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## 2013 Budget Request

### Operating and Grants - by Line Item Per SAP Structure

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**Status as of October 15, 2012**

**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).

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2013 Operating Budget Request Status As of October 15, 2012

SAP Account	FY 2010 Actual	FY 2011 Actual	Library 2012 Budget			2013 Library Budget					
			Res 2011-41 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	Library Budget Request	County Exec Changes	County Executive Proposed	Change from 2012 Adopted		
									Dollars	Percent	
as of 9/30/2012											
<b>Operating Revenue</b>											
LIBRARY REAL PROPERTY TAX	400020	22,171,833	18,171,833	19,872,457	0	19,872,457	25,495,566	(3,323,109)	22,172,457	2,300,000	10.4%
USE OF FUND BALANCE	402190			537,954	190,000	727,954	710,639	0	710,639	172,685	24.3%
STATE AID-FR LIB INCL INCENT AID	408140	1,668,627	1,626,848	1,626,848	0	1,626,848	1,660,083	0	1,660,083	33,235	2.0%
STATE AID-TO MEMBER LIBRARIES	408150	274,542	234,444	234,444	0	234,444	243,139	0	243,139	8,695	3.6%
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	353,559	282,537	308,009	0	308,009	303,219	0	303,219	(4,790)	-1.6%
REFUNDS FROM CONTRACT LIBRARIES	419010	590,871	447,266	404,206	0	404,206	365,791	0	365,791	(38,415)	-10.5%
RENT RL PROP-AUDITORIUM (Central Library)	420510	13,343	12,986	16,000	0	16,000	16,000	0	16,000	0	0.0%
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC (Central & Buffalo Libraries)	420530	22,521	22,209	23,040	0	23,040	22,440	0	22,440	(600)	-2.7%
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	27,278	22,903	25,219	0	25,219	22,040	0	22,040	(3,179)	-14.4%
REFUND OF PRIOR YEAR EXPENSES	423000	81,508	89,889	10,000	0	10,000	10,000	0	10,000	0	0.0%
INTEREST & EARNINGS REGULAR	445030	18,965	25,854	15,000	0	15,000	15,000	0	15,000	0	0.0%

The Library requested that the split allocation of County support provided in 2012's Adopted Budget and Revised Four-Year Financial Plan (\$2,000,000 County Interfund Revenue Subsidy + \$19,872,457 Library Tax) be combined into a single Library Tax line of \$21,872,457, all things being equal, this would not increase the overall County property tax rate as the \$2 million Interfund Revenue amount could then be used to offset the County portion of the Property Tax (the present split is confusing to the public). This line also includes the Library's requested \$3,623,109 for service restoration, of which \$300,000 is recommended for funding in the County Executive's Proposed budget.

The increase in use of fund balance vs the 2012 adopted budget helps to partially offset the impact of rising contractually obligated expenses for health insurance and retirement costs.

2013 NYS aid estimate is based upon the 2012-13 State Adopted Budget - 1993 funding levels.

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 end of the year via the "Refunds-Cont Library" line.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2013 Operating Budget Request Status As of October 15, 2012

SAP Account	FY 2010 Actual	FY 2011 Actual	Library 2012 Budget			2013 Library Budget					
			Res 2011-41 Library Adpt Budget	Encumb. /Adjusts /Revisions <small>as of 9/30/2012</small>	Adjusted Budget	Library Budget Request	County Exec Changes	County Executive Proposed	Change from 2012 Adopted		
									Dollars	Percent	
MISCELLANEOUS RECEIPTS (Includes County Revenue Subsidy)	466000	3,027,243	1,356	0	2,000,000	2,000,000	0	0	0	0	n/a
NSF CHECK FEES (Central & Buffalo Libraries)	466010	80	0	15	0	15	15	0	15	0	0.0%
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	40,735	9,038	12,747	0	12,747	10,223	0	10,223	(2,524)	-24.7%
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	2,802	2,430	2,500	0	2,500	2,000	0	2,000	(500)	-25.0%
MINOR SALE PRINTING (Central & Buffalo Libraries)	466040	40,110	39,298	41,838	0	41,838	40,999	0	40,999	(839)	-2.0%
REFUND CONTRACT LIB. RETIREMENT	466170	846	4,998		0			0	0	0	n/a
MISC. DEPARTMENTAL INCOME	467000	3,067	2,553	4,000	0	4,000	4,000	0	4,000	0	0.0%
OTHER CONTRIBUTION	479100	0	0	258,000	0	258,000	100,000	0	100,000	(158,000)	-158.0%
INTERFUND- REV SUBSIDY (County Aid)	486000	0	0	2,000,000	(2,000,000)	0	0	0	0	(2,000,000)	n/a
<b>SUBTOTAL OPERATING REVENUE</b>	<b>28,337,930</b>	<b>20,996,442</b>	<b>25,392,277</b>	<b>190,000</b>	<b>25,582,277</b>	<b>29,021,154</b>	<b>(3,323,109)</b>	<b>25,698,045</b>	<b>305,768</b>	<b>1.2%</b>	

2010 amount included the \$3 million revenue subsidy approved by the Erie County Legislature in December 2010 to support the 2011 Budget. The 2012 Revised Budget reflects the Erie County Comptroller's determination that the \$2 million interfund revenue subsidy provided by the County should be booked to the Library under the Misc. Receipts code.

2012's amount reflected the extremely successful "Bucks for Books" campaign sponsored by the Buffalo News which included extensive donated advertising. The proposed 2013 amount is the target for a Bucks for Books campaign without the benefit of extensive donated advertising.

2013 change reflects the shift of this revenue from Interfund subsidy to the Library Tax line. 2012 Revised budget changes reflects the Comptroller booking this revenue to the Misc. Receipts account as noted above.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2013 Operating Budget Request Status As of October 15, 2012

SAP Account	FY 2010 Actual	FY 2011 Actual	Library 2012 Budget			2013 Library Budget					
			Res 2011-41 Library Adpt Budget	Encumb. /Adjusts /Revisions <small>as of 9/30/2012</small>	Adjusted Budget	Library Budget Request	County Exec Changes	County Executive Proposed	Change from 2012 Adopted		
									Dollars	Percent	
<b>Operating Expense</b>											
FULL-TIME WAGES	500000	9,208,125	7,715,539	8,062,700	0	8,062,700	8,001,466	0	8,001,466	(61,234)	-0.8%
PART-TIME WAGES	500010	3,504,311	3,201,940	3,915,749	0	3,915,749	3,850,353	0	3,850,353	(65,396)	-1.7%
REGULAR PART-TIME WAGES	500020	1,069,837	1,007,900	861,799	0	861,799	908,803	0	908,803	47,004	5.2%
SEASONAL EMPLOYEE WAGES	500030	45,176	63,978	104,538	0	104,538	81,686	0	81,686	(22,852)	-28.0%
SHIFT DIFFERENTIAL	500300	15,089	15,345	15,000	0	15,000	15,000	0	15,000	0	0.0%
HOLIDAY WORKED	500330	14,473	11,103	15,000	0	15,000	15,000	0	15,000	0	0.0%
OTHER EMPLOYEE PAYMENTS	500350	42,922	143,575	30,000	0	30,000	50,000	0	50,000	20,000	40.0%
OVERTIME	501000	189,919	193,220	190,000	0	190,000	190,000	0	190,000	0	0.0%
<b>SUBTOTAL SALARIES &amp; WAGES</b>		<b>14,089,854</b>	<b>12,352,600</b>	<b>13,194,786</b>	<b>0</b>	<b>13,194,786</b>	<b>13,112,308</b>	<b>0</b>	<b>13,112,308</b>	<b>(82,478)</b>	<b>-0.6%</b>
FRINGE BENEFITS: Include employer benefit costs for all libraries.	502000	5,435,589	5,374,974	6,155,794	0	6,155,794	6,475,584	(26,926)	6,448,658	292,864	4.5%
<b>TOTAL LABOR AND BENEFIT COSTS</b>		<b>19,525,443</b>	<b>17,727,574</b>	<b>19,350,580</b>	<b>0</b>	<b>19,350,580</b>	<b>19,587,892</b>	<b>(26,926)</b>	<b>19,560,966</b>	<b>210,386</b>	<b>1.1%</b>
SERVICE RESTORATION REQUEST	504999	0	0				3,623,109	(3,323,109)	300,000	300,000	100.0%
OFFICE SUPPLIES (for all libraries)	505000	82,120	77,746	105,650	3,312	108,962	102,070	0	102,070	(3,580)	-3.5%
CLOTHING SUPPLIES	505200	2,272	128	3,350	2,798	6,148	3,350	0	3,350	0	0.0%
AUTO SUPPLIES	505600	5,753	6,374	5,050	0	5,050	5,650	0	5,650	600	10.6%
MEDICAL SUPPLIES	505800	421	115	1,400	0	1,400	1,300	0	1,300	(100)	-7.7%
REPAIRS & MAINTENANCE	506200	89,818	77,873	91,500	478	91,978	89,200	0	89,200	(2,300)	-2.6%
HIGHWAY SUPPLIES (rock salt)	506400	6,911	7,758	11,500	1,355	12,855	11,500	0	11,500	0	0.0%
LOCAL MILEAGE REIMBURSEMENT	510000	6,068	9,796	7,200	5,000	12,200	12,500	0	12,500	5,300	42.4%
OUT OF AREA TRAVEL	510100	24,286	11,462	20,000	(5,000)	15,000	15,000	0	15,000	(5,000)	-33.3%
TRAINING & EDUCATION	510200	32,719	20,165	41,400	0	41,400	50,690	0	50,690	9,290	18.3%
UTILITY CHARGES Water/Sewer/ phone/Data Lines/Internet Access. See Interfund Enterprise Utility Line for Electric, NGas & Fuel Oil	515000	180,896	202,702	255,195	0	255,195	257,832	0	257,832	2,637	1.0%
CONTRACTUAL PAYMENTS					0			0	0	0	n/a
AMHERST PUBLIC	516010	6,128			0			0	0	0	n/a
BOSTON FREE	516010				569	569		0	0	0	n/a
CHEEKTOWAGA PUBLIC	516010	10,742			0			0	0	0	n/a
ELMA PUBLIC	516010		750		0			0	0	0	n/a

Assumes 3% Contracted COLA for AFSCME employees, and no wage rate changes for remaining bargaining units as no other contracts are in place for 2013. Also incorporates reclassifications and reductions in positions as attrition occurred.

See Fringe Benefit Detail below.

Service Restoration Request to partially restore weekly open hours and related services eliminated to address budget gaps in 2011.

Increased reflects more movement of staff between facilities to maintain coverage and offer programs.

As change accelerates, the need for staff development rises.

Most of cost change is to provide increased bandwidth to the heaviest computer use libraries. All telecom costs are net of 61% E-rate discounts.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2013 Operating Budget Request Status As of October 15, 2012

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			Res 2011-41 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	Library Budget Request	County Exec Changes	County Executive Proposed	Change from 2012 Adopted				
									Dollars	Percent			
			as of 9/30/2012										
EWELL FREE-ALDEN 2	516010			0		1,666	0	1,666	1,666	100.0%			
GRAND ISLAND MEMORIAL	516010	0		2,000	2,000		0	0	0	n/a			
NORTH COLLINS PUBLIC	516010			0		949	0	949	949	100.0%			
TONAWANDA PUBLIC CITY	516010	1,689		0			0	0	0	n/a			
<b>PROF SERV CONTRACT &amp; FEES</b>	<b>516020</b>	<b>778,171</b>	<b>1,209,853</b>	<b>1,055,443</b>	<b>158,968</b>	<b>1,214,411</b>	<b>1,015,689</b>	<b>0</b>	<b>1,015,689</b>	<b>(39,754)</b>	<b>-3.9%</b>		
MAINTENANCE CONTRACTS	516030	76,840	73,168	106,049	1,940	107,989	97,780	0	97,780	(8,269)	-8.5%		
OTHER EXPENSES	530000	182,604	158,450	158,565	(100)	158,465	178,950	0	178,950	20,385	11.4%		
RENTAL CHARGES	545000	1,484	1,376	1,469	3,300	4,769	4,369	0	4,369	2,900	66.4%		
INSURANCE PREMIUMS	555050	41,654	24,568	45,000	17,981	62,981	50,000	0	50,000	5,000	10.0%		
LOCAL SHARE GRANT MATCH	559000	186,750	235,504	0	0	0	0	0	0	0	n/a		
BUILDING IMPROVEMENTS	561250	0	0	0	59,350	59,350	0	0	0	0	n/a		
LAB & TECH EQUIP (includes software updates)	561410	131,938	83,753	83,568	190,000	273,568	50,268	0	50,268	(33,300)	-66.2%		
FURNITURE, FIXTURES & OFFICE EQUIP.	561420	5,065	14,948	0	1,221	1,221	0	0	0	0	n/a		
BUILDINGS & GROUNDS EQUIPMENT	561430	674	0	0	0	0	0	0	0	0	n/a		
LIBRARY BOOKS & MEDIA	561450	3,524,441	3,519,006	3,058,000	229,099	3,287,099	3,058,000	0	3,058,000	0	0.0%		
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	994,651	916,475	1,024,114	0	1,024,114	839,346	0	839,346	(184,768)	-22.0%		
INTERFUND-LIBRARY GRANTS							0	0	0	0	n/a		
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(299,946)	(299,946)	(299,946)	0	(299,946)	(299,946)	0	(299,946)	0	0.0%		
INTERDEPT-Purchasing Svcs	910600		31,274	33,908	0	33,908	33,908	2,684	36,592	2,684	7.3%		
INTERDEPT-Fleet Svcs (including fuel)	910700		36,156	37,342	0	37,342	37,342	3,018	40,360	3,018	7.5%		
INTERDEPT-DISS	980000	214,565	169,185	195,940	(3,200)	192,740	192,740	21,224	213,964	18,024	8.4%		
<b>TOTAL OPERATING EXPENDITURES</b>	<b>25,812,468</b>	<b>24,317,900</b>	<b>25,392,277</b>	<b>669,070</b>	<b>26,061,347</b>	<b>29,021,154</b>	<b>(3,323,109)</b>	<b>25,698,045</b>	<b>305,768</b>	<b>1.2%</b>			

Change includes Increased software maintenance cost offset by reduced RFID expense to the operating budget.

Sun server support deleted, server replaced.

\$20,000 of increase due to ordering replacement library cards. No order was placed in 2012.

2012 included a major antivirus/antispyware software program update not required in 2013.

\$100,000 of this cost is budgeted to be supported by donations.

See Interfund Utilities Detail below.

Erie County has increased these charges for services provided, which include the SAP financial/personnel system; fuel for shipping and maintenance vehicles and purchasing services.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2013 Operating Budget Request Status As of October 15, 2012

SAP Account	FY 2010 Actual	FY 2011 Actual	Library 2012 Budget			2013 Library Budget							
			Res 2011-41 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	Library Budget Request	County Exec Changes	County Executive Proposed	Change from 2012 Adopted				
									Dollars	Percent			
as of 9/30/2012													
<b>Fringe Benefit Detail</b>													
Fringe Benefits (Undistributed)	502000	0	(1,412)	0	0	0	0	(26,926)	(26,926)	(26,926)	n/a		
Employer FICA - REGULAR	502010	872,468	762,998	818,103	0	818,103	812,978	0	812,978	(5,125)	-0.6%		
Employer FICA - MEDICARE	502020	204,071	178,442	191,293	0	191,293	190,100	0	190,100	(1,193)	-0.6%		
Employee Health Insurance	502030	2,114,155	1,985,500	2,163,211	0	2,163,211	2,347,313	0	2,347,313	184,102	7.8%	Estimate based upon current enrollment and utilization trends with projected rate changes of 7.0% for medical and 3% for dental. Unfortunately 2013 health insurance rates, released in October, increased nearly 10%, presenting an estimated \$84k challenge.	
Dental Plan	502040	105,989	90,139	117,529	0	117,529	112,948	0	112,948	(4,581)	-4.1%	While up modestly, library experience is still much lower than overall county.	
Workers Compensation	502050	96,958	98,091	75,236	0	75,236	78,678	0	78,678	3,442	4.4%	Reduced risk of layoffs under 2013 budget.	
Unemployment Insurance	502060	22,348	126,622	95,004	0	95,004	45,906	0	45,906	(49,098)	-107.0%	Applies rate per county budget manual adjusted to Library's utilization trends. Library experience has been lower than county estimates.	
Hospital & Medical - Retirees	502070	670,955	630,293	827,317	0	827,317	734,434	0	734,434	(92,883)	-12.6%		
Health Insurance Waiver	502080	41,140	32,688	28,404	0	28,404	30,804	0	30,804	2,400	7.8%		
Retirement	502100	1,307,504	1,471,613	1,837,697	0	1,837,697	2,120,423	0	2,120,423	282,726	13.3%	Estimated 13.3% increase. NYS Retirement rates released in late August after this budget was submitted resulted in a slightly smaller rate increase than anticipated, saving an estimated \$43k to help offset the health insurance increase noted above.	
Flex Benefit Spending	502110	0	0	2,000	0	2,000	2,000	0	2,000	0	0.0%		
<b>Total Fringe Benefit Detail:</b>		<b>5,435,589</b>	<b>5,374,974</b>	<b>6,155,794</b>	<b>0</b>	<b>6,155,794</b>	<b>6,475,584</b>	<b>(26,926)</b>	<b>6,448,658</b>	<b>292,864</b>	<b>4.8%</b>		
<b>Interfund Utilities Detail</b>													
Fuel Oil		0	0	5,000	0	5,000	5,000	0	5,000	0	0.0%		
Natural Gas		184,061	168,863	198,849	0	198,849	165,215	0	165,215	(33,634)	-20.4%		
Electricity		810,590	747,612	820,265	0	820,265	669,131	0	669,131	(151,134)	-22.6%		
<b>Total Interfund Utilities Detail:</b>		<b>994,651</b>	<b>916,475</b>	<b>1,024,114</b>	<b>0</b>	<b>1,024,114</b>	<b>839,346</b>	<b>0</b>	<b>839,346</b>	<b>(184,768)</b>	<b>-18.0%</b>		Based upon rolling 12 month projections of usage data combined with market cost estimates provided by the County's pool purchaser, Fluent Energy. Utility costs have trended down for the last several years, resulting from a combination of the recession reducing demand, increased natural gas supply, library construction grant projects incorporating energy efficiency improvements and delivery charge changes.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2013 Grants Budget Request**

Grant Name	2011 Board Adopted Budget	2012 Board Adopted Budget	2013 Budget Request
<b>Central Library Development Aid</b>			
NEW YORK STATE AID	259,845	242,528	247,821
Total Revenue:	<b>259,845</b>	<b>242,528</b>	<b>247,821</b>
FULL-TIME SALARIES	141,357	108,993	110,013
PART-TIME WAGES	34,460	56,572	58,770
SEASONAL WAGES	0	0	0
FRINGE BENEFITS	84,028	76,963	79,038
Total Expense:	<b>259,845</b>	<b>242,528</b>	<b>247,821</b>
<b>Central Library Book Aid</b>			
NEW YORK STATE AID	59,943	55,948	57,169
Total Revenue:	<b>59,943</b>	<b>55,948</b>	<b>57,169</b>
LIBRARY BOOKS & MEDIA	59,943	55,948	57,169
Total Expense:	<b>59,943</b>	<b>55,948</b>	<b>57,169</b>
<b>Continuity of Service</b>			
NEW YORK STATE AID	41,918	39,124	39,978
Total Revenue:	<b>41,918</b>	<b>39,124</b>	<b>39,978</b>
FULL-TIME SALARIES	0	0	0
PART-TIME WAGES	35,885	35,874	33,247
FRINGE BENEFITS	6,033	3,250	6,731
Total Expense:	<b>41,918</b>	<b>39,124</b>	<b>39,978</b>
<b>Coordinated Outreach</b>			
NEW YORK STATE AID	141,612	132,174	135,058
Total Revenue:	<b>141,612</b>	<b>132,174</b>	<b>135,058</b>
FULL-TIME SALARIES	77,719	75,559	77,131
PART-TIME WAGES	17,383	5,860	6,305
FRINGE BENEFITS	46,510	50,755	51,622
Total Expense:	<b>141,612</b>	<b>132,174</b>	<b>135,058</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2013 Grants Budget Request**

Grant Name	2011 Board Adopted Budget	2012 Board Adopted Budget	2013 Budget Request
<b>Library Automation Aid</b>			
NEW YORK STATE AID	64,134	59,860	61,166
Total Revenue:	<b>64,134</b>	<b>59,860</b>	<b>61,166</b>
FULL-TIME SALARIES	29,657	0	0
PART-TIME WAGES	20,862	52,194	52,899
FRINGE BENEFITS	13,615	7,666	8,267
Total Expense:	<b>64,134</b>	<b>59,860</b>	<b>61,166</b>
<b>State Correctional Facilities</b>			
NEW YORK STATE AID	38,332	35,777	36,558
Total Revenue:	<b>38,332</b>	<b>35,777</b>	<b>36,558</b>
PERSONAL SERVICES			
PART-TIME WAGES	18,267	19,694	19,694
FRINGE BENEFITS	4,732	1,772	2,241
PROF SERVICES & FEES	800	800	800
LIBRARY BOOKS & MEDIA	14,533	13,511	13,823
Total Expense:	<b>38,332</b>	<b>35,777</b>	<b>36,558</b>
<b>County Correctional Facilities</b>			
NEW YORK STATE AID	7,351	6,861	7,011
Total Revenue:	<b>7,351</b>	<b>6,861</b>	<b>7,011</b>
PERSONAL SERVICES			
PART-TIME WAGES	4,192	4,410	4,410
FRINGE BENEFITS	1,108	397	397
OFFICE SUPPLIES	300	300	300
LIBRARY BOOKS & MEDIA	1,751	1,754	1,904
Total Expense:	<b>7,351</b>	<b>6,861</b>	<b>7,011</b>
<b>TOTAL LIBRARY GRANTS</b>			
NEW YORK STATE AID	613,135	572,272	584,761
	<b>613,135</b>	<b>572,272</b>	<b>584,761</b>