

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** October 30, 2014

In the Budget Report as of October 30, 2014, all monthly revenues and expenditures are normal, with the following note:

We received 90% of our State Aid (Revenue code 02269), the remaining 10% normally comes towards the end of the fiscal year.

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	-14,454.90	-14,454.90	.00	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	-14,454.90	.00	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	.00	.00	.00	-1,795.00	.0%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,070.19	-310.27	.00	-1,929.81	35.7%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-1,070.19	-310.27	.00	-3,724.81	22.3%
06 MISCELLANEOUS							
06622 LIABILITY INSURANCE CLAIM	0	0	-4,368.00	.00	.00	4,368.00	100.0%
06651 LIBRARY FINES	-100,000	-100,000	-25,993.44	-4,713.32	.00	-74,006.56	26.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,339.40	-570.00	.00	-4,660.60	22.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-6,021.60	-1,385.25	.00	-8,978.40	40.1%
06699 OTHER	-4,500	-4,500	-1,091.14	-170.48	.00	-3,408.86	24.2%
TOTAL MISCELLANEOUS	-125,500	-125,500	-38,813.58	-6,839.05	.00	-86,686.42	30.9%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-1,962,344.73	-500,000.00	.00	-4,166,171.27	32.0%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-1,962,344.73	-500,000.00	.00	-4,166,171.27	32.0%
0A APPROP FUND BALANCE							
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%

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	31.9%
TOTAL REVENUES	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	
GRAND TOTAL	-6,311,187	-6,329,703	-2,016,683.40	-521,604.22	.00	-4,313,019.60	31.9%

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

FOR 2015 04

	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	149,630	48,156.82	11,465.91	.00	101,473.18	32.2%
1.150 MANAGERIAL SALARIES	212,625	212,625	68,420.13	16,293.45	.00	144,204.87	32.2%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,166,889	716,362.84	166,703.36	.00	1,450,526.16	33.1%
1.201 CSEA OVERTIME	46,000	46,000	9,763.48	4,606.44	.00	36,236.52	21.2%
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	65,694.75	18,021.65	.00	189,305.25	25.8%
TOTAL SALARIES & WAGES	2,942,169	2,840,744	908,398.02	217,090.81	.00	1,932,345.98	32.0%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	214,840	68,321.19	16,120.44	.00	146,518.81	31.8%
2.020 MTA PAYROLL TAX	9,997	9,660	3,049.38	729.38	.00	6,610.62	31.6%
2.101 NYS EMPLOYEE PENSION	549,140	520,245	168,736.02	40,319.43	.00	351,508.98	32.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	463,778	151,199.98	36,278.68	.00	312,578.02	32.6%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	51,939.90	.00	.00	126,950.10	29.0%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMIN CHR	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	12,483.10	.00	.00	37,516.90	25.0%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	.00	.00	.00	24,281.00	.0%
2.301 DENTAL INSURANCE PLAN	43,010	41,047	13,321.50	3,252.90	.00	27,725.50	32.5%
2.407 OPTICAL INSURANCE	11,764	11,220	3,716.76	907.56	.00	7,503.24	33.1%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	1,040.64	260.16	.00	2,094.36	33.2%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	990.00	240.00	.00	35.00	96.6%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	116.75	116.75	.00	1,033.25	10.2%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	134.49	104.25	.00	865.51	13.4%
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	1,526,679	475,729.71	98,329.55	.00	1,050,949.29	31.2%
3. MATERIALS & SUPPLIES							

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	3,345.15	2,395.20	.00	5,654.85	37.2%
3.003 PRINTING	4,000	4,000	416.91	158.00	.00	3,583.09	10.4%
3.004 POSTAGE	0	0	173.96	.00	.00	-173.96	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	51,111.36	16,645.88	.00	154,537.64	24.9%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	1,629.75	529.00	.00	12,930.25	11.2%
3.010 NON-BOOK MATERIALS	100,000	100,000	50,463.93	25,878.90	.00	49,536.07	50.5%
3.011 PROGRAM SUPPLIES	4,000	4,000	489.78	165.00	.00	3,510.22	12.2%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	135.00	135.00	.00	865.00	13.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	8,321.98	2,394.19	.00	1,678.02	83.2%
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	1,028.00	148.00	.00	10,972.00	8.6%
3.302 BULD /FAC EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	9,135.16	2,681.40	.00	5,864.84	60.9%
3.601 ELECTRICITY	393,931	393,931	108,122.78	34,467.94	.00	285,808.22	27.4%
3.602 TELEPHONE	3,360	3,360	977.37	348.78	.00	2,382.63	29.1%
3.603 GAS	65,500	65,500	302.28	93.95	.00	65,197.72	.5%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,356	1,356	304.76	.00	.00	1,051.24	22.5%
3.704 COPIER RENTAL	6,701	6,701	2,233.24	558.31	.00	4,467.76	33.3%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	28,612.94	.00	.00	31,907.06	47.3%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	267,884.35	86,599.55	.00	651,021.65	29.2%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	4,200.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	43,298.52	6,191.02	40,784.10	46,671.38	64.3%
4.016 SECURITY GUARDS	109,809	109,809	31,599.48	11,147.73	.00	78,209.52	28.8%
4.023 PROGRAM SERVICES	56,500	56,500	16,418.45	12,136.30	.00	40,081.55	29.1%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	8,036.88	2,412.46	.00	4,439.12	64.4%
4.602 SIF CONTRIBUTION	41,150	41,150	41,150.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	3,000.00	1,650.00	.00	7,000.00	30.0%
TOTAL DIRECT COSTS	364,889	364,889	147,703.33	37,737.51	40,784.10	176,401.57	51.7%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	117,344.73	.00	.00	337,467.27	25.8%
9.990 RESERVE FOR FINANCING	10,000	223,673	.00	.00	.00	223,673.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	678,485	117,344.73	.00	.00	561,140.27	17.3%

FOR 2015 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,311,187	6,329,703	1,917,060.14	439,757.42	40,784.10	4,371,858.76	30.9%
GRAND TOTAL	6,311,187	6,329,703	1,917,060.14	439,757.42	40,784.10	4,371,858.76	30.9%

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