

MEMO

To: White Plains Library Board of Trustees

From: Bill Deierlein, Business Manager

Subject: Monthly Budget Report

Date: January 6, 2014

The Budget Report as of January 6, 2014. All monthly revenues and expenditures are normal.

FOR 2014 06

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

201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	146,696	146,696	70,256.70	11,241.07	.00	76,439.30	47.9%
1.150	MANAGERIAL SALARIES	201,871	201,871	96,702.53	15,469.34	.00	105,168.47	47.9%
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	1,068,374.71	172,484.36	.00	1,149,869.29	48.2%
1.201	CSEA OVERTIME	41,000	41,000	19,417.99	5,024.82	.00	21,582.01	47.4%
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	91,811.02	16,374.57	.00	143,188.98	39.1%
	TOTAL SALARIES & WAGES	2,872,196	2,853,311	1,346,562.95	220,594.16	.00	1,506,748.05	47.2%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	218,377	216,933	102,022.69	18,012.42	.00	114,910.31	47.0%
2.020	MTA PAYROLL TAX	9,802	9,738	4,620.16	840.07	.00	5,117.84	47.4%
2.101	NYS EMPLOYEE PENSION	575,866	565,983	266,024.96	43,097.77	.00	299,958.04	47.0%
2.201	EMPLOYEE ACTIVE HEALTH INS	482,179	486,642	243,910.68	40,946.42	.00	242,731.32	50.1%
2.202	RETIRES HEALTH INSURANCE	186,075	186,075	107,172.79	14,188.14	.00	78,902.21	57.6%
2.203	RETIRES HEALTH INS BUYOUT	3,150	3,150	3,150.00	3,150.00	.00	.00	100.0%
2.204	NYS HEALTH INS ADMN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205	RETIRES MEDICARE PAYMENT	52,210	52,210	19,196.70	8,811.60	.00	33,013.30	36.8%
2.206	ACTIVE HEALTH INS BUYOUT	31,994	23,899	22,249.00	22,249.00	.00	1,650.00	93.1%
2.301	DENTAL INSURANCE PLAN	41,276	40,872	20,290.60	3,440.80	.00	20,581.40	49.6%
2.407	OPTICAL INSURANCE	11,628	11,514	5,714.25	969.00	.00	5,799.75	49.6%
2.501	GROUP LIFE INS-MANAGEMENT	2,975	2,975	1,504.80	250.80	.00	1,470.20	50.6%
2.601	MEMBERSHIPS-FEES-DUES	40	40	1,075.00	.00	.00	-1,035.00	2687.5%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	789.72	59.86	.00	360.28	68.7%
2.603	TRAVEL AND TRANSPORTATION	1,000	1,000	268.09	106.50	.00	731.91	26.8%
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	798,566.94	156,122.38	.00	806,592.06	49.8%

3. MATERIALS & SUPPLIES

FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	3,997.15	276.05	1,840.15	2,162.70	73.0%
3.003 PRINTING	4,000	4,000	895.39	825.39	692.00	2,412.61	39.7%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	86,926.79	19,280.64	.00	117,073.21	42.6%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	2,477.50	493.00	.00	11,760.50	17.4%
3.007 LICENSES-PERMITTS-FEES	0	0	60.00	.00	.00	-60.00	100.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	67,618.78	13,479.10	.00	32,381.22	67.6%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,603.29	68.86	.00	896.71	64.1%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	800.00	135.00	.00	200.00	80.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	6,665.05	835.04	878.00	2,456.95	75.4%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	0%
3.022 PC SOFTWARE	900	900	1,080.00	.00	.00	-180.00	120.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	2,766.84	715.00	.00	9,233.16	23.1%
3.302 BUTLD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	7,959.82	680.55	.00	7,040.18	53.1%
3.601 ELECTRICITY	372,721	372,721	151,974.69	24,379.27	.00	220,746.31	40.8%
3.602 TELEPHONE	4,500	4,500	1,358.56	253.45	.00	3,141.44	30.2%
3.603 GAS	65,500	65,500	4,006.14	3,154.75	.00	61,493.86	6.1%
3.604 WATER	4,000	4,000	2,705.36	2,705.36	.00	1,294.64	67.6%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,332.32	649.44	.00	1,292.68	82.0%
3.704 COPIER RENTAL	6,701	6,701	3,349.86	558.31	.00	3,351.14	50.0%
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	365,040.97	68,489.21	3,410.15	514,312.88	41.7%
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	58,581.14	9,416.52	38,225.24	36,846.62	72.4%
4.016 SECURITY GUARDS	111,552	111,552	44,493.24	4,021.16	.00	67,058.76	39.9%
4.023 PROGRAM SERVICES	56,500	56,500	20,276.50	3,779.00	.00	36,223.50	35.9%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	16,910	3,179.52	.00	.00	13,730.48	18.8%
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	7,350.00	1,650.00	.00	-2,350.00	147.0%
TOTAL DIRECT COSTS	371,635	368,745	179,010.40	18,866.68	38,225.24	151,509.36	58.9%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	2,890	.00	.00	2,889.48	.52	100.0%
TOTAL EQUIPMENT	0	2,890	.00	.00	2,889.48	.52	100.0%



FOR 2014 06

9. OTHER FINANCIAL USES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	117,681.12	12,948.82	.00	306,405.88	27.7%
9.990 RESERVE FOR FINANCING	0	34,426	.00	.00	.00	34,426.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	458,513	117,681.12	12,948.82	.00	340,831.88	25.7%
TOTAL LIBRARY FUND	6,171,382	6,171,382	2,806,862.38	477,021.25	44,524.87	3,319,994.75	46.2%
GRAND TOTAL	6,171,382	6,171,382	2,806,862.38	477,021.25	44,524.87	3,319,994.75	46.2%

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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	.00	.00	-882.20	94.2%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	-14,302.80	.00	.00	-882.20	94.2%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	-1,794.64	.00	.00	294.64	119.6%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,759.60	-345.24	.00	-1,240.40	58.7%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-3,554.24	-345.24	.00	-945.76	79.0%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-41,006.08	-6,605.48	.00	-58,993.92	41.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,322.00	-165.00	.00	-4,678.00	22.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-8,751.26	-1,442.35	.00	-6,248.74	58.3%
06699 OTHER	-4,500	-4,500	-1,359.39	-185.95	.00	-3,140.61	30.2%
TOTAL MISCELLANEOUS	-125,500	-125,500	-52,438.73	-8,398.78	.00	-73,061.27	41.8%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-2,247,681.12	-312,948.82	.00	-3,731,515.88	37.6%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-2,247,681.12	-312,948.82	.00	-3,731,515.88	37.6%
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%

FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-2,317,976.89	-321,692.84	.00	-3,853,405.11	37.6%
GRAND TOTAL	-6,171,382	-6,171,382	-2,317,976.89	-321,692.84	.00	-3,853,405.11	37.6%

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