

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 1/16/2014

AGENDA ITEM NUMBER: G.2.a.

Budget & Finance Committee
Financials for the Month Ending **11/30/2013**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of November 30, 2013 month-end close. The report also details monthly activity for November. Overall, the Library operated within its budget for the period. Items of note include:

REVENUE:

- ✓ **Revenue from Minor Sale and Book Bags are both near 60% of budget**, and will end the year below budget (total amount budgeted for these lines are \$10,223 and \$2,000 respectively). Above budget revenue from library fines and printing charges are expected to offset the underperformance of these accounts.
- ✓ **Commission - Tel Booth and Food Svcs is at 76.2%** 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).
- ✓ **All but the year-end New York State Library Aid payments received.** Most payments have been received, with Year-to-Date revenue totaling 99.0% of budget. The 2013-14 adopted state budget will provide an increase of over 4.9% in aid to the Library.
- ✓ **State Aid Special** reflects reflect "bullet aid" allocations sponsored by Senators Gallivan, Grisanti, and Ranzenhofer.
- ✓ **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 88.5% of the budget.
- ✓ **Local Mileage Reimbursement shows at 95.5%**
This relatively small account (\$14,500 revised annual budget) is impacted by staff movements between branch libraries to provide programs and cover shifts.
- ✓ **Contractual Payments** revised budget reflects the allocation of “bullet aid” sponsored by Senators Gallivan, Grisanti, and Ranzenhofer to contracting libraries. \$12,000 representing bullet aid for the Crane, Niagara, North Park and Riverside branch libraries is shown in the “Other Expenses” account (SAP #530000).
- ✓ **County Share Grants shows at 99.1%**
This reflects booking the grant match shares for multiple projects including closing out NY State Library Construction Grants supporting RFID and the Central Library 2nd floor west reconstruction project. At this point all needed grant match funds have been booked.
- ✓ **Natural gas and Electric utility costs reflect seasonal swings, electricity may end year modestly above budget.**
Year-to-date natural gas expense of \$132,010, at 78.9% of the 2013 annual budget is ahead of January - November 2012’s expense of \$104,850. However, as a share of the annual budget, those expenses are a bit less than January - November 2012 expense which consumed of 83.0% of 2012’s total \$125,953 natural gas expense.

Year-to-date electricity expense of \$609,057 at 90.2% of the 2013 annual budget is ahead of January - November 2012’s expense of \$540,461. As a share of the annual budget that expense is 1.8% higher than the 88.4% share that January - November 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 11/30/2013

91.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$303,219	\$0	\$303,219	\$23,557	\$312,819	(\$9,600)	103.2%
422000	Copies	22,040	0	22,040	1,951	\$20,338	1,702	92.3%
466040	Printing	40,999	0	40,999	3,780	\$39,567	1,432	96.5%
466030	Book Bags	2,000	0	2,000	72	\$1,198	802	59.9%
466020	Minor Sale - Other	10,223	0	10,223	679	\$6,195	4,028	60.6%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	2,217	\$15,893	107	99.3%
420530	Comm - Tel Booth Food Svs	22,440	0	22,440	6,643	\$17,109	5,331	76.2%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$416,921	\$0	\$416,921	\$38,899	\$413,119	\$3,802	99.1%
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	81,344	1,741,427		\$1,723,525	17,902	99.0%
408150	NYS Aid to Member Libraries	243,139	11,926	255,065		\$229,558	25,507	90.0%
408160	State Aid - Special		128,000	128,000		\$122,000	6,000	95.3%
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	\$221,270	\$24,296,949	\$0	\$24,247,540	\$49,409	99.8%
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		\$88,323	(\$78,323)	883.2%
466170	Refund Contract Lib Retire	0	0	0	364	\$897	(897)	0.0%
466070	Refund P/Y Expenses			0		\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	818	\$10,647	4,353	71.0%
466000	Misc Receipts	100,000	0	100,000	318	\$106,322	(6,322)	106.3%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	37	\$3,233	767	80.8%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$494,806	\$0	\$494,806	\$1,538	\$209,422	\$285,384	42.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$710,639	\$664,754	\$1,375,393		\$0	\$1,375,393	0.0%
TOTAL USE OF FUND BALANCE		\$710,639	\$664,754	\$1,375,393	\$0	\$0	\$1,375,393	0.0%
GRAND TOTAL OPERATING REVENUE		\$25,698,045	\$886,024	\$26,584,069	\$40,437	\$24,870,081	\$1,713,988	93.6%

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

Expenditure Detail as of 11/30/2013

91.5% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013			Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD Expend	YTD Expend/£ Encumb
			Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	November Expended	Year-to-Date Expended					
OPERATING EXPENDITURES												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,135,401		\$0	\$8,135,401	\$662,420	\$7,338,229		\$7,338,229	\$797,172	90.2%	90.2%
500010	Part Time - Wages	3,987,221		(\$275,000)	3,712,221	258,650	\$3,030,506		3,030,506	\$681,715	81.6%	81.6%
500020	Regular PT - Wages	840,011		\$0	840,011	59,528	\$894,396		894,396	(\$54,385)	106.5%	106.5%
500030	Seasonal Emp. Wages	81,686		(\$75,000)	6,686		\$3,174		3,174	\$3,512	47.5%	47.5%
500300	Shift Differential	15,000		\$0	15,000	1,123	\$13,293		13,293	\$1,707	88.6%	88.6%
500330	Holiday Worked	15,000		\$0	15,000	2,289	\$11,336		11,336	\$3,664	75.6%	75.6%
500350	Other Employee Payments	50,000		\$0	50,000	7,592	\$27,834		27,834	\$22,166	55.7%	55.7%
	Salaries & Wages	\$13,124,319	\$0	(\$350,000)	\$12,774,319	\$991,603	\$11,318,769	\$0	\$11,318,769	\$1,455,550	88.6%	88.6%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$21,042	\$152,541		\$152,541	\$37,459	80.3%	80.3%
	TOTAL, PERSONAL SERVICES	\$13,314,319	\$0	(\$350,000)	\$12,964,319	\$1,012,644	\$11,471,309	\$0	\$11,471,309	\$1,493,010	88.5%	88.5%
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0		\$0		\$0	\$0	0.0%	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0		\$0		\$0	\$0	0.0%	0.0%
	NET PERSONAL SERVICES	\$13,314,319			\$12,964,319		\$11,471,309		\$11,471,309	\$1,493,010	88.5%	88.5%
FRINGE BENEFITS												
502000	Fringe Benefits	(\$26,926)		\$0	(\$26,926)		\$0		\$0	(\$26,926)	0.0%	0.0%
502010	Employer FICA - REGULAR	\$835,687		\$0	835,687	62,813	\$709,084		709,084	\$126,603	84.9%	84.9%
502020	Employer FICA - MEDICARE	\$193,032		\$0	193,032	14,689	\$165,856		165,856	\$27,176	85.9%	85.9%
502030	Employee Health Insurance	\$2,363,535		\$0	2,363,535	175,166	\$2,043,642		2,043,642	\$319,893	86.5%	86.5%
502040	Dental Plan	\$113,814		\$0	113,814	6,913	\$79,822		79,822	\$33,992	70.1%	70.1%
502050	Workers Compensation	\$79,900		\$0	79,900	2,890	\$37,614		37,614	\$42,286	47.1%	47.1%
502060	Unemployment Insurance	\$46,335		\$0	46,335	244	\$13,796		13,796	\$32,539	29.8%	29.8%
502070	Hospital & Medical - Retirees	\$736,789		\$0	736,789	103,054	\$806,883		806,883	(\$70,094)	109.5%	109.5%
502090	Health Insurance Waiver (Incl: 117)	\$30,804		\$0	30,804	2,668	\$29,046		29,046	\$1,758	94.3%	94.3%
502100	Retirement	\$2,163,180		\$0	2,163,180	158,750	\$1,936,262		1,936,262	\$226,918	89.5%	89.5%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0		0	\$2,000	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	\$6,538,150	\$0	\$0	\$6,538,150	\$527,187	\$5,822,004	\$0	\$5,822,004	\$716,146	89.0%	89.0%

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

Expenditure Detail as of 11/30/2013

91.5% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012		2013			Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	% Current Budget	
			Encumbered & PY Capital Project Balances	Adjustments / Revisions	Budget	Adjusted Budget	November Expended				Year-to-Date Expended	Encumb.
505000	Office Supplies	102,070		2,000	104,070	4,311	\$92,455	7,965	100,420	\$3,650	88.8%	96.5%
505200	Clothing Supplies	3,350	1,783	0	5,133		\$1,533	1,874	3,407	\$1,726	29.9%	66.4%
505600	Auto Truck & Heavy Equip Supplies	5,650		3,500	9,150		\$7,830	197	8,027	\$1,123	85.6%	87.7%
505800	Medical & Health Supplies	1,300		0	1,300		\$159		159	\$1,141	12.2%	12.2%
506200	Maintenance & Repair	89,200	816	8,500	98,516	5,094	\$79,747	13,822	93,569	\$4,947	80.9%	95.0%
506400	Highway Supplies (Rock Salt)	11,500		0	11,500	1,161	\$5,003	5	5,009	\$6,491	43.5%	43.6%
510000	Local Mileage Reimbursement	12,500		2,000	14,500	1,587	\$13,842		13,842	\$658	95.5%	95.5%
510100	Out of Area Travel	15,000		(1,000)	14,000	25	\$11,803		11,803	\$2,197	84.3%	84.3%
510200	Training and Education	50,690	25	0	50,715	1,895	\$40,599	837	41,436	\$9,279	80.1%	81.7%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	34,375		0	34,375	2,453	\$29,176		29,176	\$5,199	84.9%	84.9%
	Telephone & Internet Service	223,457			223,457	40,062	\$207,788		207,788	\$15,669	93.0%	93.0%
515000	Total Utility Charges	257,832		0	257,832	42,516	236,965	0	236,965	20,867	91.9%	91.9%
516010	CONTRACTUAL PAYMENTS											
	Newstead Public - Akron	\$0		9,000	9,000		\$9,000		9,000	\$0	100.0%	100.0%
	Ewell Free - Alden	\$1,666		3,000	4,666		\$4,666		4,666	\$0	100.0%	100.0%
	Amherst Public	\$0		36,000	36,000		\$36,000		36,000	\$0	100.0%	100.0%
	Angola Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Aurora Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Boston Free	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Clarence Public	\$0		9,000	9,000		\$9,000		9,000	\$0	100.0%	100.0%
	Collins Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Concord Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Eden Library	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Elma Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Grand Island Memorial	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Hamburg Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Lackawanna Public	\$0		950	950	950	\$950		950	\$0	100.0%	100.0%
	Lancaster Public	\$0		6,000	6,000		\$6,000		6,000	\$0	100.0%	100.0%
	Marilla Free	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	North Collins Public	\$949		3,000	3,949		\$3,949		3,949	\$0	100.0%	100.0%
	Orchard Park Public	\$0		4,000	4,000		\$4,000		4,000	\$0	100.0%	100.0%
	City of Tonawanda Public	\$0		3,000	3,000		\$3,000		3,000	\$0	100.0%	100.0%
	Town of Tonawanda Public	\$0		7,000	7,000		\$7,000		7,000	\$0	100.0%	100.0%
	West Seneca Public	\$0		6,000	6,000		\$6,000		6,000	\$0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	\$2,615	\$0	\$116,950	\$119,565	\$950	\$119,565	\$0	\$119,565	\$0	100.0%	100.0%

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

Expenditure Detail as of 11/30/2013

91.5% of Budget Year

% Current Budget

SAP Account Number	Account Description	91.5% of Budget Year							Total		<u>% Current Budget</u>		
		2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Expenditures & Encumb- rances	Remaining Balance	YTD Expend	YTD Expend/£ Encumb
516020	Professional Services Contracts & Fees	1,015,689	171,179	0	1,186,868	40,213	\$825,246	322,213		1,147,459	\$39,409	69.5%	96.7%
516030	Maintenance Contracts	97,780	9,962	0	107,742	4,615	\$90,716	9,517		100,233	\$7,508	84.2%	93.0%
530000	Other Expenses	178,950	5,783	(2,682)	182,051	16,160	\$111,244	11,257		122,501	\$59,549	61.1%	67.3%
545000	Rental Charges	4,369		400	4,769	42	\$4,149	300		4,449	\$320	87.0%	93.3%
555050	Insurance Premiums	50,000	15,353	0	65,353	300	\$50,116			50,116	\$15,237	76.7%	76.7%
559000	County Share Grants			669,324	669,324	75,000	\$663,609			663,609	\$5,715	99.1%	99.1%
561250	Acq: Building Improvements	0	12,950	0	12,950		\$0			0	\$12,950	0.0%	0.0%
561410	Lab & Technical Equipment	50,268	43,002	301,187	394,457	38,515	\$345,228	40,821		386,049	\$8,408	87.5%	97.9%
561420	Office Equip, Furn & Fixtures			0	0		\$0			0	\$0	0.0%	0.0%
561430	Building, Grounds and Heavy Equip			10,000	10,000	1,228	\$1,228	2,450		3,678	\$6,322	12.3%	36.8%
561440	Motor Vehicles			60,336	60,336		\$60,336			60,336	\$0	100.0%	100.0%
561450	Library Books and Media	3,058,000	243,963	65,509	3,367,472	135,219	\$2,654,367		243,963	2,654,367	\$713,105	78.8%	78.8%
575000	Interfund Trans (RFID Efficiency Grant)	0			0		\$0			0	\$0	0.0%	0.0%
570040	Interfund Subsidy Debt Svc	0		0	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%	0.0%
	Natural Gas	167,281		0	167,281	16,514	132,010			132,010	\$35,271	78.9%	78.9%
	Electricity	675,562		0	675,562	46,786	\$609,057			609,057	\$66,505	90.2%	90.2%
	Total Interfund Exp - Utilites	847,843	0	0	847,843	63,300	741,067	0		741,067	106,776	87.4%	87.4%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$107,460)			(107,460)	(\$9,769)	91.7%	91.7%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$159,609)			(159,609)	(\$14,510)	91.7%	91.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$7,882)			(7,882)	(\$717)	91.7%	91.7%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$274,951)	\$0		(\$274,951)	(\$24,996)	91.7%	91.7%
910600	Intefund Expense - Purchasing Services	\$36,592		0	36,592	\$2,363	\$25,989			25,989	\$10,603	71.0%	71.0%
910700	Interfund Expnese - Fleet Services	\$40,360		0	40,360	\$2,615	\$31,794			31,794	\$8,566	78.8%	78.8%
980000	Interdepart Services DISS	213,964		0	213,964	17,830	\$196,134			196,134	\$17,830	91.7%	91.7%
	System Operating Grand Totals	\$25,698,045	\$504,814	\$886,024	\$27,088,883	\$1,969,775	\$23,429,089	\$411,258	\$243,963	\$23,840,347	\$3,248,536	86.5%	88.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2013 OPERATING BUDGET

Expenditure Detail as of 11/30/2013

91.5% of Budget Year

% Current Budget

SAP Account Number	Account Description	2013 Adopted Budget	2012 Encumbered & PY Capital Project Balances	2013 Budget Adjustments / Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/Encumb
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>													
	Library Debt Service	1,302,760			1,302,760	6,808	\$1,136,956			1,136,956	\$165,803		87.3%
490	General Obligation Bond Proceeds												
561250	Building Improvements		33,234		33,234	\$6,535	\$6,535			6,535	\$26,699		19.7%
	Total General Obligations	\$0	\$33,234	\$0	\$33,234	\$6,535	\$6,535	\$0		\$6,535	\$26,699		19.7%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$13,343	\$1,143,491	\$0		\$1,143,491	\$192,502		85.6%
	Grand Total Operating and Erie County Capital	\$27,000,805	\$538,048	\$886,024	\$28,424,877	\$1,983,118	\$24,572,580	\$411,258	\$243,963	\$24,983,838	\$3,441,039		86.4%

**Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending November 30, 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		\$146,143.80
(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	\$58,945.35	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$58,945.35
Interest Income		\$2,641.23
Less Disbursements		
Direct For Library Programs/Services/Support	(\$256,104.70)	
To Library Foundation	\$0.00	
Total Disbursements		(\$256,104.70)
Balance, 2013 Activity		(\$48,374.32)
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Cumulative Balance Library Trust		\$934,908.57
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:		
Library material purchases (direct from trust)		(\$1,411.88)
To Library Operating Fund to support Library material purchases		(\$100,000.00)
Programming support		(\$66,290.19)
Equipment, furnishings & supplies		(\$27,263.94)
Exhibit/display preparation and support		(\$3,370.00)
Construction Grant Match		(\$38,206.00)
Raiser's Edge Software and Related Fundraising Expense		(\$6,202.34)
Fundraiser Event Expense		(\$12,864.85)
Other		(\$495.50)
Total		(\$256,104.70)