

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 16, 2022

AGENDA ITEM NUMBER: E.2.b.

RESOLUTION: 2022-21
Authorize Chair to Execute 2022
Contracts with Contracting Libraries

BACKGROUND:

During Erie County's 2022 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 Board of Trustees on December 16, 2021 adopted Resolution 2021-42, implementing the extension provision until such time as a final 2022 contract is adopted, not to exceed July 31, 2022. Funding was based upon the allocation contained in the 2022 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 2022 Board-adopted budget including adjustments subsequently approved by board resolution.

Other than updating dates, updating budget figures for 2022 as noted above, and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2021 contract. This resolution authorizes the Library Board Chair to execute 2022 contracts incorporating these items.

ACTION REQUIRED:
Motion to approve Resolution 2022-21.

RESOLUTION 2022-21

WHEREAS, budgetary allocations from Erie County and New York State to the Buffalo & Erie County Public Library constitute the vast majority of the financial resources supporting the contract with the “Public Library,” and

WHEREAS, Erie County’s 2022 allocation was not known until early 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 2022 fiscal year on January 1, 2022, and

WHEREAS, to meet 2022 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 16, 2021 adopted Resolution 2021-42, implementing the extension provision contained in the 2021 contract until such time as a final 2022 contract is adopted, not to exceed July 31, 2022, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County’s 2022 budget is now in place and the New York State budget has been adopted, and

WHEREAS, the impact of these changes is now known, allowing necessary budget adjustments to be made, now therefore be it

RESOLVED, that the Board of Trustees of the B&ECPL authorizes the Chair of the Board of Trustees to execute 2022 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2022 Board-adopted budget as amended.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 16, 2022.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	2021	2021 BUDGET	2021	2022	2022 BUDGET	2022
	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	-	2,026	2,026	-	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

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	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

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-20			As per Res 2022-12		
	2021	2021 BUDGET	2021	2022	2022 BUDGET	2022
	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		556,199	556,199
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		3,937	3,937	1,038	2,899	3,937
SUB-TOTAL: SYSTEM APPROPRIATION	7,875	540,351	548,226	1,038	559,098	560,136
DIRECT LOCAL INCOME						
FINES, LOST BOOKS, ETC	2,715	324	3,039	1,902	-	1,902
COPY MACHINES	339	41	380	380	-	380
PRINT COST RECOVERY	1,358	163	1,521	1,500	-	1,500
OTHER REVENUES	108	13	121	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	4,520	541	5,061	3,882	-	3,882
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	-	556,199	556,199
STATE AID	-	3,937	3,937	1,038	2,899	3,937
DIRECT INCOME	4,520	541	5,061	3,882	0	3,882
SUBTOTAL OTHER REVENUE	4,520	4,478	8,998	4,920	2,899	7,819
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

EXHIBIT A

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 To	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
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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
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Librarians Association Pay Scale
Effective 1/1/2022

	1	2	3	4	5	A	B	C	D	E	F
Grp 7	40,591	42,709	44,812	46,914	49,021	50,165	51,320	52,453	53,608	54,750	55,902
	1,561.20	1,642.64	1,723.52	1,804.40	1,885.44	1,929.44	1,973.84	2,017.44	2,061.84	2,105.76	2,150.08
	19.515	20.533	21.544	22.555	23.568	24.118	24.673	25.218	25.773	26.322	26.876
Grp 9	46,840	49,602	52,356	55,105	57,864	59,232	60,624	61,984	63,361	64,734	66,109
	1,801.52	1,907.76	2,013.68	2,119.44	2,225.52	2,278.16	2,331.68	2,384.00	2,436.96	2,489.76	2,542.64
	22.519	23.847	25.171	26.493	27.819	28.477	29.146	29.800	30.462	31.122	31.783
Grp 10	50,282	53,285	56,285	59,280	62,294	63,800	65,287	66,791	68,295	69,790	71,290
	1,933.92	2,049.44	2,164.80	2,280.00	2,395.92	2,453.84	2,511.04	2,568.88	2,626.72	2,684.24	2,741.92
	24.174	25.618	27.060	28.500	29.949	30.673	31.388	32.111	32.834	33.553	34.274
Grp 11	57,379	60,476	63,868	67,107	70,358	71,983	73,607	75,221	76,844	78,464	80,088
	2,206.88	2,326.00	2,456.48	2,581.04	2,706.08	2,768.56	2,831.04	2,893.12	2,955.52	3,017.84	3,080.32
	27.586	29.075	30.706	32.263	33.826	34.607	35.388	36.164	36.944	37.723	38.504
Grp 12	61,364	64,958	68,569	72,147	75,747	77,551	79,333	81,147	82,952	84,750	86,551
	2,360.16	2,498.40	2,637.28	2,774.88	2,913.36	2,982.72	3,051.28	3,121.04	3,190.48	3,259.60	3,328.88
	29.502	31.230	32.966	34.686	36.417	37.284	38.141	39.013	39.881	40.745	41.611
Grp 13	66,991	70,916	74,876	78,824	82,742	84,731	86,699	88,689	90,673	92,662	94,644
	2,576.56	2,727.52	2,879.84	3,031.68	3,182.40	3,258.88	3,334.56	3,411.12	3,487.44	3,563.92	3,640.16
	32.207	34.094	35.998	37.896	39.780	40.736	41.682	42.639	43.593	44.549	45.502
Grp 14	74,668	79,121	83,524	87,953	92,383	94,598	96,830	99,064	101,286	103,507	105,728
	2,871.84	3,043.12	3,212.48	3,382.80	3,553.20	3,638.40	3,724.24	3,810.16	3,895.60	3,981.04	4,066.48
	35.898	38.039	40.156	42.285	44.415	45.480	46.553	47.627	48.695	49.763	50.831
Sunday in Charge	38.427		Sunday Reference	33.779		PT in Charge	25.618				

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU

Erie County
 Pay Scale Report
 Pay Area: 33: AFSCME CMU

For: 01/01/2022

Page: 1
 Date: 06/20/2021
 Time: 11:38:37

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	29216 1123.68 14.046	31059 1194.56 14.932	32442 1247.76 15.597	33823 1300.88 16.261	34748 1336.48 16.706	35668 1371.84 17.148	36244 1394.00 17.425	36814 1415.92 17.699	37386 1437.92 17.974	37960 1460.00 18.250	38532 1482.00 18.525
GRP 02	29779 1145.36 14.317	31678 1218.40 15.230	33103 1273.20 15.915	34530 1328.08 16.601	35479 1364.56 17.057	36431 1401.20 17.515	37032 1424.32 17.804	37644 1447.84 18.098	38232 1470.48 18.381	38836 1493.68 18.671	39437 1516.80 18.960
GRP 03	30863 1187.04 14.838	32864 1264.00 15.800	34364 1321.68 16.521	35861 1379.28 17.241	36860 1417.68 17.721	37860 1456.16 18.202	38490 1480.40 18.505	39144 1505.52 18.819	39765 1529.44 19.118	40398 1553.76 19.422	41030 1578.08 19.726
GRP 04	31784 1222.48 15.281	33900 1303.84 16.298	35491 1365.04 17.063	37080 1426.16 17.827	38139 1466.88 18.336	39193 1507.44 18.843	39863 1533.20 19.165	40523 1558.56 19.482	41203 1584.72 19.809	41872 1610.48 20.131	42538 1636.08 20.451
GRP 05	33623 1293.20 16.165	35922 1381.60 17.270	37648 1448.00 18.100	39372 1514.32 18.929	40523 1558.56 19.482	41673 1602.80 20.035	42476 1633.68 20.421	43281 1664.64 20.808	44088 1695.68 21.196	44891 1726.56 21.582	45689 1757.28 21.966
GRP 06	36117 1389.12 17.364	38773 1491.28 18.641	40766 1567.92 19.599	42756 1644.48 20.556	44088 1695.68 21.196	45417 1746.80 21.835	46444 1786.32 22.329	47466 1825.60 22.820	48470 1864.24 23.303	49481 1903.12 23.789	50498 1942.24 24.278
GRP 07	38759 1490.72 18.634	41912 1612.00 20.150	44277 1702.96 21.287	46646 1794.08 22.426	48223 1854.72 23.184	49797 1915.28 23.941	50964 1960.16 24.502	52123 2004.72 25.059	53279 2049.20 25.615	54446 2094.08 26.176	55615 2139.04 26.738
GRP 08	41625 1600.96 20.012	45234 1739.76 21.747	47940 1843.84 23.048	50648 1948.00 24.350	52453 2017.44 25.218	54261 2086.96 26.087	55551 2136.56 26.707	56832 2185.84 27.323	58117 2235.28 27.941	59396 2284.48 28.556	60692 2334.32 29.179

EXHIBIT B

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU

Erie County
 Pay Scale Report
 Pay Area: 30: CMU

For: 01/01/2022

Page: 1
 Date: 06/20/2021
 Time: 11:39:02

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	30164 1160.16 14.502	31905 1227.12 15.339	32985 1268.64 15.858	34087 1311.04 16.388	35179 1353.04 16.913	36263 1394.72 17.434	36806 1415.60 17.695	37355 1436.72 17.959	37889 1457.28 18.216	38443 1478.56 18.482	38977 1499.12 18.739
GRP 02	30697 1180.64 14.758	32465 1248.64 15.608	33611 1292.72 16.159	34734 1335.92 16.699	35872 1379.68 17.246	36997 1422.96 17.787	37561 1444.64 18.058	38143 1467.04 18.338	38696 1488.32 18.604	39258 1509.92 18.874	39824 1531.68 19.146
GRP 03	31728 1220.32 15.254	33563 1290.88 16.136	34755 1336.72 16.709	35947 1382.56 17.282	37128 1428.00 17.850	38345 1474.80 18.435	38938 1497.60 18.720	39551 1521.20 19.015	40140 1543.84 19.298	40741 1566.96 19.587	41334 1589.76 19.872
GRP 04	32964 1267.84 15.848	34886 1341.76 16.772	36140 1390.00 17.375	37405 1438.64 17.983	38688 1488.00 18.600	39965 1537.12 19.214	40606 1561.76 19.522	41221 1585.44 19.818	41866 1610.24 20.128	42499 1634.56 20.432	43129 1658.80 20.735
GRP 05	34701 1334.64 16.683	36729 1412.64 17.658	38135 1466.72 18.334	39508 1519.52 18.994	40916 1573.68 19.671	42309 1627.28 20.341	43066 1656.40 20.705	43826 1685.60 21.070	44591 1715.04 21.438	45350 1744.24 21.803	46112 1773.52 22.169
GRP 06	37059 1425.36 17.817	39233 1508.96 18.862	40895 1572.88 19.661	42540 1636.16 20.452	44181 1699.28 21.241	45852 1763.52 22.044	46821 1800.80 22.510	47784 1837.84 22.973	48728 1874.16 23.427	49695 1911.36 23.892	50656 1948.32 24.354
GRP 07	39555 1521.36 19.017	41893 1611.28 20.141	43915 1689.04 21.113	45943 1767.04 22.088	47967 1844.88 23.061	49980 1922.32 24.029	51081 1964.64 24.558	52177 2006.80 25.085	53279 2049.20 25.615	54371 2091.20 26.140	55478 2133.76 26.672
GRP 08	42259 1625.36 20.317	44768 1721.84 21.523	47137 1812.96 22.662	49506 1904.08 23.801	51859 1994.56 24.932	54209 2084.96 26.062	55428 2131.84 26.648	56632 2178.16 27.227	57843 2224.72 27.809	59062 2271.60 28.395	60278 2318.40 28.980

BUFFALO & ERIE COUNTY PUBLIC LIBRARY**PAGE & SR. PAGE HOURLY WAGE RATES****EFFECTIVE DATE: DECEMBER 31, 2021****PAGE and SENIOR PAGE WAGE SCALES****December 31, 2021 - December 30, 2022****PAGE****Step 1**

\$13.20

SENIOR PAGE**Step 1**

\$14.20

NOTES:

Wage scales reflect rates approved as part of the 2021 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.

Contract Library Aurora		Branch East Aurora		
2022 Schedule of Public Service Hours				
Winter Hours				
Total hours		45		
Sunday Hours start on:				
Sunday Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	10	8		
Tuesday	10	6		
Wednesday	10	6		
Thursday	10	8		
Friday	10	5		
Saturday	10	3		
Summer Hours				
Total hours		45		
Summer Hours start on:				
Summer Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	10	8		
Tuesday	10	8		
Wednesday	10	6		
Thursday	10	8		
Friday	10	7		
Saturday	10	3		