

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 17, 2020**

AGENDA ITEM NUMBER: E.2.b.

**RESOLUTION: 2020-39
Implementing 2020 Contracting
Library Contract Extension Provision**

BACKGROUND:

On June 18, 2020, the Board adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts. That resolution and the resulting 2020 contracts incorporated items to simplify 2021 start-up. They include the ability to extend the 2020 contract into 2021 – avoiding the November-December rush to extend 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 2021 requested budget amount as may be amended by the Board (for example by adopting the 2021 System budget) until such time as a final 2021 contract is adopted, not to exceed July 31, 2021.

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 2020-39.

RESOLUTION 2020-39

WHEREAS, on June 18, 2020, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2020 contracts incorporated a provision to extend the 2020 contract into 2021, thus avoiding the November-December rush to extend 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 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2021 budget allocation was not finalized until December 3, 2020 and New York State's allocation will not likely be finalized before April 2021, 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 2021 fiscal year on January 1, 2021, and

WHEREAS, the contract extension provision provides for allocations based upon the 2021 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 2021 contract is adopted, not to exceed July 31, 2021, 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 2020 contract extension as described above, with budgetary amounts based upon the 2021 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director 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 17, 2020.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

| DESCRIPTION | As per Res 2020-16 | | | As of Res 2020-38 | | |
|---|-------------------------|----------------|----------------|-------------------------|----------------|----------------|
| | 2020 | 2020 | 2020 | 2021 | 2021 | 2021 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| PERSONAL SERVICES | | | | | | |
| SALARIES & WAGES, FULL TIME | - | 149,432 | 149,432 | - | 152,696 | 152,696 |
| WAGES, REGULAR PART-TIME | | | - | | | - |
| WAGES, PART TIME | | 144,361 | 144,361 | | 149,667 | 149,667 |
| OVERTIME (Sunday) | | | - | | | - |
| OTHER (Vacation Buyout) | | | - | | | - |
| TOTAL SALARIES & WAGES | - | 293,793 | 293,793 | - | 302,363 | 302,363 |
| REDUCTION FRM PERS. SVCS ACCT | | | - | | | - |
| CONTRACTUAL SALARY RESERVES | | | - | | 3,785 | 3,785 |
| FRINGE BENEFITS | | | | | | |
| EMPLOYER FICA | | 22,470 | 22,470 | | 23,132 | 23,132 |
| EMPLOYEE HEALTH INSURANCE | | 30,252 | 30,252 | | 34,020 | 34,020 |
| DENTAL PLAN | | 1,122 | 1,122 | | 1,174 | 1,174 |
| WORKERS COMPENSATION | | 1,234 | 1,234 | | 1,421 | 1,421 |
| UNEMPLOYMENT INSURANCE | | 118 | 118 | | 717 | 717 |
| HOSPITAL & MEDICAL - RETIREES | | 19,053 | 19,053 | | 19,850 | 19,850 |
| HEALTH INSURANCE WAIVER | | - | - | | - | - |
| RETIREMENT | | 24,310 | 24,310 | | 24,901 | 24,901 |
| TOTAL FRINGE BENEFITS | - | 98,559 | 98,559 | - | 105,215 | 105,215 |
| OFFICE SUPPLIES | - | 2,782 | 2,782 | - | 3,068 | 3,068 |
| REPAIRS & MAINTENANCE CHARGES | | | | | | |
| OTHER SUPPLIES & MATERIALS | 1,450 | - | 1,450 | 1,450 | - | 1,450 |
| EQUIPMENT MAINTENANCE | 50 | | 50 | 50 | | 50 |
| REPAIRS & MAINT - MISC SYS | - | 950 | 950 | - | 1,872 | 1,872 |
| TOTAL REPAIRS & MAINTENANCE CHARGES | 1,500 | 950 | 2,450 | 1,500 | 1,872 | 3,372 |
| TRAVEL & MILEAGE EXPENSES | 400 | | 400 | 400 | | 400 |
| DUES & FEES | | | | | | |
| MEMBERSHIP & DUES | 20 | - | 20 | 20 | - | 20 |
| TRAINING & EDUCATION (NYSALB, etc.) | | 1,194 | 1,194 | | 1,088 | 1,088 |
| TOTAL DUES & FEES | 20 | 1,194 | 1,214 | 20 | 1,088 | 1,108 |
| UTILITY CHARGES | | | | | | |
| WATER | 550 | | 550 | 550 | | 550 |
| SEWER | 850 | | 850 | 850 | | 850 |
| TELECOMMUNICATIONS | | | - | | | - |
| - DATA LINES | - | 994 | 994 | - | 336 | 336 |
| - INTERNET - Internet access | - | 49 | 49 | - | 47 | 47 |
| - EQUIPMENT MAINT | - | - | - | - | - | - |
| - LOCAL AND LD PHONE SERVICE | - | 900 | 900 | - | 895 | 895 |
| TELEPHONE SUB-TOTAL | - | 1,943 | 1,943 | - | 1,278 | 1,278 |
| TOTAL UTILITY CHARGES | 1,400 | 1,943 | 3,343 | 1,400 | 1,278 | 2,678 |
| PROFESSIONAL SERVICE CONTRACT & FEES | | | | | | |
| ADVERTISING & PROMOTION | | 1,590 | 1,590 | | 1,770 | 1,770 |
| MOVIE LICENSING AGREEMENT | | 232 | 232 | | 232 | 232 |
| OVERDRIVE DOWNLOADABLE LICENSE | - | 324 | 324 | - | 324 | 324 |
| SIRSI SOFTWARE MAINTENANCE | - | 2,628 | 2,628 | - | 2,726 | 2,726 |
| RFID EQUIPMENT MAINTENANCE | | 1,528 | 1,528 | | 840 | 840 |
| COLLECTIONS AGENCY FEES | - | 1,795 | 1,795 | - | 1,004 | 1,004 |
| EAP SERVICES | - | 184 | 184 | - | 178 | 178 |
| ONLINE CATALOG (OCLC) | - | 2,544 | 2,544 | - | 2,596 | 2,596 |
| VITEC SOLUTIONS/COMPUTER SUPPORT | - | 2,039 | 2,039 | - | 2,026 | 2,026 |
| LEGAL FEES | - | 1,416 | 1,416 | - | 1,490 | 1,490 |
| RFID/OCR LABELS | | 1,908 | 1,908 | | 1,328 | 1,328 |
| OTHER PRINTED SUPPLIES | - | 34 | 34 | - | 34 | 34 |
| CONTRACT PROFESSIONAL SERVICES (DIRECT) | | - | - | | - | - |
| TOTAL PROFESSIONAL SERVICE CONTRACTS | - | 16,222 | 16,222 | - | 14,548 | 14,548 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

| DESCRIPTION | As per Res 2020-16 | | | As of Res 2020-38 | | |
|--|--------------------|---------------|-------------------------|-------------------|---------------|---------------|
| | 2020 | 2020 | 2020 | 2021 | 2021 | 2021 |
| | BUDGET | | | BUDGET | | |
| Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total | |
| MAINTENANCE CONTRACTS | | | | | | |
| OTHER SUP & MTLs - CONTRACT | 500 | - | 500 | 500 | - | 500 |
| EQUIPMENT CONTRACTS | 100 | - | 100 | 100 | - | 100 |
| MAINT CONTRACTS - SYS | - | 385 | 385 | - | 248 | 248 |
| TOTAL MAINTENANCE CONTRACTS | 600 | 385 | 985 | 600 | 248 | 848 |
| OTHER EXPENSES & CHARGES | | | | | | |
| LIBRARY MATERIALS PROCESSING SUPPLIES | - | 597 | 597 | - | 685 | 685 |
| CANVAS LIBRARY BAGS | - | 384 | 384 | - | 288 | 288 |
| LIBRARY CARDS | - | 72 | 72 | - | 34 | 34 |
| DVD REPAIR | - | 80 | 80 | - | 53 | 53 |
| 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 | 1,133 | 1,733 | 600 | 1,060 | 1,660 |
| RENTAL CHARGES | | | | | | |
| EQUIPMENT | - | - | - | - | - | - |
| OTHER | - | - | - | - | - | - |
| TOTAL RENTAL CHARGES | - | - | - | - | - | - |
| INSURANCE CHARGES | | | | | | |
| INSURANCE | - | - | - | - | - | - |
| GENERAL LIABILITY INSURANCE - SYS | - | 2,893 | 2,893 | - | 3,123 | 3,123 |
| TOTAL INSURANCE CHARGES | - | 2,893 | 2,893 | - | 3,123 | 3,123 |
| LAB & TECHNICAL EQUIP. | - | 947 | 947 | - | 1,138 | 1,138 |
| LIBRARY BOOKS & MEDIA | | | | | | |
| Serials (Magazines, Newspapers, Journals, Etc.) | - | 5,088 | 5,088 | - | 4,773 | 4,773 |
| On-line Databases (News, Health, Literary, Homework, Business, Etc.) | - | 9,845 | 9,845 | - | 7,491 | 7,491 |
| E-Content | - | - | - | - | 28,946 | 28,946 |
| Centrally Ordered Materials | - | 66,697 | 66,697 | - | 38,084 | 38,084 |
| Specialized Titles / Individual Orders | - | 11,441 | 11,441 | - | 8,009 | 8,009 |
| TOTAL LIBRARY BOOKS & MEDIA | - | 93,071 | 93,071 | - | 87,303 | 87,303 |
| INTERFUND UTILITY EXPENDITURES | | | | | | |
| NATURAL GAS | - | 3,952 | 3,952 | - | 4,546 | 4,546 |
| ELECTRICITY | - | 8,480 | 8,480 | - | 9,226 | 9,226 |
| TOTAL INTERFUND UTILITY EXPENDITURES | - | 12,432 | 12,432 | - | 13,772 | 13,772 |
| TOTAL INTERFUND EXP - COUNTY | - | 5,530 | 5,530 | - | 1,031 | 1,031 |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

| DESCRIPTION | As per Res 2020-16 | | | As of Res 2020-38 | | |
|--|-------------------------|------------------------------|----------------|-------------------------|------------------------------|----------------|
| | 2020 | 2020 | 2020 | 2021 | 2021 | 2021 |
| | BUDGET | | | BUDGET | | |
| | Contract Library Direct | System Paid | Total | Contract Library Direct | System Paid | Total |
| TOTAL OPERATING EXPENSES | 4,520 | 531,834 | 536,354 | 4,520 | 540,892 | 545,412 |
| REVENUE SOURCES | | | | | | |
| COUNTY SHARE | | 512,116 | 512,116 | | 527,136 | 527,136 |
| STATE AID (Member Aid) | | - | - | | - | - |
| STATE AID (Pass through System) | | 3,937 | 3,937 | | 3,543 | 3,543 |
| SUB-TOTAL: SYSTEM APPROPRIATION | - | 516,053 | 516,053 | - | 530,679 | 530,679 |
| 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 | 3,795 | 13,249 | 17,044 | 3,525 | 7,965 | 11,490 |
| COPY MACHINES | 146 | 511 | 657 | 186 | 420 | 606 |
| PRINT COST RECOVERY | 511 | 1,785 | 2,296 | 716 | 1,617 | 2,333 |
| OTHER REVENUES | 68 | 236 | 304 | 93 | 211 | 304 |
| MUNICIPAL SUPPORT | - | - | - | - | - | - |
| DONATIONS | - | - | - | - | - | - |
| FUNDRAISING | - | - | - | - | - | - |
| INTEREST INCOME | - | - | - | - | - | - |
| USE OF FUND BALANCE | - | - | - | - | - | - |
| OTHER INCOME | - | - | - | - | - | - |
| TOTAL DIRECT INCOME | 4,520 | 15,781 | 20,301 | 4,520 | 10,213 | 14,733 |
| TOTAL REVENUE SOURCES | 4,520 | 531,834 | 536,354 | 4,520 | 540,892 | 545,412 |

| COUNTY SHARE vs OTHER REVENUE | | | | | | |
|--------------------------------------|--------------|----------------|----------------|--------------|----------------|----------------|
| COUNTY SHARE | - | 512,117 | 512,117 | - | 527,136 | 527,136 |
| STATE AID | - | 3,936 | 3,936 | - | 3,543 | 3,543 |
| DIRECT INCOME | 4,520 | 15,781 | 20,301 | 4,520 | 10,213 | 14,733 |
| SUBTOTAL OTHER REVENUE | 4,520 | 19,717 | 24,237 | 4,520 | 13,756 | 18,276 |
| TOTAL REVENUE | 4,520 | 531,834 | 536,354 | 4,520 | 540,892 | 545,412 |

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.

