

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 11/19/2015

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee
Financials for the Month Ending **09/30/2015**

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, 2015 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 95.3% collected, is well within budget and year-to-date expense, at 74.2%, 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. The board approved a budget amendment addressing this change in October and those changes will be reflected in the October reports.
- ✓ **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 70.9% of the budget.
- ✓ **Fringe Benefit expense is running above budget at 81.2% overall.**
The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 107.6%, 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 78.3%. We will closely monitor this situation.
- ✓ **Telephone and Internet Service charges show at 87.3% pending receipt of e-Rate reimbursements.** The federal e-Rate program covered 62% of eligible expenses in this category (most expenses are eligible) in the first half of 2015, 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.
- ✓ **Maintenance Contracts show at 83.2%**
This variance is due to timing of contract related payments. The account is expected to end the year within budget.
- ✓ **Insurance premiums shows at 95.3 %**
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 \$101,093, came in at 53.8% of the 2015 annual budget, however they were 34.6% LOWER than the \$154,564 paid in January – September 2014. Electricity charges of \$463,892 came in at 60.7% of the 2015 annual budget and were 20.0% below the \$579,920 paid in January – September 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 \$169,499 (23.1%) 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 9/30/2015

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	329,165	0	329,165	29,647.18	266,005.38	63,160	80.8%
422000	Copies	20,413	0	20,413	1,653.65	15,386.02	5,027	75.4%
466040	Printing	50,000	0	50,000	4,540.24	39,531.75	10,468	79.1%
466030	Book Bags	1,500	0	1,500	72.00	959.50	541	64.0%
466020	Minor Sale - Other	7,500	0	7,500	591.50	5,330.65	2,169	71.1%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	1,766.67	11,653.03	6,347	64.7%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	1,000.00	16,581.52	(582)	103.6%
TOTAL REVENUE FROM LIBRARY OPERATIONS		442,578	0	442,578	39,271.24	355,447.85	87,130	80.3%
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	(83,075)	104.7%
408150	NYS Aid to Member Libraries	257,779	0	257,779		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	0.00	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		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	164.58	1,514.39	3,486	30.3%
466000	Misc Receipts	0	0	0		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	1,489.50	4,389.05	(2,389)	219.5%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
TOTAL OTHER REVENUE		535,612	0	535,612	1,654.08	28,415.55	507,196	5.3%
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	40,925.32	25,486,324.41	1,267,386	95.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 9/30/2015
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		
												YTD Expended	YTD /% Encumb	
OPERATING EXPENDITURES														
PERSONAL SERVICES														
Regular Salaries & Wages														
500000	Full Time - Salaries	8,765,133		0	8,765,133	\$720,075	6,337,706.24			6,337,706.24	2,427,427	72.3%	72.3%	
500010	Part Time - Wages	3,983,602		0	3,983,602	272,568	2,595,686.45			2,595,686.45	1,387,916	65.2%	65.2%	
500020	Regular PT - Wages	1,048,444		0	1,048,444	90,198	815,581.39			815,581.39	232,863	77.8%	77.8%	
500300	Shift Differential	15,000		0	15,000	1,178	11,812.95			11,812.95	3,187	78.8%	78.8%	
500330	Holiday Worked	15,000		0	15,000	1,209	13,458.37			13,458.37	1,542	89.7%	89.7%	
500350	Other Employee Payments	60,000		0	60,000	5,900	37,255.00			37,255.00	22,745	62.1%	62.1%	
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,091,128	9,811,500.40	0.00	0.00	9,811,500.40	4,075,679	70.7%	70.7%	
501000	Overtime Salaries & Wages	191,000		0	191,000	\$13,655	144,341.19			144,341.19	46,659	75.6%	75.6%	
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,104,783	9,955,841.59	0.00	0.00	9,955,841.59	4,122,337	70.7%	70.7%	
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	1,104,783	9,955,841.59	0.00	0.00	9,955,841.59	4,086,981	70.9%	70.9%	
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	67,682	610,709.30			610,709.30	262,144	70.0%	70.0%	
502020	Employer FICA - MEDICARE	204,108		0	204,108	15,829	142,854.69			142,854.69	61,253	70.0%	70.0%	
502030	Employee Health Insurance	2,237,163		0	2,237,163	205,534	1,751,593.07			1,751,593.07	485,570	78.3%	78.3%	
502040	Dental Plan	114,404		0	114,404	8,133	66,786.79			66,786.79	47,617	58.4%	58.4%	
502050	Workers Compensation	42,245		0	42,245	7,792	38,587.36			38,587.36	3,658	91.3%	91.3%	
502060	Unemployment Insurance	14,109		0	14,109	787	16,183.39			16,183.39	(2,074)	114.7%	114.7%	
502070	Hospital & Medical - Retirees	999,354		0	999,354	132,033	1,075,590.46			1,075,590.46	(76,236)	107.6%	107.6%	
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,767	25,154.00			25,154.00	12,454	66.9%	66.9%	
502100	Retirement	2,066,053		0	2,066,053	148,776	1,556,622.51			1,556,622.51	509,430	75.3%	75.3%	
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	589,332	5,284,081.57	0.00	0.00	5,284,081.57	1,226,860	81.2%	81.2%	
	TOTAL COMPENSATION RELATED	20,553,765	0	0	20,553,765	1,694,115	15,239,923.16	0.00	0.00	15,239,923.16	5,313,842	74.1%	74.1%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 9/30/2015
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbe red & PY Capital Project Balances	2015 Budget Adjustment s/ 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	140,350		0	140,350	18,844	105,319.17	17,266.94		122,586.11	17,764	75.0%	87.3%
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	1,695	3,014.11			3,014.11	6,136	32.9%	32.9%
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	5,000	99,307	5,273	73,412.52	21,216.84		94,629.36	4,677	73.9%	95.3%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000	354	10,176.95	1,373.40		11,550.35	2,450	72.7%	82.5%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,234	8,695.80			8,695.80	5,504	61.2%	61.2%
510100	Out of Area Travel	15,000		0	15,000	2,440	7,741.56			7,741.56	7,258	51.6%	51.6%
510200	Training and Education	57,040		0	57,040	(2,138)	42,770.16	155.00		42,925.16	14,115	75.0%	75.3%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,917			33,917	2,713	23,873.00			23,873.00	10,044	70.4%	70.4%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	230,831		(14,400)	216,431	11,510	188,894.28			188,894.28	27,537	87.3%	87.3%
515000	Total Utility Charges	265,748		(14,400)	251,348	14,223	212,767.28	0.00	0.00	212,767.28	37,581	84.7%	84.7%
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 Svs	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 9/30/2015
 74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /% Encumb
516020	Professional Services Contracts & Fees	964,380	124,074	0	1,088,454	73,025	668,728.29	240,007.06		908,735.35	179,719	61.4%	83.5%
516030	Maintenance Contracts	121,022	2,201	0	123,223	7,363	102,582.20	17,253.32		119,835.52	3,387	83.2%	97.3%
530000	Other Expenses	166,160	21,221	(5,000)	182,381	17,741	108,461.37	5,030.65	20,415.00	133,907.02	48,474	59.5%	73.4%
545000	Rental Charges	4,794	151	14,400	19,345	8,014	14,380.06	837.80		15,217.86	4,127	74.3%	78.7%
555050	Insurance Premiums	115,000		0	115,000	12,819	109,587.97			109,587.97	5,412	95.3%	95.3%
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	10,328	103,236.42	33,470.14	26,875.76	163,582.32	6,401	60.7%	96.2%
561430	Building, Grounds and Heavy Equip		6,322	10,000	16,322		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	221,289	2,210,496.21	0.00	189,233.66	2,399,729.87	798,504	69.1%	75.0%
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	2,122	101,093.47			101,093.47	86,818	53.8%	53.8%
	Electricity	764,070		0	764,070	59,156	463,891.84			463,891.84	300,178	60.7%	60.7%
	Total Interfund Exp - Utilites	951,981	0	0	951,981	61,278	564,985.31	0.00	0.00	564,985.31	386,996	59.3%	59.3%
942000	Interfund - Holding Center	(90,017)		0	(90,017)	(7,501)	(67,512.77)			(67,512.77)	(22,504)	75.0%	75.0%
	Interfund - Correctional Facility	(104,672)			(104,672)	(8,723)	(78,504.02)			(78,504.02)	(26,168)	75.0%	75.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(6,448.50)			(6,448.50)	(2,150)	75.0%	75.0%
	Total ID Library Services	(203,287)	0	0	(203,287)	(\$16,941)	(152,465.29)			(152,465.29)	(50,822)	75.0%	75.0%
910600	Intefund Expense - Purchasing Services	20,979		0	20,979	\$1,693	15,234.75			15,234.75	5,744	72.6%	72.6%
910700	Interfund Expnese - Fleet Services	47,252		0	47,252	\$1,113	14,089.10			14,089.10	33,163	29.8%	29.8%
980000	Interdepart Services DISS	270,005		0	270,005	22,500	215,250.00			215,250.00	54,755	79.7%	79.7%
	System Operating Grand Totals	26,718,710	442,287	35,000	27,195,997	2,156,261	19,699,166.98	362,590.90	236,524.42	20,298,282.30	6,896,715	72.4%	74.6%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 9/30/2015
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbe red & PY Capital Project Balances	2015 Budget Adjustment s/ 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	
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,001,744			1,001,744	44,404	926,520.29			926,520.29	75,224	92.5%	92.5%	
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	\$44,404	926,520.29	0.00	0.00	926,520.29	101,923	90.1%	90.1%	
	Grand Total Operating and Erie County Capital	27,720,454	468,986	35,000	28,224,440	\$2,200,665	20,625,687.27	362,590.90	236,524.42	21,224,802.59	6,998,637	73.1%	75.2%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending September 30, 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	\$227,639.67
(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	\$518.72
Less Disbursements	
Direct For Library Programs/Services/Support	(\$282,710.96)
To Library Foundation	\$0.00
Total Disbursements	(\$282,710.96)
Balance, 2015 Activity	(\$53,357.35)

Cumulative Balance Library Trust **\$1,145,827.49**

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

Library material purchases (direct from trust)	(\$2,519.14)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$59,152.49)
Equipment, furnishings & supplies	(\$48,518.38)
Exhibit/display preparation and support/Rare Book Room	\$0.00
Preservation/Conservation (Audubon Birds)	(\$2,335.05)
Construction Grant Match	(\$150,000.00)
Raiser's Edge Software and General Fundraising Expense	(\$6,862.59)
Fundraiser Event Expense	(\$12,850.77)
Other	(\$472.54)
Total	(\$282,710.96)