

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 10/18/2018

AGENDA ITEM NUMBER: E.2.b.

Budget & Finance Committee
Financials for the Month Ending **08/31/2018**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of August 31, 2018 month-end. The report also details monthly activity for August. Overall, with 66.6% of the budget year elapsed, year-to-date Library revenue, at 94.7% collected, is within budget and year-to date expense, at 62.3%, is also within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds:** The full \$24,422,489 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments:** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted. This year the payment arrived in August. The initial payment represents over 90% of the total for the year. The Library's 2018 budget assumed state library aid at 2017's funding level. The enacted NY State 2018-19 budget contained a 1% increase, totaling \$21,952. The State Library issued final aid tables in June, a budget adjustment reflecting this change was approved by the Board at the July 19th meeting.
- ✓ **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 Wages expense running under budget.** Contract settlements with AFSCME and the Librarians Association were reached in late 2017, and with CSEA in early 2018. The above budget amount in the “Other Employee Payments” includes a one-time payment to CSEA members pursuant to that settlement. Funding to help support the settlements’ cost is included in the “Contract Salary Reserves” account. Overall, year-to-date Net Personal Services expense consumed 65.3% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 60.5% overall.** Usage changes and negotiated increased employee contributions contributed to Active Employee Health Insurance cost being under budget (at 54.1%, with YTD costs 12.0% below year-to-date charges for the same period last year). Workers compensation expense is running above budget due to medical procedure expense billed in February, April and July. Finally, retiree medical charges so far this year are also running below budget, coming in at 58.3% of budget (and 5.5% below the same period in 2017). Said expense is subject to significant swings due to changes in usage by retirees. We closely monitor these accounts.
- ✓ **Telephone and Internet Service charges show at 103.5% 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, 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.
- ✓ **Contractual Payments to Member Libraries adjusted budget** reflects budgeting the expense side of New York State bullet aid allocations to libraries within the districts of State Senators Gallivan, Jacobs, Ranzenhofer and Assembly member Walter. The bullet aid proceeds will be distributed shortly after they are received.
- ✓ **Insurance Premiums shows at 95.8 %.** Reflects timing of policy renewal payments, current services contracted in this account are expected to end the year within budget.

EXPENSE (continued):

- ✓ **Other remaining operating accounts above 66.6% reflect timing differences.** These accounts, including Office Supplies, Out of Area Travel, and Maintenance Contracts reflect timing variations and are expected to end the year within budget.
- ✓ **Below budget Electric Utility costs helped counter the higher Natural Gas expense of a prolonged winter.** Natural Gas charges of \$107,180 came in at 72.8% of the 2018 annual budget, reflecting seasonality and prolonged winter weather. Expense was 14.6% higher than the \$93,507 paid in January - August 2017. Electricity charges of \$398,869 came in at 64.5% of the 2018 annual budget; however, they were 9.5% above the \$364,419 paid in January - August 2017. Natural Gas is one of several fuels and alternate energy sources used to provide electricity. **Combined, 2018 interfund utility charges of \$506,049 were slightly below budget (66.1% of budget), however they were \$48,122 (10.5%) above those incurred for the same months in 2017.** 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

2018 OPERATING BUDGET

Revenue Detail as of 8/31/2018

66.6% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue August	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	295,594	0	295,594	23,402	192,532.08	103,062	65.1%
422000	Copies	17,398	0	17,398	2,096	16,570.23	828	95.2%
466040	Printing	62,963	0	62,963	5,786	41,100.59	21,862	65.3%
466030	Book Bags	1,100	0	1,100	96	670.00	430	60.9%
466020	Minor Sale - Other	5,591	0	5,591	653	3,321.60	2,269	59.4%
420510	Rent - Real Prop - Auditorium	21,100	0	21,100	1,360	13,750.49	7,350	65.2%
420530	Comm - Tel Booth Food Svs	17,680	0	17,680	1,325	9,058.60	8,621	51.2%
TOTAL REVENUE FROM LIBRARY OPERATIONS		421,426	0	421,426	34,717	277,003.59	144,422	65.7%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	24,422,489	0	24,422,489		24,422,488.99	0	100.0%
408140	NYS Aid-Lib Incl Incent	1,943,728	19,131	1,962,859	1,942,598	1,942,598.00	20,261	99.0%
408150	NYS Aid to Member Libraries	284,683	2,821	287,504	258,753	258,753.00	28,751	90.0%
408160	State Aid - Special	0	268,500	268,500		13,000.00	255,500	4.8%
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.		26,650,900	290,452	26,941,352	2,201,351	26,636,839.99	304,512	98.9%
OTHER REVENUE								
419010	Refunds - Cont Library	349,839	0	349,839		0.00	349,839	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		30,756.01	(20,756)	307.6%
466170	Refund Contract Lib Retire	0	0	0		0.00	0	0.0%
466070	Refund P/Y Expenses	0	0	0		0.00	0	0.0%
445030	Int & Earn - Gen Inv	2,000	0	2,000	1,146	7,236.43	(5,236)	361.8%
466000	Misc Receipts	0	0	0		75.00	(75)	0.0%
466010	NSF Check Fees	15	0	15		0.00	15	0.0%
467000	Misc Depart Income	5,000	0	5,000	230	1,716.88	3,283	34.3%
479100	Other Contributions	60,000	0	60,000		0.00	60,000	0.0%
TOTAL OTHER REVENUE		426,854	0	426,854	1,376	39,784.32	387,070	9.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	498,684	173,048	671,732		0.00	671,732	0.0%
TOTAL USE OF FUND BALANCE		498,684	173,048	671,732	0	0.00	671,732	0.0%
GRAND TOTAL OPERATING REVENUE		27,997,864	463,500	28,461,364	2,237,444	26,953,627.90	1,507,736	94.7%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 8/31/2018

66.6% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
OPERATING EXPENDITURES													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,520,007		0	9,520,007	\$849,554	6,367,604.88			6,367,604.88	3,152,402	66.9%	66.9%
500010	Part Time - Wages	4,104,351		0	4,104,351	337,909	2,622,697.22			2,622,697.22	1,481,654	63.9%	63.9%
500020	Regular PT - Wages	759,767		0	759,767	70,102	553,873.73			553,873.73	205,893	72.9%	72.9%
500300	Shift Differential	19,000		0	19,000	1,359	11,729.37			11,729.37	7,271	61.7%	61.7%
500330	Holiday Worked	16,000		0	16,000		12,330.75			12,330.75	3,669	77.1%	77.1%
500350	Other Employee Payments	100,000		0	100,000	1,610	47,850.94			47,850.94	52,149	47.9%	47.9%
	Salaries & Wages	14,519,125	0	0	14,519,125	\$1,260,534	9,616,086.89	0.00	0.00	9,616,086.89	4,903,038	66.2%	66.2%
501000	Overtime Salaries & Wages	220,000		0	220,000	\$13,447	165,212.77			165,212.77	54,787	75.1%	75.1%
	TOTAL, PERSONAL SERVICES	14,739,125	0	0	14,739,125	\$1,273,980	9,781,299.66	0.00	0.00	9,781,299.66	4,957,825	66.4%	66.4%
504990	Reduction From Personal Services	(53,937)		0	(53,937)		0.00			0.00	(53,937)	0.0%	0.0%
504992	Contractual Salary Reserves	304,055		0	304,055		0.00			0.00	304,055	0.0%	0.0%
	NET PERSONAL SERVICES	14,989,243	0	0	14,989,243	1,273,980	9,781,299.66	0.00	0.00	9,781,299.66	5,207,943	65.3%	65.3%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	913,829		0	913,829	76,978	593,230.49			593,230.49	320,599	64.9%	64.9%
502020	Employer FICA - MEDICARE	213,712		0	213,712	18,003	138,739.54			138,739.54	74,972	64.9%	64.9%
502030	Employee Health Insurance	2,593,704		0	2,593,704	216,003	1,402,194.17			1,402,194.17	1,191,510	54.1%	54.1%
502040	Dental Plan	97,542		0	97,542	7,339	59,649.87			59,649.87	37,892	61.2%	61.2%
502050	Workers Compensation	48,921		0	48,921	739	56,173.42			56,173.42	(7,252)	114.8%	114.8%
502060	Unemployment Insurance	20,144		0	20,144	1,061	3,924.37			3,924.37	16,220	19.5%	19.5%
502070	Hospital & Medical - Retirees	1,629,339		0	1,629,339	162,955	950,074.01			950,074.01	679,265	58.3%	58.3%
502090	Health Insurance Waiver (Incl: 117)	27,012		0	27,012	2,889	27,726.00			27,726.00	(714)	102.6%	102.6%
502100	Retirement	1,589,302		0	1,589,302	121,589	1,101,950.86			1,101,950.86	487,351	69.3%	69.3%
502000	Unallocated Fringe Benefits	30,025		0	30,025		0.00			0.00	30,025	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,163,530	0	0	7,163,530	607,555	4,333,662.73	0.00	0.00	4,333,662.73	2,829,867	60.5%	60.5%
	TOTAL COMPENSATION RELATED	22,152,773	0	0	22,152,773	1,881,535	14,114,962.39	0.00	0.00	14,114,962.39	8,037,811	63.7%	63.7%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 8/31/2018

66.6% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Project Balances	2018 Budget Adjust-ments/ Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
505000	Office Supplies	167,535	15	0	167,550	24,598	126,781.28	32,825.74		159,607.02	7,943	75.7%	95.3%
505200	Clothing Supplies	4,000	1,407	0	5,407	247	2,353.63	224.50		2,578.13	2,828	43.5%	47.7%
505600	Auto Truck & Heavy Equip Supplies	11,000		0	11,000	870	3,887.30	1,004.99		4,892.29	6,108	35.3%	44.5%
505800	Medical & Health Supplies	1,550	275	0	1,825		287.10	148.14		435.24	1,390	15.7%	23.8%
506200	Maintenance & Repair	106,400	16,523	25,000	147,923	21,117	82,775.86	24,810.18		107,586.04	40,337	56.0%	72.7%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000		7,520.00			7,520.00	6,480	53.7%	53.7%
510000	Local Mileage Reimbursement	11,000		0	11,000	791	5,762.19			5,762.19	5,238	52.4%	52.4%
510100	Out of Area Travel	20,000		0	20,000	2,000	14,805.01			14,805.01	5,195	74.0%	74.0%
510200	Training and Education	55,231		0	55,231	4,897	21,587.51	115.00		21,702.51	33,528	39.1%	39.3%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	31,005			31,005	3,798	18,395.92			18,395.92	12,609	59.3%	59.3%
	Fuel Oil	1,000			1,000		0.00			0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	67,928		0	67,928	(13,191)	70,274.59			70,274.59	(2,347)	103.5%	103.5%
515000	Total Utility Charges	99,933		0	99,933	(9,393)	88,670.51	0.00	0.00	88,670.51	11,262	88.7%	88.7%
516010	CONTRACTUAL PAYMENTS												
	Newstead Public - Akron	724		15,000	15,724		724.00			724.00	15,000	4.6%	4.6%
	Ewell Free - Alden	1,591		2,500	4,091		1,591.00			1,591.00	2,500	38.9%	38.9%
	Amherst Public	0		86,000	86,000		13,000.00			13,000.00	73,000	15.1%	15.1%
	Angola Public	0		10,000	10,000		0.00			0.00	10,000	0.0%	0.0%
	Aurora Public	0		2,500	2,500		0.00			0.00	2,500	0.0%	0.0%
	Boston Free	1,862		2,500	4,362		1,862.00			1,862.00	2,500	42.7%	42.7%
	Clarence Public	0		15,000	15,000		0.00			0.00	15,000	0.0%	0.0%
	Collins Public	0		2,500	2,500		0.00			0.00	2,500	0.0%	0.0%
	Concord Public	0		2,500	2,500		0.00			0.00	2,500	0.0%	0.0%
	Eden Library	880		2,500	3,380		880.00			880.00	2,500	26.0%	26.0%
	Elma Public	0		2,500	2,500		0.00			0.00	2,500	0.0%	0.0%
	Grand Island Memorial	0		10,000	10,000		0.00			0.00	10,000	0.0%	0.0%
	Hamburg Public	0		20,000	20,000		0.00			0.00	20,000	0.0%	0.0%
	Lackawanna Public	11,875		0	11,875		8,906.25	2,968.75		11,875.00	0	75.0%	100.0%
	Lancaster Public	0		5,000	5,000		0.00			0.00	5,000	0.0%	0.0%
	Marilla Free	738		2,500	3,238		738.00			738.00	2,500	22.8%	22.8%
	North Collins Public	1,647		2,500	4,147		1,647.00			1,647.00	2,500	39.7%	39.7%
	Orchard Park Public	0		10,000	10,000		0.00			0.00	10,000	0.0%	0.0%
	City of Tonawanda Public	0		10,000	10,000		0.00			0.00	10,000	0.0%	0.0%
	Town of Tonawanda Public	0		20,000	20,000		0.00			0.00	20,000	0.0%	0.0%
	West Seneca Public	0		5,000	5,000		0.00			0.00	5,000	0.0%	0.0%
	Total Cnt Pmts-NP Pur Svs	19,317	0	228,500	247,817	\$0	29,348.25	2,968.75	0.00	32,317.00	215,500	11.8%	13.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2018 OPERATING BUDGET**

Expenditure Detail as of 8/31/2018

66.6% of Budget Year

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbe red & PY Capital Project Balances	2018 Budget Adjust- ments/ Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD /& Encumb
516020	Professional Services Contracts & Fees	857,725	53,849	0	911,574	14,585	492,005.53	228,375.75		720,381.28	191,193	54.0%	79.0%
516030	Maintenance Contracts	124,900	44,589	40,000	209,489	41,765	140,751.30	20,891.42		161,642.72	47,847	67.2%	77.2%
530000	Other Expenses	188,800	49,849	0	238,649	27,385	93,324.52	14,862.53	48,492.00	156,679.05	81,970	39.1%	65.7%
545000	Rental Charges	4,925		0	4,925	513	1,215.45	2,166.22		3,381.67	1,543	24.7%	68.7%
555050	Insurance Premiums	150,048		0	150,048	26,747	143,700.12			143,700.12	6,348	95.8%	95.8%
561410	Lab & Technical Equipment	98,175	60,819	155,000	313,994	13,218	101,986.26	140.80	52,981.00	155,108.06	158,886	32.5%	49.4%
561420	Office Equip, Furn & Fixtures		69,147	0	69,147	2,942	23,678.40		44,286.04	67,964.44	1,183	34.2%	98.3%
561430	Building, Grounds and Heavy Equip		10,131	15,000	25,131	334	3,292.00		6,839.00	10,131.00	15,000	13.1%	40.3%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	175,955	0	3,184,955	245,346	1,946,899.56			1,946,899.56	1,238,055	61.1%	61.1%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	147,264		0	147,264	1,106	107,179.56			107,179.56	40,084	72.8%	72.8%
	Electricity	618,384		0	618,384	65,896	398,868.95			398,868.95	219,515	64.5%	64.5%
	Total Interfund Exp - Utilites	765,648	0	0	765,648	67,002	506,048.51	0.00	0.00	506,048.51	259,599	66.1%	66.1%
942000	Interfund - Holding Center	(89,542)		0	(89,542)	(7,462)	(59,694.64)			(59,694.64)	(29,847)	66.7%	66.7%
	Interfund - Correctional Facility	(99,889)			(99,889)	(8,324)	(66,592.64)			(66,592.64)	(33,296)	66.7%	66.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(5,732.00)			(5,732.00)	(2,866)	66.7%	66.7%
	Total ID Library Services	(198,029)	0	0	(198,029)	(\$16,502)	(132,019.28)			(132,019.28)	(66,010)	66.7%	66.7%
910600	Interfund Expense - Purchasing Services	28,766		0	28,766	\$2,181	17,445.35			17,445.35	11,321	60.6%	60.6%
910700	Interfund Expnese - Fleet Services	32,061		0	32,061	\$2,260	16,364.16			16,364.16	15,697	51.0%	51.0%
980000	Interdepart Services DISS	273,106		0	273,106	21,390	171,118.00			171,118.00	101,988	62.7%	62.7%
	System Operating Grand Totals	27,997,864	482,559	463,500	28,943,923	2,375,826	18,024,550.91	328,534.02	152,598.04	18,505,682.97	10,438,240	62.3%	63.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2018 OPERATING BUDGET

Expenditure Detail as of 8/31/2018

66.6% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2018 Adopted Budget	Encumbered & PY Capital Project Balances	2018 Budget Adjustments/Revisions	Adjusted Budget	August Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD Expend	YTD /& Encumb
<u>ERIE COUNTY CAPITAL / DEBT SERVICE FUNDING FOR LIBRARY</u>													
	Library Debt Service	1,031,377			1,031,377	0	875,026.09			875,026.09	156,351	84.8%	84.8%
	Grand Total Operating and Erie County Capital	29,029,241	482,559	463,500	29,975,300	2,375,826	18,899,577	328,534	152,598	19,380,709	10,594,591	63.1%	64.7%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending August 31, 2018

Main Trust	\$1,083,630.06
Encore Editions Proceeds (Invested per resolution 2006-19)	\$97,531.43
2017 Ending Balance	\$1,181,161.49

2018 Activity and Balances

Restricted Donations	\$136,045.79
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	\$300.00
Interest Income	\$2,269.83
Total 2018 Revenue	
\$138,615.62	

Less Disbursements

Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases (direct from trust)	(\$24,165.23)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$71,125.04)
Equipment, furnishings & supplies	(\$3,949.47)
Exhibit/display preparation and support/Rare Book Room	(\$14,850.80)
Preservation/Conservation	\$0.00
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$8,771.20)
Fundraiser Event Expense	\$0.00
Other	(\$8,930.78)

Subtotal Disbursements per Resolution 2010-8	(\$131,792.52)
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Other Disbursements (Describe)	\$0.00
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Total 2018 Disbursements	(\$131,792.52)
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Balance, 2018 Activity	\$6,823.10
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Cumulative Balance Library Trust	\$1,187,984.59
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