

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: June 15, 2023

AGENDA ITEM NUMBER: E.2.a.

RESOLUTION: 2023-17
Authorize Chair to Execute 2023
Contracts with Contracting Libraries

BACKGROUND:

During Erie County's 2023 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 15, 2022, adopted Resolution 2022-48 implementing the extension provision until such time as a final 2023 contract is adopted, not to exceed July 31, 2023. Funding was based upon the allocation contained in the 2023 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 2023 Board-adopted budget including adjustments subsequently approved by board resolution.

Over the past year, Library administration has worked with the Association of Contracting Library Trustees to review the contract and recommend improvements. The first recommendation, to include a descriptive table of contents (TOC) and plain English heading titles, has been incorporated into the contract.

Other than the TOC and headings; updating dates; updating budget figures for 2023 as noted above; and updating policy based exhibits to their current adopted versions, there are no material changes in the contract documents vs. the 2022 contract. This resolution authorizes the Library Board Chairperson to execute 2023 contracts incorporating these items.

ACTION REQUIRED:

Motion to approve Resolution 2023-17.

RESOLUTION 2023-17

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 2023 allocation was not known until early December, and New York State's overall allocation was adopted in early May, 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 2023 fiscal year on January 1, 2023, and

WHEREAS, to meet 2023 operating expenditure needs of the contracting libraries, the B&ECPL Board of Trustees on December 15, 2022 adopted Resolution 2022-48 implementing the extension provision contained in the 2022 contract until such time as a final 2023 contract is adopted, not to exceed July 31, 2023, whichever was earlier, with budgetary amounts based upon the 2023 Board adopted budget and any subsequent modifications thereof, and

WHEREAS, Erie County's 2023 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 2023 contracts subject to the terms and conditions noted above and with budget figures reflecting the 2023 Board-adopted budget as amended.

Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on June 15, 2023.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47		
	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	162,606	162,606	-	168,763	168,763
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		156,770	156,770		162,212	162,212
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	319,376	319,376	-	330,975	330,975
REDUCTION FRM PERS. SVCS ACCT		(7,484)	(7,484)			-
CONTRACTUAL SALARY RESERVES			-		19,098	19,098
FRINGE BENEFITS						
EMPLOYER FICA		24,433	24,433		25,318	25,318
EMPLOYEE HEALTH INSURANCE		31,560	31,560		33,443	33,443
DENTAL PLAN		1,174	1,174		636	636
WORKERS COMPENSATION		1,501	1,501		2,186	2,186
UNEMPLOYMENT INSURANCE		757	757		596	596
HOSPITAL & MEDICAL - RETIREES		20,277	20,277		18,985	18,985
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		23,329	23,329		23,160	23,160
TOTAL FRINGE BENEFITS	-	103,031	103,031	-	104,324	104,324
OFFICE SUPPLIES	-	2,518	2,518	-	2,945	2,945
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,350	-	1,350	1,500	-	1,500
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	2,017	2,017	-	1,901	1,901
TOTAL REPAIRS & MAINTENANCE CHARGES	1,400	2,017	3,417	1,550	1,901	3,451
TRAVEL & MILEAGE EXPENSES	200		200	200		200
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		859	859		904	904
TOTAL DUES & FEES	20	859	879	20	904	924
UTILITY CHARGES						
WATER	500		500	550		550
SEWER	900		900	1,000		1,000
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	51	51	-	54	54
- EQUIPMENT MAINT	250		250	500		500
- LOCAL AND LD PHONE SERVICE	-	914	914	-	936	936
TELEPHONE SUB-TOTAL	250	1,301	1,551	500	1,542	2,042
TOTAL UTILITY CHARGES	1,650	1,301	2,951	2,050	1,542	3,592
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,213	2,213		2,535	2,535
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	2,806	2,806	-	2,875	2,875
RFID EQUIPMENT MAINTENANCE		870	870		888	888
COLLECTIONS AGENCY FEES	-	879	879	-		-
EAP SERVICES	-	195	195	-	207	207
ONLINE CATALOG (OCLC)	-	2,655	2,655	-	2,704	2,704
VITEC SOLUTIONS/COMPUTER SUPPORT	-	1,932	1,932	-	2,000	2,000
LEGAL FEES	-	1,566	1,566	-	1,710	1,710
RFID/OCR LABELS		1,180	1,180		169	169
OTHER PRINTED SUPPLIES	-	34	34	-	46	46
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	14,889	14,889	-	13,580	13,580

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47		
	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	950	-	950	500	-	500
EQUIPMENT CONTRACTS	100		100	100		100
MAINT CONTRACTS - SYS	-	238	238	-	141	141
TOTAL MAINTENANCE CONTRACTS	1,050	238	1,288	600	141	741
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	183	183	-	250	250
RFID LABELS (NON-PRINT)	-		-	-	845	845
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	346	346	-	245	245
LIBRARY CARDS	-	34	34	-		-
DVD REPAIR		53	53		68	68
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	616	1,216	600	1,408	2,008
CONTINGENCY						
MISCELLANEOUS-Additional System Aid			-			-
TOTAL CONTINGENCY	-	-	-	-	-	-
RENTAL CHARGES						
EQUIPMENT			-			-
OTHER	-		-	-		-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		3,318	3,318		3,305	3,305
TOTAL INSURANCE CHARGES	-	3,318	3,318	-	3,305	3,305
LAB & TECHNICAL EQUIP.		6,038	6,038		1,591	1,591
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,878	3,878	-	6,707	6,707
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	5,180	5,180	-	6,560	6,560
E-Content		46,624	46,624		41,015	41,015
Centrally Ordered Materials	-	33,576	33,576	-	37,748	37,748
Specialized Titles / Individual Orders	-	7,718	7,718	-	10,571	10,571
TOTAL LIBRARY BOOKS & MEDIA	-	96,976	96,976	-	102,601	102,601
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,150	4,150	-	6,532	6,532
ELECTRICITY	-	9,272	9,272	-	11,654	11,654
TOTAL INTERFUND UTILITY EXPENDITURES	-	13,422	13,422	-	18,186	18,186
TOTAL INTERFUND EXP - COUNTY		1,983	1,983		2,193	2,193

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2022-12			Per Res 2022-47		
	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	4,920	559,098	564,018	5,020	604,694	609,714
REVENUE SOURCES						
COUNTY SHARE		556,199	544,289		603,233	603,233
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)	1,038	2,899	3,937	2,670	1,461	4,131
SUB-TOTAL: SYSTEM APPROPRIATION	1,038	559,098	548,226	2,670	604,694	607,364
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	1,902	-	1,902	50	-	50
COPY MACHINES	380	-	380	500	-	500
PRINT COST RECOVERY	1,500	-	1,500	1,700	-	1,700
OTHER REVENUES	100	-	100	100	-	100
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	3,882	-	3,882	2,350	-	2,350
TOTAL REVENUE SOURCES	4,920	559,098	552,108	5,020	604,694	609,714

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	556,199	544,289	-	603,233	603,233
STATE AID	1,038	2,899	3,937	2,670	1,461	4,131
DIRECT INCOME	3,882	0	3,882	2,350	0	2,350
SUBTOTAL OTHER REVENUE	4,920	2,899	7,819	5,020	1,461	6,481
TOTAL REVENUE	4,920	559,098	552,108	5,020	604,694	609,714

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.

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

Payscale Type: Librarians

Erie County
 Pay Scale Report
 Pay Area: 19: Librarians

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:20:58

	0	1	2	3	4	5	A	B	C	D	E	F
GRP 07		41606	43776	45933	48088	50247	51420	52603	53764	54947	56118	57300
		1600.24	1683.68	1766.64	1849.52	1932.56	1977.68	2023.20	2067.84	2113.36	2158.40	2203.84
		20.003	21.046	22.083	23.119	24.157	24.721	25.290	25.848	26.417	26.980	27.548
GRP 09		48011	50841	53664	56482	59309	60713	62140	63534	64946	66352	67762
		1846.56	1955.44	2064.00	2172.40	2281.12	2335.12	2390.00	2443.60	2497.92	2552.00	2606.24
		23.082	24.443	25.800	27.155	28.514	29.189	29.875	30.545	31.224	31.900	32.578
GRP 10		51538	54617	57693	60763	63852	65395	66920	68461	70002	71535	73072
		1982.24	2100.64	2218.96	2337.04	2455.84	2515.20	2573.84	2633.12	2692.40	2751.36	2810.48
		24.778	26.258	27.737	29.213	30.698	31.440	32.173	32.914	33.655	34.392	35.131
GRP 11		58814	62123	65466	68786	72118	73782	75448	77101	78765	80425	82089
		2262.08	2389.36	2517.92	2645.60	2773.76	2837.76	2901.84	2965.44	3029.44	3093.28	3157.28
		28.276	29.867	31.474	33.070	34.672	35.472	36.273	37.068	37.868	38.666	39.466
GRP 12		62899	66583	70283	73950	77640	79489	81318	83175	85026	86869	88714
		2419.20	2560.88	2703.20	2844.24	2986.16	3057.28	3127.60	3199.04	3270.24	3341.12	3412.08
		30.240	32.011	33.790	35.553	37.327	38.216	39.095	39.988	40.878	41.764	42.651
GRP 13		68665	72688	76748	80793	84812	86848	88866	90906	92941	94979	97011
		2640.96	2795.68	2951.84	3107.44	3262.00	3340.32	3417.92	3496.40	3574.64	3653.04	3731.20
		33.012	34.946	36.898	38.843	40.775	41.754	42.724	43.705	44.683	45.663	46.640
GRP 14		76534	81099	85613	90151	94692	96963	99251	101541	103817	106095	108372
		2943.60	3119.20	3292.80	3467.36	3642.00	3729.36	3817.36	3905.44	3992.96	4080.56	4168.16
		36.795	38.990	41.160	43.342	45.525	46.617	47.717	48.818	49.912	51.007	52.102
GRP 50		72010										
		2769.60										
		34.620										

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

Payscale Type: CMU White

Erie County
 Pay Scale Report
 Pay Area: 30: CMU

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:29:24

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	36779	38590	39711	40860	41995	43120	43686	44256	44814	45388	45945
	1414.56	1484.24	1527.36	1571.52	1615.20	1658.48	1680.24	1702.16	1723.60	1745.68	1767.12
	17.682	18.553	19.092	19.644	20.190	20.731	21.003	21.277	21.545	21.821	22.089
GRP 02	37332	39171	40362	41531	42715	43884	44470	45078	45652	46236	46825
	1435.84	1506.56	1552.40	1597.36	1642.88	1687.84	1710.40	1733.76	1755.84	1778.32	1800.96
	17.948	18.832	19.405	19.967	20.536	21.098	21.380	21.672	21.948	22.229	22.512
GRP 03	38405	40312	41552	42792	44021	45286	45904	46542	47154	47778	48395
	1477.12	1550.48	1598.16	1645.84	1693.12	1741.76	1765.52	1790.08	1813.60	1837.60	1861.36
	18.464	19.381	19.977	20.573	21.164	21.772	22.069	22.376	22.670	22.970	23.267
GRP 04	39691	41689	42994	44308	45644	46973	47638	48279	48949	49606	50261
	1526.56	1603.44	1653.60	1704.16	1755.52	1806.64	1832.24	1856.88	1882.64	1907.92	1933.12
	19.082	20.043	20.670	21.302	21.944	22.583	22.903	23.211	23.533	23.849	24.164
GRP 05	41496	43605	45067	46496	47961	49410	50197	50987	51784	52572	53364
	1596.00	1677.12	1733.36	1788.32	1844.64	1900.40	1930.64	1961.04	1991.68	2022.00	2052.48
	19.950	20.964	21.667	22.354	23.058	23.755	24.133	24.513	24.896	25.275	25.656
GRP 06	43950	46209	47938	49650	51357	53094	54101	55103	56085	57092	58090
	1690.40	1777.28	1843.76	1909.60	1975.28	2042.08	2080.80	2119.36	2157.12	2195.84	2234.24
	21.130	22.216	23.047	23.870	24.691	25.526	26.010	26.492	26.964	27.448	27.928
GRP 07	46546	48978	51081	53190	55293	57387	58531	59671	60819	61955	63105
	1790.24	1883.76	1964.64	2045.76	2126.64	2207.20	2251.20	2295.04	2339.20	2382.88	2427.12
	22.378	23.547	24.558	25.572	26.583	27.590	28.140	28.688	29.240	29.786	30.339
GRP 08	49358	51967	54429	56894	59340	61784	63053	64305	65564	66832	68097
	1898.40	1998.72	2093.44	2188.24	2282.32	2376.32	2425.12	2473.28	2521.68	2570.48	2619.12
	23.730	24.984	26.168	27.353	28.529	29.704	30.314	30.916	31.521	32.131	32.739

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

Payscale Type: CMU Blue

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

For: 01/01/2023

Page: 1
 Date: 05/02/2023
 Time: 12:29:51

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	35793 1376.64 17.208	37708 1450.32 18.129	39148 1505.68 18.821	40583 1560.88 19.511	41546 1597.92 19.974	42503 1634.72 20.434	43102 1657.76 20.722	43695 1680.56 21.007	44289 1703.44 21.293	44886 1726.40 21.580	45481 1749.28 21.866
GRP 02	36379 1399.20 17.490	38353 1475.12 18.439	39836 1532.16 19.152	41319 1589.20 19.865	42305 1627.12 20.339	43297 1665.28 20.816	43921 1689.28 21.116	44558 1713.76 21.422	45169 1737.28 21.716	45797 1761.44 22.018	46421 1785.44 22.318
GRP 03	37507 1442.56 18.032	39587 1522.56 19.032	41147 1582.56 19.782	42704 1642.48 20.531	43742 1682.40 21.030	44782 1722.40 21.530	45438 1747.60 21.845	46118 1773.76 22.172	46765 1798.64 22.483	47422 1823.92 22.799	48079 1849.20 23.115
GRP 04	38463 1479.36 18.492	40664 1564.00 19.550	42320 1627.68 20.346	43971 1691.20 21.140	45072 1733.52 21.669	46170 1775.76 22.197	46867 1802.56 22.532	47551 1828.88 22.861	48258 1856.08 23.201	48955 1882.88 23.536	49648 1909.52 23.869
GRP 05	40377 1552.96 19.412	42767 1644.88 20.561	44562 1713.92 21.424	46355 1782.88 22.286	47551 1828.88 22.861	48747 1874.88 23.436	49583 1907.04 23.838	50419 1939.20 24.240	51260 1971.52 24.644	52094 2003.60 25.045	52926 2035.60 25.445
GRP 06	42971 1652.72 20.659	45733 1758.96 21.987	47805 1838.64 22.983	49874 1918.24 23.978	51260 1971.52 24.644	52641 2024.64 25.308	53710 2065.76 25.822	54773 2106.64 26.333	55817 2146.80 26.835	56869 2187.28 27.341	57926 2227.92 27.849
GRP 07	45716 1758.32 21.979	48996 1884.48 23.556	51455 1979.04 24.738	53920 2073.84 25.923	55559 2136.88 26.711	57198 2199.92 27.499	58411 2246.56 28.082	59615 2292.88 28.661	60819 2339.20 29.240	62032 2385.84 29.823	63249 2432.64 30.408
GRP 08	48697 1872.96 23.412	52451 2017.36 25.217	55266 2125.60 26.570	58082 2233.92 27.924	59960 2306.16 28.827	61838 2378.40 29.730	63180 2430.00 30.375	64513 2481.28 31.016	65851 2532.72 31.659	67180 2583.84 32.298	68528 2635.68 32.946

BUFFALO & ERIE COUNTY PUBLIC LIBRARY**PAGE & SR. PAGE HOURLY WAGE RATES**

EFFECTIVE DATE: DECEMBER 31, 2022

PAGE and SENIOR PAGE WAGE SCALES

December 31, 2022 - December 30, 2023

PAGE**Step 1**

\$14.20

SENIOR PAGE**Step 1**

\$15.20

NOTES:

Wage scales reflect rates approved as part of the 2023 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.