

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	2022		
	Account	Current	Increase/ (Decrease)	2022
	Number	Budget		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: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			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		174,392	174,392		182,246	182,246
WAGES, REGULAR PART-TIME		26,763	26,763		28,395	28,395
WAGES, PART TIME		115,228	115,228		122,167	122,167
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,368	1,368		1,946	1,946
TOTAL SALARIES & WAGES	-	317,751	317,751	-	334,754	334,754
REDUCTION FRM PERS. SVCS ACCT			-		(5,783)	(5,783)
CONTRACTUAL SALARY RESERVES		4,386	4,386			-
FRINGE BENEFITS						
EMPLOYER FICA		24,306	24,306		25,612	25,612
EMPLOYEE HEALTH INSURANCE		19,248	19,248		19,740	19,740
DENTAL PLAN		750	750		750	750
WORKERS COMPENSATION		1,487	1,487		1,562	1,562
UNEMPLOYMENT INSURANCE		750	750		789	789
HOSPITAL & MEDICAL - RETIREES		26,150	26,150		26,267	26,267
HEALTH INSURANCE WAIVER		2,400	2,400		2,400	2,400
RETIREMENT		26,888	26,888		24,162	24,162
TOTAL FRINGE BENEFITS	-	101,979	101,979	-	101,282	101,282
OFFICE SUPPLIES	-	3,937	3,937	-	3,211	3,211
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS	-	1,951	1,951	-	2,101	2,101
TOTAL REPAIRS & MAINTENANCE CHARGES	400	1,951	2,351	400	2,101	2,501
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	-	935	935	-	704	704
UTILITY CHARGES						
WATER			-			-
SEWER			-			-
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	888	888	-	908	908
TELEPHONE SUB-TOTAL	-	1,261	1,261	-	1,285	1,285
TOTAL UTILITY CHARGES	-	1,261	1,261	-	1,285	1,285
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,166	2,166		2,708	2,708
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	3,904	3,904	-	4,025	4,025
RFID EQUIPMENT MAINTENANCE		1,879	1,879		1,945	1,945
COLLECTIONS AGENCY FEES	-	1,268	1,268	-	1,110	1,110
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	3,177	3,177	-	3,249	3,249
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,702	2,702	-	2,577	2,577
LEGAL FEES	-	1,553	1,553	-	1,631	1,631
RFID/OCR LABELS		1,625	1,625		1,444	1,444
OTHER PRINTED SUPPLIES	-	38	38	-	38	38
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	19,009	19,009	-	19,440	19,440

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			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	363	-	363	363	-	363
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		430	430		421	421
TOTAL MAINTENANCE CONTRACTS	363	430	793	363	421	784
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	837	837	-	224	224
CANVAS LIBRARY BAGS	-	512	512	-	614	614
LIBRARY CARDS	-	44	44	-	44	44
DVD REPAIR		65	65		65	65
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	1,458	2,058	600	947	1,547
CONTINGENCY						
MISCELLANEOUS - State/Member Aid				25,000		25,000
TOTAL CONTINGENCY	-	-	-	25,000	-	25,000
RENTAL CHARGES						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		3,255	3,255		3,455	3,455
TOTAL INSURANCE CHARGES	-	3,255	3,255	-	3,455	3,455
LAB & TECHNICAL EQUIP.		1,816	1,816		8,381	8,381
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,942	2,942	-	2,390	2,390
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	9,609	9,609	-	6,645	6,645
E-Content		37,132	37,132		59,809	59,809
Centrally Ordered Materials	-	46,605	46,605	-	41,088	41,088
Specialized Titles / Individual Orders	-	7,980	7,980	-	7,690	7,690
TOTAL LIBRARY BOOKS & MEDIA	-	104,268	104,268	-	117,622	117,622
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-		-	-		-
ELECTRICITY	7,200		7,200	7,200		7,200
TOTAL INTERFUND UTILITY EXPENDITURES	7,200	-	7,200	7,200	-	7,200
TOTAL INTERFUND EXP - COUNTY		1,074	1,074		2,065	2,065

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			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	8,663	563,510	572,173	33,663	589,885	623,548
REVENUE SOURCES						
COUNTY SHARE	-	547,177	547,177	-	577,061	577,061
STATE AID (Member Aid)		-	-	25,000	-	25,000
STATE AID (Pass through System)		13,664	13,664	838	12,824	13,662
SUB-TOTAL: SYSTEM APPROPRIATION	-	560,841	560,841	25,838	589,885	615,723
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	3,981	1,226	5,207	2,225	-	2,225
COPY MACHINES	988	304	1,292	1,200	-	1,200
PRINT COST RECOVERY	3,550	1,094	4,644	4,200	-	4,200
OTHER REVENUES	144	45	189	200	-	200
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	8,663	2,669	11,332	7,825	-	7,825
TOTAL REVENUE SOURCES	8,663	563,510	572,173	33,663	589,885	623,548

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	547,177	547,177	-	577,061	577,061
STATE AID	-	13,664	13,664	25,838	12,824	38,662
DIRECT INCOME	8,663	2,669	11,332	7,825	0	7,825
SUBTOTAL OTHER REVENUE	8,663	16,333	24,996	33,663	12,824	46,487
TOTAL REVENUE	8,663	563,510	572,173	33,663	589,885	623,548

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.