

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 1/19/2012

AGENDA ITEM NUMBER: G.2.a. Budget & Finance Committee  
Financials for the Month Ending **11/30/2011**

**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 November 30, 2011 month-end close. The report also details monthly activity for November. 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 86.6% of the budget, with 91.5% of the year completed.
- ✓ **Fringe Benefit expense also running below budget - combined at 71.3%.** The combination of vacancies and lower utilization rates for both active and retiree health insurance are the major factors in this positive performance.

- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand moderating rates.** Year-to-date natural gas charges of \$149,678, at 74.2% of the 2011 annual budget compares favorably with 2010 where January-November expense of \$153,107 consumed 83.28% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$697,870, at 81.7% of the 2011 annual budget compares favorably to 2010 where January-November expense of \$715,211 consumed 88.2% 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 11/30/2011  
**91.5% of Budget Year**

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$21,139	\$260,658	\$41,758	86.2%
422000	Copies	22,170	0	22,170	1,625	\$20,664	1,506	93.2%
466040	Printing	37,013	0	37,013	2,970	\$35,096	1,917	94.8%
466030	Book Bags	3,000	0	3,000	139	\$2,205	795	73.5%
466020	Minor Sale - Other	12,412	0	12,412	621	\$8,250	4,162	66.5%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	667	\$12,445	555	95.7%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	321	\$17,749	10,235	63.4%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$417,995</b>	<b>\$0</b>	<b>\$417,995</b>	<b>\$27,481</b>	<b>\$357,067</b>	<b>\$60,928</b>	<b>85.4%</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	132,734	92.4%
408150	NYS Aid to Member Libraries	251,185	0	251,185		\$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>\$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		\$89,889	(\$79,889)	898.9%
466170	Refund Contract Lib Retire	0	0	0	1,016	\$4,136	(4,136)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,584	\$24,211	(4,211)	121.1%
466000	Misc Receipts	23,244	0	23,244	428	\$1,356	21,888	5.8%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	135	\$2,415	3,585	40.3%
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>\$3,163</b>	<b>\$122,007</b>	<b>\$380,570</b>	<b>24.3%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$5,620,874	\$240,768	\$5,861,642		\$0	\$5,861,642	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$5,620,874</b>	<b>\$240,768</b>	<b>\$5,861,642</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,861,642</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,707,478</b>	<b>\$240,768</b>	<b>\$26,948,246</b>	<b>\$30,644</b>	<b>\$20,472,185</b>	<b>\$6,476,060</b>	<b>76.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
 Expenditure Detail as of 11/30/2011  
 91.5% of Budget Year

SAP Account Number	Account Description	2010 Encumbered & PY Capital	2011 Budget Adjustment s/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b><u>OPERATING EXPENDITURES</u></b>											
<b>PERSONAL SERVICES</b>											
<b>Regular Salaries &amp; Wages</b>											
500000	Full Time - Salaries	\$8,104,145	(\$116,000)	\$7,988,145	\$640,206	\$7,064,731			\$7,064,731	\$923,414	88.4%
500010	Part Time - Wages	3,811,142	\$0	3,811,142	267,415	\$2,932,183			2,932,183	878,959	76.9%
500020	Regular PT - Wages	1,048,889	\$0	1,048,889	71,237	\$953,621			953,621	95,268	90.9%
500030	Seasonal Emp. Wages	0	\$0	0	3,894	\$59,573			59,573	(59,573)	0.0%
500300	Shift Differential	18,000	\$0	18,000	1,292	\$13,563			13,563	4,437	75.3%
500330	Holiday Worked	18,000	\$0	18,000	1,305	\$9,133			9,133	8,867	50.7%
500350	Other Employee Payments	30,000	\$0	30,000	9,782	\$142,735			142,735	(112,735)	475.8%
	<b>Salaries &amp; Wages</b>	<b>\$13,030,176</b>	<b>\$0</b>	<b>(\$116,000)</b>	<b>\$12,914,176</b>	<b>\$995,132</b>	<b>\$11,175,541</b>	<b>\$0</b>	<b>\$11,175,541</b>	<b>\$1,738,635</b>	<b>86.5%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$190,000</b>	<b>\$35,506</b>	<b>\$177,269</b>			<b>\$177,269</b>	<b>\$12,731</b>	<b>93.3%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,220,176</b>	<b>\$0</b>	<b>(\$116,000)</b>	<b>\$13,104,176</b>	<b>\$1,030,638</b>	<b>\$11,352,810</b>	<b>\$0</b>	<b>\$11,352,810</b>	<b>\$1,751,366</b>	<b>86.6%</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>\$13,104,176</b>	<b>\$1,030,638</b>	<b>\$11,352,810</b>		<b>\$11,352,810</b>	<b>\$1,751,366</b>	<b>86.6%</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	64,000	\$701,475			701,475	129,015	84.5%
502020	Employer FICA - MEDICARE	\$194,212	\$0	194,212	14,967	\$164,055			164,055	30,157	84.5%
502030	Employee Health Insurance	\$2,527,515	\$0	2,527,515	211,432	\$1,782,718			1,782,718	744,797	70.5%
502040	Dental Plan	\$140,213	\$0	140,213	8,505	\$80,827			80,827	59,386	57.6%
502050	Workers Compensation	\$87,463	\$0	87,463	5,579	\$83,424			83,424	4,039	95.4%
502060	Unemployment Insurance	\$506,519	\$0	506,519	1,449	\$122,725			122,725	383,794	24.2%
502070	Hospital & Medical - Retirees	\$1,008,857	\$0	1,008,857	108,820	\$626,025			626,025	382,832	62.1%
502090	Health Insurance Waiver (Incl: 117)	\$24,710	\$0	24,710	2,667	\$30,021			30,021	(5,311)	121.5%
502100	Retirement	\$1,688,246	\$0	1,688,246	140,269	\$1,405,529			1,405,529	282,717	83.3%
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>\$557,689</b>	<b>\$4,995,387</b>	<b>\$0</b>	<b>\$4,995,387</b>	<b>\$2,014,838</b>	<b>71.3%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
Expenditure Detail as of 11/30/2011  
**91.5% of Budget Year**

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	November 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									
505000	Office Supplies	113,716	16,409	(35,000)	95,125	15,212	\$67,203	10,541		77,744	17,381	70.6%
505200	Clothing Supplies	3,350		0	3,350	90	\$128	2,489		2,617	733	3.8%
505600	Auto Truck & Heavy Equip Supplies	5,050		2,500	7,550	475	\$5,318			5,318	2,232	70.4%
505800	Medical & Health Supplies	1,600		0	1,600		\$115			115	1,485	7.2%
506200	Maintenance & Repair	90,400	5,609	(2,500)	93,509	11,686	\$70,685	10,395		81,080	12,429	75.6%
506400	Highway Supplies (Rock Salt)	10,000		0	10,000		\$7,177	1,936		9,113	887	71.8%
510000	Local Mileage Reimbursement	6,600		3,500	10,100		\$6,967			6,967	3,133	69.0%
510100	Out of Area Travel	22,441		(3,500)	18,941		\$8,685			8,685	10,256	45.9%
510200	Training and Education	50,992	2,000	0	52,992	495	\$19,278			19,278	33,714	36.4%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		10,000	39,190	2,682	\$28,357			28,357	10,833	72.4%
	Telephone & Internet Service	179,994			179,994	63,921	\$175,865			175,865	4,129	97.7%
515000	<b>Total Utility Charges</b>	<b>209,184</b>		<b>10,000</b>	<b>219,184</b>	<b>66,603</b>	<b>204,222</b>	<b>0</b>		<b>204,222</b>	<b>14,962</b>	<b>93.2%</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	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>\$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 11/30/2011  
**91.5% of Budget Year**

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	November 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									
516020	Professional Services Contracts & Fees	906,940	273,984	231,000	1,411,924	140,819	\$1,143,638	207,888		1,351,526	60,398	81.0%
516030	Maintenance Contracts	128,552	8,264	(50,000)	86,816	3,416	\$65,462	20,865		86,326	490	75.4%
530000	Other Expenses	211,243		(35,200)	176,043	18,378	\$145,301	8,558		153,860	22,183	82.5%
545000	Rental Charges	1,519	84	0	1,603	38	\$1,376	203		1,579	24	85.8%
555050	Insurance Premiums	45,000		0	45,000		\$22,631	17,981		40,612	4,388	50.3%
559000	County Share Grants			235,504	235,504		\$235,504			235,504	0	100.0%
561250	Acq: Building Improvements	95,000		(35,000)	60,000		\$0	59,350		59,350	650	0.0%
561410	Lab & Technical Equipment	48,893	6,195	32,764	87,852	119	\$66,639	298		66,936	20,916	75.9%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219	730	\$14,249	1,221		15,469	750	87.9%
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	329,013	\$3,169,861		196,684	3,366,545	381,560	84.6%
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	12,474	149,678			149,678	52,022	74.2%
	Electricity	853,880		0	853,880	47,286	\$697,870			697,870	156,010	81.7%
	Total Interfund Exp - Utilites	1,060,580	0	0	1,060,580	59,760	847,548	0		847,548	213,032	79.9%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$107,460)			(107,460)	(9,769)	91.7%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$159,609)			(159,609)	(14,510)	91.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$7,882)			(7,882)	(717)	91.7%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$274,951)	\$0		(\$274,951)	(\$24,996)	91.7%
910600	Intefund Expense - Purchasing Services	\$28,406		0	28,406	\$2,367	\$26,038			26,038	2,368	91.7%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$2,240	\$27,057			27,057	2,083	92.9%
980000	Interdepart Services DISS	158,417		0	158,417	13,201	\$145,844			145,844	12,573	92.1%
	System Operating Grand Totals	\$26,707,478	\$529,177	\$240,768	\$27,477,423	\$2,227,973	\$22,376,611	\$344,293	\$196,684	\$22,917,587	\$4,559,836	81.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
 2011 OPERATING BUDGET  
 Expenditure Detail as of 11/30/2011  
 91.5% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustment s/ Revisions	Adjusted Budget	November 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	6,871	\$1,342,441			1,342,441	53,159	96.2%
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	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,395,600	\$33,234	\$0	\$1,428,834	\$6,871	\$1,342,441	\$0		\$1,342,441	\$86,393	94.0%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$240,768	\$28,906,257	\$2,234,844	\$23,719,052	\$344,293	\$196,684	\$24,260,029	\$4,646,229	82.1%

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending November 30, 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>\$326,198.50</b>
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses) - Includes \$214,202 Bucks 4 Books		
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>\$3,938.31</b>
Less Disbursements		
Direct For Library Programs/Services/Support	(\$169,752.42)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$169,752.42)</b>
Balance, 2011 Activity		<b>\$180,656.57</b>

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Cumulative Balance Library Trust **\$1,024,476.94**

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

Library material purchases		\$0.00
Programming support		(\$18,771.65)
Equipment, furnishings & supplies		(\$67,537.42)
Exhibit/display preparation and support		\$832.76
UB Regional Institute Study		(\$39,370.00)
Construction Grant Match - Central Library		(\$34,878.00)
Other		(\$10,028.11)
<b>Total</b>		<b>(\$169,752.42)</b>

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