

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: GRAND ISLAND MEMORIAL LIBRARY

DESCRIPTION	As per Res 2022-49			As 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		199,171	199,171		199,483	199,483
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		77,400	77,400		81,575	81,575
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)		280	280			-
TOTAL SALARIES & WAGES	-	276,851	276,851	-	281,058	281,058
REDUCTION FRM PERS. SVCS ACCT		(3,665)	(3,665)			-
CONTRACTUAL SALARY RESERVES			-		17,144	17,144
FRINGE BENEFITS						
EMPLOYER FICA		21,179	21,179		21,500	21,500
EMPLOYEE HEALTH INSURANCE		55,080	55,080		57,676	57,676
DENTAL PLAN		2,250	2,250		2,250	2,250
WORKERS COMPENSATION		1,301	1,301		1,853	1,853
UNEMPLOYMENT INSURANCE		657	657		505	505
HOSPITAL & MEDICAL - RETIREES		24,836	24,836		22,442	22,442
HEALTH INSURANCE WAIVER		804	804		804	804
RETIREMENT		24,350	24,350		23,353	23,353
TOTAL FRINGE BENEFITS	-	130,457	130,457	-	130,383	130,383
OFFICE SUPPLIES	-	2,997	2,997	-	3,616	3,616
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	400	-	400	400	-	400
EQUIPMENT MAINTENANCE	300		300	400		400
REPAIRS & MAINT - MISC SYS	-	1,757	1,757	-	1,609	1,609
TOTAL REPAIRS & MAINTENANCE CHARGES	700	1,757	2,457	800	1,609	2,409
TRAVEL & MILEAGE EXPENSES	450		450	450		450
DUES & FEES						
MEMBERSHIP & DUES	80	-	80	80	-	80
TRAINING & EDUCATION (NYSALB, etc.)		781	781		779	779
TOTAL DUES & FEES	80	781	861	80	779	859
UTILITY CHARGES						
WATER	200		200	200		200
SEWER	250		250	250		250
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	46	46	-	46	46
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	908	908	-	930	930
TELEPHONE SUB-TOTAL	-	1,290	1,290	-	1,528	1,528
TOTAL UTILITY CHARGES	450	1,290	1,740	450	1,528	1,978
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,560	1,560		2,183	2,183
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324		211	211
SIRSI SOFTWARE MAINTENANCE	-	2,325	2,325		2,382	2,382
RFID EQUIPMENT MAINTENANCE		870	870		888	888
COLLECTIONS AGENCY FEES	-	434	434			-
EAP SERVICES	-	174	174		174	174
ONLINE CATALOG (OCLC)	-	1,872	1,872		2,328	2,328
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,571	2,571		2,656	2,656
LEGAL FEES	-	1,365	1,365		1,447	1,447
RFID/OCR LABELS		832	832		146	146
OTHER PRINTED SUPPLIES	-	27	27		40	40
CONTRACT PROFESSIONAL SERVICES (DIRECT)	1,100		1,100	500		500
TOTAL PROFESSIONAL SERVICE CONTRACTS	1,100	12,589	13,689	500	12,690	13,190

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

EXHIBIT A

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DESCRIPTION	As per Res 2022-49			As per Res 2022-47		
	2022	2022	2022	2023	2023	2023
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	100	-	100	100	-	100
EQUIPMENT CONTRACTS	500		500	600		600
MAINT CONTRACTS - SYS		132	132		88	88
TOTAL MAINTENANCE CONTRACTS	600	132	732	700	88	788
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	129	129	-	216	216
RFID LABELS (NON-PRINT)	-		-	-	728	728
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	104	104	-	17	17
LIBRARY CARDS	-	24	24	-		-
DVD REPAIR		37	37		58	58
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			-			-
TOTAL OTHER EXPENSES & CHARGES	700	294	994	700	1,019	1,719
CONTINGENCY						
MISCELLANEOUS-Additional System Aid	10,000		10,000			
TOTAL CONTINGENCY	10,000	-	10,000	-	-	-
RENTAL CHARGES						
EQUIPMENT		-	-		-	-
OTHER		-	-		-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE		-	-		-	-
GENERAL LIABILITY INSURANCE - SYS		2,890	2,890		2,796	2,796
TOTAL INSURANCE CHARGES	-	2,890	2,890	-	2,796	2,796
LAB & TECHNICAL EQUIP.		7,817	7,817		1,744	1,744
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	4,615	4,615	-	5,775	5,775
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	3,564	3,564	-	5,760	5,760
E-Content		32,079	32,079		36,013	36,013
Centrally Ordered Materials	-	23,674	23,674	-	32,499	32,499
Specialized Titles / Individual Orders	-	4,950	4,950	-	9,101	9,101
TOTAL LIBRARY BOOKS & MEDIA	-	68,882	68,882	-	89,148	89,148
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	4,207	4,207	-	6,232	6,232
ELECTRICITY	-	14,277	14,277	-	15,560	15,560
TOTAL INTERFUND UTILITY EXPENDITURES	-	18,484	18,484	-	21,792	21,792
TOTAL INTERFUND EXP - COUNTY		1,728	1,728		1,856	1,856

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

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	2022	2022 BUDGET	2022	2023	2023 BUDGET	2023
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	14,080	523,284	537,364	3,680	567,250	570,930
REVENUE SOURCES						
COUNTY SHARE	-	519,251	519,251	-	563,043	563,043
STATE AID (Member Aid)	10,000	-	10,000	-	-	-
STATE AID (Pass through System)	1,787	4,033	5,820	2,130	4,207	6,337
SUB-TOTAL: SYSTEM APPROPRIATION	11,787	523,284	535,071	2,130	567,250	569,380
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	983	-	983	50	-	50
COPY MACHINES	-	-	-	-	-	-
PRINT COST RECOVERY	1,250	-	1,250	1,500	-	1,500
OTHER REVENUES	60	-	60	-	-	-
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	2,293	-	2,293	1,550	-	1,550
TOTAL REVENUE SOURCES	14,080	523,284	537,364	3,680	567,250	570,930

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	519,251	519,251	-	563,043	563,043
STATE AID	11,787	4,033	15,820	2,130	4,207	6,337
DIRECT INCOME	2,293	0	2,293	1,550	0	1,550
SUBTOTAL OTHER REVENUE	14,080	4,033	18,113	3,680	4,207	7,887
TOTAL REVENUE	14,080	523,284	537,364	3,680	567,250	570,930

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

Grand Island Memorial Library

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,080	40	73,782	42,687	116,469
	1	LIBRARIAN I Total	2,080	40	55,074	36,462	91,536
	1	CARETAKER - CL Total	2,080	40	34,364	30,192	64,556
	1	LIBRARY CLERK Total	2,080	40	36,263	11,782	48,045
FT Total	4		8,320	160	199,483	121,123	320,606
	3	SENIOR PAGE PT Total	1,664	32	25,293	3,395	28,688
	4	PAGE (P.T.) Total	2,236	43	31,752	3,782	35,534
	4	LIBRARIAN I PT Total	442	9	10,202	866	11,068
	1	CLERK-TYPIST (P.T.) CL Total	988	19	14,328	1,217	15,545
PT Total	12		5,330	103	81,575	9,260	90,835
Grand Total	16		13,650	263	281,058	130,383	411,441
		FTE and Average Cost per FTE	6.56				62,720
		Full Time Salaries			\$199,483		
		RPT Wages			\$0		
		Part Time Wages			\$81,575		
		Total Salaries & Wages			\$281,058		
		Grand Total			\$281,058	\$130,383	\$411,441