

# MID-HUDSON LIBRARY SYSTEM

## MONTHLY FINANCIAL REPORT

November 30, 2011

### Summary

#### Cash and Cash Equivalents

	Current Month Ended	Previous Month Ended	Change \$	Change %
Total Operating	1,835,581	1,964,232	-128,651	-6.55%
Capital - MHLS	86,087	86,076	11	0.01%
Capital - Members	65,659	112,014	-46,355	-41.38%
<b>Total</b>	<b>1,987,327</b>	<b>2,162,322</b>	<b>-174,995</b>	<b>-8.09%</b>

#### Fund Balances

	Current Month Ended	Previous Month Ended	Change \$	Change %
Basic Operations	1,732,149	1,887,608	-155,459	-8.24%
<b>Total Fund Balance</b>	<b>1,736,538</b>	<b>1,904,236</b>	<b>-167,698</b>	<b>-8.81%</b>

Total Receipts for the month were \$92,313, including Dutchess Co. Funds of \$39,054.

Total Disbursements for the month were \$267,308, including Dutchess Co. funds of \$39,504 and a deposit of \$47,750 paid to Innovative Interfaces, Inc. for Sierra.

The amount of interfund loans from Operating Funds for the month were \$15,805.

**STATEMENT OF FINANCIAL POSITION - NOVEMBER 30, 2011**  
**RECEIPTS AND DISBURSEMENTS**

**Cash Balance**

11/1/2011

**\$2,162,272**

**RECEIPTS**

Dutchess County	County Reference Funds	39,054	
Delivery Fees		22,074	
Miscellaneous		22	
ILL		120	
CD/DVD Cleaning		48	
Databases		10,787	
Automation		17,802	
SUB-TOTAL			89,907

Expense Credits:

Disabilty Ins. Refund	670	
Retiree Medical	865	
Annual Meeting	225	
Workshops	45	
SUB-TOTAL		1,805

SUB-TOTAL RECEIPTS #11612-11691		<u>91,712</u>
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Interest Income

Regular Checking Account	8	
Money Market Savings	568	
Capital Savings - MHLS	11	
Capital Savings - Members	14	
SUB-TOTAL		<u>601</u>

<b>TOTAL RECEIPTS</b>		<u><b>92,313</b></u>
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<b>TOTAL CASH AVAILABLE</b>		<u><b>2,254,585</b></u>
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**DISBURSEMENTS**

Regular Checks	#7633-76780	189,857	
Electronic Transfer - NYS Retirement		369	
Electronic Transfer - Federal PR Taxes		13,032	
Electronic Transfer - NYS Payroll Tax		3,478	
Electronic Transfer - TIAA-CREF		2,855	
Electronic Transfer - H.R. Transports		19,015	
Electronic Transfer - PayPal		30	
Payroll Checks	#8565-8566 / DD 6483-6521	38,672	
<b>TOTAL DISBURSEMENTS</b>			<u><b>267,308</b></u>

**Cash Balance**

11/30/2011

**\$1,987,277**

**STATEMENT OF FINANCIAL POSITION - NOVEMBER 30, 2011**

**CASH AND INVESTMENTS-AS OF END OF MONTH**

**CASH IN BANK**

Regular Checking Account	38,541
Payroll Checking Account	167
Money Market Savings	1,796,823
Capital Savings - MHLS	86,087
Capital Savings - Members	65,659

TOTAL CASH IN BANK	<u>1,987,277</u>
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Petty Cash Fund	<u>50</u>
<b>TOTAL CASH AVAILABLE</b>	<b><u>1,987,327</u></b>

**INVESTMENTS**

Certificates of Deposit-MHLS

<b>TOTAL INVESTMENTS-MHLS</b>	<u>0</u>
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Certificates of Deposit-Automation

<b>TOTAL INVESTMENTS-AUTOMATION</b>	<u>0</u>
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<b><u>TOTAL CASH AND INVESTMENTS</u></b>	<b><u>\$1,987,327</u></b>
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Total Cash and Investments - 11/30/2010: \$1,339,649

**TRANSFERS**

Transfer from Regular Account	0
Transfer from Money Market	100,180
Transfer from Member's Capital	47,750

<b>TOTAL TRANSFERS</b>	<u>147,930</u>
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**RECEIPTS SUMMARY - NOVEMBER 30, 2011**

	2010	2011				
	Actual	Budget	Adjusted Budget	Actual 11/30/2011	Balance \$	Balance 8%
<b><u>Basic Operations</u></b>						
System Operating Aid	1,476,230	1,317,441	1,383,072	1,370,994	12,078	1%
Interest	3,386	2,000	2,000	4,193	-2,193	-110%
Delivery Fees	223,518	220,000	220,000	215,566	4,434	2%
Printing	1,000	0	0	110	-110	0%
Automated Network Reimburse.	343,144	334,684	334,684	353,600	-18,916	-6%
Miscellaneous	87,608	63,550	63,550	70,620	-7,070	-11%
<b>Total Basic Operations</b>	<b>2,134,886</b>	<b>1,937,675</b>	<b>2,003,306</b>	<b>2,015,083</b>	<b>-11,777</b>	<b>-1%</b>
<b><u>State Aid Directed</u></b>						
Coordinated Outreach	102,972	0	97,431	97,431	0	N/A
Correctional Facilities	71,753	0	67,892	67,892	0	N/A
County Jails	4,215	0	4,175	4,175	0	N/A
Construction/Server Grants	0	0	0	0	0	N/A
<b>Total State Aid Directed</b>	<b>178,940</b>	<b>0</b>	<b>169,498</b>	<b>169,498</b>	<b>0</b>	<b>N/A</b>
<b><u>Project Grants</u></b>						
LSTA/Library Serv. & Tech)	84,859	0	43,320	19,800	23,520	54%
OASAS Grants	88,965	0	0	0	0	N/A
Other Grants	78,375	0	62,539	62,939	-400	-1%
<b>Total Project Grants</b>	<b>252,199</b>	<b>0</b>	<b>105,859</b>	<b>82,739</b>	<b>23,120</b>	<b>22%</b>
<b>Transfers from Member's Capital</b>	<b>15,500</b>	<b>0</b>	<b>62,000</b>	<b>62,000</b>		
<b>TOTAL RECEIPTS</b>	<b>2,581,525</b>	<b>1,937,675</b>	<b>2,340,663</b>	<b>2,329,320</b>	<b>11,343</b>	<b>0%</b>
<b>From Fund Balance</b>		<b>35,687</b>	<b>-17,323</b>			
<b>GRAND TOTAL RECEIPTS</b>	<b>2,581,525</b>	<b>1,973,362</b>	<b>2,323,340</b>	<b>2,329,320</b>	<b>11,343</b>	<b>0%</b>

**DISBURSEMENTS SUMMARY - NOVEMBER 30, 2011**

	2010	2011					
	Actual	Budget	Adjusted Budget	Encumb.	Actual 11/30/2011	Balance \$	Balance 8%
<b><u>Basic Operations</u></b>							
Personnel Costs	818,110	683,702	683,702	0	606,950	76,752	11%
Employee Benefits	372,708	460,334	460,334	0	297,218	163,116	35%
Library Material/Databases	135,781	149,094	149,094	0	160,545	-11,451	-8%
Grants to Member Libraries	8,240	9,200	9,200	0	7,151	2,049	22%
Capital Expenditures	5,066	6,500	7,888	594	-285	7,579	96%
Operation & Maintenance	57,499	76,470	76,470	0	67,236	9,234	12%
Automotive Expenses	1,740	1,700	1,700	0	106	1,594	94%
Postage & Telephone	42,014	42,890	42,890	0	35,914	6,976	16%
Publicity & Printing	7,951	9,000	9,000	0	-29	9,029	100%
Leases/Contracts	134,182	125,560	187,560	0	220,004	-32,444	-17%
Office Supplies & Expense	10,342	8,800	8,800	154	7,992	654	7%
Travel & Dues	29,763	17,800	17,800	0	13,812	3,988	22%
Delivery/Prof'l Fees	283,462	350,312	350,312	0	295,933	54,379	16%
Transfers to Capital Accts	30,475	32,000	32,000	0	54,325	-22,325	-70%
<b>Total Basic Operations</b>	<b>1,937,333</b>	<b>1,973,362</b>	<b>2,036,750</b>	<b>748</b>	<b>1,766,871</b>	<b>269,131</b>	<b>13%</b>
<b><u>State Aid-Directed</u></b>							
Coordinated Outreach	102,972	0	97,431	0	86,715	10,716	11%
Correctional Facilities	66,199	0	73,834	2,767	61,723	9,344	13%
County Jails	4,069	0	7,573	2,281	4,827	465	6%
Building Construction	0	0	0	0	0	0	N/A
<b>Total State Aid Directed</b>	<b>173,240</b>	<b>0</b>	<b>178,838</b>	<b>5,048</b>	<b>153,265</b>	<b>20,525</b>	<b>11%</b>
<b><u>Project Grants</u></b>							
LSTA(Libr.Serv & Technolog	83,366	0	44,813	0	31,644	13,169	29%
OASAS	92,879	0	0	0	0	0	N/A
Other	78,650	0	62,939	0	62,939	0	N/A
<b>Total Project Grants</b>	<b>254,895</b>	<b>0</b>	<b>107,752</b>	<b>0</b>	<b>94,583</b>	<b>13,169</b>	<b>12%</b>
<b>TOTAL DISBURSEMENTS</b>	<b>2,365,468</b>	<b>1,973,362</b>	<b>2,323,340</b>	<b>5,796</b>	<b>2,014,719</b>	<b>302,825</b>	<b>13%</b>

**REIMBURSEMENTS & PASS-THROUGHS**  
**NOVEMBER 30, 2011**

**REIMBURSEMENTS**

<b>Databases</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
BookLetters	7,350	4,050	3,300
Syndetics	13,694	13,698	-4
OverDrive	64,650	45,249	19,401
Title Source	6,765	6,765	0
Gale-Price It/Chilton/Testing	14,268	13,419	849
SAM	27,033	20,383	6,650
Teleforms	86	3,807	-3,721
Tumble Books	951	8,970	-8,019
Heritage Quest	39,238	47,078	-7,840
Mango	30,268	18,212	12,056
<b>Total Reimbursements</b>	<b>204,303</b>	<b>181,631</b>	<b>22,672</b>

**PASS-THROUGHS**

<b>Pass-Through Aid</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
Local Library Services Aid (LLSA)	327,072	343,811	-16,739
Central Library Develop.Aid	322,945	322,945	0
Central Book Aid	115,076	115,076	0
Member Item Aid	0	0	0
<b>Total Pass-Through Aid</b>	<b>765,093</b>	<b>781,832</b>	<b>-16,739</b>

<b>County Funds</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
Columbia County	61,750	61,750	0
Dutchess County	56,121	56,121	0
Ulster County (Prev Bal - 30,220)	67,500	28,763	68,957
<b>Total County Funds</b>	<b>185,371</b>	<b>146,634</b>	<b>68,957</b>

**CAPITAL FUNDS - NOVEMBER 30, 2011**

CAPITAL FUND - MHLS	2010	2011		
	Actual	Starting Budget	Adjusted Budget	Actual as of 11/30/2011
Fund Balance Jan. 1	61,133	61,257	61,257	61,257
Receipts				
Interest	124	0	0	101
E-Rate Refund (Trnsfr from Gen.Fund)	0			24,728
Transfer from General Fund	0			0
Transfer To General Fund	0			0
Fund Balance	61,257	61,257	61,257	86,087

CAPITAL FUND - MEMBERS	2010	2011		
	Actual	Starting Budget	Adjusted Budget	Actual as of 11/30/2011
Fund Balance Jan. 1	82,750	97,900	97,900	97,900
Receipts				
Interest	175			161
License Fees	30,475	36,000	36,000	29,597
Disbursements	-15,500	0	0	-62,000
Fund Balance	97,900	133,900	133,900	65,659

Licenses	15,000
Modules - 60%	49,229
Migration - 40%	0
Interest	<u>1,429</u>
	65,659