

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 10/15/2015

AGENDA ITEM NUMBER: E.2.f.

Budget & Finance Committee
Financials for the Month Ending **08/31/2015**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of August 31, 2015 month-end. The report also details monthly activity for August. Overall, with 66.6% of the budget year elapsed, year-to-date Library revenue, at 95.1% collected, is well within budget and year-to-date expense, at 64.5%, is also running within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds.** The full \$23,013,857 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 is normally released by the State beginning two to three months after the State's budget is adopted. This year, the release took longer than usual with the bulk of funds received in August. The initial payment represents approximately 90% of the total for the year. The Library's 2015 budget assumed state library aid at 2014's funding level. The enacted NY State 2015-16 budget actually increased library aid by 5.8% which has resulted in an operating revenue increase of \$117,296 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 2014 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 2014 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 63.0% of the budget.
- ✓ **Fringe Benefit expense is running above budget at 72.1% overall.**
The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 94.4%, the latter subject to significant swings due to changes in usage by retirees. Utilization rates for active employee health insurance are also above previous levels with that account running at 69.1%. We will closely monitor this situation.
- ✓ **Highway Supplies (rock salt) shows at 70.2%**
This relatively small account (\$14,000 annual budget) was impacted by the extended winter.
- ✓ **Training and Education shows at 78.7%**
This variance is due to timing of training related payments. The account is expected to end the year within budget.
- ✓ **Telephone and Internet Service charges show at 82.0% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 62% of eligible expenses in this category (most expenses are eligible), increasing to up to 90% for eligible Wide Area Network/Internet Access and up to 70% for plain old telephone service (POTS) 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 payment timing and anticipated reimbursements, these charges are expected to end the year below budget.
- ✓ **Insurance premiums shows at 84.1 %**
Reflects timing of policy renewal payments, the account is expected to end the year within budget.
- ✓ **Second long cold winter again affects natural gas utility expense, but much lower impact due to moderate rates.**
Natural gas charges of \$98,971, came in at 52.7% of the 2015 annual budget, however they were 34.7% LOWER than the \$151,670 paid in January – August 2014. Electricity charges of \$404,736 came in at 53.0% of the 2015 annual budget and were 21.9% below the \$518,229 paid in January – August 2014. The season’s prolonged cold was not accompanied by the large rate spikes that occurred in early 2014, which moderated as the year progressed. This reduced the budget impact for both natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, interfund utility charges were \$166,191 (24.8%) BELOW those incurred for the same months in 2014.** The Library participates in Erie County’s aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None – Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2015 OPERATING BUDGET

Revenue Detail as of 8/31/2015

66.6% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue August	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	329,165	0	329,165	29,648.72	236,358.20	92,807	71.8%
422000	Copies	20,413	0	20,413	1,703.35	13,732.37	6,681	67.3%
466040	Printing	50,000	0	50,000	4,687.63	34,991.51	15,008	70.0%
466030	Book Bags	1,500	0	1,500	110.00	887.50	613	59.2%
466020	Minor Sale - Other	7,500	0	7,500	638.75	4,739.15	2,761	63.2%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	2,048.67	9,886.36	8,114	54.9%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	1,906.88	15,581.52	418	97.4%
TOTAL REVENUE FROM LIBRARY OPERATIONS		442,578	0	442,578	40,744.00	316,176.61	126,401	71.4%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	23,013,857	0	23,013,857		23,013,857.01	(0)	100.0%
408140	NYS Aid-Lib Incl Incent	1,760,041	0	1,760,041	1,843,116.00	1,843,116.00	(83,075)	104.7%
408150	NYS Aid to Member Libraries	257,779	0	257,779	245,488.00	245,488.00	12,291	95.2%
408160	State Aid - Special		0	0		0.00	0	0.0%
409010	State Aid - Other					0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		25,031,677	0	25,031,677	2,088,604.00	25,102,461.01	(70,784)	100.3%
OTHER REVENUE								
419010	Refunds - Cont Library	418,597	0	418,597		0.00	418,597	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000	414.37	20,805.54	(10,806)	208.1%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses			0		1,428.00	(1,428)	0.0%
445030	Int & Earn - Gen Inv	5,000	0	5,000	170.06	1,349.81	3,650	27.0%
466000	Misc Receipts	0	0	0	81.00	278.57	(279)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	2,000	0	2,000	285.00	2,899.55	(900)	145.0%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
TOTAL OTHER REVENUE		535,612	0	535,612	950.43	26,761.47	508,851	5.0%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	708,843	35,000	743,843		0.00	743,843	0.0%
TOTAL USE OF FUND BALANCE		708,843	35,000	743,843	0.00	0.00	743,843	0.0%
GRAND TOTAL OPERATING REVENUE		26,718,710	35,000	26,753,710	2,130,298.43	25,445,399.09	1,308,311	95.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2015 OPERATING BUDGET

Expenditure Detail as of 8/31/2015

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD /% Encumb
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	8,765,133		0	8,765,133	\$689,413	5,617,631.73			5,617,631.73	3,147,501	64.1%	64.1%
500010	Part Time - Wages	3,983,602		0	3,983,602	300,777	2,323,118.21			2,323,118.21	1,660,484	58.3%	58.3%
500020	Regular PT - Wages	1,048,444		0	1,048,444	81,481	725,383.01			725,383.01	323,061	69.2%	69.2%
500300	Shift Differential	15,000		0	15,000	1,200	10,635.14			10,635.14	4,365	70.9%	70.9%
500330	Holiday Worked	15,000		0	15,000		12,249.05			12,249.05	2,751	81.7%	81.7%
500350	Other Employee Payments	60,000		0	60,000	900	31,355.00			31,355.00	28,645	52.3%	52.3%
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,073,772	8,720,372.14	0.00	0.00	8,720,372.14	5,166,807	62.8%	62.8%
501000	Overtime Salaries & Wages	191,000		0	191,000	\$11,101	130,686.54			130,686.54	60,313	68.4%	68.4%
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,084,873	8,851,058.68	0.00	0.00	8,851,058.68	5,227,120	62.9%	62.9%
504990	Reduction From Personal Services	(172,868)		0	(172,868)		0.00			0.00	(172,868)	0.0%	0.0%
504992	Contractual Salary Reserves	137,512		0	137,512		0.00			0.00	137,512	0.0%	0.0%
	NET PERSONAL SERVICES	14,042,823	0	0	14,042,823	1,084,873	8,851,058.68	0.00	0.00	8,851,058.68	5,191,764	63.0%	63.0%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	872,853		0	872,853	66,419	543,027.42			543,027.42	329,826	62.2%	62.2%
502020	Employer FICA - MEDICARE	204,108		0	204,108	15,532	127,025.65			127,025.65	77,082	62.2%	62.2%
502030	Employee Health Insurance	2,237,163		0	2,237,163	173,239	1,546,058.95			1,546,058.95	691,104	69.1%	69.1%
502040	Dental Plan	114,404		0	114,404	7,312	58,653.74			58,653.74	55,750	51.3%	51.3%
502050	Workers Compensation	42,245		0	42,245	1,271	30,795.63			30,795.63	11,449	72.9%	72.9%
502060	Unemployment Insurance	14,109		0	14,109	(1,738)	15,396.38			15,396.38	(1,287)	109.1%	109.1%
502070	Hospital & Medical - Retirees	999,354		0	999,354	97,685	943,557.67			943,557.67	55,796	94.4%	94.4%
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,834	22,387.00			22,387.00	15,221	59.5%	59.5%
502100	Retirement	2,066,053		0	2,066,053	150,769	1,407,846.95			1,407,846.95	658,206	68.1%	68.1%
502000	Unallocated Fringe Benefits	(76,955)		0	(76,955)		0.00			0.00	(76,955)	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	6,510,942	0	0	6,510,942	513,321	4,694,749.39	0.00	0.00	4,694,749.39	1,816,193	72.1%	72.1%
	TOTAL COMPENSATION RELATED	20,553,765	0	0	20,553,765	1,598,194	13,545,808.07	0.00	0.00	13,545,808.07	7,007,957	65.9%	65.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2015 OPERATING BUDGET

Expenditure Detail as of 8/31/2015

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumber ed & PY Capital Project Balances	2015 Budget Adjustme nts/ Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb-rances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
505000	Office Supplies	140,350		0	140,350	13,557	86,475.65	29,550.71		116,026.36	24,324	61.6%	82.7%
505200	Clothing Supplies	3,350		0	3,350		224.35			224.35	3,126	6.7%	6.7%
505600	Auto Truck & Heavy Equip Supplies	9,150		0	9,150	35	1,319.28			1,319.28	7,831	14.4%	14.4%
505800	Medical & Health Supplies	1,000		0	1,000		220.00			220.00	780	22.0%	22.0%
506200	Maintenance & Repair	92,200	2,107	0	94,307	3,090	68,139.07	23,688.34		91,827.41	2,479	72.3%	97.4%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		9,822.68	1,373.40		11,196.08	2,804	70.2%	80.0%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,074	7,462.12			7,462.12	6,738	52.6%	52.6%
510100	Out of Area Travel	15,000		0	15,000		5,301.60			5,301.60	9,698	35.3%	35.3%
510200	Training and Education	57,040		0	57,040	531	44,908.10	155.00		45,063.10	11,977	78.7%	79.0%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,917			33,917	3,527	21,159.98			21,159.98	12,757	62.4%	62.4%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	230,831		(14,400)	216,431	25,076	177,384.59			177,384.59	39,046	82.0%	82.0%
515000	Total Utility Charges	265,748		(14,400)	251,348	28,604	198,544.57	0.00	0.00	198,544.57	51,803	79.0%	79.0%
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	293		0	293		293.00			293.00	0	100.0%	100.0%
	Lackawanna Public	12,323		0	12,323		9,242.25	3,080.75		12,323.00	0	75.0%	100.0%
	Total Cnt Pmts-NP Pur Sys	12,616	0	0	12,616	\$0	9,535.25	3,080.75	0.00	12,616.00	0	75.6%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2015 OPERATING BUDGET

Expenditure Detail as of 8/31/2015

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
516020	Professional Services Contracts & Fees	964,380	124,074	0	1,088,454	23,421	595,702.92	294,926.35		890,629.27	197,825	54.7%	81.8%
516030	Maintenance Contracts	121,022	2,201	0	123,223	7,913	95,219.59	25,890.85		121,110.44	2,113	77.3%	98.3%
530000	Other Expenses	166,160	21,221	0	187,381	12,065	90,720.48	6,201.05	20,415.00	117,336.53	70,044	48.4%	62.6%
545000	Rental Charges	4,794	151	14,400	19,345	3,487	6,365.95	1,322.01		7,687.96	11,657	32.9%	39.7%
555050	Insurance Premiums	115,000		0	115,000		96,769.09			96,769.09	18,231	84.1%	84.1%
559000	County Share Grants			0	0		0.00			0.00	0	0.0%	0.0%
561410	Lab & Technical Equipment	73,005	96,978	0	169,983	(787)	92,908.48	41,714.53	31,875.76	166,498.77	3,484	54.7%	98.0%
561430	Building, Grounds and Heavy Equip		6,322	10,000	16,322	4,420	10,800.28			10,800.28	5,522	66.2%	66.2%
561440	Motor Vehicles			25,000	25,000		0.00	22,899.00		22,899.00	2,101	0.0%	91.6%
561450	Library Books and Media	3,009,000	189,234	0	3,198,234	245,727	1,989,207.65	0.00	189,233.66	2,178,441.31	1,019,792	62.2%	68.1%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	187,911		0	187,911	1,146	98,971.47			98,971.47	88,940	52.7%	52.7%
	Electricity	764,070		0	764,070	57,180	404,736.09			404,736.09	359,334	53.0%	53.0%
	Total Interfund Exp - Utilites	951,981	0	0	951,981	58,326	503,707.56	0.00	0.00	503,707.56	448,273	52.9%	52.9%
942000	Interfund - Holding Center	(90,017)		0	(90,017)	(7,501)	(60,011.35)			(60,011.35)	(30,006)	66.7%	66.7%
	Interfund - Correctional Facility	(104,672)			(104,672)	(8,723)	(69,781.35)			(69,781.35)	(34,891)	66.7%	66.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(5,732.00)			(5,732.00)	(2,866)	66.7%	66.7%
	Total ID Library Services	(203,287)	0	0	(203,287)	(\$16,941)	(135,524.70)			(135,524.70)	(67,762)	66.7%	66.7%
910600	Intefund Expense - Purchasing Services	20,979		0	20,979	\$1,693	13,542.00			13,542.00	7,437	64.6%	64.6%
910700	Interfund Expnese - Fleet Services	47,252		0	47,252	\$1,435	12,975.68			12,975.68	34,276	27.5%	27.5%
980000	Interdepart Services DISS	270,005		0	270,005	22,500	192,750.00			192,750.00	77,255	71.4%	71.4%
	System Operating Grand Totals	26,718,710	442,287	35,000	27,195,997	2,008,345	17,542,905.72	450,801.99	241,524.42	18,235,232.13	8,959,765	64.5%	67.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 8/31/2015
 66.6% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumber ed & PY Capital Project Balances	2015 Budget Adjustme nts/ Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb-rances	Remaining Balance	% Current Budget		
												YTD Expend	YTD /& Encumb	
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,001,744			1,001,744	0	882,116.73			882,116.73	119,627	88.1%	88.1%	
490	General Obligation Bond Proceeds													
561250	Building Improvements		26,699		26,699		0.00			0.00	26,699	0.0%	0.0%	
	Total General Obligations	0	26,699	0	26,699	\$0	0.00	0.00	0.00	0.00	26,699	0.0%	0.0%	
	Total Erie County Capital for Library	1,001,744	26,699	0	1,028,443	\$0	882,116.73	0.00	0.00	882,116.73	146,326	85.8%	85.8%	
	Grand Total Operating and Erie County Capital	27,720,454	468,986	35,000	28,224,440	\$2,008,345	18,425,022.45	450,801.99	241,524.42	19,117,348.86	9,106,091	65.3%	67.7%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending August 31, 2015

Main Trust	\$1,106,407.76
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,777.08
2014 Ending Balance	\$1,199,184.84

2015 Activity and Balances

Restricted Donations		\$98,147.81
(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	\$1,195.22	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$1,195.22
Interest Income		\$467.70
Less Disbursements		
Direct For Library Programs/Services/Support	(\$267,779.82)	
To Library Foundation	\$0.00	
Total Disbursements		(\$267,779.82)
Balance, 2015 Activity		(\$167,969.09)

Cumulative Balance Library Trust	\$1,031,215.75
----------------------------------	-----------------------

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

Library material purchases (direct from trust)		\$0.00
To Library Operating Fund to support Library material purchases		\$0.00
Programming support		(\$50,740.58)
Equipment, furnishings & supplies		(\$46,905.88)
Exhibit/display preparation and support/Rare Book Room		\$0.00
Preservation/Conservation (Audubon Birds)		\$0.00
Construction Grant Match		(\$150,000.00)
Raiser's Edge Software and General Fundraising Expense		(\$6,862.59)
Fundraiser Event Expense		(\$12,850.77)
Other		(\$420.00)
Total		(\$267,779.82)