BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 9/17/2015

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

Budget & Finance Committee Financials for the Month Ending **07/31/2015**

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, 2015 monthend. The report also details monthly activity for June and July. Overall, with 58.1% of the budget year elapsed, year-to-date Library revenue, at 87.1% collected, is well within budget and year-to-date expense, at 57.1%, is also running within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds** The full \$23,013,857 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 is normally released by the State beginning two to three months after the State's budget is adopted, however they are running behind schedule this year and the initial payment arrived in August. The initial payment represents approximately 90% of the total for the year. The Library's 2015 budget assumed state library aid at 2014's funding level. The enacted NY State 2015-16 budget actually increased library aid by 5.8% which will result in an operating revenue increase of approx. \$116,000 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 2014 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 2014 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.

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 55.3% of the budget.
- ✓ Fringe Benefit expense is running above budget at 64.2% overall.

 The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 84.6%, the latter subject to significant swings due to changes in usage by retirees. We will closely monitor this situation.
- ✓ Highway Supplies (rock salt) shows at 70.2% This relatively small account (\$14,000 annual budget) was impacted by the extended winter.
- ✓ Training and Education shows at 77.8%

 This variance is due to timing of training related payments. The account is expected to end the year within budget.
- ✓ **Telephone and Internet Service charges show at 66.0% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 62% of eligible expenses in this category (most expenses are eligible), increasing to up to 90% for eligible Wide Area Network/Internet Access and up to 70% for plain old telephone service (POTS) 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 payment timing and anticipated reimbursements, these charges are expected to end the year below budget.
- ✓ **Insurance premiums shows at 84.1** % Reflects timing of policy renewal payments, the account is expected to end the year within budget.
- ✓ Second long cold winter again affects natural gas utility expense, but much lower impact due to moderate rates.

 Natural gas charges of \$97,825, came in at 52.1% of the 2015 annual budget, however they were 34.8% LOWER than the \$150,026 paid in January − July 2014. Electricity charges of \$347,556 came in at 45.5% of the 2015 annual budget and were 24.4% below the \$459,761 paid in January − July 2014. The season's prolonged cold was not accompanied by the large rate spikes that occurred in early 2014, which moderated as the year progressed. This reduced the budget impact for both natural gas and electricity (as natural gas is used for both heating and electrical generation). Combined, interfund utility charges were \$164,405 (27.0%) BELOW those incurred for the same months in 2014. The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None - Informational Report

Revenue Detail as of 7/31/2015

SAP			58.1%	of Budget Year	•				% of
Account		Adopted	Adjustm	Adjusted	Revenue	Revenue		To Be	Budget
Number	Account Description	Budget	ents	Budget	June	July	YTD Revenue	Realized	Collected
	REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	329,165	0	329,165	18,195.38	28,820.16	206,709.48	122,456	62.8%
422000	Copies	20,413	0	20,413	1,608.25	2,151.65	12,029.02	8,384	58.9%
466040	Printing	50,000	0	50,000	4,240.36	4,562.78	30,303.88	19,696	60.6%
466030	Book Bags	1,500	0	1,500	92.00	120.00	777.50	723	51.8%
466020	Minor Sale - Other	7,500	0	7,500	489.35	597.25	4,100.40	3,400	54.7%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	1,233.34	1,061.17	7,837.69	10,162	43.5%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	1,114.60	1,114.60	13,674.64	2,325	85.5%
TOTA	AL REVENUE FROM LIBRARY OPERATIONS	442,578	0	442,578	26,973.28	38,427.61	275,432.61	167,145	62.2%
	REVENUE FROM STATE & COUNTY GOVT	•							
400020	Library Real Prop Tax	23,013,857	0	23,013,857			23,013,857.01	(0)	100.0%
408140	NYS Aid-Lib Incl Incent	1,760,041	0	1,760,041			0.00	1,760,041	0.0%
408150	NYS Aid to Member Libraries	257,779	0	257,779			0.00	257,779	0.0%
408160	State Aid - Special		0	0			0.00	0	0.0%
409010	State Aid - Other						0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0			0.00	0	0.0%
TOTAL	REVENUE FROM STATE & COUNTY GOVT.	25,031,677	0	25,031,677	0.00	0.00	23,013,857.01	2,017,820	91.9%
	OTHER REVENUE								
419010	Refunds - Cont Library	418,597	0	418,597			0.00	418,597	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		63.00	20,391.17	(10,391)	203.9%
466170	Refund Contract Lib Retire	0	0	0			0.00	0	0.0%
466070	Refund P/Y Expenses			0			1,428.00	(1,428)	0.0%
445030	Int & Earn - Gen Inv	5,000	0	5,000	161.64	11.44	1,179.75	3,820	23.6%
466000	Misc Receipts	0	0	0	85.40		197.57	(198)	0.0%
466010	NSF Check Fees	15	0	15	0.00		0.00	15	0.0%
467000	Misc Depart Income	2,000	0	2,000	384.49	853.50	2,614.55	(615)	130.7%
479100	Other Contributions	100,000	0	100,000			0.00	100,000	0.0%
	TOTAL OTHER REVENUE	535,612	0	535,612	631.53	927.94	25,811.04	509,801	4.8%
	USE OF FUND BALANCE								
402190	Appropriated Fund Balance	708,843	35,000	743,843			0.00	743,843	0.0%
	TOTAL USE OF FUND BALANCE	708,843	35,000	743,843	0.00	0.00	0.00	743,843	0.0%
	GRAND TOTAL OPERATING REVENUE	26,718,710	35,000	26,753,710	27,604.81	39,355.55	23,315,100.66	3,438,609	87.1%

Expenditure Detail as of 7/31/2015 58.1% of Budget Year

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SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumber ed & PY Capital Project Balances	2015 Budget Adjustme nts/ Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb-rances	Remaining Balance	YTD Expend	YTD Expend /& Encumb
	OPERATING EXPENDITURES													
	PERSONAL SERVICES													
	Regular Salaries & Wages													
500000) Full Time - Salaries	8,765,133		0	8,765,133	\$715,731	\$747,327	4,928,218.24			4,928,218.24	3,836,915	56.2%	56.2%
500010	Part Time - Wages	3,983,602		0	3,983,602	288,970	294,234	2,022,341.63			2,022,341.63	1,961,260	50.8%	50.8%
500020	3	1,048,444		0	1,048,444	93,438	94,594	643,901.74			643,901.74	404,542	61.4%	61.4%
500300		15,000		0	15,000	1,142	1,619	9,434.68			9,434.68	5,565	62.9%	62.9%
500330) Holiday Worked	15,000		0	15,000	1,454	4,895	12,249.05			12,249.05	2,751	81.7%	81.7%
500350	Other Employee Payments	60,000		0	60,000	2,900	2,650	30,455.00			30,455.00	29,545	50.8%	50.8%
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,103,635	\$1,145,318	7,646,600.34	0.00	0.00	7,646,600.34	6,240,579	55.1%	55.1%
501000	Overtime Salaries & Wages	191,000		0	191,000	\$1,840	\$11,675	119,585.40			119,585.40	71,415	62.6%	62.6%
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,105,475	\$1,156,993	7,766,185.74	0.00	0.00	7,766,185.74	6,311,993	55.2%	55.2%
504990	Reduction From Personal Services	(172,868)		0	(172,868)			0.00			0.00	(172,868)	0.0%	0.0%
504992	Contractual Salary Reserves	137,512		0	137,512			0.00			0.00	137,512	0.0%	0.0%
	NET PERSONAL SERVICES	14,042,823	0	0	14,042,823	1,105,475	1,156,993	7,766,185.74	0.00	0.00	7,766,185.74	6,276,637	55.3%	55.3%
	FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0			0.00			0.00	0	0.0%	0.0%
502010) Employer FICA - REGULAR	872,853		0	872,853	68,637	70,240	476,608.65			476,608.65	396,244	54.6%	54.6%
502020	Employer FICA - MEDICARE	204,108		0	204,108	16,052	16,428	111,493.71			111,493.71	92,614	54.6%	54.6%
502030	Employee Health Insurance	2,237,163		0	2,237,163	173,788	226,124	1,372,820.40			1,372,820.40	864,343	61.4%	61.4%
502040	Dental Plan	114,404		0	114,404	7,664	7,730	51,341.90			51,341.90	63,062	44.9%	44.9%
502050	Workers Compensation	42,245		0	42,245	1,432	8,207	29,524.76			29,524.76	12,720	69.9%	69.9%
502060	Unemployment Insurance	14,109		0	14,109	1,137	3,748	17,134.64			17,134.64	(3,026)	121.4%	121.4%
502070	Hospital & Medical - Retirees	999,354		0	999,354	110,481	145,715	845,872.91			845,872.91	153,481	84.6%	84.6%
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,834	2,834	19,553.00			19,553.00	18,055	52.0%	52.0%
502100	Retirement	2,066,053		0	2,066,053	148,850	223,313	1,257,078.36			1,257,078.36	808,975	60.8%	60.8%
502000	Unallocated Fringe Benefits	(76,955)		0	(76,955)			0.00			0.00	(76,955)	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	6,510,942	0	0	6,510,942	530,875	704,340	4,181,428.33	0.00	0.00	4,181,428.33	2,329,514	64.2%	64.2%
	TOTAL COMPENSATION RELATED	20,553,765	0	0	20,553,765	1,636,350	1,861,333	11,947,614.07	0.00	0.00	11,947,614.07	8,606,151	58.1%	58.1%

Expenditure Detail as of 7/31/2015 58.1% of Budget Year

Encumber 2015 YTD ed & PY **Budget** SAP 2015 Capital Adjustme Total Expend Acct. **Adopted Project** nts/ Adjusted June July Year-to-Date Funds Reser- Expenditures & Remaining YTD /& Expended Nbr. **Account Description** Budget **Balances Revisions Budget** Expended Expended vations **Encumb-rances** Balance **Expend Encumb** Encumb. 32,222 505000 Office Supplies 140,350 0 140,350 12,475 8,718 72,918.21 35,209.79 108,128.00 52.0% 77.0% 505200 Clothing Supplies 3,350 0 3,350 224.35 224.35 3,126 6.7% 6.7% 123 505600 Auto Truck & Heavy Equip Supplies 9,150 0 9,150 49 1,284.58 1,284.58 7,865 14.0% 14.0% 0 32 220.00 220.00 780 22.0% 22.0% 505800 Medical & Health Supplies 1,000 1,000 506200 Maintenance & Repair 92,200 2,107 0 94,307 11,590 7,786 65,048.77 27,580.41 92,629.18 1,677 69.0% 98.2% 1,373.40 506400 Highway Supplies (Rock Salt) 14,000 0 14,000 9,822.68 11,196.08 2,804 70.2% 80.0% 510000 Local Mileage Reimbursement 14,200 0 14,200 2.034 6,387.94 6,387.94 7.812 45.0% 45.0% 510100 Out of Area Travel 15,000 0 15,000 102 200 5,301.60 5,301.60 9,698 35.3% 35.3% 510200 Training and Education 57,040 0 57,040 3,110 3,044 44,377.31 155.00 44,532.31 12,508 77.8% 78.1% 515000 Utility Charges (Telecom/water/sewer) Water/Sewer 33,917 0 52.0% 52.0% 33.917 2,424 2,591 17,632.55 17,632.55 16,284 Fuel Oil 1,000 1,000 Telephone & Internet Service 230,831 230,831 9.871 2,412 152,308,41 152,308,41 78,523 66.0% 66.0% 515000 Total Utility Charges 265,748 0 265,748 12,295 5,003 169,940.96 0.00 0.00 169,940.96 94,807 63.9% 63.9% 516010 CONTRACTUAL PAYMENTS Ewell Free - Alden 293 0 293 293.00 293.00 100.0% 100.0% 12,323 0 12,323 9,242,25 3,080.75 12,323.00 75.0% Lackawanna Public 3.081 100.0% \$0 **Total Cnt Pmts-NP Pur Svs** 12.616 0 0 12.616 \$3.081 9.535.25 3.080.75 0.00 12.616.00 75.6% 100.0%

Expenditure Detail as of 7/31/2015 58.1% of Budget Year

Encumber 2015 **Budget** YTD ed & PY SAP 2015 Adjustme Total Expend Capital Acct. **Proiect** nts/ July Year-to-Date Funds Reser- Expenditures & Remaining YTD /& Adopted Adjusted June **Expend Encumb** Nbr. Account Description Budget **Balances Revisions** Budget Expended Expended Expended vations **Encumb-rances** Balance Encumb. Professional Services Contracts & 516020 964,380 52.6% 124,074 0 1,088,454 84,005 25,885 572,281.72 314,517.67 886,799.39 201,655 81.5% 2,201 0 5,979 7,977 70.9% 93.5% 516030 Maintenance Contracts 121,022 123,223 37,369 87,306.30 27,939,64 115,245.94 530000 Other Expenses 166,160 21.221 0 187,381 4,519 5,496 78,655.20 6,336.26 20,415.00 105,406.46 81,975 42.0% 56.3% 4.794 151 0 4.945 328 516 2,878.59 1,784.37 4,662.96 282 58.2% 94.3% 545000 Rental Charges 0 555050 Insurance Premiums 115,000 115,000 22,040 96,769.09 96,769.09 18,231 84.1% 84.1% 559000 County Share Grants 0 0 0.00 0.00 0 0.0% 0.0% 73,005 96,978 0 95.1% 561410 Lab & Technical Equipment 169,983 19,364 6,211 93,695,70 6.221.83 61,711.76 161.629.29 8,354 55.1% 6.322 10,000 6.380 6.380.28 6,380,28 9.942 39.1% 39.1% 561430 Building, Grounds and Heavy Equip 16.322 561440 Motor Vehicles 25,000 25,000 0.00 0.00 25,000 0.0% 0.0% 561450 Library Books and Media 3,009,000 189,234 0 3,198,234 125,643 270,658 1,743,480.26 0.00 189.233.66 1.932.713.92 1,265,520 54.5% 60.4% 575040 Interfund Exp - Utilities Fuel Oil 0.0% 0 0 0 0.00 0.00 0 0.0% Natural Gas 187,911 0 187,911 (143)1.039 97,825,36 97,825,36 90.086 52.1% 52.1% Electricity 764,070 764,070 74,837.68 60,146 347,556.22 347,556.22 416,514 45.5% 45.5% **Total Interfund Exp - Utilites** 951,981 0 0 951,981 74.695 61,185 445.381.58 0.00 0.00 445,381.58 506,599 46.8% 46.8% 942000 Interfund - Holding Center (7,501)(52,509.93)(90,017)0 (90,017)(7,501)(52,509.93)(37,507)58.3% 58.3% 58.3% 58.3% Interfund - Correctional Facility (104,672)(104,672)(8.723)(8,723)(61.058.68)(61.058.68)(43,613)Interfund - Court Storage (8,598)(8,598)(717)(717)(5,015.50)(5,015.50)(3,583)58.3% 58.3% (\$16,941) **Total ID Library Services** (203, 287)0 0 (203, 287)(\$16,941)(118, 584, 11)(118, 584, 11)(84,703)58.3% 58.3% 910600 Intefund Expense - Purchasing Servic 20,979 0 20,979 \$1,693 \$1,693 11,849.25 11,849.25 9,130 56.5% 56.5% 910700 Interfund Expnese - Fleet Services 47,252 0 47,252 \$1,893 \$1,604 11.540.99 11,540,99 35.711 24.4% 24.4% 980000 Interdepart Services DISS 270,005 0 270,005 23,750 24,125 170,250.00 170,250.00 99,755 63.1% 63.1% 26,718,710 35,000 27,195,997 2.032.322 424.199.12 271.360.42 59.7% **System Operating Grand Totals** 442,287 2,306,153 15,534,560.57 16,230,120,11 10.964.877 57.1%

Expenditure Detail as of 7/31/2015 58.1% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Project	2015 Budget Adjustme nts/ Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb-rances	Remaining Balance	YTD Expend	YTD Expend /& Encumb
	FRIE COUNTY CARITAL FUNDING FO	D L IDDADY												
	ERIE COUNTY CAPITAL FUNDING FO	K LIBKAKY												
	Library Debt Service	1,001,744			1,001,744	762	4,068	882,116.73			882,116.73	119,627	88.1%	88.1%
490	General Obligation Bond Proceeds													
561250	Building Improvements		26,699		26,699			0.00			0.00	26,699	0.0%	0.0%
	Total General Obligations	0	26,699	0	26,699	\$0	\$0	0.00	0.00	0.00	0.00	26,699	0.0%	0.0%
٦	Total Erie County Capital for Library	1,001,744	26,699	0	1,028,443	\$762	\$4,068	882,116.73	0.00	0.00	882,116.73	146,326	85.8%	85.8%
Grand T	Total Operating and Erie County	27,720,454	468,986	35,000	28,224,440	\$2,033,084	\$2,310,221	16,416,677.30	424,199.12	271,360.42	17,112,236.84	11,111,203	58.2%	60.6%

Buffalo and Erie County Public Library

Treasurer's Report of Year to Date Donations

Results for the Period Ending July 31, 2015

Main Trust		\$1,106,407.76
Encore Editions Proceeds (Invested per resolution 2006-19)		\$92,777.08
2014 Ending Balance		\$1,199,184.84
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2015 Activity and Balances		
Restricted Donations		\$100,279.49
(Donations received with instructions restricting them to the Buffalo & Erie Library direct uses and fundraising for identified program use)	County Public	
Unrestricted Donations		
Pending Board Action	\$1,195.22	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$1,195.22
Interest Income		\$414.00
Less Disbursements		
Direct For Library Programs/Services/Support	(\$247,007.76)	
To Library Foundation	\$0.00	
Total Disbursements		(\$247,007.76)
Balance, 2015 Activity	•	(\$145,119.05)
Balance, 2015 Activity Cumulative Balance Library Trust		(\$145,119.05) \$1,054,065.79
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Cumulative Balance Library Trust		
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:		\$1,054,065.79
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support		\$1,054,065.79 \$0.00
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38)
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room Preservation/Conservation (Audubon Birds)		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00 \$0.00
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room Preservation/Conservation (Audubon Birds) Construction Grant Match		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00 \$0.00 (\$150,000.00)
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room Preservation/Conservation (Audubon Birds) Construction Grant Match Raiser's Edge Software and General Fundraising Expense		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00 \$0.00 (\$150,000.00) (\$6,862.59)
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room Preservation/Conservation (Audubon Birds) Construction Grant Match Raiser's Edge Software and General Fundraising Expense Fundraiser Event Expense		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00 \$0.00 (\$150,000.00) (\$6,862.59) (\$11,594.77)
Cumulative Balance Library Trust Year-to-date Disbursements Pursuant to Resolution 2010-8 Include: Library material purchases (direct from trust) To Library Operating Fund to support Library material purchases Programming support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Book Room Preservation/Conservation (Audubon Birds) Construction Grant Match Raiser's Edge Software and General Fundraising Expense		\$1,054,065.79 \$0.00 \$0.00 (\$38,069.02) (\$40,061.38) \$0.00 \$0.00 (\$150,000.00) (\$6,862.59)