

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 5/17/2012

AGENDA ITEM NUMBER: E.2.e. Budget & Finance Committee
Financials for the Month Ending **03/31/2012**

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, 2012 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 \$19,872,457 Library Tax allocation was booked to the Library Fund in January. While no amount for the other county funding for the Library, \$2,000,000 in the "Interfund Subsidy" revenue account was booked as of March, one-third of this revenue (four of 12 months = \$666,666) has since been booked in April. The County Comptroller booked these proceeds into the Misc. Revenue line.
- ✓ **Initial New York State Library Aid payments normally occur in June-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 approximately 90% of the total for the year.
- ✓ **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:

- ✓ **Natural gas and Electric utility cost mitigated by relatively mild winter temperatures and lower energy supply costs.** Year-to-date natural gas charges of \$63,293, at 31.8% of the 2012 annual budget compares favorably with 2011 where January-March expense of \$102,135 consumed 50.6% of 2011's total \$168,863 natural gas expense. Likewise, year-to-date electricity charges of \$129,484, at 15.8% of the 2012 annual budget compares favorably to 2011 where January-March expense of \$174,661 consumed 20.5% of 2011's total \$747,712 electricity expense. The library participates in Erie County's aggregated utility purchasing pool which saves cost compared to retail pricing.
- ✓ **Telephone and Internet expense shows at 70.1% 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 phone and data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in anticipated reimbursements, Utility charges remain within budget.

ACTION REQUIRED: None - Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
Revenue Detail as of 3/31/2012
24.9% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue January	Revenue February	Revenue March	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS										
419000	Library Charges - Fines	\$308,009	\$0	\$308,009	\$25,214	\$28,411	\$28,704	\$82,329	\$225,680	26.7%
422000	Copies	25,219	0	25,219	1,113	1,809	2,061	\$4,982	20,237	19.8%
466040	Printing	41,838	0	41,838	2,417	3,386	4,190	\$9,993	31,845	23.9%
466030	Book Bags	2,500	0	2,500	237	272	250	\$758	1,742	30.3%
466020	Minor Sale - Other	12,747	0	12,747	675	746	821	\$2,242	10,505	17.6%
419020	InterLibrary Loan Shipping	0	0	0			0	\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,792	1,142	1,142	\$4,075	11,925	25.5%
420530	Comm - Tel Booth Food Svs	23,040	0	23,040		457	0	\$457	22,583	2.0%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$429,353	\$0	\$429,353	\$31,448	\$36,222	\$37,167	\$104,836	\$324,517	24.4%
REVENUE FROM STATE & COUNTY GOVT.										
400020	Library Real Prop Tax	\$19,872,457	\$0	\$19,872,457	\$19,872,457			\$19,872,457	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,626,848	0	1,626,848				\$0	1,626,848	0.0%
408150	NYS Aid to Member Libraries	234,444	0	234,444				\$0	234,444	0.0%
408160	State Aid - Special		0	0				\$0	0	0.0%
409010	State Aid - Other							\$0	0	0.0%
486000	Interfund - Subsidy	2,000,000	0	2,000,000				\$0	2,000,000	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		\$23,733,749	\$0	\$23,733,749	\$19,872,457	\$0	\$0	\$19,872,457	\$3,861,292	83.7%
OTHER REVENUE										
419010	Refunds - Cont Library	\$404,206	\$0	\$404,206				\$0	\$404,206	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	\$522	\$45,571	\$522	\$46,614	(\$36,614)	466.1%
466170	Refund Contract Lib Retire	0	0	0		611	137	\$748	(748)	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	1,457			\$1,457	13,543	9.7%
466000	Misc Receipts	0	0	0		17		\$17	(17)	0.0%
466010	NSF Check Fees	15	0	15				\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	120	257	611	\$988	3,012	24.7%
479100	Other Contributions	258,000	0	258,000						
499100	Accrued Invest Interest			0				\$0	0	0.0%
TOTAL OTHER REVENUE		\$691,221	\$0	\$691,221	\$2,098	\$46,456	\$1,270	\$49,824	\$383,397	7.2%
USE OF FUND BALANCE										
402190	Appropriated Fund Balance	\$537,954	\$0	\$537,954				\$0	\$537,954	0.0%
TOTAL USE OF FUND BALANCE		\$537,954	\$0	\$537,954	\$0	\$0	\$0	\$0	\$537,954	0.0%
GRAND TOTAL OPERATING REVENUE		\$25,392,277	\$0	\$25,392,277	\$19,906,003	\$82,678	\$38,437	\$20,027,118	\$5,107,160	78.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
Expenditure Detail as of 3/31/2012
24.9% of Budget Year

SAP Account Number	Account Description	2011			Adjusted Budget	January Expended	February Expended	March Expended	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2012 Adopted Budget	Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions							
<u>OPERATING EXPENDITURES</u>											
PERSONAL SERVICES											
Regular Salaries & Wages											
500000	Full Time - Salaries	\$8,062,700		\$0	\$8,062,700	\$651,921	\$608,705	\$652,500	\$1,913,127	\$6,149,573	23.7%
500010	Part Time - Wages	3,915,749		\$0	3,915,749	278,799	262,700	278,633	820,132	3,095,617	20.9%
500020	Regular PT - Wages	861,799		\$0	861,799	85,697	78,519	86,934	251,150	610,649	29.1%
500030	Seasonal Emp. Wages	104,538		\$0	104,538	4,717	4,539	3,728	12,984	91,554	12.4%
500300	Shift Differential	15,000		\$0	15,000	540	1,281	1,969	3,790	11,210	25.3%
500330	Holiday Worked	15,000		\$0	15,000	1,270	1,514	1,687	4,471	10,529	29.8%
500350	Other Employee Payments	30,000		\$0	30,000	280	6,160	6,190	12,630	17,370	42.1%
	Salaries & Wages	\$13,004,786	\$0	\$0	\$13,004,786	\$1,023,224	\$963,417	\$1,031,642	\$3,018,283	\$9,986,503	23.2%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$17,233	\$26,888	\$15,242	\$59,363	\$130,637	31.2%
	TOTAL, PERSONAL SERVICES	\$13,194,786	\$0	\$0	\$13,194,786	\$1,040,458	\$990,305	\$1,046,883	\$3,077,646	\$10,117,140	23.3%
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0				\$0	\$0	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0				\$0	\$0	0.0%
	NET PERSONAL SERVICES	\$13,194,786			\$13,194,786				\$3,077,646	\$10,117,140	23.3%
FRINGE BENEFITS											
502000	Fringe Benefits			\$0	\$0				\$0	\$0	0.0%
502010	Employer FICA - REGULAR	\$818,103		\$0	818,103	64,593	61,218	64,585	190,396	627,707	23.3%
502020	Employer FICA - MEDICARE	\$191,293		\$0	191,293	15,106	14,317	15,105	44,528	146,765	23.3%
502030	Employee Health Insurance	\$2,163,211		\$0	2,163,211	184,445	183,759	54,182	422,386	1,740,825	19.5%
502040	Dental Plan	\$117,529		\$0	117,529	8,851	8,810	8,806	26,467	91,062	22.5%
502050	Workers Compensation	\$75,236		\$0	75,236	2,796	3,223	16,787	22,806	52,430	30.3%
502060	Unemployment Insurance	\$95,004		\$0	95,004	3,924	3,477	2,889	10,290	84,714	10.8%
502070	Hospital & Medical - Retirees	\$827,317		\$0	827,317	48,905	48,667	11,857	109,430	717,887	13.2%
502090	Health Insurance Waiver (Incl: 117)	\$28,404		\$0	28,404	2,467	2,367	2,417	7,251	21,153	25.5%
502100	Retirement	\$1,837,697		\$0	1,837,697	136,466	137,876	206,980	481,322	1,356,375	26.2%
502110	Flex Benefit Spending	\$2,000		\$0	2,000				0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$6,155,794	\$0	\$0	\$6,155,794	\$467,554	\$463,715	\$383,607	\$1,314,876	\$4,840,918	21.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
 Expenditure Detail as of 3/31/2012
24.9% of Budget Year

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		2012 Adopted Budget	Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions							
505000	Office Supplies	105,650	3,312	0	108,962	5,463	5,840	6,989	40,343	68,619	16.8%
505200	Clothing Supplies	3,350	2,798	0	6,148		1,093	1,707	2,805	3,343	45.5%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	1,172		75	1,247	3,803	24.7%
505800	Medical & Health Supplies	1,400		0	1,400				0	1,400	0.0%
506200	Maintenance & Repair	91,500	478	0	91,978	6,283	6,291	6,362	49,444	42,534	20.6%
506400	Highway Supplies (Rock Salt)	11,500	1,355	0	12,855	1,355	1,742		5,226	7,629	24.1%
510000	Local Mileage Reimbursement	7,200		0	7,200	200	782	1,420	2,402	4,798	33.4%
510100	Out of Area Travel	20,000		0	20,000	205	790	1,213	2,208	17,792	11.0%
510200	Training and Education	41,400		0	41,400	1,583	1,878	2,174	27,685	13,715	13.6%
515000	Utility Charges (Telecom/water/sewer)										
	Water/Sewer	29,190		0	29,190	1,105	1,944	2,869	5,918	23,272	20.3%
	Telephone & Internet Service	226,005			226,005	36,823	79,892	41,726	158,440	67,565	70.1%
515000	Total Utility Charges	255,195		0	255,195	37,927	81,836	44,595	164,358	90,837	64.4%
516010	CONTRACTUAL PAYMENTS										
	Boston Free	\$0	569	0	569				569	0	0.0%
	Grand Island Memorial	\$0	2,000	0	2,000				2,000	0	0.0%
	Total Cnt Pmts-NP Pur Svs	\$0	\$2,569	\$0	\$2,569	\$0	\$0	\$0	\$2,569	\$0	0.0%

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		2012 Adopted Budget	Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions							
516020	Professional Services Contracts & Fees	1,055,443	158,968	0	1,214,411	144,871	112,254	78,881	861,883	352,528	27.7%
516030	Maintenance Contracts	106,049	1,940	0	107,989	7,731	10,267	9,408	70,758	37,231	25.4%
530000	Other Expenses	158,565		0	158,565	5,120	6,322	8,104	28,253	130,312	12.3%
545000	Rental Charges	1,469		3,000	4,469	192		660	4,329	140	19.1%
555050	Insurance Premiums	45,000	17,981	0	62,981		41,163		41,163	21,818	65.4%
559000	County Share Grants			0	0				0	0	0.0%
561250	Acq: Building Improvements	0	59,350	0	59,350	46,400	(1,297)		58,053	1,297	76.0%
561410	Lab & Technical Equipment	83,568		0	83,568	34,315	604	(336)	34,583	48,985	41.4%
561420	Office Equip, Furn & Fixtures		1,221	0	1,221				1,221	0	0.0%
561430	Building, Grounds and Heavy Equip			0	0				0	0	0.0%
561450	Library Books and Media	3,058,000	229,099	0	3,287,099	336,759	296,966	423,790	1,286,614	2,000,485	32.2%
575000	Interfund Trans (RFID Efficiency Grant)	0			0				0	0	0.0%
570040	Interfund Subsidy Debt Svc	0		0	0				0	0	0.0%
575040	Interfund Exp - Utilities										
	Fuel Oil	5,000		0	5,000				0	5,000	0.0%
	Natural Gas	198,849		0	198,849	26,004	23,612	13,677	63,293	135,556	31.8%
	Electricity	820,265		0	820,265	48,848	37,890	42,746	129,484	690,781	15.8%
	Total Interfund Exp - Utilites	1,024,114	0	0	1,024,114	74,852	61,502	56,423	192,777	831,337	18.8%
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%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	\$0	\$0	(\$74,987)	(\$74,987)	(\$224,960)	25.0%
910600	Intefund Expense - Purchasing Services	\$33,908		0	33,908			\$6,963	6,963	26,945	20.5%
910700	Interfund Expnese - Fleet Services	\$37,342		0	37,342			\$6,083	6,083	31,259	16.3%
980000	Interdepart Services DISS	195,940		(3,000)	192,940		32,123	16,062	48,185	144,755	25.0%
	System Operating Grand Totals	\$25,392,277	\$479,070	\$0	\$25,871,347	\$2,212,442	\$2,114,177	\$2,026,077	\$7,256,687	\$18,614,660	24.6%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
 Expenditure Detail as of 3/31/2012
24.9% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	2011 Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions	Adjusted Budget	January Expended	February Expended	March Expended	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>											
	Library Debt Service	1,302,760			1,302,760	146,355	2,727	136,597	285,679	1,017,081	21.9%
490	General Obligation Bond Proceeds										
561250	Building Improvements		33,234		33,234				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	\$1,302,760	\$33,234	\$0	\$1,335,994	\$146,355	\$2,727	\$136,597	\$285,679	\$1,050,315	21.4%
	Grand Total Operating and Erie County Capital	\$26,695,037	\$512,304	\$0	\$27,207,341	\$2,358,797	\$2,116,904	\$2,162,674	\$7,542,366	\$19,664,974	24.4%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending March 31, 2012

Main Trust	\$1,082,287.91
Encore Editions Proceeds (Invested per resolution 2006-19)	\$90,660.38
2011 Ending Balance	\$1,172,948.29

2012 Activity and Balances

Restricted Donations		\$102,985.04
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses) - Includes \$75,000 for the Stategic Plan.		
Unrestricted Donations		
Pending Board Action	\$25,000.00	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$25,000.00
Interest Income		\$1,167.99
Less Disbursements		
Direct For Library Programs/Services/Support	(\$91,023.11)	
To Library Foundation	\$0.00	
Total Disbursements		(\$91,023.11)
Balance, 2011 Activity		\$38,129.92
Cumulative Balance Library Trust		\$1,211,078.21

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

Library material purchases		\$0.00
Programming support		(\$62.58)
Equipment, furnishings & supplies		(\$3,628.50)
Exhibit/display preparation and support		\$0.00
Strategic Plan		(\$47,742.04)
Rare Book Rm Archival Storage Improvements		(\$26,796.25)
Raiser's Edge Software and Related Expense		(\$8,334.88)
Other		(\$4,458.86)
Total		(\$91,023.11)