

Business Office Notes
December 2024

Appropriation Number	Appropriation Desc.	Notes
10001	Earnings from Investments	December amount is \$1,159.52 from Nottingham Trust, account is now closed. \$19,787.79 is from two matured CMB CDs. \$927.37 is from our two money market checking accounts - Tax/Exchange & State Aid/Broadband. Exceeded annual budget by \$27,534.
10003	Library System Grant	Received a check in December from CCLS, NYLA Travel Grant \$800
10004	Gifts, Grants, & Donations	Over annual budget by \$16,244; this line includes \$20,234 from the Friends, \$10,481 from O'Connell, \$5,000 from Manley, \$6,894 from Burdus, \$4,485 in general donations, \$20 for the comfort cabinet, \$4,168 in memorials, and \$321 of recognized John Henry Grant funds (\$4,679 deferred to future years).
10010	State Aid Other	Recognized State Aid construction revenue for Advent and FSC (data wire and security cameras)
10012	Appropriated Fund Balance	Use of \$111,218; \$70,257.75 operating & \$41,961.32 capital
100/102/103	Professional, Support, & Maintenance Staff	Accrual reversal in January 2024 for \$13,763. Accrual in December for 12/22-31/24 was \$20,234.77. Professional staff under budget due to treasurer being budgeted at 8 hours per pay period but actual hours worked were less (\$5,806.35 less than budgeted through year end). 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) & current staff requesting reduced hours. Payroll finished under budget by \$43,598.
200	State retirement	2025 estimated invoice \$102,067.

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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. Under budget by \$635. Potential for increased costs or a reduction in annual refund/dividend due to high cost claim.
204	Disability and Paid Family Leave	Hartford 2024 policy total \$8,899.12. Hartford 2023 policy adjustment \$3,440.23. Switched to NYSIF as of 1/1/2025 and the annual policy cost is estimated at \$4,047.55.
205	Health Insurance and other health benefits	Over budget by \$337. Adjustment needed due to total estimated cost calculation error. Health Ins contributions of \$54,107, Opt out incentives \$2,000, and YMCA wellness \$230. Original approved budget \$72,000 reduced to \$62,000, and then further reduced in Sept. 2024 to \$62,000. Current budget amount of \$56,000
301	Books	Under budget by \$1,466. 2024 spend \$74,534, 2023 spend \$58,829, 2022 spend \$55,628
307	Electronic Resources	Overdrive credit of \$9,000 purchased in December. Under budget by \$1,636.
308	DVD's	Not buying as many, not as popular with all of the streaming services.
400	Fuel and utilities	Under budget by \$6,656.
402	Insurance	Utica - Auto, Commercial Property, Liability 2024 \$13,308.33; 2023 \$12,064.09 Hedley - 2024 \$1,372.88 (cyber only); 2023 \$4,773.98 (cyber & crime) Philadelphia - D&O 2024 \$2,000; 2023 \$1,956 Under budget by \$6,319

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404	Other operations and maintenance	Anderson Shortell \$619.50 - plumbing repair, Bank of America \$198.75 - weed killer, mulch, popcorn machine parts, Raid, Austin Locksmith \$273.35, Bj's Carpet Cleaning \$3,545, CRH \$1,425 - snow plowing, Jay's Automotive/Jeff Shaw \$1,000 plowing, Doyle \$479 - security camera tech support, FSC \$862 - Fire Alarm HVAC shut off repair, FSC \$1,090 Alarm net & fire alarm service agreement, Integrated Fire Protection \$50, Mazza \$15,840 - 4 quarters maintenance, Mazza \$10,140 - repairs, Morgan \$50 - paper towel dispenser, Nick Shembeda \$846.57 - water fountain repair, filter replacement, Southern Tier \$1,135 - pest control, Stormer \$620 - prior year repairs, U&S services \$904.50 HVAC control training & service contract, Uniform Warehouse/Amazon \$555.71 - security uniforms, Valpro \$192.60 - vacuum repair, Walmart \$8.56 - glass, Western NY Glass \$49.16 - display stand glass, Worth W. Smith \$396.54 - misc. Total spend \$39,584.24
500	Office and Library supplies	Staff did not spend full budgets. Overall under budget by \$7,483.
507	Travel	Staff reminded about the ability to attend trainings with approval. Library visits to continue as well. One staff member did attend NYLA conference. Will come in under budget for the year.
509	Professional Fees	Under budget by \$5,518.
511	Technology and Equip Purchases	3 computers with 24" monitors paid for in December totaling \$2,253. Also purchased 3D pens, 3D maker pro, & drones in December. Under budget by \$1,516.
602	O'Connell	Spent \$11,194 of O'Connell funds in 2024. Will carry \$8,475 into 2025.