




## MEMORANDUM

**TO:** Monica Mooney, Library Director  
Clarence Public Library

**FROM:** Kenneth H. Stone, Deputy Director - CFO 

**SUBJECT:** Resolution 2022-12

**DATE:** May 16, 2022

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On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally, strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds - Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative

Please update the Monthly Financial Report form to reflect the revised budget figures.

/ma

Enclosures

cc: 2022 Contract File

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: April 21, 2022

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2022-12  
Amend 2022 Budget – Increased State  
Aid and Implementing Fine Free  
Initiative

BACKGROUND:

On April 8, the New York State Legislature passed the State's 2022-23 Budget. The State Budget includes recurring aid that supports library operations. Compared to the Library's 2022 Budget, state aid to the Library's operating budget will increase \$127,644 (5.8%).

Meanwhile, library fine revenue has continued a multi-year diminishing trend. The gradual return of patron physical visits to the Library, as the COVID-19 pandemic wanes, contributes to this trend. Additionally strong use of downloadable eBooks and eAudiobooks, which expire automatically on their due date and hence are never late, grew quickly during the pandemic, accelerating this trend. These factors also impact the "Refunds – Contracting Library" line, as that revenue represents a return of fine revenue collected by contracting libraries in excess of local expenses of those libraries. Overall, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue.

The October 21, 2021 Memorandum *Eliminating Overdue Fines* is also attached for your reference.

Given this context, now is the time to implement a fine free initiative to provide better and more equitable service to our patrons.

This resolution contains the operating budget line item adjustments to both budget increased state aid and address the revenue and expense impacts of the fine free initiative.

ACTION REQUIRED:  
Motion to approve Resolution 2022-12.

## RESOLUTION 2022-12

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute well over 90% of the financial resources supporting library operations, and

WHEREAS, revenue from late fine-related charges constitute less than 1 percent of 2022 budgeted operating revenue and in recent years has diminished with the shift to electronic materials compounded by the COVID-19 pandemic, and

WHEREAS, the recently adopted NY State 2022-23 budget includes increased operating aid for public libraries that will yield \$127,644 above the Library's 2022 Adopted Budget, and

WHEREAS, the Library desires to implement a fine free initiative to provide better and more equitable service to our patrons, and

WHEREAS, implementing this initiative requires adjustments to the system operating budget revenues and contractual payments to the contracting libraries, now, therefore be it

RESOLVED that the Board of Trustees of the B&ECPL approves adjusting the 2022 Operating Budget, including revenue from and allocations to contracting libraries, as shown below:

### 2022 OPERATING BUDGET CHANGES

	SAP Account Number	2022 Current Budget	Increase/ (Decrease)	2022 Revised
<b>Revenue:</b>				
NYS Aid for Library Systems	#408140	\$1,911,437	\$111,117	\$2,022,554
NYS Aid to Member Libraries	#408150	\$282,849	\$16,527	\$299,376
Library Charges - Fines	#419000	\$130,202	(\$86,475)	\$43,727
Refunds - Contract Library	#419010	\$35,967	(\$28,249)	\$7,718
Use of Fund Balance	#402190	\$1,948,642	\$5,460	\$1,954,102
<b>Net Change in Revenue</b>			<b>\$18,380</b>	
<b>Expense</b>				
<b>Contractual Payments</b>	#516010			
EWELL (ALDEN) FREE LIB.		\$7,530	\$387	\$7,917
ANGOLA PUBLIC LIBRARY		\$0	\$250	\$250
AURORA TOWN PUBLIC LIB.		\$0	\$1,038	\$1,038
BOSTON FREE LIBRARY		\$7,045	\$338	\$7,383
CHEEKTOWAGA PUBLIC LIB.		\$10,350	\$3,592	\$13,942
CLARENCE PUBLIC LIBRARY		\$950	\$2,675	\$3,625

TOWN OF COLLINS PUBLIC LIB.	\$3,515	\$826	\$4,341
CONCORD PUBLIC LIBRARY	\$3,070	\$488	\$3,558
EDEN LIBRARY	\$5,195	\$723	\$5,918
ELMA PUBLIC LIBRARY	\$2,085	\$917	\$3,002
GRAND ISLAND MEMORIAL LIB.	\$770	\$1,017	\$1,787
LACKAWANNA PUBLIC LIB.	\$18,370	\$552	\$18,922
MARILLA FREE LIBRARY	\$4,655	\$416	\$5,071
NEWSTEAD PUBLIC LIBRARY	\$7,180	\$754	\$7,934
NORTH COLLINS PUBLIC LIB.	\$5,770	\$89	\$5,859
ORCHARD PARK PUBLIC LIB.	\$5,425	\$3,480	\$8,905
WEST SENECA PUBLIC LIBRARY	\$0	\$838	\$838
<b>Net Change in Expense</b>		<b>\$18,380</b>	

Approved unanimously at a meeting of the Board of Trustees  
of the Buffalo & Erie County Public Library  
on April 21, 2022.

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

## BUDGET: CLARENCE PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>PERSONAL SERVICES</b>						
SALARIES & WAGES, FULL TIME	-	206,212	206,212	-	209,157	209,157
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		119,323	119,323		126,061	126,061
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,032	1,032			-
<b>TOTAL SALARIES &amp; WAGES</b>	-	326,567	326,567	-	335,218	335,218
<b>REDUCTION FRM PERS. SVCS ACCT</b>			-		(5,962)	(5,962)
<b>CONTRACTUAL SALARY RESERVES</b>		4,338	4,338			-
<b>FRINGE BENEFITS</b>						
EMPLOYER FICA		24,985	24,985		25,648	25,648
EMPLOYEE HEALTH INSURANCE		53,268	53,268		50,568	50,568
DENTAL PLAN		1,924	1,924		1,924	1,924
WORKERS COMPENSATION		1,530	1,530		1,578	1,578
UNEMPLOYMENT INSURANCE		772	772		795	795
HOSPITAL & MEDICAL - RETIREES		26,808	26,808		26,082	26,082
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		34,082	34,082		30,867	30,867
<b>TOTAL FRINGE BENEFITS</b>	-	143,369	143,369	-	137,462	137,462
<b>OFFICE SUPPLIES</b>	-	3,980	3,980	-	3,237	3,237
<b>REPAIRS &amp; MAINTENANCE CHARGES</b>						
OTHER SUPPLIES & MATERIALS	500	-	500	1,000	-	1,000
EQUIPMENT MAINTENANCE	500		500	750		750
REPAIRS & MAINT - MISC SYS	-	2,010	2,010	-	2,122	2,122
<b>TOTAL REPAIRS &amp; MAINTENANCE CHARGES</b>	1,000	2,010	3,010	1,750	2,122	3,872
<b>TRAVEL &amp; MILEAGE EXPENSES</b>	100		100	100		100
<b>DUES &amp; FEES</b>						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		1,487	1,487		938	938
<b>TOTAL DUES &amp; FEES</b>	-	1,487	1,487	-	938	938
<b>UTILITY CHARGES</b>						
WATER			-			-
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	52	52	-	57	57
- EQUIPMENT MAINT	350		350	350		350
- LOCAL AND LD PHONE SERVICE		888	888		908	908
<b>TELEPHONE SUB-TOTAL</b>	350	1,276	1,626	350	1,301	1,651
<b>TOTAL UTILITY CHARGES</b>	350	1,276	1,626	350	1,301	1,651
<b>PROFESSIONAL SERVICE CONTRACT &amp; FEES</b>						
ADVERTISING & PROMOTION		2,376	2,376		2,970	2,970
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	3,794	3,794	-	3,898	3,898
RFID EQUIPMENT MAINTENANCE		840	840		870	870
COLLECTIONS AGENCY FEES	-	1,020	1,020	-	893	893
EAP SERVICES	-	197	197	-	216	216
ONLINE CATALOG (OCLC)	-	3,485	3,485	-	3,564	3,564
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,702	2,702	-	2,577	2,577
LEGAL FEES	-	1,600	1,600	-	1,647	1,647
RFID/OCR LABELS		1,782	1,782		1,584	1,584
OTHER PRINTED SUPPLIES	-	40	40	-	40	40
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-			-
<b>TOTAL PROFESSIONAL SERVICE CONTRACTS</b>	-	18,392	18,392	-	18,818	18,818

# BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: CLARENCE PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>MAINTENANCE CONTRACTS</b>						
OTHER SUP & MTLs - CONTRACT	2,000	-	2,000	2,000	-	2,000
EQUIPMENT CONTRACTS	500		500	750		750
MAINT CONTRACTS - SYS	-	221	221	-	210	210
<b>TOTAL MAINTENANCE CONTRACTS</b>	<b>2,500</b>	<b>221</b>	<b>2,721</b>	<b>2,750</b>	<b>210</b>	<b>2,960</b>
<b>OTHER EXPENSES &amp; CHARGES</b>						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	919	919	-	246	246
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	149	149	-	179	179
LIBRARY CARDS	-	48	48	-	48	48
DVD REPAIR		71	71		71	71
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES	3,200		3,200	3,200		3,200
OTHER EXPENSES			-			-
<b>TOTAL OTHER EXPENSES &amp; CHARGES</b>	<b>3,800</b>	<b>1,187</b>	<b>4,987</b>	<b>3,800</b>	<b>544</b>	<b>4,344</b>
<b>CONTINGENCY</b>						
MISCELLANEOUS-Additional System Aid	112,500		112,500			
<b>TOTAL CONTINGENCY</b>	<b>112,500</b>	<b>-</b>	<b>112,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RENTAL CHARGES</b>						
EQUIPMENT		-	-		-	-
OTHER	-	-	-	-	-	-
<b>TOTAL RENTAL CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE CHARGES</b>						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,354	3,354		3,489	3,489
<b>TOTAL INSURANCE CHARGES</b>	<b>-</b>	<b>3,354</b>	<b>3,354</b>	<b>-</b>	<b>3,489</b>	<b>3,489</b>
<b>LAB &amp; TECHNICAL EQUIP.</b>		<b>1,507</b>	<b>1,507</b>		<b>8,043</b>	<b>8,043</b>
<b>LIBRARY BOOKS &amp; MEDIA</b>						
Serials (Magazines, Newspapers, Journals, Etc.)	-	5,143	5,143	-	4,179	4,179
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	10,396	10,396	-	7,189	7,189
E-Content		40,170	40,170		64,702	64,702
Centrally Ordered Materials	-	51,123	51,123	-	45,072	45,072
Specialized Titles / Individual Orders	-	8,154	8,154	-	7,858	7,858
<b>TOTAL LIBRARY BOOKS &amp; MEDIA</b>	<b>-</b>	<b>114,986</b>	<b>114,986</b>	<b>-</b>	<b>129,000</b>	<b>129,000</b>
<b>INTERFUND UTILITY EXPENDITURES</b>						
NATURAL GAS	-	4,074	4,074	-	5,337	5,337
ELECTRICITY	-	24,861	24,861	-	25,081	25,081
<b>TOTAL INTERFUND UTILITY EXPENDITURES</b>	<b>-</b>	<b>28,935</b>	<b>28,935</b>	<b>-</b>	<b>30,418</b>	<b>30,418</b>
<b>TOTAL INTERFUND EXP - COUNTY</b>		<b>1,107</b>	<b>1,107</b>		<b>2,086</b>	<b>2,086</b>



# **BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**BUDGET: CLARENCE PUBLIC LIBRARY**

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>TOTAL OPERATING EXPENSES</b>	<b>120,250</b>	<b>652,716</b>	<b>772,966</b>	<b>8,750</b>	<b>666,924</b>	<b>675,674</b>
<b>REVENUE SOURCES</b>						
COUNTY SHARE	112,500	644,800	757,300	-	661,788	661,788
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	847	7,916	8,763	3,625	5,136	8,761
<b>SUB-TOTAL: SYSTEM APPROPRIATION</b>	<b>113,347</b>	<b>652,716</b>	<b>766,063</b>	<b>3,625</b>	<b>666,924</b>	<b>670,549</b>
<b>DIRECT LOCAL INCOME</b>						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	3,767	-	3,767	2,025	-	2,025
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	3,058	-	3,058	3,000	-	3,000
OTHER REVENUES	78	-	78	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
<b>TOTAL DIRECT INCOME</b>	<b>6,903</b>	<b>-</b>	<b>6,903</b>	<b>5,125</b>	<b>-</b>	<b>5,125</b>
<b>TOTAL REVENUE SOURCES</b>	<b>120,250</b>	<b>652,716</b>	<b>772,966</b>	<b>8,750</b>	<b>666,924</b>	<b>675,674</b>

<b>COUNTY SHARE vs OTHER REVENUE</b>						
COUNTY SHARE	112,500	644,800	757,300	-	661,788	661,788
STATE AID	847	7,916	8,763	3,625	5,136	8,761
DIRECT INCOME	6,903	0	6,903	5,125	0	5,125
<b>SUBTOTAL OTHER REVENUE</b>	<b>7,750</b>	<b>7,916</b>	<b>15,666</b>	<b>8,750</b>	<b>5,136</b>	<b>13,886</b>
<b>TOTAL REVENUE</b>	<b>120,250</b>	<b>652,716</b>	<b>772,966</b>	<b>8,750</b>	<b>666,924</b>	<b>675,674</b>

**NOTE:** Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.