

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 12/18/2025

AGENDA ITEM NUMBER: E.2.a.

Budget & Finance Committee

Financials for the Month Ending **10/31/2025**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of the October 31, 2025 month-end close. Overall, with 83.6% of the budget year elapsed, year-to-date Library revenue at 97.0% collected is within budget and year-to-date expense, at 79.9%, is also within budget. The report also details monthly activity for October; year-to-date totals; and provides year-end projections.

REVENUE:

- ✓ **Property Tax for Library Proceeds Booked.** The full \$30,947,322 Library Tax allocation was booked to the Library Fund in January.
- ✓ **New York State Library Aid 2025-26:** New York State's enacted 2025-2026 budget, which provides the Library's aid for calendar year 2025. Resolution 2025-31 was approved to accurately depict the amount received in August.
- ✓ **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.
- ✓ **Interest Earnings** revenue is performing well reflecting the higher short-term interest rate environment we are presently experiencing. This is expected to continue throughout the year.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

OPERATING FINANCIAL REPORT AS OF OCTOBER 31, 2025 – (83.6% % of the Budget Year elapsed)

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EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Overall, year-to-date Net Personal Services expense consumed 78.4% of the budget. Savings include vacancies due to turnover and hiring challenges.
- ✓ **Fringe Benefit expense is running under budget at 79.9% overall.**
 - Employer FICA – Regular & Medicare are the employer share of payroll taxes for Social Security and Medicare. Savings reflect savings in salary and wage expense.
 - Active Employee Health cost is under budget reflecting usage experience.
 - Health Insurance Waiver is over budget, at 109.9% of budget. This includes a retro adjustment due to the Library Association 2025 Contract.
 - Retirement expenses are running over budget due to the rate change for NYS Retirement. Erie County will reconcile the amount once billed by NYS, which is typically in February of 2026.

We will closely monitor these accounts.

- ✓ **Highway Supplies (rock salt) show at 46.5%.**
This relatively small account (\$19,500 annual budget) is very seasonal in nature. No increase month over month.
- ✓ **Several remaining operating accounts above 83.6%.**
Several account variances reflect timing variations and the need of services. These accounts are: Office Supplies, Out of Area Travel and Insurance Premiums.
- ✓ **Contractual Payments to Contract Libraries combined show at 99.6%.** The above budget variances reflect the contract provision that small dollar amounts are transmitted at the beginning of the year rather than quarterly in advance.
- ✓ **Interfund Expense – Utilities: YTD expense reflects the seasonal nature of utility expense.**

Natural gas is currently under budget at 63.8% of the budget. We will continue to monitor, a significant portion of the area's electricity generation utilizes natural gas.

Electricity is under budget at 80.2% of the budget. This in nature will fluctuate throughout the year and will continue to be monitored.

ACTION REQUIRED: None – Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2025 OPERATING BUDGET

Revenue Detail as of 10/31/2025

SAP Account Number	Account Description	83.6% of Budget Year						% of Budget Collected	2025 Estimated	Variance Under (Over) Budget
		Adopted Budget	Adjustments	Adjusted Budget	Revenue October	YTD Revenue	To Be Realized			
REVENUE FROM LIBRARY OPERATIONS										
419000	Library Charges/Fees	22,500	0	22,500	1,923	18,816.19	3,684	83.6%	22,500	0
422000	Copies	19,000	0	19,000	1,885	14,183.93	4,816	74.7%	17,000	2,000
466040	Printing	57,918	0	57,918	5,847	57,232.56	685	98.8%	68,500	(10,582)
466030	Book Bags	600	0	600	62	654.90	(55)	109.2%	780	(180)
466020	Minor Sale - Other	3,575	0	3,575	160	1,515.42	2,060	42.4%	1,810	1,765
420510	Rent - Real Prop - Auditorium	27,500	0	27,500	1,082	20,459.44	7,041	74.4%	24,500	3,000
420530	Comm - Tel Booth Food Svcs	12,000	0	12,000	1,028	7,896.55	4,103	65.8%	11,000	1,000
TOTAL REVENUE FROM LIBRARY OPERATIONS		143,093	0	143,093	11,988	120,758.99	22,334	84.4%	146,090	(2,997)
REVENUE FROM STATE & COUNTY GOVT.										
400020	Library Real Prop Tax	30,947,322	0	30,947,322		30,947,322.01	(0)	100.0%	30,947,322	(0)
408140	NYS Aid-Lib Incl Incent	2,150,347	102,137	2,252,484		2,252,484.00	0	100.0%	2,252,484	0
408150	NYS Aid to Member Libraries	310,582	7,392	317,974		286,176.00	31,798	90.0%	317,974	0
408160	State Aid - Special	0	140,000	140,000		140,000.00	0	100.0%	140,000	0
TOTAL REVENUE FROM STATE & COUNTY GOVT.		33,408,251	249,529	33,657,780	0	33,625,982.01	31,798	99.9%	33,657,780	(0)
OTHER REVENUE										
419010	Refunds - Cont Library	5,780	0	5,780		0.00	5,780	0.0%	5,780	0
423000	Refund P/Y Expenses	10,000	0	10,000	9,974	15,303.49	(5,303)	153.0%	10,000	0
445030	Int & Earn - Gen Inv	90,000	0	90,000	15,690	156,550.91	(66,551)	173.9%	168,610	(78,610)
466010	NSF Check Fees	0	0	0		0.00	0	0.0%	0	0
466000	Miscellaneous Receipts		1,000	1,000		1,000.00	0	100.0%	1,000	0
467000	Misc Depart Income	2,500	0	2,500	148	1,699.55	800	68.0%	2,000	500
479100	Other Contributions	170,000	0	170,000		100,000.00	70,000	58.8%	170,000	0
TOTAL OTHER REVENUE		278,280	1,000	279,280	25,812	274,553.95	4,726	98.3%	357,390	(78,110)
USE OF FUND BALANCE										
402190	Appropriated Fund Balance	839,804	165,471	1,005,275		0.00	1,005,275	0.0%	1,788,360	(783,085)
TOTAL USE OF FUND BALANCE		839,804	165,471	1,005,275	0	0.00	1,005,275	0.00%	1,788,360	(783,085)
GRAND TOTAL OPERATING REVENUE		34,669,428	416,000	35,085,428	37,801	34,021,294.95	1,064,133	97.0%	35,949,620	(864,192)

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2025 OPERATING BUDGET

Expenditure Detail as of 10/31/2025

83.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2025	2025	2025 Budget	October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend/								
		Adopted Budget	Encumbered & PY Reservations	Adjust-ments/ Revisions							YTD & Encumb								
<u>OPERATING EXPENDITURES</u>																			
PERSONAL SERVICES																			
	Regular Salaries & Wages																		
500000	Full Time - Salaries	13,965,657		0	13,965,657	\$1,141,072	10,875,309.68		10,875,309.68	3,090,347	77.9%	77.9%							
500010	Part Time - Wages	4,168,344		0	4,168,344	339,339	3,173,040.84		3,173,040.84	995,303	76.1%	76.1%							
500020	Regular PT - Wages	1,046,289		0	1,046,289	79,450	808,133.26		808,133.26	238,156	77.2%	77.2%							
500300	Shift Differential	45,000		0	45,000	2,767	30,881.21		30,881.21	14,119	68.6%	68.6%							
500330	Holiday Worked	35,000		0	35,000		21,738.05		21,738.05	13,262	62.1%	62.1%							
500350	Other Employee Payments	190,000		0	190,000	2,300	40,178.72		40,178.72	149,821	21.1%	21.1%							
	Salaries & Wages	19,450,290	0	0	19,450,290	1,564,928	14,949,281.76	0.00	0.00	14,949,281.76	4,501,008	76.9%	76.9%						
501000	Overtime Salaries & Wages	350,000		0	350,000	\$22,588	214,377.64			214,377.64	135,622	61.3%	61.3%						
	TOTAL, PERSONAL SERVICES	19,800,290	0	0	19,800,290	1,587,516	15,163,659.40	0.00	0.00	15,163,659.40	4,636,631	76.6%	76.6%						
504990	Reduction From Personal Services	(877,885)		0	(877,885)		0.00			0.00	(877,885)	0.0%	0.0%						
504992	Contractual Salary Reserves	418,582		0	418,582		0.00			0.00	418,582	0.0%	0.0%						
	NET PERSONAL SERVICES	19,340,987	0	0	19,340,987	1,587,516	15,163,659.40	0.00	0.00	15,163,659.40	4,177,328	78.4%	78.4%						
FRINGE BENEFITS																			
502010	Employer FICA - REGULAR	1,227,648		0	1,227,648	95,690	919,713.96		919,713.96	307,934	74.9%	74.9%							
502020	Employer FICA - MEDICARE	287,089		0	287,089	22,379	214,965.40		214,965.40	72,124	74.9%	74.9%							
502030	Employee Health Insurance	2,690,640		0	2,690,640	262,848	1,818,525.69		1,818,525.69	872,114	67.6%	67.6%							
502040	Dental Plan	87,009		0	87,009	6,978	69,358.00		69,358.00	17,651	79.7%	79.7%							
502050	Workers Compensation	122,753		0	122,753	9,775	87,559.63		87,559.63	35,193	71.3%	71.3%							
502060	Unemployment Insurance	33,682		0	33,682	3,215	22,834.46		22,834.46	10,848	67.8%	67.8%							
502070	Hospital & Medical - Retirees	1,576,250		0	1,576,250	168,872	1,301,764.97		1,301,764.97	274,485	82.6%	82.6%							
502090	Health Insurance Waiver (Incl: 117)	133,200		0	133,200	14,700	146,350.00		146,350.00	(13,150)	109.9%	109.9%							
502100	Retirement	2,064,690		0	2,064,690	220,132	1,985,596.76		1,985,596.76	79,093	96.2%	96.2%							
	TOTAL, FRINGE BENEFITS	8,222,961	0	0	8,222,961	804,588	6,566,668.87	0.00	0.00	6,566,668.87	1,656,292	79.9%	79.9%						
	TOTAL COMPENSATION RELATED	27,563,948	0	0	27,563,948	2,392,104	21,730,328.27	0.00	0.00	21,730,328.27	5,833,620	78.8%	78.8%						

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2025 OPERATING BUDGET

Expenditure Detail as of 10/31/2025

83.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2025				October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend/ & Encumb	
		2025 Adopted Budget	Encumbered & PY Reservations	2025 Budget Adjust-ments/ Revisions	Adjusted Budget							83.6% of Budget Year	
505000	Office Supplies	251,200		20,000	271,200	35,027	237,255.30	2,337.45		239,592.75	31,607	87.5%	88.3%
505200	Clothing Supplies	8,000		0	8,000		761.83	7,204.12		7,965.95	34	9.5%	99.6%
505600	Auto Truck & Heavy Equip Supplies	14,000		0	14,000		1,405.40	3,623.05		5,028.45	8,972	10.0%	35.9%
505800	Medical & Health Supplies	2,500		0	2,500	174	592.18			592.18	1,908	23.7%	23.7%
506200	Maintenance & Repair	221,500	1,259	58,500	281,259	20,192	138,261.73	16,099.35		154,361.08	126,898	49.2%	54.9%
506400	Highway Supplies (Rock Salt)	19,500		0	19,500	373	9,065.90	10,000.00		19,065.90	434	46.5%	97.8%
510000	Local Mileage Reimbursement	29,000		0	29,000	1,635	17,557.15			17,557.15	11,443	60.5%	60.5%
510100	Out of Area Travel	30,500		0	30,500	3,959	28,942.90			28,942.90	1,557	94.9%	94.9%
510200	Training and Education	103,500		0	103,500	867	24,799.20			24,799.20	78,701	24.0%	24.0%
515000	Utility Charges (Telecom/water/sewer)												
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Water/Sewer	40,510			40,510	4,101	31,665.61			31,665.61	8,844	78.2%	78.2%
	Telephone & Internet Service	123,901		0	123,901	11,007	105,425.77			105,425.77	18,475	85.1%	85.1%
515000	Total Utility Charges	165,411	0	0	165,411	15,108	137,091.38	0.00	0	137,091	28,320	82.9%	82.9%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	10,670		0	10,670	2,668	10,670.00			10,670.00	0	100.0%	100.0%
	Ewell Free - Alden	10,035	3,834	0	13,869	6,343	13,869.00			13,869.00	0	100.0%	100.0%
	Amherst Public	12,500		0	12,500	3,125	12,500.00			12,500.00	0	100.0%	100.0%
	Angola Public	1,120		0	1,120		1,120.00			1,120.00	0	100.0%	100.0%
	Aurora Public	4,020		0	4,020		4,020.00			4,020.00	0	100.0%	100.0%
	Boston Free	12,000		0	12,000	3,000	12,000.00			12,000.00	0	100.0%	100.0%
	Clarence Public	8,700		20,000	28,700		28,700.00			28,700.00	0	100.0%	100.0%
	Collins Public	8,075		0	8,075		8,075.00			8,075.00	0	100.0%	100.0%
	Concord Public	10,850		20,000	30,850	2,713	30,850.00			30,850.00	0	100.0%	100.0%
	Eden Library	7,585		0	7,585		7,585.00			7,585.00	0	100.0%	100.0%
	Elma Public	5,200		0	5,200		5,200.00			5,200.00	0	100.0%	100.0%
	Grand Island Memorial	3,550		20,000	23,550		23,550.00			23,550.00	0	100.0%	100.0%
	Hamburg Public	11,250		1,000	12,250	2,813	12,250.00			12,250.00	0	100.0%	100.0%
	Lackawanna Public	23,445	945	0	24,390	5,861	23,445.00	945.00		24,390.00	0	96.1%	100.0%
	Marilla Free	8,130	990	20,000	29,120	863	28,993.00			28,993.00	127	99.6%	99.6%
	North Collins Public	7,295		0	7,295		7,295.00			7,295.00	0	100.0%	100.0%
	Orchard Park Public	5,505		0	5,505		5,505.00			5,505.00	0	100.0%	100.0%
	City of Tonawanda Public	1,370		15,000	16,370		16,370.00			16,370.00	0	100.0%	100.0%
	Town of Tonawanda Public	4,100		30,000	34,100		34,100.00			34,100.00	0	100.0%	100.0%
	West Seneca Public	3,700		0	3,700		3,700.00			3,700.00	0	100.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	159,100	5,769	126,000	290,869	27,385	289,797.00	945.00	0.00	290,742.00	127	99.6%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2025 OPERATING BUDGET

Expenditure Detail as of 10/31/2025

83.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2025 Adopted Budget	2025 Encumbered & PY Reservations	2025 Budget		October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances		Remaining Balance	YTD Expend	YTD Expend/ & Encumb
				Adjust-ments/ Revisions	Adjusted Budget					Total Expenditures & Encumbrances				
516020	Professional Services Contracts & Fees	901,617	535,464	100,000	1,537,081	23,530	1,205,805.84	188,158.53	47,003.21	1,440,967.58		96,114	78.4%	93.7%
516030	Maintenance Contracts	211,696	5,002	36,000	252,698	58,250	193,518.34	51,768.69		245,287.03		7,411	76.6%	97.1%
530000	Other Expenses	252,750	174,266	59,500	486,516	18,491	241,013.95	29,858.70	145,870.50	416,743.15		69,773	49.5%	85.7%
545000	Rental Charges	6,000		0	6,000	2	3,792.50	1,843.50		5,636.00		364	63.2%	93.9%
555050	Insurance Premiums	163,355		0	163,355		148,972.00			148,972.00		14,383	91.2%	91.2%
561410	Lab & Technical Equipment	131,804	180,392	0	312,196	484	122,098.20	12,567.67	104,035.81	238,701.68		73,494	39.1%	76.5%
561420	Office Equip, Furn & Fixtures		110,590	0	110,590		25,600.00		84,989.92	110,589.92		-	23.1%	100.0%
561430	Building, Grounds and Heavy Equip		90,783	16,000	106,783		18,560.68		88,221.98	106,782.66		-	17.4%	100.0%
561450	Library Books and Media	3,200,000	174,293	0	3,374,293	187,680	2,513,534.19			2,513,534.19		860,759	74.5%	74.5%
575040	Interfund Exp - Utilities													
	Natural Gas		221,212		0	221,212	3,541	141,128.79		141,128.79		80,083	63.8%	63.8%
	Electricity		777,692		0	777,692	72,427	623,694.87		623,694.87		153,997	80.2%	80.2%
	Total Interfund Exp - Utilities		998,904	0	998,904	75,968	764,823.66	0.00	0.00	764,823.66	234,080	76.6%	76.6%	
942000	Interfund - Holding Center	(91,635)		0	(91,635)		(69,256.00)			(69,256.00)	(22,379)	75.6%	75.6%	
	Interfund - Correctional Facility	(75,665)			(75,665)		(73,459.00)			(73,459.00)	(2,206)	97.1%	97.1%	
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(7,165.00)			(7,165.00)	(1,433)	83.3%	83.3%	
	Total ID Library Services	(175,898)	0	0	(175,898)	(\$717)	(149,880.00)	0.00	0.00	(149,880.00)	(26,018)	85.2%	85.2%	
910600	Interfund Expense - Purchasing Services	56,997		0	56,997	\$4,355	43,554.19			43,554.19		13,443	76.4%	76.4%
910700	Interfund Expense - Fleet Services	41,181		0	41,181	\$1,443	19,517.88			19,517.88		21,663	47.4%	47.4%
911500	Interfund Exp - Sheriff Division Svcs	240,263		0	240,263	\$30,029	287,296.23			287,296.23	(47,033)	119.6%	119.6%	
980000	Interdepart Services DISS	72,600		0	72,600	6,764	66,153.28			66,153.28		6,447	91.1%	91.1%
	System Operating Grand Totals	34,669,428	1,277,818	416,000	36,363,246	2,903,103	28,120,219.18	324,406.06	470,121.42	28,914,746.66	7,448,499	77.3%	79.5%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2025 OPERATING BUDGET

Expenditure Detail as of 10/31/2025

83.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2025				October Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend/ & Encumb	
		2025 Adopted Budget	Encumbered & PY Reservations	2025 Budget Adjust-ments/ Revisions	Adjusted Budget							YTD Expend/ & Encumb	
<u>ERIE COUNTY CAPITAL / DEBT SERVICE FUNDING FOR LIBRARY</u>													
Library Debt Service		768,713		768,713	545,308.29	752,054.11			752,054.11		16,659	97.8%	97.8%
Grand Total Operating and Erie County Capital		35,438,141	1,277,818	416,000	37,131,959	2,903,103	28,872,273	324,406	470,121	29,666,801	7,465,159	77.8%	79.9%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending October 31st, 2025

Main Trust	\$1,860,761.89
Encore Editions Proceeds (Invested per resolution 2006-19)	\$64,073.77
2024 Ending Balance	\$1,924,835.66

2025 Activity and Balances

Restricted Donations	\$270,819.55
(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	\$41,056.77
	Total 2025 Revenue
	\$311,876.32

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	\$0.00
Programming support	(\$65,932.16)
Equipment, furnishings & supplies	(\$12,317.79)
Preservation/Conservation	\$0.00
Construction Aid and other Grant Match	\$0.00
Blackbaud Software and General Fundraising Expense	(\$6,661.75)
Other	(\$189.01)
	Subtotal Disbursements
	(\$85,100.71)

Other Disbursements (Describe)	\$0.00
	Total 2025 Disbursements
	(\$85,100.71)

Balance, 2025 Activity	\$226,775.61
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Cumulative Balance Library Trust	\$2,151,611.27
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