

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** January 29, 2014

The Budget Report as of January 29, 2014. All monthly revenues and expenditures are normal.

FOR 2014 07

	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	-1,830.49	-70.89	.00	-1,169.51	61.0%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-3,625.13	-70.89	.00	-874.87	80.6%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-46,867.86	-5,861.78	.00	-53,132.14	46.9%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,322.00	.00	.00	-4,678.00	22.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-9,488.76	-737.50	.00	-5,511.24	63.3%
06698 REFUND PR YR EXPENDITURES	0	0	-322.94	-322.94	.00	322.94	100.0%
06699 OTHER	-4,500	-4,500	-1,542.35	-182.96	.00	-2,957.65	34.3%
TOTAL MISCELLANEOUS	-125,500	-125,500	-59,543.91	-7,105.18	.00	-65,956.09	47.4%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-3,034,742.93	-402,061.81	.00	-2,944,454.07	50.8%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-3,034,742.93	-402,061.81	.00	-2,944,454.07	50.8%
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 07

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,171,382	-6,171,382	-3,112,214.77	-409,237.88	.00	-3,059,167.23	50.4%
GRAND TOTAL	-6,171,382	-3,112,214.77	-409,237.88	.00	-3,059,167.23	50.4%

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

FOR 2014 07

	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	87,118.31	16,861.61	.00	59,577.69	59.4%
1.150 MANAGERIAL SALARIES	201,871	201,871	119,906.52	23,203.99	.00	81,964.48	59.4%
1.153 M/C ATTENDANCE BONUS	500	500	500.00	500.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,237,129	2,218,244	1,327,054.02	258,679.31	.00	891,189.98	59.8%
1.201 CSEA OVERTIME	41,000	41,000	24,139.04	4,721.05	.00	16,860.96	58.9%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,000.00	8,000.00	.00	2,000.00	80.0%
1.800 PART-TIME/HOURLY WAGES	235,000	235,000	115,998.36	24,187.34	.00	119,001.64	49.4%
TOTAL SALARIES & WAGES	2,872,196	2,853,311	1,682,716.25	336,153.30	.00	1,170,594.75	59.0%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	218,377	216,933	127,436.12	25,413.43	.00	89,496.88	58.7%
2.020 MTA PAYROLL TAX	9,802	9,738	5,749.64	1,129.48	.00	3,988.36	59.0%
2.101 NYS EMPLOYEE PENSION	575,866	565,983	331,937.01	65,912.05	.00	234,045.99	58.6%
2.201 EMPLOYEE ACTIVE HEALTH INS	482,179	486,671	285,417.52	41,506.84	.00	201,253.48	58.6%
2.202 RETIREES HEALTH INSURANCE	186,075	186,075	124,274.82	17,102.03	.00	61,800.18	66.8%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHR	1,390	1,390	727.22	727.22	.00	662.78	52.3%
2.205 RETIREES MEDICARE PAYMENT	52,210	52,210	20,140.80	.00	.00	32,069.20	38.6%
2.206 ACTIVE HEALTH INS BUYOUT	31,994	23,899	22,249.00	.00	.00	1,650.00	93.1%
2.301 DENTAL INSURANCE PLAN	41,276	40,872	23,731.40	3,440.80	.00	17,140.60	58.1%
2.407 OPTICAL INSURANCE	11,628	11,514	6,683.25	969.00	.00	4,830.75	58.0%
2.501 GROUP LIFE INS-MANAGEMENT	2,975	2,975	1,504.80	.00	.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	.00	.00	360.28	68.7%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	268.09	.00	.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	1,605,188	955,711.89	156,200.85	.00	649,476.11	59.5%
3. MATERIALS & SUPPLIES							

FOR 2014 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	6,484.37	2,118.39	.00	1,515.63	81.1%
3.003 PRINTING	4,000	4,000	1,194.39	299.00	983.00	1,822.61	54.4%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	99,014.21	12,087.42	.00	104,985.79	48.5%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	2,562.50	85.00	.00	11,675.50	18.0%
3.007 LICENSES-PERMITS-FEES	0	0	60.00	.00	.00	-60.00	100.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	85,700.61	18,081.83	.00	14,299.39	85.7%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,776.85	173.56	152.45	570.70	77.2%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	800.00	.00	.00	200.00	80.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	8,911.90	2,246.85	.00	1,088.10	89.1%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	900	900	1,908.00	828.00	.00	-1,008.00	212.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	5,846.84	3,080.00	.00	6,153.16	48.7%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	195.00	195.00	.00	3,130.00	5.9%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	10,631.45	1,078.27	.00	4,368.55	70.9%
3.601 ELECTRICITY	372,721	372,721	184,369.30	32,394.61	.00	188,351.70	49.5%
3.602 TELEPHONE	4,500	4,500	1,612.15	253.59	.00	2,887.85	35.8%
3.603 GAS	65,500	65,500	12,224.38	8,218.24	.00	53,275.62	18.7%
3.604 WATER	4,000	4,000	2,705.36	.00	.00	1,294.64	67.6%
3.703 EQUIPMENT RENTAL	1,625	1,625	1,359.04	26.72	.00	265.96	83.6%
3.704 COPIER RENTAL	6,701	6,701	3,908.17	558.31	.00	2,792.83	58.3%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	47,723.10	30,259.67	.00	1,030.90	97.9%
TOTAL MATERIALS & SUPPLIES	882,764	882,764	478,987.62	111,984.46	1,135.45	402,640.93	54.4%
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	81,443.09	22,861.95	33,170.84	19,039.07	85.8%
4.016 SECURITY GUARDS	111,552	111,552	54,485.09	9,991.85	.00	57,066.91	48.8%
4.023 PROGRAM SERVICES	56,500	56,500	22,598.00	2,321.50	.00	33,902.00	40.0%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	16,910	8,897.02	5,717.50	.00	8,012.98	52.6%
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	7,500.00	150.00	.00	-2,500.00	150.0%
TOTAL DIRECT COSTS	371,635	368,745	220,053.20	41,042.80	33,170.84	115,520.96	68.7%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	2,890	2,889.48	2,889.48	.00	.52	100.0%
TOTAL EQUIPMENT	0	2,890	2,889.48	2,889.48	.00	.52	100.0%

FOR 2014 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>9. OTHER FINANCIAL USES</b>							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	119,742.93	2,061.81	.00	304,344.07	28.2%
9.990 RESERVE FOR FINANCING	0	34,397	.00	.00	.00	34,397.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	458,484	119,742.93	2,061.81	.00	338,741.07	26.1%
TOTAL LIBRARY FUND	6,171,382	6,171,382	3,460,101.37	650,332.70	34,306.29	2,676,974.34	56.6%
GRAND TOTAL	6,171,382	6,171,382	3,460,101.37	650,332.70	34,306.29	2,676,974.34	56.6%

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