

Howland Public Library  
**Budget vs. Actual**  
July through December 2016

	<u>Jul - Dec 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				
4010.a · prior yrs deferreal	35,655.00			
4000.f · 2016-2017	955,707.00	955,707.00	0.00	100.0%
<b>Total 4010 · Library District Tax</b>	<u>991,362.00</u>	<u>955,707.00</u>	<u>35,655.00</u>	<u>103.73%</u>
4030 · Beacon District / Pilot Pymts	4,531.25	6,933.00	-2,401.75	65.36%
4100 · Circ Desk				
4120 · Copy Sales	2,396.48			
4130 · Fax Sales	294.21			
4140 · Fines	3,803.68			
4150 · Lost Cards	165.00			
4160 · Battle of the Books - Income	20.00			
4555 · Lost Materials - Refunded	404.13			
4100 · Circ Desk - Other	0.00	25,000.00	-25,000.00	0.0%
<b>Total 4100 · Circ Desk</b>	<u>7,083.50</u>	<u>25,000.00</u>	<u>-17,916.50</u>	<u>28.33%</u>
4200 · Donations				
4210 · Miscellaneous				
4211 · Donations to offset PROGRAMS	349.15			
4244 · Donation - Wee Play	1,500.00			
4245 · Donation - Friends of HPL	10,225.00			
4640 · MHLS Commerce	419.46			
4212 · Amazon Smiles Rebates	34.87			
4210 · Miscellaneous - Other	28.70	20,000.00	-19,971.30	0.14%
<b>Total 4210 · Miscellaneous</b>	<u>12,557.18</u>	<u>20,000.00</u>	<u>-7,442.82</u>	<u>62.79%</u>
<b>Total 4200 · Donations</b>	<u>12,557.18</u>	<u>20,000.00</u>	<u>-7,442.82</u>	<u>62.79%</u>
4300 · Grants (NYS Source)				
4374 · NYS Spec Legislative Grant	12,000.00			
4702 · MHLS Outreach Mini Grant	800.00			
4616 · MHLS - Local Library Incentive	7,916.00	6,700.00	1,216.00	118.15%
<b>Total 4300 · Grants (NYS Source)</b>	<u>20,716.00</u>	<u>6,700.00</u>	<u>14,016.00</u>	<u>309.19%</u>
4900 · Interest Income	747.06	1,250.00	-502.94	59.77%
<b>Total Income</b>	<u>1,036,996.99</u>	<u>1,055,590.00</u>	<u>-18,593.01</u>	<u>98.24%</u>

Howland Public Library  
**Budget vs. Actual**  
July through December 2016

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Expense</b>				
<b>5000-00 - Personnel Expense</b>				
5000 - Salaries - Part Time	79,488.12	176,862.00	-97,373.88	44.94%
5100 - Salaries - Full Time	186,246.71	384,038.00	-197,791.29	48.5%
<b>Total 5000-00 - Personnel Expense</b>	<b>265,734.83</b>	<b>560,900.00</b>	<b>-295,165.17</b>	<b>47.38%</b>
<b>5300-00 - Employee Benefits Expense</b>				
5100a - Salary - Health Insurance	9,037.50	10,500.00	-1,462.50	86.07%
5300 - FICA	20,408.88	43,000.00	-22,591.12	47.46%
5400 - SUI Expense	886.30	2,500.00	-1,613.70	35.45%
5500 - NYS Disability Insurance	451.83	1,000.00	-548.17	45.18%
5700 - Insurance - Workers Comp	4,865.50	8,200.00	-3,334.50	59.34%
5750 - Insurance - Health	17,580.52	45,940.00	-28,359.48	38.27%
5760 - NYS Retire Benefits Fee	49,188.00	68,000.00	-18,812.00	72.34%
<b>Total 5300-00 - Employee Benefits Expense</b>	<b>102,418.53</b>	<b>179,140.00</b>	<b>-76,721.47</b>	<b>57.17%</b>
<b>6000-00 - Materials</b>				
<b>6100 - Books</b>				
6130 - Fiction	4,728.49	14,900.00	-10,171.51	31.74%
6020 - Non-Fiction	5,475.90	10,000.00	-4,524.10	54.76%
6050 - Large Print	874.30	1,500.00	-625.70	58.29%
6040 - Children Fiction	5,773.81	6,000.00	-226.19	96.23%
6030 - Young Adult	880.56	2,000.00	-1,119.44	44.03%
6060 - Foreign Language	189.92	100.00	89.92	189.92%
6070 - Reference	713.31	4,500.00	-3,786.69	15.85%
<b>Total 6100 - Books</b>	<b>18,636.29</b>	<b>39,000.00</b>	<b>-20,363.71</b>	<b>47.79%</b>
<b>6015 - Audio/Movies/Music</b>				
<b>6019 - Audio Books</b>				
6110 - Adult Audio	806.75	3,400.00	-2,593.25	23.73%
6120 - Children & YA Audio	2,085.12	3,400.00	-1,314.88	61.33%
<b>Total 6019 - Audio Books</b>	<b>2,891.87</b>	<b>6,800.00</b>	<b>-3,908.13</b>	<b>42.53%</b>
<b>6009 - Movies</b>				
6210 - Adult DVD	1,572.24	8,000.00	-6,427.76	19.65%
6220 - Children DVD	269.86	3,000.00	-2,730.14	9.0%
<b>Total 6009 - Movies</b>	<b>1,842.10</b>	<b>11,000.00</b>	<b>-9,157.90</b>	<b>16.75%</b>
<b>6260 - Music</b>				
6260.1 - Adult Music	238.62	1,500.00	-1,261.38	15.91%
6260.2 - Childrens Music	0.00	700.00	-700.00	0.0%
<b>Total 6260 - Music</b>	<b>238.62</b>	<b>2,200.00</b>	<b>-1,961.38</b>	<b>10.85%</b>
<b>Total 6015 - Audio/Movies/Music</b>	<b>4,972.59</b>	<b>20,000.00</b>	<b>-15,027.41</b>	<b>24.86%</b>

## Howland Public Library Budget vs. Actual July through December 2016

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6200 - Data Bases</b>				
6230.1 - Freegal - Music Data Base	2,885.00	8,500.00	-5,615.00	33.94%
6240 - Electronic Data Bases	5,001.37	3,000.00	2,001.37	166.71%
<b>Total 6200 - Data Bases</b>	<u>7,886.37</u>	<u>11,500.00</u>	<u>-3,613.63</u>	<u>68.58%</u>
<b>6250 - Periodicals</b>				
6140 - e-books	0.00	2,000.00	-2,000.00	0.0%
6290 - Magazines	4,323.63	4,500.00	-176.37	96.08%
6280 - Newspapers	1,701.22	1,500.00	201.22	113.42%
<b>Total 6250 - Periodicals</b>	<u>6,024.85</u>	<u>8,000.00</u>	<u>-1,975.15</u>	<u>75.31%</u>
<b>6300 - Programs</b>				
6310 - Adult Programs	3,778.26	6,500.00	-2,721.74	58.13%
6315 - Adult Summer Reading	651.38	1,000.00	-348.62	65.14%
6325 - Young Adult Programs				
6325a - Maker Space Program	924.86			
6325 - Young Adult Programs - Other	1,568.59	2,000.00	-431.41	78.43%
<b>Total 6325 - Young Adult Programs</b>	<u>2,493.45</u>	<u>2,000.00</u>	<u>493.45</u>	<u>124.67%</u>
6320 - Childrens Programs	3,412.10	5,500.00	-2,087.90	62.04%
6330 - Children Summer Reading	865.00	2,000.00	-1,135.00	43.25%
6335 - Battle of the Books - Expense	1,469.59	500.00	969.59	293.92%
6340 - Art Exhibits	62.50	0.00	62.50	100.0%
7151-00 - Tech Club	126.40			
<b>Total 6300 - Programs</b>	<u>12,858.68</u>	<u>17,500.00</u>	<u>-4,641.32</u>	<u>73.48%</u>
<b>Total 6000-00 - Materials</b>	50,378.78	96,000.00	-45,621.22	52.48%
<b>6800 - Bldg &amp; Maintenance</b>				
6810 - Janitorial	1,927.51	3,500.00	-1,572.49	55.07%
6845 - Property Insurance & Boiler	8,244.56	13,500.00	-5,255.44	61.07%
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	4,594.08	25,000.00	-20,405.92	18.38%
<b>Total 6820 - Bldg Repairs/Maint</b>	<u>9,294.08</u>	<u>65,000.00</u>	<u>-55,705.92</u>	<u>14.3%</u>
6840 - Utilities				
6841 - Gas	1,032.12	5,000.00	-3,967.88	20.64%
6842 - Electric	5,841.95	13,000.00	-7,158.05	44.94%
6843 - Water (City of Beacon)	316.47	1,000.00	-683.53	31.65%
<b>Total 6840 - Utilities</b>	<u>7,190.54</u>	<u>19,000.00</u>	<u>-11,809.46</u>	<u>37.85%</u>
<b>Total 6800 - Bldg &amp; Maintenance</b>	26,656.69	101,000.00	-74,343.31	26.39%

## Howland Public Library Budget vs. Actual July through December 2016

	<u>Jul - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>7100-00 · General &amp; Administrative</b>				
7010 · Audit/Acctg Fees	1,000.00	11,000.00	-10,000.00	9.09%
7411 · Payroll Service Fees	1,739.05	4,000.00	-2,260.95	43.48%
7040 · Automation	10,111.84	21,000.00	-10,888.16	48.15%
7020 · Consulting Fees	0.00	5,000.00	-5,000.00	0.0%
7030 · Legal Fees	50.00	1,000.00	-950.00	5.0%
7713 · Computer Expense	1,096.40	5,500.00	-4,403.60	19.94%
7050 · Network Maintenance	8,400.00	14,400.00	-6,000.00	58.33%
7070 · Furniture & Equipment	1,694.80	2,850.00	-1,155.20	59.47%
7064 · Fax Expense - Cards	0.00	2,000.00	-2,000.00	0.0%
<b>7552 · Equip Rental - Copier/Postage</b>				
7558 · Equip Lease - Patron 001	1,066.46			
7559 · Equip Lease Business Office 002	1,879.44			
7557 · Postage Meter	198.00			
7552 · Equip Rental - Copier/Postage - Oth	0.00	7,000.00	-7,000.00	0.0%
<b>Total 7552 · Equip Rental - Copier/Postage</b>	<u>3,143.90</u>	<u>7,000.00</u>	<u>-3,856.10</u>	<u>44.91%</u>
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%
7643 · Safe Deposit Box	93.75	100.00	-6.25	93.75%
7410 · Payroll Processing Fees	137.00	1,300.00	-1,163.00	10.54%
7063 · Postage	233.97	800.00	-566.03	29.25%
<b>7400 · Office Supplies</b>				
7402 · Ink and Toner Cartridges	646.92			
7403 · Copy Paper	446.64			
7400 · Office Supplies - Other	3,797.94	6,000.00	-2,202.06	63.3%
<b>Total 7400 · Office Supplies</b>	<u>4,891.50</u>	<u>6,000.00</u>	<u>-1,108.50</u>	<u>81.53%</u>
6196 · Collections Maint Tech Services	1,249.64	2,700.00	-1,450.36	46.28%
7085 · Advertising Printing/Publicity	172.08	1,200.00	-1,027.92	14.34%
<b>7002 · Communications</b>				
7091 · Cable/Internet	604.20	1,000.00	-395.80	60.42%
7644 · On-line Calendar	973.00	1,000.00	-27.00	97.3%
7090 · Telephone	1,588.24	2,700.00	-1,111.76	58.82%
<b>Total 7002 · Communications</b>	<u>3,165.44</u>	<u>4,700.00</u>	<u>-1,534.56</u>	<u>67.35%</u>
6492 · Director & Officers Insurance	300.00	500.00	-200.00	60.0%
7553 · Membership Dues	1,235.00	1,000.00	235.00	123.5%
7751 · Travel and Meetings	398.36	1,000.00	-601.64	39.84%
7752 · Conference, Convention, Meeting	771.00	1,000.00	-229.00	77.1%
7755 · Staff Training/Continuing Ed	10.00	1,000.00	-990.00	1.0%
7413 · Misc Fees	107.04			
7100-00 · General & Administrative - Other	44.87			
<b>Total 7100-00 · General &amp; Administrative</b>	<u>40,190.64</u>	<u>98,550.00</u>	<u>-58,359.36</u>	<u>40.78%</u>
8000 · Grant Related Expenses	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<u>485,379.47</u>	<u>1,055,590.00</u>	<u>-570,210.53</u>	<u>45.98%</u>