

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 5/19/2011

AGENDA ITEM NUMBER: F.2.c. Budget & Finance Committee  
Financials for the Month Ending **03/31/2011**

**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, 2011 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.** The full \$18,171,833 Library Tax allocation has been booked to the Library Fund in January.

**EXPENSE:**

- ✓ **Telephone and Internet expense shows at 49.6% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 61% of this expense category. While our Internet Access provider directly discounts this amount from our bill, our data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in anticipated reimbursements, this account remains within budget.
- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand moderating rates.** Year-to-date natural gas charges of \$102,135, at 50.6% of the 2011 annual budget compares favorably with 2010 where January-March expense of \$111,663 consumed 60.7% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$174,661, at 20.5% of the 2011 annual budget compares favorably to 2010 where January-March expense of \$188,258 consumed 23.2% of 2010's total \$810,590 electricity expense. The library participates in Erie County's aggregated utility purchasing pool which saves cost compared to retail pricing.

**ACTION REQUIRED:** None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
Revenue Detail as of 3/31/2011  
**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	\$302,416	\$0	\$302,416	\$27,003	\$26,554	\$30,803	\$84,359	\$218,057	27.9%
422000	Copies	22,170	0	22,170	1,810	1,872	2,039	\$5,721	16,449	25.8%
466040	Printing	37,013	0	37,013	2,964	2,882	3,567	\$9,413	27,600	25.4%
466030	Book Bags	3,000	0	3,000	137	227	258	\$622	2,378	20.7%
466020	Minor Sale - Other	12,412	0	12,412	687	887	1,006	\$2,580	9,832	20.8%
419020	InterLibrary Loan Shipping	0	0	0				\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	2,250	2,617	832	\$5,698	7,302	43.8%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	1,741	1,605	1,466	\$4,813	23,171	17.2%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$417,995</b>	<b>\$0</b>	<b>\$417,995</b>	<b>\$36,592</b>	<b>\$36,644</b>	<b>\$39,972</b>	<b>\$113,206</b>	<b>\$304,789</b>	<b>27.1%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>										
400020	Library Real Prop Tax	\$18,171,833	\$0	\$18,171,833	\$18,171,833			\$18,171,833	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,743,014	0	1,743,014				\$0	1,743,014	0.0%
408150	NYS Aid to Member Libraries	251,185	0	251,185				\$0	251,185	0.0%
408160	State Aid - Special		0	0				\$0	0	0.0%
409010	State Aid - Other							\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0				\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$20,166,032</b>	<b>\$0</b>	<b>\$20,166,032</b>	<b>\$18,171,833</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,171,833</b>	<b>\$1,994,199</b>	<b>90.1%</b>
<b>OTHER REVENUE</b>										
419010	Refunds - Cont Library	\$443,318	\$0	\$443,318				\$0	\$443,318	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	\$12,483	\$5,748	\$35,491	\$53,722	(\$43,722)	537.2%
466170	Refund Contract Lib Retire	0	0	0			385	\$385	(385)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,261	1,170	1,308	\$3,739	16,261	18.7%
466000	Misc Receipts	23,244	0	23,244	786			\$786	22,458	3.4%
466010	NSF Check Fees	15	0	15				\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	50	470	185	\$705	5,295	11.8%
499100	Accrued Invest Interest			0				\$0	0	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$502,577</b>	<b>\$0</b>	<b>\$502,577</b>	<b>\$14,580</b>	<b>\$7,387</b>	<b>\$37,370</b>	<b>\$59,337</b>	<b>\$443,240</b>	<b>11.8%</b>
<b>USE OF FUND BALANCE</b>										
402190	Appropriated Fund Balance	\$5,620,874	\$5,264	\$5,626,138				\$0	\$5,626,138	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$5,620,874</b>	<b>\$5,264</b>	<b>\$5,626,138</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,626,138</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,707,478</b>	<b>\$5,264</b>	<b>\$26,712,742</b>	<b>\$18,223,005</b>	<b>\$44,031</b>	<b>\$77,341</b>	<b>\$18,344,377</b>	<b>\$8,368,366</b>	<b>68.7%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
 Expenditure Detail as of 3/31/2011  
 24.7% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2011 Adopted Budget	Encumbered & PY Capital Balances											
<b><u>OPERATING EXPENDITURES</u></b>														
<b>PERSONAL SERVICES</b>														
<b>Regular Salaries &amp; Wages</b>														
500000	Full Time - Salaries	\$8,104,145		(\$76,000)	\$8,028,145	\$680,715	\$640,298	\$699,639	\$2,020,652			\$2,020,652	\$6,007,493	25.2%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	261,378	244,486	262,050	\$767,914			767,914	3,043,228	20.1%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	96,551	96,764	97,256	\$290,572			290,572	758,317	27.7%
500030	Seasonal Emp. Wages	0		\$0	0	3,859	4,217	8,999	\$17,075			17,075	(17,075)	0.0%
500300	Shift Differential	18,000		\$0	18,000	535	1,169	1,185	\$2,889			2,889	15,111	16.1%
500330	Holiday Worked	18,000		\$0	18,000	(31)	1,468	735	\$2,173			2,173	15,827	12.1%
500350	Other Employee Payments	30,000		\$0	30,000	1,680	23,260	1,260	\$26,200			26,200	3,800	87.3%
	<b>Salaries &amp; Wages</b>	<b>\$13,030,176</b>	<b>\$0</b>	<b>(\$76,000)</b>	<b>\$12,954,176</b>	<b>\$1,044,687</b>	<b>\$1,011,662</b>	<b>\$1,071,125</b>	<b>\$3,127,475</b>	<b>\$0</b>		<b>\$3,127,475</b>	<b>\$9,826,701</b>	<b>24.1%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$190,000</b>		<b>\$0</b>	<b>\$190,000</b>	<b>\$15,688</b>	<b>\$20,087</b>	<b>\$22,305</b>	<b>\$58,079</b>			<b>\$58,079</b>	<b>\$131,921</b>	<b>30.6%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,220,176</b>	<b>\$0</b>	<b>(\$76,000)</b>	<b>\$13,144,176</b>	<b>\$1,060,375</b>	<b>\$1,031,749</b>	<b>\$1,093,430</b>	<b>\$3,185,554</b>	<b>\$0</b>		<b>\$3,185,554</b>	<b>\$9,958,622</b>	<b>24.2%</b>
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0				\$0			\$0	\$0	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0				\$0			\$0	\$0	0.0%
	<b>NET PERSONAL SERVICES</b>	<b>\$13,220,176</b>			<b>\$13,144,176</b>				<b>\$3,185,554</b>			<b>\$3,185,554</b>	<b>\$9,958,622</b>	<b>24.2%</b>
<b>FRINGE BENEFITS</b>														
502000	Fringe Benefits			\$0	\$0				\$0			\$0	\$0	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	67,101	64,264	68,130	\$199,495			199,495	630,995	24.0%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	15,693	15,030	15,934	\$46,656			46,656	147,556	24.0%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	193,635	183,442	27,691	\$404,768			404,768	2,122,747	16.0%
502040	Dental Plan	\$140,213		\$0	140,213	9,574	9,334	8,620	\$27,528			27,528	112,685	19.6%
502050	Workers Compensation	\$87,463		\$0	87,463	6,673	2,386	5,518	\$14,577			14,577	72,886	16.7%
502060	Unemployment Insurance	\$506,519		\$0	506,519	3,360	7,339	19,550	\$30,249			30,249	476,270	6.0%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	54,685	52,241	40,208	\$147,134			147,134	861,723	14.6%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	3,134	2,934	2,701	\$8,769			8,769	15,942	35.5%
502100	Retirement	\$1,688,246		\$0	1,688,246	121,966	117,368	79,936	\$319,270			319,270	1,368,976	18.9%
502110	Flex Benefit Spending	\$2,000		\$0	2,000	0			\$0			0	2,000	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$7,010,225</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,010,225</b>	<b>\$475,822</b>	<b>\$454,338</b>	<b>\$268,287</b>	<b>\$1,198,446</b>	<b>\$0</b>		<b>\$1,198,446</b>	<b>\$5,811,779</b>	<b>17.1%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
Expenditure Detail as of 3/31/2011  
**24.7% of Budget Year**

SAP Account Number	Account Description	2010			Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2011 Adopted Budget	Encumbered & PY Capital Project Balances	2011 Budget Adjustments / Revisions										
505000	Office Supplies	113,716	16,409	0	130,125	3,202	2,930	9,116	\$15,248	20,349		35,597	94,528	11.7%
505200	Clothing Supplies	3,350		0	3,350	0	0	22	\$22			22	3,328	0.7%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	636	317	120	\$1,072			1,072	3,978	21.2%
505800	Medical & Health Supplies	1,600		0	1,600	0	0	0	\$0			0	1,600	0.0%
506200	Maintenance & Repair	90,400	5,609	0	96,009	5,731	4,584	6,331	\$16,646	24,746		41,392	54,617	17.3%
506400	Highway Supplies (Rock Salt)	10,000		0	10,000	3,121	2,718	446	\$6,286	892		7,177	2,823	62.9%
510000	Local Mileage Reimbursement	6,600		0	6,600	(30)	326	187	\$483			483	6,117	7.3%
510100	Out of Area Travel	22,441		0	22,441		423	11	\$434			434	22,007	1.9%
510200	Training and Education	50,992	2,000	0	52,992	9,273	3,023	330	\$12,626	2,270		14,896	38,096	23.8%
515000	Utility Charges (Telecom/water/sewer)													
	Water/Sewer	29,190		0	29,190		4,059	877	\$4,936			4,936	24,254	16.9%
	Telephone & Internet Service	179,994			179,994	61,064	(3,128)	31,422	\$89,358			89,358	90,636	49.6%
515000	Total Utility Charges	209,184		0	209,184	61,064	931	32,299	94,294	0		94,294	114,890	45.1%
516010	CONTRACTUAL PAYMENTS													
	Boston Free	\$0	569	0	569				\$0	569		569	0	0.0%
	Elma Public	\$0	750	0	750				\$0	750		750	0	0.0%
	Grand Island Memorial	\$0	2,000	0	2,000				\$0	2,000		2,000	0	0.0%
	City of Tonawanda Public	\$0	1,689	0	1,689		1,689		\$1,689	0		1,689	0	100.0%
	Total Cnt Pmts-NP Pur Svs	\$0	\$5,008	\$0	\$5,008	\$0	\$1,689	\$0	\$1,689	\$3,319		\$5,008	\$0	33.7%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
Expenditure Detail as of 3/31/2011  
**24.7% of Budget Year**

SAP Account Number	Account Description	2011 Adopted Budget	2010		2011 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
			Encumbered & PY Capital Project Balances												
516020	Professional Services Contracts & Fees	906,940	273,984		76,000	1,256,924	94,856	101,162	179,325	\$375,343	757,327		1,132,670	124,254	29.9%
516030	Maintenance Contracts	128,552	8,264		0	136,816	15,738	10,031	4,410	\$30,179	46,425		76,604	60,212	22.1%
530000	Other Expenses	211,243			(2,700)	208,543	854	5,202	9,607	\$15,663	3,817		19,480	189,063	7.5%
545000	Rental Charges	1,519	84		0	1,603	251	59	300	\$610	973		1,583	20	38.1%
555050	Insurance Premiums	45,000			0	45,000	17,650	1,765	1,197	\$20,612			20,612	24,388	45.8%
559000	County Share Grants				0	0	0			\$0			0	0	0.0%
561250	Acq: Building Improvements	95,000			0	95,000	0			\$0			0	95,000	0.0%
561410	Lab & Technical Equipment	48,893	6,195		5,264	60,352	40,835	1,018	9,856	\$51,710	6,341		58,051	2,301	85.7%
561420	Office Equip, Furn & Fixtures		13,519		2,700	16,219	(0)			(\$0)	13,519		13,519	2,700	0.0%
561430	Building, Grounds and Heavy Equip				0	0				\$0			0	0	0.0%
561450	Library Books and Media	3,550,000	198,105		0	3,748,105	250,319	627,434	292,080	\$1,169,834		196,684	1,366,518	2,381,587	31.2%
575000	Interfund Trans (RFID Efficiency Grant)	0			0	0				\$0			0	0	0.0%
570040	Interfund Subsidy Debt Svc	0			0	0				\$0			0	0	0.0%
575040	Interfund Exp - Utilities														
	Fuel Oil	5,000			0	5,000				\$0			0	5,000	0.0%
	Natural Gas	201,700			0	201,700	39,170	35,928	27,036	102,135			102,135	99,565	50.6%
	Electricity	853,880			0	853,880	61,435	56,196	57,031	\$174,661			174,661	679,219	20.5%
	Total Interfund Exp - Utilites	1,060,580	0		0	1,060,580	100,605	92,124	84,067	276,796	0		276,796	783,784	26.1%
942000	Interfund - Holding Center	(117,229)			0	(117,229)			(29,307)	(\$29,307)			(29,307)	(87,922)	25.0%
	Interfund - Correctional Facility	(174,119)				(174,119)			(43,530)	(\$43,530)			(43,530)	(130,589)	25.0%
	Interfund - Court Storage	(8,598)				(8,598)			(2,150)	(\$2,150)			(2,150)	(6,449)	25.0%
	Total ID Library Services	(\$299,946)	\$0		\$0	(\$299,946)	\$0	\$0	(\$74,987)	(\$74,987)	\$0		(\$74,987)	(\$224,960)	25.0%
910600	Intefund Expense - Purchasing Services	\$28,406			0	28,406			\$7,102	\$7,102			7,102	21,305	25.0%
910700	Interfund Expnese - Fleet Services	\$29,140			0	29,140			\$5,758	\$5,758			5,758	23,382	19.8%
980000	Interdepart Services DISS	158,417			0	158,417		26,403	13,201	\$39,604			39,604	118,813	25.0%
	System Operating Grand Totals	\$26,707,478	\$529,177		\$5,264	\$27,241,919	\$2,140,302	\$2,368,225	\$1,942,496	\$6,451,023	\$879,977	\$196,684	\$7,527,685	\$19,714,234	23.7%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
 2011 OPERATING BUDGET  
 Expenditure Detail as of 3/31/2011  
 24.7% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>														
	Library Debt Service	1,395,600			1,395,600	144,513	5,455	133,867	\$283,835			283,835	1,111,765	20.3%
490	General Obligation Bond Proceeds													
561250	Building Improvements		33,234		33,234				\$0			0	33,234	0.0%
	Total General Obligations	\$0	\$33,234	\$0	\$33,234	\$0	\$0	\$0	\$0	\$0		\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,395,600	\$33,234	\$0	\$1,428,834	\$144,513	\$5,455	\$133,867	\$283,835	\$0		\$283,835	\$1,144,999	19.9%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$5,264	\$28,670,753	\$2,284,815	\$2,373,680	\$2,076,363	\$6,734,858	\$879,977	\$196,684	\$7,811,519	\$20,859,234	23.5%

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending March 31, 2011**

Main Trust	\$750,939.13
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,881.24
2010 Ending Balance	<b>\$843,820.37</b>

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2011 Activity and Balances

Restricted Donations	<b>\$31,779.40</b>
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses)	
Unrestricted Donations	
Pending Board Action	\$18,716.60
Board Directed to Direct Library Programs	\$0.00
Board Directed to Library Foundation	\$0.00
<b>Total Unrestricted Donations</b>	<b>\$18,716.60</b>
Interest Income	<b>\$1,154.35</b>
Less Disbursements	
Direct For Library Programs/Services/Support	(\$21,345.76)
To Library Foundation	\$0.00
<b>Total Disbursements</b>	<b>(\$21,345.76)</b>
Balance, 2011 Activity	<b>\$30,304.59</b>

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Cumulative Balance Library Trust	<b>\$874,124.96</b>
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**Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:**

Library material purchases	\$0.00
Programming support	(\$1,005.70)
Equipment, furnishings & supplies	(\$17,862.90)
Exhibit/display preparation and support	\$832.76
Other	(\$3,309.92)
<b>Total</b>	<b>(\$21,345.76)</b>

**Note:** The Main Trust 2011 Beginning Balance includes a \$25.44 interest accrual posted after the December 2010 report was issued.