

BOARD OF TRUSTEES  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
MEETING DATE: 11/15/2012

AGENDA ITEM NUMBER: E.2.c. Budget & Finance Committee  
Financials for the Month Ending **09/30/2012**

**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, 2012 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 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 state was behind this year with the payment arriving in August. The total for the year is anticipated to be approximately 2% above budget.
- ✓ **Interfund Subsidy Revenue/Misc Receipts:** Per the County Comptroller's office, the \$2,000,000 in County funding originally budgeted in the Interfund Subsidy line should be classified as a Miscellaneous Receipt. Year to date revenue is being booked to the Misc. Receipts Line and is on target.
- ✓ **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 68.7% of the budget. Turnover management and position reassessment upon vacancies continue.
- ✓ **Auto Supplies are running above 80.6% of budget.** This relatively small account (\$5,050 annual budget) reflects the impact increased parts costs associated with repairs for the older shipping and maintenance vehicles.
- ✓ **Local Mileage Reimbursement is running above 81.5% of budget.** This relatively small account (\$7,200 annual budget) reflects the impact increased use of cyber trains and other library programs along with movement of staff between branches to cover shifts for vacations and sick leave. Savings in other operating accounts will offset a modest anticipated overage in this account.
- ✓ **Natural gas and Electric utility cost mitigated by relatively mild winter temperatures and lower energy supply costs.** Year-to-date natural gas charges of \$82,265, at 41.4% of the 2012 annual budget are well below budget. Likewise, year-to-date electricity charges of \$437,519, at 53.3% of the 2012 annual budget are also well below budget. The library participates in Erie County's aggregated utility purchasing pool which saves cost compared to retail pricing.

ACTION REQUIRED: None - Informational Report (6 pages attached)

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2012 OPERATING BUDGET**

Revenue Detail as of 9/30/2012

74.9% 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	\$308,009	\$0	\$308,009	\$21,543	\$221,870	\$86,139	72.0%
422000	Copies	25,219	0	25,219	1,981	\$16,386	8,833	65.0%
466040	Printing	41,838	0	41,838	3,448	\$31,728	10,110	75.8%
466030	Book Bags	2,500	0	2,500	116	\$1,542	958	61.7%
466020	Minor Sale - Other	12,747	0	12,747	843	\$6,486	6,261	50.9%
419020	InterLibrary Loan Shipping	0	0	0		\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	817	\$12,325	3,675	77.0%
420530	Comm - Tel Booth Food Svs	23,040	0	23,040	3,829	\$12,463	10,577	54.1%
<b>TOTAL REVENUE FROM LIBRARY OPERATIONS</b>		<b>\$429,353</b>	<b>\$0</b>	<b>\$429,353</b>	<b>\$32,577</b>	<b>\$302,800</b>	<b>\$126,553</b>	<b>70.5%</b>
<b>REVENUE FROM STATE &amp; COUNTY GOVT.</b>								
400020	Library Real Prop Tax	\$19,872,457	\$0	\$19,872,457		\$19,872,457	\$0	100.0%
408140	NYS Aid-Lib Incl Incent	1,626,848	0	1,626,848		\$1,468,338	158,510	90.3%
408150	NYS Aid to Member Libraries	234,444	0	234,444		\$218,825	15,619	93.3%
408160	State Aid - Special		0	0		\$0	0	0.0%
409010	State Aid - Other					\$0	0	0.0%
486000	Interfund - Subsidy	2,000,000	(2,000,000)	0		\$0	0	0.0%
<b>TOTAL REVENUE FROM STATE &amp; COUNTY GOVT.</b>		<b>\$23,733,749</b>	<b>(\$2,000,000)</b>	<b>\$21,733,749</b>	<b>\$0</b>	<b>\$21,559,620</b>	<b>\$174,129</b>	<b>99.2%</b>
<b>OTHER REVENUE</b>								
419010	Refunds - Cont Library	\$404,206	\$0	\$404,206		\$0	\$404,206	0.0%
423000	Refund P/Y Expenses	10,000	0	\$10,000		\$46,614	(\$36,614)	466.1%
466170	Refund Contract Lib Retire	0	0	0		\$4,125	(4,125)	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000	1,030	\$10,869	4,131	72.5%
466000	Misc Receipts	0	2,000,000	2,000,000	166,682	\$1,500,777	499,223	75.0%
466010	NSF Check Fees	15	0	15		\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	1,075	\$3,718	282	93.0%
479010	Other Contributions	258,000	0	258,000		\$258,000	0	100.0%
499100	Accrued Invest Interest			0		\$0	0	0.0%
<b>TOTAL OTHER REVENUE</b>		<b>\$691,221</b>	<b>\$2,000,000</b>	<b>\$2,691,221</b>	<b>\$168,787</b>	<b>\$1,824,103</b>	<b>\$867,118</b>	<b>67.8%</b>
<b>USE OF FUND BALANCE</b>								
402190	Appropriated Fund Balance	\$537,954	\$190,000	\$727,954		\$0	\$727,954	0.0%
<b>TOTAL USE OF FUND BALANCE</b>		<b>\$537,954</b>	<b>\$190,000</b>	<b>\$727,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$727,954</b>	<b>0.0%</b>
<b>GRAND TOTAL OPERATING REVENUE</b>		<b>\$25,392,277</b>	<b>\$190,000</b>	<b>\$25,582,277</b>	<b>\$201,364</b>	<b>\$23,686,523</b>	<b>\$1,895,754</b>	<b>92.6%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2012 OPERATING BUDGET**

Expenditure Detail as of 9/30/2012

74.9% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	2011 Encumbered & PY Capital Project Balances	2012 Budget Adjustments/Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b>OPERATING EXPENDITURES</b>												
<b>PERSONAL SERVICES</b>												
<b>Regular Salaries &amp; Wages</b>												
500000	Full Time - Salaries	\$8,062,700		\$0	\$8,062,700	\$596,044	\$5,742,989			\$5,742,989	\$2,319,711	71.2%
500010	Part Time - Wages	3,915,749		\$0	3,915,749	258,011	\$2,452,783			2,452,783	1,462,966	62.6%
500020	Regular PT - Wages	861,799		\$0	861,799	78,070	\$668,978			668,978	192,821	77.6%
500030	Seasonal Emp. Wages	104,538		\$0	104,538	3,074	\$32,017			32,017	72,521	30.6%
500300	Shift Differential	15,000		\$0	15,000	1,168	\$11,339			11,339	3,661	75.6%
500330	Holiday Worked	15,000		\$0	15,000	1,275	\$10,075			10,075	4,925	67.2%
500350	Other Employee Payments	30,000		\$0	30,000	760	\$22,840			22,840	7,160	76.1%
	<b>Salaries &amp; Wages</b>	<b>\$13,004,786</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,004,786</b>	<b>\$938,402</b>	<b>\$8,941,021</b>	<b>\$0</b>		<b>\$8,941,021</b>	<b>\$4,063,765</b>	<b>68.8%</b>
501000	<b>OVERTIME SALARIES &amp; WAGES</b>	<b>\$190,000</b>		<b>\$0</b>	<b>\$190,000</b>	<b>\$12,348</b>	<b>\$117,906</b>			<b>\$117,906</b>	<b>\$72,094</b>	<b>62.1%</b>
	<b>TOTAL, PERSONAL SERVICES</b>	<b>\$13,194,786</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,194,786</b>	<b>\$950,750</b>	<b>\$9,058,927</b>	<b>\$0</b>		<b>\$9,058,927</b>	<b>\$4,135,859</b>	<b>68.7%</b>
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>	<b>\$13,194,786</b>			<b>\$13,194,786</b>		<b>\$9,058,927</b>			<b>\$9,058,927</b>	<b>\$4,135,859</b>	<b>68.7%</b>
<b>FRINGE BENEFITS</b>												
502000	Fringe Benefits			\$0	\$0		\$0			\$0	\$0	0.0%
502010	Employer FICA - REGULAR	\$818,103		\$0	818,103	58,800	\$559,685			559,685	258,418	68.4%
502020	Employer FICA - MEDICARE	\$191,293		\$0	191,293	13,750	\$131,557			131,557	59,736	68.8%
502030	Employee Health Insurance	\$2,163,211		\$0	2,163,211	184,932	\$1,599,617			1,599,617	563,594	73.9%
502040	Dental Plan	\$117,529		\$0	117,529	(7,325)	\$63,067			63,067	54,462	53.7%
502050	Workers Compensation	\$75,236		\$0	75,236	2,036	\$38,227			38,227	37,010	50.8%
502060	Unemployment Insurance	\$95,004		\$0	95,004	2,526	\$27,487			27,487	67,517	28.9%
502070	Hospital & Medical - Retirees	\$827,317		\$0	827,317	59,919	\$603,451			603,451	223,866	72.9%
502090	Health Insurance Waiver (Incl: 117)	\$28,404		\$0	28,404	2,601	\$22,306			22,306	6,098	78.5%
502100	Retirement	\$1,837,697		\$0	1,837,697	149,299	\$1,452,748			1,452,748	384,949	79.1%
502110	Flex Benefit Spending	\$2,000		\$0	2,000		\$0			0	2,000	0.0%
	<b>TOTAL, FRINGE BENEFITS</b>	<b>\$6,155,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,155,794</b>	<b>\$466,538</b>	<b>\$4,498,145</b>	<b>\$0</b>		<b>\$4,498,145</b>	<b>\$1,657,649</b>	<b>73.1%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2012 OPERATING BUDGET**

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74.9% of Budget Year

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505000	Office Supplies	105,650	3,312	0	108,962	3,324	\$42,714	23,020		65,733	43,228	39.2%
505200	Clothing Supplies	3,350	2,798	0	6,148		\$2,800	5		2,805	3,343	45.5%
505600	Auto Truck & Heavy Equip Supplies	5,050		0	5,050	276	\$4,069			4,069	981	80.6%
505800	Medical & Health Supplies	1,400		0	1,400		\$0			0	1,400	0.0%
506200	Maintenance & Repair	91,500	478	0	91,978	5,278	\$60,735	17,580		78,315	13,663	66.0%
506400	Highway Supplies (Rock Salt)	11,500	1,355	0	12,855		\$3,097	2,129		5,226	7,629	24.1%
510000	Local Mileage Reimbursement	7,200		5,000	12,200	1,311	\$9,937			9,937	2,263	81.5%
510100	Out of Area Travel	20,000		(5,000)	15,000	1,133	\$11,684			11,684	3,317	77.9%
510200	Training and Education	41,400		0	41,400	2,108	\$38,088			38,088	3,312	92.0%
515000	Utility Charges (Telecom/water/sewer)											
	Water/Sewer	29,190		0	29,190	2,527	\$21,167			21,167	8,023	72.5%
	Telephone & Internet Service	226,005			226,005	(60,669)	\$163,053			163,053	62,952	72.1%
515000	<b>Total Utility Charges</b>	<b>255,195</b>		<b>0</b>	<b>255,195</b>	<b>(58,141)</b>	<b>184,219</b>	<b>0</b>		<b>184,219</b>	<b>70,976</b>	<b>72.2%</b>
516010	CONTRACTUAL PAYMENTS											
	Boston Free	\$0	569	0	569		\$0	569		569	0	0.0%
	Grand Island Memorial	\$0	2,000	0	2,000		\$0	2,000		2,000	0	0.0%
	<b>Total Cnt Pmts-NP Pur Svs</b>	<b>\$0</b>	<b>\$2,569</b>	<b>\$0</b>	<b>\$2,569</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,569</b>		<b>\$2,569</b>	<b>\$0</b>	<b>0.0%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2012 OPERATING BUDGET**

Expenditure Detail as of 9/30/2012

74.9% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	2011 Encumbered & PY Capital Project Balances	2012 Budget Adjustments/Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
516020	Professional Services Contracts & Fees	1,055,443	158,968	0	1,214,411	168,594	\$875,361	278,772		1,154,133	60,278	72.1%
516030	Maintenance Contracts	106,049	1,940	0	107,989	4,135	\$52,596	26,805		79,400	28,589	48.7%
530000	Other Expenses	158,565		(100)	158,465	9,207	\$69,475	986		70,462	88,003	43.8%
545000	Rental Charges	1,469		3,300	4,769	578	\$3,262	1,418		4,679	90	68.4%
555050	Insurance Premiums	45,000	17,981	0	62,981		\$43,182	17,981		61,163	1,818	68.6%
559000	County Share Grants			0	0		\$0			0	0	0.0%
561250	Acq: Building Improvements	0	59,350	0	59,350	(45,103)	\$0	12,950		12,950	46,400	0.0%
561410	Lab & Technical Equipment	83,568		190,000	273,568	25,301	\$194,143	76,612		270,755	2,813	71.0%
561420	Office Equip, Furn & Fixtures		1,221	0	1,221	(1,221)	\$0			0	1,221	0.0%
561430	Building, Grounds and Heavy Equip			0	0		\$0			0	0	0.0%
561450	Library Books and Media	3,058,000	229,099	0	3,287,099	75,511	\$2,142,852	276	229,099	2,372,227	914,872	65.2%
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	198,849		0	198,849	3,065	82,265			82,265	116,584	41.4%
	Electricity	820,265		0	820,265	55,327	\$437,519			437,519	382,746	53.3%
	<b>Total Interfund Exp - Utilites</b>	<b>1,024,114</b>	<b>0</b>	<b>0</b>	<b>1,024,114</b>	<b>58,392</b>	<b>519,785</b>	<b>0</b>		<b>519,785</b>	<b>504,329</b>	<b>50.8%</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>(\$24,995)</b>	<b>(\$224,959)</b>	<b>\$0</b>		<b>(\$224,959)</b>	<b>(\$74,987)</b>	<b>75.0%</b>
910600	Intefund Expense - Purchasing Services	\$33,908		0	33,908	\$2,321	\$20,889			20,889	13,019	61.6%
910700	Interfund Expnese - Fleet Services	\$37,342		0	37,342	\$2,772	\$22,724			22,724	14,618	60.9%
980000	Interdepart Services DISS	195,940		(3,200)	192,740	16,062	\$144,555			144,555	48,185	75.0%
	<b>System Operating Grand Totals</b>	<b>\$25,392,277</b>	<b>\$479,070</b>	<b>\$190,000</b>	<b>\$26,061,347</b>	<b>\$1,664,131</b>	<b>\$17,778,280</b>	<b>\$461,102</b>	<b>\$229,099</b>	<b>\$18,468,481</b>	<b>\$7,592,866</b>	<b>68.2%</b>

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY**

**2012 OPERATING BUDGET**

Expenditure Detail as of 9/30/2012

74.9% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	2011 Encumbered & PY Capital Project Balances	2012 Budget Adjustments/Revisions	Adjusted Budget	September Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<b><u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u></b>												
	Library Debt Service	1,302,760			1,302,760	74,533	\$1,232,263			1,232,263	70,497	94.6%
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	\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$74,533	\$1,232,263	\$0		\$1,232,263	\$103,731	92.2%
	Grand Total Operating and Erie County Capital	\$26,695,037	\$512,304	\$190,000	\$27,397,341	\$1,738,665	\$19,010,543	\$461,102	\$229,099	\$19,700,744	\$7,696,597	69.4%

**Buffalo and Erie County Public Library**  
**Treasurer's Report of**  
**Year to Date Donations**  
**Results for the Period Ending September 30, 2012**

Main Trust	\$1,082,287.91
Encore Editions Proceeds (Invested per resolution 2006-19)	\$90,660.38
2011 Ending Balance	<b>\$1,172,948.29</b>

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2012 Activity and Balances

Restricted Donations	<b>\$143,108.48</b>
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses) - Includes \$75,000 for the Strategic Plan.	

Unrestricted Donations		
Pending Board Action	\$25,064.19	
Board Directed to Direct Library Programs	\$0.00	
Board Directed to Library Foundation	\$0.00	
<b>Total Unrestricted Donations</b>		<b>\$25,064.19</b>

Interest Income	<b>\$2,952.84</b>
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Less Disbursements		
Direct For Library Programs/Services/Support	(\$489,431.47)	
To Library Foundation	\$0.00	
<b>Total Disbursements</b>		<b>(\$489,431.47)</b>

Balance, 2011 Activity	<b>(\$318,305.96)</b>
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Cumulative Balance Library Trust	<b>\$854,642.33</b>
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**Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:**

Library material purchases	(\$258,000.00)
Programming support	(\$13,576.00)
Equipment, furnishings & supplies	(\$27,205.50)
Exhibit/display preparation and support	\$0.00
Strategic Plan	(\$114,033.58)
Rare Book Rm Archival Storage Improvements	(\$27,561.25)
Raiser's Edge Software and Related Fundraising Expense	(\$8,755.31)
Other	(\$40,299.83)
<b>Total</b>	<b>(\$489,431.47)</b>