

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 11/21/2013

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee
Financials for the Month Ending **09/30/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of September 30, 2013 month-end close. The report also details monthly activity for September. Overall, the Library operated within its budget for the period. Items of note include:

REVENUE:

- ✓ **Revenue from Minor Sale and Book Bags are both near 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 46.6%** 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 72.0% of the budget.
- ✓ **Auto Truck & Supplies shows at 89.0%**
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, and received by the Library in late September, will help to mitigate this type of expense.
- ✓ **Out of Area Travel shows at 78.5%**
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 89.4% 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 76.7% due to annual policy renewal timing.**
This account is expected to end the year within budget.
- ✓ **County Share Grants shows at 40.1%**
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 expense of \$108,911, at 65.1% of the 2013 annual budget is ahead of January - September 2012's expense of \$82,265. However, as a share of the annual budget, those expenses are in line with January - September 2012 expense which consumed of 65.3% of 2012's total \$125,953 natural gas expense.

Year-to-date electricity expense of \$505,556 at 74.8% of the 2013 annual budget is ahead of January - September 2012's expense of \$437,519. As a share of the annual budget that expense is 3.2% higher than the 71.6% share that January - September 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 9/30/2013
74.8% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue September	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$26,061	\$258,939	\$44,280	85.4%
422000	Copies	22,040	0	22,040	1,754	\$16,460	5,580	74.7%
466040	Printing	40,999	0	40,999	3,414	\$31,846	9,153	77.7%
466030	Book Bags	2,000	0	2,000	78	\$1,012	988	50.6%
466020	Minor Sale - Other	10,223	0	10,223	346	\$4,664	5,559	45.6%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	2,786	\$13,070	2,930	81.7%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	625	\$10,466	11,974	46.6%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$35,065	\$336,457	\$80,464	80.7%
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	81,344	1,741,427		\$1,561,651	179,776	89.7%
408150	NYS Aid to Member Libraries	243,139	11,926	255,065		\$0	255,065	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	\$221,270	\$24,296,949	\$0	\$23,734,108	\$562,841	97.7%
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		\$533	(533)	0.0%
466070	Refund P/Y Expenses			0		\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	982	\$8,916	6,084	59.4%
466000	Misc Receipts	100,000	0	100,000	100,617	\$103,555	(3,555)	103.6%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	95	\$3,045	955	76.1%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$101,694	\$196,422	\$298,384	39.7%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$710,639	\$664,754	\$1,375,393		\$0	\$1,375,393	0.0%
TOTAL USE OF FUND BALANCE		\$710,639	\$664,754	\$1,375,393	\$0	\$0	\$1,375,393	0.0%
GRAND TOTAL OPERATING REVENUE		\$25,698,045	\$886,024	\$26,584,069	\$136,759	\$24,266,986	\$2,317,082	91.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 9/30/2013

74.8% of Budget Year

SAP Account Number	Account Description	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	September 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									
OPERATING EXPENDITURES												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$648,566	\$5,960,206			\$5,960,206	\$2,175,195	73.3%
500010	Part Time - Wages	3,987,221		(\$275,000)	3,712,221	268,163	\$2,502,598			2,502,598	\$1,209,623	67.4%
500020	Regular PT - Wages	840,011		\$0	840,011	67,880	\$748,054			748,054	\$91,957	89.1%
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	1,219	\$10,875			10,875	\$4,125	72.5%
500330	Holiday Worked	15,000		\$0	15,000	1,032	\$8,334			8,334	\$6,666	55.6%
500350	Other Employee Payments	50,000		\$0	50,000	760	\$17,962			17,962	\$32,038	35.9%
	Salaries & Wages	\$13,124,319	\$0	(\$275,000)	\$12,849,319	\$987,620	\$9,251,203	\$0		\$9,251,203	\$3,598,116	72.0%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$18,654	\$111,754			\$111,754	\$78,246	58.8%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	(\$275,000)	\$13,039,319	\$1,006,274	\$9,362,958	\$0		\$9,362,958	\$3,676,361	71.8%
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			\$13,039,319		\$9,362,958			\$9,362,958	\$3,676,361	71.8%
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	62,084	\$578,552			578,552	\$257,135	69.2%
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	14,541	\$135,329			135,329	\$57,703	70.1%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	175,039	\$1,654,902			1,654,902	\$708,633	70.0%
502040	Dental Plan	\$113,814		\$0	113,814	6,267	\$65,293			65,293	\$48,521	57.4%
502050	Workers Compensation	\$79,900		\$0	79,900	9,247	\$37,302			37,302	\$42,598	46.7%
502060	Unemployment Insurance	\$46,335		\$0	46,335	3	\$13,225			13,225	\$33,110	28.5%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	72,756	\$607,521			607,521	\$129,268	82.5%
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,601	\$23,710			23,710	\$7,094	77.0%
502100	Retirement	\$2,163,180		\$0	2,163,180	156,434	\$1,619,719			1,619,719	\$543,461	74.9%
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	\$498,972	\$4,735,552	\$0		\$4,735,552	\$1,802,598	72.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 9/30/2013

74.8% of Budget Year

SAP Account Number	Account Description	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	September 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									
505000	Office Supplies	102,070		0	102,070	4,038	\$64,609	33,014		97,623	\$4,447	63.3%
505200	Clothing Supplies	3,350	1,783	0	5,133	(131)	\$1,533	255		1,788	\$3,345	29.9%
505600	Auto Truck & Heavy Equip Supplies	5,650		2,500	8,150	659	\$7,256			7,256	\$894	89.0%
505800	Medical & Health Supplies	1,300		0	1,300		\$159			159	\$1,141	12.2%
506200	Maintenance & Repair	89,200	816	0	90,016	6,193	\$64,813	15,303		80,116	\$9,900	72.0%
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	1,266	\$11,094			11,094	\$1,406	88.8%
510100	Out of Area Travel	15,000		0	15,000	288	\$11,777			11,777	\$3,223	78.5%
510200	Training and Education	50,690	25	0	50,715	235	\$35,958	325		36,283	\$14,432	70.9%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	34,375		0	34,375	2,280	\$22,931			22,931	\$11,444	66.7%
	Telephone & Internet Service	223,457			223,457	(24,986)	\$199,813			199,813	\$23,644	89.4%
515000	Total Utility Charges	257,832		0	257,832	(22,706)	222,744	0		222,744	35,088	86.4%
516010	CONTRACTUAL PAYMENTS											
	Newstead Public - Akron	\$0		9,000	9,000	9,000	\$9,000			9,000	\$0	
	Ewell Free - Alden	\$1,666		3,000	4,666	3,000	\$4,666			4,666	\$0	
	Amherst Public	\$0		36,000	36,000	36,000	\$36,000			36,000	\$0	
	Angola Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Aurora Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Boston Free	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	100.0%
	Clarence Public	\$0		9,000	9,000	9,000	\$9,000			9,000	\$0	
	Collins Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Concord Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Eden Library	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Elma Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Grand Island Memorial	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	100.0%
	Hamburg Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Lancaster Public	\$0		6,000	6,000	6,000	\$6,000			6,000	\$0	
	Marilla Free	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	North Collins Public	\$949		3,000	3,949	3,000	\$3,949			3,949	\$0	
	Orchard Park Public	\$0		4,000	4,000	4,000	\$4,000			4,000	\$0	
	City of Tonawanda Public	\$0		3,000	3,000	3,000	\$3,000			3,000	\$0	
	Town of Tonawanda Public	\$0		7,000	7,000	7,000	\$7,000			7,000	\$0	
	West Seneca Public	\$0		6,000	6,000	6,000	\$6,000			6,000	\$0	
	Total Cnt Pmts-NP Pur Svs	\$2,615	\$0	\$116,000	\$118,615	\$116,000	\$118,615	\$0		\$118,615	\$0	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET**

Expenditure Detail as of 9/30/2013

74.8% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expend
			Encumbered & PY Capital Project Balances										
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	85,328	\$732,053	330,825			1,062,878	\$123,990	61.7%
516030	Maintenance Contracts	97,780	9,962	0	107,742	6,848	\$80,487	20,493			100,980	\$6,762	74.7%
530000	Other Expenses	178,950	5,783	9,100	193,833	3,696	\$75,548	9,876			85,424	\$108,409	39.0%
545000	Rental Charges	4,369		400	4,769	369	\$3,978	471			4,449	\$320	83.4%
555050	Insurance Premiums	50,000	15,353	0	65,353	3,000	\$50,116				50,116	\$15,237	76.7%
559000	County Share Grants			594,324	594,324		\$238,609				238,609	\$355,715	40.1%
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	50,772	\$255,929	54,791			310,720	\$80,741	65.4%
561420	Office Equip, Furn & Fixtures			0	0		\$0				0	\$0	0.0%
561430	Building, Grounds and Heavy Equip			10,000	10,000		\$0	1,228			1,228	\$8,772	0.0%
561440	Motor Vehicles			65,000	65,000	60,336	\$60,336				60,336	\$4,664	92.8%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	207,652	\$2,406,210		243,963		2,406,210	\$961,262	71.5%
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	3,723	108,911				108,911	\$58,370	65.1%
	Electricity	675,562		0	675,562	61,394	\$505,556				505,556	\$170,006	74.8%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	65,117	614,467	0			614,467	233,376	72.5%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$87,922)				(87,922)	(\$29,307)	75.0%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$130,589)				(130,589)	(\$43,530)	75.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$6,449)				(6,449)	(\$2,150)	75.0%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$224,960)	\$0			(\$224,960)	(\$74,987)	75.0%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,363	\$21,264				21,264	\$15,328	58.1%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,512	\$26,568				26,568	\$13,792	65.8%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	\$160,472				160,472	\$53,492	75.0%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$886,024	\$27,088,883	\$2,091,916	\$19,141,629	\$466,969	\$243,963		\$19,608,598	\$7,480,285	70.7%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 9/30/2013

74.8% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012	2013	Adjusted Budget	September 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		
ERIE COUNTY CAPITAL FUNDING FOR LIBRARY												
	Library Debt Service	1,302,760			1,302,760	21,784	\$1,067,346			1,067,346	\$235,414	81.9%
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	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$21,784	\$1,067,346	\$0		\$1,067,346	\$268,648	79.9%
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$886,024	\$28,424,877	\$2,113,700	\$20,208,975	\$466,969	\$243,963	\$20,675,944	\$7,748,933	71.1%

**Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending September 30, 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		\$76,517.49
(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		\$2,235.36
Less Disbursements		
Direct For Library Programs/Services/Support	(\$240,150.87)	
To Library Foundation	\$0.00	
Total Disbursements		(\$240,150.87)
Balance, 2013 Activity		(\$102,452.67)

Cumulative Balance Library Trust **\$880,830.22**

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

Library material purchases (direct from trust)	(\$1,211.20)
To Library Operating Fund to support Library material purchases	(\$100,000.00)
Programming support	(\$63,276.54)
Equipment, furnishings & supplies	(\$26,702.94)
Exhibit/display preparation and support	(\$3,370.00)
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	(\$240,150.87)