

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** March 7, 2019

In the Budget Report as of February 28, 2019 all monthly revenues and expenditures are normal, with the following note:

Expenditure code 3.601 (Electricity) - this figure is lower than usual now that the Library has completed it's chiller repair loan payments.

FOR 2019 08

JOURNAL DETAIL 2019 1 TO 2019 8

	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	-1,944.11	-228.84	-1,055.89	64.8%
TOTAL CHARGES FOR SERVICES	-3,560	-3,560	-2,506.43	-228.84	-1,053.57	70.4%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-60,000	-60,000	-24,165.10	-2,367.25	-35,834.90	40.3%
06695 RENTAL LIBRARY SPACE	-9,000	-9,000	-3,622.20	-425.00	-5,377.80	40.2%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-12,014.85	-957.25	-5,985.15	66.7%
06698 REFUND PR YR EXPENDITURES	0	0	-1,893.87	.00	1,893.87	100.0%
06699 OTHER	-2,000	-2,000	-495.17	-58.44	-1,504.83	24.8%
TOTAL MISCELLANEOUS	-89,000	-89,000	-42,191.19	-3,807.94	-46,808.81	47.4%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,420,000	-6,460,064	-3,797,385.47	-817,696.69	-2,662,678.53	58.8%
TOTAL OPERATING TRANSFERS	-6,420,000	-6,460,064	-3,797,385.47	-817,696.69	-2,662,678.53	58.8%
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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LIBRARY FUND

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FOR 2019 08

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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	-3,859,996.09	-821,733.47	-2,753,474.91	58.4%
-6,573,407	-6,613,471	-3,859,996.09	-821,733.47	-2,753,474.91	58.4%

GRAND TOTAL

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

FOR 2019 08

JOURNAL DETAIL 2019 1 TO 2019 8

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	159,630	159,630	104,373.54	12,279.24	.00	55,256.46	65.4%
1.150 MANAGERIAL SALARIES	227,823	227,823	148,961.28	17,524.86	.00	78,861.72	65.4%
1.200 CSEA SALARIES AND WAGES	2,181,003	2,125,944	1,423,669.61	160,999.20	.00	702,274.39	67.0%
1.201 CSEA OVERTIME	55,500	55,500	24,028.41	4,110.65	.00	31,471.59	43.3%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	8,700.00	.00	.00	1,300.00	87.0%
1.800 PART-TIME/HOURLY WAGES	265,000	265,000	158,882.34	23,494.31	.00	106,117.66	60.0%
TOTAL SALARIES & WAGES	2,898,956	2,843,897	1,868,615.18	218,408.26	.00	975,281.82	65.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,132	213,044	139,735.03	16,341.65	.00	73,308.97	65.6%
2.020 MTA PAYROLL TAX	9,767	9,587	6,316.71	726.37	.00	3,270.29	65.9%
2.101 NYS EMPLOYEE PENSION	402,901	391,453	257,912.28	29,839.61	.00	133,540.72	65.9%
2.201 EMPLOYEES ACTIVE HEALTH INS	616,308	600,050	379,780.36	46,360.70	.00	220,269.64	63.3%
2.202 RETIREES HEALTH INSURANCE	220,000	226,697	139,730.50	17,909.06	.00	86,966.50	61.6%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	2,870.00	.00	.00	280.00	91.1%
2.204 NYS HEALTH INS ADMN CHR	1,900	1,900	912.42	.00	.00	987.58	48.0%
2.205 RETIREES MEDICARE PAYMENT	73,500	79,500	32,136.00	.00	.00	47,364.00	40.4%
2.206 ACTIVE HEALTH INS BUYOUT	20,970	22,572	22,572.00	.00	.00	.00	100.0%
2.301 DENTAL INSURANCE PLAN	47,040	45,572	28,547.65	3,391.80	.00	17,024.35	62.6%
2.407 OPTICAL INSURANCE	11,168	10,820	7,347.75	873.00	.00	3,472.25	67.9%
2.501 GROUP LIFE INS-MANAGEMENT	4,119	4,119	2,691.20	336.40	.00	1,427.80	65.3%
2.601 MEMBERSHIPS-FEES-DUES	6,000	6,000	5,530.00	110.00	.00	470.00	92.2%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	2,311.39	245.00	.00	2,388.61	49.2%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	2,213.39	355.00	.00	886.61	71.4%
2.703 UNIFORMS	350	350	170.85	170.85	.00	179.15	48.8%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	640.00	.00	.00	640.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,643,385	1,623,894	1,031,417.53	116,659.44	.00	592,476.47	63.5%
3. MATERIALS & SUPPLIES							

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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	6,916.47	474.95	.00	3,083.53	69.2%
3.003 PRINTING	2,000	2,000	3,029.50	215.60	.00	-1,029.50	151.5%
3.004 POSTAGE	0	0	768.63	110.17	.00	-768.63	100.0%
3.005 BOOKS-PROCESSING	195,000	195,000	115,035.14	22,502.72	.00	79,964.86	59.0%
3.006 SUBSCRIPTIONS-PERIODICALS	16,988	16,988	6,318.86	676.50	.00	10,669.14	37.2%
3.010 NON-BOOK-PROCESSING	159,000	159,000	113,501.14	15,924.85	.00	45,498.86	71.4%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,418.86	284.58	.00	2,581.14	48.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	459.99	459.99	.00	540.01	46.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	7,697.55	538.25	.00	3,302.45	70.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	0.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	4,050	4,050	3,669.30	.00	.00	380.70	90.6%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	10,776.27	1,935.54	.00	6,223.73	63.4%
3.302 BULD./FAC. EMRGY REPRS	3,325	3,325	0.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	12,995.75	1,273.78	.00	9,004.25	59.1%
3.601 ELECTRICITY	344,483	344,483	225,025.12	18,727.53	.00	119,457.88	65.3%
3.602 TELEPHONE	3,780	3,780	1,953.59	278.10	.00	1,826.41	51.7%
3.603 GAS	64,072	64,072	27,971.95	12,590.08	.00	36,100.05	43.7%
3.604 WATER	7,000	7,000	4,594.55	.00	.00	2,405.45	65.6%
3.703 EQUIPMENT RENTAL	1,543	1,543	98.61	-159.15	.00	1,444.39	6.4%
3.704 COPIER RENTAL	1,152	1,152	768.00	96.00	.00	384.00	66.7%
3.716 LIBRARY SOFTWARE LEASE	57,516	57,516	60,848.31	31,078.08	.00	-3,332.31	105.8%
TOTAL MATERIALS & SUPPLIES	928,909	928,909	604,847.59	107,007.57	.00	324,061.41	65.1%
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	131,584.98	23,218.05	55,486.00	-42,566.98	129.5%
4.016 SECURITY GUARDS	70,053	70,053	47,056.23	4,468.49	.00	22,996.77	67.2%
4.023 PROGRAM SERVICES	60,000	60,000	47,565.61	8,300.35	.00	12,434.39	79.3%
4.025 EXTERMINATING SERVICES	0	0	195.00	.00	.00	-195.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	53,277	53,277	51,321.03	13,801.26	.00	1,955.97	96.3%
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	7,625.00	1,300.00	.00	2,375.00	76.3%
TOTAL DIRECT COSTS	371,066	371,066	318,579.85	51,088.15	55,486.00	-2,999.85	100.8%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	4,865.22	1,334.55	.00	-4,865.22	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	6,238.19	1,334.55	.00	16,607.81	27.3%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	704,110	704,110	467,385.47	317,696.69	.00	236,724.53	66.4%
9.990 RESERVE FOR FINANCING	4,135	118,749	.00	.00	.00	118,749.00	.0%
TOTAL OTHER FINANCIAL USES	708,245	822,859	467,385.47	317,696.69	.00	355,473.53	56.8%
TOTAL LIBRARY FUND	6,573,407	6,613,471	4,297,083.81	812,194.66	55,486.00	2,260,901.19	65.8%
GRAND TOTAL	6,573,407	6,613,471	4,297,083.81	812,194.66	55,486.00	2,260,901.19	65.8%

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