

Business Office Notes  
September 2024

Appropriation Number	Appropriation Desc.	Notes
10001	EARNINGS FROM INVESTMENTS	Exceeded annual budget with CD's maturing in October, November, and December with return rates ranging from 0.7% - 5%.
10004	GIFTS AND DONATIONS	Have exceeded annual budget.
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)
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 wages started 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) & current staff requesting reduced hours. Estimated total payroll to be under annual budget by \$26,000.
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.
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. Audit adjustment for policy year 7/1/23-7/1/24 \$810.92. Total for 2024 should be \$7,364.51 (under budget).

Business Office Notes  
September 2024

Appropriation Number	Appropriation Desc.	Notes
204	Disability and Paid Family Leave	Paid quarterly. Will make remaining payments in Oct, December. Notification of a Hartford internal audit 9/4/2024 to cover past two years. Enriched disability offering to be billed as a % of payroll dollars. Hartford was billing \$0.34/male and \$0.55/female per month. After 2 year lookback total additional owed for 2022 Q3/Q4, 2023 Q1-Q4, and 2024 Q1/Q2 \$7,766.62. New quarterly billing will be approximately \$2,000 instead of \$900. Owed amount paid 9.30.2024.
205	Hospital and medical insurance	Estimated annual spend \$54,436.88; Ind. Health, Highmark, YMCA, and HSA contributions. \$7,563 under budget
300	Microfilm periodicals	Paid 1x/year. Paid in January.
301	Books	Overall book spend in 2024 is still slightly down compared to 9 month 2024 budget but over \$6k more than this time last year. January 2025 Baker & Taylor (books received in December 2024) expense will be back dated into 2024. That leaves 4 months of expense still to post. Need to spend \$7,050/month to spend annual budget.
305	Periodicals	WT Cox \$9.5k 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. Need to spend \$5,433/month over Oct & Nov to spend annual budget.
308	DVD's	Not buying as many, not as popular with all of the streaming services.
400	Fuel and utilities	Gas over the remainder of the year should run approx. \$1.4k, water \$365, and electric \$3.8k for a total annual spend of \$26,405, under budget by \$9,560

Business Office Notes  
September 2024

Appropriation Number	Appropriation Desc.	Notes
402	Insurance	D&O policy paid in full in March for \$2,000. (prior year the policy cost was \$1,956); Utica actual spend for remainder of year \$5,319 (Increases: Auto 0%, Property 7%, Liability 15%), Hedley estimated spend for remainder of year \$4,254 (15% estimated increase). Utica - Auto, Commercial Property, Liability Hedley - Cyber & Crime Philadelphia - D&O Estimated annual overall spend \$22,308, increase building value and will receive additional invoice for \$3,000, No crime policy needed (\$1,075 annually to be paid in November). Under budget \$700
404	Other operations and maintenance	Bank of America \$198.75 - weed killer, mulch, popcorn machine parts, Raid, 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, FSC \$1,090 Alarm net & fire alarm service agreement, 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 \$902.5 - 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 \$294.6 - misc. Total spend \$33,418.81, known spend for remainder of year \$5,193 (plowing, Mazza 1 qtr maintenance, pest control). Estimated final spend \$38,691. Under budget by \$309
500	Office and Library supplies	Under budget but expenses will run a little higher in the summer & fall with the extra programs & summer reading.

Business Office Notes  
September 2024

Appropriation Number	Appropriation Desc.	Notes
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 \$2,000.
506	Outreach	YTD spend low compared to budget. Sheryl has confirmed she will refresh promotional items at end of year.
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 \$1,900 remaining in staff budgets for presenters. This leaves \$4.8k for other professional fees in 2024 over 3 months.
511	Technology and Equip Purchases	Chad has a purchase list totaling \$3,000 of tech needs that haven't been purchased yet. That would leave \$4.4k left to spend over the remaining three months.
602	O'Connell	On track to spend \$13,215 (if staff spend their entire budget) of O'Connell funds and would carry over \$6.5k into future years.