

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 6/18/2015

AGENDA ITEM NUMBER: E.2.b.

Budget & Finance Committee
Financials for the Month Ending **04/30/2015**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of April 30, 2015 month-end. The report also details monthly activity for April. Overall, with 32.9% of the budget year elapsed, year-to-date Library revenue, at 96.9% collected, is well within budget and year-to date expense, at 33.7%, is running 0.9% ahead budget largely due to retiree medical costs running above budget (see page 2). Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds** The full \$23,013,857 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments normally occur in June-July.** Library aid is normally released by the State beginning two to three months after the State's budget is adopted. The initial payment represents approximately 90% of the total for the year. The Library's 2015 budget assumed state library aid at 2014's funding level. The enacted NY State 2015-16 budget actually increased library aid by 5.8% which will result in an operating revenue increase of approx. \$116,000 above budget.
- ✓ **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 principally contract library reimbursement of that portion of their 2014 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 2014 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 31.4% of the budget.
- ✓ **Fringe Benefit expense is running above budget at 37.0% overall.**
The impact of vacancies on percent driven benefits (payroll taxes, unemployment insurance, retirement and workers compensation) was more than offset by retiree health insurance expense being at 48.8%, the latter subject to significant swings due to changes in usage by retirees. We will closely monitor this situation.
- ✓ **Highway Supplies (rock salt) shows at 70.2%**
This relatively small account (\$14,000 annual budget) was impacted by the extended winter.
- ✓ **Telephone and Internet Service charges show at 58.4% pending receipt of e-Rate reimbursements.** The federal e-Rate program covers 62% of eligible expenses in this category (most expenses are eligible), increasing to up to 90% for eligible Wide Area Network/Internet Access and up to 70% for plain old telephone service (POTS) on July 1st. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in payment timing and anticipated reimbursements, these charges are expected to end the year below budget.
- ✓ **Insurance premiums shows at 65.0 %**
Reflects timing of policy renewal payments, the account is expected to end the year within budget.
- ✓ **Second long cold winter again affects natural gas utility expense, but much lower impact due to moderate rates.**
Natural gas charges of \$93,813, came in at 49.9% of the 2015 annual budget, however they were 35.2% LOWER than the \$144,746 paid in January – April 2014. Electricity charges of \$187,836 came in at 24.6% of the 2015 annual budget and were 32.7% below the \$279,250 paid in January – April 2014. The season’s prolonged cold was not accompanied by the large rate spikes that occurred in early 2014, which moderated as the year progressed. This reduced the budget impact for both natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, interfund utility charges were \$142,347 (33.6%) BELOW those incurred for the same months in 2014.** 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
2015 OPERATING BUDGET
Revenue Detail as of 4/30/2015

32.9% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue April	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	329,165	0	329,165	34,512.46	131,246.39	197,919	39.9%
422000	Copies	20,413	0	20,413	2,159.55	6,470.95	13,942	31.7%
466040	Printing	50,000	0	50,000	4,966.22	16,791.92	33,208	33.6%
466030	Book Bags	1,500	0	1,500	124.00	436.50	1,064	29.1%
466020	Minor Sale - Other	7,500	0	7,500	525.25	2,426.55	5,073	32.4%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	816.67	4,793.18	13,207	26.6%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	8,000.00	9,254.71	6,745	57.8%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	442,578	0	442,578	51,104.15	171,420.20	271,158	38.7%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	23,013,857	0	23,013,857		23,013,857.01	(0)	100.0%
408140	NYS Aid-Lib Incl Incent	1,760,041	0	1,760,041		0.00	1,760,041	0.0%
408150	NYS Aid to Member Libraries	257,779	0	257,779		0.00	257,779	0.0%
408160	State Aid - Special		0	0		0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	25,031,677	0	25,031,677	0.00	23,013,857.01	2,017,820	91.9%
OTHER REVENUE								
419010	Refunds - Cont Library	418,597	0	418,597		0.00	418,597	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		20,328.17	(10,328)	203.3%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses			0		1,428.00	(1,428)	0.0%
445030	Int & Earn - Gen Inv	5,000	0	5,000	198.45	801.76	4,198	16.0%
466000	Misc Receipts	0	0	0		112.17	(112)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	2,000	0	2,000	841.81	1,155.31	845	57.8%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
	TOTAL OTHER REVENUE	535,612	0	535,612	1,040.26	23,825.41	511,787	4.4%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	708,843	0	708,843		0.00	708,843	0.0%
	TOTAL USE OF FUND BALANCE	708,843	0	708,843	0.00	0.00	708,843	0.0%
	GRAND TOTAL OPERATING REVENUE	26,718,710	0	26,718,710	52,144.41	23,209,102.62	3,509,607	86.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 4/30/2015
 32.9% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumber ed & PY Capital Project Balances	2015 Budget Adjustme nts/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb-rances	Remaining Balance	% Current Budget		
												YTD Expend	YTD /& Encumb	
<u>OPERATING EXPENDITURES</u>														
PERSONAL SERVICES														
Regular Salaries & Wages														
500000	Full Time - Salaries	8,765,133		0	8,765,133	\$721,391	2,783,658.16			2,783,658.16	5,981,475	31.8%	31.8%	
500010	Part Time - Wages	3,983,602		0	3,983,602	277,722	1,137,668.05			1,137,668.05	2,845,934	28.6%	28.6%	
500020	Regular PT - Wages	1,048,444		0	1,048,444	93,540	369,923.17			369,923.17	678,521	35.3%	35.3%	
500300	Shift Differential	15,000		0	15,000	1,353	5,485.28			5,485.28	9,515	36.6%	36.6%	
500330	Holiday Worked	15,000		0	15,000	1,500	5,900.06			5,900.06	9,100	39.3%	39.3%	
500350	Other Employee Payments	60,000		0	60,000	3,950	24,805.00			24,805.00	35,195	41.3%	41.3%	
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,099,457	4,327,439.72	0.00	0.00	4,327,439.72	9,559,739	31.2%	31.2%	
501000	Overtime Salaries & Wages	191,000		0	191,000	\$18,785	82,380.44			82,380.44	108,620	43.1%	43.1%	
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,118,242	4,409,820.16	0.00	0.00	4,409,820.16	9,668,359	31.3%	31.3%	
504990	Reduction From Personal Services	(172,868)		0	(172,868)		0.00			0.00	(172,868)	0.0%	0.0%	
504992	Contractual Salary Reserves	137,512		0	137,512		0.00			0.00	137,512	0.0%	0.0%	
	NET PERSONAL SERVICES	14,042,823	0	0	14,042,823	1,118,242	4,409,820.16	0.00	0.00	4,409,820.16	9,633,003	31.4%	31.4%	
FRINGE BENEFITS														
502010	Employer FICA - REGULAR	872,853		0	872,853	69,012	271,273.40			271,273.40	601,580	31.1%	31.1%	
502020	Employer FICA - MEDICARE	204,108		0	204,108	16,140	63,470.98			63,470.98	140,637	31.1%	31.1%	
502030	Employee Health Insurance	2,237,163		0	2,237,163	241,571	782,613.02			782,613.02	1,454,550	35.0%	35.0%	
502040	Dental Plan	114,404		0	114,404	10,520	28,827.80			28,827.80	85,576	25.2%	25.2%	
502050	Workers Compensation	42,245		0	42,245	11,814	18,205.82			18,205.82	24,039	43.1%	43.1%	
502060	Unemployment Insurance	14,109		0	14,109	2,377	9,728.15			9,728.15	4,381	68.9%	68.9%	
502070	Hospital & Medical - Retirees	999,354		0	999,354	196,309	487,350.93			487,350.93	512,003	48.8%	48.8%	
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,767	11,068.00			11,068.00	26,540	29.4%	29.4%	
502100	Retirement	2,066,053		0	2,066,053	158,291	734,086.80			734,086.80	1,331,966	35.5%	35.5%	
502000	Unallocated Fringe Benefits	(76,955)		0	(76,955)		0.00			0.00	(76,955)	0.0%	0.0%	
	TOTAL, FRINGE BENEFITS	6,510,942	0	0	6,510,942	708,801	2,406,624.90	0.00	0.00	2,406,624.90	4,104,317	37.0%	37.0%	
	TOTAL COMPENSATION RELATED	20,553,765	0	0	20,553,765	1,827,043	6,816,445.06	0.00	0.00	6,816,445.06	13,737,320	33.2%	33.2%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 4/30/2015
 32.9% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
505000	Office Supplies	140,350		0	140,350	3,382	38,482.97	59,764.88		98,247.85	42,102	27.4%	70.0%
505200	Clothing Supplies	3,350		0	3,350		119.70			119.70	3,230	3.6%	3.6%
505600	Auto Truck & Heavy Equip Supplies	9,150		0	9,150	90	944.68	15.76		960.44	8,190	10.3%	10.5%
505800	Medical & Health Supplies	1,000		0	1,000		57.98			57.98	942	5.8%	5.8%
506200	Maintenance & Repair	92,200	2,107	0	94,307	7,301	36,665.72	48,986.09		85,651.81	8,655	38.9%	90.8%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		9,822.68	1,373.40		11,196.08	2,804	70.2%	80.0%
510000	Local Mileage Reimbursement	14,200		0	14,200	1,192	3,319.33			3,319.33	10,881	23.4%	23.4%
510100	Out of Area Travel	15,000		0	15,000	2,974	3,417.91			3,417.91	11,582	22.8%	22.8%
510200	Training and Education	57,040		0	57,040	55	14,200.35			14,200.35	42,840	24.9%	24.9%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,917		0	33,917	2,205	9,469.78			9,469.78	24,447	27.9%	27.9%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	230,831			230,831	(26,597)	134,831.13			134,831.13	96,000	58.4%	58.4%
515000	Total Utility Charges	265,748		0	265,748	(24,392)	144,300.91	0.00	0.00	144,300.91	120,447	54.3%	54.3%
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	293		0	293		293.00			293.00	0	100.0%	100.0%
	Lackawanna Public	12,323		0	12,323	3,081	6,161.50	6,161.50		12,323.00	0	50.0%	100.0%
	Total Cnt Pmts-NP Pur Svcs	12,616	0	0	12,616	\$3,081	6,454.50	6,161.50	0.00	12,616.00	0	51.2%	100.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
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 32.9% of Budget Year

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												YTD Expend	YTD /& Encumb
516020	Professional Services Contracts & Fees	964,380	124,074	0	1,088,454	191,497	425,148.70	256,003.09		681,151.79	407,302	39.1%	62.6%
516030	Maintenance Contracts	121,022	2,201	0	123,223	9,111	36,351.23	76,452.86		112,804.09	10,419	29.5%	91.5%
530000	Other Expenses	166,160	21,221	0	187,381	19,782	41,812.62	10,383.17	20,415.00	72,610.79	114,770	22.3%	38.8%
545000	Rental Charges	4,794	151	0	4,945	320	1,715.85	2,947.11		4,662.96	282	34.7%	94.3%
555050	Insurance Premiums	115,000		0	115,000		74,729.20			74,729.20	40,271	65.0%	65.0%
559000	County Share Grants			0	0		0.00			0.00	0	0.0%	0.0%
561410	Lab & Technical Equipment	73,005	96,978	0	169,983	21,687	55,345.16	33,351.18	78,303.59	166,999.93	2,983	32.6%	98.2%
561430	Building, Grounds and Heavy Equip		6,322	0	6,322		0.00	0.00	6,322.00	6,322.00	0	0.0%	100.0%
561450	Library Books and Media	3,009,000	189,234	0	3,198,234	282,687	1,124,834.14	0.00	189,233.66	1,314,067.80	1,884,166	35.2%	41.1%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	187,911		0	187,911	11,998	93,812.50			93,812.50	94,099	49.9%	49.9%
	Electricity	764,070		0	764,070	37,237	187,836.29			187,836.29	576,234	24.6%	24.6%
	Total Interfund Exp - Utilites	951,981	0	0	951,981	49,235	281,648.79	0.00	0.00	281,648.79	670,332	29.6%	29.6%
942000	Interfund - Holding Center	(90,017)		0	(90,017)	(7,501)	(30,005.67)			(30,005.67)	(60,011)	33.3%	33.3%
	Interfund - Correctional Facility	(104,672)			(104,672)	(8,723)	(34,890.67)			(34,890.67)	(69,781)	33.3%	33.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(2,866.00)			(2,866.00)	(5,732)	33.3%	33.3%
	Total ID Library Services	(203,287)	0	0	(203,287)	(\$16,941)	(67,762.34)			(67,762.34)	(135,525)	33.3%	33.3%
910600	Intefund Expense - Purchasing Servic	20,979		0	20,979	\$1,693	6,771.00			6,771.00	14,208	32.3%	32.3%
910700	Interfund Expnese - Fleet Services	47,252		0	47,252	\$1,615	6,492.24			6,492.24	40,760	13.7%	13.7%
980000	Interdepart Services DISS	270,005		0	270,005	24,500	99,875.00			99,875.00	170,130	37.0%	37.0%
	System Operating Grand Totals	26,718,710	442,287	0	27,160,997	2,405,909	9,161,193.38	495,439.04	294,274.25	9,950,906.67	17,209,090	33.7%	36.6%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
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 32.9% of Budget Year

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												YTD Expend	YTD /& Encumb	
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>														
	Library Debt Service	1,001,744			1,001,744	544,388	849,097.09			849,097.09	152,647	84.8%	84.8%	
490	General Obligation Bond Proceeds													
561250	Building Improvements		26,699		26,699		0.00			0.00	26,699	0.0%	0.0%	
	Total General Obligations	0	26,699	0	26,699	\$0	0.00	0.00	0.00	0.00	26,699	0.0%	0.0%	
	Total Erie County Capital for Library	1,001,744	26,699	0	1,028,443	\$544,388	849,097.09	0.00	0.00	849,097.09	179,346	82.6%	82.6%	
	Grand Total Operating and Erie County Capital	27,720,454	468,986	0	28,189,440	\$2,950,297	10,010,290.47	495,439.04	294,274.25	10,800,003.76	17,388,436	35.5%	38.3%	

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending April 30, 2015

Main Trust	\$1,106,407.76
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,777.08
2014 Ending Balance	\$1,199,184.84

2015 Activity and Balances

Restricted Donations		\$83,148.38
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)		
Unrestricted Donations		
Pending Board Action	\$1,195.22	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$1,195.22
Interest Income		\$238.54
Less Disbursements		
Direct For Library Programs/Services/Support	(\$58,574.42)	
To Library Foundation	\$0.00	
Total Disbursements		(\$58,574.42)
Balance, 2015 Activity		\$26,007.72

Cumulative Balance Library Trust **\$1,225,192.56**

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	(\$25,077.27)
Equipment, furnishings & supplies	(\$20,872.38)
Exhibit/display preparation and support/Rare Book Room	\$0.00
Preservation/Conservation (Audubon Birds)	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	\$0.00
Fundraiser Event Expense	(\$12,204.77)
Other	(\$420.00)
Total	(\$58,574.42)