

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 16, 2021

AGENDA ITEM NUMBER: E.2.c.

RESOLUTION: 2021-42
Implementing 2021 Contracting
Library Contract Extension
Provision

BACKGROUND:

On June 17, 2021, the Board adopted Resolution 2021-14 which authorized executing 2021 contracting member library contracts. That resolution and the resulting 2021 contracts incorporated items to simplify 2022 start-up. They include the ability to extend the 2021 contract into 2022, 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 2022 requested budget amount as may be amended by the Board (for example by adopting the 2022 System budget) until such time as a final 2022 contract is adopted, not to exceed July 31, 2022.

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 2021-42.

RESOLUTION 2021-42

WHEREAS, on June 17, 2021, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2021-14, which authorized executing 2021 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2021 contracts incorporated a provision to extend the 2021 contract into 2022, 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 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2022 budget allocation was not finalized until December 2, 2021 and New York State's allocation likely will not be finalized before April 2022, 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 2022 fiscal year on January 1, 2022, and

WHEREAS, the contract extension provision provides for allocations based upon the 2022 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 2022 contract is adopted, not to exceed July 31, 2022, 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 2021 contract extension as described above, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or her 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 16, 2021.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	152,696	152,696	-	162,606	162,606
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		149,667	149,667		156,770	156,770
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	302,363	302,363	-	319,376	319,376
REDUCTION FRM PERS. SVCS ACCT			-		(7,484)	(7,484)
CONTRACTUAL SALARY RESERVES		3,785	3,785			-
FRINGE BENEFITS						
EMPLOYER FICA		23,132	23,132		24,433	24,433
EMPLOYEE HEALTH INSURANCE		34,020	34,020		31,560	31,560
DENTAL PLAN		1,174	1,174		1,174	1,174
WORKERS COMPENSATION		1,421	1,421		1,501	1,501
UNEMPLOYMENT INSURANCE		717	717		757	757
HOSPITAL & MEDICAL - RETIREES		19,850	19,850		20,277	20,277
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		24,901	24,901		23,329	23,329
TOTAL FRINGE BENEFITS	-	105,215	105,215	-	103,031	103,031
OFFICE SUPPLIES	-	3,068	3,068	-	2,518	2,518
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,450	-	1,450	1,350	-	1,350
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	1,872	1,872	-	2,017	2,017
TOTAL REPAIRS & MAINTENANCE CHARGES	1,500	1,872	3,372	1,400	2,017	3,417
TRAVEL & MILEAGE EXPENSES	400		400	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		1,088	1,088		859	859
TOTAL DUES & FEES	20	1,088	1,108	20	859	879
UTILITY CHARGES						
WATER	550		550	500		500
SEWER	850		850	900		900
TELECOMMUNICATIONS			-			-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	47	47	-	51	51
- EQUIPMENT MAINT	-		-	250		250
- LOCAL AND LD PHONE SERVICE	-	895	895	-	914	914
TELEPHONE SUB-TOTAL	-	1,278	1,278	250	1,301	1,551
TOTAL UTILITY CHARGES	1,400	1,278	2,678	1,650	1,301	2,951
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,770	1,770		2,213	2,213
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	2,726	2,726	-	2,806	2,806
RFID EQUIPMENT MAINTENANCE		840	840		870	870
COLLECTIONS AGENCY FEES	-	1,004	1,004	-	879	879
EAP SERVICES	-	178	178	-	195	195
ONLINE CATALOG (OCLC)	-	2,596	2,596	-	2,655	2,655
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,025	2,025	-	1,932	1,932
LEGAL FEES	-	1,490	1,490	-	1,566	1,566
RFID/OCR LABELS		1,328	1,328		1,180	1,180
OTHER PRINTED SUPPLIES	-	34	34	-	34	34
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	14,548	14,548	-	14,889	14,889

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total	
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	950	-	950
EQUIPMENT CONTRACTS	100	-	100	100	-	100
MAINT CONTRACTS - SYS	-	248	248	-	238	238
TOTAL MAINTENANCE CONTRACTS	600	248	848	1,050	238	1,288
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	685	685	-	183	183
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	288	288	-	346	346
LIBRARY CARDS	-	34	34	-	34	34
DVD REPAIR	-	53	53	-	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	1,060	1,660	600	616	1,216
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	7,875	-	7,875	-	-	-
TOTAL CONTINGENCY	7,875	-	7,875	-	-	-
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	3,123	3,123	-	3,318	3,318
TOTAL INSURANCE CHARGES	-	3,123	3,123	-	3,318	3,318
LAB & TECHNICAL EQUIP.						
		1,138	1,138		6,038	6,038
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	4,773	4,773	-	3,878	3,878
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	7,491	7,491	-	5,180	5,180
E-Content	-	28,946	28,946	-	46,624	46,624
Centrally Ordered Materials	-	38,084	38,084	-	33,576	33,576
Specialized Titles / Individual Orders	-	8,009	8,009	-	7,718	7,718
TOTAL LIBRARY BOOKS & MEDIA	-	87,303	87,303	-	96,976	96,976
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,546	4,546	-	4,150	4,150
ELECTRICITY	-	9,226	9,226	-	9,272	9,272
TOTAL INTERFUND UTILITY EXPENDITURES	-	13,772	13,772	-	13,422	13,422
TOTAL INTERFUND EXP - COUNTY		1,031	1,031		1,983	1,983

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

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DESCRIPTION	As per Res 2021-20			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	12,395	540,892	553,287	4,920	559,098	564,018
REVENUE SOURCES						
COUNTY SHARE	7,875	536,414	544,289		554,601	554,601
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		3,937	3,937		3,937	3,937
SUB-TOTAL: SYSTEM APPROPRIATION	7,875	540,351	548,226	-	558,538	558,538
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	2,715	324	3,039	3,142	358	3,500
COPY MACHINES	339	41	380	341	39	380
PRINT COST RECOVERY	1,358	163	1,521	1,347	153	1,500
OTHER REVENUES	108	13	121	90	10	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	4,520	541	5,061	4,920	560	5,480
TOTAL REVENUE SOURCES	12,395	540,892	553,287	4,920	559,098	564,018

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	7,875	536,414	544,289	-	554,601	554,601
STATE AID	-	3,937	3,937	-	3,937	3,937
DIRECT INCOME	4,520	541	5,061	4,920	560	5,480
SUBTOTAL OTHER REVENUE	4,520	4,478	8,998	4,920	4,497	9,417
TOTAL REVENUE	12,395	540,892	553,287	4,920	559,098	564,018

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**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR I Total	2,080	40	59,280	25,638	84,918
	1	LIBRARIAN I Total	2,080	40	63,361	27,147	90,508
	1	SENIOR LIBRARY CLERK CL Total	2,080	40	39,965	32,906	72,871
FT Total	3		6,240	120	162,606	85,691	248,297
	1	SENIOR PAGE PT Total	4,030	78	57,227	1,172	15,202
	4	PAGE (P.T.) Total	1,456	28	19,220	2,334	21,554
	2	LIBRARIAN I PT Total	1,248	24	28,104	3,998	32,102
	1	CARETAKER (PT) CL Total	832	16	14,068	1,175	15,243
	1	CLEANER (PT) CL Total	676	13	9,495	795	10,290
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	28,656	2,394	31,050
PT Total	11		7,176	138	113,573	11,868	125,441
Grand Total	19		16,458	317	319,376	103,031	422,407
		FTE and Average Cost per FTE	7.91				53,402
		Full Time Salaries			\$162,606		
		RPT Wages			\$0		
		Part Time Wages			\$113,573		
		Total Salaries & Wages			\$276,179		
		Grand Total			\$276,179	\$103,031	\$422,407