

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 6/14/2012

AGENDA ITEM NUMBER: E.2.c. Budget & Finance Committee  
Financials for the Month Ending **04/30/2012**

**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 April 30, 2012 month-end close. The report also details monthly activity for April. 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. The other county funding for the Library, \$2,000,000 in the "Interfund Subsidy" is being provided. For the first four months of 12 months, \$666,666, was 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 \$74,391, at 37.4% of the 2012 annual budget compares favorably with 2011 where January-April expense of \$118,012 consumed 69.9% of 2011's total \$168,863 natural gas expense. Likewise, year-to-date electricity charges of \$165,158, at 20.1% of the 2012 annual budget compares favorably to 2011 where January-April expense of \$231,006 consumed 30.9% 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.

**ACTION REQUIRED:** None - Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2012 OPERATING BUDGET**  
Revenue Detail as of 4/30/2012  
**33.1% of Budget Year**

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue April	YTD Revenue	To Be Realized	Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	\$308,009	\$0	\$308,009	\$26,555	\$108,883	\$199,126	35.4%
422000	Copies	25,219	0	25,219	2,017	\$6,999	18,220	27.8%
466040	Printing	41,838	0	41,838	3,951	\$13,944	27,894	33.3%
466030	Book Bags	2,500	0	2,500	182	\$940	1,560	37.6%
466020	Minor Sale - Other	12,747	0	12,747	691	\$2,933	9,814	23.0%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,242	\$5,317	10,683	33.2%
420530	Comm - Tel Booth Food Svs	23,040	0	23,040	257	\$714	22,326	3.1%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$429,353</b>	<b>\$0</b>	<b>\$429,353</b>	<b>\$34,894</b>	<b>\$139,730</b>	<b>\$289,623</b>	<b>32.5%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	\$19,872,457	\$0	\$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%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$23,733,749</b>	<b>\$0</b>	<b>\$23,733,749</b>	<b>\$0</b>	<b>\$19,872,457</b>	<b>\$3,861,292</b>	<b>83.7%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	\$404,206	\$0	\$404,206		\$0	\$404,206	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$46,614	(\$36,614)	466.1%
466170	Refund Contract Lib Retire	0	0	0		\$748	(748)	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000		\$1,457	13,543	9.7%
466000	Misc Receipts	0	0	0	666,666	\$666,683	(666,683)	0.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	350	\$1,338	2,662	33.5%
479010	Other Contributions	258,000	0	258,000		\$0	258,000	0.0%
499100	Accrued Invest Interest			0		\$0	0	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$691,221</b>	<b>\$0</b>	<b>\$691,221</b>	<b>\$667,016</b>	<b>\$716,840</b>	<b>(\$25,619)</b>	<b>103.7%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$537,954	\$0	\$537,954		\$0	\$537,954	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$537,954</b>	<b>\$0</b>	<b>\$537,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$537,954</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$25,392,277</b>	<b>\$0</b>	<b>\$25,392,277</b>	<b>\$701,909</b>	<b>\$20,729,027</b>	<b>\$4,663,250</b>	<b>81.6%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2012 OPERATING BUDGET**  
Expenditure Detail as of 4/30/2012  
**33.1% of Budget Year**

SAP Account Number	Account Description	2011		2012 Budget Adjustments / Revisions	Adjusted Budget	April Expended	Year-to- Date Expended	Encumb.	Funds Reser- vations	Total Expenditure & Encumb- rances	Remaining Balance	YTD % Expend
		2012 Adopted Budget	Encumbered & PY Capital Project Balances									
<b><u>OPERATING EXPENDITURES</u></b>												
<b>PERSONAL SERVICES</b>												
<b>Regular Salaries &amp; Wages</b>												
500000	Full Time - Salaries	\$8,062,700		\$0	\$8,062,700	\$622,069	\$2,535,196			\$2,535,196	\$5,527,504	31.4%
500010	Part Time - Wages	3,915,749		\$0	3,915,749	273,750	\$1,093,882			1,093,882	2,821,867	27.9%
500020	Regular PT - Wages	861,799		\$0	861,799	76,336	\$327,485			327,485	534,314	38.0%
500030	Seasonal Emp. Wages	104,538		\$0	104,538	4,106	\$17,091			17,091	87,447	16.3%
500300	Shift Differential	15,000		\$0	15,000	1,238	\$5,028			5,028	9,972	33.5%
500330	Holiday Worked	15,000		\$0	15,000	1,466	\$5,936			5,936	9,064	39.6%
500350	Other Employee Payments	30,000		\$0	30,000	560	\$13,190			13,190	16,810	44.0%
	<b>Salaries &amp; Wages</b>	<b>\$13,004,786</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,004,786</b>	<b>\$979,525</b>	<b>\$3,997,808</b>	<b>\$0</b>		<b>\$3,997,808</b>	<b>\$9,006,978</b>	<b>30.7%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$190,000</b>		<b>\$0</b>	<b>\$190,000</b>	<b>\$10,462</b>	<b>\$69,825</b>			<b>\$69,825</b>	<b>\$120,175</b>	<b>36.7%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,194,786</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,194,786</b>	<b>\$989,987</b>	<b>\$4,067,633</b>	<b>\$0</b>		<b>\$4,067,633</b>	<b>\$9,127,153</b>	<b>30.8%</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>\$13,194,786</b>			<b>\$13,194,786</b>		<b>\$4,067,633</b>			<b>\$4,067,633</b>	<b>\$9,127,153</b>	<b>30.8%</b>
<b>FRINGE BENEFITS</b>												
502000	Fringe Benefits			\$0	\$0		\$0			\$0	\$0	0.0%
502010	Employer FICA - REGULAR	\$818,103		\$0	818,103	61,189	\$251,586			251,586	566,517	30.8%
502020	Employer FICA - MEDICARE	\$191,293		\$0	191,293	14,310	\$58,838			58,838	132,455	30.8%
502030	Employee Health Insurance	\$2,163,211		\$0	2,163,211	175,418	\$597,804			597,804	1,565,407	27.6%
502040	Dental Plan	\$117,529		\$0	117,529	8,743	\$35,210			35,210	82,319	30.0%
502050	Workers Compensation	\$75,236		\$0	75,236	(811)	\$21,996			21,996	53,240	29.2%
502060	Unemployment Insurance	\$95,004		\$0	95,004	3,327	\$13,616			13,616	81,388	14.3%
502070	Hospital & Medical - Retirees	\$827,317		\$0	827,317	60,742	\$170,171			170,171	657,146	20.6%
502090	Health Insurance Waiver (Incl: 117)	\$28,404		\$0	28,404	2,434	\$9,685			9,685	18,719	34.1%
502100	Retirement	\$1,837,697		\$0	1,837,697	149,566	\$630,888			630,888	1,206,809	34.3%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0			0	2,000	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$6,155,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,155,794</b>	<b>\$474,918</b>	<b>\$1,789,794</b>	<b>\$0</b>		<b>\$1,789,794</b>	<b>\$4,366,000</b>	<b>29.1%</b>

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**33.1% of Budget Year**

SAP Account Number	Account Description	2012 Adopted Budget	2011		Adjusted Budget	April Expended	Year-to- Date Expended	Encumb.	Funds Reser- vations	Total Expenditure s & Encumb- rances	Remaining Balance	YTD % Expend
			Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions								
505000	Office Supplies	105,650	3,312	0	108,962	5,966	\$24,258	28,755		53,013	55,949	22.3%
505200	Clothing Supplies	3,350	2,798	0	6,148		\$2,800	5		2,805	3,343	45.5%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	581	\$1,827			1,827	3,223	36.2%
505800	Medical & Health Supplies	1,400		0	1,400		\$0			0	1,400	0.0%
506200	Maintenance & Repair	91,500	478	0	91,978	11,121	\$30,057	21,636		51,693	40,285	32.7%
506400	Highway Supplies (Rock Salt)	11,500	1,355	0	12,855		\$3,097	2,129		5,226	7,629	24.1%
510000	Local Mileage Reimbursement	7,200		0	7,200	1,431	\$3,832			3,832	3,368	53.2%
510100	Out of Area Travel	20,000		0	20,000	4,902	\$7,110			7,110	12,890	35.5%
510200	Training and Education	41,400		0	41,400	3,971	\$9,606	19,190		28,796	12,604	23.2%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		0	29,190	1,042	\$6,960			6,960	22,230	23.8%
	Telephone & Internet Service	226,005			226,005	(81,554)	\$76,887			76,887	149,118	34.0%
515000	Total Utility Charges	255,195		0	255,195	(80,511)	83,847	0		83,847	171,348	32.9%
516010	CONTRACTUAL PAYMENTS											
	Boston Free	\$0	569	0	569		\$0	569		569	0	0.0%
	Grand Island Memorial	\$0	2,000	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	\$2,569		\$2,569	\$0	0.0%

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			Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions								
516020	Professional Services Contracts & Fees	1,055,443	158,968	0	1,214,411	148,982	\$484,989	495,258		980,247	234,164	39.9%
516030	Maintenance Contracts	106,049	1,940	0	107,989	1,285	\$28,693	42,065		70,758	37,231	26.6%
530000	Other Expenses	158,565		0	158,565	8,983	\$28,530	3,678		32,208	126,357	18.0%
545000	Rental Charges	1,469		3,000	4,469	359	\$1,211	3,118		4,329	140	27.1%
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	0.0%
561250	Acq: Building Improvements	0	59,350	0	59,350		\$45,103	12,950		58,053	1,297	76.0%
561410	Lab & Technical Equipment	83,568		0	83,568	7,337	\$41,921	14,443		56,363	27,205	50.2%
561420	Office Equip, Furn & Fixtures		1,221	0	1,221		\$0	1,221		1,221	0	0.0%
561430	Building, Grounds and Heavy Equip			0	0		\$0			0	0	0.0%
561450	Library Books and Media	3,058,000	229,099	0	3,287,099	222,188	\$1,279,704	54	229,099	1,508,857	1,778,242	38.9%
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	198,849		0	198,849	11,099	74,391			74,391	124,458	37.4%
	Electricity	820,265		0	820,265	35,674	\$165,158			165,158	655,107	20.1%
	Total Interfund Exp - Utilites	1,024,114	0	0	1,024,114	46,772	239,549	0		239,549	784,565	23.4%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$39,076)			(39,076)	(78,153)	33.3%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$58,040)			(58,040)	(116,079)	33.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$2,866)			(2,866)	(5,732)	33.3%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,995)	(\$99,982)	\$0		(\$99,982)	(\$199,964)	33.3%
910600	Intefund Expense - Purchasing Services	\$33,908		0	33,908	\$2,321	\$9,284			9,284	24,624	27.4%
910700	Interfund Expense - Fleet Services	\$37,342		0	37,342	\$3,114	\$9,197			9,197	28,146	24.6%
980000	Interdepart Services DISS	195,940		(3,000)	192,940	16,062	\$64,247			64,247	128,693	33.3%
	System Operating Grand Totals	\$25,392,277	\$479,070	\$0	\$25,871,347	\$1,844,773	\$8,197,469	\$647,070	\$229,099	\$9,073,638	\$16,797,709	31.7%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY  
 2012 OPERATING BUDGET  
 Expenditure Detail as of 4/30/2012  
 33.1% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	2011 Encumbered & PY Capital Project Balances	2012 Budget Adjustments / Revisions	Adjusted Budget	April 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	1,302,760			1,302,760	509,746	\$795,425			795,425	507,335	61.1%
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	\$1,302,760	\$33,234	\$0	\$1,335,994	\$509,746	\$795,425	\$0		\$795,425	\$540,569	59.5%
	Grand Total Operating and Erie County Capital	\$26,695,037	\$512,304	\$0	\$27,207,341	\$2,354,519	\$8,992,894	\$647,070	\$229,099	\$9,869,063	\$17,338,278	33.1%

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending April 30, 2012**

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

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2012 Activity and Balances

Restricted Donations	<b>\$110,177.90</b>
(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	
<b>Total Unrestricted Donations</b>		<b>\$25,000.00</b>

Interest Income	<b>\$1,518.18</b>
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Less Disbursements		
Direct For Library Programs/Services/Support	(\$129,497.26)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$129,497.26)</b>

Balance, 2011 Activity	<b>\$7,198.82</b>
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Cumulative Balance Library Trust	<b>\$1,180,147.11</b>
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**Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:**

Library material purchases	\$0.00
Programming support	(\$1,520.93)
Equipment, furnishings & supplies	(\$18,949.50)
Exhibit/display preparation and support	\$0.00
Strategic Plan	(\$66,673.24)
Rare Book Rm Archival Storage Improvements	(\$26,796.25)
Raiser's Edge Software and Related Expense	(\$8,334.88)
Other	(\$7,222.46)
<b>Total</b>	<b>(\$129,497.26)</b>