

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** January 3, 2019

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

FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 6

	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	-17,913.00	.00	175.00	101.0%
TOTAL INTERGOVERNMENTAL	-17,738	-17,738	-17,913.00	.00	175.00	101.0%
03 CHARGES FOR SERVICES						
03649 MISCELLANEOUS REIMBURSEMENTS	-560	-560	-562.32	.00	2.32	100.4%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,346.90	-175.96	-1,653.10	44.9%
TOTAL CHARGES FOR SERVICES	-3,560	-3,560	-1,909.22	-175.96	-1,650.78	53.6%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-60,000	-60,000	-17,818.80	-2,008.96	-42,181.20	29.7%
06695 RENTAL LIBRARY SPACE	-9,000	-9,000	-2,676.75	.00	-6,323.25	29.7%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-9,234.40	-1,068.45	-8,765.60	51.3%
06698 REFUND PR YR EXPENDITURES	0	0	-1,893.87	.00	1,893.87	100.0%
06699 OTHER	-2,000	-2,000	-328.02	-55.26	-1,671.98	16.4%
TOTAL MISCELLANEOUS	-89,000	-89,000	-31,951.84	-3,132.67	-57,048.16	35.9%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,420,000	-6,460,064	-2,547,517.91	-9,603.68	-3,912,546.09	39.4%
TOTAL OPERATING TRANSFERS	-6,420,000	-6,460,064	-2,547,517.91	-9,603.68	-3,912,546.09	39.4%
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%

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ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-6,573,407	-6,613,471	-2,599,291.97	-12,912.31	-4,014,179.03	39.3%
-6,573,407	-6,613,471	-2,599,291.97	-12,912.31	-4,014,179.03	39.3%

GRAND TOTAL

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

FOR 2019 06

JOURNAL DETAIL 2019 1 TO 2019 6

	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	159,630	159,630	79,815.06	12,279.24	.00	79,814.94	50.0%
1.150 MANAGERIAL SALARIES	227,823	227,823	113,911.57	17,524.86	.00	113,911.43	50.0%
1.200 CSEA SALARIES AND WAGES	2,181,003	2,184,295	1,090,738.14	168,705.28	.00	1,093,556.86	49.9%
1.201 CSEA OVERTIME	55,500	55,500	15,708.03	4,521.33	.00	39,791.97	28.3%
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	116,141.50	21,093.36	.00	148,858.50	43.8%
TOTAL SALARIES & WAGES	2,898,956	2,902,248	1,416,314.30	224,124.07	.00	1,485,933.70	48.8%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	217,132	217,509	105,985.58	17,592.30	.00	111,523.42	48.7%
2.020 MTA PAYROLL TAX	9,767	9,785	4,816.60	849.51	.00	4,968.40	49.2%
2.101 NYS EMPLOYEE PENSION	402,901	400,334	196,288.44	30,830.76	.00	204,045.56	49.0%
2.201 EMPLOYEE ACTIVE HEALTH INS	616,308	612,605	278,855.52	49,351.72	.00	333,749.48	45.5%
2.202 RETIREES HEALTH INSURANCE	220,000	226,697	122,487.06	20,414.51	.00	104,209.94	54.0%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	2,870.00	2,870.00	.00	280.00	91.1%
2.204 NYS HEALTH INS ADMIN CHR	1,900	1,900	912.42	912.42	.00	987.58	48.0%
2.205 RETIREES MEDICARE PAYMENT	73,500	79,500	28,841.40	13,029.90	.00	50,658.60	36.3%
2.206 ACTIVE HEALTH INS BUYOUT	20,970	22,572	22,572.00	22,572.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	47,040	46,702	21,481.40	3,617.92	.00	25,220.60	46.0%
2.407 OPTICAL INSURANCE	11,168	11,110	5,529.00	931.20	.00	5,581.00	49.8%
2.501 GROUP LIFE INS-MANAGEMENT	4,119	4,119	2,018.40	336.40	.00	2,100.60	49.0%
2.601 MEMBERSHIPS-FEES-DUES	6,000	6,000	5,200.00	350.00	.00	800.00	86.7%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	2,066.39	896.00	.00	2,633.61	44.0%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	1,301.40	1,183.68	.00	1,798.60	42.0%
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	1,651,413	801,865.61	165,738.32	.00	849,547.39	48.6%
<b>3. MATERIALS &amp; SUPPLIES</b>							

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	4,922.31	452.75	.00	5,077.69	49.2%
3.003 PRINTING	2,000	2,000	2,763.90	471.47	.00	-763.90	138.2%
3.004 POSTAGE	0	0	539.34	45.76	.00	-539.34	100.0%
3.005 BOOKS-PAMPHLETS-MOVIES	195,000	195,000	81,269.36	16,640.83	.00	113,730.64	41.7%
3.006 SUBSCRIPTIONS-PERIODICALS	16,988	16,988	4,965.36	654.25	.00	12,022.64	29.2%
3.010 NON-BOOK MATERIALS	159,000	159,000	83,291.24	20,087.27	.00	75,708.76	52.4%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,073.41	80.17	.00	2,926.59	41.5%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	4,373.34	271.28	2,225.00	4,401.66	60.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	4,050	4,050	3,669.30	828.00	.00	380.70	90.6%
3.301 BLDNG/FCLITY REPAIRS	17,000	17,000	5,882.73	3,465.00	.00	11,117.27	34.6%
3.302 BULD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	7,715.48	3,503.51	100.00	14,184.52	35.5%
3.601 ELECTRICITY	344,483	344,483	173,199.77	29,355.72	.00	171,283.23	50.3%
3.602 TELEPHONE	3,780	3,780	1,395.86	276.62	.00	2,384.14	36.9%
3.603 GAS	64,072	64,072	4,619.89	3,764.79	.00	59,452.11	7.2%
3.604 WATER	7,000	7,000	4,594.55	4,594.55	.00	2,405.45	65.6%
3.703 EQUIPMENT RENTAL	1,543	1,543	75.21	11.70	.00	1,467.79	4.9%
3.704 COPIER RENTAL	1,152	1,152	576.00	96.00	.00	576.00	50.0%
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	415,697.28	84,599.67	2,325.00	510,886.72	45.0%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,509	4,509	4,509.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	144,504	144,504	98,145.01	11,866.49	64,954.68	-18,595.69	112.9%
4.016 SECURITY GUARDS	70,053	70,053	32,318.39	5,406.44	.00	37,734.61	46.1%
4.023 PROGRAM SERVICES	60,000	60,000	34,959.76	8,832.56	.00	25,040.24	58.3%
4.025 EXTERMINATING SERVICES	0	0	130.00	65.00	.00	-130.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	53,277	53,277	34,534.55	2,692.11	.00	18,742.45	64.8%
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	5,075.00	1,550.00	.00	4,925.00	50.8%
TOTAL DIRECT COSTS	371,066	371,066	238,394.71	30,412.60	64,954.68	67,716.61	81.8%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	1,287.97	160.24	.00	-1,287.97	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	12,924	12,924	1,372.97	.00	.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	2,660.94	160.24	.00	20,185.06	11.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	704,110	704,110	147,517.91	9,603.68	.00	556,592.09	21.0%
9.990 RESERVE FOR FINANCING	4,135	32,879	.00	.00	.00	32,879.00	.0%
TOTAL OTHER FINANCIAL USES	708,245	736,989	147,517.91	9,603.68	.00	589,471.09	20.0%
TOTAL LIBRARY FUND	6,573,407	6,613,471	3,022,450.75	514,638.58	67,279.68	3,523,740.57	46.7%
GRAND TOTAL	6,573,407	6,613,471	3,022,450.75	514,638.58	67,279.68	3,523,740.57	46.7%

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