

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
Revenue:				
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
Net Change in Revenue			\$18,380	
Expense				
Contractual Payments	#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
Net Change in Expense		<u>\$18,380</u>	

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: AURORA TOWN 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
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	152,696	152,696	-	162,606	162,606
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		149,667	149,667		156,770	156,770
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	302,363	302,363	-	319,376	319,376
REDUCTION FRM PERS. SVCS ACCT			-		(7,484)	(7,484)
CONTRACTUAL SALARY RESERVES		3,785	3,785			-
FRINGE BENEFITS						
EMPLOYER FICA		23,132	23,132		24,433	24,433
EMPLOYEE HEALTH INSURANCE		34,020	34,020		31,560	31,560
DENTAL PLAN		1,174	1,174		1,174	1,174
WORKERS COMPENSATION		1,421	1,421		1,501	1,501
UNEMPLOYMENT INSURANCE		717	717		757	757
HOSPITAL & MEDICAL - RETIREES		19,850	19,850		20,277	20,277
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		24,901	24,901		23,329	23,329
TOTAL FRINGE BENEFITS	-	105,215	105,215	-	103,031	103,031
OFFICE SUPPLIES	-	3,068	3,068	-	2,518	2,518
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,450	-	1,450	1,350	-	1,350
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,872	1,872	-	2,017	2,017
TOTAL REPAIRS & MAINTENANCE CHARGES	1,500	1,872	3,372	1,400	2,017	3,417
TRAVEL & MILEAGE EXPENSES	400		400	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		1,088	1,088		859	859
TOTAL DUES & FEES	20	1,088	1,108	20	859	879
UTILITY CHARGES						
WATER	550		550	500		500
SEWER	850		850	900		900
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	47	47	-	51	51
- EQUIPMENT MAINT	-	-	-	250	-	250
- LOCAL AND LD PHONE SERVICE	-	895	895	-	914	914
TELEPHONE SUB-TOTAL	-	1,278	1,278	250	1,301	1,551
TOTAL UTILITY CHARGES	1,400	1,278	2,678	1,650	1,301	2,951
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,770	1,770		2,213	2,213
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	2,726	2,726	-	2,806	2,806
RFID EQUIPMENT MAINTENANCE		840	840		870	870
COLLECTIONS AGENCY FEES	-	1,004	1,004	-	879	879
EAP SERVICES	-	178	178	-	195	195
ONLINE CATALOG (OCLC)	-	2,596	2,596	-	2,655	2,655
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,026	2,026	-	1,932	1,932
LEGAL FEES	-	1,490	1,490	-	1,566	1,566
RFID/OCR LABELS		1,328	1,328		1,180	1,180
OTHER PRINTED SUPPLIES	-	34	34	-	34	34
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	14,548	14,548	-	14,889	14,889

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN 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
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	950	-	950
EQUIPMENT CONTRACTS	100		100	100		100
MAINT CONTRACTS - SYS	-	248	248	-	238	238
TOTAL MAINTENANCE CONTRACTS	600	248	848	1,050	238	1,288
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	685	685	-	183	183
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	288	288	-	346	346
LIBRARY CARDS	-	34	34	-	34	34
DVD REPAIR		53	53		53	53
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	1,060	1,660	600	616	1,216
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	7,875		7,875			-
TOTAL CONTINGENCY	7,875	-	7,875	-	-	-
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER	-		-	-		-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		3,123	3,123		3,318	3,318
TOTAL INSURANCE CHARGES	-	3,123	3,123	-	3,318	3,318
LAB & TECHNICAL EQUIP.	-	1,138	1,138	-	6,038	6,038
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	4,773	4,773	-	3,878	3,878
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	7,491	7,491	-	5,180	5,180
E-Content		28,946	28,946		46,624	46,624
Centrally Ordered Materials	-	38,084	38,084	-	33,576	33,576
Specialized Titles / Individual Orders	-	8,009	8,009	-	7,718	7,718
TOTAL LIBRARY BOOKS & MEDIA	-	87,303	87,303	-	96,976	96,976
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,546	4,546	-	4,150	4,150
ELECTRICITY	-	9,226	9,226	-	9,272	9,272
TOTAL INTERFUND UTILITY EXPENDITURES	-	13,772	13,772	-	13,422	13,422
TOTAL INTERFUND EXP - COUNTY	-	1,031	1,031	-	1,983	1,983

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

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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
TOTAL OPERATING EXPENSES	12,395	540,892	553,287	4,920	559,098	564,018
REVENUE SOURCES						
COUNTY SHARE	7,875	536,414	544,289		556,199	556,199
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		3,937	3,937	1,038	2,899	3,937
SUB-TOTAL: SYSTEM APPROPRIATION	7,875	540,351	548,226	1,038	559,098	560,136
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	2,715	324	3,039	1,902	-	1,902
COPY MACHINES	339	41	380	380	-	380
PRINT COST RECOVERY	1,358	163	1,521	1,500	-	1,500
OTHER REVENUES	108	13	121	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	4,520	541	5,061	3,882	-	3,882
TOTAL REVENUE SOURCES	12,395	540,892	553,287	4,920	559,098	564,018

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	7,875	536,414	544,289	-	556,199	556,199
STATE AID	-	3,937	3,937	1,038	2,899	3,937
DIRECT INCOME	4,520	541	5,061	3,882	0	3,882
SUBTOTAL OTHER REVENUE	4,520	4,478	8,998	4,920	2,899	7,819
TOTAL REVENUE	12,395	540,892	553,287	4,920	559,098	564,018

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.