BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 11/16/2023

AGENDA ITEM NUMBER:

Budget & Finance Committee Financials for the Month Ending **9/30/2023**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of the September 30, 2023 month-end close. Overall, with 74.8% of the budget year elapsed, year-to-date Library revenue at 96% collected is within budget and year-to-date expense, at 65.6%, is also within budget. The report also details monthly activity for September; year-to-date totals; and provides year-end projections.

REVENUE:

- ✓ **Property Tax for Library Proceeds Booked.** The full \$28,285,362 Library Tax allocation was booked to the Library Fund in January.
- New York State Library Aid 2023-24: The State Library released the final 2023-2024 recurring library aid charts which entail the funding to be received by the B&ECPL for the 2023 budget year. Compared to the Library's 2023 Budget, overall operating and recurring grant aid will decrease \$26,400, from a combined \$3,043,769 to \$3,017,369. Of this change, \$28,161 is a decrease in the Operating State Aid and \$1,761 is an increase to the various recurring grants. The variance between our 2023 Budget and the States aid are due to the Population difference from what we calculated vs the 2020 Census. Resolution 2023-24 authorizes offsetting this reduction with above budget interest earnings.
- ✓ **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. The \$13,334 booked in March and April reflects 2022 year-end returns that arrived after the 2022 year end transactions cutoff.
- ✓ **Interest Earnings** revenue is performing well above budget, reflecting the higher short-term interest rate environment we are presently experiencing. This is expected to continue throughout the year. Resolution 2023-24 applied some of these excess earnings to offset the modest reduction in state aid.

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EXPENSE:

- ✓ **Salaries and wage expense running within budget.** Overall, year-to-date Net Personal Services expense consumed 68.3% of the budget. Savings include vacancies due to turnover and hiring challenges.
- ✓ Fringe Benefit expense is running under budget at 72.3% overall.
 - Employer FICA Regular & Medicare are the employer share of payroll taxes for Social Security and Medicare. Savings reflect savings in salary and wage expense.
 - Active Employee Health cost is under budget (at 68.1% of budget) reflecting usage experience. The Year-to-date (YTD) expense was 2.1% above the same period last year.
 - Retiree medical charges so far this year are running slightly over budget, at 78.1% of budget. YTD expense was 14.9% above the same period in 2022, largely reflecting credits applied in 2022. Said expense is subject to significant swings due to changes in usage by retirees.

We will closely monitor these accounts.

- ✓ Highway Supplies (rock salt) show at 39.1%.
 - This relatively small account (\$18,500 annual budget) is very seasonal in nature with the next set of purchases taking place in the fall.
- ✓ **Contractual Payments to Contract Libraries combined show at 86.4**%. The above budget variances reflect the contract provision that small dollar amounts are transmitted at the beginning of the year rather than quarterly in advance.
- ✓ Several remaining operating accounts above 74.8% expended reflect timing differences.

 Several account variances reflect timing variations and are expected to end the year within budget. These accounts are: Medical & Health Supplies, Telephone & Internet Service, Insurance Premiums and Office Equipment, Furniture & Fixtures.
- ✓ Interfund Expense Utilities: YTD expense reflects the seasonal nature of utility expense, a mild winter, and MUCH LOWER Natural Gas and Electricity rates compared to last year when rates spiked.

Natural gas charges of \$120,960.82 came in at 34.9% of the 2023 annual budget, reflecting a milder 2023 winter vs the same period in 2022) and natural gas rates averaging 24.44% lower than January-September 2022. Expense was 31.3% below the \$175,980 paid in January – September 2022. Electricity charges of \$398,167.39 came in at 53.1% of the 2023 annual budget and were 27.8% below the \$551,200 paid in January – September 2022. Electricity rates averaged 24.36% lower than January – September 2022. A significant portion of the area's electricity generation utilizes natural gas.

Energy usage decreased by 9.03% for Natural Gas. Regarding electricity, there was a decrease in usage of 182,329 kWh year over year due to the summer heat. Total weekly open hours averaged 1,599.4 per week in January-September 2023, down 1.4% from 2022, impacted by the Crane and Gonzalez-Soto libraries being closed for construction in 2023.

<u>Combined, 2023 interfund utility charges of \$519,128 (47.4% of budget) are BELOW budget and they are \$208,052 (28.6%) below the same months in 2022.</u> The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None - Informational Report

Revenue Detail as of 9/30/2023

74.8%	of I	Budo	et	Year
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SAP		74.8% of Budget Year									
Account Number	Account Description	Adopted Budget	Adjust- ments	Adjusted Budget	Revenue September	YTD Revenue	To Be Realized	% of Budget Collected	2023 Estimated	Variance Under (Over) Budget	
	REVENUE FROM LIBRARY OPERATIONS			-	-						
419000	Library Charges/Fees	17,074	0	17,074	1,635	18,298.94	(1,225)	107.2%	24,500	(7,426)	
422000	Copies	18,052	0	18,052	1,374	13,397.23	4,655	74.2%	17,900	152	
466040	Printing	44,498	0	44,498	5,180	37,526.27	6,972	84.3%	50,200	(5,702)	
466030	Book Bags	600	0	600	70	628.50	(29)	104.8%	840	(240)	
466020	Minor Sale - Other	2,177	0	2,177	180	2,266.47	(89)	104.1%	3,030	(853)	
420510	Rent - Real Prop - Auditorium	25,000	0	25,000	5,275	22,101.05	2,899	88.4%	29,500	(4,500)	
420530	Comm - Tel Booth Food Svs	12,000	0	12,000	6,115	10,267.11	1,733	85.6%	11,000	1,000	
	TOTAL REVENUE FROM LIBRARY OPERATIONS	119,401	0	119,401	19,829	104,485.57	14,915	87.5%	136,970	(17,569)	
	REVENUE FROM STATE & COUNTY GOVT.										
400020	Library Real Prop Tax	28,285,362	0	28,285,362		28,285,362.01	(0)	100.0%	28,285,362	(0)	
408140	NYS Aid-Lib Incl Incent	2,022,554	(27,646)	1,994,908		1,974,256.00	20,652	99.0%	1,994,908	0	
408150	NYS Aid to Member Libraries	299,376	(515)	298,861		268,974.00	29,887	90.0%	298,861	0	
408160	State Aid - Special	0	0	0		0.00	0	0.0%	0	0	
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	30,607,292	(28,161)	30,579,131	0	30,528,592.01	50,539	99.8%	30,579,131	(0)	
	OTHER REVENUE										
419010	Refunds - Cont Library	9,860	0	9,860		0.00	9,860	0.0%	9,860	0	
423000	Refund P/Y Expenses	10,000	0	10,000		13,334.01	(3,334)	133.3%	10,000	0	
445030	Int & Earn - Gen Inv	1,200	28,161	29,361	18,484	142,279.08	(112,918)		190,230	(160,869)	
466010	NSF Check Fees	15	0	15		0.00	15	0.0%	15	0	
466000	Miscellaneous Receipts		769,976	769,976		770,009.81	(34)		770,010	(34)	
467000	Misc Depart Income	2,500	0	2,500	121	3,350.74	(851)		3,351	(851)	
479100	Other Contributions	25,000	0	25,000		0.00	25,000	0.0%	0	25,000	
	TOTAL OTHER REVENUE	48,575	798,137	846,712	18,605	928,973.64	(82,262)	109.7%	983,466	(136,754)	
	USE OF FUND BALANCE										
402190	Appropriated Fund Balance	716,119	548,411	1,264,530		0.00	1,264,530	0.0%	348,391	916,139	
	TOTAL USE OF FUND BALANCE	716,119	548,411	1,264,530	0	0.00	1,264,530	0.00%	348,391	916,139	
	GRAND TOTAL OPERATING REVENUE	31,491,387	1,318,387	32,809,774	38,434	31,562,051.22	1,247,723	96.2%	32,047,958	761,816	

Expenditure Detail as of 9/30/2023

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SAP Acct. Nbr.	Account Description	2023 Adopted Budget	2022 Encumbered & PY Reservations	2023 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD	YTD Expend/ & Encumb
	OPERATING EXPENDITURES												
	PERSONAL SERVICES												
	Regular Salaries & Wages												
500000	Full Time - Salaries	11,606,246		0	11,606,246	\$924,322	8,363,575.83			8,363,575.83	3,242,670	72.1%	72.1%
500010	Part Time - Wages	4,065,586		0	4,065,586	277,881	2,554,520.96			2,554,520.96	1,511,065	62.8%	62.8%
500020	Regular PT - Wages	1,264,356		0	1,264,356	85,433	761,322.02			761,322.02	503,034	60.2%	60.2%
500300	Shift Differential	35,000		0	35,000	4,091	30,130.05			30,130.05	4,870	86.1%	86.1%
500330	Holiday Worked	25,000		0	25,000	1,761	19,879.34			19,879.34	5,121	79.5%	79.5%
500350	Other Employee Payments	160,000		0	160,000	16,220	72,264.81			72,264.81	87,735	45.2%	45.2%
	Salaries & Wages	17,156,188	0	0	17,156,188	1,309,708	11,801,693.01	0.00	0.00	11,801,693.01	5,354,495	68.8%	68.8%
501000	Overtime Salaries & Wages	310,000		0	310,000	\$19,675	264,449.72			264,449.72	45,550	85.3%	85.3%
	TOTAL, PERSONAL SERVICES	17,466,188	0	0	17,466,188	1,329,382	12,066,142.73	0.00	0.00	12,066,142.73	5,400,045	69.1%	69.1%
504990	Reduction From Personal Services	(249,440)		0	(249,440)		0.00			0.00	(249,440)	0.0%	0.0%
504992	Contractual Salary Reserves	444,136		0	444,136		0.00			0.00	444,136	0.0%	0.0%
	NET PERSONAL SERVICES	17,660,884	0	0	17,660,884	1,329,382	12,066,142.73	0.00	0.00	12,066,142.73	5,594,741	68.3%	68.3%
	FRINGE BENEFITS												
502010	Employer FICA - REGULAR	1,082,895		0	1,082,895	80,090	731,380.36			731,380.36	351,515	67.5%	67.5%
502020	Employer FICA - MEDICARE	253,273		0	253,273	18,731	171,015.94			171,015.94	82,257	67.5%	67.5%
502030	Employee Health Insurance	2,423,377		0	2,423,377	128,507	1,649,905.94			1,649,905.94	773,471	68.1%	68.1%
502040	Dental Plan	85,397		0	85,397	5,616	56,967.09			56,967.09	28,430	66.7%	66.7%
502050	Workers Compensation	110,908		0	110,908	8,272	64,850.13			64,850.13	46,058	58.5%	58.5%
502060	Unemployment Insurance	34,719		0	34,719	1,229	27,016.48			27,016.48	7,703	77.8%	77.8%
502070	Hospital & Medical - Retirees	1,443,351		0	1,443,351	118,260	1,127,254.25			1,127,254.25	316,097	78.1%	78.1%
502090	Health Insurance Waiver (Incl: 117)	85,824		0	85,824	10,567	89,018.50			89,018.50	(3,195)		
502100	Retirement	1,527,537		0	1,527,537	217,429	1,175,328.45			1,175,328.45	352,209	76.9%	76.9%
	TOTAL, FRINGE BENEFITS	7,047,281	0	0	7,047,281	588,700	5,092,737.14	0.00	0.00	5,092,737.14	1,954,544	72.3%	72.3%
	TOTAL COMPENSATION RELATED	24,708,165	0	0	24,708,165	1,918,083	17,158,879.87	0.00	0.00	17,158,879.87	7,549,285	69.4%	69.4%

% Current Budget

Expenditure Detail as of 9/30/2023

				Expen	diture Detai	n as of 9/30/ 74.8%	of Budget Year					% Currer	nt Budget
SAP Acct. Nbr.	Account Description	2023 Adopted Budget	2022 Encumbered & PY Reservations	2023 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD	YTD Expend/ & Encumb
505000	Office Supplies	223,400	23,097	0	246,497	2,757	104,395.52	24,537.01		128,932.53	117,564	42.4%	52.3%
505200	Clothing Supplies	6,000		0	6,000	(1,510)	0.00	5,000.00		5,000.00	1,000	0.0%	83.3%
505600	Auto Truck & Heavy Equip Supplies	16,500		0	16,500	227	4,078.70	4,000.00		8,078.70	8,421	24.7%	49.0%
505800	Medical & Health Supplies	2,500		0	2,500		2,357.97	,		2,357.97	142	94.3%	
506200	Maintenance & Repair	200,600	45,881	199	246,680	11,763	101,832.54	10,674.28		112,506.82	134,173	41.3%	
506400	Highway Supplies (Rock Salt)	18,500	13,001	0	18,500	11,703	7,236.32	4,689.30		11,925.62	6,574	39.1%	
	, , , ,					16.6		4,007.30					
510000	Local Mileage Reimbursement	37,000		0	37,000	466	11,025.43			11,025.43	25,975	29.8%	
510100	Out of Area Travel	20,000		0	20,000	1,196	12,699.28			12,699.28	7,301	63.5%	
510200	Training and Education	102,050		0	102,050	8,545	45,197.52			45,197.52	56,852	44.3%	44.3%
515000	Utility Charges (Telecom/water/sewer) Fuel Oil Water/Sewer	1,000 33,897			1,000 33,897	2,580	0.00 23,559.71			0.00 23,559.71	1,000 10,337	0.0% 69.5%	69.5%
	Telephone & Internet Service	108,707		0	108,707	(10,716)	94,745.80			94,745.80	13,961	87.2%	
515000	Total Utility Charges	143,604	0	0	143,604	(8,136)	118,305.51	0.00	0	118,306	25,298	82.4%	82.4%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	9,295	4,500	0	13,795		9,295.00	4,500.00		13,795.00	0	67.4%	
	Ewell Free - Alden Amherst Public	8,005 4,600	3,834	0	11,839 4,600		8,005.00 4,600.00	3,834.00		11,839.00 4,600.00	0	67.6% 100.0%	
	Angola Public	395		2,000	2,395		2,395.00			2,395.00	0	100.0%	
	Aurora Public	2,670		0	2,670		2,670.00			2,670.00	0	100.0%	
	Boston Free	8,300		2,000	10,300		10,300.00			10,300.00	0	100.0%	
	Clarence Public	5,725	11,250	0	16,975		5,725.00	11,250.00		16,975.00	0	33.7%	100.0%
	Collins Public	4,770		2,000	6,770		6,770.00			6,770.00	0	100.0%	100.0%
	Concord Public	8,550		2,000	10,550		10,550.00			10,550.00	0	100.0%	
	Eden Library	5,820		33,624	39,444		36,282.00	3,162.00		39,444.00	0	92.0%	
	Elma Public	3,435		0	3,435		3,435.00			3,435.00	0	100.0%	
	Grand Island Memorial	2,130		0	2,130		2,130.00			2,130.00	0	100.0%	
	Hamburg Public	3,220		0	3,220		3,220.00			3,220.00	0	100.0%	
	Lackawanna Public	18,145	945	0	19,090	9,073	18,145.00	945.00		19,090.00	0	95.0%	
	Marilla Free	5,180		9,902	15,082		14,092.00	990.00		15,082.00	0	93.4%	
	North Collins Public	5,820		2,000	7,820		7,820.00			7,820.00	0	100.0%	
	Orchard Park Public	7,505		2,000	9,505		9,505.00			9,505.00	0	100.0%	
	West Seneca Public	2,100 105,665	20,529	55,526	2,100 181,720	9,073	2,100.00 157,039.00	24,681.00	0.00	2,100.00 181,720.00	0 0		
	Total Cnt Pmts-NP Pur Svs	103,005	20,529	JJ,526	101,720	9,073	157,039.00	44,081.00	0.00	101,720.00	U	86.4%	100.0%

Expenditure Detail as of 9/30/2023

74.8% of Budget Year

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SAP Acct. Nbr.	Account Description	2023 Adopted Budget	2022 Encumbered & PY Reservations	2023 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	873,461	68,827	434,231	1,376,519	54,363	627,923.31	292,552.73		920,476.04	456,043	45.6%	66.9%
516030	Maintenance Contracts	183,976	11,238	0	195,214	5,366	129,277.28	39,670.25		168,947.53	26,266	66.2%	86.5%
530000	Other Expenses	193,400	190,574	0	383,974	22,388	183,197.78	11,222.31	150,271.36	344,691.45	39,283	47.7%	89.8%
545000	Rental Charges	5,527		0	5,527	181	3,468.38	2,007.94		5,476.32	51	62.8%	99.1%
555050	Insurance Premiums	169,482		0	169,482		140,708.19			140,708.19	28,774	83.0%	83.0%
559000	Local Share - Grant Match	0	375,000	0	375,000		0.00		375,000.00	375,000.00	0	0.0%	100.0%
561410	Lab & Technical Equipment	101,033	533,023	615,728	1,249,784	19,564	943,787.86	10,914.06		954,701.92	295,082	75.5%	76.4%
561420	Office Equip, Furn & Fixtures		13,991	212,703	226,694	73,762	193,882.85			193,882.85	32,811	85.5%	85.5%
561430	Building, Grounds and Heavy Equip		74,043	0	74,043		8,751.22	4,640.00		13,391.22	60,652	11.8%	18.1%
561450	Library Books and Media	3,078,460	196,210	0	3,274,670	246,877	2,047,225.22			2,047,225.22	1,227,445	62.5%	62.5%
575040	Interfund Exp - Utilities												
	Natural Gas	346,739		0	346,739	2,247	120,960.82			120,960.82	225,778	34.9%	34.9%
	Electricity	749,467		0	749,467	53,563	398,167.39			398,167.39	351,300	53.1%	53.1%
	Total Interfund Exp - Utilites	1,096,206	0	0	1,096,206	55,810	519,128.21	0.00	0.00	519,128.21	577,078	47.4%	47.4%
942000	Interfund - Holding Center Interfund - Correctional Facility Interfund - Court Storage	(68,880) (75,665) (8,598)		0	(68,880) (75,665) (8,598)	(23,574) (16,249) (2,150)	(67,122.00) (40,169.00) (6,448.50)			(67,122.00) (40,169.00) (6,448.50)		53.1%	53.1%
	Total ID Library Services	(153,143)	0	0	(153,143)	(\$41,973)	(113,739.50)	0.00	0.00	(113,739.50)			
910600	Interfund Expense - Purchasing Services	46,460		0	46,460	\$3,543	31,884.75			31,884.75	14,575	68.6%	68.6%
910700	Interfund Expense - Fleet Services	51,634		0	51,634	\$2,397	20,899.37			20,899.37	30,735	40.5%	40.5%
911500	Interfund Exp - Sheriff Division Svcs	194,907		0	194,907	\$29,612	183,605.11			0.00	194,907	94.2%	0.0%
980000	Interdepart Services DISS	66,000		0	66,000	3,426	30,830.58			30,830.58	35,169	46.7%	46.7%
	System Operating Grand Totals	31,491,387	1,552,412	1,318,387	34,362,186	2,417,777	22,673,878.27	434,588.88	525,271.36	23,450,133.40	10,912,053	66.0%	68.2%

% Current Budget

Expenditure Detail as of 9/30/2023

			74.8% of Budget Year								% Currer	nt Budget	
SAP Acct. Nbr.	Account Description	2023 Adopted Budget	2022 Encumbered & PY Reservations	2023 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD	YTD Expend/ & Encumb
	ERIE COUNTY CAPITAL / DEBT SERVICE												
	FUNDING FOR LIBRARY												
	Library Debt Service	463,739			463,739		181,756.21			181,756.21	281,983	39.2%	39.2%
Grand Tota	Operating and Erie County Capital	31,955,126	1,552,412	1,318,387	34,825,926	2,417,777	22,855,634	434,589	525,271	23,631,890	11,194,036	65.6%	67.9%

Buffalo and Erie County Public Library

Treasurer's Report of

Year to Date Donations

Results for the Period Ending September 30, 2023

Main Trust		\$1,502,035.15
Encore Editions Proceeds (Invested per resolu	ution 2006-19)	\$77,571.74
2022 Ending Balance		\$1,579,606.89
2023 Activity and Balances		
Restricted Donations (Donations received with instructions restrict Library direct uses and fundraising for identical contents of the contents	iting them to the Buffalo & Erie County Public ified program use)	\$128,327.46
Unrestricted Donations		\$0.00
Interest Income		\$38,026.24
	Total 2023 Revenue	\$166,353.70
Less Disbursements		_
Year-to-date Disbursements Pursuant to Re	esolution 2010-8 Include:	
Library material purchases (direct from trus	t)	(\$3,375.00)
To Library Operating Fund to support Librar	y material purchases	\$0.00
Programming support		(\$60,510.02)
Equipment, furnishings & supplies		(\$6,235.79)
Preservation/Conservation		\$0.00
Construction Aid and other Grant Match		\$0.00
Raiser's Edge Software and General Fundra	aising Expense	(\$7,302.82)
Other		(\$1,729.21)
	Subtotal Disbursements per Resolution 2010-8	(\$79,152.84)
Other Disbursements (Describe)		\$0.00
	Total 2023 Disbursements	(\$79,152.84)
Balance, 2023 Activity		\$87,200.86
Cumulative Balance Library Trust		\$1,666,807.75