

MEMO

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

In the Budget Report as of November 30, 2019 all monthly revenues and expenditures are normal.

FOR 2020 05

JOURNAL DETAIL 2020 1 TO 2020 5

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	163,621	163,621	68,695.88	18,735.24	.00	94,925.12	42.0%
1.150 MANAGERIAL SALARIES	233,492	233,492	98,034.49	26,736.67	.00	135,457.51	42.0%
1.200 CSEA SALARIES AND WAGES	2,239,302	2,131,979	909,493.97	255,300.05	.00	1,222,485.03	42.7%
1.201 CSEA OVERTIME	55,460	55,460	13,838.23	6,218.59	.00	41,621.77	25.0%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	273,000	273,000	106,215.59	31,742.01	.00	166,784.41	38.9%
TOTAL SALARIES & WAGES	2,974,875	2,867,552	1,196,278.16	338,732.56	.00	1,671,273.84	41.7%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	221,476	217,550	88,770.35	24,704.45	.00	128,779.65	40.8%
2.020 MTA PAYROLL TAX	9,859	9,684	3,978.54	1,131.12	.00	5,705.46	41.1%
2.101 NYS EMPLOYEE PENSION	398,517	394,035	165,430.99	46,718.45	.00	228,604.01	42.0%
2.201 EMPLOYEE ACTIVE HEALTH INS	594,990	589,835	238,042.80	48,411.56	.00	351,792.20	40.4%
2.202 RETIREES HEALTH INSURANCE	197,650	197,650	87,528.95	17,102.52	.00	110,121.05	44.3%
2.203 RETIREES HEALTH INS BUYOUT	4,700	4,700	.00	.00	.00	4,700.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	2,200	2,200	.00	.00	.00	2,200.00	.0%
2.205 RETIREES MEDICARE PAYMENT	79,500	79,500	15,433.10	.00	.00	64,066.90	19.4%
2.206 ACTIVE HEALTH INS BUYOUT	22,000	22,000	.00	.00	.00	22,000.00	.0%
2.301 DENTAL INSURANCE PLAN	46,076	44,443	18,496.74	3,711.32	.00	25,946.26	41.6%
2.407 OPTICAL INSURANCE	10,515	10,704	4,365.00	902.10	.00	6,339.00	40.8%
2.501 GROUP LIFE INS-MANAGEMENT	4,199	4,199	1,724.05	344.81	.00	2,474.95	41.1%
2.601 MEMBERSHIPS-FEES-DUES	6,300	6,300	3,410.00	.00	.00	2,890.00	54.1%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	25.00	.00	.00	4,675.00	.5%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	269.55	72.80	.00	2,830.45	8.7%
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	1,607,412	1,592,230	628,115.07	143,099.13	.00	964,114.93	39.4%
3. MATERIALS & SUPPLIES							

FOR 2020 05

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	11,000	11,000	2,923.71	424.80	.00	8,076.29	26.6%
3.003 PRINTING	3,000	3,000	951.50	45.00	.00	2,048.50	31.7%
3.004 POSTAGE	1,200	1,200	316.35	68.70	.00	883.65	26.4%
3.005 BOOKS-PROCESSING	230,000	230,000	56,162.81	22,021.23	.00	173,837.19	24.4%
3.006 SUBSCRIPTIONS-PERIODICALS	18,500	18,500	11,624.90	762.50	.00	6,875.10	62.8%
3.010 NON-BOOK-PROCESSING	180,000	180,000	59,426.66	20,690.38	.00	120,573.34	33.0%
3.011 PROGRAM SUPPLIES	5,000	5,000	616.41	17.80	.00	4,383.59	12.3%
3.012 OFFICE EQUIPMENT MAINT	500	500	179.30	.00	.00	320.70	35.9%
3.014 LIBRARY SUPPLIES	11,000	11,000	2,906.24	717.75	.00	8,093.76	26.4%
3.016 REPLACEMENT MATERIALS	3,000	3,000	1,770.00	.00	.00	1,230.00	59.0%
3.022 PC SOFTWARE	4,338	4,338	2,969.25	.00	.00	1,368.75	68.4%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	9,054.00	1,608.00	.00	7,946.00	53.3%
3.302 BUILD./FAC. EMERGENCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	11,995.48	1,678.93	.00	10,004.52	54.5%
3.601 ELECTRICITY	282,934	282,934	85,775.06	20,318.93	.00	197,158.94	30.3%
3.602 TELEPHONE	3,780	3,780	1,086.76	238.41	.00	2,693.24	28.8%
3.603 GAS	63,475	63,475	2,431.76	1,206.86	.00	61,043.24	3.8%
3.604 WATER	7,000	7,000	.00	.00	.00	7,000.00	.0%
3.703 EQUIPMENT RENTAL	150	150	58.46	10.80	.00	91.54	39.0%
3.704 COPIER RENTAL	1,152	1,152	480.00	96.00	.00	672.00	41.7%
3.716 LIBRARY SOFTWARE LEASE	60,710	60,710	31,078.08	.00	.00	29,631.92	51.2%
TOTAL MATERIALS & SUPPLIES	929,064	929,064	281,806.73	69,906.09	.00	647,257.27	30.3%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,577	4,577	4,577.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	200,378	200,378	90,351.37	14,200.52	73,371.06	36,655.57	81.7%
4.016 SECURITY GUARDS	78,278	78,278	25,266.93	6,055.79	.00	53,011.07	32.3%
4.023 PROGRAM SERVICES	3,800	3,800	3,161.70	2,995.00	.00	638.30	83.2%
4.025 EXTERMINATING SERVICES	0	0	477.75	136.50	.00	-477.75	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	56,722	56,722	23,759.08	2,670.00	.00	32,962.92	41.9%
4.602 SIF CONTRIBUTION	43,860	43,860	43,860.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	4,150.00	800.00	.00	5,850.00	41.5%
TOTAL DIRECT COSTS	397,615	397,615	195,603.83	26,857.81	73,371.06	128,640.11	67.6%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	10,514.92	.00	.00	-10,514.92	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	15,860	15,860	2,670.80	.00	.00	13,189.20	16.8%
5.211 CPU AND SERVERS	1,099	1,099	.00	.00	.00	1,099.00	.0%
TOTAL EQUIPMENT	16,959	16,959	13,185.72	.00	.00	3,773.28	77.8%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	701,158	701,158	131,765.78	.00	.00	569,392.22	18.8%
9.990 RESERVE FOR FINANCING	10,000	158,934	.00	.00	.00	158,934.00	.0%
TOTAL OTHER FINANCIAL USES	711,158	860,092	131,765.78	.00	.00	728,326.22	15.3%
TOTAL LIBRARY FUND	6,637,083	6,663,512	2,446,755.29	578,595.59	73,371.06	4,143,385.65	37.8%
GRAND TOTAL	6,637,083	6,663,512	2,446,755.29	578,595.59	73,371.06	4,143,385.65	37.8%

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	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	-17,913	-17,913	-16,129.80	.00	-1,783.20	90.0%
TOTAL INTERGOVERNMENTAL	-17,913	-17,913	-16,129.80	.00	-1,783.20	90.0%
03 CHARGES FOR SERVICES						
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-1,425.67	-196.23	-1,574.33	47.5%
TOTAL CHARGES FOR SERVICES	-3,000	-3,000	-1,425.67	-196.23	-1,574.33	47.5%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-30,000	-30,000	-10,472.27	-1,658.82	-19,527.73	34.9%
06695 RENTAL LIBRARY SPACE	0	0	-260.00	.00	260.00	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-8,275.35	-1,140.95	-9,724.65	46.0%
06699 OTHER	-1,000	-1,000	-413.10	-67.60	-586.90	41.3%
TOTAL MISCELLANEOUS	-49,000	-49,000	-19,420.72	-2,867.37	-29,579.28	39.6%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,530,987	-6,557,416	-1,831,765.78	.00	-4,725,650.22	27.9%
TOTAL OPERATING TRANSFERS	-6,530,987	-6,557,416	-1,831,765.78	.00	-4,725,650.22	27.9%
0A APPROP FUND BALANCE						
09999 APPROPRIATED FUND BALANCE	-36,183	-36,183	.00	.00	-36,183.00	.0%
TOTAL APPROP FUND BALANCE	-36,183	-36,183	.00	.00	-36,183.00	.0%

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ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-6,637,083	-6,663,512	-1,868,741.97	-3,063.60	-4,794,770.03	28.0%
TOTAL LIBRARY FUND					
-6,637,083	-6,663,512	-1,868,741.97	-3,063.60	-4,794,770.03	28.0%
GRAND TOTAL					

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