

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** July 7, 2016

In the Budget Report as of June 30, 2016 all monthly revenues and expenditures are normal.

FOR 2016 12

|                                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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            | -3,359.43     | -306.76      | .00          | -140.57             | 96.0%       |
| TOTAL CHARGES FOR SERVICES         | -5,275             | -5,275            | -4,806.85     | -306.76      | .00          | -468.15             | 91.1%       |
| 06 MISCELLANEOUS                   |                    |                   |               |              |              |                     |             |
| 06651 LIBRARY FINES                | -100,000           | -100,000          | -71,817.54    | -6,165.13    | .00          | -28,182.46          | 71.8%       |
| 06691 JURY DUTY                    | 0                  | 0                 | -120.00       | .00          | .00          | 120.00              | 100.0%      |
| 06695 RENTAL LIBRARY SPACE         | -6,000             | -6,000            | -3,721.00     | -560.00      | .00          | -2,279.00           | 62.0%       |
| 06697 COMMISSION COIN MACHINE      | -18,000            | -18,000           | -16,611.04    | -2,188.10    | .00          | -1,388.96           | 92.3%       |
| 06699 OTHER                        | -4,500             | -4,500            | -3,338.77     | -280.39      | .00          | -1,161.23           | 74.2%       |
| TOTAL MISCELLANEOUS                | -128,500           | -128,500          | -95,608.35    | -9,193.62    | .00          | -32,891.65          | 74.4%       |
| 09 OPERATING TRANSFERS             |                    |                   |               |              |              |                     |             |
| 09910 GENERAL FUND CONTRIBUTION    | -6,185,000         | -6,222,175        | -5,940,615.64 | -479,314.60  | .00          | -281,559.36         | 95.5%       |
| TOTAL OPERATING TRANSFERS          | -6,185,000         | -6,222,175        | -5,940,615.64 | -479,314.60  | .00          | -281,559.36         | 95.5%       |
| 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%         |

FOR 2016 12

|                    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
| TOTAL LIBRARY FUND | -6,363,016         | -6,400,191        | -6,067,035.84 | -488,814.98  | .00          | -333,155.16         | 94.8%       |
| GRAND TOTAL        | -6,363,016         | -6,400,191        | -6,067,035.84 | -488,814.98  | .00          | -333,155.16         | 94.8%       |

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

FOR 2016 12

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|----------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 201 LIBRARY FUND                 |                    |                   |              |              |              |                     |             |
| 1. SALARIES & WAGES              |                    |                   |              |              |              |                     |             |
| 1.100 APPTD OFFICIALS SALARIES   | 149,630            | 151,874           | 151,874.04   | 16,810.48    | .00          | - .04               | 100.0%      |
| 1.150 MANAGERIAL SALARIES        | 212,625            | 215,798           | 215,798.12   | 23,848.93    | .00          | - .12               | 100.0%      |
| 1.200 CSEA SALARIES AND WAGES    | 2,252,220          | 2,214,331         | 2,163,921.08 | 254,046.03   | .00          | 50,409.92           | 97.7%       |
| 1.201 CSEA OVERTIME              | 49,000             | 49,735            | 67,019.06    | 8,636.89     | .00          | -17,284.06          | 134.8%      |
| 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           | 248,239.22   | 38,263.34    | .00          | 26,760.78           | 90.3%       |
| TOTAL SALARIES & WAGES           | 2,908,475          | 2,916,738         | 2,856,451.52 | 341,605.67   | .00          | 60,286.48           | 97.9%       |
| 2. EMPLOYEE BENEFITS             |                    |                   |              |              |              |                     |             |
| 2.001 SOCIAL SECURITY            | 220,402            | 220,963           | 215,236.10   | 25,934.01    | .00          | 5,726.90            | 97.4%       |
| 2.020 MTA PAYROLL TAX            | 9,899              | 9,927             | 9,714.94     | 1,152.65     | .00          | 212.06              | 97.9%       |
| 2.101 NYS EMPLOYEE PENSION       | 497,765            | 494,068           | 466,381.01   | 46,044.30    | .00          | 27,686.99           | 94.4%       |
| 2.201 EMPLOYEE ACTIVE HEALTH INS | 498,195            | 475,283           | 465,987.00   | 40,130.82    | .00          | 9,296.00            | 98.0%       |
| 2.202 RETIREES HEALTH INSURANCE  | 180,000            | 180,000           | 193,365.61   | 17,325.81    | .00          | -13,365.61          | 107.4%      |
| 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            | 53,437.80    | 10,059.90    | .00          | 1,562.20            | 97.2%       |
| 2.206 ACTIVE HEALTH INS BUYOUT   | 27,135             | 27,135            | 28,203.00    | 1,068.00     | .00          | -1,068.00           | 103.9%      |
| 2.301 DENTAL INSURANCE PLAN      | 41,528             | 39,875            | 39,861.20    | 3,356.20     | .00          | 13.80               | 100.0%      |
| 2.407 OPTICAL INSURANCE          | 11,614             | 12,378            | 11,006.08    | 907.56       | .00          | 1,371.92            | 88.9%       |
| 2.501 GROUP LIFE INS-MANAGEMENT  | 3,247              | 3,247             | 3,170.88     | 264.24       | .00          | 76.12               | 97.7%       |
| 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             | 7,154.53     | 1,268.00     | .00          | -4,654.53           | 286.2%      |
| 2.603 TRAVEL AND TRANSPORTATION  | 2,000              | 2,000             | 976.33       | 615.75       | .00          | 1,023.67            | 48.8%       |
| 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          | 1,530,497         | 1,501,415.52 | 148,127.24   | .00          | 29,081.48           | 98.1%       |
| 3. MATERIALS & SUPPLIES          |                    |                   |              |              |              |                     |             |

FOR 2016 12

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|----------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 3.001 OFFICE SUPPLIES            | 10,000          | 10,000         | 8,773.92     | 638.14       | .00          | 1,226.08         | 87.7%    |
| 3.003 PRINTING                   | 2,000           | 2,000          | 3,740.64     | 1,460.64     | 299.00       | -2,039.64        | 202.0%   |
| 3.004 POSTAGE                    | 0               | 0              | 32.04        | .00          | .00          | -32.04           | 100.0%   |
| 3.005 BOOKS-PAMPHLETS-MOVIES     | 184,000         | 184,000        | 134,837.21   | 11,959.77    | .00          | 49,162.79        | 73.3%    |
| 3.006 SUBSCRIPTIONS-PERIODICALS  | 14,686          | 14,686         | 13,979.20    | 554.50       | .00          | 49,706.80        | 95.2%    |
| 3.010 NON-BOOK MATERIALS         | 120,000         | 120,000        | 139,671.44   | 10,922.19    | .00          | -19,671.44       | 116.4%   |
| 3.011 PROGRAM SUPPLIES           | 5,000           | 5,000          | 3,665.45     | 338.68       | .00          | 1,334.55         | 73.3%    |
| 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         | 10,315.59    | 349.74       | .00          | 684.41           | 93.8%    |
| 3.016 REPLACEMENT MATERIALS      | 3,000           | 3,000          | 2,279.15     | 2,279.15     | .00          | 720.85           | 76.0%    |
| 3.022 PC SOFTWARE                | 2,200           | 2,200          | 1,945.99     | 37.99        | .00          | 254.01           | 88.5%    |
| 3.301 BLDNG/FCLTY REPAIRS        | 14,000          | 14,000         | 14,056.81    | 3,700.00     | .00          | -56.81           | 100.4%   |
| 3.302 BULD./FAC. EMERGENCY REPRS | 3,325           | 3,325          | 2,277.36     | 1,697.36     | .00          | 1,047.64         | 68.5%    |
| 3.306 MAINTENANCE SUPPLIES       | 18,000          | 18,000         | 22,737.94    | 1,828.74     | .00          | -4,737.94        | 126.3%   |
| 3.601 ELECTRICITY                | 413,733         | 413,733        | 311,804.07   | 22,449.16    | .00          | 101,928.93       | 75.4%    |
| 3.602 TELEPHONE                  | 4,020           | 4,020          | 3,041.16     | 274.67       | .00          | 978.84           | 75.7%    |
| 3.603 GAS                        | 68,424          | 68,424         | 41,853.18    | .00          | .00          | 26,570.82        | 61.2%    |
| 3.604 WATER                      | 5,000           | 5,000          | 5,712.96     | 1,882.67     | .00          | -712.96          | 114.3%   |
| 3.703 EQUIPMENT RENTAL           | 1,313           | 1,313          | 1,312.56     | 281.38       | .00          | .44              | 100.0%   |
| 3.704 COPIER RENTAL              | 6,701           | 6,701          | 7,371.72     | 654.31       | .00          | -670.72          | 110.0%   |
| 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        | 814,430.43   | 61,309.09    | 299.00       | 148,442.57       | 84.6%    |
| 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        | 127,062.69   | 12,448.89    | 7,104.40     | 9,603.91         | 93.3%    |
| 4.016 SECURITY GUARDS            | 111,531         | 111,531        | 106,662.49   | 14,810.73    | .00          | 4,868.51         | 95.6%    |
| 4.023 PROGRAM SERVICES           | 56,500          | 56,500         | 52,074.21    | 2,917.75     | .00          | 4,425.79         | 92.2%    |
| 4.025 EXTERMINATING SERVICES     | 0               | 0              | 205.00       | .00          | .00          | -205.00          | 100.0%   |
| 4.058 ON LINE SUBSCRIPTION SRVC  | 29,772          | 29,772         | 29,937.43    | 696.62       | .00          | -165.43          | 100.6%   |
| 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         | 9,260.00     | 150.00       | .00          | 740.00           | 92.6%    |
| TOTAL DIRECT COSTS               | 397,047         | 397,047        | 377,974.82   | 31,023.99    | 7,104.40     | 11,967.78        | 97.0%    |

5. EQUIPMENT

FOR 2016 12

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|---------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 5.207 COMPUTER PERIPHERAL EQUIP | 4,800           | 4,800          | 4,391.07     | 463.39       | .00          | 408.93           | 91.5%    |
| 5.211 CPU AND SERVERS           | 1,500           | 1,500          | 1,500.00     | .00          | .00          | .00              | 100.0%   |
| TOTAL EQUIPMENT                 | 6,300           | 6,300          | 5,891.07     | 463.39       | .00          | 408.93           | 93.5%    |
| 9. OTHER FINANCIAL USES         |                 |                |              |              |              |                  |          |
| 9.302 TO DSF-LIBRARY FUND CONTR | 530,616         | 530,616        | 530,615.64   | 79,314.60    | .00          | .36              | 100.0%   |
| 9.990 RESERVE FOR FINANCING     | 0               | 55,821         | .00          | .00          | .00          | 55,821.00        | .0%      |
| TOTAL OTHER FINANCIAL USES      | 530,616         | 586,437        | 530,615.64   | 79,314.60    | .00          | 55,821.36        | 90.5%    |
| TOTAL LIBRARY FUND              | 6,363,016       | 6,400,191      | 6,086,779.00 | 661,843.98   | 7,403.40     | 306,008.60       | 95.2%    |
| GRAND TOTAL                     | 6,363,016       | 6,400,191      | 6,086,779.00 | 661,843.98   | 7,403.40     | 306,008.60       | 95.2%    |

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