

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023

AGENDA ITEM NUMBER: E.2.a

RESOLUTION: 2023-41
Adoption of 2024 Budget

BACKGROUND:

On December 7, the Erie County Legislature adopted a 2024 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2024 Proposed Budget allocation for the Library Fund.

The 2024 Operating and Grants Budget sustains library operations and services in an evolving post-COVID world. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$1,390,013 (4.9%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, costs of supplies and utilities in this challenging fiscal environment.

The Library's overall operating budget, including State Aid and library revenue, increases 5.4% from 2023's \$31,491,387 to \$33,105,584 in 2024. Including recurring grants, the combined total increase is 4.0% from 2023's \$32,213,226 to \$33,707,002 in 2024.

While not part of the Library's operating budget, the County's Capital Budget provides: \$700,000 in bond funds for Central Library Improvements & Upgrades and \$130,000 in "Pay As You Go" funds for Central Library Shipping & Maintenance Vehicle Replacement.

The minimum wage increase directly impacts Part-time Page wages, presently \$14.20 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. Specifically, Senior Pages, presently at \$15.20 per hour. Part-time Page, and Senior Page positions are not represented by a bargaining unit. That means they are not eligible to receive wage scale adjustments without approval by the System Board of Trustees, which occurred as part of the budget process in preparing the 2024 Proposed Budget.

2024 Budget in Brief Charts are included for your review and action.

RESOLUTION 2023-41

WHEREAS, on December 7, the Erie County Legislature finalized the County's 2024 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 4.9% increase in County Library Tax funding from 2023's \$28,285,362 to \$29,675,375, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain operations, prioritizing public access to resources, programs and services to help us serve our communities, and

WHEREAS, it helps to offset inflation-related impacts on library operating costs, including contractually obligated labor costs, a \$0.80 per hour increase in the minimum wage, and costs of supplies and utilities in this challenging fiscal environment, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for innovative and responsive library services in an evolving post-COVID environment, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2024 Budget, utilizing the following sources to provide library services in 2024:

\$29,675,375 - County Property Tax for Library Purposes
\$ 2,415,951 - New York State Aid - Operating Budget
\$ 716,119 - Use of Fund Balance
\$ 298,139 - Library Fines, Fees and Other Revenue
\$33,105,584 - Total Operating Budget

\$ 601,418 - Library Recurring Grants Budget

\$33,707,002 - Combined Operating and Grants Budget, further detailed in the *2024 Budget in Brief Charts* and the accompanying *2024 Budget Operating and Grants by Line Item* document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and the Library Director or designee(s) are authorized to execute all needed forms and accounting entries to implement this budget promptly.

Approved unanimously as amended at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 21, 2023

AGENDA ITEM NUMBER: E.2.b.

RESOLUTION: 2023-42
Implementing 2023 Contracting
Library Contract Extension
Provision

BACKGROUND:

On June 15, 2023, the Board adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts. That resolution and the resulting 2023 contracts incorporated items to simplify 2024 start-up. They include the ability to extend the 2023 contract into 2024, avoiding the November-December rush to adopt new contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2024 requested budget amount as may be amended by the Board (for example by adopting the 2024 System budget) until such time as a final 2024 contract is adopted, not to exceed July 31, 2024.

The option to implement the contract extension provision may be made by Board-adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2023-42.

RESOLUTION 2023-42

WHEREAS, on June 15, 2023, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2023-17, which authorized executing 2023 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2023 contracts incorporated a provision to extend the 2023 contract into 2024, thus avoiding the November-December rush to adopt new contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2024 budget allocation was not finalized until December 7, 2023 and New York State's allocation likely will not be finalized before April 2024, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2024 fiscal year on January 1, 2024, and

WHEREAS, the contract extension provision provides for allocations based upon the 2024 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2024 contract is adopted, not to exceed July 31, 2024, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2023 contract extension as described above, with budgetary amounts based upon the 2024 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his designee is authorized to transmit this resolution to each contracting library.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 21, 2023.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: HULBERT LIBRARY OF THE TOWN OF CONCORD

DESCRIPTION	As per Res 2023-15			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	59,309	59,309	-	61,260	61,260
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		61,496	61,496		76,986	76,986
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		2,160	2,160		1,200	1,200
TOTAL SALARIES & WAGES	-	122,965	122,965	-	139,446	139,446
REDUCTION FRM PERS. SVCS ACCT			-			-
CONTRACTUAL SALARY RESERVES		8,661	8,661			-
FRINGE BENEFITS						
EMPLOYER FICA		9,407	9,407		10,668	10,668
EMPLOYEE HEALTH INSURANCE		6,543	6,543		7,452	7,452
DENTAL PLAN		212	212		236	236
WORKERS COMPENSATION		797	797		857	857
UNEMPLOYMENT INSURANCE		218	218		193	193
HOSPITAL & MEDICAL - RETIREES		6,672	6,672		6,432	6,432
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		10,279	10,279		13,423	13,423
TOTAL FRINGE BENEFITS	-	34,128	34,128	-	39,261	39,261
OFFICE SUPPLIES	-	1,018	1,018	-	1,116	1,116
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	2,000	-	2,000	1,000	-	1,000
EQUIPMENT MAINTENANCE	500		500	300		300
REPAIRS & MAINT - MISC SYS	-	692	692	-	599	599
TOTAL REPAIRS & MAINTENANCE CHARGES	2,500	692	3,192	1,300	599	1,899
TRAVEL & MILEAGE EXPENSES	100		100	200		200
DUES & FEES						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		470	470		521	521
TOTAL DUES & FEES	-	470	470	-	521	521
UTILITY CHARGES						
WATER	1,100		1,100	1,200		1,200
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	207	207	-	462	462
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	29	29	-	34	34
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
TELEPHONE SUB-TOTAL	-	1,517	1,517	-	1,777	1,777
TOTAL UTILITY CHARGES	1,100	1,517	2,617	1,200	1,777	2,977
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,028	1,028		1,005	1,005
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	2,382	2,382	-	2,527	2,527
RFID EQUIPMENT MAINTENANCE		1,586	1,586			
COLLECTIONS AGENCY FEES	-		-	-		-
EAP SERVICES	-	108	108	-		-
ONLINE CATALOG (OCLC)	-	1,096	1,096	-	1,313	1,313
VITEC SOLUTIONS/COMPUTER SUPPORT	-	672	672	-	609	609
LEGAL FEES	-	623	623	-	655	655
RFID/OCR LABELS		69	69		67	67
OTHER PRINTED SUPPLIES	-	18	18	-	18	18
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	8,028	8,028	-	6,640	6,640

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: HULBERT LIBRARY OF THE TOWN OF CONCORD

DESCRIPTION	As per Res 2023-15			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	1,500	-	1,500
EQUIPMENT CONTRACTS	1,200		1,200	1,400		1,400
MAINT CONTRACTS - SYS		112	112		95	95
TOTAL MAINTENANCE CONTRACTS	1,700	112	1,812	2,900	95	2,995
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	102	102	-	-	-
RFID LABELS (NON-PRINTED)	-	343	343	-	402	402
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	5	5	-	10	10
LIBRARY CARDS	-		-	-		-
DVD REPAIR		27	27		13	13
MISC PROGRAM EXPENSES	500		500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	100		100
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
TOTAL OTHER EXPENSES & CHARGES	600	477	1,077	600	425	1,025
CONTINGENCY						
MISCELLANEOUS - State/Member Aid	2,000		2,000			-
TOTAL CONTINGENCY	2,000	-	2,000	-	-	-
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER			-			-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		1,203	1,203		1,251	1,251
TOTAL INSURANCE CHARGES	-	1,203	1,203	-	1,251	1,251
LAB & TECHNICAL EQUIP.		711	711		686	686
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,719	2,719	-	2,812	2,812
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	2,660	2,660	-	2,580	2,580
E-content		16,631	16,631		16,136	16,136
Centrally Ordered Materials	-	15,300	15,300	-	14,908	14,908
Specialized Titles / Individual Orders	-	4,285	4,285	-	4,090	4,090
TOTAL LIBRARY BOOKS & MEDIA	-	41,595	41,595	-	40,526	40,526
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,948	4,948	-	1,717	1,717
ELECTRICITY	4,500		4,500	4,500		4,500
TOTAL INTERFUND UTILITY EXPENDITURES	4,500	4,948	9,448	4,500	1,717	6,217
TOTAL INTERFUND EXP - COUNTY		799	799		819	819

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: HULBERT LIBRARY OF THE TOWN OF CONCORD

DESCRIPTION	As per Res 2023-15			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	12,500	227,324	239,824	10,700	234,879	245,579
REVENUE SOURCES						
COUNTY SHARE	6,065	227,324	233,389	6,059	234,879	240,938
STATE AID (Member Aid)	2,000	-	2,000	-	-	-
STATE AID (Pass through System)	2,485	-	2,485	2,491	-	2,491
SUB-TOTAL: SYSTEM APPROPRIATION	10,550	227,324	237,874	8,550	234,879	243,429
DIRECT LOCAL INCOME	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	50	-	50	50	-	50
COPY MACHINES	400	-	400	500	-	500
PRINT COST RECOVERY	1,500	-	1,500	1,600	-	1,600
OTHER REVENUES	-	-	-	-	-	-
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	1,950	-	1,950	2,150	-	2,150
TOTAL REVENUE SOURCES	5,850	211,413	217,263	10,700	234,879	245,579

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	6,065	227,324	233,389	6,059	234,879	240,938
STATE AID	4,485	0	4,485	2,491	0	2,491
DIRECT INCOME	1,950	0	1,950	2,150	0	2,150
SUBTOTAL OTHER REVENUE	6,435	0	6,435	4,641	0	4,641
TOTAL REVENUE	12,500	227,324	239,824	10,700	234,879	245,579

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.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Hulbert Library of the Town of Concord**

EEGroup	Current Count	Job Title	Hours		Salary	Total Fringes	Total Cost
			Hours	per week			
	1	LIBRARIAN I Total	2096	40	61,260	26,684	87,944
FT Total	1		2096	40	61,260	26,684	87,944
	2	SENIOR PAGE PT Total	416	8	6,656	559	7,215
	5	PAGE (P.T.) Total	1820	35	27,300	3,334	30,634
	1	SENIOR LIBRARY CLERK (PT) CL Total	988	19	19,418	3,983	23,401
	1	CARETAKER (PT) CL Total	104	2	1,932	163	2,095
	1	CLEANER (PT) CL Total	208	4	3,687	756	4,443
	1	CLERK-TYPIST (P.T.) CL Total	988	19	17,993	3,691	21,684
PT Total	11		4524	87	76,986	12,486	89,472
Grand Total	12		6620	127	138,246	39,170	177,416
		FTE and Average Cost per FTE		3.18			55,791
		Full Time Salaries			\$61,260		
		RPT Wages			\$0		
		Part Time Wages			\$76,986		
		Total Salaries & Wages			\$138,246		
		Concord - Other Payments			\$1,200	91	\$1,291
		Grand Total			\$139,446	\$39,261	\$178,707