

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 6/20/2013

AGENDA ITEM NUMBER: E.2.e. Budget & Finance Committee
Financials for the Month Ending **04/30/2013**

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 April 30, 2013 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 \$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:

✓ **Auto Truck & Supplies shows at 69.1%**

Year-to-date charges are ahead of budget due to the cost of parts for repairs to aging shipping vehicles. The replacement of the one vehicle approved by the Board of Trustees at their March 21, 2013 meeting will help to mitigate this type of expense.

✓ **Natural gas and Electric utility cost reflects seasonal swings but is tracking within budget.**

Year-to-date natural gas charges of \$96,135, at 57.5% of the 2013 annual budget are ahead of January - April 2012's expense of \$125,953. However, as a share of the annual budget those expenses are 1.6% below the 59.1% share that January -April 2012 expense consumed of 2012's total \$125,953 natural gas expense.

Year-to-date electricity charges of \$184,381 at 27.3% of the 2013 annual budget are ahead of January - April 2012's expense of \$165,158. However, as a share of the annual budget those expenses are a modest 0.3% higher than the 27.0% share that January - April 2012 expense consumed 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 86.6% 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 4/30/2013

32.9% of Budget Year

| SAP Account Number | Account Description | Adopted Budget | Adjustments | Adjusted Budget | Revenue April | YTD Revenue | To Be Realized | Budget Collected |
|--|-------------------------------|---------------------|------------------|---------------------|-----------------|---------------------|--------------------|------------------|
| REVENUE FROM LIBRARY OPERATIONS | | | | | | | | |
| 419000 | Library Charges - Fines | \$303,219 | \$0 | \$303,219 | \$32,586 | \$124,037 | \$179,182 | 40.9% |
| 422000 | Copies | 22,040 | 0 | 22,040 | 1,890 | \$7,277 | 14,763 | 33.0% |
| 466040 | Printing | 40,999 | 0 | 40,999 | 3,529 | \$14,348 | 26,651 | 35.0% |
| 466030 | Book Bags | 2,000 | 0 | 2,000 | 122 | \$484 | 1,516 | 24.2% |
| 466020 | Minor Sale - Other | 10,223 | 0 | 10,223 | 632 | \$2,506 | 7,717 | 24.5% |
| 420510 | Rent - Real Prop - Auditorium | 16,000 | 0 | 16,000 | 1,763 | \$4,963 | 11,037 | 31.0% |
| 420530 | Comm - Tel Booth Food Svs | 22,440 | 0 | 22,440 | | \$1,943 | 20,497 | 8.7% |
| TOTAL REVENUE FROM LIBRARY OPERATIONS | | \$416,921 | \$0 | \$416,921 | \$40,523 | \$155,558 | \$261,363 | 37.3% |
| REVENUE FROM STATE & COUNTY GOVT. | | | | | | | | |
| 400020 | Library Real Prop Tax | \$22,172,457 | \$0 | \$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 | \$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 | \$1,044 | \$80,373 | (\$70,373) | 803.7% |
| 466170 | Refund Contract Lib Retire | 0 | 0 | 0 | | \$0 | 0 | 0.0% |
| 445030 | Int & Earn - Gen Inv | 15,000 | 0 | 15,000 | 982 | \$3,929 | 11,071 | 26.2% |
| 466000 | Misc Receipts | 100,000 | 0 | 100,000 | 168 | \$193 | 99,807 | 0.2% |
| 466010 | NSF Check Fees | 15 | 0 | 15 | | \$0 | 15 | 0.0% |
| 467000 | Misc Depart Income | 4,000 | 0 | 4,000 | 195 | \$2,110 | 1,890 | 52.8% |
| 499100 | Accrued Invest Interest | | | 0 | | \$0 | 0 | 0.0% |
| TOTAL OTHER REVENUE | | \$494,806 | \$0 | \$494,806 | \$2,390 | \$86,605 | \$408,201 | 17.5% |
| 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 | \$944,339 | 0.0% |
| GRAND TOTAL OPERATING REVENUE | | \$25,698,045 | \$233,700 | \$25,931,745 | \$42,913 | \$22,414,619 | \$3,517,125 | 86.4% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 4/30/2013

32.9% of Budget Year

| SAP Account Number | Account Description | 2013 Adopted Budget | 2012 | | Adjusted Budget | April 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>OPERATING EXPENDITURES</u> | | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | | |
| Regular Salaries & Wages | | | | | | | | | | | | |
| 500000 | Full Time - Salaries | \$8,135,401 | | \$0 | \$8,135,401 | \$670,937 | \$2,618,395 | | | \$2,618,395 | \$5,517,007 | 32.2% |
| 500010 | Part Time - Wages | 3,987,221 | | \$0 | 3,987,221 | 266,499 | \$1,100,107 | | | 1,100,107 | 2,887,114 | 27.6% |
| 500020 | Regular PT - Wages | 840,011 | | \$0 | 840,011 | 86,905 | \$335,484 | | | 335,484 | 504,527 | 39.9% |
| 500030 | Seasonal Emp. Wages | 81,686 | | \$0 | 81,686 | | \$3,174 | | | 3,174 | 78,512 | 3.9% |
| 500300 | Shift Differential | 15,000 | | \$0 | 15,000 | 1,177 | \$4,572 | | | 4,572 | 10,428 | 30.5% |
| 500330 | Holiday Worked | 15,000 | | \$0 | 15,000 | 1,358 | \$5,424 | | | 5,424 | 9,576 | 36.2% |
| 500350 | Other Employee Payments | 50,000 | | \$0 | 50,000 | 1,210 | \$9,282 | | | 9,282 | 40,718 | 18.6% |
| | Salaries & Wages | \$13,124,319 | \$0 | \$0 | \$13,124,319 | \$1,028,086 | \$4,076,438 | \$0 | | \$4,076,438 | \$9,047,881 | 31.1% |
| 501000 | OVERTIME SALARIES & WAGES | \$190,000 | | \$0 | \$190,000 | \$11,942 | \$60,385 | | | \$60,385 | \$129,615 | 31.8% |
| | TOTAL, PERSONAL SERVICES | \$13,314,319 | \$0 | \$0 | \$13,314,319 | \$1,040,028 | \$4,136,823 | \$0 | | \$4,136,823 | \$9,177,496 | 31.1% |
| 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 | | \$4,136,823 | | | \$4,136,823 | \$9,177,496 | 31.1% |
| 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 | 64,300 | \$255,619 | | | 255,619 | 580,068 | 30.6% |
| 502020 | Employer FICA - MEDICARE | \$193,032 | | \$0 | 193,032 | 15,038 | \$59,782 | | | 59,782 | 133,250 | 31.0% |
| 502030 | Employee Health Insurance | \$2,363,535 | | \$0 | 2,363,535 | 177,609 | \$711,930 | | | 711,930 | 1,651,605 | 30.1% |
| 502040 | Dental Plan | \$113,814 | | \$0 | 113,814 | 6,862 | \$26,772 | | | 26,772 | 87,042 | 23.5% |
| 502050 | Workers Compensation | \$79,900 | | \$0 | 79,900 | 3,894 | \$23,210 | | | 23,210 | 56,690 | 29.0% |
| 502060 | Unemployment Insurance | \$46,335 | | \$0 | 46,335 | (308) | \$5,037 | | | 5,037 | 41,298 | 10.9% |
| 502070 | Hospital & Medical - Retirees | \$736,789 | | \$0 | 736,789 | 58,594 | \$164,946 | | | 164,946 | 571,843 | 22.4% |
| 502090 | Health Insurance Waiver (Incl: 117) | \$30,804 | | \$0 | 30,804 | 2,668 | \$10,171 | | | 10,171 | 20,633 | 33.0% |
| 502100 | Retirement | \$2,163,180 | | \$0 | 2,163,180 | 171,010 | \$707,597 | | | 707,597 | 1,455,583 | 32.7% |
| 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 | \$499,668 | \$1,965,064 | \$0 | | \$1,965,064 | \$4,573,086 | 30.1% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET
 Expenditure Detail as of 4/30/2013
 32.9% of Budget Year

| SAP Account Number | Account Description | 2013 Adopted Budget | 2012 | | 2013 Budget Adjustments / Revisions | Adjusted Budget | April Expended | Year-to-Date Expended | Encumb. | Funds Reser- vations | Total Expenditures & Encumb- rances | Remaining Balance | YTD % Expend |
|--------------------------|---------------------------------------|---------------------------|---|--|---|--------------------|-------------------|--------------------------|------------|----------------------------|--|----------------------|-----------------|
| | | | Encumbered & PY Capital Project Balances | | | | | | | | | | |
| 505000 | Office Supplies | 102,070 | | | 0 | 102,070 | 9,537 | \$29,531 | 31,925 | | 61,456 | 40,614 | 28.9% |
| 505200 | Clothing Supplies | 3,350 | 1,783 | | 0 | 5,133 | | \$225 | 1,558 | | 1,783 | 3,350 | 4.4% |
| 505600 | Auto Truck & Heavy Equip Supplies | 5,650 | | | 0 | 5,650 | 21 | \$3,905 | | | 3,905 | 1,745 | 69.1% |
| 505800 | Medical & Health Supplies | 1,300 | | | 0 | 1,300 | | \$159 | | | 159 | 1,141 | 12.2% |
| 506200 | Maintenance & Repair | 89,200 | 816 | | 0 | 90,016 | 6,823 | \$25,664 | 30,356 | | 56,020 | 33,996 | 28.5% |
| 506400 | Highway Supplies (Rock Salt) | 11,500 | | | 0 | 11,500 | | \$3,483 | 388 | | 3,871 | 7,630 | 30.3% |
| 510000 | Local Mileage Reimbursement | 12,500 | | | 0 | 12,500 | 1,007 | \$3,040 | | | 3,040 | 9,460 | 24.3% |
| 510100 | Out of Area Travel | 15,000 | | | 0 | 15,000 | 7,230 | \$8,279 | | | 8,279 | 6,721 | 55.2% |
| 510200 | Training and Education | 50,690 | 25 | | 0 | 50,715 | 1,551 | \$12,729 | 285 | | 13,014 | 37,701 | 25.1% |
| 515000 | Utility Charges (Telecom/water/sewer) | | | | | | | | | | | | |
| | Water/Sewer | 34,375 | | | 0 | 34,375 | 3,654 | \$10,762 | | | 10,762 | 23,613 | 31.3% |
| | Telephone & Internet Service | 223,457 | | | | 223,457 | 75,022 | \$193,588 | | | 193,588 | 29,869 | 86.6% |
| 515000 | Total Utility Charges | 257,832 | | | 0 | 257,832 | 78,676 | 204,350 | 0 | | 204,350 | 53,482 | 79.3% |
| 516010 | CONTRACTUAL PAYMENTS | | | | | | | | | | | | |
| | Ewell Free - Alden | \$1,666 | | | 0 | 1,666 | | \$1,666 | 0 | | 1,666 | 0 | 100.0% |
| | North Collins Public | \$949 | | | 0 | 949 | | \$949 | 0 | | 949 | 0 | 100.0% |
| | Total Cnt Pmts-NP Pur Svs | \$2,615 | \$0 | | \$0 | \$2,615 | \$0 | \$2,615 | \$0 | | \$2,615 | \$0 | 100.0% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 4/30/2013

32.9% of Budget Year

| SAP Account Number | Account Description | 2013 Adopted Budget | 2012 | | 2013 Budget Adjustments / Revisions | Adjusted Budget | April Expended | Year-to-Date Expended | Encumb. | Funds Reser- vations | Total Expenditures & Encumb- rances | Remaining Balance | YTD % Expend |
|--------------------------|---|---------------------------|---|--|---|---------------------|--------------------|--------------------------|------------------|----------------------------|--|----------------------|-----------------|
| | | | Encumbered & PY Capital Project Balances | | | | | | | | | | |
| 516020 | Professional Services Contracts & Fees | 1,015,689 | 171,179 | | 0 | 1,186,868 | 46,193 | \$357,727 | 554,627 | | 912,354 | 274,514 | 30.1% |
| 516030 | Maintenance Contracts | 97,780 | 9,962 | | 0 | 107,742 | 5,095 | \$42,496 | 38,513 | | 81,009 | 26,733 | 39.4% |
| 530000 | Other Expenses | 178,950 | 5,783 | | (400) | 184,333 | 16,486 | \$37,398 | 8,004 | | 45,402 | 138,931 | 20.3% |
| 545000 | Rental Charges | 4,369 | | | 400 | 4,769 | 351 | \$1,903 | 2,556 | | 4,458 | 311 | 39.9% |
| 555050 | Insurance Premiums | 50,000 | 15,353 | | 0 | 65,353 | | \$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 | 24,409 | \$81,429 | 8,797 | 7,584 | 90,226 | 96,234 | 43.7% |
| 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 | 35,000 | | 35,000 | 30,000 | 0.0% |
| 561450 | Library Books and Media | 3,058,000 | 243,963 | | 65,509 | 3,367,472 | 228,377 | \$1,177,481 | | 243,963 | | 3,367,472 | 35.0% |
| 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 | 16,548 | 96,135 | | | 96,135 | 71,146 | 57.5% |
| | Electricity | 675,562 | | | 0 | 675,562 | 46,873 | \$184,381 | | | 184,381 | 491,181 | 27.3% |
| | Total Interfund Exp - Utilites | 847,843 | 0 | | 0 | 847,843 | 63,421 | 280,516 | 0 | | 280,516 | 567,327 | 33.1% |
| 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) | (\$24,996) | (\$99,982) | \$0 | | (\$99,982) | (\$199,964) | 33.3% |
| 910600 | Intefund Expense - Purchasing Services | \$36,592 | | | 0 | 36,592 | \$303 | \$9,451 | | | 9,451 | 27,141 | 25.8% |
| 910700 | Interfund Expnese - Fleet Services | \$40,360 | | | 0 | 40,360 | \$3,067 | \$12,948 | | | 12,948 | 27,412 | 32.1% |
| 980000 | Interdepart Services DISS | 213,964 | | | 0 | 213,964 | 17,830 | \$71,321 | | | 71,321 | 142,643 | 33.3% |
| | System Operating Grand Totals | \$25,698,045 | \$504,814 | | \$233,700 | \$26,436,559 | \$2,025,079 | \$8,391,298 | \$712,009 | \$251,547 | \$7,925,826 | \$18,510,734 | 31.7% |

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 4/30/2013

32.9% of Budget Year

| SAP Account Number | Account Description | 2013 Adopted Budget | 2012 Encumbered & PY Capital Project Balances | 2013 Budget Adjustments / Revisions | Adjusted Budget | April Expended | Year-to-Date Expended | Encumb. | Funds Reservations | Total Expenditures & Encumbrances | Remaining Balance | YTD % Expend |
|---|--|---------------------|---|-------------------------------------|---------------------|--------------------|-----------------------|------------------|--------------------|-----------------------------------|---------------------|--------------|
| <u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u> | | | | | | | | | | | | |
| | Library Debt Service | 1,302,760 | | | 1,302,760 | 521,575 | \$809,438 | | | 809,438 | 493,322 | 62.1% |
| 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 | \$521,575 | \$809,438 | \$0 | | \$809,438 | \$526,556 | 60.6% |
| | Grand Total Operating and Erie County Capital | \$27,000,805 | \$538,048 | \$233,700 | \$27,772,553 | \$2,546,654 | \$9,200,736 | \$712,009 | \$251,547 | \$8,735,263 | \$19,037,290 | 33.1% |

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending April 30, 2013

| | |
|--|---------------------|
| Main Trust | \$879,078.38 |
| Encore Editions Proceeds (Invested per resolution 2006-19) | \$104,204.51 |
| 2012 Ending Balance | \$983,282.89 |

2013 Activity and Balances

| | |
|--|----------------------|
| Restricted Donations | \$59,866.11 |
| (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 | \$988.00 |
| Less Disbursements | |
| Direct For Library Programs/Services/Support | (\$32,504.19) |
| To Library Foundation | \$0.00 |
| Total Disbursements | (\$32,504.19) |
| Balance, 2013 Activity | \$36,985.27 |

Cumulative Balance Library Trust **\$1,020,268.16**

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

| | |
|--|----------------------|
| Library material purchases | (\$782.57) |
| Programming support | (\$24,637.43) |
| Equipment, furnishings & supplies | \$0.00 |
| Exhibit/display preparation and support | \$0.00 |
| Strategic Planning | \$0.00 |
| Raiser's Edge Software and Related Fundraising Expense | (\$6,202.34) |
| Fundraiser Event Expense | (\$386.35) |
| Other | (\$495.50) |
| Total | (\$32,504.19) |