

MEMO

To: White Plains Public Library Board of Trustees

From: Bill Deierlein, Business Manager

Subject: Monthly Budget Report

Date: July 2, 2021

In the Budget Report for expenses and revenues for period ending June 30, 2021, all revenues and expenditures are normal with one note:

Revenue code 02269: The Library received the final check for Local Library State Aide from New York State.

FOR 2021 12

JOURNAL DETAIL 2021 1 TO 2021 12

	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	163,620.90	14,418.70	.00	.10	100.0%
1.150 MANAGERIAL SALARIES	240,464	240,464	240,464.20	21,178.01	.00	-.20	100.0%
1.200 CSEA SALARIES AND WAGES	2,356,635	2,324,589	2,310,305.45	203,408.72	.00	14,283.55	99.4%
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	176,587.09	23,332.33	.00	126,442.91	58.3%
TOTAL SALARIES & WAGES	3,126,750	3,094,704	2,898,190.28	262,337.76	.00	196,513.72	93.6%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	235,606	233,155	218,927.33	19,760.23	.00	14,227.67	93.9%
2.020 MTA PAYROLL TAX	10,553	10,444	9,828.64	878.26	.00	615.36	94.1%
2.101 NYS EMPLOYEE PENSION	429,430	436,870	429,020.70	41,642.33	.00	7,849.30	98.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	596,551	554,335	529,162.98	44,873.20	.00	25,172.02	95.5%
2.202 RETIREES HEALTH INSURANCE	202,682	202,682	196,454.89	16,399.07	.00	6,227.11	96.9%
2.203 RETIREES HEALTH INS BUYOUT	4,700	4,700	4,700.00	.00	.00	.00	100.0%
2.204 NYS HEALTH INS ADMIN CHR	2,300	2,300	1,709.73	.00	.00	590.27	74.3%
2.205 RETIREES MEDICARE PAYMENT	78,000	78,000	70,080.30	12,622.50	.00	7,919.70	89.8%
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	45,778.32	3,814.86	.00	33.68	99.9%
2.407 OPTICAL INSURANCE	11,200	10,865	10,825.20	902.10	.00	39.80	99.6%
2.501 GROUP LIFE INS-MANAGEMENT	4,304	4,304	4,210.80	350.90	.00	93.20	97.8%
2.601 MEMBERSHIPS-FEES-DUES	6,300	6,300	4,330.00	.00	.00	1,970.00	68.7%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	3,548.20	.00	.00	1,151.80	75.5%
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	1,620,420	1,555,780.09	141,243.45	.00	64,639.91	96.0%
3. MATERIALS & SUPPLIES							

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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	8,410.13	43.84	.00	2,589.87	76.5%
3.003 PRINTING	3,000	3,000	1,154.50	240.00	.00	1,845.50	38.5%
3.004 POSTAGE	1,200	1,200	967.01	178.25	.00	232.99	80.6%
3.005 BOOKS-PROCESSING	230,000	230,000	131,812.17	10,829.12	.00	98,187.83	57.3%
3.006 SUBSCRIPTIONS-PERIODICALS	22,000	22,000	16,621.25	707.00	.00	5,378.75	75.6%
3.010 NON-BOOK-PROCESSING	180,000	180,000	267,252.76	34,077.57	.00	-87,252.76	148.5%
3.011 PROGRAM SUPPLIES	5,000	5,000	2,291.78	47.71	.00	2,708.22	45.8%
3.012 OFFICE EQUIPMENT MAINT	500	500	555.00	255.00	.00	-55.00	111.0%
3.014 LIBRARY SUPPLIES	11,000	11,000	7,143.40	.00	.00	3,856.60	64.9%
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/FCLITY REPAIRS	17,000	17,000	24,124.06	8,580.00	.00	-7,124.06	141.9%
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	23,832.86	875.81	.00	-1,832.86	108.3%
3.601 ELECTRICITY	284,367	284,367	201,418.25	17,458.39	.00	82,948.75	70.8%
3.602 TELEPHONE	3,780	3,780	3,008.27	269.84	.00	771.73	79.6%
3.603 GAS	80,578	80,578	76,686.63	5,276.29	.00	3,891.37	95.2%
3.604 WATER	7,000	7,000	9,201.80	2,198.02	.00	-2,201.80	131.5%
3.703 EQUIPMENT RENTAL	150	150	130.68	10.92	.00	19.32	87.1%
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	841,933.99	81,047.76	.00	112,468.01	88.2%

4. DIRECT COSTS

4.005 FINANCIAL/ AUDITING COSTS	4,577	4,577	4,577.00	.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	192,082	192,082	173,028.45	13,698.88	11,043.40	8,010.15	95.8%
4.016 SECURITY GUARDS	83,961	83,961	53,647.00	5,188.14	.00	30,314.00	63.9%
4.023 PROGRAM SERVICES	3,840	3,840	3,271.52	.00	.00	568.48	85.2%
4.025 EXTERMINATING SERVICES	1,680	1,680	750.75	68.25	.00	929.25	44.7%
4.058 ON LINE SUBSCRIPTION SRVC	45,538	45,538	44,740.59	461.98	.00	797.41	98.2%
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	21,286.87	2,315.00	.00	8,713.13	71.0%
TOTAL DIRECT COSTS	404,919	404,919	344,543.18	21,732.25	11,043.40	49,332.42	87.8%

5. EQUIPMENT

5.207 COMPUTER PERIPHERAL EQUIP	1,040	1,040	794.10	.00	.00	245.90	76.4%
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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	1,685.70	.00	.00	17,464.30	8.8%
9. OTHER FINANCIAL USES							
9-302 TO DSF-LIBRARY FUND CONTR	707,805	707,805	702,669.79	84,522.14	.00	5,135.21	99.3%
9-990 RESERVE FOR FINANCING	27,000	109,642	.00	.00	.00	109,642.00	.0%
TOTAL OTHER FINANCIAL USES	734,805	817,447	702,669.79	84,522.14	.00	114,777.21	86.0%
TOTAL LIBRARY FUND	6,899,533	6,911,042	6,344,803.03	590,883.36	11,043.40	555,195.57	92.0%
GRAND TOTAL	6,899,533	6,911,042	6,344,803.03	590,883.36	11,043.40	555,195.57	92.0%

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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	-17,461.00	-1,746.10	-461.00	97.4%
TOTAL INTERGOVERNMENTAL	-17,922	-17,922	-17,461.00	-1,746.10	-461.00	97.4%
03 CHARGES FOR SERVICES						
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-339.67	-42.98	-2,660.33	11.3%
TOTAL CHARGES FOR SERVICES	-3,000	-3,000	-339.67	-42.98	-2,660.33	11.3%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-30,000	-30,000	-895.51	.00	-29,104.49	3.0%
06695 RENTAL LIBRARY SPACE	-3,000	-3,000	.00	.00	-3,000.00	.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-221.00	-25.00	-17,779.00	1.2%
06699 OTHER	-1,000	-1,000	.00	.00	-1,000.00	.0%
TOTAL MISCELLANEOUS	-52,000	-52,000	-1,116.51	-25.00	-50,883.49	2.1%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,767,000	-6,778,509	-6,222,669.79	-584,522.14	-555,839.21	91.8%
TOTAL OPERATING TRANSFERS	-6,767,000	-6,778,509	-6,222,669.79	-584,522.14	-555,839.21	91.8%
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	-6,241,586.97	-586,336.22	-669,455.03	90.3%
TOTAL LIBRARY FUND					
-6,899,533	-6,911,042	-6,241,586.97	-586,336.22	-669,455.03	90.3%

GRAND TOTAL

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