

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: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-47			As per Res 2023-42		
	2023	2023	2023	2024	2024	2024
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		183,684	183,684		224,074	224,074
WAGES, REGULAR PART-TIME		28,395	28,395		34,595	34,595
WAGES, PART TIME		124,854	124,854		140,682	140,682
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		2,944	2,944		1,600	1,600
TOTAL SALARIES & WAGES	-	339,877	339,877	-	400,951	400,951
REDUCTION FRM PERS. SVCS ACCT			-		(58,966)	(58,966)
CONTRACTUAL SALARY RESERVES		17,543	17,543			-
FRINGE BENEFITS						
EMPLOYER FICA		26,002	26,002		30,675	30,675
EMPLOYEE HEALTH INSURANCE		26,172	26,172		14,544	14,544
DENTAL PLAN		962	962		236	236
WORKERS COMPENSATION		2,225	2,225		2,476	2,476
UNEMPLOYMENT INSURANCE		607	607		561	561
HOSPITAL & MEDICAL - RETIREES		23,858	23,858		27,160	27,160
HEALTH INSURANCE WAIVER		1,200	1,200		1,200	1,200
RETIREMENT		21,755	21,755		26,760	26,760
TOTAL FRINGE BENEFITS	-	102,781	102,781	-	103,612	103,612
OFFICE SUPPLIES	-	3,841	3,841	-	5,201	5,201
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS	-	1,931	1,931	-	1,731	1,731
TOTAL REPAIRS & MAINTENANCE CHARGES	400	1,931	2,331	400	1,731	2,131
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		738	738		789	789
TOTAL DUES & FEES	-	738	738	-	789	789
UTILITY CHARGES						
WATER		-	-		-	-
SEWER		-	-		-	-
TELECOMMUNICATIONS		-	-		-	-
- WIRELESS ACCESS	-	207	207	-	462	462
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	43	43	-	45	45
- EQUIPMENT MAINT		-	-		-	-
- LOCAL AND LD PHONE SERVICE	-	930	930	-	930	930
TELEPHONE SUB-TOTAL	-	1,525	1,525	-	1,782	1,782
TOTAL UTILITY CHARGES	-	1,525	1,525	-	1,782	1,782
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		3,398	3,398		3,383	3,383
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,124	4,124	-	4,641	4,641
RFID EQUIPMENT MAINTENANCE		1,986	1,986		-	-
COLLECTIONS AGENCY FEES	-	-	-	-	-	-
EAP SERVICES	-	163	163	-	-	-
ONLINE CATALOG (OCLC)	-	3,624	3,624	-	4,420	4,420
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,656	2,656	-	3,063	3,063
LEGAL FEES	-	1,737	1,737	-	1,894	1,894
RFID/OCR LABELS		227	227		226	226
OTHER PRINTED SUPPLIES	-	53	53	-	55	55
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	18,414	18,414	-	18,128	18,128

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC 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	300	-	300	300	-	300
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		290	290		317	317
TOTAL MAINTENANCE CONTRACTS	300	290	590	300	317	617
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	335	335	-	-	-
RFID LABEL (NON-PRINTED)	-	1,133	1,133	-	1,353	1,353
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	240	240	-	234	234
LIBRARY CARDS	-	-	-	-	-	-
DVD REPAIR		91	91		45	45
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	1,799	2,399	600	1,632	2,232
CONTINGENCY						
MISCELLANEOUS - State/Member Aid			-			-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER			-			-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		3,356	3,356		3,617	3,617
TOTAL INSURANCE CHARGES	-	3,356	3,356	-	3,617	3,617
LAB & TECHNICAL EQUIP.		2,203	2,203		2,340	2,340
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	8,989	8,989	-	9,466	9,466
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	10,180	10,180	-	10,080	10,080
E-Content	-	63,648	63,648	-	63,042	63,042
Centrally Ordered Materials	-	50,591	50,591	-	50,174	50,174
Specialized Titles / Individual Orders	-	14,168	14,168	-	13,766	13,766
TOTAL LIBRARY BOOKS & MEDIA	-	147,576	147,576	-	146,528	146,528
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-		-	-		-
ELECTRICITY	7,500		7,500	7,500		7,500
TOTAL INTERFUND UTILITY EXPENDITURES	7,500	-	7,500	7,500	-	7,500
TOTAL INTERFUND EXP - COUNTY		2,227	2,227		2,366	2,366

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC 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	8,900	644,101	653,001	8,900	630,028	638,928
REVENUE SOURCES						
COUNTY SHARE	-	632,030	632,030	-	617,525	617,525
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	2,100	12,071	14,171	1,700	12,503	14,203
SUB-TOTAL: SYSTEM APPROPRIATION	2,100	644,101	646,201	1,700	630,028	631,728
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	100	-	100	100	-	100
COPY MACHINES	1,500	-	1,500	2,000	-	2,000
PRINT COST RECOVERY	5,000	-	5,000	5,000	-	5,000
OTHER REVENUES	200	-	200	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	6,800	-	6,800	7,200	-	7,200
TOTAL REVENUE SOURCES	8,900	644,101	653,001	8,900	630,028	638,928

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	632,030	632,030	-	617,525	617,525
STATE AID	2,100	12,071	14,171	1,700	12,503	14,203
DIRECT INCOME	6,800	0	6,800	7,200	0	7,200
SUBTOTAL OTHER REVENUE	8,900	12,071	20,971	8,900	12,503	21,403
TOTAL REVENUE	8,900	644,101	653,001	8,900	630,028	638,928

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
West Seneca Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,096	40	81,356	26,428	107,784
	1	LIBRARIAN I Total	2,096	40	49,589	9,377	58,966
	1	LIBRARIAN TRAINEE Total	2,096	40	44,104	21,185	65,289
	1	LIBRARY ASSISTANT (CL) Total	2,096	40	49,025	22,476	71,501
FT Total	4		8,384	160	224,074	79,466	303,540
	1	CARETAKER (RPT) CL Total	1,560	30	34,595	6,541	41,136
RPT Total	1		1,560	30	34,595	6,541	41,136
	4	SENIOR PAGE PT Total	3,224	62	51,584	7,160	58,744
	3	PAGE (P.T.) Total	1,560	30	23,400	1,968	25,368
	2	LIBRARIAN I PT Total	1,456	28	34,447	5,726	40,173
	2	CLERK-TYPIST (P.T.) CL Total	1,716	33	31,251	2,629	33,880
PT Total	11		7,956	153	140,682	17,483	158,165
Grand Tot	16		17,900	343	399,351	103,490	502,841
		FTE and Average Cost per FTE	8.61				\$58,402
		Full Time Salaries			\$224,074		
		RPT Wages			\$34,595		
		Part Time Wages			\$140,682		
		Total Salaries & Wages			\$399,351		
		West Seneca - Other Payments			\$1,600	\$122	1,722
		Grand Total			\$400,951	\$103,612	\$504,563