

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 7/16/2015

AGENDA ITEM NUMBER: E.2.b.

Budget & Finance Committee
Financials for the Month Ending **05/31/2015**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of May 31, 2015 month-end. The report also details monthly activity for May. Overall, with 41.4% of the budget year elapsed, year-to-date Library revenue, at 87.0% collected, is well within budget and year-to-date expense, at 41.2%, is also running within budget. 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 39.2% of the budget.
- ✓ **Fringe Benefit expense is running above budget at 45.3% overall.**
The impact of vacancies on percent driven benefits (payroll taxes) was more than offset by retiree health insurance expense being at 59.0%, 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.
- ✓ **Training and Education shows at 60.7%**
This variance is due to timing of training related payments. The account is expected to end the year within budget.
- ✓ **Telephone and Internet Service charges show at 60.7% 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 \$96,929, came in at 51.6% of the 2015 annual budget, however they were 34.8% LOWER than the \$148,723 paid in January – May 2014. Electricity charges of \$212,573 came in at 27.8% of the 2015 annual budget and were 31.0% below the \$308,284 paid in January – May 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 \$147,506 (32.3%) 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 5/31/2015

41.4% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue May	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	329,165	0	329,165	28,447.55	159,693.94	169,471	48.5%
422000	Copies	20,413	0	20,413	1,798.17	8,269.12	12,144	40.5%
466040	Printing	50,000	0	50,000	4,708.82	21,500.74	28,499	43.0%
466030	Book Bags	1,500	0	1,500	129.00	565.50	935	37.7%
466020	Minor Sale - Other	7,500	0	7,500	587.25	3,013.80	4,486	40.2%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	750.00	5,543.18	12,457	30.8%
420530	Comm - Tel Booth Food Svs	16,000	0	16,000	2,190.73	11,445.44	4,555	71.5%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	442,578	0	442,578	38,611.52	210,031.72	232,546	47.5%
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	204.91	1,006.67	3,993	20.1%
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	221.25	1,376.56	623	68.8%
479100	Other Contributions	100,000	0	100,000		0.00	100,000	0.0%
	TOTAL OTHER REVENUE	535,612	0	535,612	426.16	24,251.57	511,360	4.5%
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	39,037.68	23,248,140.30	3,470,570	87.0%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 5/31/2015
 41.4% of Budget Year

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget		
												YTD Expend	YTD /% Encumb	
OPERATING EXPENDITURES														
PERSONAL SERVICES														
Regular Salaries & Wages														
500000	Full Time - Salaries	8,765,133		0	8,765,133	\$681,502	3,465,160.41			3,465,160.41	5,299,973	39.5%	39.5%	
500010	Part Time - Wages	3,983,602		0	3,983,602	301,470	1,439,137.83			1,439,137.83	2,544,464	36.1%	36.1%	
500020	Regular PT - Wages	1,048,444		0	1,048,444	85,947	455,870.41			455,870.41	592,574	43.5%	43.5%	
500300	Shift Differential	15,000		0	15,000	1,188	6,673.43			6,673.43	8,327	44.5%	44.5%	
500330	Holiday Worked	15,000		0	15,000		5,900.06			5,900.06	9,100	39.3%	39.3%	
500350	Other Employee Payments	60,000		0	60,000	100	24,905.00			24,905.00	35,095	41.5%	41.5%	
	Salaries & Wages	13,887,179	0	0	13,887,179	\$1,070,207	5,397,647.14	0.00	0.00	5,397,647.14	8,489,532	38.9%	38.9%	
501000	Overtime Salaries & Wages	191,000		0	191,000	\$23,690	106,070.51			106,070.51	84,929	55.5%	55.5%	
	TOTAL, PERSONAL SERVICES	14,078,179	0	0	14,078,179	\$1,093,897	5,503,717.65	0.00	0.00	5,503,717.65	8,574,461	39.1%	39.1%	
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	1,093,897	5,503,717.65	0.00	0.00	5,503,717.65	8,539,105	39.2%	39.2%	
FRINGE BENEFITS														
502010	Employer FICA - REGULAR	872,853		0	872,853	66,458	337,731.67			337,731.67	535,121	38.7%	38.7%	
502020	Employer FICA - MEDICARE	204,108		0	204,108	15,542	79,013.34			79,013.34	125,095	38.7%	38.7%	
502030	Employee Health Insurance	2,237,163		0	2,237,163	190,295	972,908.18			972,908.18	1,264,255	43.5%	43.5%	
502040	Dental Plan	114,404		0	114,404	7,120	35,947.58			35,947.58	78,456	31.4%	31.4%	
502050	Workers Compensation	42,245		0	42,245	1,680	19,885.64			19,885.64	22,359	47.1%	47.1%	
502060	Unemployment Insurance	14,109		0	14,109	2,521	12,249.18			12,249.18	1,860	86.8%	86.8%	
502070	Hospital & Medical - Retirees	999,354		0	999,354	102,326	589,676.89			589,676.89	409,677	59.0%	59.0%	
502090	Health Insurance Waiver (Incl: 117)	37,608		0	37,608	2,817	13,885.00			13,885.00	23,723	36.9%	36.9%	
502100	Retirement	2,066,053		0	2,066,053	150,829	884,915.54			884,915.54	1,181,137	42.8%	42.8%	
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	539,588	2,946,213.02	0.00	0.00	2,946,213.02	3,564,729	45.3%	45.3%	
	TOTAL COMPENSATION RELATED	20,553,765	0	0	20,553,765	1,633,486	8,449,930.67	0.00	0.00	8,449,930.67	12,103,834	41.1%	41.1%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET
 Expenditure Detail as of 5/31/2015
 41.4% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /% Encumb
505000	Office Supplies	140,350		0	140,350	13,242	51,724.84	41,877.44		93,602.28	46,748	36.9%	66.7%
505200	Clothing Supplies	3,350		0	3,350	105	224.35			224.35	3,126	6.7%	6.7%
505600	Auto Truck & Heavy Equip Supplies	9,150		0	9,150	167	1,111.96			1,111.96	8,038	12.2%	12.2%
505800	Medical & Health Supplies	1,000		0	1,000	130	187.75			187.75	812	18.8%	18.8%
506200	Maintenance & Repair	92,200	2,107	0	94,307	9,007	45,672.37	35,653.10		81,325.47	12,981	48.4%	86.2%
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	1,035	4,354.19			4,354.19	9,846	30.7%	30.7%
510100	Out of Area Travel	15,000		0	15,000	1,581	4,999.22			4,999.22	10,001	33.3%	33.3%
510200	Training and Education	57,040		0	57,040	24,023	38,223.15	385.00		38,608.15	18,432	67.0%	67.7%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,917		0	33,917	3,148	12,617.49			12,617.49	21,300	37.2%	37.2%
	Fuel Oil	1,000			1,000								
	Telephone & Internet Service	230,831			230,831	5,194	140,025.49			140,025.49	90,806	60.7%	60.7%
515000	Total Utility Charges	265,748		0	265,748	8,342	152,642.98	0.00	0.00	152,642.98	112,105	57.4%	57.4%
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		6,161.50	6,161.50		12,323.00	0	50.0%	100.0%
	Total Cnt Pmts-NP Pur Svs	12,616	0	0	12,616	\$0	6,454.50	6,161.50	0.00	12,616.00	0	51.2%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2015 OPERATING BUDGET**

Expenditure Detail as of 5/31/2015

41.4% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expended	YTD % /& Encumb
516020	Professional Services Contracts & Fees	964,380	124,074	0	1,088,454	37,242	462,391.12	266,392.75		728,783.87	359,670	42.5%	67.0%
516030	Maintenance Contracts	121,022	2,201	0	123,223	7,608	43,959.19	34,601.94		78,561.13	44,662	35.7%	63.8%
530000	Other Expenses	166,160	21,221	0	187,381	26,828	68,640.13	6,287.68	20,415.00	95,342.81	92,038	36.6%	50.9%
545000	Rental Charges	4,794	151	0	4,945	319	2,034.93	2,300.00		4,334.93	610	41.2%	87.7%
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	12,776	68,121.09	10,172.32	71,255.37	149,548.78	20,434	40.1%	88.0%
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	222,345	1,347,179.25	0.00	189,233.66	1,536,412.91	1,661,821	42.1%	48.0%
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	3,116	96,928.94			96,928.94	90,982	51.6%	51.6%
	Electricity	764,070		0	764,070	24,737	212,572.79			212,572.79	551,497	27.8%	27.8%
	Total Interfund Exp - Utilites	951,981	0	0	951,981	27,853	309,501.73	0.00	0.00	309,501.73	642,479	32.5%	32.5%
942000	Interfund - Holding Center	(90,017)		0	(90,017)	(7,501)	(37,507.09)			(37,507.09)	(52,510)	41.7%	41.7%
	Interfund - Correctional Facility	(104,672)			(104,672)	(8,723)	(43,613.34)			(43,613.34)	(61,059)	41.7%	41.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(3,582.50)			(3,582.50)	(5,016)	41.7%	41.7%
	Total ID Library Services	(203,287)	0	0	(203,287)	(\$16,941)	(84,702.93)			(84,702.93)	(118,584)	41.7%	41.7%
910600	Intefund Expense - Purchasing Servic	20,979		0	20,979	\$1,693	8,463.75			8,463.75	12,515	40.3%	40.3%
910700	Interfund Expnese - Fleet Services	47,252		0	47,252	\$1,552	8,044.17			8,044.17	39,208	17.0%	17.0%
980000	Interdepart Services DISS	270,005		0	270,005	22,500	122,375.00			122,375.00	147,630	45.3%	45.3%
	System Operating Grand Totals	26,718,710	442,287	0	27,160,997	2,034,892	11,196,085.29	405,205.13	287,226.03	11,888,516.45	15,271,480	41.2%	43.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2015 OPERATING BUDGET

Expenditure Detail as of 5/31/2015

41.4% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2015 Adopted Budget	Encumbered & PY Capital Project Balances	2015 Budget Adjustments/Revisions	Adjusted Budget	May Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /& Encumb
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>													
	Library Debt Service	1,001,744			1,001,744	28,189	877,286.21			877,286.21	124,458	87.6%	87.6%
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	\$28,189	877,286.21	0.00	0.00	877,286.21	151,157	85.3%	85.3%
	Grand Total Operating and Erie County Capital	27,720,454	468,986	0	28,189,440	\$2,063,081	12,073,371.50	405,205.13	287,226.03	12,765,802.66	15,422,637	42.8%	45.3%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending May 31, 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		\$84,530.03
(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		\$300.82
Less Disbursements		
Direct For Library Programs/Services/Support	(\$67,047.34)	
To Library Foundation	\$0.00	
Total Disbursements		(\$67,047.34)
Balance, 2015 Activity		\$18,978.73

Cumulative Balance Library Trust **\$1,218,163.57**

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	(\$26,687.60)
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	(\$6,862.59)
Fundraiser Event Expense	(\$12,204.77)
Other	(\$420.00)
Total	(\$67,047.34)