



**2018 Proposed Budget
Operating and Grants - by Line Item Per SAP Structure**

**Pursuant to B&ECPL Board of Trustees Resolution 2017- 25
July 20, 2017
And
Erie County Executive's Recommended County Allocation
October 16, 2017**

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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BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2018 Operating Budget

SAP Account	FY 2015 Actual	FY 2016 Actual	2017 Library Budget			2018 Library Budget					Notes 2018 Proposed / CE Recommended	
			Res 2016-49 Library Adpt Budget	Encumb. /Adjusts /Revisions	Revised Budget	Library Request	County Exec Changes	County Executive Reco.	Change from 2017 Library Adopted			
									Dollars	Percent		
			as of 8/31/2017					10/16/2017				
Operating Revenue												
LIBRARY REAL PROPERTY TAX	400020	23,013,857	23,474,134	23,943,617		23,943,617	24,422,489	0	24,422,489	478,872	2.0%	County Exec recommendation provides a share of the growth in the property tax base, allowing the Library provide quality services while to limiting reliance on use of fund balance.
USE OF FUND BALANCE	402190		0	485,186	283,377	768,563	498,684	0	498,684	13,498	2.8%	Use of fund balance helps to partially offset the impact of rising contractually obligated and/or mandated expenses such as for active employee and retiree health insurance; and contracted colas.
STATE AID-FR LIB INCL INCENT AID	408140	1,862,351	1,942,679	1,942,679		1,942,679	1,943,728	0	1,943,728	1,049	0.1%	2018 NYS aid estimate is based upon the 2017-18 State Enacted Budget.
STATE AID-TO MEMBER LIBRARIES	408150	272,765	284,530	284,530		284,530	284,683	0	284,683	153	0.1%	
STATE AID-OTHR	408160	63,000	111,500	0	206,500	206,500	0	0	0	0	n/a	Amount in 2015 reflects aid sponsored by Senator Ranzenhofer; 2016 reflects aid sponsored by Senator Gallivan in 2015 and received in early 2016 as well as aid sponsored by Senators Gallivan and Ranzenhofer in 2016; and amount in 2017 Revised Bgt. reflects aid sponored by Senators Gallivan, Jacobs and Ranzenhofer.
LIBRARY CHARGES-FINES (Central & Buffalo Libraries only)	419000	341,511	279,467	317,592		317,592	295,594	0	295,594	(21,998)	-6.9%	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 from Contract Libraries" line.
REFUNDS FROM CONTRACT LIBRARIES	419010	399,923	394,246	375,483		375,483	349,839	0	349,839	(25,644)	-6.8%	Decrease reflects the overall circulation activity and 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-AUDITORIUM (Central Library)	420510	14,604	19,084	21,100		21,100	21,100	0	21,100	0	0.0%	
COMMISSIONS-TEL BOOTH / VEND/FOOD SVC (Central & Buffalo Libraries)	420530	21,808	17,259	17,680		17,680	17,680	0	17,680	0	0.0%	
OTHER DEPT INCOME-COPIES (Central & Buffalo Libraries)	422000	20,994	23,263	19,844		19,844	17,398	0	17,398	(2,446)	-12.3%	Based upon projecting 2016 usage.
REFUND OF PRIOR YEAR EXPENSES	423000	46,824	37,048	10,000		10,000	10,000	0	10,000	0	0.0%	
INTEREST & EARNINGS REGULAR	445030	2,063	2,356	2,000		2,000	2,000	0	2,000	0	0.0%	Short term interest rates have been running near 0%, even with economic recovery in progress.

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									Dollars	Percent	
			as of 8/31/2017						10/16/2017		
MISCELLANEOUS RECEIPTS (Includes County Revenue Subsidy)	466000	279	380	0	0	0	0	0	n/a		
NSF CHECK FEES (Central & Buffalo Libraries)	466010	0	0	15	15	15	0	15	0	0.0%	
MINOR SALE OTHER (Central & Buffalo Libraries)	466020	6,978	6,196	6,361	6,361	5,591	0	5,591	(770)	-12.1%	
MINOR SALE BOOK BAGS (Central & Buffalo Libraries)	466030	1,216	1,002	1,300	1,300	1,100	0	1,100	(200)	-15.4%	
MINOR SALE PRINTING (Central & Buffalo Libraries)	466040	52,857	61,439	57,957	57,957	62,963	0	62,963	5,006	8.6%	Increased public usage.
MISC. DEPARTMENTAL INCOME	467000	6,168	5,728	5,000	5,000	5,000	0	5,000	0	0.0%	
OTHER CONTRIBUTION	479100	69,782	60,000	60,000	60,000	60,000	0	60,000	0	0.0%	Reflects the target for the Library's fundraising campaign "Bucks for Books" based upon recent year's experience.
INTERFUND- REV SUBSIDY (County Aid)	486000	4,000	0	0	0	0	0	0	0	n/a	
SUBTOTAL OPERATING REVENUE	26,200,978	26,720,310	27,550,344	489,877	28,040,221	27,997,864	0	27,997,864	447,520	1.6%	

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									Dollars	Percent	
			as of 8/31/2017			10/16/2017					
Operating Expense											
FULL-TIME WAGES	500000	8,567,405	8,955,070	9,418,289	9,418,289	9,520,007	0	9,520,007	101,718	1.1%	
PART-TIME WAGES	500010	3,478,779	3,598,246	3,980,282	3,980,282	4,104,351	0	4,104,351	124,069	3.1%	
REGULAR PART-TIME WAGES	500020	1,092,127	793,470	813,694	813,694	759,767	0	759,767	(53,927)	-6.6%	Assumes contracted 2017 COLAs of 2.5% for Contract Library Clerical and Maintenance Bargaining unit members; a \$0.70 per hour increase in the NY State minimum wage; step increases; and no wage rate change for Librarians Association, AFSCME and CSEA as those unit's contracts are expired and a successor contract is not yet in place. Reductions tied to vacancies and turnover helped to offset the increased obligated costs. Increase in Other Employee Payments reflects projected utilization of vacation sell back provisions in current agreements.
SEASONAL EMPLOYEE WAGES	500030	0	0	0	0	0	0	0	0	n/a	
SHIFT DIFFERENTIAL	500300	16,702	16,620	16,000	16,000	19,000	0	19,000	3,000	18.8%	
HOLIDAY WORKED	500330	18,394	15,158	18,000	18,000	16,000	0	16,000	(2,000)	-11.1%	
OTHER EMPLOYEE PAYMENTS	500350	132,971	86,489	91,000	91,000	100,000	0	100,000	9,000	9.9%	
OVERTIME	501000	209,080	209,645	220,000	220,000	220,000	0	220,000	0	0.0%	
SUBTOTAL SALARIES & WAGES		13,515,458	13,674,698	14,557,265	0 14,557,265	14,739,125	0	14,739,125	181,860	1.2%	
FRINGE BENEFITS: Include employer benefit costs for all libraries.	502000	6,973,438	6,776,796	7,370,157	7,370,157	7,133,505	30,025	7,163,530	(206,627)	-2.8%	See Fringe Benefit Detail below.
REDUCTIONS FRM PRSNL SVS ACCT	504990	0	0	(350,511)	(350,511)	(53,937)	0	(53,937)	296,574	n/a	0.4% of wages turnover savings factor (principally for civil service encumbered positions).
CONTRACTUAL SALARY RESERVES	504992	0	0	125,033	125,033	304,055	0	304,055	179,022	n/a	Reserve for potential wage & benefit adjustments, including Librarians Assn., AFSCME and CSEA (no contracts yet in place covering 2018).
TOTAL LABOR AND BENEFIT COSTS		20,488,896	20,451,494	21,701,944	0 21,701,944	22,122,748	30,025	22,152,773	450,829	2.1%	
OFFICE SUPPLIES (for all libraries)	505000	136,023	147,031	166,335	166,335	167,535	0	167,535	1,200	0.7%	
CLOTHING SUPPLIES	505200	2,396	984	4,000	814 4,814	4,000	0	4,000	0	0.0%	
AUTO SUPPLIES	505600	5,929	8,116	9,750	9,750	11,000	0	11,000	1,250	12.8%	Increased tire prices a key factor.
MEDICAL SUPPLIES	505800	836	990	1,100	1,100	1,550	0	1,550	450	40.9%	
REPAIRS & MAINTENANCE	506200	97,418	99,847	104,300	8,876 113,176	106,400	0	106,400	2,100	2.0%	
HIGHWAY SUPPLIES (rock salt)	506400	12,009	9,924	14,000	14,000	14,000	0	14,000	0	0.0%	
LOCAL MILEAGE REIMBURSEMENT	510000	11,682	9,844	13,000	13,000	11,000	0	11,000	(2,000)	-15.4%	Projected utilization has decreased.
OUT OF AREA TRAVEL	510100	10,954	19,791	15,000	15,000	20,000	0	20,000	5,000	33.3%	\$1,098 net increase in the travel / education accounts funds Librarian travel to additional training/conference opportunities.
TRAINING & EDUCATION	510200	46,664	27,405	59,133	59,133	55,231	0	55,231	(3,902)	-6.6%	
UTILITY CHARGES Water/Sewer/ phone/Data Lines/Internet Access; & fuel oil. See Interfund Enterprise Utility Line for Electric & Natural Gas	515000	170,110	96,448	95,412	95,412	99,933	0	99,933	4,521	4.7%	The federal e-Rate program coverage of eligible expenses in this category (most expenses are eligible), up to 90% for eligible Wide Area Network/Internet Access. It also funds up to 30% for plain old telephone service (POTS) as of July 1, 2017, decreasing to 10% effective July 1, 2018.

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			as of 8/31/2017			10/16/2017						
CONTRACTUAL PAYMENTS												
AMHERST PUBLIC	516010	41,000	44,000	0	36,000	36,000		0	0	0	n/a	
ANGOLA PUBLIC 2	516010	0		0	10,000	10,000		0	0	0	n/a	
AURORA TOWN PUBLIC 1,2	516010	1,000	4,000	0	2,500	2,500		0	0	0	n/a	
BOSTON FREE	516010	0	4,000	1,642	2,500	4,142	1,862	0	1,862	220	n/a	
CLARENCE PUBLIC	516010	11,000	10,000	0	9,000	9,000		0	0	0	n/a	
COLLINS PUBLIC 1,2	516010	0	4,000	0	2,500	2,500		0	0	0	n/a	
CONCORD PUBLIC 2	516010	0	4,000	0	2,500	2,500		0	0	0	n/a	
EDEN PUBLIC 2	516010	0	4,000	0	2,500	2,500	880	0	880	880	n/a	
ELMA PUBLIC	516010	1,000	4,500	0	2,500	2,500		0	0	0	n/a	
EWELL FREE-ALDEN 2	516010	293	5,153	1,376	2,500	3,876	1,591	0	1,591	215	15.6%	
GRAND ISLAND MEMORIAL	516010	0		0	10,000	10,000		0	0	0	n/a	
HAMBURG PUBLIC 2	516010	0		0	20,000	20,000		0	0	0	n/a	
LACKAWANNA PUBLIC 2	516010	12,323	11,749	12,436	0	12,436	11,875	0	11,875	(561)	-4.5%	
LANCASTER PUBLIC 1,2	516010	0	5,500	0	5,000	5,000		0	0	0	n/a	
MARILLA FREE 1,2	516010	1,000	4,000	441	2,500	2,941	738	0	738	297	n/a	
NEWSTEAD PUBLIC - AKRON 1,2	516010	11,000	10,000	239	9,000	9,239	724	0	724	485	n/a	
NORTH COLLINS PUBLIC	516010	0	4,000	682	2,500	3,182	1,647	0	1,647	965	n/a	
ORCHARD PARK PUBLIC 1,2	516010	0		0	10,000	10,000		0	0	0	n/a	
TONAWANDA PUBLIC CITY	516010	0		0	10,000	10,000		0	0	0	n/a	
TONAWANDA TOWN PUBLIC 1,2	516010	0		0	20,000	20,000		0	0	0	n/a	
WEST SENECA PUBLIC 2	516010	1,000	5,500	0	5,000	5,000		0	0	0	n/a	
Notes Concerning Contract Library Payments:		Includes \$63,000 NY State Senate "bullet aid"; \$4,000 realloc county aid Lorigo	Includes \$111,500 NY State Senate "bullet aid" - Ranzenhofer & Gallivan		Includes \$166,500 NY State Senate sponsored "bullet aid"							
PROF SERV CONTRACT & FEES	516020	782,964	789,691	850,637	75,829	926,466	857,725	0	857,725	7,088	0.8%	
MAINTENANCE CONTRACTS	516030	103,348	114,302	120,517	51,583	172,100	124,900	0	124,900	4,383	3.6%	
OTHER EXPENSES	530000	154,323	155,147	187,950	55,341	243,291	188,800	0	188,800	850	0.5%	
RENTAL CHARGES	545000	17,310	4,352	4,725		4,725	4,925	0	4,925	200	4.2%	
LITIGATION SETTLEMENT	555030	0	0	0		0	0	0	0	0	n/a	

2015, 2016 and 2017 revised budget amounts principally represent special NYS Senate sponsored "bullet aid" allocations which are non-recurring in nature. Amounts in 2015 reflect aid sponsored by Senator Ranzenhofer; 2016 reflect aid sponsored by Senator Gallivan in 2015 and received in early 2016 as well as aid sponsored by Senators Gallivan and Ranzenhofer in 2016; and amounts in 2017 Revised Bgt. reflect aid sponsored by Senators Gallivan, Jacobs and Ranzenhofer. Bullet aid has placed an emphasis on public access to and use of technology and library programs.

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									Dollars	Percent		
			as of 8/31/2017			10/16/2017						
INSURANCE PREMIUMS	555050	111,509	121,468	139,100	139,100	150,048	0	150,048	10,948	7.9%	Directors & Officers, general liability and related policies - coverage for library operations at all 37 locations. Comprehensive Cyber Liability coverage added in 2016.	
LOCAL SHARE GRANT MATCH	559000	0	0	0	0	0	0	0	0	n/a		
LAB & TECH EQUIP (includes software updates)	561410	132,147	243,716	77,060	250,225	327,285	98,175	0	98,175	21,115	27.4%	Increase factors include filtering software and laptop security software
FURNITURE, FIXTURES & OFFICE EQUIP.	561420	(4)	0	0	110,000	110,000	0	0	0	0	n/a	
BUILDINGS & GROUNDS EQUIPMENT	561430	28,320	0	0	15,000	15,000	0	0	0	0	n/a	
MOTOR VEHICLE EQUIPMENT	561440	22,899	0	0	0	0	0	0	0	0	n/a	
LIBRARY BOOKS & MEDIA	561450	2,891,934	2,901,906	3,009,000	170,805	3,179,805	3,009,000	0	3,009,000	0	0.0%	\$60,000 of this cost is budgeted to be supported by donations.
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	708,753	634,344	833,619	(50,000)	783,619	765,648	0	765,648	(67,971)	-8.2%	See Interfund Utilities Detail below.
INTERDEPT-LIBRARY SERVICES (To Corrections Center, Holding Facility and Buildings & Grounds (Court Storage)	942000	(196,921)	(196,403)	(203,924)		(203,924)	(198,029)	0	(198,029)	5,895	-2.9%	
INTERDEPT-Purchasing Svcs	910600	28,532	28,394	27,638		27,638	30,402	(1,636)	28,766	1,128	4.1%	Erie County assesses these charges for services provided, which
INTERDEPT-Fleet Svcs (including fuel)	910700	38,892	22,051	34,787		34,787	38,266	(6,205)	32,061	(2,726)	-7.8%	include the SAP financial/personnel system, fuel for shipping and
INTERDEPT-DISS	980000	289,754	255,724	268,445		268,445	295,290	(22,184)	273,106	4,661	1.7%	maintenance vehicles and purchasing services.
TOTAL OPERATING EXPENDITURES	26,176,292	26,070,968	27,550,344	854,973	28,405,317	27,997,864	0	27,997,864	447,520	1.6%		

1) 2015 Actual expense corrected to remove encumbrances/funds reservations 2/1/2017

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			as of 8/31/2017			10/16/2017						
Fringe Benefit Detail												
Fringe Benefits (Undistributed)	502000	0	0	25,232	0	25,232	0	30,025	30,025	4,793	19.0%	2017 amount reflects an adjustment to offset the difference between the estimated cost for County Interdepartmental services at the time the budgets were submitted in August and the final adopted budget.
Employer FICA - REGULAR	502010	828,720	836,317	902,547	0	902,547	913,829	0	913,829	11,282	1.3%	
Employer FICA - MEDICARE	502020	193,920	195,600	211,067	0	211,067	213,712	0	213,712	2,645	1.3%	
Employee Health Insurance	502030	2,443,513	2,450,610	2,715,691	0	2,715,691	2,593,704	0	2,593,704	(121,987)	-4.5%	Assumes Health Insurance rates increase 6%, applied to projected utilization rate reflecting experience. Rates also include cost saving changes associated with bargaining unit agreements.
Dental Plan	502040	92,900	91,495	98,636	0	98,636	97,542	0	97,542	(1,094)	-1.1%	
Workers Compensation	502050	57,700	80,147	48,310	0	48,310	48,921	0	48,921	611	1.3%	Estimate based upon the Library's utilization trends.
Unemployment Insurance	502060	18,705	19,122	21,339	0	21,339	20,144	0	20,144	(1,195)	-5.6%	
Hospital & Medical - Retirees	502070	1,379,176	1,364,429	1,608,584	0	1,608,584	1,629,339	0	1,629,339	20,755	1.3%	The 2018 estimate is based upon a 6% increase of 2017 projected expense as of June 2017.
Health Insurance Waiver	502080	33,589	31,890	34,008	0	34,008	27,012	0	27,012	(6,996)	-20.6%	Estimate based upon the Library's utilization trends.
Retirement	502100	1,925,216	1,707,186	1,704,743	0	1,704,743	1,589,302	0	1,589,302	(115,441)	-6.8%	Estimate reflects a modest decrease in NYSERS 2018-2019 rates and the impact of a continued shift from higher cost Tiers to the new lower cost Tier 6 retirement plan as staff turnover occurs.
Total Fringe Benefit Detail:	6,973,438	6,776,796	7,370,157	0	7,370,157	7,133,505	30,025	7,163,530	(206,627)	-2.8%		
Interfund Utilities Detail												
Natural Gas		129,263	91,543	148,790	0	148,790	147,264	0	147,264	(1,526)	-1.0%	Based upon rolling 24 month projections of usage data combined with market cost estimates provided by the County's pool purchaser, Fluent Energy. 2015-16 winter was unusually mild, lowering usage and rates. Rates increased in 2016-17.
Electricity		579,489	542,801	684,829	(50,000)	634,829	618,384	0	618,384	(66,445)	-9.7%	
Total Interfund Utilities Detail:	708,753	634,344	833,619	(50,000)	783,619	765,648	0	765,648	(67,971)	-8.2%		

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 Grants Budget

Grant Name	2016 Board Adopted Budget	2017 Board Adopted Budget	2018 Board Proposed Budget
Central Library Development Aid			
NEW YORK STATE AID	278,007	290,005	290,164
Total Revenue:	278,007	290,005	290,164
FULL-TIME SALARIES	118,609	120,050	116,648
PART-TIME WAGES	71,834	70,804	76,606
FRINGE BENEFITS	87,564	99,151	96,910
Total Expense:	278,007	290,005	290,164
Central Library Book Aid			
NEW YORK STATE AID	64,134	66,902	66,936
Total Revenue:	64,134	66,902	66,936
LIBRARY BOOKS & MEDIA	64,134	66,902	66,936
Total Expense:	64,134	66,902	66,936
Continuity of Service			
NEW YORK STATE AID	44,848	46,783	46,809
Total Revenue:	44,848	46,783	46,809
PART-TIME WAGES	37,042	38,237	40,747
FRINGE BENEFITS	7,806	8,546	6,062
Total Expense:	44,848	46,783	46,809
Coordinated Outreach			
NEW YORK STATE AID	151,510	158,049	158,134
Total Revenue:	151,510	158,049	158,134
FULL-TIME SALARIES	91,160	79,976	83,101
PART-TIME WAGES	0	18,308	15,137
FRINGE BENEFITS	60,350	59,765	59,896
Total Expense:	151,510	158,049	158,134

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Library Automation Aid			
NEW YORK STATE AID	68,618	71,578	71,614
Total Revenue:	68,618	71,578	71,614
FULL-TIME SALARIES	26,873	26,770	27,384
PART-TIME WAGES	23,028	26,196	24,584
FRINGE BENEFITS	18,717	18,612	19,646
Total Expense:	68,618	71,578	71,614
State Correctional Facilities			
NEW YORK STATE AID	41,012	42,782	42,805
Total Revenue:	41,012	42,782	42,805
PERSONAL SERVICES			
PART-TIME WAGES	22,058	23,736	22,282
FRINGE BENEFITS	2,549	1,933	3,400
PROF SERVICES & FEES	800	800	800
OFFICE SUPPLIES	1,000	1,000	1,000
OTHER EXPENSES	3,000	3,000	3,000
LIBRARY BOOKS & MEDIA	11,605	12,313	12,323
Total Expense:	41,012	42,782	42,805
County Correctional Facilities			
NEW YORK STATE AID	7,865	8,351	8,208
Total Revenue:	7,865	8,351	8,208
PERSONAL SERVICES			
PART-TIME WAGES	5,225	5,865	5,461
FRINGE BENEFITS	669	477	1,247
OFFICE SUPPLIES	1,533	2,009	1,500
LIBRARY BOOKS & MEDIA	438	0	0
Total Expense:	7,865	8,351	8,208
TOTAL LIBRARY GRANTS			
NEW YORK STATE AID	655,994	684,450	684,670
	655,994	684,450	684,670

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2018 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**

**DPW (Buildings and Grounds) - Buffalo & Erie County
Main Library Auditorium Rehabilitation - Phase III**

The third phase of the Central Library Auditorium Rehabilitation project will include, but is not limited to, the following: replacement and/or upgrade of lighting/electrical systems, improvements to ensure Americans with Disabilities Act (ADA) compliance, replacement of flooring, hazardous materials testing, air monitoring, and abatement as needed, restroom renovations, exterior door replacements, replacement/preservation of stage curtains, and extend snow-melting system, and related restoration items.

Total Project (County Bonded Project): **\$650,000**

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

Various 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 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 2017 and carry through to 2018.

Total Project (County Bonded Project): **\$400,000**

TOTAL ERIE COUNTY CAPITAL FOR LIBRARY PROJECTS	\$1,050,000
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