

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: December 19, 2013

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2013-42  
Adoption of 2014 Budget

BACKGROUND:

On December 3<sup>rd</sup>, the Erie County Legislature adopted a 2014 County budget with amendments. As none of the amendments changed the County Executive's recommended allocation to the Library, the County allocation to the Library is finalized.

In addition to funding the Library's current service levels, that adopted budget includes \$415,867 for service restorations as recommended by the County Executive, for a total County funding increase of 1.88%. As this increase solely reflects growth in the tax base, the County property tax rate for Library purposes (average full market value property tax rate) would remain unchanged at \$0.47 per \$1,000.

While not part of the Library's operating budget, \$340,000 in Erie County Capital funds are designated for the Library: \$250,000 to purchase, equip and stock a library outreach bookmobile; and \$90,000 to replace aging shipping and library maintenance vehicles.

Resolution 2013-42, *2014 Budget in Brief* Charts and the *2014 Budget Operating and Grants by Line Item* documents are attached for your review and action.

ACTION REQUIRED:

Motion to approve Resolution 2013-42.

## PROPOSED RESOLUTION 2013-42

WHEREAS, on December 3<sup>rd</sup> the Erie County Legislature finalized the County's 2014 Budget allocation for the Library, and

WHEREAS, the County allocation funds the Library's current service levels and includes the County Executive's recommended \$415,867 for service restorations, and

WHEREAS, this funding will allow the Library to provide an additional 18 open hours of service, fund outreach bookmobile operations, support existing and expanded services at multiple locations and reduce the budgeted use of unassigned fund balance from \$852,555 to \$702,555, and

WHEREAS, since the \$415,867 in funding results from anticipated growth in the tax base of 1.88%, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will remain unchanged at approximately \$0.47 per \$1,000 value, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the \$415,867 restoration funding and to the County Legislature in approving said funding, and

WHEREAS, the \$415,867 was allocated into one service restoration account which needs to be reallocated to the individual labor, benefit and utility accounts, and

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

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive and the Erie County Legislature, now therefore be it

RESOLVED, that the Board approves allocation of the \$415,867 restoration amount to the individual revenue, labor, benefit and utility accounts as shown in the attached *2014 Budget Operating and Grants by Line Item* needed to implement the restorations, and be it further

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2014 Budget, utilizing the following sources to provide library services in 2014:

\$22,588,324 - County Property Tax for Library Purposes

\$ 1,996,492 - New York State Aid - Operating Budget

\$ 702,555 - Use of Fund Balance

\$ 967,178 - Library Fines, Fees and Other Revenue

**\$26,254,549 - Total Operating Budget**

\$ 613,444 - Library Grants Budget

**\$26,867,993 - Combined Operating and Grants Budget**, further detailed in the attached *2014 Budget Operating and Grants by Line Item*, and be it finally

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 & Erie County Public Library  
on December 19, 2013.



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**2014 Budget in Brief**  
**Operating, Grants and County Capital Funding**

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**Per Resolution 2013-42**

December 19, 2013

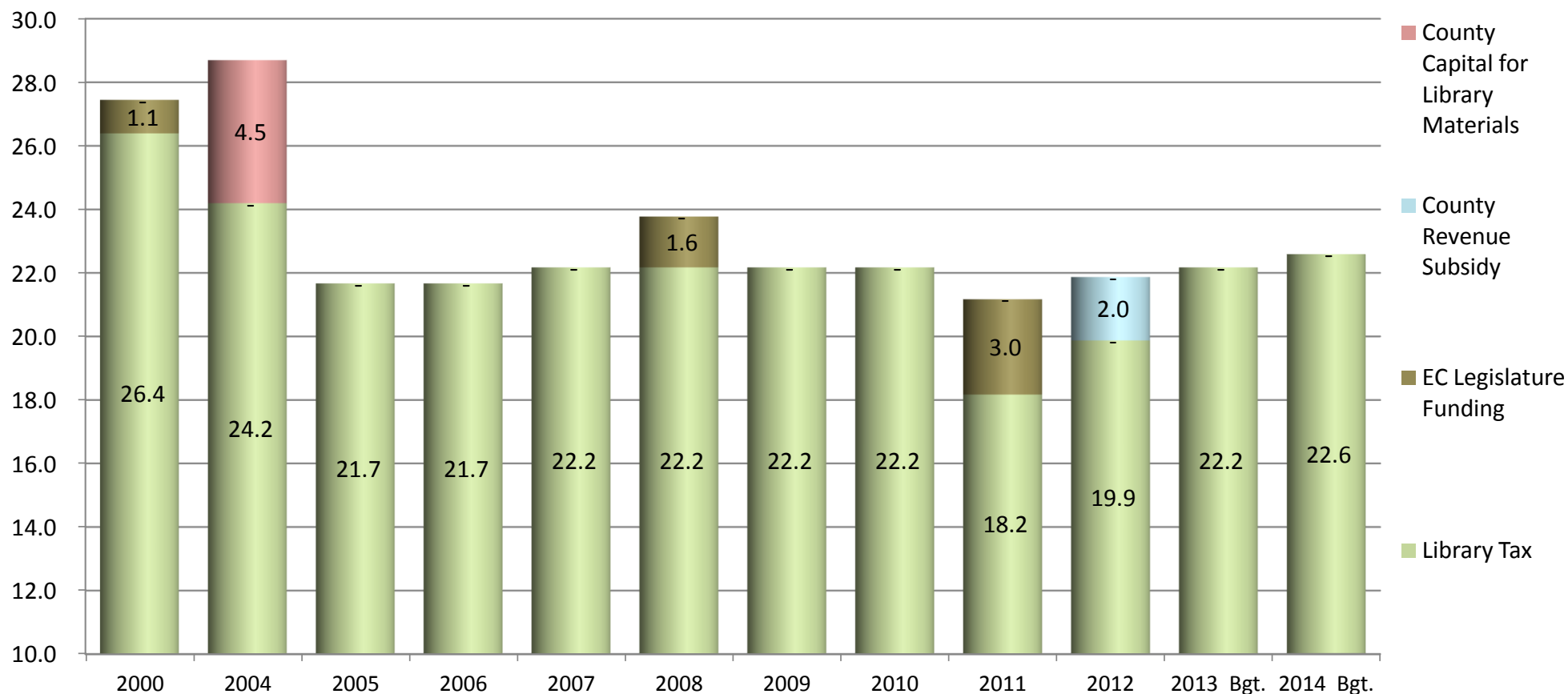
## Buffalo & Erie County Public Library 2014 Operating and Grant Budgets Summary by Funding Source

Funding Description	2013	2014 BUDGET			Difference	
	Adopted Budget 12/20/2012	Erie County Adopted	B&ECPL Board Changes	Budget per Res 2013- 42	From 2013 Library Adopted Budget	
Library Tax (Total determined and levied by Erie County)	\$22,172,457	\$22,588,324	\$0	\$22,588,324	\$415,867	1.9%
New York State Aid – Operating Budget	\$1,903,222	\$1,996,492	\$0	\$1,996,492	\$93,270	4.9%
Use of Fund Balance	\$710,639	\$852,555	(\$150,000)	\$702,555	(\$8,084)	-1.1%
Library Fines, Fees and Other Revenue	\$911,727	\$967,178	\$0	\$967,178	\$55,451	6.1%
<b>Total Library Operating Budget</b>	<b>\$25,698,045</b>	<b>\$26,404,549</b>	<b>(\$150,000)</b>	<b>\$26,254,549</b>	<b>\$556,504</b>	<b>2.2%</b>
Library Grants	\$584,761	\$613,444	\$0	\$613,444	\$28,683	4.9%
<b>Total Operating and Grants Budget</b>	<b>\$26,282,806</b>	<b>\$27,017,993</b>	<b>(\$150,000)</b>	<b>\$26,867,993</b>	<b>\$585,187</b>	<b>2.2%</b>

## Buffalo & Erie County Public Library 2014 Erie County Capital Budget For Library

Project Description	2014 BUDGET
	Erie County Budget
Library Bookmobile - Purchase, configure and stock a library bookmobile outreach vehicle	\$250,000
Library Shipping and Maintenance Vehicle Replacement	\$90,000
<b>Total Erie County Capital for Library</b>	<b>\$340,000</b>

# COUNTY SUPPORT B&ECPL OPERATING AND LIBRARY MATERIALS



Just in this decade, the Library has faced three major budget cuts :

**2005**

**\$7 Million**

**-24%**

Service reductions and layoffs, 15 libraries and 4 mobile units closed.

**2009**

**\$1.6 Million**

**-7%**

Used fund balance; RFID technology; staffing reductions via attrition to postpone service reductions.

**2011**

**\$1 Million**

**-5%**

Open hours and programs/services reduced; layoffs.

**Notes:** Dollars in millions; \$3.0 million County Legislature funding for 2011 provided in December 2010; Consumer Prices will have increased approximately 39% since 2000.

**Buffalo & Erie County Public Library**  
Funding Stress Caused by Previous Years' Revenue Cuts and Contractually Obligated Cost Increases

**Funding Picture Stabilized After 2011**

	<b>Change Since 2011</b>
County and State Revenues UP	\$1.6 Million
Contractually Obligated Expenses UP	\$1.3 Million
<b>FUNDING GAP REDUCED BY</b>	<b>\$0.3 Million</b>

**Funding Stress Remains From Prior Years**

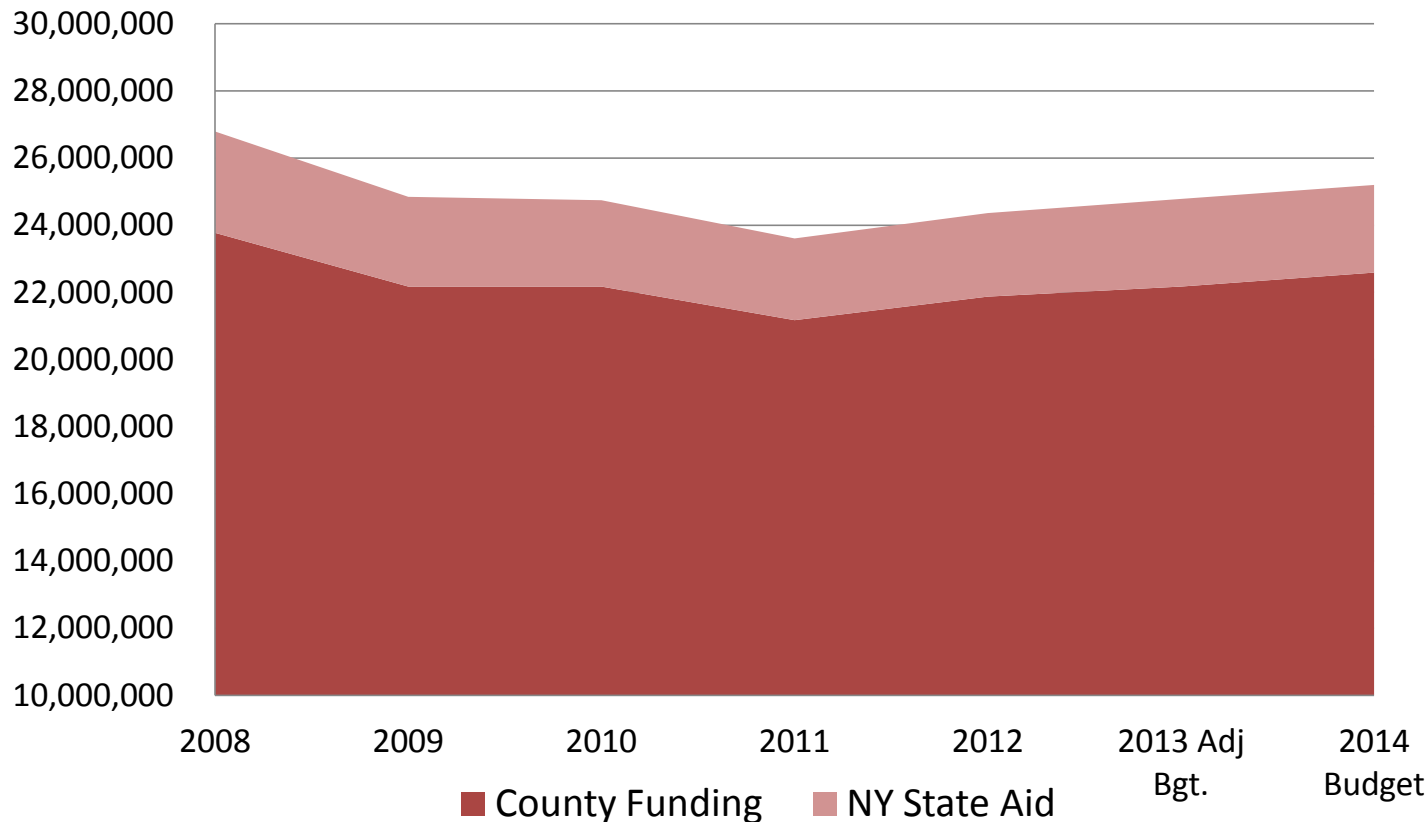
	<b>Change Since 2008</b>
County and State Revenues DOWN	\$1.6 Million
Contractually Obligated Expenses UP	\$1.7 Million
<b>FUNDING GAP</b>	<b>\$3.3 Million</b>



# Buffalo & Erie County Public Library

## Funding Stress Caused by Previous Years' Revenue Cuts and Contractually Obligated Cost Increases

### County and State Revenue Down \$1.6 Million Since 2008



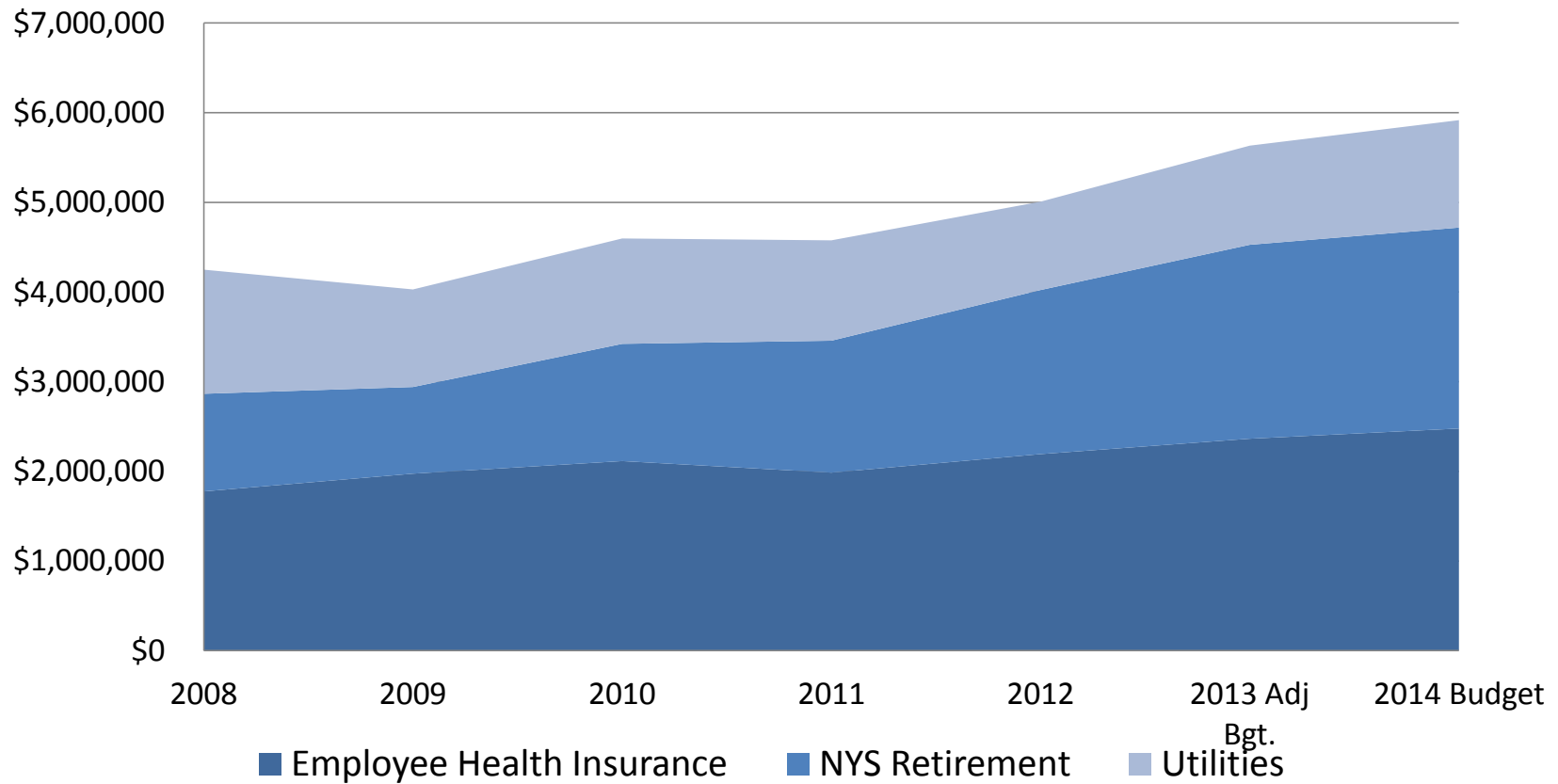
	2008	2009	2010	2011	2012	2013 Adj Bgt.	2014 Budget	Change From 2008	
County Funding	23,771,833	22,171,833	22,171,833	21,171,833	21,872,457	22,172,457	22,588,324	(1,183,509)	-5%
NY State Aid	3,018,295	2,672,466	2,571,957	2,433,564	2,487,982	2,609,935	2,609,936	(408,359)	-14%
<b>Total</b>	<b>\$26,790,128</b>	<b>\$24,844,299</b>	<b>\$24,743,790</b>	<b>\$23,605,397</b>	<b>\$24,360,439</b>	<b>\$24,782,392</b>	<b>\$25,198,260</b>	<b>(\$1,591,868)</b>	<b>-6%</b>

\* 2012 County funding included \$2,000,000 Interfund-transfer; Library 2013 Budget, at the Library's request, included this amount in the Library Tax.  
 NY State Aid for all years includes operating and grants.

# Buffalo & Erie County Public Library

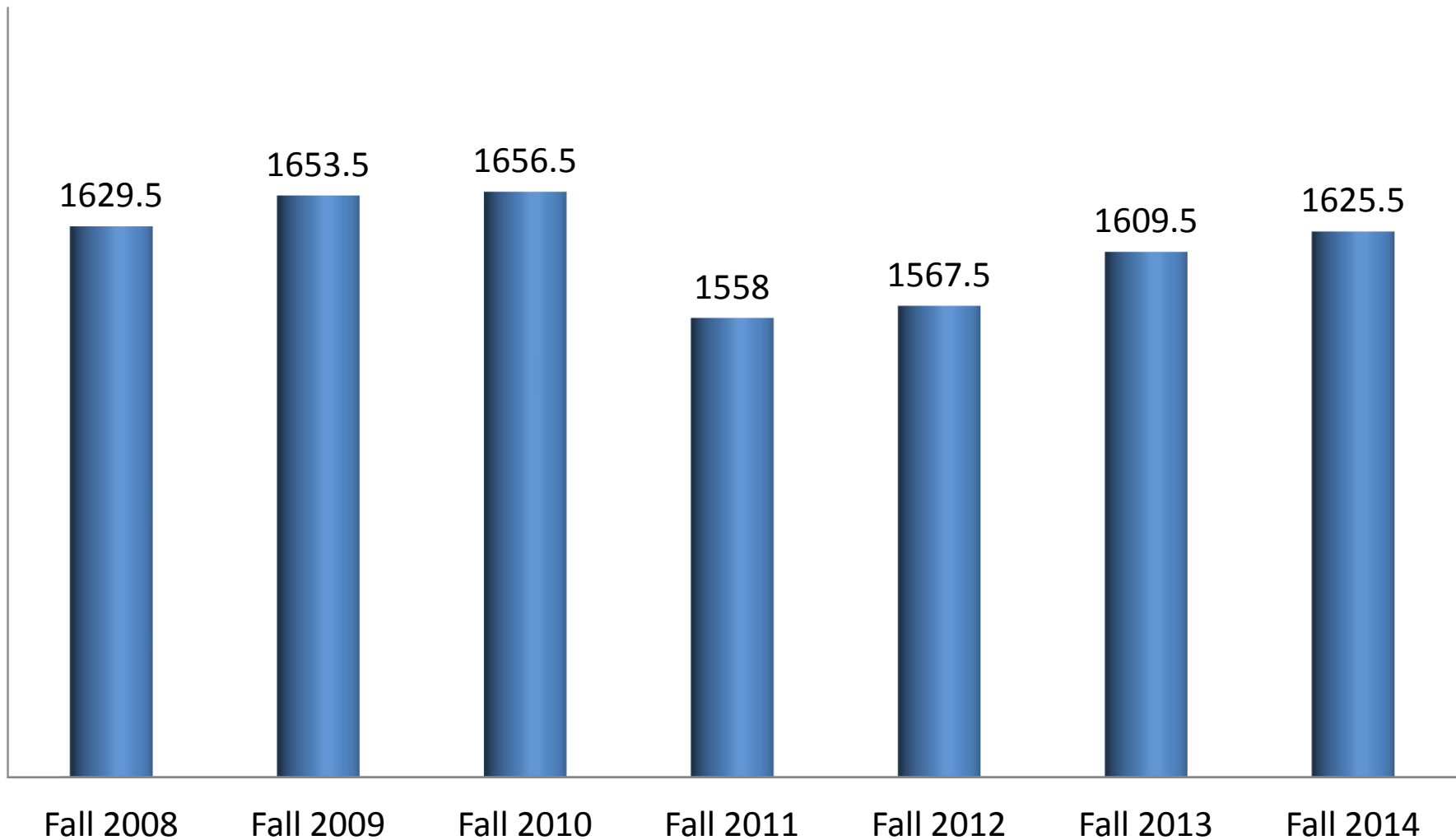
## Funding Stress Caused by Previous Years' Revenue Cuts and Contractually Obligated Cost Increases

### Contractually Obligated Expenses Up Over \$1.6 Million



<u>Operating Budget:</u>	2008	2009	2010	2011	2012	2013 Adj Bgt.	2014 Budget	Change Since 2008	
Utilities	\$1,383,992	\$1,088,094	\$1,175,547	\$1,119,177	\$985,388	\$1,105,675	\$1,198,282	(\$185,710)	-13%
NYS Retirement	\$1,089,041	\$966,761	\$1,307,504	\$1,471,613	\$1,830,086	\$2,163,180	\$2,241,000	\$1,151,959	106%
Employee Health	\$1,776,059	\$1,973,881	\$2,114,155	\$1,985,500	\$2,192,149	\$2,363,535	\$2,477,309	\$701,250	39%
<b>Total</b>	<b>\$4,249,092</b>	<b>\$4,028,735</b>	<b>\$4,597,207</b>	<b>\$4,576,290</b>	<b>\$5,007,623</b>	<b>\$5,632,390</b>	<b>\$5,916,591</b>	<b>\$1,667,499</b>	<b>39%</b>

## Still Recovering From Prior Year Funding Cuts Impact on Weekly Open Hours

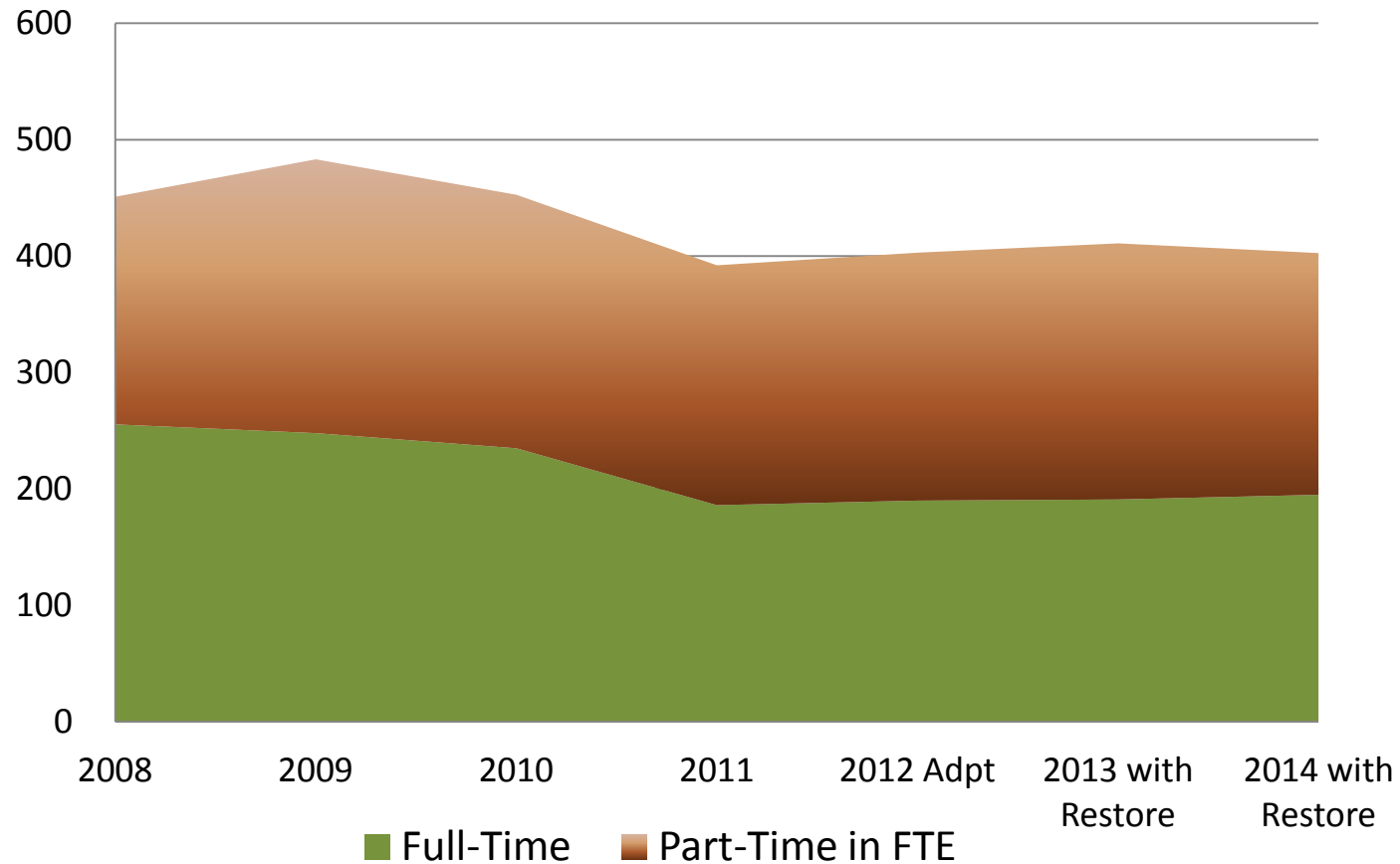


Weekly open hours (school year), total for 37 locations spread across Erie County's 1,043 square miles .

# Buffalo & Erie County Public Library

## Reduced Funding Means Fewer Talented Staff to Help

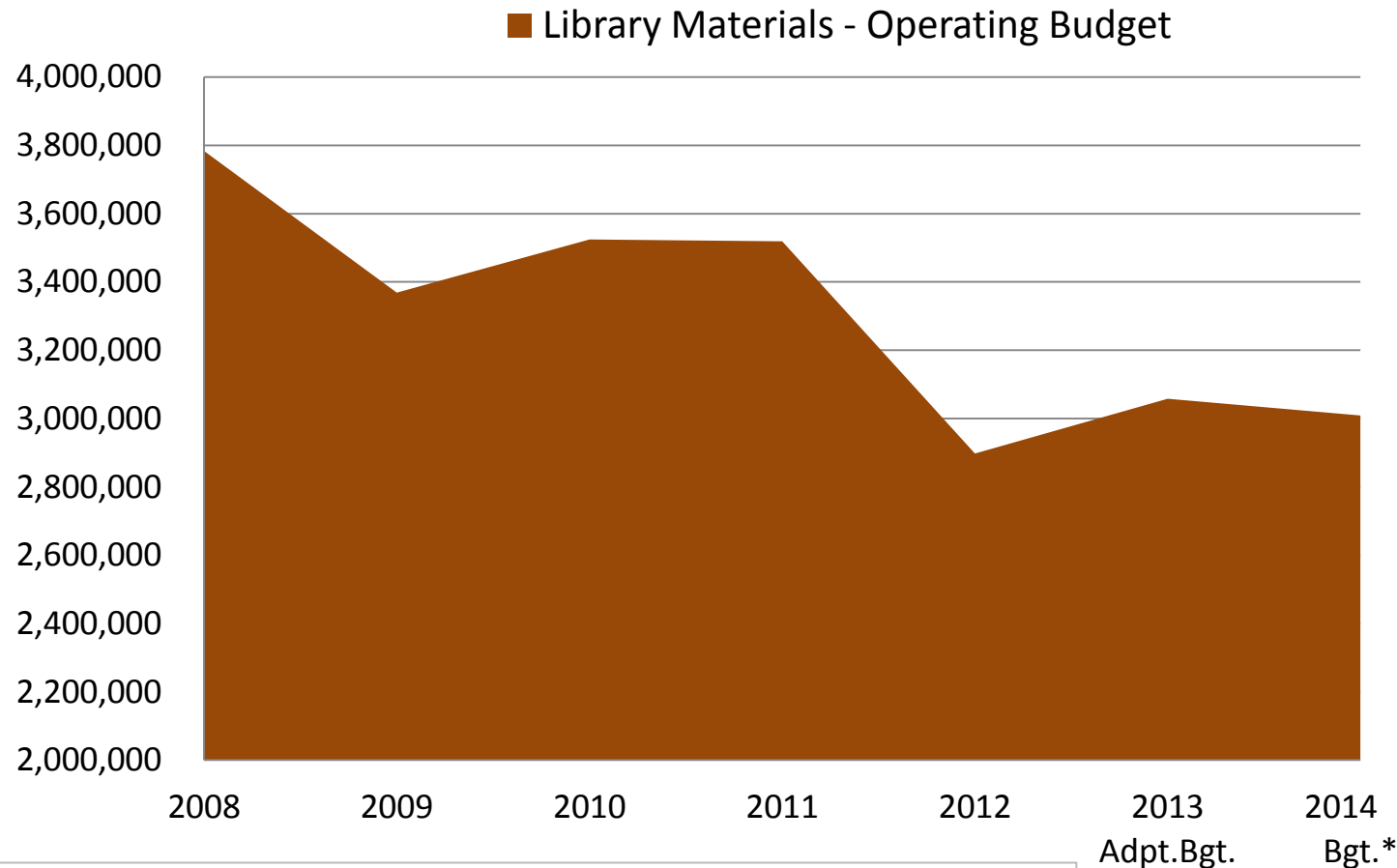
### Staffing FTE Down 11% Overall, 24% Full-time Since 2008



	2008	2009	2010	2011	2012 Adpt	2013 with Restore	2014 with Restore	Change Since 2008	
Full-Time	256	248	235	186	190	191	195	(61)	-24%
Part-Time in FTE	196	235	218	206	213	220	208	12	6%
<b>Total FTE</b>	<b>451</b>	<b>483</b>	<b>453</b>	<b>392</b>	<b>403</b>	<b>411</b>	<b>403</b>	<b>(48)</b>	<b>-11%</b>

# Buffalo & Erie County Public Library

## Stressed Funding Impacts Purchase of New Books, Media, and Downloadables (e-Books/Audio Books, Music, and Video)



\* 2014 reduction solely due to implementing electronic access for providing mandated legal reference material to the Correctional Facility and Holding Center. As materials costs for these facilities are fully reimbursed by the County, there is no impact on general library operations from this change.

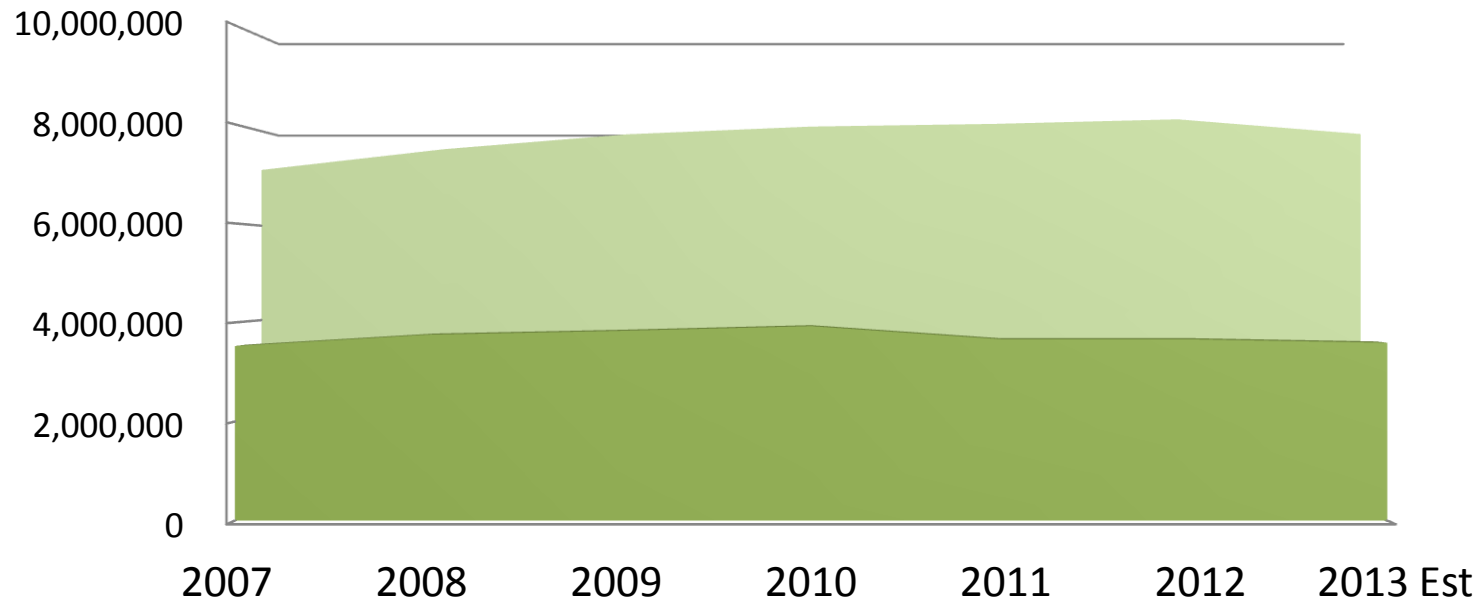
	2008	2009	2010	2011	2012	2013 Adpt. Bgt.	2014 Bgt.*	Change Since 2008
Library Materials - Operating Budget	3,783,546	3,368,707	3,524,441	3,519,006	2,897,627	3,058,000	3,009,000	(774,546) -20%

# Buffalo & Erie County Public Library

## Meanwhile - Demand for Library Services Is High

### Libraries Help People Cope, Find Jobs and Recover from Recessions

#### Library Visits and Circulation UP



■ Library Visits ■ Circulation

	2007	2008	2009	2010	2011	2012	2013 Est	Change Since 2007	
Library Visits	3,523,470	3,751,907	3,830,507	3,925,449	3,657,908	3,657,813	3,590,000	66,530	2%
Circulation	7,179,351	7,619,902	7,934,257	8,097,152	8,154,384	8,250,880	7,940,000	760,649	11%

Impacted by 2011 reduced open hours

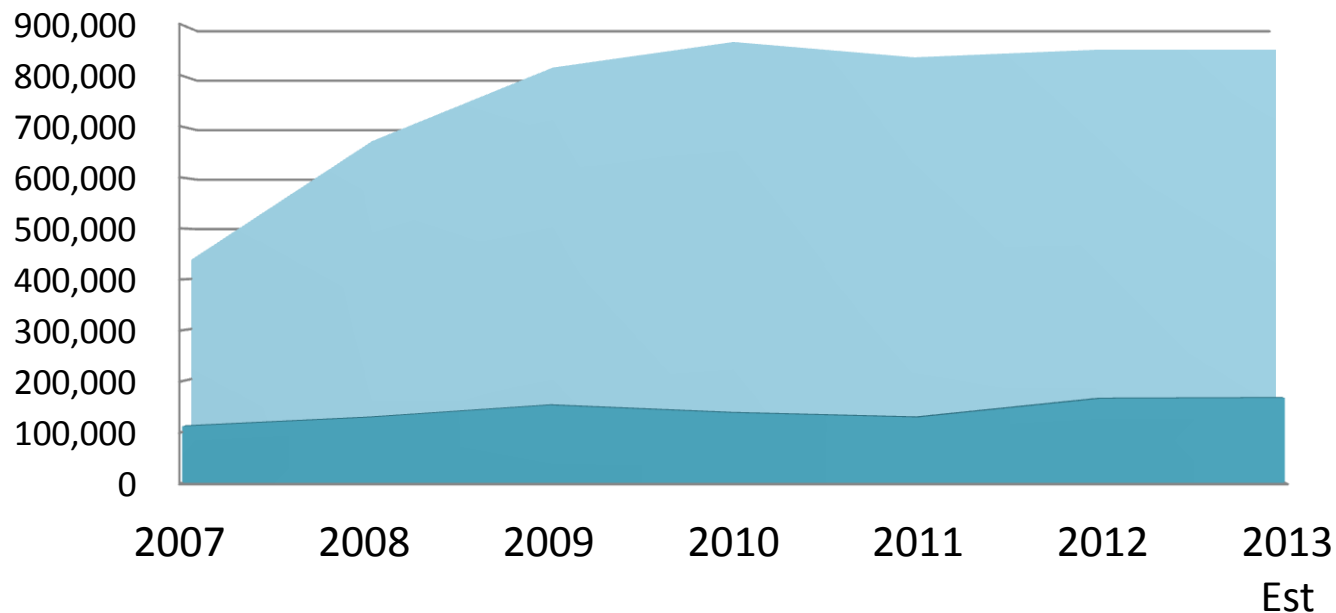
\* The recession began in December, 2007

# Buffalo & Erie County Public Library

## Meanwhile - Demand for Library Services Is High

### Libraries Help People Cope, Find Jobs and Recover from Recessions

#### Program Attendance Up, Computer Use Doubled



■ Program Attendance

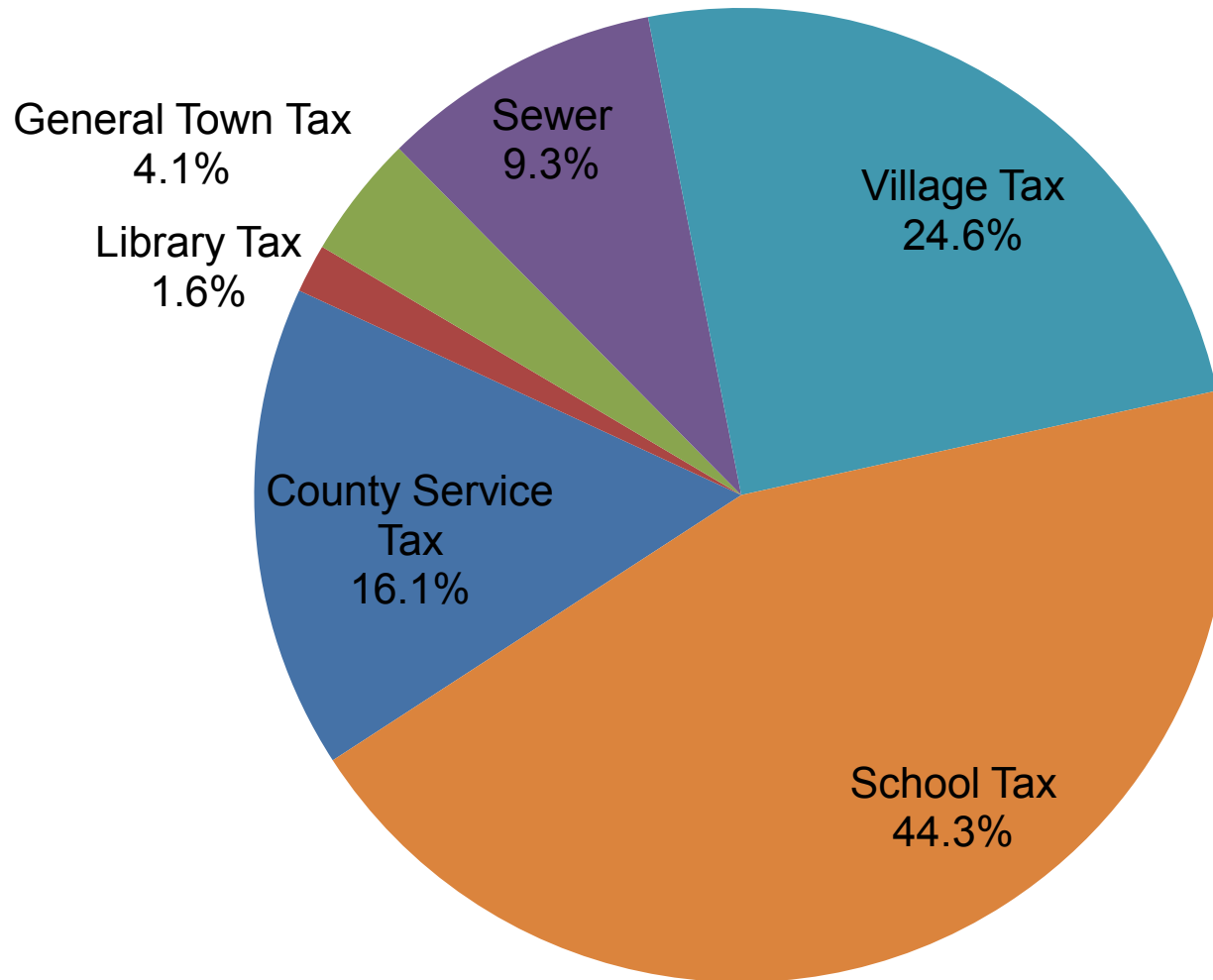
■ Computer Use Sessions \*\*

	2007	2008	2009	2010	2011	2012	2013 Est	Change Since 2007	
Program Attendance	111,058	128,247	152,600	137,533	128,623	165,635	167,000	55,942	50%
Computer Use Sessions	438,352	675,312	822,333	873,471	842,769	857,828	858,000	419,648	96%
Impacted by 2011 reduced open hours									

\* The recession began in December, 2007

\*\* Computer use sessions using library computers only. Patrons also heavily used free WiFi at all libraries, with 137,940 connections in 2012 and an estimated 146,300 in 2013.

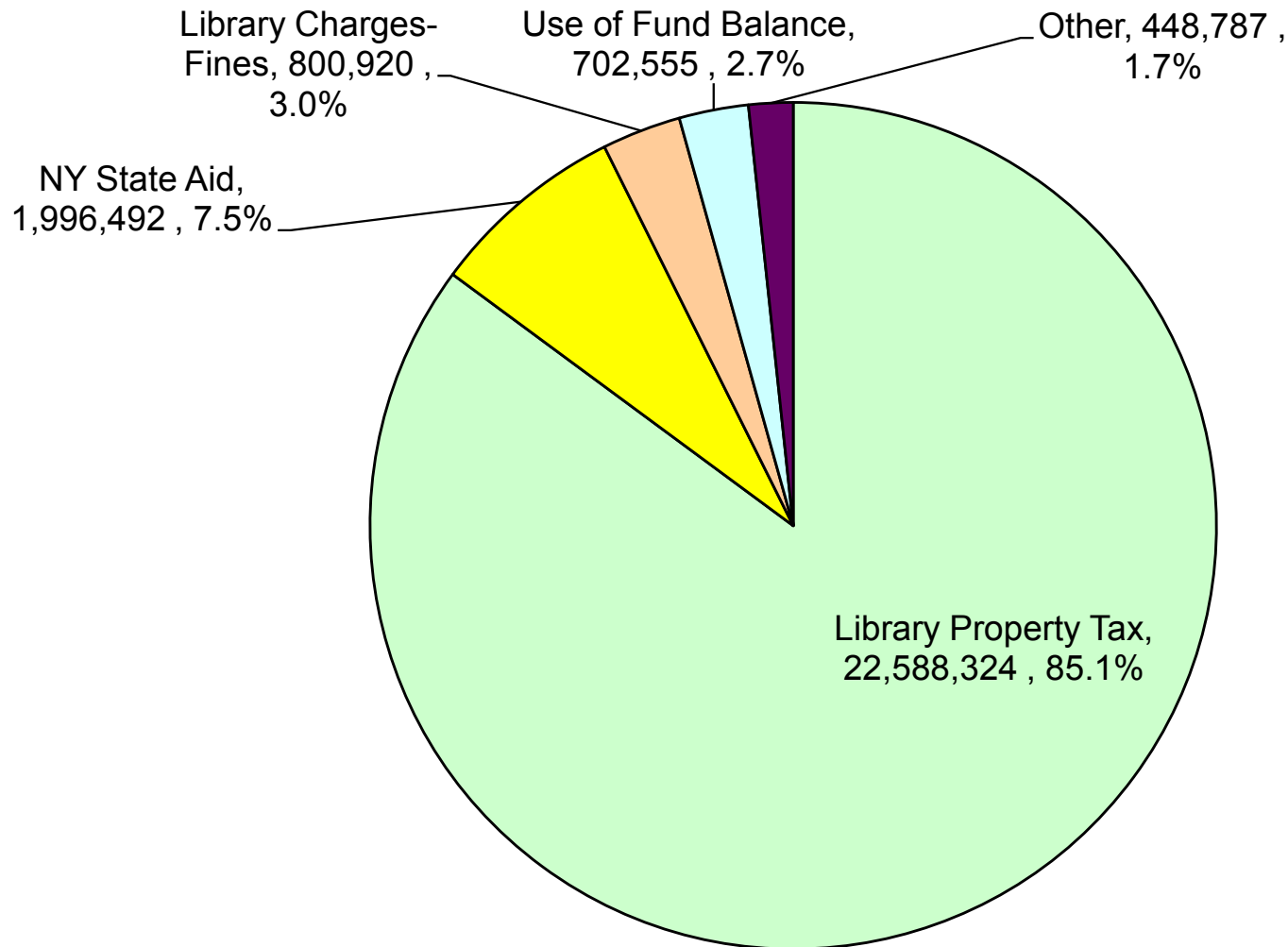
## The Library's Share of a Typical Property Owner's Taxes is Very Small



A Sample Erie County Village Property Owner 2013 Property Taxes. Percentages will vary from village to village and town to town.  
In the City of Buffalo, the City tax takes the place of town, village and school taxes.

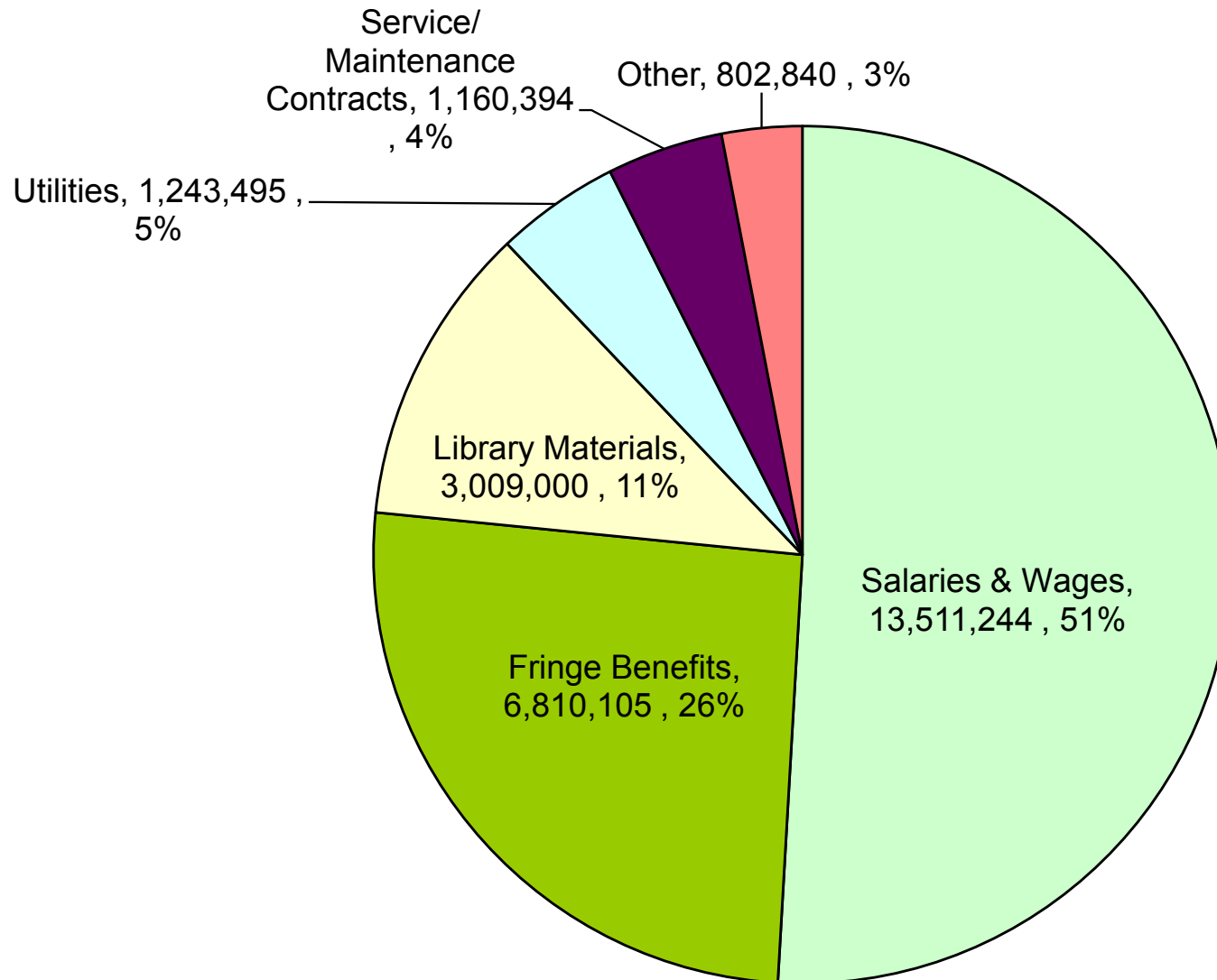


## Where the Funding Comes From



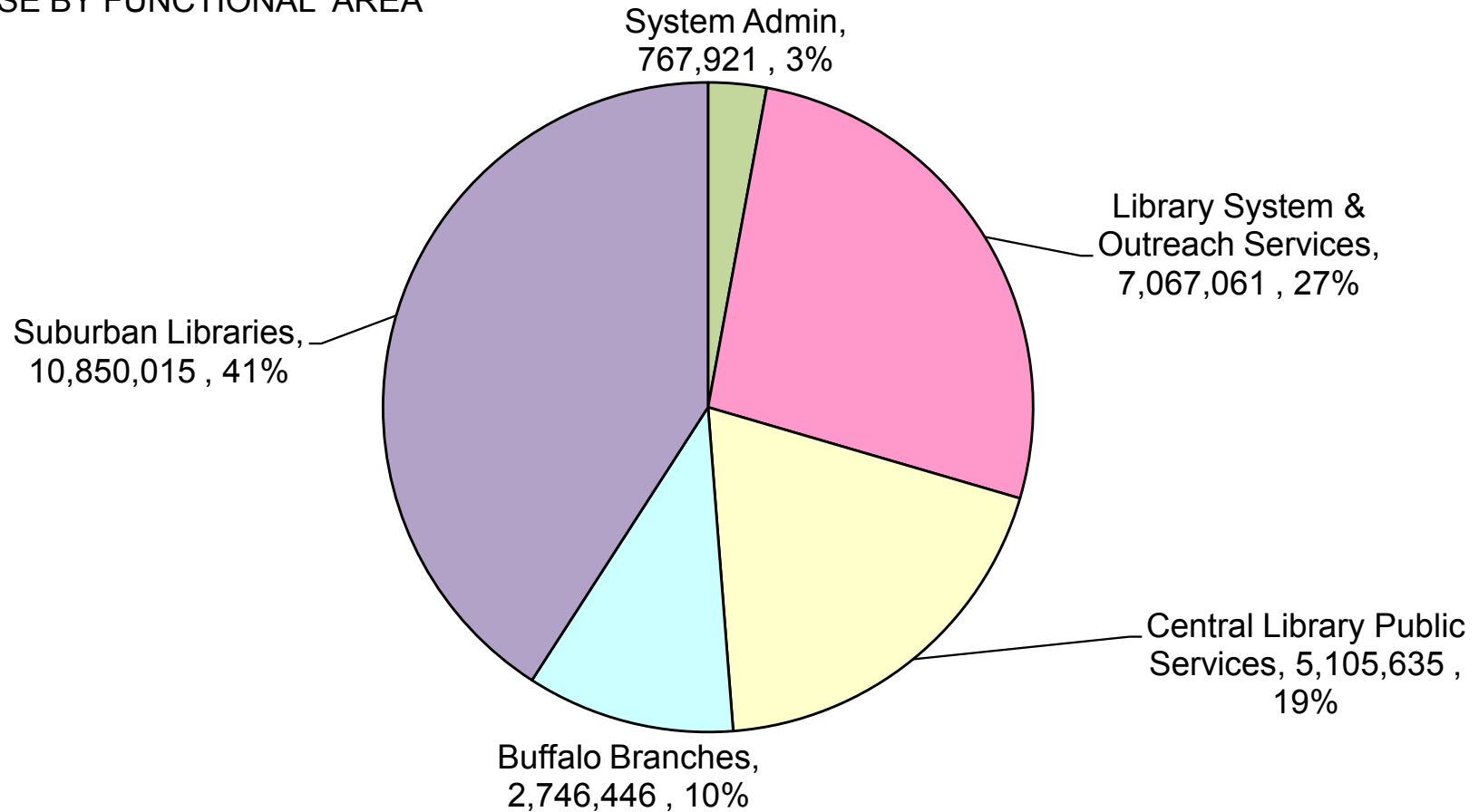
<b>B&amp;ECPL 2014 TOTAL OPERATING REVENUE IN COUNTY SAP FINANCIAL SYSTEM</b>	<b>\$26,254,549</b>
Adjustment for suburban library net directly collected revenue	282,529
<b>B&amp;ECPL 2014 BUDGET TOTAL SYSTEM NET OPERATING REVENUE</b>	<b>\$26,537,078</b>

## Where the Funding Goes



# Where the Funding Goes

## EXPENSE BY FUNCTIONAL AREA



<b>B&amp;ECPL 2014 BUDGET OPERATING EXPENSE IN COUNTY SAP FINANCIAL SYSTEM</b>	<b>\$26,254,549</b>
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Adjustment for suburban library expense supported by directly collected revenue	282,529
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<b>B&amp;ECPL 2014 BUDGET TOTAL SYSTEM NET OPERATING EXPENSE</b>	<b>\$26,537,078</b>
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# BUFFALO ERIE COUNTY PUBLIC LIBRARY

## Allocation of \$415,867 Restoration Funding

Community	Restoration Description	Weekly Open Hours	Cost
Amherst	Support existing open hours and expand programs		\$39,317
Buffalo Branches	Restore 8 open hours at the Dudley and Riverside Branches: from 32 to 40 open hours per week	16	\$46,711
Cheektowaga	Support existing open hours and expand programs		\$13,831
Lackawanna	Provide funding to address security issues		\$15,000
Outreach - Mobile Library	Estimate of initial staffing and general operational expenses to re-establish mobile library outreach services. Includes one full-time and one part-time staff member	TBD	\$114,683
System-wide	Support for small programs/events at multiple library locations		\$15,000
Tonawanda - Town	Support existing open hours and programs; restore maintenance work hours		\$21,325
<b>Subtotal - Change in Expenditures</b>			<b>\$265,867</b>
System-wide	Reduce use of fund balance from \$852,555 to \$702,555		\$150,000
<b>Subtotal - Change in Revenue</b>			<b>\$150,000</b>
<b>Use of Restoration Funds per Resolution 2013-42</b>		<b>16</b>	<b>\$415,867</b>

**Erie  
County  
Taxpayers**

Your  
**Library...**  
A  
**Great  
Return** on  
Your  
**Investment**

2012

For every  
**\$1**  
funded,  
  
the Buffalo & Erie County  
Public Library returns  
a  
minimum  
of **\$6.56**  
in services



Concord Public Library

**Dollar value of your  
library services**

<b>\$72,525,235</b>
<b>Materials Borrowed</b>
<b>+</b>
<b>\$10,293,936</b>
<b>Computer Use</b>
<b>+</b>
<b>\$312,300</b>
<b>Computer Training Classes</b>
<b>+</b>
<b>\$1,163,540</b>
<b>Program Attendance</b>
<b>+</b>
<b>\$9,792,525</b>
<b>Reference Questions Asked</b>
<b>+</b>
<b>\$49,461,225</b>
<b>Online Database Downloads</b>
<b>\$143,548,761</b>
<b>Total Retail Value of Library Services</b>
<b>÷</b>
<b>\$19,872,457</b>
<b>2012 Library Tax</b>
<b>+</b>
<b>\$2,000,000</b>
<b>Other County Library Revenue</b>
<b>=</b>
<b>\$6.56</b>
<b>in services</b>



## **2014 Budget per Resolution 2013-42**

**December 19, 2013**

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

**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  
2014 Proposed Budget

SAP Account	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	2013 Library Budget			2014 Library Budget						
				Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted			
										Dollars	Percent		
as of 9/30/2013									(Allocate Restoration)				
Operating Revenue													
LIBRARY REAL PROPERTY TAX	400020	22,171,833	18,171,833	19,872,457	22,172,457	0	22,172,457	22,588,324		22,588,324	415,867	1.88%	Reflects County Executive 4-year plan's allocation of property tax base growth impact on the Library Tax Levy. The Library portion of the average County Property Tax rate per \$1,000 of equalized full market value remains unchanged at \$0.47 per 1,000 value. Tax base growth is estimated at 1.88%.
USE OF FUND BALANCE	402190				710,639	664,754	1,375,393	852,555	(150,000)	702,555	(8,084)	-1.1%	Use of fund balance helps to partially offset the impact of rising contractually obligated and/or mandated expenses such as for health insurance; retirement; and utilities.
STATE AID-FR LIB INCL INCENT AID	408140	1,668,627	1,626,848	1,660,082	1,660,083	81,344	1,741,427	1,741,427		1,741,427	81,344	4.9%	NY State's adopted 2013-14 Budget included a modest restoration of library aid (up 4.9% over 2012-2013). Total funding is now at the same level as it was in the mid-1990's. 2014 NYS aid estimate is based upon the 2013-14 State Adopted Budget.
STATE AID-TO MEMBER LIBRARIES	408150	274,542	234,444	243,139	243,139	11,926	255,065	255,065		255,065	11,926	4.9%	
STATE AID-OTHR	408160			175,000	0	128,000	128,000	0		0	0	n/a	
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	353,559	282,537	292,383	303,219	0	303,219	325,277		325,277	22,058	7.3%	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.
REFUNDS FROM CONTRACT LIBRARIES	419010	590,871	447,266	366,446	365,791	0	365,791	398,231		398,231	32,440	8.9%	
RENT RL PROP-AUDITORIUM (Central Library)	420510	13,343	12,986	14,946	16,000	0	16,000	16,000		16,000	0	0.0%	
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC (Central & Buffalo Libraries)	420530	22,521	22,209	21,451	22,440	0	22,440	20,640		20,640	(1,800)	-8.0%	All but two payphone were removed by telcom company (decreased usage); vending revenue impacted by lower FTE count at central library.
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	27,278	22,903	22,448	22,040	0	22,040	25,137		25,137	3,097	14.1%	Increased public usage
REFUND OF PRIOR YEAR EXPENSES	423000	81,508	89,889	47,311	10,000	0	10,000	10,000		10,000	0	0.0%	
INTEREST & EARNINGS REGULAR	445030	18,965	25,854	14,026	15,000	0	15,000	15,000		15,000	0	0.0%	
MISCELLANEOUS RECEIPTS (Includes County Revenue Subsidy)	466000	3,027,243	1,356	2,001,082	0	0	0	0		0	0	n/a	2010 amount included the \$3 million revenue subsidy approved by the Erie County Legislature in December 2010 to support the 2011 Budget. The 2012 amount was Erie County's \$2 million interfund revenue subsidy, which was subsequently rolled back into the Library Tax line in 2013.
NSF CHECK FEES (Central & Buffalo Libraries)	466010	80	0	0	15	0	15	15		15	0	0.0%	

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2014 Proposed Budget

SAP Account	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	2013 Library Budget			2014 Library Budget							
				Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted				
										Dollars	Percent			
as of 9/30/2013								(Allocate Restoration)						
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	40,735	9,038	9,059	10,223	0	10,223	8,972		8,972	(1,251)	-12.2%		
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	2,802	2,430	1,897	2,000	0	2,000	1,500		1,500	(500)	-25.0%	Decreased public purchases of convenience items such as thumb drives	
MINOR SALE PRINTING (Central & Buffalo Libraries)	466040	40,110	39,298	41,870	40,999	0	40,999	42,406		42,406	1,407	3.4%	Increased public usage	
REFUND CONTRACT LIB. RETIREMENT	466170	846	4,998	5,087	0	0	0	0		0	0	n/a		
MISC. DEPARTMENTAL INCOME	467000	3,067	2,553	4,024	4,000	0	4,000	4,000		4,000	0	0.0%		
OTHER CONTRIBUTION	479100	0	0	258,000	100,000	0	100,000	100,000		100,000	0	0.0%	2012's amount reflected the extremely successful "Bucks for Books" campaign sponsored by the Buffalo News which included extensive donated advertising. In 2013 and 2014, \$100,000 is budgeted as the target for a Bucks for Books campaign without the benefit of extensive donated advertising.	
SUBTOTAL OPERATING REVENUE				28,337,930	20,996,442	25,050,708	25,698,045	886,024	26,584,069	26,404,549	(150,000)	26,254,549	556,504	2.2%

Decreased public purchases of convenience items such as thumb drives

Increased public usage

2012's amount reflected the extremely successful "Bucks for Books" campaign sponsored by the Buffalo News which included extensive donated advertising. In 2013 and 2014, \$100,000 is budgeted as the target for a Bucks for Books campaign without the benefit of extensive donated advertising.



BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2014 Proposed Budget

SAP Account		FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	2013 Library Budget			2014 Library Budget					
					Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted		
											Dollars	Percent	
					as of 9/30/2013				(Allocate Restoration)				
Operating Expense													
FULL-TIME WAGES	500000	9,208,125	7,715,539	7,703,173	8,135,401	0	8,135,401	8,208,797	80,609	8,289,406	154,005	1.9%	Assumes 3% contracted COLA for AFSCME employees; a \$0.50 per hour increase in Page & Sr. Page wages related to the 2014 increase in the NY State minimum wage; step increases; and no wage rate changes for remaining bargaining units as no other contracts are in place for 2014. Also incorporates reclassifications and restructuring in vacant positions. Total position count decreases 41 vs the 2013 budget as adopted in December 2012, changing from 853 (182 Full time, 626 Part time, 34 Regular Part time, and 11 Seasonal) to the 2014 proposed count of 812 (188 Full time, 589 Part Time and 35 RPT Positions). Restoration funding will restore approximately 1 FT, convert 1 RPT to FT and restore 4 PT positions.
PART-TIME WAGES	500010	3,504,311	3,201,940	3,237,113	3,987,221	(275,000)	3,712,221	3,793,921	66,219	3,860,140	(127,081)	-3.2%	
REGULAR PART-TIME WAGES	500020	1,069,837	1,007,900	855,063	840,011	0	840,011	1,004,008	6,397	1,010,405	170,394	20.3%	
SEASONAL EMPLOYEE WAGES	500030	45,176	63,978	41,506	81,686	0	81,686	0		0	(81,686)	-100.0%	
SHIFT DIFFERENTIAL	500300	15,089	15,345	15,515	15,000	0	15,000	15,000		15,000	0	0.0%	
HOLIDAY WORKED	500330	14,473	11,103	14,288	15,000	0	15,000	15,000		15,000	0	0.0%	
OTHER EMPLOYEE PAYMENTS	500350	42,922	143,575	26,948	50,000	0	50,000	50,000		50,000	0	0.0%	
OVERTIME	501000	189,919	193,220	169,370	190,000	0	190,000	190,000	1,000	191,000	1,000	0.5%	
SUBTOTAL SALARIES & WAGES		14,089,854	12,352,600	12,062,977	13,314,319	(275,000)	13,039,319	13,276,726	154,225	13,430,951	116,632	0.9%	
FRINGE BENEFITS: Include employer benefit costs for all libraries.	502000	5,435,589	5,374,974	5,954,031	6,538,150	0	6,538,150	6,714,550	59,767	6,774,317	236,167	3.6%	See Fringe Benefit Detail below.
TOTAL LABOR AND BENEFIT COSTS		19,525,443	17,727,574	18,017,009	19,852,469	(275,000)	19,577,469	19,991,276	213,992	20,205,268	352,799	1.8%	
SERVICE RESTORATION REQUEST	504999	0	0		0			415,867	(415,867)	0	0	n/a	Funding to support library operations including additional open hours/programming and outreach services. Outreach services will also be improved through the proposed county capital budget which funds a modern-day bookmobile equipped with wireless technology to serve those areas of Erie County without a library.
OFFICE SUPPLIES (for all libraries)	505000	82,120	77,746	78,118	102,070		102,070	103,900	500	104,400	2,330	2.3%	Increased tire prices a key factor.
CLOTHING SUPPLIES	505200	2,272	128	2,890	3,350	1,782	5,132	3,350		3,350	0	0.0%	
AUTO SUPPLIES	505600	5,753	6,374	7,708	5,650	2,500	8,150	8,150	500	8,650	3,000	53.1%	
MEDICAL SUPPLIES	505800	421	115	68	1,300		1,300	1,250		1,250	(50)	-3.8%	
REPAIRS & MAINTENANCE	506200	89,818	77,873	91,750	89,200	816	90,016	87,950	1,000	88,950	(250)	-0.3%	
HIGHWAY SUPPLIES (rock salt)	506400	6,911	7,758	5,392	11,500		11,500	11,500		11,500	0	0.0%	
LOCAL MILEAGE REIMBURSEMENT	510000	6,068	9,796	14,368	12,500		12,500	14,000	200	14,200	1,700	13.6%	Increase reflects more movement of staff between facilities to maintain coverage and offer programs.
OUT OF AREA TRAVEL	510100	24,286	11,462	14,327	15,000		15,000	15,000		15,000	0	0.0%	
TRAINING & EDUCATION	510200	32,719	20,165	39,474	50,690	25	50,715	58,590		58,590	7,900	15.6%	Increase is for NY State Assn of Library Boards dues paid every third year.
UTILITY CHARGES Water/Sewer/ phone/Data Lines/Internet Access. See Interfund Enterprise Utility Line for Electric, NGas & Fuel Oil	515000	180,896	202,702	248,021	257,832		257,832	269,276		269,276	11,444	4.4%	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

## 2014 Proposed Budget

SAP Account				2013 Library Budget			2014 Library Budget				
	FY 2010	FY 2011	FY 2012	Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted	
	Actual	Actual	Actual							Dollars	Percent
as of 9/30/2013								(Allocate Restoration)			
516010	6,128		60,000		36,000	36,000	0		0	0	n/a
516010			5,000		3,000	3,000	0		0	0	n/a
516010			5,000		3,000	3,000	0		0	0	n/a
516010			5,569		3,000	3,000	0		0	0	n/a
516010	10,742					0	0		0	0	n/a
516010			15,000		9,000	9,000	0		0	0	n/a
516010			5,000		3,000	3,000	0		0	0	n/a
516010			5,000		3,000	3,000	0		0	0	n/a
516010					3,000	3,000	0		0	0	n/a
516010		750	5,000		3,000	3,000	0		0	0	n/a
516010			5,000	1,666	3,000	4,666	882		882	(784)	-47.1%
516010			2,000		3,000	3,000	0		0	0	n/a
516010					3,000	3,000	0		0	0	n/a
516010						0	0	15,000	15,000	15,000	n/a
516010			5,000		6,000	6,000	0		0	0	n/a
516010			5,000		3,000	3,000	0		0	0	n/a
516010			15,000		9,000	9,000	0		0	0	n/a
516010			5,000	949	3,000	3,949	0		0	(949)	n/a
516010			5,000		4,000	4,000	0		0	0	n/a
516010		1,689			3,000	3,000	0		0	0	n/a
516010			30,000		7,000	7,000	0		0	0	n/a
516010					6,000	6,000	0		0	0	n/a
516020	778,171	1,209,853	919,408	1,015,689	171,179	1,186,868	1,029,788		1,029,788	14,099	1.4%
516030	76,840	73,168	67,257	97,780	9,962	107,742	105,180		105,180	7,400	7.6%
530000	182,604	158,450	118,600	178,950	14,883	193,833	151,350	19,810	171,160	(7,790)	-4.4%
545000	1,484	1,376	4,457	4,369	400	4,769	4,769		4,769	400	9.2%
555050	41,654	24,568	46,752	50,000	15,353	65,353	55,000		55,000	5,000	10.0%
559000	186,750	235,504	0	0	594,324	594,324	0		0	0	n/a

Adjusted budget includes non-recurring NY State "Bullet Aid" sponsored by Senators Galivan, Grisanti, and Ranzenhofer to assist the libraries located in their districts, with an emphasis on public access to and use of technology.

Most of increase represents RFID system maintenance expense as libraries are added to the RFID system.

Most of the increase is for computer equipment maintenance.

Reduced purchase of book care supplies; media cases; and library cards.

Directors & Officers and related policies - does not include general liability (like the County, the library does not maintain general liability insurance coverage and incurs tort related legal expense budgeted in the professional services line).

2013 Adjusted budget includes previously authorized grant match for RFID, Dudley Library and Central Library 2nd floor west projects.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2014 Proposed Budget

SAP Account	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	2013 Library Budget			2014 Library Budget					
				Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted		
										Dollars	Percent	
as of 9/30/2013								(Allocate Restoration)				
BUILDING IMPROVEMENTS	561250	0	0	0	12,950	12,950	0		0	0	n/a	
LAB & TECH EQUIP (includes software updates)	561410	131,938	83,753	236,594	50,268	341,192	391,460	65,145	5,000	70,145	19,877	39.5%
FURNITURE, FIXTURES & OFFICE EQUIP.	561420	5,065	14,948	0	0	0	0	0		0	0	n/a
BUILDINGS & GROUNDS EQUIPMENT	561430	674	0	0	10,000	10,000	0	0		0	0	n/a
MOTOR VEHICLE EQUIPMENT	561440				0	65,000	65,000	0		0	0	n/a
LIBRARY BOOKS & MEDIA	561450	3,524,441	3,519,006	2,897,627	3,058,000	309,472	3,367,472	3,004,000	5,000	3,009,000	(49,000)	-1.6%
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	737,367	847,843	0	847,843	926,141	2,865	929,006	81,163	9.6%
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(299,946)	(299,946)	(299,946)	(299,946)	0	(299,946)	(203,329)		(203,329)	96,617	-32.2%
INTERDEPT-Purchasing Svcs	910600		31,274	34,954	36,592	0	36,592	28,221		28,221	(8,371)	-22.9%
INTERDEPT-Fleet Svcs (including fuel)	910700		36,156	40,465	40,360	0	40,360	46,116	2,000	48,116	7,756	19.2%
INTERDEPT-DISS	980000	214,565	169,185	218,287	213,964	0	213,964	211,177		211,177	(2,787)	-1.3%
TOTAL OPERATING EXPENDITURES	25,812,468	24,317,900	23,718,518	25,698,045	1,390,838	27,088,883	26,404,549	(150,000)	26,254,549	556,504	2.2%	

Majority of increase related to authority control updates; laptop security; and Envisionware software updates.

\$100,000 of this cost is budgeted to be supported by donations. Reduction reflects savings due to switching from print to electronic reference materials in the Holding Center and Correctional Facility (services to these facilities are fully reimbursed by the County via interdept. charge reimbursement which is reduced by an equal amount).

See Interfund Utilities Detail below.

Factors impacting the decrease. 1) \$54,000 savings due to switching to electronic reference materials in the Holding Center and Correctional Facility (reduces library materials expense that is reimbursed via interdept. charge); 2) usage changes; and 3) a change in staffing patterns.

Erie County assesses 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

## 2014 Proposed Budget

SAP Account				2013 Library Budget			2014 Library Budget				
	FY 2010	FY 2011	FY 2012	Res 2012-44 Library Adpt Budget	Encumb. /Adjusts /Revisions	Adjusted Budget	2014 County Adopted	Library Board Changes	Library Budget Per Res 2013-42	Change from 2013 Library Adopted	
	Actual	Actual	Actual							Dollars	Percent
				as of 9/30/2013				(Allocate Restoration)			
502000	0	(1,412)	0	(26,926)	0	(26,926)	5,402		5,402	32,328	n/a
502010	872,468	762,998	744,812	835,687	0	835,687	823,161	9,561	832,722	(2,965)	-0.4%
502020	204,071	178,442	174,961	193,032	0	193,032	192,486	2,237	194,723	1,691	0.9%
502030	2,114,155	1,985,500	2,192,149	2,363,535	0	2,363,535	2,460,346	16,963	2,477,309	113,774	4.8%
502040	105,989	90,139	89,660	113,814	0	113,814	113,930	866	114,796	982	0.9%
502050	96,958	98,091	37,742	79,900	0	79,900	73,030	848	73,878	(6,022)	-7.5%
502060	22,348	126,622	33,284	46,335	0	46,335	33,219	387	33,606	(12,729)	-27.5%
502070	670,955	630,293	821,228	736,789	0	736,789	758,636	7,041	765,677	28,888	3.9%
502080	41,140	32,688	30,109	30,804	0	30,804	33,204		33,204	2,400	7.8%
502100	1,307,504	1,471,613	1,830,086	2,163,180	0	2,163,180	2,219,136	21,864	2,241,000	77,820	3.6%
502110	0	0	0	2,000	0	2,000	2,000		2,000	0	0.0%
Detail:	5,435,589	5,374,974	5,954,031	6,538,150	0	6,538,150	6,714,550	59,767	6,774,317	236,167	3.6%
	0	0	0	5,000	0	5,000	5,000		5,000	0	0.0%
	184,061	168,863	125,953	167,281	0	167,281	189,585	511	190,096	22,815	13.6%
	810,590	747,612	611,414	675,562	0	675,562	731,556	2,354	733,910	58,348	8.6%
Detail:	994,651	916,475	737,367	847,843	0	847,843	926,141	2,865	929,006	81,163	9.6%

Applies rate change per county budget manual adjusted to Library's utilization trends.

Applies rate change per county budget manual adjusted to Library's utilization trends.

Applies rate per county budget manual adjusted to Library's utilization trends. Library experience has been lower than county estimates.

Estimate developed using an average rate increase of 0.8% of payroll per County estimates partially offset by shift from higher cost Tiers to the new lower cost Tier 6.

Based upon rolling 12 month projections of usage data combined with market cost estimates provided by the County's pool purchaser, Fluent Energy. In recent years utility costs had trended down, 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. However, 2013 performance to date indicates this trend appears to be over, with future costs anticipated to increase.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 Grants Budget**

Grant Name	2012 Board Adopted Budget	2013 Board Adopted Budget	2014 Budget Per Res 2013-42
<b>Central Library Development Aid</b>			
NEW YORK STATE AID	242,528	247,821	259,977
Total Revenue:	<b>242,528</b>	<b>247,821</b>	<b>259,977</b>
FULL-TIME SALARIES	108,993	110,013	110,556
PART-TIME WAGES	56,572	58,770	62,443
FRINGE BENEFITS	76,963	79,038	86,978
Total Expense:	<b>242,528</b>	<b>247,821</b>	<b>259,977</b>
<b>Central Library Book Aid</b>			
NEW YORK STATE AID	55,948	57,169	59,973
Total Revenue:	<b>55,948</b>	<b>57,169</b>	<b>59,973</b>
LIBRARY BOOKS & MEDIA	55,948	57,169	59,973
Total Expense:	<b>55,948</b>	<b>57,169</b>	<b>59,973</b>
<b>Continuity of Service</b>			
NEW YORK STATE AID	39,124	39,978	41,939
Total Revenue:	<b>39,124</b>	<b>39,978</b>	<b>41,939</b>
PART-TIME WAGES	35,874	33,247	34,563
FRINGE BENEFITS	3,250	6,731	7,376
Total Expense:	<b>39,124</b>	<b>39,978</b>	<b>41,939</b>
<b>Coordinated Outreach</b>			
NEW YORK STATE AID	132,174	135,058	141,683
Total Revenue:	<b>132,174</b>	<b>135,058</b>	<b>141,683</b>
FULL-TIME SALARIES	75,559	77,131	77,131
PART-TIME WAGES	5,860	6,305	7,390
FRINGE BENEFITS	50,755	51,622	57,162
Total Expense:	<b>132,174</b>	<b>135,058</b>	<b>141,683</b>

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## 2014 Grants Budget

Grant Name	2012 Board Adopted Budget	2013 Board Adopted Budget	2014 Budget Per Res 2013-42
<b>Library Automation Aid</b>			
NEW YORK STATE AID	59,860	61,166	64,167
Total Revenue:	<b>59,860</b>	<b>61,166</b>	<b>64,167</b>
PART-TIME WAGES	52,194	52,899	55,346
FRINGE BENEFITS	7,666	8,267	8,821
Total Expense:	<b>59,860</b>	<b>61,166</b>	<b>64,167</b>
<b>State Correctional Facilities</b>			
NEW YORK STATE AID	35,777	36,558	38,351
Total Revenue:	<b>35,777</b>	<b>36,558</b>	<b>38,351</b>
PERSONAL SERVICES			
PART-TIME WAGES	19,694	19,694	21,190
FRINGE BENEFITS	1,772	2,241	1,821
PROF SERVICES & FEES	800	800	800
LIBRARY BOOKS & MEDIA	13,511	13,823	14,540
Total Expense:	<b>35,777</b>	<b>36,558</b>	<b>38,351</b>
<b>County Correctional Facilities</b>			
NEW YORK STATE AID	6,861	7,011	7,354
Total Revenue:	<b>6,861</b>	<b>7,011</b>	<b>7,354</b>
PERSONAL SERVICES			
PART-TIME WAGES	4,410	4,410	4,895
FRINGE BENEFITS	397	397	420
OFFICE SUPPLIES	300	300	300
LIBRARY BOOKS & MEDIA	1,754	1,904	1,739
Total Expense:	<b>6,861</b>	<b>7,011</b>	<b>7,354</b>
<b>TOTAL LIBRARY GRANTS</b>			
NEW YORK STATE AID	572,272	584,761	613,444
	<b>572,272</b>	<b>584,761</b>	<b>613,444</b>