

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 7/21/2011

AGENDA ITEM NUMBER: E.2.b. Budget & Finance Committee
Financials for the Month Ending **05/31/2011**

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 May 31, 2011 month-end close. The report also details monthly activity for May. Overall, the Library operated within its budget for the period.

Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds Booked.** The full 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. The Library's 2011 aid, pursuant to the recently adopted New York State 2011-2012 Budget, was reduced 6.4% below the amount actually received in 2010.
- ✓ **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 39.7% of the budget.

Presently, 10 full-time and 0 RPT positions are vacant out of the 244 total in the SAP system (228 full and RPT in the operating budget plus 6 full-time grant positions). However, 4 of those vacancies are for individuals who have been promoted into other positions and per civil service rules, they are on "Leave" from their old position until they achieve permanent status in their new position.

Part-time vacancies presently total 125 out of 655 total part-time positions (176 full-time equivalent - FTE). Page and Sr. Page positions make up 86 of the vacancies. Some of this is seasonal in nature related to the end of the school year and start of summer (many our part-time Pages and Sr. Pages are students).

- ✓ **Fringe Benefits – Health insurance waivers are running above budget at 57.1%.** The number of employees utilizing waivers varies from year to year. The overage is more than offset by health insurance expense which is running below budget at 28.2%.
- ✓ **Auto Supplies and Highway Supplies (rock salt) are both running above 70% of budget.** Both of these relatively small accounts reflect the impact of higher than normal freeze/thaw events over the winter which required more salt for sidewalks and parking lots and increased expense for parts required to repair the pickups the library uses to clear sidewalks and parking lots.
- ✓ **Telephone and Internet Expense through May totaled 57.9% of budget.**
This expense is supported by the Library operating budget and the Federal e-Rate program. The e-Rate program discounts the cost of this service by 61%. The discounts for some of the services are provided on a retroactive basis. The lag is the cause of the above budget condition and is expected to resolve by year-end.
- ✓ **Lab and Tech Expense and Office Equipment both show above 50% due to purchase timing.**
The Library's reconfiguration of service points on the Central Library's 1st floor took place in the first part of the year. The Library also purchased an additional labor saving floor care machine in the first part of the year.
- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand moderating rates.**
Year-to-date natural gas charges of \$123,824, at 61.4% of the 2011 annual budget compares favorably with 2010 where January-May expense of \$124,615 consumed 67.70% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$290,082, at 34.0% of the 2011 annual budget compares favorably to 2010 where January-May expense of \$308,953 consumed 38.1% 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 5/31/2011
41.4% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue May	YTD Revenue	To Be Realized	Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$21,227	\$128,306	\$174,110	42.4%
422000	Copies	22,170	0	22,170	1,763	\$9,294	12,876	41.9%
466040	Printing	37,013	0	37,013	3,102	\$15,950	21,063	43.1%
466030	Book Bags	3,000	0	3,000	137	\$947	2,053	31.6%
466020	Minor Sale - Other	12,412	0	12,412	660	\$4,030	8,382	32.5%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	867	\$7,272	5,728	55.9%
420530	Comm - Tel Booth Food Svcs	27,984	0	27,984	2,091	\$8,417	19,567	30.1%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$417,995	\$0	\$417,995	\$29,846	\$174,216	\$243,779	41.7%
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	\$443,318	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$54,123	(\$44,123)	541.2%
466170	Refund Contract Lib Retire	0	0	0		\$1,002	(1,002)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,166	\$6,128	13,872	30.6%
466000	Misc Receipts	23,244	0	23,244	105	\$908	22,336	3.9%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	155	\$1,224	4,776	20.4%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$502,577	\$0	\$502,577	\$1,426	\$63,385	\$439,192	12.6%
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	\$31,272	\$18,409,433	\$8,303,308	68.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
 Expenditure Detail as of 5/31/2011
41.4% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustments / Revisions	Adjusted Budget	May 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	\$644,664	\$3,292,766			\$3,292,766	\$4,735,379	41.0%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	284,942	\$1,321,047			1,321,047	2,490,095	34.7%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	89,821	\$461,420			461,420	587,469	44.0%
500030	Seasonal Emp. Wages	0		\$0	0	3,961	\$27,347			27,347	(27,347)	0.0%
500300	Shift Differential	18,000		\$0	18,000	1,253	\$5,954			5,954	12,046	33.1%
500330	Holiday Worked	18,000		\$0	18,000		\$3,261			3,261	14,739	18.1%
500350	Other Employee Payments	30,000		\$0	30,000	5,560	\$32,951			32,951	(2,951)	109.8%
	Salaries & Wages	\$13,030,176	\$0	(\$76,000)	\$12,954,176	\$1,030,200	\$5,144,746	\$0		\$5,144,746	\$7,809,430	39.7%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$5,250	\$79,922			\$79,922	\$110,078	42.1%
	TOTAL, PERSONAL SERVICES	\$13,220,176	\$0	(\$76,000)	\$13,144,176	\$1,035,450	\$5,224,668	\$0		\$5,224,668	\$7,919,508	39.7%
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		\$5,224,668			\$5,224,668	\$7,919,508	39.7%
FRINGE BENEFITS												
502000	Fringe Benefits			\$0	\$0		(\$1,412)			(\$1,412)	\$1,412	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	64,031	\$324,793			324,793	505,697	39.1%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	14,975	\$75,960			75,960	118,252	39.1%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	162,814	\$713,818			713,818	1,813,697	28.2%
502040	Dental Plan	\$140,213		\$0	140,213	8,804	\$44,949			44,949	95,264	32.1%
502050	Workers Compensation	\$87,463		\$0	87,463	6,448	\$21,804			21,804	65,659	24.9%
502060	Unemployment Insurance	\$506,519		\$0	506,519	16,352	\$66,278			66,278	440,241	13.1%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	66,701	\$229,958			229,958	778,899	22.8%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	2,667	\$14,103			14,103	10,608	57.1%
502100	Retirement	\$1,688,246		\$0	1,688,246	110,052	\$596,265			596,265	1,091,981	35.3%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0			0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$7,010,225	\$0	\$0	\$7,010,225	\$452,845	\$2,086,514	\$0		\$2,086,514	\$4,923,711	29.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
 Expenditure Detail as of 5/31/2011
41.4% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustments / Revisions	Adjusted Budget	May 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	2,141	\$18,752	23,101		41,853	88,272	14.4%
505200	Clothing Supplies	3,350		0	3,350		\$22			22	3,328	0.7%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	2,163	\$3,894	16		3,910	1,140	77.1%
505800	Medical & Health Supplies	1,600		0	1,600		\$0			0	1,600	0.0%
506200	Maintenance & Repair	90,400	5,609	0	96,009	3,452	\$25,349	24,563		49,912	46,097	26.4%
506400	Highway Supplies (Rock Salt)	10,000		0	10,000		\$7,177			7,177	2,823	71.8%
510000	Local Mileage Reimbursement	6,600		0	6,600	939	\$2,519			2,519	4,081	38.2%
510100	Out of Area Travel	22,441		0	22,441	1,517	\$4,679			4,679	17,762	20.9%
510200	Training and Education	50,992	2,000	0	52,992	220	\$13,776	270		14,046	38,946	26.0%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		0	29,190	2,521	\$9,846			9,846	19,344	33.7%
	Telephone & Internet Service	179,994			179,994	34,561	\$104,238			104,238	75,756	57.9%
515000	Total Utility Charges	209,184		0	209,184	37,083	114,084	0		114,084	95,100	54.5%
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
2011 OPERATING BUDGET
Expenditure Detail as of 5/31/2011
41.4% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustments / Revisions	Adjusted Budget	May 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	104,956	\$555,009	598,397		1,153,406	103,518	44.2%
516030	Maintenance Contracts	128,552	8,264	0	136,816	3,865	\$37,454	42,390		79,844	56,972	27.4%
530000	Other Expenses	211,243		(2,700)	208,543	6,107	\$36,701	6,690		43,392	165,151	17.6%
545000	Rental Charges	1,519	84	0	1,603	38	\$685	814		1,499	104	42.8%
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		(15,000)	80,000		\$0	46,400		46,400	33,600	0.0%
561410	Lab & Technical Equipment	48,893	6,195	20,264	75,352	663	\$52,528	6,881		59,409	15,943	69.7%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219		\$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	200,551	\$1,556,886		196,684	1,753,570	1,994,535	41.5%
575000	Interfund Trans (RFID Efficiency Grant)	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	5,812	123,824			123,824	77,876	61.4%
	Electricity	853,880		0	853,880	59,076	\$290,082			290,082	563,798	34.0%
	Total Interfund Exp - Utilites	1,060,580	0	0	1,060,580	64,888	413,906	0		413,906	646,674	39.0%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$48,845)			(48,845)	(68,384)	41.7%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$72,550)			(72,550)	(101,569)	41.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$3,583)			(3,583)	(5,016)	41.7%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$124,978)	\$0		(\$124,978)	(\$174,969)	41.7%
910600	Intefund Expense - Purchasing Service:	\$28,406		0	28,406	\$2,367	\$11,836			11,836	16,570	41.7%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$3,132	\$11,975			11,975	17,165	41.1%
980000	Interdepart Services DISS	158,417		0	158,417	13,201	\$66,007			66,007	92,410	41.7%
	System Operating Grand Totals	\$26,707,478	\$529,177	\$5,264	\$27,241,919	\$1,910,583	\$10,155,265	\$752,842	\$196,684	\$11,104,791	\$16,137,128	37.3%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
 2011 OPERATING BUDGET
 Expenditure Detail as of 5/31/2011
 41.4% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustments / Revisions	Adjusted Budget	May 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	18,555	\$806,067			806,067	589,533	57.8%
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	\$18,555	\$806,067	\$0		\$806,067	\$622,767	56.4%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$5,264	\$28,670,753	\$1,929,138	\$10,961,332	\$752,842	\$196,684	\$11,910,858	\$16,759,896	38.2%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending May 31, 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		\$27,675.92
(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		\$1,522.31
Less Disbursements		
Direct For Library Programs/Services/Support	(\$53,244.63)	
To Library Foundation	\$0.00	
Total Disbursements		(\$53,244.63)
Balance, 2011 Activity		(\$3,809.80)

Cumulative Balance Library Trust	\$840,010.57
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Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases	\$0.00
Programming support	(\$6,876.52)
Equipment, furnishings & supplies	(\$20,316.45)
Exhibit/display preparation and support	\$832.76
UB Regional Institute Study	(\$19,685.00)
Other	(\$7,199.42)
Total	(\$53,244.63)

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