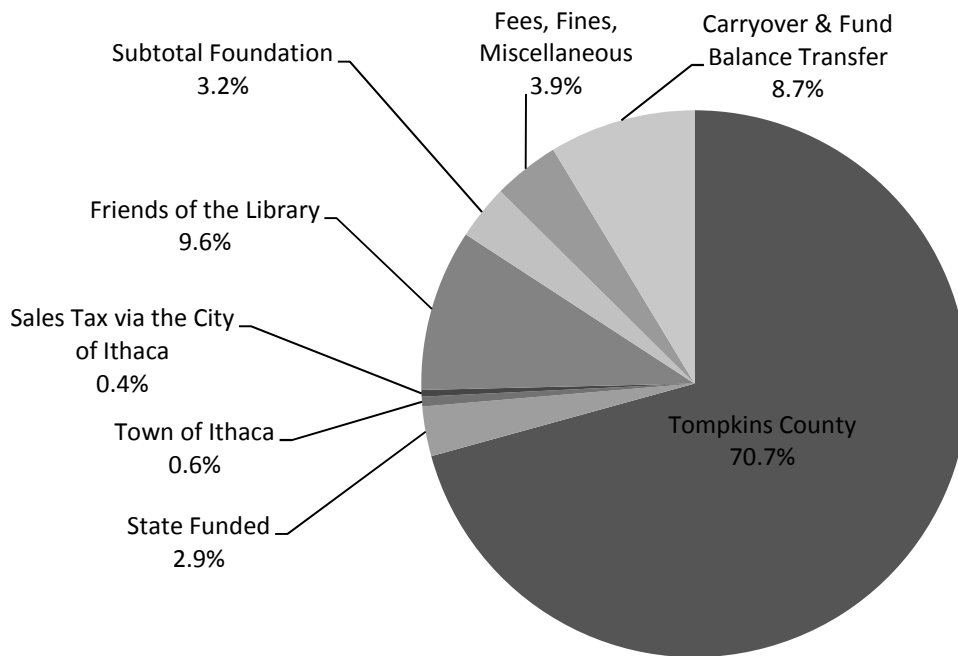


**Tompkins County Public Library
2011 Budget Summary**

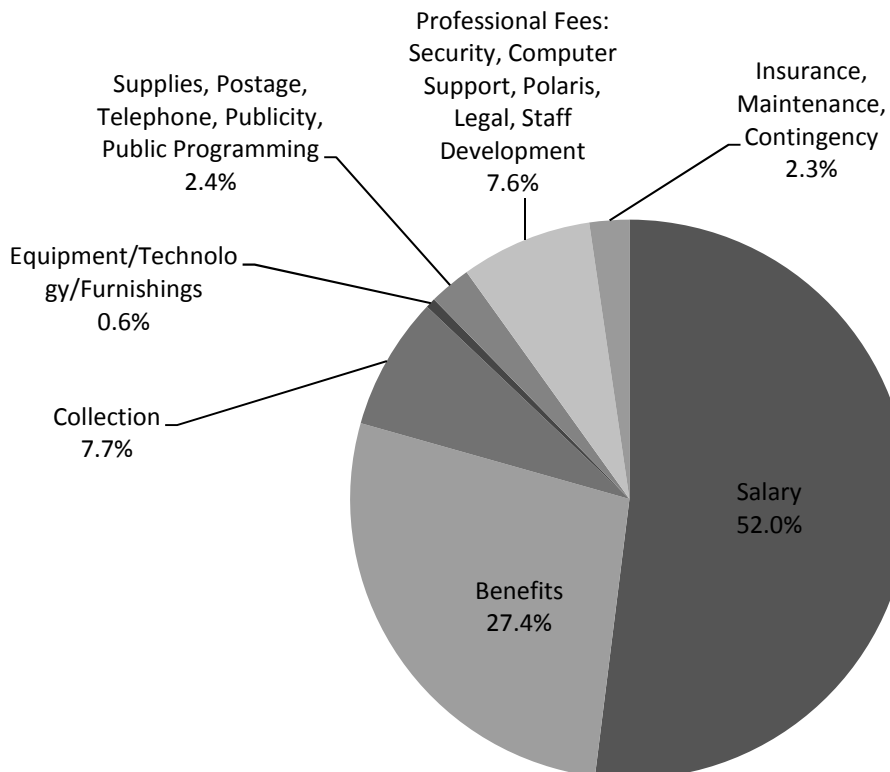
	2010	2011	Percent Change
<u>Revenue</u>			
1 Tompkins County	2,548,704	2,442,717	-4.16%
2 State Funded	121,913	101,455	-16.78%
3 Town of Ithaca	20,000	20,000	0.00%
4 Sales Tax via the City of Ithaca	12,220	13,705	12.15%
5 Friends of the Library	280,000	329,950	17.84%
6 Foundation - Directed & Grants *	77,683	71,585	-7.85%
6 Foundation - Unreserved	40,000	40,000	0.00%
Subtotal Foundation	117,683	111,585	-5.18%
7 Fees, Fines, Miscellaneous	142,896	135,253	-5.35%
8 Carryover & Fund Balance Transfer	<u>197,479</u>	<u>299,188</u>	<u>51.50%</u>
	3,440,895	3,453,853	0.38%
<u>Expenses</u>			
1 Salary	1,854,647	1,795,548	-3.19%
2 Benefits	825,727	945,950	14.56%
3 Collection	294,058	266,647	-9.32%
4 Equipment/Technology/Furnishings	21,389	19,802	-7.42%
5 Supplies, Postage, Telephone, Publicity, Public Programming	101,380	83,872	-17.27%
6 Professional Fees: Security, Computer Support, Polaris, Legal, Staff Development	265,598	262,193	-1.28%
7 Insurance, Maintenance, Contingency	<u>78,095</u>	<u>79,840</u>	<u>2.23%</u>
	3,440,894	3,453,852	0.38%

* As Foundation gifts and grants are received, the budget is amended accordingly.

2011 Library Operating Budget: Revenue



2011 Library Operating Budget: Expenses



2011 REVENUE, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes
1	L002A	Tompkins County *	Appropriations *	2,548,704	2,442,717	-4.2%	-105,987	70.7%	Less 4.2% target reduction Includes \$20,000 1/3 of Sunday costs
				2,548,704	2,442,717	-4.2%	-105,987		
4	L002D	Sales Tax Revenue	Negotiated agreement between the City of Ithaca and Tompkins County	12,220	13,705	12.2%	1,485	0.4%	Increase 3-5% on actual \$13,053 per best estimate per Steve Thayer, City Controller in 6/10. Revenue up 10% through April collection.
3		Town of Ithaca	Support Sunday Hours	20,000	20,000	0.0%	0	0.6%	1/3 of Sunday costs Request approved 12/10.
2	L3840A1	NYS Local Library Services Aid	General Operating Aid based on per capita	27,032	22,435	-17.0%	-4,597	0.6%	NYS funding reduction
2	L3840A4	NYS Other	Special Legislative Grants	0	0	#DIV/0!	0	0.0%	
2	L2760	NYS Central Library Development Aid	Aid to strengthen and assist library in its role as central library for the five county Finger Lakes Library System	94,881	79,020	-16.7%	-15,861	2.3%	NYS funding reduction
5	L2755F	Friends of the Library	Grant may be targeted for specific expenditures at the discretion of the Library Director	275,000	324,950	18.2%	49,950	9.4%	Friends Request - acquisitions \$224,000, collection supplies \$25,000, Sunday hours \$21,000, green plant maintenance \$5,000. Supplemental budget request \$49,950 (3M, Tech support, Polaris)
5	L2755FS	Friends of the Library Staff Development	Grant targeted for specific staff training & development	5,000	5,000	0.0%	0	0.1%	Friends Request - staff development & training \$5,000 PLACEHOLDER PENDING REQUEST
6	L2755G	TCPL Foundation Directed	Endowed funds	32,345	34,857				Interest due from endowed funds. Materials \$26,090 + Bradford \$2,450 + Processing Fees \$4,605 + Lib Director's Fund \$1,422 + Youth Art \$290 = \$34,857 As gifts and grants are received, TCPL's budget is amended accordingly.
			Restricted gifts - amended quarterly	21,288	8,653				Misc restricted material gifts \$8,653 Art Exhibits \$125 Shearer & Spitz teen writing gifts \$2,000 Gannett Foundation for summer reading program \$2,375 Business Manager 5 hrs/wk
			Other	6,000	6,000				
		Subtotal		59,633	54,010	-9.4%	-5,623	1.6%	
6	L2755GR	TCPL Foundation Grants	Grants	18,050	17,575	-2.6%	-475	0.5%	As gifts and grants are received, TCPL's budget is amended accordingly. Jon Ben Snow \$4,750 & Tompkins Charitable \$950 for Thaler AV equipment M&T Bank for summer reading program \$1,900 Community Foundation/Rosen for teen programming \$9,975
6	L2755U	TCPL Foundation Unrestricted	Annual Appeal	40,000	40,000	0.0%	0	1.2%	Placeholder - Support Library Operations
7	L2082	Fines	Fines collected from patrons for overdue items	88,000	84,000	-4.5%	-4,000	2.4%	Based on projected 2010 revenues as of 12/10.
7	L2083	Out of System Fee	Fee paid by patrons out of FLLS system	700	700	0.0%	0	0.0%	Based on projected 2010 revenues as of 12/10.
7	L2690	Lost and Paid Library Materials	Library materials lost and paid for by patrons; item is replaced if available	7,100	7,500	5.6%	400	0.2%	Based on projected 2010 revenues as of 12/10.

2011 REVENUE, TOMPKINS COUNTY PUBLIC LIBRARY									
Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes
7	L2690P	Lost and Paid Processing Fees	Processing fees	3,650	3,300	-9.6%	-350	0.1%	Based on projected 2010 revenues as of 12/10.
7	L2650	Holds	Handling fee	9,100	10,000	9.9%	900	0.3%	Based on projected 2010 revenues as of 12/10.
7	L2401	Interest	From fund balances in TCTC savings account	7,500	3,500	-53.3%	-4,000	0.1%	Conservative projection based on projected 2010 revenues with the expectation of continued suppressed interest rates.
7	L2360C	Printing & Copying	Commission from copiers and printing fees	10,000	10,000	0.0%	0	0.3%	Expect to maintain 2010 revenue levels.
7	L2770	Miscellaneous	Reimbursements, unanticipated income Borg Warner Fees	16,846	16,253	-3.5%	-593	0.5%	\$6,000 Borg Warner fees, \$1,000 misc. (reference, headsets, comm libraries) IPEI / KDT \$3,000 program prep and 487 children @ \$8.50 = \$4,071.50 Discovery Trail fiscal agent fee \$2,000 FLLS mini grant for summer reading program \$182
8	L2850	Fund Balance Transfer	Fund balance transfers	134,858 14,000	290,869 19,215 -29,597				Unrestricted fund balance draw down \$215,469 Benefit Reserve fund balance draw down \$75,400 Unrestricted fund balance draw down \$19,215 - NYS funding reductions Return to fund balance - Friends supplemental request
8	L2850	Fund Balance Transfer	Fund balance transfers - Foundation gifts received in prior year	48,621	0 7,406 3,165 680 1,092 6,358 18,701				Estimated 2010 directed processing fees \$500 and 2010 donation box/unrestricted gifts \$1,600 (-\$2,100 Change in practice in 2011) Carry over unexpended 2010 restricted material funds Carry over unexpended 2010 equipment funds Carry over unexpended 2010 restricted funds (McDonald grant) Carry over unexpended 2010 staff development funds Foundation 2010 gifts to be expended in 2011
8			Subtotal all fund balance transfers	197,479	299,188	51.5%	101,709	8.7%	
			TOTAL REVENUE	3,440,895	3,453,853	0.4%	12,958	100.0%	

* Does not include support for maintenance, cleaning and utilities which is in the Tompkins County Facilities budget.

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundation 2011	2010 Carryover	Sundays	CLDA (TBD)
1	100	Personnel	To run the library 55 hours per week	1,717,036	1,668,527	-2.7%	-48,409	51.4%	Per separate spreadsheet. Includes longevity & premium pay.					
			Sundays	47,900	48,000				Sundays (Friends, Town, County & City)	21,000			48,000	
			Central Library Personnel	58,367	58,367				Provide services to FLLS members					58,367
1	100F	Personnel	Restricted	29,433	6,000	-29.8%	-8,779	0.6%	Business Manager \$6,000		6,000			
			Foundation and grant funded		595				Estimated 2010 Res Gifts Proc Fees \$1000			595		
					6,896				IPEI / KDT \$6,896					
					4,605				Estimated 2011 Endowed Proc Fees \$4,605		4,605			
					2,000				Business Manager \$2,000 - Discovery Trail					
					558				fiscal agent fee					
					558				CRESP - salary pool			558		
1	100F	Personnel	Salary Pool - Unrestricted	1,911	0	-100.0%	-1,911	0.0%	Change in Transfer practice					
1			Subtotal - Personnel	1,854,647	1,795,548	-3.2%	-59,099	52.0%		21,000	10,605	1,153	48,000	58,367
2	8810	Retirement	Contributions to the NYS Retirement fund	201,880	280,000	38.7%	78,120	8.1%	Estimated at 16% of participating payroll per preliminary advice David Squires 5/10.				3,500	24,514
2	8830	Social Security & Medicare	7.65% of payroll less flexible benefits	137,496	132,440	-3.7%	-5,056	3.8%	Flex benefit savings estimated at \$5,000.					
2	8840	Workers Compensation	Based on NYS Retirement payroll	28,000	26,000	-7.1%	-2,000	0.8%	Based on actual 2010 and estimated 2011.					
2	8850	Employee Assistance Program	Library pays 100% for all employees @ 3.01 per month per employee	2,093	2,010	-4.0%	-83	0.1%	Per K Fritz, 12/10 54 employees @ \$3.10 per person per month.					
2	8855	Parking/Mass Transit	Parking/Mass Transit Reimbursement Accounts (PRA) offered to staff to set aside money, tax-free for expenses	5,000	3,000	-40.0%	-2,000	0.1%	\$55 per month administration fee. Bus pass & parking subsidy - limited experience, monitor & adjust as needed.					
2	8860	Health Insurance	Library pays 85% of family or individual coverage of all employees working 18 hours per week or more, plus retirees	428,458	485,000	13.2%	56,542	14.0%	10/10 participation levels, 4% increase in premium. Best information as of 12/10,					
2	8865	Disability	.75% of payroll for all staff working	12,800	12,500	-2.3%	-300	0.4%	Based on projected 2010 experience & projected					

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundator 2011	2010 Carryover	Sundays	CLDA (TBD)
			18 hours per week or more						3% increase.					
2	8870	Unemployment	Unemployment benefits	10,000	5,000	-50.0%	-5,000	0	Contingency in the event of layoffs.					
2			Total Benefits	825,727	945,950	14.6%	120,223	27.4%		0	0	0	3,500	24,514
4	271	Equipment / Capital		21,389	19,802	-7.4%	-1,587	0.6%	In absence of county funding, replacements as needed. Carryover 2010 unexpended \$3,165. Snow \$4,750 Tompkins Charitable \$950 Carryover McDonald \$300. McNamara \$637		5,700	3,465		
4			Total Equipment	21,389	19,802	-7.4%	-1,587	0.6%		0	5,700	4,102	0	0
3	300-410A	Books, Adult	Average price \$18	94,647	93,281		-1,366	2.7%	Polson \$10,348. CRESP \$75. McNamara \$363		10,348	75		
3	300-410AG	Books, Adult Gifts & Memorials		14,074	12,151		-1,923	0.4%	Endowed \$5,389, 2010 carryover \$2,194 Jan-Sept 2011 misc gifts \$4,568		5,389	2,194		
3	300-410J	Books, Children's	Average price \$16	47,202	40,044		-7,158	1.2%	Polson \$6,899. McDonald Carryover \$380. CRESP \$180.		6,899	560		
3	300-410JG	Books, Children's Gifts & Memorials		4,311	4,276		-35	0.1%	Endowed \$3,454. 2010 carryover \$652 Jan-Sept 2011 misc gifts \$170		3,454	652		
3	300-410Y	Books, Young Adult		5,000	8,000		3,000	0.2%	Community Foundation/Rosen teen prgm \$1,000		1,000			
3	300-410YG	Books, Young Adult Gifts & Memorials		0	0		0	0.0%						
3	300-410SO	Books, Standing Orders		14,850	10,500		-4,350	0.3%						
3			Subtotal - Books	180,084	168,252	-6.6%	-11,832	4.9%		0	31,828	3,844	0	0
3	300-413P	Periodicals, Print	Subscriptions to Magazines and Newspapers	7,000	7,700		700	0.2%						
3	300-413PG	Periodicals, Print Gifts & Memorials		6,559	7,135		576	0.2%	2010 carryover \$3,220 Adopt-A-Periodical 2011 \$3,915		3,915	3,220		
3			Subtotal -Periodicals	13,559	14,835	9.4%	1,276	0.4%		0	3,915	3,220	0	0
3	300-424	Bindery	Repairs, reformatting	5,000	5,000		0	0.1%						

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundation 2011	2010 Carryover	Sundays	CLDA (TBD)
3			Subtotal - Bindery	5,000	5,000	0.0%	0	0.1%		0	0	0	0	0
3	300-425A	AV, Adult	DVD's, recorded books, music CD's Includes audiobook downloads	58,072	47,620		-10,452	1.4%						
3	300-425AG	AV, Adult Gifts & Memorials		2,676	1,340		-1,336	0.0%	2010 carryover \$1,340			1,340		
3	300-425J	AV, Children	DVD's, recorded books, music CD's	13,642	13,600		-42	0.4%						
3	300-425JG	AV, Children Gifts & Memorials		0	0		0	0.0%						
3			Subtotal - AV	74,390	62,560	-15.9%	-11,830	1.8%		0	0	1,340	0	0
3	300-426C	Electronic Information Sources	Licensed Data Bases E-Books	16,025 5,000 0	11,000 5,000 0		-5,025 0 0	0.3% 0.14% 0.00%						
3			Subtotal - Electronic Info	21,025	16,000	-23.9%	-5,025	0.5%		0	0	1,340	0	0
3			SUBTOTAL - LIBRARY MATERIALS	294,058	266,647	-9.3%	-27,411	7.7%	Reallocated County ongoing \$25,000 support Friends 224,000 Foundation \$25,869	224,000	35,743	8,404	0	0
5	300-430A	Library and Office Supplies - Staff	Supplies for Staff to support internal operations	7,800	10,000	28.2%	2,200	0.3%	Based on 2010 projected expenses.					
5	300-430B	Library and Office Supplies - Public	Supplies for Equipment used by the Public	4,800	6,000	25.0%	1,200	0.2%	Based on 2010 projected expenses.					
5	300-430C	Library and Office Supplies - Collection	Collection Processing and Repair Vendor processing fees (VAS)	21,000	25,000	19.0%	4,000	0.7%	Friends of the Library \$25,000	25,000				
5	300-430F	FLLS Polaris Supplies	Library cards & bar codes	4,150	3,700	-10.8%	-450	0.1%	Based on 2010 projected expenses.					
5	300-430S	Software / Licenses	Software & Licenses	9,050	6,200	-31.5%	-2,850	0.2%	Based on 2010 projected expenses.					
5			Subtotal - Supplies	46,800	50,900	8.8%	4,100	1.5%		25,000	0	0	0	0
5	300-430P	Publicity and Printing	Brochures, ads, fliers, bookmarks, signs, envelopes and stationary, newsletter, e newsletter	11,675	3,000	-74.3%	-8,675	0.1%	Misc expenses \$3,000					
5	300-430PP	Public Programming	Public programming expenses - supplies, printing & publicity	21,955	10,212	-53.5%	-11,743	0.3%	\$1,300 summer rdg program, \$1,175 KDT/IPEI CAP Match \$450 Art exhibits \$125					

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundator 2011	2010 Carryover	Sundays	CLDA (TBD)
									Endowed YS Programs \$455 CRESP \$150 FLLS mini grant (summer rdg) \$182 CAP \$500 M&T Bank summer reading \$1,400 Community Foundation/Rosen teen prgm \$2,975 \$1,500 moved from 410J for YS materials		455	150 500		
	300		SUBTOTAL 300	374,488	330,759	-11.7%	-43,729	9.6%		249,000	40,698	9,054	0	0
5	431	Telephone	Line charges and monthly bill	4,900	4,200	-14.3%	-700	0.1%	Broadview w/ Erate discount & Directory Advertising					
		Internet Access		10,560	10,560	0.0%	0	0.3%	Clarity Connect - Internet Access					
				90		-100.0%	-90	0.0%						
5	433	Postage	Overdue notices, bills, reserve notices, mail	5,400	5,000	-7.4%	-400	0.1%	Based on 2010 experience. Postage increases / Decreased mailings					
6	435	Staff Development	Education and training of library staff and trustees, workshops, and local, state, and national conferences	6,455	7,587	17.5%	1,132	0.2%	Endowed Staff Development Fund \$1,495 Friends of the Library \$5,000	5,000	1,495	1,092		
6	436	Public access library catalog and circulating system	Contract with Finger Lakes Library System	59,634	59,634	0.0%	0	1.7%	Expected to remain level. Friends supplemental request	23,850				12,000
6	437	Professional fees, contracts	Sherpa MicroComputer Support Services	96,089	96,906	0.9%	817	2.8%	40 hours per week @\$46.60 Friends supplemental request	14,500				
6	437	Professional fees, contracts	Facilities - Sunday utilities	8,200	6,600	-19.5%	-1,600	0.2%	Based on actual 2009 & projected 2010.				6,600	
6	437	Professional fees, contracts	Unique Management - collection services and additional accounts	8,600	8,000	-7.0%	-600	0.2%	Average 70 placements @ \$8.95 Based on 2010 experience					
6	437	Professional fees, contracts	Newsletter layout and design	2,080	2,400	15.4%	320	0.1%	\$600 per newsletter x 4 Increased professional fee					
6	437	Professional fees, contracts	Misc fees	7,500	10,450	39.3%	2,950	0.3%	Friends of the Library-Plant Maintenance \$5,850. Armory Associates GASB45 study \$2,500 (Paid every 2 yrs) Community Foundation (GORGES) Reeading Center delivery fees \$300	5,000		1,800		
6	437	Professional fees, contracts	Legal Fees	10,000	5,000	-50.0%	-5,000	0.1%						
6	437	Professional fees,	Security Guard	42,885	44,129	2.9%	1,244	1.3%	52 hours per week @ \$16.32 (\$15.84 +3% increase)				2,900	

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundator 2011	2010 Carryover	Sundays	CLDA (TBD)
		contracts												
6	437	Professional fees, contracts	Public Programs	22,155	19,487	-12.0%	-2,668	0.6%	Endowed YS Prog \$500 (Mother/Daughter Group) Exhibit & Display Coordinator \$4,900 of which \$2,500 is CAP Match. CAP \$1,500 Youth Art \$290 Library Directors Fund Shearer & Spitz teen writing gifts Gannett Foundation for summer reading program M&T Bank for summer reading program Community Foundation/Rosen teen prg \$6,000		500	1,500		
6			Subtotal - Professional fees, contracts	197,509	192,972	-2.3%	-4,537	5.6%		19,500	13,087	3,300	9,500	0
6	438	Library membership fees	Local, regional, state, and national	2,000	2,000	0.0%	0	0.1%	ALA, Rotary, NYLA, SCRLC, Central Libraries Discovery Trail, NYSALB, Ithaca Rotary					
7	439C	Equipment Repair and Maintenance	Postage Meter and equipment	770	850	10.4%	80	0.0%	Meter rental @ \$360 Maintenance agreement @ \$452					
7	439C	Equipment Repair and Maintenance	3M System Maintenance agreements	11,600	12,350	6.5%	750	0.4%	4 943 workstations @ \$1,060 2 995 workstations @ \$1,128 Friends supplemental request	11,600				
7	439C	Equipment Repair and Maintenance	Office Copiers	1,405	1,600	13.9%	195	0.0%	1 Ricoh - Based on actual 2010 \$1046. 3 Sharps - Based on new 2010 contract \$495.					
7	439C	Equipment Repair and Maintenance	Misc Items	0	390	#DIV/0!	390	0.0%	Secure document destruction, Survey Monkey					
7	439C	Equipment Repair and Maintenance	Software Maintenance	15,000	15,000	0.0%	0	0.4%	Based on 2010 experience.					
7	439C	Equipment Repair and Maintenance	All Mode Communications	2,500	2,500	0.0%	0	0.1%	Annual maintenance contract.					
7	439C		Subtotal - Equipment Repairs and Maintenance	31,275	32,690	4.5%	1,415	0.9%		11,600	0	0	0	0
7	439S	Equipment Service	All service not covered by contracts	5,300	5,150	-2.8%	-150	0.1%	CAP Match \$150					

2011 EXPENDITURES, TOMPKINS COUNTY PUBLIC LIBRARY

Pie Code	Code	Category	Description	Amended 2010	Proposed 2011	Percent Change	Amount Change	Percent of Total Budget	Notes	Friends of the Library	Foundation 2011	2010 Carryover	Sundays	CLDA (TBD)
7	454	Insurance	Centrally Distributed Item, Tompkins County: employee dishonesty bond, valuable papers, excess liability, risk management services	13,620	14,000	2.8%	380	0.4%	Based on 2010 experience and small increase.					
7	472	Miscellaneous / Contingency Fund	not specified	24,000	25,000	4.2%	1,000	0.7%	Contingencies and other unanticipated expenditures or loss of revenue.					
7	490	Ads, bank fees charges	Ads, bank charges, refunds	3,900	3,000	-23.1%	-900	0.1%	Legal advertising, banking fees, patron refunds.					
SUBTOTAL - 400				364,643	361,793	-0.8%	-2,850	10.5%		59,950	14,582	4,392	9,500	12,000
GRAND TOTALS (ALLOCATED)				3,440,894	3,453,852	0.4%	12,958	100.0%		329,950	71,585	18,701	61,000	94,881

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