

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 9/20/2012

AGENDA ITEM NUMBER: E.2.b. Budget & Finance Committee
Financials for the Month Ending **07/31/2012**

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 July 31, 2012 month-end close. The report also details monthly activity for June and July. 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.
- ✓ **Minor Sale - Other revenue is at 39.0% of budget,** and may end the year slightly below budget (total amount budgeted for this line is \$12,747). Above budget revenue from library fines, printing charges and book bag sales are expected to offset the underperformance of this account.
- ✓ **Commission - Tel Booth and food Svcs is at 35.9%** of budget reflecting Verizon reducing the number of payphones on Library property and a lag in receipt of Café commission revenue. This account may end up modestly below budget (total amount budgeted for this line is \$23,040). Above budget revenue from library fines, printing charges and book bag sales are expected to offset the underperformance of this account.
- ✓ **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.
- ✓ **Interest Earnings shows as 9.7% collected** as only the January interest earnings have been booked by the Comptroller's office. Once February-July revenue is booked, this line will be closer to budget.

EXPENSE:

- ✓ **Salaries and wage expense running under budget.** Turnover contributed to the under-budget condition with year-to-date salary and wage expense consuming 53.8% of the budget. Turnover management and position reassessment upon vacancies continue.
- ✓ **Auto Supplies are running above 67.5% 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 65% 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.
- ✓ **Out of Area Travel and Training/Education expense are running above year-to date budget due to timing issues.** Scheduled training and conferences were more heavily weighted to the first half of the year.
- ✓ **Telephone and Internet Expense through May totaled 85% 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.
- ✓ **Insurance Premiums show above 68.6% due to annual policy renewal timing.**
This account is expected to end the year within budget.
- ✓ **Building Improvements and Office Equipment both show above year-to-date budget due to purchase timing.**
These amounts were encumbered last year and completed or to be completed in 2012, within budget.
- ✓ **Natural gas and Electric utility cost mitigated by relatively mild winter temperatures and lower energy supply costs.** Year-to-date natural gas charges of \$77,910, at 39.2% of the 2012 annual budget compares favorably with 2011 where January-July expense of \$125,319 consumed 74.2% of 2011's total \$168,863 natural gas expense. Likewise, year-to-date electricity charges of \$329,713, at 40.2% of the 2012 annual budget compares favorably to 2011 where January-July expense of \$439,315 consumed 58.75% of 2011's total \$747,712 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 (6 pages attached)

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
Revenue Detail as of 7/31/2012
58.2% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue June	Revenue July	YTD Revenue	To Be Realized	Budget Collect
REVENUE FROM LIBRARY OPERATIONS									
419000	Library Charges - Fines	\$308,009	\$0	\$308,009	\$22,696	\$24,409	\$175,118	\$132,891	56.9%
422000	Copies	25,219	0	25,219	1,842	1,808	\$12,179	13,040	48.3%
466040	Printing	41,838	0	41,838	3,707	3,298	\$24,355	17,483	58.2%
466030	Book Bags	2,500	0	2,500	113	135	\$1,288	1,212	51.5%
466020	Minor Sale - Other	12,747	0	12,747	640	760	\$4,966	7,781	39.0%
419020	InterLibrary Loan Shipping	0	0	0			\$0	0	0.0%
420510	Rent - Real Prop - Auditorium	16,000	0	16,000	1,617	3,008	\$10,692	5,308	66.8%
420530	Comm - Tel Booth Food Svs	23,040	0	23,040	246	5,453	\$8,269	14,771	35.9%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	\$429,353	\$0	\$429,353	\$30,861	\$38,871	\$236,867	\$192,486	55.2%
REVENUE FROM STATE & COUNTY GOVT.									
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			\$0	1,626,848	0.0%
408150	NYS Aid to Member Libraries	234,444	0	234,444			\$0	234,444	0.0%
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%
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	\$23,733,749	(\$2,000,000)	\$21,733,749	\$0	\$0	\$19,872,457	\$1,861,292	91.4%
OTHER REVENUE									
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	1,578		\$3,716	(3,716)	0.0%
445030	Int & Earn - Gen Inv	15,000	0	15,000			\$1,457	13,543	9.7%
466000	Misc Receipts	0	2,000,000	2,000,000	166,854	167,224	\$1,167,426	832,574	58.4%
466010	NSF Check Fees	15	0	15			\$0	15	0.0%
467000	Misc Depart Income	4,000	0	4,000	867	195	\$2,247	1,753	56.2%
479010	Other Contributions	258,000	0	258,000		258,000	\$258,000	0	100.0%
499100	Accrued Invest Interest			0			\$0	0	0.0%
	TOTAL OTHER REVENUE	\$691,221	\$2,000,000	\$2,691,221	\$169,298	\$425,419	\$1,479,460	\$1,211,761	55.0%
USE OF FUND BALANCE									
402190	Appropriated Fund Balance	\$537,954	\$190,000	\$727,954			\$0	\$727,954	0.0%
	TOTAL USE OF FUND BALANCE	\$537,954	\$190,000	\$727,954	\$0	\$0	\$0	\$727,954	0.0%
	GRAND TOTAL OPERATING REVENUE	\$25,392,277	\$190,000	\$25,582,277	\$200,160	\$464,290	\$21,588,785	\$3,993,493	84.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
 Expenditure Detail as of 7/31/2012
58.2% of Budget Year

SAP Account Number	Account Description	2012 Adopted Budget	Encumbered & PY Capital Balances	2012 Budget Adjustments/Revisions	Adjusted Budget	June Expended	July Expended	Year-to-Date Expended	Encumb.	Funds Reservations	Total Expenditures & Encumbrances	Remaining Balance	YTD % Expend
<u>OPERATING EXPENDITURES</u>													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	\$8,062,700		\$0	\$8,062,700	\$614,135	\$654,218	\$4,477,228			\$4,477,228	\$3,585,472	55.5%
500010	Part Time - Wages	3,915,749		\$0	3,915,749	258,083	282,087	\$1,914,663			1,914,663	2,001,086	48.9%
500020	Regular PT - Wages	861,799		\$0	861,799	79,922	84,000	\$541,744			541,744	320,055	62.9%
500030	Seasonal Emp. Wages	104,538		\$0	104,538	2,119	1,809	\$23,680			23,680	80,858	22.7%
500300	Shift Differential	15,000		\$0	15,000	1,115	1,155	\$8,512			8,512	6,488	56.7%
500330	Holiday Worked	15,000		\$0	15,000	1,602	1,261	\$8,800			8,800	6,200	58.7%
500350	Other Employee Payments	30,000		\$0	30,000	5,560	960	\$20,740			20,740	9,260	69.1%
	Salaries & Wages	\$13,004,786	\$0	\$0	\$13,004,786	\$962,536	\$1,025,490	\$6,995,367	\$0		\$6,995,367	\$6,009,419	53.8%
501000	OVERTIME SALARIES & WAGES	\$190,000		\$0	\$190,000	\$4,217	\$6,026	\$96,897			\$96,897	\$93,103	51.0%
	TOTAL, PERSONAL SERVICES	\$13,194,786	\$0	\$0	\$13,194,786	\$966,753	\$1,031,516	\$7,092,264	\$0		\$7,092,264	\$6,102,522	53.8%
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	\$13,194,786			\$13,194,786			\$7,092,264			\$7,092,264	\$6,102,522	53.8%
FRINGE BENEFITS													
502000	Fringe Benefits			\$0	\$0			\$0			\$0	\$0	0.0%
502010	Employer FICA - REGULAR	\$818,103		\$0	818,103	59,781	63,877	\$438,707			438,707	379,396	53.6%
502020	Employer FICA - MEDICARE	\$191,293		\$0	191,293	13,980	14,939	\$102,601			102,601	88,692	53.6%
502030	Employee Health Insurance	\$2,163,211		\$0	2,163,211	192,527	215,845	\$1,208,569			1,208,569	954,642	55.9%
502040	Dental Plan	\$117,529		\$0	117,529	8,813	8,743	\$61,649			61,649	55,880	52.5%
502050	Workers Compensation	\$75,236		\$0	75,236	8,069	3,225	\$36,886			36,886	38,350	49.0%
502060	Unemployment Insurance	\$95,004		\$0	95,004	3,508	2,194	\$22,446			22,446	72,558	23.6%
502070	Hospital & Medical - Retirees	\$827,317		\$0	827,317	71,769	100,094	\$450,933			450,933	376,384	54.5%
502090	Health Insurance Waiver (Incl: 117)	\$28,404		\$0	28,404	2,434	2,501	\$17,104			17,104	11,300	60.2%
502100	Retirement	\$1,837,697		\$0	1,837,697	147,822	149,736	\$1,078,261			1,078,261	759,436	58.7%
502110	Flex Benefit Spending	\$2,000		\$0	2,000			\$0			0	2,000	0.0%
	TOTAL, FRINGE BENEFITS	\$6,155,794	\$0	\$0	\$6,155,794	\$508,704	\$561,154	\$3,417,156	\$0		\$3,417,156	\$2,738,638	55.5%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2012 OPERATING BUDGET
Expenditure Detail as of 7/31/2012
58.2% of Budget Year

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505000	Office Supplies	105,650	3,312	0	108,962	3,406	9,298	\$40,695	21,494		62,189	46,772	37.3%
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	715	238	\$3,407			3,407	1,643	67.5%
505800	Medical & Health Supplies	1,400		0	1,400			\$0			0	1,400	0.0%
506200	Maintenance & Repair	91,500	478	0	91,978	6,630	6,494	\$49,492	18,047		67,539	24,438	53.8%
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	825	1,567	\$7,920			7,920	4,280	64.9%
510100	Out of Area Travel	20,000		(5,000)	15,000	1,379	(15)	\$9,803			9,803	5,197	65.4%
510200	Training and Education	41,400		0	41,400	881	23,695	\$35,575			35,575	5,825	85.9%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	29,190		0	29,190	4,132	1,610	\$15,662			15,662	13,528	53.7%
	Telephone & Internet Service	226,005			226,005	34,641	38,566	\$191,842			191,842	34,163	84.9%
515000	Total Utility Charges	255,195		0	255,195	38,773	40,176	207,504	0		207,504	47,691	81.3%
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%
	Total Cnt Pmts-NP Pur Svs	\$0	\$2,569	\$0	\$2,569	\$0	\$0	\$0	\$2,569		\$2,569	\$0	0.0%

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516020	Professional Services Contracts & Fees	1,055,443	158,968	0	1,214,411	75,399	45,630	\$663,337	354,403		1,017,740	196,671	54.6%
516030	Maintenance Contracts	106,049	1,940	0	107,989	8,779	3,872	\$45,025	31,652		76,677	31,312	41.7%
530000	Other Expenses	158,565		0	158,565	3,828	2,090	\$46,146	10,578		56,724	101,841	29.1%
545000	Rental Charges	1,469		3,000	4,469	306	509	\$2,385	1,944		4,329	140	53.4%
555050	Insurance Premiums	45,000	17,981	0	62,981		2,019	\$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	12,950		58,053	1,297	76.0%
561410	Lab & Technical Equipment	83,568		190,000	273,568	43,956	54,740	\$164,720	66,468		231,188	42,380	60.2%
561420	Office Equip, Furn & Fixtures		1,221	0	1,221			\$1,221			1,221	0	100.0%
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	153,354	240,152	\$1,924,370		229,099	2,153,469	1,133,630	58.5%
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	198,849		0	198,849	972	1,025	77,910			77,910	120,939	39.2%
	Electricity	820,265		0	820,265	51,157	66,204	\$329,713			329,713	490,552	40.2%
	Total Interfund Exp - Utilites	1,024,114	0	0	1,024,114	52,129	67,230	407,623	0		407,623	616,491	39.8%
942000	Interfund - Holding Center	(117,229)		0	(117,229)	(9,769)	(9,769)	(\$68,384)			(68,384)	(48,845)	58.3%
	Interfund - Correctional Facility	(174,119)			(174,119)	(14,510)	(14,510)	(\$101,569)			(101,569)	(72,550)	58.3%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(717)	(\$5,016)			(5,016)	(3,583)	58.3%
	Total ID Library Services	(\$299,946)	\$0	\$0	(\$299,946)	(\$24,995)	(\$24,995)	(\$174,968)	\$0		(\$174,968)	(\$124,978)	58.3%
910600	Intefund Expense - Purchasing Services	\$33,908		0	33,908	\$2,321	\$2,321	\$16,247			16,247	17,661	47.9%
910700	Interfund Expnese - Fleet Services	\$37,342		0	37,342	\$2,694	\$2,343	\$17,089			17,089	20,253	45.8%
980000	Interdepart Services DISS	195,940		(3,000)	192,940	16,062	16,062	\$112,432			112,432	80,508	58.3%
	System Operating Grand Totals	\$25,392,277	\$479,070	\$190,000	\$26,061,347	\$1,861,897	\$2,086,097	\$14,183,625	\$540,220	\$229,099	\$14,952,943	\$11,108,404	54.4%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
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 58.2% of Budget Year

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<u>ERIE COUNTY CAPITAL FUNDING FOR LIBRARY</u>													
	Library Debt Service	1,302,760			1,302,760	141,066	82,486	\$1,045,911			1,045,911	256,849	80.3%
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	\$0	\$33,234	0.0%
	Total Erie County Capital for Library	\$1,302,760	\$33,234	\$0	\$1,335,994	\$141,066	\$82,486	\$1,045,911	\$0		\$1,045,911	\$290,083	78.3%
	Grand Total Operating and Erie County Capital	\$26,695,037	\$512,304	\$190,000	\$27,397,341	\$2,002,963	\$2,168,583	\$15,229,536	\$540,220	\$229,099	\$15,998,854	\$11,398,487	55.6%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending July 31, 2012

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

2012 Activity and Balances

Restricted Donations	\$137,789.77
(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	\$25,000.00
Board Directed to Direct Library Programs	\$0.00
Board Directed to Library Foundation	\$0.00
Total Unrestricted Donations	\$25,000.00

Interest Income	\$2,518.71
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Less Disbursements	
Direct For Library Programs/Services/Support	(\$461,253.32)
To Library Foundation	\$0.00
Total Disbursements	(\$461,253.32)

Balance, 2011 Activity	(\$295,944.84)
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Cumulative Balance Library Trust	\$877,003.45
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Year-to-date Disbursements Pursuant to Resolution 2010-8 Include:

Library material purchases	(\$258,000.00)
Programming support	(\$3,153.27)
Equipment, furnishings & supplies	(\$27,205.50)
Exhibit/display preparation and support	\$0.00
Strategic Plan	(\$111,978.58)
Rare Book Rm Archival Storage Improvements	(\$27,561.25)
Raiser's Edge Software and Related Fundraising Expense	(\$8,755.31)
Other	(\$24,599.41)
Total	(\$461,253.32)