BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 1/21/2016

AGENDA ITEM NUMBER: <u>G.2.b.</u> B

Budget & Finance Committee Financials for the Month Ending **11/30/2015**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of November 30, 2015 month-end. The report also details monthly activity for November. Overall, with 91.5% of the budget year elapsed, year-to-date Library revenue, at 95.3% collected, is well within budget and year-to-date expense, at 87.5%, is also running within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library** The full \$23,013,857 Library Tax allocation was booked to the Library Fund in January.
- ✓ 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.
- ✓ **Other Contributions** revenue represents transfer of fundraising proceeds from trust funds for book budget support. The revenue is transferred in December.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

OPERATING FINANCIAL REPORT AS OF NOVEMBER 30, 2015 - (91.5% of the Budget Year elapsed)

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EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 87.1% of the budget. Other employee payments include payouts associated with the Contract Libraries Clerical & Maintenance Union (CMU) settlement and vacation leave sell back payments.
- ✓ Fringe Benefit expense is running above budget at 96.6% overall.
 - The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 118.2%, the latter subject to significant swings due to changes in usage by retirees. Utilization rates for active employee health insurance are also above previous levels with that account running at 95.3%. Workers compensation and Unemployment insurance expense is over budget for the year by \$8,573 and \$4,287 respectively base upon actual usage; they are relatively small in comparison to other benefit costs with the total budgets being \$42,245 and \$14,109 respectively. We continue to closely monitor this situation.
- ✓ **Telephone and Internet Service net credit for October reflects approved e-Rate reimbursements.** The federal e-Rate program covered 62% of eligible expenses in this category (most expenses are eligible) in the first half of 2015, 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 95.3** % 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 \$116,798, came in at 62.2% of the 2015 annual budget, however they were 34.5% LOWER than the \$178,377 paid in January − November 2014. Electricity charges of \$544,227 came in at 71.2% of the 2015 annual budget and were 18.1% below the \$664,532 paid in January − November 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 \$181,884 (21.6%) 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.

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2015 OPERATING BUDGET

Revenue Detail as of 11/30/2015 91.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	Budget Collected
	REVENUE FROM LIBRARY OPERATIONS							
419000	Library Charges - Fines	329,165	0	329,165	24,669.29	312,293.71	16,871	94.9%
422000	Copies	20,413	0	20,413	1,436.10	18,710.77	1,702	91.7%
466040	Printing	50,000	0	50,000	3,701.77	47,409.23	2,591	94.8%
466030	Book Bags	1,500	0	1,500	58.00	1,117.50	383	74.5%
466020	Minor Sale - Other	7,500	0	7,500	478.00	6,347.65	1,152	84.6%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	800.00	12,944.70	5,055	71.9%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	1,554.68	20,472.70	(4,473)	128.0%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	442,578	0	442,578	32,697.84	419,296.26	23,282	94.7%
	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	102,310	1,862,351	19,235.00	1,862,351.00	0	100.0%
408150	NYS Aid to Member Libraries	257,779	14,986	272,765	27,277.00	272,765.00	0	100.0%
408160	State Aid - Special		63,000	63,000		63,000.00	0	100.0%
409010	State Aid - Other					0.00	0	0.0%
486000	Interfund - Subsidy	0	4,000	4,000	4,000.00	4,000.00	0	100.0%
-	TOTAL REVENUE FROM STATE & COUNTY GOVT.	25,031,677	184,296	25,215,973	50,512.00	25,215,973.01	(0)	100.0%
	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		20,805.54	(10,806)	208.1%
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	164.58	1,893.25	3,107	37.9%
466000	Misc Receipts	0	0	0		278.57	(279)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	2,000	0	2,000	851.25	5,329.10	(3,329)	266.5%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
	TOTAL OTHER REVENUE	535,612	0	535,612	1,015.83	29,734.46	505,878	5.6%
	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	743,843	0.0%
	GRAND TOTAL OPERATING REVENUE	26,718,710	219,296	26,938,006	84,225.67	25,665,003.73	1,273,002	95.3%

% of

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2015 OPERATING BUDGET

Expenditure Detail as of 11/30/2015

					91.5%	of Budget Ye	ar					% Curren	ıt Budget
SAP Acct. Nbr.	Account Description	2015 Adopted Budget	-	2015 Budget Adjustment s/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb,	Funds Reser- vations	Total Expenditures & Encumbrances	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	\$681,498	7,756,822.04			7,756,822.04	1,008,311	88.5%	88.5%
500010	Part Time - Wages	3,983,602		0	3,983,602	287,976	3,199,603.19			3,199,603.19	783,999	80.3%	80.3%
500020	3	1,048,444		0	1,048,444	84,134	993,851.67			993,851.67	54,592	94.8%	94.8%
500030	. 3	0		0	0		0.00			0.00	0	0.0%	0.0%
50030		15,000		0	15,000	1,414	14,538.21			14,538.21	462	96.9%	96.9%
500330	•	15,000		0	15,000	1,582	15,039.88			15,039.88	(40)	100.3%	
500350	Other Employee Payments	60,000		0	60,000	58,946	99,700.96			99,700.96	(39,701)	166.2%	
	Salaries & Wages	13,887,179	0	0	13,887,179	1,115,549	12,079,555.95	0.00	0.00	12,079,555.95	1,807,623	87.0%	87.0%
501000	Overtime Salaries & Wages	191,000		0	191,000	\$24,627	189,287.62			189,287.62	1,712	99.1%	99.1%
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	1,140,176	12,268,843.57	0.00	0.00	12,268,843.57	1,809,335	87.1%	87.1%
504990	Reduction From Personal Services	(172,868)		0	(172,868)		0.00			0.00	(172,868)	0.0%	0.0%
504992	2 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	1,140,176	12,268,843.57	0.00	0.00	12,268,843.57	1,773,979	87.4%	87.4%
	FRINGE BENEFITS												
50200	O Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	D Employer FICA - REGULAR	872,853		0	872,853	73,045	756,799.19			756,799.19	116,054	86.7%	86.7%
502020	D Employer FICA - MEDICARE	204,108		0	204,108	17,084	177,021.13			177,021.13	27,087	86.7%	86.7%
502030	Employee Health Insurance	2,237,163		14,986	2,252,149	190,092	2,146,892.71			2,146,892.71	105,256	95.3%	95.3%
502040	Dental Plan	114,404		0	114,404	6,745	80,470.70			80,470.70	33,933	70.3%	70.3%
502050	Workers Compensation	42,245		0	42,245	2,033	50,817.86			50,817.86	(8,573)	120.3%	120.3%
502060	Unemployment Insurance	14,109		0	14,109	1,179	18,396.10			18,396.10	(4,287)	130.4%	130.4%
502070	O Hospital & Medical - Retirees	999,354		83,810	1,083,164	80,616	1,280,287.98			1,280,287.98	(197,124)	118.2%	118.2%
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,767	30,688.00			30,688.00	6,920	81.6%	81.6%
50210) Retirement	2,066,053		0	2,066,053	131,936	1,840,709.06			1,840,709.06	225,344	89.1%	89.1%
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	98,796	6,609,738	505,497	6,382,082.73	0.00	0.00	6,382,082.73	227,655	96.6%	96.6%
	TOTAL COMPENSATION RELATED	20,553,765	0	98,796	20,652,561	1,645,673	18,650,926.30	0.00	0.00	18,650,926.30	2,001,635	90.3%	90.3%
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BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2015 OPERATING BUDGET

Expenditure Detail as of 11/30/2015

91.5% of Budget '	Year
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% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	•	2015 Budget Adjustment s/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Ennet	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD	YTD Expend /& Encumb
1401.	Account Description	buuget	Datances	5/ REVISIONS	buuget	Expended	Expended	Encumb.	Vacions	Effcullibratices	Datatice	Expend	Eliculib
505000 Off	ice Supplies	140,350		0	140,350	1,929	120,618.75	7,539.67		128,158.42	12,192	85.9%	91.3%
505200 Clo	thing Supplies	3,350		0	3,350	1,684	2,125.57	465.50		2,591.07	759	63.4%	77.3%
505600 Aut	o Truck & Heavy Equip Supplies	9,150		0	9,150	2,339	5,814.59			5,814.59	3,335	63.5%	63.5%
505800 Me	dical & Health Supplies	1,000		0	1,000		835.85			835.85	164	83.6%	83.6%
506200 Mai	intenance & Repair	92,200	2,107	11,000	105,307	6,611	87,720.22	17,462.45		105,182.67	124	83.3%	99.9%
506400 Hig	hway Supplies (Rock Salt)	14,000		0	14,000	715	12,009.15	1,891.89		13,901.04	99	85.8%	99.3%
510000 Loc	cal Mileage Reimbursement	14,200		0	14,200	782	10,193.48			10,193.48	4,007	71.8%	71.8%
510100 Out	t of Area Travel	15,000		0	15,000	2,758	10,954.21			10,954.21	4,046	73.0%	73.0%
510200 Tra	ining and Education	57,040		0	57,040	3,609	47,449.16	678.00		48,127.16	8,913	83.2%	84.4%
515000 Uti	lity Charges (Telecom/water/sewe	er)											
Wa	ter/Sewer	33,917			33,917	2,791	29,407.21			29,407.21	4,510	86.7%	86.7%
Fue	el Oil	1,000			1,000								
Tel	ephone & Internet Service	230,831		(14,400)	216,431	32,816	166,720.55			166,720.55	49,710	77.0%	77.0%
515000 Tot	tal Utility Charges	265,748		(14,400)	251,348	35,607	196,127.76	0.00	0.00	196,127.76	54,220	78.0%	78.0%
516010 CO	NTRACTUAL PAYMENTS												
Nev	wstead Public - Akron	0		11,000	11,000		11,000.00			11,000.00	0	100.0%	100.0%
Ewe	ell Free - Alden	293		0	293		293.00			293.00	0	100.0%	100.0%
Am	herst Public	0		41,000	41,000		41,000.00			41,000.00	0	100.0%	100.0%
Aur	ora Public	0		1,000	1,000	1,000	1,000.00			1,000.00	0	100.0%	
	rence Public	0		11,000	11,000		11,000.00			11,000.00	0	100.0%	
	na Public	0		1,000	1,000	1,000	1,000.00			1,000.00	0	100.0%	
	kawanna Public	12,323		0	12,323		12,323.00			12,323.00	0	100.0%	
	rilla Free	0		1,000	1,000	1,000	1,000.00			1,000.00	0	100.0%	
	st Seneca Public	0		1,000	1,000	1,000	1,000.00			1,000.00	0	100.0%	
Tot	tal Cnt Pmts-NP Pur Svs	12,616	0	67,000	79,616	\$4,000	79,616.00	0.00	0.00	79,616.00	0	100.0%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2015 OPERATING BUDGET

Expenditure Detail as of 11/30/2015

91.5% of Budget Year % Current Budget Encumbe red & PY 2015 YTD SAP 2015 Budget Capital Total Expend Acct. Adopted Project Adjustment Adjusted November Year-to-Date Funds Reser-Expenditures & Remaining YTD /**&** Nbr. Balances s/ Revisions Expend Encumb **Account Description Budget** Budget Expended Expended Encumb. vations **Encumbrances** Balance Professional Services Contracts & 516020 964,380 124,074 0 1,088,454 (44,050)726,841.41 216,656.93 943,498.34 144,956 66.8% 86.7% Fees 516030 Maintenance Contracts 121,022 2,201 0 123,223 (10,992)97,239.49 108,397.45 14,826 78.9% 88.0% 11,157.96 530000 Other Expenses 166,160 21,221 (5,000)182,381 12,047 131,232.74 1,369.40 20,415.00 153,017.14 29,364 72.0% 83.9% 545000 Rental Charges 4,794 151 19,345 1,948 16,741,47 326.39 17,067,86 86.5% 88.2% 14,400 2,277 0 109,587.97 109,587.97 95.3% 95.3% 555050 Insurance Premiums 115,000 115,000 5,412 559000 County Share Grants 0 0 0.00 0.00 0 0.0% 0.0% 561410 Lab & Technical Equipment 73.005 96,978 0 169,983 (22,411)130,501.47 4,451.71 134,953.18 35,030 76.8% 79.4% 561430 Building, Grounds and Heavy Equip 6,322 22,500 28,822 10,800.28 17,519.42 28,319.70 502 37.5% 98.3% 25,000 0.00 22,899.00 22,899.00 0.0% 561440 Motor Vehicles 25,000 2,101 91.6% 3,009,000 189,234 0 3,198,234 190,770 0.00 189,233.66 282,229 85.3% 91.2% 561450 Library Books and Media 2,726,771.01 2,916,004.67 575040 Interfund Exp - Utilities 0 0 0 0.00 0 Fuel Oil 0.00 0.0% 0.0% 0 71,113 Natural Gas 187,911 187,911 8,611 116,797.78 116,797.78 62.2% 62.2% 764,070 0 544,227.29 544,227.29 Electricity 764,070 33,840 219,843 71.2% 71.2% 0 0 951,981 42,451 0.00 0.00 661,025,07 290,956 69.4% 69.4% Total Interfund Exp - Utilites 951,981 661,025,07 942000 Interfund - Holding Center (90,017)0 (90.017)(7.501)(82,515.61)(82,515.61)(7.501)91.7% 91.7% Interfund - Correctional Facility (104,672)(104,672)(8,723)(95,949.36)(95,949.36)(8,723)91.7% 91.7%

(717)

(\$16,941)

\$1,693

\$909

1.883,633 23,944,132,70

22,500

(7,881.50)

(186, 346.47)

18,620.25

16,476.97

260,250.00

302.418.32

209,648,66

(8,598)

(203, 287)

20,979

47,252

270,005

26.718.710 442.287

0

0

0

0

0

219,296

Interfund - Court Storage

Total ID Library Services

910700 Interfund Expnese - Fleet Services

980000 Interdepart Services DISS

910600

Services

Intefund Expense - Purchasing

System Operating Grand Totals

(7,881.50)

18,620.25

16,476.97

260,250.00

24,456,199.68

(186, 346.47)

(717)

(16,941)

2,359

30,775

9,755

2.923.093

91.7%

91.7%

88.8%

34.9%

96.4%

87.5%

91.7%

91.7%

88.8%

34.9%

96.4%

89.3%

(8,598)

(203, 287)

20,979

47,252

270,005

27,380,293

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2015 OPERATING BUDGET

Expenditure Detail as of 11/30/2015

					91.5%	of Budget Ye	ear					% Curren	t Budget
SAP Acct. Nbr.	Account Description	2015 Adopted Budget	-	2015 Budget Adjustment s/ Revisions	•	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance		YTD Expend /& Encumb
	ERIE COUNTY CAPITAL FUNDING FO	R I IBRARY											
	Library Debt Service	1,001,744			1,001,744	5,264	970,497.72			970,497.72	31,246	96.9%	96.9%
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	0.00	0.00	0.00	0.00	26,699	0.0%	0.0%
7	Total Erie County Capital for Library	1,001,744	26,699	0	1,028,443	\$5,264	970,497.72	0.00	0.00	970,497.72	57,945	94.4%	94.4%
Grand Capita	Total Operating and Erie County I	27,720,454	468,986	219,296	28,408,736	\$1,888,897	24,914,630.42	302,418.32	209,648.66	25,426,697.40	2,981,039	87.7%	89.5%

Buffalo and Erie County Public Library

Treasurer's Report of

Year to Date Donations

Results for the Period Ending November 30, 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
2015 Activity and Balances		
Restricted Donations		¢250 252 05
(Donations received with instructions restricting them to the Buffalo & Erie Library direct uses and fundraising for identified program use)	County Public	\$259,353.05
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		\$633.99
Less Disbursements		
Direct For Library Programs/Services/Support	(\$323,162.04)	
To Library Foundation	\$0.00	
Total Disbursements		(\$323,162.04)
Balance, 2015 Activity	•	(\$61,979.78)
Cumulative Balance Library Trust		\$1,137,205.06
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:		
Library material purchases (direct from trust)		(\$2,519.14)
To Library Operating Fund to support Library material purchases		\$0.00
Programming support		(\$73,043.29)
Equipment, furnishings & supplies		(\$73,428.66)
Exhibit/display preparation and support/Rare Book Room		\$0.00
Preservation/Conservation (Audubon Birds)		(\$3,985.05)
Construction Grant Match		(\$150,000.00)
Raiser's Edge Software and General Fundraising Expense		(\$6,862.59)
Fundraiser Event Expense		(\$12,850.77)
Other		(\$472.54)
Total	-	(\$323,162.04)