

BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: 1/19/2017

AGENDA ITEM NUMBER: G.2.b.

Budget & Finance Committee
Financials for the Month Ending **11/30/2016**

BACKGROUND:

The attached report provides a summary of revenue and expenditure performance in the Library's Operating Budget for the year as of November 30, 2016 month-end. The report also details monthly activity for November. Overall, with 91.5% of the budget year elapsed, year-to-date Library revenue, at 95.0% collected, is well within budget and year-to date expense, at 85.0%, is also within budget. Items of note include:

REVENUE:

- ✓ **Property Tax for Library Proceeds:** The full \$23,474,134 Library Tax allocation was booked to the Library Fund in January.
- ✓ **Initial New York State Library Aid payments received in July, final payment received in September.** Library aid payments are normally released by the State beginning two to three months after the State's budget is adopted, with the balance transmitted in the late fall. Receipt of the last payment in September is earlier than usual.
- ✓ **Refunds - P/ Y Expenses** revenue represents reimbursable expenses occurring in the prior year for which reimbursements were received in the current year. The year-to-date amount is from contract library reimbursement of that portion of their 2015 salary and benefits covered by locally collected fine and fee revenue (payroll and benefits for all libraries' personnel is processed through the Library System, utilizing Erie County's SAP financial system). The amounts were credited after the cut-off for 2015 year-end accruals.
- ✓ **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 86.7% of the budget.
- ✓ **Fringe Benefit expense is running under budget at 86.2% overall.**
Vacancies resulted in below budget charges for payroll taxes. Vacancies, usage changes and negotiated increased employee contributions contributed to Active Employee Health insurance cost being under budget (it was 5.4% above Year-to-date charges for the same period last year). NY State Retirement charges are also running under budget, reflecting a decrease in rates and the continued shift to the lower cost Tier 6 plan via turnover. Workers compensation and unemployment insurance expense are both running above budget. For both accounts, the Library is charged based upon actual expense incurred which, is usually relatively low. The small budgeted amount for these accounts can lead to an over budget condition at times. Overall savings in other accounts are more than sufficient to offset the overage. Finally, the rate of growth in retiree medical charges so far this year continues to moderate, coming in under budget at 87.2% of budget (it was 3.7% above Year-to-date charges for the same period last year). Said expense is subject to significant swings due to changes in usage by retirees. We continue to closely monitor this situation.
- ✓ **Telephone and Internet Service charges show at 86.1% as a large e-Rate reimbursement was processed.** The federal e-Rate program covers up to 90% of eligible services in this expense category. While our Internet Access provider directly discounts this amount from our bill, our phone and data lines contractor, Time Warner Cable Business Class, processes e-Rate discounts on a reimbursement basis. Factoring in payment timing and anticipated reimbursements, these charges are expected to end the year within budget.
- ✓ **Contractual Payments to Member Libraries combined show at 100%.** The above budget variance results from the distribution of “bullet aid” sponsored by Senators Patrick Gallivan and Michael Ranzenhofer to support the libraries within their districts.

EXPENSE (continued):

✓ **Insurance premiums shows at 98.2 %**

Reflects timing of policy renewal payments and the addition of cyber liability coverage, the account is expected to end the year within budget including budget transfers authorized by Resolution 2016-19.

✓ **A mild winter and continued moderate rates again generate electric and natural gas savings.**

Natural gas charges of \$75,941, came in at 45.2% of the 2016 annual budget, however they were 35.0% LOWER than the \$116,798 paid in January – November 2015. Electricity charges of \$507,607 came in at 71.4% of the 2016 annual budget and were 6.7% BELOW the \$544,227 paid in January – November 2015. The winter season's relatively mild temperatures reduced usage and rates remain moderate. This reduced the budget impact for both natural gas and electricity (as natural gas is used for both heating and electrical generation). **Combined, interfund utility charges were \$77,477 (11.7%) BELOW those incurred for the same months in 2015.** Some, but not all of the previous year-to-date savings for electricity were offset by the warmer than normal temperatures experienced this spring and summer. The Library participates in Erie County's aggregated utility purchasing pool which saves costs compared to retail pricing.

ACTION REQUIRED: None – Informational Report

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

2016 OPERATING BUDGET

Revenue Detail as of 11/30/2016

91.5% of Budget Year

SAP Account Number	Account Description	Adopted Budget	Adjustments	Adjusted Budget	Revenue November	YTD Revenue	To Be Realized	% of Budget Collected
REVENUE FROM LIBRARY OPERATIONS								
419000	Library Charges - Fines	336,493	0	336,493	7,270	254,964	81,529	75.8%
422000	Copies	18,839	0	18,839	1,527	21,220	(2,381)	112.6%
466040	Printing	52,217	0	52,217	4,224	55,914	(3,697)	107.1%
466030	Book Bags	1,300	0	1,300	76	948	353	72.9%
466020	Minor Sale - Other	8,000	0	8,000	416	5,750	2,250	71.9%
420510	Rent - Real Prop - Auditorium	18,000	0	18,000	1,579	18,054	(54)	100.3%
420530	Comm - Tel Booth Food Svs	18,240	0	18,240	2,443	16,126	2,114	88.4%
	TOTAL REVENUE FROM LIBRARY OPERATIONS	453,089	0	453,089	17,536	372,976	80,113	82.3%
REVENUE FROM STATE & COUNTY GOVT.								
400020	Library Real Prop Tax	23,474,134	0	23,474,134		23,474,134	(0)	100.0%
408140	NYS Aid-Lib Incl Incent	1,862,346	80,333	1,942,679		1,942,679	0	100.0%
408150	NYS Aid to Member Libraries	272,758	11,772	284,530		284,530	0	100.0%
408160	State Aid - Special	0	111,500	111,500		111,500	0	100.0%
409010	State Aid - Other	0	0	0		0	0	0.0%
486000	Interfund - Subsidy	0	0	0		0	0	0.0%
	TOTAL REVENUE FROM STATE & COUNTY GOVT.	25,609,238	203,605	25,812,843	0	25,812,843	(0)	100.0%
OTHER REVENUE								
419010	Refunds - Cont Library	407,906	0	407,906		0	407,906	0.0%
423000	Refund P/Y Expenses	10,000	0	10,000		37,048	(27,048)	370.5%
466170	Refund Contract Lib Retire	0	0	0		0	0	0.0%
466070	Refund P/Y Expenses	0		0		0	0	0.0%
445030	Int & Earn - Gen Inv	3,000	0	3,000	190	2,159	841	72.0%
466000	Misc Receipts	0	0	0		380	(380)	0.0%
466010	NSF Check Fees	15	0	15		0	15	0.0%
467000	Misc Depart Income	3,000	0	3,000	204	5,331	(2,331)	177.7%
479100	Other Contributions	60,000	0	60,000		0	60,000	0.0%
	TOTAL OTHER REVENUE	483,921	0	483,921	394	44,918	439,003	9.3%
USE OF FUND BALANCE								
402190	Appropriated Fund Balance	714,843	152,895	867,738		0	867,738	0.0%
	TOTAL USE OF FUND BALANCE	714,843	152,895	867,738	0	0	867,738	0.0%
	GRAND TOTAL OPERATING REVENUE	27,261,091	356,500	27,617,591	17,930	26,230,737	1,386,854	95.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET**

Expenditure Detail as of 11/30/2016

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	2015 Encumbered & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
<u>OPERATING EXPENDITURES</u>													
PERSONAL SERVICES													
Regular Salaries & Wages													
500000	Full Time - Salaries	9,085,418		0	9,085,418	\$768,522	8,179,150.46			8,179,150.46	906,268	90.0%	90.0%
500010	Part Time - Wages	4,024,053		0	4,024,053	279,398	3,312,829.27			3,312,829.27	711,224	82.3%	82.3%
500020	Regular PT - Wages	1,062,824		0	1,062,824	59,434	739,092.04			739,092.04	323,732	69.5%	69.5%
500300	Shift Differential	15,000		0	15,000	1,377	14,095.23			14,095.23	905	94.0%	94.0%
500330	Holiday Worked	15,000		0	15,000	1,542	11,949.12			11,949.12	3,051	79.7%	79.7%
500350	Other Employee Payments	60,000		0	60,000	56,104	81,234.03			81,234.03	(21,234)	135.4%	135.4%
	Salaries & Wages	14,262,295	0	0	14,262,295	\$1,166,377	12,338,350.15	0.00	0	12,338,350.15	1,923,945	86.5%	86.5%
501000	Overtime Salaries & Wages	195,000		0	195,000	\$21,174	189,598.47			189,598.47	5,402	97.2%	97.2%
	TOTAL, PERSONAL SERVICES	14,457,295	0	0	14,457,295	\$1,187,551	12,527,948.62	0.00	0	12,527,948.62	1,929,346	86.7%	86.7%
504990	Reduction From Personal Serv	(318,881)		0	(318,881)		0.00			0.00	(318,881)	0.0%	0.0%
504992	Contractual Salary Reserves	51,557		0	51,557		0.00			0.00	51,557	0.0%	0.0%
	NET PERSONAL SERVICES	14,189,971	0	0	14,189,971	1,187,551	12,527,948.62	0.00	0	12,527,948.62	1,662,022	88.3%	88.3%
FRINGE BENEFITS													
502000	Fringe Benefits	0		0	0		0.00			0.00	0	0.0%	0.0%
502010	Employer FICA - REGULAR	896,354		0	896,354	77,379	770,830.59			770,830.59	125,523	86.0%	86.0%
502020	Employer FICA - MEDICARE	209,672		0	209,672	18,097	180,275.39			180,275.39	29,397	86.0%	86.0%
502030	Employee Health Insurance	2,586,136		0	2,586,136	213,298	2,263,329.02			2,263,329.02	322,807	87.5%	87.5%
502040	Dental Plan	117,436		0	117,436	7,840	80,429.10			80,429.10	37,007	68.5%	68.5%
502050	Workers Compensation	51,034		0	51,034	(890)	67,855.31			67,855.31	(16,821)	133.0%	133.0%
502060	Unemployment Insurance	17,055		0	17,055	720	18,248.84			18,248.84	(1,194)	107.0%	107.0%
502070	Hospital & Medical - Retirees	1,522,245		0	1,522,245	158,784	1,328,089.39			1,328,089.39	194,156	87.2%	87.2%
502090	Health Insurance Waiver	40,008		0	40,008	2,734	29,559.00			29,559.00	10,449	73.9%	73.9%
502100	Retirement	1,762,233		0	1,762,233	139,159	1,470,391.56			1,470,391.56	291,841	83.4%	83.4%
502000	Unallocated Fringe Benefits	3,617		0	3,617		0.00			0.00	3,617	0.0%	0.0%
	TOTAL, FRINGE BENEFITS	7,205,790	0	0	7,205,790	617,122	6,209,008.20	0.00	0	6,209,008.20	996,782	86.2%	86.2%
	TOTAL COMPENSATION RELATE	21,395,761	0	0	21,395,761	1,804,672	18,736,956.82	0.00	0	18,736,956.82	2,658,804	87.6%	87.6%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET**

Expenditure Detail as of 11/30/2016

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	2015 Encumbered & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
505000	Office Supplies	140,350		0	140,350	8,448	126,153.89	10,325.00		136,478.89	3,871	89.9%	97.2%
505200	Clothing Supplies	4,000	226	0	4,226		91.40	1,031.45		1,122.85	3,103	2.2%	26.6%
505600	Auto Truck & Heavy Equip Supplie	8,550		0	8,550	2,564	6,474.69			6,474.69	2,075	75.7%	75.7%
505800	Medical & Health Supplies	1,000		0	1,000		188.40			188.40	812	18.8%	18.8%
506200	Maintenance & Repair	102,500	702	15,000	118,202	16,028	84,797.02	12,410.38		97,207.40	20,995	71.7%	82.2%
506400	Highway Supplies (Rock Salt)	14,000		0	14,000	189	7,336.51	7,486.71		14,823.22	(823)	52.4%	105.9%
510000	Local Mileage Reimbursement	14,200		(2,500)	11,700	880	8,821.80			8,821.80	2,878	75.4%	75.4%
510100	Out of Area Travel	15,000		2,500	17,500	2,193	17,429.69			17,429.69	70	99.6%	99.6%
510200	Training and Education	54,755		0	54,755	792	24,720.50	230.00		24,950.50	29,805	45.1%	45.6%
515000	Utility Charges (Telecom/water/sewer)												
	Water/Sewer	33,975			33,975	2,512	25,276.15			25,276.15	8,699	74.4%	74.4%
	Fuel Oil	1,000			1,000					0.00	1,000	0.0%	0.0%
	Telephone & Internet Service	74,159		0	74,159	9,680	63,850.72			63,850.72	10,308	86.1%	86.1%
515000	Total Utility Charges	109,134		0	109,134	12,192	89,126.87	0.00	0	89,126.87	20,007	81.7%	81.7%
516010	CONTRACTUAL PAYMENTS												
	Ewell Free - Alden	1,153		4,000	5,153		5,153.00			5,153.00	0	100.0%	100.0%
	Amherst Public	0		44,000	44,000		44,000.00			44,000.00	0	100.0%	100.0%
	Aurora Public	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Boston Free	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Clarence Public	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	Collins Public	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Concord Public	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Eden Library	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Elma Public	0		4,500	4,500		4,500.00			4,500.00	0	100.0%	100.0%
	Lackawanna Public	11,749		0	11,749		11,749.00			11,749.00	0	100.0%	100.0%
	Lancaster Public	0		5,500	5,500		5,500.00			5,500.00	0	100.0%	100.0%
	Marilla Free	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	Newstead Public - Akron	0		10,000	10,000		10,000.00			10,000.00	0	100.0%	100.0%
	North Collins Public	0		4,000	4,000		4,000.00			4,000.00	0	100.0%	100.0%
	West Seneca Public	0		5,500	5,500		5,500.00			5,500.00	0	100.0%	100.0%
	Total Cnt Prmts-NP Pur Svs	12,902	0	111,500	124,402	\$0	124,402.00	0.00	0	124,402.00	0	100.0%	100.0%

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET**

Expenditure Detail as of 11/30/2016

91.5% of Budget Year

% Current Budget

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	2015 Encumbered & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
516020	Professional Services Contracts & Fees	864,427	82,687	0	947,114	60,094	744,406.21	110,228.01		854,634.22	92,480	78.6%	90.2%
516030	Maintenance Contracts	121,857	1,564	0	123,421	4,299	110,052.90	10,053.88		120,106.78	3,314	89.2%	97.3%
530000	Other Expenses	177,050	21,072	(2,500)	195,622	13,860	146,204.67	1,476.18		147,680.85	47,941	74.7%	75.5%
545000	Rental Charges	4,725		0	4,725	316	4,028.17	188.44		4,216.61	508	85.3%	89.2%
555050	Insurance Premiums	119,550		2,500	122,050		119,800.00			119,800.00	2,250	98.2%	98.2%
559000	County Share Grants			0	0		0.00			0.00	0	0.0%	0.0%
561410	Lab & Technical Equipment	75,145	32,013	230,000	337,158	1,900	233,694.43	1,812.17		235,506.60	101,651	69.3%	69.9%
561420	Office Equip, Furn & Fixtures			0	0		0.00			0.00	0	0.0%	0.0%
561430	Building, Grounds and Heavy Equip			0	0		0.00			0.00	0	0.0%	0.0%
561440	Motor Vehicles			0	0		0.00			0.00	0	0.0%	0.0%
561450	Library Books and Media	3,009,000	178,970	0	3,187,970	198,884	2,473,319.67		86,372	2,559,691.53	628,278	77.6%	80.3%
575040	Interfund Exp - Utilities												
	Fuel Oil	0		0	0		0.00			0.00	0	0.0%	0.0%
	Natural Gas	167,911		0	167,911	7,543	75,941.09			75,941.09	91,970	45.2%	45.2%
	Electricity	710,479		0	710,479	36,185	507,606.87			507,606.87	202,872	71.4%	71.4%
	Total Interfund Exp - Utilites	878,390	0	0	878,390	43,728	583,547.96	0.00	0	583,547.96	294,842	66.4%	66.4%
942000	Interfund - Holding Center	(90,865)		0	(90,865)	(7,572)	(83,292.89)			(83,292.89)	(7,572)	91.7%	91.7%
	Interfund - Correctional Facility	(104,461)			(104,461)	(8,705)	(95,755.89)			(95,755.89)	(8,705)	91.7%	91.7%
	Interfund - Court Storage	(8,598)			(8,598)	(717)	(7,881.50)			(7,881.50)	(717)	91.7%	91.7%
	Total ID Library Services	(203,924)	0	0	(203,924)	(\$16,994)	(186,930.28)			(186,930.28)	(16,994)	91.7%	91.7%
910600	Intefund Expense - Purchasing Services	33,120		0	33,120	2,283.50	25,118.50			25,118.50	8,002	75.8%	75.8%
910700	Interfund Expense - Fleet Service	40,510		0	40,510	1,197.27	11,325.76			11,325.76	29,184	28.0%	28.0%
980000	Interdepart Services DISS	269,089		0	269,089	22,424.08	246,664.88			246,664.88	22,424	91.7%	91.7%
	System Operating Grand Totals	27,261,091	317,234	356,500	27,934,825	2,179,951	23,737,732.46	155,242.22	86,372	23,979,346.54	3,955,479	85.0%	85.8%

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
2016 OPERATING BUDGET
 Expenditure Detail as of 11/30/2016
 91.5% of Budget Year

SAP Acct. Nbr.	Account Description	2016 Adopted Budget	2015 Encumbered & PY Capital Project Balances	2016 Budget Adjust- ments/ Revisions	Adjusted Budget	November Expended	Year-to-Date Expended	Encumb.	Funds Reser- vations	Total Expenditures & Encumbrances	Remaining Balance	% Current Budget	
												YTD Expend	YTD Expend/ & Encumb
ERIE COUNTY CAPITAL FUNDING FOR LIBRARY													
	Library Debt Service	940,143			940,143	4,746	940,143.07			940,143.07	0.00	100.0%	100.0%
490	General Obligation Bond Proceeds												
561250	Building Improvements		26,699		26,699	2,510	2,510	21,700		24,209.64	2,489	9.4%	90.7%
	Total General Obligations	0	26,699	0	26,699	\$2,510	2,510.04	21,699.60	0	24,209.64	2,489	9.4%	90.7%
	Total Erie County Capital for Library	940,143	26,699	0	966,842	\$7,256	942,653.11	21,699.60	0	964,352.71	2,489	97.5%	99.7%
	Grand Total Operating and Erie County Capital	28,201,234	343,933	356,500	28,901,667	\$2,187,208	24,680,385.57	176,941.82	86,372	24,943,699.25	3,957,968	85.4%	86.3%

Buffalo and Erie County Public Library
Treasurer's Report of
Year to Date Donations
Results for the Period Ending November 30, 2016

Main Trust	\$1,066,784.93
Encore Editions Proceeds (Invested per resolution 2006-19)	\$92,647.26
2015 Ending Balance	\$1,159,432.19

2016 Activity and Balances

Restricted Donations	\$113,928.75
(Donations received with instructions restricting them to the Buffalo & Erie County Public Library direct uses and fundraising for identified program use)	
Unrestricted Donations	
Pending Board Action	\$43,312.65
Board Directed to Direct Library Programs	\$0.00
Board Directed to Library Foundation	\$0.00
Total Unrestricted Donations	\$43,312.65
Interest Income	\$648.43
Less Disbursements	
Direct For Library Programs/Services/Support	(\$173,035.61)
To Library Foundation	\$0.00
Total Disbursements	(\$173,035.61)
Balance, 2016 Activity	(\$15,145.78)

Cumulative Balance Library Trust **\$1,144,286.41**

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

Library material purchases (direct from trust)	(\$360.45)
To Library Operating Fund to support Library material purchases	\$0.00
Programming support	(\$69,492.75)
Equipment, furnishings & supplies	(\$7,833.66)
Exhibit/display preparation and support/Rare Book Room	(\$10,493.48)
Preservation/Conservation (Audubon Birds)	(\$61,980.00)
Construction Grant Match	\$0.00
Raiser's Edge Software and General Fundraising Expense	(\$17,296.15)
Fundraiser Event Expense	(\$986.53)
Other	(\$4,592.59)
Total	(\$173,035.61)