   |
| 510100 Out Of Area Travel          | 28,602.35   | 34,525.00              | 34,525.00               | 34,525.00               |                                 |   |  | 34,525.00                             |                                     | 0.0%  |   |
| 510200 Training And Education      | 41,549.90   | 35,675.00              | 35,675.00               | 45,175.00               |                                 |   |  | 45,175.00                             | 9,500.00                            | 26.6% |   |

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item  | 2008 Actual  | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |         | Comments  |
|--|--------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|---------|---|
| 515000 Utility Charges (water, sewer, telecommunications, Internet access) | 142,818.69   | 156,360.00             | 156,360.00              | 172,277.00              |                                 |   |  | 172,277.00                            | 15,917.00                           | 10.2%   | Net increase is driven by additional data line bandwidth needed to meet increased public computer usage (up 29% year-to-date as of July after increasing 52% in 2008 over 2007).  |
| 516010 Cnt Pmts-Non Pro Pur  | 1,136,470.00 | 946.00                 | 946.00                  |                         |                                 |   |  |                                       | 946.00-                             | -100.0% |   |
| 516020 Pro Ser Cnt And Fees  | 664,690.71   | 701,985.00             | 691,985.00              | 791,874.00              |                                 |   |  | 791,874.00                            | 99,889.00                           | 14.4%   | Includes library technology equipment and software maintenance; legal services; online catalog support; and legal support. New to 2010 is RFID equipment maintenance cost at \$57,004 and \$40,000 to support contract services for library fundraising and teen mentoring.         |
| 516030 Maintenance Contracts   | 85,231.13    | 151,678.00             | 151,678.00              | 118,243.00              |                                 |   |  | 118,243.00                            | 33,435.00-                          | -22.0%  |   |
| 530000 Other Expenses  | 152,874.75   | 189,054.00             | 189,054.00              | 316,785.00              |                                 |   |  | 316,785.00                            | 127,731.00                          | 67.6%   | Increase reflects additional programming expense associated strategic investments in County-wide literacy services, cultural tourism opportunities, and programs to assist our patrons meet the economic challenges of today's economy. Also includes new RFID based library cards. |
| 545000 Rental Charges  | 1,773.48     | 1,719.00               | 1,719.00                | 1,569.00                |                                 |   |  | 1,569.00                              | 150.00-                             | -8.7%   |   |
| 555050 Insurance Premiums  | 5,000.00     | 45,000.00              | 45,000.00               | 45,000.00               |                                 |   |  | 45,000.00                             |                                     | 0.0%    |   |
| 561410 Lab & Technical Equipment   | 445,162.72   | 139,181.00             | 139,181.00              | 58,587.00               |                                 |   |  | 58,587.00                             | 80,594.00-                          | -57.9%  | Major periodic public computer replacements completed in 2009.  |
| 561420 Office Furn & Fixt  | 63,022.62    |                        |                         |                         |                                 |   |  |                                       |                                     |         |   |
| 561430 Bldg Grs & Hvy Eq   | 12,505.25    |                        |                         |                         |                                 |   |  |                                       |                                     |         |   |
| 561450 Library Books & Media   | 3,783,546.33 | 3,947,141.00           | 3,759,182.00            | 3,582,120.00            |                                 |   |  | 3,582,120.00                          | 177,062.00-                         | -4.7%   | Changes included a thorough reassessment/scale back of database products and shift to more centralized materials selection.   |
| 570040 I/F Subsidy Debt Srv  | 215,780.24   |                        |                         |                         |                                 |   |  |                                       |                                     |         |   |

**Buffalo & Erie County Public Library 2010 Recommended Operating Budget**

| Fund/Group 820<br>Commitment Item | 2008 Actual | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |     | Comments  |
|-----------------------------------|-------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|-----|---|
| 575000 Interfnd Exp Non-Sub       |             |                        |                         | 250,000.00              | 250,000.00-                     |   | 250,000.00                               | 250,000.00                            | 250,000.00                          | n/a | Pursuant to Resolution 2009-5, this is an annual payment to Erie County in the amount of \$250,000 to return savings associated with the ECFSA's (Erie County Fiscal Stability Authority) efficiency grant for the Library's RFID initiative. Under this initiative, the Library is converting our existing materials handling, inventory, circulation and security system operations to a much more efficient RFID (Radio Frequency Identification) based system in phases over the next several years. The first phase, underway now, is converting 51% of the Library's collection housed in the Central, Buffalo branch and Amherst Libraries using funds from an Erie County Fiscal Stability Authority (ECFSA) efficiency grant, which would provide the opportunity to use technology to improve public service and achieve staffing savings realized as attrition occurs. |

## Buffalo & Erie County Public Library 2010 Recommended Operating Budget

| Fund/Group 820<br>Commitment Item      | 2008 Actual          | 2009 County<br>Adopted | 2009 Library<br>Adopted | 2010 Library<br>Request | Changes -<br>County<br>Exec Bgt | Changes -<br>Erie County<br>Legislature | Changes - for<br>Library Board<br>Action | 2010 Library<br>Recommended<br>Budget | Change From 2009<br>Library Adopted |             | Comments   |
|--|----------------------|------------------------|-------------------------|-------------------------|---------------------------------|---|--|---------------------------------------|-------------------------------------|-------------|--|
| 575040 I/F Expense- Elec/Gas Utilities | 1,241,173.48         | 1,429,761.00           | 1,358,274.00            | 1,138,788.00            |                                 |   |  | 1,138,788.00                          | 219,486.00-                         | -16.2%      | Electric and Natural Gas estimates are based upon rolling 12 month projections projections of usage from utility accounts data and estimates supplied by the county's utility pool purchaser, Fluent energy. Rate assumptions used were provided by Fluent energy. Natural Gas is used to heat all library outlets (including the Central Library). The projection includes electricity for most libraries, excluding the Newstead (Akron) and Concord (Springville) libraries as they pay directly for low cost municipal electric) as well as the West Seneca library which shares a meter with the adjoining Town Hall. This also includes a reduction in the estimate for the Orchard Park Public Library per its Utility Performance agreement, and an estimate of utility costs for the new North Park location scheduled to opened by September 2009. |
| 942000 ID Library Services             | 299,441.00-          | 299,946.00-            | 299,946.00-             | 299,946.00-             |                                 |   |  | 299,946.00-                           |                                     | 0.0%        | Reimburses the Library for cost of providing state mandated services to the County Corrections Center and Holding Facility as well as for utility services provided to the County for Surrogate Court Storage Space underneath the front ramp of the Central Library.  |
| 980000 ID DISS Services                | 185,649.74           | 215,963.00             | 215,963.00              | 215,963.00              |                                 |   |  | 215,963.00                            |                                     | 0.0%        | Services billed from the County's Division of Information Technology, for library use of the County's automated financial, payroll, purchasing and human resource system (SAP); phone system (Central Library); and bulk purchased vehicle fuel.   |
| <b>* Expense Total</b>                 | <b>26,175,633.75</b> | <b>26,095,957.00</b>   | <b>26,702,441.00</b>    | <b>27,257,766.00</b>    | <b>750,000.00-</b>              | <b>750,000.00</b>                       | <b>0</b>                                 | <b>27,257,766.00</b>                  | <b>555,325.00</b>                   | <b>2.1%</b> |  |

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY-GRANTS

## CENTRAL LIBRARY BOOK AID

This grant project is a continuation of an existing grant for the entitlement period 1/1/10 to 12/31/10. The purpose of this state grant is to support the purchase of library materials including books, periodicals and non-print materials for the central library. The grant is 100 percent funded by New York State.

|                            |                 |
|----------------------------|-----------------|
| <b>Total Appropriation</b> | <b>\$60,775</b> |
| <b>Federal Share</b>       | —               |
| <b>State Share</b>         | <b>\$60,775</b> |
| <b>County Share</b>        | —               |

## CENTRAL LIBRARY DEVELOPMENT AID

This grant project is a continuation of an existing grant for the entitlement period 1/1/10 to 12/31/10. The purpose of this state grant is to support the development and operation of central libraries in the state. The grant is used to fund full-time and part-time positions in the central library staff consistent with a development/spending plan approved by the New York State Education Department. The grant is 100 percent funded by New York State.

|                            |                  |
|----------------------------|------------------|
| <b>Total Appropriation</b> | <b>\$263,455</b> |
| <b>Federal Share</b>       | —                |
| <b>State Share</b>         | <b>\$263,455</b> |
| <b>County Share</b>        | —                |

## CONTINUITY OF SERVICE

This grant is a continuation of an existing state grant for the entitlement period 1/1/10 to 12/31/10. The purpose of this state grant is to support the continuation of service levels established by a state grant in 1981. The grant is used to maintain services provided to the public in the Business, Science and Technology Department. The grant is 100 percent funded by New York State.

|                            |                 |
|----------------------------|-----------------|
| <b>Total Appropriation</b> | <b>\$42,500</b> |
| <b>Federal Share</b>       | —               |
| <b>State Share</b>         | <b>\$42,500</b> |
| <b>County Share</b>        | —               |

## COORDINATED OUTREACH PROGRAM

This grant project is a continuation of an existing grant for the entitlement period from 1/1/10 to 12/31/10. The purpose of this state grant is to provide library outreach services to persons in need of special library services. The grant is used to provide services to educationally disadvantaged persons, minority groups in need of special library services, unemployed persons in need of employment and training information, persons who live in areas underserved by a library and persons who are blind, aged, handicapped or are confined in institutions. The program operates according to a plan approved by the New York State Education Department and serves approximately 550,000 persons annually. The grant is 100 percent funded by New York State.

|                            |                  |
|----------------------------|------------------|
| <b>Total Appropriation</b> | <b>\$143,578</b> |
| <b>Federal Share</b>       | —                |
| <b>State Share</b>         | <b>\$143,578</b> |
| <b>County Share</b>        | —                |

**LIBRARY SERVICES TO COUNTY CORRECTIONAL FACILITIES**

This grant project is a continuation of an existing grant for the entitlement period 4/1/10 to 3/31/11. The purpose of this state grant is to support library services provided to inmates in correctional institutions. The grant provides a small supplement to local funds and is used to purchase equipment, supplies and services for the library's correctional institution extension program. The county daily inmate population averages approximately 1,450. The grant is 100 percent funded by New York State.

|                            |                |
|----------------------------|----------------|
| <b>Total Appropriation</b> | <b>\$6,579</b> |
| <b>Federal Share</b>       | <b>—</b>       |
| <b>State Share</b>         | <b>\$6,579</b> |
| <b>County Share</b>        | <b>—</b>       |

**LIBRARY SERVICES TO STATE CORRECTIONAL FACILITIES**

This grant is a continuation of an existing grant for the entitlement period 1/1/10 to 12/31/10. The purpose of this state grant is to support library services to state correctional facility inmates within the library's service area. The grant is used specifically to provide library services to the state correctional facilities at Collins, Gowanda and Wende. Approximately 3,900 state inmates are served by this program. The grant is 100 percent funded by New York State, and is based on the number of inmates in state correctional facilities in the library's service area.

|                            |                 |
|----------------------------|-----------------|
| <b>Total Appropriation</b> | <b>\$30,932</b> |
| <b>Federal Share</b>       | <b>—</b>        |
| <b>State Share</b>         | <b>\$30,932</b> |
| <b>County Share</b>        | <b>—</b>        |

**NEW YORK STATE LIBRARY AUTOMATION GRANT – NON-COMPETITIVE**

This grant is a continuation of an existing grant for the entitlement period 1/1/10 to 12/31/10. The purpose of this non-competitive state grant is to support local library automation programs for bibliographic control and interlibrary information resource sharing. The grant will be used to supplement the automated catalog and circulation system, and to purchase related equipment and supplies, consistent with a plan approved by the New York State Education Department. The grant is 100 percent funded by New York State.

|                            |                 |
|----------------------------|-----------------|
| <b>Total Appropriation</b> | <b>\$65,025</b> |
| <b>Federal Share</b>       | <b>—</b>        |
| <b>State Share</b>         | <b>\$65,025</b> |
| <b>County Share</b>        | <b>—</b>        |