

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 1/18/2018

AGENDA ITEM NUMBER: G.2.b.

Budget & Finance Committee
Financials for the Month Ending **11/30/2017**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of November 30, 2017 month-end. The report also details monthly activity for November. Overall, with 91.5% of the budget year elapsed, year-to-date Library revenue, at 96.6% collected, is well within budget and year-to date expense, at 86.7%, is also within budget. Items of note include:

REVENUE:

- ✓ **Fine Revenue continues under budget** reflecting the continued shift to e-content, which "expires" at the end of the loan period, and therefore never overdue combined with overall circulation, which ran 4.8% below the same period in 2016.
- ✓ **Property Tax for Library Proceeds:** The full \$23,943,617 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 over 90% of the total for the year. The Library's 2017 budget assumed state library aid at 2016's funding level. The enacted NY State 2016-17 budget maintained this level of support.
- ✓ **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 2016 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 2016 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 88.6% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 84.4% overall.** Vacancies result in below budget charges for payroll taxes. Usage changes and negotiated increased employee contributions contributed to Active Employee Health insurance cost being under budget (YTD costs are 1.1% below Year-to-date charges for the same period last year). NY State Retirement charges are slightly under budget at 89.2%, with year-end adjustments expected to keep the account within budget as the Library labor pool continues to shift to the lower cost Tier 6 plan via turnover. Finally, retiree medical charges so far this year continue to moderate, coming in at 83.3% of budget (0.8% above the same period in 2016). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor this situation.
- ✓ **Telephone and Internet Service charges show at 105.7% 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 (now Spectrum), 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 adjusted budget** reflects budgeting the expense side of New York State bullet aid allocations to libraries within the districts of State Senators Jacobs, Gallivan and Ranzenhofer.
- ✓ **Insurance premiums show at 93.9%.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.

EXPENSE (continued):

- ✓ **A mild winter and summer helped counter higher Natural Gas rates to yield modest utility savings.** Natural gas charges of \$106,319, came in at 76.6% of the 2017 annual budget, reflecting seasonality and significantly higher rates. This expense was 40.0% higher than the \$75,941 paid in January - November 2016. Electricity charges of \$507,373 came in at 82.5% of the 2017 annual budget. This expense was 0.05% lower than the \$507,607 paid in January - November 2016. This year's relatively mild temperatures helped, however rates increased significantly in 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. **Combined 2017 interfund utility charges of \$634,344 were below budget (81.4% of budget), however they were \$30,144 (5.2%) above those incurred for the same months in 2016.** 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

2017 OPERATING BUDGET

Revenue Detail as of 11/30/2017

91.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjust- ments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	317,592	0	317,592	22,299	264,463.84	53,128	83.3%
422000	Copies	19,844	0	19,844	1,613	22,100.72	(2,257)	111.4%
466040	Printing	57,957	0	57,957	4,480	56,832.84	1,124	98.1%
466030	Book Bags	1,300	0	1,300	36	958.00	342	73.7%
466020	Minor Sale - Other	6,361	0	6,361	244	4,082.93	2,278	64.2%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	1,050	17,994.77	3,105	85.3%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	6,486	13,232.81	4,447	74.8%
TOTAL REVENUE FROM LIBRARY OPERATIONS		441,834	0	441,834	36,207	379,665.91	62,168	85.9%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	23,943,617	0	23,943,617		23,943,616.98	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,942,679	1,048	1,943,727	20,075	1,943,727.00	0	100.0%
408150	NYS Aid to Member Libraries	284,530	153	284,683	28,469	284,683.00	0	100.0%
408160	State Aid - Special	0	206,500	206,500	206,500	206,500.00	0	100.0%
409010	State Aid - Other	0	0	0		0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		26,170,826	207,701	26,378,527	255,044	26,378,526.98	0	100.0%
OTHER REVENUE								
419010	Refunds - Cont Library	375,483	0	375,483		0.00	375,483	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		33,940.26	(23,940)	339.4%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0		0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	190	2,378.06	(378)	118.9%
466000	Misc Receipts	0	0	0		252.63	(253)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	161	3,898.53	1,101	78.0%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
TOTAL OTHER REVENUE		452,498	0	452,498	351	40,469.48	412,029	8.9%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	485,186	282,176	767,362		0.00	767,362	0.0%
TOTAL USE OF FUND BALANCE		485,186	282,176	767,362	0	0.00	767,362	0.0%
GRAND TOTAL OPERATING REVENUE		27,550,344	489,877	28,040,221	291,602	26,798,662.37	1,241,559	95.6%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2017 OPERATING BUDGET**

Expenditure Detail as of 11/30/2017

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust-ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,418,289		0	9,418,289	\$775,670	8,509,169.17			8,509,169.17	909,120	90.3%	90.3%
500010	Part Time - Wages	3,980,282		0	3,980,282	296,173	3,405,931.58			3,405,931.58	574,350	85.6%	85.6%
500020	Regular PT - Wages	813,694		0	813,694	58,772	648,069.89			648,069.89	165,624	79.6%	79.6%
500300	Shift Differential	16,000		0	16,000	1,551	16,133.75			16,133.75	(134)	100.8%	100.8%
500330	Holiday Worked	18,000		0	18,000	2,824	14,333.60			14,333.60	3,666	79.6%	79.6%
500350	Other Employee Payments	91,000		0	91,000	998	93,853.12			93,853.12	(2,853)	103.1%	103.1%
	Salaries & Wages	14,337,265	0	0	14,337,265	1,135,988	12,687,491.11	0.00	0	12,687,491.11	1,649,774	88.5%	88.5%
501000	Overtime Salaries & Wages	220,000		0	220,000	16,556	208,457.22			208,457.22	11,543	94.8%	94.8%
	TOTAL, PERSONAL SERVICES	14,557,265	0	0	14,557,265	1,152,544	12,895,948.33	0.00	0	12,895,948.33	1,661,317	88.6%	88.6%
504990	Reduction From Personal Services	(350,511)		0	(350,511)		0.00			0.00	(350,511)	0.0%	0.0%
504992	Contractual Salary Reserves	125,033		0	125,033		0.00			0.00	125,033	0.0%	0.0%
	NET PERSONAL SERVICES	14,331,787	0	0	14,331,787	1,152,544	12,895,948.33	0.00	0	12,895,948.33	1,435,839	90.0%	90.0%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	902,547		0	902,547	69,599	781,199.41			781,199.41	121,348	86.6%	86.6%
502020	Employer FICA - MEDICARE	211,067		0	211,067	16,488	182,977.88			182,977.88	28,089	86.7%	86.7%
502030	Employee Health Insurance	2,715,691		0	2,715,691	255,236	2,238,193.71			2,238,193.71	477,497	82.4%	82.4%
502040	Dental Plan	98,636		0	98,636	7,945	77,166.85			77,166.85	21,469	78.2%	78.2%
502050	Workers Compensation	48,310		0	48,310	844	48,044.87			48,044.87	265	99.5%	99.5%
502060	Unemployment Insurance	21,339		0	21,339	297	9,046.72			9,046.72	12,292	42.4%	42.4%
502070	Hospital & Medical - Retirees	1,608,584		0	1,608,584	166,475	1,339,239.99			1,339,239.99	269,344	83.3%	83.3%
502090	Health Insurance Waiver (Incl: 117)	34,008		0	34,008	2,535	25,815.50			25,815.50	8,193	75.9%	75.9%
502100	Retirement	1,704,743		0	1,704,743	127,164	1,519,885.21			1,519,885.21	184,858	89.2%	89.2%
502000	Unallocated Fringe Benefits	25,232		0	25,232		0.00			0.00	25,232	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,370,157	0	0	7,370,157	646,583	6,221,570.14	0.00	0	6,221,570.14	1,148,587	84.4%	84.4%
	TOTAL COMPENSATION RELATED	21,701,944	0	0	21,701,944	1,799,126	19,117,518.47	0.00	0	19,117,518.47	2,584,426	88.1%	88.1%
505000	Office Supplies	166,335		5,000	171,335	10,893	152,659.61	7,619.88		160,279.49	11,056	89.1%	93.5%
505200	Clothing Supplies	4,000	814	0	4,814		1,699.28	1,368.65		3,067.93	1,746	35.3%	63.7%
505600	Auto Truck & Heavy Equip Supplies	9,750		1,000	10,750	82	9,101.12	25.99		9,127.11	1,623	84.7%	84.9%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2017 OPERATING BUDGET**

Expenditure Detail as of 11/30/2017

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust-ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
505800	Medical & Health Supplies	1,100		200	1,300		241.12	713.25		954.37	346	18.5%	73.4%
506200	Maintenance & Repair	104,300	8,876	30,000	143,176	6,264	93,718.55	15,944.62	1,935	111,598.45	31,578	65.5%	77.9%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		5,722.15	5,401.20		11,123.35	2,877	40.9%	79.5%
510000	Local Mileage Reimbursement	13,000		0	13,000	1,719	8,497.03			8,497.03	4,503	65.4%	65.4%
510100	Out of Area Travel	15,000		0	15,000	3,918	13,904.26			13,904.26	1,096	92.7%	92.7%
510200	Training and Education	59,133		0	59,133	3,399	43,503.39			43,503.39	15,630	73.6%	73.6%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	31,936			31,936	3,239	26,336.82			26,336.82	5,599	82.5%	82.5%
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	62,476		0	62,476	4,262	66,027.66			66,027.66	(3,552)	105.7%	105.7%
515000	Total Utility Charges	95,412		0	95,412	7,502	92,364.48	0.00	0	92,364.48	3,048	96.8%	96.8%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	239		9,000	9,239		9,239.00			9,239.00	0	100.0%	100.0%
	Ewell Free - Alden	1,376		2,500	3,876		3,876.00			3,876.00	0	100.0%	100.0%
	Amherst Public	0		36,000	36,000		36,000.00			36,000.00	0	100.0%	100.0%
	Angola Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	Aurora Public	0		2,500	2,500		2,500.00			2,500.00	0	100.0%	100.0%
	Boston Free	1,642		2,500	4,142		4,142.00			4,142.00	0	100.0%	100.0%
	Clarence Public	0		9,000	9,000		9,000.00			9,000.00	0	100.0%	100.0%
	Collins Public	0		2,500	2,500		2,500.00			2,500.00	0	100.0%	100.0%
	Concord Public	0		2,500	2,500		2,500.00			2,500.00	0	100.0%	100.0%
	Eden Library	0		2,500	2,500		2,500.00			2,500.00	0	100.0%	100.0%
	Elma Public	0		2,500	2,500		2,500.00			2,500.00	0	100.0%	100.0%
	Grand Island Memorial	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	Hamburg Public	0		20,000	20,000		20,000.00			20,000.00	0	100.0%	100.0%
	Lackawanna Public	12,436		0	12,436		12,436.00			12,436.00	0	100.0%	100.0%
	Lancaster Public	0		5,000	5,000		5,000.00			5,000.00	0	100.0%	100.0%
	Marilla Free	441		2,500	2,941		2,941.00			2,941.00	0	100.0%	100.0%
	North Collins Public	682		2,500	3,182		3,182.00			3,182.00	0	100.0%	100.0%
	Orchard Park Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	City of Tonawanda Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	Town of Tonawanda Public	0		20,000	20,000		20,000.00			20,000.00	0	100.0%	100.0%
	West Seneca Public	0		5,000	5,000		5,000.00			5,000.00	0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	16,816	0	166,500	183,316	0	183,316.00	0.00	0	183,316.00	0	100.0%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2017 OPERATING BUDGET**

Expenditure Detail as of 11/30/2017

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust-ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	850,637	75,829	(5,000)	921,466	53,361	733,010.48	100,473.61		833,484.09	87,982	79.5%	90.5%
516030	Maintenance Contracts	120,517	1,583	50,000	172,100	2,405	77,173.48	57,169.11		134,342.59	37,757	44.8%	78.1%
530000	Other Expenses	187,950	15,341	32,242	235,533	17,932	140,626.02	2,952.12	14,920	158,498.14	77,035	59.7%	67.3%
545000	Rental Charges	4,725		0	4,725	(13)	2,754.13	1,587.99		4,342.12	383	58.3%	91.9%
555050	Insurance Premiums	139,100		0	139,100		130,553.29			130,553.29	8,547	93.9%	93.9%
561410	Lab & Technical Equipment	77,060	91,848	158,377	327,285	17,472	251,873.54	10,326.14		262,199.68	65,086	77.0%	80.1%
561420	Office Equip, Furn & Fixtures			113,558	113,558	24,927	36,861.56			36,861.56	76,696	32.5%	32.5%
561430	Building, Grounds and Heavy Equip			18,000	18,000	10,953	13,028.96			13,028.96	4,971	72.4%	72.4%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	170,805	0	3,179,805	271,824	2,821,889.72			2,821,889.72	357,915	88.7%	88.7%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	148,790		(10,000)	138,790	8,776	106,319.16			106,319.16	32,471	76.6%	76.6%
	Electricity	684,829		(70,000)	614,829	36,090	507,372.97			507,372.97	107,456	82.5%	82.5%
	Total Interfund Exp - Utilites	833,619	0	(80,000)	753,619	44,866	613,692.13	0.00	0	613,692.13	139,927	81.4%	81.4%
942000	Interfund - Holding Center	(90,865)		0	(90,865)	(7,572)	(83,292.89)			(83,292.89)	(7,572)	91.7%	91.7%
	Interfund - Correctional Facility	(104,461)		0	(104,461)	(8,705)	(95,755.89)			(95,755.89)	(8,705)	91.7%	91.7%
	Interfund - Court Storage	(8,598)		0	(8,598)	(717)	(7,881.50)			(7,881.50)	(717)	91.7%	91.7%
	Total ID Library Services	(203,924)	0	0	(203,924)	(16,994)	(186,930.28)			(186,930.28)	(16,994)	91.7%	91.7%
910600	Intefund Expense - Purchasing Services	27,638		0	27,638	\$2,082	22,900.14			22,900.14	4,738	82.9%	82.9%
910700	Interfund Expnese - Fleet Services	34,787		0	34,787	\$1,500	15,315.43			15,315.43	19,472	44.0%	44.0%
980000	Interdepart Services DISS	268,445		0	268,445	22,370	246,074.62			246,074.62	22,370	91.7%	91.7%
	System Operating Grand Totals	27,550,344	365,096	489,877	28,405,317	2,285,589	24,641,068.68	203,582.56	16,855	24,861,506.52	3,543,811	86.7%	87.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2017 OPERATING BUDGET
 Expenditure Detail as of 11/30/2017
 91.5% of Budget Year

SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust- ments/ Revisions	Adjusted Budget	November 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	956,761			956,761	4,203	956,761.28			956,761.28	0	100.0%	100.0%	
490	General Obligation Bond Proceeds													
561250	Building Improvements		24,189		24,189		24,188.96			24,188.96	0	100.0%	100.0%	
	Total General Obligations	0	24,189	0	24,189	\$0	24,188.96	0.00	0	24,188.96	0	100.0%	100.0%	
	Total Erie County Capital for Library	956,761	24,189	0	980,950	\$4,203	980,950.24	0.00	0	980,950.24	0	100.0%	100.0%	
	Grand Total Operating and Erie County Capital	28,507,105	389,285	489,877	29,386,267	2,289,792	25,622,018.92	203,582.56	16,855	25,842,456.76	3,543,811	87.2%	87.9%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending November 30, 2017

Main Trust	\$1,079,133.31
Encore Editions Proceeds (Invested per resolution 2006-19)	\$91,653.97
2016 Ending Balance	\$1,170,787.28

2017 Activity and Balances

Restricted Donations	\$181,421.95
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$8,158.00
Interest Income	\$645.04
Total 2017 Revenue	
	\$190,224.99

Less Disbursements

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

Library material purchases (direct from trust)	(\$12,029.75)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$55,913.90)
Equipment, furnishings & supplies	(\$21,120.22)
Exhibit/display preparation and support/Rare Book Room	(\$36,242.12)
Preservation/Conservation (Audubon Birds)	(\$45,550.00)
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$18,127.85)
Fundraiser Event Expense	(\$493.96)
Other	(\$162.47)

Subtotal Disbursements per Resolution 2010-8	(\$189,640.27)
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Other Disbursements (Describe)	\$0.00
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Total 2017 Disbursements	(\$189,640.27)
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Balance, 2017 Activity	\$584.72
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Cumulative Balance Library Trust	\$1,171,372.00
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