

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 9/18/2014

Budget & Finance Committee  
Financials for the Month Ending **7/31/2014**

AGENDA ITEM NUMBER: E.2.b.

**BACKGROUND:**

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of July 31, 2014 month-end. The report also details monthly activity for June and July. Overall, with 58.1% of the budget year elapsed, year-to-date Library revenue, at 92.2% collected, is well within budget and year-to date expense, at 56.6%, is within budget as the impacts of our elongated winter season on utility costs have been moderated by milder temperatures & lower rates this spring. Items of note include:

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** The full \$22,588,324 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments received in 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 for basic Library Aid. The Library's 2014 budget assumed state library aid at 2013's funding level. The enacted NY State 2014-15 budget actually increased library aid by 1.2% which will result in operating revenue increase of approximately \$23,000 above budget.
- ✓ **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 2013 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 2013 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 :**

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 55.3% of the budget.
- ✓ **Fringe Benefit expense also running under budget at 57.5% overall.**  
The impact of vacancies on percent driven benefits (employer costs of payroll taxes, unemployment insurance, NY State and Local Employees retirement and workers compensation) was partially offset by retiree health insurance expense being at 80.7%, the latter subject to significant swings due to changes in usage by retirees and is an area of concern that we are monitoring.
- ✓ **Highway Supplies (rock salt) shows at 67.1%**  
This relatively small account (\$14,000 revised annual budget) was impacted by the extended winter.
- ✓ **Maintenance and Repair shows at 66.5%**  
A variety of factors including replacement of toilet paper dispensers with vandal resistant, plumbing replacements, and hand dryers for the new public restrooms contributed to higher than expected year-to-date results. Savings in other accounts are expected to offset.
- ✓ **Telephone and Internet Service charges show at 82.0% pending receipt of e-Rate reimbursements.** The federal e-Rate program covered 61% of Jan-June expense, increasing to 62% on July 1<sup>st</sup>. 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, these charges are expected remain within budget.
- ✓ **Long cold winter had a major impact on utility expense, both in usage and higher natural gas and electric rates compared to the milder winter of 2013.**  
Natural gas expense of \$150,026, at 78.9% of the 2014 annual budget was 44.3% higher than the \$103,960 paid in January – July 2013. Electricity expense of \$459,761, at 62.6% of the 2014 annual budget was 24.6% above the \$368,899 paid in January – July 2013. This season's more extreme cold impacted both usage and rates paid for natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, YTD interfund utility expense stands at \$609,787 (65.6% of budget) and is \$136,928 (29.0%) the above the same 2013 period.** The Library participates in Erie County's utility purchasing pool which saves costs compared to retail pricing. Staff will continue to closely monitor this situation.

ACTION REQUIRED: None – Informational Report

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2014 OPERATING BUDGET**

Revenue Detail as of 7/31/2014

58.1% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjust-ments	Adjusted Budget	Revenue June	Revenue July	YTD Revenue	To Be Realized	% of Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>									
419000	Library Charges - Fines	\$325,277	\$0	\$325,277	28,422	33,971	\$203,273	\$122,004	62.5%
422000	Copies	25,137	0	25,137	1,242	1,700	\$11,999	13,138	47.7%
466040	Printing	42,406	0	42,406	3,944	4,157	\$28,701	13,705	67.7%
466030	Book Bags	1,500	0	1,500	110	132	\$750	750	50.0%
466020	Minor Sale - Other	8,972	0	8,972	506	658	\$4,380	4,592	48.8%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,017	1,574	\$9,301	6,699	58.1%
420530	Comm - Tel Booth Food Svs	20,640	0	20,640	1,523	4,633	\$9,183	11,457	44.5%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$439,932</b>	<b>\$0</b>	<b>\$439,932</b>	<b>36,764</b>	<b>46,824</b>	<b>\$267,588</b>	<b>\$172,344</b>	<b>60.8%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>									
400020	Library Real Prop Tax	\$22,588,324	\$0	\$22,588,324			\$22,588,324	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,741,427	0	1,741,427		1,578,268	\$1,578,268	163,159	90.6%
408150	NYS Aid to Member Libraries	255,065	0	255,065			\$0	255,065	0.0%
408160	State Aid - Special		0	0			\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0			\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$24,584,816</b>	<b>\$0</b>	<b>\$24,584,816</b>	<b>0</b>	<b>1,578,268</b>	<b>\$24,166,592</b>	<b>\$418,224</b>	<b>98.3%</b>
<b>OTHER REVENUE</b>									
419010	Refunds - Cont Library	\$398,231	\$0	\$398,231			\$0	\$398,231	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	5	597	\$25,661	(\$15,661)	256.6%
466170	Refund Contract Lib Retire	0	0	0			\$0	0	0.0%
466070	Refund P/Y Expenses			0			\$0	0	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	212	209	\$2,547	12,453	17.0%
466000	Misc Receipts	0	0	0	120	424	\$3,503	(3,503)	0.0%
466010	NSF Check Fees	15	0	15			\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	15	82	\$925	3,075	23.1%
479100	Other Contributions	100,000	0	100,000			\$0	100,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$527,246</b>	<b>\$0</b>	<b>\$527,246</b>	<b>353</b>	<b>1,312</b>	<b>\$32,636</b>	<b>\$494,610</b>	<b>6.2%</b>
<b>USE OF FUND BALANCE</b>									
402190	Appropriated Fund Balance	\$702,555	\$275,000	\$977,555			\$0	\$977,555	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$702,555</b>	<b>\$275,000</b>	<b>\$977,555</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$977,555</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,254,549</b>	<b>\$275,000</b>	<b>\$26,529,549</b>	<b>37,117</b>	<b>1,626,405</b>	<b>\$24,466,816</b>	<b>\$2,062,733</b>	<b>92.2%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
 Expenditure Detail as of 7/31/2014  
 58.1% of Budget Year

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments / Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	<u>% Current Budget</u>	
													YTD Expend	YTD Expend/ & Encumb
<b><u>OPERATING EXPENDITURES</u></b>														
<b>PERSONAL SERVICES</b>														
<b>Regular Salaries &amp; Wages</b>														
500000	Full Time - Salaries	\$8,289,406		\$0	\$8,289,406	\$655,826	\$720,767	4,777,631			\$4,777,631	\$3,511,775	57.6%	57.6%
500010	Part Time - Wages	3,860,140		\$0	3,860,140	280,476	271,289	1,954,289			1,954,289	\$1,905,851	50.6%	50.6%
500020	Regular PT - Wages	1,010,405		\$0	1,010,405	83,781	77,341	566,256			566,256	\$444,149	56.0%	56.0%
500300	Shift Differential	15,000		\$0	15,000	1,225	1,199	9,234			9,234	\$5,766	61.6%	61.6%
500330	Holiday Worked	15,000		\$0	15,000	1,705	1,459	9,709			9,709	\$5,291	64.7%	64.7%
500350	Other Employee Payments	50,000		\$0	50,000	700	1,400	12,980			12,980	\$37,020	26.0%	26.0%
	<b>Salaries &amp; Wages</b>	<b>\$13,239,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,239,951</b>	<b>\$1,023,714</b>	<b>\$1,073,454</b>	<b>7,330,099</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,330,099</b>	<b>\$5,909,852</b>	<b>55.4%</b>	<b>55.4%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$191,000</b>		<b>\$0</b>	<b>\$191,000</b>	<b>\$825</b>	<b>\$4,504</b>	<b>99,194</b>			<b>99,194</b>	<b>\$91,806</b>	<b>51.9%</b>	<b>51.9%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,430,951</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,430,951</b>	<b>\$1,024,539</b>	<b>\$1,077,958</b>	<b>7,429,293</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,429,293</b>	<b>\$6,001,658</b>	<b>55.3%</b>	<b>55.3%</b>
<b>FRINGE BENEFITS</b>														
502010	Employer FICA - REGULAR	\$832,722		\$0	832,722	63,226	66,655	458,737			458,737	\$373,985	55.1%	55.1%
502020	Employer FICA - MEDICARE	\$194,723		\$0	194,723	14,787	15,589	107,285			107,285	\$87,438	55.1%	55.1%
502030	Employee Health Insurance	\$2,477,309		\$0	2,477,309	145,805	324,401	1,416,556			1,416,556	\$1,060,753	57.2%	57.2%
502040	Dental Plan	\$114,796		\$0	114,796	6,863	9,530	50,800			50,800	\$63,996	44.3%	44.3%
502050	Workers Compensation	\$73,878		\$0	73,878	2,317	9,274	30,039			30,039	\$43,839	40.7%	40.7%
502060	Unemployment Insurance	\$33,606		\$0	33,606	411	247	4,877			4,877	\$28,729	14.5%	14.5%
502070	Hospital & Medical - Retirees	\$765,677		\$0	765,677	25,779	216,597	617,819			617,819	\$147,858	80.7%	80.7%
502090	Health Insurance Waiver (Incl: 117)	\$33,204		\$0	33,204	2,368	2,268	17,242			17,242	\$15,962	51.9%	51.9%
502100	Retirement	\$2,246,402		\$0	2,246,402	157,552	156,642	1,193,377			1,193,377	\$1,053,025	53.1%	53.1%
502110	Flex Benefit Spending	\$2,000		\$0	2,000			0			0	\$2,000	0.0%	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$6,774,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,774,317</b>	<b>\$419,109</b>	<b>\$801,202</b>	<b>3,896,729</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,896,729</b>	<b>\$2,877,588</b>	<b>57.5%</b>	<b>57.5%</b>

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													YTD Expend	YTD Expend/ & Encumb
505000	Office Supplies	104,400		5,000	109,400	14,401	3,241	66,195	39,857		106,052	\$3,348	60.5%	96.9%
505200	Clothing Supplies	3,350	318	0	3,668			185	318		503	\$3,165	5.0%	13.7%
505600	Auto Truck & Heavy Equip Supplies	8,650		0	8,650	692	24	4,680	73		4,754	\$3,896	54.1%	55.0%
505800	Medical & Health Supplies	1,250		0	1,250			331			331	\$919	26.4%	26.4%
506200	Maintenance & Repair	88,950	1,541	0	90,491	11,916	7,609	60,171	19,922		80,092	\$10,399	66.5%	88.5%
506400	Highway Supplies (Rock Salt)	11,500		2,500	14,000			9,401	2,186		11,586	\$2,414	67.1%	82.8%
510000	Local Mileage Reimbursement	14,200		0	14,200	850	784	7,762			7,762	\$6,438	54.7%	54.7%
510100	Out of Area Travel	15,000		0	15,000	1,540		7,659			7,659	\$7,341	51.1%	51.1%
510200	Training and Education	58,590		0	58,590	1,370	310	28,856			28,856	\$29,734	49.3%	49.3%
515000	Utility Charges (Telecom/water/sewer)													
	Water/Sewer	35,962		0	35,962	1,754	3,487	16,380			16,380	\$19,582	45.5%	45.5%
	Telephone & Internet Service	233,314			233,314	(26,094)	78,821	191,301			191,301	\$42,013	82.0%	82.0%
515000	<b>Total Utility Charges</b>	<b>269,276</b>		<b>0</b>	<b>269,276</b>	<b>(24,340)</b>	<b>82,308</b>	<b>207,681</b>	<b>0</b>	<b>0</b>	<b>207,681</b>	<b>61,595</b>	<b>77.1%</b>	<b>77.1%</b>
516010	CONTRACTUAL PAYMENTS													
	Ewell Free - Alden	\$882		0	882			882			882	\$0	100.0%	100.0%
	Lackawanna Public	\$15,000		0	15,000		3,750	11,250	3,750		15,000	\$0	75.0%	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$15,882</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>\$3,750</b>	<b>12,132</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$15,882</b>	<b>\$0</b>	<b>76.4%</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
 Expenditure Detail as of 7/31/2014  
 58.1% of Budget Year

% Current Budget

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516020	Professional Services Contracts & Fees	1,029,788	106,857	0	1,136,645	99,396	32,674	665,216	302,039		967,255	\$169,390	58.5%	85.1%
516030	Maintenance Contracts	105,180	1,333	0	106,513	38,655	5,431	69,685	30,097		99,783	\$6,730	65.4%	93.7%
530000	Other Expenses	171,160	10,158	(7,500)	173,818	17,169	11,516	86,229	14,555	7,415	108,198	\$65,619	49.6%	62.2%
545000	Rental Charges	4,769		0	4,769	786	253	2,823	1,945		4,768	\$1	59.2%	100.0%
555030	Litigation Settlement	0		5,000	5,000			5,000			5,000	\$0	100.0%	100.0%
555050	Insurance Premiums	55,000		(5,000)	50,000			48,094			48,094	\$1,906	96.2%	96.2%
559000	County Share Grants			0	0			0			0	\$0	0.0%	0.0%
561410	Lab & Technical Equipment	70,145	54,070	275,000	399,215	3,041	17,667	100,548	61,193		161,741	\$237,474	25.2%	40.5%
561430	Building, Grounds and Heavy Equip		8,772	0	8,772			2,450		6,322	8,772	\$0	27.9%	100.0%
561450	Library Books and Media	3,009,000	204,035	0	3,213,035	192,192	200,474	1,874,556		204,035	2,078,591	\$1,134,444	58.3%	64.7%
575040	Interfund Exp - Utilities													
	Fuel Oil	5,000		0	5,000			0			0	\$5,000	0.0%	0.0%
	Natural Gas	190,096		0	190,096	217	1,085	150,026			150,026	\$40,070	78.9%	78.9%
	Electricity	733,910		0	733,910	86,049	65,428	459,761			459,761	\$274,149	62.6%	62.6%
	<b>Total Interfund Exp - Utilites</b>	<b>929,006</b>	<b>0</b>	<b>0</b>	<b>929,006</b>	<b>86,266</b>	<b>66,514</b>	<b>609,787</b>	<b>0</b>	<b>0</b>	<b>609,787</b>	<b>319,219</b>	<b>65.6%</b>	<b>65.6%</b>
942000	Interfund - Holding Center	(93,478)		0	(93,478)	(7,790)	(7,790)	(54,529)			(54,529)	(\$38,949)	58.3%	58.3%
	Interfund - Correctional Facility	(101,253)			(101,253)	(8,438)	(8,438)	(59,064)			(59,064)	(\$42,189)	58.3%	58.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(717)	(5,016)			(5,016)	(\$3,583)	58.3%	58.3%
	<b>Total ID Library Services</b>	<b>(\$203,329)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$203,329)</b>	<b>(\$16,944)</b>	<b>(\$16,944)</b>	<b>(118,609)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$118,609)</b>	<b>(\$84,720)</b>	<b>58.3%</b>	<b>58.3%</b>
910600	Intefund Expense - Purchasing Services	\$28,221		0	28,221	\$2,271	\$2,271	15,896			15,896	\$12,325	56.3%	56.3%
910700	Interfund Expnese - Fleet Services	\$48,116		0	48,116	\$2,568	\$2,528	19,133			19,133	\$28,983	39.8%	39.8%
980000	Interdepart Services DISS	211,177		0	211,177	17,598	17,598	123,187			123,187	\$87,990	58.3%	58.3%
	<b>System Operating Grand Totals</b>	<b>\$26,254,549</b>	<b>\$387,084</b>	<b>\$275,000</b>	<b>\$26,916,633</b>	<b>\$1,893,075</b>	<b>\$2,317,167</b>	<b>15,235,071</b>	<b>\$475,934</b>	<b>\$217,772</b>	<b>\$15,928,777</b>	<b>\$10,987,856</b>	<b>56.6%</b>	<b>59.2%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2014 OPERATING BUDGET**  
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 58.1% of Budget Year

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													YTD Expend	YTD Expend/ & Encumb
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>														
	Library Debt Service	1,089,311			1,089,311	120,683	6,299	982,902			982,902	\$106,409	90.2%	90.2%
490	General Obligation Bond Proceeds													
561250	Building Improvements		26,699		26,699			0			0	\$26,699	0.0%	0.0%
	<b>Total General Obligations</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,699</b>	<b>0.0%</b>	<b>0.0%</b>
	<b>Total Erie County Capital for Library</b>	<b>\$1,089,311</b>	<b>\$26,699</b>	<b>\$0</b>	<b>\$1,116,010</b>	<b>\$120,683</b>	<b>\$6,299</b>	<b>982,902</b>	<b>\$0</b>	<b>\$0</b>	<b>\$982,902</b>	<b>\$133,108</b>	<b>88.1%</b>	<b>88.1%</b>
<b>Grand Total Operating and Erie County Capital</b>		<b>\$27,343,860</b>	<b>\$413,783</b>	<b>\$275,000</b>	<b>\$28,032,643</b>	<b>\$2,013,758</b>	<b>\$2,323,466</b>	<b>16,217,972</b>	<b>\$475,934</b>	<b>\$217,772</b>	<b>\$16,911,678</b>	<b>\$11,120,964</b>	<b>57.9%</b>	<b>60.3%</b>

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending July 31, 2014**

Main Trust		\$903,824.48
Encore Editions Proceeds (Invested per resolution 2006-19)		\$91,900.52
2013 Ending Balance		<b>\$995,725.00</b>
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<u>2014 Activity and Balances</u>		
Restricted Donations		<b>\$146,387.91</b>
(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	\$63,135.00	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
<b>Total Unrestricted Donations</b>		<b>\$63,135.00</b>
Interest Income		<b>\$672.74</b>
Less Disbursements		
Direct For Library Programs/Services/Support To Library Foundation	(\$85,381.65)	
	\$0.00	
<b>Total Disbursements</b>		<b>(\$85,381.65)</b>
Balance, 2014 Activity		<b>\$124,814.00</b>
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Cumulative Balance Library Trust		<b>\$1,120,539.00</b>
<b>Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:</b>		
Library material purchases (direct from trust)		(\$1,454.12)
To Library Operating Fund to support Library material purchases		\$0.00
Programming support		(\$29,867.34)
Equipment, furnishings & supplies		(\$15,607.14)
Exhibit/display preparation and support/Rare Book Room		(\$2,620.44)
Preservation/Conservation (Audubon Birds)		(\$27,930.00)
Construction Grant Match		\$0.00
Raiser's Edge Software and Related Fundraising Expense		(\$6,356.21)
Fundraiser Event Expense		(\$1,406.40)
Other		(\$140.00)
<b>Total</b>		<b>(\$85,381.65)</b>