

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 11/17/2011

AGENDA ITEM NUMBER: E.2.c. Budget & Finance Committee  
Financials for the Month Ending **09/30/2011**

**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 September 30, 2011 month-end close. The report also details monthly activity for September. 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 received in -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 70.6% of the budget, with 74.8% of the year completed.
- ✓ **Fringe Benefit expense also running below budget - combined at 57.1%.** The combination of vacancies and lower utilization rates for both active and retiree health insurance are the major factors in this positive performance.

- ✓ **Telephone and Internet Expense 90.0% of the 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 90% due to purchase timing.**  
The Library's reconfiguration of service points on the Central Library's 1<sup>st</sup> 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 \$129,271, at 64.1% of the 2011 annual budget compares favorably with 2010 where January-September expense of \$131,476 consumed 71.4% of 2010's total \$184,061 natural gas expense. Likewise, year-to-date electricity charges of \$595,635, at 69.8% of the 2011 annual budget compares favorably to 2010 where January-September expense of \$674,683 consumed 83.2% 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 9/30/2011  
**74.8% of Budget Year**

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue September	YTD Revenue	To Be Realized	Budget Collected
<b>REVENUE FROM LIBRARY OPERATIONS</b>								
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$24,844	\$219,281	\$83,135	72.5%
422000	Copies	22,170	0	22,170	2,356	\$17,370	4,800	78.3%
466040	Printing	37,013	0	37,013	3,967	\$29,062	7,951	78.5%
466030	Book Bags	3,000	0	3,000	212	\$1,927	1,073	64.2%
466020	Minor Sale - Other	12,412	0	12,412	803	\$7,018	5,394	56.5%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	767	\$11,111	1,889	85.5%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	1,992	\$15,645	12,339	55.9%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$417,995</b>	<b>\$0</b>	<b>\$417,995</b>	<b>\$34,941</b>	<b>\$301,414</b>	<b>\$116,581</b>	<b>72.1%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
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		\$1,610,280	132,734	92.4%
408150	NYS Aid to Member Libraries	251,185	0	251,185		\$210,999	40,186	84.0%
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%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$20,166,032</b>	<b>\$0</b>	<b>\$20,166,032</b>	<b>\$0</b>	<b>\$19,993,112</b>	<b>\$172,920</b>	<b>99.1%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	\$443,318	\$0	\$443,318		\$0	\$443,318	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$89,889	(\$79,889)	898.9%
466170	Refund Contract Lib Retire	0	0	0		\$2,773	(2,773)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,608	\$20,994	(994)	105.0%
466000	Misc Receipts	23,244	0	23,244		\$928	22,316	4.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	323	\$2,055	3,945	34.3%
499100	Accrued Invest Interest			0		\$0	0	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$502,577</b>	<b>\$0</b>	<b>\$502,577</b>	<b>\$1,931</b>	<b>\$116,639</b>	<b>\$385,938</b>	<b>23.2%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$5,620,874	\$5,264	\$5,626,138		\$0	\$5,626,138	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$5,620,874</b>	<b>\$5,264</b>	<b>\$5,626,138</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,626,138</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$26,707,478</b>	<b>\$5,264</b>	<b>\$26,712,742</b>	<b>\$36,872</b>	<b>\$20,411,164</b>	<b>\$6,301,577</b>	<b>76.4%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
 Expenditure Detail as of 9/30/2011  
**74.8% of Budget Year**

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustments / Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b><u>OPERATING EXPENDITURES</u></b>												
<b>PERSONAL SERVICES</b>												
<b>Regular Salaries &amp; Wages</b>												
500000	Full Time - Salaries	\$8,104,145		(\$116,000)	\$7,988,145	\$627,172	\$5,790,803			\$5,790,803	\$2,197,342	72.5%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	266,229	\$2,390,154			2,390,154	1,420,988	62.7%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	81,237	\$812,071			812,071	236,818	77.4%
500030	Seasonal Emp. Wages	0		\$0	0	4,056	\$50,223			50,223	(50,223)	0.0%
500300	Shift Differential	18,000		\$0	18,000	1,724	\$11,148			11,148	6,852	61.9%
500330	Holiday Worked	18,000		\$0	18,000	1,233	\$7,363			7,363	10,637	40.9%
500350	Other Employee Payments	30,000		\$0	30,000	26,040	\$69,176			69,176	(39,176)	230.6%
	Salaries & Wages	\$13,030,176	\$0	(\$116,000)	\$12,914,176	\$1,007,690	\$9,130,938	\$0		\$9,130,938	\$3,783,238	70.7%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$14,199	\$118,185			\$118,185	\$71,815	62.2%
	<b>TOTAL, PERSONAL SERVICES</b>	\$13,220,176	\$0	(\$116,000)	\$13,104,176	\$1,021,889	\$9,249,123	\$0		\$9,249,123	\$3,855,053	70.6%
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%
	<b>NET PERSONAL SERVICES</b>	\$13,220,176			\$13,104,176		\$9,249,123			\$9,249,123	\$3,855,053	70.6%
<b>FRINGE BENEFITS</b>												
502000	Fringe Benefits			\$0	\$0		(\$1,412)			(\$1,412)	\$1,412	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	61,643	\$572,347			572,347	258,143	68.9%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	14,418	\$133,857			133,857	60,355	68.9%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	158,631	\$1,401,274			1,401,274	1,126,241	55.4%
502040	Dental Plan	\$140,213		\$0	140,213	(6,451)	\$63,735			63,735	76,478	45.5%
502050	Workers Compensation	\$87,463		\$0	87,463	2,119	\$76,988			76,988	10,475	88.0%
502060	Unemployment Insurance	\$506,519		\$0	506,519	7,365	\$118,536			118,536	387,983	23.4%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	72,987	\$489,141			489,141	519,716	48.5%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	2,617	\$24,687			24,687	23	99.9%
502100	Retirement	\$1,688,246		\$0	1,688,246	206,511	\$1,125,422			1,125,422	562,824	66.7%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0			0	2,000	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	\$7,010,225	\$0	\$0	\$7,010,225	\$519,840	\$4,004,575	\$0		\$4,004,575	\$3,005,650	57.1%

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Expenditure Detail as of 9/30/2011  
**74.8% of Budget Year**

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505000	Office Supplies	113,716	16,409	0	130,125	10,155	\$47,770	9,052		56,822	73,303	36.7%
505200	Clothing Supplies	3,350		0	3,350		\$38			38	3,312	1.1%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	102	\$4,475			4,475	575	88.6%
505800	Medical & Health Supplies	1,600		0	1,600		\$115			115	1,485	7.2%
506200	Maintenance & Repair	90,400	5,609	0	96,009	2,058	\$53,800	16,002		69,803	26,206	56.0%
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	1,156	\$6,260			6,260	340	94.9%
510100	Out of Area Travel	22,441		0	22,441	(200)	\$8,685			8,685	13,756	38.7%
510200	Training and Education	50,992	2,000	0	52,992	332	\$17,964			17,964	35,028	33.9%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		0	29,190	6,642	\$24,279			24,279	4,911	83.2%
	Telephone & Internet Service	179,994			179,994	(19,889)	\$162,054			162,054	17,940	90.0%
515000	Total Utility Charges	209,184		0	209,184	(13,247)	186,333	0		186,333	22,851	89.1%
516010	CONTRACTUAL PAYMENTS											
	Boston Free	\$0	569	0	569		\$0	569		569	0	0.0%
	Elma Public	\$0	750	0	750		\$750			750	0	100.0%
	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	\$2,439	\$2,569		\$5,008	\$0	48.7%

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516020	Professional Services Contracts & Fees	906,940	273,984	116,000	1,296,924	74,295	\$983,451	302,056		1,285,507	11,417	75.8%
516030	Maintenance Contracts	128,552	8,264	0	136,816	7,195	\$57,995	33,383		91,378	45,438	42.4%
530000	Other Expenses	211,243		(5,200)	206,043	13,059	\$99,152	33,899		133,051	72,992	48.1%
545000	Rental Charges	1,519	84	0	1,603	250	\$1,260	279		1,539	64	78.6%
555050	Insurance Premiums	45,000		0	45,000		\$22,631	17,981		40,612	4,388	50.3%
559000	County Share Grants			0	0		\$0			0	0	0.0%
561250	Acq: Building Improvements	95,000		(15,000)	80,000		\$0	59,350		59,350	20,650	0.0%
561410	Lab & Technical Equipment	48,893	6,195	22,764	77,852	4,366	\$72,746	2,170		74,916	2,936	93.4%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219		\$13,519	1,429		14,948	1,271	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	343,328	\$2,701,187		196,684	2,897,871	850,234	72.1%
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	2,536	129,271			129,271	72,429	64.1%
	Electricity	853,880		0	853,880	69,940	\$595,635			595,635	258,245	69.8%
	<b>Total Interfund Exp - Utilites</b>	<b>1,060,580</b>	<b>0</b>	<b>0</b>	<b>1,060,580</b>	<b>72,476</b>	<b>724,906</b>	<b>0</b>		<b>724,906</b>	<b>335,674</b>	<b>68.3%</b>
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$87,922)			(87,922)	(29,307)	75.0%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$130,589)			(130,589)	(43,530)	75.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$6,449)			(6,449)	(2,150)	75.0%
	<b>Total ID Library Services</b>	<b>(\$299,946)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$299,946)</b>	<b>(\$24,996)</b>	<b>(\$224,960)</b>	<b>\$0</b>		<b>(\$224,960)</b>	<b>(\$74,987)</b>	<b>75.0%</b>
910600	Intefund Expense - Purchasing Services	\$28,406		0	28,406	\$2,367	\$21,304			21,304	7,102	75.0%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$2,527	\$22,475			22,475	6,665	77.1%
980000	Interdepart Services DISS	158,417		0	158,417	13,703	\$119,441			119,441	38,976	75.4%
	<b>System Operating Grand Totals</b>	<b>\$26,707,478</b>	<b>\$529,177</b>	<b>\$5,264</b>	<b>\$27,241,919</b>	<b>\$2,050,656</b>	<b>\$18,203,862</b>	<b>\$478,170</b>	<b>\$196,684</b>	<b>\$18,878,716</b>	<b>\$8,363,203</b>	<b>66.8%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**  
**2011 OPERATING BUDGET**  
 Expenditure Detail as of 9/30/2011  
**74.8% of Budget Year**

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<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>												
	Library Debt Service	1,395,600			1,395,600	27,357	\$1,255,968			1,255,968	139,632	90.0%
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	\$27,357	\$1,255,968	\$0		\$1,255,968	\$172,866	87.9%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$5,264	\$28,670,753	\$2,078,013	\$19,459,830	\$478,170	\$196,684	\$20,134,684	\$8,536,069	67.9%

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

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

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2011 Activity and Balances

Restricted Donations		<b>\$125,928.14</b>
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses)		
Unrestricted Donations		
Pending Board Action	\$20,272.18	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
<b>Total Unrestricted Donations</b>		<b>\$20,272.18</b>
Interest Income		<b>\$3,257.96</b>
Less Disbursements		
Direct For Library Programs/Services/Support	(\$107,468.89)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$107,468.89)</b>
Balance, 2011 Activity		<b>\$41,989.39</b>

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Cumulative Balance Library Trust	<b>\$885,809.76</b>
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**Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:**

Library material purchases	\$0.00
Programming support	(\$17,670.84)
Equipment, furnishings & supplies	(\$41,232.70)
Exhibit/display preparation and support	\$832.76
UB Regional Institute Study	(\$39,370.00)
Other	(\$10,028.11)
<b>Total</b>	<b>(\$107,468.89)</b>

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