

Business Office Notes  
June 2024  
Olean Public Library

Appropriation Number	Appropriation Desc.	Notes
10001	EARNINGS FROM INVESTMENTS	Appears low but July, November, and December is when all of the CD's mature.
10002	LOCAL SPONSOR INCENTIVE AID	Larger portion received in Aug.
10004	GIFTS AND DONATIONS	Friends book endowment to be received in September for \$12,000. Will exceed annual budget of \$30,000.
10006	COPY MACHINE RECEIPTS AND OTHER MISC.	Higher than current year budget but less than last year. In 2023 we had received a \$5.3k check from Hartford for a disability claim correction. We received the Utica & NYSIF dividends in February & April of this year (same time every year). We should receive approximately another \$4,200 (June-Dec) in copy machine receipts with a total of \$11,060 for the year putting us \$3,000 over budget.
10007	STATE AID CENTRAL LIBRARY DEVELOPMENT	To be received in Aug.
10008	LIBRARY CHARGES	2023 total \$4,800, Monthly average for 2024 is \$300. 2024 estimated total \$3,600 which would be under budget by \$4,400. Recommendation to combine this line with appropriation 10006 for a total of \$15,000. Overall revenue reduction on budget of \$1,000 and would recommend increasing Gifts & Donations (10004) by that amount.
10009	OTHER CCLS	Other installments to be received Aug and November.
10010	STATE AID OTHER	Recognized State Aid construction revenue for Advent and FSC (data wire and security cameras)
10011	CENTRAL BOOK AID	To be received in Aug.
100	Professional Staff	May/November are the months with 3 pays each. Accrual reversal in January 2024 for \$13,763. New accrual recorded in December 2024 estimated to be \$23,000. Professional staff under budget due to 1/2 year librarian position included but no actual wages yet. Support staff under budget due to librarian assistants & page hours worked under budgeted. Maintenance staff under budget due to staff that was out for extended period (returned in April). Estimated total payroll to be under annual budget by \$23,000.
102	Support Staff	May/November are the months with 3 pays each. Accrual reversal in January 2024 for \$13,763. New accrual recorded in December 2024 estimated to be \$23,000. Professional staff under budget due to 1/2 year librarian position included but no actual wages yet. Support staff under budget due to librarian assistants & page hours worked under budgeted. Maintenance staff under budget due to staff that was out for extended period (returned in April). Estimated total payroll to be under annual budget by \$23,000.
103	Maintenance staff	May/November are the months with 3 pays each. Accrual reversal in January 2024 for \$13,763. New accrual recorded in December 2024 estimated to be \$23,000. Professional staff under budget due to 1/2 year librarian position included but no actual wages yet. Support staff under budget due to librarian assistants & page hours worked under budgeted. Maintenance staff under budget due to staff that was out for extended period (returned in April). Estimated total payroll to be under annual budget by \$23,000.
200	State retirement	Will pay in December.
201	Unemployment	None.
202	Social Security	Lower than budgeted due to salary lower than budgeted.
203	Workmen's Compensation	Paid over 10 months. No payments to be made April and May. Total policy not including prior year audit \$4,883.71 (7/1/24-7/1/2025). 25% of total policy premium paid in June. Remaining 75% to be paid over 9 installments.
204	Disability and Paid Family Leave	Paid quarterly. Will make remaining payments in Sept, December.
205	Hospital and medical insurance	Budgeted Sheryl in but she did not take the insurance at renewal time (5/1/2023-04/30/2024 or 05/01/2024-04/30/2025)
300	Microfilm periodicals	Paid 1x/year. Paid in January.
301	Books	Overall book spend in 2024 is down compared to 6 month 2024 budget but \$6k more than this time last year.
305	Periodicals	WT Cox \$9k to be paid in December, Value Line also paid in December \$2k
307	Electronic Resources	December spend is around \$15,000 to include overdrive credit and Candid.
308	DVD's	Not buying as many, not as popular with all of the streaming services.
309	Other nonbook materials/bindings	Book covers typically purchased in October - December of each year. \$1,500.
400	Fuel and utilities	Gas over the remainder of the year should run approx. \$1.5k and electric \$9.5k for a total annual spend of \$25,600

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402	Insurance	D&O policy paid in full in March for \$2,000. (prior year the policy cost was \$1,956); Utica est. annual \$12,510, Hedley \$5k. Total annual spend estimate \$19,510.
404	Other operations and maintenance	\$1,425 Plowing, \$620 Stormer, \$7,920 Mazza (2 - qtrly PM), \$2,440 Mazza (repair), \$479 Doyle, \$386.35 Misc (BOA, Worth W., Integrated Fire, Austin Locksmithing) \$192.60 Valpro, \$670 Southern Tier Pest, Nick Shembada water fountain repair \$421.4, Security uniforms \$361.28, , FSC \$862 - HVAC shut off/fire alarm system,U&S Services HVAC control training \$182. 2024 known but not spent expenses \$17,217 to include Mazza AC repairs, Mazza quarterly PM (2), Plowing, Pest Control. Total annual spend of \$33,200, budget for this line is \$32,000. There is carpet cleaning scheduled for July cost Dec 2021 was \$3,095, Les did not give me an estimate for this year.
500	Office and Library supplies	Under budget but right on track with where we were last year. Expenses will run a little higher in the summer with the extra programs & summer reading.
501	Computer Supplies	Only items posted here are paper and toner. Expected to come in under budget for the year with expected total annual spend of \$5k.
504	Art gallery and exhibit expense	\$100 donation received from John MacRoy specifically for his gallery reception. Would suggest increasing this line later in 2024 and pulling from another line that is under budget.
505	Publicity and Printing	Estimated to finish at \$3,500 for the year, under budget by \$3,500.
506	Outreach	YTD spend low but not much lower than prior year. Typically this money is spent towards the end of the year. I did make note of this on Sheryl's budget update for May.
507	Travel	Need to remind staff at programming meeting this line exists and to request approval to attend trainings.
509	Professional Fees	Paid \$12,000 to auditor in February. Much less than prior year as we've paid fewer legal fees and did not have an invoice for \$4.7k to Thelma & Louise in 2024.