

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 7/16/2020

Budget & Finance Committee
Financials for the Month Ending 5/31/2020

AGENDA ITEM NUMBER: E.2.c.

BACKGROUND:

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%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 prospect for needed federal aid is uncertain, New York State, Erie County and the Library must plan for rebalancing their budgets within available resources.

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

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2020 OPERATING BUDGET
Revenue Detail as of 5/31/2020
41.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue May	YTD Revenue	To Be Realized	% of Budget Collected	2020 Estimated	Variance Under (Over) Budget	Notes
REVENUE FROM LIBRARY OPERATIONS											
419000	Library Charges - Fines	287,689	0	287,689	1,463	69,472.27	218,217	24.1%	143,845	143,844	Assumes 50% lost rev
422000	Copies	17,524	0	17,524		4,936.01	12,588	28.2%	10,514	7,010	Assumes 40% lost rev
466040	Printing	60,089	0	60,089		12,544.85	47,544	20.9%	36,053	24,036	Assumes 40% lost rev
466030	Book Bags	900	0	900		182.00	718	20.2%	540	360	Assumes 40% lost rev
466020	Minor Sale - Other	4,384	0	4,384		891.25	3,493	20.3%	2,630	1,754	Assumes 40% lost rev
420510	Rent - Real Prop - Partners - & Auditorium/Meeting Rooms	24,000	0	24,000	1,092	8,082.18	15,918	33.7%	16,800	7,200	Rehab. Project Construction Delay adds to lost revenue due to meeting rooms being taken out of service.
420530	Comm - Tel Booth Food Svs	17,000	0	17,000	839	4,429.08	12,571	26.1%	10,200	6,800	Assumes 40% lost rev
TOTAL REVENUE FROM LIBRARY OPERATIONS		411,586	0	411,586	3,394	100,537.64	311,048	24.4%	220,582	191,004	
REVENUE FROM STATE & COUNTY GOVT.											
400020	Library Real Prop Tax	25,409,158	0	25,409,158		25,409,157.99	0	100.0%	25,409,158	0	
408140	NYS Aid-Lib Incl Incent	1,963,842	0	1,963,842		0.00	1,963,842	0.0%	1,530,425	433,417	Assumes additional 20% cut (NYS enacted bgt. was already cut 2.6%)
408150	NYS Aid to Member Libraries	287,648	0	287,648		0.00	287,648	0.0%	224,165	63,483	
TOTAL REVENUE FROM STATE & COUNTY GOVT.		27,660,648	0	27,660,648	0	25,409,157.99	2,251,490	91.9%	27,163,748	496,900	
OTHER REVENUE											
419010	Refunds - Cont Library	272,964	0	272,964		0.00	272,964	0.0%	136,482	136,482	Principally lost fine revenue @ Contracting Libraries - est. @ 50%
423000	Refund P/Y Expenses	10,000	0	10,000	81	16,316.05	(6,316)	163.2%	16,316	(6,316)	
445030	Int & Earn - Gen Inv	12,000	0	12,000	327	2,823.88	9,176	23.5%	6,800	5,200	Falling interest rates
466010	NSF Check Fees	15	0	15		0.00	15	0.0%	0	15	
467000	Misc Depart Income	5,000	0	5,000	88	3,244.44	1,756	64.9%	3,300	1,700	
479100	Other Contributions	45,000	0	45,000		0.00	45,000	0.0%	45,000	0	
TOTAL OTHER REVENUE		344,979	0	344,979	496	22,384.37	322,595	6.5%	207,898	137,081	
USE OF FUND BALANCE											
402190	Appropriated Fund Balance	812,874	45,000	857,874		0.00	857,874	0.0%	(1,304,467)	2,162,341	Net savings from reduction target changes flows to Library Fund Balance
TOTAL USE OF FUND BALANCE		812,874	45,000	857,874	0	0.00	857,874	0.0%	(1,304,467)	2,162,341	
GRAND TOTAL OPERATING REVENUE		29,230,087	45,000	29,275,087	3,890	25,532,080.00	3,743,007	87.2%	26,287,761	2,987,326	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2020 OPERATING BUDGET
 Expenditure Detail as of 5/31/2020
 41.5% of Budget Year

SAP Acct. Nbr.	Account Description	2020 Adopted Budget	2019 Encumbered & PY Reservations	2020 Budget Adjustments/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		Reductions Needed to Generate Similar Savings to County Target			
												YTD Expend	YTD /& Encumb	2020 Estimated Expended	Variance Under (Over) Budget	2020 Est % of Adj Budget	Notes
OPERATING EXPENDITURES																	
PERSONAL SERVICES																	
Regular Salaries & Wages																	
500000	Full Time - Salaries	10,548,939		0	10,548,939	\$791,133	4,133,784.13			4,133,784.13	6,415,155	39.2%	39.2%	9,754,643	794,296	92.5%	Controlled hiring
500010	Part Time - Wages	4,481,436		0	4,481,436	2,370	1,401,723.66			1,401,723.66	3,079,712	31.3%	31.3%	3,207,364	1,274,072	71.6%	Reduced PT hours (6 weeks @ 0 hours for unrep, partially restoring in phased reopening).
500020	Regular PT - Wages	905,437		0	905,437	76,788	386,754.33			386,754.33	518,683	42.7%	42.7%	903,326	2,111	99.8%	
500300	Shift Differential	25,000		0	25,000	1,404	7,908.33			7,908.33	17,092	31.6%	31.6%	19,042	5,958	76.2%	
500330	Holiday Worked	20,500		0	20,500		7,707.33			7,707.33	12,793	37.6%	37.6%	18,558	1,942	90.5%	
500350	Other Employee Payments	120,000		0	120,000	2,483	32,438.82			32,438.82	87,561	27.0%	27.0%	78,109	41,891	65.1%	
	Salaries & Wages	16,101,312	0	0	16,101,312	\$874,178	5,970,316.60	0.00	0.00	5,970,316.60	10,130,995	37.1%	37.1%	13,981,042	2,120,270	86.8%	
501000	Overtime Salaries & Wages	270,000		0	270,000	(\$349)	70,936.31			70,936.31	199,064	26.3%	26.3%	170,807	99,193	63.3%	
	TOTAL, PERSONAL SERVICES	16,371,312	0	0	16,371,312	\$873,829	6,041,252.91	0.00	0.00	6,041,252.91	10,330,059	36.9%	36.9%	14,151,849	2,219,463	86.4%	
504990	Reduction From Personal Services	(161,864)		0	(161,864)		0.00			0.00	(161,864)	0.0%	0.0%	0	(161,864)	0.0%	
504992	Contractual Salary Reserves	0		0	0		0.00			0.00	0	0.0%	0.0%	0	0	0.0%	
	NET PERSONAL SERVICES	16,209,448	0	0	16,209,448	873,829	6,041,252.91	0.00	0.00	6,041,252.91	10,168,195	37.3%	37.3%	14,151,849	2,057,599	87.3%	
FRINGE BENEFITS																	
502010	Employer FICA - REGULAR	1,015,030		0	1,015,030	53,222	364,187.75			364,187.75	650,842	35.9%	35.9%	877,415	137,615	86.4%	Impacts of Controlled hiring; Reduced PT hours; and/or turnover.
502020	Employer FICA - MEDICARE	237,362		0	237,362	12,447	85,107.71			85,107.71	152,254	35.9%	35.9%	205,202	32,160	86.5%	
502030	Employee Health Insurance	2,396,544		0	2,396,544	154,109	825,042.79			825,042.79	1,571,501	34.4%	34.4%	2,085,947	310,597	87.0%	
502040	Dental Plan	86,476		0	86,476	647	21,871.81			21,871.81	64,604	25.3%	25.3%	55,298	31,178	63.9%	
502050	Workers Compensation	66,930		0	66,930	4,095	30,775.02			30,775.02	36,155	46.0%	46.0%	74,103	(7,173)	110.7%	
502060	Unemployment Insurance	6,361		0	6,361	73,554	82,738.65			82,738.65	(76,378)	1300.7%	1300.7%	492,245	(485,884)	7738.5%	Increased Unemployment Expense due to reduced employee work hours
502070	Hospital & Medical - Retirees	1,460,433		0	1,460,433	89,557	527,028.05			527,028.05	933,405	36.1%	36.1%	1,269,028	191,405	86.9%	
502090	Health Insurance Waiver (Incl: 117)	45,612		0	45,612	4,119	19,559.00			19,559.00	26,053	42.9%	42.9%	47,096	(1,484)	103.3%	
502100	Retirement	1,689,266		0	1,689,266	179,269	700,666.57			700,666.57	988,599	41.5%	41.5%	1,687,131	2,135	99.9%	
	TOTAL, FRINGE BENEFITS	7,004,014	0	0	7,004,014	571,020	2,656,977.35	0.00	0.00	2,656,977.35	4,347,037	37.9%	37.9%	6,793,465	210,549	97.0%	
	TOTAL COMPENSATION RELATED	23,213,462	0	0	23,213,462	1,444,849	8,698,230.26	0.00	0.00	8,698,230.26	14,515,232	37.5%	37.5%	20,945,314	2,268,148	90.2%	

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2020 OPERATING BUDGET**

Expenditure Detail as of 5/31/2020

41.5% of Budget Year

SAP Acct. Nbr.	Account Description	2020 Adopted Budget	2019 Encumbered & PY Reservations	2020 Budget Adjustments/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		Reductions Needed to Generate Similar Savings to County Target				
												YTD Expended	YTD /& Encumb	2020 Estimated Expended	Variance Under (Over) Budget	2020 Est % of Adj Budget	Notes	County Target
505000	Office Supplies	204,950		0	204,950	64	51,406.23	80,610.93		132,017.16	72,933	25.1%	64.4%	123,781	81,169	60.4%	Notes: County Target 13.1% applied to Library Tax = \$3,328,600. Per NY State Law any savings flow to Library Fund Balance.	
505200	Clothing Supplies	4,000		0	4,000	169	2,015.86	1,514.08		3,529.94	470	50.4%	88.2%	3,800	200	95.0%		
505600	Auto Truck & Heavy Equip Supplies	12,000		0	12,000		1,097.66			1,097.66	10,902	9.1%	9.1%	2,643	9,357	22.0%		
505800	Medical & Health Supplies	1,900		0	1,900	391	687.47	202.40		889.87	1,010	36.2%	46.8%	1,655	245	87.1%		
506200	Maintenance & Repair	118,900	39,155	0	158,055	6,538	63,610.57	11,477.60	19,922.76	95,010.93	63,044	40.2%	60.1%	142,249	15,806	90.0%		
506400	Highway Supplies (Rock Salt)	15,400		0	15,400		6,036.80	6,468.00		12,504.80	2,895	39.2%	81.2%	14,630	770	95.0%		
510000	Local Mileage Reimbursement	11,000		0	11,000	77	1,780.47			1,780.47	9,220	16.2%	16.2%	4,287	6,713	39.0%		
510100	Out of Area Travel	21,000		0	21,000		4,062.42			4,062.42	16,938	19.3%	19.3%	9,782	11,218	46.6%		
510200	Training and Education	57,450		0	57,450	1,707	28,887.89			28,887.89	28,562	50.3%	50.3%	54,578	2,872	95.0%		
515000	Utility Charges (Telecom/water/sewer)																	
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%	0	1,000	0.0%		
	Water/Sewer	33,897			33,897	2,952	11,828.87			11,828.87	22,068	34.9%	34.9%	31,331	2,566	92.4%		
	Telephone & Internet Service	75,422		0	75,422	3,145	28,625.41			28,625.41	46,797	38.0%	38.0%	68,927	6,495	91.4%		
515000	Total Utility Charges	110,319	0	0	110,319	6,097	40,454.28	0	0	40,454	69,865	36.7%	36.7%	100,258	10,061	90.9%		
516010	CONTRACTUAL PAYMENTS																	
	Newstead Public - Akron	1,692		0	1,692		1,692.00			1,692.00	0	100.0%	100.0%	1,692	0	100.0%		
	Ewell Free - Alden	3,416		0	3,416		3,416.00			3,416.00	0	100.0%	100.0%	3,416	0	100.0%		
	Boston Free	3,316		0	3,316		3,316.00			3,316.00	0	100.0%	100.0%	3,316	0	100.0%		
	Cheektowaga Public	0		15,000	15,000		15,000.00			15,000.00	0	100.0%	100.0%	15,000	0	100.0%		
	Eden Library	1,887		0	1,887		1,887.00			1,887.00	0	100.0%	100.0%	1,887	0	100.0%		
	Hamburg Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%	10,000	0	100.0%		
	Lackawanna Public	13,136		0	13,136		6,568.00	6,568.00		13,136.00	0	50.0%	100.0%	13,136	0	100.0%		
	Lancaster Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%	10,000	0	100.0%		
	Marilla Free	2,217		0	2,217		2,217.00			2,217.00	0	100.0%	100.0%	2,217	0	100.0%		
	North Collins Public	3,646		0	3,646		3,646.00			3,646.00	0	100.0%	100.0%	3,646	0	100.0%		
	Total Cnt Pmts-NP Pur Svs	29,310	0	35,000	64,310	\$0	57,742.00	6,568.00	0.00	64,310.00	0	89.8%	100.0%	64,310	0	100.0%		

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2020 OPERATING BUDGET
 Expenditure Detail as of 5/31/2020
 41.5% of Budget Year

SAP Acct. Nbr.	Account Description	2020 Adopted Budget	2019 Encumbered & PY Reservations	2020 Budget Adjustments/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		Reductions Needed to Generate Similar Savings to County Target				
												YTD Expended	YTD /& Encumb	2020 Estimated Expended	Variance Under (Over) Budget	2020 Est % of Adj Budget	Notes	County Target
516020	Professional Services Contracts & Fees	860,359	87,838	0	948,197	36,563	440,896.08	339,998.39		780,894.47	167,302	46.5%	82.4%	900,787	47,410	95.0%	Notes: County Target 13.1% applied to Library Tax = \$3,328,600. Per NY State Law any savings flow to Library Fund Balance.	
516030	Maintenance Contracts	201,560	5,176	0	206,736	7,741	94,047.23	92,114.49		186,161.72	20,574	45.5%	90.0%	196,399	10,337	95.0%		
530000	Other Expenses	169,300	57,900	10,000	237,200	8,443	52,795.19	10,876.59	44,740.00	108,411.78	128,788	22.3%	45.7%	152,550	84,650	64.3%		
545000	Rental Charges	5,827		0	5,827	371	2,025.81	3,800.51		5,826.32	1	34.8%	100.0%	5,827	0	100.0%		
555050	Insurance Premiums	157,223		0	157,223		104,638.25			104,638.25	52,585	66.6%	66.6%	157,223	0	100.0%		Timing of policy renewals
561410	Lab & Technical Equipment	91,155	177,499	0	268,654	(5,460)	43,717.38	74.95	166,483.23	210,275.56	58,378	16.3%	78.3%	168,654	100,000	62.8%		
561420	Office Equip, Furn & Fixtures		86,417	0	86,417	(280)	36,432.99	1,616.48	48,367.03	86,416.50	0	42.2%	100.0%	60,492	25,925	70.0%		
561430	Building, Grounds and Heavy Equip		16,235	0	16,235		1,115.84	612.25	14,506.91	16,235.00	0	6.9%	100.0%	2,418	13,817	14.9%		
561440	Motor Vehicles		35,730	0	35,730		0.00	35,730.00		35,730.00	0	0.0%	100.0%	35,730	0	100.0%		
561450	Library Books and Media	3,009,000	135,148	0	3,144,148	90,718	998,650.28			998,650.28	2,145,498	31.8%	31.8%	2,452,435	691,713	78.0%		Reduce Library Material Purchases
575040	Interfund Exp - Utilities																	Est reflects recent Fluent
	Natural Gas	158,782		0	158,782	9,192	86,249.66			86,249.66	72,532	54.3%	54.3%	132,972	25,810	83.7%		Energy Forecasts (as of May 2020) adjusted for COVID-19 related closures.
	Electricity	633,365		0	633,365	28,158	137,526.55			137,526.55	495,838	21.7%	21.7%	437,828	195,537	69.1%		
	Total Interfund Exp - Utilites	792,147	0	0	792,147	37,350	223,776.21	0.00	0.00	223,776.21	568,371	28.2%	28.2%	570,800	221,347	72.1%		
942000	Interfund - Holding Center	(90,627)		0	(90,627)		(22,656.75)			(22,656.75)	(67,970)	25.0%	25.0%	(90,627)	0	100.0%		
	Interfund - Correctional Facility	(96,308)			(96,308)		(24,077.00)			(24,077.00)	(72,231)	25.0%	25.0%	(96,308)	0	100.0%		
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(3,582.50)			(3,582.50)	(5,016)	41.7%	41.7%	(8,598)	0	100.0%		
	Total ID Library Services	(195,533)	0	0	(195,533)	(\$717)	(50,316.25)			(50,316.25)	(145,217)	25.7%	25.7%	(195,533)	0	100.0%		
910600	Interfund Expense - Purchasing Services	34,905		0	34,905	\$2,634	13,168.34			13,168.34	21,737	37.7%	37.7%	33,160	1,745	95.0%	Need county input on impact. Fleet Services est.	
910700	Interfund Expense - Fleet Services	38,794		0	38,794	\$316	5,059.89			5,059.89	33,734	13.0%	13.0%	27,156	11,638	70.0%	factors in lower fuel costs	
980000	Interdepart Services DISS	265,659		0	265,659	19,485	97,425.00			97,425.00	168,234	36.7%	36.7%	252,376	13,283	95.0%	& reduced vehicle travel	
	System Operating Grand Totals	29,230,087	641,097	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%	39.8%	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

SAP Acct. Nbr.	Account Description	2020 Adopted Budget	2019 Encumbered & PY Reservations	2020 Budget Adjustments/ Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		Reductions Needed to Generate Similar Savings to County Target			
												YTD Expend	YTD /& Encumb	2020 Estimated Expended	Variance Under (Over) Budget	2020 Est % of Adj Budget	Notes
ERIE COUNTY CAPITAL / DEBT SERVICE FUNDING FOR LIBRARY																	
	Library Debt Service	585,303			585,303	31,153	290,891.75			290,891.75	294,411	49.7%	49.7%	585,303	0	100.0%	
	Grand Total Operating and Erie County Capital	29,815,390	641,097	45,000	30,501,487	1,688,210	11,310,336	591,665	294,020	12,196,021	18,305,466	37.1%	40.0%	26,873,064	3,628,422	88.1%	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

Main Trust	\$1,297,455.16
Encore Editions Proceeds (Invested per resolution 2006-19)	\$96,452.08
2019 Ending Balance	\$1,393,907.24
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<u>2020 Activity and Balances</u>	
Restricted Donations	\$62,782.94
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$6,060.98
Interest Income	\$855.20
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Total 2020 Revenue	
\$69,699.12	
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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)
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Subtotal Disbursements per Resolution 2010-8	
(\$44,742.05)	
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Other Disbursements (Describe)	\$0.00
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Total 2020 Disbursements	
(\$44,742.05)	
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Balance, 2020 Activity	\$24,957.07
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Cumulative Balance Library Trust	\$1,418,864.31