

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 1/17/2019

AGENDA ITEM NUMBER: G.2.a.

Budget & Finance Committee
Financials for the Month Ending **11/30/2018**

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, 2018 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 within budget and year-to date expense, at 86.3%, is also within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds:** The full \$24,422,489 Library Tax allocation was booked to the Library Fund in January.
- ✓ **New York State Library Aid payments:** All NY State Library aid payments for 2018 have been received.
- ✓ **Commissions revenue is below budget:** Standing at 62.5% of budget, performance of the Central Library's Café, which closed under the present operator in August, is the main factor. A request for proposals for a new provider was issued in September, with responses received October 19th. The Board authorized an award at its November meeting.
- ✓ **Interest Earnings are above budget:** Increasing interest rates are the major factor.
- ✓ **Refunds - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year.
- ✓ **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 Wages expense running under budget.** Contract settlements with AFSCME and the Librarians Association were reached in late 2017, and with CSEA in early 2018. Funding to help support the settlements' cost is included in the "Contract Salary Reserves" account. Overtime is running above budget in part due to coverage needs as turnover occurs and due to maintenance staff's preparing ground floor space for the Presidential Center Offices (reimbursed by the Presidential Center). Overall, year-to-date Net Personal Services expense consumed 89.9% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 83.9% overall.** Usage changes and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 76.2%, with YTD costs 11.7% below year-to-date charges for the same period last year). Workers compensation expense is running above budget due to medical procedure expense billed in February, April and July. Finally, retiree medical charges so far this year are also running below budget, coming in at 80.1% of budget (and 2.5% below the same period in 2017). Said expense is subject to significant swings due to changes in usage by retirees. We closely monitor these accounts.
- ✓ **Contractual Payments to Member Libraries adjusted budget** reflects budgeting the expense side of New York State bullet aid allocations to libraries within the districts of State Senators Gallivan, Jacobs, Ranzenhofer and Assemblymember Walter. The bullet aid proceeds were distributed in November shortly after they were received.
- ✓ **Insurance Premiums shows at 97.7 %.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.
- ✓ **Below budget Electric Utility costs helped counter the higher Natural Gas expense of a prolonged winter.** Natural Gas charges of \$123,856 came in at 84.1% of the 2018 annual budget, reflecting seasonality and prolonged winter weather. Expense was 16.5% higher than the \$106,319 paid in January - November 2017. Electricity charges of \$542,905 came in at 87.8% of the 2018 annual budget; however, they were 7.0% above the \$507,373 paid in January - November 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. **Combined, 2018 interfund utility charges of \$617,102 were modestly below budget (87.1% of budget), however they were \$53,069 (8.6%) above those incurred for the same months in 2017.** The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Revenue Detail as of 11/30/2018

91.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	295,594	0	295,594	24,283	263,717.68	31,876	89.2%
422000	Copies	17,398	0	17,398	2,936	22,894.38	(5,496)	131.6%
466040	Printing	62,963	0	62,963	5,043	56,364.17	6,599	89.5%
466030	Book Bags	1,100	0	1,100	48	843.00	257	76.6%
466020	Minor Sale - Other	5,591	0	5,591	435	4,401.70	1,189	78.7%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	2,323	21,356.00	(256)	101.2%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	717	11,043.57	6,636	62.5%
TOTAL REVENUE FROM LIBRARY OPERATIONS		421,426	0	421,426	35,785	380,620.50	40,806	90.3%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	24,422,489	0	24,422,489		24,422,488.99	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,943,728	19,131	1,962,859	20,261	1,962,859.00	0	100.0%
408150	NYS Aid to Member Libraries	284,683	2,821	287,504	28,751	287,504.00	0	100.0%
408160	State Aid - Special	0	294,500	294,500	39,000	52,000.00	242,500	17.7%
409010	State Aid - Other	0	0	0		0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		26,650,900	316,452	26,967,352	88,012	26,724,851.99	242,500	99.1%
OTHER REVENUE								
419010	Refunds - Cont Library	349,839	0	349,839		0.00	349,839	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		30,756.01	(20,756)	307.6%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0		0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	1,109	10,599.73	(8,600)	530.0%
466000	Misc Receipts	0	0	0		75.00	(75)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	416	9,815.88	(4,816)	196.3%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
TOTAL OTHER REVENUE		426,854	0	426,854	1,524	51,246.62	375,607	12.0%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	498,684	173,048	671,732		0.00	671,732	0.0%
TOTAL USE OF FUND BALANCE		498,684	173,048	671,732	0	0.00	671,732	0.0%
GRAND TOTAL OPERATING REVENUE		27,997,864	489,500	28,487,364	125,321	27,156,719.11	1,330,645	95.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2018 OPERATING BUDGET

Expenditure Detail as of 11/30/2018

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbered & PY Capital Project Balances	2018 Budget Adjustments/Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,520,007		0	9,520,007	\$821,536	8,783,226.04			8,783,226.04	736,781	92.3%	92.3%
500010	Part Time - Wages	4,104,351		0	4,104,351	280,344	3,550,971.74			3,550,971.74	553,379	86.5%	86.5%
500020	Regular PT - Wages	759,767		0	759,767	60,823	749,795.79			749,795.79	9,971	98.7%	98.7%
500300	Shift Differential	19,000		0	19,000	2,450	19,164.03			19,164.03	(164)	100.9%	100.9%
500330	Holiday Worked	16,000		0	16,000	3,963	17,779.80			17,779.80	(1,780)	111.1%	111.1%
500350	Other Employee Payments	100,000		0	100,000	69,854	126,007.68			126,007.68	(26,008)	126.0%	126.0%
	Salaries & Wages	14,519,125	0	0	14,519,125	\$1,238,971	13,246,945.08	0.00	0.00	13,246,945.08	1,272,180	91.2%	91.2%
501000	Overtime Salaries & Wages	220,000		0	220,000	\$24,353	232,382.08			232,382.08	(12,382)	105.6%	105.6%
	TOTAL, PERSONAL SERVICES	14,739,125	0	0	14,739,125	\$1,263,324	13,479,327.16	0.00	0.00	13,479,327.16	1,259,798	91.5%	91.5%
504990	Reduction From Personal Services	(53,937)		0	(53,937)		0.00			0.00	(53,937)	0.0%	0.0%
504992	Contractual Salary Reserves	304,055		0	304,055		0.00			0.00	304,055	0.0%	0.0%
	NET PERSONAL SERVICES	14,989,243	0	0	14,989,243	1,263,324	13,479,327.16	0.00	0.00	13,479,327.16	1,509,916	89.9%	89.9%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	913,829		0	913,829	79,598	819,900.47			819,900.47	93,929	89.7%	89.7%
502020	Employer FICA - MEDICARE	213,712		0	213,712	18,616	191,752.09			191,752.09	21,960	89.7%	89.7%
502030	Employee Health Insurance	2,593,704		0	2,593,704	177,496	1,975,493.96			1,975,493.96	618,210	76.2%	76.2%
502040	Dental Plan	97,542		0	97,542	5,799	79,239.55			79,239.55	18,302	81.2%	81.2%
502050	Workers Compensation	48,921		0	48,921	1,066	68,894.86			68,894.86	(19,974)	140.8%	140.8%
502060	Unemployment Insurance	20,144		0	20,144	156	4,081.98			4,081.98	16,062	20.3%	20.3%
502070	Hospital & Medical - Retirees	1,629,339		0	1,629,339	117,066	1,305,374.02			1,305,374.02	323,965	80.1%	80.1%
502090	Health Insurance Waiver (Incl: 117)	27,012		0	27,012	3,176	37,403.00			37,403.00	(10,391)	138.5%	138.5%
502100	Retirement	1,589,302		0	1,589,302	184,951	1,530,676.89			1,530,676.89	58,625	96.3%	96.3%
502000	Unallocated Fringe Benefits	30,025		0	30,025		0.00			0.00	30,025	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,163,530	0	0	7,163,530	587,924	6,012,816.82	0.00	0.00	6,012,816.82	1,150,713	83.9%	83.9%
	TOTAL COMPENSATION RELATED	22,152,773	0	0	22,152,773	1,851,248	19,492,143.98	0.00	0.00	19,492,143.98	2,660,629	88.0%	88.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2018 OPERATING BUDGET

Expenditure Detail as of 11/30/2018

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbered & PY Capital Project Balances	2018 Budget Adjustments/Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
505000	Office Supplies	167,535	15	20,000	187,550	17,641	166,213.46	2,271.08		168,484.54	19,065	88.6%	89.8%
505200	Clothing Supplies	4,000	1,407	0	5,407	657	3,064.51	287.30		3,351.81	2,055	56.7%	62.0%
505600	Auto Truck & Heavy Equip Supplies	11,000		0	11,000	4,168	10,300.88	567.32		10,868.20	132	93.6%	98.8%
505800	Medical & Health Supplies	1,550	275	0	1,825	1,289	1,822.44			1,822.44	3	99.8%	99.8%
506200	Maintenance & Repair	106,400	16,523	25,000	147,923	8,853	98,508.51	26,031.56		124,540.07	23,383	66.6%	84.2%
506400	Highway Supplies (Rock Salt)	14,000		2,000	16,000	1,874	11,940.75	2,059.25		14,000.00	2,000	74.6%	87.5%
510000	Local Mileage Reimbursement	11,000		0	11,000	1,068	8,867.93			8,867.93	2,132	80.6%	80.6%
510100	Out of Area Travel	20,000		0	20,000	3,175	19,357.71			19,357.71	642	96.8%	96.8%
510200	Training and Education	55,231		0	55,231	1,646	28,269.93	5,365.00		33,634.93	21,596	51.2%	60.9%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	31,005			31,005	3,075	26,636.34			26,636.34	4,369	85.9%	85.9%
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	67,928		0	67,928	11,420	56,759.93			56,759.93	11,168	83.6%	83.6%
515000	Total Utility Charges	99,933		0	99,933	14,494	83,396.27	0.00	0.00	83,396.27	16,537	83.5%	83.5%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	724		15,000	15,724	15,000	15,724.00			15,724.00	0	100.0%	100.0%
	Ewell Free - Alden	1,591		2,500	4,091	2,500	4,091.00			4,091.00	0	100.0%	100.0%
	Amherst Public	0		86,000	86,000	73,000	86,000.00			86,000.00	0	100.0%	100.0%
	Angola Public	0		10,000	10,000	10,000	10,000.00			10,000.00	0	100.0%	100.0%
	Aurora Public	0		2,500	2,500	2,500	2,500.00			2,500.00	0	100.0%	100.0%
	Boston Free	1,862		2,500	4,362	2,500	4,362.00			4,362.00	0	100.0%	100.0%
	Clarence Public	0		15,000	15,000	15,000	15,000.00			15,000.00	0	100.0%	100.0%
	Collins Public	0		2,500	2,500	2,500	2,500.00			2,500.00	0	100.0%	100.0%
	Concord Public	0		2,500	2,500	2,500	2,500.00			2,500.00	0	100.0%	100.0%
	Eden Library	880		15,500	16,380	15,500	16,380.00			16,380.00	0	100.0%	100.0%
	Elma Public	0		2,500	2,500	2,500	2,500.00			2,500.00	0	100.0%	100.0%
	Grand Island Memorial	0		10,000	10,000	10,000	10,000.00			10,000.00	0	100.0%	100.0%
	Hamburg Public	0		20,000	20,000	20,000	20,000.00			20,000.00	0	100.0%	100.0%
	Lackawanna Public	11,875		4,400	16,275	4,400	16,275.00			16,275.00	0	100.0%	100.0%
	Lancaster Public	0		5,000	5,000	5,000	5,000.00			5,000.00	0	100.0%	100.0%
	Marilla Free	738		2,500	3,238	2,500	3,238.00			3,238.00	0	100.0%	100.0%
	North Collins Public	1,647		2,500	4,147	2,500	4,147.00			4,147.00	0	100.0%	100.0%
	Orchard Park Public	0		14,300	14,300	14,300	14,300.00			14,300.00	0	100.0%	100.0%
	City of Tonawanda Public	0		10,000	10,000	10,000	10,000.00			10,000.00	0	100.0%	100.0%
	Town of Tonawanda Public	0		20,000	20,000	20,000	20,000.00			20,000.00	0	100.0%	100.0%
	West Seneca Public	0		9,300	9,300	9,300	9,300.00			9,300.00	0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	19,317	0	254,500	273,817	\$241,500	273,817.00	0.00	0.00	273,817.00	0	100.0%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 11/30/2018

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbered & PY Capital Project Balances	2018 Budget Adjustments/Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	857,725	53,849	0	911,574	67,713	671,811.64	157,912.24		829,723.88	81,850	73.7%	91.0%
516030	Maintenance Contracts	124,900	44,589	0	169,489	3,860	155,861.60	11,503.40		167,365.00	2,124	92.0%	98.7%
530000	Other Expenses	188,800	49,849	1,400	240,049	8,597	139,905.86	4,479.44	48,492.00	192,877.30	47,171	58.3%	80.3%
545000	Rental Charges	4,925		0	4,925	475	2,611.27	1,320.29		3,931.56	993	53.0%	79.8%
555050	Insurance Premiums	150,048		0	150,048		146,581.12			146,581.12	3,467	97.7%	97.7%
561410	Lab & Technical Equipment	98,175	60,819	156,600	315,594	7,309	133,141.13	3,662.44	52,981.00	189,784.57	125,809	42.2%	60.1%
561420	Office Equip, Furn & Fixtures		69,147	15,000	84,147	3,912	28,026.40		44,286.04	72,312.44	11,835	33.3%	85.9%
561430	Building, Grounds and Heavy Equip		10,131	15,000	25,131		3,292.00		6,839.00	10,131.00	15,000	13.1%	40.3%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	175,955	0	3,184,955	275,657	2,744,057.30			2,744,057.30	440,898	86.2%	86.2%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	147,264		0	147,264	12,526	123,856.07			123,856.07	23,408	84.1%	84.1%
	Electricity	618,384		0	618,384	37,133	542,904.59			542,904.59	75,479	87.8%	87.8%
	Total Interfund Exp - Utilites	765,648	0	0	765,648	49,659	666,760.66	0.00	0.00	666,760.66	98,887	87.1%	87.1%
942000	Interfund - Holding Center	(89,542)		0	(89,542)	(7,462)	(82,080.13)			(82,080.13)	(7,462)	91.7%	91.7%
	Interfund - Correctional Facility	(99,889)			(99,889)	(8,324)	(91,564.88)			(91,564.88)	(8,324)	91.7%	91.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(7,881.50)			(7,881.50)	(717)	91.7%	91.7%
	Total ID Library Services	(198,029)	0	0	(198,029)	(\$16,502)	(181,526.51)			(181,526.51)	(16,502)	91.7%	91.7%
910600	Interfund Expense - Purchasing Services	28,766		0	28,766	\$2,181	23,987.36			23,987.36	4,779	83.4%	83.4%
910700	Interfund Expnese - Fleet Services	32,061		0	32,061	\$1,905	22,845.85			22,845.85	9,215	71.3%	71.3%
980000	Interdepart Services DISS	273,106		0	273,106	21,390	235,287.25			235,287.25	37,819	86.2%	86.2%
	System Operating Grand Totals	27,997,864	482,559	489,500	28,969,923	2,573,768	24,990,346.30	215,459.32	152,598.04	25,358,403.66	3,611,519	86.3%	87.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET
 Expenditure Detail as of 11/30/2018
 91.5% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	----- Encumbe red & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	<u>% Current Budget</u>		
												YTD Expend	YTD & Encumb	
<u>ERIE COUNTY CAPITAL / DEBT</u>														
<u>SERVICE FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,031,377			1,031,377	3,599	1,023,454.79			1,023,454.79	7,923	99.2%	99.2%	
Grand Total Operating and Erie County Capital		29,029,241	482,559	489,500	30,001,300	2,577,367	26,013,801	215,459	152,598	26,381,858	3,619,441	86.7%	87.9%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending November 30, 2018

Main Trust	\$1,083,630.06
Encore Editions Proceeds (Invested per resolution 2006-19)	\$97,531.43
2017 Ending Balance	\$1,181,161.49

2018 Activity and Balances

Restricted Donations	\$303,141.40
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$300.00
Interest Income	\$3,311.63
Total 2018 Revenue	
\$306,753.03	

Less Disbursements

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

Library material purchases (direct from trust)	(\$24,165.23)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$82,960.02)
Equipment, furnishings & supplies	(\$3,949.47)
Exhibit/display preparation and support/Rare Book Room	(\$20,431.90)
Preservation/Conservation	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$19,360.80)
Fundraiser Event Expense	\$0.00
Other	(\$14,701.58)

Subtotal Disbursements per Resolution 2010-8	(\$165,569.00)
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Other Disbursements (Describe)	\$0.00
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Total 2018 Disbursements	(\$165,569.00)
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Balance, 2018 Activity	\$141,184.03
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Cumulative Balance Library Trust	\$1,322,345.52
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