

# MEMO

**To:** White Plains Library Board of Trustees

**From:** Bill Deierlein, Business Manager

**Subject:** Monthly Budget Report

**Date:** March 4, 2020

In the Budget Report as of February 29, 2020 all monthly revenues and expenditures are normal with the following notation:

Revenue Code 02269 - The Library received the final 10% of the State Aide

FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 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	-17,913	-17,913	-17,922.00	-1,792.20	9.00	100.1%
TOTAL INTERGOVERNMENTAL	-17,913	-17,913	-17,922.00	-1,792.20	9.00	100.1%
03 CHARGES FOR SERVICES						
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-2,208.37	-97.93	-791.63	73.6%
TOTAL CHARGES FOR SERVICES	-3,000	-3,000	-2,208.37	-97.93	-791.63	73.6%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-30,000	-30,000	-17,121.73	-1,732.82	-12,878.27	57.1%
06695 RENTAL LIBRARY SPACE	0	0	-260.00	.00	260.00	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-13,299.65	-1,294.05	-4,700.35	73.9%
06698 REFUND PR YR EXPENDITURES	0	0	-1,378.74	.00	1,378.74	100.0%
06699 OTHER	-1,000	-1,000	-629.78	-65.60	-370.22	63.0%
TOTAL MISCELLANEOUS	-49,000	-49,000	-32,689.90	-3,092.47	-16,310.10	66.7%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,530,987	-6,557,416	-3,664,270.74	-321,424.78	-2,893,145.26	55.9%
TOTAL OPERATING TRANSFERS	-6,530,987	-6,557,416	-3,664,270.74	-321,424.78	-2,893,145.26	55.9%
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%

FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 8

ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-6,637,083	-6,663,512	-3,717,091.01	-326,407.38	-2,946,420.99	55.8%
<b>GRAND TOTAL</b>	-6,637,083	-3,717,091.01	-326,407.38	-2,946,420.99	55.8%

TOTAL LIBRARY FUND

GRAND TOTAL

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

FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 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	163,621	163,621	106,166.36	12,490.16	.00	57,454.64	64.9%
1.150 MANAGERIAL SALARIES	233,492	233,492	151,507.82	17,824.45	.00	81,984.18	64.9%
1.153 M/C ATTENDANCE BONUS	0	0	600.00	.00	.00	-600.00	100.0%
1.200 CSEA SALARIES AND WAGES	2,239,302	2,155,914	1,424,142.19	174,451.68	.00	731,771.81	66.1%
1.201 CSEA OVERTIME	55,460	55,460	28,071.90	5,330.53	.00	27,388.10	50.6%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	4,900.00	.00	.00	5,100.00	49.0%
1.800 PART-TIME/HOURLY WAGES	273,000	273,000	166,044.11	20,705.43	.00	106,955.89	60.8%
TOTAL SALARIES & WAGES	2,974,875	2,891,487	1,881,432.38	230,802.25	.00	1,010,054.62	65.1%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	221,476	219,381	141,180.53	17,306.14	.00	78,200.47	64.4%
2.020 MTA PAYROLL TAX	9,859	9,765	6,381.44	769.12	.00	3,383.56	65.4%
2.101 NYS EMPLOYEE PENSION	398,517	396,261	260,185.75	31,734.08	.00	136,075.25	65.7%
2.201 EMPLOYEE ACTIVE HEALTH INS	594,990	589,835	382,262.20	47,903.92	.00	207,572.80	64.8%
2.202 RETIREES HEALTH INSURANCE	197,650	197,650	123,025.14	16,398.24	.00	74,624.86	62.2%
2.203 RETIREES HEALTH INS BUYOUT	4,700	4,700	4,700.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHR	2,200	2,200	928.20	.00	.00	1,271.80	42.2%
2.205 RETIREES MEDICARE PAYMENT	79,500	79,500	32,057.50	1,298.40	.00	47,442.50	40.3%
2.206 ACTIVE HEALTH INS BUYOUT	22,000	22,000	21,457.00	.00	.00	543.00	97.5%
2.301 DENTAL INSURANCE PLAN	46,076	44,922	29,630.70	3,711.32	.00	15,291.30	66.0%
2.407 OPTICAL INSURANCE	10,515	10,820	7,071.30	902.10	.00	3,748.70	65.4%
2.501 GROUP LIFE INS-MANAGEMENT	4,199	4,199	2,758.48	344.81	.00	1,440.52	65.7%
2.601 MEMBERSHIPS-FEES-DUES	6,300	6,300	3,970.00	110.00	.00	2,330.00	63.0%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	1,128.00	719.00	.00	3,572.00	24.0%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	627.30	37.25	.00	2,472.70	20.2%
2.703 UNIFORMS	350	350	71.20	.00	.00	278.80	20.3%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	640.00	.00	.00	640.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,607,412	1,596,963	1,018,074.74	121,234.38	.00	578,888.26	63.8%
3. MATERIALS & SUPPLIES							

FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 8

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	11,000	11,000	5,522.13	238.98	.00	5,477.87	50.2%
3.003 PRINTING	3,000	3,000	1,575.50	576.50	.00	1,424.50	52.5%
3.004 POSTAGE	1,200	1,200	702.15	141.40	.00	497.85	58.5%
3.005 BOOKS-PROCESSING	230,000	230,000	83,510.63	1,044.15	.00	146,489.37	36.3%
3.006 SUBSCRIPTIONS-PERIODICALS	18,500	18,500	13,271.70	90.00	.00	5,228.30	71.7%
3.010 NON-BOOK-PROCESSING	180,000	180,000	98,662.47	6,586.40	.00	81,337.53	54.8%
3.011 PROGRAM SUPPLIES	5,000	5,000	1,985.82	778.69	.00	3,014.18	39.7%
3.012 OFFICE EQUIPMENT MAINT	500	500	395.27	.00	.00	104.73	79.1%
3.014 LIBRARY SUPPLIES	11,000	11,000	5,601.59	110.62	.00	5,398.41	50.9%
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	3,797.25	.00	.00	540.75	87.5%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	11,196.68	1,555.00	.00	5,803.32	65.9%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	1,348.34	1,348.34	.00	1,976.66	40.6%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	14,226.22	483.48	.00	7,773.78	64.7%
3.601 ELECTRICITY	282,934	282,934	134,433.61	15,292.30	.00	148,500.39	47.5%
3.602 TELEPHONE	3,780	3,780	1,949.77	273.11	.00	1,830.23	51.6%
3.603 GAS	63,475	63,475	31,279.14	12,124.97	.00	32,195.86	49.3%
3.604 WATER	7,000	7,000	4,700.00	.00	.00	2,300.00	67.1%
3.703 EQUIPMENT RENTAL	150	150	90.74	10.74	.00	59.26	60.5%
3.704 COPIER RENTAL	1,152	1,152	768.00	96.00	.00	384.00	66.7%
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	447,865.09	40,750.68	.00	481,198.91	48.2%
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	125,362.93	12,921.49	47,063.32	27,951.75	86.1%
4.016 SECURITY GUARDS	78,278	78,278	48,172.15	7,267.91	.00	30,105.85	61.5%
4.023 PROGRAM SERVICES	3,800	3,800	3,285.16	.00	.00	514.84	86.5%
4.025 EXTERMINATING SERVICES	0	0	887.25	68.25	.00	-887.25	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	56,722	56,722	27,809.98	272.24	.00	28,912.02	49.0%
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	7,400.00	450.00	.00	2,600.00	74.0%
TOTAL DIRECT COSTS	397,615	397,615	261,354.47	20,979.89	47,063.32	89,197.21	77.6%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	10,910.61	.00	.00	-10,910.61	100.0%

FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 8

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	15,860	15,860	3,263.80	.00	.00	12,596.20	20.6%
5.211 CPU AND SERVERS	1,099	1,099	.00	.00	.00	1,099.00	.0%
TOTAL EQUIPMENT	16,959	16,959	14,174.41	.00	.00	2,784.59	83.6%
<hr/>							
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	701,158	701,158	464,270.74	321,424.78	.00	236,887.26	66.2%
9.990 RESERVE FOR FINANCING	10,000	130,266	.00	.00	.00	130,266.00	.0%
TOTAL OTHER FINANCIAL USES	711,158	831,424	464,270.74	321,424.78	.00	367,153.26	55.8%
TOTAL LIBRARY FUND	6,637,083	6,663,512	4,087,171.83	735,191.98	47,063.32	2,529,276.85	62.0%
GRAND TOTAL	6,637,083	6,663,512	4,087,171.83	735,191.98	47,063.32	2,529,276.85	62.0%

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