

## MHLS 2018 MID-YEAR BUDGET ADJUSTMENTS

### RECEIPTS

Line Item	Detail	Amount	Explanation
<b>State Aid General</b>	Basic System Aid	\$13,516	Increase per State
	Supplemental Aid	\$1,840	Increase per State
	Local Serv Supp Aid	\$1,449	Increase per State
		<b>\$16,805</b>	
<b>State Aid Restricted</b>	Coordinated Outreach	\$1,184	Increase per State
	Correctional Facilities	\$805	Increase per State
	County Jails	-\$310	Decrease per State
	Central Library Aid	\$2,594	Increase per State
	Local Library Serv Aid	\$2,032	Increase per State
	Other State Aid	\$13,000	Member Item
		<b>\$19,305</b>	
<b>Digital Content</b>	OverDrive	-\$26,052	Decrease per Members
	Zinio	\$2,938	Increase of Renewal
		<b>-\$23,114</b>	
<b>Catalog Enhancements</b>	NextReads/Library Aware	-\$5,794	Not Renewed by Members
	Title Source	-\$4,350	Decrease for Better Pricing
	Encore	\$332	Increase of Renewal
		<b>-\$9,812</b>	
<b>Trnsfrs from MHLS Capital</b>		<b>\$141,700</b>	
<b>Trnsfrs from Members Capital</b>		<b>\$233</b>	Increase of Sierra Hosting
<b>TOTAL INCREASE/-DECREASE TO RECEIPTS</b>		<b>\$145,117</b>	

### EXPENSES

Line Item	Detail	Amount	Explanation
<b>Personnel</b>	Prof'l Librarians	\$66,851.00	Due to change in personnel and
	All Other	-\$81,972.00	realignment within personnel categories
		<b>-\$15,121.00</b>	
<b>Employee Benefits</b>	Medical - Active	-\$4,689	Based on Actual Rates/Employee status change
	Medical - Retiree	-\$3,726	Based on Actual Rates
	Retirement	-\$9,013	Employee status change
		<b>-\$17,428</b>	
<b>Staff Development</b>	Staff Training/Prof'l Services	<b>\$1,400</b>	2017 Encumbrance Carryover
<b>Business &amp; Office Expenses</b>	Office Supplies	\$13	2017 Encumbrance Carryover
	Miscellaneous	-\$2,000	Decrease for Facebook Ads
		<b>-\$1,987</b>	
<b>Professional Fees</b>		<b>\$21,050</b>	Increase for Search Firm
<b>Telecommunications</b>	Lighttower	<b>-\$6,400</b>	Decrease due to Better Pricing
<b>Building Operations &amp; Maint</b>	Bldg & Facility Maint	-\$13,000	Decrease in Projects
	Construction Projects	\$170,476	For Auditorium Phases II & III
	Other Operations/Maint	\$13,106	Due to Energy Audit/Tree Removal/Pest Control
		<b>\$170,582</b>	
<b>Member Resources</b>	Prof'l Collection	\$54	2017 Encumbrance Carryover
	Digital Content	-\$23,114	Due to change in subscriptions
	Catalog Enhancements	-\$9,812	Due to Non-renewal & Better Pricing

	Delivery	\$1,941	Due to change in stops
	Equipment Pass-through	\$4,947	2017 Encumbrance Carryover
		<b>-\$25,984</b>	
<b>Library Grants</b>	Local Libr. Serv.Aid	\$2,032	Increase per State
	Central Library Aid	\$2,594	Increase per State
	Other State/Bullet Aid	\$13,000	Member Item
		<b>\$17,626</b>	
<b>Categorical Aid</b>	Outreach	\$4,080	Per State & 2017 Encumbrance Carryover
	Coorectional Facilites	\$6,540	Per State & 2017 Encumbrance Carryover
	County Jails	-\$161	Per State & 2017 Encumbrance Carryover
		<b>\$10,459</b>	
<b>TOTAL INCREASE/-DECREASE TO EXPENSES</b>		<b>\$154,197</b>	

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

<b>SUMMARY</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>2018 Approved Budget</b>
<b>OPERATING RECEIPTS</b>					
State Aid General	1,697,762	16,805	1,714,567	-	1,697,762
State Aid Restricted	777,780	19,305	797,085	13,000	777,780
Public Funds - T/O Union Vale	74,909	-	74,909	74,909	74,909
Member Assessment/Central Lib.Aid	600,151	-	600,151	282,160	600,151
Member Services	41,060	-	41,060	26,350	41,060
Member Databases	38,416	-	38,416	2,240	38,416
Digital Content	79,279	(23,114)	56,165	9,121	79,279
Catalog Enhancements	61,970	(9,812)	52,158	2,200	61,970
Miscellaneous Reimbursements	23,997	-	23,997	1,999	23,997
Miscellaneous Receipts	21,428	-	21,428	12,263	21,428
Transfers from MHLS Capital	8,300	141,700	150,000	-	8,300
Transfers from Members' Capital	28,575	233	28,808	16,308	28,575
<b>TOTAL OPERATING RECEIPTS</b>	<b>3,453,627</b>	<b>145,117</b>	<b>3,598,744</b>	<b>440,550</b>	<b>3,453,627</b>
<b>OPERATING EXPENSES</b>					
Salaries	1,037,539	(15,121)	1,022,418	517,206	1,037,539
Employee Benefits	590,537	(17,428)	573,109	237,190	590,537
Professional Development	27,576	1,400	28,976	12,871	27,576
Governance	6,500	-	6,500	2,151	6,500
Library & Computer Resources	25,261	-	25,261	11,893	25,261
Office & Computer Equipment	17,000	-	17,000	10,794	17,000
Business & Office Expenses	17,675	(1,987)	15,688	5,918	17,675
Staff Mileage	3,000		3,000	1,643	3,000
Professional Fees	33,400	21,050	54,450	16,066	33,400
Telecommunications	29,035	(6,400)	22,635	11,806	29,035
Building Operations & Maintenance	181,120	170,582	351,702	162,159	181,120
Member Resources	693,668	(25,984)	667,684	318,054	693,668
Library Grants	544,316	17,626	561,942	87,909	544,316
Categorical Aid	207,400	10,459	217,859	51,211	207,400
Transfers to MHLS Capital	-	-	-	-	-
Transfers to Members' Capital	39,600	-	39,600	19,900	39,600
<b>TOTAL OPERATING EXPENSES</b>	<b>3,453,627</b>	<b>154,197</b>	<b>3,607,824</b>	<b>1,466,770</b>	<b>3,453,627</b>
<b>UNASSIGNED</b>	<b>-</b>	<b>(9,080)</b>	<b>(9,080)</b>	<b>(1,026,221)</b>	<b>-</b>

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>2018 Approved Budget</b>
<b>RECEIPTS</b>					
<b>STATE AID GENERAL</b>					
Basic System Aid	1,364,273	13,516	1,377,789	-	1,364,273
Supplemental Aid	185,682	1,840	187,522	-	185,682
Local Services Support Aid (LSSA)	147,807	1,449	149,256	-	147,807
State Aid Other		-			
<b>Total State Aid General</b>	<b>1,697,762</b>	<b>16,805</b>	<b>1,714,567</b>	<b>-</b>	<b>1,697,762</b>
<b>STATE AID RESTRICTED</b>					
<b>Categorical Aid</b>					
Coordinated Outreach	119,447	1,184	120,631	-	119,447
Correctional Facilities	81,227	805	82,032	-	81,227
County Jails	6,726	(310)	6,416	-	6,726
Central Library Develop.Aid*	194,935	1,931	196,866	-	194,935
Central Book Aid*	66,936	663	67,599	-	66,936
<b>Total Categorical Aid</b>	<b>469,271</b>	<b>4,273</b>	<b>473,544</b>	<b>-</b>	<b>469,271</b>
<b>Miscellaneous</b>					
Member Item/Other State Aid*	-	13,000	13,000	13,000	-
Local Library Services Aid (LLSA)*	205,036	2,032	207,068	-	205,036
Construction Grant	103,473	-	103,473	-	103,473
<b>Total Miscellaneous</b>	<b>308,509</b>	<b>15,032</b>	<b>323,541</b>	<b>13,000</b>	<b>308,509</b>
<b>Total State Aid Restricted</b>	<b>777,780</b>	<b>19,305</b>	<b>797,085</b>	<b>13,000</b>	<b>777,780</b>
<b>OTHER RESTRICTED</b>					
Public Funds - T/O Union Vale*	<b>74,909</b>	<b>-</b>	<b>74,909</b>	<b>74,909</b>	<b>74,909</b>
<b>MEMBER ASSESSMENT/CENTRAL LIB. AID</b>					
General Fee	81,400	-	81,400	41,450	81,400
Holds Delivery Fee	270,195	-	270,195	112,713	270,195
Sierra Fee - General	131,056	-	131,056	67,454	131,056
Sierra Fee - Hosting Fee	12,500	-	12,500	6,381	12,500
Sierra Fee - Simultaneous Users	65,400	-	65,400	34,062	65,400
Sierra Fee - Member's Capital Fee	39,600	-	39,600	20,100	39,600
<b>Total Member Assessment</b>	<b>600,151</b>	<b>-</b>	<b>600,151</b>	<b>282,160</b>	<b>600,151</b>
<b>MEMBER SERVICES</b>					
Tech Support/Service Contracts	20,000	-	20,000	13,665	20,000
Web Page Hosting	10,450	-	10,450	11,850	10,450
Teleforms	9,610	-	9,610	-	9,610
eCommerce	1,000	-	1,000	835	1,000
<b>Total Member Services</b>	<b>41,060</b>	<b>-</b>	<b>41,060</b>	<b>26,350</b>	<b>41,060</b>
<b>MEMBER DATABASES</b>					
Chilton*	4,305	-	4,305	2,240	4,305
JobNow*	4,600	-	4,600	-	4,600
Tumble Books*	7,374	-	7,374	0	7,374
Mango*	22,137	-	22,137	-	22,137
<b>Total Member Databases</b>	<b>38,416</b>	<b>-</b>	<b>38,416</b>	<b>2,240</b>	<b>38,416</b>

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

<b>RECEIPTS</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>2018 Approved Budget</b>
<b>MEMBER DIGITAL CONTENT</b>					
OverDrive*	39,744	(26,052)	13,692	2,052	39,744
Zinio*	17,535	2,938	20,473	7,069	17,535
Consumer Reports*	22,000	-	22,000	-	22,000
<b>Total Member Digital Content</b>	<b>79,279</b>	<b>(23,114)</b>	<b>56,165</b>	<b>9,121</b>	<b>79,279</b>
<b>CATALOG ENHANCEMENTS</b>					
Syndetics*	8,765	-	8,765	-	8,765
NextReads/Library Aware*	5,794	(5,794)	-	-	5,794
Novelist*	18,901	-	18,901	-	18,901
Title Source*	5,545	(4,350)	1,195	2,200	5,545
Encore*	22,965	332	23,297	-	22,965
<b>Total Catalog Enhancements</b>	<b>61,970</b>	<b>(9,812)</b>	<b>52,158</b>	<b>2,200</b>	<b>61,970</b>
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Module Maintenance*	3,997	-	3,997	1,999	3,997
SAM*	20,000	-	20,000	-	20,000
<b>Total Misc. Reimbursements</b>	<b>23,997</b>	<b>-</b>	<b>23,997</b>	<b>1,999</b>	<b>23,997</b>
<b>MISCELLANEOUS RECEIPTS</b>					
Interest	3,000	-	3,000	2,308	3,000
Annual Meeting	2,500	-	2,500	-	2,500
Gifts & Donations					-
Refunds & Miscellaneous	15,928	-	15,928	9,954	15,928
<b>Total Miscellaneous Receipts</b>	<b>21,428</b>	<b>-</b>	<b>21,428</b>	<b>12,263</b>	<b>21,428</b>
<b>Transfers from MHLS Capital</b>	<b>8,300</b>	<b>141,700</b>	<b>150,000</b>	<b>-</b>	<b>8,300</b>
<b>Transfers from Members' Capital</b>	<b>28,575</b>	<b>233</b>	<b>28,808</b>	<b>16,308</b>	<b>28,575</b>
<b>TOTAL OPERATING RECEIPTS</b>	<b>3,453,627</b>	<b>145,117</b>	<b>3,598,744</b>	<b>440,550</b>	<b>3,453,627</b>

\*Denotes pass-through funds.

8/14/2018

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>Encumbrance 6/30/2018</b>	<b>2018 Approved Budget</b>
<b>Personnel</b>						
Prof'l Librarians	360,303	66,851	427,154	220,781	-	360,303
All Other	677,236	(81,972)	595,264	296,425	-	677,236
<b>Total Salaries</b>	<b>1,037,539</b>	<b>(15,121)</b>	<b>1,022,418</b>	<b>517,206</b>	<b>-</b>	<b>1,037,539</b>
<b>Employee Benefits</b>						
Retirement	119,987	(9,013)	110,974	237	-	119,987
FICA	78,314	-	78,314	37,723	-	78,314
Worker's Comp.	14,500	-	14,500	9,984	-	14,500
Unemployment Ins.	1,300	-	1,300	-	-	1,300
Disability Insurance	550	-	550	1,071	-	550
Medical - Active	201,862	(4,689)	197,173	103,882	-	201,862
Medical - Retiree	174,024	(3,726)	170,298	84,292	-	174,024
<b>Total Employee Benefits</b>	<b>590,537</b>	<b>(17,428)</b>	<b>573,109</b>	<b>237,190</b>	<b>-</b>	<b>590,537</b>
<b>Total Salaries &amp; Benefits</b>	<b>1,628,076</b>	<b>(32,549)</b>	<b>1,595,527</b>	<b>754,395</b>	<b>-</b>	<b>1,628,076</b>
<b>Staff Development</b>						
Staff Training/Prof'l Services	23,032	1,400	24,432	11,393	-	23,033
Professional Memberships	4,544	-	4,544	1,478	-	4,544
<b>Total Staff Development</b>	<b>27,576</b>	<b>1,400</b>	<b>28,976</b>	<b>12,871</b>	<b>-</b>	<b>27,577</b>
<b>Governance</b>						
Annual Meeting	5,000	-	5,000	1,949	-	5,000
Board of Trustees Travel	1,500	-	1,500	202	-	1,500
<b>Total Governance</b>	<b>6,500</b>	<b>-</b>	<b>6,500</b>	<b>2,151</b>	<b>-</b>	<b>6,500</b>
<b>Library &amp; Computer Resources</b>						
Reference & Periodicals	625	-	625	450	-	625
OCLC/eMARC-Cataloging	6,502	-	6,502	5,016	-	6,502
IT/Electronic Software	18,134	-	18,134	6,427	-	18,134
<b>Total Library &amp; Computer Res.</b>	<b>25,261</b>	<b>-</b>	<b>25,261</b>	<b>11,893</b>	<b>-</b>	<b>25,261</b>
<b>Office Equipment/Furnishings</b>	<b>17,000</b>	<b>-</b>	<b>17,000</b>	<b>10,794</b>	<b>-</b>	<b>17,000</b>
<b>Business &amp; Office Expenses</b>						
Office Supplies	3,650	13	3,663	(463)	289	3,650

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>Encumbrance 6/30/2018</b>	<b>2018 Approved Budget</b>
Automation/Tech Supplies	1,405	-	1,405	405	-	1,405
Outside Printing	520	-	520	730	-	520
Equipment Rental (copier/postage)	8,100	-	8,100	4,348	-	8,100
Miscellaneous	4,000	(2,000)	2,000	898	-	4,000
<b>Total Business &amp; Office Exp.</b>	<b>17,675</b>	<b>(1,987)</b>	<b>15,688</b>	<b>5,918</b>	<b>289</b>	<b>17,675</b>
<b>Staff Mileage</b>	<b>3,000</b>	<b>-</b>	<b>3,000</b>	<b>1,643</b>	<b>-</b>	<b>3,000</b>
<b>Professional Fees</b>	<b>33,400</b>	<b>21,050</b>	<b>54,450</b>	<b>16,066</b>	<b>-</b>	<b>33,400</b>
<b>Telecommunications</b>	<b>29,035</b>	<b>(6,400)</b>	<b>22,635</b>	<b>11,806</b>	<b>-</b>	<b>29,035</b>
<b>Building Operations &amp; Maint.</b>						
Gas (Heating)	8,000	-	8,000	5,126	-	8,000
Electricity	13,000	-	13,000	5,061	-	13,000
Water	2,150	-	2,150	1,047	-	2,150
Sub Total	23,150	-	23,150	11,235	-	23,150
Custodial Supplies	2,000	-	2,000	491	-	2,000
Building & Facility Maint. Projects	13,000	(13,000)	-	-	-	13,000
Construction/Capital Projects	100,000	170,476	270,476	112,261	-	100,000
Operations/Maint. Other	25,470	13,106	38,576	25,025	3,785	25,470
Liability Insurance	15,000	-	15,000	12,160	-	15,000
Postage/Shipping	2,500	-	2,500	988	-	2,500
Sub Total	157,970	170,582	328,552	150,924	3,785	157,970
<b>Total Bldg Operations &amp; Maint.</b>	<b>181,120</b>	<b>170,582</b>	<b>351,702</b>	<b>162,159</b>	<b>3,785</b>	<b>181,120</b>
<b>Member Resources</b>						
Professional Collection	300	54	354	54	-	300
Databases	38,416	-	38,416	8,906	-	38,416
Digital Content	79,279	(23,114)	56,165	34,165	-	79,279
Catalog Enhancements	87,934	(9,812)	78,122	66,139	-	87,934
Lost Books	200	-	200	22	-	200
OCLC ILL Search Fees	5,412	-	5,412	2,657	-	5,412
Member Workshops	19,000	-	19,000	10,698	93	19,000
Service Contracts-III/PayPal	115,838	-	115,838	56,560	-	115,838

**MID-HUDSON LIBRARY SYSTEM - MID-YEAR ADJUSTMENT**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjustments</b>	<b>2018 Adjusted Budget</b>	<b>YTD 6/30/2018</b>	<b>Encumbrance 6/30/2018</b>	<b>2018 Approved Budget</b>
III Hosting Fee	34,631	-	34,631	-	-	34,631
Service Contracts-Comprise/SAM	20,000	-	20,000	-	-	20,000
Delivery Service	292,658	1,941	294,599	138,091	-	292,658
Equipment Pass-through	-	4,947	4,947	762	1,875	-
<b>Total Member Resources</b>	<b>693,668</b>	<b>(25,984)</b>	<b>667,684</b>	<b>318,054</b>	<b>1,968</b>	<b>693,668</b>
<b>Library Grants</b>						
Travel Equalization	2,500	-	2,500	-	-	2,500
Local Library Serv.Aid (LLSA)	205,036	2,032	207,068	-	-	205,036
Central Library Devel. & Book Aid	261,871	2,594	264,465	-	-	261,871
Other State Aid/Grant-in-Aid	-	13,000	13,000	13,000	-	-
Town of Union Vale	74,909	-	74,909	74,909	-	74,909
<b>Total Library Grants</b>	<b>544,316</b>	<b>17,626</b>	<b>561,942</b>	<b>87,909</b>	<b>-</b>	<b>544,316</b>
<b>Categorical Aid</b>						
Coordinated Outreach	119,447	4,080	123,527	25,982	-	119,447
Corrections Facilities	81,227	6,540	87,767	24,580	5,248	81,227
County Jails	6,726	(161)	6,565	649	-	6,726
<b>Total Categorical Aid</b>	<b>207,400</b>	<b>10,459</b>	<b>217,859</b>	<b>51,211</b>	<b>5,248</b>	<b>207,400</b>
<b>Transfers to MHLS Capital</b>						<b>-</b>
<b>Transfers to Members' Capital</b>	<b>39,600</b>	<b>-</b>	<b>39,600</b>	<b>19,900</b>	<b>-</b>	<b>39,600</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,453,627</b>	<b>154,197</b>	<b>3,607,824</b>	<b>1,466,770</b>	<b>11,290</b>	<b>3,453,628</b>

8/14/2018



**Mid-Hudson Library System Mid-Year Projection**

<b>PROJECTIONS</b>	<b>2018 Adjusted Budget</b>	<b>Projected 2019 Budget</b>
<b>EXPENSES</b>		
Salaries	1,022,418	1,048,052
Employee Benefits	573,109	613,833
Staff Development	28,976	27,577
Governance	6,500	6,500
Library & Computer Resources	25,261	23,455
Office & Computer Equipment	17,000	5,000
Business & Office Expenses	15,688	16,645
Staff Mileage	3,000	3,000
Professional Fees	54,450	27,300
Telecommunications	22,635	16,270
Building Operations & Maintenance	351,702	153,370
Member Resources	667,684	653,470
Library Grants	561,942	550,451
Categorical Aid	217,859	209,079
Transfers to MHLS Capital	-	-
Transfers to Members' Capital	39,600	39,600
<b>TOTAL EXPENSES</b>	<b>3,607,824</b>	<b>3,393,602</b>
<b>RECEIPTS</b>		
State Aid General	1,714,567	1,714,567
State Aid Restricted	797,085	754,112
Public Funds - T/O Union Vale	74,909	76,407
Member Assessment	600,151	600,151
Member Services	41,060	41,140
Member Databases	38,416	41,287
Digital Content	56,165	54,473
Catalog Enhancements	52,158	45,200
Miscellaneous Reimbursements	23,997	24,117
Miscellaneous Receipts	21,428	15,466
Transfers from MHLS Capital	150,000	-
Transfers from Members' Capital	28,808	29,000
<b>TOTAL RECEIPTS</b>	<b>3,598,744</b>	<b>3,395,920</b>
Projected Expense	(3,607,824)	(3,393,602)
<b>Surplus/(Deficit)</b>	<b>(9,080)</b>	<b>2,318</b>
Operating Fund Balance at 12/31/2017	2,032,101	
New Operating Fund Balance	2,023,021	2,025,339
Operating Reserve*	2,011,932	1,878,130
Designated Operating Contingency**	11,089	147,209
10%=	201,193	187,813
Designated Capital Reserve	99,023	99,023
Member's Capital	216,340	226,940

\*Operating Reserve - 66% Target = \$2,011,932 Actual = \$2,011,932

\*\*Designated Operating Contingency 10% Target = \$201,193 Actual = \$11,089

8/14/2018