

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 11/21/2019

Budget & Finance Committee  
Financials for the Month Ending 9/30/2019

AGENDA ITEM NUMBER: E.2.c.

**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, 2019 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 95.1% collected, is well within budget and year-to date expense, at 69.7%, is also within budget. Items of note include:

**REVENUE:**

- ✓ **Property Tax for Library Proceeds Booked.** The full \$24,910,939 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 well over 90% of the total for the year. The Library's 2019 budget assumed state library aid at 2018's funding level. The enacted NY State 2019-20 budget did not change the overall statewide library aid amount from 2018's funding level.
- ✓ **Commissions - Food Svcs** revenue reflects only vending machine commissions.
- ✓ **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 contract 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 within budget.** Overall, year-to-date Net Personal Services expense consumed 72.9% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 66.8% overall.**  
Usage trends and negotiated increased employee contributions contributed to Active Employee Health insurance cost being under budget (at 64.0%, however YTD came in 2.1% above the same period last year). Retiree medical charges so far this year are also running below budget, coming in at 61.7% of budget (and the amount was 14.7% below the same period in 2018). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor these accounts.
- ✓ **Office Supplies show at 79.1%.**  
The primary factors here are timing and increased purchases of toner for printers. The latter is largely offset by revenue charged for public printing.
- ✓ **Highway Supplies (rock salt) show at 79.3%.**  
This relatively small account (\$14,000 annual budget) is very seasonal in nature with the next set of purchases taking place in the fall. Higher salt prices and frequent freeze/thaw conditions this winter season contributed to expense this year.
- ✓ **Telephone and Internet Service charges show at 83.0% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers up to 90% of eligible services in this category. While our Internet Access provider directly discounts this amount from our bill, our Wide Area Network (WAN) 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 Contract Libraries combined show at 100.0%.** The above budget variance reflects the contract provision that small dollar amounts are transmitted at the beginning of the year rather than quarterly in advance. The remaining one, for the Lackawanna PL includes the last quarterly in advance payment.
- ✓ **Several remaining operating accounts above 74.8% reflect timing differences.**  
These accounts, including Maintenance Contracts, Out of Area Travel, Training and Education and Insurance Premiums reflect timing variations and are expected to end the year within budget.

**EXPENSE (continued):**

- ✓ **Interfund Expense - Utilities: Higher Natural Gas rates in January contributed to higher Natural Gas expense, continued LED conversions save electricity.**  
Natural gas charges of \$113,044 came in at 70.3% of the 2019 annual budget, with January prices spiking 34% vs January 2018 before moderating in February-March. Actual Natural Gas consumed decreased 3.6% during the period vs the same period in 2018. Expense was 4.5% higher than the \$108,187 paid in January - September 2018.

Electricity charges of \$390,227 came in at 63.4% of the 2019 annual budget and were 14.7% BELOW the \$457,348 paid in January - September 2018. Electricity consumed system-wide also decreased by 7.3% vs the same period in 2018. LED conversions at the Central Library were a major factor mitigating costs (excluding the Central Library, system usage was down 3.6%). A concerted LED conversion effort at the Central Library, undertaken by Library Maintenance staff and supported by National Grid rebates, contributed to an 11.4% decrease in kWh consumed at the Central Library saving over \$19,900 so far this year. Library Maintenance staff are also nearly done with LED conversions at the Buffalo Branch libraries.

**Combined, 2019 interfund utility charges of \$503,271 were under budget (64.8% of budget) and they were \$62,264 (11.0%) below those incurred for the same months in 2018.** Given current trends, assuming no additional price shocks, costs should end the year below budget. 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**

**2019 OPERATING BUDGET**

Revenue Detail as of 9/30/2019

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
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	290,463	0	290,463	24,349	224,345.72	66,117	77.2%
422000	Copies	18,677	0	18,677	2,183	18,690.17	(13)	100.1%
466040	Printing	62,435	0	62,435	5,421	45,438.83	16,996	72.8%
466030	Book Bags	900	0	900	56	615.15	285	68.4%
466020	Minor Sale - Other	4,708	0	4,708	434	3,378.75	1,329	71.8%
420510	Rent - Real Prop - Auditorium	18,900	0	18,900	1,742	13,785.52	5,114	72.9%
420530	Comm - Tel Booth Food Svs	19,500	0	19,500	1,057	7,400.76	12,099	38.0%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>415,583</b>	<b>0</b>	<b>415,583</b>	<b>35,241</b>	<b>313,654.90</b>	<b>101,928</b>	<b>75.5%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	24,910,939	0	24,910,939		24,910,939.00	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,962,859	0	1,962,859		1,943,571.00	19,288	99.0%
408150	NYS Aid to Member Libraries	287,504	0	287,504		258,883.00	28,621	90.0%
408160	State Aid - Special	0	0	0		0.00	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>27,161,302</b>	<b>0</b>	<b>27,161,302</b>	<b>0</b>	<b>27,113,393.00</b>	<b>47,909</b>	<b>99.8%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	333,040	0	333,040		0.00	333,040	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		41,604.19	(31,604)	416.0%
445030	Int & Earn - Gen Inv	9,000	0	9,000	618	9,314.07	(314)	103.5%
466000	Misc Receipts	0	0	0		0.00	0	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	674	4,024.96	975	80.5%
479100	Other Contributions	45,000	0	45,000		0.00	45,000	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>402,055</b>	<b>0</b>	<b>402,055</b>	<b>1,292</b>	<b>54,943.22</b>	<b>347,112</b>	<b>13.7%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	506,529	400,000	906,529		0.00	906,529	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>506,529</b>	<b>400,000</b>	<b>906,529</b>	<b>0</b>	<b>0.00</b>	<b>906,529</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>28,485,469</b>	<b>400,000</b>	<b>28,885,469</b>	<b>36,533</b>	<b>27,481,991.12</b>	<b>1,403,478</b>	<b>95.1%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2019 OPERATING BUDGET**

Expenditure Detail as of 9/30/2019

74.8% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 Budget Adjustments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /& Encumb
<b><u>OPERATING EXPENDITURES</u></b>													
<b>PERSONAL SERVICES</b>													
<b>Regular Salaries &amp; Wages</b>													
500000	Full Time - Salaries	9,999,381		145,565	10,144,946	\$854,004	7,445,765.98			7,445,765.98	2,699,180	73.4%	73.4%
500010	Part Time - Wages	4,282,165		69,969	4,352,134	360,461	3,060,506.78			3,060,506.78	1,291,627	70.3%	70.3%
500020	Regular PT - Wages	850,682		(16,777)	833,905	75,319	617,000.76			617,000.76	216,904	74.0%	74.0%
500300	Shift Differential	25,000		0	25,000	1,581	15,381.73			15,381.73	9,618	61.5%	61.5%
500330	Holiday Worked	20,000		0	20,000	1,749	15,154.21			15,154.21	4,846	75.8%	75.8%
500350	Other Employee Payments	120,000		0	120,000	1,860	35,020.00			35,020.00	84,980	29.2%	29.2%
	<b>Salaries &amp; Wages</b>	<b>15,297,228</b>	<b>0</b>	<b>198,757</b>	<b>15,495,985</b>	<b>\$1,294,974</b>	<b>11,188,829.46</b>	<b>0.00</b>	<b>0.00</b>	<b>11,188,829.46</b>	<b>4,307,156</b>	<b>72.2%</b>	<b>72.2%</b>
501000	Overtime Salaries & Wages	270,000		0	270,000	\$15,955	171,434.25			171,434.25	98,566	63.5%	63.5%
	<b>TOTAL, PERSONAL SERVICES</b>	<b>15,567,228</b>	<b>0</b>	<b>198,757</b>	<b>15,765,985</b>	<b>\$1,310,930</b>	<b>11,360,263.71</b>	<b>0.00</b>	<b>0.00</b>	<b>11,360,263.71</b>	<b>4,405,721</b>	<b>72.1%</b>	<b>72.1%</b>
504990	Reduction From Personal Services	0		(178,198)	(178,198)		0.00			0.00	(178,198)	0.0%	0.0%
504992	Contractual Salary Reserves	54,996		(54,996)	0		0.00			0.00	0	0.0%	0.0%
	<b>NET PERSONAL SERVICES</b>	<b>15,622,224</b>	<b>0</b>	<b>(34,437)</b>	<b>15,587,787</b>	<b>1,310,930</b>	<b>11,360,263.71</b>	<b>0.00</b>	<b>0.00</b>	<b>11,360,263.71</b>	<b>4,227,523</b>	<b>72.9%</b>	<b>72.9%</b>
<b>FRINGE BENEFITS</b>													
502010	Employer FICA - REGULAR	965,197		12,325	977,522	86,802	693,005.52			693,005.52	284,516	70.9%	70.9%
502020	Employer FICA - MEDICARE	225,711		2,882	228,593	20,300	162,027.43			162,027.43	66,566	70.9%	70.9%
502030	Employee Health Insurance	2,529,612		0	2,529,612	161,016	1,618,371.02			1,618,371.02	911,241	64.0%	64.0%
502040	Dental Plan	95,550		0	95,550	6,500	59,075.97			59,075.97	36,474	61.8%	61.8%
502050	Workers Compensation	66,586		0	66,586	2,724	34,791.07			34,791.07	31,795	52.2%	52.2%
502060	Unemployment Insurance	10,595		0	10,595	1,489	8,873.00			8,873.00	1,722	83.7%	83.7%
502070	Hospital & Medical - Retirees	1,464,755		0	1,464,755	62,504	903,908.62			903,908.62	560,846	61.7%	61.7%
502090	Health Insurance Waiver (Incl: 117)	43,404		0	43,404	3,551	32,165.50			32,165.50	11,239	74.1%	74.1%
502100	Retirement	1,608,209		19,230	1,627,439	129,854	1,195,043.59			1,195,043.59	432,395	73.4%	73.4%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>7,009,619</b>	<b>0</b>	<b>34,437</b>	<b>7,044,056</b>	<b>474,739</b>	<b>4,707,261.72</b>	<b>0.00</b>	<b>0.00</b>	<b>4,707,261.72</b>	<b>2,336,794</b>	<b>66.8%</b>	<b>66.8%</b>
	<b>TOTAL COMPENSATION RELATED</b>	<b>22,631,843</b>	<b>0</b>	<b>0</b>	<b>22,631,843</b>	<b>1,785,669</b>	<b>16,067,525.43</b>	<b>0.00</b>	<b>0.00</b>	<b>16,067,525.43</b>	<b>6,564,318</b>	<b>71.0%</b>	<b>71.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2019 OPERATING BUDGET**  
 Expenditure Detail as of 9/30/2019  
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 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 Expended /& Encumb
505000	Office Supplies	178,450		0	178,450	12,941	141,161.30	34,848.71		176,010.01	2,440	79.1%	98.6%
505200	Clothing Supplies	4,000	63	0	4,063	981	2,457.13	254.49		2,711.62	1,351	60.5%	66.7%
505600	Auto Truck & Heavy Equip Supplies	12,000		0	12,000	94	2,146.44			2,146.44	9,854	17.9%	17.9%
505800	Medical & Health Supplies	1,650		0	1,650		78.90			78.90	1,571	4.8%	4.8%
506200	Maintenance & Repair	111,150	36,085	75,000	222,235	7,306	143,655.88	16,964.53		160,620.41	61,614	64.6%	72.3%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		11,103.00	2,082.50		13,185.50	815	79.3%	94.2%
510000	Local Mileage Reimbursement	11,000		0	11,000	902	7,409.93			7,409.93	3,590	67.4%	67.4%
510100	Out of Area Travel	20,000		0	20,000	1,379	15,227.74			15,227.74	4,772	76.1%	76.1%
510200	Training and Education	55,456		0	55,456	1,144	44,847.14	870.00		45,717.14	9,739	80.9%	82.4%
515000	Utility Charges (Telecom/water/sewer)												
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Water/Sewer	31,665			31,665	226	21,585.15			21,585.15	10,080	68.2%	68.2%
	Telephone & Internet Service	71,084		0	71,084	8,669	58,967.57			58,967.57	12,116	83.0%	83.0%
515000	<b>Total Utility Charges</b>	<b>103,749</b>	<b>0</b>	<b>0</b>	<b>103,749</b>	<b>8,894</b>	<b>80,552.72</b>	<b>0</b>	<b>0</b>	<b>80,553</b>	<b>23,196</b>	<b>77.6%</b>	<b>77.6%</b>
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	312		0	312		312.00			312.00	0	100.0%	100.0%
	Ewell Free - Alden	2,093		0	2,093		2,093.00			2,093.00	0	100.0%	100.0%
	Amherst Public	0		0	0		0.00			0.00	0	0.0%	0.0%
	Boston Free	1,394		0	1,394		1,394.00			1,394.00	0	100.0%	100.0%
	Eden Library	882		0	882		882.00			882.00	0	100.0%	100.0%
	Lackawanna Public	12,417		0	12,417	3,104	12,417.00			12,417.00	0	100.0%	100.0%
	Marilla Free	1,374		0	1,374		1,374.00			1,374.00	0	100.0%	100.0%
	North Collins Public	2,380		0	2,380		2,380.00			2,380.00	0	100.0%	100.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>20,852</b>	<b>0</b>	<b>0</b>	<b>20,852</b>	<b>\$3,104</b>	<b>20,852.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,852.00</b>	<b>0</b>	<b>100.0%</b>	<b>100.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2019 OPERATING BUDGET**  
Expenditure Detail as of 9/30/2019  
74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 Budget Adjustments/ Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
516020	Professional Services Contracts & Fees	859,648	41,753	0	901,401	32,543	557,786.99	279,468.51		837,255.50	64,146	61.9%	92.9%
516030	Maintenance Contracts	125,898		45,000	170,898	27,054	128,645.16	39,649.95		168,295.11	2,603	75.3%	98.5%
530000	Other Expenses	189,500	56,215	0	245,715	20,326	148,312.15	2,398.25	55,621.00	206,331.40	39,384	60.4%	84.0%
545000	Rental Charges	6,027		0	6,027	676	4,404.10	1,617.22		6,021.32	6	73.1%	99.9%
555050	Insurance Premiums	153,388		0	153,388		149,113.75			149,113.75	4,274	97.2%	97.2%
561410	Lab & Technical Equipment	92,667	162,431	160,000	415,098	44,869	151,975.07	22,117.96	91,057.52	265,150.55	149,947	36.6%	63.9%
561420	Office Equip, Furn & Fixtures		56,573	75,000	131,573	9,466	33,335.43	25,465.50		58,800.93	72,772	25.3%	44.7%
561430	Building, Grounds and Heavy Equip		21,839	0	21,839		1,016.70		20,822.30	21,839.00	0	4.7%	100.0%
561440	Motor Vehicles			45,000	45,000		0.00	35,750.00		35,750.00	9,250	0.0%	79.4%
561450	Library Books and Media	3,009,000	176,325	0	3,185,325	309,058	2,229,151.81			2,229,151.81	956,173	70.0%	70.0%
575040	Interfund Exp - Utilities												
	Natural Gas	160,765		0	160,765	927	113,043.81			113,043.81	47,721	70.3%	70.3%
	Electricity	615,301		0	615,301	46,032	390,226.82			390,226.82	225,074	63.4%	63.4%
	<b>Total Interfund Exp - Utilites</b>	<b>776,066</b>	<b>0</b>	<b>0</b>	<b>776,066</b>	<b>46,959</b>	<b>503,270.63</b>	<b>0.00</b>	<b>0.00</b>	<b>503,270.63</b>	<b>272,795</b>	<b>64.8%</b>	<b>64.8%</b>
942000	Interfund - Holding Center	(90,627)		0	(90,627)	(7,552)	(67,970.25)			(67,970.25)	(22,657)	75.0%	75.0%
	Interfund - Correctional Facility	(96,308)			(96,308)	(8,026)	(72,231.02)			(72,231.02)	(24,077)	75.0%	75.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(6,448.50)			(6,448.50)	(2,150)	75.0%	75.0%
	<b>Total ID Library Services</b>	<b>(195,533)</b>	<b>0</b>	<b>0</b>	<b>(195,533)</b>	<b>(\$16,294)</b>	<b>(146,649.77)</b>			<b>(146,649.77)</b>	<b>(48,883)</b>	<b>75.0%</b>	<b>75.0%</b>
910600	Interfund Expense - Purchasing Services	31,732		0	31,732	\$2,358	21,224.25			21,224.25	10,508	66.9%	66.9%
910700	Interfund Expnese - Fleet Services	31,418		0	31,418	\$1,490	16,498.67			16,498.67	14,919	52.5%	52.5%
980000	Interdepart Services DISS	241,508		0	241,508	19,150	172,347.03			172,347.03	69,161	71.4%	71.4%
	<b>System Operating Grand Totals</b>	<b>28,485,469</b>	<b>551,284</b>	<b>400,000</b>	<b>29,436,753</b>	<b>2,320,070</b>	<b>20,507,449.58</b>	<b>461,487.62</b>	<b>167,500.82</b>	<b>21,136,438.02</b>	<b>8,300,315</b>	<b>69.7%</b>	<b>71.8%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2019 OPERATING BUDGET**  
 Expenditure Detail as of 9/30/2019  
 74.8% of Budget Year

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 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
<b><u>ERIE COUNTY DEBT SERVICE FUNDING FOR LIBRARY</u></b>													
	Library Debt Service	585,024			585,024	222,466	562,088.38			562,088.38	22,936	96.1%	96.1%
	<b>Grand Total Operating and Erie County Capital</b>	<b>29,070,493</b>	<b>551,284</b>	<b>400,000</b>	<b>30,021,777</b>	<b>2,542,535</b>	<b>21,069,538</b>	<b>461,487.62</b>	<b>167,500.82</b>	<b>21,698,526.40</b>	<b>8,323,250</b>	<b>70.2%</b>	<b>72.3%</b>

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending September 30, 2019**

Main Trust	\$1,215,502.67
Encore Editions Proceeds (Invested per resolution 2006-19)	\$95,847.55
2018 Ending Balance	<b>\$1,311,350.22</b>
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<u>2019 Activity and Balances</u>	
Restricted Donations	\$111,192.23
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$0.00
Interest Income	\$3,348.09
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Total 2019 Revenue	<b>\$114,540.32</b>
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Less Disbursements	
Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:	
Library material purchases (direct from trust)	\$0.00
To Library Operating Fund to support Library material purchases	(\$5,087.21)
Programming support	(\$46,362.15)
Equipment, furnishings & supplies	(\$10,732.82)
Exhibit/display preparation and support/Rare Book Room	(\$4,040.00)
Preservation/Conservation	\$0.00
Construction Aid Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$9,522.43)
Other	(\$441.66)
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Subtotal Disbursements per Resolution 2010-8	<b>(\$76,186.27)</b>
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Other Disbursements (Describe)	\$0.00
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Total 2019 Disbursements	<b>(\$76,186.27)</b>
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Balance, 2019 Activity	\$38,354.05
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Cumulative Balance Library Trust	<b>\$1,349,704.27</b>