

MID-HUDSON LIBRARY SYSTEM
2018 PROPOSED BUDGET

SUMMARY	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
OPERATING RECEIPTS					
State Aid General	1,696,848	1,697,762	1,697,762	1,697,762	100%
State Aid Restricted	735,102	745,604	1,128,473	777,780	104%
Public Funds - T/O Union Vale	73,440	73,440	73,440	74,909	102%
Member Assessment/Central Lib.Aid	562,501	562,501	433,238	600,151	107%
Member Services	37,550	37,550	33,409	41,060	109%
Member Databases	51,101	35,197	27,803	38,416	109%
Digital Content	79,279	79,279	83,712	79,279	100%
Catalog Enhancements	76,133	60,308	57,998	61,970	103%
Miscellaneous Reimbursements	26,532	24,366	22,745	23,997	98%
Miscellaneous Receipts	27,275	31,675	28,884	21,428	68%
Transfers from MHLS Capital	60,387	74,530	-	8,300	0%
Transfers from Members' Capital	15,000	39,531	39,531	28,575	72%
TOTAL OPERATING RECEIPTS	3,441,148	3,461,743	3,626,995	3,453,627	100%
OPERATING EXPENSES					
Salaries	989,938	989,938	725,683	1,037,539	105%
Employee Benefits	555,386	536,386	338,906	590,537	110%
Professional Development	27,715	27,715	12,291	27,577	100%
Governance	7,000	7,000	887	6,500	93%
Library & Computer Resources	21,574	21,574	19,664	25,261	117%
Office Equipment & Furnishings	27,550	28,171	17,870	17,000	60%
Business & Office Expenses	20,287	20,415	11,473	17,675	87%
Staff Mileage	4,500	4,500	1,991	3,000	67%
Professional Fees	30,500	35,500	23,689	33,400	94%
Telecommunications	29,160	29,160	20,569	29,035	100%
Building Operations & Maintenance	175,532	451,659	227,478	181,120	40%
Automotive Expense	4,000	1,521	626	-	0%
Member Resources	708,785	684,527	556,831	693,668	101%
Library Grants	543,096	543,347	910,884	544,316	100%
Categorical Aid	207,410	215,367	82,260	207,400	96%
Transfers to MHLS Capital	-	-	-	-	0%
Transfers to Members' Capital	39,600	39,600	29,804	39,600	100%
TOTAL OPERATING EXPENSES	3,392,033	3,636,381	2,980,906	3,453,627	95%
NET UNASSIGNED/(DEFICIT)	49,115	(174,638)	646,089	(0)	

MID-HUDSON LIBRARY SYSTEM 2018 PROPOSED BUDGET

RECEIPTS	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
STATE AID GENERAL					
Basic System Aid	1,363,539	1,364,273	1,364,273	1,364,273	100%
Supplemental Aid	185,582	185,682	185,682	185,682	100%
Local Services Support Aid (LSSA)	147,727	147,807	147,807	147,807	100%
State Aid Other	-	-	-		
Total State Aid General	1,696,848	1,697,762	1,697,762	1,697,762	100%
STATE AID RESTRICTED					
Categorical Aid					
Coordinated Outreach	119,383	119,447	119,447	119,447	100%
Correctional Facilities	81,183	81,227	81,227	81,227	100%
County Jails	6,844	6,726	6,726	6,726	100%
Central Library Develop.Aid*	194,830	194,935	194,935	194,935	100%
Central Book Aid*	66,900	66,936	66,936	66,936	100%
Total Categorical Aid	469,140	469,271	469,271	469,271	100%
Miscellaneous					
Member Item/Other State Aid*	-	-	390,000	-	0%
Local Library Services Aid (LLSA)*	204,926	205,036	205,036	205,036	100%
Construction Grant	61,036	71,297	64,166	103,473	145%
Total Miscellaneous	265,962	276,333	659,202	308,509	112%
Total State Aid Restricted	735,102	745,604	1,128,473	777,780	104%
OTHER RESTRICTED					
Public Funds - T/O Union Vale*	73,440	73,440	73,440	74,909	102%
General Fee					
General Fee	81,400	81,400	63,675	81,400	100%
Holds Delivery Fee	277,810	277,810	211,618	270,195	97%
Sierra Fee - General	128,191	128,191	99,346	131,056	102%
Sierra Fee - Hosting Fee	10,000	10,000	7,706	12,500	125%
Sierra Fee - Licenses	65,100	65,100	50,893	65,400	100%
Sierra Fee - Member's Capital Fee	-	-	-	39,600	
Total Member Assessment	562,501	562,501	433,238	600,151	107%
MEMBER SERVICES					
Tech Support/Service Contracts	20,000	20,000	20,995	20,000	100%
Web Page Hosting	10,450	10,450	10,700	10,450	100%
Teleforms	6,300	6,300	514	9,610	153%
eCommerce	800	800	1,201	1,000	125%
Total Member Services	37,550	37,550	33,409	41,060	109%
MEMBER DATABASES					
Gale: Testing*	12,890	-	-	-	
Chilton*	4,100	4,100	4,100	4,305	105%
JobNow*	4,600	4,600	4,600	4,600	100%
Tumble Books*	7,374	7,374	-	7,374	100%
Databases Continued					

MID-HUDSON LIBRARY SYSTEM 2018 PROPOSED BUDGET

RECEIPTS	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
Mango*	22,137	19,123	19,103	22,137	116%
Total Member Databases	51,101	35,197	27,803	38,416	109%
MEMBER DIGITAL CONTENT					
OverDrive*	39,744	39,744	39,744	39,744	100%
Zinio*	17,535	17,535	21,968	17,535	
Consumer Reports*	22,000	22,000	22,000	22,000	
Total Member Digital Content	79,279	79,279	83,712	79,279	100%
CATALOG ENHANCEMENTS					
Syndetics*	8,070	8,070	6,290	8,765	109%
NextReads/Library Aware*	5,465	5,465	5,625	5,794	106%
Novelist*	17,820	17,820	18,350	18,901	106%
Title Source*	6,765	6,765	5,545	5,545	82%
Encore*	38,013	22,188	22,188	22,965	104%
Total Catalog Enhancements	76,133	60,308	57,998	61,970	103%
MISCELLANEOUS REIMBURSEMENTS					
Module Maintenance*	4,532	4,532	2,911	3,997	88%
SAM*	22,000	19,834	19,834	20,000	101%
Total Misc. Reimbursements	26,532	24,366	22,745	23,997	98%
MISCELLANEOUS RECEIPTS					
Interest	800	800	1,933	3,000	375%
Annual Meeting	2,500	2,500	125	2,500	100%
Gifts & Donations	-	4,400	4,400	-	
Refunds & Miscellaneous	23,975	23,975	22,426	15,928	66%
Total Miscellaneous Receipts	27,275	31,675	28,884	21,428	68%
Transfers from MHLS Capital	60,387	74,530	-	8,300	
Transfers from Members' Capital	15,000	39,531	39,531	28,575	72%
TOTAL OPERATING RECEIPTS	3,441,148	3,461,743	3,626,995	3,453,627	100%

*Denotes pass-through funds.

10/16/2017

MID-HUDSON LIBRARY SYSTEM 2018 PROPOSED BUDGET

EXPENSES	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	Encumb YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
Personnel						
Prof'l Librarians	346,099	346,099	280,226	-	360,303	104%
All Other	643,839	643,839	445,457	-	677,236	105%
Total Salaries	989,938	989,938	725,683	-	1,037,539	105%
Employee Benefits						
Retirement	107,638	107,638	169	-	119,987	111%
FICA	74,216	74,216	53,238	-	78,314	106%
Worker's Comp.	14,500	14,500	8,876	-	14,500	100%
Unemployment Ins.	3,900	3,900	-	-	1,300	33%
Disability Insurance	550	550	497	-	550	100%
Medical - Active	175,711	181,711	150,471	-	201,862	111%
Medical - Retiree	178,871	153,871	125,655	-	174,024	113%
Total Employee Benefits	555,386	536,386	338,906	-	590,537	110%
Total Salaries & Benefits	1,545,324	1,526,324	1,064,588	-	1,628,075	107%
Staff Development						
Staff Training/Professional Services	23,033	23,033	10,057	1,400	23,033	100%
Professional Memberships	4,682	4,682	2,234	-	4,544	97%
Total Staff Development	27,715	27,715	12,291	1,400	27,577	100%
Governance						
Annual Meeting	5,000	5,000	312	-	5,000	100%
Board of Trustees Travel	2,000	2,000	575		1,500	75%
Total Governance	7,000	7,000	887	-	6,500	93%
Library & Computer Resources						
Reference & Periodicals	469	469	444	-	625	133%
OCLC/eMARC-Cataloging	6,103	6,103	5,334	-	6,502	107%
IT/Electronic Software	15,002	15,002	13,886	-	18,134	121%
Total Library & Computer Res.	21,574	21,574	19,664	-	25,261	117%
Office Equipment/Furnishings	27,550	28,171	17,870	-	17,000	60%
Business & Office Expenses						
Office Supplies	4,109	4,189	2,738	-	3,650	87%

MID-HUDSON LIBRARY SYSTEM 2018 PROPOSED BUDGET

EXPENSES	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	Encumb YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
Automation/Tech Supplies	1,200	1,248	590	-	1,405	113%
Outside Printing//Design	3,750	3,750	53	-	520	14%
Equipment Rental (copier/postage)	7,928	7,928	5,874	-	8,100	102%
Miscellaneous	3,300	3,300	2,218	-	4,000	121%
Total Business & Office Exp.	20,287	20,415	11,473	-	17,675	87%
Staff Mileage	4,500	4,500	1,991		3,000	67%
Professional Fees	30,500	35,500	23,689	-	33,400	94%
Telecommunications	29,160	29,160	20,569	-	29,035	100%
Building Operations & Maint.						
Gas (Heating)	9,000	9,000	4,712	-	8,000	89%
Electricity	15,000	15,000	9,218	-	13,000	87%
Water	2,150	2,150	1,670	-	2,150	100%
Sub Total	26,150	26,150	15,601	-	23,150	89%
Custodial Supplies	1,800	1,800	1,242	-	2,000	111%
Building/Facilities Maint.Projects	9,000	10,662	1,800	-	13,000	122%
Construction/Capital Projects	100,000	374,465	179,013	-	100,000	27%
Operations/Maint.Other	20,582	20,582	16,895	-	25,470	124%
Liability Insurance	13,000	13,000	12,175	-	15,000	115%
Postage/Shipping	5,000	5,000	752	-	2,500	50%
Sub Total	149,382	425,509	211,878	-	157,970	37%
Total Bldg Operations & Maint.	175,532	451,659	227,478	-	181,120	40%
Automotive Expense						
Fuel/Vehicle Operation	500	21	21	-	-	0%
Vehicle Repairs	2,000	-	-	-	-	
Auto Insurance	1,500	1,500	605	-	-	0%
Total Automotive Expense	4,000	1,521	626	-	-	0%
Member Resources						
Professional Collection	300	300	25	-	300	100%
Databases	51,101	35,197	27,823	-	38,416	109%

MID-HUDSON LIBRARY SYSTEM 2018 PROPOSED BUDGET

EXPENSES	2017 Adopted Budget	2017 Adjusted Budget	YTD 9/30/2017	Encumb YTD 9/30/2017	2018 Proposed Budget	2018 Proposed vs 2017 Adjusted
Digital Content	79,279	79,279	79,468	-	79,279	100%
Catalog Enhancements	85,541	85,541	80,186	-	87,934	103%
Lost Books	200	200	71	-	200	100%
OCLC ILL Search Fees	5,000	5,000	3,896	-	5,412	108%
Member Workshops	11,000	11,000	5,147	-	19,000	173%
Service Contracts-III/PayPal	115,266	121,266	93,216	-	115,838	96%
III Hosting Fee	34,260	34,260	34,426	-	34,631	101%
Service Contracts-Comprise/SAM	22,500	19,834	19,834	-	20,000	101%
Delivery Service	304,338	292,650	212,417	-	292,658	100%
Equipment Pass-through	-	-	323	9,296		
Total Member Resources	708,785	684,527	556,831	9,296	693,668	101%
Library Grants						
Travel Equalization	3,000	3,000	1,030	-	2,500	83%
Local Library Serv.Aid (LLSA)	204,926	205,036	184,543	-	205,036	100%
Central Library Devel. & Book Aid	261,730	261,871	261,871	-	261,871	100%
Other State Aid/Grant-in-Aid	-	-	390,000	-	-	0%
Town of Union Vale	73,440	73,440	73,440	-	74,909	102%
Total Library Grants	543,096	543,347	910,884	-	544,316	100%
Categorical Aid						
Coordinated Outreach	119,383	122,383	41,003	-	119,447	98%
Corrections Facilities	81,183	86,140	40,257	-	81,227	94%
County Jails	6,844	6,844	1,000	-	6,726	98%
Total Categorical Aid	207,410	215,367	82,260	-	207,400	96%
Transfers to MHLS Capital		-	-	-		0%
Transfers to Members' Capital	39,600	39,600	29,804	-	39,600	100%
TOTAL OPERATING EXPENSES	3,392,033	3,636,381	2,980,906	10,696	3,453,627	95%

Mid-Hudson Library System Projections

PROJECTIONS	2017 Adjusted Budget	2017 Estimated	2018 Proposed Budget	2019 Projected
EXPENSES				
Salaries	989,938	989,938	1,037,539	1,058,289
Employee Benefits	536,386	537,942	590,537	625,969
Staff Development	27,715	27,715	27,577	27,000
Governance	7,000	6,200	6,500	6,500
Library & Computer Resources	21,574	23,698	25,261	26,019
Office & Computer Equipment	28,171	28,171	17,000	15,000
Business & Office Expenses	20,415	20,335	17,675	17,500
Staff Mileage	4,500	3,500	3,000	3,000
Professional Fees	35,500	35,500	33,400	30,000
Telecommunications	29,160	29,160	29,035	29,100
Building Operations & Maintenance	451,659	245,029	181,120	175,000
Automotive Expense	1,521	626	-	-
Member Resources	684,527	685,527	693,668	695,000
Library Grants	543,347	932,447	544,316	544,316
Categorical Aid	215,367	215,249	207,400	207,400
Transfers to MHLS Capital	-	-	-	-
Transfers to Members' Capital	39,600	39,600	39,600	39,600
TOTAL EXPENSES	3,636,381	3,820,637	3,453,627	3,499,693
RECEIPTS				
State Aid General	1,697,762	1,697,762	1,697,762	1,697,762
State Aid Restricted	745,604	1,135,604	777,780	724,307
Public Funds - T/O Union Vale	73,440	73,440	74,909	76,407
Member Assessment	562,501	562,501	600,151	600,151
Member Services	37,550	41,180	41,060	40,950
Member Databases	35,197	35,197	38,416	39,568
Digital Content	79,279	80,094	79,279	79,279
Catalog Enhancements	60,308	59,678	61,970	63,829
Miscellaneous Reimbursements	24,366	24,366	23,997	24,717
Miscellaneous Receipts	31,675	30,575	21,428	23,660
Transfers from MHLS Capital	74,530	60,387	8,300	-
Transfers from Members' Capital	39,531	39,531	28,575	27,031
TOTAL RECEIPTS	3,461,743	3,840,315	3,453,627	3,397,662
Projected Expense	(3,636,381)	(3,820,637)	(3,453,627)	(3,499,693)
Surplus/(Deficit)	(174,638)	19,678	(0)	(102,031)
Operating Fund Balance at 12/31/2016	2,139,792	2,139,792	1,965,164	1,965,164
New Operating Fund Balance	1,965,154	2,159,470	1,965,164	1,863,133
Operating Reserve*	1,796,236	1,660,511	1,855,795	1,886,199
Designated Operating Contingency**	168,918	498,960	109,369	(23,066)
Designated Capital Reserve	174,201	188,183	165,901	165,901
Member's Capital	205,215	205,284	216,309	228,878

*Targeted to maintain annual funding & costs of operating the organization, as defined in the Operating Reserve Fund Policy.

**To allow MHLS to cover unexpected costs & undertake projects not funded in the adopted Budget, as defined in the Operating Contingency Policy.