

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 7/17/2014

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee  
Financials for the Month Ending **5/31/2014**

**BACKGROUND:**

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of May 31, 2014 month-end. The report also details monthly activity for May. Overall, with 41.4% of the budget year elapsed, year-to-date Library revenue, at 86.0% collected, is well within budget and year-to-date expense, at 41.0%, is within budget as the impacts of our elongated winter season on utility costs is moderated by milder temperatures this spring. Items of note include:

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** The full \$22,588,324 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 2014 budget assumed state library aid at 2013's funding level. The enacted NY State 2014-15 budget actually increased library aid by 1.2% which will result in operating revenue increase of approximately \$23,000 above budget.
- ✓ **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 2013 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 2013 year-end accruals.
- ✓ **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 wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 39.5% of the budget.
- ✓ **Fringe Benefit expense also running under budget at 39.5% overall.**  
The impact of vacancies on percent driven benefits (employer costs of payroll taxes, unemployment insurance, NY State and Local Employees retirement and workers compensation) was partially offset by retiree health insurance expense being at 49.0%, the latter subject to significant swings due to changes in usage by retirees.
- ✓ **Highway Supplies (rock salt) shows at 67.1%**  
This relatively small account (\$14,000 revised annual budget) was impacted by the extended winter.
- ✓ **Telephone and Internet Service charges show at 55.6% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 61% of this expense category, increasing to 62% on July 1<sup>st</sup>. 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, these charges are expected remain within budget.
- ✓ **Long cold winter had a major impact on utility expense, both in usage and higher natural gas and electric rates compared to the milder winter of 2013.**  
Natural gas expense of \$148,723, at 78.2% of the 2014 annual budget was 47.5% higher than the \$100,820 paid in January – May 2013. Electricity expense of \$308,284, at 42.0% of the 2014 annual budget was 46.8% above the \$210,001 paid in January – May 2013. This season’s more extreme cold impacted both usage and rates paid for natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, YTD interfund utility expense stands at \$457,007 (49.2% of budget) and is \$146,186 (47.0%) the above the same 2013 period.** The Library participates in Erie County’s utility purchasing pool which saves costs compared to retail pricing. Staff will continue to closely monitor this situation.

ACTION REQUIRED: None – Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
Revenue Detail as of 5/31/2014  
41.4% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue May	YTD Revenue	To Be Realized	Budget Collect
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	\$325,277	\$0	\$325,277	24,469	\$140,881	\$184,396	43.3%
422000	Copies	25,137	0	25,137	2,069	\$9,058	16,079	36.0%
466040	Printing	42,406	0	42,406	4,281	\$20,601	21,805	48.6%
466030	Book Bags	1,500	0	1,500	110	\$508	992	33.9%
466020	Minor Sale - Other	8,972	0	8,972	540	\$3,215	5,757	35.8%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,949	\$6,711	9,289	41.9%
420530	Comm - Tel Booth Food Svs	20,640	0	20,640	2,021	\$3,027	17,613	14.7%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$439,932</b>	<b>\$0</b>	<b>\$439,932</b>	<b>35,438</b>	<b>\$184,000</b>	<b>\$255,932</b>	<b>41.8%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	\$22,588,324	\$0	\$22,588,324		\$22,588,324	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,741,427	0	1,741,427		\$0	1,741,427	0.0%
408150	NYS Aid to Member Libraries	255,065	0	255,065		\$0	255,065	0.0%
408160	State Aid - Special		0	0		\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0		\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$24,584,816</b>	<b>\$0</b>	<b>\$24,584,816</b>	<b>0</b>	<b>\$22,588,324</b>	<b>\$1,996,492</b>	<b>91.9%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	\$398,231	\$0	\$398,231		\$0	\$398,231	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	368	\$25,059	(\$15,059)	250.6%
466170	Refund Contract Lib Retire	0	0	0		\$0	0	0.0%
466070	Refund P/Y Expenses			0		\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	348	\$2,126	12,874	14.2%
466000	Misc Receipts	0	0	0	122	\$2,958	(2,958)	0.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	75	\$828	3,172	20.7%
479100	Other Contributions	100,000	0	100,000		\$0	100,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$527,246</b>	<b>\$0</b>	<b>\$527,246</b>	<b>914</b>	<b>\$30,970</b>	<b>\$496,276</b>	<b>5.9%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$702,555	\$275,000	\$977,555		\$0	\$977,555	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$702,555</b>	<b>\$275,000</b>	<b>\$977,555</b>	<b>0</b>	<b>\$0</b>	<b>\$977,555</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,254,549</b>	<b>\$275,000</b>	<b>\$26,529,549</b>	<b>36,352</b>	<b>\$22,803,294</b>	<b>\$3,726,255</b>	<b>86.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
 Expenditure Detail as of 5/31/2014

		41.4% of Budget Year							<u>% Current Budget</u>				
SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	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	\$8,289,406		\$0	\$8,289,406	\$698,609	3,401,037			\$3,401,037	\$4,888,369	41.0%	41.0%
500010	Part Time - Wages	3,860,140		\$0	3,860,140	294,912	1,402,525			1,402,525	\$2,457,615	36.3%	36.3%
500020	Regular PT - Wages	1,010,405		\$0	1,010,405	69,282	405,134			405,134	\$605,271	40.1%	40.1%
500300	Shift Differential	15,000		\$0	15,000	1,293	6,810			6,810	\$8,190	45.4%	45.4%
500330	Holiday Worked	15,000		\$0	15,000		6,545			6,545	\$8,455	43.6%	43.6%
500350	Other Employee Payments	50,000		\$0	50,000	3,500	10,880			10,880	\$39,120	21.8%	21.8%
	<b>Salaries &amp; Wages</b>	<b>\$13,239,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,239,951</b>	<b>\$1,067,596</b>	<b>5,232,931</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,232,931</b>	<b>\$8,007,020</b>	<b>39.5%</b>	<b>39.5%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$191,000</b>		<b>\$0</b>	<b>\$191,000</b>	<b>\$16,138</b>	<b>93,865</b>			<b>93,865</b>	<b>\$97,135</b>	<b>49.1%</b>	<b>49.1%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,430,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,430,951</b>	<b>\$1,083,734</b>	<b>5,326,796</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,326,796</b>	<b>\$8,104,155</b>	<b>39.7%</b>	<b>39.7%</b>
<b>FRINGE BENEFITS</b>													
502010	Employer FICA - REGULAR	\$832,722		\$0	832,722	66,757	328,856			328,856	\$503,866	39.5%	39.5%
502020	Employer FICA - MEDICARE	\$194,723		\$0	194,723	15,612	76,909			76,909	\$117,814	39.5%	39.5%
502030	Employee Health Insurance	\$2,477,309		\$0	2,477,309	199,620	946,349			946,349	\$1,530,960	38.2%	38.2%
502040	Dental Plan	\$114,796		\$0	114,796	6,959	34,407			34,407	\$80,389	30.0%	30.0%
502050	Workers Compensation	\$73,878		\$0	73,878	1,158	18,448			18,448	\$55,430	25.0%	25.0%
502060	Unemployment Insurance	\$33,606		\$0	33,606	942	4,218			4,218	\$29,388	12.6%	12.6%
502070	Hospital & Medical - Retirees	\$765,677		\$0	765,677	83,987	375,443			375,443	\$390,234	49.0%	49.0%
502090	Health Insurance Waiver (Incl: 11'	\$33,204		\$0	33,204	2,468	12,606			12,606	\$20,598	38.0%	38.0%
502100	Retirement	\$2,246,402		\$0	2,246,402	158,907	879,182			879,182	\$1,367,220	39.1%	39.1%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		0			0	\$2,000	0.0%	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$6,774,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,774,317</b>	<b>\$536,409</b>	<b>2,676,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,676,418</b>	<b>\$4,097,899</b>	<b>39.5%</b>	<b>39.5%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
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SAP Acct. Nbr.	Account Description	41.4% of Budget Year							<u>% Current Budget</u>				
		2014 Adopted Budget	Encumbered & PY Capital Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
505000	Office Supplies	104,400		0	104,400	17,485	48,554	26,041		74,594	\$29,806	46.5%	71.5%
505200	Clothing Supplies	3,350	318	0	3,668		185	318		503	\$3,165	5.0%	13.7%
505600	Auto Truck & Heavy Equip Supplies	8,650		0	8,650	154	3,964	467		4,431	\$4,219	45.8%	51.2%
505800	Medical & Health Supplies	1,250		0	1,250	232	331			331	\$919	26.4%	26.4%
506200	Maintenance & Repair	88,950	1,541	0	90,491	6,839	40,646	29,713		70,359	\$20,133	44.9%	77.8%
506400	Highway Supplies (Rock Salt)	11,500		2,500	14,000		9,401	2,186		11,586	\$2,414	67.1%	82.8%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,379	6,128			6,128	\$8,072	43.2%	43.2%
510100	Out of Area Travel	15,000		0	15,000	3,407	6,119			6,119	\$8,881	40.8%	40.8%
510200	Training and Education	58,590		0	58,590	830	27,176	1,250		28,426	\$30,164	46.4%	48.5%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	35,962		0	35,962	2,391	11,139			11,139	\$24,823	31.0%	31.0%
	Telephone & Internet Service	233,314			233,314	3,074	138,574			138,574	\$94,740	59.4%	59.4%
515000	<b>Total Utility Charges</b>	<b>269,276</b>		<b>0</b>	<b>269,276</b>	<b>5,465</b>	<b>149,713</b>	<b>0</b>	<b>0</b>	<b>149,713</b>	<b>119,563</b>	<b>55.6%</b>	<b>55.6%</b>
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	\$882		0	882		882			882	\$0	100.0%	100.0%
	Lackawanna Public	\$15,000		0	15,000		7,500	7,500		15,000	\$0	50.0%	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$15,882</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>8,382</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>52.8%</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2014 OPERATING BUDGET  
Expenditure Detail as of 5/31/2014**

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		2014 Adopted Budget	Encumber ed & PY Capital Project Balances	2014 Budget Adjustmen ts/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	1,029,788	106,857	0	1,136,645	103,168	533,147	493,778		1,026,924	\$109,721	46.9%	90.3%
516030	Maintenance Contracts	105,180	1,333	0	106,513	3,204	25,600	67,760		93,359	\$13,153	24.0%	87.7%
530000	Other Expenses	171,160	10,158	(2,500)	178,818	9,522	57,544	21,572	7,415	86,530	\$92,287	32.2%	48.4%
545000	Rental Charges	4,769		0	4,769		1,784	2,984		4,768	\$1	37.4%	100.0%
555030	Litigation Settlement	0		5,000	5,000		5,000			5,000	\$0	100.0%	100.0%
555050	Insurance Premiums	55,000		(5,000)	50,000		48,094			48,094	\$1,906	96.2%	96.2%
559000	County Share Grants			0	0		0			0	\$0	0.0%	0.0%
561410	Lab & Technical Equipment	70,145	54,070	275,000	399,215	18,704	79,840	56,212	2,220	138,271	\$260,944	20.0%	34.6%
561430	Building, Grounds and Heavy Equip		8,772	0	8,772		2,450		6,322	8,772	\$0	27.9%	100.0%
561450	Library Books and Media	3,009,000	204,035	0	3,213,035	178,973	1,481,890		204,035	1,685,925	\$1,527,110	46.1%	52.5%
575040	Interfund Exp - Utilities												
	Fuel Oil	5,000		0	5,000		0			0	\$5,000	0.0%	0.0%
	Natural Gas	190,096		0	190,096	3,977	148,723			148,723	\$41,373	78.2%	78.2%
	Electricity	733,910		0	733,910	49,397	308,284			308,284	\$425,626	42.0%	42.0%
	<b>Total Interfund Exp - Utilites</b>	<b>929,006</b>	<b>0</b>	<b>0</b>	<b>929,006</b>	<b>53,374</b>	<b>457,007</b>	<b>0</b>	<b>0</b>	<b>457,007</b>	<b>471,999</b>	<b>49.2%</b>	<b>49.2%</b>
942000	Interfund - Holding Center	(93,478)		0	(93,478)	(7,790)	(38,949)			(38,949)	(\$54,529)	41.7%	41.7%
	Interfund - Correctional Facility	(101,253)			(101,253)	(8,438)	(42,189)			(42,189)	(\$59,064)	41.7%	41.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(3,583)			(3,583)	(\$5,016)	41.7%	41.7%
	<b>Total ID Library Services</b>	<b>(\$203,329)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$203,329)</b>	<b>(\$16,944)</b>	<b>(84,720)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$84,720)</b>	<b>(\$118,609)</b>	<b>41.7%</b>	<b>41.7%</b>
910600	Intefund Expense-Purchasing Service:	\$28,221		0	28,221	\$2,271	11,355			11,355	\$16,866	40.2%	40.2%
910700	Interfund Expnese-Fleet Services	\$48,116		0	48,116	\$2,414	14,037			14,037	\$34,079	29.2%	29.2%
980000	Interdepart Services DISS	211,177		0	211,177	17,598	87,990			87,990	\$123,187	41.7%	41.7%
	<b>System Operating Grand Totals</b>	<b>\$26,254,549</b>	<b>\$387,084</b>	<b>\$275,000</b>	<b>\$26,916,633</b>	<b>\$2,028,219</b>	<b>11,024,829</b>	<b>\$709,778</b>	<b>\$219,991</b>	<b>\$11,954,598</b>	<b>\$14,962,035</b>	<b>41.0%</b>	<b>44.4%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
2014 OPERATING BUDGET  
Expenditure Detail as of 5/31/2014**

SAP Acct. Nbr.	Account Description	41.4% of Budget Year									<u>% Current Budget</u>		
		2014 Adopted Budget	Encumber ed & PY Capital Project Balances	2014 Budget Adjustmen ts/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	1,089,311			1,089,311	27,766	855,919			855,919	\$233,391	78.6%	78.6%
490	General Obligation Bond Proceeds												
561250	Building Improvements		26,699		26,699		0			0	\$26,699	0.0%	0.0%
	<b>Total General Obligations</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,699</b>	<b>0.0%</b>	<b>0.0%</b>
	<b>Total Erie County Capital for Library</b>	<b>\$1,089,311</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$1,116,010</b>	<b>\$27,766</b>	<b>855,919</b>	<b>\$0</b>	<b>\$0</b>	<b>\$855,919</b>	<b>\$260,090</b>	<b>76.7%</b>	<b>76.7%</b>
	<b>Grand Total Operating and Erie County Capital</b>	<b>\$27,343,860</b>	<b>\$413,783</b>	<b>\$275,000</b>	<b>\$28,032,643</b>	<b>\$2,055,986</b>	<b>11,880,748</b>	<b>\$709,778</b>	<b>\$219,991</b>	<b>\$12,810,518</b>	<b>\$15,222,125</b>	<b>42.4%</b>	<b>45.7%</b>

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending May 31, 2014**

Main Trust	\$903,824.48
Encore Editions Proceeds (Invested per resolution 2006-19)	\$91,900.52
2013 Ending Balance	<b>\$995,725.00</b>

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2014 Activity and Balances

Restricted Donations	<b>\$125,889.49</b>
(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	\$57,835.00
Board Directed to Direct Library Programs	\$0.00
Board Directed to Library Foundation	\$0.00
<b>Total Unrestricted Donations</b>	<b>\$57,835.00</b>
Interest Income	<b>\$611.08</b>
Less Disbursements	
Direct For Library Programs/Services/Support	(\$65,267.83)
To Library Foundation	\$0.00
<b>Total Disbursements</b>	<b>(\$65,267.83)</b>
Balance, 2014 Activity	<b>\$119,067.74</b>

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Cumulative Balance Library Trust **\$1,114,792.74**

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

Library material purchases (direct from trust)	(\$27.68)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$19,230.10)
Equipment, furnishings & supplies	(\$7,557.00)
Exhibit/display preparation and support/Rare Book Room	(\$2,620.44)
Preservation/Conservation (Audubon Birds)	(\$27,930.00)
Construction Grant Match	\$0.00
Raiser's Edge Software and Related Fundraising Expense	(\$6,356.21)
Fundraiser Event Expense	(\$1,406.40)
Other	(\$140.00)
<b>Total</b>	<b>(\$65,267.83)</b>