TO: **Sacramento Public Library Authority Board Members**

FROM: **Vicki Johnson, Director of Finance**

RE: **Monthly Financial Report with Quarterly Update**

RECOMMENDED ACTION: None – information only.

MONTHLY FINANCIAL REPORT – March 2009

Mid-year budget adjustments approved by the Board in March are not reflected in this report, but will be reflected in the April Financial Reports.

Revenues:

Total revenues reached $20,109,267 in March and are tracking at 55% of normal expectations due primarily from the timing of county property tax inflows. Overall revenues increased by $603,525 from February due primarily from city special tax assessment contributions of $372,976.

Expenditures:

Total expenditures at the end of March are $24,511,284, an increase of $2,721,320 from the previous month, but approximately 10% below expectations. Salaries and benefits represent 70% of total expenditures and are tracking at 8% below expectations due to the number of vacancies maintained. Books and materials remain within 6% of expectations in March and are expected to meet fiscal estimates for 2009. Services and supplies are tracking at 15% below expectations.

Since the beginning of the fiscal year, fund balance has decreased by $4,402,017.

QUARTERLY UPDATE

The third quarter financials find accounts holding steady with wide swings apparent only in revenue accounts when periodic contributions make an impact. Fines and fees revenue has grown 21% over the previous quarter. From January to March the Library collected $165,217 in Fines and Fees compared with $136,568 from October to December, an increase of nearly $30 thousand. This is reflective of changes to collection thresholds reduced from $15 down to $5 and the introduction of electronic payment services online and over the counter. Savings in expenditures have been the result of a strategic shift in spending. Early in the year when it became apparent that the declining economy would negatively impact local and state government, staff made a concerted effort to cut costs and grow position vacancy levels through attrition.

CUSTOMER AMOUNTS OWED

To align the reporting schedules for Customer Amounts Owed with the Monthly Financial Report, a review of March Customer Amounts Owed has been provided.

Customer amounts owed increased overall by $51,567 in March.

Actual cash owed to the Library, in fine types 1, 2, 4, 5, and 6, rose by $11,664 for a total of $1,732,674, a .07% increase over February and 33.33% of total customer amounts owed. Unreturned materials (fine type 3), rose by $39,903 in March to $3,465,797, an increase of 1.2%. (See Attachment C)

The trend analysis chart in Attachment B reveals that the total number of Library customers increased in March by 1.3% to 541,776. Customers owing grew by 2,102 a 1% increase.

In March, 39.88% of total cardholders owed money to the Library, a modest quarterly drop of 1% from December's 40.75% of cardholders who owed the Library. This percentage has gradually decreased over time.

To summarize the previous two paragraphs, the group of cardholders who owe the Library continues to slowly increase while the group as a whole represents a smaller portion of the total growing cardholder population.

ATTACHMENTS

Attachment A: Statement of Revenues and Expenditures – March 2009
Attachment B: Changes in Customer Amounts Owed Report
Attachment C: Summary of Amounts Owed by Type

SACRAMENTO PUBLIC LIBRARY
Statement of Revenues and Expenditures
For the Period Ending March 31, 2009

	Budget[3]	Actual[1]	$ Variance	% of Budget (Benchmark 75%)[2]
REVENUES				
Program revenues:				
Service fees				
Fines and penalties	414,300	582,538	(168,238)	140.61
Facility rental income	339,200	211,756	127,444	62.43
Operating grants and contributions:				
Library property tax	20,450,000	10,225,000	10,225,000	50.00
Sac. City contributions	9,064,354	6,753,623	2,310,731	74.51
Other agency contributions	166,000	18,311	147,689	11.03
Sac. City special tax	4,370,400	372,976	3,997,424	8.53
State appropriations	630,300	604,991	25,309	95.98
Federal and state grants	89,950	38,298	51,652	42.58
Investment income - permanent funds	0	5,630	(5,630)	0.00
Total program revenues	35,524,504	18,813,123	16,711,381	52.96%
General revenues:				
Gifts and donations	0	684,032	(684,032)	0.00
Investment income	560,000	456,992	103,008	81.61
Other income	383,800	155,120	228,680	40.42
Total general revenues	943,800	1,296,144	(352,344)	137.33%
Total revenues	36,468,304	20,109,267	16,359,037	55.14%
EXPENDITURES				
Salaries and benefits	25,478,178	17,093,528	8,384,650	67.09
Books and materials	3,070,216	2,114,307	955,909	68.87
Services and supplies	7,531,535	4,522,590	3,008,945	60.05
Capital and equipment	1,685,033	780,858	904,175	46.34
Total expenditures	37,764,961	24,511,284	13,253,678	64.90%
Net Revenues (Expenditures)	(1,296,657)	(4,402,017)	3,105,359	339.49%

1 Amounts listed for "Actual" are subject to change pending close of 2008 fiscal year
2 Benchmark of 75% represents the expected percent of budget expired at March 31, 2009
3 Budget numbers reflect the September adopted budget

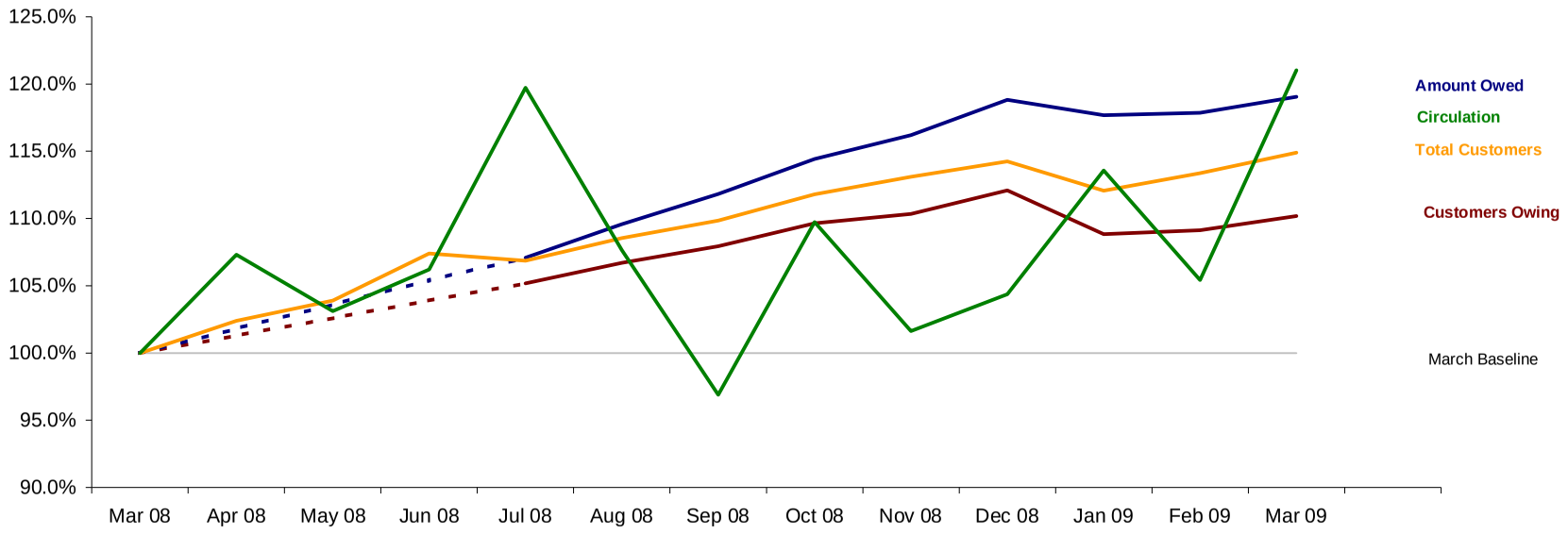
Sacramento Public Library Authority
Summary of Amounts Owed by Type/Category
Presented by Cash vs. Non-Cash

		As of Aug. 6, 2008	As of Sept. 2, 2008	As of Oct. 1, 2008	As of Nov. 3, 2008	As of Dec. 1, 2008	As of Jan. 1, 2009	Variance	Percent Change
Cash Owed to the Library:									
Type 1	Fees assessed, including Collection agency fee ($10), library card replacement ($2) and damaged materials ($5 Adult/$2.50 Juvenile); and others	413,644	420,460	425,506	431,483	439,119	445,865	6,746	1.5%
Type 2	Fines assessed for late return of materials	684,641	696,329	705,642	713,689	715,900	716,301	401	0.1%
Type 4	Remaining fees owed after material is returned; reprocessing fee ($5); collection fee ($10); moved from Type 3	393,985	401,731	407,358	415,404	423,632	432,423	8,791	2.1%
Type 5	Fees for lost books – moved from Type 3 to Type 5 when reported/determined lost	33,301	33,960	35,312	35,931	36,706	40,156	3,450	9.4%
Type 6	Balance due after a partial payment is made – moved from Types 1, 2 or 3 to Type 6	99,534	102,379	105,302	107,664	102,887	105,001	2,114	2.1%
Total Customer Amounts Owed (Cash)		**$ 1,625,105**	**$ 1,654,859**	**$ 1,679,120**	**$ 1,704,171**	**$ 1,718,244**	**$ 1,739,746**	**21,502**	**1.3%**
Value of Materials Pending Return (Non-Cash):									
Type 3	Material replacement fee (Unit Cost of Item); reprocessing fee ($5); and potentially a collection fee ($10)	**$ 3,050,754**	**$ 3,130,320**	**$ 3,203,577**	**$ 3,292,604**	**$ 3,356,190**	**$ 3,449,202**	**93,012**	**2.8%**
	Total Amounts Owed by Customers	**$ 4,675,859**	**$ 4,785,179**	**$ 4,882,697**	**$ 4,996,775**	**$ 5,074,434**	**$ 5,188,948**	**114,514**	**2.3%**
	Number of Customers with Amounts Owed	206,232	209,195	211,654	214,969	216,339	219,768	3,429	1.6%
	Total Number of Library Card Holders	506,440	511,794	517,934	527,139	533,261	538,753	5,492	1.0%

Sacramento Public Library Authority
Changes in Customer Amounts Owed
Trend Analysis

Date	Total No. Cust. Owing	Variance	Percent Change	Total Amounts Owed	Variance	Percent Change	Total Customers	Variance	Percent Change	Circulation	Variance	Percent Change
March 20, 2008	**196,072**			**$ 4,366,690**			**471,528**			**551,890**		
July 2008	**206,232**	10,160	5.2%	**$ 4,675,859**	309,169	7.1%	**503,909**	32,381	6.9%	**660,802**	108,912	19.7%
August 2008	**209,195**	2,963	1.4%	**$ 4,785,179**	$ 109,320	2.3%	**511,794**	7,885	1.6%	**594,147**	(66,655)	-10.1%
September 2008	**211,654**	2,459	1.2%	**$ 4,882,697**	$ 97,518	2.0%	**517,934**	6,140	1.2%	**534,701**	(59,446)	-10.0%
October 2008	**214,969**	3,315	1.6%	**$ 4,996,775**	$ 114,078	2.3%	**527,139**	9,205	1.8%	**605,607**	70,906	13.3%
November 2008	**216,339**	1,370	0.6%	**$ 5,074,434**	$ 77,659	1.6%	**533,261**	6,122	1.2%	**560,887**	(44,720)	-7.4%
December 2008	**219,768**	3,429	1.6%	**$ 5,188,948**	$ 114,514	2.3%	**538,753**	5,492	1.0%	**576,025**	15,138	2.7%
January 2009	**213,396**	(6,372)	-2.9%	**$ 5,138,911**	$ (50,037)	-1.0%	**528,481**	(10,272)	-1.9%	**626,790**	50,765	8.8%
February 2009	**213,954**	558	0.3%	**$ 5,146,905**	$ 7,994	0.2%	**534,568**	6,087	1.2%	**581,781**	(45,009)	-7.2%
March 2009	**216,056**	2,102	1.0%	**$ 5,198,471**	$ 51,566	1.0%	**541,776**	7,208	1.3%	**667,936**	86,155	14.8%

Amount Owed, Customers Owing, Total Customers, and Circulation as Percentage of March Baselines



Note:
Dotted lines represent projected amount owed and customers owing money for April to June.

Sacramento Public Library Authority
Summary of Amounts Owed by Type/Category
Presented by Cash vs. Non-Cash

		As of Aug. 6, 2008	As of Sept. 2, 2008	As of Oct. 1, 2008	As of Nov. 3, 2008	As of Dec. 1, 2008	As of Jan. 1, 2009	As of Feb. 1, 2009	As of Mar. 1, 2009	As of Apr. 1, 2009	Variance	Percent Change
Cash Owed to the Library:												
Type 1	Fees assessed, including Collection agency fee ($10), library card replacement ($2) and damaged materials ($5 Adult/$2.50 Juvenile); and others	413,644	420,460	425,506	431,483	439,119	445,865	447,610	452,448	459,428	6,980	1.6%
Type 2	Fines assessed for late return of materials	684,641	696,329	705,642	713,689	715,901	716,301	690,847	688,814	689,401	587	0.1%
Type 4	Remaining fees owed after material is returned; reprocessing fee ($5); collection fee ($10); moved from Type 3	393,985	401,731	407,358	415,404	423,632	432,423	432,787	434,600	437,968	3,368	0.8%
Type 5	Fees for lost books – moved from Type 3 to Type 5 when reported/determined lost	33,301	33,960	35,312	35,931	36,706	40,156	39,615	44,498	45,339	841	2.1%
Type 6	Balance due after a partial payment is made – moved from Types 1, 2 or 3 to Type 6	99,534	102,379	105,302	107,664	102,887	105,001	100,622	100,650	100,538	(112)	-0.1%
Total Customer Amounts Owed (Cash)		**$ 1,625,105**	**$ 1,654,859**	**$ 1,679,120**	**$ 1,704,171**	**$ 1,718,244**	**$ 1,739,746**	**$ 1,711,481**	**$ 1,721,010**	**$ 1,732,674**	11,664	0.7%
Value of Materials Pending Return (Non-Cash):												
Type 3	Material replacement fee (Unit Cost of Item); reprocessing fee ($5); and potentially a collection fee ($10)	**$ 3,050,754**	**$ 3,130,320**	**$ 3,203,577**	**$ 3,292,604**	**$ 3,356,190**	**$ 3,449,202**	**$ 3,428,583**	**$ 3,425,894**	**$ 3,465,797**	39,903	1.2%
	Total Amounts Owed by Customers	**$ 4,675,859**	**$ 4,785,179**	**$ 4,882,697**	**$ 4,996,775**	**$ 5,074,434**	**$ 5,188,948**	**$ 5,140,064**	**$ 5,146,904**	**$ 5,198,471**	51,567	1.0%
	Number of Customers with Amounts Owed	206,232	209,195	211,654	214,969	216,339	219,768	213,396	213,954	216,056	2,102	1.0%
	Total Number of Library Card Holders	506,440	511,794	517,934	527,139	533,261	538,753	528,481	534,568	541,776	7,208	1.4%

Sacramento Public Library Authority
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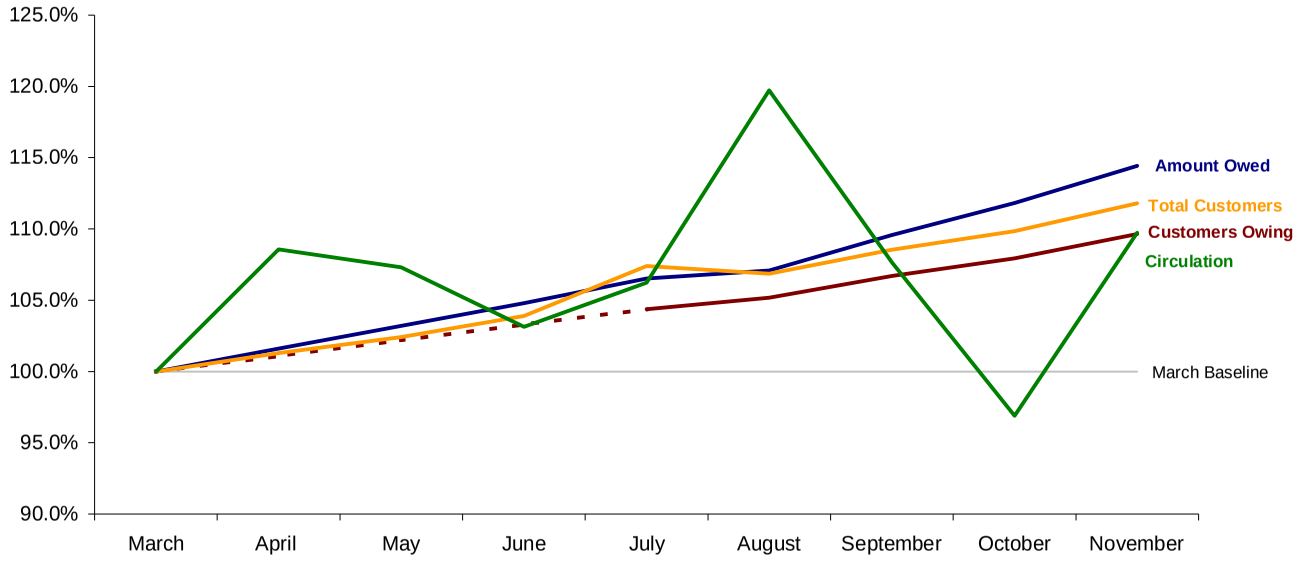
Trend Analysis

Date	Total No. Cust. Owing	Variance	Percent Change	Total Amounts Owed	Variance	Percent Change	Total Customers	Variance	Percent Change	Circulation	Variance	Percent Change
March 20, 2008	**196,072**			**$ 4,366,690**			**471,528**			**551,890**		
July 22, 2008	**204,627**	8,555	4.4%	**$ 4,651,879**	$ 285,190	6.5%	**506,440**	34,912	7.4%	**586,263**	34,373	6.2%
August 6, 2008	**206,232**	1,605	0.8%	**$ 4,675,859**	$ 23,980	0.5%	**503,909**	(2,531)	-0.5%	**660,802**	74,539	12.7%
September 2, 2008	**209,195**	2,963	1.4%	**$ 4,785,179**	$ 109,320	2.3%	**511,794**	7,885	1.6%	**594,147**	(66,655)	-10.1%
October 1, 2008	**211,654**	2,459	1.2%	**$ 4,882,697**	$ 97,518	2.0%	**517,934**	6,140	1.2%	**534,701**	(59,446)	-10.0%
November 3, 2008	**214,969**	3,315	1.6%	**$ 4,996,775**	$ 114,078	2.3%	**527,139**	9,205	1.8%	**605,607**	70,906	13.3%

Amount Owed, Customers Owing, Total Customers, and Circulation as Percentage of March Baselines



Note:
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