

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** April 3, 2013

The Budget Report as of April 3, 2013 is attached. All monthly revenues and expenditures are normal.

FOR 2013 09

ORIGINAL APPROP REVISED BUDGET YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	143,820	143,820	107,865.00	16,594.62	.00	35,955.00	75.0%
1.150	MANAGERIAL SALARIES	187,494	187,494	140,639.57	21,633.89	.00	46,854.43	75.0%
1.151	MANAGERIAL OVERTIME	0	0	121.04	.00	.00	-121.04	100.0%
1.153	M/C ATTENDANCE BONUS	600	600	600.00	.00	.00	.00	100.0%
1.200	CSEA SALARIES AND WAGES	2,222,852	2,171,837	1,640,359.26	247,439.55	.00	531,477.74	75.5%
1.201	CSEA OVERTIME	41,000	41,000	32,666.11	6,705.41	.00	8,333.89	79.7%
1.203	CSEA ATTENDANCE BONUS	10,000	10,000	6,600.00	.00	.00	3,400.00	66.0%
1.800	PART-TIME/HOURLY WAGES	195,000	235,000	131,319.59	24,318.12	.00	103,680.41	55.9%
	TOTAL SALARIES & WAGES	2,800,766	2,789,751	2,060,170.57	316,691.59	.00	729,580.43	73.8%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	212,635	211,794	156,387.20	23,964.97	.00	55,406.80	73.8%
2.020	MTA PAYROLL TAX	9,535	9,499	7,042.91	1,065.16	.00	2,456.09	74.1%
2.101	NYS EMPLOYEE PENSION	483,377	486,184	364,471.10	55,740.10	.00	121,712.90	75.0%
2.201	EMPLOYEE ACTIVE HEALTH INS	459,521	445,573	335,094.16	38,722.28	.00	110,478.84	75.2%
2.202	RETIRES HEALTH INSURANCE	181,000	181,000	136,546.36	17,269.81	.00	44,453.64	75.4%
2.203	RETIRES HEALTH INS BUYOUT	1,650	1,650	1,650.00	.00	.00	.00	100.0%
2.204	NYS HEALTH INS ADMIN CHRGR	1,375	1,375	672.21	.00	.00	702.79	48.9%
2.205	RETIRES MEDICARE PAYMENT	49,500	49,500	32,158.80	11,179.80	.00	17,341.20	65.0%
2.206	ACTIVE HEALTH INS BUYOUT	29,883	29,883	29,883.00	.00	.00	.00	100.0%
2.301	DENTAL INSURANCE PLAN	41,615	39,732	29,934.24	3,270.96	.00	9,797.76	75.3%
2.407	OPTICAL INSURANCE	11,865	11,328	8,534.52	932.58	.00	2,793.48	75.3%
2.501	GROUP LIFE INS-MANAGEMENT	2,659	2,659	2,130.48	238.32	.00	528.52	80.1%
2.601	MEMBERSHIPS-FEES-DUES	141	141	40.00	40.00	.00	101.00	28.4%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	238.45	150.00	.00	911.55	20.7%
2.603	TRAVEL AND TRANSPORTATION	1,000	1,000	191.97	.00	.00	808.03	19.2%
2.703	UNIFORMS	350	350	104.22	.00	.00	245.78	29.8%
2.905	EMPLOYEE ASSISTANCE PROG.	1,225	1,225	1,190.00	577.50	.00	35.00	97.1%
	TOTAL EMPLOYEE BENEFITS	1,488,481	1,474,043	1,106,269.62	153,151.48	.00	367,773.38	75.1%

3. MATERIALS & SUPPLIES

FOR 2013 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	8,080.78	271.06	.00	-80.78	101.0%
3.003 PRINTING	6,000	6,000	3,207.27	237.00	.00	2,792.73	53.5%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-DAMPHELETS-MOVIES	259,000	259,000	132,098.07	12,902.93	.00	126,901.93	51.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	13,481.58	438.00	.00	756.42	94.7%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	81,114.08	14,437.88	.00	-36,114.08	180.3%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,194.45	123.44	138.44	167.11	93.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	397.00	125.00	.00	603.00	39.7%
3.014 LIBRARY SUPPLIES	10,000	10,000	9,146.76	1,997.22	.00	853.24	91.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	2,994.47	290.96	.00	5.53	99.8%
3.022 PC SOFTWARE	500	500	2,240.00	232.00	432.05	-2,172.05	534.4%
3.301 BLDNG/FCLITY REPAIRS	12,000	12,000	11,348.10	549.00	6,300.00	-5,648.10	147.1%
3.302 BULD./FAC. EMERGCY REPRS	3,325	3,325	3,331.60	3,331.60	.00	-6.60	100.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	21,302.64	4,815.17	340.00	-6,642.64	144.3%
3.601 ELECTRICITY	392,721	392,721	173,901.50	28,063.29	.00	218,819.50	44.3%
3.602 TELEPHONE	4,500	4,500	2,518.85	560.18	.00	1,981.15	56.0%
3.603 GAS	87,290	87,290	26,116.70	8,094.25	.00	61,173.30	29.9%
3.604 WATER	4,000	4,000	6,859.82	602.72	.00	-2,859.82	171.5%
3.703 EQUIPMENT RENTAL	2,625	2,625	1,941.76	602.72	.00	683.24	74.0%
3.704 COPIER RENTAL	10,190	10,190	5,919.93	558.31	.00	4,270.07	58.1%
3.716 LIBRARY SOFTWARE LEASE	0	0	17,191.36	.00	.00	-17,191.36	100.0%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	525,386.72	77,630.01	7,210.49	352,791.79	60.2%
4. DIRECT COSTS							
4.005 FINANCIAL/AUDITING COSTS	4,018	4,018	4,018.00	5,233.12	.00	.00	100.0%
4.015 SERVICE CONTRACTS	141,018	141,018	103,675.71	11,758.23	27,710.00	9,632.29	93.2%
4.016 SECURITY GUARDS	106,402	106,402	70,671.48	3,252.00	.00	35,730.52	66.4%
4.023 PROGRAM SERVICES	31,500	56,500	35,975.50	.00	.00	20,524.50	63.7%
4.058 ON LINE SUBSCRIPTION SRVC	27,451	27,451	14,193.58	.00	.00	13,257.42	51.7%
4.602 SIF CONTRIBUTION	44,765	44,765	44,765.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	4,597.90	1,700.00	.00	402.10	92.0%
TOTAL DIRECT COSTS	360,155	385,155	277,898.17	21,943.35	27,710.00	79,546.83	79.3%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	296,084.73	9,442.79	.00	59,450.27	83.3%
9.990 RESERVE FOR FINANCING	0	39,325	.00	.00	.00	39,325.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	394,860	296,084.73	9,442.79	.00	98,775.27	75.0%

FOR 2013 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	5,890,326	5,929,198	4,265,809.81	578,859.22	34,920.49	1,628,467.70	72.5%
GRAND TOTAL	5,890,326	5,929,198	4,265,809.81	578,859.22	34,920.49	1,628,467.70	72.5%

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

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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201 LIBRARY FUND							
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02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-15,184.92	.00	.00	360.92	102.4%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-15,184.92	.00	.00	360.92	102.4%
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03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,971	-1,971	-1,601.08	.00	.00	-369.92	81.2%
03650 REPLACEMENT MATERIAL FEE	-3,032	-3,032	-2,810.84	-132.47	.00	-221.16	92.7%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-4,411.92	-132.47	.00	-591.08	88.2%
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06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-62,903.25	-6,567.77	.00	-37,096.75	62.9%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-1,895.00	.00	.00	-2,605.00	42.1%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-8,068.39	-870.60	.00	-6,931.61	53.8%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-2,824.38	-266.64	.00	-1,675.62	62.8%
06700 MEDICARE PART D REIMB	-15,250	-15,250	-8,281.10	.00	.00	-6,968.90	54.3%
TOTAL MISCELLANEOUS	-139,250	-139,250	-85,085.36	-7,705.01	.00	-54,164.64	61.1%
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09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-3,476,084.73	-409,442.79	.00	-2,264,036.27	60.6%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-3,476,084.73	-409,442.79	.00	-2,264,036.27	60.6%
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0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-30,000	-30,000	.00	.00	.00	-30,000.00	.0%
TOTAL APPROP FUND BALANCE	-30,000	-30,000	.00	.00	.00	-30,000.00	.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-5,890,326	-5,929,198	-3,580,766.93	-417,280.27	.00	-2,348,431.07	60.4%
GRAND TOTAL	-5,890,326	-5,929,198	-3,580,766.93	-417,280.27	.00	-2,348,431.07	60.4%

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