

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** June 1, 2016

In the Budget Report as of May 31, 2016 all monthly revenues and expenditures are normal.

FOR 2016 11

	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	135,063.56	11,593.44	.00	16,810.44	88.9%
1.150 MANAGERIAL SALARIES	212,625	215,798	191,949.19	16,473.79	.00	23,848.81	88.9%
1.200 CSEA SALARIES AND WAGES	2,252,220	2,180,549	1,909,875.05	164,189.62	.00	270,673.95	87.6%
1.201 CSEA OVERTIME	49,000	49,000	58,382.17	6,989.83	.00	-9,382.17	119.1%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	9,600.00	.00	.00	400.00	96.0%
1.800 PART-TIME/HOURLY WAGES	235,000	275,000	209,975.88	21,837.05	.00	65,024.12	76.4%
TOTAL SALARIES & WAGES	2,908,475	2,882,221	2,514,845.85	221,083.73	.00	367,375.15	87.3%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	220,402	218,323	189,302.09	16,690.79	.00	29,020.91	86.7%
2.020 MTA PAYROLL TAX	9,899	9,809	8,562.29	741.85	.00	1,246.71	87.3%
2.101 NYS EMPLOYEE PENSION	497,765	487,579	420,336.71	31,656.17	.00	67,242.29	86.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	498,195	475,283	425,856.18	39,673.01	.00	49,426.82	89.6%
2.202 RETIREES HEALTH INSURANCE	180,000	180,000	176,039.80	17,325.81	.00	3,960.20	97.8%
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	1,536	1,536	761.04	.00	.00	774.96	49.5%
2.205 RETIREES MEDICARE PAYMENT	55,000	55,000	43,377.90	.00	.00	11,622.10	78.9%
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	39,875	36,505.00	3,356.20	.00	3,370.00	91.5%
2.407 OPTICAL INSURANCE	11,614	11,036	10,098.52	907.56	.00	937.48	91.5%
2.501 GROUP LIFE INS-MANAGEMENT	3,247	3,247	2,906.64	264.24	.00	340.36	89.5%
2.601 MEMBERSHIPS-FEES-DUES	1,640	1,640	1,690.00	.00	.00	-50.00	103.0%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	5,886.53	35.00	.00	-3,386.53	235.5%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	360.58	.00	.00	1,639.42	18.0%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,445	1,445	1,320.00	.00	.00	125.00	91.3%
TOTAL EMPLOYEE BENEFITS	1,557,406	1,519,908	1,353,288.28	110,650.63	.00	166,619.72	89.0%
3. MATERIALS & SUPPLIES							

FOR 2016 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	7,946.48	69.33	.00	2,053.52	79.5%
3.003 PRINTING	2,000	2,000	2,280.00	637.50	1,629.00	-1,909.00	195.5%
3.004 POSTAGE	0	0	32.04	32.04	.00	-32.04	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	184,000	184,000	122,845.46	10,006.21	.00	61,154.54	66.8%
3.006 SUBSCRIPTIONS-PERIODICALS	14,686	14,686	13,424.70	537.25	.00	1,261.30	91.4%
3.010 NON-BOOK MATERIALS	120,000	120,000	128,749.25	11,471.14	.00	-8,749.25	107.3%
3.011 PROGRAM SUPPLIES	5,000	5,000	3,318.18	195.20	.00	1,681.82	66.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	179.95	.00	.00	820.05	18.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	9,965.85	.00	.00	1,034.15	90.6%
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	10,356.81	.00	.00	3,643.19	74.0%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	580.00	.00	.00	2,745.00	17.4%
3.306 MAINTENANCE SUPPLIES	18,000	18,000	20,909.20	309.31	.00	-2,909.20	116.2%
3.601 ELECTRICITY	413,733	413,733	289,354.91	22,982.33	.00	124,378.09	69.9%
3.602 TELEPHONE	4,020	4,020	2,766.49	279.13	.00	1,253.51	68.8%
3.603 GAS	68,424	68,424	36,398.10	.00	.00	32,025.90	53.2%
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	1,031.18	23.38	.00	281.82	78.5%
3.704 COPIER RENTAL	6,701	6,701	6,717.41	654.31	.00	-16.41	100.2%
3.716 LIBRARY SOFTWARE LEASE	75,770	75,770	84,842.09	.00	.00	-9,072.09	112.0%
TOTAL MATERIALS & SUPPLIES	963,172	963,172	747,436.39	47,197.13	1,629.00	214,106.61	77.8%
4. DIRECT COSTS							
4.004 CONSULTANTS	0	0	7,300.00	.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	114,613.80	6,366.40	13,383.80	15,773.40	89.0%
4.016 SECURITY GUARDS	111,531	111,531	91,851.76	8,941.79	.00	19,679.24	82.4%
4.023 PROGRAM SERVICES	56,500	56,500	49,156.46	4,146.60	.00	7,343.54	87.0%
4.025 EXTERMINATING SERVICES	0	0	205.00	.00	.00	-205.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	29,772	29,772	29,240.81	.00	.00	531.19	98.2%
4.602 STF CONTRIBUTION	41,273	41,273	41,273.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	9,110.00	900.00	.00	890.00	91.1%
TOTAL DIRECT COSTS	397,047	397,047	346,950.83	20,354.79	13,383.80	36,712.37	90.8%
5. EQUIPMENT							

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5.207 COMPUTER PERIPHERAL EQUIP	4,800	4,800	3,927.68	477.46	.00	872.32	81.8%
5.211 CPU AND SERVERS	1,500	1,500	1,500.00	.00	.00	.00	100.0%
TOTAL EQUIPMENT	6,300	6,300	5,427.68	477.46	.00	872.32	86.2%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,616	530,616	451,301.04	.00	.00	79,314.96	85.1%
9.990 RESERVE FOR FINANCING	0	100,927	.00	.00	.00	100,927.00	.0%
TOTAL OTHER FINANCIAL USES	530,616	631,543	451,301.04	.00	.00	180,241.96	71.5%
TOTAL LIBRARY FUND	6,363,016	6,400,191	5,419,250.07	399,763.74	15,012.80	965,928.13	84.9%
GRAND TOTAL	6,363,016	6,400,191	5,419,250.07	399,763.74	15,012.80	965,928.13	84.9%

\*\* 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	-26,005.00	.00	.00	9,945.00	161.9%
TOTAL INTERGOVERNMENTAL	-16,060	-16,060	-26,005.00	.00	.00	9,945.00	161.9%
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	-3,032.67	-179.97	.00	-467.33	86.6%
TOTAL CHARGES FOR SERVICES	-5,275	-5,275	-4,480.09	-179.97	.00	-794.91	84.9%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-64,999.87	-5,036.46	.00	-35,000.13	65.0%
06691 JURY DUTY	0	0	-120.00	.00	.00	120.00	100.0%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-3,161.00	-409.00	.00	-2,839.00	52.7%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-14,134.44	-1,621.80	.00	-3,865.56	78.5%
06699 OTHER	-4,500	-4,500	-3,028.93	-112.12	.00	-1,471.07	67.3%
TOTAL MISCELLANEOUS	-128,500	-128,500	-85,444.24	-7,179.38	.00	-43,055.76	66.5%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,185,000	-6,222,175	-5,461,301.04	-500,000.00	.00	-760,873.96	87.8%
TOTAL OPERATING TRANSFERS	-6,185,000	-6,222,175	-5,461,301.04	-500,000.00	.00	-760,873.96	87.8%
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
TOTAL LIBRARY FUND	-6,363,016	-6,400,191	-5,577,230.37	-507,359.35	.00	-822,960.63	87.1%
GRAND TOTAL	-6,363,016	-6,400,191	-5,577,230.37	-507,359.35	.00	-822,960.63	87.1%

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