

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** May 4, 2012

The Budget Report as of May 4, 2012 is attached. All monthly revenues and expenditures are normal.

FOR 2012 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
201 LIBRARY FUND							
-----							
1. SALARIES & WAGES							
-----							
1.100 APPTD OFFICIALS SALARIES	141,000	141,000	116,689.68	10,804.60	.00	24,310.32	82.8%
1.150 MANAGERIAL SALARIES	167,086	140,086	110,172.79	13,303.35	.00	29,913.21	78.6%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,230,769	2,187,498	1,822,481.43	167,199.55	.00	365,016.57	83.3%
1.201 CSEA OVERTIME	41,000	41,000	27,729.62	3,297.33	.00	13,270.38	67.6%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,500.00	.00	.00	1,500.00	85.0%
1.800 PART-TIME/HOURLY WAGES	165,000	180,000	149,167.23	14,794.05	.00	30,832.77	82.9%
TOTAL SALARIES & WAGES	2,755,455	2,700,184	2,234,740.75	209,398.88	.00	465,443.25	82.8%
-----							
2. EMPLOYEE BENEFITS							
-----							
2.001 SOCIAL SECURITY	206,797	202,571	169,990.04	15,838.46	.00	32,580.96	83.9%
2.020 MTA PAYROLL TAX	9,299	9,112	7,605.69	703.98	.00	1,506.31	83.5%
2.101 NYS EMPLOYEE PENSION	392,304	377,973	333,188.16	35,646.40	.00	44,784.84	88.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	466,595	439,191	360,117.76	37,319.44	.00	79,073.24	82.0%
2.202 RETIREES HEALTH INSURANCE	185,000	185,000	143,450.69	17,034.74	.00	41,549.31	77.5%
2.203 RETIREES HEALTH INS BUYOUT	1,650	1,650	1,650.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHR	1,425	1,425	694.88	.00	.00	.00	48.8%
2.205 RETIREES MEDICARE PAYMENT	46,000	46,000	35,785.10	-415.10	.00	730.12	48.8%
2.206 ACTIVE HEALTH INS BUYOUT	29,673	29,673	26,696.00	.00	.00	10,214.90	77.8%
2.301 DENTAL INSURANCE PLAN	41,651	39,075	34,493.76	3,469.20	.00	2,977.00	90.0%
2.407 OPTICAL INSURANCE	10,584	11,382	9,244.20	977.20	.00	4,581.24	88.3%
2.501 GROUP LIFE INS-MANAGEMENT	2,600	2,600	1,571.85	226.08	.00	2,137.80	81.2%
2.601 MEMBERSHIPS-FEES-DUES	732	732	40.00	.00	.00	1,028.15	60.5%
2.602 EDUCATION-TRAINING FEES	800	800	95.00	.00	.00	692.00	5.5%
2.603 TRAVEL AND TRANSPORTATION	450	450	107.07	.00	.00	705.00	11.9%
2.703 UNIFORMS	350	350	190.50	.00	.00	342.93	23.8%
2.905 EMPLOYEE ASSISTANCE PROG.	1,475	1,475	630.00	.00	.00	159.50	54.4%
TOTAL EMPLOYEE BENEFITS	1,397,385	1,349,459	1,125,550.70	110,800.40	.00	223,908.30	83.4%
-----							
3. MATERIALS & SUPPLIES							
-----							

FOR 2012 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	4,833.75	.00	853.26	3,312.99	63.2%
3.002 ADVERTISING	0	0	470.60	.00	.00	-470.60	100.0%
3.003 PRINTING	7,000	7,000	4,038.00	.00	.00	2,962.00	57.7%
3.004 POSTAGE	9,000	9,000	4,084.89	12.14	.00	4,915.11	45.4%
3.005 BOOKS-PAMPHLETS-MOVIES	235,000	235,000	159,484.96	10,953.20	.00	75,515.04	67.9%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	12,362.68	59.00	.00	1,875.32	86.8%
3.009 BOOKBINDING	500	500	287.25	.00	.00	212.75	57.5%
3.010 NON-BOOK MATERIALS	45,000	45,000	49,089.44	3,862.66	.00	-4,089.44	109.1%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,010.25	.00	.00	489.75	80.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	1,098.72	.00	.00	-98.72	109.9%
3.014 LIBRARY SUPPLIES	13,000	13,000	7,573.61	649.22	853.27	4,573.12	64.8%
3.016 REPLACEMENT MATERIALS	3,000	3,000	2,998.44	.00	.00	1.56	99.9%
3.022 PC SOFTWARE	500	500	1,380.96	100.00	.00	-880.96	276.2%
3.301 BLDNG/FCLITY REPAIRS	12,000	12,000	17,365.75	778.00	.00	-5,365.75	144.7%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	3,325.00	.00	.00	.00	100.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	20,736.41	1,815.82	496.20	-6,232.61	141.6%
3.601 ELECTRICITY	392,721	392,721	203,028.83	27,910.14	.00	189,692.17	51.7%
3.602 TELEPHONE	6,200	6,200	2,468.94	311.32	.00	3,731.06	39.8%
3.603 GAS	87,290	87,290	29,310.18	.00	.00	57,979.82	33.6%
3.604 WATER	4,000	4,000	3,462.90	.00	.00	537.10	86.6%
3.703 EQUIPMENT RENTAL	2,625	2,625	2,015.20	26.72	.00	609.80	76.8%
3.704 COPIER RENTAL	10,190	10,190	8,490.00	849.00	.00	1,700.00	83.3%
TOTAL MATERIALS & SUPPLIES	873,089	873,089	539,916.76	47,327.22	2,202.73	330,969.51	62.1%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	148,418	148,418	98,354.97	10,015.00	19,931.12	30,131.91	79.7%
4.016 SECURITY GUARDS	92,604	92,604	66,239.25	7,509.15	.00	26,364.75	71.5%
4.023 PROGRAM SERVICES	31,500	31,500	30,987.50	1,103.50	.00	512.50	98.4%
4.025 EXTERMINATING SERVICES	240	240	80.00	.00	.00	160.00	33.3%
4.058 ON LINE SUBSCRIPTION SRVC	59,200	59,200	15,378.22	548.90	.00	43,821.78	26.0%
4.602 SIF CONTRIBUTION	45,692	45,692	45,692.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	2,160.00	910.00	.00	2,840.00	43.2%
TOTAL DIRECT COSTS	386,672	386,672	262,909.94	20,086.55	19,931.12	103,830.94	73.1%
9. OTHER FINANCIAL USES							

FOR 2012 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9.302 TO DSF-LIBRARY FUND CONTR	321,117	321,117	321,117.46	74,973.10	.00	- .46	100.0%
9.990 RESERVE FOR FINANCING	0	140,897	.00	.00	.00	140,897.00	.0%
TOTAL OTHER FINANCIAL USES	321,117	462,014	321,117.46	74,973.10	.00	140,896.54	69.5%
TOTAL LIBRARY FUND	5,733,718	5,771,418	4,484,235.61	462,586.15	22,133.85	1,265,048.54	78.1%
GRAND TOTAL	5,733,718	5,771,418	4,484,235.61	462,586.15	22,133.85	1,265,048.54	78.1%

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

FOR 2012 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-12,600	-12,600	-14,825.00	.00	.00	2,225.00	117.7%
TOTAL INTERGOVERNMENTAL	-12,600	-12,600	-14,825.00	.00	.00	2,225.00	117.7%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-3,900	-3,900	-2,741.34	.00	.00	-1,158.66	70.3%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,506.08	-298.94	.00	-493.92	83.5%
TOTAL CHARGES FOR SERVICES	-6,900	-6,900	-5,247.42	-298.94	.00	-1,652.58	76.0%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-115,000	-115,000	-65,366.05	-6,270.55	.00	-49,633.95	56.8%
06695 RENTAL LIBRARY SPACE	-3,500	-3,500	-3,492.50	-200.00	.00	-7.50	99.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-12,419.06	-1,318.70	.00	-2,580.94	82.8%
06698 REFUND PR YR EXPENDITURES	0	0	-33,257.13	-4,333.50	.00	33,257.13	100.0%
06699 OTHER	-6,000	-6,000	-3,026.90	-240.72	.00	-2,973.10	50.4%
06700 MEDICARE PART D REIMB	-16,000	-16,000	-8,153.24	.00	.00	-7,846.76	51.0%
TOTAL MISCELLANEOUS	-155,500	-155,500	-125,714.88	-12,363.47	.00	-29,785.12	80.8%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,533,380	-5,571,080	-4,311,117.46	-474,973.10	.00	-1,259,962.54	77.4%
TOTAL OPERATING TRANSFERS	-5,533,380	-5,571,080	-4,311,117.46	-474,973.10	.00	-1,259,962.54	77.4%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-25,338	-25,338	.00	.00	.00	-25,338.00	.0%
TOTAL APPROP FUND BALANCE	-25,338	-25,338	.00	.00	.00	-25,338.00	.0%

FOR 2012 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-5,733,718	-5,771,418	-4,456,904.76	-487,635.51	.00	-1,314,513.24	77.2%
GRAND TOTAL	-5,733,718	-5,771,418	-4,456,904.76	-487,635.51	.00	-1,314,513.24	77.2%

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