

# MEMO

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**To:** White Plains Library Board of Trustees

**From:** Bill Deierlein, Business Manager

**Subject:** Monthly Budget Report

**Date:** October 1, 2014

In the Budget Report as of September 30, 2014, all monthly revenues and expenditures are normal.

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>1. SALARIES &amp; WAGES</b>							
1.100 APPTD OFFICIALS SALARIES	146,696	149,630	36,690.91	11,465.92	.00	112,939.09	24.5%
1.150 MANAGERIAL SALARIES	212,625	212,625	52,126.68	16,293.43	.00	160,498.32	24.5%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,121,224	549,659.48	162,389.36	.00	1,571,564.52	25.9%
1.201 CSEA OVERTIME	46,000	46,000	5,157.04	1,964.25	.00	40,842.96	11.2%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	47,673.10	17,913.86	.00	207,326.90	18.7%
TOTAL SALARIES & WAGES	2,942,169	2,795,079	691,307.21	210,026.82	.00	2,103,771.79	24.7%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	222,605	211,347	52,200.75	15,869.59	.00	159,146.25	24.7%
2.020 MTA PAYROLL TAX	9,997	9,505	2,320.00	705.31	.00	7,185.00	24.4%
2.101 NYS EMPLOYEE PENSION	549,140	515,222	128,416.59	39,407.10	.00	386,805.41	24.9%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	470,085	114,921.30	36,278.68	.00	355,163.70	24.4%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	55,317.60	19,976.73	.00	123,572.40	30.9%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	10,175.30	10,175.30	.00	39,824.70	20.4%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	.00	.00	.00	24,281.00	.0%
2.301 DENTAL INSURANCE PLAN	43,010	40,221	10,068.60	3,252.90	.00	30,152.40	25.0%
2.407 OPTICAL INSURANCE	11,764	10,989	2,809.20	907.56	.00	8,179.80	25.6%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	780.48	260.16	.00	2,354.52	24.9%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	750.00	.00	.00	275.00	73.2%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	.00	.00	.00	1,150.00	.0%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	30.24	30.24	.00	969.76	3.0%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,360	1,360	680.00	.00	.00	680.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,620,411	1,523,258	378,470.06	126,863.57	.00	1,144,787.94	24.8%

**3. MATERIALS & SUPPLIES**

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	901.98	47.31	2,202.18	5,895.84	34.5%
3.003 PRINTING	4,000	4,000	258.91	158.00	.00	3,741.09	6.5%
3.004 POSTAGE	0	0	173.96	.00	.00	-173.96	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	34,465.48	21,958.75	.00	171,183.52	16.8%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	1,100.75	555.75	.00	13,459.25	7.6%
3.010 NON-BOOK MATERIALS	100,000	100,000	24,585.03	12,698.94	.00	75,414.97	24.6%
3.011 PROGRAM SUPPLIES	4,000	4,000	317.79	34.77	.00	3,682.21	7.9%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	5,927.79	4,412.95	2,202.19	1,870.02	81.3%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,004	2,004	1,080.00	.00	.00	924.00	53.9%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	880.00	.00	.00	11,120.00	7.3%
3.302 BULD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	6,280.47	2,900.98	.00	8,719.53	41.9%
3.601 ELECTRICITY	393,931	393,931	73,654.84	35,328.92	.00	320,276.16	18.7%
3.602 TELEPHONE	3,360	3,360	628.59	323.37	.00	2,731.41	18.7%
3.603 GAS	65,500	65,500	208.33	100.32	.00	65,291.67	.3%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,356	1,356	304.76	258.00	.00	1,051.24	22.5%
3.704 COPIER RENTAL	6,701	6,701	1,674.93	558.31	.00	5,026.07	25.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	28,672.94	.00	.00	31,907.06	47.3%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	181,056.55	79,336.37	4,404.37	733,445.08	20.2%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	.00	.00	.00	4,200.00	.0%
4.015 SERVICE CONTRACTS	130,754	130,754	37,107.50	5,192.02	45,352.00	48,294.50	63.1%
4.016 SECURITY GUARDS	109,809	109,809	20,451.75	9,971.50	.00	89,357.25	18.6%
4.023 PROGRAM SERVICES	56,500	56,500	4,282.15	1,237.90	.00	52,217.85	7.6%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	5,624.42	12.46	.00	6,851.58	45.1%
4.602 STF CONTRIBUTION	41,150	41,150	41,112.00	.00	.00	38.00	99.9%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	1,350.00	1,050.00	.00	8,650.00	13.5%
TOTAL DIRECT COSTS	364,889	364,889	109,927.82	17,463.88	45,352.00	209,609.18	42.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	117,344.73	55,611.01	.00	337,467.27	25.8%
9.990 RESERVE FOR FINANCING	10,000	272,759	.00	.00	.00	272,759.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	727,571	117,344.73	55,611.01	.00	610,226.27	16.1%

FOR 2015 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	1,478,106.37	489,301.65	49,756.37	4,801,840.26	24.1%
GRAND TOTAL	6,311,187	6,329,703	1,478,106.37	489,301.65	49,756.37	4,801,840.26	24.1%

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

FOR 2015 03

	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							
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02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	.00	.00	.00	-15,892.00	.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	.00	.00	.00	-15,892.00	.0%
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03 CHARGES FOR SERVICES							
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03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	.00	.00	.00	-1,795.00	.0%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-746.92	-287.85	.00	-2,253.08	24.9%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-746.92	-287.85	.00	-4,048.08	15.6%
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06 MISCELLANEOUS							
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06622 LIABILITY INSURANCE CLAIM	0	0	-4,368.00	.00	.00	4,368.00	100.0%
06651 LIBRARY FINES	-100,000	-100,000	-20,198.02	-5,761.39	.00	-79,801.98	20.2%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-769.40	-130.00	.00	-5,230.60	12.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-4,636.35	-1,517.00	.00	-10,363.65	30.9%
06699 OTHER	-4,500	-4,500	-904.78	-319.98	.00	-3,595.22	20.1%
TOTAL MISCELLANEOUS	-125,500	-125,500	-30,876.55	-7,728.37	.00	-94,623.45	24.6%
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09 OPERATING TRANSFERS							
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09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-1,117,344.73	-555,611.01	.00	-5,011,171.27	18.2%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-1,117,344.73	-555,611.01	.00	-5,011,171.27	18.2%
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0A APPROP FUND BALANCE							
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09999 APPROPRIATED FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%
TOTAL APPROP FUND BALANCE	-55,000	-55,000	.00	.00	.00	-55,000.00	.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-1,148,968.20	-563,627.23	.00	-5,180,734.80	18.2%
GRAND TOTAL	-6,311,187	-6,329,703	-1,148,968.20	-563,627.23	.00	-5,180,734.80	18.2%

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