

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 7/18/2013

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee
Financials for the Month Ending **05/31/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of May 31, 2013 month-end close (41.4% of the budget year elapsed). Overall, the Library operated within its budget for the period. Items of note include:

REVENUE:

- ✓ **Revenue from Minor Sale and Book Bags are both under 33% of budget**, and may end the year slightly below budget (total amount budgeted for these lines are \$10,223 and \$2,000 respectively). Above budget revenue from library fines, printing charges and copy charges are expected to offset the underperformance of these accounts.
- ✓ **Commission - Tel Booth and Food Svcs is at 17.4%** of budget reflecting the reduced number and use of payphone on Library property and a lag in receipt of Café commission revenue (total amount budgeted for this line is \$22,440).
- ✓ **Property Tax for Library at 100%**. 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. The recently adopted state budget will provide an increase of over 4% in aid to the Library.
- ✓ **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.
- ✓ **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.

EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 39.1% of the budget.

Presently, 7 full-time positions are vacant out of the 192 total in the SAP system (187 in the operating budget plus 5 full-time grant positions). However, 3 of these vacancies represent placeholder positions resulting from leave without pay (LWOP) associated with internal promotions to other civil service positions.

The library has 35 regular-part time positions budgeted, all in the operating budget. None are vacant at this time.

Part-time vacancies presently total 124 out of 672 total operating and grant funded part-time positions (672 total part-time positions equal 197 full-time equivalent - FTE). Page and Sr. Page positions make up 78 of the vacancies. Some of this is seasonal in nature related to the end of the school year (many our part-time Pages and Sr. Pages are students).

- ✓ **Auto Truck & Supplies shows at 90.0%**
Year-to-date charges are ahead of budget due to the cost of parts for repairs to aging shipping vehicles. The replacement of one shipping vehicle approved by the Board of Trustees at their March 21, 2013 meeting will help to mitigate this type of expense.
- ✓ **Out of Area Travel shows at 56.9%**
This relatively small account (\$15,000 annual budget) reflects the timing of meetings and training related travel and is not anticipated to exceed the annual budget.
- ✓ **Telephone and Internet expense shows at 56.4% 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 are expected remain within budget.
- ✓ **Contractual Payments show at 100.0%**
This relatively small account (\$2,615 annual budget) reflects contract payments to member libraries whose fine revenues are not sufficient to offset directly paid other operating expense. These payments are transmitted at the beginning of the year.
- ✓ **Insurance Premiums show at 67.5% due to annual policy renewal timing.**
This account is expected to end the year within budget.

✓ **Lab and Tech Equipment show at 63% due to purchase timing.**

These amounts include items encumbered last year combined with the local share portion for e-Rate approved switching equipment (90% e-Rate 10% local share) and library information system improvements (bibliographic record authority control) funded by fund balance authorized by the Library Board earlier this year. All are expected to be completed in 2013.

✓ **Natural gas and Electric utility costs reflect seasonal swings but are tracking within budget.**

Year-to-date natural gas charges of \$100,820, at 60.3% of the 2013 annual budget are ahead of January - May 2012's expense of \$75,913. However, as a share of the annual budget, those expenses are in line with January - May 2012 expense which also consumed of 60.3% of 2012's total \$125,953 natural gas expense.

Year-to-date electricity expense of \$210,001 at 31.1% of the 2013 annual budget is slightly below January - May 2012's expense of \$212,352. As a share of the annual budget that expense is lower than the 34.7% share that January - May 2012 expense consumed of 2012's total \$611,414 electricity expense. The library participates in Erie County's aggregate utility purchasing pool which saves cost compared to retail pricing.

ACTION REQUIRED: None - Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Revenue Detail as of 5/31/2013

41.4% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue May	YTD Revenue	To Be Realized	Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$26,702	\$150,739	\$152,480	49.7%
422000	Copies	22,040	0	22,040	2,145	\$9,421	12,619	42.7%
466040	Printing	40,999	0	40,999	3,837	\$18,185	22,814	44.4%
466030	Book Bags	2,000	0	2,000	90	\$574	1,426	28.7%
466020	Minor Sale - Other	10,223	0	10,223	660	\$3,165	7,058	31.0%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,537	\$6,500	9,500	40.6%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	1,962	\$3,905	18,535	17.4%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$36,933	\$192,489	\$224,432	46.2%
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		\$80,373	(\$70,373)	803.7%
466170	Refund Contract Lib Retire	0	0	0	155	\$155	(155)	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	1,015	\$4,944	10,056	33.0%
466000	Misc Receipts	100,000	0	100,000	360	\$553	99,447	0.6%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	200	\$2,310	1,690	57.8%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$1,730	\$88,335	\$406,471	17.9%
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	\$38,663	\$22,453,282	\$3,478,464	86.6%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 5/31/2013

41.4% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Balances	2013 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
OPERATING EXPENDITURES												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$700,759	3,319,153			\$3,319,153	\$4,816,248	40.8%
500010	Part Time - Wages	3,987,221		\$0	3,987,221	279,222	1,379,330			1,379,330	2,607,891	34.6%
500020	Regular PT - Wages	840,011		\$0	840,011	70,564	406,048			406,048	433,963	48.3%
500030	Seasonal Emp. Wages	81,686		\$0	81,686	0	3,174			3,174	78,512	3.9%
500300	Shift Differential	15,000		\$0	15,000	1,108	5,680			5,680	9,321	37.9%
500330	Holiday Worked	15,000		\$0	15,000	0	5,424			5,424	9,576	36.2%
500350	Other Employee Payments	50,000		\$0	50,000	560	9,842			9,842	40,158	19.7%
	Salaries & Wages	\$13,124,319	\$0	\$0	\$13,124,319	\$1,052,213	5,128,651	\$0		\$5,128,651	\$7,995,668	39.1%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$17,807	78,192			\$78,192	\$111,808	41.2%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	\$0	\$13,314,319	\$1,070,020	5,206,843	\$0		\$5,206,843	\$8,107,476	39.1%
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		5,206,843			\$5,206,843	\$8,107,476	39.1%
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	66,138	321,757			321,757	513,930	38.5%
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	15,467	75,250			75,250	117,782	39.0%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	225,365	937,295			937,295	1,426,240	39.7%
502040	Dental Plan	\$113,814		\$0	113,814	9,847	36,618			36,618	77,196	32.2%
502050	Workers Compensation	\$79,900		\$0	79,900	672	23,882			23,882	56,018	29.9%
502060	Unemployment Insurance	\$46,335		\$0	46,335	2,031	7,068			7,068	39,267	15.3%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	88,384	253,330			253,330	483,459	34.4%
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,768	12,939			12,939	17,865	42.0%
502100	Retirement	\$2,163,180		\$0	2,163,180	172,382	879,979			879,979	1,283,201	40.7%
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	\$583,053	2,548,117	\$0		\$2,548,117	\$3,990,033	39.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2013 OPERATING BUDGET**

Expenditure Detail as of 5/31/2013

41.4% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Balances	2013 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
505000	Office Supplies	102,070		0	102,070	6,148	35,679	29,185		64,864	37,206	35.0%
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	1,180	5,085			5,085	565	90.0%
505800	Medical & Health Supplies	1,300		0	1,300		159			159	1,141	12.2%
506200	Maintenance & Repair	89,200	816	0	90,016	9,223	34,887	30,433		65,320	24,696	38.8%
506400	Highway Supplies (Rock Salt)	11,500		0	11,500		3,483	388		3,871	7,629	30.3%
510000	Local Mileage Reimbursement	12,500		0	12,500	2,308	5,348			5,348	7,152	42.8%
510100	Out of Area Travel	15,000		0	15,000	249	8,528			8,528	6,472	56.9%
510200	Training and Education	50,690	25	0	50,715	1,154	13,883	22,025		35,908	14,807	27.4%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	34,375		0	34,375	624	11,386			11,386	22,989	33.1%
	Telephone & Internet Service	223,457			223,457	(67,566)	126,022			126,022	97,435	56.4%
515000	Total Utility Charges	257,832		0	257,832	(66,942)	137,408	0		137,408	120,424	53.3%
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 5/31/2013

41.4% of Budget Year

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516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	137,838	495,565	560,350		1,055,915	130,953	41.8%
516030	Maintenance Contracts	97,780	9,962	0	107,742	5,938	48,433	36,520		84,953	22,788	45.0%
530000	Other Expenses	178,950	5,783	(400)	184,333	9,721	47,119	8,159		55,278	129,054	25.6%
545000	Rental Charges	4,369		400	4,769	430	2,333	2,076		4,409	360	48.9%
555050	Insurance Premiums	50,000	15,353	0	65,353	21,358	44,102			44,102	21,251	67.5%
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	35,977	117,406	7,769	7,584	125,175	61,285	63.0%
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	60,336		60,336	4,664	0.0%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	368,670	1,546,152		243,963	1,546,152	1,821,320	45.9%
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	167,281		0	167,281	4,685	100,820			100,820	66,461	60.3%
	Electricity	675,562		0	675,562	25,620	210,001			210,001	465,561	31.1%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	30,305	310,821	0		310,821	537,022	36.7%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(48,845)			(48,845)	(68,384)	41.7%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(72,550)			(72,550)	(101,569)	41.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(3,583)			(3,583)	(5,016)	41.7%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(124,978)	\$0		(\$124,978)	(\$174,969)	41.7%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,363	11,813			11,813	24,779	32.3%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,640	15,589			15,589	24,771	38.6%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	89,152			89,152	124,812	41.7%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$233,700	\$26,436,559	\$2,214,470	10,605,769	\$758,799	\$251,547	\$11,364,568	\$15,071,991	40.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 5/31/2013

41.4% of Budget Year

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Balances	2013 Budget Adjustments/Revisions	Adjusted Budget	May 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	27,296	836,734			836,734	466,026	64.2%
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	\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$27,296	836,734	\$0		\$836,734	\$499,260	62.6%
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$233,700	\$27,772,553	\$2,241,766	11,442,503	\$758,799	\$251,547	\$12,201,302	\$15,571,251	41.2%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending May 31, 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	\$70,590.02
(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	\$1,248.10
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Less Disbursements		
Direct For Library Programs/Services/Support	(\$37,749.14)	
To Library Foundation	\$0.00	
Total Disbursements		(\$37,749.14)

Balance, 2013 Activity	\$42,724.33
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Cumulative Balance Library Trust	\$1,026,007.22
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Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases	(\$782.57)
Programming support	(\$29,582.38)
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	(\$686.35)
Other	(\$495.50)
Total	(\$37,749.14)