

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 12/17/2015

AGENDA ITEM NUMBER: E.2.e.

Budget & Finance Committee
Financials for the Month Ending **10/31/2015**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of October 31, 2015 month-end. The report also details monthly activity for October. Overall, with 83.3% of the budget year elapsed, year-to-date Library revenue, at 95.0% collected, is well within budget and year-to-date expense, at 81.1%, is also running within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library** - 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 the originally adopted budget. The board approved a budget amendment addressing this change in October and those changes are reflected in this report.
- ✓ **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 79.2% of the budget.
- ✓ **Fringe Benefit expense is running above budget at 88.9% overall.**
The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 110.8%, 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 86.9%. Workers compensation and Unemployment insurance expense is over budget for the year by \$6,539 and \$3,108 respectively base upon actual usage; they are relatively small in comparison to other benefit costs with the total budgets being \$42,245 and \$14,109 respectively. We continue to closely monitor this situation.
- ✓ **Telephone and Internet Service net credit for October reflects approved 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 87.8%**
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 \$108,187, came in at 57.6% of the 2015 annual budget, however they were 33.3% LOWER than the \$162,136 paid in January – October 2014. Electricity charges of \$510,387 came in at 66.8% of the 2015 annual budget and were 19.7% below the \$635,276 paid in January – October 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 \$178,838 (22.4%) 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 10/31/2015

83.3% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue October	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	329,165	0	329,165	21,619.04	287,624.42	41,541	87.4%
422000	Copies	20,413	0	20,413	1,888.65	17,274.67	3,138	84.6%
466040	Printing	50,000	0	50,000	4,175.71	43,707.46	6,293	87.4%
466030	Book Bags	1,500	0	1,500	100.00	1,059.50	441	70.6%
466020	Minor Sale - Other	7,500	0	7,500	539.00	5,869.65	1,630	78.3%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	491.67	12,144.70	5,855	67.5%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	2,336.50	18,918.02	(2,918)	118.2%
TOTAL REVENUE FROM LIBRARY OPERATIONS		442,578	0	442,578	31,150.57	386,598.42	55,980	87.4%
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	102,310	1,862,351		1,843,116.00	19,235	99.0%
408150	NYS Aid to Member Libraries	257,779	14,986	272,765		245,488.00	27,277	90.0%
408160	State Aid - Special		63,000	63,000	63,000.00	63,000.00	0	100.0%
409010	State Aid - Other					0.00	0	0.0%
486000	Interfund - Subsidy	0	4,000	4,000		0.00	4,000	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		25,031,677	184,296	25,215,973	63,000.00	25,165,461.01	50,512	99.8%
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	214.28	1,728.67	3,271	34.6%
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	88.80	4,477.85	(2,478)	223.9%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
TOTAL OTHER REVENUE		535,612	0	535,612	303.08	28,718.63	506,893	5.4%
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	219,296	26,938,006	94,453.65	25,580,778.06	1,357,228	95.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 10/31/2015
 83.3% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	October 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	\$737,617	7,075,323.73			7,075,323.73	1,689,809	80.7%	80.7%
500010	Part Time - Wages	3,983,602		0	3,983,602	315,941	2,911,627.47			2,911,627.47	1,071,975	73.1%	73.1%
500020	Regular PT - Wages	1,048,444		0	1,048,444	94,137	909,718.13			909,718.13	138,726	86.8%	86.8%
500300	Shift Differential	15,000		0	15,000	1,311	13,123.98			13,123.98	1,876	87.5%	87.5%
500330	Holiday Worked	15,000		0	15,000		13,458.37			13,458.37	1,542	89.7%	89.7%
500350	Other Employee Payments	60,000		0	60,000	3,500	40,755.00			40,755.00	19,245	67.9%	67.9%
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,152,506	10,964,006.68	0.00	0.00	10,964,006.68	2,923,172	79.0%	79.0%
501000	Overtime Salaries & Wages	191,000		0	191,000	\$20,320	164,660.77			164,660.77	26,339	86.2%	86.2%
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,172,826	11,128,667.45	0.00	0.00	11,128,667.45	2,949,512	79.0%	79.0%
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	1,172,826	11,128,667.45	0.00	0.00	11,128,667.45	2,914,156	79.2%	79.2%
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	73,045	683,753.84			683,753.84	189,099	78.3%	78.3%
502020	Employer FICA - MEDICARE	204,108		0	204,108	17,083	159,937.32			159,937.32	44,171	78.4%	78.4%
502030	Employee Health Insurance	2,237,163		14,986	2,252,149	205,208	1,956,800.99			1,956,800.99	295,348	86.9%	86.9%
502040	Dental Plan	114,404		0	114,404	6,939	73,726.06			73,726.06	40,678	64.4%	64.4%
502050	Workers Compensation	42,245		0	42,245	10,197	48,784.49			48,784.49	(6,539)	115.5%	115.5%
502060	Unemployment Insurance	14,109		0	14,109	1,033	17,216.64			17,216.64	(3,108)	122.0%	122.0%
502070	Hospital & Medical - Retirees	999,354		83,810	1,083,164	124,082	1,199,672.17			1,199,672.17	(116,508)	110.8%	110.8%
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,767	27,921.00			27,921.00	9,687	74.2%	74.2%
502100	Retirement	2,066,053		0	2,066,053	152,150	1,708,772.86			1,708,772.86	357,280	82.7%	82.7%
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	98,796	6,609,738	592,504	5,876,585.37	0.00	0.00	5,876,585.37	733,153	88.9%	88.9%
	TOTAL COMPENSATION RELATED	20,553,765	0	98,796	20,652,561	1,765,330	17,005,252.82	0.00	0.00	17,005,252.82	3,647,308	82.3%	82.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 10/31/2015
 83.3% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/ Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expended	YTD /% Encumb
505000	Office Supplies	140,350		0	140,350	13,371	118,690.10	7,073.90		125,764.00	14,586	84.6%	89.6%
505200	Clothing Supplies	3,350		0	3,350	218	442.07	2,149.00		2,591.07	759	13.2%	77.3%
505600	Auto Truck & Heavy Equip Supplies	9,150		0	9,150	461	3,475.19			3,475.19	5,675	38.0%	38.0%
505800	Medical & Health Supplies	1,000		0	1,000	616	835.85			835.85	164	83.6%	83.6%
506200	Maintenance & Repair	92,200	2,107	11,000	105,307	7,697	81,109.04	23,692.89		104,801.93	505	77.0%	99.5%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000	1,117	11,294.15	715.00		12,009.15	1,991	80.7%	85.8%
510000	Local Mileage Reimbursement	14,200		0	14,200	715	9,411.25			9,411.25	4,789	66.3%	66.3%
510100	Out of Area Travel	15,000		0	15,000	455	8,196.16			8,196.16	6,804	54.6%	54.6%
510200	Training and Education	57,040		0	57,040	1,070	43,840.16	155.00		43,995.16	13,045	76.9%	77.1%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,917			33,917	2,743	26,616.05			26,616.05	7,301	78.5%	78.5%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	230,831		(14,400)	216,431	(54,990)	133,904.22			133,904.22	82,527	61.9%	61.9%
515000	Total Utility Charges	265,748		(14,400)	251,348	(52,247)	160,520.27	0.00	0.00	160,520.27	89,828	63.9%	63.9%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	0		11,000	11,000	11,000	11,000.00			11,000.00	0	100.0%	100.0%
	Ewell Free - Alden	293		0	293		293.00			293.00	0	100.0%	100.0%
	Amherst Public	0		41,000	41,000	41,000	41,000.00			41,000.00	0	100.0%	100.0%
	Aurora Public	0		1,000	1,000		0.00	1,000.00		1,000.00	0	0.0%	100.0%
	Clarence Public	0		11,000	11,000	11,000	11,000.00			11,000.00	0	100.0%	100.0%
	Elma Public	0		1,000	1,000		0.00	1,000.00		1,000.00	0	0.0%	100.0%
	Lackawanna Public	12,323		0	12,323	3,081	12,323.00	0.00		12,323.00	0	100.0%	100.0%
	Marilla Free	0		1,000	1,000		0.00	1,000.00		1,000.00	0	0.0%	100.0%
	West Seneca Public	0		1,000	1,000		0.00	1,000.00		1,000.00	0	0.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	12,616	0	67,000	79,616	\$66,081	75,616.00	4,000.00	0.00	79,616.00	0	95.0%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 10/31/2015
 83.3% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expended	YTD % /& Encumb
516020	Professional Services Contracts & Fees	964,380	124,074	0	1,088,454	102,163	770,891.40	230,763.20		1,001,654.60	86,800	70.8%	92.0%
516030	Maintenance Contracts	121,022	2,201	0	123,223	5,649	108,231.10	13,695.52		121,926.62	1,296	87.8%	98.9%
530000	Other Expenses	166,160	21,221	(5,000)	182,381	10,724	119,185.27	2,761.05	20,415.00	142,361.32	40,020	65.3%	78.1%
545000	Rental Charges	4,794	151	14,400	19,345	413	14,793.03	624.83		15,417.86	3,927	76.5%	79.7%
555050	Insurance Premiums	115,000		0	115,000		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	49,677	152,912.95	5,739.77		158,652.72	11,330	90.0%	93.3%
561430	Building, Grounds and Heavy Equip		6,322	22,500	28,822		10,800.28	17,619.42		28,419.70	402	37.5%	98.6%
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	325,505	2,536,001.01	0.00	189,233.66	2,725,234.67	472,999	79.3%	85.2%
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	7,093	108,186.58			108,186.58	79,724	57.6%	57.6%
	Electricity	764,070		0	764,070	46,496	510,387.46			510,387.46	253,683	66.8%	66.8%
	Total Interfund Exp - Utilites	951,981	0	0	951,981	53,589	618,574.04	0.00	0.00	618,574.04	333,407	65.0%	65.0%
942000	Interfund - Holding Center	(90,017)		0	(90,017)	(7,501)	(75,014.19)			(75,014.19)	(15,003)	83.3%	83.3%
	Interfund - Correctional Facility	(104,672)			(104,672)	(8,723)	(87,226.69)			(87,226.69)	(17,445)	83.3%	83.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(7,165.00)			(7,165.00)	(1,433)	83.3%	83.3%
	Total ID Library Services	(203,287)	0	0	(203,287)	(\$16,941)	(169,405.88)			(169,405.88)	(33,881)	83.3%	83.3%
910600	Intefund Expense - Purchasing Services	20,979		0	20,979	\$1,693	16,927.50			16,927.50	4,052	80.7%	80.7%
910700	Interfund Expnese - Fleet Services	47,252		0	47,252	\$1,479	15,567.95			15,567.95	31,684	32.9%	32.9%
980000	Interdepart Services DISS	270,005		0	270,005	22,500	237,750.00			237,750.00	32,255	88.1%	88.1%
	System Operating Grand Totals	26,718,710	442,287	219,296	27,380,293	2,361,333	22,060,499.68	331,888.58	209,648.66	22,602,036.92	4,777,256	80.6%	82.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 10/31/2015
 83.3% of Budget Year

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												YTD Expend	YTD /% Encumb	
ERIE COUNTY CAPITAL FUNDING FOR LIBRARY														
	Library Debt Service	1,001,744			1,001,744	38,714	965,233.96			965,233.96	36,510	96.4%	96.4%	
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	\$38,714	965,233.96	0.00	0.00	965,233.96	63,209	93.9%	93.9%	
	Grand Total Operating and Erie County Capital	27,720,454	468,986	219,296	28,408,736	\$2,400,046	23,025,733.64	331,888.58	209,648.66	23,567,270.88	4,840,465	81.1%	83.0%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending October 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		\$239,576.75
(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		\$577.16
Less Disbursements		
Direct For Library Programs/Services/Support	(\$287,776.37)	
To Library Foundation	\$0.00	
Total Disbursements		(\$287,776.37)
Balance, 2015 Activity		(\$46,427.24)

Cumulative Balance Library Trust **\$1,152,757.60**

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	(\$62,022.90)
Equipment, furnishings & supplies	(\$50,713.38)
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	(\$287,776.37)