BOARD OF TRUSTEES BUFFALO & ERIE COUNTY PUBLIC LIBRARY MEETING DATE: 6/15/2017

AGENDA ITEM NUMBER: <u>E.2.e.</u> Budget & Finance Committee

Financials for the Month Ending 04/30/2017

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, 2017 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 87.5% collected, is well within budget and year-to date expense, at 32.0%, is also within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds:** The full \$23,943,617 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 payments are 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 2017 budget assumed state library aid at 2016's funding level. The enacted NY State 2016-17 budget maintained this level of support.
- ✓ 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 from contract library reimbursement of that portion of their 2016 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 2016 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 31.5% of the budget.
- ✓ Fringe Benefit expense is running under budget at 29.8% overall.
 - Vacancies result in below budget charges for payroll taxes. Usage changes and negotiated increased employee contributions contributed to Active Employee Health insurance cost being under budget (YTD costs are 3.1% above Year-to-date charges for the same period last year). NY State Retirement charges are also running under budget, reflecting a decrease in rates and the continued shift to the lower cost Tier 6 plan via turnover. Finally, retiree medical charges so far this year continue to moderate, coming in at 29.2% of budget (and 4.7% below the same period in 2016). Said expense is subject to significant swings due to changes in usage by retirees. We will closely monitor this situation.
- ✓ **Telephone and Internet Service charges show at 39.3**% **pending receipt of e-Rate reimbursements.** The federal e-Rate program covers up to 90% of eligible services in this expense category. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner (now 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.
- ✓ **Contractural Payments to Member Libraries combined show at 63.0%.** 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. Five of the six amounts at 100% are below \$2,000.
- ✓ Insurance premiums shows at 75.2 %
 - Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.
- ✓ Several remaining operating accounts above 32.9% reflect timing differences.

 These accounts, including Office Supplies, Training, Professional Services, and Library Materials reflect timing variations and are expected to end the year within budget.

BUFFALO & ERIE COUNTY PUBLIC LIBRARY OPERATING FINANCIAL REPORT AS OF APRIL 30, 2017 – (32.9% of the Budget Year elapsed)

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EXPENSE (continued):

✓ A mild winter helped counter higher Natural Gas rates to yield modest utility savings.

Natural gas charges of \$82,638, came in at 55.5% of the 2017 annual budget, reflecting seasonality and significantly higher rates. This expense was 38.2% higher than the \$59,778 paid in January – April 2016. Electricity charges of \$138,655 came in at 20.2% of the 2017 annual budget. However, electric charges for April at the Central Library, \$15,993.23, did not bill until early May. Including the Central Library delayed April bill, YTD April electric charges would be \$154,648.38, 22.6% of budget and 9.8% above the \$140,782 paid in January – April 2016. The season's relatively mild temperatures helped, however rates increased significantly in 2017. Natural Gas supply rates for January-April 2017 averaged up 67.7%, while electricity supply rates averaged up 5.8% over the same period in 2016 (Natural Gas is one of several fuels and alternate energy sources used to provide electricity). Including the delayed Central Library billing, combined, 2017 interfund utility charges of \$237,286 were below budget (28.5% of budget), however they were \$36,726.59 (18.3%) above those incurred for the same months in 2016. 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 2017 OPERATING BUDGET

Revenue Detail as of 4/30/2017 32.9% of Budget Year

SAP		32.9%	of Budg	jet Year				% of
Account		Adopted	Adjust-	Adjusted			To Be	Budget
Number	Account Description	Budget	ments	Budget	Revenue April	YTD Revenue	Realized	Collected
	REVENUE FROM LIBRARY OPERATIONS							
419000	Library Charges - Fines	317,592	0	317,592	20,679	95,895.18	221,697	30.2%
422000	Copies	19,844	0	19,844	2,407	8,215.60	11,628	41.4%
466040	Printing	57,957	0	57,957	5,196	19,994.47	37,963	34.5%
466030	Book Bags	1,300	0	1,300	80	303.00	997	23.3%
466020	Minor Sale - Other	6,361	0	6,361	389	1,535.33	4,826	24.1%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	1,504	6,767.80	14,332	32.1%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	1,115	3,365.48	14,315	19.0%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	441,834	0	441,834	31,370	136,076.86	305,757	30.8%
	REVENUE FROM STATE & COUNTY GOVT.							
400020	Library Real Prop Tax	23,943,617	0	23,943,617		23,943,616.98	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,942,679	0	1,942,679		0.00	1,942,679	0.0%
408150	NYS Aid to Member Libraries	284,530	0	284,530		0.00	284,530	0.0%
408160	State Aid - Special	0	0	0		0.00	0	0.0%
409010	State Aid - Other	0	0	0		0.00	0	0.0%
486000	Interfund - Subsidy	0	0	0		0.00	0	0.0%
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	26,170,826	0	26,170,826	0	23,943,616.98	2,227,209	91.5%
	OTHER REVENUE							
419010	Refunds - Cont Library	375,483	0	375,483		0.00	375,483	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000	14,271	33,940.26	(23,940)	339.4%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0		0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	190	1,022.18	978	51.1%
466000	Misc Receipts	0	0	0		252.63	(253)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	168	664.95	4,335	13.3%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
	TOTAL OTHER REVENUE	452,498	0	452,498	14,629	35,880.02	416,618	7.9%
	USE OF FUND BALANCE							
402190	Appropriated Fund Balance	485,186	0	485,186		0.00	485,186	0.0%
	TOTAL USE OF FUND BALANCE	485,186	0	485,186	0	0.00	485,186	0.0%
	GRAND TOTAL OPERATING REVENUE	27,550,344	0	27,550,344	45,999	24,115,573.86	3,434,770	87.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2017 OPERATING BUDGET

Expenditure Detail as of 4/30/2017

	32.9% of Budget Year								% Curren	t Budget			
SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /& Encum b
	OPERATING EXPENDITURES												_
	PERSONAL SERVICES												
	Regular Salaries & Wages												
500000) Full Time - Salaries	9,418,289		0	9,418,289	\$707,128	3,007,729.53			3,007,729.53	6,410,559	31.9%	31.9%
500010	Part Time - Wages	3,980,282		0	3,980,282	303,155	1,232,519.72			1,232,519.72	2,747,762	31.0%	31.0%
500020	Regular PT - Wages	813,694		0	813,694	59,556	237,315.95			237,315.95	576,378	29.2%	29.2%
500300) Shift Differential	16,000		0	16,000	1,427	5,155.50			5,155.50	10,845	32.2%	32.2%
500330) Holiday Worked	18,000		0	18,000	2,042	7,133.23			7,133.23	10,867	39.6%	39.6%
500350	Other Employee Payments	91,000		0	91,000	1,250	21,167.19			21,167.19	69,833	23.3%	23.3%
	Salaries & Wages	14,337,265	0	0	14,337,265	\$1,074,558	4,511,021.12	0.00	0.00	4,511,021.12	9,826,244	31.5%	31.5%
501000	Overtime Salaries & Wages	220,000		0	220,000	\$20,371	79,548.40			79,548.40	140,452	36.2%	36.2%
	TOTAL, PERSONAL SERVICES	14,557,265	0	0	14,557,265	\$1,094,928	4,590,569.52	0.00	0.00	4,590,569.52	9,966,695	31.5%	31.5%
504990	Reduction From Personal Services	(350,511)		0	(350,511)		0.00			0.00	(350,511)	0.0%	0.0%
504992	2 Contractual Salary Reserves	125,033		0	125,033		0.00			0.00	125,033	0.0%	0.0%
	NET PERSONAL SERVICES	14,331,787	0	0	14,331,787	1,094,928	4,590,569.52	0.00	0.00	4,590,569.52	9,741,217	32.0%	32.0%
	FRINGE BENEFITS												
50200	O Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	902,547		0	902,547	66,605	278,436.05			278,436.05	624,111	30.9%	30.9%
502020	Employer FICA - MEDICARE	211,067		0	211,067	15,576	65,117.57			65,117.57	145,949	30.9%	30.9%
502030	Employee Health Insurance	2,715,691		0	2,715,691	197,479	759,926.65			759,926.65	1,955,764	28.0%	28.0%
502040	Dental Plan	98,636		0	98,636	7,877	24,773.33			24,773.33	73,863	25.1%	25.1%
502050	Workers Compensation	48,310		0	48,310	10,346	19,766.77			19,766.77	28,543	40.9%	40.9%
502060	Unemployment Insurance	21,339		0	21,339	2,284	3,823.11			3,823.11	17,516	17.9%	17.9%
502070	O Hospital & Medical - Retirees	1,608,584		0	1,608,584	125,711	469,574.32			469,574.32	1,139,010	29.2%	29.2%
502090	Health Insurance Waiver (Incl: 117	34,008		0	34,008	2,461	9,224.00			9,224.00	24,784	27.1%	27.1%
502100		1,704,743		0	1,704,743	141,949	565,568.40			565,568.40	1,139,175	33.2%	
502000	Unallocated Fringe Benefits	25,232		0	25,232		0.00			0.00	25,232	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,370,157	0	0	7,370,157	570,288	2,196,210.20	0.00	0.00	2,196,210.20	5,173,947	29.8%	29.8%
	TOTAL COMPENSATION RELATED	21,701,944	0	0	21,701,944	1,665,216	6,786,779.72	0.00	0.00	6,786,779.72	14,915,164	31.3%	31.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2017 OPERATING BUDGET

Expenditure Detail as of 4/30/2017

					32.9%	of Budget Ye	ar					% Currer	t Budget
SAP		2017	Encumbe red & PY Capital	2017 Budget Adjust-						Total			YTD Expend /&
Acct.		Adopted	Project	ments/	Adjusted	April	Year-to-Date		Funds Reser-	Expenditures &	Remaining	YTD	Encum
Nbr.	Account Description	Budget	Balances	Revisions	Budget	Expended	Expended	Encumb.	vations	Encumbrances	Balance	Expend	b
505000 Of	fice Supplies	166,335		0	166,335	12,111	55,290.79	73,391.29		128,682.08	37,653	33.2%	77.4%
505200 Cl	othing Supplies	4,000	814	0	4,814	137	1,224.67			1,224.67	3,590	25.4%	25.4%
505600 Au	ito Truck & Heavy Equip Supplies	9,750		0	9,750	1,459	2,923.84	105.73		3,029.57	6,720	30.0%	31.1%
505800 Me	edical & Health Supplies	1,100		0	1,100		0.00			0.00	1,100	0.0%	0.0%
506200 Ma	aintenance & Repair	104,300	8,876	0	113,176	9,894	25,060.34	16,061.33	8,876.00	49,997.67	63,178	22.1%	44.2%
506400 Hi	ghway Supplies (Rock Salt)	14,000		0	14,000		3,681.65	4,011.70		7,693.35	6,307	26.3%	55.0%
510000 Lo	cal Mileage Reimbursement	13,000		0	13,000	824	2,748.35			2,748.35	10,252	21.1%	21.1%
510100 Ou	ut of Area Travel	15,000		0	15,000	1,977	4,710.89			4,710.89	10,289	31.4%	31.4%
510200 Tr	aining and Education	59,133		0	59,133	3,603	21,259.50			21,259.50	37,874	36.0%	36.0%
515000 Ut	ility Charges (Telecom/water/sewe	er)											
	ater/Sewer	31,936			31,936	2,227	7,195.81			7,195.81	24,740	22.5%	22.5%
	el Oil	1,000			1,000								
	elephone & Internet Service	62,476		0	62,476	5,854	24,558.90			24,558.90	37,917	39.3%	
515000 T c	otal Utility Charges	95,412		0	95,412	8,081	31,754.71	0.00	0.00	31,754.71	62,657	33.3%	33.3%
516010 CC	ONTRACTUAL PAYMENTS												
Ne	ewstead Public - Akron	239		0	239		239.00			239.00	0	100.0%	100.0%
Ew	vell Free - Alden	1,376		0	1,376		1,376.00			1,376.00	0	100.0%	100.0%
Во	ston Free	1,642		0	1,642		1,642.00			1,642.00	0	100.0%	100.0%
La	ckawanna Public	12,436		0	12,436		6,218.00	6,218.00		12,436.00	0	50.0%	100.0%
Ma	arilla Free	441		0	441		441.00			441.00	0	100.0%	100.0%
No	orth Collins Public	682		0	682		682.00			682.00	0	100.0%	100.0%
To	otal Cnt Pmts-NP Pur Svs	16,816	0	0	16,816	\$0	10,598.00	6,218.00	0.00	16,816.00	0	63.0%	100.0%

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BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2017 OPERATING BUDGET

Expenditure Detail as of 4/30/2017

					32.9%	of Budget Ye	ar					% Currer	t Budget
SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /& Encum b
516020	Professional Services Contracts & Fees	850,637	75,829	0	926,466	36,645	411,310.96	365,752.62		777,063.58	149,402	44.4%	83.9%
516030	Maintenance Contracts	120,517	4,033	0	124,550	2,717	17,659.42	63,874.08		81,533.50	43,016	14.2%	65.5%
530000	Other Expenses	187,950	15,341	0	203,291	23,723	51,205.26	15,435.94	14,920.00	81,561.20	121,730	25.2%	40.1%
545000	Rental Charges	4,725		0	4,725	59	1,233.24	3,279.16		4,512.40	213	26.1%	95.5%
555050	Insurance Premiums	139,100		0	139,100	9,205	104,668.48			104,668.48	34,432	75.2%	75.2%
559000	County Share Grants			0	0		0.00			0.00	0	0.0%	0.0%
561410	Lab & Technical Equipment	77,060	91,848	0	168,908	4,344	48,294.76	71,231.86		119,526.62	49,382	28.6%	70.8%
561420	Office Equip, Furn & Fixtures			0	0		0.00			0.00	0	0.0%	0.0%
561430	Building, Grounds and Heavy Equip			0	0		0.00			0.00	0	0.0%	0.0%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	170,805	0	3,179,805	144,262	1,094,873.70		170,805.00	1,265,678.70	1,914,126	34.4%	39.8%
575040	Interfund Exp - Utilities Fuel Oil Natural Gas Electricity	0 148,790 684,829		0 0 0	0 148,790 684,829	12,018 18,793	0.00 82,637.94 138,655.15			0.00 82,637.94 138,655.15	0 66,152 546,174	0.0% 55.5% 20.2%	55.5% 20.2%
	Total Interfund Exp - Utilites	833,619	0	0	833,619	30,810	221,293.09	0.00	0.00	221,293.09	612,326	26.5%	
	Interfund - Holding Center Interfund - Correctional Facility Interfund - Court Storage Total ID Library Services	(90,865) (104,461) (8,598) (203,924)	0	0	(90,865) (104,461) (8,598) (203,924)	(7,572) (8,705) (717) (\$16,994)	(30,288.33) (34,820.33) (2,866.00) (67,974.66)			(30,288.33) (34,820.33) (2,866.00) (67,974.66)	(69,641)	33.3% 33.3%	33.3% 33.3%
910600	Intefund Expense - Purchasing Services	27,638		0	27,638	\$2,082	8,327.33			8,327.33	19,311	30.1%	30.1%
	Interfund Expnese - Fleet Services Interdepart Services DISS	34,787 268,445		0	34,787 268,445	\$1,114 22,370	5,860.01 89,481.68			5,860.01 89,481.68	28,927 178,963	16.8% 33.3%	
700000	System Operating Grand Totals	27,550,344	367,546		27,917,890	1,963,640		619,361.71	194,601.00	9,746,228.44			34.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY 2017 OPERATING BUDGET

Expenditure Detail as of 4/30/2017

					32.9%	of Budget Ye	ear					% Curren	t Budget
SAP Acct. Nbr.	Account Description	2017 Adopted Budget	Encumbe red & PY Capital Project Balances	2017 Budget Adjust- ments/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD Expend /& Encum b
	ERIE COUNTY CAPITAL FUNDING FO	OR LIBRARY											
	Library Debt Service	956,761			956,761	569,414	788,181.12			788,181.12	168,580	82.4%	82.4%
490	General Obligation Bond Proceeds												
561250	0 Building Improvements		24,189		24,189	\$1,188	22,887.79	613.20		23,500.99	688	94.6%	97.2%
	Total General Obligations	0	24,189	0	24,189	\$1,188	22,887.79	613.20	0.00	23,500.99	688	94.6%	97.2%
٦	Total Erie County Capital for Library	956,761	24,189	0	980,950	\$570,602	811,068.91	613.20	0.00	811,682.11	169,268	82.7%	82.7%
Grand Capita	Total Operating and Erie County l	28,507,105	391,735	0	28,898,840	\$2,534,242	9,743,334.64	619,974.91	194,601.00	10,557,910.55	18,339,930	33.7%	36.5%

Buffalo and Erie County Public Library

Treasurer's Report of

Year to Date Donations

Results for the Period Ending April 30, 2017

Main Trust Encore Editions Proceeds (Invested per resolution	n 2006-19)	\$1,079,133.31 \$91,653.97
2016 Ending Balance		\$1,170,787.28
2017 Activity and Balances		
Restricted Donations (Donations received with instructions restricting Library direct uses and fundraising for identified	•	\$87,490.08
Unrestricted Donations		\$7,835.00
Interest Income		\$233.90
	Total 2017 Revenue	\$95,558.98
Less Disbursements		
Year-to-date Disbursements Pursuant to Reso Library material purchases (direct from trust) To Library Operating Fund to support Library material support Equipment, furnishings & supplies Exhibit/display preparation and support/Rare Bareservation/Conservation (Audubon Birds) Construction Grant Match Raiser's Edge Software and General Fundraisi Fundraiser Event Expense Other	naterial purchases sook Room	\$0.00 \$0.00 (\$14,249.96) (\$1,831.00) (\$12,888.50) (\$43,900.00) \$0.00 (\$8,080.76) (\$493.96) (\$162.47) (\$81,606.65)
	ibitotal Disbursements per Resolution 2010-8	\$0.00
Other Disbursements (Describe)	Total 2017 Disbursements	(\$81,606.65)
Balance, 2017 Activity		\$13,952.33
Cumulative Balance Library Trust		\$1,184,739.61