

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 12/19/2013

AGENDA ITEM NUMBER: E.2.c.

Budget & Finance Committee
Financials for the Month Ending **10/31/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of October 31, 2013 month-end close. The report also details monthly activity for October. 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 55% 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).
- ✓ **All but the year-end New York State Library Aid payments received.** Most payments have been received, with Year-to-Date revenue totaling 99.0% of budget. 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 80.2% of the budget.
- ✓ **Auto Truck & Supplies shows at 96.1%**
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 in the future.
- ✓ **Local Mileage Reimbursement shows at 98.0%**
This relatively small account (\$12,500 annual budget) is impacted by staff movements between branch libraries to provide programs and cover shifts.
- ✓ **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).
- ✓ **County Share Grants shows at 99.0%**
This reflects booking the grant match shares for multiple projects including closing out NY State Library Construction Grants supporting RFID and the Central Library 2nd floor west reconstruction project. At this point all needed grant match funds have been booked.

- ✓ **Natural gas and Electric utility costs reflect seasonal swings, electricity may end year modestly above budget.**
Year-to-date natural gas expense of \$115,496, at 69.0% of the 2013 annual budget is ahead of January - October 2012's expense of \$88,875. However, as a share of the annual budget, those expenses are in line with January - October 2012 expense which consumed of 70.6% of 2012's total \$125,953 natural gas expense.

Year-to-date electricity expense of \$562,271 at 83.2% of the 2013 annual budget is ahead of January - October 2012's expense of \$490,258. As a share of the annual budget that expense is 3.0% higher than the 80.2% share that January - October 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
83.3% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue October	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$30,323	\$289,262	\$13,957	95.4%
422000	Copies	22,040	0	22,040	1,927	\$18,387	3,653	83.4%
466040	Printing	40,999	0	40,999	3,941	\$35,787	5,212	87.3%
466030	Book Bags	2,000	0	2,000	114	\$1,126	874	56.3%
466020	Minor Sale - Other	10,223	0	10,223	851	\$5,515	4,708	53.9%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	607	\$13,677	2,323	85.5%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440		\$10,466	11,974	46.6%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$37,763	\$374,220	\$42,701	89.8%
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	161,874	\$1,723,525	17,902	99.0%
408150	NYS Aid to Member Libraries	243,139	11,926	255,065	229,558	\$229,558	25,507	90.0%
408160	State Aid - Special		128,000	128,000	122,000	\$122,000	6,000	95.3%
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	\$513,432	\$24,247,540	\$49,409	99.8%
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	\$7,950	\$88,323	(\$78,323)	883.2%
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	912	\$9,829	5,171	65.5%
466000	Misc Receipts	100,000	0	100,000	2,449	\$106,004	(6,004)	106.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	152	\$3,196	804	79.9%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$11,463	\$207,885	\$286,921	42.0%
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	\$562,658	\$24,829,644	\$1,754,424	93.4%

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

Expenditure Detail as of 8/31/2013

83.3% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expen- d	YTD Expend/ & Encumb
			Encumbered & PY Capital Project Balances										
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$715,603	\$6,675,809		\$6,675,809	\$1,459,592	82.1%	82.1%	
500010	Part Time - Wages	3,987,221		(\$275,000)	3,712,221	269,258	\$2,771,856		2,771,856	\$940,365	74.7%	74.7%	
500020	Regular PT - Wages	840,011		\$0	840,011	86,814	\$834,868		834,868	\$5,143	99.4%	99.4%	
500030	Seasonal Emp. Wages	81,686		\$0	81,686		\$3,174		3,174	\$78,512	3.9%	3.9%	
500300	Shift Differential	15,000		\$0	15,000	1,295	\$12,170		12,170	\$2,830	81.1%	81.1%	
500330	Holiday Worked	15,000		\$0	15,000	713	\$9,047		9,047	\$5,953	60.3%	60.3%	
500350	Other Employee Payments	50,000		\$0	50,000	2,280	\$20,242		20,242	\$29,758	40.5%	40.5%	
	Salaries & Wages	\$13,124,319	\$0	(\$275,000)	\$12,849,319	\$1,075,963	\$10,327,166	\$0	\$10,327,166	\$2,522,153	80.4%	80.4%	
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$19,745	\$131,499		\$131,499	\$58,501	69.2%	69.2%	
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	(\$275,000)	\$13,039,319		\$10,458,665	\$0	\$10,458,665	\$2,580,654	80.2%	80.2%	
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0		\$0		\$0	\$0	0.0%	0.0%	
504992	Contractual Salary Reserves	\$0		\$0	\$0		\$0		\$0	\$0	0.0%	0.0%	
	NET PERSONAL SERVICES	\$13,314,319			\$13,039,319		\$10,458,665		\$10,458,665	\$2,580,654	80.2%	80.2%	
FRINGE BENEFITS													
502000	Fringe Benefits	(\$26,926)		\$0	(\$26,926)		\$0		\$0	(\$26,926)	0.0%	0.0%	
502010	Employer FICA - REGULAR	\$835,687		\$0	835,687	67,719	\$646,271		646,271	\$189,416	77.3%	77.3%	
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	15,838	\$151,166		151,166	\$41,866	78.3%	78.3%	
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	213,575	\$1,868,476		1,868,476	\$495,059	79.1%	79.1%	
502040	Dental Plan	\$113,814		\$0	113,814	7,616	\$72,909		72,909	\$40,905	64.1%	64.1%	
502050	Workers Compensation	\$79,900		\$0	79,900	(2,579)	\$34,724		34,724	\$45,176	43.5%	43.5%	
502060	Unemployment Insurance	\$46,335		\$0	46,335	328	\$13,552		13,552	\$32,783	29.2%	29.2%	
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	96,308	\$703,829		703,829	\$32,960	95.5%	95.5%	
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,668	\$26,378		26,378	\$4,426	85.6%	85.6%	
502100	Retirement	\$2,163,180		\$0	2,163,180	157,793	\$1,777,512		1,777,512	\$385,668	82.2%	82.2%	
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0		0	\$2,000	0.0%	0.0%	
	TOTAL, FRINGE BENEFITS	\$6,538,150	\$0	\$0	\$6,538,150	\$559,265	\$5,294,817	\$0	\$5,294,817	\$1,243,333	81.0%	81.0%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

83.3% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expen- d	YTD Expend/ & Encumb
			Encumbered & PY Capital Project Balances											
505000	Office Supplies	102,070		0	102,070	23,535	\$88,144	10,547			98,691	\$3,379	86.4%	96.7%
505200	Clothing Supplies	3,350	1,783	0	5,133		\$1,533	2,262			3,795	\$1,338	29.9%	73.9%
505600	Auto Truck & Heavy Equip Supplies	5,650		2,500	8,150	574	\$7,830				7,830	\$320	96.1%	96.1%
505800	Medical & Health Supplies	1,300		0	1,300		\$159				159	\$1,141	12.2%	12.2%
506200	Maintenance & Repair	89,200	816	4,000	94,016	9,841	\$74,654	16,333			90,987	\$3,029	79.4%	96.8%
506400	Highway Supplies (Rock Salt)	11,500		0	11,500	360	\$3,842	1,167			5,009	\$6,491	33.4%	43.6%
510000	Local Mileage Reimbursement	12,500		0	12,500	1,162	\$12,256				12,256	\$244	98.0%	98.0%
510100	Out of Area Travel	15,000		0	15,000		\$11,777				11,777	\$3,223	78.5%	78.5%
510200	Training and Education	50,690	25	0	50,715	2,746	\$38,704	25			38,729	\$11,986	76.3%	76.4%
515000	Utility Charges (Telecom/water/sewer)													
	Water/Sewer	34,375		0	34,375	3,792	\$26,723				26,723	\$7,652	77.7%	77.7%
	Telephone & Internet Service	223,457			223,457	(32,087)	\$167,726				167,726	\$55,731	75.1%	75.1%
515000	Total Utility Charges	257,832		0	257,832	(28,296)	194,449	0			194,449	63,383	75.4%	75.4%
516010	CONTRACTUAL PAYMENTS													
	Newstead Public - Akron	\$0		9,000	9,000		\$9,000				9,000	\$0	100.0%	100.0%
	Ewell Free - Alden	\$1,666		3,000	4,666		\$4,666				4,666	\$0	100.0%	100.0%
	Amherst Public	\$0		36,000	36,000		\$36,000				36,000	\$0	100.0%	100.0%
	Angola Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Aurora Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Boston Free	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Clarence Public	\$0		9,000	9,000		\$9,000				9,000	\$0	100.0%	100.0%
	Collins Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Concord Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Eden Library	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Elma Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Grand Island Memorial	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Hamburg Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Lancaster Public	\$0		6,000	6,000		\$6,000				6,000	\$0	100.0%	100.0%
	Marilla Free	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	North Collins Public	\$949		3,000	3,949		\$3,949				3,949	\$0	100.0%	100.0%
	Orchard Park Public	\$0		4,000	4,000		\$4,000				4,000	\$0	100.0%	100.0%
	City of Tonawanda Public	\$0		3,000	3,000		\$3,000				3,000	\$0	100.0%	100.0%
	Town of Tonawanda Public	\$0		7,000	7,000		\$7,000				7,000	\$0	100.0%	100.0%
	West Seneca Public	\$0		6,000	6,000		\$6,000				6,000	\$0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	\$2,615	\$0	\$116,000	\$118,615	\$0	\$118,615	\$0			\$118,615	\$0	#####	100.0%

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

Expenditure Detail as of 8/31/2013

SAP Account Number	Account Description	83.3% of Budget Year							<u>% Current Budget</u>				
		2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expen- d	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	52,980	\$785,032	358,341		1,143,373	\$43,494	66.1%	96.3%
516030	Maintenance Contracts	97,780	9,962	0	107,742	5,614	\$86,101	14,269		100,370	\$7,372	79.9%	93.2%
530000	Other Expenses	178,950	5,783	5,100	189,833	19,537	\$95,084	11,709		106,794	\$83,039	50.1%	56.3%
545000	Rental Charges	4,369		400	4,769	129	\$4,107	342		4,449	\$320	86.1%	93.3%
555050	Insurance Premiums	50,000	15,353	0	65,353	(300)	\$49,816			49,816	\$15,537	76.2%	76.2%
559000	County Share Grants			594,324	594,324	350,000	\$588,609			588,609	\$5,715	99.0%	99.0%
561250	Acq: Building Improvements	0	12,950	0	12,950		\$0			0	\$12,950	0.0%	0.0%
561410	Lab & Technical Equipment	50,268	43,002	298,191	391,461	50,784	\$306,713	44,985		351,698	\$39,763	78.4%	89.8%
561420	Office Equip, Furn & Fixtures			0	0		\$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%	12.3%
561440	Motor Vehicles			65,000	65,000		\$60,336			60,336	\$4,664	92.8%	92.8%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	112,938	\$2,519,149		243,963	2,519,149	\$848,323	74.8%	74.8%
575000	Interfund Trans (RFID Efficiency Grant)	0			0		\$0			0	\$0	0.0%	0.0%
570040	Interfund Subsidy Debt Svc	0		0	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%	0.0%
	Natural Gas	167,281		0	167,281	6,586	115,496			115,496	\$51,785	69.0%	69.0%
	Electricity	675,562		0	675,562	56,714	\$562,271			562,271	\$113,291	83.2%	83.2%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	63,300	677,767	0		677,767	170,076	79.9%	79.9%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$97,691)			(97,691)	(\$19,538)	83.3%	83.3%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$145,099)			(145,099)	(\$29,020)	83.3%	83.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$7,165)			(7,165)	(\$1,433)	83.3%	83.3%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$249,955)	\$0		(\$249,955)	(\$49,991)	83.3%	83.3%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,363	\$23,627			23,627	\$12,965	64.6%	64.6%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,611	\$29,179			29,179	\$11,181	72.3%	72.3%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	\$178,303			178,303	\$35,661	83.3%	83.3%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$886,024	\$27,088,883	\$1,221,976	\$21,459,314	\$461,207	\$243,963	\$21,920,521	\$5,168,362	79.2%	80.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 8/31/2013

83.3% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013 Budget Adjustments / Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	% Current Budget	
			Encumbered & PY Capital Project Balances										YTD Expen d	YTD Expend/ & Encumb
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,302,760				1,302,760	62,803	\$1,130,149			1,130,149	\$172,611	86.8%	
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	\$62,803	\$1,130,149	\$0		\$1,130,149	\$205,845	84.6%	
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$886,024		\$28,424,877	\$1,284,779	\$22,589,462	\$461,207	\$243,963	\$23,050,670	\$5,374,207	79.5%	

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

Main Trust		\$879,078.38
Encore Editions Proceeds (Invested per resolution 2006-19)		\$104,204.51
2012 Ending Balance		\$983,282.89
<hr/>		
<u>2013 Activity and Balances</u>		
Restricted Donations		\$117,789.61
(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		\$2,454.71
Less Disbursements		
Direct For Library Programs/Services/Support	(\$243,077.41)	
To Library Foundation	\$0.00	
Total Disbursements		(\$243,077.41)
Balance, 2013 Activity		(\$63,887.74)
<hr/>		
Cumulative Balance Library Trust		\$919,395.15
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:		
Library material purchases (direct from trust)		(\$1,411.88)
To Library Operating Fund to support Library material purchases		(\$100,000.00)
Programming support		(\$65,141.40)
Equipment, furnishings & supplies		(\$27,263.94)
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		(\$986.35)
Other		(\$495.50)
Total		(\$243,077.41)