

# MEMO

**To:** White Plains Public Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** April 6, 2021

In the Budget Report for expenses and revenues for period ending March 31, 2021, all revenues and expenditures are normal.

FOR 2021 09

JOURNAL DETAIL 2021 1 TO 2021 9

|                                 | ORIGINAL<br>ESTIM REV | REVISED<br>EST REV | ACTUAL YTD<br>REVENUE | ACTUAL MTD<br>REVENUE | REMAINING<br>REVENUE | PCT<br>COLL |
|---------------------------------|-----------------------|--------------------|-----------------------|-----------------------|----------------------|-------------|
| -----                           |                       |                    |                       |                       |                      |             |
| 201 LIBRARY FUND                |                       |                    |                       |                       |                      |             |
| -----                           |                       |                    |                       |                       |                      |             |
| 02 INTERGOVERNMENTAL            |                       |                    |                       |                       |                      |             |
| 02269 LIBRARY-OTHER LIBRARIES   | -17,922               | -17,922            | -12,571.90            | .00                   | -5,350.10            | 70.1%       |
| TOTAL INTERGOVERNMENTAL         | -17,922               | -17,922            | -12,571.90            | .00                   | -5,350.10            | 70.1%       |
| -----                           |                       |                    |                       |                       |                      |             |
| 03 CHARGES FOR SERVICES         |                       |                    |                       |                       |                      |             |
| 03650 REPLACEMENT MATERIAL FEE  | -3,000                | -3,000             | -257.74               | -25.00                | -2,742.26            | 8.6%        |
| TOTAL CHARGES FOR SERVICES      | -3,000                | -3,000             | -257.74               | -25.00                | -2,742.26            | 8.6%        |
| -----                           |                       |                    |                       |                       |                      |             |
| 06 MISCELLANEOUS                |                       |                    |                       |                       |                      |             |
| 06651 LIBRARY FINES             | -30,000               | -30,000            | -359.93               | .00                   | -29,640.07           | 1.2%        |
| 06695 RENTAL LIBRARY SPACE      | -3,000                | -3,000             | .00                   | .00                   | -3,000.00            | .0%         |
| 06697 COMMISSION COIN MACHINE   | -18,000               | -18,000            | -5.00                 | .00                   | -17,995.00           | .0%         |
| 06699 OTHER                     | -1,000                | -1,000             | .00                   | .00                   | -1,000.00            | .0%         |
| TOTAL MISCELLANEOUS             | -52,000               | -52,000            | -364.93               | .00                   | -51,635.07           | .7%         |
| -----                           |                       |                    |                       |                       |                      |             |
| 09 OPERATING TRANSFERS          |                       |                    |                       |                       |                      |             |
| 09910 GENERAL FUND CONTRIBUTION | -6,767,000            | -6,778,509         | -4,455,570.80         | -656,136.93           | -2,322,938.20        | 65.7%       |
| TOTAL OPERATING TRANSFERS       | -6,767,000            | -6,778,509         | -4,455,570.80         | -656,136.93           | -2,322,938.20        | 65.7%       |
| -----                           |                       |                    |                       |                       |                      |             |
| 0A APPROP FUND BALANCE          |                       |                    |                       |                       |                      |             |
| 09999 APPROPRIATED FUND BALANCE | -59,611               | -59,611            | .00                   | .00                   | -59,611.00           | .0%         |
| TOTAL APPROP FUND BALANCE       | -59,611               | -59,611            | .00                   | .00                   | -59,611.00           | .0%         |

FOR 2021 09

JOURNAL DETAIL 2021 1 TO 2021 9

| ORIGINAL<br>ESTIM REV | REVISED<br>EST REV | ACTUAL YTD<br>REVENUE | ACTUAL MTD<br>REVENUE | REMAINING<br>REVENUE | PCT<br>COLL |
|-----------------------|--------------------|-----------------------|-----------------------|----------------------|-------------|
| -6,899,533            | -6,911,042         | -4,468,765.37         | -656,161.93           | -2,442,276.63        | 64.7%       |
| -----                 |                    |                       |                       |                      |             |
| TOTAL LIBRARY FUND    |                    |                       |                       |                      |             |
| -6,899,533            | -6,911,042         | -4,468,765.37         | -656,161.93           | -2,442,276.63        | 64.7%       |

GRAND TOTAL

\*\* END OF REPORT - Generated by Bill Deierlein \*\*

FOR 2021 09

JOURNAL DETAIL 2021 1 TO 2021 9

|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <b>201 LIBRARY FUND</b>            |                    |                   |              |              |              |                     |             |
| <b>1. SALARIES &amp; WAGES</b>     |                    |                   |              |              |              |                     |             |
| 1.100 APPTD OFFICIALS SALARIES     | 163,621            | 163,621           | 117,857.20   | 12,538.00    | .00          | 45,763.80           | 72.0%       |
| 1.150 MANAGERIAL SALARIES          | 240,464            | 240,464           | 173,219.43   | 18,426.70    | .00          | 67,244.57           | 72.0%       |
| 1.200 CSEA SALARIES AND WAGES      | 2,356,635          | 2,310,842         | 1,664,712.06 | 176,619.11   | .00          | 646,129.94          | 72.0%       |
| 1.201 CSEA OVERTIME                | 53,000             | 53,000            | 1,312.64     | 76.69        | .00          | 51,687.36           | 2.5%        |
| 1.203 CSEA ATTENDANCE BONUS        | 10,000             | 10,000            | 5,900.00     | .00          | .00          | 4,100.00            | 59.0%       |
| 1.800 PART-TIME/HOURLY WAGES       | 303,030            | 303,030           | 116,422.33   | 8,682.25     | .00          | 186,607.67          | 38.4%       |
| TOTAL SALARIES & WAGES             | 3,126,750          | 3,080,957         | 2,079,423.66 | 216,342.75   | .00          | 1,001,533.34        | 67.5%       |
| <b>2. EMPLOYEE BENEFITS</b>        |                    |                   |              |              |              |                     |             |
| 2.001 SOCIAL SECURITY              | 235,606            | 232,103           | 157,264.67   | 16,241.39    | .00          | 74,838.33           | 67.8%       |
| 2.020 MTA PAYROLL TAX              | 10,553             | 10,397            | 7,087.96     | 721.83       | .00          | 3,309.04            | 68.2%       |
| 2.101 NYS EMPLOYEE PENSION         | 429,430            | 435,592           | 297,859.79   | 31,321.26    | .00          | 137,732.21          | 68.4%       |
| 2.201 EMPLOYEE ACTIVE HEALTH INS   | 596,551            | 554,335           | 394,543.38   | 44,873.20    | .00          | 159,791.62          | 71.2%       |
| 2.202 RETIREES HEALTH INSURANCE    | 202,682            | 202,682           | 146,319.36   | 16,868.23    | .00          | 56,362.64           | 72.2%       |
| 2.203 RETIREES HEALTH INS BUYOUT   | 4,700              | 4,700             | 4,700.00     | .00          | .00          | .00                 | 100.0%      |
| 2.204 NYS HEALTH INS ADMN CHRGR    | 2,300              | 2,300             | 1,709.73     | .00          | .00          | 590.27              | 74.3%       |
| 2.205 RETIREES MEDICARE PAYMENT    | 78,000             | 78,000            | 54,339.30    | 13,216.50    | .00          | 23,660.70           | 69.7%       |
| 2.206 ACTIVE HEALTH INS BUYOUT     | 21,263             | 21,263            | 25,963.00    | .00          | .00          | -4,700.00           | 122.1%      |
| 2.301 DENTAL INSURANCE PLAN        | 47,228             | 45,812            | 34,333.74    | 3,814.86     | .00          | 11,478.26           | 74.9%       |
| 2.407 OPTICAL INSURANCE            | 11,200             | 10,865            | 8,118.90     | 902.10       | .00          | 2,746.10            | 74.7%       |
| 2.501 GROUP LIFE INS-MANAGEMENT    | 4,304              | 4,304             | 3,158.10     | 350.90       | .00          | 1,145.90            | 73.4%       |
| 2.601 MEMBERSHIPS-FEES-DUES        | 6,300              | 6,300             | 2,830.00     | .00          | .00          | 3,470.00            | 44.9%       |
| 2.602 EDUCATION-TRAINING FEES      | 4,700              | 4,700             | 2,091.00     | 25.00        | .00          | 2,609.00            | 44.5%       |
| 2.603 TRAVEL AND TRANSPORTATION    | 3,100              | 3,100             | .00          | .00          | .00          | 3,100.00            | .0%         |
| 2.703 UNIFORMS                     | 350                | 350               | .00          | .00          | .00          | 350.00              | .0%         |
| 2.905 EMPLOYEE ASSISTANCE PROG.    | 1,240              | 1,240             | 1,240.00     | .00          | .00          | .00                 | 100.0%      |
| TOTAL EMPLOYEE BENEFITS            | 1,659,507          | 1,618,043         | 1,141,558.93 | 128,335.27   | .00          | 476,484.07          | 70.6%       |
| <b>3. MATERIALS &amp; SUPPLIES</b> |                    |                   |              |              |              |                     |             |

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JOURNAL DETAIL 2021 1 TO 2021 9

|                                 | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 3.001 OFFICE SUPPLIES           | 11,000             | 11,000            | 7,060.51     | 5.94         | .00          | 3,939.49            | 64.2%       |
| 3.003 PRINTING                  | 3,000              | 3,000             | 914.50       | 347.00       | .00          | 2,085.50            | 30.5%       |
| 3.004 POSTAGE                   | 1,200              | 1,200             | 611.42       | 67.32        | .00          | 588.58              | 51.0%       |
| 3.005 BOOKS-PROCESSING          | 230,000            | 230,000           | 106,702.64   | 7,163.63     | .00          | 123,297.36          | 46.4%       |
| 3.006 SUBSCRIPTIONS-PERIODICALS | 22,000             | 22,000            | 14,254.50    | 737.00       | .00          | 7,745.50            | 64.8%       |
| 3.010 NON-BOOK-PROCESSING       | 180,000            | 180,000           | 191,623.77   | 24,551.09    | .00          | -11,623.77          | 106.5%      |
| 3.011 PROGRAM SUPPLIES          | 5,000              | 5,000             | 1,758.36     | 216.95       | .00          | 3,241.64            | 35.2%       |
| 3.012 OFFICE EQUIPMENT MAINT    | 500                | 500               | .00          | .00          | .00          | 500.00              | .0%         |
| 3.014 LIBRARY SUPPLIES          | 11,000             | 11,000            | 6,610.61     | .00          | .00          | 4,389.39            | 60.1%       |
| 3.016 REPLACEMENT MATERIALS     | 3,000              | 3,000             | .00          | .00          | .00          | 3,000.00            | .0%         |
| 3.022 PC SOFTWARE               | 4,338              | 4,338             | 3,856.99     | 250.00       | .00          | 481.01              | 88.9%       |
| 3.301 BLDNG/FCLITY REPAIRS      | 17,000             | 17,000            | 11,796.25    | 71.25        | .00          | 5,203.75            | 69.4%       |
| 3.302 BUILD./FAC. EMERGCY REPRS | 3,325              | 3,325             | .00          | .00          | .00          | 3,325.00            | .0%         |
| 3.306 MAINTENANCE SUPPLIES      | 22,000             | 22,000            | 12,886.31    | 1,516.23     | .00          | 9,113.69            | 58.6%       |
| 3.601 ELECTRICITY               | 284,367            | 284,367           | 141,644.22   | 16,687.28    | .00          | 142,722.78          | 49.8%       |
| 3.602 TELEPHONE                 | 3,780              | 3,780             | 2,189.25     | 274.45       | .00          | 1,590.75            | 57.9%       |
| 3.603 GAS                       | 80,578             | 80,578            | 48,475.84    | 15,653.16    | .00          | 32,102.16           | 60.2%       |
| 3.604 WATER                     | 7,000              | 7,000             | 7,003.78     | .00          | .00          | -3.78               | 100.1%      |
| 3.703 EQUIPMENT RENTAL          | 150                | 150               | 97.92        | 10.92        | .00          | 52.08               | 65.3%       |
| 3.704 COPIER RENTAL             | 1,152              | 1,152             | 480.00       | .00          | .00          | 672.00              | 41.7%       |
| 3.716 LIBRARY SOFTWARE LEASE    | 64,012             | 64,012            | 62,986.45    | 31,908.37    | .00          | 1,025.55            | 98.4%       |
| TOTAL MATERIALS & SUPPLIES      | 954,402            | 954,402           | 620,953.32   | 99,460.59    | .00          | 333,448.68          | 65.1%       |
| 4. DIRECT COSTS                 |                    |                   |              |              |              |                     |             |
| 4.005 FINANCIAL/ AUDITING COSTS | 4,577              | 4,577             | 4,577.00     | .00          | .00          | .00                 | 100.0%      |
| 4.015 SERVICE CONTRACTS         | 192,082            | 192,082           | 133,066.59   | 16,001.96    | 49,306.44    | 9,708.97            | 94.9%       |
| 4.016 SECURITY GUARDS           | 83,961             | 83,961            | 47,899.42    | .00          | .00          | 36,061.58           | 57.0%       |
| 4.023 PROGRAM SERVICES          | 3,840              | 3,840             | 3,209.08     | .00          | .00          | 630.92              | 83.6%       |
| 4.025 EXTERMINATING SERVICES    | 1,680              | 1,680             | 546.00       | 68.25        | .00          | 1,134.00            | 32.5%       |
| 4.058 ON LINE SUBSCRIPTION SRVC | 45,538             | 45,538            | 43,290.97    | 14,384.89    | .00          | 2,247.03            | 95.1%       |
| 4.602 SIF CONTRIBUTION          | 43,241             | 43,241            | 43,241.00    | .00          | .00          | .00                 | 100.0%      |
| 4.709 LIBRARY PRGM ACTIVITIES   | 30,000             | 30,000            | 10,625.04    | 584.02       | .00          | 19,374.96           | 35.4%       |
| TOTAL DIRECT COSTS              | 404,919            | 404,919           | 286,455.10   | 31,039.12    | 49,306.44    | 69,157.46           | 82.9%       |
| 5. EQUIPMENT                    |                    |                   |              |              |              |                     |             |
| 5.207 COMPUTER PERIPHERAL EQUIP | 1,040              | 1,040             | 571.12       | .00          | .00          | 468.88              | 54.9%       |

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|                                 | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 5.210 PERSONAL COMPUTERS        | 13,980             | 13,980            | .00          | .00          | .00          | 13,980.00           | .0%         |
| 5.211 CPU AND SERVERS           | 4,130              | 4,130             | 891.60       | .00          | .00          | 3,238.40            | 21.6%       |
| TOTAL EQUIPMENT                 | 19,150             | 19,150            | 1,462.72     | .00          | .00          | 17,687.28           | 7.6%        |
| -----                           |                    |                   |              |              |              |                     |             |
| 9. OTHER FINANCIAL USES         |                    |                   |              |              |              |                     |             |
| -----                           |                    |                   |              |              |              |                     |             |
| 9.302 TO DSF-LIBRARY FUND CONTR | 707,805            | 707,805           | 615,570.80   | 156,136.93   | .00          | 92,234.20           | 87.0%       |
| 9.990 RESERVE FOR FINANCING     | 27,000             | 125,766           | .00          | .00          | .00          | 125,766.00          | .0%         |
| TOTAL OTHER FINANCIAL USES      | 734,805            | 833,571           | 615,570.80   | 156,136.93   | .00          | 218,000.20          | 73.8%       |
| TOTAL LIBRARY FUND              | 6,899,533          | 6,911,042         | 4,745,424.53 | 631,314.66   | 49,306.44    | 2,116,311.03        | 69.4%       |
| GRAND TOTAL                     | 6,899,533          | 6,911,042         | 4,745,424.53 | 631,314.66   | 49,306.44    | 2,116,311.03        | 69.4%       |

\*\* END OF REPORT - Generated by Bill Deierlein \*\*