

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** May 3, 2017

In the Budget Report as of April 30, 2017 all monthly revenues and expenditures are normal, with the following notation:

Expenditure Code 4.015 (Service Contracts) indicates a credit of \$4,150.75. This credit is from the cleaning contract for areas that were not being cleaned during the renovation.

FOR 2017 10

	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	-26,765.00	.00	.00	9,770.00	157.5%
TOTAL INTERGOVERNMENTAL	-16,995	-16,995	-26,765.00	.00	.00	9,770.00	157.5%
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	-3,263.59	-215.58	.00	263.59	108.8%
TOTAL CHARGES FOR SERVICES	-4,447	-4,447	-4,318.67	-215.58	.00	-128.33	97.1%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-80,000	-80,000	-52,500.58	-3,725.85	.00	-27,499.42	65.6%
06695 RENTAL LIBRARY SPACE	0	0	-1,562.20	-8.00	.00	1,562.20	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-11,790.99	-1,107.75	.00	-6,209.01	65.5%
06698 REFUND PR YR EXPENDITURES	0	0	-3,284.35	.00	.00	3,284.35	100.0%
06699 OTHER	-4,500	-4,500	-1,613.48	-74.96	.00	-2,886.52	35.9%
TOTAL MISCELLANEOUS	-102,500	-102,500	-70,751.60	-4,916.56	.00	-31,748.40	69.0%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,173,871	-6,202,888	-5,340,170.36	-900,000.00	.00	-862,717.64	86.1%
TOTAL OPERATING TRANSFERS	-6,173,871	-6,202,888	-5,340,170.36	-900,000.00	.00	-862,717.64	86.1%
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 10

TOTAL LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	-6,312,199	-6,341,216	-5,442,005.63	-905,132.14	.00	-899,210.37	85.8%
GRAND TOTAL	-6,312,199	-6,341,216	-5,442,005.63	-905,132.14	.00	-899,210.37	85.8%

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

FOR 2017 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>1. SALARIES &amp; WAGES</b>							
1.100 APPTD OFFICIALS SALARIES	151,874	154,152	121,667.90	11,812.42	.00	32,484.10	78.9%
1.150 MANAGERIAL SALARIES	219,019	219,019	177,060.27	16,783.36	.00	41,958.73	80.8%
1.200 CSEA SALARIES AND WAGES	2,186,181	2,082,573	1,691,196.02	154,140.43	.00	391,376.98	81.2%
1.201 CSEA OVERTIME	55,000	56,942	44,280.58	4,597.21	.00	12,661.42	77.8%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,600.00	.00	.00	1,400.00	86.0%
1.800 PART-TIME/HOURLY WAGES	250,000	266,000	188,869.77	19,790.44	.00	77,130.23	71.0%
TOTAL SALARIES & WAGES	2,872,074	2,788,686	2,231,674.54	207,123.86	.00	557,011.46	80.0%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	217,446	211,022	167,400.67	15,529.66	.00	43,621.33	79.3%
2.020 MTA PAYROLL TAX	9,790	9,509	7,560.20	690.26	.00	1,948.80	79.5%
2.101 NYS EMPLOYEE PENSION	416,534	399,732	317,586.75	29,376.03	.00	82,145.25	79.4%
2.201 EMPLOYEE ACTIVE HEALTH INS	496,876	501,613	405,424.72	42,836.64	.00	96,188.28	80.8%
2.202 RETIREES HEALTH INSURANCE	189,920	189,920	165,915.95	18,158.75	.00	24,004.05	87.4%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	3,150.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRGE	1,715	1,715	733.00	.00	.00	982.00	42.7%
2.205 RETIREES MEDICARE PAYMENT	54,135	54,135	49,456.80	.00	.00	4,678.20	91.4%
2.206 ACTIVE HEALTH INS BUYOUT	31,813	31,813	17,717.00	.00	.00	14,096.00	55.7%
2.301 DENTAL INSURANCE PLAN	40,953	40,220	33,396.90	3,285.18	.00	6,823.10	83.0%
2.407 OPTICAL INSURANCE	11,104	10,332	8,565.30	843.90	.00	1,766.70	82.9%
2.501 GROUP LIFE INS-MANAGEMENT	3,298	3,298	2,727.92	279.50	.00	570.08	82.7%
2.601 MEMBERSHIPS-FEES-DUES	1,800	1,800	3,265.00	.00	.00	-1,465.00	181.4%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	2,800.55	157.50	.00	-300.55	112.0%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	1,503.38	.00	.00	496.62	75.2%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	1,260.00	.00	.00	20.00	98.4%
TOTAL EMPLOYEE BENEFITS	1,484,664	1,464,389	1,188,464.14	111,157.42	.00	275,924.86	81.2%
<b>3. MATERIALS &amp; SUPPLIES</b>							

FOR 2017 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	7,977.44	188.53	.00	2,022.56	79.8%
3.002 ADVERTISING	0	0	522.00	250.00	.00	-522.00	100.0%
3.003 PRINTING	2,000	2,000	1,687.14	.00	.00	312.86	84.4%
3.005 BOOKS-PAMPHLETS-MOVIES	209,000	209,000	105,650.31	8,785.42	.00	103,349.69	50.6%
3.006 SUBSCRIPTIONS-PERIODICALS	14,788	14,788	8,817.03	5,767.75	.00	5,970.97	59.6%
3.010 NON-BOOK MATERIALS	145,000	145,000	157,660.61	8,914.70	.00	-12,660.61	108.7%
3.011 PROGRAM SUPPLIES	5,000	5,000	4,035.51	187.36	.00	964.49	80.7%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	152.58	.00	.00	847.42	15.3%
3.014 LIBRARY SUPPLIES	11,000	11,000	6,801.06	129.17	.00	4,198.94	61.8%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	3,168	3,168	3,728.00	.00	.00	-560.00	117.7%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	22,596.01	.00	.00	-5,596.01	132.9%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	2,963.00	.00	.00	362.00	89.1%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	31,593.21	1,344.00	49.90	-9,643.11	143.8%
3.601 ELECTRICITY	395,335	395,335	273,353.38	27,645.87	.00	121,981.62	69.1%
3.602 TELEPHONE	3,780	3,780	2,492.11	512.60	.00	1,287.89	65.9%
3.603 GAS	71,439	71,439	.00	-363.79	.00	71,439.00	.0%
3.604 WATER	5,000	5,000	4,229.10	.00	.00	770.90	84.6%
3.703 EQUIPMENT RENTAL	1,313	1,313	1,007.80	23.38	.00	305.20	76.8%
3.704 COPIER RENTAL	7,852	7,852	6,447.10	558.31	.00	1,404.90	82.1%
3.716 LIBRARY SOFTWARE LEASE	75,965	75,965	84,933.06	.00	.00	-8,968.06	111.8%
TOTAL MATERIALS & SUPPLIES	1,006,965	1,006,965	726,646.45	48,752.30	49.90	280,268.65	72.2%
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	103,302.52	-4,150.75	23,529.93	10,458.55	92.4%
4.016 SECURITY GUARDS	110,517	110,517	87,139.81	8,061.56	.00	23,377.19	78.8%
4.023 PROGRAM SERVICES	56,500	56,500	50,771.10	3,138.05	.00	5,728.90	89.9%
4.058 ON LINE SUBSCRIPTION SRVC	32,025	32,025	29,022.76	22.12	.00	3,002.24	90.6%
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	9,000.00	1,000.00	.00	1,000.00	90.0%
TOTAL DIRECT COSTS	394,289	394,289	327,192.19	8,070.98	23,529.93	43,566.88	89.0%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	775	775	2,814.15	316.52	.00	-2,039.15	363.1%
5.210 PERSONAL COMPUTERS	9,486	9,486	1,021.05	.00	.00	8,464.95	10.8%

FOR 2017 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.211 CPU AND SERVERS	3,583	3,583	2,972.40	2,162.16	.00	610.60	83.0%
TOTAL EQUIPMENT	13,844	13,844	6,807.60	2,478.68	.00	7,036.40	49.2%
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9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	530,456	530,456	450,170.36	.00	.00	80,285.64	84.9%
9.990 RESERVE FOR FINANCING	9,907	142,587	.00	.00	.00	142,587.00	.0%
TOTAL OTHER FINANCIAL USES	540,363	673,043	450,170.36	.00	.00	222,872.64	66.9%
TOTAL LIBRARY FUND	6,312,199	6,341,216	4,930,955.28	377,583.24	23,579.83	1,386,680.89	78.1%
GRAND TOTAL	6,312,199	6,341,216	4,930,955.28	377,583.24	23,579.83	1,386,680.89	78.1%

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