

MID-HUDSON LIBRARY SYSTEM 2014 PRELIMINARY BUDGET

SUMMARY	2012 ACTUAL	2013 ADJ. BUDGET	2013 YTD 9/30/2013	2013 ESTIMATED	2014 PRELIMINARY
OPERATING FUND RECEIPTS					
State Aid General	1,450,422	1,516,911	1,510,951	1,524,237	1,521,566
State Aid Restricted	664,589	699,740	684,363	702,760	643,432
Public Funds - T/O Union Vale	0	25,000	25,000	25,000	0
Member Assessment	485,701	580,677	497,280	581,432	580,155
Member Services	56,033	38,624	28,131	40,997	38,264
Member Databases	88,994	92,828	50,836	61,063	62,628
Digital Content/OverDrive	64,495	46,600	47,303	46,600	47,304
Catalog Enhancements	17,620	34,430	31,710	34,125	33,265
Miscellaneous Reimbursements	25,652	27,700	27,598	28,100	28,700
Miscellaneous Receipts	39,933	38,350	37,167	37,997	36,050
Transfers From MHLS Capital	0	0	0	0	0
Transfers From Member's Capital	6,500	47,750	47,750	47,750	0
TOTAL OPERATING FUND RECEIPTS	2,899,939	3,148,610	2,988,089	3,130,061	2,991,364
OPERATING FUND EXPENSES					
Salaries	702,131	790,071	580,042	773,479	817,849
Employee Benefits	401,507	489,370	242,879	491,217	517,417
Professional Development	19,984	30,400	14,494	26,000	34,150
Governance	1,874	4,500	375	3,800	4,500
Library & Computer Resources	7,183	14,150	9,152	13,600	13,845
Office & Computer Equipment	13,987	8,279	7,984	13,000	12,500
Business & Office Expenses	23,318	30,596	20,010	30,961	30,500
Professional Fees	25,833	55,300	27,699	58,500	23,000
Telecommunications	33,212	34,390	23,527	34,790	35,590
Building Operations & Maintenance	132,072	160,560	73,382	129,160	153,545
Automotive Expenses	2,571	3,902	2,534	3,760	3,850
Member Resources	696,119	728,528	575,308	709,949	661,050
Library Grants	459,019	479,744	290,046	526,959	434,091
Categorical Aid	163,774	195,773	121,166	184,718	184,718
Transfers to Capital Accounts	125,891	82,000	31,200	91,972	53,600
TOTAL OPERATING FUND EXPENSES	2,808,475	3,107,563	2,019,798	3,091,865	2,980,205
NET INCREASE/-DECREASE	91,464	41,047	968,291	38,196	11,159

Mid-Hudson Library 2014 Preliminary Budget

	2012 Actual 12/31/2012	2013 Budget	2013 Adjusted Budget	Actual YTD 10/31/2013	Estimated 12/31/2013	2014 Preliminary Budget
RECEIPTS						
STATE AID GENERAL						
Basic System Aid	1,104,025	1,050,451	1,152,602	1,158,177	1,158,177	1,158,177
Automation	61,166	59,860	63,857	64,167	64,167	64,167
Supplemental Aid	158,586	151,985	165,564	166,365	166,365	166,365
Local Services Support Aid(LSSA)	126,645	120,776	132,217	119,571	132,857	132,857
State Aid Other	-	-	2,671	2,671	2,671	-
Total State Aid General	1,450,422	1,383,072	1,516,911	1,510,951	1,524,237	1,521,566
STATE AID RESTRICTED						
Categorical Aid						
Outreach	102,017		107,021	107,021	107,021	107,021
Correctional Facilities	69,374		72,777	72,777	72,777	72,777
County Jails	4,588		4,920	4,920	4,920	4,920
Central Library Develop. Aid*	166,489		173,815	174,655	174,655	174,655
Central Book Aid*	57,168		59,683	59,973	59,973	59,973
Total Categorical Aid	399,636	-	418,216	419,346	419,346	419,346
Miscellaneous						
Member Item/Other State Aid*	60,000		75,618	75,618	75,618	-
Local Library Services Aid (LLSA)*	175,362		183,078	165,566	183,963	183,963
Construction Grant	29,591	22,828	22,828	23,833	23,833	40,123
Total Miscellaneous	264,953	22,828	281,524	265,017	283,414	224,086
Total State Aid Restricted	664,589	22,828	699,740	684,363	702,760	643,432
OTHER RESTRICTED						
Public Funds- T/O Union Vale*	-	-	25,000	25,000	25,000	-
MEMBER ASSESSMENT						
General Fee	102,500	102,500	82,580		82,580	82,580
Holds Delivery Fee	105,481	271,068	268,693		269,448	268,167
Sierra Fee - General	143,920	122,864	120,604		120,604	120,608
Sierra Fee - Cloud	30,000	30,000	5,000		5,000	5,000
Sierra Fee - Licenses	64,200	64,200	64,200		64,200	64,200
Sierra Fee - Members Capital Fund	39,600	39,600	39,600		39,600	39,600
Total Member Assessment	485,701	630,232	580,677	497,280	581,432	580,155
MEMBER SERVICES						
Tech Support/Service Contracts	23,638	12,000	12,000	14,733	14,733	12,000
Web Page Hosting	8,750	9,900	9,900	10,000	10,000	10,000
ILL charges(includes CLDA)	16,243	16,000	9,724	600	9,264	9,264
Teleforms	6,403	6,300	6,300	1,949	6,300	6,300
eCommerce	999	700	700	848	700	700
Total Member Services	56,033	44,900	38,624	28,131	40,997	38,264

Mid-Hudson Library 2014 Preliminary Budget

	2012 Actual 12/31/2012	2013 Budget	2013 Adjusted Budget	Actual YTD 10/31/2013	Estimated 12/31/2013	2014 Preliminary Budget
RECEIPTS						
MEMBER DATABASES						
Heritage Quest*	47,079	48,965	48,965	-	-	-
Gale: Testing*--(Chilton)	10,609	11,139	11,139	14,812	11,139	11,696
Chilton*	3,213	3,374	3,374		3,374	3,543
Cypress Resume(/JobNow/Learn Expr)	-	-	-	16,826	3,200	3,360
JobNow*					5,000	5,250
Learning Express*					9,000	9,450
Tumble Books *	8,970	9,250	9,250	-	9,250	9,250
Mango*	19,123	20,100	20,100	19,198	20,100	20,079
Total Member Databases	88,994	92,828	92,828	50,836	61,063	62,628
MEMBER DIGITAL CONTENT						
OverDrive*	64,495	46,600	46,600	47,303	46,600	47,304
CATALOG ENHANCEMENTS						
Syndetics*	7,160	7,665	7,665	5,250	7,665	5,500
NextReads*	4,000	4,000	4,000	4,000	4,000	4,200
Novelist*	-	-	16,000	16,000	16,000	16,800
Title Source*	6,460	6,765	6,765	6,460	6,460	6,765
Total Catalog Enhancements	17,620	18,430	34,430	31,710	34,125	33,265
MISCELLANEOUS REIMBURSEMENTS						
Maintenance/Licenses/Modules*	4,299	2,500	2,700	2,522	2,700	2,700
SAM*	21,353	25,000	25,000	25,076	25,400	26,000
Sierra Modules*						
Total Miscellaneous Reimbursements	25,652	27,500	27,700	27,598	28,100	28,700
MISCELLANEOUS RECEIPTS						
Interest	3,768	3,000	4,300	1,371	2,200	2,500
Gifts/Donations	1,500	-	500	1,500	1,500	-
Refunds & Miscellaneous	34,665	33,550	33,550	34,297	34,297	33,550
Total Miscellaneous Receipts	39,933	36,550	38,350	37,167	37,997	36,050
Transfers from MHLS Capital	-	-	-	-	-	-
Transfers from Member's Capital	6,500	-	47,750	47,750	47,750	-
TOTAL RECEIPTS	2,899,939	2,302,940	3,148,610	2,988,089	3,130,061	2,991,364

*Denotes pass-through funds.

Mid-Hudson Library System 2014 Preliminary Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 10/31/2013	Estimated 12/31/2013	2014 Preliminary Budget
Personnel						
Prof. Librarians	216,817	248,382	259,082	191,671	269,847	269,075
All Other	485,314	525,187	530,989	388,371	503,632	548,774
Total Salaries	702,131	773,569	790,071	580,042	773,479	817,849
Employee Benefits						
Retirement	96,233	126,272	134,844	(10,077)	146,241	117,362
FICA	52,293	59,178	60,440	42,998	60,440	62,613
MTA Commuter Tax	648	-	-	-	-	-
Worker's Comp.	9,075	10,000	10,000	7,072	7,072	11,500
Unemployment	7,540	3,900	3,900	2,574	2,574	3,900
Disability	443	1,200	1,200	324	461	500
Medical Active	73,207	109,423	122,393	83,626	113,213	149,727
Medical Retiree	162,068	185,134	156,593	116,362	161,216	171,815
Total Employee benefits	401,507	495,107	489,370	242,879	491,217	517,417
Total Salaries & Benefits	1,103,638	1,268,676	1,279,441	822,921	1,264,696	1,335,266
Prof'l Development						
Prof'l Development	10,468	23,225	17,900	8,629	15,000	22,500
Staff Mileage	5,286	8,000	8,000	3,499	6,500	7,000
Memberships	4,230	4,500	4,500	2,366	4,500	4,650
Total Prof'l Development	19,984	35,725	30,400	14,494	26,000	34,150
Governance						
Annual Meeting	1,874	4,000	2,500	375	1,800	2,500
Board of Trustees Travel	-	-	2,000	-	2,000	2,000
Total Governance	1,874	4,000	4,500	375	3,800	4,500
Library & Computer Resources						
Reference & Periodicals	421	1,250	1,250	105	700	900
OCLC-MARC	3,230	5,900	5,900	3,266	5,900	5,945
Computer Software	3,532	7,000	7,000	5,781	7,000	7,000
Total Library & Computer Resources	7,183	14,150	14,150	9,152	13,600	13,845
Office & Computer Equipment	13,987	12,500	8,279	7,984	13,000	12,500
Business & Office Expenses						
Office & AV Supplies	5,597	6,500	6,500	3,574	6,000	6,500
Computer Operations	1,052	1,500	1,500	2,167	2,500	2,500
Outside Printing/Design	504	1,750	3,196	1,814	3,196	2,000
Equip Rental(Copier)	16,050	15,900	15,900	12,284	16,500	16,500
Office Equip. Repair	-	500	500	-	-	-
Miscellaneous	115	3,000	3,000	172	2,765	3,000
Total Business & Office Expenses	23,318	29,150	30,596	20,010	30,961	30,500
Professional Fees	25,833	27,500	55,300	27,699	58,500	23,000

Mid-Hudson Library System 2014 Preliminary Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 10/31/2013	Estimated 12/31/2013	2014 Preliminary Budget
Telecommunications	33,212	34,390	34,390	23,527	34,790	35,590
Building Operation & Maintenance						
Gas(Heating)	6,610	11,000	8,000	6,254	8,000	8,000
Electricity	13,218	14,000	14,000	12,024	15,500	16,000
Water	1,344	1,500	1,500	1,167	1,500	1,500
Sub Total	21,172	26,500	23,500	19,445	25,000	25,500
Custodial Supplies	1,638	1,800	1,800	1,146	1,800	1,800
Bldg&Equip Repairs	677	20,000	18,000	3,130	5,000	5,000
Bldg Improv/Constru	68,015	60,000	75,000	18,668	55,000	80,245
Other Oper/Maint	20,691	22,000	22,000	13,134	22,000	21,000
Liab. Insur	15,344	15,850	14,760	14,750	14,750	15,000
Postage/Shipping	4,534	7,000	5,500	3,110	5,610	5,000
Sub Total	110,899	126,650	137,060	53,937	104,160	128,045
Total Building Operation & Maint.	132,072	153,150	160,560	73,382	129,160	153,545
Automotive Expenses						
Fuel/Operation	38	200	200	20	50	50
Vehicle repairs	425	1,500	1,500	304	1,500	1,500
Auto Insur	2,108	2,200	2,202	2,210	2,210	2,300
Total Automotive Expense	2,571	3,900	3,902	2,534	3,760	3,850
Member Resources						
Prof'l Collection	294	500	500	201	500	500
Databases	166,763	157,858	178,858	115,507	166,788	143,200
Digital Content						
Catalog Enhancements						
Lost Books	75	200	200	(39)	-	200
OCLC ILL Search Fees	5,215	6,300	6,300	3,439	6,300	6,300
Member Workshops	3,944	9,000	9,000	3,994	9,000	15,100
Service Contr - III	137,285	99,360	147,110	151,687	147,110	102,000
III Cloud Fee	30,000	30,000	30,000	30,000	30,000	30,000
Service Contr - SAM	23,458	25,000	25,000	25,751	25,751	26,000
Delivery Subcon.	328,827	327,200	331,560	246,676	324,500	337,750
Equip Pass-through	258	-	-	(1,908)	-	-
Total Member Resources	696,119	655,418	728,528	575,308	709,949	661,050
Library Grants						
Travel Equalization	-	-	7,750	-	7,750	15,500
LLSA	175,362	-	183,078	-	183,963	183,963
CLDA/CBA	223,657	-	233,498	234,628	234,628	234,628
Member Item/Other St. Aid	60,000	-	30,418	30,418	75,618	-
T/O Union Vale			25,000	25,000	25,000	-
Total Library Grants	459,019	-	479,744	290,046	526,959	434,091
Categorical Aid						

Mid-Hudson Library System 2014 Preliminary Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 10/31/2013	Estimated 12/31/2013	2014 Preliminary Budget
Outreach	94,103	-	113,019	80,098	107,021	107,021
Correctional Fac.	65,222	-	77,122	39,768	72,777	72,777
County Jails	4,449	-	5,632	1,300	4,920	4,920
Total Categorical Aid	163,774	-	195,773	121,166	184,718	184,718
Transfer to MHLS Capital	51,907	19,271	12,000	-	21,972	14,000
Trnsfr to Member's Capital	73,984	54,600	70,000	31,200	70,000	39,600
Transfers to Capital Accounts	125,891	73,871	82,000	31,200	91,972	53,600
Total Operating Expenses	2,808,475	2,312,430	3,107,563	2,019,798	3,091,865	2,980,205

11/19/2013

Mid-Hudson Library System 2014 Preliminary Budget

PROJECTIONS	2012 Actual	2013 Adj. Budget	2013 Estimated	2014 Prelim.Budget	2015 Projected
EXPENSES					
Wages & Salaries	\$702,131	\$790,071	\$773,479	\$817,849	\$830,117
Employee Benefits	\$401,507	\$489,370	\$491,217	\$517,417	\$553,636
Professional Development	\$19,984	\$30,400	\$26,000	\$34,150	\$34,150
Governance	\$1,874	\$4,500	\$3,800	\$4,500	\$4,500
Library & Computer Resources	\$7,183	\$14,150	\$13,600	\$13,845	\$13,000
Office & Computer Equip	\$13,987	\$8,279	\$13,000	\$12,500	\$12,500
Business & Office Expense	\$23,318	\$30,596	\$30,961	\$30,500	\$30,500
Professional Fees	\$25,833	\$55,300	\$58,500	\$23,000	\$22,000
Telecommunications	\$33,212	\$34,390	\$34,790	\$35,590	\$35,590
Bldg Operation & Maint	\$132,072	\$160,560	\$129,160	\$153,545	\$123,300
Automotive Expense	\$2,571	\$3,902	\$3,760	\$3,850	\$4,000
Member Resources	\$696,119	\$728,528	\$709,949	\$661,050	\$680,882
Library Grants	\$459,019	\$479,744	\$526,959	\$434,091	\$434,091
Categorical Aid	\$163,774	\$195,773	\$184,718	\$184,718	\$184,718
Transfers to Capital	\$125,891	\$82,000	\$91,972	\$53,600	\$39,600
TOTAL EXPENSES	\$2,808,475	\$3,107,563	\$3,091,865	\$2,980,205	\$3,002,583
RECEIPTS					
State Aid General	\$1,450,422	\$1,516,911	\$1,524,237	\$1,521,566	\$1,521,566
State Aid Restricted	\$664,589	\$699,740	\$702,760	\$643,432	\$643,432
Public Funds/T-O Union Vale	\$0	\$25,000	\$25,000	\$0	\$0
Member Assessment	\$485,701	\$580,677	\$581,432	\$580,155	\$600,155
Member Services	\$56,033	\$38,624	\$40,997	\$38,264	\$38,264
Member Databases	\$88,994	\$92,828	\$61,063	\$62,628	\$64,507
Member Digital Content	\$64,495	\$46,600	\$46,600	\$47,304	\$47,304
Catalog Enhancements	\$17,620	\$34,430	\$34,125	\$33,265	\$34,263
Misc.Reimbursements	\$25,652	\$27,700	\$28,100	\$28,700	\$29,561
Misc. Receipts	\$39,933	\$38,350	\$37,997	\$36,050	\$36,050
From MHLS Capital	\$0	\$0	\$0	\$0	\$0
From Member's Capital	\$6,500	\$47,750	\$47,750	\$0	\$0
TOTAL RECEIPTS	\$2,899,939	\$3,148,610	\$3,130,061	\$2,991,364	\$3,015,102
Projected Expense	<u>-\$2,808,475</u>	<u>-\$3,107,563</u>	<u>-\$3,091,865</u>	<u>-\$2,980,205</u>	<u>-\$3,002,583</u>
Surplus/(Deficit)	\$91,464	\$41,047	\$38,196	\$11,159	\$12,518
Fund Balance	\$1,707,557	\$1,748,604	\$1,745,753	\$1,756,912	\$1,769,430
Restricted Balance	-\$1,435,139	-\$1,576,692	-\$1,538,944	-\$1,527,668	-\$1,541,095
Capital/Building Reserve		\$0	\$0	-\$7,900	\$0
Sub-Total	\$272,418	\$171,912	\$206,810	\$221,344	\$228,335
Unrestricted Balance	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Contingency	\$122,418	\$21,912	\$56,810	\$71,344	\$78,335
MHLS Capital	\$168,117	\$187,388	\$209,360	\$231,260	\$231,260
Member's Capital	\$133,230	\$187,830	\$155,480	\$195,080	\$234,680

Mid-Hudson Library System 2014 Preliminary Budget

Contingency items currently under review which may require consideration by the Board

1. Union Contract
2. MHLS Salary Equalization Study/Findings
3. MHLS Telephone System/Services
4. Public Library Catalog Discovery Service (i.e., Encore)
5. OverDrive (ebooks)
6. MHLS ILL & Cataloging Support

Mid-Hudson Library System 2014 Preliminary Budget

EXPENSES		CORRECTIONS			OUTREACH			CO. JAILS		
		Actual 12/31/2012	2013 Budget	2014 Projected	Actual 12/31/2012	2013 Budget	2014 Projected	Actual 12/31/2012	2013 Budget	2014 Projected
Personnel										
	Prof. Librarians	\$ 9,441	\$ 9,000	\$ 9,200	\$ 53,500	\$ 51,000	\$ 52,020	\$ -		
	All Other	\$ 11,968	\$ 13,028	\$ 13,300	\$ -	\$ -	\$ -	\$ 400	\$ 800	\$ 800
Total Salaries		\$ 21,409	\$ 22,028	\$ 22,500	\$ 53,500	\$ 51,000	\$ 52,020	\$ 400	\$ 800	\$ 800
Employee Benefits										
	Retirement	\$ 2,543	\$ 2,726	\$ 3,743	\$ 10,165	\$ 10,710	\$ 11,277	\$ -	\$ -	\$ -
	FICA	\$ 1,793	\$ 1,686	\$ 1,721	\$ 4,093	\$ 3,901	\$ 3,980	\$ -	\$ -	\$ -
	Medical	\$ 2,277	\$ 1,913	\$ 6,273	\$ 12,900	\$ 10,838	\$ 11,277	\$ -	\$ -	\$ -
Total Employee benefits		\$ 6,613	\$ 6,325	\$ 11,737	\$ 27,158	\$ 25,449	\$ 26,534	\$ -	\$ -	\$ -
Total Salaries & Benefits		\$ 28,022	\$ 28,353	\$ 34,237	\$ 80,658	\$ 76,449	\$ 78,554	\$ 400	\$ 800	\$ 800
Library Material										
	Books	\$ 31,244	\$ 37,255	\$ 31,540	\$ 2,825	\$ -	\$ 3,777	\$ 3,286	\$ 3,025	\$ 3,025
	Electronic Materials	\$ -			\$ 5,020	\$ 9,000	\$ 5,000			
Total Library Materials		\$ 31,244	\$ 37,255	\$ 31,540	\$ 7,845	\$ 9,000	\$ 8,777	\$ 3,286	\$ 3,025	\$ 3,025
Cash Grants		\$ -			\$ 4,140	\$ 13,790	\$ 9,500	\$ -	\$ -	
Miscellaneous Expense										
	Office Material & Supplies	\$ 149	\$ 1,669	\$ 1,500	\$ 6,534	\$ 5,010	\$ 7,000	\$ -	\$ 845	\$ 845
	Postage	\$ -			\$ -	\$ -		\$ 250	\$ 250	\$ 250
	Prof'l Devel/Mileage Reimb	\$ 999	\$ 1,000	\$ 1,000	\$ 2,840	\$ 2,782	\$ 3,200	\$ -	\$ -	\$ -
	Delivery Service	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	\$ -		\$ -	\$ -	\$ -
	Professional Fees	\$ 2,575	\$ 300	\$ 300	\$ -	\$ -		\$ -	\$ -	\$ -
	Membership Dues	\$ 130		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Total Miscellaneous		\$ 8,053	\$ 7,169	\$ 7,000	\$ 9,374	\$ 7,792	\$ 10,200	\$ 250	\$ 1,095	\$ 1,095
Total Catagorical Expenses		\$ 67,319	\$ 72,777	\$ 72,777	\$ 102,017	\$ 107,031	\$ 107,031	\$ 3,936	\$ 4,920	\$ 4,920