

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 17, 2020**

AGENDA ITEM NUMBER: E.2.b.

**RESOLUTION: 2020-39
Implementing 2020 Contracting
Library Contract Extension Provision**

BACKGROUND:

On June 18, 2020, the Board adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts. That resolution and the resulting 2020 contracts incorporated items to simplify 2021 start-up. They include the ability to extend the 2020 contract into 2021 - avoiding the November-December rush to extend 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 2021 requested budget amount as may be amended by the Board (for example by adopting the 2021 System budget) until such time as a final 2021 contract is adopted, not to exceed July 31, 2021.

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 2020-39.

RESOLUTION 2020-39

WHEREAS, on June 18, 2020, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2020 contracts incorporated a provision to extend the 2020 contract into 2021, thus avoiding the November-December rush to extend 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 2021 budget allocation was not finalized until December 3, 2020 and New York State's allocation will not likely be finalized before April 2021, 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 2021 fiscal year on January 1, 2021, and

WHEREAS, the contract extension provision provides for allocations based upon the 2021 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 2021 contract is adopted, not to exceed July 31, 2021, 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 2020 contract extension as described above, with budgetary amounts based upon the 2021 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director 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 17, 2020.**

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As of Res 2020-16			As of Res 2020-38		
	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		171,240	171,240		174,392	174,392
WAGES, REGULAR PART-TIME		24,771	24,771		26,763	26,763
WAGES, PART TIME		109,785	109,785		115,228	115,228
OVERTIME (Sunday)						
OTHER (Vacation Buyout)		2,496	2,496		1,368	1,368
TOTAL SALARIES & WAGES	-	308,292	308,292	-	317,751	317,751
REDUCTION FRM PERS. SVCS ACCT						
CONTRACTUAL SALARY RESERVES					4,386	4,386
FRINGE BENEFITS						
EMPLOYER FICA		23,588	23,588		24,306	24,306
EMPLOYEE HEALTH INSURANCE		16,968	16,968		19,248	19,248
DENTAL PLAN		698	698		750	750
WORKERS COMPENSATION		1,284	1,284		1,487	1,487
UNEMPLOYMENT INSURANCE		122	122		750	750
HOSPITAL & MEDICAL - RETIREES		24,991	24,991		26,150	26,150
HEALTH INSURANCE WAIVER		3,600	3,600		2,400	2,400
RETIREMENT		26,401	26,401		26,888	26,888
TOTAL FRINGE BENEFITS	-	97,652	97,652	-	101,979	101,979
OFFICE SUPPLIES	-	3,538	3,538	-	3,937	3,937
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS		993	993		1,951	1,951
TOTAL REPAIRS & MAINTENANCE CHARGES	400	993	1,393	400	1,951	2,351
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES						
TRAINING & EDUCATION (NYSALB, etc.)		1,021	1,021		935	935
TOTAL DUES & FEES	-	1,021	1,021	-	935	935
UTILITY CHARGES						
WATER						
SEWER						
TELECOMMUNICATIONS						
- DATA LINES	-	994	994	-	336	336
- INTERNET - Internet access	-	39	39	-	37	37
- EQUIPMENT MAINT						
- LOCAL AND LD PHONE SERVICE	-	840	840	-	888	888
TELEPHONE SUB-TOTAL	-	1,873	1,873	-	1,261	1,261
TOTAL UTILITY CHARGES	-	1,873	1,873	-	1,261	1,261
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,800	1,800		2,166	2,166
MOVIE LICENSING AGREEMENT		232	232		232	232
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	3,775	3,775	-	3,904	3,904
RFID EQUIPMENT MAINTENANCE		1,434	1,434		1,879	1,879
COLLECTIONS AGENCY FEES	-	2,180	2,180	-	1,268	1,268
EAP SERVICES	-	147	147	-	141	141
ONLINE CATALOG (OCLC)	-	2,880	2,880	-	3,177	3,177
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,713	2,713	-	2,702	2,702
LEGAL FEES	-	1,478	1,478	-	1,553	1,553
RFID/OCR LABELS		2,160	2,160		1,625	1,625
OTHER PRINTED SUPPLIES	-	37	37	-	38	38
CONTRACT PROFESSIONAL SERVICES (DIRECT)						
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	19,160	19,160	-	19,009	19,009

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As of Res 2020-16			As of Res 2020-38		
	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library	System Paid	Total	Contract Library	System Paid	Total
	Direct			Direct		
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	363	-	363	363	-	363
EQUIPMENT CONTRACTS						
MAINT CONTRACTS - SYS		546	546		430	430
TOTAL MAINTENANCE CONTRACTS	363	546	909	363	430	793
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	677	677	-	837	837
CANVAS LIBRARY BAGS	-	54	54	-	512	512
LIBRARY CARDS	-	85	85	-	44	44
DVD REPAIR		90	90		65	65
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	906	1,506	600	1,458	2,058
RENTAL CHARGES						
EQUIPMENT						
OTHER						
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE						
GENERAL LIABILITY INSURANCE - SYS		3,019	3,019		3,255	3,255
TOTAL INSURANCE CHARGES	-	3,019	3,019	-	3,255	3,255
LAB & TECHNICAL EQUIP.		1,379	1,379		1,816	1,816
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	3,330	3,330	-	2,942	2,942
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	11,660	11,660	-	9,609	9,609
E-Content					37,132	37,132
Centrally Ordered Materials	-	75,506	75,506	-	46,605	46,605
Specialized Titles / Individual Orders	-	11,400	11,400	-	7,980	7,980
TOTAL LIBRARY BOOKS & MEDIA	-	101,896	101,896	-	104,268	104,268
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS						
ELECTRICITY	7,200		7,200	7,200		7,200
TOTAL INTERFUND UTILITY EXPENDITURES	7,200	-	7,200	7,200	-	7,200
TOTAL INTERFUND EXP - COUNTY		5,771	5,771		1,074	1,074

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	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	8,663	546,046	554,709	8,663	563,510	572,173
REVENUE SOURCES						
COUNTY SHARE	-	517,551	517,551	-	536,345	536,345
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	-	13,664	13,664	-	12,298	12,298
SUB-TOTAL: SYSTEM APPROPRIATION	-	531,215	531,215	-	548,643	548,643
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	6,461	11,062	17,523	5,607	9,624	15,231
COPY MACHINES	454	776	1,230	666	1,142	1,808
PRINT COST RECOVERY	1,616	2,766	4,382	2,258	3,874	6,132
OTHER REVENUES	132	227	359	132	227	359
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	8,663	14,831	23,494	8,663	14,867	23,530
TOTAL REVENUE SOURCES	8,663	546,046	554,709	8,663	563,510	572,173

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	517,555	517,555	-	536,345	536,345
STATE AID	-	13,660	13,660	-	12,298	12,298
DIRECT INCOME	8,663	14,831	23,494	8,663	14,867	23,530
SUBTOTAL OTHER REVENUE	8,663	28,491	37,154	8,663	27,165	35,828
TOTAL REVENUE	8,663	546,046	554,709	8,663	563,510	572,173

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
WEST SENECA PUBLIC LIBRARY**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
	1	LIBRARY DIRECTOR II Total	2,088	40	72,224	26,268	98,492
	1	LIBRARIAN I Total	2,088	40	63,475	42,027	105,502
	1	LIBRARY ASSISTANT (CL) Total	2,088	40	38,693	14,630	53,323
FT Total	3		6,264	120	174,392	82,925	257,317
	1	CARETAKER (RPT) CL Total	1,560	30	26,748	5,712	32,460
RPT Total	1		1,560	30	26,748	5,712	32,460
	4	SENIOR PAGE PT Total	2,652	51	34,476	2,879	37,355
	3	PAGE (P.T.) Total	2,600	50	32,500	2,717	35,217
	2	LIBRARIAN I PT Total	1,196	23	27,015	5,864	32,879
	2	CLERK-TYPIST (P.T.) CL Total	1,456	28	21,237	1,776	23,013
PT Total	11		7,904	152	115,228	13,236	128,464
Grand Tot	15		15,728	302	316,368	101,873	418,241
		FTE and Average Cost per FTE	7.56				\$55,323
		Full Time Salaries			\$174,392		
		RPT Wages			\$26,748		
		Part Time Wages			\$115,228		
		Total Salaries & Wages			\$316,368		
		West Seneca - Other Payments			\$1,368	\$106	1,474
		Grand Total			\$317,736	\$101,979	\$419,715