

Note: The November 20, 2014 meeting was cancelled due to a snow emergency; report was presented as Agenda Item Number: E.2.d. at the December 18, 2014 B&ECPL Board Meeting.

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 11/20/2014

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee
Financials for the Month Ending **9/30/2014**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of September 30, 2014 month-end. The report also details monthly activity for September. Overall, with 74.8% of the budget year elapsed, year-to-date Library revenue, at 94.0% collected, is well within budget and year-to date expense, at 73.1%, is within budget as the impacts of our elongated winter season on utility costs is moderated by milder temperatures and lower rates this spring and summer. 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 73.2% of the budget.
- ✓ **Fringe Benefit expense also running under budget at 74.5% 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 offset by retiree health insurance expense being at 99.5%, the latter subject to significant swings due to changes in usage by retirees and is an area of concern that we are monitoring.
- ✓ **Maintenance and Repair shows at 78.0%**
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 88.2% pending receipt of e-Rate reimbursements.** The federal e-Rate program covered 61% of Jan-June expense, increasing to 62% on July 1st. 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 \$154,564, at 81.3% of the 2014 annual budget was 41.9% higher than the \$108,911 paid in January – September 2013. Electricity expense of \$579,920, at 79.0% of the 2014 annual budget was 14.7% above the \$505,556 paid in January – September 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 \$734,484 (79.1% of budget) and is \$120,017 (19.5%) 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 9/30/2014
74.8% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue September	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$325,277	\$0	\$325,277	31,044	\$263,159	\$62,118	80.9%
422000	Copies	25,137	0	25,137	1,745	\$15,615	9,522	62.1%
466040	Printing	42,406	0	42,406	4,078	\$36,791	5,615	86.8%
466030	Book Bags	1,500	0	1,500	116	\$992	508	66.1%
466020	Minor Sale - Other	8,972	0	8,972	620	\$5,754	3,218	64.1%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	3,075	\$14,050	1,950	87.8%
420530	Comm - Tel Booth Food Svs	20,640	0	20,640	803	\$10,504	10,136	50.9%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$439,932	\$0	\$439,932	41,482	\$346,865	\$93,067	78.8%
REVENUE FROM STATE & COUNTY GOVT.								
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		\$1,741,865	(438)	100.0%
408150	NYS Aid to Member Libraries	255,065	0	255,065		\$232,002	23,063	91.0%
408160	State Aid - Special		0	0		\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0		\$0	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		\$24,584,816	\$0	\$24,584,816	0	\$24,562,191	\$22,625	99.9%
OTHER REVENUE								
419010	Refunds - Cont Library	\$398,231	\$0	\$398,231		\$0	\$398,231	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$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	231	\$2,908	12,092	19.4%
466000	Misc Receipts	0	0	0	318	\$4,159	(4,159)	0.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	145	\$1,170	2,830	29.2%
479100	Other Contributions	100,000	0	100,000		\$0	100,000	0.0%
TOTAL OTHER REVENUE		\$527,246	\$0	\$527,246	694	\$33,898	\$493,348	6.4%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$702,555	\$275,000	\$977,555		\$0	\$977,555	0.0%
TOTAL USE OF FUND BALANCE		\$702,555	\$275,000	\$977,555	0	\$0	\$977,555	0.0%
GRAND TOTAL OPERATING REVENUE		\$26,254,549	\$275,000	\$26,529,549	42,175	\$24,942,954	\$1,586,595	94.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2014 OPERATING BUDGET**

Expenditure Detail as of 9/30/2014

74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumber ed & PY Capital Project Balances	2014 Budget Adjustme nts/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	% Current Budget	
												YTD Expend	YTD & Encumb
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	\$8,289,406		\$0	\$8,289,406	\$679,805	6,124,881.91			\$6,124,882	\$2,164,524	73.9%	73.9%
500010	Part Time - Wages	3,860,140		\$0	3,860,140	274,595	2,529,647.89			2,529,648	\$1,330,492	65.5%	65.5%
500020	Regular PT - Wages	1,010,405		\$0	1,010,405	94,233	754,479.58			754,480	\$255,925	74.7%	74.7%
500300	Shift Differential	15,000		\$0	15,000	1,429	12,543.38			12,543	\$2,457	83.6%	83.6%
500330	Holiday Worked	15,000		\$0	15,000	1,887	11,596.19			11,596	\$3,404	77.3%	77.3%
500350	Other Employee Payments	50,000		\$0	50,000	227,876	268,806.00			268,806	(\$218,806)	537.6%	537.6%
	Salaries & Wages	\$13,239,951	\$0	\$0	\$13,239,951	\$1,279,825	9,701,954.95	\$0	\$0	\$9,701,955	\$3,537,996	73.3%	73.3%
501000	OVERTIME SALARIES & WAGES	\$191,000		\$0	\$191,000	\$21,311	129,090.99			129,091	\$61,909	67.6%	67.6%
	TOTAL, PERSONAL SERVICES	\$13,430,951	\$0	\$0	\$13,430,951	\$1,301,136	9,831,045.94	\$0	\$0	\$9,831,046	\$3,599,905	73.2%	73.2%
FRINGE BENEFITS													
502010	Employer FICA - REGULAR	\$832,722		\$0	832,722	77,966	605,361.86			605,362	\$227,360	72.7%	72.7%
502020	Employer FICA - MEDICARE	\$194,723		\$0	194,723	18,234	141,576.77			141,577	\$53,146	72.7%	72.7%
502030	Employee Health Insurance	\$2,477,309		\$0	2,477,309	188,448	1,781,269.47			1,781,269	\$696,040	71.9%	71.9%
502040	Dental Plan	\$114,796		\$0	114,796	6,766	64,968.55			64,969	\$49,827	56.6%	56.6%
502050	Workers Compensation	\$73,878		\$0	73,878	1,967	33,145.74			33,146	\$40,732	44.9%	44.9%
502060	Unemployment Insurance	\$33,606		\$0	33,606	900	5,949.48			5,949	\$27,657	17.7%	17.7%
502070	Hospital & Medical - Retirees	\$765,677		\$0	765,677	90,621	761,673.81			761,674	\$4,003	99.5%	99.5%
502090	Health Insurance Waiver (Incl: 117)	\$33,204		\$0	33,204	2,168	21,528.00			21,528	\$11,676	64.8%	64.8%
502100	Retirement	\$2,246,402		\$0	2,246,402	192,862	1,628,429.75			1,628,430	\$617,972	72.5%	72.5%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		0.00			0	\$2,000	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	\$6,774,317	\$0	\$0	\$6,774,317	\$579,933	5,043,903.43	\$0	\$0	\$5,043,903	\$1,730,414	74.5%	74.5%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2014 OPERATING BUDGET**

Expenditure Detail as of 9/30/2014

74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumber ed & PY Capital Project Balances	2014 Budget Adjustme nts/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	% Current Budget	
												YTD Expended	YTD & Encumb
505000	Office Supplies	104,400		7,000	111,400	9,226	85,661.38	23,692		109,353	\$2,047	76.9%	98.2%
505200	Clothing Supplies	3,350	318	0	3,668	308	554.87	318		873	\$2,795	15.1%	23.8%
505600	Auto Truck & Heavy Equip Supplies	8,650		0	8,650	163	5,458.12			5,458	\$3,192	63.1%	63.1%
505800	Medical & Health Supplies	1,250		0	1,250		330.56			331	\$919	26.4%	26.4%
506200	Maintenance & Repair	88,950	1,541	7,000	97,491	9,945	76,044.19	15,831		91,875	\$5,616	78.0%	94.2%
506400	Highway Supplies (Rock Salt)	11,500		2,500	14,000		9,400.73	2,186		11,586	\$2,414	67.1%	82.8%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,373	10,586.91			10,587	\$3,613	74.6%	74.6%
510100	Out of Area Travel	15,000		0	15,000	603	8,410.61			8,411	\$6,589	56.1%	56.1%
510200	Training and Education	58,590		1,000	59,590	2,257	56,822.15	115		56,937	\$2,653	95.4%	95.5%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	35,962		0	35,962	2,328	22,275.05			22,275	\$13,687	61.9%	61.9%
	Telephone & Internet Service	233,314			233,314	11,431	205,809.82			205,810	\$27,504	88.2%	88.2%
515000	Total Utility Charges	269,276		0	269,276	13,759	228,084.87	0	0	228,085	41,191	84.7%	84.7%
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	\$882		0	882		882.00			882	\$0	100.0%	100.0%
	Lackawanna Public	\$15,000		0	15,000		11,250.00	3,750		15,000	\$0	75.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	\$15,882	\$0	\$0	\$15,882	\$0	12,132.00	\$3,750	\$0	\$15,882	\$0	76.4%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2014 OPERATING BUDGET

Expenditure Detail as of 9/30/2014

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												YTD Expend	YTD & Encumb
516020	Professional Services Contracts & Fees	1,029,788	106,857	(52,500)	1,084,145	115,910	828,483.81	226,264		1,054,748	\$29,398	76.4%	97.3%
516030	Maintenance Contracts	105,180	1,333	0	106,513	8,697	83,988.16	17,510		101,498	\$5,014	78.9%	95.3%
530000	Other Expenses	171,160	10,158	(17,500)	163,818	3,365	96,269.39	15,485	7,415	119,169	\$44,648	58.8%	72.7%
545000	Rental Charges	4,769		0	4,769	639	3,819.66	949		4,768	\$1	80.1%	100.0%
555030	Litigation Settlement	0		5,000	5,000		5,000.00			5,000	\$0	100.0%	100.0%
555050	Insurance Premiums	55,000		47,500	102,500	12,449	76,286.80			76,287	\$26,213	74.4%	74.4%
559000	County Share Grants			0	0		0.00			0	\$0	0.0%	0.0%
561410	Lab & Technical Equipment	70,145	54,070	275,000	399,215	72,420	180,243.31	10,121		190,364	\$208,851	45.1%	47.7%
561430	Building, Grounds and Heavy Equip		8,772	0	8,772		2,450.00		6,322	8,772	\$0	27.9%	100.0%
561450	Library Books and Media	3,009,000	204,035	0	3,213,035	173,004	2,241,122.58		204,035	2,445,158	\$767,877	69.8%	76.1%
575040	Interfund Exp - Utilities												
	Fuel Oil	5,000		0	5,000		0.00			0	\$5,000	0.0%	0.0%
	Natural Gas	190,096		0	190,096	2,894	154,563.93			154,564	\$35,532	81.3%	81.3%
	Electricity	733,910		0	733,910	61,691	579,920.48			579,920	\$153,990	79.0%	79.0%
	Total Interfund Exp - Utilites	929,006	0	0	929,006	64,586	734,484.41	0	0	734,484	194,522	79.1%	79.1%
942000	Interfund - Holding Center	(93,478)		0	(93,478)	(7,790)	(70,108.48)			(70,108)	(\$23,370)	75.0%	75.0%
	Interfund - Correctional Facility	(101,253)			(101,253)	(8,438)	(75,939.75)			(75,940)	(\$25,313)	75.0%	75.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(6,448.50)			(6,449)	(\$2,150)	75.0%	75.0%
	Total ID Library Services	(\$203,329)	\$0	\$0	(\$203,329)	(\$16,944)	(152,496.73)	\$0	\$0	(\$152,497)	(\$50,832)	75.0%	75.0%
910600	Intefund Expense - Purchasing Service	\$28,221		0	28,221	\$2,271	20,438.27			20,438	\$7,783	72.4%	72.4%
910700	Interfund Expnese - Fleet Services	\$48,116		0	48,116	\$2,410	23,980.06			23,980	\$24,136	49.8%	49.8%
980000	Interdepart Services DISS	211,177		0	211,177	17,598	158,382.72			158,383	\$52,794	75.0%	75.0%
	System Operating Grand Totals	\$26,254,549	\$387,084	\$275,000	\$26,916,633	\$2,375,108	19,670,888.20	\$316,220	\$217,772	\$20,204,880	\$6,711,753	73.1%	75.1%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2014 OPERATING BUDGET**

Expenditure Detail as of 9/30/2014

74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2014 Adopted Budget	Encumbered & PY Capital Project Balances	2014 Budget Adjustments/Revisions	Adjusted Budget	September 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	1,089,311			1,089,311	19,465	1,002,366.98			1,002,367	\$86,944	92.0%	92.0%
490	General Obligation Bond Proceeds												
561250	Building Improvements		26,699		26,699		0.00			0	\$26,699	0.0%	0.0%
	Total General Obligations	\$0	\$26,699	\$0	\$26,699	\$0	0.00	\$0	\$0	\$0	\$26,699	0.0%	0.0%
	Total Erie County Capital for Library	\$1,089,311	\$26,699	\$0	\$1,116,010	\$19,465	1,002,366.98	\$0	\$0	\$1,002,367	\$113,643	89.8%	89.8%
	Grand Total Operating and Erie County Capital	\$27,343,860	\$413,783	\$275,000	\$28,032,643	\$2,394,573	20,673,255.18	\$316,220	\$217,772	\$21,207,247	\$6,825,396	73.7%	75.7%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending September 30, 2014

Main Trust	\$903,824.48
Encore Editions Proceeds (Invested per resolution 2006-19)	\$91,900.52
2013 Ending Balance	\$995,725.00

2014 Activity and Balances

Restricted Donations	\$168,016.16
(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	
Total Unrestricted Donations		\$63,135.00

Interest Income		\$707.93
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Less Disbursements		
Direct For Library Programs/Services/Support	(\$97,506.50)	
To Library Foundation	\$0.00	
Total Disbursements		(\$97,506.50)

Balance, 2014 Activity		\$134,352.59
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Cumulative Balance Library Trust		\$1,130,077.59
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Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases (direct from trust)	(\$1,477.64)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$39,478.42)
Equipment, furnishings & supplies	(\$15,607.14)
Exhibit/display preparation and support/Rare Book Room	(\$4,620.44)
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	(\$1,896.65)
Other	(\$140.00)
Total	(\$97,506.50)