

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: GRAND ISLAND MEMORIAL LIBRARY**

DESCRIPTION	As per Res 2019-20			As per Res 2020-16		
	2019	2019	2019	2020	2020	2020
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>PERSONAL SERVICES</b>						
SALARIES & WAGES, FULL TIME		184,600	184,600	-	189,183	189,183
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		68,398	68,398		71,015	71,015
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		1,248	1,248		996	996
<b>TOTAL SALARIES &amp; WAGES</b>	-	<b>254,246</b>	<b>254,246</b>	-	<b>261,194</b>	<b>261,194</b>
<b>REDUCTION FRM PERS. SVCS ACCT</b>		<b>(2,500)</b>	<b>(2,500)</b>			-
<b>FRINGE BENEFITS</b>						
EMPLOYER FICA		19,450	19,450		19,976	19,976
EMPLOYEE HEALTH INSURANCE	-	53,868	53,868		69,120	69,120
DENTAL PLAN	-	2,250	2,250		2,792	2,792
WORKERS COMPENSATION		1,080	1,080		1,093	1,093
UNEMPLOYMENT INSURANCE		172	172		104	104
HOSPITAL & MEDICAL - RETIREES		24,074	24,074		24,121	24,121
HEALTH INSURANCE WAIVER		1,200	1,200			-
RETIREMENT		26,502	26,502		24,613	24,613
<b>TOTAL FRINGE BENEFITS</b>	-	<b>128,596</b>	<b>128,596</b>	-	<b>141,819</b>	<b>141,819</b>
<b>OFFICE SUPPLIES</b>	-	<b>2,988</b>	<b>2,988</b>	-	<b>3,331</b>	<b>3,331</b>
<b>REPAIRS &amp; MAINTENANCE CHARGES</b>						
OTHER SUPPLIES & MATERIALS		-	-	100	-	100
EQUIPMENT MAINTENANCE	200	-	200	100		100
REPAIRS & MAINT - MISC SYS	-	772	772	-	842	842
<b>TOTAL REPAIRS &amp; MAINTENANCE CHARGES</b>	<b>200</b>	<b>772</b>	<b>972</b>	<b>200</b>	<b>842</b>	<b>1,042</b>
<b>TRAVEL &amp; MILEAGE EXPENSES</b>	<b>450</b>		<b>450</b>	<b>450</b>		<b>450</b>
<b>DUES &amp; FEES</b>						
MEMBERSHIP & DUES	80	-	80	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)	-	1,033	1,033		1,063	1,063
<b>TOTAL DUES &amp; FEES</b>	<b>80</b>	<b>1,033</b>	<b>1,113</b>	<b>20</b>	<b>1,063</b>	<b>1,083</b>
<b>UTILITY CHARGES</b>						
WATER	200		200	200		200
SEWER	250		250	300		300
TELECOMMUNICATIONS			-			-
- DATA LINES		994	994	-	994	994
- INTERNET - Internet access		41	41	-	41	41
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE		600	600	-	900	900
<b>TELEPHONE SUB-TOTAL</b>	<b>-</b>	<b>1,635</b>	<b>1,635</b>	<b>-</b>	<b>1,935</b>	<b>1,935</b>
<b>TOTAL UTILITY CHARGES</b>	<b>450</b>	<b>1,635</b>	<b>2,085</b>	<b>500</b>	<b>1,935</b>	<b>2,435</b>
<b>PROFESSIONAL SERVICE CONTRACT &amp; FEES</b>						
ADVERTISING & PROMOTION		1,055	1,055		1,040	1,040
MOVIE LICENSING AGREEMENT		222	222		232	232
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	2,242	2,242	-	2,174	2,174
RFID EQUIPMENT MAINTENANCE		1,379	1,379		1,413	1,413
COLLECTIONS AGENCY FEES	-	979	979	-	820	820
EAP SERVICES	-	163	163	-	156	156
ONLINE CATALOG (OCLC)	-	1,772	1,772	-	1,664	1,664
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,768	2,768	-	2,689	2,689
LEGAL FEES	-	1,371	1,371	-	1,255	1,255
RFID/OCR LABELS		1,055	1,055		1,248	1,248
OTHER PRINTED SUPPLIES	-	22	22	-	26	26
CONTRACT PROFESSIONAL SERVICES (DIRECT)	-	-	-	1,100	-	1,100
<b>TOTAL PROFESSIONAL SERVICE CONTRACTS</b>	<b>-</b>	<b>13,352</b>	<b>13,352</b>	<b>1,100</b>	<b>13,041</b>	<b>14,141</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

Exhibit A

**BUDGET: GRAND ISLAND MEMORIAL 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
<b>MAINTENANCE CONTRACTS</b>						
OTHER SUP & MTLs - CONTRACT	500	-	500	400	-	400
EQUIPMENT CONTRACTS	500		500	500		500
MAINT CONTRACTS - SYS	-	256	256		254	254
<b>TOTAL MAINTENANCE CONTRACTS</b>	<b>1,000</b>	<b>256</b>	<b>1,256</b>	<b>900</b>	<b>254</b>	<b>1,154</b>
<b>OTHER EXPENSES &amp; CHARGES</b>						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	502	502	-	390	390
CANVAS LIBRARY BAGS	-	200	200	-	231	231
LIBRARY CARDS	-	233	233	-	44	44
DVD REPAIR		21	21		52	52
MISC PROGRAM EXPENSES		500	500	500		500
NYS DISABILITY	-		-	-		-
POSTAGE	200		200	200		200
PRINTING			-			-
ADVERTISING	-		-			-
TRAINING			-			-
REFUSE PICKUP			-			-
BANK CHARGES			-			-
JANITORIAL SERVICES			-			-
OTHER EXPENSES			-			-
<b>TOTAL OTHER EXPENSES &amp; CHARGES</b>	<b>200</b>	<b>1,456</b>	<b>1,656</b>	<b>700</b>	<b>717</b>	<b>1,417</b>
<b>RENTAL CHARGES</b>						
EQUIPMENT			-			-
OTHER			-			-
<b>TOTAL RENTAL CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE CHARGES</b>						
INSURANCE			-			-
GENERAL LIABILITY INSURANCE - SYS		2,470	2,470		2,563	2,563
<b>TOTAL INSURANCE CHARGES</b>	<b>-</b>	<b>2,470</b>	<b>2,470</b>	<b>-</b>	<b>2,563</b>	<b>2,563</b>
<b>LAB &amp; TECHNICAL EQUIP.</b>		<b>1,411</b>	<b>1,411</b>		<b>1,162</b>	<b>1,162</b>
<b>LIBRARY BOOKS &amp; MEDIA</b>						
Serials (Magazines, Newspapers, Journals, Etc.)	-	6,735	6,735	-	5,668	5,668
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	10,521	10,521	-	6,078	6,078
Centrally Ordered Materials	-	41,813	41,813	-	43,626	43,626
Specialized Titles / Individual Orders	-	6,592	6,592	-	7,337	7,337
<b>TOTAL LIBRARY BOOKS &amp; MEDIA</b>	<b>-</b>	<b>65,661</b>	<b>65,661</b>	<b>-</b>	<b>62,709</b>	<b>62,709</b>
<b>INTERFUND UTILITY EXPENDITURES</b>						
NATURAL GAS	-	3,423	3,423	-	3,326	3,326
ELECTRICITY	-	13,408	13,408	-	13,956	13,956
<b>TOTAL INTERFUND UTILITY EXPENDITURES</b>	<b>-</b>	<b>16,831</b>	<b>16,831</b>	<b>-</b>	<b>17,282</b>	<b>17,282</b>
<b>TOTAL INTERFUND EXP - COUNTY</b>	<b>-</b>	<b>4,399</b>	<b>4,399</b>		<b>4,899</b>	<b>4,899</b>

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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
<b>TOTAL OPERATING EXPENSES</b>	<b>2,380</b>	<b>492,606</b>	<b>494,986</b>	<b>3,870</b>	<b>512,811</b>	<b>516,681</b>
<b>REVENUE SOURCES</b>						
COUNTY SHARE		478,960	478,960	-	501,053	501,053
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		5,971	5,971		5,819	5,819
<b>SUB-TOTAL: SYSTEM APPROPRIATION</b>	<b>-</b>	<b>484,931</b>	<b>484,931</b>	<b>-</b>	<b>506,872</b>	<b>506,872</b>
<b>DIRECT LOCAL INCOME</b>	<b>Contract Library Direct</b>	<b>Return to System (CHR Share)</b>	<b>TOTAL</b>	<b>Contract Library Direct</b>	<b>Return to System (CHR Share)</b>	<b>TOTAL</b>
FINES, LOST BOOKS, ETC	1,960	7,142	9,102	2,961	4,543	7,504
COPY MACHINES		-	-	-	-	-
PRINT COST RECOVERY	420	1,533	1,953	881	1,352	2,233
OTHER REVENUES	-	-	-	28	44	72
MUNICIPAL SUPPORT						
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE						
OTHER INCOME						
<b>TOTAL DIRECT INCOME</b>	<b>2,380</b>	<b>8,675</b>	<b>11,055</b>	<b>3,870</b>	<b>5,939</b>	<b>9,809</b>
<b>TOTAL REVENUE SOURCES</b>	<b>2,380</b>	<b>493,606</b>	<b>495,986</b>	<b>3,870</b>	<b>512,811</b>	<b>516,681</b>

<b>COUNTY SHARE vs OTHER REVENUE</b>						
<b>COUNTY SHARE</b>	<b>-</b>	<b>478,960</b>	<b>478,960</b>	<b>-</b>	<b>501,053</b>	<b>501,053</b>
STATE AID	-	5,971	5,971	-	5,819	5,819
DIRECT INCOME	2,380	8,675	11,055	3,870	5,939	9,809
<b>SUBTOTAL OTHER REVENUE</b>	<b>2,380</b>	<b>14,646</b>	<b>17,026</b>	<b>3,870</b>	<b>11,758</b>	<b>15,628</b>
<b>TOTAL REVENUE</b>	<b>2,380</b>	<b>493,606</b>	<b>495,986</b>	<b>3,870</b>	<b>512,811</b>	<b>516,681</b>

**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.