

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: January 7, 2015

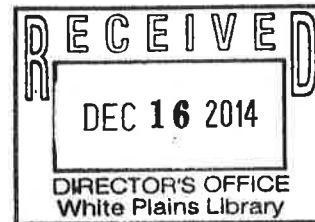
In the Budget Report as of December 31, 2014 all monthly revenues and expenditures are normal with the following note:

Expenditure line 3.716 (Library Software Lease): WLS implemented a 2 year pilot program with regard to Inter Library Loans, as detailed in the attached memo.

December 11, 2014

White Plains Public Library
100 Martine Avenue
White Plains, NY 10601

Attn: Brian Kenney



Dear White Plains Public Library.

The recently mailed invoices for January to June 2015 member library service fees included a payment variation based on a library's status as a net lender or net borrower for materials shared between the 38 Westchester Library System (WLS) member libraries.

This billing change was initiated by a recommendation from the Public Library Directors Association (PLDA) at the May 15, 2014 meeting. The recommendation was to launch a two-year pilot program that removed the debit/credit component from the funding model. This component of the model was self-funded (net borrowers' debits covered the net lenders' credits) and therefore did not impact the funding model's overall budget. This pilot project has the following goals:

- To recognize and compensate libraries that purchase materials to satisfy system-wide holds.
- To support local collection development initiatives and enable purchasing to support local holds.
- To promote resource sharing by creating a broader system-wide collection while getting materials into patron's hands more quickly.
- To be more environmentally friendly by reducing the number of items transferred between member libraries to meet local holds.

At their November 28, 2014 meeting, The WLS Board of Trustees reviewed and accepted PLDA's recommendation to support this pilot project in the WLS FY2015 budget.

In terms of the WLS member libraries' intra-lending/borrowing activities that occurred during the October 1, 2013 to September 30, 2014 time period, White Plains Public Library has been identified as a net lender and is eligible for reimbursement of library materials purchases up to \$20,696.50 in 2015. The purpose of the reimbursement is to support local collection development activities. Libraries are encouraged to purchase materials that support the needs of under-represented communities. *Please*

FOR 2015 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	149,630	71,088.66	11,465.92	.00	78,541.34	47.5%
1.150 MANAGERIAL SALARIES	212,625	212,625	101,007.00	16,293.43	.00	111,618.00	47.5%
1.153 M/C ATTENDANCE BONUS	600	600	.00	.00	.00	600.00	.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,055,051.85	169,673.82	.00	1,159,772.15	47.6%
1.201 CSEA OVERTIME	46,000	46,000	21,152.72	6,891.35	.00	24,847.28	46.0%
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	101,018.82	17,189.91	.00	153,981.18	39.6%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	1,349,319.05	221,514.43	.00	1,539,359.95	46.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	222,605	218,507	102,140.06	17,925.89	.00	116,366.94	46.7%
2.020 MTA PAYROLL TAX	9,997	9,823	4,649.59	863.01	.00	5,173.41	47.3%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	251,043.30	41,436.52	.00	278,932.70	47.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	224,413.14	36,934.48	.00	244,139.86	47.9%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	110,635.20	19,565.10	.00	68,254.80	61.8%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	3,150.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHR	1,548	1,548	.00	.00	.00	1,548.00	.0%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	25,176.00	12,692.90	.00	24,824.00	50.4%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	24,281	26,927.00	26,927.00	.00	-2,646.00	110.9%
2.301 DENTAL INSURANCE PLAN	43,010	41,770	19,930.60	3,356.20	.00	21,839.40	47.7%
2.407 OPTICAL INSURANCE	11,764	11,422	5,560.72	936.40	.00	5,861.28	48.7%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	1,560.96	260.16	.00	1,574.04	49.8%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	200.00	.00	-165.00	116.1%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	291.25	174.50	.00	858.75	25.3%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	327.13	192.64	.00	672.87	32.7%
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	1,545,940	777,674.95	164,614.80	.00	768,265.05	50.3%
3. MATERIALS & SUPPLIES							

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	4,310.09	115.25	704.86	3,985.05	55.7%
3.003 PRINTING	4,000	4,000	416.91	.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	79,510.30	23,656.36	.00	126,138.70	38.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	10,872.44	9,242.69	.00	3,687.56	74.7%
3.010 NON-BOOK MATERIALS	100,000	100,000	70,568.19	17,501.80	.00	29,431.81	70.6%
3.011 PROGRAM SUPPLIES	4,000	4,000	972.80	138.35	.00	3,027.20	24.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	135.00	.00	.00	865.00	13.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	8,660.65	.00	.00	1,339.35	86.6%
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	3,546.00	1,770.00	.00	8,454.00	29.6%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	925.00	925.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	13,195.75	2,606.12	397.38	1,406.87	90.6%
3.601 ELECTRICITY	393,931	393,931	169,541.65	29,894.92	.00	224,389.35	43.0%
3.602 TELEPHONE	3,360	3,360	1,645.40	400.30	.00	1,714.60	49.0%
3.603 GAS	65,500	65,500	3,851.07	3,445.33	.00	61,648.93	5.9%
3.604 WATER	4,000	4,000	3,302.35	3,302.35	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	632.90	258.00	.00	723.10	46.7%
3.704 COPIER RENTAL	6,701	6,701	3,349.86	558.31	.00	3,351.14	50.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	48,233.62	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	918,906	453,536.88	142,048.40	1,102.24	464,266.88	49.5%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	130,754	130,754	71,904.44	24,045.40	35,077.72	23,771.84	81.8%
4.016 SECURITY GUARDS	109,809	109,809	42,047.17	8,591.77	.00	67,761.83	38.3%
4.023 PROGRAM SERVICES	56,500	56,500	28,465.50	10,353.45	.00	28,034.50	50.4%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	13,766.28	5,716.94	.00	-1,290.28	110.3%
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	5,900.00	1,750.00	.00	4,100.00	59.0%
TOTAL DIRECT COSTS	364,889	364,889	207,433.39	50,457.56	35,077.72	122,377.89	66.5%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	129,741.24	12,396.51	.00	325,070.76	28.5%
9.990 RESERVE FOR FINANCING	10,000	156,477	.00	.00	.00	156,477.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	611,289	129,741.24	12,396.51	.00	481,547.76	21.2%

FOR 2015 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	2,917,705.51	591,031.70	36,179.96	3,375,817.53	46.7%
6,311,187	6,329,703	2,917,705.51	591,031.70	36,179.96	3,375,817.53	46.7%

TOTAL LIBRARY FUND

GRAND TOTAL

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

FOR 2015 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-15,892	-15,892	-14,454.90	.00	.00	-1,437.10	91.0%
TOTAL INTERGOVERNMENTAL	-15,892	-15,892	-14,454.90	.00	.00	-1,437.10	91.0%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,795	-1,795	-1,775.95	.00	.00	-19.05	98.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,789.37	-367.12	.00	-1,210.63	59.6%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-3,565.32	-367.12	.00	-1,229.68	74.4%
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	-39,353.89	-7,374.67	.00	-60,646.11	39.4%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,099.40	-445.00	.00	-3,900.60	35.0%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-9,181.40	-1,847.05	.00	-5,818.60	61.2%
06699 OTHER	-4,500	-4,500	-1,548.63	-198.95	.00	-2,951.37	34.4%
TOTAL MISCELLANEOUS	-125,500	-125,500	-56,551.32	-9,865.67	.00	-68,948.68	45.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-2,474,741.24	-512,396.51	.00	-3,653,774.76	40.4%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-2,474,741.24	-512,396.51	.00	-3,653,774.76	40.4%
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 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-2,549,312.78	-522,629.30	.00	-3,780,390.22	40.3%
GRAND TOTAL	-6,311,187	-6,329,703	-2,549,312.78	-522,629.30	.00	-3,780,390.22	40.3%

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