



MEMORANDUM

T O: Contract Library Directors and Managers
F R O M: Emily Patronik, Assistant Deputy Director - Controller
S U B J E C T: 2025 Budget
D A T E: 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

BUDGET: LACKAWANNA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		158,017	158,017		162,133	162,133
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		116,491	116,491		124,674	124,674
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	274,508	274,508	-	286,807	286,807
REDUCTION FRM PERS. SVCS ACCT			-		(2,969)	(2,969)
CONTRACTUAL SALARY RESERVES			-		7,197	7,197
FRINGE BENEFITS						
EMPLOYER FICA		21,001	21,001		21,940	21,940
EMPLOYEE HEALTH INSURANCE		36,444	36,444		27,324	27,324
DENTAL PLAN		1,021	1,021		1,024	1,024
WORKERS COMPENSATION		1,704	1,704		1,778	1,778
UNEMPLOYMENT INSURANCE		385	385		488	488
HOSPITAL & MEDICAL - RETIREES		16,591	16,591		17,024	17,024
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		24,488	24,488		24,414	24,414
TOTAL FRINGE BENEFITS	-	101,634	101,634	-	93,992	93,992
OFFICE SUPPLIES	-	2,996	2,996	-	2,816	2,816
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	2,000	-	2,000	2,000	-	2,000
EQUIPMENT MAINTENANCE	200		200	300		300
REPAIRS & MAINT - MISC SYS	-	1,190	1,190	-	1,193	1,193
TOTAL REPAIRS & MAINTENANCE CHARGES	2,200	1,190	3,390	2,300	1,193	3,493
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		536	536		729	729
TOTAL DUES & FEES	20	536	556	20	729	749
UTILITY CHARGES						
WATER	250		250	400		400
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-	462	462	-	536	536
- DATA LINES	-	345	345	-	345	345
- INTERNET - Internet access	-	31	31	-	27	27
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	624	624	-	624	624
TELEPHONE SUB-TOTAL	-	1,462	1,462	-	1,532	1,532
TOTAL UTILITY CHARGES	250	1,462	1,712	400	1,532	1,932
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		795	795		855	855
MOVIE LICENSING AGREEMENT		235	235		243	243
OVERDRIVE DOWNLOADABLE LICENSE	-	211	211	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	2,527	2,527	-	2,640	2,640
ONLINE CATALOG (OCLC)	-	1,039	1,039	-	1,151	1,151
VITEC SOLUTIONS/COMPUTER SUPPORT	-	1,844	1,844	-	1,353	1,353
LEGAL FEES	-	1,301	1,301	-	1,378	1,378
RFID/OCR LABELS		53	53			-
OTHER PRINTED SUPPLIES	-	27	27	-	30	30
CONTRACT PROFESSIONAL SERVICES (DIRECT)	15,600		15,600	19,000		19,000
TOTAL PROFESSIONAL SERVICE CONTRACTS	15,600	8,032	23,632	19,000	7,861	26,861

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LACKAWANNA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	600	-	600	600	-	600
EQUIPMENT CONTRACTS	200		200	200		200
MAINT CONTRACTS - SYS		63	63		64	64
TOTAL MAINTENANCE CONTRACTS	800	63	863	800	64	864
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-		-	-		-
RFID LABELS (NON-PRINT)	-	318	318	-	285	285
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	88	88	-		-
LIBRARY CARDS	-		-	-	56	56
DVD REPAIR		11	11		11	11
MISC PROGRAM EXPENSES	500		500	1,500		1,500
NYS DISABILITY	-		-	-		-
POSTAGE	100		100	200		200
PRINTING			-			-
ADVERTISING			-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES	50		50	50		50
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-	1,000		1,000
TOTAL OTHER EXPENSES & CHARGES	650	417	1,067	2,750	352	3,102
CONTINGENCY						
MISCELLANEOUS-Additional System Aid			-			-
MISCELLANEOUS - State/Member Aid			-			-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER			-			-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		2,486	2,486		2,450	2,450
TOTAL INSURANCE CHARGES	-	2,486	2,486	-	2,450	2,450
LAB & TECHNICAL EQUIP.		1,079	1,079		1,198	1,198
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,225	2,225	-	2,394	2,394
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	2,120	2,120	-	1,943	1,943
E-Content		13,259	13,259		14,430	14,430
Centrally Ordered Materials		11,793	11,793		14,820	14,820
Specialized Titles / Individual Orders		3,236	3,236		2,451	2,451
TOTAL LIBRARY BOOKS & MEDIA	-	32,633	32,633	-	36,038	36,038
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	6,839	6,839	-	7,760	7,760
ELECTRICITY	-	8,733	8,733	-	10,791	10,791
TOTAL INTERFUND UTILITY EXPENDITURES	-	15,572	15,572	-	18,551	18,551
TOTAL INTERFUND EXP - COUNTY		1,626	1,626		1,944	1,944

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: LACKAWANNA PUBLIC LIBRARY

DESCRIPTION	As per Res 2023-42			As per Res 2024-27		
	2024	2024	2024	2025	2025	2025
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	19,620	444,234	463,854	25,370	459,755	485,125
REVENUE SOURCES						
COUNTY SHARE	11,633	444,234	455,867	17,093	459,755	476,848
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	6,112		6,112	6,352		6,352
SUB-TOTAL: SYSTEM APPROPRIATION	17,745	444,234	461,979	23,445	459,755	483,200
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	25		25	75		75
COPY MACHINES	-		-	-		-
PRINT COST RECOVERY	1,800		1,800	1,800		1,800
OTHER REVENUES	50		50	50		50
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	1,875	-	1,875	1,925	-	1,925
TOTAL REVENUE SOURCES	19,620	444,234	463,854	25,370	459,755	485,125

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	11,633	444,234	455,867	17,093	459,755	476,848
STATE AID	6,112	0	6,112	6,352	0	6,352
DIRECT INCOME	1,875	0	1,875	1,925	0	1,925
SUBTOTAL OTHER REVENUE	7,987	0	7,987	8,277	0	8,277
TOTAL REVENUE	19,620	444,234	463,854	25,370	459,755	485,125

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
Lackawanna Public Library**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,088	40	57,810	39,265	97,075
	1	LIBRARIAN TRAINEE Total	2,088	40	51,701	23,515	75,216
	1	LIBRARY ASSISTANT (CL) Total	2,088	40	52,622	16,544	69,166
FT Total	3		6,264	120	162,133	79,324	241,457
	4	SENIOR PAGE PT Total	3,224	62	53,196	6,203	59,399
	2	CARETAKER (PT) CL Total	1,768	34	35,655	3,010	38,665
	2	CLERK-TYPIST (P.T.) CL Total	1,820	35	35,823	5,455	41,278
PT Total	8		6,812	131	124,674	14,668	139,342
Grand Total	11		13,076	251	286,807	93,992	380,799
FTE and Average Cost per FTE			6.29				60,540
		Full Time Salaries			\$162,133		
		RPT Wages			\$0		
		Part Time Wages			\$124,674		
		Total Salaries & Wages			\$286,807		
Grand Total					\$286,807	\$93,992	\$380,799