

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: GRAND ISLAND MEMORIAL LIBRARY

DESCRIPTION	As per Res 2022-47			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		199,483	199,483		226,820	226,820
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		81,575	81,575		95,397	95,397
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	281,058	281,058	-	322,217	322,217
REDUCTION FRM PERS. SVCS ACCT			-			-
CONTRACTUAL SALARY RESERVES		17,144	17,144			-
FRINGE BENEFITS						
EMPLOYER FICA		21,500	21,500		24,651	24,651
EMPLOYEE HEALTH INSURANCE		57,676	57,676		65,244	65,244
DENTAL PLAN		2,250	2,250		2,355	2,355
WORKERS COMPENSATION		1,853	1,853		1,996	1,996
UNEMPLOYMENT INSURANCE		505	505		450	450
HOSPITAL & MEDICAL - RETIREES		22,442	22,442		23,816	23,816
HEALTH INSURANCE WAIVER		804	804		2,400	2,400
RETIREMENT		23,353	23,353		30,464	30,464
TOTAL FRINGE BENEFITS	-	130,383	130,383	-	151,376	151,376
OFFICE SUPPLIES	-	3,616	3,616	-	4,072	4,072
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	400	-	400	400	-	400
EQUIPMENT MAINTENANCE	400		400	400		400
REPAIRS & MAINT - MISC SYS	-	1,609	1,609	-	1,395	1,395
TOTAL REPAIRS & MAINTENANCE CHARGES	800	1,609	2,409	800	1,395	2,195
TRAVEL & MILEAGE EXPENSES	450		450	450		450
DUES & FEES						
MEMBERSHIP & DUES	80	-	80	100	-	100
TRAINING & EDUCATION (NYSALB, etc.)		779	779		692	692
TOTAL DUES & FEES	80	779	859	100	692	792
UTILITY CHARGES						
WATER	200		200	200		200
SEWER	250		250	250		250
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	207	207	-	462	462
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	46	46	-	42	42
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	930	930	-	930	930
TELEPHONE SUB-TOTAL	-	1,528	1,528	-	1,779	1,779
TOTAL UTILITY CHARGES	450	1,528	1,978	450	1,779	2,229
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,183	2,183		2,100	2,100
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		888	888			-
COLLECTIONS AGENCY FEES			-			-
EAP SERVICES		174	174			-
ONLINE CATALOG (OCLC)		2,328	2,328		2,744	2,744
VITEC SOLUTIONS/COMPUTER SUPPORT		2,656	2,656		2,453	2,453
LEGAL FEES		1,447	1,447		1,526	1,526
RFID/OCR LABELS		146	146		140	140
OTHER PRINTED SUPPLIES		40	40		40	40
CONTRACT PROFESSIONAL SERVICES (DIRECT)	500		500	500		500
TOTAL PROFESSIONAL SERVICE CONTRACTS	500	12,690	13,190	500	11,976	12,476

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: GRAND ISLAND MEMORIAL LIBRARY

DESCRIPTION	As per Res 2022-47			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
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	100	-	100	100	-	100
EQUIPMENT CONTRACTS	600	-	600	600	-	600
MAINT CONTRACTS - SYS		88	88		63	63
TOTAL MAINTENANCE CONTRACTS	700	88	788	700	63	763
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	216	216	-	-	-
RFID LABELS (NON-PRINT)	-	728	728	-	840	840
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	17	17	-	65	65
LIBRARY CARDS	-	-	-	-	-	-
DVD REPAIR	-	58	58	-	28	28
MISC PROGRAM EXPENSES	500	-	500	500	-	500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	200	-	200	200	-	200
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REFUSE PICKUP	-	-	-	-	-	-
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	-	-	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	700	1,019	1,719	700	933	1,633
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	2,796	2,796	-	2,914	2,914
TOTAL INSURANCE CHARGES	-	2,796	2,796	-	2,914	2,914
LAB & TECHNICAL EQUIP.		1,744	1,744		1,651	1,651
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	5,775	5,775	-	5,877	5,877
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	5,760	5,760	-	5,520	5,520
E-Content	-	36,013	36,013	-	34,523	34,523
Centrally Ordered Materials	-	32,499	32,499	-	31,150	31,150
Specialized Titles / Individual Orders	-	9,101	9,101	-	8,547	8,547
TOTAL LIBRARY BOOKS & MEDIA	-	89,148	89,148	-	85,617	85,617
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	6,232	6,232	-	3,824	3,824
ELECTRICITY	-	15,560	15,560	-	14,979	14,979
TOTAL INTERFUND UTILITY EXPENDITURES	-	21,792	21,792	-	18,803	18,803
TOTAL INTERFUND EXP - COUNTY		1,856	1,856		1,906	1,906

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: GRAND ISLAND MEMORIAL LIBRARY

DESCRIPTION	As per Res 2022-47			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	3,680	567,250	570,930	3,700	605,394	609,094
REVENUE SOURCES						
COUNTY SHARE	-	563,043	563,043	-	600,943	600,943
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	2,130	4,207	6,337	1,900	4,451	6,351
SUB-TOTAL: SYSTEM APPROPRIATION	2,130	567,250	569,380	1,900	605,394	607,294
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	100	-	100
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,500	-	1,500	1,700	-	1,700
OTHER REVENUES	-	-	-	-	-	-
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	1,550	-	1,550	1,800	-	1,800
TOTAL REVENUE SOURCES	3,680	567,250	570,930	3,700	605,394	609,094

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	563,043	563,043	-	600,943	600,943
STATE AID	2,130	4,207	6,337	1,900	4,451	6,351
DIRECT INCOME	1,550	0	1,550	1,800	0	1,800
SUBTOTAL OTHER REVENUE	3,680	4,207	7,887	3,700	4,451	8,151
TOTAL REVENUE	3,680	567,250	570,930	3,700	605,394	609,094

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
Grand Island Memorial Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,096	40	77,929	47,115	125,044
	1	LIBRARIAN I Total	2,096	40	59,811	40,872	100,683
	1	CARETAKER - CL Total	2,096	40	44,324	36,070	80,394
	1	LIBRARY CLERK Total	2,096	40	44,756	16,278	61,034
FT Total	4		8,384	160	226,820	140,335	367,155
	3	SENIOR PAGE PT Total	2,340	45	37,440	6,167	43,607
	3	PAGE (P.T.) Total	1,352	26	20,280	1,704	21,984
	4	LIBRARIAN I PT Total	832	16	19,684	1,656	21,340
	1	CLERK-TYPIST (P.T.) CL Total	988	19	17,993	1,514	19,507
PT Total	11		5,512	106	95,397	11,041	106,438
Grand Total	15		13,896	266	322,217	151,376	473,593
		FTE and Average Cost per FTE	6.68				70,897
		Full Time Salaries			\$226,820		
		RPT Wages			\$0		
		Part Time Wages			\$95,397		
		Total Salaries & Wages			\$322,217		
		Grand Total			\$322,217	\$151,376	\$473,593