

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** November 5, 2018

In the Budget Report as of October 31, 2018 all monthly revenues and expenditures are normal.

11/05/2018 11:13  
bdeierle

CITY OF WHITE PLAINS  
LIBRARY FUND

P 1  
glytbdud

FOR 2019 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
201 LIBRARY FUND						
02 INTERGOVERNMENTAL						
02269 LIBRARY-OTHER LIBRARIES	-17,738	-17,738	-16,121.30	.00	-1,616.70	90.9%
TOTAL INTERGOVERNMENTAL	-17,738	-17,738	-16,121.30	.00	-1,616.70	90.9%
03 CHARGES FOR SERVICES						
03649 MISCELLANEOUS REIMBURSEMENTS	-560	-560	-562.32	.00	2.32	100.4%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-811.41	-268.86	-2,188.59	27.0%
TOTAL CHARGES FOR SERVICES	-3,560	-3,560	-1,373.73	-268.86	-2,186.27	38.6%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-60,000	-60,000	-12,680.73	-2,524.93	-47,319.27	21.1%
06695 RENTAL LIBRARY SPACE	-9,000	-9,000	-2,180.00	-754.00	-6,820.00	24.2%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-6,743.85	-1,740.80	-11,256.15	37.5%
06698 REFUND PR YR EXPENDITURES	0	0	-515.13	.00	515.13	100.0%
06699 OTHER	-2,000	-2,000	-223.21	-84.73	-1,776.79	11.2%
TOTAL MISCELLANEOUS	-89,000	-89,000	-22,342.92	-5,104.46	-66,657.08	25.1%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,420,000	-6,460,064	-2,037,914.23	-500,000.00	-4,422,149.77	31.5%
TOTAL OPERATING TRANSFERS	-6,420,000	-6,460,064	-2,037,914.23	-500,000.00	-4,422,149.77	31.5%
0A APPROP FUND BALANCE						
09999 APPROPRIATED FUND BALANCE	-43,109	-43,109	.00	.00	-43,109.00	.0%
TOTAL APPROP FUND BALANCE	-43,109	-43,109	.00	.00	-43,109.00	.0%

11/05/2018 11:13  
bdeierle

CITY OF WHITE PLAINS  
LIBRARY FUND

P 2  
glytdbud

FOR 2019 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL LIBRARY FUND	-6,573,407	-6,613,471	-2,077,752.18	-505,373.32	-4,535,718.82	31.4%
GRAND TOTAL	-6,573,407	-6,613,471	-2,077,752.18	-505,373.32	-4,535,718.82	31.4%

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

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APTD OFFICIALS SALARIES	159,630	159,630	49,116.97	12,279.25	.00	110,513.03	30.8%
1.150 MANAGERIAL SALARIES	227,823	227,823	70,099.42	17,524.86	.00	157,223.58	30.8%
1.200 CSEA SALARIES AND WAGES	2,181,003	2,184,295	668,847.70	168,843.17	.00	1,515,447.30	30.6%
1.201 CSEA OVERTIME	55,500	55,500	4,670.92	2,885.87	.00	50,829.08	8.4%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	265,000	265,000	65,121.09	19,510.80	.00	199,878.91	24.6%
TOTAL SALARIES & WAGES	2,898,956	2,902,248	857,856.10	221,043.95	.00	2,044,391.90	29.6%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,132	217,386	64,136.21	16,533.15	.00	153,249.79	29.5%
2.020 WTA PAYROLL TAX	9,767	9,780	2,850.73	734.84	.00	6,929.27	29.1%
2.101 NYS EMPLOYEE PENSION	402,901	400,334	119,418.47	30,469.96	.00	280,915.53	29.8%
2.201 EMPLOYEE ACTIVE HEALTH INS	616,308	612,605	192,995.68	49,246.88	.00	419,609.32	31.5%
2.202 RETIREES HEALTH INSURANCE	220,000	226,697	81,658.04	20,414.51	.00	145,038.96	36.0%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204 NYS HEALTH INS ADMIN CHRG	1,900	1,900	.00	.00	.00	1,900.00	.0%
2.205 RETIREES MEDICARE PAYMENT	73,500	79,500	15,811.50	.00	.00	63,688.50	19.9%
2.206 ACTIVE HEALTH INS BUYOUT	20,970	20,970	.00	.00	.00	20,970.00	.0%
2.301 DENTAL INSURANCE PLAN	47,040	46,702	14,245.56	3,674.45	.00	32,456.44	30.5%
2.407 OPTICAL INSURANCE	11,168	11,110	3,666.60	945.75	.00	7,443.40	33.0%
2.501 GROUP LIFE INS-MANAGEMENT	4,119	4,119	1,345.60	336.40	.00	2,773.40	32.7%
2.601 MEMBERSHIPS-FEES-DUES	6,000	6,000	4,350.00	625.00	.00	1,650.00	72.5%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	1,160.39	1,160.39	.00	3,539.61	24.7%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	27.00	27.00	.00	3,073.00	.9%
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	1,643,385	1,649,683	502,305.78	124,168.33	.00	1,147,377.22	30.4%
3. MATERIALS & SUPPLIES							

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	3,026.47	311.53	.00	6,973.53	30.3%
3.003 PRINTING	2,000	2,000	2,057.43	325.43	.00	-57.43	102.9%
3.004 POSTAGE	0	0	297.17	162.17	.00	-297.17	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	195,000	195,000	45,354.22	11,784.98	.00	149,645.78	23.3%
3.006 SUBSCRIPTIONS-PERIODICALS	16,988	16,988	1,964.25	654.50	.00	15,023.75	11.6%
3.010 NON-BOOK MATERIALS	159,000	159,000	47,736.18	19,150.44	.00	111,263.82	30.0%
3.011 PROGRAM SUPPLIES	5,000	5,000	1,814.49	1,016.15	.00	3,185.51	36.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	4,102.06	2,035.58	2,225.00	4,672.94	57.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	4,050	4,050	2,701.30	271.30	.00	1,348.70	66.7%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	1,127.73	1,127.73	3,465.00	12,407.27	27.0%
3.302 BUID./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	3,694.03	714.38	3,465.00	14,840.97	32.5%
3.601 ELECTRICITY	344,483	344,483	108,776.93	38,459.88	.00	235,706.07	31.6%
3.602 TELEPHONE	3,780	3,780	838.28	317.90	.00	2,941.72	22.2%
3.603 GAS	64,072	64,072	681.35	200.26	.00	63,390.65	1.1%
3.604 WATER	7,000	7,000	.00	.00	.00	7,000.00	.0%
3.703 EQUIPMENT RENTAL	1,543	1,543	51.81	10.86	.00	1,491.19	3.4%
3.704 COPIER RENTAL	1,152	1,152	384.00	192.00	.00	768.00	33.3%
3.716 LIBRARY SOFTWARE LEASE	57,516	57,516	29,770.23	.00	.00	27,745.77	51.8%
TOTAL MATERIALS & SUPPLIES	928,909	928,909	254,377.93	76,735.09	9,155.00	665,376.07	28.4%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,509	4,509	4,509.00	4,509.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	144,504	144,504	74,322.72	11,897.59	71,452.84	-1,271.56	100.9%
4.016 SECURITY GUARDS	70,053	70,053	19,211.14	7,301.58	.00	50,841.86	27.4%
4.023 PROGRAM SERVICES	60,000	60,000	19,109.60	6,399.55	.00	40,890.40	31.8%
4.025 EXTERMINATING SERVICES	0	0	65.00	.00	.00	-65.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	53,277	53,277	31,722.44	44.22	.00	21,554.56	59.5%
4.602 SIF CONTRIBUTION	28,723	28,723	28,723.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	2,100.00	1,250.00	.00	7,900.00	21.0%
TOTAL DIRECT COSTS	371,066	371,066	179,762.90	31,401.94	71,452.84	119,850.26	67.7%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	1,127.73	761.82	.00	-1,127.73	100.0%

11/05/2018 11:14  
bdeierle

CITY OF WHITE PLAINS  
LIBRARY FUND

P 3  
glytdbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	12,924	12,924	1,372.97	1,372.97	.00	11,551.03	10.6%
5.211 CPU AND SERVERS	9,922	9,922	.00	.00	.00	9,922.00	.0%
TOTAL EQUIPMENT	22,846	22,846	2,500.70	2,134.79	.00	20,345.30	10.9%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	704,110	704,110	137,914.23	.00	.00	565,195.77	19.6%
9.990 RESERVE FOR FINANCING	4,135	34,609	.00	.00	.00	34,609.00	.0%
TOTAL OTHER FINANCIAL USES	708,245	738,719	137,914.23	.00	.00	600,804.77	18.7%
TOTAL LIBRARY FUND	6,573,407	6,613,471	1,934,717.64	455,484.10	80,607.84	4,598,145.52	30.5%
GRAND TOTAL	6,573,407	6,613,471	1,934,717.64	455,484.10	80,607.84	4,598,145.52	30.5%

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