

Business Office Notes
July 2024

Appropriation Number	Appropriation Desc.	Notes
10001	EARNINGS FROM INVESTMENTS	Have almost reach annual goal with CD's maturing in October, November, and December with return rates ranging from 0.7% - 5%.
10004	GIFTS AND DONATIONS	Friends book endowment to be received in September for \$12,000. Will exceed annual budget of \$30,000.
10006	LIBRARY RECEIPTS & OTHER MISC.	Copy machine receipts, library charges, and other misc. have been combined. The annual budget should be met for this line.
10007	STATE AID CENTRAL LIBRARY DEVELOPMENT	Check received and deposited 8.1.24 \$35,139.80
10009	OTHER CCLS	Last installment of \$2,500 to be received in November.
10010	STATE AID OTHER	Recognized State Aid construction revenue for Advent and FSC (data wire and security cameras)
10011	CENTRAL BOOK AID	Check received and deposited 8.1.24 \$15,531.25
100/102/103	Professional, Support, & 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. Librarian wages start first pay in August. 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. Projected invoiced received 9/2023 \$80,518, estimated invoice received 7/2024 \$88,496; over budget by \$7,978. Will need to make adjustment to line when official invoice received.
201	Unemployment	None.
202	Social Security	Lower than budgeted due to salary lower than budgeted.

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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. Audit adjustment for policy year 7/1/23-7/1/24 \$810.92. Total for 2024 should be \$7,364.51 (under budget).
204	Disability and Paid Family Leave	Paid quarterly. Will make remaining payments in Sept, December.
205	Hospital and medical insurance	Estimated annual spend \$52,916.88; 5 months of Ind. Health, Highmark, YMCA, and HSA contributions. \$9,083 under budget
300	Microfilm periodicals	Paid 1x/year. Paid in January.
301	Books	Overall book spend in 2024 is still slightly down compared to 7 month 2024 budget but almost \$10k more than this time last year. January Baker & Taylor (books received in December) expense will be back dated into 2024. That leaves 6 months of expense still to post.
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. \$2,000 core collections database purchased in August.
308	DVD's	Not buying as many, not as popular with all of the streaming services.
309	Other nonbook materials/bindings	Book covers purchased in July. Annual spend expected to be lower than budget.
400	Fuel and utilities	Gas over the remainder of the year should run approx. \$1.5k, water \$600, and electric \$8k for a total annual spend of \$26,600

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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. spend for remainder of year \$7,090 (13% estimated increase), Hedley estimated spend for remainder of year \$5,836 (15% estimated increase). Utica - Auto, Commercial Property, Liability Hedley - Cyber & Fidelity Bond Philadelphia - D&O Estimated annual overall spend \$21,331
404	Other operations and maintenance	Amazon \$177.39 - weedkiller, mulch, popcorn machine parts, Austin Locksmith \$250.35, Bj's Carpet Cleaning \$3,545, CRH \$1,425 - snow plowing, Doyle \$479 - security camera tech support, FSC \$862 - Fire Alarm HVAC shut off repair, Integrated Fire Protection \$50, Mazza \$11,880 - 3 quarters maintenance, Mazza \$10,140 - repairs, Morgan \$50 - paper towel dispenser, Nick Shembeda \$846.57 - water fountain repair, filter replacement, Southern Tier \$747.50 - pest control, Stormer \$620 - prior year repairs, U&S services \$182 HVAC control training, Uniform Warehouse/Amazon \$361.28 - security uniforms, Valpro \$192.60 - vacuum repair, Western NY Glass \$49.16 - display stand glass, Worth W. Smith \$239.36 - misc. Total spend \$32,097.21, known spend for remainder of year \$5,347.50 (plowing, Mazza 1qtr maintenance, pest control). Estimated final spend \$37,444.71.
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 & fall 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.
505	Publicity and Printing	Estimated to finish at \$3,500 for the year, under budget by \$3,500.
506	Outreach	YTD spend low compared to budget. Sheryl has confirmed she will refresh promotional items at end of year.

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507	Travel	Staff reminded about the ability to attend trainings with approval. Library visits to continue as well.
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. Over budget when annualized but under spend at same time last year. Approximately \$3,000 remaining in staff budgets for presenters. This leaves \$5-6k for other professional fees in 2024 over 5 months.
511	Technology and Equip Purchases	Will check with Chad to see if he has any plans for big spending before year end. \$7.5k left to spend over the remainder of the year.
602	O'Connell	\$900 children pottery classes in May & June. On track to spend \$11,729 (if staff spend their entire budget) of O'Connell funds and would carry over \$7.9k into future years.