

2020 Budget Operating and Grants - by Line Item Per SAP Structure

Pursuant to B&ECPL Board of Trustees Resolution 2019-24 and County Executive Recommended Allocation October 1, 2019

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).

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Pursuant to B&ECPL Board Resolution 2019-24

				2019	Library Bu	dget		2020	_ibrary Budge	et		
	SAP Account	FY 2017 Actual	FY 2018 Actual	Res 2018-38 Library Adpt Budget	Encumb. /Adjusts /Revisions	Revised Budget	Library Request (Per County Budget Instructions)	County Exec Changes	County Executive Reco.	Change fro Library A Dollars		
					as of 8/31/2019	9	8/15/2019		10/1/2019			
Operating Revenue												
LIBRARY REAL PROPERTY TAX	400020	23,943,617	24,422,489	24,910,939	0	24,910,939	24,910,939	498,219	25,409,158	498,219	2.0%	County Budget allocation provides a share of the growth in the property tax base, allowing the Library to provide quality services while limiting reliance on use of fund balance.
USE OF FUND BALANCE	402190			506,529	400,000	906,529	1,311,093	(498,219)	812,874	306,345	60.5%	Use of fund balance helps to partially offset the impact of rising contractually obligated and/or mandated expenses such as contracted COLAs; and increases in the minimum wage.
STATE AID-FR LIB INCL INCENT AID	408140	1,943,727	1,962,859	1,962,859	0	1,962,859	1,963,842	0	1,963,842	983	0.1%	2020 NYS aid estimate is based upon the 2019-20 State Enacted
STATE AID-TO MEMBER LIBRARIES	408150	284,683	287,504	287,504	0	287,504	287,648	0	287,648	144		Budget.
STATE AID-OTHR	408160	206,500	294,500	0	0	0	0	0	0	0	n/a	Amount in 2018 reflects aid sposored by Senators Gallivan, Jacobs and Ranzenhofer and Assemblymember Walters to assist libraries in their districts.
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	292,913	290,905	290,463	0	290,463	287,689	0	287,689	(2,774)	-1.0%	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. 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
REFUNDS FROM CONTRACT LIBRARIES	419010	354,807	327,608	333,040	0	333,040	272,964	0	272,964	(60,076)	-18.0%	end of the year via the "Refunds from Contract Libraries" line. Decrease reflects the continuing shift to e-books and other downloadables which expire automatically at the end of the borrowing period, hence no fines occur.
RENT RL PROP- INCL AUDITORIUM (Central Library)	420510	19,772	23,988	18,900	0	18,900	24,000	0	24,000	5,100	27.0%	2019 Auditorium rental impacted by renovation project.
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC (Central & Buffalo Libraries)	420530	14,923	11,722	19,500	0	19,500	17,000	0	17,000	(2,500)		Impacted by Fables Café ceasing operations. Vending service is now provided.
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	24,579	24,945	18,677	0	18,677	17,524	0	17,524	(1,153)	-	Based upon projected usage.
REFUND OF PRIOR YEAR EXPENSES	423000	33,940	30,756	10,000	0	10,000	10,000	0	10,000	0	0.0%	
INTEREST & EARNINGS REGULAR	445030	2,574	11,745	9,000	0	9,000	12,000	0	12,000	3,000	-	Assumes higher interest rate environment.
MISCELLANEOUS RECEIPTS	466000	253	75	0	0	0	0	0	0	0	n/a	
NSF CHECK FEES (Central & Buffalo Libraries)	466010	0	0	15	0	15	15	0	15	0	0.0%	
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	4,565	4,803	4,708	0	4,708	4,384	0	4,384	(324)	-6.9%	Based upon projected usage.
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	1,029	892	900	0	900	900	0	900	0	0.0%	Based upon projected usage.
MINOR SALE PRINTING (Central & Buffalo Libraries)	466040	62,171	61,268	62,435	0	62,435	60,089	0	60,089	(2,346)	-3.8%	Based upon projected usage.

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					as of 8/31/201	9	8/15/2019		10/1/2019			
MISC. DEPARTMENTAL INCOME	467000	4,103	10,111	5,000	0	5,000	5,000	0	5,000	0	0.0%	
OTHER CONTRIBUTION	479100	60,000	60,000	45,000	0	45,000	45,000	0	45,000	0		flects the target for the Library's fundraising campaign "Bucks Books" based upon recent year's experience.
SUBTOTAL OPERATING REVENU	E	27,254,158	27,826,170	28,485,469	400,000	28,885,469	29,230,087	0	29,230,087	744,618	2.6%	
Operating Expense											<u></u>	
FULL-TIME WAGES	500000	9,292,528	9,566,171	9,999,381	145,565	10,144,946	10,548,939	0	10,548,939	549,558	5.5%	
PART-TIME WAGES	500010	3,676,701	3,885,440	4,282,165	69,969	4,352,134	4,481,436	0	4,481,436	199,271	4.7% bar	ages include contracted COLA and step increases pursuant to gaining unit agreements ranging from 2.0 to 2.5%; up to 2.5% management confidential employees; and a \$0.70 per hour
REGULAR PART-TIME WAGES	500020	704,030	814,155	850,682	(16,777)	833,905	905,437	0	905,437	54,755	6.4% (6.3	3%) increase in the Page hourly rate for the 12/31/2019 increase NYS minimum wage & corresponding \$0.70 per hour increase in
SHIFT DIFFERENTIAL	500300	18,566	20,978	25,000	0	25,000	25,000	0	25,000	0	0.0% hou	Page wages to maintain a \$0.50 per hour differential with Page urly wage rate. The wage and percent driven fringe benefit pact of the minimum wage increase is an increase of over
HOLIDAY WORKED	500330	17,236	18,069	20,000	0	20,000	20,500	0	20,500	500	2.5% \$16	53,000 vs 2019. Combined, 2020 Proposed Page and Sr. Page rkhours are reduced through turnover by 2.1 FTE in part to help
OTHER EMPLOYEE PAYMENTS	500350	172,232	127,280	120,000	0	120,000	120,000	0	120,000	0	0.0% offs	set. Even so, overall PT wages will increase 4.7% from the 19 adopted budget.
OVERTIME	501000	227,618	257,415	270,000	0	270,000	270,000	0	270,000	0	0.0%	
SUBTOTAL SALARIES & WAGES	8	14,108,912	14,689,508	15,567,228	198,757	15,765,985	16,371,312	0	16,371,312	804,084	5.2%	
FRINGE BENEFITS: Include employer benefit costs for all libraries.	502000	6,840,134	6,677,449	7,009,619	34,437	7,044,056	7,004,014	0	7,004,014	(5,605)	-0.1% See	e Fringe Benefit Detail below.
REDUCTIONS FRM PRSNL SVS ACCT	504990	0	0	0	(178,198)	(178,198)	(161,864)	0	(161,864)	(161,864)	ser n/a 202 est	recent years this account has been used principally for civil vice encumbered positions, of which there were 4 when the 20 budget request was submitted. This account also includes imated savings from pending retirements being replaced by sonnel at lower steps.
CONTRACTUAL SALARY RESERVES	504992	0	0	54,996	(54,996)	0	0	0	0	(54,996)	-100.0% adj	19 amount included a reserve for potential wage & benefit ustments for CMU members as a 2019 contract was not yet in ce. For 2020 all bargaining units are operating under contract.
TOTAL LABOR AND BENEFIT COSTS	3	20,949,046	21,366,957	22,631,843	0	22,631,843	23,213,462	0	23,213,462	581,619	2.6%	

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	•				as of 8/31/2019)	8/15/2019		10/1/2019		•	
OFFICE SUPPLIES (for all libraries)	505000	168,795	182,808	178,450	0	178,450	204,950	0	204,950	26,500	14.9%	Increase principally reflects demand driven printer/ toner expense, particularly for high volume public computer printers. Public printing revenue helps offset. Estimated revenue from public printing totals \$145,902 (\$85,803 included in Return to System amount from Member Libraries).
CLOTHING SUPPLIES	505200	2,201	3,252	4,000	63	4,063	4,000	0	4,000	0	0.0%	
AUTO SUPPLIES	505600	9,996	11,072	12,000	0	12,000	12,000	0	12,000	0	0.0%	
MEDICAL SUPPLIES	505800	778	1,822	1,650	0	1,650	1,900	0	1,900	250	-	Supply cost/volume increases.
REPAIRS & MAINTENANCE SUPPLIES	506200	123,717	111,728	111,150	111,085	222,235	118,900	0	118,900	7,750	-	Supply cost increases.
HIGHWAY SUPPLIES (rock salt)	506400	8,638	13,399	14,000	0	14,000	15,400	0	15,400	1,400		Rock Salt and de-icers: For entire library system. Increase relects usage and higher prices for salt.
LOCAL MILEAGE REIMBURSEMENT	510000	10,980	9,868	11,000	0	11,000	11,000	0	11,000	0	0.0%	
OUT OF AREA TRAVEL	510100	14,456	18,408	20,000	0	20,000	21,000	0	21,000	1,000	5.0%	
TRAINING & EDUCATION	510200	55,659	31,065	55,456	0	55,456	57,450	0	57,450	1,994	3.6%	
UTILITY CHARGES Water/Sewer/ phone/Data Lines/Internet Access; & fuel oil. See Interfund Enterprise Utility Line for Electric & Natural Gas	515000	98,421	86,126	103,749	0	103,749	110,319	0	110,319	6,570	6.3%	The federal e-Rate program funds eligible telecommunications and Internet Access expense found in this category, at up to 90% for eligible Wide Area Network/Internet Access. In 2019 the program also funded up to 10% for plain old telephone service (POTS) for January 1 - June 30, 2019, but this support was phased out effective July 1, 2019, leading to the cost increase in this category.
CONTRACTUAL PAYMENTS										0	_	
AMHERST PUBLIC	516010	36,000	86,000	0	0	0	0	0	0	0	n/a	
ANGOLA PUBLIC 2	516010	10,000	10,000	0	0	0	0	0	0	0	n/a	
AURORA TOWN PUBLIC 1, 2	516010	2,500	2,500	0	0	0	0	0	0	0	n/a	
BOSTON FREE	516010	4,142	4,362	1,394	0	1,394	3,316	0	3,316	1,922	137.9%	
CLARENCE PUBLIC	516010	9,000	15,000	0	0	0	0	0	0	0	n/a	
COLLINS PUBLIC 1, 2	516010	2,500	2,500	0	0	0	0	0	0	0	n/a	
CONCORD PUBLIC 2	516010	2,500	2,500	0	0	0	0	0	0	0	n/a	
EDEN PUBLIC 2	516010	2,500	16,380	882	0	882	1,887	0	1,887	1,005	113.9%	Amounts listed in 2017 and 2018 principally represent special NYS Legislature sponsored "bullet aid" allocations to benefit libraries
ELMA PUBLIC	516010	2,500	2,500	0	0	0	0	0	0	0	,	within sponsoring legislators districts and are not formula based
EWELL FREE-ALDEN 2	516010	3,876	4,091	2,093	0	2,093	3,416	0	3,416	1,323	63.2%	recurring funds. Amounts listed in 2017 include aid sposored by
GRAND ISLAND MEMORIAL	516010	10,000	10,000	0	0	0	0	0	0	0		Senators Gallivan, Jacobs and Ranzenhofer; and amounts in 2018 include aid sposored by Senators Gallivan, Jacobs and
HAMBURG PUBLIC 2	516010	20,000	20,000	0	0	0	0	0	0	0		Ranzenhofer and Assemblymember Walters. Bullet aid has placed
LACKAWANNA PUBLIC 2	516010	12,436	16,275	12,417	0	12,417	13,136	0	13,136	719	5.8%	an emphasis on public access to and use of technology and library
LANCASTER PUBLIC 1, 2	516010	5,000	5,000	1,374	0	1,374	0	0	0	(1,374)		programs.
MARILLA FREE 1, 2	516010	2,941	3,238	0	0	0	2,217	0	2,217	2,217	n/a	

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	SAP	FY 2017	FY 2018	Res 2018-38 Library Adpt	Encumb. /Adjusts	Revised	Library Request (Per County Budget	County Exec	County Executive	Change fr Library A	dopted	
	Account	Actual	Actual	Budget	/Revisions as of 8/31/201	Budget	8/15/2019	Changes	Reco. 10/1/2019	Dollars	Percent	
					as 01 8/3 1/20 1	9	8/15/2019		10/1/2019			
NEWSTEAD PUBLIC - AKRON 1, 2	516010	9,239	15,724	312	0	312	1,692	0	1,692	1,380	442.3%	
NORTH COLLINS PUBLIC	516010	3,182	4,147	2,380	0	2,380	3,646	0	3,646	1,266	53.2%	
ORCHARD PARK PUBLIC 1, 2	516010	10,000	14,300	0	0	0	0	0	0	0	n/a	
TONAWANDA PUBLIC CITY	516010	10,000	10,000	0	0	0	0	0	0	0	n/a	
TONAWANDA TOWN PUBLIC 1, 2	516010	20,000	20,000	0	0	0	0	0	0	0	n/a	
WEST SENECA PUBLIC 2	516010	5,000	9,300	0	0	0	0	0	0	0	n/a	
PROF SERV CONTRACT & FEES	516020	833,688	761,571	859,648	41,753	901,401	860,359	0	860,359	711	0.1%	
MAINTENANCE CONTRACTS	516030	94,459	160,677	125,898	45,000	170,898	201,560	0	201,560	75,662	60.1%	Continuing to operate the Central Library's escalators are the major factor driving the increase. Maintenance contract coverage for the escalator system results in a \$54,720 increase over the 2019 adopted budget which assumed escalator operations would cease subsequent to a new ADA compliant elevator becomming operational. While not included in this account, escalator operations are estimated to consume approximately \$24,000 per year in electric utility cost.
OTHER EXPENSES	530000	149,885	150,694	189,500	56,215	245,715	169,300	0	169,300	(20,200)	-10.7%	
RENTAL CHARGES	545000	2,974	3,573	6,027	0	6,027	5,827	0	5,827	(200)	-3.3%	
INSURANCE PREMIUMS	555050	132,863	148,940	153,388	0	153,388	157,223	0	157,223	3,835	2.5%	Directors & officers, general liability, comprehensive cyber liability and related policies - coverage for library operations at all 37 locations.
LAB & TECH EQUIP (includes software updates)	561410	261,831	144,674	92,667	322,431	415,098	91,155	0	91,155	(1,512)	-1.6%	
FURNITURE, FIXTURES & OFFICE EQUIP.	561420	47,280	27,573	0	131,573	131,573	0	0	0	0	n/a	
BUILDINGS & GROUNDS EQUIPMENT	561430	7,869	3,292	0	21,839	21,839	0	0	0	0	n/a	
MOTOR VEHICLE EQUIPMENT	561440	0	0	0	45,000	45,000	0	0	0	0	n/a	
LIBRARY BOOKS & MEDIA	561450	2,956,125	2,907,627	3,009,000	176,325	3,185,325	3,009,000	0	3,009,000	0	0.0%	\$45,000 of this cost is budgeted to be supported by donations (see revenue section).
INTERFUND-UTILITY ENTERPRISE FUND for Electric, NGas & Fuel Oil (Most contract libraries are included in the electric and all are in the Natural gas pool)	575040	663,306	719,470	776,066	0	776,066	792,147	0	792,147	16,081	2.1%	See Interfund Utilities Detail below.
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(204,700)	(197,504)	(195,533)	0	(195,533)	(195,533)	0	(195,533)	0		This credit expense offsets costs for providing library services at the Corrections Center & Holding Facility and costs for utilities to the court storage area underneath the Central Library's front ramp.
INTERDEPT-Purchasing Svcs	910600	28,258	29,879	31,732	0	31,732	34,905	0	34,905	3,173	10.0%	Erie County assesses these charges for services provided, which
INTERDEPT-Fleet Svcs (including fuel)	910700	28,432	34,041	31,418	0	31,418	38,794	0	38,794	7,376	23.5%	include: purchasing services: fuel for shipping and maintenance
INTERDEPT-DISS	980000	219,189	245,770	241,508	0	241,508	265,659	0	265,659	24,151	10.0%	vehicles; and use of the SAP financial/personnel system.
TOTAL OPERATING EXPENDITUR	ES	26,847,462	27,250,600	28,485,469	951,284	29,436,753	29,230,087	0	29,230,087	744,618	2.6%	

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	_				as of 8/31/2019)	8/15/2019		10/1/2019			
Fringe Benefit Detail												
Employer FICA - REGULAR	502010	854,896	891,987	965,197	12,325	977,522	1,015,030	0	1,015,030	49,833	5.2%	Unchanged rates applied to wage base.
Employer FICA - MEDICARE	502020	200,199	208,791	225,711	2,882	228,593	237,362	0	237,362	11,651	5.2%	Official get fates applied to wage base.
Employee Health Insurance	502030	2,497,442	2,270,709	2,529,612	0	2,529,612	2,396,544	0	2,396,544	(133,068)	-5.3%	Cost estimate based upon current enrollments and net rates (after adjustments for actual utilization) Assumes unchanged Health Insurance rates, applied to projected utilization reflecting
Dental Plan	502040	87,561	90,519	95,550	0	95,550	86,476	0	86,476	(9,074)	-0.5%	experience. Also includes cost saving changes associated with recent bargaining unit agreements.
Workers Compensation	502050	56,346	78,543	66,586	0	66,586	66,930	0	66,930	344	0.5%	Estimate based upon the Library's utilization trends.
Unemployment Insurance	502060	9,425	4,195	10,595	0	10,595	6,361	0	6,361	(4,234)	-40.0%	Estimate based upon the Library's utilization fields.
Hospital & Medical - Retirees	502070	1,430,948	1,469,925	1,464,755	0	1,464,755	1,460,433	0	1,460,433	(4,322)	-0.3%	The 2020 estimate is based upon a 5% rate increase applied to projected usage. Also includes cost saving changes associated with recent bargaining unit agreements.
Health Insurance Waiver	502080	28,351	40,676	43,404	0	43,404	45,612	0	45,612	2,208	5.1%	Estimate based upon the Library's utilization trends.
Retirement	502100	1,674,967	1,622,104	1,608,209	19,230	1,627,439	1,689,266	0	1,689,266	81,057	5.0%	Estimate reflects a minor increase in NYSERS rates. Rates are applied to a modestly growing wage base reflecting bargaining unit negotiated COLAs and increased minimum wages.
Total Fringe Benef	fit Detail:	6,840,134	6,677,449	7,009,619	34,437	7,044,056	7,004,014	0	7,004,014	(5,605)	-0.1%	
Interfund Utilities Detail	-											
Natural Gas		120,938	143,160	160,765	0	160,765	158,782	0	158,782	(1,983)	-1.2%	Based upon rolling 24 month projections of usage data combined
Electricity	_	542,367	576,310	615,301	0	615,301	633,365	0	633,365	18,064	2.570	with market cost estimates provided by the County's poor
Total Interfund Utilitie	es Detail:	663,306	719,470	776,066	0	776,066	792,147	0	792,147	16,081	2.1%	purchaser, Fluent Energy.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2020 Grants Budget

		2018 Board	2019 Board	2020
		Adopted	Adopted	Proposed
Grant Na	ame	Budget	Budget	Budget
Central Library Dev	velopment Aid			
NEW YORK STATE AID)	290,164	293,038	293,185
	Total Revenue:	290,164	293,038	293,185
FULL-TIME SALARIES		116,648	129,807	134,678
PART-TIME WAGES		76,606	58,235	44,800
FRINGE BENEFITS		96,910	104,996	113,707
	Total Expense:	290,164	293,038	293,185
Central Library Boo	ok Aid			
NEW YORK STATE AID)	66,936	67,599	67,633
	Total Revenue:	66,936	67,599	67,633
LIBRARY BOOKS & ME	DIA	66,936	67,599	67,633
	Total Expense:	66,936	67,599	67,633
Continuity of Servi	ce			
NEW YORK STATE AID)	46,809	47,272	47,296
	Total Revenue:	46,809	47,272	47,296
PART-TIME WAGES		40,747	40,153	41,966
FRINGE BENEFITS		6,062	7,119	5,330
	Total Expense:	46,809	47,272	47,296
Coordinated Outre	ach			
NEW YORK STATE AID)	158,134	159,701	159,781
	Total Revenue:	158,134	159,701	159,781
FULL-TIME SALARIES		83,101	87,508	91,304
PART-TIME WAGES		15,137	0	0
FRINGE BENEFITS		59,896	72,193	68,477
	Total Expense:	158,134	159,701	159,781

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2020 Grants Budget

Grant Na	ame	2018 Board Adopted Budget	2019 Board Adopted Budget	2020 Proposed Budget
Library Automation	n Aid			
NEW YORK STATE AID		71,614	72,323	72,361
	Total Revenue:	71,614	72,323	72,361
FULL-TIME SALARIES		27,384	32,310	34,293
PART-TIME WAGES		24,584	18,908	17,770
FRINGE BENEFITS		19,646	21,105	20,298
	Total Expense:	71,614	72,323	72,361
State Correctional	Facilities			
NEW YORK STATE AID		42,805	43,229	43,250
	Total Revenue:	42,805	43,229	43,250
PERSONAL SERVICES	S			
PART-TIME WAGES		22,282	23,982	23,316
FRINGE BENEFITS		3,400	1,955	2,634
PROF SERVICES & FE	ES	800	800	800
OFFICE SUPPLIES		1,000	1,000	1,000
OTHER EXPENSES		3,000	3,000	3,000
LIBRARY BOOKS & ME	EDIA	12,323	12,492	12,500
	Total Expense:	42,805	43,229	43,250
County Correction	al Facilities			
NEW YORK STATE AID)	8,208	8,290	8,294
	Total Revenue:	8,208	8,290	8,294
PERSONAL SERVICES	3			
PART-TIME WAGES		5,461	6,276	6,285
FRINGE BENEFITS		1,247	514	509
OFFICE SUPPLIES		1,500	1,500	1,500
LIBRARY BOOKS & ME	DIA	0	0	0
	Total Expense:	8,208	8,290	8,294
TOTAL LIBRARY G	GRANTS			
NEW YORK STATE AID)	684,670	691,452	691,800
		684,670	691,452	691,800

2020 Erie County Capital Budget For Library Projects

While not part of the Library's Operating Budget, Erie County Capital funds have been included in the County's Capital Budget for improvements to the County owned Central Library building:

Erie County Budget

Buffalo & Erie County Public Library - Exterior Building Envelope & Site Improvements

The work will consist of exterior building rehabilitation and site improvements. This work will include but is not limited to building exterior components such as doors (vestibule and exterior), windows, roofing and flashing, caulking, waterproofing, masonry/granite repair and repainting, concrete, landscaping, hazardous materials survey, design, testing, abatement, and air/project monitoring, and miscellaneous related work to the building exterior and site. This work will include design and construction. The work will be started in 2020 when the funds become available.

Pay As You Go Project: \$250,000

DPW (Buildings and Grounds) - Buffalo & Erie County Main Library - Mechanical, Electrical & Plumbing Improvements

Various electrical, mechanical, and plumbing systems (including ancillary components) that need renovation/replacement include but not limited to the following: additional main and branch electrical panels, plumbing system valves and controls including domestic hot water system, heating and cooling system, fire alarm and detection system, security and life safety systems, lighting systems including where Ellicott Street passes underneath the building, continued asbestos abatement, and other miscellaneous work as required. This work includes design and construction and will start 2019 and carry through to 2020.

Pay As You Go Project: \$250,000

TOTAL ERIE COUNTY CAPITAL FOR LIBRARY PROJECTS

\$500,000