

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** May 2, 2013

The Budget Report as of April 30, 2013 is attached. All monthly revenues and expenditures are normal, except for the following Revenue account:

02269 Library - Other Libraries

The Library received a Grant-in-aid reimbursement check from New York State for \$9,393, related to the passing of legislature which exempts Public Libraries from the MTA tax.

FOR 2013 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-24,577.92	-9,393.00	.00	9,753.92	165.8%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-24,577.92	-9,393.00	.00	9,753.92	165.8%
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	-3,127.73	-289.94	.00	95.73	103.2%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-4,728.81	-289.94	.00	-274.19	94.5%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-69,590.95	-6,366.64	.00	-30,409.05	69.6%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-2,151.95	-256.95	.00	-2,348.05	47.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-8,289.89	-229.00	.00	-6,710.11	55.3%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-3,138.78	-293.90	.00	-1,361.22	69.8%
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	-92,565.91	-7,146.49	.00	-46,684.09	66.5%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-4,536,264.73	-460,180.00	.00	-1,203,856.27	79.0%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-4,536,264.73	-460,180.00	.00	-1,203,856.27	79.0%
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%

FOR 2013 10

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-5,890,326	-5,929,198	-4,658,137.37	-477,009.43	.00	-1,271,060.63	78.6%
GRAND TOTAL	-5,890,326	-4,658,137.37	-477,009.43	.00	-1,271,060.63	78.6%

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

FOR 2013 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	143,820	143,820	118,928.08	11,063.08	.00	24,891.92	82.7%
1.150 MANAGERIAL SALARIES	187,494	187,494	155,062.18	14,422.61	.00	32,431.82	82.7%
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	1,807,249.54	166,890.28	.00	364,587.46	83.2%
1.201 CSEA OVERTIME	41,000	41,000	35,791.49	3,125.38	.00	5,208.51	87.3%
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	146,573.11	15,253.52	.00	88,426.89	62.4%
TOTAL SALARIES & WAGES	2,800,766	2,789,751	2,270,925.44	210,754.87	.00	518,825.56	81.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	212,635	211,794	172,316.53	15,929.33	.00	39,477.47	81.4%
2.020 MTA PAYROLL TAX	9,535	9,499	7,750.89	707.98	.00	1,748.11	81.6%
2.101 NYS EMPLOYEE PENSION	483,377	486,184	406,289.40	41,818.30	.00	79,894.60	83.6%
2.201 EMPLOYEE ACTIVE HEALTH INS	459,521	445,573	373,816.44	38,722.28	.00	71,756.56	83.9%
2.202 RETIREES HEALTH INSURANCE	181,000	181,000	153,816.17	17,269.81	.00	27,183.83	85.0%
2.203 RETIREES HEALTH INS BUYOUT	1,650	1,650	1,650.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRG	1,375	1,375	672.21	.00	.00	702.79	48.9%
2.205 RETIREES MEDICARE PAYMENT	49,500	49,500	32,158.80	.00	.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	33,205.20	3,270.96	.00	6,526.80	83.6%
2.407 OPTICAL INSURANCE	11,865	11,328	9,467.10	932.58	.00	1,860.90	83.6%
2.501 GROUP LIFE INS-MANAGEMENT	2,659	2,659	2,130.48	.00	.00	528.52	80.1%
2.601 MEMBERSHIPS-FEES-DUES	141	141	40.00	.00	.00	101.00	28.4%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	238.45	.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	.00	.00	35.00	97.1%
TOTAL EMPLOYEE BENEFITS	1,488,481	1,474,043	1,224,920.86	118,651.24	.00	249,122.14	83.1%
3. MATERIALS & SUPPLIES							

FOR 2013 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	8,138.05	57.27	2,031.52	-2,169.57	127.1%
3.003 PRINTING	6,000	6,000	3,207.27	.00	.00	2,792.73	53.5%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	259,000	259,000	142,413.16	10,315.09	.00	116,586.84	55.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	14,050.58	569.00	.00	187.42	98.7%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	85,682.23	4,568.15	.00	-40,682.23	190.4%
3.011 PROGRAM SUPPLIES	2,500	2,500	2,384.68	190.23	.00	115.32	95.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	397.00	.00	.00	603.00	39.7%
3.014 LIBRARY SUPPLIES	10,000	10,000	9,458.72	311.96	.00	541.28	94.6%
3.016 REPLACEMENT MATERIALS	3,000	3,000	2,994.47	.00	.00	5.53	99.8%
3.022 PC SOFTWARE	500	500	2,672.05	432.05	.00	-2,172.05	534.4%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	12,372.10	1,024.00	6,300.00	-6,672.10	155.6%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	3,331.60	.00	.00	-6.60	100.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	23,347.64	2,045.00	340.00	-8,687.64	157.9%
3.601 ELECTRICITY	392,721	392,721	200,817.77	26,916.27	.00	191,903.23	51.1%
3.602 TELEPHONE	4,500	4,500	2,878.93	360.08	.00	1,621.07	64.0%
3.603 GAS	87,290	87,290	33,474.45	7,357.75	.00	53,815.55	38.3%
3.604 WATER	4,000	4,000	6,859.82	.00	.00	-2,859.82	171.5%
3.703 EQUIPMENT RENTAL	2,625	2,625	1,941.76	.00	.00	683.24	74.0%
3.704 COPIER RENTAL	10,190	10,190	6,478.24	558.31	.00	3,711.76	63.6%
3.716 LIBRARY SOFTWARE LEASE	0	0	17,191.36	.00	.00	-17,191.36	100.0%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	580,091.88	54,705.16	8,671.52	296,625.60	66.5%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	141,018	141,018	109,421.83	5,746.12	22,420.00	9,176.17	93.5%
4.016 SECURITY GUARDS	106,402	106,402	83,141.96	12,470.48	.00	23,260.04	78.1%
4.023 PROGRAM SERVICES	31,500	56,500	37,533.02	1,557.52	.00	18,966.98	66.4%
4.058 ON LINE SUBSCRIPTION SRVC	27,451	27,451	14,193.58	.00	.00	13,257.42	51.7%
4.602 SIF CONTRIBUTION	44,766	44,766	44,766.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	5,297.90	700.00	.00	-297.90	106.0%
TOTAL DIRECT COSTS	360,155	385,155	298,372.29	20,474.12	22,420.00	64,362.71	83.3%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	356,264.73	60,180.00	.00	-729.73	100.2%
9.990 RESERVE FOR FINANCING	0	39,325	.00	.00	.00	39,325.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	394,860	356,264.73	60,180.00	.00	38,595.27	90.2%

FOR 2013 10

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5,890,326	5,929,198	4,730,575.20	464,765.39	31,091.52	1,167,531.28	80.3%
GRAND TOTAL	5,890,326	4,730,575.20	464,765.39	31,091.52	1,167,531.28	80.3%

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