

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: December 15, 2022

AGENDA ITEM NUMBER: D.2.c.

RESOLUTION: 2022-48  
Implementing 2022 Contracting  
Library Contract Extension  
Provision

**BACKGROUND:**

On June 16, 2022, the Board adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts. That resolution and the resulting 2022 contracts incorporated items to simplify 2023 start-up. They include the ability to extend the 2022 contract into 2023, 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 2023 requested budget amount as may be amended by the Board (for example by adopting the 2023 System budget) until such time as a final 2023 contract is adopted, not to exceed July 31, 2023.

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 2022-48.

## RESOLUTION 2022-48

WHEREAS, on June 16, 2022, the Board of Trustees of the Buffalo & Erie County Public Library adopted Resolution 2022-21, which authorized executing 2022 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2022 contracts incorporated a provision to extend the 2022 contract into 2023, 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 95% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2023 budget allocation was not finalized until December 1, 2022 and New York State's allocation likely will not be finalized before April 2023, 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 2023 fiscal year on January 1, 2023, and

WHEREAS, the contract extension provision provides for allocations based upon the 2023 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 2023 contract is adopted, not to exceed July 31, 2023, 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 2022 contract extension as described above, with budgetary amounts based upon the 2023 Board-adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director or his 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 15, 2022.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**BUDGET: WEST SENECA PUBLIC LIBRARY**

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>PERSONAL SERVICES</b>						
SALARIES & WAGES, FULL TIME		182,246	182,246		183,684	183,684
WAGES, REGULAR PART-TIME		28,395	28,395		28,395	28,395
WAGES, PART TIME		122,167	122,167		124,854	124,854
OVERTIME (Sunday)		-	-		-	-
OTHER (Vacation Buyout)		1,946	1,946		2,944	2,944
<b>TOTAL SALARIES &amp; WAGES</b>	-	<b>334,754</b>	<b>334,754</b>	-	<b>339,877</b>	<b>339,877</b>
<b>REDUCTION FRM PERS. SVCS ACCT</b>		<b>(5,783)</b>	<b>(5,783)</b>			-
<b>CONTRACTUAL SALARY RESERVES</b>			-		<b>17,543</b>	<b>17,543</b>
<b>FRINGE BENEFITS</b>						
EMPLOYER FICA		25,612	25,612		26,002	26,002
EMPLOYEE HEALTH INSURANCE		19,740	19,740		26,172	26,172
DENTAL PLAN		750	750		962	962
WORKERS COMPENSATION		1,562	1,562		2,225	2,225
UNEMPLOYMENT INSURANCE		789	789		607	607
HOSPITAL & MEDICAL - RETIREES		26,267	26,267		23,858	23,858
HEALTH INSURANCE WAIVER		2,400	2,400		1,200	1,200
RETIREMENT		24,162	24,162		21,755	21,755
<b>TOTAL FRINGE BENEFITS</b>	-	<b>101,282</b>	<b>101,282</b>	-	<b>102,781</b>	<b>102,781</b>
<b>OFFICE SUPPLIES</b>	-	<b>3,211</b>	<b>3,211</b>	-	<b>3,841</b>	<b>3,841</b>
<b>REPAIRS &amp; MAINTENANCE CHARGES</b>						
OTHER SUPPLIES & MATERIALS	200	-	200	200	-	200
EQUIPMENT MAINTENANCE	200		200	200		200
REPAIRS & MAINT - MISC SYS	-	2,101	2,101	-	1,931	1,931
<b>TOTAL REPAIRS &amp; MAINTENANCE CHARGES</b>	<b>400</b>	<b>2,101</b>	<b>2,501</b>	<b>400</b>	<b>1,931</b>	<b>2,331</b>
<b>TRAVEL &amp; MILEAGE EXPENSES</b>	<b>100</b>		<b>100</b>	<b>100</b>		<b>100</b>
<b>DUES &amp; FEES</b>						
MEMBERSHIP & DUES		-	-		-	-
TRAINING & EDUCATION (NYSALB, etc.)		704	704		738	738
<b>TOTAL DUES &amp; FEES</b>	-	<b>704</b>	<b>704</b>	-	<b>738</b>	<b>738</b>
<b>UTILITY CHARGES</b>						
WATER			-			-
SEWER			-			-
TELECOMMUNICATIONS			-			-
- WIRELESS ACCESS	-		-	-	207	207
- DATA LINES	-	336	336	-	345	345
- INTERNET - Internet access	-	41	41	-	43	43
- EQUIPMENT MAINT			-			-
- LOCAL AND LD PHONE SERVICE	-	908	908	-	930	930
<b>TELEPHONE SUB-TOTAL</b>	-	<b>1,285</b>	<b>1,285</b>	-	<b>1,525</b>	<b>1,525</b>
<b>TOTAL UTILITY CHARGES</b>	-	<b>1,285</b>	<b>1,285</b>	-	<b>1,525</b>	<b>1,525</b>
<b>PROFESSIONAL SERVICE CONTRACT &amp; FEES</b>						
ADVERTISING & PROMOTION		2,708	2,708		3,398	3,398
MOVIE LICENSING AGREEMENT		235	235		235	235
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	211	211
SIRSI SOFTWARE MAINTENANCE	-	4,025	4,025	-	4,124	4,124
RFID EQUIPMENT MAINTENANCE		1,945	1,945		1,986	1,986
COLLECTIONS AGENCY FEES	-	1,110	1,110	-		-
EAP SERVICES	-	154	154	-	163	163
ONLINE CATALOG (OCLC)	-	3,249	3,249	-	3,624	3,624
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,577	2,577	-	2,656	2,656
LEGAL FEES	-	1,631	1,631	-	1,737	1,737
RFID/OCR LABELS		1,444	1,444		227	227
OTHER PRINTED SUPPLIES	-	38	38	-	53	53
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
<b>TOTAL PROFESSIONAL SERVICE CONTRACTS</b>	-	<b>19,440</b>	<b>19,440</b>	-	<b>18,414</b>	<b>18,414</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**BUDGET: WEST SENECA PUBLIC LIBRARY**

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	BUDGET			BUDGET		
	Contract Direct	Library System Paid	Total	Contract Direct	Library System Paid	Total
<b>MAINTENANCE CONTRACTS</b>						
OTHER SUP & MTLs - CONTRACT	363	-	363	300	-	300
EQUIPMENT CONTRACTS			-			-
MAINT CONTRACTS - SYS		421	421		290	290
<b>TOTAL MAINTENANCE CONTRACTS</b>	<b>363</b>	<b>421</b>	<b>784</b>	<b>300</b>	<b>290</b>	<b>590</b>
<b>OTHER EXPENSES &amp; CHARGES</b>						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	224	224	-	335	335
RFID LABEL (NON-PRINTED)	-		-	-	1,133	1,133
RESALE ITEMS (BAGS, DISK, HEADPHONES)	-	614	614	-	240	240
LIBRARY CARDS	-	44	44	-		-
DVD REPAIR		65	65		91	91
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			-			-
<b>TOTAL OTHER EXPENSES &amp; CHARGES</b>	<b>600</b>	<b>947</b>	<b>1,547</b>	<b>600</b>	<b>1,799</b>	<b>2,399</b>
<b>CONTINGENCY</b>						
MISCELLANEOUS - State/Member Aid	25,000		25,000			-
<b>TOTAL CONTINGENCY</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</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		3,455	3,455		3,356	3,356
<b>TOTAL INSURANCE CHARGES</b>	<b>-</b>	<b>3,455</b>	<b>3,455</b>	<b>-</b>	<b>3,356</b>	<b>3,356</b>
<b>LAB &amp; TECHNICAL EQUIP.</b>		<b>8,381</b>	<b>8,381</b>		<b>2,203</b>	<b>2,203</b>
<b>LIBRARY BOOKS &amp; MEDIA</b>						
Serials (Magazines, Newspapers, Journals, Etc.)	-	2,390	2,390	-	8,989	8,989
On-line Databases (News, Health, Literary, Homework, Business, Etc.)	-	6,645	6,645	-	10,180	10,180
E-Content		59,809	59,809		63,648	63,648
Centrally Ordered Materials	-	41,088	41,088	-	50,591	50,591
Specialized Titles / Individual Orders	-	7,690	7,690	-	14,168	14,168
<b>TOTAL LIBRARY BOOKS &amp; MEDIA</b>	<b>-</b>	<b>117,622</b>	<b>117,622</b>	<b>-</b>	<b>147,576</b>	<b>147,576</b>
<b>INTERFUND UTILITY EXPENDITURES</b>						
NATURAL GAS			-			-
ELECTRICITY	7,200		7,200	7,500		7,500
<b>TOTAL INTERFUND UTILITY EXPENDITURES</b>	<b>7,200</b>	<b>-</b>	<b>7,200</b>	<b>7,500</b>	<b>-</b>	<b>7,500</b>
<b>TOTAL INTERFUND EXP - COUNTY</b>		<b>2,065</b>	<b>2,065</b>		<b>2,227</b>	<b>2,227</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**BUDGET: WEST SENECA PUBLIC LIBRARY**

DESCRIPTION	As per Res 2022-12			As per Res 2022-47/48		
	2022	2022	2022	2023	2023	2023
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
<b>TOTAL OPERATING EXPENSES</b>	<b>33,663</b>	<b>589,885</b>	<b>623,548</b>	<b>8,900</b>	<b>644,101</b>	<b>653,001</b>
<b>REVENUE SOURCES</b>						
COUNTY SHARE	-	577,061	577,061	-	632,030	632,030
STATE AID (Member Aid)	25,000	-	25,000	-	-	-
STATE AID (Pass through System)	838	12,824	13,662	2,100	12,071	14,171
<b>SUB-TOTAL: SYSTEM APPROPRIATION</b>	<b>25,838</b>	<b>589,885</b>	<b>615,723</b>	<b>2,100</b>	<b>644,101</b>	<b>646,201</b>
<b>DIRECT LOCAL INCOME</b>						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	2,225	-	2,225	100	-	100
COPY MACHINES	1,200	-	1,200	1,500	-	1,500
PRINT COST RECOVERY	4,200	-	4,200	5,000	-	5,000
OTHER REVENUES	200	-	200	200	-	200
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
<b>TOTAL DIRECT INCOME</b>	<b>7,825</b>	<b>-</b>	<b>7,825</b>	<b>6,800</b>	<b>-</b>	<b>6,800</b>
<b>TOTAL REVENUE SOURCES</b>	<b>33,663</b>	<b>589,885</b>	<b>623,548</b>	<b>8,900</b>	<b>644,101</b>	<b>653,001</b>

<b>COUNTY SHARE vs OTHER REVENUE</b>						
COUNTY SHARE	-	577,061	577,061	-	632,030	632,030
STATE AID	25,838	12,824	38,662	2,100	12,071	14,171
DIRECT INCOME	7,825	0	7,825	6,800	0	6,800
<b>SUBTOTAL OTHER REVENUE</b>	<b>33,663</b>	<b>12,824</b>	<b>46,487</b>	<b>8,900</b>	<b>12,071</b>	<b>20,971</b>
<b>TOTAL REVENUE</b>	<b>33,663</b>	<b>589,885</b>	<b>623,548</b>	<b>8,900</b>	<b>644,101</b>	<b>653,001</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.

**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	<b>LIBRARY DIRECTOR II Total</b>	2,080	40	77,101	24,543	101,644
	1	<b>LIBRARIAN I Total</b>	2,080	40	67,762	40,848	108,610
	1	<b>LIBRARY ASSISTANT (CL) Total</b>	2,080	40	38,821	18,554	57,375
<b>FT Total</b>	<b>3</b>		<b>6,240</b>	<b>120</b>	<b>183,684</b>	<b>83,945</b>	<b>267,629</b>
	1	<b>CARETAKER (RPT) CL Total</b>	1,560	30	28,395	5,604	33,999
<b>RPT Total</b>	<b>1</b>		<b>1,560</b>	<b>30</b>	<b>28,395</b>	<b>5,604</b>	<b>33,999</b>
	4	<b>SENIOR PAGE PT Total</b>	3,068	59	46,633	3,959	50,592
	3	<b>PAGE (P.T.) Total</b>	1,612	31	22,890	1,945	24,835
	2	<b>LIBRARIAN I PT Total</b>	1,456	28	33,607	5,257	38,864
	2	<b>CLERK-TYPIST (P.T.) CL Total</b>	1,456	28	21,724	1,845	23,569
<b>PT Total</b>	<b>11</b>		<b>7,592</b>	<b>146</b>	<b>124,854</b>	<b>13,006</b>	<b>137,860</b>
<b>Grand Tot</b>	<b>15</b>		<b>15,392</b>	<b>296</b>	<b>336,933</b>	<b>102,555</b>	<b>439,488</b>
		<b>FTE and Average Cost per FTE</b>	<b>7.40</b>				<b>\$59,390</b>
		Full Time Salaries			\$183,684		
		RPT Wages			\$28,395		
		Part Time Wages			\$124,854		
		Total Salaries & Wages			\$336,933		
		<b>West Seneca - Other Payments</b>			\$2,944	\$226	3,170
		<b>Grand Total</b>			<b>\$339,877</b>	<b>\$102,781</b>	<b>\$442,658</b>