

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 18, 2020

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2020-16
Executing 2020 Contracting
Library Contracts

BACKGROUND:

During Erie County's 2020 budget process, there was limited time to adopt annual contracts. Additionally, the timing and extent of the New York State budget process was not known at budget adoption time. As this situation is an all too frequent occurrence, the annual contracts with the contracting libraries contain an automatic extension provision. This provision was implemented when the Buffalo & Erie County Public Library (B&ECPL) Board of Trustees, on December 19, 2019, adopted Resolution 2019-49 implementing the extension provision until such time as a final 2020 contract is adopted, not to exceed July 31, 2020. Funding was based upon the allocation contained in the 2020 B&ECPL Board-adopted budget.

The County and New York State budgets are now in place. As has been the case for many years, the contract includes a provision to adjust the budget once the final state aid distribution schedules are finalized. Budget figures reflect the 2020 Board-adopted budget adjusted for the 2.6% reduction in New York State aid contained in the State's 2020-21 enacted budget which at this point would be offset by use of fund balance.

Due to the significant economic impacts resulting from actions at the federal, state, and local level to protect public health and mitigate the spread of COVID-19, Governor Andrew Cuomo has estimated the State faces a current year budget deficit of over \$13 billion. Without significant Federal assistance, he has estimated addressing the State's shortfall would lead to 20% cuts in aid to local governments and schools in the current fiscal year. Should substantial additional reductions in state aid occur, section "Twenty-Fourth" of the contract provides a process to allow B&ECPL to address a shortfall in its anticipated appropriations or revenues by reducing the total amount of funds provided for in the contract. No such action would take place without advance notice to the contracting libraries and review and action by the System Board.

Other than updating dates and budget figures for 2020, there are no material changes in the contract documents vs. the 2019 contract. This resolution authorizes the Library Board Chairperson to execute 2020 contracts incorporating these items.

ACTION REQUIRED:

Motion to approve Resolution 2020-16.

RESOLUTION 2020-16

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library (B&ECPL) constitute the vast majority of the financial resources supporting the contract with the "Public Library," and

WHEREAS, Erie County's 2020 allocation was not known until mid-December, and New York State's overall allocation was adopted in early April, and

WHEREAS, this made it difficult for the B&ECPL and the contracting libraries to develop, consider, and approve a contract prior to the beginning of the 2020 fiscal year on January 1, 2020, and

WHEREAS, to meet 2020 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 19, 2019 adopted Resolution 2019-49 implementing the extension provision contained in the 2019 contract until such time as a final 2020 contract is adopted, not to exceed July 31, 2020, whichever was earlier, with funding based upon the estimated allocation of the 2020 B&ECPL Board-adopted budget, and

WHEREAS, Erie County's 2020 budget is now in place and the New York State budget has been adopted, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2020 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2020 Board-adopted budget adjusted for the 2.6% New York State Aid reduction contained in the State's 2020-21 enacted budget.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 19, 2020.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

Exhibit A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2019-20			As per Res 2020-16		
	2019	2019	2019	2020	2020	2020
	BUDGET			BUDGET		
Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total	
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		156,475	156,475	-	149,432	149,432
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		134,228	134,228		144,361	144,361
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		372	372			-
TOTAL SALARIES & WAGES	-	291,075	291,075	-	293,793	293,793
REDUCTION FRM PERS. SVCS ACCT		(6,800)	(6,800)			-
FRINGE BENEFITS						
EMPLOYER FICA		22,264	22,264		22,470	22,470
EMPLOYEE HEALTH INSURANCE	-	25,140	25,140		30,252	30,252
DENTAL PLAN	-	978	978		1,122	1,122
WORKERS COMPENSATION		1,247	1,247		1,234	1,234
UNEMPLOYMENT INSURANCE		198	198		118	118
HOSPITAL & MEDICAL - RETIREES		20,744	20,744		19,053	19,053
HEALTH INSURANCE WAIVER		1,200	1,200		-	-
RETIREMENT		24,761	24,761		24,310	24,310
TOTAL FRINGE BENEFITS	-	96,532	96,532	-	98,559	98,559
OFFICE SUPPLIES	-	2,518	2,518	-	2,782	2,782
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,000	-	1,000	1,450	-	1,450
EQUIPMENT MAINTENANCE	100	-	100	50		50
REPAIRS & MAINT - MISC SYS	-	893	893	-	950	950
TOTAL REPAIRS & MAINTENANCE CHARGES	1,100	893	1,993	1,500	950	2,450
TRAVEL & MILEAGE EXPENSES	400		400	400		400
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)	-	1,201	1,201		1,194	1,194
TOTAL DUES & FEES	20	1,201	1,221	20	1,194	1,214
UTILITY CHARGES						
WATER	550		550	550		550
SEWER	850		850	850		850
TELECOMMUNICATIONS			-			-
- DATA LINES		994	994	-	994	994
- INTERNET - Internet access		50	50	-	49	49
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE		624	624	-	900	900
TELEPHONE SUB-TOTAL	-	1,668	1,668	-	1,943	1,943
TOTAL UTILITY CHARGES	1,400	1,668	3,068	1,400	1,943	3,343
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,630	1,630		1,590	1,590
MOVIE LICENSING AGREEMENT		222	222		232	232
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	2,722	2,722	-	2,628	2,628
RFID EQUIPMENT MAINTENANCE		1,491	1,491		1,528	1,528
COLLECTIONS AGENCY FEES	-	2,200	2,200	-	1,795	1,795
EAP SERVICES	-	202	202	-	184	184
ONLINE CATALOG (OCLC)	-	2,738	2,738	-	2,544	2,544
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,088	2,088	-	2,039	2,039
LEGAL FEES	-	1,584	1,584	-	1,416	1,416
RFID/OCR LABELS		1,630	1,630		1,908	1,908
OTHER PRINTED SUPPLIES	-	29	29	-	34	34
CONTRACT PROFESSIONAL SERVICES (DIRECT)	-	-	-	-	-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	16,860	16,860	-	16,222	16,222

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

Exhibit A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2019-20			As per Res 2020-16		
	2019	2019	2019	2020	2020	2020
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	800	-	800	500	-	500
EQUIPMENT CONTRACTS	200		200	100		100
MAINT CONTRACTS - SYS	-	302	302	-	385	385
TOTAL MAINTENANCE CONTRACTS	1,000	302	1,302	600	385	985
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	777	777	-	597	597
CANVAS LIBRARY BAGS	-	333	333	-	384	384
LIBRARY CARDS	-	373	373	-	72	72
DVD REPAIR		33	33		80	80
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	100	2,016	2,116	600	1,133	1,733
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER	-		-			-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		2,853	2,853		2,893	2,893
TOTAL INSURANCE CHARGES	-	2,853	2,853	-	2,893	2,893
LAB & TECHNICAL EQUIP.		1,230	1,230		947	947
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	6,335	6,335	-	5,088	5,088
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	16,842	16,842	-	9,845	9,845
Centrally Ordered Materials	-	64,603	64,603	-	66,697	66,697
Specialized Titles / Individual Orders	-	12,546	12,546	-	11,441	11,441
TOTAL LIBRARY BOOKS & MEDIA	-	100,326	100,326	-	93,071	93,071
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,107	3,107	-	3,952	3,952
ELECTRICITY	-	7,600	7,600	-	8,480	8,480
TOTAL INTERFUND UTILITY EXPENDITURES	-	10,707	10,707	-	12,432	12,432
TOTAL INTERFUND EXP - COUNTY	-	5,082	5,082		5,530	5,530

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

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DESCRIPTION	As per Res 2019-20			As per Res 2020-16		
	2019	2019	2019	2020	2020	2020
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	4,020	526,463	530,483	4,520	531,834	536,354
REVENUE SOURCES						
COUNTY SHARE		503,475	503,475		512,117	512,117
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		4,039	4,039		3,936	3,936
SUB-TOTAL: SYSTEM APPROPRIATION	-	507,514	507,514	-	516,053	516,053
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	3,545	16,710	20,255	3,795	13,249	17,044
COPY MACHINES	79	372	451	146	511	657
PRINT COST RECOVERY	396	1,867	2,263	511	1,785	2,296
OTHER REVENUES	-	-	-	68	236	304
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	4,020	18,949	22,969	4,520	15,781	20,301
TOTAL REVENUE SOURCES	4,020	526,463	530,483	4,520	531,834	536,354

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	675	148,369	149,044	-	512,117	512,117
STATE AID	1,418	0	1,418	-	3,936	3,936
DIRECT INCOME	21,665	0	21,665	4,520	15,781	20,301
SUBTOTAL OTHER REVENUE	23,083	0	23,083	4,520	19,717	24,237
TOTAL REVENUE	23,758	148,369	172,127	4,520	531,834	536,354

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
AURORA TOWN PUBLIC LIBRARY**

Exhibit A

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,096	40	51,358	23,296	74,654
	1	LIBRARIAN I Total	2,096	40	59,742	26,314	86,056
	1	SENIOR LIBRARY CLERK CL	2,096	40	38,332	32,377	70,709
FT Total	3		6,288	120	149,432	81,987	231,419
	6	SENIOR PAGE PT Total	4,108	79	50,528	7,511	58,039
	5	PAGE (P.T.) Total	1,872	36	22,091	1,788	23,879
	2	LIBRARIAN I PT Total	1,040	20	22,400	3,271	25,671
	1	CARETAKER (PT) CL Total	832	16	12,941	1,049	13,990
	1	CLEANER (PT) CL Total	676	13	9,127	740	9,867
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	27,274	2,210	29,484
PT Total	17		10,504	202	144,361	16,569	160,930
Grand Total	20		16,792	322	293,793	98,556	392,349
		FTE and Average Cost per FTE	8.07				48,618
		Full Time Salaries			\$149,432		
		RPT Wages			\$0		
		Part Time Wages			\$144,361		
		Total Salaries & Wages			\$293,793		
		Grand Total			\$293,793	\$98,556	\$392,349