

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 3/19/2020

AGENDA ITEM NUMBER: E.2.d.

Budget & Finance Committee, Preliminary
Financials for the Month Ending **12/31/2019**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of December 31, 2019 preliminary year-end close. Final figures are subject to change as the outside audit process proceeds. The report also details monthly activity for December. Overall, the Library operated within its budget for the period. Revenue ended the year at \$28,054,144 which is 97.1%. However, excluding budgeted use of fund balance, current year revenue ended the year at 100.11% of the budget for those items. Operating expenditures, excluding encumbrances and funds reservations, ended the year at \$28,415,876 (94.4% of budget). Including encumbrances and funds reservations, we ended the year at 96.5%. Items of note include:

REVENUE:

- ✓ **Library Charges - Fines:** Ended the year at 105.4% of budget, influenced by the continued shift to e-content, which "expires" at the end of the loan period, offset by contributions from the "Play Down Your Fines" program and overall circulation, which ran 1.8% above the same period in 2018.
- ✓ **Property Tax for Library Proceeds:** 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 August, final payment received in December.**
- ✓ **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 wage expense ended under budget.** Overall, year-to-date Net Personal Services expense consumed 98.5% of the budget.
- ✓ **Fringe Benefit expense also ended the year under budget at 95.0% 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 at 92.8% (YTD costs ended 3.4% above 2018 charges). Workers compensation expense ended above budget ending the year at \$13,085, which was \$2,490 above budget. NY State Retirement charges ended modestly over budget at 103.6%. Finally, retiree medical charges continue to moderate, ending the year at 90.3% of budget (10.0% below 2018 results).

- ✓ **Interfund Expense – Utilities: Higher Natural Gas rates in January offset by lower rates later in the year and continued LED conversions contributed to combined expense ending the year under budget.**

Natural gas charges of \$145,641 ended the year at 90.6% of the 2019 annual budget, with January prices spiking 34% vs January 2018 before moderating as the year progressed, dropping noticeably in late fall. Actual Natural Gas consumed also decreased by 3.4% vs 2018. Expense was 1.7% higher than the \$143,160 paid in 2018.

Electricity charges of \$508,976 came in at 82.7% of the 2019 annual budget and were 11.7% BELOW the \$576,310 paid in 2018. Electricity consumed system-wide also decreased by 5.2% vs 2018. LED conversions at the Central Library were a major factor mitigating costs (excluding the Central Library, System usage was up 0.3%). A concerted LED conversion effort at the Central Library, undertaken by Library Maintenance staff and supported by National Grid rebates, contributed to a 11.4% decrease in kWh consumed at the Central Library saving \$25,047 for the year. Library Maintenance staff are also nearly done with LED conversions at the Buffalo Branch libraries.

Combined, 2019 interfund utility charges of \$654,617 were under budget (84.4% of budget) and they were \$64,853 (9.0%) below those incurred in 2018. 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 12/31/2019 - Pre Audit

100.0% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue December	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	290,463	0	290,463	25,621	306,049.92	(15,587)	105.4%
422000	Copies	18,677	0	18,677	1,980	25,496.65	(6,820)	136.5%
466040	Printing	62,435	0	62,435	4,563	60,245.35	2,190	96.5%
466030	Book Bags	900	0	900	72	822.15	78	91.4%
466020	Minor Sale - Other	4,708	0	4,708	424	4,729.50	(22)	100.5%
420510	Rent - Real Prop - Auditorium	18,900	0	18,900	1,066	18,875.93	24	99.9%
420530	Comm - Tel Booth Food Svs	19,500	0	19,500	1,110	11,115.36	8,385	57.0%
TOTAL REVENUE FROM LIBRARY OPERATIONS		415,583	0	415,583	34,836	427,334.86	(11,752)	102.8%
REVENUE FROM STATE & COUNTY GOVT.								
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	20,271	1,963,842.00	(983)	100.1%
408150	NYS Aid to Member Libraries	287,504	0	287,504	28,765	287,648.00	(144)	100.1%
408160	State Aid - Special	0	45,000	45,000	45,000	45,000.00	0	100.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		27,161,302	45,000	27,206,302	94,036	27,207,429.00	(1,127)	100.0%
OTHER REVENUE								
419010	Refunds - Cont Library	333,040	0	333,040	302,065	302,065.00	30,975	90.7%
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	818	11,077.55	(2,078)	123.1%
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	1,901	6,396.14	(1,396)	127.9%
479100	Other Contributions	45,000	0	45,000	58,237	58,237.47	(13,237)	129.4%
TOTAL OTHER REVENUE		402,055	0	402,055	363,022	419,380.35	(17,325)	104.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	506,529	355,000	861,529		0.00	861,529	0.0%
TOTAL USE OF FUND BALANCE		506,529	355,000	861,529	0	0.00	861,529	0.0%
GRAND TOTAL OPERATING REVENUE		28,485,469	400,000	28,885,469	491,894	28,054,144.21	831,325	97.1%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2019 OPERATING BUDGET
 Expenditure Detail as of 12/31/2019 - Pre Audit
 100.0% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 Budget Adjustments/ Revisions	Adjusted Budget	December Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend/& Encumb
<u>OPERATING EXPENDITURES</u>													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,999,381		145,565	10,144,946	880,653	10,011,281.10			10,011,281.10	133,665	98.7%	98.7%
500010	Part Time - Wages	4,282,165		69,969	4,352,134	353,591	4,127,241.45			4,127,241.45	224,893	94.8%	94.8%
500020	Regular PT - Wages	850,682		(16,777)	833,905	65,882	817,696.38			817,696.38	16,209	98.1%	98.1%
500300	Shift Differential	25,000		0	25,000	1,657	21,514.35			21,514.35	3,486	86.1%	86.1%
500330	Holiday Worked	20,000		0	20,000	1,666	19,566.05			19,566.05	434	97.8%	97.8%
500350	Other Employee Payments	120,000		0	120,000	1,860	114,167.16			114,167.16	5,833	95.1%	95.1%
	Salaries & Wages	15,297,228	0	198,757	15,495,985	1,305,309	15,111,466.49	0.00	0.00	15,111,466.49	384,519	97.5%	97.5%
501000	Overtime Salaries & Wages	270,000		0	270,000	\$19,326	242,361.50			242,361.50	27,639	89.8%	89.8%
	TOTAL, PERSONAL SERVICES	15,567,228	0	198,757	15,765,985	1,324,636	15,353,827.99	0.00	0.00	15,353,827.99	412,157	97.4%	97.4%
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%
	NET PERSONAL SERVICES	15,622,224	0	(34,437)	15,587,787	1,324,636	15,353,827.99	0.00	0.00	15,353,827.99	233,959	98.5%	98.5%
FRINGE BENEFITS													
502010	Employer FICA - REGULAR	965,197		12,325	977,522	79,406	929,306.32			929,306.32	48,216	95.1%	95.1%
502020	Employer FICA - MEDICARE	225,711		2,882	228,593	18,718	217,438.85			217,438.85	11,154	95.1%	95.1%
502030	Employee Health Insurance	2,529,612		0	2,529,612	299,907	2,347,605.23			2,347,605.23	182,007	92.8%	92.8%
502040	Dental Plan	95,550		0	95,550	10,116	82,856.24			82,856.24	12,694	86.7%	86.7%
502050	Workers Compensation	66,586		0	66,586	1,579	49,728.78			49,728.78	16,857	74.7%	74.7%
502060	Unemployment Insurance	10,595		0	10,595	1,872	13,085.22			13,085.22	(2,490)	123.5%	123.5%
502070	Hospital & Medical - Retirees	1,464,755		0	1,464,755	198,857	1,322,647.74			1,322,647.74	142,107	90.3%	90.3%
502090	Health Insurance Waiver (Incl: 117)	43,404		0	43,404	3,601	42,768.50			42,768.50	636	98.5%	98.5%
502100	Retirement	1,608,209		19,230	1,627,439	170,589	1,686,599.48			1,686,599.48	(59,160)	103.6%	103.6%
	TOTAL, FRINGE BENEFITS	7,009,619	0	34,437	7,044,056	784,646	6,692,036.36	0.00	0.00	6,692,036.36	352,020	95.0%	95.0%
	TOTAL COMPENSATION RELATED	22,631,843	0	0	22,631,843	2,109,282	22,045,864.35	0.00	0.00	22,045,864.35	585,979	97.4%	97.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2019 OPERATING BUDGET
 Expenditure Detail as of 12/31/2019 - Pre Audit
 100.0% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2019 Adopted Budget	2018 Encumbered & PY Reservations	2019 Budget Adjust- ments/ Revisions	Adjusted Budget	December Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/& Encumb
505000	Office Supplies	178,450		15,000	193,450	7,197	193,239.39			193,239.39	211	99.9%	99.9%
505200	Clothing Supplies	4,000	63	0	4,063	247	3,972.38			3,972.38	90	97.8%	97.8%
505600	Auto Truck & Heavy Equip Supplies	12,000		0	12,000	7,848	10,461.84			10,461.84	1,538	87.2%	87.2%
505800	Medical & Health Supplies	1,650		0	1,650		1,562.40			1,562.40	88	94.7%	94.7%
506200	Maintenance & Repair	111,150	36,085	75,000	222,235	4,682	181,867.83	247.64	38,907.00	221,022.47	1,212	81.8%	99.5%
506400	Highway Supplies (Rock Salt)	14,000		4,000	18,000	4,339	17,524.45			17,524.45	476	97.4%	97.4%
510000	Local Mileage Reimbursement	11,000		0	11,000	1,079	9,849.48			9,849.48	1,151	89.5%	89.5%
510100	Out of Area Travel	20,000		0	20,000	866	19,950.59			19,950.59	49	99.8%	99.8%
510200	Training and Education	55,456		0	55,456	1,365	49,094.90			49,094.90	6,361	88.5%	88.5%
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	4,620	36,019.16			36,019.16	(4,354)	113.8%	113.8%
	Telephone & Internet Service	71,084		0	71,084	(1,325)	67,688.39			67,688.39	3,396	95.2%	95.2%
515000	Total Utility Charges	103,749	0	0	103,749	3,295	103,707.55	0	0	103,708	41	100.0%	100.0%
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%
	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		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%
	Total Cnt Pmts-NP Pur Svs	20,852	0	0	20,852	\$0	20,852.00	0.00	0.00	20,852.00	0	100.0%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2019 OPERATING BUDGET**
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516020	Professional Services Contracts & Fees	859,648	41,753	0	901,401	92,863	723,698.79	84,402.76		808,101.55	93,300	80.3%	89.6%
516030	Maintenance Contracts	125,898		45,000	170,898	17,914	162,348.27	5,176.00		167,524.27	3,374	95.0%	98.0%
530000	Other Expenses	189,500	56,215	(29,700)	216,015	(5,789)	156,201.22	13,160.00	44,740.00	214,101.22	1,914	72.3%	99.1%
545000	Rental Charges	6,027		0	6,027	520	5,800.19			5,800.19	227	96.2%	96.2%
555050	Insurance Premiums	153,388		0	153,388	2,300	151,413.75			151,413.75	1,974	98.7%	98.7%
561410	Lab & Technical Equipment	92,667	162,431	160,900	415,998	21,618	206,973.95	8,160.00	172,774.00	387,907.95	28,090	49.8%	93.2%
561420	Office Equip, Furn & Fixtures		56,573	84,800	141,373	6,314	54,955.63	25,472.50	60,944.00	141,372.13	1	38.9%	100.0%
561430	Building, Grounds and Heavy Equip		21,839	0	21,839		5,603.88		16,235.00	21,838.88	0	25.7%	100.0%
561440	Motor Vehicles			45,000	45,000		0.00	35,730.00		35,730.00	9,270	0.0%	79.4%
561450	Library Books and Media	3,009,000	176,325	0	3,185,325	257,077	2,907,229.15		135,148.00	3,042,377.15	142,948	91.3%	95.5%
575040	Interfund Exp - Utilities												
	Natural Gas	160,765		0	160,765	18,218	145,640.83			145,640.83	15,124	90.6%	90.6%
	Electricity	615,301		0	615,301	42,317	508,976.41			508,976.41	106,325	82.7%	82.7%
	Total Interfund Exp - Utilites	776,066	0	0	776,066	60,535	654,617.24	0.00	0.00	654,617.24	121,449	84.4%	84.4%
942000	Interfund - Holding Center	(90,627)		0	(90,627)	(11,927)	(95,002.00)			(95,002.00)	4,375	104.8%	104.8%
	Interfund - Correctional Facility	(96,308)			(96,308)	(5,321)	(93,603.00)			(93,603.00)	(2,705)	97.2%	97.2%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(8,598.00)			(8,598.00)	0	100.0%	100.0%
	Total ID Library Services	(195,533)	0	0	(195,533)	(\$17,964)	(197,203.00)			(197,203.00)	1,670	100.9%	100.9%
910600	Interfund Expense - Purchasing Services	31,732		0	31,732	\$3,809	29,749.30			29,749.30	1,983	93.8%	93.8%
910700	Interfund Expnese - Fleet Services	31,418		0	31,418	\$10,918	29,072.94			29,072.94	2,345	92.5%	92.5%
980000	Interdepart Services DISS	241,508		0	241,508	14,428	226,370.29			226,370.29	15,138	93.7%	93.7%
	System Operating Grand Totals	28,485,469	551,284	400,000	29,436,753	2,604,743	27,774,778.76	172,348.90	468,748.00	28,415,875.66	1,020,877	94.4%	96.5%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2019 OPERATING BUDGET**
Expenditure Detail as of 12/31/2019 - Pre Audit
100.0% of Budget Year

% Current Budget

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<u>ERIE COUNTY DEBT SERVICE FUNDING FOR LIBRARY</u>													
	Library Debt Service	585,024			585,024	19,976	585,024.03			585,024.03	0	100.0%	100.0%
Grand Total Operating and Erie County Capital		29,070,493	551,284	400,000	30,021,777	2,624,719	28,359,803	172,348.90	468,748.00	29,000,899.69	1,020,877	94.5%	96.6%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending December 31, 2019

Main Trust	\$1,215,502.67
Encore Editions Proceeds (Invested per resolution 2006-19)	\$95,847.55
2018 Ending Balance	\$1,311,350.22
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<u>2019 Activity and Balances</u>	
Restricted Donations	\$260,524.95
(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	\$3,885.49
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Total 2019 Revenue	\$264,410.44
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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	(\$55,409.59)
Programming support	(\$64,969.18)
Equipment, furnishings & supplies	(\$16,351.62)
Exhibit/display preparation and support/Rare Book Room	(\$4,040.00)
Preservation/Conservation	(\$21,650.00)
Construction Aid Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$17,869.80)
Other	(\$1,563.23)
Subtotal Disbursements per Resolution 2010-8	(\$181,853.42)
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Other Disbursements (Describe)	\$0.00
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Total 2019 Disbursements	(\$181,853.42)
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Balance, 2019 Activity	\$82,557.02
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Cumulative Balance Library Trust	\$1,393,907.24