

# MEMO

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

In the Budget Report as of March 31, 2019 all monthly revenues and expenditures are normal.

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CITY OF WHITE PLAINS  
LIBRARY FUND

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FOR 2019 09

JOURNAL DETAIL 2019 1 TO 2019 9

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MID 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	-2,153.06	-208.95	-846.94	71.8%
TOTAL CHARGES FOR SERVICES	-3,560	-3,560	-2,715.38	-208.95	-844.62	76.3%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-60,000	-60,000	-25,495.35	-1,330.25	-34,504.65	42.5%
06695 RENTAL LIBRARY SPACE	-9,000	-9,000	-4,083.20	-461.00	-4,916.80	45.4%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-12,894.55	-879.70	-5,105.45	71.6%
06698 REFUND PR YR EXPENDITURES	0	0	-1,893.87	.00	1,893.87	100.0%
06699 OTHER	-2,000	-2,000	-581.27	-86.10	-1,418.73	29.1%
TOTAL MISCELLANEOUS	-89,000	-89,000	-44,948.24	-2,757.05	-44,051.76	50.5%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,420,000	-6,460,064	-4,451,664.67	-654,279.20	-2,008,399.33	68.9%
TOTAL OPERATING TRANSFERS	-6,420,000	-6,460,064	-4,451,664.67	-654,279.20	-2,008,399.33	68.9%
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
TOTAL LIBRARY FUND	-6,573,407	-6,613,471	-4,517,241.29	-657,245.20	-2,096,229.71	68.3%
GRAND TOTAL	-6,573,407	-6,613,471	-4,517,241.29	-657,245.20	-2,096,229.71	68.3%

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

FOR 2019 09

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	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	116,652.79	12,279.25	.00	42,977.21	73.1%
1.150 MANAGERIAL SALARIES	227,823	227,823	166,486.14	17,524.86	.00	61,336.86	73.1%
1.200 CSEA SALARIES AND WAGES	2,181,003	2,125,944	1,579,623.12	155,953.51	.00	546,320.88	74.3%
1.201 CSEA OVERTIME	55,500	55,500	28,872.49	4,844.08	.00	26,627.51	52.0%
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	180,945.85	22,063.51	.00	84,054.15	68.3%
TOTAL SALARIES & WAGES	2,898,956	2,843,897	2,081,280.39	212,665.21	.00	762,616.61	73.2%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,132	213,044	155,609.40	15,874.37	.00	57,434.60	73.0%
2.020 MTA PAYROLL TAX	9,767	9,587	7,022.29	705.58	.00	2,564.71	73.2%
2.101 NYS EMPLOYEE PENSION	402,901	391,453	287,009.61	29,097.33	.00	104,443.39	73.3%
2.201 EMPLOYEE ACTIVE HEALTH INS	616,308	600,050	427,149.06	47,368.70	.00	172,900.94	71.2%
2.202 RETIREES HEALTH INSURANCE	220,000	226,697	157,639.56	17,909.06	.00	69,057.44	69.5%
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 CHRGR	1,900	1,900	912.42	.00	.00	987.58	48.0%
2.205 RETIREES MEDICARE PAYMENT	73,500	79,500	52,905.30	20,769.30	.00	26,594.70	66.5%
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	31,826.39	3,278.74	.00	13,745.61	69.8%
2.407 OPTICAL INSURANCE	11,168	10,820	8,220.75	873.00	.00	2,599.25	76.0%
2.501 GROUP LIFE INS-MANAGEMENT	4,119	4,119	3,027.60	336.40	.00	1,091.40	73.5%
2.601 MEMBERSHIPS-FEES-DUES	6,000	6,000	5,655.00	125.00	.00	345.00	94.3%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	2,311.39	.00	.00	2,388.61	49.2%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	2,213.39	.00	.00	886.61	71.4%
2.703 UNIFORMS	350	350	170.85	.00	.00	179.15	48.8%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	1,280.00	640.00	.00	.00	100.0%
TOTAL EMPLOYEE BENEFITS	1,643,385	1,623,894	1,168,395.01	136,977.48	.00	455,498.99	72.0%
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	6,966.22	49.75	.00	3,033.78	69.7%
3.003 PRINTING	2,000	2,000	3,029.50	.00	.00	-1,029.50	151.5%
3.004 POSTAGE	0	0	815.98	47.35	.00	-815.98	100.0%
3.005 BOOKS-PROCESSING	195,000	195,000	116,257.21	1,222.07	.00	78,742.79	59.6%
3.006 SUBSCRIPTIONS-PERIODICALS	16,988	16,988	6,931.86	613.00	.00	10,056.14	40.8%
3.010 NON-BOOK-PROCESSING	159,000	159,000	114,761.55	1,260.41	.00	44,238.45	72.2%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,487.87	69.01	.00	2,512.13	49.8%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	654.99	195.00	.00	345.01	65.5%
3.014 LIBRARY SUPPLIES	11,000	11,000	7,697.55	.00	.00	3,302.45	70.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	4,050	4,050	3,729.30	60.00	.00	320.70	92.1%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	10,776.27	.00	.00	6,223.73	63.4%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	15,534.02	1,499.93	.00	6,465.98	70.6%
3.601 ELECTRICITY	344,483	344,483	245,562.00	20,536.88	.00	98,921.00	71.3%
3.602 TELEPHONE	3,780	3,780	2,191.89	238.30	.00	1,588.11	58.0%
3.603 GAS	64,072	64,072	44,461.51	16,489.56	.00	19,610.49	69.4%
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	110.31	11.70	.00	1,432.69	7.1%
3.704 COPIER RENTAL	1,152	1,152	768.00	.00	.00	384.00	66.7%
3.716 LIBRARY SOFTWARE LEASE	57,516	57,516	60,848.31	.00	.00	-3,332.31	105.8%
TOTAL MATERIALS & SUPPLIES	928,909	928,909	648,178.89	42,292.96	.00	280,730.11	69.8%
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	144,131.90	12,546.92	44,092.32	-43,720.22	130.3%
4.016 SECURITY GUARDS	70,053	70,053	52,837.85	5,781.62	.00	17,215.15	75.4%
4.023 PROGRAM SERVICES	60,000	60,000	49,205.81	1,640.20	.00	10,794.19	82.0%
4.025 EXTERMINATING SERVICES	0	0	195.00	.00	.00	-195.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	53,277	53,277	51,346.29	25.26	.00	1,930.71	96.4%
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	8,125.00	500.00	.00	1,875.00	81.3%
TOTAL DIRECT COSTS	371,066	371,066	339,073.85	20,494.00	44,092.32	-12,100.17	103.3%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	5,008.82	143.60	.00	-5,008.82	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	4,772.87	3,399.90	.00	8,151.13	36.9%
5.211 CPU AND SERVERS	9,922	9,922	.00	.00	.00	9,922.00	.0%
TOTAL EQUIPMENT	22,846	22,846	9,781.69	3,543.50	.00	13,064.31	42.8%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	704,110	704,110	621,664.67	154,279.20	.00	82,445.33	88.3%
9.990 RESERVE FOR FINANCING	4,135	118,749	.00	.00	.00	118,749.00	.0%
TOTAL OTHER FINANCIAL USES	708,245	822,859	621,664.67	154,279.20	.00	201,194.33	75.5%
TOTAL LIBRARY FUND	6,573,407	6,613,471	4,868,374.50	570,252.35	44,092.32	1,701,004.18	74.3%
GRAND TOTAL	6,573,407	6,613,471	4,868,374.50	570,252.35	44,092.32	1,701,004.18	74.3%

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