

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** January 27, 2016

In the Budget Report as of January 27, 2016 all monthly revenues and expenditures are normal.

FOR 2016 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	149,630	151,874	88,689.81	11,593.44	.00	63,184.19	58.4%
1.150 MANAGERIAL SALARIES	212,625	215,798	126,054.04	16,473.80	.00	89,743.96	58.4%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,157,556	1,255,979.10	161,821.81	.00	901,576.90	58.2%
1.201 CSEA OVERTIME	49,000	49,000	29,332.79	6,194.68	.00	19,667.21	59.9%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	9,600.00	9,600.00	.00	400.00	96.0%
1.800 PART-TIME/HOURLY WAGES	235,000	275,000	129,160.10	18,525.36	.00	145,839.90	47.0%
TOTAL SALARIES & WAGES	2,908,475	2,859,228	1,638,815.84	224,209.09	.00	1,220,412.16	57.3%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	216,564	123,139.38	16,942.30	.00	93,424.62	56.9%
2.020 MTA PAYROLL TAX	9,899	9,731	5,621.73	752.94	.00	4,109.27	57.8%
2.101 NYS EMPLOYEE PENSION	497,765	485,383	282,979.43	38,479.30	.00	202,403.57	58.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	268,962.07	39,215.20	.00	206,320.93	56.6%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	105,566.12	.00	.00	74,433.88	58.6%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,536	1,536	761.04	.00	.00	774.96	49.5%
2.205 RETIREES MEDICARE PAYMENT	55,000	55,000	23,287.80	.00	.00	31,712.20	42.3%
2.206 ACTIVE HEALTH INS BUYOUT	27,135	27,135	27,135.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	41,528	39,462	23,235.15	3,252.90	.00	16,226.85	58.9%
2.407 OPTICAL INSURANCE	11,614	11,036	6,482.70	907.56	.00	4,553.30	58.7%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	1,585.44	.00	.00	1,661.56	48.8%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,565.00	425.00	.00	75.00	95.4%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	496.53	.00	.00	2,003.47	19.9%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	283.98	65.13	.00	1,716.02	14.2%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	680.00	.00	.00	765.00	47.1%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,515,462	874,931.37	100,040.33	.00	640,530.63	57.7%
3. MATERIALS & SUPPLIES							

FOR 2016 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	3,967.68	108.61	.00	6,032.32	39.7%
3.003 PRINTING	2,000	2,000	497.50	.00	.00	1,502.50	24.9%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	68,570.92	9,546.78	.00	115,429.08	37.3%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	10,853.20	68.00	.00	3,832.80	73.9%
3.010 NON-BOOK MATERIALS	120,000	120,000	61,765.51	9,812.99	.00	58,234.49	51.5%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,111.79	7.62	193.45	2,694.76	46.1%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	44.95	.00	.00	955.05	4.5%
3.014 LIBRARY SUPPLIES	11,000	11,000	6,722.24	325.00	594.00	3,683.76	66.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	2,200	2,200	1,908.00	.00	.00	292.00	86.7%
3.301 BLDNG/FCLTY REPAIRS	14,000	14,000	2,873.31	.00	.00	11,126.69	20.5%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	13,639.19	121.55	.00	4,360.81	75.8%
3.601 ELECTRICITY	413,733	413,733	191,901.68	28,696.16	.00	221,831.32	46.4%
3.602 GAS	4,020	4,020	1,658.70	276.08	.00	2,361.30	41.3%
3.603 TELEPHONE	68,424	68,424	5,749.42	.00	.00	62,674.58	8.4%
3.604 WATER	5,000	5,000	3,830.29	.00	.00	1,169.71	76.6%
3.703 EQUIPMENT RENTAL	1,313	1,313	679.66	281.38	.00	633.34	51.8%
3.704 COPIER RENTAL	6,701	6,701	4,100.17	654.31	.00	2,600.83	61.2%
3.716 LIBRARY SOFTWARE LEASE	75,770	75,770	84,842.09	48,167.98	.00	-9,072.09	112.0%
TOTAL MATERIALS & SUPPLIES	963,172	963,172	465,716.30	98,066.46	787.45	496,668.25	48.4%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	0	7,300.00	6,300.00	.00	-7,300.00	100.0%
4.005 FINANCIAL/ AUDITING COSTS	4,200	4,200	4,200.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	143,771	143,771	84,986.99	26,127.32	39,923.30	18,860.71	86.9%
4.016 SECURITY GUARDS	111,531	111,531	49,869.71	6,723.64	.00	61,661.29	44.7%
4.023 PROGRAM SERVICES	56,500	56,500	26,375.26	3,831.00	.00	30,124.74	46.7%
4.025 EXTERMINATING SERVICES	0	0	75.00	.00	.00	-75.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,167.57	2,832.90	.00	604.43	98.0%
4.602 SIF CONTRIBUTION	41,273	41,273	41,273.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	5,610.00	.00	.00	4,390.00	56.1%
TOTAL DIRECT COSTS	397,047	397,047	248,857.53	45,814.86	39,923.30	108,266.17	72.7%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	2,556.74	.00	.00	2,243.26	53.3%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.211 CPU AND SERVERS	1,500	1,500	.00	.00	.00	1,500.00	.0%
TOTAL EQUIPMENT	6,300	6,300	2,556.74	.00	.00	3,743.26	40.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,616	530,616	128,791.75	.00	.00	401,824.25	24.3%
9.990 RESERVE FOR FINANCING	0	128,366	.00	.00	.00	128,366.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	658,982	128,791.75	.00	.00	530,190.25	19.5%
TOTAL LIBRARY FUND	6,363,016	6,400,191	3,359,669.53	468,130.74	40,710.75	2,999,810.72	53.1%
GRAND TOTAL	6,363,016	6,400,191	3,359,669.53	468,130.74	40,710.75	2,999,810.72	53.1%

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

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-16,060	-16,060	-16,995.00	.00	.00	935.00	105.8%
TOTAL INTERGOVERNMENTAL	-16,060	-16,060	-16,995.00	.00	.00	935.00	105.8%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,775	-1,775	-1,447.42	.00	.00	-327.58	81.5%
03650 REPLACEMENT MATERIAL FEE	-3,500	-3,500	-1,841.12	-133.70	.00	-1,658.88	52.6%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-3,288.54	-133.70	.00	-1,986.46	62.3%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-40,801.76	-4,057.67	.00	-59,198.24	40.8%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-1,502.00	-190.00	.00	-4,498.00	25.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-9,414.59	-729.85	.00	-8,585.41	52.3%
06699 OTHER	-4,500	-4,500	-2,211.16	-152.20	.00	-2,288.84	49.1%
TOTAL MISCELLANEOUS	-128,500	-128,500	-54,049.51	-5,129.72	.00	-74,450.49	42.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-3,263,791.75	-500,000.00	.00	-2,958,383.25	52.5%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-3,263,791.75	-500,000.00	.00	-2,958,383.25	52.5%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%
TOTAL APPROP FUND BALANCE	-28,181	-28,181	.00	.00	.00	-28,181.00	.0%

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ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,363,016	-6,400,191	-3,338,124.80	-505,263.42	.00	-3,062,066.20	52.2%
GRAND TOTAL	-6,363,016	-3,338,124.80	-505,263.42	.00	-3,062,066.20	52.2%

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