

MHLS 2017 BUDGET ADJUSTMENTS

RECEIPTS

Line Item	Detail	Amount	Explanation
State Aid General	Basic System Aid	\$734	Increase per State
	Supplemental Aid	\$100	Increase per State
	Local Serv Supp Aid	\$80	Increase per State
		\$914	
State Aid Restricted	Coordinated Outreach	\$64	Increase per State
	Correctional Facilities	\$44	Increase per State
	County Jails	-\$118	Decrease per State
	Central Library Aid	\$141	Increase per State
	Local Library Serv Aid	\$110	Increase per State
	Construction Grant	\$10,261	Grant Allocation Increase
		\$10,502	
Member Databases	Gale Testing	-\$12,890	Not renewed per Members
	Mango	-\$3,014	Decrease per Renewal Billing
		-\$15,904	
Catalog Enhancements	Encore	-\$15,825	Treated as Transfer per Auditors
Miscellaneous Reimbursement	SAM	-\$2,166	Decrease per Renewal Billing
Miscellaneous Receipts	Gifts & Donations	\$4,400	Increase per Actual Received to Date
Trnsfrs from MHLS Capital		\$14,143	To Keep Adopted Designated Contingency Amount
Trnsfrs from Members Capital		\$24,531	Encore and Additional Sierra Licenses
TOTAL INCREASE TO RECEIPTS		\$20,595	

EXPENSES

Line Item	Detail	Amount	Explanation
Employee Benefits	Medical - Active	\$6,000	Based on Actual Rates/Emplee Change of Status
	Medical - Retiree	-\$25,000	Based on Actual Rates/Retiree Change of Status
		-\$19,000	
Office Equipment/Furnishings	Equipment	\$621	2016 Encumbrance
Business & Office Expenses	Office Supplies	\$80	2016 Encumbrance
	Automation/Tech Supp.	\$48	2016 Encumbrance
		\$128	
Professional Fees		\$5,000	Increase in Auditing and Legal Fees
Building Operations & Maint	Bldg & Facility Maint	\$1,662	2016 Encumbrance
	Construction Projects	\$274,465	Due to Actual Window Costs & Phase II
		\$276,127	
Automotive Expense	Fuel/Operation Vehicle	-\$479	Due to Donation of Vehicle
	Vehicle Repairs	-\$2,000	Due to Donation of Vehicle
		-\$2,479	
Member Resources	Databases	-\$15,904	Due to Non-renewal & Actual Costs
	Triple I Contract	\$6,000	Due to Additional Licenses Purchase
	SAM	-\$2,666	Due to Actual Expense
	Delivery	-\$11,688	Due to Delivery Changes and Correctional Facilities Share
		-\$24,258	
Library Grants	Local Libr. Serv.Aid	\$110	Increase per State
	Central Library Aid	\$141	Increase per State

		\$251	
Categorical Aid	Outreach	\$3,064	Per State & 2016 Encumbrance
	Coorectional Facilites	\$5,001	Per State & 2016 Encumbrance
	County Jails	-\$118	Per State
		\$7,947	
TOTAL INCREASE TO EXPENSES		\$244,337	

MID-HUDSON LIBRARY SYSTEM

MID-YEAR SUMMARY	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017	2017 Estimate
OPERATING RECEIPTS					
State Aid General	1,696,848	914	1,697,762	1,682,981	1,697,762
State Aid Restricted	735,102	10,502	745,604	243,538	745,604
Public Funds - T/O Union Vale	73,440	-	73,440	73,440	73,440
Member Assessment/Central Lib.Aid	562,501	-	562,501	321,978	562,501
Member Services	37,750	-	37,750	29,411	41,180
Member Databases	51,101	(15,904)	35,197	8,782	35,197
Digital Content	79,279	-	79,279	36,397	80,094
Catalog Enhancements	76,133	(15,825)	60,308	5,545	59,678
Miscellaneous Reimbursements	26,532	(2,166)	24,366	16,515	24,366
Miscellaneous Receipts	27,075	4,400	31,475	6,626	30,575
Transfers from MHLS Capital	60,387	14,143	74,530	-	74,530
Transfers from Members' Capital	15,000	24,531	39,531	15,531	39,531
TOTAL OPERATING RECEIPTS	3,441,148	20,595	3,461,743	2,440,744	3,464,458
OPERATING EXPENSES					
Salaries	989,938	-	989,938	570,853	989,938
Employee Benefits	555,386	(19,000)	536,386	270,797	529,433
Professional Development	27,715	-	27,715	9,005	27,715
Governance	7,000	-	7,000	505	6,200
Library & Computer Resources	21,574	-	21,574	16,655	23,698
Office & Computer Equipment	27,550	621	28,171	17,870	28,171
Business & Office Expenses	20,287	128	20,415	10,520	20,415
Staff Mileage	4,500		4,500	1,540	3,500
Professional Fees	30,500	5,000	35,500	21,390	35,500
Telecommunications	29,160	-	29,160	15,949	29,160
Building Operations & Maintenance	175,532	276,127	451,659	219,088	451,659
Automotive Expense	4,000	(2,479)	1,521	626	626
Member Resources	708,785	(24,258)	684,527	407,798	684,527
Library Grants	543,096	251	543,347	74,470	542,547
Categorical Aid	207,410	7,947	215,357	63,536	215,357
Transfers to MHLS Capital	-	-	-	-	-
Transfers to Members' Capital	39,600	-	39,600	23,115	39,600
TOTAL OPERATING EXPENSES	3,392,033	244,338	3,636,371	1,723,717	3,628,046
SURPLUS/(DEFICIT)	49,115	(223,743)	(174,628)	717,028	(163,588)

MID-HUDSON LIBRARY SYSTEM

RECEIPTS	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017
STATE AID GENERAL				
Basic System Aid	1,363,539	734	1,364,273	1,364,273
Supplemental Aid	185,582	100	185,682	185,682
Local Services Support Aid (LSSA)	147,727	80	147,807	133,026
State Aid Other		-	-	
Total State Aid General	1,696,848	914	1,697,762	1,682,981
STATE AID RESTRICTED				
Categorical Aid				
Coordinated Outreach	119,383	64	119,447	-
Correctional Facilities	81,183	44	81,227	-
County Jails	6,844	(118)	6,726	-
Central Library Develop.Aid*	194,830	141	194,971	-
Central Book Aid*	66,900	-	66,900	-
Total Categorical Aid	469,140	131	469,271	-
Miscellaneous				
Member Item/Other State Aid*				
Local Library Services Aid (LLSA)*	204,926	110	205,036	184,532
Construction Grant	61,036	10,261	71,297	59,006
Total Miscellaneous	265,962	10,371	276,333	243,538
Total State Aid Restricted	735,102	10,502	745,604	243,538
OTHER RESTRICTED				
Public Funds - T/O Union Vale*	73,440	-	73,440	73,440
MEMBER ASSESSMENT/CENTRAL LIB. AID				
General Fee	81,400	-	81,400	50,742
Holds Delivery Fee	277,810	-	277,810	144,477
Sierra Fee - General	128,191	-	128,191	79,322
Sierra Fee - Hosting Fee	10,000	-	10,000	6,154
Sierra Fee - Licenses	65,100	-	65,100	41,282
Sierra Fee - Member's Capital Fee	-	-	-	-
Total Member Assessment	562,501	-	562,501	321,978
MEMBER SERVICES				
Tech Support/Service Contracts	20,000	-	20,000	17,376
Web Page Hosting	10,450	-	10,450	10,700
ILL Charges	200	-	200	20
Teleforms	6,300	-	6,300	514
eCommerce	800	-	800	801
Total Member Services	37,750	-	37,750	29,411
MEMBER DATABASES				
Gale: Testing*	12,890	(12,890)	-	-
Chilton*	4,100	-	4,100	2,240
JobNow*	4,600	-	4,600	-

MID-HUDSON LIBRARY SYSTEM

RECEIPTS	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017
Databases Continued				
Tumble Books*	7,374	-	7,374	-
Mango*	22,137	(3,014)	19,123	6,542
Total Member Databases	51,101	(15,904)	35,197	8,782
MEMBER DIGITAL CONTENT				
OverDrive*	39,744	-	39,744	28,104
Zinio*	17,535	-	17,535	8,293
Consumer Reports*	22,000	-	22,000	-
Total Member Digital Content	79,279	-	79,279	36,397
CATALOG ENHANCEMENTS				
Syndetics*	8,070	-	8,070	-
NextReads/Library Aware*	5,465	-	5,465	-
Novelist*	17,820	-	17,820	-
Title Source*	6,765	-	6,765	5,545
Encore*	38,013	(15,825)	22,188	-
Total Catalog Enhancements	76,133	(15,825)	60,308	5,545
MISCELLANEOUS REIMBURSEMENTS				
Module Maintenance*	4,532	-	4,532	2,266
SAM*	22,000	(2,166)	19,834	14,249
Total Misc. Reimbursements	26,532	(2,166)	24,366	16,515
MISCELLANEOUS RECEIPTS				
Interest	800	-	800	668
Annual Meeting	2,500	-	2,500	-
Gifts & Donations	-	4,400	4,400	4,400
Refunds & Miscellaneous	23,775	-	23,775	1,559
Total Miscellaneous Receipts	27,075	4,400	31,475	6,626
Transfers from MHLS Capital	60,387	14,143	74,530	-
Transfers from Members' Capital	15,000	24,531	39,531	15,531
TOTAL OPERATING RECEIPTS	3,441,148	20,595	3,461,743	2,440,744

*Denotes pass-through funds.

8/24/2017

MID-HUDSON LIBRARY SYSTEM

EXPENSES	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017	Encumbrance 6/30/2017
Personnel					
Prof'l Librarians	346,099	-	346,099	214,992	
All Other	643,839	-	643,839	355,860	
Total Salaries	989,938	-	989,938	570,853	-
Employee Benefits					
Retirement	107,638	-	107,638	1,128	-
FICA	74,216	-	74,216	41,922	-
Worker's Comp.	14,500	-	14,500	8,876	-
Unemployment Ins.	3,900	-	3,900	-	-
Disability Insurance	550	-	550	473	-
Medical - Active	175,711	6,000	181,711	120,770	-
Medical - Retiree	178,871	(25,000)	153,871	97,627	-
Total Employee Benefits	555,386	(19,000)	536,386	270,797	-
Total Salaries & Benefits	1,545,324	(19,000)	1,526,324	841,649	-
Staff Development					
Staff Training/Prof'l Services	23,033	-	23,033	8,205	1,400
Professional Memberships	4,682	-	4,682	800	-
Total Staff Development	27,715	-	27,715	9,005	1,400
Governance					
Annual Meeting	5,000	-	5,000	-	-
Board of Trustees Travel	2,000	-	2,000	505	-
Total Governance	7,000	-	7,000	505	-
Library & Computer Resources					
Reference & Periodicals	469	-	469	324	-
OCLC/eMARC-Cataloging	6,103	-	6,103	4,975	-
IT/Electronic Software	15,002	-	15,002	11,355	-
Total Library & Computer Res.	21,574	-	21,574	16,655	-
Office Equipment/Furnishings	27,550	621	28,171	17,870	-
Business & Office Expenses					
Office Supplies	4,109	80	4,189	3,154	-
Automation/Tech Supplies	1,200	48	1,248	590	-
Outside Printing	3,750	-	3,750	53	-
Equipment Rental (copier/postage)	7,928	-	7,928	4,806	-
Miscellaneous	3,300	-	3,300	1,917	-
Total Business & Office Exp.	20,287	128	20,415	10,520	-
Staff Mileage	4,500	-	4,500	1,540	-
Professional Fees	30,500	5,000	35,500	21,390	-
Telecommunications	29,160	-	29,160	15,949	-

MID-HUDSON LIBRARY SYSTEM

EXPENSES	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017	Encumbrance 6/30/2017
Building Operations & Maint.					
Gas (Heating)	9,000	-	9,000	4,558	-
Electricity	15,000	-	15,000	6,547	-
Water	2,150	-	2,150	1,075	-
Sub Total	26,150	-	26,150	12,180	-
Custodial Supplies	1,800	-	1,800	930	-
Building. & Facility Maint.	9,000	1,662	10,662	1,662	-
Construction/Capital Projects	100,000	274,465	374,465	175,863	-
Other Operations/Maint.	20,582	-	20,582	15,289	-
Liability Insurance	13,000	-	13,000	12,175	-
Postage/Shipping	5,000	-	5,000	989	-
Sub Total	149,382	276,127	425,509	206,908	-
Total Bldg Operations & Maint.	175,532	276,127	451,659	219,088	-
Automotive Expense					
Fuel/Vehicle Operation	500	(479)	21	21	-
Vehicle Repairs	2,000	(2,000)	-	-	-
Auto Insurance	1,500	-	1,500	605	-
Total Automotive Expense	4,000	(2,479)	1,521	626	-
Member Resources					
Professional Collection	300	-	300	25	-
Databases	51,101	(15,904)	35,197	27,823	-
Digital Content	79,279	-	79,279	52,433	-
Catalog Enhancements	85,541	-	85,541	73,896	-
Lost Books	200	-	200	15	-
OCLC ILL Search Fees	5,000	-	5,000	2,567	-
Member Workshops	11,000	-	11,000	4,331	-
Service Contracts-III/PayPal	115,266	6,000	121,266	64,965	-
III Hosting Fee	34,260	-	34,260	-	-
Service Contracts-Comprise/SAM	22,500	(2,666)	19,834	19,834	-
Delivery Service	304,338	(11,688)	292,650	161,575	-
Equipment Pass-through	-	-	-	333	606
Total Member Resources	708,785	(24,258)	684,527	407,798	606
Library Grants					
Travel Equalization	3,000	-	3,000	1,030	-
Local Library Serv.Aid (LLSA)	204,926	110	205,036	-	-
Central Library Devel. & Book Aid	261,730	141	261,871	-	-
Other State Aid/Grant-in-Aid					
Town of Union Vale	73,440	-	73,440	73,440	-
Total Library Grants	543,096	251	543,347	74,470	-
Categorical Aid					
Coordinated Outreach	119,383	3,064	122,447	32,221	-
Corrections Facilities	81,183	5,001	86,184	30,315	735
County Jails	6,844	(118)	6,726	1,000	-

MID-HUDSON LIBRARY SYSTEM

EXPENSES	2017 Adopted Budget	2017 Adjustments	2017 Adjusted Budget	Actual YTD 6/30/2017	Encumbrance 6/30/2017
Total Categorical Aid	207,410	7,947	215,357	63,536	735
Transfers to MHLS Capital					
Transfers to Members' Capital	39,600		39,600	23,115	-
TOTAL OPERATING EXPENSES	3,392,033	244,338	3,636,371	1,723,717	2,741

8/24/2017

Mid-Hudson Library System Projections

PROJECTIONS	2017 Adjusted Budget	2017 Estimated
EXPENSES		
Salaries	989,938	989,938
Employee Benefits	536,386	529,433
Staff Development	27,715	27,715
Governance	7,000	6,200
Library & Computer Resources	21,574	23,698
Office Equipment/Furnishings	28,171	28,171
Business & Office	20,415	20,415
Staff Mileage	4,500	3,500
Professional Fees	35,500	35,500
Telecommunications	29,160	29,160
Building Operations & Maintenance	451,659	451,659
Automotive	1,521	626
Member Resources	684,527	684,527
Library Grants	543,347	542,547
Categorical Aid	215,357	215,357
Transfers to MHLS Capital	-	-
Transfers to Members' Capital	39,600	39,600
TOTAL EXPENSES	3,636,371	3,628,046
RECEIPTS		
State Aid General	1,697,762	1,697,762
State Aid Restricted	745,604	745,604
Public Funds - T/O Union Vale	73,440	73,440
Member Assessment	562,501	562,501
Member Services	37,750	41,180
Member Databases	35,197	35,197
Digital Content	79,279	80,094
Catalog Enhancements	60,308	59,678
Miscellaneous Reimbursements	24,366	24,366
Miscellaneous Receipts	31,475	30,575
Transfers from MHLS Capital	74,530	74,530
Transfers from Members' Capital	39,531	39,531
TOTAL RECEIPTS	3,461,743	3,464,458
Projected Expense	(3,636,371)	(3,628,046)
Surplus/(Deficit)	(174,628)	(163,588)
Operating Fund Balance at 12/31/2016	2,139,792	2,139,792
New Operating Fund Balance	1,965,164	1,976,204
Operating Reserve*	1,796,229	1,791,262
Designated Operating Contingency**	168,935	184,942
Designated Capital Reserve	174,201	174,201
Member's Capital	205,215	205,215

*Operating Reserve - 66% Target = \$1,796,229 Actual = \$1,796,229

**Designated Operating Contingency 10% Target = \$272,156 Actual = \$168,935

8/24/2017