

# MEMO

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

In the Budget Report as of November 1, 2016 all monthly revenues and expenditures are normal.

FOR 2017 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	151,874	154,152	44,887.19	11,812.42	.00	109,264.81	29.1%
1.150 MANAGERIAL SALARIES	219,019	219,019	67,968.39	16,783.35	.00	151,050.61	31.0%
1.200 CSEA SALARIES AND WAGES	2,186,181	2,039,449	627,947.71	154,689.33	.00	1,411,501.29	30.8%
1.201 CSEA OVERTIME	55,000	55,000	8,154.07	4,653.56	.00	46,845.93	14.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	250,000	250,000	67,262.78	18,197.15	.00	182,737.22	26.9%
TOTAL SALARIES & WAGES	2,872,074	2,727,620	816,220.14	206,135.81	.00	1,911,399.86	29.9%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,446	206,350	61,576.92	15,549.52	.00	144,773.08	29.8%
2.020 MTA PAYROLL TAX	9,790	9,302	2,736.85	691.10	.00	6,565.15	29.4%
2.101 NYS EMPLOYEE PENSION	416,534	391,033	116,618.52	29,077.29	.00	274,414.48	29.8%
2.201 EMPLOYEE ACTIVE HEALTH INS	496,876	477,695	151,893.11	38,146.13	.00	325,801.89	31.8%
2.202 RETIREES HEALTH INSURANCE	189,920	189,920	55,378.72	.00	.00	134,541.28	29.2%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	1,715	1,715	.00	.00	.00	1,715.00	.0%
2.205 RETIREES MEDICARE PAYMENT	54,135	54,135	13,095.00	.00	.00	41,040.00	24.2%
2.206 ACTIVE HEALTH INS BUYOUT	31,813	31,813	.00	.00	.00	31,813.00	.0%
2.301 DENTAL INSURANCE PLAN	40,953	38,369	12,521.45	3,124.30	.00	25,847.55	32.6%
2.407 OPTICAL INSURANCE	11,104	10,384	3,378.34	843.12	.00	7,005.66	32.5%
2.501 GROUP LIFE INS-MANAGEMENT	3,298	3,298	804.96	.00	.00	2,493.04	24.4%
2.601 MEMBERSHIPS-FEES-DUES	1,800	1,800	2,565.00	1,740.00	.00	-765.00	142.5%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	832.64	832.64	.00	1,667.36	33.3%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	382.15	116.00	.00	1,617.85	19.1%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	640.00	.00	.00	640.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,484,664	1,425,094	422,423.66	90,120.10	.00	1,002,670.34	29.6%
3. MATERIALS & SUPPLIES							

FOR 2017 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	838.35	220.46	.00	9,161.65	8.4%
3.003 PRINTING	2,000	2,000	75.00	.00	1,300.00	625.00	68.8%
3.005 BOOKS-PAMPHLETS-MOVIES	209,000	209,000	42,251.26	14,470.20	.00	166,748.74	20.2%
3.006 SUBSCRIPTIONS-PERIODICALS	14,788	14,788	5,495.03	547.00	.00	9,292.97	37.2%
3.010 NON-BOOK MATERIALS	145,000	145,000	58,028.14	.00	.00	86,971.86	40.0%
3.011 PROGRAM SUPPLIES	5,000	5,000	841.62	16.98	72.61	4,085.77	18.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	90.00	.00	.00	910.00	9.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	1,378.87	112.89	.00	9,621.13	12.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	3,168	3,168	2,680.00	.00	.00	488.00	84.6%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	653.50	380.00	.00	16,346.50	3.8%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	3,496.00	.00	.00	-171.00	105.1%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	6,767.06	.00	.00	15,232.94	30.8%
3.601 ELECTRICITY	395,335	395,335	102,737.54	37,408.70	.00	292,597.46	26.0%
3.602 TELEPHONE	3,780	3,780	833.02	276.51	.00	2,946.98	22.0%
3.603 GAS	71,439	71,439	140.06	.00	.00	71,298.94	.2%
3.604 WATER	5,000	5,000	.00	.00	.00	5,000.00	.0%
3.703 EQUIPMENT RENTAL	1,313	1,313	328.14	23.38	.00	984.86	25.0%
3.704 COPIER RENTAL	7,852	7,852	2,617.24	654.31	.00	5,234.76	33.3%
3.716 LIBRARY SOFTWARE LEASE	75,965	75,965	40,905.87	.00	.00	35,059.13	53.8%
TOTAL MATERIALS & SUPPLIES	1,006,965	1,006,965	270,156.70	54,110.43	1,372.61	735,435.69	27.0%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,344	4,344	4,344.00	4,344.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	137,291	137,291	41,295.26	4,735.52	45,980.93	50,014.81	63.6%
4.016 SECURITY GUARDS	110,517	110,517	29,128.99	8,945.86	.00	81,388.01	26.4%
4.023 PROGRAM SERVICES	56,500	56,500	16,103.60	16.00	.00	40,396.40	28.5%
4.058 ON LINE SUBSCRIPTION SRVC	32,025	32,025	26,245.97	18.31	.00	5,779.03	82.0%
4.602 SIF CONTRIBUTION	43,612	43,612	43,612.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	2,300.00	700.00	.00	7,700.00	23.0%
TOTAL DIRECT COSTS	394,289	394,289	163,029.82	18,759.69	45,980.93	185,278.25	53.0%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	775	775	1,011.63	.00	637.00	-873.63	212.7%
5.210 PERSONAL COMPUTERS	9,486	9,486	.00	.00	.00	9,486.00	.0%
5.211 CPU AND SERVERS	3,583	3,583	.00	.00	.00	3,583.00	.0%
TOTAL EQUIPMENT	13,844	13,844	1,011.63	.00	637.00	12,195.37	11.9%

FOR 2017 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,456	530,456	114,654.48	.00	.00	415,801.52	21.6%
9.990 RESERVE FOR FINANCING	9,907	242,948	.00	.00	.00	242,948.00	.0%
TOTAL OTHER FINANCIAL USES	540,363	773,404	114,654.48	.00	.00	658,749.52	14.8%
TOTAL LIBRARY FUND	6,312,199	6,341,216	1,787,496.43	369,126.03	47,990.54	4,505,729.03	28.9%
GRAND TOTAL	6,312,199	6,341,216	1,787,496.43	369,126.03	47,990.54	4,505,729.03	28.9%

\*\* 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	-16,995	-16,995	-15,955.00	.00	.00	-1,040.00	93.9%
TOTAL INTERGOVERNMENTAL	-16,995	-16,995	-15,955.00	.00	.00	-1,040.00	93.9%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,447	-1,447	-1,055.08	.00	.00	-391.92	72.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,541.76	-512.33	.00	-1,458.24	51.4%
TOTAL CHARGES FOR SERVICES	-4,447	-4,447	-2,596.84	-512.33	.00	-1,850.16	58.4%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-80,000	-80,000	-23,436.91	-4,480.09	.00	-56,563.09	29.3%
06695 RENTAL LIBRARY SPACE	0	0	-933.75	.00	.00	933.75	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-6,018.74	-589.04	.00	-11,981.26	33.4%
06699 OTHER	-4,500	-4,500	-730.13	-128.53	.00	-3,769.87	16.2%
TOTAL MISCELLANEOUS	-102,500	-102,500	-31,119.53	-5,197.66	.00	-71,380.47	30.4%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,173,871	-6,202,888	-1,884,654.48	-500,000.00	.00	-4,318,233.52	30.4%
TOTAL OPERATING TRANSFERS	-6,173,871	-6,202,888	-1,884,654.48	-500,000.00	.00	-4,318,233.52	30.4%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-14,386	-14,386	.00	.00	.00	-14,386.00	.0%
TOTAL APPROP FUND BALANCE	-14,386	-14,386	.00	.00	.00	-14,386.00	.0%

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-6,312,199	-6,341,216	-1,934,325.85	-505,709.99	.00	-4,406,890.15	30.5%
TOTAL LIBRARY FUND						
-6,312,199	-6,341,216	-1,934,325.85	-505,709.99	.00	-4,406,890.15	30.5%

GRAND TOTAL

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