The attached report provides a summary of revenue and expenditure performance in the Library’s Operating Budget for the year as of the May 31, 2020 month-end close. Overall, with 41.5% of the budget year elapsed, year-to-date Library revenue, at 87.2% collected, is within budget and year-to-date expense, at 36.8%, is also within budget. However, significant revenue challenges are likely as we move forward. The report also details monthly activity for May, gives year-to-date (YTD) totals, and provides year-end projections/scenarios to address the challenging times we are now facing.

**REVENUE:**

- **Property Tax for Library Proceeds Booked.** The full $25,409,158 Library Tax allocation was booked to the Library Fund in January.

- **Initial New York State Library Aid payments normally occur in June-July, total will be BELOW budget.** Library aid payments are normally released by the State beginning two to three months after the State’s budget is enacted. The initial payment represents approximately 90% of the total for the year. The Library’s 2020 budget assumed state library aid at 2019’s funding level. The enacted New York State 2020-21 budget reduced library aid by $2.6%, resulting in an operating budget reduction of approximately $58,252 and a recurring grants reduction of approximately $17,899. Further, the State’s enacted budget contains provisions that could result in substantial additional cuts mid-year. Please see the COVID-19 IMPACTS AND PROJECTIONS section of this report.

- **Library fine/fees revenue was also running at budget in January/February before being curtailed by the Library’s New York State Stay-at-Home order related closure beginning March 17, 2020.** Recognizing the impact on our patrons including difficulty in returning materials to closed facilities, all due dates were extended until June 29, 2020 so no new fines were incurred during the COVID-19 related closure. Use of downloadable eBooks and eAudiobooks has increased dramatically; however, as they expire automatically on their due date, they are never late and no fines accrue.

- **Copies - revenue came in well above budget in January-February before being curtailed by New York State Stay-at-Home order related closure beginning March 17, 2020.**

- **Book Bag, Minor Sale, Rental and Commissions – Food Svcs** revenue all reflect the impact of COVID-19 closures.

- **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 contract libraries in excess of local expenses of those libraries. The revenue is transmitted as part of the year-end closing process and will also be significantly impacted by COVID-19 related curtailments.
EXPENSE:

- **Salaries and wage expense running within budget.** Overall, year-to-date Net Personal Services expense consumed 37.3% of the budget. Monthly wage expense for part-time employees in May ($2,370 in 2020, $360,485 lower than the $362,854 spent in May 2019), reflects the transition to unpaid status as COVID-19 library closures continued.

- **Fringe Benefit expense is running under budget at 29.8% overall.** Usage trends and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 34.4%, YTD expense came in 9.4% below the same period last year). Retiree medical charges so far this year are also running under budget, coming in at 36.1% of budget (the amount was 5.0% below the same period in 2019). Reduced use of medical services during COVID-19 related stay-at-home orders was a major factor, with May charges for active and retiree health down 25.7% and 31.4% respectively from May 2019. Said expense is subject to significant swings due to changes in usage by retirees. Unemployment insurance expense now reflects the transition of part-time staff to unpaid status as COVID-19 library closures continued, with the year-to-date total of $82,739 well above the $5,974 expended in the same period of 2019. Erie County and the Library are self-insured for Unemployment and Workers Compensation. In normal years that saves significantly over rates most employers pay (for all of 2019, unemployment expense totaled $13,085, while Workers Compensation expense totaled $49,729). This is NOT a normal year. We will closely monitor these accounts.

- **Training and Education Expense shows 50.3%.** Support for online work at home, including virtual meeting group licenses, are major factors.

- **Contractual Payments to Contract Libraries combined show at 89.8%.** The above budget variance reflects: 1) pass-thru of State Bullet Aid received late last year to the Cheektowaga, Hamburg, and Lancaster Libraries per Resolution 2020-1; and 2) the contract provision that small dollar amounts are transmitted at the beginning of the year rather than quarterly in advance (the remaining 6 amounts at 100% are all below $3,500).

- **Several remaining operating accounts above 41.5% reflect timing differences.** These accounts, including Clothing Supplies, Professional Services, Maintenance Contracts, Insurance Premiums, and Office Equipment reflect timing variations and would be expected to end the year within budget.

- **Interfund Expense – Utilities:** YTD savings reflect a milder winter, lower Natural Gas rates, COVID-19 related closures, and last year’s LED conversions saving electricity. Natural gas charges of $86,250 came in at 54.3% of the 2020 annual budget, reflecting seasonal variation. Expense was 19.4% LOWER than the $107,028 paid in January – May 2019. Likewise, electricity charges of $137,527 came in at 21.7% of the 2020 annual budget and were 28.1% BELOW the $191,221 paid in January – May 2019. Combined, 2020 interfund utility charges of $223,776 (28.2% of budget) were well below budget and they were $74,473 (25.0%) below the same months in 2019. The impact of COVID-19 related closures was a significant factor. The Library participates in Erie County’s aggregated utility purchasing pool which saves costs compared to retail pricing.
COVID-19 IMPACTS AND PROJECTIONS:

As we all know, actions at the federal, state, and local level to protect public health and mitigate the spread of COVID-19 have severely disrupted how we go about our daily lives. On March 17th all physical library buildings closed, all but essential employees and most of the public staying at home to reduce virus spread. These closures remained in full effect during the month of May, with library services having shifted to a virtual environment with “Virtual Program Attendance” from mid-March through the end of May exceeding 152,000. Downloads of eContent (audiobooks, eBooks, music and video) has also increased significantly, to 660,223 YTD as of May, which is 140,681 higher than the same period in 2019.

Timing of safely reopening is subject to the Western New York Region being able to meet 7 criteria set by the Governor Cuomo. As of this writing, Western New York is now in Phase Four (See: https://forward.ny.gov/regional-monitoring-dashboard). This allowed a gradual phasing in of library services to begin with curbside/walk-up pick-up services at multiple locations on June 1st, with a number of libraries opening to the public on a limited basis beginning June 8th. As of July 6th, all but one library are open (the Lake Shore Library is closed due to construction as its HVAC system is being replaced).

Understandably, economic activity has been severely impacted, with losses of wage, business, and governmental income swelling to unprecedented levels. Massive federal aid programs have been enacted to help at least partially mitigate wage and business income losses. To date, no such aid has been approved to address state and local governmental revenue lost, only aid to help with expenses to deal with the pandemic. On May 12th, the U.S. House introduced a bill, H.R. 6800, The Heroes Act, which among other things would provide $500 billion for state governments and $375 billion for local governments to help address the revenue loss from severely reduced activity.

Potential Impacts to NYS Library Aid:

In recent public statements, Governor Cuomo estimated the State has a shortfall of $13.3 billion, mostly related to revenue loss. Further, the NYS Comptroller recently reported that sales tax collections distributed in the months of April and May were down 24.4% and 32.3% respectively statewide, with the Erie County’s sales tax distribution down 25.7% and 30.9% respectively (See: https://www.osc.state.ny.us/press/releases/2020/06/dinapoli-local-sales-tax-collections-drop-over-32-percent-may?utm_source=weekly+news&utm_m%20%E2%80%A6). It is important to note that sales tax distributions in April include taxable sales in March before the shutdown. The Governor has stated that without federal assistance, addressing the State’s shortfall would lead to 20% cuts in aid to local governments and schools.

The State’s Enacted Budget spending plan includes provisions allowing the NYS Budget Director to propose across-the-board reductions to discretionary expenditures to rebalance if revenues fall 1% or more below budget or expenditures exceed 1% or more above budget. The Legislature would then have 10 days to prepare/adopt its own plan. If not, the Budget Director’s plan would go into effect. Should the State have to implement 20% cuts in aid to local governments/schools, loss of state aid to the B&ECPL in 2020, already cut 2.6% in the Enacted Budget, would swell to approximately $496,900 in the Operating Budget and $152,679 in the Library Grants Budget ($649,579 combined – 2.2% of the Library’s 2020 combined Operating and Recurring Grants Budget). As of this writing, the New York State Budget Office has not yet released details of any proposed reductions.
COVID-19 IMPACTS AND PROJECTIONS (continued)

Potential Impacts to Erie County:

Erie County faces significant challenges driven principally by losses in sales tax, hotel tax, and related revenue. The potential for a 20% State Aid cut to the County would compound the problem. County Executive Poloncarz has indicated that without substantial Federal aid to offset revenue loss, cuts to county services could be severe. He had tasked General Fund Departments to develop budget plans by May 15th to cut costs by 13.1% if needed. That plan, projecting a 2020 budget deficit of $137,800,000, was subsequently transmitted to the Erie County Legislature on June 4, 2020.

The plan is essentially a worst-case plan, assuming a prolonged "swoosh type" recovery; no new federal aid to offset revenue lost; and a 20% cut in New York State Aid to the County. It was discussed at the Legislature's Finance and Management Committee meeting on Thursday 6/11/2020. At that meeting, County Budget Office staff noted that the projected $137,800,000 deficit is nearly equal the total discretionary portion of the County's Budget ($147 million). They further noted that with slow revenue recovery, the County could be looking at closing a gap of $100 million in 2021. This would impact the funding the County would be able to allocate to the Library in 2021. It is important to note that the extent of any reductions is dependent upon the strength/weakness of the economic recovery and the amount and timing of any additional federal aid.

Given that the extent of any reductions is dependent upon the strength/weakness of the economic recovery and the amount and timing of any additional federal aid.

Library Budget Planning to Prepare for the Future:

While not part of the County General Fund, it would be prudent for the Library to identify reduction options of a similar magnitude to the 13.1% target that the County Executive directed for the General Fund as a start. Consistent with state and local law, the savings generated will first offset lost state aid and library operating revenue and then fall to Library Fund balance to help address likely challenges in 2021.

The attached financial report includes 2020 estimated revenue and expense under the above scenario. At this level of reduction, savings would be achieved through:

- Controlled hiring and extended vacancy control for full and regular part-time positions;
- Reduced part-time workhours;
- Utility savings from COVID-19 related closures and phased reopening;
- Curtailed other operating expenditures; and
- Reduced library material purchases.

As more becomes known regarding potential federal aid and the duration/severity of reduced economic activity, staff will develop revised reduction proposals and forecasts of service level impacts.

ACTION REQUIRED: None – Informational Report
### REVENUE FROM LIBRARY OPERATIONS

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Adjustments</th>
<th>Adjusted Budget</th>
<th>Revenue May</th>
<th>YTD Revenue</th>
<th>To Be Realized</th>
<th>% of Budget Collected</th>
<th>2020 Estimated</th>
<th>Variance (Over) Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>419000</td>
<td>Library Charges - Fines</td>
<td>287,689</td>
<td>0</td>
<td>287,689</td>
<td>1,463</td>
<td>69,472.27</td>
<td>218,217</td>
<td>24.1%</td>
<td>143,845</td>
<td>143,844</td>
<td>Assumes 50% lost rev</td>
</tr>
<tr>
<td>422000</td>
<td>Copies</td>
<td>17,524</td>
<td>0</td>
<td>17,524</td>
<td>12,588</td>
<td>12,588</td>
<td>7,014</td>
<td>28.2%</td>
<td>10,514</td>
<td>10,514</td>
<td>Assumes 40% lost rev</td>
</tr>
<tr>
<td>466040</td>
<td>Book Bags</td>
<td>60,089</td>
<td>0</td>
<td>60,089</td>
<td>12,544.85</td>
<td>47,544</td>
<td>36,053</td>
<td>20.9%</td>
<td>24,036</td>
<td>24,036</td>
<td>Assumes 40% lost rev</td>
</tr>
<tr>
<td>466030</td>
<td>Minor Sale - Other</td>
<td>900</td>
<td>0</td>
<td>900</td>
<td>182.00</td>
<td>718</td>
<td>20.2%</td>
<td>540</td>
<td>360</td>
<td>360</td>
<td>Assumes 40% lost rev</td>
</tr>
<tr>
<td>466020</td>
<td>Rent - Real Prop - Partners</td>
<td>4,384</td>
<td>0</td>
<td>4,384</td>
<td>891.25</td>
<td>3,493</td>
<td>2,630</td>
<td>20.3%</td>
<td>1,754</td>
<td>1,754</td>
<td>Assumes 40% lost rev</td>
</tr>
<tr>
<td>420510</td>
<td>Rent - Real Prop - Partners - Auditorium/Meeting Rooms</td>
<td>24,000</td>
<td>0</td>
<td>24,000</td>
<td>1,092</td>
<td>8,082.18</td>
<td>15,918</td>
<td>33.7%</td>
<td>16,800</td>
<td>16,800</td>
<td>Rehab. Project Construction Delay adds to lost revenue due to meeting rooms being taken out of service.</td>
</tr>
<tr>
<td>420530</td>
<td>Comm - Tel Booth Food Svs</td>
<td>17,000</td>
<td>0</td>
<td>17,000</td>
<td>839</td>
<td>4,429.08</td>
<td>12,571</td>
<td>26.1%</td>
<td>10,200</td>
<td>10,200</td>
<td>Assumes 40% lost rev</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE FROM LIBRARY OPERATIONS</strong></td>
<td><strong>411,586</strong></td>
<td>0</td>
<td><strong>411,586</strong></td>
<td><strong>3,394</strong></td>
<td><strong>100,537.64</strong></td>
<td><strong>311,048</strong></td>
<td><strong>24.4%</strong></td>
<td><strong>311,048</strong></td>
<td><strong>220,582</strong></td>
<td><strong>191,004</strong></td>
<td></td>
</tr>
</tbody>
</table>

### REVENUE FROM STATE & COUNTY GOVT.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>Adopted Budget</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>400020</td>
<td>Library Real Prop Tax</td>
<td>25,409,158</td>
<td>0</td>
<td>25,409,158</td>
<td>25,409,157.99</td>
<td>0</td>
<td>25,409,157.99</td>
<td>100.0%</td>
<td>25,409,158</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>408140</td>
<td>NYS Aid-Lib Incl Incent</td>
<td>1,963,842</td>
<td>0</td>
<td>1,963,842</td>
<td>0.00</td>
<td>1,963,842</td>
<td>1,530,425</td>
<td>78.4%</td>
<td>433,417</td>
<td>433,417</td>
<td>Assumes additional 20% cut (NYS enacted bgt. was already cut 2.6%) down to 2% cut for the year</td>
</tr>
<tr>
<td>408150</td>
<td>NYS Aid to Member Libraries</td>
<td>287,648</td>
<td>0</td>
<td>287,648</td>
<td>0.00</td>
<td>287,648</td>
<td>224,165</td>
<td>77.7%</td>
<td>63,483</td>
<td>63,483</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</strong></td>
<td><strong>27,660,648</strong></td>
<td>0</td>
<td><strong>27,660,648</strong></td>
<td><strong>0</strong></td>
<td><strong>25,409,157.99</strong></td>
<td><strong>2,251,490</strong></td>
<td><strong>91.9%</strong></td>
<td><strong>27,163,748</strong></td>
<td><strong>496,900</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OTHER REVENUE

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Description</th>
<th>Adopted Budget</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>419010</td>
<td>Refunds - Cont Library</td>
<td>272,964</td>
<td>0</td>
<td>272,964</td>
<td>0.00</td>
<td>272,964</td>
<td>136,482</td>
<td>49.9%</td>
<td>136,482</td>
<td>136,482</td>
<td>Principally lost fine revenue @ Contracting Libraries - est. @ 50%</td>
</tr>
<tr>
<td>423000</td>
<td>Refund P/Y Expenses</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>81</td>
<td>16,316.05</td>
<td>16,316</td>
<td>100.0%</td>
<td>16,316</td>
<td>16,316</td>
<td>(6,316)</td>
</tr>
<tr>
<td>445030</td>
<td>Int B Earn - Gen Inv</td>
<td>12,000</td>
<td>0</td>
<td>12,000</td>
<td>327</td>
<td>2,823.88</td>
<td>9,176</td>
<td>23.5%</td>
<td>6,800</td>
<td>6,800</td>
<td>Falling interest rates</td>
</tr>
<tr>
<td>466010</td>
<td>NSF Check Fees</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>0.00</td>
<td>15</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>467000</td>
<td>Misc Depart Income</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
<td>88</td>
<td>3,244.44</td>
<td>1,756</td>
<td>64.9%</td>
<td>3,300</td>
<td>3,300</td>
<td>1,700</td>
</tr>
<tr>
<td>479100</td>
<td>Other Contributions</td>
<td>45,000</td>
<td>0</td>
<td>45,000</td>
<td>0.00</td>
<td>45,000</td>
<td>137,081</td>
<td>36.3%</td>
<td>137,081</td>
<td>137,081</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OTHER REVENUE</strong></td>
<td><strong>344,979</strong></td>
<td>0</td>
<td><strong>344,979</strong></td>
<td><strong>496</strong></td>
<td><strong>22,384.37</strong></td>
<td><strong>322,595</strong></td>
<td><strong>6.5%</strong></td>
<td><strong>207,898</strong></td>
<td><strong>137,081</strong></td>
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</tr>
</tbody>
</table>

### USE OF FUND BALANCE

<table>
<thead>
<tr>
<th>Account Number</th>
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<th>Adopted Budget</th>
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<th>Adjusted Budget</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>402190</td>
<td>Appropriated Fund Balance</td>
<td>812,874</td>
<td>45,000</td>
<td>857,874</td>
<td>0.00</td>
<td>857,874</td>
<td>(1,304,467)</td>
<td>0.0%</td>
<td>(1,304,467)</td>
<td>(1,304,467)</td>
<td>Net savings from reduction target changes 14.4% and net savings in other fund balance of 21.4%</td>
</tr>
<tr>
<td><strong>TOTAL USE OF FUND BALANCE</strong></td>
<td><strong>812,874</strong></td>
<td><strong>45,000</strong></td>
<td><strong>857,874</strong></td>
<td><strong>0</strong></td>
<td><strong>0.00</strong></td>
<td><strong>857,874</strong></td>
<td><strong>(1,304,467)</strong></td>
<td><strong>(1,304,467)</strong></td>
<td><strong>(1,304,467)</strong></td>
<td><strong>(1,304,467)</strong></td>
<td>Flows to Library Fund Balance</td>
</tr>
<tr>
<td><strong>GRAND TOTAL OPERATING REVENUE</strong></td>
<td><strong>29,230,087</strong></td>
<td><strong>45,000</strong></td>
<td><strong>29,275,087</strong></td>
<td><strong>3,890</strong></td>
<td><strong>25,532,080.00</strong></td>
<td><strong>3,743,007</strong></td>
<td><strong>87.2%</strong></td>
<td><strong>26,287,761</strong></td>
<td><strong>2,987,326</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## OPERATING EXPENDITURES

### PERSONAL SERVICES

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>500000</td>
<td>Full Time - Salaries</td>
<td>10,548,939</td>
<td>0</td>
<td>10,548,939</td>
<td>4,133,784.13</td>
<td>39.2%</td>
<td>92.5% Controlled hiring</td>
</tr>
<tr>
<td>500010</td>
<td>Part Time - Salaries</td>
<td>4,481,436</td>
<td>0</td>
<td>4,481,436</td>
<td>1,401,723.66</td>
<td>31.3%</td>
<td>71.6% Reduced PT hours (6 weeks @ 0 hours for unrep, partially restoring in phased reopening).</td>
</tr>
<tr>
<td>500020</td>
<td>Regular PT - Salaries</td>
<td>905,437</td>
<td>0</td>
<td>905,437</td>
<td>386,754.33</td>
<td>42.7%</td>
<td>99.8%</td>
</tr>
<tr>
<td>500300</td>
<td>Shift Differential</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
<td>7,908.33</td>
<td>31.6%</td>
<td>76.2%</td>
</tr>
<tr>
<td>500330</td>
<td>Holiday Worked</td>
<td>20,500</td>
<td>0</td>
<td>20,500</td>
<td>7,707.33</td>
<td>37.6%</td>
<td>90.5%</td>
</tr>
<tr>
<td>500350</td>
<td>Other Employee Payments</td>
<td>120,000</td>
<td>0</td>
<td>120,000</td>
<td>32,488.22</td>
<td>27.0%</td>
<td>61.5%</td>
</tr>
<tr>
<td></td>
<td>Salaries &amp; Wages</td>
<td>16,101,312</td>
<td>0</td>
<td>16,101,312</td>
<td>5,970,316.60</td>
<td>37.1%</td>
<td>86.8%</td>
</tr>
<tr>
<td>501000</td>
<td>Overtime Salaries &amp; Wages</td>
<td>270,000</td>
<td>0</td>
<td>270,000</td>
<td>70,936.31</td>
<td>26.3%</td>
<td>63.3%</td>
</tr>
<tr>
<td></td>
<td>TOTAL, PERSONAL SERVICES</td>
<td>16,371,312</td>
<td>0</td>
<td>16,371,312</td>
<td>6,041,252.91</td>
<td>36.9%</td>
<td>84.6%</td>
</tr>
<tr>
<td>504990</td>
<td>Reduction From Personal Services</td>
<td>(161,864)</td>
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### FRINGE BENEFITS

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<td>Employer FICA - REGULAR</td>
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## BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
### 2020 OPERATING BUDGET

**Expenditure Detail as of 5/31/2020**

### 41.5% of Budget Year

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</table>
### 2020 OPERATING BUDGET

**Expenditure Detail as of 5/31/2020**

#### Account Description

| SAP Acct. Nbr. | 2020 Adopted Budget | 2019 Encumbered & PY Reservations | 2020 Budget Adjustments/Revisions | Adjusted Budget | May Expended | Year-to-Date Expended | Funds Reservations | Total Expenditures & Encumbrances | Remaining Balance | 2020 YTD Expended/Encumb. | % Current Budget | % Reduction Needed to Generate Similar Savings to County Target
|----------------|----------------------|----------------------------------|----------------------------------|----------------|--------------|----------------------|-------------------|-------------------------------|-----------------|-----------------------------|----------------|----------------------------------|

**516020 Professional Services Contracts & Fees**

- Adopted Budget: 860,359
- Encumbered & PY: 87,838
- Adjusted Budget: 948,197
- May Expended: 36,563
- Year-to-Date Expended: 440,896.08
- Funds Reservations: 339,998.39
- Total Expenditures & Encumbrances: 780,894.47
- Remaining Balance: 167,302
- YTD Expended/Encumb.: 46.5%
  - % Reduction Needed: 900,787

**516330 Maintenance Contracts**

- Adopted Budget: 201,560
- Encumbered & PY: 5,176
- Adjusted Budget: 206,736
- May Expended: 7,741
- Year-to-Date Expended: 94,047.23
- Funds Reservations: 92,114.49
- Total Expenditures & Encumbrances: 186,161.72
- Remaining Balance: 20,574
- YTD Expended/Encumb.: 45.5%
  - % Reduction Needed: 196,399

**530000 Other Expenses**

- Adopted Budget: 169,300
- Encumbered & PY: 57,900
- Adjusted Budget: 237,200
- May Expended: 8,443
- Year-to-Date Expended: 52,795.19
- Funds Reservations: 10,876.59
- Total Expenditures & Encumbrances: 108,411.78
- Remaining Balance: 128,788
- YTD Expended/Encumb.: 22.3%
  - % Reduction Needed: 152,550

**545000 Rental Charges**

- Adopted Budget: 5,827
- Encumbered & PY: 0
- Adjusted Budget: 5,827
- May Expended: 0
- Year-to-Date Expended: 5,827
- Funds Reservations: 5,827
- Total Expenditures & Encumbrances: 5,827
- Remaining Balance: 5,827
- YTD Expended/Encumb.: 100.0%
  - % Reduction Needed: 5,827

**555000 Insurance Premiums**

- Adopted Budget: 157,223
- Encumbered & PY: 0
- Adjusted Budget: 157,223
- May Expended: 0
- Year-to-Date Expended: 157,223
- Funds Reservations: 104,638.25
- Total Expenditures & Encumbrances: 157,223
- Remaining Balance: 52,585
- YTD Expended/Encumb.: 66.6%
  - % Reduction Needed: 157,223

**561410 Lab & Technical Equipment**

- Adopted Budget: 91,155
- Encumbered & PY: 177,499
- Adjusted Budget: 268,654
- May Expended: 0
- Year-to-Date Expended: 74,95
- Funds Reservations: 44,740.00
- Total Expenditures & Encumbrances: 166,483.23
- Remaining Balance: 210,275.56
- YTD Expended/Encumb.: 16.3%
  - % Reduction Needed: 168,654

**561420 Office Equip, Furn & Fixtures**

- Adopted Budget: 86,417
- Encumbered & PY: 0
- Adjusted Budget: 86,417
- May Expended: 0
- Year-to-Date Expended: 48,367.03
- Funds Reservations: 48,367.03
- Total Expenditures & Encumbrances: 86,417
- Remaining Balance: 0
- YTD Expended/Encumb.: 42.2%
  - % Reduction Needed: 86,417

**561430 Building, Grounds and Heavy Equip**

- Adopted Budget: 16,235
- Encumbered & PY: 0
- Adjusted Budget: 16,235
- May Expended: 0
- Year-to-Date Expended: 14,506.91
- Funds Reservations: 14,506.91
- Total Expenditures & Encumbrances: 16,235
- Remaining Balance: 0
- YTD Expended/Encumb.: 6.9%
  - % Reduction Needed: 16,235

**561440 Motor Vehicles**

- Adopted Budget: 35,730
- Encumbered & PY: 0
- Adjusted Budget: 35,730
- May Expended: 0
- Year-to-Date Expended: 0
- Funds Reservations: 0
- Total Expenditures & Encumbrances: 35,730
- Remaining Balance: 0
- YTD Expended/Encumb.: 0.0%
  - % Reduction Needed: 35,730

**561450 Library Books and Media**

- Adopted Budget: 3,009,000
- Encumbered & PY: 135,148
- Adjusted Budget: 3,144,148
- May Expended: 0
- Year-to-Date Expended: 998,650.28
- Funds Reservations: 2,145,498
- Total Expenditures & Encumbrances: 2,452,435
- Remaining Balance: 691,713
- YTD Expended/Encumb.: 31.8%
  - % Reduction Needed: 2,452,435

**575040 Interfund Exp - Utilities**

- Natural Gas: 158,782
- Electricity: 633,365
- Total Interfund Exp - Utilities: 792,147
- YTD Expended: 37,350
- Year-to-Date Expended: 223,776.21
- Funds Reservations: 568,371
- Total Interfund Exp - Utilities: 792,147
- Remaining Balance: 221,347
- YTD Expended/Encumb.: 28.2%
  - % Reduction Needed: 568,371

**942000 Interfund - Holding Center**

- Interfund - Correctional Facility: (96,308)
- Total ID Library Services: (195,533)
- YTD Expended: 0
- Year-to-Date Expended: (217,317)
- Funds Reservations: (195,533)
- Total ID Library Services: (195,533)
- Remaining Balance: 72,127
- YTD Expended/Encumb.: 19.1%
  - % Reduction Needed: 195,533

**910600 Interfund Expense - Purchasing Services**

- Interfund Expense - Fleet Services: 38,794
- Interfund Expense - Fleet Services: 34,905
- Total ID Library Services: (195,533)
- YTD Expended: 0
- Year-to-Date Expended: (50,316.25)
- Funds Reservations: (50,316.25)
- Total ID Library Services: (195,533)
- Remaining Balance: 145,217
- YTD Expended/Encumb.: 25.7%
  - % Reduction Needed: 145,217

**980000 Interdepart Services DISS**

- System Operating Grand Totals: 29,230,087
- SAP Operating Statement - May 2020

---

**Notes**

- County Target 13.1% applied to Library Tax = $3,328,600.
- Per NY State law any savings flow to Library Fund Balance.

---

**Total**

- System Operating Grand Totals: 29,230,087
- 464,017
- 45,000
- 29,916,184
- 1,657,057
- 11,019,444.15
- 591,664.67
- 294,019.93
- 11,905,128.75
- 18,011,055
- 36.8%
- 26,287,761
- 3,628,422
- 87.9%
### BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

**2020 OPERATING BUDGET**

Expenditure Detail as of 5/31/2020

41.5% of Budget Year

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2020 Adopted Budget</th>
<th>2019 Encumbered &amp; PY Reservations</th>
<th>2020 Budget Adjustments/Revisions</th>
<th>May Expended</th>
<th>Year-to-Date Expended</th>
<th>Budget Encumb.</th>
<th>Funds Reservations</th>
<th>Encumbrances</th>
<th>Remaining Balance</th>
<th>YTD Expended</th>
<th>YTD Encumb.</th>
<th>Variance</th>
<th>Reductions Needed to Generate Similar Savings to County Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERIE COUNTY CAPITAL / DEBT SERVICE FUNDING FOR LIBRARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Library Debt Service</td>
<td>585,303</td>
<td>585,303</td>
<td>31,153</td>
<td>290,891.75</td>
<td>290,891.75</td>
<td>294,411</td>
<td>49.7%</td>
<td>49.7%</td>
<td>585,303</td>
<td>0</td>
<td>100.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total Operating and Erie County Capital</td>
<td>29,815,390</td>
<td>641,097</td>
<td>45,000</td>
<td>30,501,487</td>
<td>1,688,210</td>
<td>11,310,336</td>
<td>591,665</td>
<td>294,020</td>
<td>18,305,466</td>
<td>37.1%</td>
<td>40.0%</td>
<td>26,873,064</td>
<td>3,628,422</td>
</tr>
</tbody>
</table>

Notes: County Target 13.1% applied to Library Tax

- County Target 13.1% applied to Library Tax = $3,328,600.
- Per NY State Law any savings flow to Library Fund Balance.
## Buffalo and Erie County Public Library

### Treasurer's Report of Year to Date Donations

#### Results for the Period Ending May 31, 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Trust</td>
<td>$1,297,455.16</td>
</tr>
<tr>
<td>Encore Editions Proceeds</td>
<td>$96,452.08</td>
</tr>
<tr>
<td><strong>2019 Ending Balance</strong></td>
<td><strong>$1,393,907.24</strong></td>
</tr>
</tbody>
</table>

#### 2020 Activity and Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Donations (Donations received with instructions restricting them to the Buffalo &amp; Erie County Public Library direct uses and fundraising for identified program use)</td>
<td>$62,782.94</td>
</tr>
<tr>
<td>Unrestricted Donations</td>
<td>$6,060.98</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$855.20</td>
</tr>
<tr>
<td><strong>Total 2020 Revenue</strong></td>
<td><strong>$69,699.12</strong></td>
</tr>
</tbody>
</table>

#### Less Disbursements

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

- Library material purchases (direct from trust) ($11,290.00)
- To Library Operating Fund to support Library material purchases $0.00
- Programming support ($6,222.52)
- Equipment, furnishings & supplies ($9,214.22)
- Exhibit/display preparation and support/Rare Book Room ($279.80)
- Preservation/Conservation $0.00
- Construction Aid Match ($7,243.91)
- Raiser's Edge Software and General Fundraising Expense ($10,340.00)
- Other ($151.60)

Subtotal Disbursements per Resolution 2010-8 ($44,742.05)

Other Disbursements (Describe) $0.00

Total 2020 Disbursements ($44,742.05)

Balance, 2020 Activity $24,957.07

Cumulative Balance Library Trust $1,418,864.31