

# MHLS Fiscal Documents

Mid-Hudson Library System Board of Trustees  
Orientation Program  
March 23, 2019

Provided by:  
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**MID-HUDSON LIBRARY SYSTEM  
2019 PROPOSED BUDGET**

<b>SUMMARY</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
<b>OPERATING RECEIPTS</b>					
State Aid General	1,697,762	1,714,567	1,699,641	1,714,567	100%
State Aid Restricted	777,780	797,085	768,518	764,435	96%
Public Funds - T/O Union Vale	74,909	74,909	74,909	76,407	102%
Member Assessment/Central Lib.Aid	600,151	600,151	480,677	600,153	100%
Member Services	41,060	41,060	28,348	40,875	100%
Member Databases	38,416	38,416	28,029	40,542	106%
Digital Content	79,279	56,165	34,025	56,165	100%
Catalog Enhancements	61,970	52,158	43,847	52,973	102%
Miscellaneous Reimbursements	23,997	23,997	21,234	24,197	101%
Miscellaneous Receipts	21,428	21,428	23,312	17,250	81%
Transfers from MHLS Capital	8,300	150,000	-	-	0%
Transfers from Members' Capital	28,575	28,808	16,308	31,879	111%
<b>TOTAL OPERATING RECEIPTS</b>	<b>3,453,627</b>	<b>3,598,744</b>	<b>3,218,848</b>	<b>3,419,443</b>	<b>95%</b>
<b>OPERATING EXPENSES</b>					
Salaries	1,037,539	1,022,418	749,228	1,043,263	102%
Employee Benefits	590,537	573,109	342,528	643,226	112%
Professional Development	27,576	28,976	15,170	28,258	98%
Governance	6,500	6,500	2,303	6,500	100%
Library & Computer Resources	25,261	25,261	22,030	24,985	99%
Office Equipment & Furnishings	17,000	17,000	11,994	5,000	29%
Business & Office Expenses	17,675	15,688	10,445	15,678	100%
Staff Mileage	3,000	3,000	2,516	3,000	100%
Professional Fees	33,400	54,450	50,514	35,800	66%
Telecommunications	29,035	22,635	16,516	17,688	78%
Building Operations & Maintenance	181,120	351,702	178,186	92,574	26%
Member Resources	693,668	667,684	461,099	702,353	105%
Library Grants	544,316	561,942	540,006	552,440	98%
Categorical Aid	207,400	217,859	110,357	209,079	96%
Transfers to MHLS Capital	-	-	-	-	0%
Transfers to Members' Capital	39,600	39,600	29,500	39,600	100%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,453,627</b>	<b>3,607,824</b>	<b>2,542,392</b>	<b>3,419,443</b>	<b>95%</b>
<b>NET UNASSIGNED/(DEFICIT)</b>	<b>-</b>	<b>(9,080)</b>	<b>676,455</b>	<b>(0)</b>	

**MID-HUDSON LIBRARY SYSTEM 2019 PROPOSED BUDGET**

<b>RECEIPTS</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
<b>STATE AID GENERAL</b>					
Basic System Aid	1,364,273	1,377,789	1,377,789	1,377,789	100%
Supplemental Aid	185,682	187,522	187,522	187,522	100%
Local Services Support Aid (LSSA)	147,807	149,256	134,330	149,256	100%
State Aid Other					
<b>Total State Aid General</b>	<b>1,697,762</b>	<b>1,714,567</b>	<b>1,699,641</b>	<b>1,714,567</b>	<b>100%</b>
<b>STATE AID RESTRICTED</b>					
<b>Categorical Aid</b>					
Coordinated Outreach	119,447	120,631	120,631	120,631	100%
Correctional Facilities	81,227	82,032	82,032	82,032	100%
County Jails	6,726	6,416	6,416	6,416	100%
Central Library Develop.Aid*	194,935	196,866	196,866	196,866	100%
Central Book Aid*	66,936	67,599	67,599	67,599	100%
<b>Total Categorical Aid</b>	<b>469,271</b>	<b>473,544</b>	<b>473,544</b>	<b>473,544</b>	<b>100%</b>
<b>Miscellaneous</b>					
Member Item/Other State Aid*	-	13,000	13,000	-	0%
Local Library Services Aid (LLSA)*	205,036	207,068	186,361	207,068	100%
Construction Grant	103,473	103,473	95,613	83,823	81%
<b>Total Miscellaneous</b>	<b>308,509</b>	<b>323,541</b>	<b>294,974</b>	<b>290,891</b>	<b>90%</b>
<b>Total State Aid Restricted</b>	<b>777,780</b>	<b>797,085</b>	<b>768,518</b>	<b>764,435</b>	<b>96%</b>
<b>OTHER RESTRICTED</b>					
Public Funds - T/O Union Vale*	<b>74,909</b>	<b>74,909</b>	<b>74,909</b>	<b>76,407</b>	<b>102%</b>
<b>General Fee</b>					
General Fee	81,400	81,400	64,892	81,400	100%
Holds Delivery Fee	270,195	270,195	216,428	267,845	99%
Sierra Fee - General	131,056	131,056	105,518	130,908	100%
Sierra Fee - Hosting Fee	12,500	12,500	10,076	15,000	120%
Sierra Fee - Simultaneous Users	65,400	65,400	52,262	65,400	100%
Sierra Fee - Member's Capital Fee	39,600	39,600	31,500	39,600	100%
<b>Total Member Assessment</b>	<b>600,151</b>	<b>600,151</b>	<b>480,677</b>	<b>600,153</b>	<b>100%</b>
<b>MEMBER SERVICES</b>					
Tech Support/Service Contracts	20,000	20,000	15,302	20,000	100%
Web Page Hosting	10,450	10,450	11,850	10,450	100%
Teleforms	9,610	9,610	-	9,125	95%
eCommerce	1,000	1,000	1,196	1,300	130%
<b>Total Member Services</b>	<b>41,060</b>	<b>41,060</b>	<b>28,348</b>	<b>40,875</b>	<b>100%</b>
<b>MEMBER DATABASES</b>					
Chilton*	4,305	4,305	4,306	4,305	100%
JobNow*	4,600	4,600	4,600	4,600	100%
Tumble Books*	7,374	7,374	0	9,500	129%
Mango*	22,137	22,137	19,123	22,137	100%
<b>Total Member Databases</b>	<b>38,416</b>	<b>38,416</b>	<b>28,029</b>	<b>40,542</b>	<b>106%</b>

**MID-HUDSON LIBRARY SYSTEM 2019 PROPOSED BUDGET**

<b>RECEIPTS</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
<b>MEMBER DIGITAL CONTENT</b>					
OverDrive*	39,744	13,692	13,692	13,692	100%
Zinio*	17,535	20,473	20,333	20,473	
Consumer Reports*	22,000	22,000	-	22,000	
<b>Total Member Digital Content</b>	<b>79,279</b>	<b>56,165</b>	<b>34,025</b>	<b>56,165</b>	<b>100%</b>
<b>CATALOG ENHANCEMENTS</b>					
Syndetics*	8,765	8,765	-	8,765	100%
NextReads/Library Aware*	5,794	-	-	-	
Novelist*	18,901	18,901	18,350	18,901	100%
Title Source*	5,545	1,195	2,200	1,195	100%
Encore*	22,965	23,297	23,297	24,112	103%
<b>Total Catalog Enhancements</b>	<b>61,970</b>	<b>52,158</b>	<b>43,847</b>	<b>52,973</b>	<b>102%</b>
<b>MISCELLANEOUS REIMBURSEMENTS</b>					
Module Maintenance*	3,997	3,997	3,186	4,197	105%
SAM*	20,000	20,000	18,048	20,000	100%
<b>Total Misc. Reimbursements</b>	<b>23,997</b>	<b>23,997</b>	<b>21,234</b>	<b>24,197</b>	<b>101%</b>
<b>MISCELLANEOUS RECEIPTS</b>					
Interest	3,000	3,000	4,052	5,000	167%
Annual Meeting	2,500	2,500	50	2,500	100%
Gifts & Donations			-	-	
Refunds & Miscellaneous	15,928	15,928	19,210	9,750	61%
<b>Total Miscellaneous Receipts</b>	<b>21,428</b>	<b>21,428</b>	<b>23,312</b>	<b>17,250</b>	<b>81%</b>
<b>Transfers from MHLS Capital</b>	<b>8,300</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	
<b>Transfers from Members' Capital</b>	<b>28,575</b>	<b>28,808</b>	<b>16,308</b>	<b>31,879</b>	<b>111%</b>
<b>TOTAL OPERATING RECEIPTS</b>	<b>3,453,627</b>	<b>3,598,744</b>	<b>3,218,848</b>	<b>3,419,443</b>	<b>95%</b>

\*Denotes pass-through funds.

10/30/2018

**MID-HUDSON LIBRARY SYSTEM 2019 PROPOSED BUDGET**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>Encumb YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
<b>Personnel</b>						
Prof'l Librarians	360,303	427,154	314,801		362,183	85%
All Other	677,236	595,264	434,427		681,079	114%
<b>Total Salaries</b>	<b>1,037,539</b>	<b>1,022,418</b>	<b>749,228</b>	<b>-</b>	<b>1,043,263</b>	<b>102%</b>
<b>Employee Benefits</b>						
Retirement	119,987	110,974	(1,538)		120,605	109%
FICA	78,314	78,314	54,624		79,865	102%
Worker's Comp.	14,500	14,500	11,081		12,000	83%
Unemployment Ins.	1,300	1,300	-		1,300	100%
Disability Insurance	550	550	1,310		1,300	236%
Medical - Active	201,862	197,173	150,254		247,299	125%
Medical - Retiree	174,024	170,298	126,798		180,856	106%
<b>Total Employee Benefits</b>	<b>590,537</b>	<b>573,109</b>	<b>342,528</b>	<b>-</b>	<b>643,226</b>	<b>112%</b>
<b>Total Salaries &amp; Benefits</b>	<b>1,628,076</b>	<b>1,595,527</b>	<b>1,091,756</b>	<b>-</b>	<b>1,686,488</b>	<b>106%</b>
<b>Staff Development</b>						
Staff Training/Professional Services	23,032	24,432	13,178		23,033	94%
Professional Memberships	4,544	4,544	1,992		5,225	115%
<b>Total Staff Development</b>	<b>27,576</b>	<b>28,976</b>	<b>15,170</b>	<b>-</b>	<b>28,258</b>	<b>98%</b>
<b>Governance</b>						
Annual Meeting	5,000	5,000	1,949		5,000	100%
BOT Education & Travel	1,500	1,500	354		1,500	100%
<b>Total Governance</b>	<b>6,500</b>	<b>6,500</b>	<b>2,303</b>	<b>-</b>	<b>6,500</b>	<b>100%</b>
<b>Library &amp; Computer Resources</b>						
Reference & Subscriptions	625	625	486		770	123%
OCLC/eMARC-Cataloging	6,502	6,502	7,033		7,900	122%
IT/Electronic Software	18,134	18,134	14,511		16,315	90%
<b>Total Library &amp; Computer Res.</b>	<b>25,261</b>	<b>25,261</b>	<b>22,030</b>	<b>-</b>	<b>24,985</b>	<b>99%</b>
<b>Office Equipment/Furnishings</b>	<b>17,000</b>	<b>17,000</b>	<b>11,994</b>		<b>5,000</b>	<b>29%</b>
<b>Business &amp; Office Expenses</b>						
Office Supplies	3,650	3,663	1,288	77	2,683	73%

**MID-HUDSON LIBRARY SYSTEM 2019 PROPOSED BUDGET**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>Encumb YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
Automation/Tech Supplies	1,405	1,405	704	32	1,450	103%
Outside Printing//Design	520	520	1,217		1,145	220%
Equipment Rental (copier/postage)	8,100	8,100	6,282		8,400	104%
Miscellaneous	4,000	2,000	954		2,000	100%
<b>Total Business &amp; Office Exp.</b>	<b>17,675</b>	<b>15,688</b>	<b>10,445</b>	<b>110</b>	<b>15,678</b>	<b>100%</b>
<b>Staff Mileage</b>	<b>3,000</b>	<b>3,000</b>	<b>2,516</b>		<b>3,000</b>	<b>100%</b>
<b>Professional Fees</b>	<b>33,400</b>	<b>54,450</b>	<b>50,514</b>		<b>35,800</b>	<b>66%</b>
<b>Telecommunications</b>	<b>29,035</b>	<b>22,635</b>	<b>16,516</b>		<b>17,688</b>	<b>78%</b>
<b>Building Operations &amp; Maint.</b>						
Gas (Heating)	8,000	8,000	5,382		9,000	113%
Electricity	13,000	13,000	9,367		14,000	108%
Water	2,150	2,150	1,559		2,150	100%
Sub Total	23,150	23,150	16,309	-	25,150	109%
Custodial Supplies	2,000	2,000	971		2,000	100%
Building/Facilities Maint.Projects	13,000	-		-	7,600	
Construction/Capital Projects	100,000	270,476	113,261		15,600	6%
Operations/Maint.Other	25,470	38,576	34,649	120	24,524	64%
Liability Insurance	15,000	15,000	12,160		16,000	107%
Postage/Shipping	2,500	2,500	837		1,700	68%
Sub Total	157,970	328,552	161,878	120	67,424	21%
<b>Total Bldg Operations &amp; Maint.</b>	<b>181,120</b>	<b>351,702</b>	<b>178,186</b>	<b>120</b>	<b>92,574</b>	<b>26%</b>
<b>Member Resources</b>						
Professional Collection	300	354	54		300	85%
Databases	38,416	38,416	28,028		40,542	106%
Digital Content	79,279	56,165	34,165		56,165	100%
Catalog Enhancements	87,934	78,122	66,139		80,586	103%
Lost Books	200	200	37		200	100%
OCLC ILL Search Fees	5,412	5,412	2,657		5,412	100%
Member Workshops	19,000	19,000	12,554		11,500	61%
Service Contracts-III/PayPal	115,838	115,838	85,054		119,655	103%

**MID-HUDSON LIBRARY SYSTEM 2019 PROPOSED BUDGET**

<b>EXPENSES</b>	<b>2018 Adopted Budget</b>	<b>2018 Adjusted Budget</b>	<b>YTD 9/30/2018</b>	<b>Encumb YTD 9/30/2018</b>	<b>2019 Proposed Budget</b>	<b>2019 Proposed vs 2018 Adjusted</b>
Ill Hosting Fee	34,631	34,631	-		37,593	109%
Service Contracts-Comprise/SAM	20,000	20,000	18,048		20,000	100%
Delivery Service	292,658	294,599	212,643		330,400	112%
Equipment Pass-through	-	4,947	1,720	3,629		
<b>Total Member Resources</b>	<b>693,668</b>	<b>667,684</b>	<b>461,099</b>	<b>3,629</b>	<b>702,353</b>	<b>105%</b>
<b>Library Grants</b>						
Travel Equalization	2,500	2,500	1,271		2,500	100%
NYLA Conference Grant			-	-	2,000	
Local Library Serv.Aid (LLSA)	205,036	207,068	186,361		207,068	100%
Central Library Devel. & Book Aid	261,871	264,465	264,465		264,465	100%
Other State Aid/Grant-in-Aid	-	13,000	13,000		-	0%
Town of Union Vale	74,909	74,909	74,909		76,407	102%
<b>Total Library Grants</b>	<b>544,316</b>	<b>561,942</b>	<b>540,006</b>	<b>-</b>	<b>552,440</b>	<b>98%</b>
<b>Categorical Aid</b>						
Coordinated Outreach	119,447	123,527	51,714	208	120,631	98%
Corrections Facilities	81,227	87,767	52,752	1,759	82,032	93%
County Jails	6,726	6,565	5,891		6,416	98%
<b>Total Categorical Aid</b>	<b>207,400</b>	<b>217,859</b>	<b>110,357</b>	<b>1,967</b>	<b>209,079</b>	<b>96%</b>
<b>Transfers to MHLS Capital</b>	<b>-</b>		<b>-</b>	<b>-</b>		<b>0%</b>
<b>Transfers to Members' Capital</b>	<b>39,600</b>	<b>39,600</b>	29,500		<b>39,600</b>	<b>100%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,453,627</b>	<b>3,607,824</b>	<b>2,542,392</b>	<b>5,826</b>	<b>3,419,443</b>	<b>95%</b>

10/30/2018

**Mid-Hudson Library System Projections**

<b>PROJECTIONS</b>	<b>2018 Adjusted Budget</b>		<b>2019 Proposed Budget</b>
<b>EXPENSES</b>			
Salaries	1,022,418		1,043,263
Employee Benefits	573,109		643,226
Staff Development	28,976		28,258
Governance	6,500		6,500
Library & Computer Resources	25,261		24,985
Office & Computer Equipment	17,000		5,000
Business & Office Expenses	15,688		15,678
Staff Mileage	3,000		3,000
Professional Fees	54,450		35,800
Telecommunications	22,635		17,688
Building Operations & Maintenance	351,702		92,574
Member Resources	667,684		702,353
Library Grants	561,942		552,440
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>-</b>	<b>3,419,443</b>
<b>RECEIPTS</b>			
State Aid General	1,714,567		1,714,567
State Aid Restricted	797,085		764,435
Public Funds - T/O Union Vale	74,909		76,407
Member Assessment	600,151		600,153
Member Services	41,060		40,875
Member Databases	38,416		40,542
Digital Content	56,165		56,165
Catalog Enhancements	52,158		52,973
Miscellaneous Reimbursements	23,997		24,197
Miscellaneous Receipts	21,428		17,250
Transfers from MHLS Capital	150,000		-
Transfers from Members' Capital	28,808		31,879
<b>TOTAL RECEIPTS</b>	<b>3,598,744</b>	<b>-</b>	<b>3,419,443</b>
Projected Expense	(3,607,824)	-	(3,419,443)
<b>Surplus/(Deficit)</b>	<b>(9,080)</b>	<b>-</b>	<b>(0)</b>
Operating Fund Balance at 12/31/2017	2,032,101		2,023,021
New Operating Fund Balance	2,023,021	-	2,023,021
Operating Reserve*	2,011,932		1,895,522
Designated Operating Contingency**	11,089	-	127,498
Designated Capital Reserve	99,023		99,023
Member's Capital	216,340		224,061

\*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.

10/30/2018



**MID-HUDSON LIBRARY SYSTEM**

**MONTHLY FINANCIAL REPORT**

**January 31, 2019**

**Summary**

**Cash and Cash Equivalents**

	<b>Current Month Ended</b>	<b>Previous Month Ended</b>	<b>Change \$</b>	<b>Change %</b>
Total Operating	\$ 1,950,762	\$ 2,010,558	\$ (59,796)	-2.97%
Capital - MHLS	\$ 250,317	\$ 250,167	\$ 150	0.06%
Capital - Members	\$ 217,405	\$ 217,280	\$ 125	0.06%
<b>Total</b>	<b>\$ 2,418,484</b>	<b>\$ 2,478,005</b>	<b>\$ (59,521)</b>	<b>-2.40%</b>

**Fund Balances**

	<b>Current Month Ended</b>	<b>Previous Month Ended</b>	<b>Change \$</b>	<b>Change %</b>
Basic Operations	\$ 1,935,004	\$ 2,063,211	\$ (128,207)	-6.21%
Total Fund Balance	\$ 1,935,004	\$ 2,071,362	\$ (136,358)	-6.58%

Total Receipts for the month were \$164,967, including Ulster Co Funds of \$54,016.

Total Disbursements for the month were \$224,488.

The amount of interfund loans was \$0.

Prepared on: March 8, 2019

**STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2019****RECEIPTS AND DISBURSEMENTS**

<b>Cash Balance</b>	<b>1/1/2019</b>	<b>\$ 2,477,955</b>
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**RECEIPTS**

County Funds:	Ulster County Funds	54,016	
			54,016
Other:	Tech Support	197	
	Member Assessment	95,014	
	Web Hosting	6,050	
	Module Maintenance	700	
	Miscellaneous	392	
	Digital Content	4,214	
	SUB TOTAL		106,567
Expense Credits:			
	Equipment Pass thru	1,553	
	Miscellaneous Reimbursements	1,803	3,356
	SUB TOTAL RECEIPTS		163,939
	#17823 - 17904		

Interest Income:	Checking	21	
	Money Market Savings	732	
	MHLS Capital	150	
	Member's Capital	125	
	SUB TOTAL		1,028

<b>TOTAL RECEIPTS</b>	<b>\$ 164,967</b>
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<b>TOTAL CASH AVAILABLE</b>	<b>\$ 2,642,922</b>
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**DISBURSMENTS**

Regular Checks	#86275 - 86329	115,993	
Electronic Transfer - NYS Retirement		624	
Electronic Transfer - Federal & NYS Payroll Taxes		22,074	
Electronic Transfer - TIAA-CREF		5,455	
Electronic Transfer - ALDS		29,246	
Payroll Checks	#9732-9737 / DD 1308-1347	51,096	
<b>TOTAL DISBURSEMENTS</b>			<b>\$ 224,488</b>

<b>Cash Balance</b>	<b>1/31/2019</b>	<b>\$ 2,418,434</b>
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**STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2019****CASH AND INVESTMENTS AS OF END OF MONTH****CASH IN BANK**

Regular Checking Account	\$	374,901
Payroll Checking Account	\$	779
Money Market Savings	\$	1,075,032
Capital Account - MHLS	\$	250,317
Capital Account - Members	\$	<u>217,405</u>
 TOTAL CASH IN BANK	\$	 1,918,434
 Petty Cash Fund	\$	 <u>50</u>
<b>TOTAL CASH AVAILABLE</b>	<b>\$</b>	<b><u>1,918,484</u></b>

**INVESTMENTS**

Certificates of Deposit:		
90 days @ 2.0%	\$	<u>500,000</u>
 <b>TOTAL INVESTMENTS</b>	 <b>\$</b>	 <b><u>500,000</u></b>

<b><u>TOTAL CASH AND INVESTMENTS</u></b>	<b>\$</b>	<b><u>2,418,484</u></b>
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(Total Cash and Investments - 1/31/2018: \$2,279,334)

**TRANSFERS**

Transfer from Regular Checking	\$	79,666
Transfer from Money Market		
Transfer from MHLS Capital		
Transfer from Member's Capital		
Transfer from Investments - CD		
 TOTAL TRANSFERS	 \$	 <u>79,666</u>

January 31, 2019

	2018	2019					
RECEIPTS SUMMARY	YTD 1/31/2018	Adopted Budget	Adjustments	Adjusted Budget	Actual 1/31/2019	\$ Balance	% Received
<b><u>Operating Fund Receipts</u></b>							
State Aid General	-	1,714,567	-	1,714,567	-	1,714,567	0%
State Aid Restricted	-	764,435	-	764,435	-	764,435	0%
Public Funds-T/O Union Vale	-	76,407	-	76,407	-	76,407	0%
Member Assessment	29,716	600,153	-	600,153	94,830	505,323	16%
Member Services	785	40,875	-	40,875	6,227	34,648	15%
Member Databases	587	40,542	-	40,542	-	40,542	0%
Member Digital Content	2,878	56,165	-	56,165	7,847	48,318	14%
Catalog Enhancements	-	52,973	-	52,973	-	52,973	0%
Miscellaneous Reimbursements	-	24,197	-	24,197	700	23,498	3%
Miscellaneous Receipts	185	17,250	-	17,250	1,002	16,248	6%
Transfers from MHLS Capital	-	-	-	-	-	-	N/A
Transfers from Members' Capital	-	31,879	-	31,879	-	31,879	0%
<b>Total Operating Fund Receipts</b>	<b>34,150</b>	<b>3,419,443</b>	<b>-</b>	<b>3,419,443</b>	<b>110,605</b>	<b>3,308,838</b>	<b>3%</b>
<b><u>Project Grants</u></b>							
LSTA (Library Services & Technol.	-	-	10,325	10,325	-	10,325	0%
Other Grants	-	-	-	-	-	-	0%
<b>Total Project Grants</b>	<b>-</b>	<b>-</b>	<b>10,325</b>	<b>10,325</b>	<b>-</b>	<b>10,325</b>	<b>0%</b>
<b>(To) / From Fund Balance</b>	<b>-</b>	<b>-</b>		563			
<b>GRAND TOTAL RECEIPTS</b>	<b>34,150</b>	<b>3,419,443</b>	<b>10,325</b>	<b>3,430,331</b>	<b>110,605</b>	<b>3,319,163</b>	<b>3%</b>

January 31, 2019

	2018	2019						
EXPENSE SUMMARY		Adopted Budget	Adjustments	Adjusted Budget	Encumb. 1/31/2019	Actual 1/31/2019	\$ Balance	% Expended
<b><u>Operating Fund Expenses</u></b>								
Personnel	76,660	1,043,262	-	1,043,262	-	64,245	979,017	6%
Employee Benefits	34,782	643,225	-	643,225	-	60,736	582,489	9%
Professional Development	400	28,258	-	28,258	-	795	27,463	3%
Governance	-	6,500	-	6,500	-	-	6,500	0%
Library & Computer Res.	5,994	24,985	-	24,985	-	3,851	21,134	15%
Equipment	-	5,000	-	5,000	-	-	5,000	0%
Business & Office Expense	1,474	15,679	-	15,679	82	1,400	14,198	9%
Staff Mileage	(126)	3,000	-	3,000	-	144	2,856	5%
Professional Fees	265	35,800	-	35,800	-	3,073	32,727	9%
Telecommunications	2,047	17,688	-	17,688	-	1,394	16,294	8%
Bldg Operations/Maint.	(606)	92,574	-	92,574	-	15,389	77,185	17%
Member Resources	48,294	702,353	-	702,353	1,198	84,195	616,960	12%
Library Grants	-	552,440	-	552,440	-	-	552,440	0%
Categorical Aid	14,296	209,079	563	209,642	85	11,742	197,815	6%
Transfer to MHLS Capital	-	-	-	-	-	-	-	0%
Trnsfr to Members' Capital	-	39,600	-	39,600	-	-	39,600	0%
<b>Total Operating Expenses</b>	<b>183,479</b>	<b>3,419,443</b>	<b>563</b>	<b>3,420,006</b>	<b>1,365</b>	<b>246,964</b>	<b>3,171,677</b>	<b>7%</b>
<b><u>Project Grants</u></b>								
LSTA(Libr.Serv & Technology	-	-	10,325	10,325	-	-	10,325	0%
Other	-	-	-	-	-	-	-	N/A
<b>Total Project Grants</b>	<b>-</b>	<b>-</b>	<b>10,325</b>	<b>10,325</b>	<b>-</b>	<b>-</b>	<b>10,325</b>	<b>0%</b>
<b>GRAND TOTAL EXPENSES</b>	<b>183,479</b>	<b>3,419,443</b>	<b>10,888</b>	<b>3,430,331</b>	<b>1,365</b>	<b>246,964</b>	<b>3,182,002</b>	<b>7%</b>

**REIMBURSEMENTS & PASS-THROUGHS**

January 31, 2019

**REIMBURSEMENTS**

Databases/Digital Content/Enhancements	Receipts	Disbursements	Difference
Novelist			0
Syndetics			0
OverDrive		11,640	-11,640
Zinio	4,214	21,117	-16,903
Title Source			0
Gale-Chilton			0
Encore			0
SAM			0
Teleforms			0
Tumble Books	144		144
JobNow			0
Mango			0
<b>Total Reimbursements</b>	<b>4,358</b>	<b>32,757</b>	<b>-28,399</b>

County Funds	Receipts	Disbursements	Balance
Columbia County			0
Dutchess County			0
Ulster County (Balance Forward - \$25,608)	54,016	19,000	60,624
<b>Total County Funds</b>	<b>54,016</b>	<b>19,000</b>	<b>60,624</b>

**CAPITAL FUNDS**

January 31, 2019

	2018	2019		
<b>CAPITAL FUND - MHLS</b>	<b>Actual</b>	<b>Starting Budget</b>	<b>Adjusted Budget</b>	<b>Actual as of 1/31/2019</b>
Fund Balance Jan. 1	249,023	250,167	250,167	250,167
Receipts				
Interest	1,144		0	150
Transfer from General Fund				
Transfer To General Fund	0	0	0	0
Fund Balance	250,167	250,167	250,167	250,317

	2018	2019		
<b>CAPITAL FUND - MEMBERS</b>	<b>Actual</b>	<b>Starting Budget</b>	<b>Adjusted Budget</b>	<b>Actual as of 1/31/2019</b>
Fund Balance Jan. 1	205,548	217,280	217,280	217,280
Receipts				
Interest	940			125
Sierra Capital Fee	39,600			
Disbursements - Encore	-16,308			
Hosting	-12,500			
Licenses				
Fund Balance	217,280	217,280	217,280	217,405

Licenses	Target - \$15,000	15,000
Modules/Enhancements -	Target - \$50,000	50,000
Migration	Target - \$300,000	142,405
Hosting		<u>10,000</u>
		217,405