

# MEMO

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

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

FOR 2020 02

	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	163,621	0	163,621	24,980.32	.00	138,640.68	15.3%
1.150 MANAGERIAL SALARIES	233,492	0	233,492	35,648.92	.00	197,843.08	15.3%
1.200 CSEA SALARIES AND WAGES	2,239,302	-64,613	2,174,689	327,679.28	.00	1,847,009.72	15.1%
1.201 CSEA OVERTIME	55,460	0	55,460	3,796.20	.00	51,663.80	6.8%
1.203 CSEA ATTENDANCE BONUS	10,000	0	10,000	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	273,000	0	273,000	31,339.46	.00	241,660.54	11.5%
TOTAL SALARIES & WAGES	2,974,875	-64,613	2,910,262	423,444.18	.00	2,486,817.82	14.6%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	221,476	-659	220,817	31,607.70	.00	189,209.30	14.3%
2.020 MTA PAYROLL TAX	9,859	-30	9,829	1,404.81	.00	8,424.19	14.3%
2.101 NYS EMPLOYEE PENSION	398,517	-4,992	393,525	58,766.29	.00	334,758.71	14.9%
2.201 EMPLOYEE ACTIVE HEALTH INS	594,990	11,319	606,309	95,623.82	.00	510,685.18	15.8%
2.202 RETIREES HEALTH INSURANCE	197,650	0	197,650	17,909.06	.00	179,740.94	9.1%
2.203 RETIREES HEALTH INS BUYOUT	4,700	0	4,700	.00	.00	4,700.00	.0%
2.204 NYS HEALTH INS ADMIN CHRG	2,200	0	2,200	.00	.00	2,200.00	.0%
2.205 RETIREES MEDICARE PAYMENT	79,500	0	79,500	.00	.00	79,500.00	.0%
2.206 ACTIVE HEALTH INS BUYOUT	22,000	0	22,000	.00	.00	22,000.00	.0%
2.301 DENTAL INSURANCE PLAN	46,076	405	46,481	.00	.00	38,759.06	16.6%
2.407 OPTICAL INSURANCE	10,515	-15	10,500	7,721.94	.00	8,754.00	16.6%
2.501 GROUP LIFE INS-MANAGEMENT	4,199	0	4,199	1,746.00	.00	8,754.00	16.6%
2.601 MEMBERSHIPS-FEES-DUES	6,300	0	6,300	344.81	.00	3,854.19	8.2%
2.602 EDUCATION-TRAINING FEES	4,700	0	4,700	2,135.00	.00	4,165.00	33.9%
2.603 TRAVEL AND TRANSPORTATION	3,100	0	3,100	25.00	.00	4,675.00	.5%
2.703 UNIFORMS	3,350	0	3,350	73.00	.00	3,027.00	2.4%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	0	1,280	640.00	.00	350.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,607,412	6,028	1,613,440	217,997.43	.00	1,395,442.57	13.5%
3. MATERIALS & SUPPLIES							

FOR 2020 02

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	11,000	0	11,000	424.37	.00	10,575.63	3.9%
3.003 PRINTING	3,000	0	3,000	47.50	.00	2,952.50	1.6%
3.004 POSTAGE	1,200	0	1,200	103.85	.00	1,096.15	8.7%
3.005 BOOKS-PROCESSING	230,000	0	230,000	2,967.55	.00	227,032.45	1.3%
3.006 SUBSCRIPTIONS-PERIODICALS	18,500	0	18,500	9,422.65	.00	9,077.35	50.9%
3.010 NON-BOOK-PROCESSING	180,000	0	180,000	12,580.38	.00	167,419.62	7.0%
3.011 PROGRAM SUPPLIES	5,000	0	5,000	64.20	.00	4,935.80	1.3%
3.012 OFFICE EQUIPMENT MAINT	500	0	500	179.30	.00	320.70	35.9%
3.014 LIBRARY SUPPLIES	11,000	0	11,000	524.00	.00	10,476.00	4.8%
3.016 REPLACEMENT MATERIALS	3,000	0	3,000	1,770.00	.00	1,230.00	59.0%
3.022 PC SOFTWARE	4,338	0	4,338	2,680.00	.00	1,658.00	61.8%
3.301 BLDNG/FCLITY REPAIRS	17,000	0	17,000	.00	.00	17,000.00	.0%
3.302 BULD./FAC. EMRGY REPRS	3,325	0	3,325	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	0	22,000	1,678.68	.00	20,321.32	7.6%
3.601 ELECTRICITY	282,934	0	282,934	21,418.22	.00	261,515.78	7.6%
3.602 TELEPHONE	3,780	0	3,780	244.52	.00	3,535.48	6.5%
3.603 GAS	63,475	0	63,475	435.85	.00	63,039.15	.7%
3.604 WATER	7,000	0	7,000	.00	.00	7,000.00	.0%
3.703 EQUIPMENT RENTAL	150	0	150	23.40	.00	126.60	15.6%
3.704 COPIER RENTAL	1,152	0	1,152	192.00	.00	960.00	16.7%
3.716 LIBRARY SOFTWARE LEASE	60,710	0	60,710	.00	.00	60,710.00	.0%
TOTAL MATERIALS & SUPPLIES	929,064	0	929,064	54,756.47	.00	874,307.53	5.9%

4. DIRECT COSTS

4.005 FINANCIAL/ AUDITING COSTS	4,577	0	4,577	.00	.00	4,577.00	.0%
4.015 SERVICE CONTRACTS	200,378	0	200,378	16,455.69	4,423.50	179,498.81	10.4%
4.016 SECURITY GUARDS	78,278	0	78,278	4,338.62	.00	73,939.38	5.5%
4.023 PROGRAM SERVICES	3,800	0	3,800	66.15	.00	3,733.85	1.7%
4.025 EXTERMINATING SERVICES	0	0	0	136.50	.00	-136.50	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	56,722	0	56,722	844.90	.00	55,877.10	1.5%
4.602 SIF CONTRIBUTION	43,860	0	43,860	43,860.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	0	10,000	950.00	.00	9,050.00	9.5%
TOTAL DIRECT COSTS	397,615	0	397,615	66,651.86	4,423.50	326,539.64	17.9%

5. EQUIPMENT

5.207 COMPUTER PERIPHERAL EQUIP	0	0	0	744.72	.00	-744.72	100.0%
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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	15,860	0	15,860	.00	.00	15,860.00	.0%
5.211 CPU AND SERVERS	1,099	0	1,099	.00	.00	1,099.00	.0%
TOTAL EQUIPMENT	16,959	0	16,959	744.72	.00	16,214.28	4.4%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	701,158	0	701,158	450.41	.00	700,707.59	.1%
9.990 RESERVE FOR FINANCING	10,000	85,014	95,014	.00	.00	95,014.00	.0%
TOTAL OTHER FINANCIAL USES	711,158	85,014	796,172	450.41	.00	795,721.59	.1%
TOTAL LIBRARY FUND	6,637,083	26,429	6,663,512	764,045.07	4,423.50	5,895,043.43	11.5%
GRAND TOTAL	6,637,083	26,429	6,663,512	764,045.07	4,423.50	5,895,043.43	11.5%

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

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
02 INTERGOVERNMENTAL							
02269 LIBRARY-OTHER LIBRARIES	-17,913	0	-17,913	.00	.00	-17,913.00	.0%
TOTAL INTERGOVERNMENTAL	-17,913	0	-17,913	.00	.00	-17,913.00	.0%
03 CHARGES FOR SERVICES							
03650 REPLACEMENT MATERIAL FEE	-3,000	0	-3,000	-721.79	.00	-2,278.21	24.1%
TOTAL CHARGES FOR SERVICES	-3,000	0	-3,000	-721.79	.00	-2,278.21	24.1%
06 MISCELLANEOUS							
06651 LIBRARY FINES	-30,000	0	-30,000	-4,550.10	.00	-25,449.90	15.2%
06697 COMMISSION COIN MACHINE	-18,000	0	-18,000	-3,158.50	.00	-14,841.50	17.5%
06699 OTHER	-1,000	0	-1,000	-160.01	.00	-839.99	16.0%
TOTAL MISCELLANEOUS	-49,000	0	-49,000	-7,868.61	.00	-41,131.39	16.1%
09 OPERATING TRANSFERS							
09910 GENERAL FUND CONTRIBUTION	-6,530,987	-26,429	-6,557,416	-500,450.41	.00	-6,056,965.59	7.6%
TOTAL OPERATING TRANSFERS	-6,530,987	-26,429	-6,557,416	-500,450.41	.00	-6,056,965.59	7.6%
0A APPROP FUND BALANCE							
09999 APPROPRIATED FUND BALANCE	-36,183	0	-36,183	.00	.00	-36,183.00	.0%
TOTAL APPROP FUND BALANCE	-36,183	0	-36,183	.00	.00	-36,183.00	.0%

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TOTAL LIBRARY FUND	-6,637,083	-26,429	-6,663,512	-509,040.81	.00	-6,154,471.19	7.6%
GRAND TOTAL	-6,637,083	-26,429	-6,663,512	-509,040.81	.00	-6,154,471.19	7.6%

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