BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 9/19/2013

AGENDA ITEM NUMBER: <u>E.2.e.</u>

Budget & Finance Committee Financials for the Month Ending **07/31/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of July 31, 2013 month-end close (41.4% of the budget year elapsed). The report also details monthly activity for June and July. 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 40% 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 22.3**% 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).
- ✓ **Property Tax for Library at 100**%. The full \$22,172,457 Library Tax allocation was booked to the Library Fund in January.
- ✓ 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 is behind with aid distribution this year, the first payment, totaling \$1,561,651, was received in August. The recently adopted state budget will provide an increase of over 4.9% in aid to the Library.
- ✓ 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 54.7% of the budget.
- ✓ **Auto Truck & Supplies shows at 76.0**%
 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 70.6%

 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 82.9**% **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.
- ✓ **Insurance Premiums show at 72.1**% due to annual policy renewal timing. This account is expected to end the year within budget.

✓ Natural gas and Electric utility costs reflect seasonal swings but are tracking within budget.

Year-to-date natural gas charges of \$103,960, at 62.1% of the 2013 annual budget are ahead of January – July 2012's expense of \$77,910. However, as a share of the annual budget, those expenses are in line with January – July 2012 expense which consumed of 61.9% of 2012's total \$125,953 natural gas expense.

Year-to-date electricity expense of \$368,899 at 54.6% of the 2013 annual budget is ahead of January - July 2012's expense of \$329,713. As a share of the annual budget that expense is 0.7% higher than the 53.9% share that January - July 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

Revenue Detail as of 7/31/2013

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue June	Revenue July	YTD Revenue	To Be Realized	Budget Collect
	REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$25,452	\$31,279	\$207,470	\$95,749	68.4%
422000	Copies	22,040	0	22,040	1,398	1,840	\$12,660	9,380	57.4%
466040	Printing	40,999	0	40,999	3,324	3,400	\$24,909	16,090	60.8%
466030	Book Bags	2,000	0	2,000	80	144	\$798	1,202	39.9%
466020	Minor Sale - Other	10,223	0	10,223	361	474	\$4,000	6,223	39.1%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	942	1,200	\$8,642	7,358	54.0%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	1,094		\$4,999	17,441	22.3%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	\$416,921	\$0	\$416,921	\$32,651	\$38,336	\$263,478	\$153,443	63.2%
	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			\$0	1,660,083	0.0%
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		,	ŕ			\$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	\$0	\$0	\$22,172,457	\$2,031,222	91.6%
	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			\$155	(155)	
466070	Refund P/Y Expenses			0			\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	950	982	\$6,875	8,125	45.8%
466000	Misc Receipts	100,000	0	100,000	2,379		\$2,932	97,068	2.9%
466010	NSF Check Fees	15	0	15			\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	13	145	\$2,468	1,532	61.7%
499100	Accrued Invest Interest			0			\$0	0	0.0%
	TOTAL OTHER REVENUE	\$494,806	\$0	\$494,806	\$3,342	\$1,127	\$92,803	\$402,003	18.8%
	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	\$0	\$1,393,663	0.0%
	GRAND TOTAL OPERATING REVENUE	\$25,698,045	\$811,024	\$26,509,069	\$35,992	\$39,463	\$22,528,737	\$3,980,331	85.0%

Expenditure Detail as of 7/31/2013

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SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
	OPERATING EXPENDITURES												
	PERSONAL SERVICES												
	Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$611,557	\$714,059	\$4,644,769			\$4,644,769	\$3,490,632	57.1%
500010	Part Time - Wages	3,987,221		\$0	3,987,221	271,857	285,091	\$1,936,278			1,936,278	2,050,943	48.6%
500020	Regular PT - Wages	840,011		\$0	840,011	86,406	93,167	\$585,621			585,621	254,390	
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	1,125	1,106	\$7,911			7,911	7,089	
500330	Holiday Worked	15,000		\$0	15,000	606	1,273	\$7,303			7,303	7,697	48.7%
500350	Other Employee Payments	50,000		\$0	50,000	560	5,960	\$16,362			16,362	33,638	32.7%
	Salaries & Wages	\$13,124,319	\$0	\$0	\$13,124,319	\$972,111	\$1,100,656	\$7,201,418	\$0		\$7,201,418	\$5,922,901	54.9%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$1,379	\$5,056	\$84,627			\$84,627	\$105,373	44.5%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	\$0	\$13,314,319	\$973,490	\$1,105,712	\$7,286,044	\$0		\$7,286,044	\$6,028,275	54.7%
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0			\$0			\$0	\$0	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0			\$0			\$0	\$0	
	NET PERSONAL SERVICES	\$13,314,319			\$13,314,319			\$7,286,044			\$7,286,044	\$6,028,275	54.7%
	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	60,175	68,451	\$450,383			450,383	385,304	
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	14,073	16,010	\$105,332			105,332	87,700	54.6%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	168,276	216,956	\$1,322,527			1,322,527	1,041,008	56.0%
502040	Dental Plan	\$113,814		\$0	113,814	6,894	7,752	\$51,264			51,264	62,550	
502050	Workers Compensation	\$79,900		\$0	79,900	(381)	2,195	\$25,696			25,696	54,204	
502060	Unemployment Insurance	\$46,335		\$0	46,335	1,657	2,110	\$10,835			10,835	35,500	23.4%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	62,067	108,922	\$424,319			424,319	312,470	
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,768	2,701	\$18,408			18,408	12,396	
502100	Retirement	\$2,163,180		\$0	2,163,180	169,541	171,296	\$1,220,816			1,220,816	942,364	
502110	Flex Benefit Spending	\$2,000		\$0	2,000	·	•	\$0			0	2,000	
	TOTAL, FRINGE BENEFITS	\$6,538,150	\$0	\$0	\$6,538,150	\$485,069	\$596,393	\$3,629,580	\$0		\$3,629,580	\$2,908,570	

Expenditure Detail as of 7/31/2013

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
505000	Office Supplies	102,070		0	102,070	6,017	13,578	\$55,275	24,580		79,855	22,215	54.2%
505200	Clothing Supplies	3,350	1,783	0	5,133		1,439	\$1,664	124		1,788	3,345	32.4%
505600	Auto Truck & Heavy Equip Supplies	5,650		2,500	8,150	259	876	\$6,220			6,220	1,930	76.3%
505800	Medical & Health Supplies	1,300		0	1,300			\$159			159	1,141	12.2%
506200	Maintenance & Repair	89,200	816	0	90,016	7,803	8,961	\$51,650	20,446		72,097	17,919	57.4%
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	1,448	1,134	\$7,930			7,930	4,570	63.4%
510100	Out of Area Travel	15,000		0	15,000	91	1,965	\$10,585			10,585	4,415	70.6%
510200	Training and Education	50,690	25	0	50,715	130	21,315	\$35,328	275		35,603	15,112	69.7%
	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	34,375		0	34,375	3,671	2,370	\$17,427			17,427	16,948	
	Telephone & Internet Service	223,457			223,457	39,473	19,838	\$185,333			185,333	38,124	_
515000	Total Utility Charges	257,832		0	257,832	43,144	22,208	202,760	0		202,760	55,072	78.6%
	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	\$0		9,000	9,000			\$0	9,000		9,000	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	\$0	\$2,615	\$116,000		\$118,615	\$0	2.2%

Expenditure Detail as of 7/31/2013

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SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	80,427	35,952	\$611,945	449,207		1,061,152	125,716	51.6%
516030	Maintenance Contracts	97,780	9,962	0	107,742	6,951	7,450	\$62,834	32,539		95,373	12,369	58.3%
530000	Other Expenses	178,950	5,783	9,100	193,833	2,357	4,357	\$53,833	9,012		62,846	130,987	27.8%
545000	Rental Charges	4,369		400	4,769	792	374	\$3,499	950		4,449	320	73.4%
555050	Insurance Premiums	50,000	15,353	0	65,353	1,614	1,400	\$47,116			47,116	18,237	72.1%
559000	County Share Grants			244,324	244,324			\$0			0	244,324	0.0%
	Acq: Building Improvements	0	12,950	0	12,950			\$0			0	12,950	
	Lab & Technical Equipment	50,268	43,002	298,191	391,461	(3,480)	109,301	\$223,227	50,954	4,060	274,181	117,280	
	Office Equip, Furn & Fixtures		-,	0	0	(=, ==,	,	\$0	,	,	0	0	
	Building, Grounds and Heavy Equip			10,000	10,000			\$0			0	10,000	
	Motor Vehicles			65,000	65,000			\$0 \$0	60,336		60,336	4,664	
		2 059 000	242.042	•		240 641	0E 14E		00,330	242.042	•		
	Library Books and Media	3,058,000	243,963	65,509	3,367,472	349,641	85,165	\$1,980,958		243,963	1,980,958	1,386,514	
	Interfund Trans (RFID Efficiency Grant)	0			0			\$0			0	0	
	Interfund Subsidy Debt Svc	0		0	0			\$0			0	0	0.0%
	Interfund Exp - Utilities Fuel Oil	5,000		0	5,000			\$0			0	5,000	0.0%
	Natural Gas	167,281		0	167,281	2,374	766	103,960			103,960	63,321	62.1%
	Electricity	675,562		0	675,562	59,396	99,502	\$368,899			368,899	306,663	
	Total Interfund Exp - Utilites	847,843	0	0	847,843	61,770	100,267	472,859	0		472,859	374,984	55.8%
942000	Interfund - Holding Center	(117,229))	0	(117,229)	(9,769)	(9,769)	(\$68,384)			(68,384)	(48,845)) 58.3%
	Interfund - Correctional Facility	(174,119))		(174,119)	(14,510)	(14,510)	(\$101,569)			(101,569)	(72,550)	58.3%
	Interfund - Court Storage	(8,598))		(8,598)	(717)	(717)	(\$5,016)			(5,016)	(3,583)	58.3%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$24,996)	(\$174,969)	\$0		(\$174,969)	(\$124,978)	58.3%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,364	\$2,362	\$16,539			16,539	20,053	45.2%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,741	\$2,841	\$21,170			21,170	19,190	52.5%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	17,830	\$124,812			124,812	89,152	58.3%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$811,024	\$27,013,883	\$2,015,464	\$2,115,884	\$14,737,116	\$764,812	\$248,023	\$15,501,928	\$11,511,955	54.6%

Expenditure Detail as of 7/31/2013

SAP Account Number		2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
	ERIE COUNTY CAPITAL FUNDING FOR LIE	BRARY											
	Library Debt Service	1,302,760			1,302,760	126,963	81,865	\$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	\$126,963	\$81,865	\$1,045,562	\$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	\$2,142,428	\$2,197,748	\$15,782,678	\$764,812	\$248,023	\$16,547,490	\$11,802,387	55.7%

Buffalo and Erie County Public Library

Treasurer's Report of Year to Date Donations

Results for the Period Ending July 31, 2013

Main Trust Encore Editions Proceeds (Invested per resolution 2006-19)		\$879,078.38 \$104,204.51
2012 Ending Balance		\$983,282.89
2013 Activity and Balances		
Restricted Donations (Donations received with instructions restricting them to the Buffalo & Er Library direct uses and fundraising for identified program use)	ie County Public	\$65,876.50
Unrestricted Donations		
Pending Board Action	\$8,945.35	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	¢0 04E 2E
Total Unrestricted Donations		\$8,945.35
Interest Income		\$1,750.42
Less Disbursements		
Direct For Library Programs/Services/Support	(\$94,798.91)	
To Library Foundation	\$0.00	
Total Disbursements		(\$94,798.91)
Balance, 2013 Activity	_	(\$18,226.64)
Cumulative Balance Library Trust		\$965,056.25
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include	:	
Library material purchases		(\$1,211.20)
Programming support		(\$44,519.76)
Equipment, furnishings & supplies		(\$2,677.60)
Exhibit/display preparation and support		(\$800.16)
Construction Grant Match		(\$38,206.00)
Raiser's Edge Software and Related Fundraising Expense		(\$6,202.34)
Fundraiser Event Expense Other		(\$686.35) (\$495.50)
Total	-	(\$94,798.91)
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