

## Howland Public Library Profit & Loss Budget vs. Actual July through August 2016

	<u>Jul - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4009 · Transfer from fund balance	0.00	40,000.00	-40,000.00	0.0%
4010 · Library District Tax	0.00	955,707.00	-955,707.00	0.0%
4030 · Beacon District / Pilot Pymts	1,694.15	6,933.00	-5,238.85	24.44%
<b>4300 · Grants</b>				
4700 · Grant - Other	12,000.00	20,000.00	-8,000.00	60.0%
<b>Total 4300 · Grants</b>	<u>12,000.00</u>	<u>20,000.00</u>	<u>-8,000.00</u>	<u>60.0%</u>
<b>4100 · Circ Desk</b>				
4120 · Copy Sales	727.32			
4130 · Fax Sales	132.94			
4140 · Fines	1,547.41			
4150 · Lost Cards	56.00			
4555 · Lost Materials - Refunded	158.93			
4100 · Circ Desk - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total 4100 · Circ Desk</b>	<u>2,622.60</u>	<u>25,000.00</u>	<u>-22,377.40</u>	<u>10.49%</u>
<b>4200 · Donations</b>				
<b>4210 · Miscellaneous</b>				
4211 · Donations to offset PROGRAMS	173.00			
4245 · Donation - Friends of HPL	10,000.00			
4244 · Donation - Wee Play	1,500.00			
4210 · Miscellaneous - Other	26.82			
<b>Total 4210 · Miscellaneous</b>	<u>11,699.82</u>			
<b>Total 4200 · Donations</b>	11,699.82			
4256 · Staff Discretionary Fund	-59.47			
4616 · MHLS - Local Library Incentive	7,125.00	6,700.00	425.00	106.34%
4901 · Cash Rewards - Bank of America	0.00	0.00	0.00	0.0%
4212 · Amazon Smiles Rebates	12.40			
4900 · Interest Income	53.37	1,250.00	-1,196.63	4.27%
<b>Total Income</b>	<u>35,147.87</u>	<u>1,055,590.00</u>	<u>-1,020,442.13</u>	<u>3.33%</u>
<b>Gross Profit</b>	35,147.87	1,055,590.00	-1,020,442.13	3.33%
<b>Expense</b>				
5000-00 · Personnel Expense	0.00	0.00	0.00	0.0%
5000 · Salaries - Part Time	28,473.40	176,862.00	-148,388.60	16.1%
5100 · Salaries - Full Time	68,033.83	384,038.00	-316,004.17	17.72%
5100a · Salary - Health Insurance	2,880.06	10,500.00	-7,619.94	27.43%
5200 · Salaries - Special (bonus)	0.00			
5300 · FICA	7,273.13	43,000.00	-35,726.87	16.91%
5400 · SUI Expense	369.82	2,500.00	-2,130.18	14.79%
5500 · NYS Disability Insurance	-119.37	1,000.00	-1,119.37	-11.94%
5760 · NYS Retire Benefits Fee	0.00	68,000.00	-68,000.00	0.0%
5700 · Insurance - Workers Comp	728.65	8,200.00	-7,471.35	8.89%
9000 · Deferred Expense - Prior Yr	0.00	0.00	0.00	0.0%
5750 · Insurance - Health	7,655.30	45,940.00	-38,284.70	16.66%
6000-00 · Materials				

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<b>6100 - Books</b>				
6130 - Fiction	2,270.64	16,000.00	-13,729.36	14.19%
6020 - Non-Fiction	2,833.32	13,500.00	-10,666.68	20.99%
6050 - Large Print	400.27	2,200.00	-1,799.73	18.19%
6040 - Children Fiction	1,785.44	7,500.00	-5,714.56	23.81%
6030 - Young Adult	349.81	2,500.00	-2,150.19	13.99%
6060 - Foreign Language	58.08	100.00	-41.92	58.08%
6100 - Books - Other	0.00	0.00	0.00	0.0%
<b>Total 6100 - Books</b>	<b>7,697.56</b>	<b>41,800.00</b>	<b>-34,102.44</b>	<b>18.42%</b>
<b>6019 - Audio Books</b>				
6110 - Adult Audio	397.02	3,000.00	-2,602.98	13.23%
6120 - Children & YA Audio	741.76	3,000.00	-2,258.24	24.73%
<b>Total 6019 - Audio Books</b>	<b>1,138.78</b>	<b>6,000.00</b>	<b>-4,861.22</b>	<b>18.98%</b>
<b>6140 - e-books</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>6009 - Movies</b>				
6210 - Adult DVD	1,001.00	6,000.00	-4,999.00	16.68%
6220 - Children DVD	169.31	2,000.00	-1,830.69	8.47%
<b>Total 6009 - Movies</b>	<b>1,170.31</b>	<b>8,000.00</b>	<b>-6,829.69</b>	<b>14.63%</b>
<b>6260 - Music</b>				
6260.1 - Adult Music	0.00	2,000.00	-2,000.00	0.0%
6260.2 - Childrens Music	0.00	700.00	-700.00	0.0%
6260 - Music - Other	14.23			
<b>Total 6260 - Music</b>	<b>14.23</b>	<b>2,700.00</b>	<b>-2,685.77</b>	<b>0.53%</b>
<b>6070 - Reference</b>				
6070.1 - Reference - Standing Order	72.02	2,500.00	-2,427.98	2.88%
6070 - Reference - Other	224.10	2,500.00	-2,275.90	8.96%
<b>Total 6070 - Reference</b>	<b>296.12</b>	<b>5,000.00</b>	<b>-4,703.88</b>	<b>5.92%</b>
<b>6250 - Periodicals</b>				
6290 - Magazines	4,323.63	4,500.00	-176.37	96.08%
6280 - Newspapers	1,166.22	1,500.00	-333.78	77.75%
<b>Total 6250 - Periodicals</b>	<b>5,489.85</b>	<b>6,000.00</b>	<b>-510.15</b>	<b>91.5%</b>
<b>Total 6000-00 - Materials</b>	<b>15,806.85</b>	<b>70,000.00</b>	<b>-54,193.15</b>	<b>22.58%</b>
<b>6300 - Programs</b>				
6310 - Adult Programs	448.82	6,000.00	-5,551.18	7.48%
6315 - Adult Summer Reading	651.38	2,000.00	-1,348.62	32.57%
6325 - Young Adult Programs	374.37	2,000.00	-1,625.63	18.72%
6320 - Childrens Programs	231.51	6,000.00	-5,768.49	3.86%
6330 - Children Summer Reading	865.00	2,000.00	-1,135.00	43.25%
6335 - Battle of the Books - Expense	1,270.00	500.00	770.00	254.0%
7151-00 - Tech Club	606.89			
6340 - Art Exhibits	64.50	0.00	64.50	100.0%
<b>Total 6300 - Programs</b>	<b>4,512.47</b>	<b>18,500.00</b>	<b>-13,987.53</b>	<b>24.39%</b>

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<b>6200 - Data Bases</b>				
6230 - In-House Data Bases	2,304.65	5,500.00	-3,195.35	41.9%
6240 - Electronic Data Bases	0.00	3,000.00	-3,000.00	0.0%
6200 - Data Bases - Other	0.00	0.00	0.00	0.0%
<b>Total 6200 - Data Bases</b>	<u>2,304.65</u>	<u>8,500.00</u>	<u>-6,195.35</u>	<u>27.11%</u>
<b>6800 - Bldg &amp; Maintenance</b>				
<b>6820 - Bldg Repairs/Maint</b>				
7711-35 - Roof Repair - Capital Project	4,700.00	40,000.00	-35,300.00	11.75%
6820 - Bldg Repairs/Maint - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total 6820 - Bldg Repairs/Maint</b>	<u>4,700.00</u>	<u>65,000.00</u>	<u>-60,300.00</u>	<u>7.23%</u>
<b>6810 - Repairs &amp; Cleaning</b>				
6810 - Repairs & Cleaning	249.61	4,500.00	-4,250.39	5.55%
<b>6840 - Utilities</b>				
6843 - Water (City of Beacon)	161.27	1,000.00	-838.73	16.13%
6841 - Gas	364.22	4,000.00	-3,635.78	9.11%
6842 - Electric	2,430.76	13,000.00	-10,569.24	18.7%
<b>Total 6840 - Utilities</b>	<u>2,956.25</u>	<u>18,000.00</u>	<u>-15,043.75</u>	<u>16.42%</u>
<b>6845 - Property Insurance &amp; Boiler</b>				
6845 - Property Insurance & Boiler	0.00	13,500.00	-13,500.00	0.0%
<b>Total 6800 - Bldg &amp; Maintenance</b>	<u>7,905.86</u>	<u>101,000.00</u>	<u>-93,094.14</u>	<u>7.83%</u>
<b>7100-00 - General &amp; Administrative</b>				
<b>7400 - Office Supplies</b>				
6196 - Collections Maint Tech Services	937.10	2,700.00	-1,762.90	34.71%
7403 - Copy Paper	57.92			
7402 - Ink and Toner Cartridges	319.98			
7064 - Fax Expense - Cards	0.00	200.00	-200.00	0.0%
7063 - Postage	7.52	800.00	-792.48	0.94%
7400 - Office Supplies - Other	585.64	7,500.00	-6,914.36	7.81%
<b>Total 7400 - Office Supplies</b>	<u>1,908.16</u>	<u>11,200.00</u>	<u>-9,291.84</u>	<u>17.04%</u>
<b>7085 - Advertising Printing/Publicity</b>				
7085 - Advertising Printing/Publicity	117.10	1,200.00	-1,082.90	9.76%
<b>7040 - Automation</b>				
7040 - Automation	3,784.04	21,000.00	-17,215.96	18.02%
<b>7552 - Equip Rental - Copier/Postage</b>				
7558 - Copier - Patron 001	119.76			
7559 - Copier - Business Office 002	1,001.94			
7557 - Postage Meter	99.00			
7552 - Equip Rental - Copier/Postage - C	0.00	7,000.00	-7,000.00	0.0%
<b>Total 7552 - Equip Rental - Copier/Postage</b>	<u>1,220.70</u>	<u>7,000.00</u>	<u>-5,779.30</u>	<u>17.44%</u>
<b>7713 - Computer Expense</b>				
7050 - Network Maintenance	3,600.00	14,400.00	-10,800.00	25.0%
7713 - Computer Expense - Other	553.40	5,500.00	-4,946.60	10.06%
<b>Total 7713 - Computer Expense</b>	<u>4,153.40</u>	<u>19,900.00</u>	<u>-15,746.60</u>	<u>20.87%</u>
<b>7001 - Professional Fees</b>				
7015 - Bookkeeping	0.00	0.00	0.00	0.0%
7010 - Audit/Acctg Fees	0.00	11,000.00	-11,000.00	0.0%

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7030 · Legal Fees	0.00	500.00	-500.00	0.0%
7020 · Consulting Fees	0.00	5,000.00	-5,000.00	0.0%
<b>Total 7001 · Professional Fees</b>	<b>0.00</b>	<b>16,500.00</b>	<b>-16,500.00</b>	<b>0.0%</b>
<b>7002 · Communications</b>				
7090 · Telephone	518.42	2,700.00	-2,181.58	19.2%
7091 · Cable/Internet	201.40	1,000.00	-798.60	20.14%
7644 · On-line Calendar	548.00	1,000.00	-452.00	54.8%
<b>Total 7002 · Communications</b>	<b>1,267.82</b>	<b>4,700.00</b>	<b>-3,432.18</b>	<b>26.98%</b>
<b>7003 · Dues/Board/Travel/Training</b>				
7752 · Conference, Convention, Meeting				
7755 · Staff Training/Continuing Ed	0.00	800.00	-800.00	0.0%
7752 · Conference, Convention, Me	0.00	0.00	0.00	0.0%
<b>Total 7752 · Conference, Convention, M</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>	<b>0.0%</b>
7553 · Membership Dues	820.00	1,000.00	-180.00	82.0%
7751 · Travel and Meetings	0.00	1,000.00	-1,000.00	0.0%
7067 · Board - Recorder, Other	0.00	500.00	-500.00	0.0%
7066 · Public Legal/Referendum	0.00	3,000.00	-3,000.00	0.0%
7003 · Dues/Board/Travel/Training - Oth	107.04	1,000.00	-892.96	10.7%
<b>Total 7003 · Dues/Board/Travel/Training</b>	<b>927.04</b>	<b>7,300.00</b>	<b>-6,372.96</b>	<b>12.7%</b>
<b>7070 · Furniture &amp; Equipment</b>				
7355b · Computer Equipment	378.00			
7070 · Furniture & Equipment - Other	1,549.81	2,850.00	-1,300.19	54.38%
<b>Total 7070 · Furniture &amp; Equipment</b>	<b>1,927.81</b>	<b>2,850.00</b>	<b>-922.19</b>	<b>67.64%</b>
<b>7410 · Payroll Processing Fees</b>				
7411 · Payroll Service Fees	562.55	4,000.00	-3,437.45	14.06%
7410 · Payroll Processing Fees - Other	15.95	1,400.00	-1,384.05	1.14%
<b>Total 7410 · Payroll Processing Fees</b>	<b>578.50</b>	<b>5,400.00</b>	<b>-4,821.50</b>	<b>10.71%</b>
6492 · Director & Officers Insurance	0.00	500.00	-500.00	0.0%
<b>Total 7100-00 · General &amp; Administrative</b>	<b>15,884.57</b>	<b>97,550.00</b>	<b>-81,665.43</b>	<b>16.28%</b>
8000 · Grant Related Expenses	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<b>161,709.22</b>	<b>1,055,590.00</b>	<b>-893,880.78</b>	<b>15.32%</b>