

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
February 28, 2023, 1:00 p.m.

1. Comments from the audience
2. Minutes of the Meetings: January 24, 2023
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2023
4. Director's Report: January 2023
5. Reports of Interest
 - a. ATPL received a check for \$2,670 from Erie County. These funds are designated as System Appropriation funds, which help the Library cover direct operating expenses for the year.
 - b. Governor Hochul released her Proposed Fiscal Year 2024 Budget, which reduces library aid from what was provided in the FY 2023 Enacted Budget. Operating aid 3.5M to 96.1M (3.7%), which would mean B&ECPL would fall short of the 2023 budget by approximately \$145,000. State Aid for Library Construction is reduced \$20M to \$14M, lowering funding allocation for B&ECPL by \$914,226 (from \$1,551,184 down to \$639,958). There will be opportunities announced by the Library System for our communities to advocate for improved support.
 - c. Other
6. Personnel
 - a. Payroll Report: Pay Period 26
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Long Range Plan
 - b. Other
8. New Business
 - a. 2022 Contract Extension & 2023 Budget Schedules
 - b. NY State Library Aid—NYS FY 2024 (23-24) Budget & B&ECPL 2023 Budget Impact
 - c. System Paid Budget Analysis (As of 12/31/22)
 - d. Other

The next regularly scheduled meeting will take place on March 28, 2023 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Monthly Meeting Minutes
January, 24, 2023

Present: Martha Buyer, Kara Spencer-Ching, Sashi Racho, Adam Zaremski, and Director, Paula M. A. Klocek. Absent: Elaine Chow

President Kara Spencer-Ching called the meeting to order at 1 p.m.

1. Comments from the audience: None

2. A motion (MB, AZ) to approve the minutes of the December 13, 2022 meeting was carried by a voice vote.

3. A motion (AZ, SR) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor's Report for November 2022 & December 2022 was carried by a voice vote.

Racho asked about donors and sending letters of thanks. Klocek said some donors make designations for contributions, and letters are sent out to thank them as well as acknowledgements about donations as specified.

Racho also asked about contingency funds for \$50,000 in the financial documents and the purpose for the money. Klocek said some can be used if there is an appropriate project, calling it a rainy day type of fund.

4. A motion (MB, SR) to approve the Director's Report for December 2022 was carried by a voice vote.

Klocek discussed the online automatic renewals and how that would impact statistics in the overall picture for circulation, but ATPL still saw "original" checkouts increasing by 6.4% in 2022 over 2021.

Racho asked about declining computer use while WiFi use increased. Klocek said wireless internet is popular for patrons, with people using it in the parking lot as well as using personal devices. Each time a person enters the library, if their device remembers the connection, it will re-connect to the service and add to the usage statistics.

5. Reports of Interest

a. B&ECPL is potentially applying for a grant to increase awareness of a government program Mission Ignite to become enrollment partners through Americorps. Funding could allow for in house tech training at all member libraries. Patrons who complete the program will receive a free desktop PC. Klocek will find out more in the future if Central gets funding. Unsure of timeline.

b. New computers were purchased with the Library Fund Balance for member libraries. These savings came from when libraries were not operating fully during the pandemic. Every ATPL computer was upgraded - 14 in total.

c. The NYSEG Rebate for ATPL's 2022 LED project has been received by the System. Once ATPL receives the check, the Town will be reimbursed for the entire \$2,625 expended on the installation. The amount is significantly higher than anticipated, since NYSEG restructured their incentive program mid-year 2022.

Klocek said she hopes the Town considers earmarking that savings for future library expenses. She

noted the carpet in the children's section needs to be replaced soon.

d. With the Town's assistance, the Library has secured a temporary storage site at Southside Commerce Center on Gleed Avenue for discarded materials being saved for the annual sale and donated items for the Friends Ongoing Book Sale. The Highway Department will help with the heavy lifting.

Klocek said the move would happen soon after the ATPL trustee meeting. She said Aurora Town Supervisor James Bach would help find other space in the building if that was lost, too, but it was a better situation overall.

6. Personnel.

a. The board had no reason to enter executive session.

b. Klocek noted that the new person taking over as children's librarian has started in the full time role. A search for another part time librarian will begin as that was just posted.

7. Old Business.

a. ACT Meeting: January 21 @ 8:30 a.m.

Buyer said the meeting brought out more people than expected. She said the next one is at the end of March and would likely be in the city. She feels the meetings are beneficial, there are a lot of topics to discuss and hopes to find ways to improve diversity among the members of the ACT.

b. Work Session (Date for Long Range Plan

Spencer-Ching said that the last time the long range plan was adjusted, it was a complete overall. She felt this review would not need to go in depth and asked to have a work session prior to the March meeting to discuss the plan to see if it should be adjusted or kept the same.

8. New Business.

a. Staff Appreciation Day: March 3, Friday

Klocek said the board still had about \$35 from the last time they donated money for a pizza party and asked if the board wanted to do something again this year. She said the Friends group baked desserts for the last gathering. Board members said they would contribute to another gathering.

b. Other.

Spencer-Ching and Buyer said they would not be at the Feb. 28 meeting.

Buyer left the meeting at 1:44 p.m.

Donations in honor of Al Fontanese came in at \$1,000. Klocek said she would try to figure out what to do with the funds to best honor Fontanese, a longtime supporter of the library who recently passed away.

A motion (AZ, SR) to adjourn the meeting at 1:51 p.m. was approved by a voice vote.

The next regularly scheduled meeting will take place on February 21, 2023 at 1 p.m.

Respectfully submitted,
Adam Zaremski
Secretary

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

31-Jan-23

Beginning Balance:	1-Jan-23	\$29,869.08
Plus Receipts/Deposits		Total: \$200.00
Less Checks/Debits		Total: \$253.44
Ending Balance:	31-Jan-23	\$29,815.64

Transaction Details

Receipts:

Alice Askew Donation	\$200.00
Total:	\$200.00

DISBURSEMENTS:

Robert Adler (Tres A.C.T. Annual Dues)	\$20.00
B & ECPL (PVT Ingram Books)	233.44
Total:	\$253.44

Volker Funds

Balance Forward	1-Jan-23	\$2,132.25
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Jan-23	\$2,132.25

Internal Auditor's Report Elaine Chow

Voucher#	Amount	Approved	Check #	Reason
Robert Adl	\$20.00		1047	A.C.T. Annual Dues
B&ECPL	\$233.44		1048	Ingram Books
Friends Ongoing Book Sale JAN	\$310.00			YTD \$310.00
Contingency Funds	Counted On 1/17/2023			\$162.64

Savings Account

Balance Forward	1-Jan-23	\$50,604.66
Interest Earned		\$0.86
Balance	31-Jan-23	\$50,605.52

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: JAN

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	550	0	0	550	550	0	
515000	Sewer	1,000	0	750	250	750	250	
515000	Telephone - Maintenance	500	0	0	500	500	0	
510200	Dues and Fees	20	0	0	20	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,150	0	15	2,135	2,150	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	TOTAL EXPENSES	5,020	0	765	4,255	4,770	250	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	50	100	73	77	876	726	
Copy Machines	500	0	44	456	528	28	
Print Cost Recovery	1,700	0	169	1,531	2,028	328	
Other Income	100	(100)	0	0		0	Recorded Under Fines
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	2,350	0	286	2,064	3,432	1,082	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jan-23

Beginning Balance:	1-Jan-23		\$7,908.95
Plus Receipts/Deposits		Total:	\$285.49
Less Checks/Debits		Total:	\$764.75
Ending Balance:	31-Jan-23		\$7,429.69

Transaction Details

Receipts:

Fines		\$114.05
Fines		\$127.74
Copier		\$43.70
	Total:	\$285.49

Disbursements:

Martha Librock (Town Clerk-Co & Town Taxes)		\$749.75
Cardio Partners (AED Replacement Pads)	VOID	\$221.42
East Aurora Locksmith (Replacement desk key)		\$15.00
	Total:	\$764.75

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C 124	\$749.75	2/11/2023	5882	Co & Town Taxes
C 125	\$221.42	VOID	5883	Cardio Partners (AED replacement pads)
C 126	\$15.00	2/11/2023	5884	East Aurora Locksmith (replacement desk key)

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
February 2023**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2023	12,943*	562.74	71.1	26,613**
2022	6,895	299.8	37.8	13,533
2021	6,481	341.1	45.0	11,169
2020	10,622	462.0	56.2	22,063

44.7*% (5,788) via self-checkout

43.9%** (11,696) via self-checkout YTD

Note: Circulation for the contracting libraries was 77.4% this month over last year (EAU was 87.7%) and 84.2% over YTD (EAU was 97%). Original checkouts at EAU are 7,042 for this month. Original checkouts at EAU are at 14,382 YTD. Original checkouts do not include auto-renewals. Auto-renewals are at 5,864 for this month. Original circulations are truly up 2.1% over February 2022 and 6.3% YTD.

Library of Things	2023
Monthly	8
Year-to-date	18

Chromebook Kits	2
Hotspots	2

SYSTEM e-BRANCH	Month 2023	Month 2022	Change	YTD 2023	YTD 2022	Change
Online Renewals	500	68,954	-99.3%	1,294	142,499	-99.1%
Interlibrary Loans	1,215	1,057	14.9%	2,546	2,113	20.5%
eAudiobooks	51,799	40,358	28.3%	108,221	84,380	28.3%
eVideos	664	89	646.1%	1,300	165	687.9%
eBooks	79,968	72,300	10.6%	167,930	154,335	8.8%
eMusic	241	0	N/A	417	0	N/A
eMagazines	6,916	0	N/A	14,108	0	N/A

YEAR	2023	2022	2021	2020
DAYS/HOURS OPEN	23/182	23/182	19/144	23/189

DAYS CLOSED: President's Day, February 20

COMPUTER USE	2023	2022	% Change
Monthly	377	268	40.7%
Year-to-date	748	548	36.5%

Note: Computer use for the contracting libraries was 7.4% this month and 11.0% YTD.

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
February 2023**

WIFI USE	2023	2022	% Change
Monthly	1,415	1,571	-9.9%
Year-to-date	2,924	3,274	

Note: Wifi use for the contracting libraries was 4.5% this month and 5.6% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	23	41
Children	12	24

PATRON COUNTER	2023	2022	% Change
Monthly	4,689	4,018	16.7%
Year-to-date	9,223	8,307	11.0%

Note: Door counts for the contracting libraries were 11.5% this month and 12.3% YTD.

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Unwind & Design Birch Trees (24) (Friends)	19+	24
Read to a Dog (SPCA) (6)	All Ages	15
LEGO Club	6-11 yrs.	23
Family Story Time (10:30 am) (2)Wednesday	0-5 yrs. w/caregiver	45
Family Story Time (6:30 pm) (3) Thursday	0-5 yrs. w/caregiver	35
Family Story Time (10:30 am) (3) Friday	0-5 yrs. w/caregiver	80
Help Solve a Cold Case @ the Library	All Ages	224
K-3 Story Time: Best Friends	6-11 yrs.	3
Preschool Story Time (3)	3-5 yrs.	61
Buffalo Bison Baseball Mike Buczkowski	All Ages	17
Do I Need a Camera?	19+	6
After School Reading Club	6-11 yrs.	5
Book A Tech Trainer (4)	19+	4
Tutor (8)	0-11 yrs.	8
Tutor (11)	12-18 yrs.	11
Tutor (1)	19+ years	1

Friends Ongoing Book Sale	Month	YTD
Dollar Amount (Pre-Tax)	\$295.00	\$605.00

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
February 2023**

Display Case Freedom Wall

Community Room Exhibits: Erie County Healthy Lawn Campaign: Safe Home for the Gnomes (outside the Community Room, near entrance).

Building Condition: Nothing to report

Meeting Room Uses: 8

Professional Development/Meetings

Book a Tech Trainer, B&ECPL Techknow Lab, 2/13/23 (Jennifer D.)

Programs: March 2023

Unwind & Design: Daisy Chain Beaded Bracelet - Adults, 19+ March 2 – Participants will be called to pick-up their take-home kit the week of the program.

Read to a Dog - Children and their Families, All Ages – March 4 @ 11:00 a.m., 11:20 a.m., 11:40 a.m

Aurora Book Club - Adults, 19+ - March 9 @ 6:30 p.m.

Book a Technology Trainer - Adults, 19+ - March 14 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. –One-on-One Appointments are 45 minutes long

Alzheimer's Association of WNY: Understanding Alzheimer's and Dementia – Adults– March 22 @ 11:00 a.m.

Programs: April 2023

Read to a Dog - Children and their Families, All Ages - April 1 @ 11:00 a.m., 11:20 a.m., 11:40 a.m

Make & Take: Sculpted Butter Lambs- All Ages (Under 10 with a helper) April 3 @ 5:30 OR 6:30.

Unwind & Design: Poem In a Jar Take-Home Kit - Adults, 19+ - April 6 – Participants will be called to pick-up their take-home kit the week of the program.

Grace Meibohm, Owner of Meibohm Fine Arts-- Postcards: A Pictorial History of East Aurora and More - Adults, 19+, April 10 @ 6:30 p.m.

Buffalo Audubon Society: Build Your Own Birdhouse - Adults, 19+, Groups of 2-3 - Monday, April 17 @ 11:00 a.m.

Buffalo Audubon Society: Backyard Birding Hike - Adults, 19+ - Monday, April 24 @ 6:00 p.m.

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
February 2023**

ATPL Months at a Glance: 2023

Month of 2023	Circulation (Original Checkout)	Patron Count	Computer Use	Wi-Fi
January	13,670 (7,340)	4,534	371	1,509
February	12,943 (7,042)	4,689	377	1,415
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
YEAR TOTAL				

Out of all B&ECPL locations, ATPL ranks YTD:

11 out of 37 in circulation of materials (11th for February); Original Checkouts: -44.4% under February 2019 & -41.9% under YTD 2019)

12 out of 37 in patron visits (13th for February); -33.3% under February 2019 & -31.4% under YTD 2019

8 out of 37 in WI-FI (7th for February); 21.7% over February 2019 & +11.7% over YTD 2019

19 out of 37 in computer use (19th for February); -41.6% under February 2019 & -34.5% under YTD 2019

Month of 2019	Circulation	Patron Count	Computer Use	Wi-Fi
January	11,994	6,410	648	1,455
February	12,674	7,028	646	1,162
March	12,663	8,011	762	1,662
April	12,114	7,707	766	1,515
May	11,332	7,658	703	1,866
June	11,042	7,195	676	1,727
July	14,402	8,477	702	1,561
August	13,167	8,245	819	1,641
September	10,642	7,043	707	1,742
October	11,498	7,940	826	1,777
November	10,423	6,719	677	1,679
December	9,512	5,887	646	1,432
YEAR TOTAL	141,463	88,320	8,578	19,219

2022 Aurora Payroll Report



As of Pay Period **26**

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	64,394.47	63,361.00	(1,033.47)
Library Director I	60,152.13	59,280.00	(872.13)
Senior Library Clerk	39,927.60	39,965.00	37.40
FT Totals	164,474.20	162,606.00	(1,868.20)


PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,342.68	14,068.00	725.32
Cleaner PT	3,114.08	9,495.00	6,380.92
Clerk Typist PT	26,060.82	28,656.00	2,595.18
Librarian I PT	27,544.74	28,104.00	559.26
Page PT	12,130.52	19,220.00	7,089.48
Senior Page	46,030.91	57,227.00	11,196.09
PT Totals	128,223.75	156,770.00	28,546.25

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	13,342.68	14,068.00	725.32
Cleaner	3,114.08	9,495.00	6,380.92
Clerk Typists	26,060.82	28,656.00	2,595.18
Librarian I'S	91,939.21	91,465.00	(474.21)
Library Director I	60,152.13	59,280.00	(872.13)
Senior Library Clerk	39,927.60	39,965.00	37.40
Pages	12,130.52	19,220.00	7,089.48
Senior Pages	46,030.91	57,227.00	11,196.09
Savings Goal		(7,484.00)	(7,484.00)
Combined Totals	292,697.95	311,892.00	19,194.05

ANNUAL BUDGET	\$ 311,892.00
ANNUAL BUDGET SPENT	\$ 279,602.12
ENDING BALANCE	\$ 32,289.88



MEMORANDUM

TO: Contract Library Directors
FROM: Kenneth H. Stone, Deputy Director - CFO 
SUBJECT: 2022 Contract Extension and 2023 Budget Schedules
DATE: January 27, 2023

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2022-48, implementing the contract extension provision, and your 2023 budget schedules based upon this resolution. As you may recall, the 2022 contract contains an automatic extension provision that extends the current contract into 2023.

The extension will be in force until final 2023 contracts are adopted, although not to extend past July 31, 2023. Budget amounts are based upon the 2022 System budget as adopted on December 15, 2022. The Library's 2023 adopted budget may be viewed at: <https://www.buffalolib.org/about-becpl/budget-information> See the 2023 *B&ECPL Adopted Budget by Cost Center* for the details.

Items to note:

1. 2023 Page wages are adjusted to reflect the 12/31/2022 New York State minimum wage \$1.00 per hour increase (to \$14.20 per hour), while Sr. Page wages are increased by \$1.00 per hour (to \$15.20 per hour), also effective 12/31/2022, to maintain a \$1.00 per hour differential from Page rates.

Please call me 716-858-7170 if you have any questions.

/ma; Enclosures;
cc: K. Stone

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 15, 2022

AGENDA ITEM NUMBER: D.2.a.

RESOLUTION: 2022-46
Minimum Wage Increase Impact
Adjustments

BACKGROUND:

On September 30, 2022 the New York State Commissioner of Labor, "following a statutorily required economic analysis conducted by the New York State Division of the Budget (DOB)," issued an order increasing the Upstate minimum wage by \$1.00 per hour, from the current \$13.20 to \$14.20/hour. The public comment period ended 12/11/2022 with no changes. So, this 7.6% increase will be implemented effective 12/31/2022.

This increase directly impacts Part-time Page wages, presently \$13.20 per hour and Step 0 of the Contracting Library Part-time Cleaner classification, presently at \$14.046 per hour. The minimum for these two positions must be raised to \$14.20 per hour effective 12/31/2022 to remain in compliance with the State Minimum Wage Law.

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 \$14.20 per hour as well as the wage scale for the Technical Specialist Computer - Library Part-time, which presently ranges from \$15.00 to \$16.00 per hour. It also impacts a number of other classifications whose wages are near the new \$14.20 hourly amount. Those positions are represented by bargaining units whose 2023 wage rates are the subject of negotiations still under way.

Part-time Page, Senior Page, and Technical Specialist Computer-Library 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 can occur as part of the budget process or via individual resolution.

In preparing the 2023 Proposed Budget, staff was aware that a minimum wage increase was likely to occur. However, in mid-August when the Library submitted its budget request, the amount of that increase was unknown, so the wage rates for impacted positions were not changed. Rather, an estimated amount of the total impact was included in the Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is be available to support the majority of adjustments needed. The balance of the adjustments will be supported by adjusting the 2023 Budget's SAP Account #504990, Reductions from Personnel Services. This resolution would adjust the wages of the impacted positions noted above, effective 12/31/2022 for most and retroactive to 7/2/2022 for the Technical Specialist Computer - Library Part-time position.

ACTION REQUIRED:

Motion to adopt Resolution 2022-46.

RESOLUTION 2022-46

WHEREAS, on September 30, 2022 the NY State Commissioner of Labor, "following a statutorily required economic analysis conducted by the New York State Division of the Budget (DOE)," issued an order increasing the Upstate minimum wage by \$1.00 per hour, from \$13.20 to \$14.20 per hour effective 12/31/2022, and

WHEREAS, this increase directly impacts Part-time Page wages, presently \$13.20 per hour and Step 0 of Contracting Library Part-time Cleaner wages, presently \$14.046 per hour and would make Page wages equal to the present \$14.20 per hour Senior Page wage, and

WHEREAS, given this change, both the Senior Page and the Technical Specialist Computer - Library Part-time wage schedules are no longer competitive and need to be adjusted to accommodate the needs of the present labor market, and

WHEREAS, given this increase was finalized after the Library submitted its 2023 budget request, the wage rates for impacted positions in the 2023 proposed budget were not changed, however an estimated amount of the impact was included in the 2023 Proposed Budget's SAP Account #504992, Contractual Salary Reserves and is available to support the majority of the needed adjustments, and

WHEREAS, the remaining costs may be covered by adjusting the salary savings credit amount in the 2023 budget, and

WHEREAS, being non-bargaining unit employees, the Buffalo & Erie County Public Library Board of Trustees must approve their wage scales, which can occur as part of the budget process or via individual resolution, now therefore be it

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees approves wage scale adjustments effective December 31, 2022 as follows:

PAGE PT - FROM \$13.20 per hour TO \$14.20 per hour;

SENIOR PAGE PT - FROM \$14.20 per hour TO \$15.20 per hour;

CLEANER (PT) CL (change Step 0 only):

FROM: Step 0 \$14.046 per hour,

TO: Step 0 \$14.200 per hour

TECHNICAL SPECIALIST COMPUTER - LIBRARY PT:

(adjust payscale to match up with Job Group 3 - CSEA, retroactive to 7/2/2022)

FROM: Step 1 \$15.00, Step 2 \$15.50, and Step 3 \$16.00 per hour,

TO: Step 0 \$18.464, Step 1 \$19.381, Step 2 \$19.977, Step 3 \$20.573, and Step 4 \$21.164 per hour, and be it finally

RESOLVED, the Buffalo & Erie County Public Library Board of Trustees authorizes the Director or his designee to execute the steps and documents needed to effectuate the above adjustments.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 15, 2022.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 15, 2022

AGENDA ITEM NUMBER: D.2.c.

RESOLUTION: 2022-48
Implementing 2022 Contracting
Library Contract Extension
Provision

BACKGROUND:

On June 16, 2022, the Board adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts. That resolution and the resulting 2022 contracts incorporated items to simplify 2023 start-up. They include the ability to extend the 2022 contract into 2023, 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 2023 requested budget amount as may be amended by the Board (for example by adopting the 2023 System budget) until such time as a final 2023 contract is adopted, not to exceed July 31, 2023.

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 2022-48.

RESOLUTION 2022-48

WHEREAS, on June 16, 2022, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2022 contracts incorporated a provision to extend the 2022 contract into 2023, 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 2023 budget allocation was not finalized until December 1, 2022 and New York State's allocation likely will not be finalized before April 2023, 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 2023 fiscal year on January 1, 2023, and

WHEREAS, the contract extension provision provides for allocations based upon the 2023 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 2023 contract is adopted, not to exceed July 31, 2023, 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 2022 contract extension as described above, with budgetary amounts based upon the 2023 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 15, 2022.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2022

PAGE and SENIOR PAGE WAGE SCALES
December 31, 2022 - December 30, 2023

<u>PAGE</u>	<u>Step 1</u>
	\$14.20

<u>SENIOR PAGE</u>	<u>Step 1</u>
	\$15.20

NOTES:

Wage scales reflect rates approved as part of the 2023 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr. Page rates are budgeted at \$0.50 above the minimum wage.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	162,606	162,606	-	168,763	168,763
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		156,770	156,770		162,212	162,212
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	319,376	319,376	-	330,975	330,975
REDUCTION FRM PERS. SVCS ACCT		(7,484)	(7,484)			-
CONTRACTUAL SALARY RESERVES			-		19,098	19,098
FRINGE BENEFITS						
EMPLOYER FICA		24,433	24,433		25,318	25,318
EMPLOYEE HEALTH INSURANCE		31,560	31,560		33,443	33,443
DENTAL PLAN		1,174	1,174		636	636
WORKERS COMPENSATION		1,501	1,501		2,186	2,186
UNEMPLOYMENT INSURANCE		757	757		596	596
HOSPITAL & MEDICAL - RETIREES		20,277	20,277		18,985	18,985
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		23,329	23,329		23,160	23,160
TOTAL FRINGE BENEFITS	-	103,031	103,031	-	104,324	104,324
OFFICE SUPPLIES	-	2,518	2,518	-	2,945	2,945
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,350	-	1,350	1,500	-	1,500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	2,017	2,017	-	1,901	1,901
TOTAL REPAIRS & MAINTENANCE CHARGES	1,400	2,017	3,417	1,550	1,901	3,451
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		859	859		904	904
TOTAL DUES & FEES	20	859	879	20	904	924
UTILITY CHARGES						
WATER	500		500	550		550
SEWER	900		900	1,000		1,000
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	51	51	-	54	54
- EQUIPMENT MAINT	250		250	500		500
- LOCAL AND LD PHONE SERVICE	-	914	914	-	936	936
TELEPHONE SUB-TOTAL	250	1,301	1,551	500	1,542	2,042
TOTAL UTILITY CHARGES	1,650	1,301	2,951	2,050	1,542	3,592
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,213	2,213		2,535	2,535
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	2,806	2,806	-	2,875	2,875
RFID EQUIPMENT MAINTENANCE		870	870		888	888
COLLECTIONS AGENCY FEES	-	879	879	-		-
EAP SERVICES	-	195	195	-	207	207
ONLINE CATALOG (OCLC)	-	2,655	2,655	-	2,704	2,704
VITEC SOLUTIONS/COMPUTER SUPPORT	-	1,932	1,932	-	2,000	2,000
LEGAL FEES	-	1,566	1,566	-	1,710	1,710
RFID/OCR LABELS		1,180	1,180		169	169
OTHER PRINTED SUPPLIES	-	34	34	-	46	46
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	14,889	14,889	-	13,580	13,580

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47/48		
	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	950	-	950	500	-	500
EQUIPMENT CONTRACTS	100	-	100	100	-	100
MAINT CONTRACTS - SYS:	-	238	238	-	141	141
TOTAL MAINTENANCE CONTRACTS	1,050	238	1,288	600	141	741
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	183	183	-	250	250
RFID LABELS (NON-PRINT)	-	-	-	-	845	845
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	346	346	-	245	245
LIBRARY CARDS	-	34	34	-	-	-
DVD REPAIR	-	53	53	-	68	68
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	616	1,216	600	1,408	2,008
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	3,318	3,318	-	3,305	3,305
TOTAL INSURANCE CHARGES	-	3,318	3,318	-	3,305	3,305
LAB & TECHNICAL EQUIP.	-	6,038	6,038	-	1,591	1,591
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,878	3,878	-	6,707	6,707
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	5,180	5,180	-	6,560	6,560
E-Content	-	46,624	46,624	-	41,015	41,015
Centrally Ordered Materials	-	33,576	33,576	-	37,748	37,748
Specialized Titles / Individual Orders	-	7,718	7,718	-	10,571	10,571
TOTAL LIBRARY BOOKS & MEDIA	-	96,976	96,976	-	102,601	102,601
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,150	4,150	-	6,532	6,532
ELECTRICITY	-	9,272	9,272	-	11,654	11,654
TOTAL INTERFUND UTILITY EXPENDITURES	-	13,422	13,422	-	18,186	18,186
TOTAL INTERFUND EXP - COUNTY	-	1,983	1,983	-	2,193	2,193

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	4,920	559,098	564,018	5,020	604,694	609,714
REVENUE SOURCES						
COUNTY SHARE		556,199	544,289		603,233	603,233
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	1,038	2,899	3,937	2,670	1,461	4,131
SUB-TOTAL: SYSTEM APPROPRIATION	1,038	559,098	548,226	2,670	604,694	607,364
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	1,902	-	1,902	50	-	50
COPY MACHINES	380	-	380	500	-	500
PRINT COST RECOVERY	1,500	-	1,500	1,700	-	1,700
OTHER REVENUES	100	-	100	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	3,882	-	3,882	2,350	-	2,350
TOTAL REVENUE SOURCES	4,920	559,098	552,108	5,020	604,694	609,714

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	556,199	544,289	-	603,233	603,233
STATE AID	1,038	2,899	3,937	2,670	1,461	4,131
DIRECT INCOME	3,882	0	3,882	2,350	0	2,350
SUBTOTAL OTHER REVENUE	4,920	2,899	7,819	5,020	1,461	6,481
TOTAL REVENUE	4,920	559,098	552,108	5,020	604,694	609,714

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
Aurora Town Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,080	40	63,852	26,121	89,973
	1	LIBRARIAN I Total	2,080	40	64,946	26,639	91,585
	1	SENIOR LIBRARY CLERK CL Total	2,080	40	39,965	32,412	72,377
FT Total	3		6,240	120	168,763	85,172	253,935
	1	SENIOR PAGE PT Total	3,900	75	59,281	2,857	17,875
	4	PAGE (P.T.) Total	1,456	28	20,676	2,455	23,131
	2	LIBRARIAN I PT Total	1,248	24	29,655	4,035	33,690
	1	CARETAKER (PT) CL Total	832	16	14,345	1,218	15,563
	1	CLEANER (PT) CL Total	676	13	9,599	814	10,413
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	28,656	2,434	31,090
PT Total	11		10,088	194	162,212	19,152	181,364
Grand Total	19		16,328	314	330,975	104,324	435,299
		FTE and Average Cost per FTE	7.85				55,452
		Full Time Salaries			\$168,763		
		RPT Wages			\$0		
		Part Time Wages			\$162,212		
		Total Salaries & Wages			\$330,975		
		Grand Total			\$330,975	\$104,324	\$435,299

New York State Library Operating Aid

NY State FY 2024 (2023-24) Budget - B&ECPL 2023 Budget Impact

	FY 2019-20 Enacted Budget	FY 2020-21 Enacted Budget	FY 2021-22 Enacted Budget	FY 2022-23 Enacted Budget	FY 2023-24 Exec Prop. Budget	B&ECPL 2023 Budget	Change: Executive Proposed vs B&ECPL 2023 Adopted Budget*	
		S-7503C / A- 9503C Pg 175	S-2503C / A- 3003C Pg 197	S8003D / A9004D Pg 214	S4003 / A3003 Pg 161			
NY State Library Operating Aid STATEWIDE	\$96,627,000	\$94,127,000	\$94,127,000	\$99,627,000	\$96,127,000			
Change from 2022-23 Enacted:					(\$3,500,000)			-3.7%
B&ECPL OPERATING BUDGET								
Revenue								
STATE AID-FR LIB INCL INCENT AID	\$1,963,844	\$1,910,897	\$1,910,897	\$1,990,517	\$1,916,502	\$2,022,554	(\$106,052)	-5.2%
STATE AID-TO MEMBER LIBRARIES	\$287,648	\$282,849	\$282,849	\$298,203	\$287,115	\$299,376	(\$12,261)	-4.1%
Total State Aid Operating Budget	\$2,251,492	\$2,193,746	\$2,193,746	\$2,288,720	\$2,203,617	\$2,321,930	(\$118,313)	-5.1%
B&ECPL RECURRING GRANTS BUDGET								
Central Library Book Aid	\$67,633	\$65,890	\$65,881					
Central Library Development Aid	\$293,185	\$285,630	\$285,589	Book & Development Aid Merged in 2022-23				
Subtotal Central Library Services Aid	\$360,818	\$351,520	\$351,470	\$364,582	\$351,025	\$364,582	(\$13,557)	-3.7%
Continuity of Service	\$47,296	\$46,077	\$46,071	\$47,789	\$46,012	\$47,789	(\$1,777)	-3.7%
NYS Library Automation	\$72,359	\$70,495	\$70,487	\$74,124	\$71,368	\$73,956	(\$2,588)	-3.5%
Coordinated Outreach	\$159,781	\$155,664	\$155,641	\$183,431	\$176,610	\$183,431	(\$6,821)	-3.7%
Library Services to County Correctional Facilities	\$8,294	\$8,080	\$8,079	\$8,380	\$8,068	\$8,380	(\$312)	-3.7%
Library Services to State Correctional Facilities *	\$43,250	\$42,136	\$42,130	\$43,701	\$42,076	\$43,701	(\$1,625)	-3.7%
Subtotal Grant Programs	\$691,798	\$673,972	\$673,878	\$722,007	\$695,160	\$721,839	(\$26,679)	-3.7%
TOTAL B&ECPL OPERATING & GRANTS	\$2,943,290	\$2,867,718	\$2,867,624	\$3,010,727	\$2,898,777	\$3,043,769	(\$144,992)	-4.8%

NOTES:

** Difference in operating budget impacted by application of 2020 census data to the distribution. Grant charts were adjusted at time of 2023 budget submission.

** Amounts subject to change as prison population count changes.

New York State Library Construction Aid

NY State FY 2024 (2023-24) Budget - Est. B&ECPL Impact

	FY 2020-21 Enacted Budget S-7504C / A-9504C Pg 100	% of Total	FY 2021-22 Enacted Budget S-2504D / A- 3004D Page 104	% of Total	FY 2022-23 Enacted Budget S-8004D/ A- 9004D Pg 115	% of Total	FY 2023-24 Exec. Prop. Budget S-4004 / A-3004 Pg 100	FY 2023-24 Change from FY 2022-23	
Brooklyn	\$1,329,213	9.49%	\$3,228,089	9.49%	\$3,353,465	9.86%	\$1,380,839	(\$1,972,626)	-58.8%
New York	\$1,734,521	12.39%	\$4,212,407	12.39%	\$4,289,825	12.62%	\$1,766,399	(\$2,523,426)	-58.8%
Queens	\$1,210,449	8.65%	\$2,939,662	8.65%	\$3,020,945	8.89%	\$1,243,919	(\$1,777,026)	-58.8%
Subtotal NYC	\$4,274,183	30.53%	\$10,380,158	30.53%	\$10,664,235	31.37%	\$4,391,157	(\$6,273,078)	-58.8%
Balance of NY State	\$9,725,817	69.47%	\$23,619,842	69.47%	\$23,335,765	68.63%	\$9,608,843	(\$13,726,922)	-58.8%
Total STATEWIDE Budget	\$14,000,000	100.00%	\$34,000,000	100.00%	\$34,000,000	100.00%	\$14,000,000	(\$20,000,000)	-58.8%
B&ECPL Allocation	\$641,863	4.58%	\$1,558,809	4.58%	\$1,554,184	4.57%	\$639,958	(\$914,226)	-58.8%

2022-23 forward
incorporates
changes in
population per 2020
Census Data

Contract Library "System Paid" Budget Analysis

Aurora Town Public Library

As of 12/31/2022

	"System Paid" Budget*	Jan-Jun 2022	August	September	October	November	December	Actual 2022 YTD Expenses	Year End Surplus/(Shortfall)
Salaries & Wages, Full Time									
Salaries & Wages, Full Time	162,606.00	93,811.24	14,384.39	13,758.99	13,133.55	13,759.00	13,758.97	162,606.14	(0.14)
Other Payments		0.00						0.00	0.00
Overtime		0.00						0.00	0.00
Total Salaries & Wages, Full Time	162,606.00	93,811.24	14,384.39	13,758.99	13,133.55	13,759.00	13,758.97	162,606.14	(0.14)
Wages, Regular Part-Time	0.00	0.00						0.00	0.00
Wages, Part Time	156,770.00	74,138.02	12,786.47	10,021.22	10,705.29	9,325.06	12,237.89	129,213.95	27,556.05
Contratual Reserve	(7,484.00)	0.00						0.00	(7,484.00)
Employer FICA Total	24,433.00	12,533.01	2,026.84	1,792.16	1,776.37	1,716.32	1,986.49	21,831.19	2,601.81
Employee Health Insurance	31,560.00	18,342.42	3,786.68	2,778.46	2,516.66	3,406.46	3,928.10	34,758.78	(3,198.78)
Dental Plan	1,174.00	336.18	58.30	31.25	6.45	52.03	52.41	536.62	637.38
Health Insurance Waiver		0.00						0.00	0.00
NYS Retirement	23,329.00	15,736.71	1,507.89	2,231.64	1,430.73	1,400.68	2,069.00	24,376.65	(1,047.65)
Disability	0.00	0.00						0.00	0.00
Natural Gas (NFG)	4,150.00	3,251.58	22.11	36.33	230.43	300.13	622.77	4,463.35	(313.35)
Electricity	9,272.00	4,927.04	999.18	1,393.40	409.61	984.14	0.00	8,713.37	558.63
Bottom Line Total	405,810.00	223,076.20	35,571.86	32,043.45	30,209.09	30,943.82	34,655.63	386,500.05	19,309.95

Notes:

System Paid Budget per Res. 2022-12