

# MEMO

**To:** White Plains Public Library Board of Trustees  
**From:** Bill Deierlein, Business Manager  
**Subject:** Monthly Budget Report  
**Date:** May 3, 2021

In the Budget Report for expenses and revenues for period ending April 30, 2021, all revenues and expenditures are normal.

FOR 2021 10

JOURNAL DETAIL 2021 1 TO 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>201 LIBRARY FUND</b>							
<b>1. SALARIES &amp; WAGES</b>							
1.100 APPTD OFFICIALS SALARIES	163,621	163,621	136,664.20	18,807.00	.00	26,956.80	83.5%
1.150 MANAGERIAL SALARIES	240,464	240,464	200,859.48	27,640.05	.00	39,604.52	83.5%
1.200 CSEA SALARIES AND WAGES	2,356,635	2,310,842	1,929,853.01	265,140.95	.00	380,988.99	83.5%
1.201 CSEA OVERTIME	53,000	53,000	1,312.64	.00	.00	51,687.36	2.5%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	5,900.00	.00	.00	4,100.00	59.0%
1.800 PART-TIME/HOURLY WAGES	303,030	303,030	137,783.48	21,361.15	.00	165,246.52	45.5%
TOTAL SALARIES & WAGES	3,126,750	3,080,957	2,412,372.81	332,949.15	.00	668,584.19	78.3%
<b>2. EMPLOYEE BENEFITS</b>							
2.001 SOCIAL SECURITY	235,606	232,103	182,379.54	25,114.87	.00	49,723.46	78.6%
2.020 MTA PAYROLL TAX	10,553	10,397	8,204.24	1,116.28	.00	2,192.76	78.9%
2.101 NYS EMPLOYEE PENSION	429,430	435,592	351,492.09	53,632.30	.00	84,099.91	80.7%
2.201 EMPLOYEE ACTIVE HEALTH INS	596,551	554,335	439,416.58	44,873.20	.00	114,918.42	79.3%
2.202 RETIREES HEALTH INSURANCE	202,682	202,682	163,187.59	16,868.23	.00	39,494.41	80.5%
2.203 RETIREES HEALTH INS BUYOUT	4,700	4,700	4,700.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMN CHRG	2,300	2,300	1,709.73	.00	.00	590.27	74.3%
2.205 RETIREES MEDICARE PAYMENT	78,000	78,000	57,457.80	.00	.00	20,542.20	73.7%
2.206 ACTIVE HEALTH INS BUYOUT	21,263	21,263	25,963.00	.00	.00	-4,700.00	122.1%
2.301 DENTAL INSURANCE PLAN	47,228	45,812	38,148.60	3,814.86	.00	7,663.40	83.3%
2.407 OPTICAL INSURANCE	11,200	10,865	9,021.00	902.10	.00	1,844.00	83.0%
2.501 GROUP LIFE INS-MANAGEMENT	4,304	4,304	3,509.00	350.90	.00	795.00	81.5%
2.601 MEMBERSHIPS-FEES-DUES	6,300	6,300	4,330.00	1,500.00	.00	1,970.00	68.7%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	2,161.00	70.00	.00	2,539.00	46.0%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	.00	.00	.00	3,100.00	.0%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,240	1,240	1,240.00	.00	.00	.00	100.0%
TOTAL EMPLOYEE BENEFITS	1,659,507	1,618,043	1,292,920.17	148,242.74	.00	325,122.83	79.9%
<b>3. MATERIALS &amp; SUPPLIES</b>							

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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	7,273.29	65.93	.00	3,726.71	66.1%
3.003 PRINTING	3,000	3,000	914.50	.00	.00	2,085.50	30.5%
3.004 POSTAGE	1,200	1,200	675.43	64.01	.00	524.57	56.3%
3.005 BOOKS-PROCESSING	230,000	230,000	111,597.15	4,894.51	.00	118,402.85	48.5%
3.006 SUBSCRIPTIONS-PERIODICALS	22,000	22,000	15,088.00	833.50	.00	6,912.00	68.6%
3.010 NON-BOOK-PROCESSING	180,000	180,000	202,196.04	10,572.27	.00	-22,196.04	112.3%
3.011 PROGRAM SUPPLIES	5,000	5,000	1,758.36	.00	.00	3,241.64	35.2%
3.012 OFFICE EQUIPMENT MAINT	500	500	.00	.00	.00	500.00	.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	6,953.87	343.26	.00	4,046.13	63.2%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	4,338	4,338	3,856.99	.00	.00	481.01	88.9%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	13,956.25	2,160.00	.00	3,043.75	82.1%
3.302 BUILD./FAC. EMERGNCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	20,095.38	7,209.07	.00	1,904.62	91.3%
3.601 ELECTRICITY	284,367	284,367	160,913.21	19,268.99	.00	123,453.79	56.6%
3.602 TELEPHONE	3,780	3,780	2,463.72	274.47	.00	1,316.28	65.2%
3.603 GAS	80,578	80,578	62,457.83	13,981.99	.00	18,120.17	77.5%
3.604 WATER	7,000	7,000	7,003.78	.00	.00	-3.78	100.1%
3.703 EQUIPMENT RENTAL	150	150	108.84	10.92	.00	41.16	72.6%
3.704 COPIER RENTAL	1,152	1,152	480.00	.00	.00	672.00	41.7%
3.716 LIBRARY SOFTWARE LEASE	64,012	64,012	62,986.45	.00	.00	1,025.55	98.4%
TOTAL MATERIALS & SUPPLIES	954,402	954,402	680,779.09	59,678.92	.00	273,622.91	71.3%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,577	4,577	4,577.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	192,082	192,082	147,718.56	14,651.97	36,381.06	7,982.38	95.8%
4.016 SECURITY GUARDS	83,961	83,961	47,899.42	.00	.00	36,061.58	57.0%
4.023 PROGRAM SERVICES	3,840	3,840	3,253.68	17.84	.00	586.32	84.7%
4.025 EXTERMINATING SERVICES	1,680	1,680	614.25	68.25	.00	1,065.75	36.6%
4.058 ON LINE SUBSCRIPTION SRVC	45,538	45,538	43,686.66	395.69	.00	1,851.34	95.9%
4.602 SIF CONTRIBUTION	43,241	43,241	43,241.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	30,000	30,000	13,206.87	2,581.83	.00	16,793.13	44.0%
TOTAL DIRECT COSTS	404,919	404,919	304,197.44	17,715.58	36,381.06	64,340.50	84.1%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	1,040	1,040	629.12	58.00	.00	410.88	60.5%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	13,980	13,980	.00	.00	.00	13,980.00	.0%
5.211 CPU AND SERVERS	4,130	4,130	891.60	.00	.00	3,238.40	21.6%
TOTAL EQUIPMENT	19,150	19,150	1,520.72	58.00	.00	17,629.28	7.9%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	707,805	707,805	615,570.80	.00	.00	92,234.20	87.0%
9.990 RESERVE FOR FINANCING	27,000	125,766	.00	.00	.00	125,766.00	.0%
TOTAL OTHER FINANCIAL USES	734,805	833,571	615,570.80	.00	.00	218,000.20	73.8%
TOTAL LIBRARY FUND	6,899,533	6,911,042	5,307,361.03	558,644.39	36,381.06	1,567,299.91	77.3%
GRAND TOTAL	6,899,533	6,911,042	5,307,361.03	558,644.39	36,381.06	1,567,299.91	77.3%

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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	-17,922	-17,922	-12,571.90	.00	-5,350.10	70.1%
TOTAL INTERGOVERNMENTAL	-17,922	-17,922	-12,571.90	.00	-5,350.10	70.1%
03 CHARGES FOR SERVICES						
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-273.69	-15.95	-2,726.31	9.1%
TOTAL CHARGES FOR SERVICES	-3,000	-3,000	-273.69	-15.95	-2,726.31	9.1%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-30,000	-30,000	-359.93	.00	-29,640.07	1.2%
06695 RENTAL LIBRARY SPACE	-3,000	-3,000	.00	.00	-3,000.00	.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-5.00	.00	-17,995.00	.0%
06699 OTHER	-1,000	-1,000	.00	.00	-1,000.00	.0%
TOTAL MISCELLANEOUS	-52,000	-52,000	-364.93	.00	-51,635.07	.7%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,767,000	-6,778,509	-5,135,570.80	-500,000.00	-1,642,938.20	75.8%
TOTAL OPERATING TRANSFERS	-6,767,000	-6,778,509	-5,135,570.80	-500,000.00	-1,642,938.20	75.8%
0A APPROP FUND BALANCE						
09999 APPROPRIATED FUND BALANCE	-59,611	-59,611	.00	.00	-59,611.00	.0%
TOTAL APPROP FUND BALANCE	-59,611	-59,611	.00	.00	-59,611.00	.0%

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ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-6,899,533	-6,911,042	-5,148,781.32	-500,015.95	-1,762,260.68	74.5%
TOTAL LIBRARY FUND					
-6,899,533	-6,911,042	-5,148,781.32	-500,015.95	-1,762,260.68	74.5%
GRAND TOTAL					

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