

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 10/17/2013

AGENDA ITEM NUMBER: E.2.c.

Budget & Finance Committee
Financials for the Month Ending **08/31/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of August 31, 2013 month-end close. The report also details monthly activity for August. Overall, the Library operated within its budget for the period. Items of note include:

REVENUE:

- ✓ **Revenue from Minor Sale and Book Bags are both just under 50% of budget**, and may end the year slightly below budget (total amount budgeted for these lines are \$10,223 and \$2,000 respectively). Above budget revenue from library fines and printing charges are expected to offset the underperformance of these accounts.
- ✓ **Commission - Tel Booth and Food Svcs is at 43.9%** of budget reflecting the reduced number and use of payphone on Library property and a lag in receipt of Café commission revenue (total amount budgeted for this line is \$22,440).
- ✓ **Initial New York State Library Aid payments normally occur in June-July (2 to 3 months after the state budget is adopted).** The state library was behind with aid distribution this year, the first payment, totaling \$1,561,651, was received in August. The 2013-14 adopted state budget will provide an increase of over 4.9% in aid to the Library.
- ✓ **State Aid Special** reflects reflect "bullet aid" allocations sponsored by Senators Gallivan, Grisanti, and Ranzenhofer.
- ✓ **Refunds - Contract Library** revenue represents a return of fine revenue collected by contracting member libraries in excess of local expenses of those libraries. The revenue is transmitted as part of the year-end closing process.
- ✓ **Refunds - P/ Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year. The year to date amount is principally contract library reimbursement of that portion of their 2012 salary and benefits covered by locally collected fine and fee revenue (payroll and benefits for all libraries' personnel is processed through the Library system, utilizing Erie County's SAP financial system). The amounts were credited after the cut-off for 2012 year-end accruals.

EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 63.0% of the budget.
- ✓ **Auto Truck & Supplies shows at 81.0%**
Year-to-date charges are ahead of budget due to the cost of parts for repairs to aging shipping vehicles. The replacement of one shipping vehicle approved by the Board of Trustees at their March 21, 2013 meeting will help to mitigate this type of expense.
- ✓ **Out of Area Travel shows at 76.6%**
This relatively small account (\$15,000 annual budget) reflects the timing of meetings and training related travel and is not anticipated to exceed the annual budget.
- ✓ **Telephone and Internet expense shows at 100.6% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 61% of this expense category. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in anticipated reimbursements, utility charges are expected remain within budget.
- ✓ **Contractual Payments** revised budget reflects the allocation of “bullet aid” sponsored by Senators Gallivan, Grisanti, and Ranzenhofer to contracting libraries. \$12,000 representing bullet aid for the Crane, Niagara, North Park and Riverside branch libraries is shown in the “Other Expenses” account (SAP #530000).
- ✓ **Insurance Premiums show at 72.1% due to annual policy renewal timing.**
This account is expected to end the year within budget.
- ✓ **County Share Grants shows at 97.7%**
This reflects booking the grant match share as part of closing out NY State Library Construction Grants that supported installation of RFID at 8 Library Locations (pursuant to Resolution 2010-11).

- ✓ **Natural gas and Electric utility costs reflect seasonal swings, electricity may end year modestly above budget.**
Year-to-date natural gas charges of \$105,187, at 62.9% of the 2013 annual budget are ahead of January - August 2012's expense of \$79,200. However, as a share of the annual budget, those expenses are in line with January - August 2012 expense which consumed of 62.9% of 2012's total \$125,953 natural gas expense.

Year-to-date electricity expense of \$444,163 at 65.7% of the 2013 annual budget is ahead of January - August 2012's expense of \$382,192. As a share of the annual budget that expense is 3.2% higher than the 62.5% share that January - August 2012 expense consumed of 2012's total \$611,414 electricity expense. The library participates in Erie County's aggregate utility purchasing pool which saves cost compared to retail pricing.

ACTION REQUIRED: None - Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET
Revenue Detail as of 8/31/2013
66.6% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue August	YTD Revenue	To Be Realized	Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$25,408	\$232,878	\$70,341	76.8%
422000	Copies	22,040	0	22,040	2,046	\$14,706	7,334	66.7%
466040	Printing	40,999	0	40,999	3,523	\$28,432	12,567	69.3%
466030	Book Bags	2,000	0	2,000	136	\$934	1,066	46.7%
466020	Minor Sale - Other	10,223	0	10,223	319	\$4,318	5,905	42.2%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,642	\$10,283	5,717	64.3%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	4,841	\$9,841	12,599	43.9%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$37,915	\$301,392	\$115,529	72.3%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	\$22,172,457	\$0	\$22,172,457		\$22,172,457	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,660,083	0	1,660,083	1,561,651	\$1,561,651	98,432	94.1%
408150	NYS Aid to Member Libraries	243,139	0	243,139		\$0	243,139	0.0%
408160	State Aid - Special		128,000	128,000		\$0	128,000	0.0%
409010	State Aid - Other					\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0		\$0	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		\$24,075,679	\$128,000	\$24,203,679	\$1,561,651	\$23,734,108	\$469,571	98.1%
OTHER REVENUE								
419010	Refunds - Cont Library	\$365,791	\$0	\$365,791		\$0	\$365,791	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$80,373	(\$70,373)	803.7%
466170	Refund Contract Lib Retire	0	0	0	378	\$533	(533)	0.0%
466070	Refund P/Y Expenses			0		\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	1,059	\$7,934	7,066	52.9%
466000	Misc Receipts	100,000	0	100,000	6	\$2,938	97,062	2.9%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	482	\$2,950	1,050	73.8%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$1,924	\$94,728	\$400,078	19.1%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$710,639	\$683,024	\$1,393,663		\$0	\$1,393,663	0.0%
TOTAL USE OF FUND BALANCE		\$710,639	\$683,024	\$1,393,663	\$0	\$0	\$1,393,663	0.0%
GRAND TOTAL OPERATING REVENUE		\$25,698,045	\$811,024	\$26,509,069	\$1,601,490	\$24,130,227	\$2,378,841	91.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

66.6% of Budget Year

SAP Account Number	Account Description	2012		2013	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions								
OPERATING EXPENDITURES												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$666,870	\$5,311,640			\$5,311,640	\$2,823,761	65.3%
500010	Part Time - Wages	3,987,221		\$0	3,987,221	298,157	\$2,234,435			2,234,435	1,752,786	56.0%
500020	Regular PT - Wages	840,011		\$0	840,011	94,553	\$680,174			680,174	159,837	81.0%
500030	Seasonal Emp. Wages	81,686		\$0	81,686		\$3,174			3,174	78,512	3.9%
500300	Shift Differential	15,000		\$0	15,000	1,745	\$9,656			9,656	5,344	64.4%
500330	Holiday Worked	15,000		\$0	15,000		\$7,303			7,303	7,697	48.7%
500350	Other Employee Payments	50,000		\$0	50,000	840	\$17,202			17,202	32,798	34.4%
	Salaries & Wages	\$13,124,319	\$0	\$0	\$13,124,319	\$1,062,165	\$8,263,583	\$0		\$8,263,583	\$4,860,736	63.0%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$8,474	\$93,101			\$93,101	\$96,899	49.0%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	\$0	\$13,314,319	\$1,070,639	\$8,356,684	\$0		\$8,356,684	\$4,957,635	62.8%
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0		\$0			\$0	\$0	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0		\$0			\$0	\$0	0.0%
	NET PERSONAL SERVICES	\$13,314,319			\$13,314,319		\$8,356,684			\$8,356,684	\$4,957,635	62.8%
FRINGE BENEFITS												
502000	Fringe Benefits	(\$26,926)		\$0	(\$26,926)		\$0			\$0	(\$26,926)	0.0%
502010	Employer FICA - REGULAR	\$835,687		\$0	835,687	66,085	\$516,468			516,468	319,219	61.8%
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	15,455	\$120,788			120,788	72,244	62.6%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	157,336	\$1,479,863			1,479,863	883,672	62.6%
502040	Dental Plan	\$113,814		\$0	113,814	7,762	\$59,026			59,026	54,788	51.9%
502050	Workers Compensation	\$79,900		\$0	79,900	2,360	\$28,055			28,055	51,845	35.1%
502060	Unemployment Insurance	\$46,335		\$0	46,335	2,386	\$13,222			13,222	33,113	28.5%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	110,446	\$534,765			534,765	202,024	72.6%
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,701	\$21,109			21,109	9,695	68.5%
502100	Retirement	\$2,163,180		\$0	2,163,180	242,469	\$1,463,285			1,463,285	699,895	67.6%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0			0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$6,538,150	\$0	\$0	\$6,538,150	\$607,000	\$4,236,580	\$0		\$4,236,580	\$2,301,570	64.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

66.6% of Budget Year

SAP Account Number	Account Description	2012		2013	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2013 Adopted Budget	Encumbered & PY Capital Project Balances	Budget Adjustments / Revisions								
505000	Office Supplies	102,070		0	102,070	5,296	\$60,571	30,975		91,546	10,524	59.3%
505200	Clothing Supplies	3,350	1,783	0	5,133		\$1,664	124		1,788	3,345	32.4%
505600	Auto Truck & Heavy Equip Supplies	5,650		2,500	8,150	377	\$6,597	267		6,865	1,285	81.0%
505800	Medical & Health Supplies	1,300		0	1,300		\$159			159	1,141	12.2%
506200	Maintenance & Repair	89,200	816	0	90,016	6,969	\$58,620	18,008		76,627	13,389	65.1%
506400	Highway Supplies (Rock Salt)	11,500		0	11,500		\$3,483	388		3,871	7,630	30.3%
510000	Local Mileage Reimbursement	12,500		0	12,500	1,897	\$9,828			9,828	2,672	78.6%
510100	Out of Area Travel	15,000		0	15,000	905	\$11,489			11,489	3,511	76.6%
510200	Training and Education	50,690	25	0	50,715	395	\$35,723	25		35,748	14,967	70.4%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	34,375		0	34,375	3,224	\$20,651			20,651	13,724	60.1%
	Telephone & Internet Service	223,457			223,457	39,466	\$224,799			224,799	(1,342)	100.6%
515000	Total Utility Charges	257,832		0	257,832	42,690	245,450	0		245,450	12,382	95.2%
516010	CONTRACTUAL PAYMENTS											
	Newstead Public - Akron	\$0		9,000	9,000		\$0	9,000		9,000	0	0.0%
	Ewell Free - Alden	\$1,666		3,000	4,666		\$1,666	3,000		4,666	0	35.7%
	Amherst Public	\$0		36,000	36,000		\$0	36,000		36,000	0	0.0%
	Angola Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Aurora Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Boston Free	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Clarence Public	\$0		9,000	9,000		\$0	9,000		9,000	0	0.0%
	Collins Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Concord Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Eden Library	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Elma Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Grand Island Memorial	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Hamburg Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Lancaster Public	\$0		6,000	6,000		\$0	6,000		6,000	0	0.0%
	Marilla Free	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	North Collins Public	\$949		3,000	3,949		\$949	3,000		3,949	0	24.0%
	Orchard Park Public	\$0		4,000	4,000		\$0	4,000		4,000	0	0.0%
	City of Tonawanda Public	\$0		3,000	3,000		\$0	3,000		3,000	0	0.0%
	Town of Tonawanda Public	\$0		7,000	7,000		\$0	7,000		7,000	0	0.0%
	West Seneca Public	\$0		6,000	6,000		\$0	6,000		6,000	0	0.0%
	Total Cnt Pmts-NP Pur Svs	\$2,615	\$0	\$116,000	\$118,615	\$0	\$2,615	\$116,000		\$118,615	\$0	2.2%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

66.6% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012	2013	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total	Remaining Balance	YTD % Expend
			Encumbered & PY Capital Project Balances	Budget Adjustments / Revisions						Expenditures & Encumb- rances		
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	34,780	\$646,725	408,730		1,055,455	131,413	54.5%
516030	Maintenance Contracts	97,780	9,962	0	107,742	10,805	\$73,640	25,465		99,105	8,637	68.3%
530000	Other Expenses	178,950	5,783	9,100	193,833	18,019	\$71,852	14,909		86,761	107,072	37.1%
545000	Rental Charges	4,369		400	4,769	110	\$3,609	841		4,449	320	75.7%
555050	Insurance Premiums	50,000	15,353	0	65,353		\$47,116			47,116	18,237	72.1%
559000	County Share Grants			244,324	244,324	238,609	\$238,609			238,609	5,715	97.7%
561250	Acq: Building Improvements	0	12,950	0	12,950		\$0			0	12,950	0.0%
561410	Lab & Technical Equipment	50,268	43,002	298,191	391,461	(18,070)	\$205,157	64,915	2,105	270,072	121,389	52.4%
561420	Office Equip, Furn & Fixtures			0	0		\$0			0	0	0.0%
561430	Building, Grounds and Heavy Equip			10,000	10,000		\$0			0	10,000	0.0%
561440	Motor Vehicles			65,000	65,000		\$0	60,336		60,336	4,664	0.0%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	217,601	\$2,198,559		243,963	2,198,559	1,168,913	65.3%
575000	Interfund Trans (RFID Efficiency Grant)	0			0		\$0			0	0	0.0%
570040	Interfund Subsidy Debt Svc	0		0	0		\$0			0	0	0.0%
575040	Interfund Exp - Utilities											
	Fuel Oil	5,000		0	5,000		\$0			0	5,000	0.0%
	Natural Gas	167,281		0	167,281	1,228	105,187			105,187	62,094	62.9%
	Electricity	675,562		0	675,562	75,263	\$444,163			444,163	231,399	65.7%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	76,491	549,350	0		549,350	298,493	64.8%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$78,153)			(78,153)	(39,076)	66.7%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$116,079)			(116,079)	(58,040)	66.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$5,732)			(5,732)	(2,866)	66.7%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$199,964)	\$0		(\$199,964)	(\$99,982)	66.7%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,363	\$18,901			18,901	17,691	51.7%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,885	\$24,056			24,056	16,304	59.6%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	\$142,642			142,642	71,322	66.7%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$811,024	\$27,013,883	\$2,312,597	\$17,049,713	\$740,982	\$246,068	\$17,790,695	\$9,223,188	63.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

66.6% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>												
	Library Debt Service	1,302,760			1,302,760	0	\$1,045,562			1,045,562	257,198	80.3%
490	General Obligation Bond Proceeds											
561250	Building Improvements		33,234		33,234		\$0			0	33,234	0.0%
	Total General Obligations	\$0	\$33,234	\$0	\$33,234	\$0	\$0	\$0	\$0	\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$0	\$1,045,562	\$0	\$0	\$1,045,562	\$290,432	78.3%
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$811,024	\$28,349,877	\$2,312,597	\$18,095,275	\$740,982	\$246,068	\$18,836,257	\$9,513,620	63.8%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending August 31, 2013

Main Trust	\$879,078.38
Encore Editions Proceeds (Invested per resolution 2006-19)	\$104,204.51
2012 Ending Balance	\$983,282.89

2013 Activity and Balances

Restricted Donations		\$62,177.59
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)		
Unrestricted Donations		
Pending Board Action	\$58,945.35	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$58,945.35
Interest Income		\$1,996.45
Less Disbursements		
Direct For Library Programs/Services/Support	(\$138,190.53)	
To Library Foundation	\$0.00	
Total Disbursements		(\$138,190.53)
Balance, 2013 Activity		(\$15,071.14)

Cumulative Balance Library Trust **\$968,211.75**

Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases	(\$4,211.20)
Programming support	(\$60,350.84)
Equipment, furnishings & supplies	(\$25,268.02)
Exhibit/display preparation and support	(\$2,770.28)
Construction Grant Match	(\$38,206.00)
Raiser's Edge Software and Related Fundraising Expense	(\$6,202.34)
Fundraiser Event Expense	(\$686.35)
Other	(\$495.50)
Total	(\$138,190.53)