

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 5/21/2009

AGENDA ITEM NUMBER: E.2.c. Budget & Finance Committee  
Preliminary Financials for the Month Ending  
**03/31/2009**

**BACKGROUND:**

The attached reports provide a summary of revenues and expenditures in the Library's Operating and Erie County Capital for Library Budgets for the year as of March 31, 2009 month-end close. The report also details monthly activity for January, February and March. Overall, the Library operated within its budget for the period.

**Items of note include:**

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** Despite the delay in issuing county property tax bills, the full Library Tax allocation has been booked to the Library Fund.
- ✓ **Interest earnings below budget,** due to the significant drop in interest rates resulting from Federal Reserve actions to address recessionary impacts.

**EXPENSE:**

- ✓ **Health Insurance Costs Continue to Perform Better than Budget.** Continuing a trend from last year, the County's experienced rated single provider system, in which the Library participates, has experienced lower than expected costs. The increasingly popular prescription by mail service which incentivizes employees to utilize this contract and generics where possible remains a factor in lowering these costs. March results also include a correction to the allocation of prior period costs between the active employee plan and the retiree medical plan.
- ✓ **Natural gas utility cost mitigated by lower recessionary demand moderating rates.** Year-to-date charges, at 43.2% of the annual budget compares favorably with 2008 where January-March expense consumed 49.0% of total 2008 natural gas expense. As a significant portion of electricity supply is generated by natural gas, electric supply cost has also moderated. The library participates in Erie County's aggregated utility purchasing pool which also saves cost compared to traditional retail pricing.

**ACTION REQUIRED:** None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2009 OPERATING BUDGET**

Revenue Detail as of 3/31/2009

**24.7% of Budget Year**

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue January	Revenue February	Revenue March	YTD Revenue	To Be Realized	Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>										
419000	Library Charges - Fines	\$379,330	\$0	\$379,330	\$28,504	\$32,122	\$33,645	\$94,272	\$285,058	24.9%
422000	Copies	21,385	0	21,385	1,640	2,386	2,123	\$6,149	15,236	28.8%
466040	Printing	26,898	0	26,898	2,431	2,829	2,924	\$8,184	18,714	30.4%
466030	Book Bags	1,000	0	1,000	115	91	535	\$740	260	74.0%
466020	Minor Sale - Other	38,000	0	38,000	765	10,807	932	\$12,504	25,496	32.9%
419020	InterLibrary Loan Shipping	2,100	0	2,100				\$0	2,100	0.0%
420510	Rent - Real Prop - Auditorium	7,000	0	7,000		1,150		\$1,150	5,850	16.4%
420530	Comm - Tel Booth Food Svs	18,368	0	18,368	1,876	318	2,338	\$4,531	13,837	24.7%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$494,081</b>	<b>\$0</b>	<b>\$494,081</b>	<b>\$35,330</b>	<b>\$49,702</b>	<b>\$42,496</b>	<b>\$127,530</b>	<b>\$366,551</b>	<b>25.8%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOV'T.</b>										
400020	Library Real Prop Tax	\$22,171,833	\$0	\$22,171,833	\$22,171,833			\$22,171,833	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,769,160	0	1,769,160				\$0	1,769,160	0.0%
408150	NYS Aid to Member Libraries	254,674	0	254,674				\$0	254,674	0.0%
408160	State Aid - Special		0	0				\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0				\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOV'T.</b>		<b>\$24,195,667</b>	<b>\$0</b>	<b>\$24,195,667</b>	<b>\$22,171,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,171,833</b>	<b>\$2,023,834</b>	<b>91.6%</b>
<b>OTHER REVENUE</b>										
419010	Refunds - Cont Library	\$564,595	\$0	\$564,595				\$0	\$564,595	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	\$647	\$2,288	\$10,323	\$13,259	(\$3,259)	132.6%
466170	Refund Contract Lib Retire	0	0	0				\$0	0	0.0%
466070	Refund P/Y Expenses			0				\$0	0	0.0%
445030	Int & Earn - Gen Inv	90,000	0	90,000	2,777	1,831	1,667	\$6,276	83,724	7.0%
466000	Misc Receipts		0	0		29	80	\$109	(109)	0.0%
466010	NSF Check Fees	15	0	15	15		40	\$55	(40)	366.7%
467000	Misc Depart Income	3,500	0	3,500	130	10	219	\$359	3,141	10.3%
499100	Accrued Invest Interest			0				\$0	0	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$668,110</b>	<b>\$0</b>	<b>\$668,110</b>	<b>\$3,569</b>	<b>\$4,158</b>	<b>\$12,330</b>	<b>\$20,058</b>	<b>\$648,052</b>	<b>3.0%</b>
<b>USE OF FUND BALANCE</b>										
402190	Appropriated Fund Balance	\$1,344,583	\$173,525	\$1,518,108				\$0	\$1,518,108	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$1,344,583</b>	<b>\$173,525</b>	<b>\$1,518,108</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,518,108</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,702,441</b>	<b>\$173,525</b>	<b>\$26,875,966</b>	<b>\$22,210,732</b>	<b>\$53,860</b>	<b>\$54,826</b>	<b>\$22,319,418</b>	<b>\$4,556,545</b>	<b>83.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2009 OPERATING BUDGET**  
 Expenditure Detail as of 3/31/2009  
 24.7% of Budget Year

SAP Account Number	Account Description	2008		2009 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Total Expenditures & Remaining Balance			YTD % Expend
		2009 Adopted Budget	Encumbered & PY Capital Project Balances								Encumbranc es	Remaining Balance		
<b><u>OPERATING EXPENDITURES</u></b>														
<b>PERSONAL SERVICES</b>														
<b>Regular Salaries &amp; Wages</b>														
500000	Full Time - Salaries	\$9,960,442		\$0	\$9,960,442	\$819,684	\$737,457	\$806,434	\$2,363,575		\$2,363,575	\$7,596,867	23.7%	
500010	Part Time - Wages	3,596,329		\$0	3,596,329	274,113	245,023	284,096	\$803,232		803,232	2,793,097	22.3%	
500020	Regular PT - Wages	750,417		\$0	750,417	60,815	55,952	58,797	\$175,564		175,564	574,853	23.4%	
500030	Seasonal Emp. Wages	67,121		\$0	67,121	6,900	5,088	2,641	\$14,629		14,629	52,492	21.8%	
500300	Shift Differential	17,500		\$0	17,500	1,304	1,387	1,523	\$4,214		4,214	13,286	24.1%	
500330	Holiday Worked	18,000		\$0	18,000	2,513	1,399	1,229	\$5,142		5,142	12,858	28.6%	
500350	Other Employee Payments	30,000		\$0	30,000	2,000	960	3,760	\$6,720		6,720	23,280	22.4%	
	<b>Salaries &amp; Wages</b>	<b>\$14,439,809</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,439,809</b>	<b>\$1,167,330</b>	<b>\$1,047,265</b>	<b>\$1,158,480</b>	<b>\$3,373,075</b>	<b>\$0</b>	<b>\$3,373,075</b>	<b>\$11,066,734</b>	<b>23.4%</b>	
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$325,000</b>		<b>\$0</b>	<b>\$325,000</b>	<b>\$20,098</b>	<b>\$15,355</b>	<b>\$23,700</b>	<b>\$59,153</b>		<b>\$59,153</b>	<b>\$265,847</b>	<b>18.2%</b>	
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$14,764,809</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,764,809</b>	<b>\$1,187,428</b>	<b>\$1,062,621</b>	<b>\$1,182,180</b>	<b>\$3,432,228</b>	<b>\$0</b>	<b>\$3,432,228</b>	<b>\$11,332,581</b>	<b>23.2%</b>	
504990	REDUCTION FROM PERSONAL SERVICES	(\$440,000)		\$0	(\$440,000)				\$0		\$0	(\$440,000)	0.0%	
504992	Contractual Salary Reserves	\$0		\$0	\$0				\$0		\$0	\$0	0.0%	
	<b>NET PERSONAL SERVICES</b>	<b>\$14,324,809</b>			<b>\$14,324,809</b>				<b>\$3,432,228</b>		<b>\$3,432,228</b>	<b>\$10,892,581</b>	<b>24.0%</b>	
<b>FRINGE BENEFITS</b>														
502000	Fringe Benefits			\$0	\$0				\$0		\$0	\$0	0.0%	
502010	Employer FICA - REGULAR	\$902,361		\$0	902,361	73,921	65,698	73,365	\$212,983		212,983	689,378	23.6%	
502020	Employer FICA - MEDICARE	\$211,036		\$0	211,036	17,288	15,364	17,158	\$49,810		49,810	161,226	23.6%	
502030	Employee Health Insurance	\$2,085,349		\$0	2,085,349	174,511	175,090	(18,203)	\$331,398		331,398	1,753,951	15.9%	
502040	Dental Plan	\$120,260		\$0	120,260	9,067	9,117	9,059	\$27,243		27,243	93,017	22.7%	
502050	Workers Compensation	\$124,226		\$0	124,226	1,640	1,754	1,943	\$5,337		5,337	118,889	4.3%	
502060	Unemployment Insurance	\$13,153		\$0	13,153	1,247	(337)	2,777	\$3,687		3,687	9,466	28.0%	
502070	Hospital & Medical - Retirees	\$1,138,494		\$0	1,138,494	77,085	77,433	(100,826)	\$53,693		53,693	1,084,801	4.7%	
502090	Health Insurance Waiver (Incl: 117)	\$42,000		\$0	42,000	3,667	3,667	3,767	\$11,101		11,101	30,899	26.4%	
502100	Retirement	\$995,757		\$0	995,757	75,807	177,696	96,289	\$349,792		349,792	645,965	35.1%	
502110	Flex Benefit Spending	\$2,000		\$0	2,000				\$0		0	2,000	0.0%	
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$5,634,636</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,634,636</b>	<b>\$434,234</b>	<b>\$525,482</b>	<b>\$85,329</b>	<b>\$1,045,044</b>	<b>\$0</b>	<b>\$1,045,044</b>	<b>\$4,589,592</b>	<b>18.5%</b>	

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2009 OPERATING BUDGET**  
 Expenditure Detail as of 3/31/2009  
 24.7% of Budget Year

SAP Account Number	Account Description	2008			Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Total Expenditures & Encumbrances		
		2009 Adopted Budget	Encumbered & PY Capital Project Balances	2009 Budget Adjustments / Revisions							Encumbrances	Remaining Balance	YTD % Expend
505000	Office Supplies	144,350	5,188	0	149,538	5,887	2,930	15,581	\$24,397	8,444	32,842	116,696	16.3%
505200	Clothing Supplies	3,350		0	3,350				\$0		0	3,350	0.0%
505600	Auto Truck & Heavy Equip Supplies	7,300		0	7,300	887	239	573	\$1,698	869	2,567	4,733	23.3%
505800	Medical & Health Supplies	2,400		0	2,400				\$0		0	2,400	0.0%
506200	Maintenance & Repair	91,400	7,819	0	99,219	3,633	4,625	10,567	\$18,825	15,218	34,043	65,176	19.0%
506400	Highway Supplies (Rock Salt)	8,000		0	8,000	2,695	2,110		\$4,805	497	5,303	2,697	60.1%
510000	Local Mileage Reimbursement	6,600		0	6,600		143	411	\$554		554	6,046	8.4%
510100	Out of Area Travel	34,525		0	34,525	(222)	956	675	\$1,409		1,409	33,116	4.1%
510200	Training and Education	35,675		0	35,675	1,853	2,886	2,190	\$6,929		6,929	28,746	19.4%
515000	Total Utility Charges	156,360		0	156,360	15,676	(29,808)	46,758	32,626	0	32,626	123,734	20.9%
<b>CONTRACTUAL PAYMENTS</b>													
516010	Newstead Public - Akron	\$0		0	0				\$0		0	0	0.0%
	Ewell Free - Alden	\$0		0	0				\$0		0	0	0.0%
	Amherst Public	\$0		0	0				\$0		0	0	0.0%
	Angola Public	\$0		0	0				\$0		0	0	0.0%
	Aurora Public	\$0		0	0				\$0		0	0	0.0%
	Boston Free	\$0		0	0				\$0		0	0	0.0%
	Cheektowaga Public	\$0		0	0				\$0		0	0	0.0%
	Clarence Public	\$0		0	0				\$0		0	0	0.0%
	Collins Public	\$0		0	0				\$0		0	0	0.0%
	Concord Public	\$0		0	0				\$0		0	0	0.0%
	Eden Library	\$0		0	0				\$0		0	0	0.0%
	Elma Public	\$0		0	0				\$0		0	0	0.0%
	Grand Island Memorial	\$0		0	0				\$0		0	0	0.0%
	Hamburg Public	\$0		0	0				\$0		0	0	0.0%
	Lackawanna Public	\$0		0	0				\$0		0	0	0.0%
	Lancaster Public	\$0		0	0				\$0		0	0	0.0%
	Marilla Free	\$946		0	946	946			\$946		946	0	100.0%
	North Collins Public	\$0		0	0				\$0		0	0	0.0%
	Orchard Park Public	\$0		0	0				\$0		0	0	0.0%
	City of Tonawanda Public	\$0		0	0				\$0		0	0	0.0%
	Town of Tonawanda Public	\$0		0	0				\$0		0	0	0.0%
	West Seneca Public	\$0		0	0				\$0		0	0	0.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$946</b>	<b>\$0</b>	<b>\$0</b>	<b>\$946</b>	<b>\$946</b>	<b>\$0</b>	<b>\$0</b>	<b>\$946</b>	<b>\$0</b>	<b>\$946</b>	<b>\$0</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2009 OPERATING BUDGET**  
 Expenditure Detail as of 3/31/2009  
**24.7% of Budget Year**

SAP Account Number	Account Description	2008		2009 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Total Expenditures & Encumbrances			YTD % Expend
		2009 Adopted Budget	Encumbered & PY Capital Project Balances							Encumb.	Encumbrances	Remaining Balance	
516020	Professional Services Contracts & Fee:	691,985	154,509	5,000	851,494	67,305	26,504	35,891	\$129,700	467,263	596,964	254,530	15.2%
516030	Maintenance Contracts	151,678	12,459	0	164,137	27,696	5,494	3,921	\$37,111	53,927	91,038	73,099	22.6%
530000	Other Expenses	189,054	4,662	24,415	218,131	4,930	5,915	14,885	\$25,730	11,699	37,429	180,702	11.8%
545000	Rental Charges	1,719		0	1,719		321	257	\$578	965	1,542	177	33.6%
555050	Insurance Premiums	45,000		0	45,000	15,414			\$15,414		15,414	29,586	34.3%
559000	County Share Grants			0	0				\$0		0	0	0.0%
561250	Acq: Building Improvements			0	0				\$0		0	0	0.0%
561410	Lab & Technical Equipment	139,181	9,244	99,110	247,535	8,359	3,347	932	\$12,638	66,665	79,303	168,232	5.1%
561420	Office Equip, Furn & Fixtures		96,865	45,000	141,865	44,242	20,478	26,792	\$91,512	5,950	97,463	44,402	64.5%
561430	Building, Grounds and Heavy Equip			0	0				\$0		0	0	0.0%
561450	Library Books and Media	3,759,182	399,076	0	4,158,258	31,898	678,463	257,880	\$968,240	31,883	1,000,123	3,158,135	23.3%
570000	Interfund Trans - Subs								\$0		0	0	0.0%
570040	Interfund Subsidy Debt Svc (2002 Erly Ret	0		0	0				\$0		0	0	0.0%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0				\$0		0	0	0.0%
	Natural Gas	323,971		0	323,971	56,194	38,919	44,764	\$139,876		139,876	184,095	43.2%
	Electricity	1,034,303		0	1,034,303	71,965	59,878	56,003	\$187,846		187,846	846,457	18.2%
	<b>Total Interfund Exp - Utilites</b>	<b>1,358,274</b>	<b>0</b>	<b>0</b>	<b>1,358,274</b>	<b>128,158</b>	<b>98,797</b>	<b>100,767</b>	<b>\$327,723</b>	<b>0</b>	<b>327,723</b>	<b>1,030,551</b>	<b>24.1%</b>
942000	Interfund - Holding Center	(117,229)		0	(117,229)				(\$29,307)		(29,307)	(87,922)	25.0%
	Interfund - Correctional Facility	(174,119)			(174,119)				(\$43,530)		(43,530)	(130,589)	25.0%
	Interfund - Court Storage	(8,598)			(8,598)				(\$2,150)		(2,150)	(6,449)	25.0%
	<b>Total ID Library Services</b>	<b>(\$299,946)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$299,946)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$74,987)</b>	<b>(\$74,987)</b>	<b>\$0</b>	<b>(\$74,987)</b>	<b>(\$224,960)</b>	<b>25.0%</b>
980000	Interdepart Services DISS	215,963		0	215,963	12,792	13,088	11,666	\$37,546		37,546	178,417	17.4%
	<b>System Operating Grand Totals</b>	<b>\$26,702,441</b>	<b>\$689,821</b>	<b>\$173,525</b>	<b>\$27,565,787</b>	<b>\$1,993,811</b>	<b>\$2,424,588</b>	<b>\$1,722,268</b>	<b>\$6,140,667</b>	<b>\$663,380</b>	<b>\$6,804,047</b>	<b>\$20,761,740</b>	<b>22.3%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2009 OPERATING BUDGET**  
 Expenditure Detail as of 3/31/2009  
 24.7% of Budget Year

SAP Account Number	Account Description	2009 Adopted Budget	2008 Encumbered & PY Capital Project Balances	2009 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	1,481,391			1,481,391	148,073	10,909	130,006	\$288,987		288,987	1,192,404	19.5%
490	General Obligation Bond Proceeds												
561250	Building Improvements		36,795		36,795				\$0		0	36,795	0.0%
	Total General Obligations	\$0	\$36,795	\$0	\$36,795	\$0	\$0	\$0	\$0	\$0	\$0	\$36,795	0.0%
	Total Erie County Capital for Library	\$1,481,391	\$36,795	\$0	\$1,518,186	\$148,073	\$10,909	\$130,006	\$288,987	\$0	\$288,987	\$1,229,199	\$0
	Grand Total Operating and Erie County Capital	\$28,183,832	\$726,616	\$173,525	\$29,083,974	\$2,141,883	\$2,435,497	\$1,852,273	\$6,429,654	\$663,380	\$7,093,034	\$21,990,939	22.1%