

# MEMO

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

**From:** Bill Deierlein, Business Manager

**Subject:** Monthly Budget Report

**Date:** March 31, 2015

In the Budget Report as of March 2015 all monthly revenues and expenditures are normal.

FOR 2015 09

	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	-2,727.09	-203.64	.00	-272.91	90.9%
TOTAL CHARGES FOR SERVICES	-4,795	-4,795	-4,503.04	-203.64	.00	-291.96	93.9%
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	-57,269.98	-5,337.37	.00	-42,730.02	57.3%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-2,539.40	-345.00	.00	-3,460.60	42.3%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-12,810.57	-1,173.25	.00	-2,189.43	85.4%
06699 OTHER	-4,500	-4,500	-2,156.09	-220.35	.00	-2,343.91	47.9%
TOTAL MISCELLANEOUS	-125,500	-125,500	-79,144.04	-7,075.97	.00	-46,355.96	63.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,110,000	-6,128,516	-3,977,692.21	-514,964.89	.00	-2,150,823.79	64.9%
TOTAL OPERATING TRANSFERS	-6,110,000	-6,128,516	-3,977,692.21	-514,964.89	.00	-2,150,823.79	64.9%
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 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,311,187	-6,329,703	-4,075,794.19	-522,244.50	.00	-2,253,908.81	64.4%
GRAND TOTAL	-6,311,187	-6,329,703	-4,075,794.19	-522,244.50	.00	-2,253,908.81	64.4%

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

FOR 2015 09

	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	111,219.35	11,465.90	.00	38,410.65	74.3%
1.150 MANAGERIAL SALARIES	212,625	212,625	158,034.03	16,293.44	.00	54,590.97	74.3%
1.153 M/C ATTENDANCE BONUS	600	600	600.00	.00	.00	.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,291,248	2,214,824	1,649,720.85	169,939.75	.00	565,103.15	74.5%
1.201 CSEA OVERTIME	46,000	46,000	39,446.68	5,339.92	.00	6,553.32	85.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,800.00	.00	.00	1,200.00	88.0%
1.800 PART-TIME/HOURLY WAGES	235,000	255,000	163,265.47	18,597.89	.00	91,734.53	64.0%
TOTAL SALARIES & WAGES	2,942,169	2,888,679	2,131,086.38	221,636.90	.00	757,592.62	73.8%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	222,605	218,507	161,230.40	16,747.82	.00	57,276.60	73.8%
2.020 MTA PAYROLL TAX	9,997	9,823	7,275.81	744.36	.00	2,547.19	74.1%
2.101 NYS EMPLOYEE PENSION	549,140	529,976	397,014.11	41,267.00	.00	132,961.89	74.9%
2.201 EMPLOYEE ACTIVE HEALTH INS	518,006	468,553	342,716.25	39,548.42	.00	125,836.75	73.1%
2.202 RETIREES HEALTH INSURANCE	178,890	178,890	129,607.97	.00	.00	49,282.03	72.5%
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	1,548	1,548	767.38	.00	.00	780.62	49.6%
2.205 RETIREES MEDICARE PAYMENT	50,000	50,000	35,121.00	9,945.00	.00	14,879.00	70.2%
2.206 ACTIVE HEALTH INS BUYOUT	24,281	26,927	26,927.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	43,010	41,770	30,257.45	3,459.50	.00	11,512.55	72.4%
2.407 OPTICAL INSURANCE	11,764	11,422	8,442.02	965.24	.00	2,979.98	73.9%
2.501 GROUP LIFE INS-MANAGEMENT	3,135	3,135	2,341.44	260.16	.00	793.56	74.7%
2.601 MEMBERSHIPS-FEES-DUES	1,025	1,025	1,190.00	.00	.00	-165.00	116.1%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	448.75	.00	.00	701.25	39.0%
2.603 TRAVEL AND TRANSPORTATION	1,000	2,000	915.90	338.52	.00	1,084.10	45.8%
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	1,549,586	1,148,085.48	113,276.02	.00	401,500.52	74.1%
<b>3. MATERIALS &amp; SUPPLIES</b>							

FOR 2015 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	9,000	9,000	6,211.04	242.61	1,439.75	1,349.21	85.0%
3.003 PRINTING	4,000	4,000	654.91	.00	1,250.00	2,095.09	47.6%
3.004 POSTAGE	0	0	197.92	.00	.00	-197.92	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	205,649	205,649	98,170.56	8,360.41	.00	107,478.44	47.7%
3.006 SUBSCRIPTIONS-PERIODICALS	14,560	14,560	12,522.69	468.00	.00	2,037.31	86.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	113,120.42	17,007.53	.00	-13,120.42	113.1%
3.011 PROGRAM SUPPLIES	4,000	3,000	2,139.24	385.85	.00	860.76	71.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	335.00	125.00	.00	665.00	33.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	10,065.14	101.60	1,439.74	-1,504.88	115.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	163.52	.00	529.70	2,306.78	23.1%
3.022 PC SOFTWARE	2,004	2,004	1,908.00	828.00	.00	96.00	95.2%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	4,912.75	401.25	.00	7,087.25	40.9%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	925.00	.00	.00	2,400.00	27.8%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	18,784.64	256.79	.00	-3,784.64	125.2%
3.601 ELECTRICITY	393,931	393,931	264,919.72	28,971.64	.00	129,011.28	67.3%
3.602 TELEPHONE	3,360	3,360	2,552.30	52.77	.00	807.70	76.0%
3.603 GAS	65,500	65,500	22,433.35	.00	.00	43,066.65	34.2%
3.604 WATER	4,000	4,000	3,302.35	.00	.00	697.65	82.6%
3.703 EQUIPMENT RENTAL	1,356	1,356	984.42	281.38	.00	371.58	72.6%
3.704 COPIER RENTAL	6,701	6,701	5,024.79	558.31	.00	1,676.21	75.0%
3.716 LIBRARY SOFTWARE LEASE	60,520	60,520	76,846.56	.00	.00	-16,326.56	127.0%
TOTAL MATERIALS & SUPPLIES	918,906	917,906	646,174.32	58,041.14	4,659.19	267,072.49	70.9%
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	94,349.50	11,331.42	27,013.55	9,390.95	92.8%
4.016 SECURITY GUARDS	109,809	109,809	73,443.15	8,005.69	.00	36,365.85	66.9%
4.023 PROGRAM SERVICES	56,500	56,500	40,691.10	5,215.75	.00	15,808.90	72.0%
4.058 ON LINE SUBSCRIPTION SRVC	12,476	12,476	14,100.06	15.16	.00	-1,633.06	113.1%
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	7,650.00	1,300.00	.00	2,350.00	76.5%
TOTAL DIRECT COSTS	364,889	364,889	275,592.81	25,868.02	27,013.55	62,282.64	82.9%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	454,812	454,812	382,692.21	14,964.89	.00	72,119.79	84.1%
9.990 RESERVE FOR FINANCING	10,000	153,831	.00	.00	.00	153,831.00	.0%
TOTAL OTHER FINANCIAL USES	464,812	608,643	382,692.21	14,964.89	.00	225,950.79	62.9%

FOR 2015 09

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6,311,187	6,329,703	4,583,631.20	433,786.97	31,672.74	1,714,399.06	72.9%
6,311,187	6,329,703	4,583,631.20	433,786.97	31,672.74	1,714,399.06	72.9%

GRAND TOTAL

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