

MHLS Fiscal Documents

Mid-Hudson Library System Board of Trustees
Orientation Program
March 22, 2014

Provided by:
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MID-HUDSON LIBRARY SYSTEM 2014 ADOPTED BUDGET

SUMMARY	2012 ACTUAL	2013 ADJ. BUDGET	2013 YTD 12/31/2013	2013 ESTIMATED	2014 ADOPTED
OPERATING FUND RECEIPTS					
State Aid General	1,450,422	1,524,237	1,524,237	1,524,237	1,521,566
State Aid Restricted	664,589	705,043	705,043	705,043	643,432
Public Funds - T/O Union Vale	0	25,000	25,000	25,000	0
Member Assessment	485,701	580,677	581,640	581,640	580,155
Member Services	56,033	38,624	42,318	42,319	38,264
Member Databases	88,994	92,828	59,881	59,881	62,628
Digital Content/OverDrive	64,495	46,600	51,303	51,303	47,304
Catalog Enhancements	17,620	34,430	31,710	31,710	33,265
Miscellaneous Reimbursements	25,652	27,700	28,153	28,153	28,700
Miscellaneous Receipts	39,933	38,350	42,788	42,788	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	3,161,239	3,139,823	3,139,824	2,991,364
OPERATING FUND EXPENSES					
Salaries	702,131	790,071	780,107	780,107	817,849
Employee Benefits	401,507	489,370	470,721	470,721	517,417
Professional Development	19,984	27,875	22,468	22,468	34,150
Governance	1,874	2,995	1,774	1,774	4,500
Library & Computer Resources	7,183	14,487	11,318	11,319	13,845
Office & Computer Equipment	13,987	8,279	1,138	1,138	12,500
Business & Office Expenses	23,318	31,001	27,822	27,822	30,500
Professional Fees	25,833	57,083	57,083	57,083	23,000
Telecommunications	33,212	34,390	31,441	31,441	35,590
Building Operations & Maintenance	132,072	153,289	123,260	123,259	153,545
Automotive Expenses	2,571	3,902	2,546	2,545	3,850
Member Resources	696,119	737,783	720,108	720,107	661,050
Library Grants	459,019	519,209	519,209	519,209	434,091
Categorical Aid	163,774	195,773	189,504	189,504	184,718
Transfers to Capital Accounts	125,891	89,271	88,271	88,271	53,600
TOTAL OPERATING FUND EXPENSES	2,808,475	3,154,778	3,046,770	3,046,768	2,980,205
NET INCREASE/-DECREASE	91,464	6,461	93,053	93,056	11,159

Mid-Hudson Library 2014 Adopted Budget

	2012 Actual 12/31/2012	2013 Budget	2013 Adjusted Budget	Actual YTD 12/31/2013	Estimated 12/31/2013	2014 Adopted Budget
RECEIPTS						
STATE AID GENERAL						
Basic System Aid	1,104,025	1,050,451	1,158,177	1,158,177	1,158,177	1,158,177
Automation	61,166	59,860	64,167	64,167	64,167	64,167
Supplemental Aid	158,586	151,985	166,365	166,365	166,365	166,365
Local Services Support Aid(LSSA)	126,645	120,776	132,857	132,857	132,857	132,857
State Aid Other	-	-	2,671	2,671	2,671	-
Total State Aid General	1,450,422	1,383,072	1,524,237	1,524,237	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		174,655	174,655	174,655	174,655
Central Book Aid*	57,168		59,973	59,973	59,973	59,973
Total Categorical Aid	399,636	-	419,346	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		183,963	183,963	183,963	183,963
Construction Grant	29,591	22,828	26,116	26,116	26,116	40,123
Total Miscellaneous	264,953	22,828	285,697	285,697	285,697	224,086
Total State Aid Restricted	664,589	22,828	705,043	705,043	705,043	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	82,580
Holds Delivery Fee	105,481	271,068	268,693	269,656	269,656	268,167
Sierra Fee - General	143,920	122,864	120,604	120,604	120,604	120,608
Sierra Fee - Cloud	30,000	30,000	5,000	5,000	5,000	5,000
Sierra Fee - Licenses	64,200	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	39,600
Total Member Assessment	485,701	630,232	580,677	581,640	581,640	580,155
MEMBER SERVICES						
Tech Support/Service Contracts	23,638	12,000	12,000	18,108	18,108	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	9,384	9,384	9,264
Teleforms	6,403	6,300	6,300	3,668	3,668	6,300
eCommerce	999	700	700	1,159	1,159	700
Total Member Services	56,033	44,900	38,624	42,318	42,319	38,264

Mid-Hudson Library 2014 Adopted Budget

RECEIPTS	2012 Actual 12/31/2012	2013 Budget	2013 Adjusted Budget	Actual YTD 12/31/2013	Estimated 12/31/2013	2014 Adopted Budget
MEMBER DATABASES						
Heritage Quest*	47,079	48,965	48,965	-	-	-
Gale: Testing*	10,609	11,139	11,139	11,139	11,139	11,696
Chilton*	3,213	3,374	3,374	3,374	3,374	3,543
Cypress Resume(/JobNow/Learn Expr)	-	-	-	17,200	3,200	3,360
JobNow*			-		5,000	5,250
Learning Express*			-		9,000	9,450
Tumble Books *	8,970	9,250	9,250	8,970	8,970	9,250
Mango*	19,123	20,100	20,100	19,198	19,198	20,079
Total Member Databases	88,994	92,828	92,828	59,881	59,881	62,628
MEMBER DIGITAL CONTENT						
OverDrive*	64,495	46,600	46,600	51,303	51,303	47,304
CATALOG ENHANCEMENTS						
Syndetics*	7,160	7,665	7,665	5,250	5,250	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	31,710	33,265
MISCELLANEOUS REIMBURSEMENTS						
Maintenance/Licenses/Modules*	4,299	2,500	2,700	3,077	3,077	2,700
SAM*	21,353	25,000	25,000	25,076	25,076	26,000
Sierra Modules*						
Total Miscellaneous Reimbursements	25,652	27,500	27,700	28,153	28,153	28,700
MISCELLANEOUS RECEIPTS						
Interest	3,768	3,000	4,300	1,728	1,728	2,500
Gifts/Donations	1,500	-	500	6,200	6,200	-
Refunds & Miscellaneous	34,665	33,550	33,550	34,860	34,860	33,550
Total Miscellaneous Receipts	39,933	36,550	38,350	42,788	42,788	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	3,161,239	3,139,823	3,139,824	2,991,364

*Denotes pass-through funds.

Mid-Hudson Library System 2014 Adopted Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 12/31/2013	Estimated 12/31/2013	2014 Adopted Budget
Personnel						
Prof. Librarians	216,817	248,382	271,106	271,106	271,106	269,075
All Other	485,314	525,187	518,965	509,001	509,001	548,774
Total Salaries	702,131	773,569	790,071	780,107	780,107	817,849
Employee Benefits						
Retirement	96,233	126,272	136,825	136,825	136,825	117,362
FICA	52,293	59,178	58,459	57,786	57,786	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	1,053	1,053	3,900
Disability	443	1,200	1,200	324	324	500
Medical Active	73,207	109,423	122,393	111,740	111,740	149,727
Medical Retiree	162,068	185,134	156,593	155,921	155,921	171,815
Total Employee benefits	401,507	495,107	489,370	470,721	470,721	517,417
Total Salaries & Benefits	1,103,638	1,268,676	1,279,441	1,250,829	1,250,828	1,335,266
Prof'l Development						
Prof'l Development	10,468	23,225	15,375	13,085	13,085	22,500
Staff Mileage	5,286	8,000	8,000	5,288	5,288	7,000
Memberships	4,230	4,500	4,500	4,095	4,095	4,650
Total Prof'l Development	19,984	35,725	27,875	22,468	22,468	34,150
Governance						
Annual Meeting	1,874	4,000	2,500	1,774	1,774	2,500
Board of Trustees Travel	-	-	495	-	-	2,000
Total Governance	1,874	4,000	2,995	1,774	1,774	4,500
Library & Computer Resources						
Reference & Periodicals	421	1,250	1,250	325	325	900
OCLC-MARC	3,230	5,900	5,900	3,657	3,657	5,945
Computer Software	3,532	7,000	7,337	7,337	7,337	7,000
Total Library & Computer Resources	7,183	14,150	14,487	11,318	11,319	13,845
Office & Computer Equipment	13,987	12,500	8,279	1,138	1,138	12,500
Business & Office Expenses						
Office & AV Supplies	5,597	6,500	5,534	3,651	3,651	6,500
Computer Operations	1,052	1,500	2,129	2,129	2,129	2,500
Outside Printing/Design	504	1,750	3,196	2,605	2,605	2,000
Equip Rental(Copier)	16,050	15,900	16,642	16,642	16,642	16,500
Office Equip. Repair	-	500	500	-	-	-
Miscellaneous	115	3,000	3,000	2,795	2,795	3,000
Total Business & Office Expenses	23,318	29,150	31,001	27,822	27,822	30,500
Professional Fees	25,833	27,500	57,083	57,083	57,083	23,000

Mid-Hudson Library System 2014 Adopted Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 12/31/2013	Estimated 12/31/2013	2014 Adopted Budget
Telecommunications	33,212	34,390	34,390	31,441	31,441	35,590
Building Operation & Maintenance						
Gas(Heating)	6,610	11,000	6,343	6,069	6,069	8,000
Electricity	13,218	14,000	15,657	15,657	15,657	16,000
Water	1,344	1,500	1,500	1,556	1,556	1,500
Sub Total	21,172	26,500	23,500	23,282	23,282	25,500
Custodial Supplies	1,638	1,800	1,800	1,536	1,536	1,800
Bldg&Equip Repairs	677	20,000	10,729	3,130	3,130	5,000
Bldg Improv/Constru	68,015	60,000	75,000	57,799	57,799	80,245
Other Oper/Maint	20,691	22,000	22,000	18,225	18,225	21,000
Liab. Insur	15,344	15,850	14,760	14,750	14,750	15,000
Postage/Shipping	4,534	7,000	5,500	4,537	4,537	5,000
Sub Total	110,899	126,650	129,789	99,978	99,977	128,045
Total Building Operation & Maint.	132,072	153,150	153,289	123,260	123,259	153,545
Automotive Expenses						
Fuel/Operation	38	200	200	31	31	50
Vehicle repairs	425	1,500	1,500	304	304	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	2,546	2,545	3,850
Member Resources						
Prof'l Collection	294	500	500	362	362	500
Databases	166,763	157,858	186,608	177,576	177,576	143,200
Digital Content			-	-		
Catalog Enhancements			-	-		
Lost Books	75	200	200	(24)	(24)	200
OCLC ILL Search Fees	5,215	6,300	6,300	4,621	4,621	6,300
Member Workshops	3,944	9,000	9,000	6,654	6,654	15,100
Service Contr - III	137,285	99,360	147,110	145,904	145,904	102,000
III Cloud Fee	30,000	30,000	30,000	30,000	30,000	30,000
Service Contr - SAM	23,458	25,000	26,505	26,505	26,505	26,000
Delivery Subcon.	328,827	327,200	331,560	330,746	330,746	337,750
Equip Pass-through	258	-	-	(2,237)	(2,237)	-
Total Member Resources	696,119	655,418	737,783	720,108	720,107	661,050
Library Grants						
Travel Equalization	-	-	-	-	-	15,500
LLSA	175,362	-	183,963	183,963	183,963	183,963
CLDA/CBA	223,657	-	234,628	234,628	234,628	234,628
Member Item/Other St. Aid	60,000	-	75,618	75,618	75,618	-
T/O Union Vale			25,000	25,000	25,000	-
Total Library Grants	459,019	-	519,209	519,209	519,209	434,091
Categorical Aid						

Mid-Hudson Library System 2014 Adopted Budget

EXPENSES	2012 Actual	2013 Budget	2013 Adj. Budget	Actual YTD 12/31/2013	Estimated 12/31/2013	2014 Adopted Budget
Outreach	94,103	-	113,019	107,869	107,869	107,021
Correctional Fac.	65,222	-	77,122	76,003	76,003	72,777
County Jails	4,449	-	5,632	5,632	5,632	4,920
Total Categorical Aid	163,774	-	195,773	189,504	189,504	184,718
Transfer to MHLS Capital	51,907	19,271	19,271	19,271	19,271	14,000
Trnsfr to Member's Capital	73,984	54,600	70,000	69,000	69,000	39,600
Transfers to Capital Accounts	125,891	73,871	89,271	88,271	88,271	53,600
Total Operating Expenses	2,808,475	2,312,430	3,154,778	3,046,770	3,046,768	2,980,205

3/4/2014

MID-HUDSON LIBRARY SYSTEM

MONTHLY FINANCIAL REPORT

January 31, 2014

Summary

Cash and Cash Equivalents

	Current Month Ended	Previous Month Ended	Change \$	Change %
Total Operating	1,702,466	1,869,962	-167,496	-8.96%
Capital - MHLS	187,480	187,472	8	0.00%
Capital - Members	155,547	154,540	1,007	0.65%
Total	2,045,493	2,211,974	-166,481	-7.53%

Fund Balances

	Current Month Ended	Previous Month Ended	Change \$	Change %
Basic Operations	1,665,398	1,826,710	-161,312	-8.83%
Total Fund Balance	1,665,398	1,851,358	-185,960	-10.04%

Total Receipts for the month were \$86,914, including the balances of LSSA and LLSA of \$13,286 and \$18,397, respectively.

Total Disbursements for the month were \$253,395, including distribution of the LLSA to member libraries.

The amount of interfund loans from Operating Funds for the month were \$0.

STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2014
RECEIPTS AND DISBURSEMENTS

Cash Balance

1/1/2014

\$2,211,924

RECEIPTS

NY State	LSSA	13,286	
	LLSA	18,397	31,683
Tech Support		5,669	
Member Assessment Fee		16,881	
Databases		4,947	
Digital Content		3,819	
Catalog Enhancements		21,090	
SUB-TOTAL			52,406

Expense Credits:

Misc. Reimbursements		1,668	
Retiree Medical		994	
SUB-TOTAL			2,662

SUB-TOTAL RECEIPTS #13574-13626 86,751

Interest Income

Regular Checking Account		2	
Money Market Savings		146	
Capital Savings - MHLS		8	
Capital Savings - Members		7	
SUB-TOTAL			<u>163</u>

TOTAL RECEIPTS **86,914**

TOTAL CASH AVAILABLE **2,298,838**

DISBURSEMENTS

Regular Checks	#79276-79395	126,417
Electronic Transfer - NYS Retirement		577
Electronic Transfer - Federal PR Taxes		16,757
Electronic Transfer - NYS Payroll Tax		2,734
Electronic Transfer - TIAA-CREF		4,871
Electronic Transfer - H.R. Transports		32,503
Electronic Transfer - PayPal		30
Payroll Checks	#9312-9315/ DD 7559-7624	69,506

TOTAL DISBURSEMENTS **253,395**

Cash Balance

1/31/2014

\$2,045,443

STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2014

CASH AND INVESTMENTS-AS OF END OF MONTH

CASH IN BANK

Regular Checking Account	77,925
Payroll Checking Account	1,055
Money Market Savings	1,623,436
Capital Savings - MHLS	187,480
Capital Savings - Members	155,547

TOTAL CASH IN BANK

 2,045,443

Petty Cash Fund

 50

**TOTAL CASH AVAILABLE

 2,045,493**

INVESTMENTS

Certificates of Deposit-MHLS

**TOTAL INVESTMENTS-MHLS

 0**

TOTAL CASH AND INVESTMENTS

**---

 \$2,045,493**

(Total Cash and Investments - 1/31/2013: \$1,835,402)

TRANSFERS

Transfer from Regular Account	0
Transfer from Money Market	194,000
Transfer from Member's Capital	0

TOTAL TRANSFERS

 194,000

RECEIPTS SUMMARY - JANUARY 31, 2014

	2013	2014				% Received
	Actual	Budget	Adjusted Budget	Actual 1/31/2014	\$ Balance	
<u>Operating Fund Receipts</u>						
State Aid General	1,524,237	1,521,566	1,521,566	-	1,521,566	0%
State Aid Restricted	705,043	643,432	643,432	-	643,432	0%
Public Funds- T/O Union Vale*	25,000	-	-	-	-	N/A
Member Assessment	581,640	580,155	580,155	16,747	563,408	3%
Member Services	42,319	38,264	38,264	5,369	32,895	14%
Member Databases	59,881	62,628	62,628	27,462	35,166	44%
Member Digital Content	51,303	47,304	47,304	10,097	37,207	21%
Catalog Enhancements	31,710	33,265	33,265	-	33,265	0%
Miscellaneous Reimbursements	28,153	28,700	28,700	-	28,700	0%
Miscellaneous Receipts	42,788	36,050	36,050	148	35,902	0%
Transfers from MHLS Capital	-	-	-	-	-	N/A
Transfers from Member's Capital	47,750	-	-	-	-	N/A
Total Operating Fund Receipts	3,139,824	2,991,364	2,991,364	59,824	2,931,540	2%
<u>Project Grants</u>						
LSTA(Library Serv. & Tech)	14,319	-	-	-	-	N/A
Other Grants	-	-	-	-	-	N/A
Total Project Grants	14,319	-	-	-	-	N/A
(To) / From Total Fund Balance			(2,921)			
GRAND TOTAL RECEIPTS	3,154,143	2,991,364	2,988,443	59,824	2,931,540	2%

EXPENSES SUMMARY - JANUARY 31, 2014

	2013	2014					
	Actual	Budget	Adjusted Budget	Encumb.	Actual 1/31/2014	\$ Balance	% Expended
<u>Operating Fund Expenses</u>							
Personnel	780,107	817,849	817,849	-	91,648	726,201	11%
Employee Benefits	470,721	517,417	517,417	-	27,341	490,076	5%
Professional Development	22,468	34,150	34,150	-	1,349	32,801	4%
Governance	1,774	4,500	4,500	-	-	4,500	0%
Library & Computer Res.	11,319	13,845	13,845	-	2,046	11,799	15%
Equipment	1,138	12,500	12,500	-	1,905	10,595	15%
Business & Office Expense	27,822	30,500	30,500	479	2,589	27,433	8%
Professional Fees	57,083	23,000	23,000	-	-	23,000	0%
Telecommunications	31,441	35,590	35,590	-	1,829	33,761	5%
Bldg Operations/Maint.	123,259	153,545	153,545	408	34,848	118,289	23%
Automotive Expenses	2,545	3,850	3,850	-	560	3,290	15%
Member Resources	720,107	661,050	663,019	932	70,920	591,168	11%
Library Grants	519,209	434,091	434,091	-	-	434,091	0%
Categorical Aid	189,504	184,718	190,987	5,832	9,752	175,403	5%
Transfer to MHLS Capital	19,271	14,000	14,000	-	1,000	13,000	7%
Trnsfr to Members Capital	69,000	39,600	39,600	-	-	39,600	0%
Total Operating Expenses	3,046,768	2,980,205	2,988,443	7,651	245,787	2,735,006	8%
<u>Project Grants</u>							
LSTA(Libr.Serv & Technology)	14,319	-	-	-	-	-	N/A
Other	-	-	-	-	-	-	N/A
Total Project Grants	14,319	-	-	-	-	-	N/A
TOTAL EXPENSES	3,061,087	2,980,205	2,988,443	7,651	245,787	2,735,006	8%

REIMBURSEMENTS & PASS-THROUGHS
JANUARY 31, 2014

REIMBURSEMENTS

Databases/Digital Content/Enhancements	Receipts	Disbursements	Difference
NextReads	0	4,120	-4,120
Novelist	0	0	0
Syndetics	0	0	0
OverDrive	10,097	17,967	-7,870
Title Source	0	0	0
Gale-Chilton	1,482	3,542	-2,061
Gale-Test	4,891	11,139	-6,249
Encore	21,090	0	21,090
SAM	0	0	0
Teleforms	0	0	0
Tumble Books	0	0	0
JobNow	0	0	0
Cypress Resume	0	0	0
Learning Express	0	0	0
Mango	0	0	0
Total Reimbursements	37,560	36,769	791

County Funds	Receipts	Disbursements	Balance
Columbia County	0	0	0
Dutchess County	0	0	0
Ulster County (Prev Bal - 76,469)	0	7,975	68,494
Total County Funds	0	7,975	68,494

CAPITAL FUNDS - JANUARY 31, 2014

CAPITAL FUND - MHLS	2013	2014		
	Actual	Starting Budget	Adjusted Budget	Actual as of 1/31/2014
Fund Balance Jan. 1	168,117	187,472	187,472	187,472
Receipts				
Interest	84	0	0	8
E-Rate Refund (Trnsfr from Gen.Fund)	19,271	14,000	14,000	
Transfer from General Fund	0	0	0	0
Transfer To General Fund	0	0	0	0
Fund Balance	187,472	201,472	201,472	187,480

E-rate Funds 113,871
 Building Funds 60,000
 Interest 13,609
 187,480

CAPITAL FUND - MEMBERS	2013	2014		
	Actual	Starting Budget	Adjusted Budget	Actual as of 1/31/2014
Fund Balance Jan. 1	133,230	154,540	154,540	154,540
Receipts				
Interest	60	0	0	7
Millennium Capital Fee	39,000	39,600	39,600	1,000
Cloud Fee	30,000			
Disbursements	-47,750	0	0	
Fund Balace	154,540	194,140	194,140	155,547

Licenses 15,000
 Modules - 60% 51,870
 Migration - 40% 27,094
 Cloud 60,000
 Interest 1,583
 155,547