

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 5/16/2013

AGENDA ITEM NUMBER: E.2.b. Budget & Finance Committee
Financials for the Month Ending **03/31/2013**

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, 2013 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 \$22,172,457 Library Tax allocation was booked to the Library Fund in January.
- ✓ **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 - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year. The year to date amount is principally contract library reimbursement of that portion of their 2012 salary and benefits covered by locally collected fine and fee revenue (payroll and benefits for all libraries' personnel is processed through the Library system, utilizing Erie County's SAP financial system. The amounts were credited after the cut-off for 2012 year-end accruals.
- ✓ **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 reflects seasonal swings but is tracking within budget.** Year-to-date natural gas charges of \$79,587, at 47.6% of the 2013 annual budget compares favorably with 2012 where January-March expense of \$63,293 consumed 50.3% of 2012's total \$125,953 natural gas expense. Likewise, year-to-date electricity charges of \$137,508 at 20.4% of the 2013 annual budget compares favorably to 2012 where January-March expense of \$129,484 consumed 21.2% of 2012's total \$611,414 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 53.1% 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
2013 OPERATING BUDGET
Revenue Detail as of 3/31/2013
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
REVENUE FROM LIBRARY OPERATIONS										
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$26,901	\$31,059	\$33,490	\$91,451	\$211,768	30.2%
422000	Copies	22,040	0	22,040	1,460	1,837	2,089	\$5,386	16,654	24.4%
466040	Printing	40,999	0	40,999	2,953	3,797	4,069	\$10,819	30,180	26.4%
466030	Book Bags	2,000	0	2,000	100	120	142	\$362	1,638	18.1%
466020	Minor Sale - Other	10,223	0	10,223	509	645	720	\$1,874	8,349	18.3%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	817	1,567	817	\$3,200	12,800	20.0%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	296	1,647		\$1,943	20,497	8.7%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$33,036	\$40,672	\$41,327	\$115,035	\$301,886	27.6%
REVENUE FROM STATE & COUNTY GOVT.										
400020	Library Real Prop Tax	\$22,172,457	\$0	\$22,172,457	\$22,172,457			\$22,172,457	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,660,083	0	1,660,083				\$0	1,660,083	0.0%
408150	NYS Aid to Member Libraries	243,139	0	243,139				\$0	243,139	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%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		\$24,075,679	\$0	\$24,075,679	\$22,172,457	\$0	\$0	\$22,172,457	\$1,903,222	92.1%
OTHER REVENUE										
419010	Refunds - Cont Library	\$365,791	\$0	\$365,791				\$0	\$365,791	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	\$1,942	\$44,802	\$32,584	\$79,328	(\$69,328)	793.3%
466170	Refund Contract Lib Retire	0	0	0				\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	1,015	917	1,015	\$2,947	12,053	19.6%
466000	Misc Receipts	100,000	0	100,000		25		\$25	99,975	0.0%
466010	NSF Check Fees	15	0	15				\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	155	1,760		\$1,915	2,085	47.9%
499100	Accrued Invest Interest			0				\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$3,112	\$47,503	\$33,599	\$84,215	\$410,591	17.0%
USE OF FUND BALANCE										
402190	Appropriated Fund Balance	\$710,639	\$233,700	\$944,339				\$0	\$944,339	0.0%
TOTAL USE OF FUND BALANCE		\$710,639	\$233,700	\$944,339	\$0	\$0	\$0	\$0	\$944,339	0.0%
GRAND TOTAL OPERATING REVENUE		\$25,698,045	\$233,700	\$25,931,745	\$22,208,605	\$88,175	\$74,926	\$22,371,706	\$3,560,038	86.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET
 Expenditure Detail as of 3/31/2013
 24.7% of Budget Year

SAP Account Number	Account Description	2012			Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions										
<u>OPERATING EXPENDITURES</u>														
PERSONAL SERVICES														
Regular Salaries & Wages														
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$689,749	\$610,760	\$646,949	\$1,947,458			\$1,947,458	\$6,187,943	23.9%
500010	Part Time - Wages	3,987,221		\$0	3,987,221	286,338	269,753	277,517	\$833,608			833,608	3,153,613	20.9%
500020	Regular PT - Wages	840,011		\$0	840,011	87,872	68,432	92,275	\$248,580			248,580	591,431	29.6%
500030	Seasonal Emp. Wages	81,686		\$0	81,686	2,305	601	269	\$3,174			3,174	78,512	3.9%
500300	Shift Differential	15,000		\$0	15,000	478	1,145	1,771	\$3,394			3,394	11,606	22.6%
500330	Holiday Worked	15,000		\$0	15,000	1,212	1,293	1,561	\$4,066			4,066	10,934	27.1%
500350	Other Employee Payments	50,000		\$0	50,000	972	2,960	4,140	\$8,072			8,072	41,928	16.1%
	Salaries & Wages	\$13,124,319	\$0	\$0	\$13,124,319	\$1,068,926	\$954,943	\$1,024,483	\$3,048,352	\$0		\$3,048,352	\$10,075,967	23.2%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$11,570	\$22,236	\$14,637	\$48,443			\$48,443	\$141,557	25.5%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	\$0	\$13,314,319	\$1,080,496	\$977,179	\$1,039,120	\$3,096,795	\$0		\$3,096,795	\$10,217,524	23.3%
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%
	NET PERSONAL SERVICES	\$13,314,319			\$13,314,319				\$3,096,795			\$3,096,795	\$10,217,524	23.3%
FRINGE BENEFITS														
502000	Fringe Benefits	(\$26,926)		\$0	(\$26,926)				\$0			\$0	(\$26,926)	0.0%
502010	Employer FICA - REGULAR	\$835,687		\$0	835,687	67,210	60,068	64,041	\$191,319			191,319	644,368	22.9%
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	15,718	14,048	14,978	\$44,744			44,744	148,288	23.2%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	198,422	202,049	133,849	\$534,321			534,321	1,829,214	22.6%
502040	Dental Plan	\$113,814		\$0	113,814	8,709	8,772	2,429	\$19,909			19,909	93,905	17.5%
502050	Workers Compensation	\$79,900		\$0	79,900	11,705	2,393	5,217	\$19,316			19,316	60,584	24.2%
502060	Unemployment Insurance	\$46,335		\$0	46,335	704	1,121	3,520	\$5,345			5,345	40,990	11.5%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	56,458	56,834	(6,940)	\$106,352			106,352	630,437	14.4%
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,501	2,501	2,501	\$7,503			7,503	23,301	24.4%
502100	Retirement	\$2,163,180		\$0	2,163,180	150,676	153,791	232,121	\$536,587			536,587	1,626,593	24.8%
502110	Flex Benefit Spending	\$2,000		\$0	2,000				\$0			0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$6,538,150	\$0	\$0	\$6,538,150	\$512,104	\$501,578	\$451,714	\$1,465,396	\$0		\$1,465,396	\$5,072,754	22.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET
Expenditure Detail as of 3/31/2013
24.7% of Budget Year

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		2013 Adopted Budget	Project Balances	2013 Budget Adjustments / Revisions										
505000	Office Supplies	102,070		0	102,070	7,265	5,438	7,291	\$19,994	38,051		58,045	44,025	19.6%
505200	Clothing Supplies	3,350	1,783	0	5,133			225	\$225	1,558		1,783	3,350	4.4%
505600	Auto Truck & Heavy Equip Supplies	5,650		0	5,650	1,348	1,573	963	\$3,884			3,884	1,766	68.7%
505800	Medical & Health Supplies	1,300		0	1,300		159		\$159			159	1,141	12.2%
506200	Maintenance & Repair	89,200	816	0	90,016	4,659	5,546	8,636	\$18,841	29,964		48,805	41,211	20.9%
506400	Highway Supplies (Rock Salt)	11,500		0	11,500	967	2,129	387	\$3,483	388		3,871	7,630	30.3%
510000	Local Mileage Reimbursement	12,500		0	12,500	200		1,832	\$2,032			2,032	10,468	16.3%
510100	Out of Area Travel	15,000		0	15,000			1,049	\$1,049			1,049	13,951	7.0%
510200	Training and Education	50,690	25	0	50,715	9,206	1,257	715	\$11,178	25		11,203	39,512	22.0%
515000	Utility Charges (Telecom/water/sewer)													
	Water/Sewer	34,375		0	34,375	2,603	2,288	2,217	\$7,108			7,108	27,267	20.7%
	Telephone & Internet Service	223,457			223,457	75,909	3,029	39,629	\$118,567			118,567	104,890	53.1%
515000	Total Utility Charges	257,832		0	257,832	78,512	5,317	41,846	125,674	0		125,674	132,158	48.7%
516010	CONTRACTUAL PAYMENTS													
	Ewell Free - Alden	\$1,666		0	1,666	1,666			\$1,666	0		1,666	0	100.0%
	North Collins Public	\$949		0	949	949			\$949	0		949	0	100.0%
	Total Cnt Pmts-NP Pur Svs	\$2,615	\$0	\$0	\$2,615	\$2,615	\$0	\$0	\$2,615	\$0		\$2,615	\$0	100.0%

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			Encumbered & PY Capital Balances	2013 Budget Adjustments / Revisions										
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	79,726	48,686	183,122	\$311,534	571,328		882,862	304,006	26.2%
516030	Maintenance Contracts	97,780	9,962	0	107,742	21,038	12,184	4,178	\$37,401	43,608		81,009	26,733	34.7%
530000	Other Expenses	178,950	5,783	(400)	184,333	11,249	4,250	5,412	\$20,912	13,208		34,120	150,213	11.3%
545000	Rental Charges	4,369		400	4,769	500	256	795	\$1,551	2,907		4,458	311	32.5%
555050	Insurance Premiums	50,000	15,353	0	65,353		22,744		\$22,744			22,744	42,609	34.8%
559000	County Share Grants			0	0				\$0			0	0	0.0%
561250	Acq: Building Improvements	0	12,950	0	12,950				\$0			0	12,950	0.0%
561410	Lab & Technical Equipment	50,268	43,002	93,191	186,461	45,272	7,769	3,979	\$57,020	23,204	7,584	80,224	106,237	30.6%
561420	Office Equip, Furn & Fixtures			0	0				\$0			0	0	0.0%
561430	Building, Grounds and Heavy Equip			10,000	10,000				\$0			0	10,000	0.0%
561440	Motor Vehicles			65,000	65,000				\$0			0	65,000	0.0%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	275,779	382,039	291,286	\$949,104		243,963		3,367,472	28.2%
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	167,281		0	167,281	27,487	26,283	25,817	79,587			79,587	87,694	47.6%
	Electricity	675,562		0	675,562	40,350	50,549	46,609	\$137,508			137,508	538,054	20.4%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	67,837	76,832	72,426	217,095	0		217,095	630,748	25.6%
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	\$36,592		0	36,592			\$9,148	\$9,148			9,148	27,444	25.0%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360			\$9,881	\$9,881			9,881	30,479	24.5%
980000	Interdepart Services DISS	213,964		0	213,964		35,661	17,830	\$53,491			53,491	160,473	25.0%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$233,700	\$26,436,559	\$2,198,773	\$2,090,596	\$2,076,850	\$6,366,219	\$724,241	\$251,547	\$6,141,356	\$20,295,203	24.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET
Expenditure Detail as of 3/31/2013
24.7% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012		Adjusted Budget	January Expended	February Expended	March Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
			Encumbered & PY Capital Balances	2013 Budget Adjustments / Revisions										
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,302,760			1,302,760	148,378	0	139,485	\$287,863			287,863	1,014,897	22.1%
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	\$0	\$0	\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$148,378	\$0	\$139,485	\$287,863	\$0		\$287,863	\$1,048,131	21.5%
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$233,700	\$27,772,553	\$2,347,151	\$2,090,596	\$2,216,334	\$6,654,082	\$724,241	\$251,547	\$6,429,219	\$21,343,334	24.0%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending March 31, 2013

Main Trust		\$879,078.38
Encore Editions Proceeds (Invested per resolution 2006-19)		\$104,204.51
2012 Ending Balance		\$983,282.89
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<u>2013 Activity and Balances</u>		
Restricted Donations		\$54,789.26
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)		
Unrestricted Donations		
Pending Board Action	\$8,635.35	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$8,635.35
Interest Income		\$735.52
Less Disbursements		
Direct For Library Programs/Services/Support	(\$23,796.49)	
To Library Foundation	\$0.00	
Total Disbursements		(\$23,796.49)
Balance, 2013 Activity		\$40,363.64
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Cumulative Balance Library Trust		\$1,023,646.53
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:		
Library material purchases		\$0.00
Programming support		(\$22,914.64)
Equipment, furnishings & supplies		\$0.00
Exhibit/display preparation and support		\$0.00
Strategic Plan		\$0.00
Rare Book Rm Archival Storage Improvements		\$0.00
Raiser's Edge Software and Related Fundraising Expense		\$0.00
Fundraiser Event Expense		(\$386.35)
Other		(\$495.50)
Total		(\$23,796.49)