

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** November 1, 2017

In the Budget Report as of October 31, 2017 all monthly revenues and expenditures are normal.

FOR 2018 04

	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	-15,964.00	.00	.00	-1,031.00	93.9%
TOTAL INTERGOVERNMENTAL	-16,995	-16,995	-15,964.00	.00	.00	-1,031.00	93.9%
03 CHARGES FOR SERVICES							
03649 MISCELLANEOUS REIMBURSEMENTS	-1,447	-1,447	-1,026.43	.00	.00	-420.57	70.9%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,012.91	-188.85	.00	-1,987.09	33.8%
TOTAL CHARGES FOR SERVICES	-4,447	-4,447	-2,039.34	-188.85	.00	-2,407.66	45.9%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-100,000	-100,000	-18,563.37	-4,057.13	.00	-81,436.63	18.6%
06695 RENTAL LIBRARY SPACE	-2,000	-2,000	.00	.00	.00	-2,000.00	.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-5,138.35	-1,264.95	.00	-12,861.65	28.5%
06698 REFUND PR YR EXPENDITURES	0	0	-3,376.01	.00	.00	3,376.01	100.0%
06699 OTHER	-3,500	-3,500	-362.46	-47.80	.00	-3,137.54	10.4%
TOTAL MISCELLANEOUS	-123,500	-123,500	-27,440.19	-5,369.88	.00	-96,059.81	22.2%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,351,340	-6,394,585	-1,976,095.57	-500,000.00	.00	-4,418,489.43	30.9%
TOTAL OPERATING TRANSFERS	-6,351,340	-6,394,585	-1,976,095.57	-500,000.00	.00	-4,418,489.43	30.9%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-30,966	-30,966	.00	.00	.00	-30,966.00	.0%
TOTAL APPROP FUND BALANCE	-30,966	-30,966	.00	.00	.00	-30,966.00	.0%

FOR 2018 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,527,248	-6,570,493	-2,021,539.10	-505,558.73	.00	-4,548,953.90	30.8%
GRAND TOTAL	-6,527,248	-6,570,493	-2,021,539.10	-505,558.73	.00	-4,548,953.90	30.8%

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

FOR 2018 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	154,152	156,500	48,153.84	12,038.46	.00	108,346.16	30.8%
1.150 MANAGERIAL SALARIES	222,288	223,378	68,731.71	17,182.93	.00	154,646.29	30.8%
1.200 CSEA SALARIES AND WAGES	2,047,280	2,190,294	669,889.27	168,969.48	.00	1,520,404.73	30.6%
1.201 CSEA OVERTIME	58,081	58,081	4,589.27	3,595.64	.00	53,491.73	7.9%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	290,000	290,000	70,509.85	20,167.27	.00	219,490.15	24.3%
TOTAL SALARIES & WAGES	2,781,801	2,928,253	861,873.94	221,953.78	.00	2,066,379.06	29.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	209,499	220,557	64,632.25	16,624.42	.00	155,924.75	29.3%
2.020 MTA PAYROLL TAX	9,398	9,897	2,872.66	738.91	.00	7,024.34	29.0%
2.101 NYS EMPLOYEE PENSION	393,154	409,423	121,642.01	31,156.72	.00	287,780.99	29.7%
2.201 EMPLOYEE ACTIVE HEALTH INS	534,607	563,965	178,461.66	45,475.92	.00	385,503.34	31.6%
2.202 RETIREES HEALTH INSURANCE	201,500	201,500	72,635.00	18,158.75	.00	128,865.00	36.0%
2.203 RETIREES HEALTH INS BUYOUT	6,350	6,350	.00	.00	.00	6,350.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	1,800	1,800	.00	.00	.00	1,800.00	.0%
2.205 RETIREES MEDICARE PAYMENT	67,000	67,000	13,357.80	.00	.00	53,642.20	19.9%
2.206 ACTIVE HEALTH INS BUYOUT	20,000	20,000	.00	.00	.00	20,000.00	.0%
2.301 DENTAL INSURANCE PLAN	40,710	43,085	14,132.50	3,617.92	.00	28,952.50	32.8%
2.407 OPTICAL INSURANCE	10,121	10,732	3,521.10	902.10	.00	7,210.90	32.8%
2.501 GROUP LIFE INS-MANAGEMENT	3,490	3,490	1,138.00	284.50	.00	2,352.00	32.6%
2.601 MEMBERSHIPS-FEES-DUES	3,800	3,800	4,025.00	.00	.00	-225.00	105.9%
2.602 EDUCATION-TRAINING FEES	2,500	2,500	21.50	.00	.00	2,478.50	9%
2.603 TRAVEL AND TRANSPORTATION	2,000	2,000	500.00	.00	.00	1,500.00	25.0%
2.703 UNIFORMS	350	350	150.90	.00	.00	199.10	43.1%
2.905 EMPLOYEE ASSISTANCE PROG.	1,240	1,240	620.00	.00	.00	620.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,507,519	1,567,689	477,710.38	116,959.24	.00	1,089,978.62	30.5%
3. MATERIALS & SUPPLIES							

FOR 2018 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	1,250.64	96.29	.00	8,749.36	12.5%
3.003 PRINTING	2,000	2,000	158.00	.00	.00	1,842.00	7.9%
3.005 BOOKS - PAMPHLETS - MOVIES	195,000	195,000	41,554.57	217.08	.00	153,445.43	21.3%
3.006 SUBSCRIPTIONS - PERIODICALS	14,788	14,788	7,788.84	575.25	.00	6,999.16	52.7%
3.010 NON-BOOK MATERIALS	159,000	159,000	46,313.72	4,943.53	.00	112,686.28	29.1%
3.011 PROGRAM SUPPLIES	5,000	5,000	1,514.99	296.88	.00	3,485.01	30.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	5,420.25	1,671.47	.00	5,579.75	49.3%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	3,700	3,700	2,430.00	.00	.00	1,270.00	65.7%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	4,795.00	.00	.00	12,205.00	28.2%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	3,175.76	.00	.00	18,824.24	14.4%
3.601 ELECTRICITY	383,734	383,734	107,126.80	35,692.16	.00	276,607.20	27.9%
3.602 TELEPHONE	3,780	3,780	838.52	277.84	.00	2,941.48	22.2%
3.603 GAS	60,747	60,747	1,239.00	.00	.00	59,508.00	2.0%
3.604 WATER	7,000	7,000	.00	.00	.00	7,000.00	.0%
3.703 EQUIPMENT RENTAL	1,313	1,313	322.33	13.65	.00	990.67	24.5%
3.704 COPIER RENTAL	7,852	7,852	2,617.24	654.31	.00	5,234.76	33.3%
3.716 LIBRARY SOFTWARE LEASE	57,061	57,061	31,341.78	.00	.00	25,719.22	54.9%
TOTAL MATERIALS & SUPPLIES	968,300	968,300	257,887.44	44,438.46	.00	710,412.56	26.6%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,428	4,428	4,428.00	4,428.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	147,890	147,890	52,717.89	5,515.62	.86	52,237.25	64.7%
4.016 SECURITY GUARDS	113,468	113,468	17,325.62	4,314.57	.00	96,142.38	15.3%
4.023 PROGRAM SERVICES	56,500	56,500	20,247.45	4,403.65	.00	36,252.55	35.8%
4.058 ON LINE SUBSCRIPTION SRVC	52,144	52,144	31,378.76	22.12	.00	20,765.24	60.2%
4.602 SIF CONTRIBUTION	47,160	47,160	47,160.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	650.00	200.00	.00	9,350.00	6.5%
TOTAL DIRECT COSTS	431,590	431,590	173,907.72	18,883.96	42,934.86	214,747.42	50.2%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	3,844	3,844	2,626.19	.00	.00	1,217.81	68.3%
5.210 PERSONAL COMPUTERS	10,960	10,960	.00	.00	.00	10,960.00	.0%
5.211 CPU AND SERVERS	2,716	2,716	.00	.00	.00	2,716.00	.0%
TOTAL EQUIPMENT	17,520	17,520	2,626.19	.00	.00	14,893.81	15.0%

FOR 2018 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	584,528	584,528	141,095.57	.00	.00	443,432.43	24.1%
9.990 RESERVE FOR FINANCING	235,990	72,613	.00	.00	.00	72,613.00	.0%
TOTAL OTHER FINANCIAL USES	820,518	657,141	141,095.57	.00	.00	516,045.43	21.5%
TOTAL LIBRARY FUND	6,527,248	6,570,493	1,915,101.24	402,235.44	42,934.86	4,612,456.90	29.8%
GRAND TOTAL	6,527,248	6,570,493	1,915,101.24	402,235.44	42,934.86	4,612,456.90	29.8%

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