

Howland Public Library

Profit & Loss Budget vs. Actual

July through September 2016

| | <u>Jul - Sep 16</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|---------------------|------------------|-----------------------|--------------------|
| Income | | | | |
| 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% |
| 4100 - Circ Desk | | | | |
| 4120 - Copy Sales | 1,170.67 | | | |
| 4130 - Fax Sales | 163.69 | | | |
| 4140 - Fines | 2,079.55 | | | |
| 4150 - Lost Cards | 93.00 | | | |
| 4555 - Lost Materials - Refunded | 255.93 | | | |
| 4100 - Circ Desk - Other | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total 4100 - Circ Desk | 3,762.84 | 25,000.00 | -21,237.16 | 15.05% |
| 4200 - Donations | | | | |
| 4210 - Miscellaneous | | | | |
| 4211 - Donations to offset PROGRAMS | 173.00 | | | |
| 4244 - Donation - Wee Play | 1,500.00 | | | |
| 4245 - Donation - Friends of HPL | 10,000.00 | | | |
| 4210 - Miscellaneous - Other | 53.27 | | | |
| Total 4210 - Miscellaneous | 11,726.27 | | | |
| Total 4200 - Donations | 11,726.27 | | | |
| 4212 - Amazon Smiles Rebates | 12.40 | | | |
| 4256 - Staff Discretionary Fund | -59.47 | | | |
| 4300 - Grants | | | | |
| 4700 - Grant - Other | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total 4300 - Grants | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 4616 - MHLS - Local Library Incentive | 7,125.00 | 6,700.00 | 425.00 | 106.34% |
| 4900 - Interest Income | 53.37 | 1,250.00 | -1,196.63 | 4.27% |
| 4901 - Cash Rewards - Bank of America | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 24,314.56 | ##### | -1,031,275.44 | 2.3% |
| Gross Profit | 24,314.56 | ##### | -1,031,275.44 | 2.3% |
| Expense | | | | |
| 5000-00 - Personnel Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 5000 - Salaries - Part Time | 35,232.52 | 176,862.00 | -141,629.48 | 19.92% |
| 5100 - Salaries - Full Time | 82,804.57 | 384,038.00 | -301,233.43 | 21.56% |
| 5100a - Salary - Health Insurance | 4,419.42 | 10,500.00 | -6,080.58 | 42.09% |
| 5200 - Salaries - Special (bonus) | 0.00 | | | |
| 5300 - FICA | 8,999.83 | 43,000.00 | -34,000.17 | 20.93% |
| 5400 - SUI Expense | 442.23 | 2,500.00 | -2,057.77 | 17.69% |
| 5500 - NYS Disability Insurance | -144.21 | 1,000.00 | -1,144.21 | -14.42% |
| 5700 - Insurance - Workers Comp | 728.65 | 8,200.00 | -7,471.35 | 8.89% |
| 5750 - Insurance - Health | 9,627.79 | 45,940.00 | -36,312.21 | 20.96% |
| 5760 - NYS Retire Benefits Fee | 0.00 | 68,000.00 | -68,000.00 | 0.0% |
| 6000-00 - Materials | | | | |
| 6009 - Movies | | | | |

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| 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% |
| Total 6009 - Movies | 1,170.31 | 8,000.00 | -6,829.69 | 14.63% |
| 6019 - Audio Books | | | | |
| 6110 - Adult Audio | 397.02 | 3,000.00 | -2,602.98 | 13.23% |
| 6120 - Children & YA Audio | 1,055.68 | 3,000.00 | -1,944.32 | 35.19% |
| Total 6019 - Audio Books | 1,452.70 | 6,000.00 | -4,547.30 | 24.21% |
| 6070 - Reference | | | | |
| 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% |
| Total 6070 - Reference | 296.12 | 5,000.00 | -4,703.88 | 5.92% |
| 6100 - Books | | | | |
| 6020 - Non-Fiction | 2,833.32 | 13,500.00 | -10,666.68 | 20.99% |
| 6030 - Young Adult | 349.81 | 2,500.00 | -2,150.19 | 13.99% |
| 6040 - Children Fiction | 1,785.44 | 7,500.00 | -5,714.56 | 23.81% |
| 6050 - Large Print | 400.27 | 2,200.00 | -1,799.73 | 18.19% |
| 6060 - Foreign Language | 58.08 | 100.00 | -41.92 | 58.08% |
| 6130 - Fiction | 2,270.64 | 16,000.00 | -13,729.36 | 14.19% |
| 6100 - Books - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 6100 - Books | 7,697.56 | 41,800.00 | -34,102.44 | 18.42% |
| 6140 - e-books | 0.00 | 500.00 | -500.00 | 0.0% |
| 6250 - Periodicals | | | | |
| 6280 - Newspapers | 1,701.22 | 1,500.00 | 201.22 | 113.42% |
| 6290 - Magazines | 4,323.63 | 4,500.00 | -176.37 | 96.08% |
| Total 6250 - Periodicals | 6,024.85 | 6,000.00 | 24.85 | 100.41% |
| 6260 - Music | | | | |
| 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 | | | |
| Total 6260 - Music | 14.23 | 2,700.00 | -2,685.77 | 0.53% |
| Total 6000-00 - Materials | 16,655.77 | 70,000.00 | -53,344.23 | 23.79% |
| 6200 - Data Bases | | | | |
| 6230 - In-House Data Bases | | | | |
| 6230.1 - Freegal - Music Data Base | 2,885.00 | | | |
| 6230 - In-House Data Bases - Other | 4,369.65 | 5,500.00 | -1,130.35 | 79.45% |
| Total 6230 - In-House Data Bases | 7,254.65 | 5,500.00 | 1,754.65 | 131.9% |
| 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% |
| Total 6200 - Data Bases | 7,254.65 | 8,500.00 | -1,245.35 | 85.35% |
| 6300 - Programs | | | | |
| 6310 - Adult Programs | 898.82 | 6,000.00 | -5,101.18 | 14.98% |

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| 6315 · Adult Summer Reading | 651.38 | 2,000.00 | -1,348.62 | 32.57% |
| 6320 · Childrens Programs | 631.51 | 6,000.00 | -5,368.49 | 10.53% |
| 6325 · Young Adult Programs | 1,333.76 | 2,000.00 | -666.24 | 66.69% |
| 6330 · Children Summer Reading | 865.00 | 2,000.00 | -1,135.00 | 43.25% |
| 6335 · Battle of the Books - Expense | 355.00 | 500.00 | -145.00 | 71.0% |
| 6340 · Art Exhibits | 64.50 | 0.00 | 64.50 | 100.0% |
| 7151-00 · Tech Club | 0.00 | | | |
| Total 6300 · Programs | <u>4,799.97</u> | <u>18,500.00</u> | <u>-13,700.03</u> | <u>25.95%</u> |
| 6800 · Bldg & Maintenance | | | | |
| 6810 · Repairs & Cleaning | 646.47 | 4,500.00 | -3,853.53 | 14.37% |
| 6820 · Bldg Repairs/Maint | | | | |
| 7711-35 · Roof Repair - Capital Project | 4,700.00 | 40,000.00 | -35,300.00 | 11.75% |
| 6820 · Bldg Repairs/Maint - Other | 376.11 | 25,000.00 | -24,623.89 | 1.5% |
| Total 6820 · Bldg Repairs/Maint | <u>5,076.11</u> | <u>65,000.00</u> | <u>-59,923.89</u> | <u>7.81%</u> |
| 6840 · Utilities | | | | |
| 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% |
| 6843 · Water (City of Beacon) | 161.27 | 1,000.00 | -838.73 | 16.13% |
| Total 6840 · Utilities | <u>2,956.25</u> | <u>18,000.00</u> | <u>-15,043.75</u> | <u>16.42%</u> |
| 6845 · Property Insurance & Boiler | 2,647.14 | 13,500.00 | -10,852.86 | 19.61% |
| Total 6800 · Bldg & Maintenance | <u>11,325.97</u> | <u>101,000.00</u> | <u>-89,674.03</u> | <u>11.21%</u> |
| 7100-00 · General & Administrative | | | | |
| 6492 · Director & Officers Insurance | 100.00 | 500.00 | -400.00 | 20.0% |
| 7001 · Professional Fees | | | | |
| 7010 · Audit/Acctg Fees | 0.00 | 11,000.00 | -11,000.00 | 0.0% |
| 7015 · Bookkeeping | 0.00 | 0.00 | 0.00 | 0.0% |
| 7020 · Consulting Fees | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 7030 · Legal Fees | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 7001 · Professional Fees | <u>0.00</u> | <u>16,500.00</u> | <u>-16,500.00</u> | <u>0.0%</u> |
| 7002 · Communications | | | | |
| 7090 · Telephone | 809.76 | 2,700.00 | -1,890.24 | 29.99% |
| 7091 · Cable/Internet | 302.10 | 1,000.00 | -697.90 | 30.21% |
| 7644 · On-line Calendar | 718.00 | 1,000.00 | -282.00 | 71.8% |
| Total 7002 · Communications | <u>1,829.86</u> | <u>4,700.00</u> | <u>-2,870.14</u> | <u>38.93%</u> |
| 7003 · Dues/Board/Travel/Training | | | | |
| 7066 · Public Legal/Referendum | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 7067 · Board - Recorder, Other | 145.00 | 500.00 | -355.00 | 29.0% |
| 7553 · Membership Dues | 1,060.00 | 1,000.00 | 60.00 | 106.0% |
| 7751 · Travel and Meetings | 59.94 | 1,000.00 | -940.06 | 5.99% |
| 7752 · Conference, Convention, Meeting | | | | |
| 7755 · Staff Training/Continuing Ed | 0.00 | 800.00 | -800.00 | 0.0% |
| 7752 · Conference, Convention, Meeting | 35.00 | 0.00 | 35.00 | 100.0% |
| Total 7752 · Conference, Convention, Meeting | <u>35.00</u> | <u>800.00</u> | <u>-765.00</u> | <u>4.38%</u> |

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| 7003 - Dues/Board/Travel/Training - Other | 107.04 | 1,000.00 | -892.96 | 10.7% |
| Total 7003 - Dues/Board/Travel/Training | <u>1,406.98</u> | <u>7,300.00</u> | <u>-5,893.02</u> | <u>19.27%</u> |
| 7040 - Automation | 7,065.83 | 21,000.00 | -13,934.17 | 33.65% |
| 7070 - Furniture & Equipment | | | | |
| 7355b - Computer Equipment | 378.00 | | | |
| 7070 - Furniture & Equipment - Other | 1,549.81 | 2,850.00 | -1,300.19 | 54.38% |
| Total 7070 - Furniture & Equipment | <u>1,927.81</u> | <u>2,850.00</u> | <u>-922.19</u> | <u>67.64%</u> |
| 7085 - Advertising Printing/Publicity | 117.10 | 1,200.00 | -1,082.90 | 9.76% |
| 7400 - Office Supplies | | | | |
| 6196 - Collections Maint Tech Services | 956.96 | 2,700.00 | -1,743.04 | 35.44% |
| 7063 - Postage | 107.52 | 800.00 | -692.48 | 13.44% |
| 7064 - Fax Expense - Cards | 0.00 | 200.00 | -200.00 | 0.0% |
| 7402 - Ink and Toner Cartridges | 319.98 | | | |
| 7403 - Copy Paper | 506.63 | | | |
| 7400 - Office Supplies - Other | 2,962.44 | 7,500.00 | -4,537.56 | 39.5% |
| Total 7400 - Office Supplies | <u>4,853.53</u> | <u>11,200.00</u> | <u>-6,346.47</u> | <u>43.34%</u> |
| 7410 - Payroll Processing Fees | | | | |
| 7411 - Payroll Service Fees | 702.10 | 4,000.00 | -3,297.90 | 17.55% |
| 7643 - Safe Deposit Box | 93.75 | | | |
| 7410 - Payroll Processing Fees - Other | 25.90 | 1,400.00 | -1,374.10 | 1.85% |
| Total 7410 - Payroll Processing Fees | <u>821.75</u> | <u>5,400.00</u> | <u>-4,578.25</u> | <u>15.22%</u> |
| 7552 - Equip Rental - Copier/Postage | | | | |
| 7557 - Postage Meter | 99.00 | | | |
| 7558 - Copier - Patron 001 | 359.39 | | | |
| 7559 - Copier - Business Office 002 | 1,001.94 | | | |
| 7552 - Equip Rental - Copier/Postage - C | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Total 7552 - Equip Rental - Copier/Postage | <u>1,460.33</u> | <u>7,000.00</u> | <u>-5,539.67</u> | <u>20.86%</u> |
| 7713 - Computer Expense | | | | |
| 7050 - Network Maintenance | 4,800.00 | 14,400.00 | -9,600.00 | 33.33% |
| 7713 - Computer Expense - Other | 718.40 | 5,500.00 | -4,781.60 | 13.06% |
| Total 7713 - Computer Expense | <u>5,518.40</u> | <u>19,900.00</u> | <u>-14,381.60</u> | <u>27.73%</u> |
| Total 7100-00 - General & Administrative | <u>25,101.59</u> | <u>97,550.00</u> | <u>-72,448.41</u> | <u>25.73%</u> |
| 8000 - Grant Related Expenses | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 9000 - Deferred Expense - Prior Yr | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | <u>207,248.75</u> | <u>#####</u> | <u>-848,341.25</u> | <u>19.63%</u> |
| Net Income | <u>-182,934.19</u> | <u>0.00</u> | <u>-182,934.19</u> | <u>100.0%</u> |