

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 6/21/2018

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee  
Financials for the Month Ending 04/30/2018

**BACKGROUND:**

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of April 30, 2018 month-end. The report also details monthly activity for April. Overall, with 32.9% of the budget year elapsed, year-to-date Library revenue, at 87.9% collected, is well within budget and year-to date expense, at 31.8%, is also within budget. Items of note include:

**REVENUE:**

- ✓ **Property Tax for Library Proceeds:** The full \$24,422,489 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments normally occur in June-July.** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. The initial payment represents approximately 90% of the total for the year. The Library's 2018 budget assumed state library aid at 2017's funding level. The enacted NY State 2018-19 budget contained a 1.05% increase, approximately \$23,303. Once the State Library issues final aid tables, a budget adjustment will be forwarded for Board consideration.
- ✓ **Refunds - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year.
- ✓ **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.

**EXPENSE :**

- ✓ **Salaries and Wages expense running under budget.** Contract settlements with AFSCME and the Librarians Association were reached in late 2017, and with CSEA in early 2018. The above budget amount in the “Other Employee Payments” includes a one-time payment to CSEA members pursuant to that settlement. Funding to help support the settlements’ cost is included in the “Contract Salary Reserves” account. Overall, year-to-date Net Personal Services expense consumed 32.2% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 27.9% overall.** Usage changes and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 24.1%, with YTD costs 17.9% below year-to-date charges for the same period last year). Workers compensation expense is running above budget due to medical procedure expense in February. Finally, retiree medical charges so far this year are also running below budget, coming in at 25.3% of budget (and 12.2% below the same period in 2017). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor these accounts.
- ✓ **Highway Supplies (rock salt) show at 53.7%.** This relatively small account (\$14,000 annual budget) is very seasonal in nature with the next set of purchases taking place in the fall. Prolonged winter weather conditions this season required significantly more salt usage this year.
- ✓ **Telephone and Internet Service charges show at 64.7% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers up to 90% of eligible services in this expense category. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Spectrum, processes e-Rate discounts on a reimbursement basis. Factoring in payment timing and anticipated reimbursements, these charges are expected to end the year within budget.
- ✓ **Contractual Payments to Member Libraries combined show at 81.6%.** The above budget variance reflects the contract provision that small dollar amounts are transmitted at the beginning of the year rather than quarterly in advance. The six amounts at 100% are all below \$2,000.
- ✓ **Insurance Premiums shows at 71.8 %.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.

**EXPENSE** (continued):

- ✓ **Several remaining operating accounts above 32.9% reflect timing differences.** These accounts, including Professional Services, Maintenance Contracts, Lab/Tech Equipment, and Library Materials, reflect timing variations and are expected to end the year within budget.
- ✓ **A mild winter helped counter higher Natural Gas rates to yield modest utility savings.** Natural Gas charges of \$93,650 came in at 63.6% of the 2018 annual budget, reflecting seasonality and prolonged winter weather. Expense was 13.3% higher than the \$82,638 paid in January - April 2017. Electricity charges of \$167,653 came in at 27.1% of the 2018 annual budget; however, they were 20.9% above the \$138,655 paid in January - April 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. **Combined, 2018 interfund utility charges of \$261,303 were modestly above budget (34.1% of budget), however they were \$40,010 (18.1%) above those incurred for the same months in 2017.** The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Revenue Detail as of 4/30/2018

**32.9% of Budget Year**

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue April	YTD Revenue	To Be Realized	% of Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	295,594	0	295,594	24,638	101,643.11	193,951	34.4%
422000	Copies	17,398	0	17,398	2,405	8,280.63	9,117	47.6%
466040	Printing	62,963	0	62,963	5,992	20,417.00	42,546	32.4%
466030	Book Bags	1,100	0	1,100	104	341.00	759	31.0%
466020	Minor Sale - Other	5,591	0	5,591	455	1,664.75	3,926	29.8%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	1,564	7,230.40	13,870	34.3%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	4,137	5,269.58	12,410	29.8%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>421,426</b>	<b>0</b>	<b>421,426</b>	<b>39,294</b>	<b>144,846.47</b>	<b>276,580</b>	<b>34.4%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	24,422,489	0	24,422,489		24,422,488.99	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,943,728	0	1,943,728		0.00	1,943,728	0.0%
408150	NYS Aid to Member Libraries	284,683	0	284,683		0.00	284,683	0.0%
408160	State Aid - Special	0	13,000	13,000	13,000	13,000.00	0	100.0%
409010	State Aid - Other	0	0	0		0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>26,650,900</b>	<b>13,000</b>	<b>26,663,900</b>	<b>13,000</b>	<b>24,435,488.99</b>	<b>2,228,411</b>	<b>91.6%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	349,839	0	349,839		0.00	349,839	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000	28,736	30,756.01	(20,756)	307.6%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0		0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	1,109	2,690.43	(690)	134.5%
466000	Misc Receipts	0	0	0		75.00	(75)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	164	907.85	4,092	18.2%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>426,854</b>	<b>0</b>	<b>426,854</b>	<b>30,008</b>	<b>34,429.29</b>	<b>392,425</b>	<b>8.1%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	498,684	0	498,684		0.00	498,684	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>498,684</b>	<b>0</b>	<b>498,684</b>	<b>0</b>	<b>0.00</b>	<b>498,684</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>27,997,864</b>	<b>13,000</b>	<b>28,010,864</b>	<b>82,302</b>	<b>24,614,764.75</b>	<b>3,396,099</b>	<b>87.9%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Expenditure Detail as of 4/30/2018

32.9% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /% Encumb
<b><u>OPERATING EXPENDITURES</u></b>													
<b>PERSONAL SERVICES</b>													
<b>Regular Salaries &amp; Wages</b>													
500000	Full Time - Salaries	9,520,007		0	9,520,007	\$759,746	3,109,578.02			3,109,578.02	6,410,429	32.7%	32.7%
500010	Part Time - Wages	4,104,351		0	4,104,351	316,647	1,294,533.39			1,294,533.39	2,809,818	31.5%	31.5%
500020	Regular PT - Wages	759,767		0	759,767	71,298	284,241.41			284,241.41	475,526	37.4%	37.4%
500300	Shift Differential	19,000		0	19,000	1,447	5,422.68			5,422.68	13,577	28.5%	28.5%
500330	Holiday Worked	16,000		0	16,000	4,426	9,213.53			9,213.53	6,786	57.6%	57.6%
500350	Other Employee Payments	100,000		0	100,000	1,860	39,182.40			39,182.40	60,818	39.2%	39.2%
	<b>Salaries &amp; Wages</b>	<b>14,519,125</b>	<b>0</b>	<b>0</b>	<b>14,519,125</b>	<b>\$1,155,423</b>	<b>4,742,171.43</b>	<b>0.00</b>	<b>0.00</b>	<b>4,742,171.43</b>	<b>9,776,954</b>	<b>32.7%</b>	<b>32.7%</b>
501000	Overtime Salaries & Wages	220,000		0	220,000	\$16,731	86,773.87			86,773.87	133,226	39.4%	39.4%
	<b>TOTAL, PERSONAL SERVICES</b>	<b>14,739,125</b>	<b>0</b>	<b>0</b>	<b>14,739,125</b>	<b>\$1,172,154</b>	<b>4,828,945.30</b>	<b>0.00</b>	<b>0.00</b>	<b>4,828,945.30</b>	<b>9,910,180</b>	<b>32.8%</b>	<b>32.8%</b>
504990	Reduction From Personal Services	(53,937)		0	(53,937)		0.00			0.00	(53,937)	0.0%	0.0%
504992	Contractual Salary Reserves	304,055		0	304,055		0.00			0.00	304,055	0.0%	0.0%
	<b>NET PERSONAL SERVICES</b>	<b>14,989,243</b>	<b>0</b>	<b>0</b>	<b>14,989,243</b>	<b>1,172,154</b>	<b>4,828,945.30</b>	<b>0.00</b>	<b>0.00</b>	<b>4,828,945.30</b>	<b>10,160,298</b>	<b>32.2%</b>	<b>32.2%</b>
<b>FRINGE BENEFITS</b>													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	913,829		0	913,829	70,965	293,177.64			293,177.64	620,651	32.1%	32.1%
502020	Employer FICA - MEDICARE	213,712		0	213,712	16,597	68,565.91			68,565.91	145,146	32.1%	32.1%
502030	Employee Health Insurance	2,593,704		0	2,593,704	171,718	623,926.16			623,926.16	1,969,778	24.1%	24.1%
502040	Dental Plan	97,542		0	97,542	6,265	24,236.26			24,236.26	73,306	24.8%	24.8%
502050	Workers Compensation	48,921		0	48,921	15,431	39,460.53			39,460.53	9,460	80.7%	80.7%
502060	Unemployment Insurance	20,144		0	20,144	139	1,731.00			1,731.00	18,413	8.6%	8.6%
502070	Hospital & Medical - Retirees	1,629,339		0	1,629,339	130,373	412,492.04			412,492.04	1,216,847	25.3%	25.3%
502090	Health Insurance Waiver (Incl: 117)	27,012		0	27,012	3,567	14,135.00			14,135.00	12,877	52.3%	52.3%
502100	Retirement	1,589,302		0	1,589,302	130,126	522,267.58			522,267.58	1,067,034	32.9%	32.9%
502000	Unallocated Fringe Benefits	30,025		0	30,025		0.00			0.00	30,025	0.0%	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>7,163,530</b>	<b>0</b>	<b>0</b>	<b>7,163,530</b>	<b>545,181</b>	<b>1,999,992.12</b>	<b>0.00</b>	<b>0.00</b>	<b>1,999,992.12</b>	<b>5,163,538</b>	<b>27.9%</b>	<b>27.9%</b>
	<b>TOTAL COMPENSATION RELATED</b>	<b>22,152,773</b>	<b>0</b>	<b>0</b>	<b>22,152,773</b>	<b>1,717,336</b>	<b>6,828,937.42</b>	<b>0.00</b>	<b>0.00</b>	<b>6,828,937.42</b>	<b>15,323,836</b>	<b>30.8%</b>	<b>30.8%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Expenditure Detail as of 4/30/2018

32.9% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expended	YTD Expend /% Encumb
505000	Office Supplies	167,535	15	0	167,550	17,276	52,125.75	75,760.08		127,885.83	39,664	31.1%	76.3%
505200	Clothing Supplies	4,000	1,407	0	5,407		1,086.53	1,406.50		2,493.03	2,913	20.1%	46.1%
505600	Auto Truck & Heavy Equip Supplies	11,000		0	11,000	5	2,381.74			2,381.74	8,618	21.7%	21.7%
505800	Medical & Health Supplies	1,550	275	0	1,825		0.00			0.00	1,825	0.0%	0.0%
506200	Maintenance & Repair	106,400	16,523	0	122,923	12,018	29,323.03	46,405.04	14,317.50	90,045.57	32,877	23.9%	73.3%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		7,520.00			7,520.00	6,480	53.7%	53.7%
510000	Local Mileage Reimbursement	11,000		0	11,000	564	2,126.78			2,126.78	8,873	19.3%	19.3%
510100	Out of Area Travel	20,000		0	20,000	1,800	6,008.25			6,008.25	13,992	30.0%	30.0%
510200	Training and Education	55,231		0	55,231	1,200	14,048.00			14,048.00	41,183	25.4%	25.4%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	31,005			31,005	1,862	6,946.91			6,946.91	24,058	22.4%	22.4%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	67,928		0	67,928	2,477	43,983.36			43,983.36	23,945	64.7%	64.7%
515000	<b>Total Utility Charges</b>	<b>99,933</b>		<b>0</b>	<b>99,933</b>	<b>4,339</b>	<b>50,930.27</b>	<b>0.00</b>	<b>0.00</b>	<b>50,930.27</b>	<b>48,003</b>	<b>51.0%</b>	<b>51.0%</b>
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	724		0	724		724.00			724.00	0	100.0%	100.0%
	Ewell Free - Alden	1,591		0	1,591		1,591.00			1,591.00	0	100.0%	100.0%
	Amherst Public	0		13,000	13,000	13,000	13,000.00			13,000.00	0	100.0%	100.0%
	Boston Free	1,862		0	1,862		1,862.00			1,862.00	0	100.0%	100.0%
	Eden Library	880		0	880		880.00			880.00	0	100.0%	100.0%
	Lackawanna Public	11,875		0	11,875	2,969	5,937.50	5,937.50		11,875.00	0	50.0%	100.0%
	Marilla Free	738		0	738		738.00			738.00	0	100.0%	100.0%
	North Collins Public	1,647		0	1,647		1,647.00			1,647.00	0	100.0%	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>19,317</b>	<b>0</b>	<b>13,000</b>	<b>32,317</b>	<b>\$15,969</b>	<b>26,379.50</b>	<b>5,937.50</b>	<b>0.00</b>	<b>32,317.00</b>	<b>0</b>	<b>81.6%</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Expenditure Detail as of 4/30/2018

32.9% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expended	YTD /& Encumb
516020	Professional Services Contracts & Fees	857,725	53,849	0	911,574	29,419	336,418.77	343,390.42		679,809.19	231,765	36.9%	74.6%
516030	Maintenance Contracts	124,900	44,589	0	169,489	13,331	77,975.00	44,792.59		122,767.59	46,722	46.0%	72.4%
530000	Other Expenses	188,800	49,849	0	238,649	7,529	42,629.16	25,112.16	48,492.00	116,233.32	122,415	17.9%	48.7%
545000	Rental Charges	4,925		0	4,925	69	427.35	1,307.07		1,734.42	3,191	8.7%	35.2%
555050	Insurance Premiums	150,048		0	150,048	3,324	107,747.12			107,747.12	42,301	71.8%	71.8%
561410	Lab & Technical Equipment	98,175	60,819	0	158,994	3,071	57,976.15	18,403.46	52,981.00	129,360.61	29,633	36.5%	81.4%
561420	Office Equip, Furn & Fixtures		69,147	0	69,147		1,447.71	466.53	67,232.76	69,147.00	0	2.1%	100.0%
561430	Building, Grounds and Heavy Equip		10,131	0	10,131		0.00	2,958.00	7,173.00	10,131.00	0	0.0%	100.0%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	175,955	0	3,184,955	186,288	1,115,193.82			1,115,193.82	2,069,761	35.0%	35.0%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	147,264		0	147,264	14,947	93,649.76			93,649.76	53,614	63.6%	63.6%
	Electricity	618,384		0	618,384	37,086	167,653.10			167,653.10	450,731	27.1%	27.1%
	<b>Total Interfund Exp - Utilites</b>	<b>765,648</b>	<b>0</b>	<b>0</b>	<b>765,648</b>	<b>52,033</b>	<b>261,302.86</b>	<b>0.00</b>	<b>0.00</b>	<b>261,302.86</b>	<b>504,345</b>	<b>34.1%</b>	<b>34.1%</b>
942000	Interfund - Holding Center	(89,542)		0	(89,542)	(7,462)	(29,847.32)			(29,847.32)	(59,695)	33.3%	33.3%
	Interfund - Correctional Facility	(99,889)			(99,889)	(8,324)	(33,296.32)			(33,296.32)	(66,593)	33.3%	33.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(2,866.00)			(2,866.00)	(5,732)	33.3%	33.3%
	<b>Total ID Library Services</b>	<b>(198,029)</b>	<b>0</b>	<b>0</b>	<b>(198,029)</b>	<b>(\$16,502)</b>	<b>(66,009.64)</b>			<b>(66,009.64)</b>	<b>(132,019)</b>	<b>33.3%</b>	<b>33.3%</b>
910600	Intefund Expense - Purchasing Services	28,766		0	28,766	\$2,181	8,722.67			8,722.67	20,043	30.3%	30.3%
910700	Interfund Expnese - Fleet Services	32,061		0	32,061	\$1,969	7,383.81			7,383.81	24,677	23.0%	23.0%
980000	Interdepart Services DISS	273,106		0	273,106	21,390	85,559.00			85,559.00	187,547	31.3%	31.3%
	<b>System Operating Grand Totals</b>	<b>27,997,864</b>	<b>482,559</b>	<b>13,000</b>	<b>28,493,423</b>	<b>2,074,606</b>	<b>9,057,641.05</b>	<b>565,939.35</b>	<b>190,196.26</b>	<b>9,813,776.66</b>	<b>18,678,646</b>	<b>31.8%</b>	<b>34.4%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2018 OPERATING BUDGET**

Expenditure Detail as of 4/30/2018

32.9% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbered & PY Capital Project Balances	2018 Budget Adjustments/Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD /& Encumb
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	1,031,377			1,031,377	583,090	808,775.97			808,775.97	222,601	78.4%	78.4%
	<b>Grand Total Operating and Erie County Capital</b>	<b>29,029,241</b>	<b>482,559</b>	<b>13,000</b>	<b>29,524,800</b>	<b>2,657,696</b>	<b>9,866,417</b>	<b>565,939</b>	<b>190,196</b>	<b>10,622,553</b>	<b>18,901,247</b>	<b>33.4%</b>	<b>36.0%</b>

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending April 30, 2018**

Main Trust	\$1,083,630.06
Encore Editions Proceeds (Invested per resolution 2006-19)	\$97,531.43
2017 Ending Balance	<b>\$1,181,161.49</b>

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2018 Activity and Balances

Restricted Donations	\$98,721.62
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$0.00
Interest Income	\$836.14
<b>Total 2018 Revenue</b>	
	<b>\$99,557.76</b>

Less Disbursements

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

Library material purchases (direct from trust)	\$0.00
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$17,206.91)
Equipment, furnishings & supplies	(\$3,949.47)
Exhibit/display preparation and support/Rare Book Room	(\$7,020.00)
Preservation/Conservation	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$8,771.20)
Fundraiser Event Expense	\$0.00
Other	(\$558.41)

Subtotal Disbursements per Resolution 2010-8	(\$37,505.99)
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Other Disbursements (Describe)	\$0.00
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<b>Total 2018 Disbursements</b>	<b>(\$37,505.99)</b>
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Balance, 2018 Activity	\$62,051.77
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Cumulative Balance Library Trust	<b>\$1,243,213.26</b>
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