

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** December 6, 2016

In the Budget Report as of November 30, 2016 all monthly revenues and expenditures are normal, with the following notation:

Revenue Code 02269: The Library received it's portion of the MTA Tax Refund for 2016 in the amount of \$9,037

FOR 2017 05

	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	-24,992.00	-9,037.00	.00	7,997.00	147.1%
TOTAL INTERGOVERNMENTAL	-16,995	-16,995	-24,992.00	-9,037.00	.00	7,997.00	147.1%
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	-1,938.35	-361.60	.00	-1,061.65	64.6%
TOTAL CHARGES FOR SERVICES	-4,447	-4,447	-2,993.43	-361.60	.00	-1,453.57	67.3%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-80,000	-80,000	-28,332.67	-4,128.07	.00	-51,667.33	35.4%
06695 RENTAL LIBRARY SPACE	0	0	-933.75	.00	.00	933.75	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-7,400.49	-834.90	.00	-10,599.51	41.1%
06699 OTHER	-4,500	-4,500	-949.23	-198.05	.00	-3,550.77	21.1%
TOTAL MISCELLANEOUS	-102,500	-102,500	-37,616.14	-5,161.02	.00	-64,883.86	36.7%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,173,871	-6,202,888	-1,884,654.48	.00	.00	-4,318,233.52	30.4%
TOTAL OPERATING TRANSFERS	-6,173,871	-6,202,888	-1,884,654.48	.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%

FOR 2017 05

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-6,312,199	-6,341,216	-1,950,256.05	-14,559.62	.00	-4,390,959.95	30.8%
GRAND TOTAL	-6,312,199	-1,950,256.05	-14,559.62	.00	-4,390,959.95	30.8%

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

FOR 2017 05

	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	56,699.61	11,812.42	.00	97,452.39	36.8%
1.150 MANAGERIAL SALARIES	219,019	219,019	84,751.75	16,783.36	.00	134,267.25	38.7%
1.200 CSEA SALARIES AND WAGES	2,186,181	2,022,372	777,606.65	149,996.15	.00	1,244,765.35	38.5%
1.201 CSEA OVERTIME	55,000	55,000	13,793.39	5,302.11	.00	41,206.61	25.1%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	250,000	266,000	87,007.39	19,744.61	.00	178,992.61	32.7%
TOTAL SALARIES & WAGES	2,872,074	2,726,543	1,019,858.79	203,638.65	.00	1,706,684.21	37.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,446	206,268	76,361.97	14,785.05	.00	129,906.03	37.0%
2.020 MTA PAYROLL TAX	9,790	9,298	3,419.80	682.95	.00	5,878.20	36.8%
2.101 NYS EMPLOYEE PENSION	416,534	389,789	145,462.45	28,843.93	.00	244,326.55	37.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	496,876	474,792	191,021.62	38,637.32	.00	283,770.38	40.2%
2.202 RETIREES HEALTH INSURANCE	189,920	189,920	92,297.87	18,459.57	.00	97,622.13	48.6%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMIN 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	38,162	15,696.43	3,149.68	.00	22,465.57	41.1%
2.407 OPTICAL INSURANCE	11,104	10,326	4,234.98	849.88	.00	6,091.02	41.0%
2.501 GROUP LIFE INS-MANAGEMENT	3,298	3,298	1,341.60	268.32	.00	1,956.40	40.7%
2.601 MEMBERSHIPS-FEES-DUES	1,800	1,800	2,715.00	150.00	.00	-915.00	150.8%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	1,357.76	525.12	.00	1,142.24	54.3%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	822.98	440.83	.00	1,177.02	41.1%
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	1,420,596	548,467.46	106,792.65	.00	872,128.54	38.6%
3. MATERIALS & SUPPLIES							

FOR 2017 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	3,555.34	1,989.86	.00	6,444.66	35.6%
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	51,433.77	9,182.51	.00	157,566.23	24.6%
3.006 SUBSCRIPTIONS-PERIODICALS	14,788	14,788	6,059.53	564.50	.00	8,728.47	41.0%
3.010 NON-BOOK MATERIALS	145,000	145,000	88,145.33	30,117.19	.00	56,854.67	60.8%
3.011 PROGRAM SUPPLIES	5,000	5,000	1,309.79	468.17	.00	3,690.21	26.2%
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	3,432.59	2,053.72	.00	7,567.41	31.2%
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	.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	10,115.08	3,126.96	.00	11,884.92	46.0%
3.601 ELECTRICITY	395,335	395,335	134,458.90	31,721.36	.00	260,876.10	34.0%
3.602 TELEPHONE	3,780	3,780	1,110.43	277.41	.00	2,669.57	29.4%
3.603 GAS	71,439	71,439	206.41	32.03	.00	71,232.59	.3%
3.604 WATER	5,000	5,000	.00	.00	.00	5,000.00	.0%
3.703 EQUIPMENT RENTAL	1,313	1,313	351.52	23.38	.00	961.48	26.8%
3.704 COPIER RENTAL	7,852	7,852	3,271.55	654.31	.00	4,580.45	41.7%
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	351,350.61	80,211.40	1,300.00	654,314.39	35.0%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,344	4,344	4,344.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	137,291	137,291	55,876.62	14,581.36	47,491.20	33,923.18	75.3%
4.016 SECURITY GUARDS	110,517	110,517	38,249.86	9,120.87	.00	72,267.14	34.6%
4.023 PROGRAM SERVICES	56,500	56,500	22,812.60	6,709.00	.00	33,687.40	40.4%
4.058 ON LINE SUBSCRIPTION SRVC	32,025	32,025	26,264.28	18.31	.00	5,760.72	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	4,050.00	1,750.00	.00	5,950.00	40.5%
TOTAL DIRECT COSTS	394,289	394,289	195,209.36	32,179.54	47,491.20	151,588.44	61.6%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL, EQUIP	775	775	1,585.68	574.05	637.00	-1,447.68	286.8%
5.210 PERSONAL COMPUTERS	9,486	9,486	871.06	871.06	.00	8,614.94	9.2%
5.211 CPU AND SERVERS	3,583	3,583	.00	.00	.00	3,583.00	.0%
TOTAL EQUIPMENT	13,844	13,844	2,456.74	1,445.11	637.00	10,750.26	22.3%

FOR 2017 05

	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	248,523	.00	.00	.00	248,523.00	.0%
TOTAL OTHER FINANCIAL USES	540,363	778,979	114,654.48	.00	.00	664,324.52	14.7%
TOTAL LIBRARY FUND	6,312,199	6,341,216	2,231,997.44	424,267.35	49,428.20	4,059,790.36	36.0%
GRAND TOTAL	6,312,199	6,341,216	2,231,997.44	424,267.35	49,428.20	4,059,790.36	36.0%

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