#### BOARD OF TRUSTEES BUFFALO AND ERIE COUNTY PUBLIC LIBRARY DATE: December 18, 2008

#### AGENDA ITEM NUMBER: <u>E.2.a.</u>

RESOLUTION: 2008-57 Adoption of 2009 Budget

#### BACKGROUND:

The 2009 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's shaping up as 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.

**2009 Erie County Operating Budget Adopted:** On December 9<sup>th</sup> the Erie County Legislature voted to override County Executive budget vetoes and finalized their changes to the County's 2009 budget. The budget addresses a significant fall off in sales tax revenue growth and increased mandated social service costs directly related to the financial and economic downturn in the U.S. and many other countries. As reported previously, the budget does not continue the \$1.6 million service restoration funding approved by the County Legislature in 2008. State aid supporting the operating budget is now estimated to fall a further \$0.24 million or more since the budget request was submitted earlier this year (\$0.36 million from the original 2008 adopted budget).

**Two-year Plan to Address County and State Budget Reductions:** Fortunately the Library's financial position is sound, with sufficient projected available fund balance to allow implementing a logical financial plan to address the proposed reductions while continuing to address key initiatives and maintaining quality library services throughout the entire Library System.

This plan includes the following initiatives and adjustments:

1. 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 would convert 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. Pursuant to Executive Committee adopted Resolution 2008-54, the application was developed; County administration support

obtained; a County Legislature resolution of support was adopted December 4th; and the application for a \$1.7 million grant has been submitted for ECFSA review. Once implemented, the grant funded project phase would generate recurring savings estimated at over \$500,000 per year.

2. Adjusting expense projections to reflect changed circumstances since the 2009 budget request was submitted. These include lowering expense projections for retirement and health insurance expense to reflect lower projected usage and rates not available at the time the budget request was prepared; lowering utility cost estimates to reflect the significant decline in energy demand and prices resulting from reduced economic activity and lowering other operating cost estimates to reflect lower anticipated price changes.

3. Adjusting revenue projections to further reduce anticipated state aid recognizing the worsening economic downturn's impact on state revenue.

4. Reducing staff positions system-wide over 2 years by attrition; reallocating and redeploying staff to turnover generated vacancies which will also increase turnover savings.

5. Conducting 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.

6. Enlisting the assistance of contracting library directors and ACT (Association of Contracting Libraries 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.

7. 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. This approach positions the Library well to make the case for future support from the legislature and the County Executive as additional help will be needed in 2010 and beyond.

A summary schedule of recommended budget balancing changes by account is presented on the next page, followed by resolution 2008-57 and related budget charts and schedules.

## ACTION:

Motion to approve Resolution 2008-57 was adopted by unanimous vote.

# Buffalo & Erie County Public Library 2009 Budget Balancing Recommendations

Revenue Reductions From 2009 Library Budget Request	
Erie County Funding Reduction	(\$1,600,000)
Estimated State Aid CUT may be closer to 15% than 5% assumed in the Library's 2009 Budget Request	(\$238,099)
Subtotal Revenue Reductions	(\$1,838,099)
EXPENSE	
Increased overtime expense to maintain open hours as attrition occurs during the restructuring process	(\$150,000)
Final NY state retirement rates for 2009-2010 released in Sept, incorporated 5 year smoothing lowering rate for 2009-2010	\$173,712
Employee Health Insurance costs are trending lower as monthly reconciliations to actual health expense this year have largely been credits, September's was nearly 10%. Formulary changes combined with discount prescription by mail usage are major factors.	\$125,000
Reduce other operating accounts	\$50,000
Eliminate Inflation increase from Library Materials Budget (keep flat at 2008 level)	\$187,959
Eliminate Inflation increase from Salaries & Wages Budget (keep flat at 2008 level plus steps)	\$95,358
Economic slowdown reducing demand for energy, lower utility estimates by 5%	
Natural Gas	\$17,052
Electricity	\$54,435
Net Expense Projection/Reduction Changes	\$553,516
<b>Salary Savings Credit</b> based on savings to be realized as attrition occurs in 2009.	\$440,000
Increase Use of Fund Balance: to allow attrition based restructuring	
To be Offset in 2010 by Library Material Radio Frequency Identification (RFID) Project Savings and Other Productivity Savings	\$434,518
To fund existing services to the point where attrition based restructuring can be implemented - phased in as attrition occurs until restructuring is implemented in late 2009 through 2010	\$410,065
Subtotal Use of Fund Balance	\$844,583
Subtotal Balancing Items	\$1,838,099

#### **RESOLUTION 2008-57**

WHEREAS, in adopting the 2009 Budget, Erie County and its public library system turned a corner, using a County Legislature approved \$1,600,000 increase in funding, the Library implemented focused service restorations aimed toward making our leaner library system more responsive and more effective, providing the most value for our customers in meeting their diverse needs, and

WHEREAS, the Library used those funds to expand hours of public access and library services yielding positive results: Year-to-date circulation through November has risen 6%, while year-to-date public access computer use has soared more than 52% across the System (up 36% among suburban contracting libraries, 77% at the Central Library and a staggering 63% increase among Buffalo branch libraries), and

WHEREAS, this reinforces both the continuing need for basic library services; the nationally documented trend of increasing library use as economic conditions worsen; and the continuing importance of the Library in bridging the "digital divide," and

WHEREAS, what is shaping up as 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, these conditions contributed to a reduction of county support of \$1.6 million in the County's 2009 adopted budget as well as a preliminary estimated reduction in New York State aid of \$0.36 million (operating budget) and \$0.11 million (grants) over the 2008 original adopted budget, and

WHEREAS, while reductions of this magnitude cannot be offset indefinitely, the Library's financial position is sound, providing sufficient projected available fund balance to allow implementing a logical financial and service restructuring plan to address these reductions while continuing to address key initiatives and maintaining quality library services throughout the entire Library System, now therefore be it RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the *2009 Budget*, utilizing the following sources to provide library services in 2009:

\$22,171,833 - Property Tax for Library Purposes
\$0 - Erie County Interfund Revenue Subsidy
\$2,023,834 - New York State Aid - Operating Budget
\$1,344,583 - Use of Fund Balance
\$1,162,191 - Library Fines, Fees and Other Revenue
\$26,702,441 - Total Operating Budget

\$ 612,844 – Library Grants Budget

## **\$27,315,285 – 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.

Adopted by unanimous vote

12/18/2008



# 2009 Budget

# **Operating and Grants - FORM 4 - Per SAP Structure**

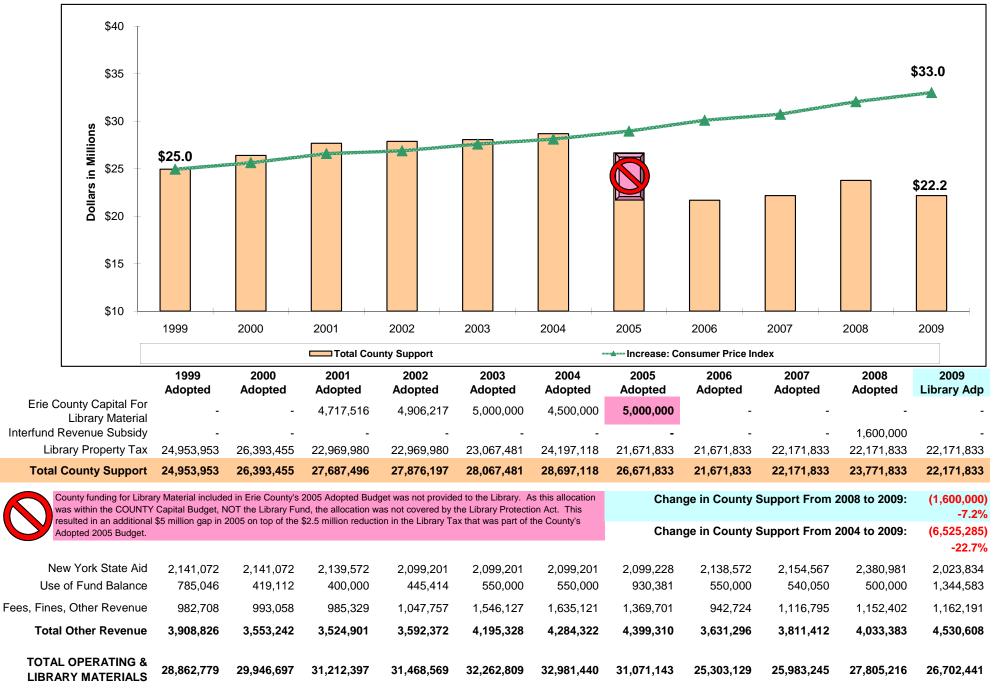
# Pursuant to Library Board of Trustees Resolution 2008 - 57

# December 18, 2008

Adopted by Unanimous Vote

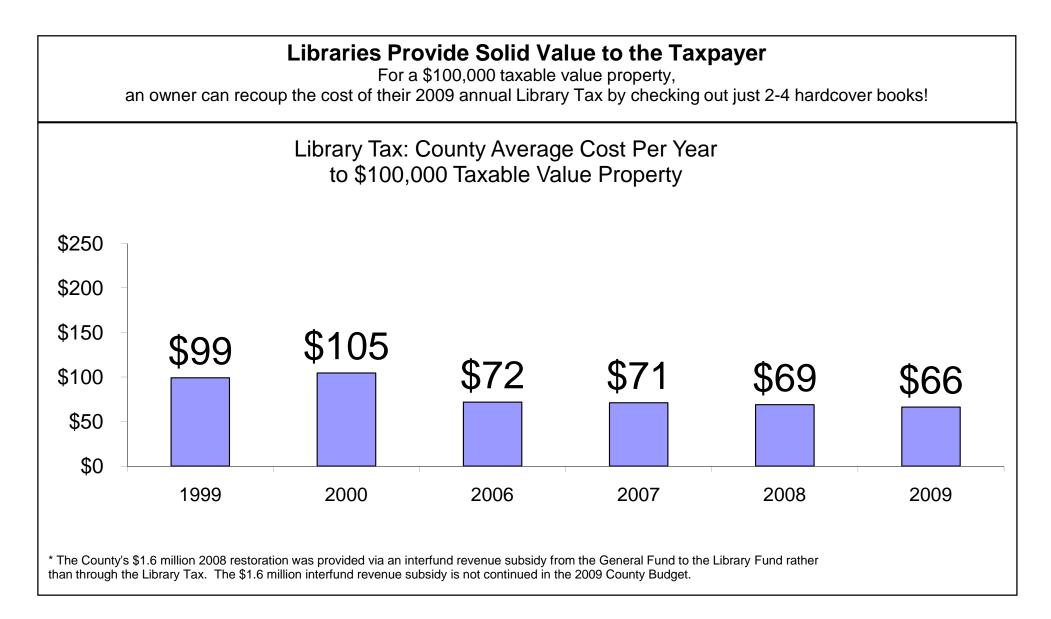
Important note: Contract libraries directly collect revenue including fine, fee, photocopy and printer recovery charges that, while not reflected in the SAP financial system, do offset costs of operation incurred directly by the contracting library (for such things as minor repair, water, sewer and modest other operating expense). Fine/fee revenue net of the above direct contract library expense is returned to the System to support the contracting libraries' labor expense under the Centralized Human Resources Program (CHR). This return is recorded at the end of the year via the "Refunds-Cont Library" line (SAP 419010).

## **B&ECPL OPERATING AND LIBRARY MATERIAL BUDGETS 1999 - 2009**



**Buffalo and Erie County Public Library** 

PROPERTY TAX REVENUE



#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

	ſ					2008		2009 2009 Erie County Budget					Library Budget	et			
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library Budget	County Exec	County Executive	County Legislature	2009 County	Adjust County	Re-Balance Library	Library Board	Change from 2 Adopte	
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million	Adpt Bdgt	Request	Changes	Proposed	Changes	Adopted	Changes	Budget	Adopted	Dollars	Percent
Operating Revenue																	
LIBRARY REAL PROPERTY TAX	400020	21,671,833	21,671,833	22,171,833	22,171,833	0	22,171,833	22,171,833	0	22,171,833	0	22,171,833			22,171,833	0	0.0%
USE OF FUND BALANCE	402190				500,000	0	500,000	500,000	0	500,000	0	500,000		844,583	1,344,583	844,583	168.9%
STATE AID-FR LIB INCL INCENT AID	408140	1,848,498	1,937,560	2,083,869	2,081,365	0	2,081,365	1,977,297	0	1,977,297	0	1,977,297		(208,137)	1,769,160	(312,205)	-15.0%
STATE AID-TO MEMBER LIBRARIES	408150	290,074	299,616	299,616	299,616	0	299,616	284,636	0	284,636	0	284,636		(29,962)	254,674	(44,942)	-15.0%
STATE AID-SPECIAL MEMBER ITEMS	408160	8.000	35,500	0	0	0	0	0	0	0	0	0			0	0	n/a
FEDERAL AID OTHER		0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
LIBRARY CHARGES-FINES (Central &	419000	348,286	322,575	304,968	437,000	0	437,000	379,330	0	379,330	0	379,330			379,330	(57,670)	-13.2%
Buffalo Libraries only)	410000	040,200	022,010	504,500	407,000	0	407,000	070,000	Ŭ	070,000	Ŭ	070,000			070,000	(01,010)	10.270
REFUNDS FROM CONTRACT LIBRARIES	419010	371,750	384,271	468,363	393,151	0	393,151	564,595	0	564.595	0	564,595			564,595	171.444	43.6%
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ILL SHIPPING REIMB - WNYLRC	419020	2,138	2,226	2,336	2,100	0	2,100	2,100	0	2,100	0	2,100			2,100	0	0.0%
RENT RL PROP-AUDITORIUM (Central Library)	420510	3,463	5,759	7,127	5,000	0	5,000	7,000	0	7,000	0	7,000			7,000	2,000	40.0%
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC	420530	11,438	17,424	18,683	16,968	0	16,968	18,368	0	18,368	0	18,368			18,368	1,400	8.3%
(Central & Buffalo Libraries)	120000	11,100	17,721	10,000	10,000	Ũ	10,000	10,000	Ŭ	10,000	Ŭ	10,000			10,000	1,100	0.070
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	36,630	32,499	28,489	29,365	0	29,365	21,385	0	21,385	0	21,385			21,385	(7,980)	-27.2%
REFUND OF PRIOR YEAR EXPENSES	423000	63,008	202,267	54,404	10,000	0	10,000	10,000	0	10,000	0	10,000			10,000	0	0.0%
INTEREST & EARNINGS REGULAR	445030	41,651	65,874	70,594	86,400	0	86,400	90,000	0	90,000	0	90,000			90,000	3,600	4.2%
PREMIUM ON OBLIGATIONS	445070	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
MISCELLANEOUS RECEIPTS (Central & Buffalo Libraries)	466000	513	846	60	0	0	0	0	0	0	0	0			0	0	n/a
NSF CHECK FEES (Central & Buffalo Libraries)	466010	127	15	20	15	0	15	15	0	15	0	15			15	0	0.0%
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	28,533	22,806	25,361	37,000	0	37,000	38,000	0	38,000	0	38,000			38,000	1,000	2.7%
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	1,208	785	1,454	1,000	0	1,000	1,000	0	1,000	0	1,000			1,000	0	0.0%
,																	
MINOR SALE PRINTING (Central & Buffale Libraries)	° 466040	18,764	16,868	22,650	24,242	0	24,242	26,898	0	26,898	0	26,898			26,898	2,656	11.0%

#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

						2008		2009		2009 Erie C	ounty Budget				Library Budget		
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library Budget	County Exec	County Executive	County Legislature	2009 County	Adjust County	Re-Balance Library	Library Board	Change from 2 Adop	
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million	Adpt Bdgt	Request	Changes	Proposed	Changes	Adopted	Changes	Budget	Adopted	Dollars	Percent
Operating Revenue (Co	ont.)																
REFUND CONTRACT LIB. RETIREMENT	466170	315,623	194,716	89,691	107,800	2,361	110,161	0	0	0	0	0			0	(110,161)	-100.0%
REFORD CONTRACT LIB. RETIREMENT	400170	315,025	194,710	09,091	107,800	2,301	110,101	0	0	0	0	0			0	(110,101)	-100.0 %
MISC. DEPARTMENTAL INCOME	467000	15,416	3,917	3,579	0	0	0	3,500	0	3,500	0	3,500			3,500	3,500	n/a
GEN OBLIGATION BOND PROCEEDS	475000	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
INTERFUND- REV NON-SUBSIDY	450000	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
INTERFUND- REV SUBSIDY (County Aid) - Maintains County Legislature enacted 2008 service restorations in the face of rising energy and benefit costs.		0	0	0	1,600,000	0	1,600,000	1,600,000	(1,600,000)	0	0	0			0	(1,600,000)	-100.0%
INTERFUND- REV -SUBSIDY (County Aid for 2009 Service Restoration Options)		0	0	0	0	0	0	0	0	0	0					0	n/a
ACC INV INT REV GEN	499100	21	(21)	0	0	0	0	0	0	0	0	0			0	0	n/a
SUBTOTAL OPERATING REVEN	IUE	25,076,972	25,217,335	25,653,097	27,802,855	2,361	27,805,216	27,695,957	(1,600,000)	26,095,957	0	26,095,957	0	606,484	26,702,441	(1,102,775)	-4.0%

						2008		2009					Library Budget				
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library	County Exec	County Executive	County Legislature	2009 County	Adjust	Re-Balance Library	Library Board	Change from 2 Adopte	
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million	Adpt Bdgt	Budget Request	Changes	Proposed	Changes	Adopted	County Changes	Budget	Adopted	Dollars	Percent
Appropriations	-																
PERSONAL SERVICES (2003 all, 2004 and later FULL-TIME)	<sup>d</sup> 500000	9,751,098	7,338,092	8,237,213	8,701,077	546,157	9,247,234	9,960,442	(1)	9,960,441	0	9,960,441	1		9,960,442	713,208	7.7%
PART-TIME WAGES	500010	1,858,268	1,868,397	2,338,136	2,595,212	397,294	2,992,506	3,596,329	3,408	3,599,737	0	3,599,737	(3,408)		3,596,329	603,823	20.2%
REGULAR PART-TIME WAGES	500020	309,050	814,757	581,931	508,316	(74,085)	434,231	750,417	0	750,417	0	750,417			750,417	316,186	72.8%
SEASONAL EMPLOYEE WAGES	500030	104,363	81,433	74,165	67,194	0	67,194	67,121	0	67,121	0	67,121			67,121	(73)	-0.1%
SHIFT DIFFERENTIAL	500300	15,534	15,895	17,152	16,500	0	16,500	17,500	0	17,500	0	17,500			17,500	1,000	6.1%
HOLIDAY WORKED	500330	21,131	15,672	17,167	18,000	0	18,000	18,000	0	18,000	0	18,000			18,000	0	0.0%
OTHER EMPLOYEE PAYMENTS	500350	(1,647)	56,585	26,569	20,000	0	20,000	30,000	0	30,000	0	30,000			30,000	10,000	50.0%
OVERTIME	501000	115,691	110,691	163,975	120,000	0	120,000	175,000	0	175,000	0	175,000		150,000	325,000	205,000	170.8%
FRINGE BENEFITS: Include employer costs for Retirement, Medical & Dental Insurance, Retiree Health Insurance, Unemployment Ins. and Workers Compensation Expense for all libraries and FICA (Social Security/Medicare for employees of the Central Library, System Support, Buffalo Branch, and contracting libraries participating in the Centralized Human Resources Program)	502000	5,970,712	5,110,955	4,604,789	5,335,560	278,703	5,614,263	5,933,348	(3,407)	5,929,941	0	5,929,941	3,407	(298,712)	5,634,636	20,373	0.4%
REDUCTIONS FRM PRSNL SVS ACCT	504990	0	0	0	0	0	0	0	(1,600,000)	(1,600,000)	0	(1,600,000)		1,160,000	(440,000)	(440,000)	n/a
CONTRACTUAL SALARY RESERVES	504992	0	0	0	318,520	0	318,520	95,358	0	95,358	0	95,358		(95,358)	0	(318,520)	-100.0%
SERVICE RESTORATION REQUEST	504999	0	0	0	1,600,000	(1,252,733)	347,267	0	0	0	0	0			0	(347,267)	-100.0%
OFFICE SUPPLIES (for all libraries)	505000	48,039	52,134	66,719	107,550	0	107,550	144,350	0	144,350	0	144,350			144,350	36,800	34.2%
CLOTHING SUPPLIES	505200	65	2,442	738	3,350	0	3,350	3,350	0	3,350	0	3,350			3,350	0	0.0%
AUTO SUPPLIES	505600	4,342	8,803	7,357	6,600	0	6,600	7,300	0	7,300	0	7,300			7,300	700	10.6%
MEDICAL SUPPLIES	505800	579	0	348	2,300	0	2,300	2,400	0	2,400	0	2,400			2,400	100	4.3%
REPAIRS & MAINTENANCE	506200	75,385	66,640	76,012	128,250	0	128,250	131,400	0	131,400	0	131,400		(40,000)	91,400	(36,850)	-28.7%
	500400	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
HIGHWAY SUPPLIES (rock salt)	506400	3,268	2,284	3,455	3,500	0	3,500	8,000	0	8,000	0	8,000			8,000	4,500	128.6%

#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

#### 2009 Operating Budget Per Resolution 2008-57

	ſ					2008		2009 2009 Erie County Budget							Library Budget		
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library	County Exec	County	County	2009 County	Adjust	Re-Balance	Library Board	Change from 2 Adopt	
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million	Adpt Bdgt	Budget Request	Changes	Executive Proposed	Legislature Changes	Adopted	County Changes	Library Budget	Adopted	Dollars	Percent
	L				-						-						
Appropriations (Cont.)																	
LOCAL MILEAGE REIMBURSEMENT	510000	3,890	4,972	3,423	6,600	0	6,600	6,600	0	6,600	0	6,600			6,600	0	0.0%
OUT OF AREA TRAVEL	510100	8,862	13,422	14,479	34,525	0	34,525	34,525	0	34,525	0	34,525			34,525	0	0.0%
TRAINING & EDUCATION	510200	15,681	17,459	22,182	34,450	0	34,450	35,675	0	35,675	0	35,675			35,675	1,225	3.6%
UTILITY CHARGES (Water/Sewer/Cell phone/Data Lines and Internet Access which moved to this acct in SAP) See Enterprise Utility for Electric, NGas & Fuel Oil	515000	133,682	125,223	109,046	140,045	0	140,045	156,360	0	156,360	0	156,360			156,360	16,315	11.6%
CONTRACT LIBRARY PAYMENTS																(	
	516010	1,159,243	1,117,186	1,152,337	1,194,215	15,747	1,209,962	0	0	0	0	0			0	(1,209,962)	-100.0%
	516010	50,534	44,512	57,412	56,880	5,091	61,971	0	0	0	0	0			0	(61,971)	-100.0%
	516010	8,000	0	0	0	0	0	0	0	0	0	0			0	0	n/a
	516010	58,041	46,467	61,078	64,183	0	64,183	0	0	0	0	0			0	(64,183)	-100.0%
	516010	820,884	603,911	69,014	0	0	0	0	0	0	0	0			0	0	n/a
CLARENCE PUBLIC 2 COLLINS PUBLIC 1.2	516010 516010	281,874 0	61,149	0 0	0	0 0	0	0	0	0	0	0			0	0	n/a
CONCORD PUBLIC 2	516010 516010	86,858	10,500 89,934	95,658	100,975	0 13,715	0 114,690	0	0	0	0	0			0	(114,690)	n/a -100.0%
	516010	63,006	13,621	95,058	357	(357)	114,090 0	0	0	0	0	0			0	(114,090)	n/a
ELMA PUBLIC 2	516010	200,347	28,520	0	0	(007)	0	0	0	0	0	0			0	0	n/a
EWELL FREE-ALDEN 2	516010	50,360	47,816	0	0	0	0	0	0	0	0	0			0	0	n/a
GRAND ISLAND MEMORIAL 1.2	516010	00,000	0	0	0	0	0	0	0	0	0	0			0	0	n/a
HAMBURG PUBLIC 2	516010	508,725	136,570	0	0	0	0	0	0	0	0	0			0	0	n/a
LACKAWANNA PUBLIC 2	516010	205,796	188,145	202,311	200,151	20,428	220,579	0	0	0	0	0			0	(220,579)	-100.0%
LANCASTER PUBLIC 1, 2	516010	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
MARILLA FREE 1, 2	516010	0	11,770	11	1,556	0	1,556	946	0	946	0	946			946	(610)	-39.2%
NEWSTEAD PUBLIC - AKRON 1, 2	516010	10,000	1	0	0	357	357	0	0	0	0	0			0	(357)	-100.0%
NORTH COLLINS PUBLIC 2	516010	44,855	7,442	0	0	0	0	0	0	0	0	0			0	0	n/a
ORCHARD PARK PUBLIC 1, 2	516010	257,104	0	0	0	0	0	0	0	0	0	0			0	0	n/a
TONAWANDA PUBLIC CITY 1, 2	516010	10,000	356	0	0	0	0	0	0	0	0	0			0	0	n/a
TONAWANDA TOWN PUBLIC 1, 2	516010	20,000	1,336	0	0	0	0	0	0	0	0	0			0	0	n/a
WEST SENECA PUBLIC 2	516010	292,023	169,080	0	0	0	0	0	0	0	0	0			0	0	n/a
Immentant Nate Co		1) Controlizor			rogrom bogon	aa a pilot projo	ot in 2001 to los	orage the econ	omion of apolo	propert at the	DOECDI and	Eric County to n	rovido povr	all and banafi	ito odministratio	for contractir	

**Contract Library Payments:** 

Important Note Concerning 1) Centralized Human Resources (CHR) Program began as a pilot project in 2001 to leverage the economies of scale present at the B&ECPL and Erie County to provide payroll and benefits administration for contracting libraries. As of January 1, 2009 all contracting libraries have joined the program. Under CHR the B&ECPL and Erie County provide payroll and benefit administration services, which are paid directly out of the System budget using the County's SAP financial system. These expenses are budgeted in the System personnel accounts rather than in the contract line. Prior to joining CHR, contracting libraries maintained their own salary/wage budgets supported by directly collected revenue and the contract allocation shown in SAP account 516010.

#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

	ſ					2008		2009 2009 Erie County Budget							Library Budget				
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library Budget	County Exec	County Executive	County Legislature	2009 County	Adjust County	Re-Balance Library	Library Board	Change from 2 Adopt			
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million Restore	Adpt Bdgt	Request	Changes	Proposed	Changes	Adopted	Changes	Budget	Adopted	Dollars	Percent		
Appropriations (Cont.)																			
PROF SERV CONTRACT & FEES	516020	582,173	712,561	647,610	704,118	0	704,118	701,985	0	701,985	0	701,985		(10,000)	691,985	(12,133)	-1.7%		
DUES & FEES		0	0	0	0	0	0	0	0	0	0	0			0	0	n/a		
MAINTENANCE CONTRACTS	516030	96,717	102,895	118,210	169,992	0	169,992	151,678	0	151,678	0	151,678			151,678	(18,314)	-10.8%		
OTHER EXPENSES	530000	61,047	56,518	82,245	154,106	0	154,106	189,054	0	189,054	0	189,054			189,054	34,948	22.7%		
RENTAL CHARGES	545000	36,836	1,634	970	1,879	0	1,879	1,719	0	1,719	0	1,719			1,719	(160)	-8.5%		
INSURANCE PREMIUMS	555050	26	0	0	45,000	0	45,000	45,000	0	45,000	0	45,000			45,000	0	0.0%		
LOCAL SHARE GRANT MATCH	559000			311,057	0	0	0	0	0	0	0	0			0	0	n/a		
BUILDING IMPROVEMENTS	561250	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a		
LAB & TECH EQUIP (includes software updates)	561410	165,857	7,292	237,733	125,692	0	125,692	139,181	0	139,181	0	139,181			139,181	13,489	10.7%		
FURNITURE, FIXTURES & OFFICE EQUIPMENT	561420	0	0	0	20,000	0	20,000	0	0	0	0	0			0	(20,000)	-100.0%		
BUILDINGS & GROUNDS EQUIPMENT	561430	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a		
MOTOR VEHICLE EQUIPMENT	561440	0	0	58,354	0	0	0	0	0	0	0	0			0	0	n/a		
LIBRARY BOOKS & MEDIA (operating fun expense only) <b>Note</b> : From 2001 through 2004 the County provided most funding for library material through the county capital budget. No new capital funding was provided after 2004. Library material purchases in 2004 included \$4,030,470 capital fund funding and the remaining balance of \$1,234,902 supported library material purchases in 2005. In 2006/2007 this expenditure was fully transfered back t this operating account, without a corresponding increase in operating revenue support. This was a major factor forcing the library downsizing in 2005.	561450	656,705	2,609,049	3,281,697	3,759,182	0	3,759,182	3,947,141	0	3,947,141	0	3,947,141		(187,959)	3,759,182	0	0.0%		

#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

						2008		2009		2009 Erie C	ounty Budget				Library Budget		
Fund 820 Fund Center 420 Account Name	SAP Account	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	County Legislature Adopted	Allocate Legislature \$1.6 million	Library Brd 12/20/2007 Adpt Bdgt	Library Budget Request	County Exec Changes	County Executive Proposed	County Legislature Changes	2009 County Adopted	Adjust County Changes	Re-Balance Library Budget	Library Board Adopted	Change from 2 Adopt Dollars	
Appropriations (Cont.)																	
INTERFUND-ROAD/TRANS-SUBS	570000	0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
INTERFUND-DEBT SERVICE	570040	235,492	229,268	223,042	215,781	0	215,781	0	0	0	0	0			0	(215,781)	-100.0%
INTERFUND-UTILITY ENTERPRISE FUN for Electric, NGas & Fuel Oil (Most Contract Libraries are included in the Electric and Ngas Pools)	D 575000	1,326,423	1,141,761	1,199,962	1,304,717	52,044	1,356,761	1,429,761	0	1,429,761	0	1,429,761	0	(71,487)	1,358,274	1,513	0.1%
INTERFUND-LIBRARY GRANTS		0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(290,209)	(298,940)	(297,194)	(299,441)	0	(299,441)	(299,946)	0	(299,946)	0	(299,946)			(299,946)	(505)	0.2%
INTERDEPT-DISS	980000	195,227	196,752	195,788	215,963	0	215,963	215,963	0	215,963	0	215,963			215,963	0	0.0%
TOTAL OPERATING EXPENDIT	URES	25,631,936	23,042,963	24,062,151	27,802,855	2,361	27,805,216	27,695,957	(1,600,000)	26,095,957	0	26,095,957	0	606,484	26,702,441	(1,102,775)	-4.0%

#### **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

						2008		2009		2009 Erie C	ounty Budget				Library Budget		
Fund 820 Fund Center 420	SAP	FY 2005	FY 2006	FY 2007	County Legislature	Allocate Legislature	Library Brd 12/20/2007	Library Budget	County Exec	County Executive	County Legislature	2009 County	Adjust County	Re-Balance Library	Library Board	Change from 2 Adopt	
Account Name	Account	Actual	Actual	Actual	Adopted	\$1.6 million	Adpt Bdgt	Request	Changes	Proposed	Changes	Adopted	Changes	Budget	Adopted	Dollars	Percent
Fringe Benefit Detail																	
Fringe Benefits	502000	8,915	0	0	0	0	0	0	(3,407)	(3,407)	0	(3,407)	3,407	0	0	0	n/a
Employer FICA - REGULAR	502010	755,104	633,955	708,349	746,573	50,999	797,572	902,361	0	902,361	0	902,361		0	902,361	104,789	13.1%
Employer FICA - MEDICARE	502020	176,900	148,403	165,831	174,602	11,927	186,529	211,036	0	211,036	0	211,036		0	211,036	24,507	13.1%
Employee Health Insurance	502030	1,965,688	1,596,623	1,692,158	2,099,815	132,352	2,232,167	2,210,349	0	2,210,349	0	2,210,349		(125,000)	2,085,349	(146,818)	-6.6%
Dental Plan	502040	148,301	107,368	106,836	126,449	8,910	135,359	120,260	0	120,260	0	120,260		0	120,260	(15,099)	-11.2%
Workers Compensation	502050	123,857	109,320	106,193	126,978	8,780	135,758	124,226	0	124,226	0	124,226		0	124,226	(11,532)	-8.5%
Unemployment Insurance	502060	281,326	261,235	4,872	10,775	2,092	12,867	13,153	0	13,153	0	13,153		0	13,153	286	2.2%
Hospital & Medical - Retirees	502070	837,541	738,558	771,207	931,375	44,231	975,606	1,138,494	0	1,138,494	0	1,138,494		0	1,138,494	162,888	16.7%
Health Insurance Waiver (Incl: 1	17502080	35,617	31,500	30,700	33,204	0	33,204	42,000	0	42,000	0	42,000		0	42,000	8,796	26.5%
Health Insurance Waiver - Single	e 502090	0	0	0	0	0	0	0	0	0	0	0		0	0	0	n/a
Retirement	502100	1,637,463	1,483,994	1,018,643	1,083,789	19,412	1,103,201	1,169,469	0	1,169,469	0	1,169,469	0	(173,712)	995,757	(107,444)	-9.7%
Flex Benefit Spending	502110	0	0	0	2,000	0	2,000	2,000	0	2,000	0	2,000			2,000	0	0.0%
Total Fringe Benefi	t Detail:	5,970,712	5,110,955	4,604,789	5,335,560	278,703	5,614,263	5,933,348	(3,407)	5,929,941	0	5,929,941	3,407	(298,712)	5,634,636	20,373	0.4%
Interfund Utilities Detail																	
Fuel Oil		0	0	0	0	0	0	0	0	0	0	0			0	0	n/a
Natural Gas		362,551	255,494	263,973	306,254	11,544	317,798	341,023	0	341,023	0	341,023		(17,052)	323,971	6,173	1.9%
Electricity		963,872	886,267	935,989	998,463	40,500	1,038,963	1,088,738	0	1,088,738	0	1,088,738		(54,435)	1,034,303	(4,660)	-0.4%
Total Interfund Utilities	s Detail:	1,326,423	1,141,761	1,199,962	1,304,717	52,044	1,356,761	1,429,761	0	1,429,761	0	1,429,761	0	(71,487)	1,358,274	1,513	0.1%

2009 Grants Budget Per Resolution 2008-57

Grant Name	2007 Board Adopted Budget	2008 Board Adopted Budget	2009 Budget Request	2009 County Changes	Revise Aid Estimates	Library Board Adopted
Central Library Development Aid						
NEW YORK STATE AID	309,947	309,947	294,450	0	(30,995)	263,455
Total Revenue:	309,947	309,947	294,450	0	(30,995)	263,455
FULL-TIME SALARIES	128,552	166,890	168,600	0	0	168,600
PART-TIME WAGES	86,073	46,006	29,551	0	0	29,551
SEASONAL WAGES	15,340	0	5,193	0	0	5,193
FRINGE BENEFITS	79,982	97,051	91,106	0	(30,995)	60,111
Total Expense:	309,947	309,947	294,450	0	(30,995)	263,455
Central Library Book Aid						
NEW YORK STATE AID	71,500	71,500	67,925	0	(7,150)	60,775
Total Revenue:	71,500	71,500	67,925	0	(7,150)	60,775
LIBRARY BOOKS & MEDIA	71,500	71,500	67,925	0	(7,150)	60,775
Total Expense:	71,500	71,500	67,925	0	(7,150)	60,775
Continuity of Service						
NEW YORK STATE AID	50,000	50,000	47,500	0	(5,000)	42,500
Total Revenue:	50,000	50,000	47,500	0	(5,000)	42,500
FULL-TIME SALARIES	31,096	35,000	28,336	0	0	28,336
PART-TIME WAGES	0	4,882	6,136	0	0	6,136
FRINGE BENEFITS	18,904	10,118	13,028	0	(5,000)	8,028
Total Expense:	50,000	50,000	47,500	0	(5,000)	42,500
Coordinated Outreach						
NEW YORK STATE AID	168,916	168,916	160,470	0	(16,892)	143,578
Total Revenue:	168,916	168,916	160,470	0	(16,892)	143,578
FULL-TIME SALARIES	116,253	115,854	104,807	0	0	104,807
PART-TIME WAGES	4,652	0	4,348	0	0	4,348
FRINGE BENEFITS	48,011	53,062	51,315	0	(16,892)	34,423
Total Expense:	168,916	168,916	160,470	0	(16,892)	143,578

2009 Grants Budget Per Resolution 2008-57

	2007 Board Adopted	2008 Board Adopted	2009 Budget	2009 County	Revise Aid	Library Board
Grant Name	Budget	Budget	Request	Changes	Estimates	Adopted
Library Automation Aid						
NEW YORK STATE AID	76,500	76,500	72,675	0	(7,650)	65,025
Total Revenue:	76,500	76,500	72,675	0	(7,650)	65,025
FULL-TIME SALARIES	29,199	29,424	29,771	0	0	29,771
PART-TIME WAGES	30,789	30,628	28,893	0	0	28,893
REGULAR PT WAGES	0					
FRINGE BENEFITS	16,512	16,448	14,011	0	(7,650)	6,361
Total Expense:	76,500	76,500	72,675	0	(7,650)	65,025
State Correctional Facilities						
NEW YORK STATE AID	36,621	36,390	34,571	0	(3,639)	30,932
Total Revenue:	36,621	36,390	34,571	0	(3,639)	30,932
PERSONAL SERVICES						
PART-TIME WAGES	13,268	17,409	17,702	0	0	17,702
FRINGE BENEFITS	3,386	4,425	3,041	0	0	3,041
TRAINING AND EDUCATION	0					
PROF SERVICES & FEES	1,200	1,200	800	0	0	800
LIBRARY BOOKS & MEDIA	18,767	13,356	13,028	0	(3,639)	9,389
Total Expense:	36,621	36,390	34,571	0	(3,639)	30,932
County Correctional Facilities						
NEW YORK STATE AID	8,511	7,741	7,353	0	(774)	6,579
Total Revenue:	8,511	7,741	7,353	0	(774)	6,579
PERSONAL SERVICES						
PART-TIME WAGES	5,198	5,198	5,192	0	0	5,192
FRINGE BENEFITS	1,329	1,320	900	0	0	900
OFFICE SUPPLIES	321	300	300	0	0	300
OTHER EXPENSES	0				( <u> </u>	
LIBRARY BOOKS & MEDIA	1,663	923	961	0	(774)	187
Total Expense:	8,511	7,741	 7,353	0	(774)	6,579
TOTAL LIBRARY GRANTS						
NEW YORK STATE AID	721,995	720,994	684,944	0	(72,100)	612,844
Grand Total Grants:	721,995	720,994	684,944	0	(72,100)	612,844