

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
February 25, 2025, 6:00 p.m.

1. Comments from the audience:
2. Minutes of the Meeting: January 28, 2025
3. Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: January 2025
4. Director's Report: January 2025
5. Reports of Interest
 - a. The non-financial section of the 2024 State Report and the Report to the Community have been completed.
 - b. The Kantola platform for the library's annual harassment and workplace violence is transitioning to Percipio Skillsoft, the same system Erie County uses for compliance and other staff development.
 - c. ATPL wants to hear the thoughts of our adult patrons, ages 50+ to help us plan future programs and collection offerings. The survey will be open from Monday, February 24 to Friday, April 4, 2025.
 - d. Other
6. Personnel
 - a. Payroll Report
 - b. Board to appoint Alissa Steele as a PT Librarian I, as selected and hired by the Director, starting Pay Period 6
 - c. Board May Enter Executive Session
 - d. Other
7. Old Business
 - a. Artwork "Dusk at a French Farm" - 1898, Alexis Jean Fournier Loan from Aurora Historical Society
8. New Business
 - a. 2025 Budget
 - b. ACT Workshop: March 22 @ 8:30 a.m.
 - c. "Strawberry Social" - 2020 Oil on Linen Painting, 12" x 18", Paul Brink Worth Donation
 - d. Other

The next regularly scheduled meeting will be on March 25, 2025, at 6:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
January 28, 2025, Minutes

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Adam Zaremski, Paula Ausberger, ATPL Director;
Excused: Sashi Racho

President Spencer-Ching called the meeting to order at 6:01 p.m.

1. There were no comments from the audience.
2. A motion (EC, MB) to approve the Minutes of the Meeting: December 17, 2024 was carried by a voice vote.
3. A motion (MB, AZ) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: December 2024 was carried by a voice vote.
4. A motion (EC, AZ) to approve the Director's Report: December 2024 was carried by a voice vote.

During discussion, Ausberger said ATPL was maintaining a high ranking based on circulation across all libraries in the system. She also showcased how often ATPL and its activities were featured in local news outlets this past year. KSC said it was impressive to see and shows the success of the library programming.

Ausberger said ATPL was able to raise additional funds for the library and programs in 2024 because of support from community partners - noting a recent partnership with the East Aurora Co-op. She said a partnership is continuing with that business with outreach planned.

5. Reports of Interest

a. ATPL received two passes for free general admission to the Buffalo Museum of Science for a one-time visit through the Check It Out! Program sponsored by M&T Bank. Each pass is good for up to four individuals, one of whom must be an adult 18 years or older. Passes may be checked out on an adult library card and circulated for 10 days. This partnership is good for a year. Circulation rules are dictated by Central. A patron takes out the card and turns it into the museum, which then returns it back to Central so it can get back into the hands of the contracting library.

KSC asked if it would be possible for ATPL to purchase a pass of its own instead of working through Central. She thought it could be similar to what was done for the New York Empire Pass, which allows access to state parks. Ausberger was unsure if this was possible at this time.

MB said she would ask Buffalo AKG Art Museum about obtaining a pass that could be checked out at ATPL.

b. The Children's Librarian collaborated with the Director to apply for the B&ECPL Equipment & Technology Funding Grant to support the introduction of Yoto Mini Player kits to our successful Library of Things Collection. Parents have asked for access to a Yoto Player. Obtaining this grant would meet that need, and provide a wide variety of quality audio content for the entertainment and education of our community's children.

Ausberger noted other libraries in North America have this item and how popular it is with patrons at those locations.

c. ATPL is participating in Winter Fest 2025 by holding a “Snowlandia” winter carnival for families with children ages 3-11.

d. Other

6. Personnel

a. There was no payroll report at this time.

b. There was no reason for the ATPL Board to enter into an executive session.

c. A motion (AZ, MB) to appoint Rachael Nicolosi as a PT Librarian I, as selected and hired by the Director, starting Pay Period 3, was carried by a voice vote.

During the discussion, KSC asked if Ausberger would submit Nicolosi’s resume to the board to review qualifications. KSC thought one would be available before the board appointed the librarian hired by the Director. Ausberger said she believed that request was only for full-time hirings, not part-time positions. KSC said she would like ATPL trustees to see all resumes of full-time and librarian positions before the board appoints them. AZ suggested the board approve the hiring at this meeting as it was a formality and Nicolosi has already begun working at the library. It was agreed that when the Director selects a candidate for full-time and part-time librarian positions, she will will send the resumes to the board for review.

Immediately following the meeting, Ausberger sent Nicolosi’s resume to the board.

d. Due to the minimum wage increase, effective January 1, 2025, the hourly rates for Pages and Sr. Pages have increased: Pages - \$15.50 per hour and Sr. Pages – \$16.50 per hour

e. Other

7. Old Business

a. A motion (EC, AZ) to approve the Schedule of Meetings of the Library Board for 2025 was carried by a voice vote.

8. New Business

a. “Agreement for Outgoing Loan” Form (Incoming to ATPL) – Aurora Historical Society

Rachel Francis Moyer, a member of the Aurora Historical Society (AHS), was present to discuss the possibility of loaning a painting, “Dusk at the French Farm”, owned by AHS to ATPL. This piece is by Alexis Jean Fournier. Moyer said the artwork had been with AHS for some time and there was a desire to display it in a place for public viewing.

She said ATPL could hold on to the painting as a loan for as long as it wanted. AHS would cover the insurance for the painting, which has a value between \$5,000 to \$10,000. Moyer said AHS would donate lighting for the painting.

After some discussion, ATPL thanked Moyer and AHS for the offer and agreed to the loan as long as the loan agreement was edited by AHS.

A motion (MB, EC) to accept an incoming painting as a loan from the Aurora Historical Society based on the agreement proposed by AHS was carried by a voice vote. The loan will be for one year with the option to renew if both parties agree to the extension.

b. Compliance Officer Report

EC filled out the form for 2024 and confirmed there were zero incidents.

c. Other

MB noted that a general contracting library meeting will be March 22 at the Central Library in Buffalo. It will be from 8:30 to 1:00 p.m. and counts towards training for library trustees.

The next regularly scheduled ATPL meeting will be on February 28, 2025, at 6:00 p.m.

A motion (EC, MB) to adjourn the meeting at 6:50 p.m. was carried by a voice vote.

Respectfully Submitted

Adam Zaremski

Secretary

Aurora Town Public Library
550 Main Street, East Aurora, New York 14052
Director's Report: January 2025

Monthly Statistics

Circulation	Total-Month	Average / Day	Average / Hour	YTD Total
2025	13,938*	557.5	68.7	13,938**
2024	14,515	580.6	78.46	14,515
2023	13,670	569.58	71.95	13,670

Note: Circulation for the contracting libraries was -5.1% this month from last year (EAU was -4.0%) and -5.1% over YTD (EAU was -4.0%). *Original checkouts at EAU are 7,650 for this month. **Original checkouts YTD at EAU are at 7,650.

Library of Things (Including Chromebook Kit, Hotspots, CPR Kits, & Sports Equipment)	2025	2024
Monthly	67	33
Year-to-date	67	33

System e-Branch	Month 2025	Month 2024	Change	YTD 2025	YTD 2024	Change
Online Renewals	561	690	-18.7%	561	690	-18.7%
Interlibrary Loans	1,436	1,413	1.6%	1,436	1,413	1.6%
eAudiobooks	76,256	69,524	9.7%	76,256	69,524	9.7%
eVideos	1,731	932	85.7%	1,731	932	85.7%
eBooks	94,360	98,058	-3.8%	94,360	98,058	-3.8%
eMusic	243	217	12.0%	243	217	12.0%
eMagazines	29,585	31,766	-6.9%	29,585	31,766	-6.9%

Open for Operation	2025	2024	2023	2022
Days / Hours	25/203	25/185	24/190	23/182

January 1 for New Year's Day; January 20 for Martin Luther King, Jr. Day; January 21-Closed at 4:00 p.m. due to weather

Computer Use	2025	2024	% Change
Monthly	383	368	4.1%
Year-to-date	383	368	4.1%

Note: Computer use for the contracting libraries was -3.2% this month and 3.2% YTD.

Wi-Fi	2025	2024	% Change
Monthly	1,852	1,696	9.2%
Year-to-date	1,852	1,696	9.2%

Note: Wifi use for the contracting libraries was 17.3% this month and 17.3% YTD.

Patron Visits	2025	2024	% Change
Monthly	5,014	5,090	-1.5%
Year-to-date	5,014	5,090	-1.5%

Note: Door counts for the contracting libraries were 2.8% this month and 2.8% YTD.

New Library Card Memberships	Total-month	YTD
Adults	21	21
Children	5	5

Aurora Town Public Library
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 Director's Report: January 2025

Programs Name / Number of Sessions / Sponsor	Age group	Attendance
Family Storytime (Wednesday) (Friends) (2)	0-5 w / Caregiver	54
Preschool Storytime (Friends) (2)	Children, 3 ½ -5	23
Family Storytime (Thursday) (Friends) (2)	0-5 w / Caregiver	17
Family Storytime (Friday) (Friends) (2)	0-5 w / Caregiver	35
Aurora Book Club	Adults	9
Dreaming in Ink: Another Unique Anthology	Adults	12
Hygge Night at the Library (Friends)	Teens / Adults	7
Book a Technology Trainer (TechKnowLab) (2)	Adults	2
Fitness Fridays Chair Yoga (Alice Askew)	Adults, 50+	19
Read to a Dog (8)	6-11 yrs. old	18
Find the Snowman Game (267)	2-12 yrs. old	267
Brumsted (Holland) Elementary Literacy Night Outreach	6-11 yrs. old	207
Tutor (2)	Teens	2
Tutor (22)	6-11 yrs. old	22

At a Glance: Month of 2024	Circulation (Original Checkout-Not Including Auto-Renewals)	Patron Count	Computer Use	Wi-Fi
January	13,938 (7,650)	5,014	383	1,852
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total				

Out of all B&ECPL locations, ATPL ranks YTD

11 out of 37 in circulation of materials (11 for month); 12 out of 37 in patron visits (12 for month);
8 out of 37 in WI-FI (8 for month); 20 out of 37 in computer use (20 for month)

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 Director's Report: January 2025

Cumulative Statistics

Programs, Outreach, Meeting Rm Use, Training, Book Displays, Exhibits, Fundraisers & Improvements

Programs (Not Including Tutoring & Outreach)	Names, Age Group, Date & Time
January 2025	<p>Find the Snowman Game- Children, Ages 2-12 - Thursday January 2 - Friday, January 31 during all open hours.</p> <p>Aurora Book Club - Adults, 19+ - January 9 @ 6:30 p.m.</p> <p>Dreaming in Ink: Another Unique Anthology – Adults, 19+ - Saturday, January 18 @ 1:00 p.m.</p> <p>Hygge Night at the Library – Teens & Adults, 12+ - Tuesday, January 14 @ 6:00 p.m.</p> <p>Family Story Time - Children, Birth-5 with a Caregiver - Choose one: Wednesdays @ 10:30 a.m., January 22-April 9; Thursdays @ 6:30 p.m., January 23-April 10; or Fridays @ 10:30 a.m., January 24-April 11</p> <p>Preschool Story Time- Children, 3 1/2-5 years - Thursdays @ 1:30 p.m., January 23-April 10</p> <p>Read To a Dog- Children, 6-11 years - Saturday, January 25 @ 11:00 a.m., 11:15 a.m., 11:30 a.m., or 11:45 a.m.</p> <p>Book a Technology Trainer, Presented by the TechKnowLab – Adults, 19+ - Monday, January 27 @ 10 a.m., 11 a.m., @ 12 p.m.</p> <p>Fitness Fridays: Chair Yoga – Adults, 50+ - Fridays, January 31 through February 21 @ 1:30 p.m.</p> <p>Brumsted (Holland) Elementary Literacy Night Outreach – All Ages - Thursday, January 23 @ 6:30 p.m.</p>
February 2025	<p>Family Story Time - Children, Birth-5 with a Caregiver - Choose one: Wednesdays @ 10:30 a.m., January 22-April 9; Thursdays @ 6:30 p.m., January 23-April 10; or Fridays @ 10:30 a.m., January 24-April 11</p> <p>Preschool Story Time- Children, 3 1/2-5 years - Thursdays @ 1:30 p.m., January 23-April 10</p> <p>Unwind & Design To-Go Craft Kit: Book Page Heart Garlands - Adults, 17+ - Participants will be called to pick up their kits on Tuesday, February 4.</p> <p>LEGO Club - Children, Ages 6-11 – Saturdays: February 8, March 8, & April 5 @ 11:00 a.m.</p> <p>Multimedia Painting – Teens, 12-18 – Saturday, February 15 @ 12:00 p.m.</p> <p>Snowlandia: Indoor Winter Carnival - Children, 3-11 - Tuesday, February 18 - Saturday, February 22 during all regular open hours.</p> <p>Duck Duck Goose Outreach – 0-5 w / Adults - Tuesday, February 11 @ 10:30 a.m.</p> <p>Snack & Story: EA Co-Op Outreach - All Ages – Wednesday, February 1 @ 1:00 p.m.</p> <p>East Aurora Middle School Explorer's Club Class Visit – 6-11 w / Adults – Wednesday, February 26 @ 2:35 p.m.</p>
March 2025	
April 2025	
May 2025	

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June 2025	
July 2025	
August 2025	
September 2025	
October 2025	
November 2025	
December 2025	

Outreach	Class Visit (In-Library)	Other Outreach (Outside)	Monthly Total
January 2025		Outreach letters sent to EA Preschool Center, EA UPK, EA Community Nursery, Baker Preschool, Duck Duck Goose, First Presbyterian Preschool, EA Montessori, Immaculate Conception School, Nativity, Waldorf, and Holland UPK, Holland Elementary, EA Middle School Brumsted Elementary Literacy Night	1
February 2025	East Aurora Middle School Explorer's Club	Duck Duck Goose Snack & Story EA Co-Op	3
March 2025		Holland High School Health & Wellness Fair Parkdale STEAM Night	2
April 2025			
May 2025			
June 2025			
July 2025			
August 2025			
September 2025			
October 2025			
November 2025			
December 2025			
Total			

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Director's Report: January 2025

Meeting Room Use (Not Including Board & Library Meetings)	Organization	Monthly Total
January 2025	East Aurora Lions Club (2); Patron Zoom Interview; Dreaming in Ink	4
February 2025	Jennifer Higgins (3); Dreaming in Ink; Equitable Advisors	
March 2025	EA Art Society; Jennifer Higgins; Summer Reading Librarian Meeting; Dreaming in Ink; Staff Appreciation	
April 2025	Friends of the Library; Dreaming in Ink	
May 2025	EA Art Society; Discard Sale	
June 2025	Zach Almond	
July 2025	Holland Tuesday Painters (2); Trick-or-Read Librarian Meeting; Dreaming in Ink	
August 2025	Paul Brinkworth (2); Dreaming in Ink	
September 2025	EA Art Society; Dreaming in Ink	
October 2025	EA Art Society; Friends of the Library; Dreaming in Ink	
November 2025	EA Art Society; Holland Tuesday Painters; Dreaming in Ink	
December 2025	Holland Tuesday Painters; Dreaming in Ink	
Total		

Exhibits	Display Case	Meeting Room Exhibit
January 2025	American Foreign Service	East Aurora Lions Club Peace Posters
February 2025	Jeffery Miller's "Reflections"	Jeffery Miller's "Reflections"
March 2025	EA Art Society	EA Art Society
April 2025	EA Art Society	EA Art Society
May 2025	EA Art Society	EA Art Society
June 2025	Zach Almond	Zach Almond
July 2025	Holland Tuesday Painters	Holland Tuesday Painters
August 2025		Paul Brinkworth
September 2025	EA Art Society	EA Art Society
October 2025	EA Art Society	EA Art Society
November 2025	EA Art Society Holland Tuesday Painters	EA Art Society Holland Tuesday Painters
December 2025		

Education, Tech Training, Mtgs	Public—Name of Class & Date	Staff—Name of Class(es), Sponsor, Date (s), Employee(s)
January 2025	Book a Technology Trainer— 1/27/25	Director's Meeting, B&ECPL - 1/8/25 - Paula Ausberger Brainstorming Work Session, Tara Kaye, Staff Development Coordinator - 1/15/25 - Paula Ausberger Civility and Courtesy in the Workplace – Evicore EAP – 1/14/25 – Susan Maraszek

Aurora Town Public Library
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Director's Report: January 2025

		Anger Management – Evicore EAP – 1/21/25 – Susan Maraszek Conflict Management – Evicore EAP – 1/31/25 – Susan Maraszek
February 2025		
March 2025	Book a Technology Trainer— 3/10/25	
April 2025	Book a Technology Trainer— 4/7/25	
May 2025		
June 2025		
July 2025		
August 2025		
September 2025		
October 2025		
November 2025		
December 2025		

Displays	Theme(s)
January 2025	January Comfortable & Relaxed (OR) January New Year New Me Resolutions; This January Solve a Mystery; Unshelved 2024 – Most Requested Titles; Children's Magazines; Cooking Up Some Fun; Patron Picks & Staff Selections
February 2025	Lupus Foundation of America; Help Us Solve the Cruel Mystery; Celebrate Black History Month - Know More; Heart Health Awareness; Romance Novels; Love Stinks!; New Juvenile Black History Books; Children's Area – Black History Month; Black History Picture Books; Juvenile Black History Biographies; Juvenile Black History Folktales; Patron Picks & Staff Selections
March 2025	Patron Picks & Staff Selections
April 2025	Patron Picks & Staff Selections
May 2025	Patron Picks & Staff Selections
June 2025	Patron Picks & Staff Selections
July 2025	Patron Picks & Staff Selections
August 2025	Patron Picks & Staff Selections
September 2025	Patron Picks & Staff Selections
October 2025	Patron Picks & Staff Selections
November 2025	Patron Picks & Staff Selections
December 2025	Patron Picks & Staff Selections

Other Fundraisers	Money Raised
Raising Some Dough (Del Aureo's for Friends)	
Annual Discard Sale	

**AURORA TOWN PUBLIC LIBRARY
LOCAL CHECKING ACCOUNT**

Treasurer's Report

31-Jan-25

Beginning Balance:	1-Jan-25		\$14,780.14
Plus Receipts/Deposits		Total:	\$312.00
Less Checks/Debits		Total:	\$520.66
Ending Balance:	31-Jan-25		\$14,571.48

Transaction Details

Receipts:

Garrido Family	(Donation I/H of Staff)	\$50.00
Dreaming in Ink	(Author Merch Reimbursement)	\$12.00
Alice Askew	(Unspecified Donation)	\$200.00
Gerald & Kathleen Patterson	(Donation I/M of Paul Wymer)	\$50.00
	Total:	\$312.00

Disbursements:

New Sky Coaching, LLC	(Chair Yoga funded by Alice Askew)	\$180.00
Amazon Capital Services	(Packing Tape & Color Coding Dots)	\$36.67
BECPL	(PVT Library Material Order)	\$303.99
	Total:	\$520.66

Director's Discretionary Fund (Expended from Contingency)

Beginning Balance: \$500.00

Transaction Details:

Ending Balance: \$500.00

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason		
L132	\$180.00	1/6/2025	1089	New Sky Coaching (Chair Yoga)		
L133	\$36.67	1/28/2025	1090	Amazon Capital Services (Packing Tape & Color Coding Dots)		
L134	\$303.99		1091	BECPL (PVT Library Materials Order)		
Friends Ongoing Book Sale Month			\$418.00		YTD	\$418.00

Friends Pop-Up Sale Month

N/A

YTD

Contingency Fund

\$212.20

Counted

1/16/2025

Alice Askew Snack Fund

\$94.90

Counted

1/16/2025

Savings Account

Balance Forward	1-Jan-25	\$500.01
Interest Earned		\$0.01
Balance	31-Jan-25	\$500.02

Certificate of Deposit

12-Dec-24 12 Month Term 3.21%

Maturity 12-Dec-25

Beginning Balance: \$52,530.62

Ending Balance: \$52,530.62

Certificate of Deposit

6-Dec-24 12 Month Term 3.23%

Maturity 6-Dec-25

Beginning Balance: \$20,000.00

Ending Balance: \$20,000.00

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	800	173	973	0	973	0	
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.	2,800	0	0	2,800	2,800	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	0	0	200	200	0	
530000	Other Expenses & Charges	2,600	(173)	0	2,427	2,427	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
TOTAL EXPENSES		7,470	0	973	6,497	7,470	0	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	150	100	9	241	108	(142)	
Copy Machines	500	0	39	461	468	(32)	
Print Cost Recovery	1,700	0	203	1,497	2,436	736	
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	2,450	0	251	2,199	3,012	562	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

31-Jan-25

Beginning Balance:	1-Jan-25	\$8,194.55
Plus Receipts/Deposits		Total: \$250.95
Less Checks/Debits		Total: \$972.91
Ending Balance:	31-Jan-25	\$7,472.59

Transaction Details

Receipts:

Library Revenue	1/15/2025	\$103.30
Library Revenue	1/31/2025	\$108.70
Copier	1/31/2025	\$38.95
		Total: \$250.95

Disbursements:

Town of Aurora	(County and Town Tax 2025)	\$972.91
		Total: \$972.91

Internal Auditor's Report

Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C202	\$972.91	1/28/25	5960	Town of Aurora (County and Town Tax 2025)



MEMORANDUM

TO: Contract Library Directors and Managers
FROM: Emily Patronik, Assistant Deputy Director - Controller
SUBJECT: 2025 Budget
DATE: January 24, 2025

Attached please find a copy of the Buffalo & Erie County Public (B&ECPL) Board Resolution 2024-27, adopting the 2025 Budget.

The adoption 2025 Budget includes changes to your Library's 2025 Budget, which include the following:

2025 Page wages increase to reflect the 12/31/2024 New York State minimum wage \$.50 per hour increase to \$15.50 per hour.

Corresponding increase in Sr Page wages to maintain \$1.00 per hour differential from Page rates.

Contractually obligated increases in personnel costs per Collective Bargaining Agreements in force as of January 1st 2025.

Adjustments in general operating revenues and expenses.

Also included in the 2025 Budget is an increase of \$1,000 in Misc Program Expense per location. This additional funding had previously been available as "Year End Appeal funding"

Also included is an additional \$1,000 per location for Other Expenses. This funding is available for use by the Library to cover general operating expenses, such as supplies not provided by the System, Building and Equipment maintenance/repairs, or additional programming expenses.

All other terms and conditions of the currently contract between the "Library" and B&ECPL will remain in effect per *Article 1 (C) Next Year Contract Extension*.

Please contact me at 716-858-6095 or patronike@buffalolib.org with any questions.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 19, 2024

AGENDA ITEM NUMBER: E.3.a

RESOLUTION: 2024-27
Adoption of 2025 Budget

BACKGROUND:

On December 5, the Erie County Legislature adopted a 2025 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2025 Proposed Budget allocation for the Library Fund.

The 2025 Operating and Grants Budget sustains library operations and services. It prioritizes public access to resources, programs and services to help us serve our communities. A county funding increase of \$1,271,947 (4.3%) will help offset inflation related impacts on library operating costs, including contractually obligated labor costs, 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 4.7% from 2024's \$33,105,584 to \$34,669,428 in 2025. Including recurring grants, the combined total increase is 4.6% from 2024's \$33,707,002 to \$35,270,846 in 2025.

While not part of the Library's operating budget, the County's Capital Budget provides: \$1,000,000 in bonded funds for Central Library Building Envelope Improvements and \$3,500,000 in "bonded funds for a Various Improvements & Upgrades.

The minimum wage increase directly impacts Part-time Page wages, presently \$15.00 per hour. Further, it impacts the competitiveness and the Library's ability to hire in positions with wages scales near the new rate. 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 2025 Proposed Budget.

2025 Budget in Brief Charts are included for your review and action.

ACTION REQUIRED:
Motion to approve Resolution 2024-27

RESOLUTION 2024-27

WHEREAS, on December 5, the Erie County Legislature finalized the County's 2025 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 4.3% increase in County Library Tax funding from 2024's \$29,675,375 to \$30,947,322, 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 \$0.50 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, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2025 Budget, utilizing the following sources to provide library services in 2025:

\$30,947,322 - County Property Tax for Library Purposes
\$ 2,460,929 - New York State Aid - Operating Budget
\$ 869,804 - Use of Fund Balance
\$ 421,373 - Library Fines, Fees and Other Revenue
\$34,669,428 - Total Operating Budget

\$ 601,418 - Library Recurring Grants Budget

\$35,270,846 - Combined Operating and Grants Budget, further detailed in the *2025 Budget in Brief Charts*, 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 at a meeting of the
Board of Trustees of the Buffalo &
Erie County Public Library
on December 19, 2024.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	169,378	169,378	-	166,791	166,791
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		178,724	178,724		180,831	180,831
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	348,102	348,102	-	347,622	347,622
REDUCTION FRM PERS. SVCS ACCT			-		(5,730)	(5,730)
CONTRACTUAL SALARY RESERVES			-		10,574	10,574
FRINGE BENEFITS						
EMPLOYER FICA		26,630	26,630		26,592	26,592
EMPLOYEE HEALTH INSURANCE		36,516	36,516		47,628	47,628
DENTAL PLAN		472	472		1,809	1,809
WORKERS COMPENSATION		2,160	2,160		2,155	2,155
UNEMPLOYMENT INSURANCE		490	490		591	591
HOSPITAL & MEDICAL - RETIREES		17,785	17,785		17,513	17,513
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		29,379	29,379		30,109	30,109
TOTAL FRINGE BENEFITS	-	113,432	113,432	-	126,397	126,397
OFFICE SUPPLIES	-	3,268	3,268	-	2,966	2,966
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,700	-	1,700	2,000	-	2,000
EQUIPMENT MAINTENANCE	250		250	800		800
REPAIRS & MAINT - MISC SYS	-	1,509	1,509	-	1,439	1,439
TOTAL REPAIRS & MAINTENANCE CHARGES	1,950	1,509	3,459	2,800	1,439	4,239
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		847	847		1,151	1,151
TOTAL DUES & FEES	20	847	867	20	1,151	1,171
UTILITY CHARGES						
WATER	550		550	550		550
SEWER	800		800	800		800
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	462	462	-	536	536
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	53	53	-	47	47
- EQUIPMENT MAINT	500		500	500		500
- LOCAL AND LD PHONE SERVICE	-	936	936	-	936	936
TELEPHONE SUB-TOTAL	500	1,796	2,296	500	1,864	2,364
TOTAL UTILITY CHARGES	1,850	1,796	3,646	1,850	1,864	3,714
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,588	2,588		2,618	2,618
MOVIE LICENSING AGREEMENT		235	235		243	243
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	3,048	3,048	-	3,205	3,205
ONLINE CATALOG (OCLC)	-	3,381	3,381	-	3,525	3,525
VITEC SOLUTIONS/COMPUTER SUPPORT	-	1,844	1,844	-	1,353	1,353
LEGAL FEES	-	1,651	1,651	-	1,662	1,662
RFID/OCR LABELS		173	173			-
OTHER PRINTED SUPPLIES	-	45	45	-	36	36
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	13,176	13,176	-	12,853	12,853

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	-	-	-
EQUIPMENT CONTRACTS	100	-	100	-	-	-
MAINT CONTRACTS - SYS	-	118	118	-	149	149
TOTAL MAINTENANCE CONTRACTS	600	118	718	-	149	149
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	-	-	-	-	-
RFID LABELS (NON-PRINT)	-	1,035	1,035	-	873	873
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	250	250	-	123	123
LIBRARY CARDS	-	-	-	-	175	175
DVD REPAIR	-	35	35	-	35	35
MISC PROGRAM EXPENSES	500	-	500	1,500	-	1,500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	100	-	100	100	-	100
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REFUSE PICKUP	-	-	-	-	-	-
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	-	-	-	1,000	-	1,000
TOTAL OTHER EXPENSES & CHARGES	600	1,320	1,920	2,600	1,206	3,806
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	3,154	3,154	-	2,957	2,957
TOTAL INSURANCE CHARGES	-	3,154	3,154	-	2,957	2,957
LAB & TECHNICAL EQUIP.	-	1,565	1,565	-	1,712	1,712
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	7,241	7,241	-	7,329	7,329
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	6,820	6,820	-	6,125	6,125
E-Content	-	42,654	42,654	-	45,500	45,500
Centrally Ordered Materials	-	38,381	38,381	-	45,370	45,370
Specialized Titles / Individual Orders	-	10,531	10,531	-	7,504	7,504
TOTAL LIBRARY BOOKS & MEDIA	-	105,627	105,627	-	111,828	111,828
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,326	4,326	-	5,073	5,073
ELECTRICITY	-	7,808	7,808	-	8,851	8,851
TOTAL INTERFUND UTILITY EXPENDITURES	-	12,134	12,134	-	13,924	13,924
TOTAL INTERFUND EXP - COUNTY	-	2,062	2,062	-	2,346	2,346

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2024
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	5,220	608,110	613,330	7,470	633,258	640,728
REVENUE SOURCES						
COUNTY SHARE		606,740	606,740		633,975	633,975
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	5,220	(1,080)	4,140	5,020	(717)	4,303
SUB-TOTAL: SYSTEM APPROPRIATION	5,220	605,660	610,880	5,020	633,258	638,278
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	-	150	150	150	-	150
COPY MACHINES	-	500	500	500	-	500
PRINT COST RECOVERY	-	1,700	1,700	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	-	2,450	2,450	2,450	-	2,450
TOTAL REVENUE SOURCES	5,220	608,110	613,330	7,470	633,258	640,728

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	606,740	606,740	-	633,975	633,975
STATE AID	5,220	(1,080)	4,140	5,020	(717)	4,303
DIRECT INCOME	-	2,450	2,450	2,450	0	2,450
SUBTOTAL OTHER REVENUE	5,220	1,370	6,590	7,470	(717)	6,753
TOTAL REVENUE	5,220	608,110	613,330	7,470	633,258	640,728

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.

