

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 16, 2021**

AGENDA ITEM NUMBER: E.2.c.

**RESOLUTION: 2021-42
Implementing 2021 Contracting
Library Contract Extension
Provision**

BACKGROUND:

On June 17, 2021, the Board adopted Resolution 2021-14 which authorized executing 2021 contracting member library contracts. That resolution and the resulting 2021 contracts incorporated items to simplify 2022 start-up. They include the ability to extend the 2021 contract into 2022, avoiding the November-December rush to adopt new 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 2022 requested budget amount as may be amended by the Board (for example by adopting the 2022 System budget) until such time as a final 2022 contract is adopted, not to exceed July 31, 2022.

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 2021-42.

RESOLUTION 2021-42

WHEREAS, on June 17, 2021, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2021-14, which authorized executing 2021 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2021 contracts incorporated a provision to extend the 2021 contract into 2022, thus avoiding the November-December rush to adopt new 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 2022 budget allocation was not finalized until December 2, 2021 and New York State's allocation likely will not be finalized before April 2022, 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 2022 fiscal year on January 1, 2022, and

WHEREAS, the contract extension provision provides for allocations based upon the 2022 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 2022 contract is adopted, not to exceed July 31, 2022, 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 2021 contract extension as described above, with budgetary amounts based upon the 2022 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or her designee 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 16, 2021.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME		174,392	174,392		182,246	182,246
WAGES, REGULAR PART-TIME		26,763	26,763		28,395	28,395
WAGES, PART TIME		115,228	115,228		122,167	122,167
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		1,368	1,368		1,946	1,946
TOTAL SALARIES & WAGES	-	317,751	317,751	-	334,754	334,754
REDUCTION FRM PERS. SVCS ACCT			-		(5,783)	(5,783)
CONTRACTUAL SALARY RESERVES		4,386	4,386			-
FRINGE BENEFITS						
EMPLOYER FICA		24,306	24,306		25,612	25,612
EMPLOYEE HEALTH INSURANCE		19,248	19,248		19,740	19,740
DENTAL PLAN		750	750		750	750
WORKERS COMPENSATION		1,487	1,487		1,562	1,562
UNEMPLOYMENT INSURANCE		750	750		789	789
HOSPITAL & MEDICAL - RETIREES		26,150	26,150		26,267	26,267
HEALTH INSURANCE WAIVER		2,400	2,400		2,400	2,400
RETIREMENT		26,888	26,888		24,162	24,162
TOTAL FRINGE BENEFITS	-	101,979	101,979	-	101,282	101,282
OFFICE SUPPLIES	-	3,937	3,937	-	3,211	3,211
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS	-	1,951	1,951	-	2,101	2,101
TOTAL REPAIRS & MAINTENANCE CHARGES	400	1,951	2,351	400	2,101	2,501
TRAVEL & MILEAGE EXPENSES	100		100	100		100
DUES & FEES						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		935	935		704	704
TOTAL DUES & FEES	-	935	935	-	704	704
UTILITY CHARGES						
WATER		-	-		-	-
SEWER		-	-		-	-
TELECOMMUNICATIONS		-	-		-	-
- DATA LINES	-	336	336	-	336	336
- INTERNET - Internet access	-	37	37	-	41	41
- EQUIPMENT MAINT		-	-		-	-
- LOCAL AND LD PHONE SERVICE	-	888	888	-	908	908
TELEPHONE SUB-TOTAL	-	1,261	1,261	-	1,285	1,285
TOTAL UTILITY CHARGES	-	1,261	1,261	-	1,285	1,285
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		2,166	2,166		2,708	2,708
MOVIE LICENSING AGREEMENT		232	232		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	3,904	3,904	-	4,025	4,025
RFID EQUIPMENT MAINTENANCE		1,879	1,879		1,945	1,945
COLLECTIONS AGENCY FEES	-	1,268	1,268	-	1,110	1,110
EAP SERVICES	-	141	141	-	154	154
ONLINE CATALOG (OCLC)	-	3,177	3,177	-	3,249	3,249
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,702	2,702	-	2,577	2,577
LEGAL FEES	-	1,553	1,553	-	1,631	1,631
RFID/OCR LABELS		1,625	1,625		1,444	1,444
OTHER PRINTED SUPPLIES	-	38	38	-	38	38
CONTRACT PROFESSIONAL SERVICES (DIRECT)		-	-		-	-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	19,009	19,009	-	19,440	19,440

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	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	363	-	363	363	-	363
EQUIPMENT CONTRACTS	-	-	-	-	-	-
MAINT CONTRACTS - SYS	-	430	430	-	421	421
TOTAL MAINTENANCE CONTRACTS	363	430	793	363	421	784
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	837	837	-	224	224
CANVAS LIBRARY BAGS	-	512	512	-	614	614
LIBRARY CARDS	-	44	44	-	44	44
DVD REPAIR	-	65	65	-	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	1,458	2,058	600	947	1,547
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	3,255	3,255	-	3,455	3,455
TOTAL INSURANCE CHARGES	-	3,255	3,255	-	3,455	3,455
LAB & TECHNICAL EQUIP.	-	1,816	1,816	-	8,381	8,381
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,942	2,942	-	2,390	2,390
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	9,609	9,609	-	6,645	6,645
E-Content	-	37,132	37,132	-	59,809	59,809
Centrally Ordered Materials	-	46,605	46,605	-	41,088	41,088
Specialized Titles / Individual Orders	-	7,980	7,980	-	7,690	7,690
TOTAL LIBRARY BOOKS & MEDIA	-	104,268	104,268	-	117,622	117,622
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	-	1,074	1,074	-	2,065	2,065

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: WEST SENECA PUBLIC LIBRARY

DESCRIPTION	As per Res 2021-14			As per Res 2021-42		
	2021	2021	2021	2022	2022	2022
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	8,663	563,510	572,173	8,663	589,885	598,548
REVENUE SOURCES						
COUNTY SHARE	-	547,177	547,177	-	573,586	573,586
STATE AID (Member Aid)	-	-	-	-	-	-
STATE AID (Pass through System)	-	13,664	13,664	-	13,662	13,662
SUB-TOTAL: SYSTEM APPROPRIATION	-	560,841	560,841	-	587,248	587,248

DIRECT LOCAL INCOME	Return to System (CHR Share)			Return to System (CHR Share)		
	Contract Library Direct	System (CHR Share)	TOTAL	Contract Library Direct	System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	3,981	1,226	5,207	4,370	1,330	5,700
COPY MACHINES	988	304	1,292	920	280	1,200
PRINT COST RECOVERY	3,550	1,094	4,644	3,220	980	4,200
OTHER REVENUES	144	45	189	153	47	200
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	8,663	2,669	11,332	8,663	2,637	11,300
TOTAL REVENUE SOURCES	8,663	563,510	572,173	8,663	589,885	598,548

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	547,177	547,177	-	573,586	573,586
STATE AID	-	13,664	13,664	-	13,662	13,662
DIRECT INCOME	8,663	2,669	11,332	8,663	2,637	11,300
SUBTOTAL OTHER REVENUE	8,663	16,333	24,996	8,663	16,299	24,962
TOTAL REVENUE	8,663	563,510	572,173	8,663	589,885	598,548

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 per		Salary	Total Fringes	Total Cost
			Hours	week			
	1	LIBRARY DIRECTOR II Total	2,080	40	75,221	25,698	100,919
	1	LIBRARIAN I Total	2,080	40	66,109	42,021	108,130
	1	LIBRARY ASSISTANT (CL) Total	2,080	40	40,916	14,525	55,441
FT Total	3		6,240	120	182,246	82,244	264,490
	1	CARETAKER (RPT) CL Total	1,560	30	28,395	5,913	34,308
RPT Total	1		1,560	30	28,395	5,913	34,308
	4	SENIOR PAGE PT Total	3,172	61	45,042	3,764	48,806
	3	PAGE (P.T.) Total	1,820	35	24,024	2,007	26,031
	2	LIBRARIAN I PT Total	1,404	27	32,929	5,519	38,448
	2	CLERK-TYPIST (P.T.) CL Total	1,352	26	20,172	1,686	21,858
PT Total	11		7,748	149	122,167	12,976	135,143
Grand Total	15		15,548	299	332,808	101,133	433,941
		FTE and Average Cost per FTE	7.48				\$58,014
		Full Time Salaries			\$182,246		
		RPT Wages			\$28,395		
		Part Time Wages			\$122,167		
		Total Salaries & Wages			\$332,808		
		West Seneca - Other Payments			\$1,946	\$150	2,096
		Grand Total			\$334,754	\$101,283	\$436,037