BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 12/18/2014

AGENDA ITEM NUMBER: <u>E.2.d.</u> Budget & Finance Committee Financials for the Month Ending **10/31/2014**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of October 31, 2014 month-end. The report also details monthly activity for October. Overall, with 83.3% of the budget year elapsed, year-to-date Library revenue, at 94.1% collected, is well within budget and year-to date expense, at 81.6%, is within budget as the impacts of our elongated winter season on utility costs was moderated by milder temperatures/lower rates this spring and summer. 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 received in 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 for basic Library Aid. 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 1.1% which will result in operating revenue increase of approximately \$21,000 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.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY OPERATING FINANCIAL REPORT AS OF OCTOBER 30, 2014 – (83.3% of the Budget Year elapsed) Page 2 of 2

EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 81.8% of the budget.
- ✓ Fringe Benefit expense also running above budget at 83.5% 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 offset by retiree health insurance expense being at 110.7%, the latter subject to significant swings due to changes in usage by retirees and is an area of concern that we are monitoring.
- ✓ **Training and Education shows at 95.5**%
 This is principally due to timing of training activities.
- ✓ **Telephone and Internet Service charges show at 101.6**% **pending receipt of e-Rate reimbursements.** The federal e-Rate program covered 61% of Jan-June expense, increasing to 62% on July 1st. 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 \$162,136, at 85.3% of the 2014 annual budget was 40.4% higher than the \$115,496 paid in January − October 2013. Electricity expense of \$635,276, at 86.6% of the 2014 annual budget was 13.0% above the \$562,271 paid in January − October 2013. The past 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 \$797,412 (85.8% of budget) and is \$119,645 (17.7%) 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 10/31/2014

83.3% of Budget Year

| SAP | | 83.3% | of Budget Yea | ar | | | | % of |
|---------|---|--------------|---------------|--------------|---------|--------------|-------------|-----------|
| Account | | Adopted | | Adjusted | Revenue | | To Be | Budget |
| Number | Account Description | Budget | Adjustments | Budget | October | YTD Revenue | Realized | Collected |
| | REVENUE FROM LIBRARY OPERATIONS | | | | | | | |
| 419000 | Library Charges - Fines | \$325,277 | \$0 | \$325,277 | 29,689 | \$281,887 | \$43,390 | 86.7% |
| 422000 | Copies | 25,137 | 0 | 25,137 | 2,036 | \$17,651 | 7,486 | 70.2% |
| 466040 | Printing | 42,406 | 0 | 42,406 | 5,280 | \$42,072 | 334 | 99.2% |
| 466030 | Book Bags | 1,500 | 0 | 1,500 | 103 | \$1,095 | 405 | 73.0% |
| 466020 | Minor Sale - Other | 8,972 | 0 | 8,972 | 879 | \$6,632 | 2,340 | 73.9% |
| 420510 | Rent - Real Prop - Auditorium | 16,000 | 0 | 16,000 | 2,190 | \$16,240 | (240) | 101.5% |
| 420530 | Comm - Tel Booth Food Svs | 20,640 | 0 | 20,640 | 460 | \$10,964 | 9,676 | 53.1% |
| | TOTAL REVENUE FROM LIBRARY OPERATIONS | \$439,932 | \$0 | \$439,932 | 40,637 | \$376,541 | \$63,391 | 85.6% |
| | REVENUE FROM STATE & COUNTY GOVT. | | | | | | | |
| 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 | 18,615 | 1,760,042 | | \$1,741,865 | 18,177 | 99.0% |
| 408150 | NYS Aid to Member Libraries | 255,065 | 2,716 | 257,781 | | \$232,002 | 25,779 | 90.0% |
| 408160 | State Aid - Special | | 0 | 0 | | \$0 | 0 | 0.0% |
| 486000 | Interfund - Subsidy | 0 | 0 | 0 | | \$0 | 0 | 0.0% |
| | TOTAL REVENUE FROM STATE & COUNTY GOVT. | \$24,584,816 | \$21,331 | \$24,606,147 | 0 | \$24,562,191 | \$43,956 | 99.8% |
| | OTHER REVENUE | | | | | | | |
| 419010 | Refunds - Cont Library | \$398,231 | \$0 | \$398,231 | | \$0 | \$398,231 | 0.0% |
| 423000 | Refund P/Y Expenses | 10,000 | 0 | \$10,000 | | \$25,661 | (\$15,661) | 256.6% |
| 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 | 221 | \$3,129 | 11,871 | 20.9% |
| 466000 | Misc Receipts | 0 | 0 | 0 | 1,248 | \$5,407 | (5,407) | 0.0% |
| 466010 | NSF Check Fees | 15 | 0 | 15 | | \$0 | 15 | 0.0% |
| 467000 | Misc Depart Income | 4,000 | 0 | 4,000 | 360 | \$1,529 | 2,471 | 38.2% |
| 479100 | Other Contributions | 100,000 | 0 | 100,000 | | \$0 | 100,000 | 0.0% |
| | TOTAL OTHER REVENUE | \$527,246 | \$0 | \$527,246 | 1,828 | \$35,726 | \$491,520 | 6.8% |
| | USE OF FUND BALANCE | | | | | | | |
| 402190 | Appropriated Fund Balance | \$702,555 | \$253,669 | \$956,224 | | \$0 | \$956,224 | 0.0% |
| | TOTAL USE OF FUND BALANCE | \$702,555 | \$253,669 | \$956,224 | 0 | \$0 | \$956,224 | 0.0% |
| | GRAND TOTAL OPERATING REVENUE | \$26,254,549 | \$275,000 | \$26,529,549 | 42 466 | \$24,974,458 | \$1 555 001 | 94.1% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2014 OPERATING BUDGET

Expenditure Detail as of 10/31/2014

83.3% of Budget Year

Encumber ed & PY 2014 Total YTD SAP Capital Budget **Funds Expenditures** Expend/ Acct. YTD 2014 Adopted Project Adjustment Adjusted October Year-to-Date Reser-& Encumb-Remaining 8± Nbr. s/ Revisions **Account Description Budget Balances Budget** Expended Expended vations **Balance** Expend Encumb Encumb. rances OPERATING EXPENDITURES PERSONAL SERVICES Regular Salaries & Wages 500000 Full Time - Salaries \$8,289,406 \$0 \$8,289,406 \$751,227 6,876,108.61 \$6,876,109 \$1,413,297 83.0% 83.0% 500010 Part Time - Wages 3,860,140 \$0 3,860,140 281,874 2,811,521.89 2,811,522 \$1,048,618 72.8% 72.8% \$0 83.5% 83.5% 500020 Regular PT - Wages 1,010,405 1,010,405 89,239 843,718.78 843,719 \$166,686 \$0 500300 Shift Differential 15,000 15,000 1,320 13,863.56 13,864 \$1,136 92.4% 92.4% 500330 Holiday Worked 15,000 \$0 15,000 12 11,608.43 11,608 \$3,392 77.4% 77.4% 500350 Other Employee Payments 50,000 \$0 50,000 8,674 277,480.00 (\$227,480)277,480 555.0% 555.0% Salaries & Wages \$13,239,951 \$0 \$0 \$13,239,951 \$1,132,346 10,834,301,27 \$0 \$10,834,301 \$2,405,650 81.8% 81.8% 501000 OVERTIME SALARIES & WAGES \$0 \$191,000 \$191,000 \$21,424 150,514.91 \$40,485 150,515 78.8% 78.8% \$0 \$1,153,770 10,984,816.18 \$0 \$10,984,816 \$2,446,135 TOTAL, PERSONAL SERVICES \$13,430,951 \$13,430,951 \$0 81.8% 81.8% **FRINGE BENEFITS** 502010 \$832,722 \$0 832,722 74,840 680,201.72 \$152,520 Employer FICA - REGULAR 680,202 81.7% 81.7% 502020 Employer FICA - MEDICARE \$194,723 \$0 194,723 17,502 159,079.23 159,079 \$35,644 81.7% 81.7% Employee Health Insurance \$2,477,309 \$0 2,477,309 2,020,789.65 502030 239,520 2,020,790 \$456,519 81.6% 81.6% \$114,796 \$0 502040 Dental Plan 114,796 9,214 74,182,56 74.183 \$40,613 64.6% 64.6% 502050 \$73,878 \$0 Workers Compensation 73,878 10,867 44,012.46 44,012 \$29,866 59.6% 59.6% 502060 Unemployment Insurance \$33,606 \$0 33,606 2,437 8,386.75 8,387 \$25,219 25.0% 25.0% 502070 Hospital & Medical - Retirees \$765,677 \$0 765,677 86,180 847,853.65 847,854 (\$82,177)110.7% 110.7% \$0 23,696.00 502090 Health Insurance Waiver (Incl: 11 \$33,204 33,204 2,168 23,696 \$9,508 71.4% 71.4% Retirement \$2,246,402 \$0 1,797,302.99 1,797,303 \$449,099 80.0% 80.0% 502100 2,246,402 168,873 Flex Benefit Spending \$2,000 \$0 2,000 0.00 \$2,000 502110 0 0.0% 0.0%

TOTAL, FRINGE BENEFITS

\$6,774,317

\$0

\$1,118,812

83.5%

83.5%

\$5,655,505

% Current Budget

\$611,602

5,655,505.01

\$0

\$6,774,317

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2014 OPERATING BUDGET

Expenditure Detail as of 10/31/2014

83.3% of Budget Year

% Current Budget

| SAP Acct. Nbr. | Account Description | 2014 Adopted Budget | Encumber ed & PY Capital Project Balances | 2014 Budget Adjustment s/ Revisions | Adjusted Budget | October Expended | Year-to-Date Expended | Encumb. | Funds Reser- vations | Total Expenditures & Encumb- rances | Remaining Balance | YTD Expend | YTD Expend/ & Encumb |
|----------------------|----------------------------------|------------------------|---|--|--------------------|---------------------|--------------------------|---------|----------------------------|--|----------------------|---------------|-------------------------------|
| 505000 O | office Supplies | 104,400 | | 7,000 | 111,400 | 5,402 | 91,063.12 | 19,232 | | 110,295 | \$1,105 | 81.7% | 99.0% |
| 505200 C | lothing Supplies | 3,350 | 318 | 0 | 3,668 | 131 | 685.88 | 391 | | 1,077 | \$2,591 | 18.7% | 29.4% |
| 505600 A | uto Truck&Heavy Equip Supplies | 8,650 | | 0 | 8,650 | 331 | 5,789.60 | 648 | | 6,437 | \$2,213 | 66.9% | 74.4% |
| 505800 M | Nedical & Health Supplies | 1,250 | | 0 | 1,250 | 529 | 859.42 | 249 | | 1,108 | \$142 | 68.8% | 88.7% |
| 506200 M | laintenance & Repair | 88,950 | 1,541 | 7,000 | 97,491 | 997 | 77,041.50 | 14,805 | | 91,847 | \$5,644 | 79.0% | 94.2% |
| 506400 H | lighway Supplies (Rock Salt) | 11,500 | | 2,500 | 14,000 | 1,372 | 10,772.73 | 814 | | 11,586 | \$2,414 | 76.9% | 82.8% |
| 510000 Lo | ocal Mileage Reimbursement | 14,200 | | 0 | 14,200 | 740 | 11,327.32 | | | 11,327 | \$2,873 | 79.8% | 79.8% |
| 510100 O | out of Area Travel | 15,000 | | 0 | 15,000 | 206 | 8,616.27 | | | 8,616 | \$6,384 | 57.4% | 57.4% |
| 510200 T | raining and Education | 58,590 | | 1,000 | 59,590 | 115 | 56,937.15 | | | 56,937 | \$2,653 | 95.5% | 95.5% |
| 515000 U | tility Charges (Telecom/water/se | ewer) | | | | | | | | | | | |
| W | Vater/Sewer | 35,962 | | 0 | 35,962 | 3,756 | 26,031.02 | | | 26,031 | \$9,931 | 72.4% | 72.4% |
| | elephone & Internet Service | 233,314 | | | 233,314 | 31,202 | 237,011.36 | | | 237,011 | (\$3,697) | 101.6% | 101.6% |
| 515000 T | otal Utility Charges | 269,276 | | 0 | 269,276 | 34,958 | 263,042.38 | 0 | 0 | 263,042 | 6,234 | 97.7% | 97.7% |
| 516010 C | ONTRACTUAL PAYMENTS | | | | | | | | | | | | |
| E | well Free - Alden | \$882 | | 0 | 882 | | 882.00 | | | 882 | \$0 | 100.0% | 100.0% |
| _ | ackawanna Public | \$15,000 | | 0 | 15,000 | 3,750 | 15,000.00 | 0 | | 15,000 | \$0 | 100.0% | 100.0% |
| Т | otal Cnt Pmts-NP Pur Svs | \$15,882 | \$0 | \$0 | \$15,882 | \$3,750 | 15,882.00 | \$0 | \$0 | \$15,882 | \$0 | 100.0% | 100.0% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2014 OPERATING BUDGET

Expenditure Detail as of 10/31/2014

83.3% of Budget Year % Current Budget Encumber ed & PY 2014 Total YTD SAP Capital Budget **Funds Expenditures** Expend/ Acct. YTD 2014 Adopted Project Adjustment Adjusted October Year-to-Date Reser-& Encumb-Remaining 8± Nbr. **Account Description Budget** s/ Revisions Expend Encumb **Balances Budget** Expended Expended vations **Balance** Encumb. rances Professional Services Contracts & 516020 1,029,788 216,538 \$42,569 77.0% 96.2% 106,857 (8,001)1,128,644 41,053 869,537.04 1,086,075 105,180 1,333 0 89,567.91 12,430 \$4,514 516030 Maintenance Contracts 106,513 5,580 101,998 84.1% 95.8% 171,160 (17,500)163,818 10,292 7,415 \$15,511 530000 Other Expenses 10,158 34,331 130,600.43 148,307 79.7% 90.5% 4,769 0 545000 Rental Charges 4,769 281 4,100.34 668 4.768 \$1 86.0% 100.0% 555030 Litigation Settlement 0 5,000 5,000 5,000.00 5,000 \$0 100.0% 100.0% 55,000 47,500 102,500 76,286.80 76,287 \$26,213 74.4% 555050 Insurance Premiums 74.4% 559000 County Share Grants 0 0 0.00 \$0 0.0% 0.0% 70,145 54,070 230,501 354,716 54,030 234,273.31 7,223 561410 Lab & Technical Equipment 241,497 \$113,219 66.0% 68.1% 8,772 0 8,772 2,450.00 6,322 \$0 100.0% 561430 Building, Grounds and Heavy Equip 8,772 27.9% 3,009,000 0 3,213,035 268,671 2,509,793.87 204,035 2,713,829 \$499,206 78.1% 84.5% 561450 Library Books and Media 204,035 575040 Interfund Exp - Utilities Fuel Oil 5,000 0 5,000 0.00 0 \$5,000 0.0% 0.0% Natural Gas 190,096 0 190,096 162,136.23 \$27,960 85.3% 85.3% 7,572 162,136 0 Electricity 733,910 733,910 55,355 635,275,73 635,276 \$98,634 86.6% 86.6% Total Interfund Exp - Utilites 929,006 0 0 929,006 62,928 797,411.96 0 0 797,412 131,594 85.8% 85.8% 942000 Interfund - Holding Center (93,478)0 (77,898.31)(93,478)(7,790)(77.898)(\$15,580)83.3% 83.3% Interfund - Correctional Facility (101, 253)(101, 253)(8,438)(84,377.50)83.3% 83.3% (84,378)(\$16,876)Interfund - Court Storage (8,598)(8,598)(717)(7,165.00)(7,165)(\$1,433)83.3% 83.3% **Total ID Library Services** (\$203,329)\$0 \$0 \$0 \$0 (\$33,888) (\$203,329)(\$16,944)(169,440.81)(\$169,441)83.3% 83.3% 910600 Intefund Expense - Purchasing Ser \$28,221 0 28,221 22,709.19 \$2,271 22,709 \$5,512 80.5% 80.5% 910700 Interfund Expnese - Fleet Services \$48,116 0 48,116 \$2,489 26,468.86 26,469 \$21,647 55.0% 55.0% 980000 Interdepart Services DISS 211,177 0 211,177 17,598 175,980.80 175,981 \$35,196 83.3% 83.3%

System Operating Grand Totals

\$26,254,549

\$387,084

\$275,000 \$26,916,633

\$4,458,492

81.6%

83.4%

\$22,458,141

\$2,286,190

21,957,078.26 \$283,291 \$217,772

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2014 OPERATING BUDGET

Expenditure Detail as of 10/31/2014

83.3% of Budget Year

| | | | | | 00.070 | o. Baagot .o. | | | | | | /0 Gail Gil | it Baagot |
|--|-------------------------------------|------------------------|---|--|--------------|---------------------|--------------------------|-----------|----------------------------|--|----------------------|-------------|-------------------------------|
| SAP Acct. Nbr. | Account Description | 2014 Adopted Budget | Encumber ed & PY Capital Project Balances | 2014 Budget Adjustment s/ Revisions | • | October Expended | Year-to-Date Expended | Encumb. | Funds Reser- vations | Total Expenditures & Encumb- rances | Remaining Balance | YTD | YTD Expend/ & Encumb |
| | ERIE COUNTY CAPITAL FUNDING I | FOR LIBRARY | | | | | | | | | | | |
| | Library Debt Service | 1,089,311 | | | 1,089,311 | 53,661 | 1,056,028.24 | | | 1,056,028 | \$33,283 | 96.9% | 96.9% |
| 490 | General Obligation Bond Proceeds | | | | | | | | | | | | |
| 561250 |) Building Improvements | | 26,699 | | 26,699 | | 0.00 | | | 0 | \$26,699 | 0.0% | 0.0% |
| | Total General Obligations | \$0 | \$26,699 | \$0 | \$26,699 | \$0 | 0.00 | \$0 | \$0 | \$0 | \$26,699 | 0.0% | 0.0% |
| То | tal Erie County Capital for Library | \$1,089,311 | \$26,699 | \$0 | \$1,116,010 | \$53,661 | 1,056,028.24 | \$0 | \$0 | \$1,056,028 | \$59,982 | 94.6% | 94.6% |
| Grand Total Operating and Erie County Capital | | \$27,343,860 | \$413,783 | \$275,000 | \$28,032,643 | \$2,339,851 | 23,013,106.50 | \$283,291 | \$217,772 | \$23,514,169 | \$4,518,474 | 82.1% | 83.9% |

% Current Budget

Buffalo and Erie County Public Library

Treasurer's Report of

Year to Date Donations

Results for the Period Ending October 31, 2014

| Main Trust Encore Editions Proceeds (Invested per resolution 2006-19) | | \$903,824.48 \$91,900.52 |
|---|--------------------------|-------------------------------|
| 2013 Ending Balance | | \$995,725.00 |
| 2014 Activity and Balances | | |
| Restricted Donations (Donations received with instructions restricting them to the Buffalo & Erie Library direct uses and fundraising for identified program use) | County Public | \$202,829.29 |
| Unrestricted Donations Pending Board Action | \$99,961.00 | |
| Board Directed to Direct Library Programs Board Directed to Library Foundation | \$0.00 \$0.00 | |
| Total Unrestricted Donations | | \$99,961.00 |
| Interest Income | | \$924.75 |
| Less Disbursements Direct For Library Programs/Services/Support To Library Foundation | (\$119,452.24) \$0.00 | |
| Total Disbursements | · | (\$119,452.24) |
| Balance, 2014 Activity | - | \$184,262.80 |
| Cumulative Balance Library Trust | | \$1,179,987.80 |
| Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: | | |
| Library material purchases (direct from trust) | | (\$2,733.32) |
| To Library Operating Fund to support Library material purchases | | \$0.00 |
| Programming support | | (\$47,613.52) |
| Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room | | (\$27,622.70) (\$4,620.44) |
| 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 | | (\$2,436.05) |
| Other | | (\$140.00) |
| Total | - | (\$119,452.24) |