

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 6/16/2016

AGENDA ITEM NUMBER: E.2.b.

Budget & Finance Committee
Financials for the Month Ending **04/30/2016**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of April 30, 2016 month-end. The report also details monthly activity for April. Overall, with 33.1% of the budget year elapsed, year-to-date Library revenue, at 86.8% collected, is well within budget and year-to date expense, at 31.7%, is also 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 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. The Library's 2016 budget assumed state library aid at 2015's funding level. The enacted NY State 2015-16 budget actually increased library aid by 4.3% which, if distributed in the same manner as last year's increase, would provide an additional \$93,834 in the Operating fund and \$28,828 in the Grants fund. The state library will issue revised aid charts, probably sometime in the late spring-early summer.
- ✓ **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 from contract library reimbursement of that portion of their 2015 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 2015 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 31.7% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 29.2% overall.**
Vacancies resulted in below budget charges for payroll taxes. Usage changes and negotiated increased employee contributions contributed to Active Employee Health insurance cost being under budget (and 5.8% under Year-to-date charges for the same period last year). NY State Retirement charges are also running under budget, reflecting a decrease in rates and the continued shift to the lower cost Tier 6 plan via turnover. Finally, the rate of growth in retiree medical charges so far this year continues to moderate, coming in at 32.4% of budget (and up 1.1% over the same period in 2015). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor this situation.
- ✓ **Highway Supplies (rock salt) shows at 39.0%**
This relatively small account (\$14,000 annual budget) is seasonal in nature with the next set of purchases taking place in the fall.
- ✓ **Telephone and Internet Service charges show at 42.7% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers up to 90% of eligible services in this expense category. 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 within budget.
- ✓ **Contractual Payments to Member Libraries combined show at 80%.** The above budget variance results from the distribution of “bullet aid” sponsored by Senator Patrick Gallivan to support the libraries within his district.
- ✓ **Insurance premiums shows at 67.0 %**
Reflects timing of policy renewal payments, the account is expected to end the year within budget.
- ✓ **Several remaining operating accounts above 33.1% reflect timing differences.**
These accounts, including Office Supplies, Travel, Training, Professional Services, Maintenance Contracts, Other Expenses, and Lab/Tech equipment reflect timing variations and are expected to end the year within budget.

EXPENSE (continued):

- ✓ **A mild winter and continued moderate rates again generate electric and natural gas savings.**
Natural gas charges of \$59,778, came in at 35.6% of the 2016 annual budget, however they were 36.3% LOWER than the \$93,813 paid in January - April 2015. Electricity charges of \$140,782 came in at 19.8% of the 2016 annual budget and were 25.1% BELOW the \$187,836 paid in January - April 2015. The season's relatively mild temperatures reduced usage and rate remain moderate. 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 \$81,089 (28.8%) BELOW those incurred for the same months in 2015.**
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

2016 OPERATING BUDGET

Revenue Detail as of 4/30/2016

33.1% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue April	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	336,493	0	336,493	26,255	112,508	223,985	33.4%
422000	Copies	18,839	0	18,839	2,198	6,853	11,986	36.4%
466040	Printing	52,217	0	52,217	5,862	20,303	31,914	38.9%
466030	Book Bags	1,300	0	1,300	104	399	902	30.7%
466020	Minor Sale - Other	8,000	0	8,000	581	2,144	5,856	26.8%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	1,585	5,531	12,469	30.7%
420530	Comm - Tel Booth Food Svs	18,240	0	18,240		4,130	14,110	22.6%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	453,089	0	453,089	36,585	151,867	301,222	33.5%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	23,474,134	0	23,474,134		23,474,134	(0)	100.0%
408140	NYS Aid-Lib Incl Incent	1,862,346	0	1,862,346		0	1,862,346	0.0%
408150	NYS Aid to Member Libraries	272,758	0	272,758		0	272,758	0.0%
408160	State Aid - Special	0	16,500	16,500		16,500	0	100.0%
409010	State Aid - Other	0	0	0		0	0	0.0%
486000	Interfund - Subsidy	0	0	0		0	0	0.0%
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	25,609,238	16,500	25,625,738	0	23,490,634	2,135,104	91.7%
OTHER REVENUE								
419010	Refunds - Cont Library	407,906	0	407,906		0	407,906	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000	29	28,332	(18,332)	283.3%
466170	Refund Contract Lib Retire	0	0	0		0	0	0.0%
466070	Refund P/Y Expenses	0		0		0	0	0.0%
445030	Int & Earn - Gen Inv	3,000	0	3,000	186	763	2,237	25.4%
466000	Misc Receipts	0	0	0		217	(217)	0.0%
466010	NSF Check Fees	15	0	15		0	15	0.0%
467000	Misc Depart Income	3,000	0	3,000	195	1,223	1,777	40.8%
479100	Other Contributions	60,000	0	60,000		0	60,000	0.0%
	TOTAL OTHER REVENUE	483,921	0	483,921	410	30,535	453,386	6.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	714,843	0	714,843		0	714,843	0.0%
	TOTAL USE OF FUND BALANCE	714,843	0	714,843	0	0	714,843	0.0%
	GRAND TOTAL OPERATING REVENUE	27,261,091	16,500	27,277,591	36,995	23,673,037	3,604,554	86.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2016 OPERATING BUDGET

Expenditure Detail as of 4/30/2016

33.1% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	Encumbe red & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
<u>OPERATING EXPENDITURES</u>													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,085,418		0	9,085,418	\$720,092	2,871,117.67			2,871,117.67	6,214,300	31.6%	31.6%
500010	Part Time - Wages	4,024,053		0	4,024,053	292,137	1,191,175.57			1,191,175.57	2,832,877	29.6%	29.6%
500020	Regular PT - Wages	1,062,824		0	1,062,824	69,507	326,277.79			326,277.79	736,546	30.7%	30.7%
500300	Shift Differential	15,000		0	15,000	1,457	4,937.79			4,937.79	10,062	32.9%	32.9%
500330	Holiday Worked	15,000		0	15,000	1,682	6,060.78			6,060.78	8,939	40.4%	40.4%
500350	Other Employee Payments	60,000		0	60,000	6,250	10,930.00			10,930.00	49,070	18.2%	18.2%
	Salaries & Wages	14,262,295	0	0	14,262,295	\$1,091,125	4,410,499.60	0.00	0	4,410,499.60	9,851,795	30.9%	30.9%
501000	Overtime Salaries & Wages	195,000		0	195,000	\$16,735	83,762.51			83,762.51	111,237	43.0%	43.0%
	TOTAL, PERSONAL SERVICES	14,457,295	0	0	14,457,295	\$1,107,860	4,494,262.11	0.00	0	4,494,262.11	9,963,033	31.1%	31.1%
504990	Reduction From Personal Services	(318,881)		0	(318,881)		0.00			0.00	(318,881)	0.0%	0.0%
504992	Contractual Salary Reserves	51,557		0	51,557		0.00			0.00	51,557	0.0%	0.0%
	NET PERSONAL SERVICES	14,189,971	0	0	14,189,971	1,107,860	4,494,262.11	0.00	0	4,494,262.11	9,695,709	31.7%	31.7%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	896,354		0	896,354	69,032	275,865.88			275,865.88	620,488	30.8%	30.8%
502020	Employer FICA - MEDICARE	209,672		0	209,672	16,144	64,516.66			64,516.66	145,155	30.8%	30.8%
502030	Employee Health Insurance	2,586,136		0	2,586,136	196,072	736,841.70			736,841.70	1,849,294	28.5%	28.5%
502040	Dental Plan	117,436		0	117,436	8,008	27,694.26			27,694.26	89,742	23.6%	23.6%
502050	Workers Compensation	51,034		0	51,034	3,072	(563.47)			(563.47)	51,597	-1.1%	-1.1%
502060	Unemployment Insurance	17,055		0	17,055	3,118	8,039.58			8,039.58	9,015	47.1%	47.1%
502070	Hospital & Medical - Retirees	1,522,245		0	1,522,245	148,404	492,907.16			492,907.16	1,029,338	32.4%	32.4%
502090	Health Insurance Waiver (Incl: 117)	40,008		0	40,008	2,451	10,104.00			10,104.00	29,904	25.3%	25.3%
502100	Retirement	1,762,233		0	1,762,233	118,821	489,667.08			489,667.08	1,272,566	27.8%	27.8%
502000	Unallocated Fringe Benefits	3,617		0	3,617		0.00			0.00	3,617	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,205,790	0	0	7,205,790	565,122	2,105,072.85	0.00	0	2,105,072.85	5,100,717	29.2%	29.2%
	TOTAL COMPENSATION RELATED	21,395,761	0	0	21,395,761	1,672,982	6,599,334.96	0.00	0	6,599,334.96	14,796,426	30.8%	30.8%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET**

Expenditure Detail as of 4/30/2016

33.1% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	Encumbe red & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
505000	Office Supplies	140,350		0	140,350	15,076	52,364.55	68,728.39		121,092.94	19,257	37.3%	86.3%
505200	Clothing Supplies	4,000	226	0	4,226		68.60	225.50		294.10	3,931	1.6%	7.0%
505600	Auto Truck & Heavy Equip Supplies	8,550		0	8,550	81	1,123.69			1,123.69	7,426	13.1%	13.1%
505800	Medical & Health Supplies	1,000		0	1,000		0.00			0.00	1,000	0.0%	0.0%
506200	Maintenance & Repair	102,500	702	0	103,202	7,569	27,700.69	24,122.19		51,822.88	51,379	26.8%	50.2%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		5,465.46	3,993.99		9,459.45	4,541	39.0%	67.6%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,062	3,081.98			3,081.98	11,118	21.7%	21.7%
510100	Out of Area Travel	15,000		0	15,000	6,023	6,456.59			6,456.59	8,543	43.0%	43.0%
510200	Training and Education	54,755		0	54,755	1,594	17,935.50	460.00		18,395.50	36,360	32.8%	33.6%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,975			33,975	1,879	8,254.77			8,254.77	25,720	24.3%	24.3%
	Fuel Oil	1,000			1,000					0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	74,159		0	74,159	11,157	31,660.79			31,660.79	42,498	42.7%	42.7%
515000	Total Utility Charges	109,134		0	109,134	13,037	39,915.56	0.00	0	39,915.56	69,218	36.6%	36.6%
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	1,153		1,500	2,653		2,653.00			2,653.00	0	100.0%	100.0%
	Aurora Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Boston Free	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Collins Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Concord Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Eden Library	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Elma Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Lackawanna Public	11,749		0	11,749		5,874.60	5,874.40		11,749.00	0	50.0%	100.0%
	Lancaster Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Marilla Free	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	North Collins Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	West Seneca Public	0		1,500	1,500		1,500.00			1,500.00	0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	12,902	0	16,500	29,402	\$0	23,527.60	5,874.40	0	29,402.00	0	80.0%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2016 OPERATING BUDGET

Expenditure Detail as of 4/30/2016

33.1% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	Encumbe red & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	864,427	82,687	0	947,114	145,556	420,252.39	316,944.90		737,197.29	209,917	44.4%	77.8%
516030	Maintenance Contracts	121,857	1,564	0	123,421	37,546	70,547.23	36,689.08		107,236.31	16,185	57.2%	86.9%
530000	Other Expenses	177,050	21,072	0	198,122	(4,697)	63,326.36	6,424.25		69,750.61	128,371	32.0%	35.2%
545000	Rental Charges	4,725		0	4,725	320	1,104.76	3,294.64		4,399.40	326	23.4%	93.1%
555050	Insurance Premiums	119,550		0	119,550	2,784	80,140.14			80,140.14	39,410	67.0%	67.0%
559000	County Share Grants			0	0		0.00			0.00	0	0.0%	0.0%
561410	Lab & Technical Equipment	75,145	32,013	0	107,158	2,626	42,315.92	30,029.30		72,345.22	34,813	39.5%	67.5%
561420	Office Equip, Furn & Fixtures			0	0		0.00			0.00	0	0.0%	0.0%
561430	Building, Grounds and Heavy Equip			0	0		0.00			0.00	0	0.0%	0.0%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	178,970	0	3,187,970	219,105	1,060,477.30	0.00	178,970	1,239,447.30	1,948,523	33.3%	38.9%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	167,911		0	167,911	9,365	59,778.09			59,778.09	108,133	35.6%	35.6%
	Electricity	710,479		0	710,479	37,179	140,781.64			140,781.64	569,697	19.8%	19.8%
	Total Interfund Exp - Utilites	878,390	0	0	878,390	46,544	200,559.73	0.00	0	200,559.73	677,830	22.8%	22.8%
942000	Interfund - Holding Center	(90,865)		0	(90,865)	(7,572)	(30,288.33)			(30,288.33)	(60,577)	33.3%	33.3%
	Interfund - Correctional Facility	(104,461)			(104,461)	(8,705)	(34,820.33)			(34,820.33)	(69,641)	33.3%	33.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(2,866.00)			(2,866.00)	(5,732)	33.3%	33.3%
	Total ID Library Services	(203,924)	0	0	(203,924)	(\$16,994)	(67,974.66)			(67,974.66)	(135,949)	33.3%	33.3%
910600	Intefund Expense - Purchasing Services	33,120		0	33,120	\$2,284	9,134.00			9,134.00	23,986	27.6%	27.6%
910700	Interfund Expnese - Fleet Services	40,510		0	40,510	\$1,101	3,802.66			3,802.66	36,707	9.4%	9.4%
980000	Interdepart Services DISS	269,089		0	269,089	22,424	89,696.32			89,696.32	179,393	33.3%	33.3%
	System Operating Grand Totals	27,261,091	317,234	16,500	27,594,825	2,176,021	8,750,357.33	496,786.64	178,970	9,426,113.97	18,168,711	31.7%	34.2%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET
 Expenditure Detail as of 4/30/2016
 33.1% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	Encumbe red & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>													
	Library Debt Service	940,143			940,143	556,177	762,910.90			762,910.90	177,232	81.1%	81.1%
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	0.00	26,699	0.0%	0.0%
	Total Erie County Capital for Library	940,143	26,699	0	966,842	\$556,177	762,910.90	0.00	0	762,910.90	203,931	78.9%	78.9%
	Grand Total Operating and Erie County Capital	28,201,234	343,933	16,500	28,561,667	\$2,732,198	9,513,268.23	496,786.64	178,970	10,189,024.87	18,372,642	33.3%	35.7%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending April 30, 2016

Main Trust	\$1,066,784.93
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,647.26
2015 Ending Balance	\$1,159,432.19

2016 Activity and Balances

Restricted Donations		\$45,478.28
(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	\$43,012.65	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$43,012.65
Interest Income		\$235.29
Less Disbursements		
Direct For Library Programs/Services/Support	(\$57,884.46)	
To Library Foundation	\$0.00	
Total Disbursements		(\$57,884.46)
Balance, 2016 Activity		\$30,841.76

Cumulative Balance Library Trust **\$1,190,273.95**

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

Library material purchases (direct from trust)	(\$116.45)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$14,390.51)
Equipment, furnishings & supplies	(\$1,916.00)
Exhibit/display preparation and support/Rare Book Room	(\$10,251.46)
Preservation/Conservation (Audubon Birds)	(\$22,698.00)
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$7,446.10)
Fundraiser Event Expense	\$0.00
Other	(\$1,065.94)
Total	(\$57,884.46)