

UPPER HUDSON LIBRARY SYSTEM - 2018 Budget

SUMMARY - INCOME				
		Approved 2018	Budget 2017	Increase (Decrease)
40330-18	CBA (Central Book Aid)	205,718	205,718	0
40350-18	CLDG (Central Library Development Grant)			
41010-18	LLSA (Local Library Services Aid)	167,536	167,446	90
41320-18	Outreach Grant	96,628	96,628	0
40300	Basic State Aid	884,430	883,954	476
41550-18	Supplemental Aid	133,250	133,178	72
41020-18	LSSA (Local Support Services Aid)	118,659	118,595	64
40620	UHLAN fees from member libraries	307,050	303,780	3,270
41420	Rental Income	97,840	96,951	889
40220	Alarm Maintenance Income	735	735	0
40240	Annual Awards	0	0	0
41672	Transfer from Building Account	0	0	0
40500	E-Rate Rebate	1,850	1,850	0
40340	CDLC's share of Finance Specialist	38,161	37,335	826
40250	Annual Meeting	7,000	7,000	0
40810	Interest Income	2,300	2,300	0
				0
				0
	TOTAL INCOME	2,061,157	2,055,470	5,687
	TOTAL EXPENSES (see page 2)	2,061,157	2,055,470	5,687
		0	0	(0)

Approved by UHLS Board of Trustees
11/8/2017

NOTE - reflects flat funding from New York State for the 2018 FY

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SUMMARY - EXPENSES

	Approved 2018	Budget 2017	Increase (Decrease)
Pool and Professional Collection: Books, DVDs, CDs, Magazines	10,596	10,449	147
Direct Aid to member libraries	374,254	374,164	90
Programs/Workshops for members	11,032	10,788	244
Ongoing Authority Control Processing	2,500	2,500	0
Cataloguing Services	30,000	25,000	5,000
Access to interlibrary loan utility (GAC)	4,000	4,000	0
Internet	5,000	6,000	(1,000)
Professional Services (Lawyer, auditor, outside consultants)	6,250	6,500	(250)
Equipment Purchase	12,500	9,574	2,926
Equipment Maintenance	86,700	79,000	7,700
Equipment Rental	320	320	0
Bank Charges	500	500	0
Interest and Principal on mortgage	58,323	58,323	0
Supplies	7,000	7,000	0
Postage	2,000	1,000	1,000
Memberships	4,500	4,500	0
Printing	2,000	2,000	0
Annual Meeting	7,500	7,500	0
Trustee Training	3,500	3,500	0
Insurance	21,700	20,869	831
Telephone	2,068	3,000	(932)
Utilities	25,000	28,000	(3,000)
Telecommunications charges	700	700	0
Maintenance - janitorial supplies and building projects	41,384	20,000	21,384
Contractual Services - Building and Courier	243,460	247,067	(3,607)
Janitorial Services	27,000	27,000	0
Professional Development and travel	17,500	17,500	0
Salaries	722,888	722,337	551
Health Insurance	110,789	118,722	(7,933)
Retirees' Health Insurance	32,540	24,796	7,744
Retirement	125,770	150,704	(24,934)
Benefit Planning Fee (Flexible Spending Account)	800	800	0
FICA	54,981	55,362	(381)
Workers Comp and Disability	6,102	5,995	107
TOTAL EXPENSES	2,061,157	2,055,470	5,687

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DETAIL - EXPENSES BY PROGRAM		Approved	Budget	Increase
		2018	2017	(Decrease)
DIRECT MEMBER AID				
50315ML-18	Central Book Aid (CBA)			
50350ML-18	Central Library Development Grant (CLDG)	205,718	205,718	0
50185	Award - Program of the Year	500	500	0
50186	Award - Trustee of the Year	250	250	0
50187	Award - Volunteer of the Year	250	250	0
50184	Award - Advocate of the Year	0	0	0
51245ML-18	Local Library Services Aid (LLSA)	167,536	167,446	90
	Direct Member Aid Totals	374,254	374,164	90
AUTOMATION SERVICES				
50310	Cataloguing Services (OCLC)	30,000	25,000	5,000
50175	Ongoing Authority Control processing	2,500	2,500	0
51655	Professional services	250	500	(250)
50330	Cell phone service	700	700	0
50975	Internet	5,000	6,000	(1,000)
50560	Equipment Purchase	10,000	7,000	3,000
51850	Software Maintenance	85,000	77,500	7,500
51650	Professional development	2,000	2,500	(500)
51970	Travel	3,500	3,500	0
51820	Staff Salary (3 FTE) (includes \$1,200 evening supervision fee)	246,407	240,463	5,944
50955	Insurance - Disability	135	135	0
50962	Insurance- Workers Comp	1,832	1,832	0
50957	Insurance - Health	39,007	41,800	(2,793)
51730	Retirement	42,649	49,930	(7,281)
50645	FICA	18,644	18,189	455
	Automation Services totals	487,624	477,549	10,075
YOUTH AND FAMILY SERVICES				
51880	Summer Reading supplies	2,500	2,500	0
50480	DVDs	1,100	1,100	0
50160	Audiobooks and CDs	3,300	3,300	0
51645	Professional Collection materials	1,934	1,000	934
51665	Programs for member libraries	2,500	2,500	0
51650	Professional Development	2,500	2,000	500
51970	Travel	2,500	2,500	0
50020	Staff Salary (2 FTE)	135,674	132,389	3,285
50955	Insurance - Disability	180	180	0
50962	Insurance - Workers Comp	1,020	1,020	0
50957	Insurance - Health	20,107	21,547	(1,440)
51730	Retirement	23,568	27,592	(4,024)
50645	FICA	10,303	10,051	252
	Youth Services Totals	207,186	207,679	(493)

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DETAIL - EXPENSES BY PROGRAM		Approved 2018	Budget 2017	Increase (Decrease)
ADULT AND INFORMATION SERVICES				
51665	Programs for member libraries	4,500	4,500	0
50115	Access to GAC for UHLS and 2/3rds for 6 libraries	4,000	4,000	0
51840	Contractual services - courier	213,460	217,067	(3,607)
51650	Professional Development	2,000	2,000	0
51970	Travel	2,000	2,000	0
51820	Salaries (1 FTE)	41,974	38,950	3,024
50955	Insurance - Disability	90	90	0
50962	Insurance - Workers Comp	191	187	4
50957	Insurance - Health	12,064	12,928	(864)
51730	Retirement	7,345	8,180	(835)
50645	FICA expense	3,211	3,443	(232)
	Adult and Information Services Totals	290,835	293,345	(2,510)
OUTREACH SERVICES				
51315OR-18	Materials	2,155	3,549	(1,394)
51212OR-18	Large Print	2,107	1,500	607
51665OR-18	Programs	1,532	1,288	244
51820OR-18	Staff salary (1 FTE)	64,614	63,038	1,576
50955OR-18	Insurance - Disability	90	80	10
50962OR-18	Insurance - Workers Comp	484	484	0
50957OR-18	Insurance - Health	8,043	8,619	(576)
51730OR-18	Retirement	11,307	13,238	(1,931)
50645OR-18	FICA	4,943	4,822	121
	Outreach Program Totals	95,275	96,618	(1,343)

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DETAIL - EXPENSES BY PROGRAM		Approved 2018	Budget 2017	Increase (Decrease)
ADMINISTRATION				0
50215	Bank charges - NBT fees	500	500	0
50220	Benefit Planning Fee	800	800	0
51655	Professional Services (Lawyer, Auditors)	6,000	6,000	0
51880	Supplies - office, meetings	7,000	7,000	0
51920	Telephone	2,068	3,000	(932)
51630	Postage	2,000	1,000	1,000
51325	Memberships - CDLC, PULISDO, NYLA, Excelsior, LTA	4,500	4,500	0
51640	Printing (Annual Report)	2,000	2,000	0
50570	Equipment rental - postage meter & safe deposit box	320	320	0
50954	Insurance - Directors & Officers liability	700	675	25
50955	Insurance - Disability	180	180	0
50957	Insurance - Health	31,568	33,828	(2,260)
50958	Insurance - Health Retirees	32,540	24,796	7,744
50962	Insurance - Workers Comp	1,900	1,807	93
51320	Trustee Training / Member programs	3,500	3,500	0
50134	Annual Meeting	7,500	7,500	0
50550	Equipment - maintenance (photocopier)	1,700	1,500	200
50560	Equipment - purchase	2,500	2,574	(74)
51650	Professional development	2,000	2,000	0
51970	Travel	1,000	1,000	0
51820	Staff Salary (3 FTE)	234,219	247,497	(13,278)
51730	Retirement	40,901	51,764	(10,863)
50645	FICA	17,880	18,857	(977)
	Administration Totals	403,276	422,598	(19,322)
				0
BUILDING				0
50972	Interest - NBT mortgage	28,887	28,887	0
51635	Principal - NBT mortgage	29,436	29,436	0
51963	Transfer to building fund	10,000	0	10,000
51845	Contractual - janitorial	27,000	27,000	0
51840	Contractual - other: snow removal, trash & recycling, Sonitrol, TBS, Pest Control	30,000	30,000	0
52050	Utilities	25,000	28,000	(3,000)
50960	Insurance - Business owners, Fire and Theft	21,000	20,194	806
51310	Maintenance - janitorial supplies, repairs, building projects	31,384	20,000	11,384
	Building Totals	202,707	183,517	19,190
				0
	TOTAL EXPENSES	2,061,157	2,055,470	5,687