

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 6/16/2011

AGENDA ITEM NUMBER: F.2.c. Budget & Finance Committee
Financials for the Month Ending **04/30/2011**

BACKGROUND:

The attached reports provide a summary of revenues and expenditures in the Library's Operating and Erie County Capital for Library Budgets for the year as of April 30, 2010 month-end close. The report also details monthly activity for April. Overall, the Library operated within its budget for the period.

Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds Booked.** The full \$18,171,833 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 over 90% of the total for the year.

EXPENSE:

- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand moderating rates.** Year-to-date natural gas charges of \$118,012, at 58.5% of the 2011 annual budget compares favorably with 2010 where January-April expense of \$121,768 consumed 66.16% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$231,006, at 27.1% of the 2011 annual budget compares favorably to 2010 where January-April expense of \$242,182 consumed 29.9% of 2010's total \$810,590 electricity expense. The library participates in Erie County's aggregated utility purchasing pool which saves cost compared to retail pricing.

ACTION REQUIRED: None - Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
Revenue Detail as of 4/30/2011
32.9% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue April	YTD Revenue	To Be Realized	Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$22,720	\$107,079	\$195,337	35.4%
422000	Copies	22,170	0	22,170	1,810	\$7,531	14,639	34.0%
466040	Printing	37,013	0	37,013	3,435	\$12,848	24,165	34.7%
466030	Book Bags	3,000	0	3,000	188	\$810	2,190	27.0%
466020	Minor Sale - Other	12,412	0	12,412	790	\$3,370	9,042	27.2%
419020	InterLibrary Loan Shipping	0	0	0	0	\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	707	\$6,405	6,595	49.3%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	1,514	\$6,327	21,657	22.6%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$417,995	\$0	\$417,995	\$31,162	\$144,370	\$273,625	34.5%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	\$18,171,833	\$0	\$18,171,833		\$18,171,833	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,743,014	0	1,743,014		\$0	1,743,014	0.0%
408150	NYS Aid to Member Libraries	251,185	0	251,185		\$0	251,185	0.0%
408160	State Aid - Special		0	0		\$0	0	0.0%
409010	State Aid - Other					\$0	0	0.0%
486000	Interfund - Subsidy	0	0	0		\$0	0	0.0%
TOTAL REVENUE FROM STATE & COUNTY GOVT.		\$20,166,032	\$0	\$20,166,032	\$0	\$18,171,833	\$1,994,199	90.1%
OTHER REVENUE								
419010	Refunds - Cont Library	\$443,318	\$0	\$443,318	\$0	\$0	\$443,318	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000	\$401	\$54,123	(\$44,123)	541.2%
466170	Refund Contract Lib Retire	0	0	0	617	\$1,002	(1,002)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,223	\$4,962	15,038	24.8%
466000	Misc Receipts	23,244	0	23,244	18	\$803	22,441	3.5%
466010	NSF Check Fees	15	0	15	0	\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	364	\$1,069	4,931	17.8%
499100	Accrued Invest Interest			0	0	\$0	0	0.0%
TOTAL OTHER REVENUE		\$502,577	\$0	\$502,577	\$2,622	\$61,959	\$440,618	12.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$5,620,874	\$5,264	\$5,626,138		\$0	\$5,626,138	0.0%
TOTAL USE OF FUND BALANCE		\$5,620,874	\$5,264	\$5,626,138	\$0	\$0	\$5,626,138	0.0%
GRAND TOTAL OPERATING REVENUE		\$26,707,478	\$5,264	\$26,712,742	\$33,785	\$18,378,162	\$8,334,580	68.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
 Expenditure Detail as of 4/30/2011
32.9% of Budget Year

SAP Account Number	Account Description	2010		2011 Adjustment s/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2011 Adopted Budget	Encumbered & PY Capital Balances									
<u>OPERATING EXPENDITURES</u>												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,104,145		(\$76,000)	\$8,028,145	\$627,450	\$2,648,102			\$2,648,102	\$5,380,043	33.0%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	268,191	\$1,036,105			1,036,105	2,775,037	27.2%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	81,028	\$371,600			371,600	677,289	35.4%
500030	Seasonal Emp. Wages	0		\$0	0	6,311	\$23,386			23,386	(23,386)	0.0%
500300	Shift Differential	18,000		\$0	18,000	1,812	\$4,701			4,701	13,299	26.1%
500330	Holiday Worked	18,000		\$0	18,000	1,088	\$3,261			3,261	14,739	18.1%
500350	Other Employee Payments	30,000		\$0	30,000	1,191	\$27,391			27,391	2,609	91.3%
	Salaries & Wages	\$13,030,176	\$0	(\$76,000)	\$12,954,176	\$987,071	\$4,114,546	\$0		\$4,114,546	\$8,839,630	31.8%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$16,593	\$74,672			\$74,672	\$115,328	39.3%
	TOTAL, PERSONAL SERVICES	\$13,220,176	\$0	(\$76,000)	\$13,144,176	\$1,003,664	\$4,189,218	\$0		\$4,189,218	\$8,954,958	31.9%
504990	REDUCTION FROM PERSONAL SERVICES	\$0		\$0	\$0		\$0			\$0	\$0	0.0%
504992	Contractual Salary Reserves	\$0		\$0	\$0		\$0			\$0	\$0	0.0%
	NET PERSONAL SERVICES	\$13,220,176			\$13,144,176		\$4,189,218			\$4,189,218	\$8,954,958	31.9%
FRINGE BENEFITS												
502000	Fringe Benefits			\$0	\$0	(\$1,412)	(\$1,412)			(\$1,412)	\$1,412	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	61,267	\$260,762			260,762	569,728	31.4%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	14,329	\$60,985			60,985	133,227	31.4%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	146,235	\$551,004			551,004	1,976,511	21.8%
502040	Dental Plan	\$140,213		\$0	140,213	8,616	\$36,145			36,145	104,068	25.8%
502050	Workers Compensation	\$87,463		\$0	87,463	779	\$15,356			15,356	72,107	17.6%
502060	Unemployment Insurance	\$506,519		\$0	506,519	19,676	\$49,925			49,925	456,594	9.9%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	16,122	\$163,256			163,256	845,601	16.2%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	2,667	\$11,436			11,436	13,275	46.3%
502100	Retirement	\$1,688,246		\$0	1,688,246	166,942	\$486,212			486,212	1,202,034	28.8%
502110	Flex Benefit Spending	\$2,000		\$0	2,000	0	\$0			0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$7,010,225	\$0	\$0	\$7,010,225	\$435,223	\$1,633,669	\$0		\$1,633,669	\$5,376,556	23.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
 Expenditure Detail as of 4/30/2011
32.9% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2011 Adopted Budget	Encumbered & PY Capital Project Balances									
505000	Office Supplies	113,716	16,409	0	130,125	1,363	\$16,611	20,905		37,516	92,609	12.8%
505200	Clothing Supplies	3,350		0	3,350	0	\$22			22	3,328	0.7%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	658	\$1,731	1,671		3,402	1,648	34.3%
505800	Medical & Health Supplies	1,600		0	1,600	0	\$0			0	1,600	0.0%
506200	Maintenance & Repair	90,400	5,609	0	96,009	5,251	\$21,897	26,447		48,344	47,665	22.8%
506400	Highway Supplies (Rock Salt)	10,000		0	10,000	892	\$7,177			7,177	2,823	71.8%
510000	Local Mileage Reimbursement	6,600		0	6,600	1,097	\$1,580			1,580	5,020	23.9%
510100	Out of Area Travel	22,441		0	22,441	2,729	\$3,163			3,163	19,278	14.1%
510200	Training and Education	50,992	2,000	0	52,992	930	\$13,556	540		14,096	38,896	25.6%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		0	29,190	2,389	\$7,324			7,324	21,866	25.1%
	Telephone & Internet Service	179,994			179,994	(19,681)	\$69,677			69,677	110,317	38.7%
515000	Total Utility Charges	209,184		0	209,184	(17,292)	77,001	0		77,001	132,183	36.8%
516010	CONTRACTUAL PAYMENTS											
	Boston Free	\$0	569	0	569		\$0	569		569	0	0.0%
	Elma Public	\$0	750	0	750		\$0	750		750	0	0.0%
	Grand Island Memorial	\$0	2,000	0	2,000		\$0	2,000		2,000	0	0.0%
	City of Tonawanda Public	\$0	1,689	0	1,689		\$1,689	0		1,689	0	100.0%
	Total Cnt Pmts-NP Pur Svs	\$0	\$5,008	\$0	\$5,008	\$0	\$1,689	\$3,319		\$5,008	\$0	33.7%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
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32.9% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumb- rances	Remaining Balance	YTD % Expend
		2011 Adopted Budget	Encumbered & PY Capital Project Balances									
516020	Professional Services Contracts & Fees	906,940	273,984	76,000	1,256,924	74,711	\$450,054	664,985		1,115,038	141,886	35.8%
516030	Maintenance Contracts	128,552	8,264	0	136,816	3,410	\$33,589	45,628		79,216	57,600	24.6%
530000	Other Expenses	211,243		(2,700)	208,543	14,932	\$30,594	5,037		35,631	172,912	14.7%
545000	Rental Charges	1,519	84	0	1,603	38	\$648	851		1,499	104	40.4%
555050	Insurance Premiums	45,000		0	45,000		\$20,612			20,612	24,388	45.8%
559000	County Share Grants			0	0		\$0			0	0	0.0%
561250	Acq: Building Improvements	95,000		0	95,000		\$0	46,400		46,400	48,600	0.0%
561410	Lab & Technical Equipment	48,893	6,195	5,264	60,352	155	\$51,865	6,186		58,051	2,301	85.9%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219	13,519	\$13,519			13,519	2,700	83.4%
561430	Building, Grounds and Heavy Equip			0	0		\$0			0	0	0.0%
561450	Library Books and Media	3,550,000	198,105	0	3,748,105	186,502	\$1,356,335		196,684	1,553,019	2,195,086	36.2%
575000	Interfund Trans (RFID Efficiency Grant)	0		0	0		\$0			0	0	0.0%
570040	Interfund Subsidy Debt Svc	0		0	0		\$0			0	0	0.0%
575040	Interfund Exp - Utilities											
	Fuel Oil	5,000		0	5,000		\$0			0	5,000	0.0%
	Natural Gas	201,700		0	201,700	15,877	118,012			118,012	83,689	58.5%
	Electricity	853,880		0	853,880	56,345	\$231,006			231,006	622,874	27.1%
	Total Interfund Exp - Utilites	1,060,580	0	0	1,060,580	72,222	349,018	0		349,018	711,562	32.9%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$39,076)			(39,076)	(78,153)	33.3%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$58,040)			(58,040)	(116,079)	33.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$2,866)			(2,866)	(5,732)	33.3%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$99,982)	\$0		(\$99,982)	(\$199,964)	33.3%
910600	Intefund Expense - Purchasing Services	\$28,406		0	28,406	\$2,367	\$9,469			9,469	18,937	33.3%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$3,084	\$8,843			8,843	20,297	30.3%
980000	Interdepart Services DISS	158,417		0	158,417	13,201	\$52,806			52,806	105,611	33.3%
	System Operating Grand Totals	\$26,707,478	\$529,177	\$5,264	\$27,241,919	\$1,793,659	\$8,244,682	\$821,969	\$196,684	\$9,263,335	\$17,978,584	30.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
 2011 OPERATING BUDGET
 Expenditure Detail as of 4/30/2011
 32.9% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustment s/ Revisions	Adjusted Budget	April Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>												
	Library Debt Service	1,395,600			1,395,600	503,677	\$787,512			787,512	608,089	56.4%
490	General Obligation Bond Proceeds											
561250	Building Improvements		33,234		33,234		\$0			0	33,234	0.0%
	Total General Obligations	\$0	\$33,234	\$0	\$33,234	\$0	\$0	\$0		\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,395,600	\$33,234	\$0	\$1,428,834	\$503,677	\$787,512	\$0		\$787,512	\$641,323	55.1%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$5,264	\$28,670,753	\$2,297,336	\$9,032,194	\$821,969	\$196,684	\$10,050,846	\$18,619,907	31.5%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending April 30, 2011

Main Trust	\$750,939.13
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,881.24
2010 Ending Balance	\$843,820.37

2011 Activity and Balances

Restricted Donations		\$37,498.40
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses)		
Unrestricted Donations		
Pending Board Action	\$20,236.60	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$20,236.60
Interest Income		\$1,548.03
Less Disbursements		
Direct For Library Programs/Services/Support	(\$49,789.05)	
To Library Foundation	\$0.00	
Total Disbursements		(\$49,789.05)
Balance, 2011 Activity		\$9,493.98

Cumulative Balance Library Trust **\$853,314.35**

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

Library material purchases	\$0.00
Programming support	(\$4,284.69)
Equipment, furnishings & supplies	(\$20,542.70)
Exhibit/display preparation and support	\$832.76
UB Regional Institute Study	(\$19,685.00)
Other	(\$6,109.42)
Total	(\$49,789.05)

Note: The Main Trust 2011 Beginning Balance includes a \$25.44 interest accrual posted after the December 2010 report was issued.