

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 2/16/2012

AGENDA ITEM NUMBER: E.2.a. Budget & Finance Committee
Preliminary Financials for the Month Ending
12/31/2011

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 December 31, 2011 month-end close. The report presents the initial year-end close run figures, which are subject to the audit process with Erie County and its newly selected outside auditor, Drescher & Malicki, LLC. The report also details monthly activity for December. 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.** All NY State Library aid payments for the Library have been received. The Library's 2011 aid, pursuant to the adopted New York State 2011-2012 Budget, was reduced over 6% 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-end salary and wage expense consuming 94.3% of the budget.
- ✓ **Fringe Benefit expense also ran well below budget - combined at 76.7%.** The combination of vacancies and lower utilization rates for both active and retiree health insurance along with a \$65,980 credit "prior year adjustment" to the NY State retirement bill are the major factors in this positive performance.

- ✓ **Natural gas and Electric utility cost mitigated by lower recessionary demand; increased supplies and mild weather.** 2011 natural gas charges of \$168,863, at 83.7% of the 2011 annual budget compares favorably with 2010 where expense for the year totaled \$184,061. Likewise, 2011 electricity charges of \$747,712, at 87.6% of the 2011 annual budget compares favorably with 2010 where annual expense totaled \$810,590.

Reduced consumption on the Central Library's 2nd floor and solar project on line at the Orchard Park and Clarence Libraries also contributed to the lowered cost.

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 12/31/2011 - Pre-Audit
100.0% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue December	YTD Revenue	To Be Realized	Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	\$302,416	\$0	\$302,416	\$21,879	\$282,537	\$19,879	93.4%
422000	Copies	22,170	0	22,170	2,239	\$22,903	(733)	103.3%
466040	Printing	37,013	0	37,013	4,202	\$39,298	(2,285)	106.2%
466030	Book Bags	3,000	0	3,000	225	\$2,430	570	81.0%
466020	Minor Sale - Other	12,412	0	12,412	788	\$9,038	3,374	72.8%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	13,000	0	13,000	542	\$12,986	14	99.9%
420530	Comm - Tel Booth Food Svs	27,984	0	27,984	5,661	\$23,409	4,575	83.7%
TOTAL REVENUE FROM LIBRARY OPERATIONS		\$417,995	\$0	\$417,995	\$35,536	\$392,601	\$25,394	93.9%
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	16,568	\$1,626,848	116,166	93.3%
408150	NYS Aid to Member Libraries	251,185	0	251,185	23,445	\$234,444	16,741	93.3%
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	\$40,013	\$20,033,125	\$132,907	99.3%
OTHER REVENUE								
419010	Refunds - Cont Library	\$443,318	\$0	\$443,318	\$447,266	\$447,266	(\$3,948)	100.9%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$89,889	(\$79,889)	898.9%
466170	Refund Contract Lib Retire	0	0	0	862	\$4,998	(4,998)	0.0%
445030	Int & Earn - Gen Inv	20,000	0	20,000	1,643	\$25,854	(5,854)	129.3%
466000	Misc Receipts	23,244	0	23,244		\$1,356	21,888	5.8%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	6,000	0	6,000	137	\$2,553	3,447	42.6%
499100	Accrued Invest Interest			0		\$0	0	0.0%
TOTAL OTHER REVENUE		\$502,577	\$0	\$502,577	\$449,909	\$571,916	(\$69,339)	113.8%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	\$5,620,874	\$240,768	\$5,861,642		\$0	\$5,861,642	0.0%
TOTAL USE OF FUND BALANCE		\$5,620,874	\$240,768	\$5,861,642	\$0	\$0	\$5,861,642	0.0%
GRAND TOTAL OPERATING REVENUE		\$26,707,478	\$240,768	\$26,948,246	\$525,458	\$20,997,642	\$5,950,604	77.9%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
 Expenditure Detail as of 12/31/2011 - Pre-Audit
100.0% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	December 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									
<u>OPERATING EXPENDITURES</u>												
PERSONAL SERVICES												
Regular Salaries & Wages												
500000	Full Time - Salaries	\$8,104,145		(\$116,000)	\$7,988,145	\$650,808	\$7,715,539			\$7,715,539	\$272,606	96.6%
500010	Part Time - Wages	3,811,142		\$0	3,811,142	269,756	\$3,201,940			3,201,940	609,202	84.0%
500020	Regular PT - Wages	1,048,889		\$0	1,048,889	54,279	\$1,007,900			1,007,900	40,989	96.1%
500030	Seasonal Emp. Wages	0		\$0	0	4,405	\$63,978			63,978	(63,978)	0.0%
500300	Shift Differential	18,000		\$0	18,000	1,782	\$15,345			15,345	2,655	85.3%
500330	Holiday Worked	18,000		\$0	18,000	1,970	\$11,103			11,103	6,897	61.7%
500350	Other Employee Payments	30,000		\$0	30,000	840	\$143,575			143,575	(113,575)	478.6%
	Salaries & Wages	\$13,030,176	\$0	(\$116,000)	\$12,914,176	\$983,840	\$12,159,381	\$0		\$12,159,381	\$754,795	94.2%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$15,950	\$193,220			\$193,220	(\$3,220)	101.7%
	TOTAL, PERSONAL SERVICES	\$13,220,176	\$0	(\$116,000)	\$13,104,176	\$999,791	\$12,352,600	\$0		\$12,352,600	\$751,576	94.3%
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			\$13,104,176		\$12,352,600			\$12,352,600	\$751,576	94.3%
FRINGE BENEFITS												
502000	Fringe Benefits			\$0	\$0		(\$1,412)			(\$1,412)	\$1,412	0.0%
502010	Employer FICA - REGULAR	\$830,490		\$0	830,490	61,522	\$762,998			762,998	67,492	91.9%
502020	Employer FICA - MEDICARE	\$194,212		\$0	194,212	14,387	\$178,442			178,442	15,770	91.9%
502030	Employee Health Insurance	\$2,527,515		\$0	2,527,515	202,783	\$1,985,500			1,985,500	542,015	78.6%
502040	Dental Plan	\$140,213		\$0	140,213	9,312	\$90,139			90,139	50,074	64.3%
502050	Workers Compensation	\$87,463		\$0	87,463	14,666	\$98,091			98,091	(10,628)	112.2%
502060	Unemployment Insurance	\$506,519		\$0	506,519	3,897	\$126,622			126,622	379,897	25.0%
502070	Hospital & Medical - Retirees	\$1,008,857		\$0	1,008,857	4,269	\$630,293			630,293	378,564	62.5%
502090	Health Insurance Waiver (Incl: 117)	\$24,710		\$0	24,710	2,667	\$32,688			32,688	(7,978)	132.3%
502100	Retirement	\$1,688,246		\$0	1,688,246	66,084	\$1,471,613			1,471,613	216,633	87.2%
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	\$379,587	\$5,374,974	\$0		\$5,374,974	\$1,635,251	76.7%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
Expenditure Detail as of 12/31/2011 - Pre-Audit
100.0% of Budget Year

SAP Account Number	Account Description	2010			Adjusted Budget	December 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	2011 Budget Adjustment s/ Revisions								
505000	Office Supplies	113,716	16,409	(35,000)	95,125	10,543	\$77,746	3,312	81,058	14,067	81.7%	
505200	Clothing Supplies	3,350		0	3,350		\$128	2,798	2,926	424	3.8%	
505600	Auto Truck & Heavy Equip Supplies	5,050		2,500	7,550	1,056	\$6,374		6,374	1,176	84.4%	
505800	Medical & Health Supplies	1,600		0	1,600		\$115		115	1,485	7.2%	
506200	Maintenance & Repair	90,400	5,609	(2,500)	93,509	7,188	\$77,873	478	78,350	15,159	83.3%	
506400	Highway Supplies (Rock Salt)	10,000		0	10,000	581	\$7,758	1,355	9,113	887	77.6%	
510000	Local Mileage Reimbursement	6,600		3,500	10,100	2,829	\$9,796		9,796	304	97.0%	
510100	Out of Area Travel	22,441		(3,500)	18,941	2,777	\$11,462		11,462	7,479	60.5%	
510200	Training and Education	50,992	2,000	0	52,992	887	\$20,165		20,165	32,827	38.1%	
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		10,000	39,190	3,833	\$32,190		32,190	7,000	82.1%	
	Telephone & Internet Service	179,994			179,994	(5,353)	\$170,512		170,512	9,482	94.7%	
515000	Total Utility Charges	209,184		10,000	219,184	(1,520)	202,702	0	202,702	16,482	92.5%	
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%	

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2011 OPERATING BUDGET
Expenditure Detail as of 12/31/2011 - Pre-Audit
100.0% of Budget Year

SAP Account Number	Account Description	2010		2011 Budget Adjustment s/ Revisions	Adjusted Budget	December 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	231,000	1,411,924	66,215	\$1,209,853	158,968		1,368,821	43,103	85.7%
516030	Maintenance Contracts	128,552	8,264	(50,000)	86,816	7,706	\$73,168	1,940		75,108	11,708	84.3%
530000	Other Expenses	211,243		(35,200)	176,043	13,149	\$158,450	0		158,450	17,593	90.0%
545000	Rental Charges	1,519	84	0	1,603		\$1,376	0		1,376	227	85.8%
555050	Insurance Premiums	45,000		0	45,000	1,937	\$24,568	17,981		42,549	2,451	54.6%
559000	County Share Grants			235,504	235,504		\$235,504			235,504	0	100.0%
561250	Acq: Building Improvements	95,000		(35,000)	60,000		\$0	59,350		59,350	650	0.0%
561410	Lab & Technical Equipment	48,893	6,195	32,764	87,852	17,114	\$83,753			83,753	4,099	95.3%
561420	Office Equip, Furn & Fixtures		13,519	2,700	16,219	699	\$14,948	1,221		16,168	51	92.2%
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	349,145	\$3,519,006		229,099	3,748,105	(0)	93.9%
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	19,185	168,863			168,863	32,837	83.7%
	Electricity	853,880		0	853,880	49,842	\$747,712			747,712	106,168	87.6%
	Total Interfund Exp - Utilites	1,060,580	0	0	1,060,580	69,027	916,575	0		916,575	144,005	86.4%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(\$117,229)			(117,229)	(0)	100.0%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(\$174,119)			(174,119)	0	100.0%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(\$8,598)			(8,598)	0	100.0%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,996)	(\$299,946)	\$0		(\$299,946)	\$0	100.0%
910600	Intefund Expense - Purchasing Services	\$28,406		0	28,406	\$5,236	\$31,274			31,274	(2,868)	110.1%
910700	Interfund Expnese - Fleet Services	\$29,140		0	29,140	\$9,098	\$36,156			36,156	(7,016)	124.1%
980000	Interdepart Services DISS	158,417		0	158,417	23,341	\$169,185			169,185	(10,768)	106.8%
	System Operating Grand Totals	\$26,707,478	\$529,177	\$240,768	\$27,477,423	\$1,941,390	\$24,318,000	\$249,971	\$229,099	\$24,797,070	\$2,680,353	88.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
 2011 OPERATING BUDGET
 Expenditure Detail as of 12/31/2011 - Pre-Audit
 100.0% of Budget Year

SAP Account Number	Account Description	2011 Adopted Budget	2010 Encumbered & PY Capital Project Balances	2011 Budget Adjustment s/ Revisions	Adjusted Budget	December Expended	Year-to-Date Expended	Encumb.	Funds Reser-vations	Total Expenditures & Encumb-rances	Remaining Balance	YTD % Expend
<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>												
	Library Debt Service	1,395,600			1,395,600	41,839	\$1,390,042			1,390,042	5,559	99.6%
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	\$41,839	\$1,390,042	\$0		\$1,390,042	\$38,793	97.3%
	Grand Total Operating and Erie County Capital	\$28,103,078	\$562,411	\$240,768	\$28,906,257	\$1,983,229	\$25,708,042	\$249,971	\$229,099	\$26,187,112	\$2,719,145	88.9%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending December 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		\$474,281.08
(Donations received with specific instructions restricting them to the Buffalo & Erie County Public Library direct uses) - Includes \$257,332 Bucks 4 Books		
Unrestricted Donations		
Pending Board Action	\$20,272.18	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
Total Unrestricted Donations		\$20,272.18
Interest Income		\$4,327.08
Less Disbursements		
Direct For Library Programs/Services/Support	(\$169,752.42)	
To Library Foundation	\$0.00	
Total Disbursements		(\$169,752.42)
Balance, 2011 Activity		\$329,127.92
Cumulative Balance Library Trust		\$1,172,948.29

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

Library material purchases		\$0.00
Programming support		(\$18,771.65)
Equipment, furnishings & supplies		(\$67,537.42)
Exhibit/display preparation and support		\$832.76
UB Regional Institute Study		(\$39,370.00)
Construction Grant Match - Central Library		(\$34,878.00)
Other		(\$10,028.11)
Total		(\$169,752.42)

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