

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 11/15/2018

AGENDA ITEM NUMBER: E.2.c.

Budget & Finance Committee
Financials for the Month Ending **09/30/2018**

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, 2018 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 94.8% collected, is within budget and year-to date expense, at 69.7%, is also within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds:** The full \$24,422,489 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments:** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. This year the payment arrived in August. The initial payment represents over 90% of the total for the year. The Library's 2018 budget assumed state library aid at 2017's funding level. The enacted NY State 2018-19 budget contained a 1% increase, totaling \$21,952. The State Library issued final aid tables in June, a budget adjustment reflecting this change was approved by the Board at the July 19th meeting.
- ✓ **Commissions revenue is below budget:** Standing at 55% of budget, performance of the Central Library's Café, which closed under the present operator in August is the main factor. A request for proposals for a new provider was issued in September, with responses due October 19th. Vendor response is undergoing review.
- ✓ **Refunds - P/Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year.
- ✓ **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 Wages expense running under budget.** Contract settlements with AFSCME and the Librarians Association were reached in late 2017, and with CSEA in early 2018. The amount in the “Other Employee Payments” includes a one-time payment to CSEA members pursuant to that settlement. Funding to help support the settlements’ cost is included in the “Contract Salary Reserves” account. Overall, year-to-date Net Personal Services expense consumed 72.7% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 67.6% overall.** Usage changes and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 61.1%, with YTD costs 10.8% below year-to-date charges for the same period last year). Workers compensation expense is running above budget due to medical procedure expense billed in February, April and July. Finally, retiree medical charges so far this year are also running below budget, coming in at 65.0% of budget (and 2.0% above the same period in 2017). Said expense is subject to significant swings due to changes in usage by retirees. We closely monitor these accounts.
- ✓ **Telephone and Internet Service charges show at 107.2% 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, 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 Gallivan, Jacobs, Ranzenhofer and Assemblymember Walter. The bullet aid proceeds will be distributed shortly after they are received.
- ✓ **Insurance Premiums shows at 97.3 %.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

OPERATING FINANCIAL REPORT AS OF SEPTEMBER 30, 2018 - (74.8% of the Budget Year elapsed) Page 3 of 3

EXPENSE (continued):

- ✓ **Other remaining operating accounts above 74.8% reflect timing differences.** These accounts, including Office Supplies and Out of Area Travel reflect timing variations and are expected to end the year within budget.

- ✓ **Below budget Electric Utility costs helped counter the higher Natural Gas expense of a prolonged winter.** Natural Gas charges of \$108,187 came in at 73.5% of the 2018 annual budget, reflecting seasonality and prolonged winter weather. Expense was 13.7% higher than the \$95,116 paid in January - September 2017. Electricity charges of \$457,348 came in at 74.0% of the 2018 annual budget; however, they were 7.7% above the \$424,712 paid in January - September 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. **Combined, 2018 interfund utility charges of \$565,535 were slightly below budget (73.9% of budget), however they were \$45,706 (8.8%) above those incurred for the same months in 2017.** 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

2018 OPERATING BUDGET

Revenue Detail as of 9/30/2018

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	295,594	0	295,594	22,168	214,700.13	80,894	72.6%
422000	Copies	17,398	0	17,398	1,647	18,216.93	(819)	104.7%
466040	Printing	62,963	0	62,963	5,248	46,348.42	16,615	73.6%
466030	Book Bags	1,100	0	1,100	70	740.00	360	67.3%
466020	Minor Sale - Other	5,591	0	5,591	337	3,658.60	1,932	65.4%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	3,348	17,098.22	4,002	81.0%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	672	9,730.51	7,949	55.0%
TOTAL REVENUE FROM LIBRARY OPERATIONS		421,426	0	421,426	33,489	310,492.81	110,933	73.7%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	24,422,489	0	24,422,489		24,422,488.99	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,943,728	19,131	1,962,859		1,942,598.00	20,261	99.0%
408150	NYS Aid to Member Libraries	284,683	2,821	287,504		258,753.00	28,751	90.0%
408160	State Aid - Special	0	268,500	268,500		13,000.00	255,500	4.8%
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.		26,650,900	290,452	26,941,352	0	26,636,839.99	304,512	98.9%
OTHER REVENUE								
419010	Refunds - Cont Library	349,839	0	349,839		0.00	349,839	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		30,756.01	(20,756)	307.6%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0	0	0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	1,109	8,345.21	(6,345)	417.3%
466000	Misc Receipts	0	0	0		75.00	(75)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	1,631	3,347.68	1,652	67.0%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
TOTAL OTHER REVENUE		426,854	0	426,854	2,740	42,523.90	384,330	10.0%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	498,684	173,048	671,732		0.00	671,732	0.0%
TOTAL USE OF FUND BALANCE		498,684	173,048	671,732	0	0.00	671,732	0.0%
GRAND TOTAL OPERATING REVENUE		27,997,864	463,500	28,461,364	36,229	26,989,856.70	1,471,507	94.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET
 Expenditure Detail as of 9/30/2018
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		
												YTD Expend /& Encumb	YTD Expend	
OPERATING EXPENDITURES														
PERSONAL SERVICES														
Regular Salaries & Wages														
500000	Full Time - Salaries	9,520,007		0	9,520,007	\$743,888	7,111,493.15			7,111,493.15	2,408,514	74.7%	74.7%	
500010	Part Time - Wages	4,104,351		0	4,104,351	286,802	2,909,499.14			2,909,499.14	1,194,852	70.9%	70.9%	
500020	Regular PT - Wages	759,767		0	759,767	65,168	619,042.05			619,042.05	140,725	81.5%	81.5%	
500300	Shift Differential	19,000		0	19,000	2,367	14,096.60			14,096.60	4,903	74.2%	74.2%	
500330	Holiday Worked	16,000		0	16,000	1,486	13,817.04			13,817.04	2,183	86.4%	86.4%	
500350	Other Employee Payments	100,000		0	100,000	6,260	54,110.94			54,110.94	45,889	54.1%	54.1%	
	Salaries & Wages	14,519,125	0	0	14,519,125	\$1,105,972	10,722,058.92	0.00	0.00	10,722,058.92	3,797,066	73.8%	73.8%	
501000	Overtime Salaries & Wages	220,000		0	220,000	\$14,916	180,129.01			180,129.01	39,871	81.9%	81.9%	
	TOTAL, PERSONAL SERVICES	14,739,125	0	0	14,739,125	\$1,120,888	10,902,187.93	0.00	0.00	10,902,187.93	3,836,937	74.0%	74.0%	
504990	Reduction From Personal Services	(53,937)		0	(53,937)		0.00			0.00	(53,937)	0.0%	0.0%	
504992	Contractual Salary Reserves	304,055		0	304,055		0.00			0.00	304,055	0.0%	0.0%	
	NET PERSONAL SERVICES	14,989,243	0	0	14,989,243	1,120,888	10,902,187.93	0.00	0.00	10,902,187.93	4,087,055	72.7%	72.7%	
FRINGE BENEFITS														
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%	
502010	Employer FICA - REGULAR	913,829		0	913,829	68,558	661,788.27			661,788.27	252,041	72.4%	72.4%	
502020	Employer FICA - MEDICARE	213,712		0	213,712	16,034	154,773.18			154,773.18	58,939	72.4%	72.4%	
502030	Employee Health Insurance	2,593,704		0	2,593,704	182,678	1,584,872.06			1,584,872.06	1,008,832	61.1%	61.1%	
502040	Dental Plan	97,542		0	97,542	5,712	65,361.71			65,361.71	32,180	67.0%	67.0%	
502050	Workers Compensation	48,921		0	48,921	628	56,800.97			56,800.97	(7,880)	116.1%	116.1%	
502060	Unemployment Insurance	20,144		0	20,144	87	4,011.80			4,011.80	16,132	19.9%	19.9%	
502070	Hospital & Medical - Retirees	1,629,339		0	1,629,339	109,088	1,059,161.97			1,059,161.97	570,177	65.0%	65.0%	
502090	Health Insurance Waiver (Incl: 117)	27,012		0	27,012	3,206	30,932.00			30,932.00	(3,920)	114.5%	114.5%	
502100	Retirement	1,589,302		0	1,589,302	121,247	1,223,197.42			1,223,197.42	366,105	77.0%	77.0%	
502000	Unallocated Fringe Benefits	30,025		0	30,025		0.00			0.00	30,025	0.0%	0.0%	
	TOTAL, FRINGE BENEFITS	7,163,530	0	0	7,163,530	507,237	4,840,899.38	0.00	0.00	4,840,899.38	2,322,631	67.6%	67.6%	
	TOTAL COMPENSATION RELATED	22,152,773	0	0	22,152,773	1,628,125	15,743,087.31	0.00	0.00	15,743,087.31	6,409,686	71.1%	71.1%	

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 9/30/2018
74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expended	YTD /& Encumb
505000	Office Supplies	167,535	15	0	167,550	13,198	139,978.95	21,969.16		161,948.11	5,602	83.5%	96.7%
505200	Clothing Supplies	4,000	1,407	0	5,407	54	2,407.13	224.50		2,631.63	2,775	44.5%	48.7%
505600	Auto Truck & Heavy Equip Supplies	11,000		0	11,000	1,483	5,370.78	1,453.47		6,824.25	4,176	48.8%	62.0%
505800	Medical & Health Supplies	1,550	275	0	1,825	247	533.93			533.93	1,291	29.3%	29.3%
506200	Maintenance & Repair	106,400	16,523	25,000	147,923	8,377	91,153.29	23,939.49		115,092.78	32,830	61.6%	77.8%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000	660	8,180.00			8,180.00	5,820	58.4%	58.4%
510000	Local Mileage Reimbursement	11,000		0	11,000	1,523	7,285.37			7,285.37	3,715	66.2%	66.2%
510100	Out of Area Travel	20,000		0	20,000	650	15,455.01			15,455.01	4,545	77.3%	77.3%
510200	Training and Education	55,231		0	55,231	1,783	23,370.51	115.00		23,485.51	31,745	42.3%	42.5%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	31,005			31,005	2,652	21,048.04			21,048.04	9,957	67.9%	67.9%
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	67,928		0	67,928	2,548	72,823.06			72,823.06	(4,895)	107.2%	107.2%
515000	Total Utility Charges	99,933		0	99,933	5,201	93,871.10	0.00	0.00	93,871.10	6,062	93.9%	93.9%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	724		15,000	15,724		724.00	15,000.00		15,724.00	0	4.6%	100.0%
	Ewell Free - Alden	1,591		2,500	4,091		1,591.00	2,500.00		4,091.00	0	38.9%	100.0%
	Amherst Public	0		86,000	86,000		13,000.00	73,000.00		86,000.00	0	15.1%	100.0%
	Angola Public	0		10,000	10,000		0.00	10,000.00		10,000.00	0	0.0%	100.0%
	Aurora Public	0		2,500	2,500		0.00	2,500.00		2,500.00	0	0.0%	100.0%
	Boston Free	1,862		2,500	4,362		1,862.00	2,500.00		4,362.00	0	42.7%	100.0%
	Clarence Public	0		15,000	15,000		0.00	15,000.00		15,000.00	0	0.0%	100.0%
	Collins Public	0		2,500	2,500		0.00	2,500.00		2,500.00	0	0.0%	100.0%
	Concord Public	0		2,500	2,500		0.00	2,500.00		2,500.00	0	0.0%	100.0%
	Eden Library	880		2,500	3,380		880.00	2,500.00		3,380.00	0	26.0%	100.0%
	Elma Public	0		2,500	2,500		0.00	2,500.00		2,500.00	0	0.0%	100.0%
	Grand Island Memorial	0		10,000	10,000		0.00	10,000.00		10,000.00	0	0.0%	100.0%
	Hamburg Public	0		20,000	20,000		0.00	20,000.00		20,000.00	0	0.0%	100.0%
	Lackawanna Public	11,875		0	11,875		8,906.25	2,968.75		11,875.00	0	75.0%	100.0%
	Lancaster Public	0		5,000	5,000		0.00	5,000.00		5,000.00	0	0.0%	100.0%
	Marilla Free	738		2,500	3,238		738.00	2,500.00		3,238.00	0	22.8%	100.0%
	North Collins Public	1,647		2,500	4,147		1,647.00	2,500.00		4,147.00	0	39.7%	100.0%
	Orchard Park Public	0		10,000	10,000		0.00	10,000.00		10,000.00	0	0.0%	100.0%
	City of Tonawanda Public	0		10,000	10,000		0.00	10,000.00		10,000.00	0	0.0%	100.0%
	Town of Tonawanda Public	0		20,000	20,000		0.00	20,000.00		20,000.00	0	0.0%	100.0%
	West Seneca Public	0		5,000	5,000		0.00	5,000.00		5,000.00	0	0.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	19,317	0	228,500	247,817	\$0	29,348.25	218,468.75	0.00	247,817.00	0	11.8%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 9/30/2018

74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Balances	2018 Budget Adjust-ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD /% Encumb
516020	Professional Services Contracts & Fees	857,725	53,849	0	911,574	77,957	569,962.76	234,398.82		804,361.58	107,212	62.5%	88.2%
516030	Maintenance Contracts	124,900	44,589	40,000	209,489	8,517	149,268.74	18,260.68		167,529.42	41,960	71.3%	80.0%
530000	Other Expenses	188,800	49,849	0	238,649	11,203	104,527.41	16,132.82	48,492.00	169,152.23	69,497	43.8%	70.9%
545000	Rental Charges	4,925		0	4,925	550	1,765.34	2,166.22		3,931.56	993	35.8%	79.8%
555050	Insurance Premiums	150,048		0	150,048	2,350	146,050.12			146,050.12	3,998	97.3%	97.3%
561410	Lab & Technical Equipment	98,175	60,819	155,000	313,994	6,924	108,909.81	952.36	52,981.00	162,843.17	151,151	34.7%	51.9%
561420	Office Equip, Furn & Fixtures		69,147	0	69,147		23,678.40		44,286.04	67,964.44	1,183	34.2%	98.3%
561430	Building, Grounds and Heavy Equip		10,131	15,000	25,131		3,292.00		6,839.00	10,131.00	15,000	13.1%	40.3%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	175,955	0	3,184,955	305,234	2,252,133.96			2,252,133.96	932,821	70.7%	70.7%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	147,264		0	147,264	1,007	108,186.92			108,186.92	39,077	73.5%	73.5%
	Electricity	618,384		0	618,384	58,479	457,347.73			457,347.73	161,036	74.0%	74.0%
	Total Interfund Exp - Utilites	765,648	0	0	765,648	59,486	565,534.65	0.00	0.00	565,534.65	200,113	73.9%	73.9%
942000	Interfund - Holding Center	(89,542)		0	(89,542)	(7,462)	(67,156.47)			(67,156.47)	(22,386)	75.0%	75.0%
	Interfund - Correctional Facility	(99,889)			(99,889)	(8,324)	(74,916.72)			(74,916.72)	(24,972)	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	(198,029)	0	0	(198,029)	(\$16,502)	(148,521.69)			(148,521.69)	(49,507)	75.0%	75.0%
910600	Interfund Expense - Purchasing Services	28,766		0	28,766	\$2,181	19,626.02			19,626.02	9,140	68.2%	68.2%
910700	Interfund Expnese - Fleet Services	32,061		0	32,061	\$2,274	18,638.06			18,638.06	13,423	58.1%	58.1%
980000	Interdepart Services DISS	273,106		0	273,106	21,390	192,507.75			192,507.75	80,598	70.5%	70.5%
	System Operating Grand Totals	27,997,864	482,559	463,500	28,943,923	2,142,864	20,167,414.96	538,081.27	152,598.04	20,858,094.27	8,085,828	69.7%	72.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET
 Expenditure Detail as of 9/30/2018
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		
												YTD Expend	YTD /& Encumb	
<u>ERIE COUNTY CAPITAL / DEBT</u>														
<u>SERVICE FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,031,377			1,031,377	144,830	1,019,856.23			1,019,856.23	11,521	98.9%	98.9%	
	Grand Total Operating and Erie County Capital	29,029,241	482,559	463,500	29,975,300	2,287,694	21,187,271	538,081	152,598	21,877,951	8,097,349	70.7%	73.0%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending September 30, 2018

Main Trust	\$1,083,630.06
Encore Editions Proceeds (Invested per resolution 2006-19)	\$97,531.43
2017 Ending Balance	\$1,181,161.49

2018 Activity and Balances

Restricted Donations	\$135,458.51
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$300.00
Interest Income	\$2,611.85
Total 2018 Revenue	
\$138,370.36	

Less Disbursements

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

Library material purchases (direct from trust)	(\$24,165.23)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$74,023.96)
Equipment, furnishings & supplies	(\$3,949.47)
Exhibit/display preparation and support/Rare Book Room	(\$15,970.80)
Preservation/Conservation	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$8,771.20)
Fundraiser Event Expense	\$0.00
Other	(\$8,930.78)

Subtotal Disbursements per Resolution 2010-8	(\$135,811.44)
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Other Disbursements (Describe)	\$0.00
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Total 2018 Disbursements	(\$135,811.44)
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Balance, 2018 Activity	\$2,558.92
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Cumulative Balance Library Trust	\$1,183,720.41
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