

# MEMO

**To:** White Plains Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** June 4, 2019

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

FOR 2019 11

	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	-2,479.85	-135.92	-520.15	82.7%
TOTAL CHARGES FOR SERVICES	-3,560	-3,560	-3,042.17	-135.92	-517.83	85.5%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-60,000	-60,000	-30,585.88	-2,104.37	-29,414.12	51.0%
06695 RENTAL LIBRARY SPACE	-9,000	-9,000	-4,120.70	.00	-4,879.30	45.8%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-16,112.20	-1,639.10	-1,887.80	89.5%
06698 REFUND PR YR EXPENDITURES	0	0	-2,139.43	.00	2,139.43	100.0%
06699 OTHER	-2,000	-2,000	-772.05	-106.86	-1,227.95	38.6%
TOTAL MISCELLANEOUS	-89,000	-89,000	-53,730.26	-3,850.33	-35,269.74	60.4%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,420,000	-6,460,064	-5,701,664.67	-500,000.00	-758,399.33	88.3%
TOTAL OPERATING TRANSFERS	-6,420,000	-6,460,064	-5,701,664.67	-500,000.00	-758,399.33	88.3%
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%

FOR 2019 11

	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	-5,776,350.10	-503,986.25	-837,120.90	87.3%
GRAND TOTAL	-6,573,407	-6,613,471	-5,776,350.10	-503,986.25	-837,120.90	87.3%

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

FOR 2019 11

	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	147,350.89	18,418.86	.00	12,279.11	92.3%
1.150 MANAGERIAL SALARIES	227,823	227,823	210,298.28	26,287.28	.00	17,524.72	92.3%
1.200 CSEA SALARIES AND WAGES	2,181,003	2,150,526	1,991,205.40	236,779.46	.00	159,320.60	92.6%
1.201 CSEA OVERTIME	55,500	56,169	38,781.73	4,815.09	.00	17,387.27	69.0%
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	238,710.05	34,507.56	.00	26,289.95	90.1%
TOTAL SALARIES & WAGES	2,898,956	2,869,148	2,635,046.35	320,808.25	.00	234,101.65	91.8%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	217,132	214,975	197,109.43	24,069.35	.00	17,865.57	91.7%
2.020 MTA PAYROLL TAX	9,767	9,673	8,866.66	1,069.67	.00	806.34	91.7%
2.101 NYS EMPLOYEE PENSION	402,901	395,624	362,697.91	43,662.53	.00	32,926.09	91.7%
2.201 EMPLOYEE ACTIVE HEALTH INS	616,308	600,050	521,886.46	47,368.70	.00	78,163.54	87.0%
2.202 RETIREES HEALTH INSURANCE	220,000	226,697	193,457.68	17,909.06	.00	33,239.32	85.3%
2.203 RETIREES HEALTH INS BUYOUT	3,150	3,150	2,870.00	.00	.00	280.00	91.1%
2.204 NYS HEALTH INS ADMIN CHRG	1,900	1,900	912.42	.00	.00	987.58	48.0%
2.205 RETIREES MEDICARE PAYMENT	73,500	79,500	74,850.90	.00	.00	4,649.10	94.2%
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	39,502.86	3,375.02	.00	6,069.14	86.7%
2.407 OPTICAL INSURANCE	11,168	10,820	9,966.75	873.00	.00	853.25	92.1%
2.501 GROUP LIFE INS-MANAGEMENT	4,119	4,119	3,700.40	336.40	.00	418.60	89.8%
2.601 MEMBERSHIPS-FEES-DUES	6,000	6,000	5,815.00	.00	.00	185.00	96.9%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	2,612.05	105.00	.00	2,087.95	55.6%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	2,237.89	.00	.00	862.11	72.2%
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	.00	.00	.00	100.0%
TOTAL EMPLOYEE BENEFITS	1,643,385	1,630,082	1,450,509.26	138,768.73	.00	179,572.74	89.0%
3. MATERIALS & SUPPLIES							

FOR 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	10,000	10,000	8,379.79	978.12	.00	1,620.21	83.8%
3.003 PRINTING	2,000	2,000	3,614.25	484.75	.00	-1,614.25	180.7%
3.004 POSTAGE	0	0	1,097.56	99.80	.00	-1,097.56	100.0%
3.005 BOOKS-PROCESSING	195,000	195,000	120,789.07	1,017.71	.00	74,210.93	61.9%
3.006 SUBSCRIPTIONS-PERIODICALS	16,988	16,988	8,343.11	696.00	.00	8,644.89	49.1%
3.010 NON-BOOK-PROCESSING	159,000	159,000	127,017.06	.00	.00	31,982.94	79.9%
3.011 PROGRAM SUPPLIES	5,000	5,000	3,315.63	267.94	.00	1,684.37	66.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	921.59	266.60	.00	78.41	92.2%
3.014 LIBRARY SUPPLIES	11,000	11,000	8,803.91	519.19	.00	2,196.09	80.0%
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	.00	.00	320.70	92.1%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	13,525.27	2,464.00	.00	3,474.73	79.6%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	3,256.80	.00	.00	68.20	97.9%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	21,744.40	5,988.42	.00	255.60	98.8%
3.601 ELECTRICITY	344,483	344,483	280,671.33	14,397.08	.00	63,811.67	81.5%
3.602 TELEPHONE	3,780	3,780	2,857.94	347.42	.00	922.06	75.6%
3.603 GAS	64,072	64,072	69,786.99	11,901.14	.00	-5,714.99	108.9%
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	133.71	11.70	.00	1,409.29	8.7%
3.704 COPIER RENTAL	1,152	1,152	960.00	.00	.00	192.00	83.3%
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	744,390.57	39,439.87	.00	184,518.43	80.1%
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	177,366.01	9,817.12	14,626.68	-47,488.69	132.9%
4.016 SECURITY GUARDS	70,053	70,053	63,597.82	4,430.01	.00	6,455.18	90.8%
4.023 PROGRAM SERVICES	60,000	60,000	49,250.31	.00	.00	10,749.69	82.1%
4.025 EXTERMINATING SERVICES	0	0	260.00	.00	.00	-260.00	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	53,277	53,277	53,175.28	1,465.26	.00	101.72	99.8%
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	9,575.00	1,350.00	.00	425.00	95.8%
TOTAL DIRECT COSTS	371,066	371,066	386,456.42	17,127.39	14,626.68	-30,017.10	108.1%
5. EQUIPMENT							
5.201 FURNITURE AND FIXTURES	0	0	.00	.00	2,160.00	-2,160.00	100.0%

FOR 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.207 COMPUTER PERIPHERAL EQUIP	0	0	7,119.16	.00	.00	-7,119.16	100.0%
5.210 PERSONAL COMPUTERS	12,924	12,924	4,772.87	.00	.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	11,892.03	.00	2,160.00	8,793.97	61.5%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	704,110	704,110	621,664.67	.00	.00	82,445.33	88.3%
9.990 RESERVE FOR FINANCING	4,135	87,310	.00	.00	.00	87,310.00	.0%
TOTAL OTHER FINANCIAL USES	708,245	791,420	621,664.67	.00	.00	169,755.33	78.6%
TOTAL LIBRARY FUND	6,573,407	6,613,471	5,849,959.30	516,144.24	16,786.68	746,725.02	88.7%
GRAND TOTAL	6,573,407	6,613,471	5,849,959.30	516,144.24	16,786.68	746,725.02	88.7%

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