

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: December 4, 2013

The Budget Report as of December 4, 2013 is attached. All monthly revenues and expenditures are normal.

Two points to note in the Revenue report:

02269 - We have received 90% of our Local Library State Aide (\$14,302.80). We expect to receive the remaining 10% towards the end of our fiscal year.

03469 - We have received our e-rate rebate money (\$1,763.60). This is from the Universal Service Discount Program.



FOR 2014 05

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	146,696	146,696	59,015.63	11,241.06	.00	87,680.37	40.2%
1.150	MANAGERIAL SALARIES	201,871	201,871	81,233.19	15,469.32	.00	120,637.81	40.2%
1.153	M/C ATTENDANCE BONUS	500	500	.00	.00	.00	500.00	.0%
1.200	CSEA SALARIES AND WAGES	2,237,129	2,218,244	895,890.35	172,521.81	.00	1,322,353.65	40.4%
1.201	CSEA OVERTIME	41,000	41,000	14,393.17	7,368.88	.00	26,606.83	35.1%
1.203	CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800	PART-TIME/HOURLY WAGES	235,000	235,000	75,436.45	16,274.64	.00	159,563.55	32.1%
	TOTAL SALARIES & WAGES	2,872,196	2,853,311	1,125,968.79	222,875.71	.00	1,727,342.21	39.5%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	218,377	216,933	84,010.27	16,167.41	.00	132,922.73	38.7%
2.020	MTA PAYROLL TAX	9,802	9,738	3,780.09	748.78	.00	5,957.91	38.8%
2.101	NYS EMPLOYEE PENSION	575,866	565,983	222,927.19	43,706.60	.00	343,055.81	39.4%
2.201	EMPLOYEE ACTIVE HEALTH INS	482,179	486,642	202,964.26	40,946.42	.00	283,677.74	41.7%
2.202	RETIRES HEALTH INSURANCE	186,075	186,075	92,984.65	18,037.79	.00	93,090.35	50.0%
2.203	RETIRES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204	NYS HEALTH INS ADMIN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205	RETIRES MEDICARE PAYMENT	52,210	52,210	10,385.10	.00	.00	41,824.90	19.9%
2.206	ACTIVE HEALTH INS BUYOUT	31,994	23,899	.00	.00	.00	23,899.00	.0%
2.301	DENTAL INSURANCE PLAN	41,276	40,872	16,849.80	3,440.80	.00	23,026.00	41.2%
2.407	OPTICAL INSURANCE	11,628	11,514	4,745.25	969.00	.00	6,768.75	41.2%
2.501	GROUP LIFE INS-MANAGEMENT	2,975	2,975	1,254.00	250.80	.00	1,721.00	42.2%
2.601	MEMBERSHIPS-FEES-DUES	40	40	1,075.00	100.00	.00	-1,035.00	2687.5%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	729.86	129.86	.00	420.14	63.5%
2.603	TRAVEL AND TRANSPORTATION	1,000	1,000	161.59	130.51	.00	838.41	16.2%
2.703	UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905	EMPLOYEE ASSISTANCE PROG.	1,238	1,238	577.50	.00	.00	660.50	46.6%
	TOTAL EMPLOYEE BENEFITS	1,620,700	1,605,159	642,444.56	124,627.97	.00	962,714.44	40.0%

3. MATERIALS & SUPPLIES



FOR 2014 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	3,246.25	124.24	.00	4,753.75	40.6%
3.003 PRINTING	4,000	4,000	70.00	.00	770.00	3,160.00	21.0%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	67,646.15	18,200.58	.00	136,353.85	33.2%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	1,984.50	508.50	.00	12,253.50	13.9%
3.007 LICENSES-PERMITTS-FEES	0	0	60.00	60.00	.00	-60.00	100.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	54,139.68	8,119.87	.00	45,860.32	54.1%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,534.43	407.70	.00	965.57	61.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	665.00	225.00	.00	335.00	66.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	5,830.01	119.99	.00	3,614.25	63.9%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	555.74	3,000.00	.0%
3.022 PC SOFTWARE	900	900	1,080.00	.00	.00	-180.00	120.0%
3.301 BLDNG/FCLITY REPAIRS	12,000	12,000	2,051.84	630.00	.00	9,948.16	17.1%
3.302 BUIDL./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	6,877.57	394.74	.00	7,776.51	48.2%
3.601 ELECTRICITY	372,721	372,721	127,595.42	27,902.93	345.92	245,125.58	34.2%
3.602 TELEPHONE	4,500	4,500	1,105.11	253.71	.00	3,394.89	24.6%
3.603 GAS	65,500	65,500	851.39	396.47	.00	64,648.61	1.3%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,625	1,625	682.88	.00	.00	942.12	42.0%
3.704 COPIER RENTAL	6,701	6,701	2,791.55	.00	.00	3,909.45	41.7%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	17,463.43	.00	.00	31,290.57	35.8%
TOTAL MATERIALS & SUPPLIES	882,764	882,764	295,675.21	57,902.04	1,671.66	585,417.13	33.7%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	133,653	133,653	49,164.62	4,999.52	36,385.20	48,103.18	64.0%
4.016 SECURITY GUARDS	111,552	111,552	40,472.08	8,331.29	.00	71,079.92	36.3%
4.023 PROGRAM SERVICES	56,500	56,500	16,497.50	4,051.00	.00	40,002.50	29.2%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	19,800	3,179.52	.00	.00	16,620.48	16.1%
4.602 SIF CONTRIBUTION	41,112	41,112	41,112.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	5,700.00	2,350.00	.00	-700.00	114.0%
TOTAL DIRECT COSTS	371,635	371,635	160,143.72	19,731.81	36,385.20	175,106.08	52.9%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	104,732.30	.00	.00	319,354.70	24.7%
9.990 RESERVE FOR FINANCING	0	34,426	.00	.00	.00	34,426.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	458,513	104,732.30	.00	.00	353,780.70	22.8%



FOR 2014 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,171,382	6,171,382	2,328,964.58	425,137.53	38,056.86	3,804,360.56	38.4%
GRAND TOTAL	6,171,382	6,171,382	2,328,964.58	425,137.53	38,056.86	3,804,360.56	38.4%

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



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	-14,302.80	-14,302.80	.00	-882.20	94.2%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-14,302.80	-14,302.80	.00	-882.20	94.2%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-1,794.64	-1,763.60	.00	294.64	119.6%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,414.36	-272.18	.00	-1,585.64	47.1%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-3,209.00	-2,035.78	.00	-1,291.00	71.3%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-34,092.85	-5,834.34	.00	-65,907.15	34.1%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,157.00	-62.50	.00	-4,843.00	19.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-7,308.91	-1,670.90	.00	-7,691.09	48.7%
06699 OTHER	-4,500	-4,500	-1,182.04	-207.98	.00	-3,317.96	26.3%
TOTAL MISCELLANEOUS	-125,500	-125,500	-43,740.80	-7,775.72	.00	-81,759.20	34.9%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-1,934,732.30	.00	.00	-4,044,464.70	32.4%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-1,934,732.30	.00	.00	-4,044,464.70	32.4%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%
TOTAL APPROP FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-1,995,984.90	-24,114.30	.00	-4,175,397.10	32.3%
GRAND TOTAL	-6,171,382	-6,171,382	-1,995,984.90	-24,114.30	.00	-4,175,397.10	32.3%

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