

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 9/15/2011

AGENDA ITEM NUMBER: F.2.a. Budget & Finance Committee  
Financials for the Month Ending **07/31/2011**

**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 July 31, 2011 month-end close. The report also details monthly activity for June and July. Overall, the Library operated within its budget for the period.

**Items of note include:**

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** The full Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments received in -July.** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. The initial payment represents over 90% of the total for the year. The Library's 2011 aid, pursuant to the recently adopted New York State 2011-2012 Budget, was reduced 6.4% below the amount actually received in 2010.
- ✓ **Refunds - Contract Library** revenue represents a return of fine revenue collected by contracting member libraries in excess of local expenses of those libraries. The revenue is transmitted as part of the year-end closing process.

**EXPENSE:**

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 54.6% of the budget, with 58.1% of the year completed.
- ✓ **Fringe Benefit expense also running below budget - combined at 41.9%.** The combination of vacancies and lower utilization rates for both active and retiree health insurance are the major factors in this positive performance.

- ✓ **Telephone and Internet Expense through July totaled 64.0% of budget.**  
This expense is supported by the Library operating budget and the Federal e-Rate program. The e-Rate program discounts the cost of this service by 61%. The discounts for some of the services are provided on a retroactive basis. The lag is the cause of the above budget condition and is expected to resolve by year-end.
- ✓ **Lab and Tech Expense and Office Equipment both show above 80% due to purchase timing.**  
The Library's reconfiguration of service points on the Central Library's 1<sup>st</sup> floor took place in the first part of the year. The Library also purchased an additional labor saving floor care machine in the first part of the year.
- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand moderating rates.**  
Year-to-date natural gas charges of \$125,319, at 62.1% of the 2011 annual budget compares favorably with 2010 where January-July expense of \$127,355 consumed 69.19% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$439,315, at 51.4% of the 2011 annual budget compares favorably to 2010 where January-July expense of \$484,218 consumed 59.74% 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 7/31/2011

58.1% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue June	Revenue July	YTD Revenue	To Be Realized	Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>									
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$20,477	\$21,596	\$170,379	\$132,037	56.3%
422000	Copies	22,170	0	22,170	1,895	1,944	\$13,133	9,037	59.2%
466040	Printing	37,013	0	37,013	3,094	2,810	\$21,854	15,159	59.0%
466030	Book Bags	3,000	0	3,000	160	291	\$1,397	1,603	46.6%
466020	Minor Sale - Other	12,412	0	12,412	849	715	\$5,593	6,819	45.1%
419020	InterLibrary Loan Shipping	0	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	1,135	1,104	\$9,511	3,489	73.2%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	1,367	2,193	\$11,977	16,007	42.8%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$417,995</b>	<b>\$0</b>	<b>\$417,995</b>	<b>\$28,977</b>	<b>\$30,653</b>	<b>\$233,844</b>	<b>\$184,151</b>	<b>55.9%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>									
400020	Library Real Prop Tax	\$18,171,833	\$0	\$18,171,833			\$18,171,833	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,743,014	0	1,743,014		1,610,280	\$1,610,280	132,734	92.4%
408150	NYS Aid to Member Libraries	251,185	0	251,185		210,999	\$210,999	40,186	84.0%
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>\$0</b>	<b>\$1,821,279</b>	<b>\$19,993,112</b>	<b>\$172,920</b>	<b>99.1%</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	\$35,766		\$89,889	(\$79,889)	898.9%
466170	Refund Contract Lib Retire	0	0	0	455	380	\$1,837	(1,837)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,105	1,449	\$8,681	11,319	43.4%
466000	Misc Receipts	23,244	0	23,244			\$908	22,336	3.9%
466010	NSF Check Fees	15	0	15			\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	75	245	\$1,544	4,456	25.7%
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>\$37,400</b>	<b>\$2,074</b>	<b>\$102,859</b>	<b>\$399,718</b>	<b>20.5%</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>\$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>\$66,377</b>	<b>\$1,854,006</b>	<b>\$20,329,816</b>	<b>\$6,382,927</b>	<b>76.1%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
 Expenditure Detail as of 7/31/2011  
 58.1% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustments/Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expended
<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	\$612,701	\$599,595	\$4,505,062			\$4,505,062	\$3,523,083	56.1%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	256,649	269,412	\$1,847,109			1,847,109	1,964,033	48.5%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	85,240	91,174	\$637,834			637,834	411,055	60.8%
500030	Seasonal Emp. Wages	0		\$0	0	6,836	4,199	\$38,382			38,382	(38,382)	0.0%
500300	Shift Differential	18,000		\$0	18,000	1,210	1,092	\$8,256			8,256	9,744	45.9%
500330	Holiday Worked	18,000		\$0	18,000	1,436	1,473	\$6,170			6,170	11,830	34.3%
500350	Other Employee Payments	30,000		\$0	30,000	115	960	\$34,026			34,026	(4,026)	113.4%
	<b>Salaries &amp; Wages</b>	<b>\$13,030,176</b>	<b>\$0</b>	<b>(\$76,000)</b>	<b>\$12,954,176</b>	<b>\$964,188</b>	<b>\$967,905</b>	<b>\$7,076,839</b>	<b>\$0</b>		<b>\$7,076,839</b>	<b>\$5,877,337</b>	<b>54.6%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$190,000</b>		<b>\$0</b>	<b>\$190,000</b>	<b>\$7,258</b>	<b>\$6,321</b>	<b>\$93,501</b>			<b>\$93,501</b>	<b>\$96,499</b>	<b>49.2%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,220,176</b>	<b>\$0</b>	<b>(\$76,000)</b>	<b>\$13,144,176</b>	<b>\$971,447</b>	<b>\$974,226</b>	<b>\$7,170,340</b>	<b>\$0</b>		<b>\$7,170,340</b>	<b>\$5,973,836</b>	<b>54.6%</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>\$7,170,340</b>			<b>\$7,170,340</b>	<b>\$5,973,836</b>	<b>54.6%</b>
<b>FRINGE BENEFITS</b>													
502000	Fringe Benefits			\$0	\$0			(\$1,412)			(\$1,412)	\$1,412	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	60,100	60,469	\$445,362			445,362	385,128	53.6%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	14,055	14,142	\$104,158			104,158	90,054	53.6%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	227,574	110,780	\$1,052,172			1,052,172	1,475,343	41.6%
502040	Dental Plan	\$140,213		\$0	140,213	8,468	8,337	\$61,754			61,754	78,459	44.0%
502050	Workers Compensation	\$87,463		\$0	87,463	3,784	3,089	\$28,677			28,677	58,786	32.8%
502060	Unemployment Insurance	\$506,519		\$0	506,519	14,161	15,546	\$95,985			95,985	410,534	18.9%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	94,198	(1,948)	\$322,208			322,208	686,649	31.9%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	2,634	2,667	\$19,403			19,403	5,307	78.5%
502100	Retirement	\$1,688,246		\$0	1,688,246	107,104	107,886	\$811,254			811,254	876,992	48.1%
502110	Flex Benefit Spending	\$2,000		\$0	2,000			\$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>\$532,078</b>	<b>\$320,968</b>	<b>\$2,939,560</b>	<b>\$0</b>		<b>\$2,939,560</b>	<b>\$4,070,665</b>	<b>41.9%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
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505000	Office Supplies	113,716	16,409	0	130,125	2,890	9,338	\$30,980	16,351		47,330	82,795	23.8%
505200	Clothing Supplies	3,350		0	3,350		16	\$38			38	3,312	1.1%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	86	250	\$4,229			4,229	821	83.7%
505800	Medical & Health Supplies	1,600		0	1,600	115		\$115			115	1,485	7.2%
506200	Maintenance & Repair	90,400	5,609	0	96,009	9,594	7,798	\$42,741	20,156		62,896	33,113	44.5%
506400	Highway Supplies (Rock Salt)	10,000		0	10,000			\$7,177			7,177	2,823	71.8%
510000	Local Mileage Reimbursement	6,600		0	6,600	948	782	\$4,249			4,249	2,351	64.4%
510100	Out of Area Travel	22,441		0	22,441		3,577	\$8,257			8,257	14,184	36.8%
510200	Training and Education	50,992	2,000	0	52,992	25	3,011	\$16,812			16,812	36,180	31.7%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	29,190		0	29,190	3,010	1,434	\$14,290			14,290	14,900	49.0%
	Telephone & Internet Service	179,994			179,994	7,568	3,437	\$115,243			115,243	64,751	64.0%
515000	<b>Total Utility Charges</b>	<b>209,184</b>		<b>0</b>	<b>209,184</b>	<b>10,577</b>	<b>4,871</b>	<b>129,533</b>	<b>0</b>		<b>129,533</b>	<b>79,651</b>	<b>61.9%</b>
516010	<b>CONTRACTUAL PAYMENTS</b>												
	Boston Free	\$0	569	0	569			\$0	569		569	0	0.0%
	Elma Public	\$0	750	0	750	750		\$750			750	0	100.0%
	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	0		1,689	0	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$0</b>	<b>\$5,008</b>	<b>\$0</b>	<b>\$5,008</b>	<b>\$750</b>	<b>\$0</b>	<b>\$2,439</b>	<b>\$2,569</b>		<b>\$5,008</b>	<b>\$0</b>	<b>48.7%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
Expenditure Detail as of 7/31/2011  
**58.1% of Budget Year**

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516020	Professional Services Contracts & Fees	906,940	273,984	76,000	1,256,924	71,615	153,061	\$779,685	425,003		1,204,688	52,236	62.0%
516030	Maintenance Contracts	128,552	8,264	0	136,816	4,254	4,302	\$46,011	34,209		80,219	56,597	33.6%
530000	Other Expenses	211,243		(2,700)	208,543	11,364	22,641	\$70,707	11,050		81,757	126,786	33.9%
545000	Rental Charges	1,519	84	0	1,603	58	230	\$973	546		1,519	84	60.7%
555050	Insurance Premiums	45,000		0	45,000			\$20,612			20,612	24,388	45.8%
559000	County Share Grants			0	0			\$0			0	0	0.0%
561250	Acq: Building Improvements	95,000		(15,000)	80,000			\$0	59,350		59,350	20,650	0.0%
561410	Lab & Technical Equipment	48,893	6,195	20,264	75,352	11,446	1,466	\$65,440	9,737		75,177	175	86.8%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219			\$13,519			13,519	2,700	83.4%
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	303,224	259,920	\$2,120,030		196,684	2,316,714	1,431,391	56.6%
575000	Interfund Trans (RFID Efficiency Grant)	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	552	943	125,319			125,319	76,381	62.1%
	Electricity	853,880		0	853,880	69,523	79,710	\$439,315			439,315	414,565	51.4%
	<b>Total Interfund Exp - Utilites</b>	<b>1,060,580</b>	<b>0</b>	<b>0</b>	<b>1,060,580</b>	<b>70,076</b>	<b>80,653</b>	<b>564,635</b>	<b>0</b>		<b>564,635</b>	<b>495,946</b>	<b>53.2%</b>
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(9,769)	(\$68,384)			(68,384)	(48,845)	58.3%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(14,510)	(\$101,569)			(101,569)	(72,550)	58.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(717)	(\$5,016)			(5,016)	(3,583)	58.3%
	<b>Total ID Library Services</b>	<b>(\$299,946)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$299,946)</b>	<b>(\$24,996)</b>	<b>(\$24,996)</b>	<b>(\$174,969)</b>	<b>\$0</b>		<b>(\$174,969)</b>	<b>(\$124,978)</b>	<b>58.3%</b>
910600	Intefund Expense - Purchasing Service	\$28,406		0	28,406	\$2,367	\$2,367	\$16,570			16,570	11,836	58.3%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$2,680	\$0	\$14,655			14,655	14,485	50.3%
980000	Interdepart Services DISS	158,417		0	158,417	13,201	13,201	\$92,409			92,409	66,008	58.3%
	<b>System Operating Grand Totals</b>	<b>\$26,707,478</b>	<b>\$529,177</b>	<b>\$5,264</b>	<b>\$27,241,919</b>	<b>\$1,993,797</b>	<b>\$1,837,682</b>	<b>\$13,986,744</b>	<b>\$578,970</b>	<b>\$196,684</b>	<b>\$14,762,398</b>	<b>\$12,479,521</b>	<b>51.3%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
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<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	1,395,600			1,395,600	220,069	87,927	\$1,114,063			1,114,063	281,537	79.8%
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	\$220,069	\$87,927	\$1,114,063	\$0		\$1,114,063	\$314,771	78.0%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$5,264	\$28,670,753	\$2,213,866	\$1,925,609	\$15,100,808	\$578,970	\$196,684	\$15,876,461	\$12,794,292	52.7%

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending July 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>\$43,168.53</b>
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses)		
Unrestricted Donations		
Pending Board Action	\$20,272.18	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
<b>Total Unrestricted Donations</b>		<b>\$20,272.18</b>
Interest Income		<b>\$2,616.64</b>
Less Disbursements		
Direct For Library Programs/Services/Support	(\$103,967.60)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$103,967.60)</b>
Balance, 2011 Activity		<b>(\$37,910.25)</b>

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Cumulative Balance Library Trust **\$805,910.12**

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

Library material purchases	\$0.00
Programming support	(\$7,587.80)
Equipment, furnishings & supplies	(\$47,814.45)
Exhibit/display preparation and support	\$832.76
UB Regional Institute Study	(\$39,370.00)
Other	(\$10,028.11)
<b>Total</b>	<b>(\$103,967.60)</b>

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