

Account	Budget-orig	Budget-adjust	Encumbered	December	YTD	Remaining		
Salary and Benefits								
6001000 SALARIES FULL-TIME	920,950	920,950		92,910	890,756	97%	30,194	3%
6001001 SALARIES PART-TIME	149,560	149,560		14,595	123,130	82%	26,430	18%
6001002 SALARIES TEMPORARY	20,070	20,070		5,810	54,838	273%	(34,768)	-173%
6001003 SALARIES OVERTIME	-	-		2,608	8,399		(8,399)	
Total Salary	1,090,580	1,090,580		115,923	1,077,123	99%	13,457	1%
6008001 STATE RETIREMENT	136,887	136,887		13,798	121,773	89%	15,114	11%
6008002 SOCIAL SECURITY	82,514	82,514		8,458	79,090	96%	3,424	4%
6008004 WORKERS COMPENSATION	6,304	6,304		1,576	6,304	100%	0	0%
6008006 LIFE INSURANCE	285	285		8	94	33%	191	67%
6008007 HEALTH INSURANCE	143,359	135,954		16,661	133,753	98%	2,202	2%
6008009 RETIREE HEALTH INSURANCE	351,529	324,951		52,835	324,951	100%	0	0%
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,500	0		-	-		-	
6008014 NYS Voluntary Defined Contribution	6,967	6,967		718	6,967	100%	0	0%
Total Benefits	731,345	693,862		94,054	672,931	97%	20,931	3%
Salary and Benefits	1,821,925	1,784,442		209,977	1,750,054	98%	34,388	2%
Contractual Expenditures								
6004012 OFFICE SUPPLIES	2,000	6,607	- 0%	419	6,833	103%	(226)	-3%
6004021 BLDG MAINTENANCE SUPPLIES	1,000	3,153	- 0%	22	2,220	70%	933	30%
6004022 FUEL AND HEATING SUPPLIES	26,000	19,365	- 0%	3,447	14,254	74%	5,111	26%
6004023 BLDG AND GROUNDS SUPPLIES	4,300	5,244	- 0%	215	4,100	78%	1,144	22%
6004030 FOOD AND BEVERAGES	100	0	-	-	-		-	
6004048 MISC OPERATIONAL SUPPLIES	5,785	285	- 0%	80	121	42%	164	58%
6004055 COMPUTER SOFTWARE AND SUPPLIES	70,684	69,619	- 0%	-	69,619	100%	-	0%
6004056 COMPUTER EQUIPMENT(NON CAPITAL)	5,000	311	- 0%	-	311	100%	-	0%
6004070 BOOKS ADULT SERVICES	67,550	67,593	- 0%	7,813	63,682	94%	3,910	6%
6004071 JUVENILE BOOKS	54,000	53,665	- 0%	7,040	53,538	100%	127	0%
6004073 SUBSCRIPTIONS	7,563	5,052	- 0%	-	5,052	100%	-	0%
6004074 AUDIOVISUAL MATERIALS	33,000	21,064	- 0%	2,099	21,420	102%	(356)	-2%
6004075 ELECTRONIC ACCESS MATERIALS	33,650	64,962	- 0%	16,158	60,954	94%	4,008	6%
6004100 POSTAGE AND FREIGHT	700	1,420	- 0%	161	1,435	101%	(15)	-1%

6004105 DUES AND MEMBERSHIPS	1,500	1,288	-	0%	-	1,288	100%	-	0%
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,060	5,540	-	0%	-	4,617	83%	923	17%
6004113 WATER AND SEWAGE CHARGES	3,200	3,272	-	0%	1,152	3,272	100%	-	0%
6004115 ELECTRIC CURRENT	48,000	73,000	-	0%	12,450	70,606	97%	2,394	3%
6004117 BUILDING AND GROUNDS EXPENSES	42,807	40,594	-	0%	5,858	40,837	101%	(243)	-1%
6004136 OPERATIONAL EQUIPMENT REPAIRS	3,000	0	-	-	-	-	-	-	-
6004137 ADVERTISING AND PROMOTION EXPE	3,000	1,800	-	0%	161	1,741	97%	59	3%
6004138 OTHER OPERATIONAL EXPENSES	16,000	26,334	-	0%	3,242	24,513	93%	1,821	7%
6004147 OTHER PROGRAM EXPENSES	15,000	15,000	-	0%	-	-	0%	15,000	100%
6004160 MILEAGE AND PARKING-LOCAL	700	740	-	0%	212	764	103%	(24)	-3%
6004161 TRAVEL HOTEL AND MEALS	2,000	1,466	-	0%	211	1,466	100%	-	0%
6004162 EDUCATION AND TRAINING	2,000	2,804	-	0%	-	2,804	100%	-	0%
6004165 ADVISORY BD/TRUSTEES EXPENSES	175	0	-	-	-	-	-	-	-
6004193 HARDWARE MAINTENANCE	8,610	2,800	-	0%	-	2,800	100%	-	0%
6004196 COPYING MACHINE RENTALS	7,000	16,519	-	0%	715	16,519	100%	-	0%
6004504 OTHER FINANCIAL SERVICES	12	12	-	0%	-	12	97%	0	3%
6004573 OTHER FEES FOR SERVICES	9,260	3,630	-	0%	810	4,139	114%	(510)	-14%
Total	475,656	513,139	-	0%	62,264	478,916	93%	34,223	7%

Chargebacks

6004602 INSURANCE PREMIUM CHARGEBACK	26,181	26,181			6,545	26,181	100%	0	0%
6004604 DPW SECURITY CHARGEBACKS	105,991	105,991			26,498	105,991	100%	0	0%
6004606 TELEPHONE BILLING ACCOUNT	5,963	5,963			2,982	5,963	100%	0	0%
6004609 DATA PROCESSING CHARGEBACKS	56,892	56,892			32,475	55,603	98%	1,289	2%
6004617 DUPLICATING/PRINTING CHARGEBACK	166	166			-	-	0%	166	100%
6004618 OFFICE SUPPLIES CHARGEBACK	8	8			-	-	0%	8	100%
6004619 BUILDING SERVICE CHARGEBACK	5,000	5,000			1,250	5,000	100%	0	0%
Total Chargebacks	200,201	200,201			69,750	198,738	99%	1,463	1%

Debt

6006000 PRINCIPAL ON SERIAL BONDS	6,849	6,849			-	6,849	100%	0	0%
6006001 BANS Principal	47,578	47,578			-	47,578	100%	0	0%
6007000 INTEREST ON SERIAL BONDS	628	628			-	628	100%	0	0%
6007001 BANS Interest	7,592	7,592			-	7,591	100%	1	0%

Account	Budgeted	December	YTD		Remaining	
Revenue						
5000100 LIBRARY COPY FEES	12,000	1,037	12,067	101%	-67	-1%
5000177 RENTALS & FEES	8,500	3,600	7,200	85%	1,300	15%
5000189 OTHER LOCAL GOVERNMENTS	846,573	211,643	846,573	100%	0	0%
5000312 RENTAL CHARGEBACKS	49,000	-	49,000	100%	0	0%
5000426 MISCELLANEOUS	10,000	477	5,028	50%	4,972	50%
5000431 MISCELLANEOUS	15,000	-	-	0%	15,000	100%
5000451 INTEREST AND EARNINGS	17,500	9,055	69,604	398%	-52,104	-298%
5000470 VENDING MACHINE	0	-	199		-199	
5000530 REFUNDS OF PRIOR YEARS EXPENDIT	-	-	2,166		-2,166	
5000531 GIFTS AND DONATIONS	500	-	-	0%	500	100%
5000545 CREDIT CARD REBATES	100	-	-	0%	100	100%
5000546 Trust Account Inflows	500	-	-	0%	500	
5000562 TRANSFER FROM GENERAL FUND	1,500,059	-	1,500,059	100%	-	0%
5000569 TRANSFER - DEBT SERVICE FUND	1,770	-	1,791	101%	-21	
5000808 OTHER STATE AID	98,690	6,548	97,436	99%	1,254	1%
5000952 ARRA DEBT REIMBURSEMENT	237	-	240	101%	-3	-1%
Total Revenue (operating):	2,560,429	232,360	2,591,364	101%	-30,935	-1%

Projects & Grants						
6004117 STATE CONSTRUCTION AID - 2022	378,023	-	340,221	90%	37,802	10%
6004117 STATE CONSTRUCTION AID - 2023	157,447	-	141,702	90%	15,075	10%
6004117 BROOME COUNTY CIP - 2023	100,000	-	100,000	100%	-	0%
6004138 COMMUNITY FOUNDATION - Period Pant	1,280	-	1,280	100%	-	0%
Friends HOYT GRANT - Reading Garden	50,000	50,000	50,000	100%	-	0%
Friends KRESGE GRANT	31,700	-	31,700	100%	-	0%
Friends COMMUNITY FOUNDATION - bilungual	5,000	-	5,000	100%	-	0%
Friends COMMUNITY FOUNDATION - Narcan	2,000	-	2,000	100%	-	0%
Friends COMMUNITY FOUNDATION - Farm2Lib	9,125	-	9,125	100%	-	0%
Friends KLEE GRANT #2	45,000	45,000	45,000	100%	-	0%
Friends KLEE SUPPLEMENTAL	30,350	-	30,350	100%	-	0%
Friends Period Pantry	6,703	-	6,703	100%	-	0%
Friends 2024 Library Support	34,400	3,700	24,084	70%	10,316	30%
Friends Friends - Farm to Library	6,000	-	6,000	100%	-	0%
Projects & Grants Revenue	857,028		793,165	93%	63,193	7%

Account		Budget	YTD Actuals		January	Encumbered		Remaining	
Salaries									
6001000	SALARIES FULL-TIME	1,028,661	11,048	1%	11,048			1,017,613	99%
6001001	SALARIES PART-TIME	159,571	1,392	1%	1,392			158,179	99%
6001002	SALARIES TEMPORARY	11,122	182	2%	182			10,940	98%
Total		1,199,354	12,622	1%	12,622			1,186,732	99%

Contractual Expenditures									
6004012	OFFICE SUPPLIES	2,060	146	7%	146	1,378	67%	536	26%
6004021	BLDG MAINTENANCE SUPPLIES	1,030	0	0%	0	750	73%	280	27%
6004022	FUEL AND HEATING SUPPLIES	22,000	2,554	12%	2,554	0	0%	19,446	88%
6004023	BLDG AND GROUNDS SUPPLIES	4,429	0	0%	0	2,850	64%	1,579	36%
6004048	MISC OPERATIONAL SUPPLIES	4,000	0	0%	0	0	0%	4,000	100%
6004055	COMPUTER SOFTWARE AND SUPPLIES	72,461	0	0%	0	0	0%	72,461	100%
6004056	COMPUTER EQUIPMENT(NON CAPITAL)	3,000	0	0%	0	0	0%	3,000	100%
6004070	BOOKS ADULT SERVICES	69,577	4,662	7%	4,662	57,556	83%	7,358	11%
6004071	JUVENILE BOOKS	55,620	3,451	6%	3,451	41,290	74%	10,879	20%
6004073	SUBSCRIPTIONS	9,700	0	0%	0	0	0%	9,700	100%
6004074	AUDIOVISUAL MATERIALS	25,000	903	4%	903	23,741	95%	356	1%
6004075	ELECTRONIC ACCESS MATERIALS	53,450	4,686	9%	4,686	0	0%	48,764	91%
6004100	POSTAGE AND FREIGHT	1,400	438	31%	438	0	0%	962	69%
6004105	DUES AND MEMBERSHIPS	1,500	0	0%	0	0	0%	1,500	100%
6004112	BLDG GROUNDS AND EQUIP REPAIR	3,000	0	0%	0	1,250	42%	1,750	58%
6004113	WATER AND SEWAGE CHARGES	3,200	0	0%	0	0	0%	3,200	100%
6004115	ELECTRIC CURRENT	60,000	7,004	12%	7,004	0	0%	52,996	88%
6004117	BUILDING AND GROUNDS EXPENSES	42,244	553	1%	553	9,250	22%	32,441	77%
6004136	OPERATIONAL EQUIPMENT REPAIRS	3,090	0	0%	0	0	0%	3,090	100%

6004137	ADVERTISING AND PROMOTION EXPE	3,000	494	16%	494	0	0%	2,506	84%
6004138	OTHER OPERATIONAL EXPENSES	20,000	2,283	11%	2,283	10,279	51%	7,438	37%
6004160	MILEAGE AND PARKING-LOCAL	700	53	8%	53	0	0%	648	93%
6004161	TRAVEL HOTEL AND MEALS	2,000	0	0%	0	0	0%	2,000	100%
6004162	EDUCATION AND TRAINING	2,000	40	2%	40	0	0%	1,960	98%
6004193	HARDWARE MAINTENANCE	9,025	0	0%	0	0	0%	9,025	100%
6004196	COPYING MACHINE RENTALS	10,000	1,430	14%	1,430	0	0%	8,570	86%
6004504	OTHER FINANCIAL SERVICES	4	0	0%	0	0	0%	4	100%
6004573	OTHER FEES FOR SERVICES	6,000	266	4%	266	0	0%	5,734	96%
Total		489,490	28,963	6%	28,963	148,344	30%	312,183	64%

Chargebacks									
6004602	INSURANCE PREMIUM CHARGEBACK	26,606	0	0%	0			26,606	100%
6004604	DPW SECURITY CHARGEBACKS	125,080	0	0%	0			125,080	100%
6004606	TELEPHONE BILLING ACCOUNT	5,882	0	0%	0			5,882	100%
6004609	DATA PROCESSING CHARGEBACKS	57,499	0	0%	0			57,499	100%
6004617	DUPLICATING/PRINTING CHARGEBAC	92	0	0%	0			92	100%
6004618	OFFICE SUPPLIES CHARGEBACK	6	0	0%	0			6	100%
6004619	BUILDING SERVICE CHARGEBACK	5,000	0	0%	0			5,000	100%
Total		220,165	0	0%	0			220,165	100%

Debt									
6006000	PRINCIPAL ON SERIAL BONDS	7,123	0	0%				7,123	100%
6006001	PRINCIPAL ON BANS	67,577	0	0%				67,577	100%
6007000	INTEREST ON SERIAL BONDS	212	0	0%				212	100%
6007001	INTEREST ON BANS	10,923	0	0%				10,923	100%
Total		85,835	0	0%	0			85,835	100%

Benefits								
6008001	STATE RETIREMENT	152,059	1,448	1%	1,448		150,611	99%
6008002	SOCIAL SECURITY	91,751	913	1%	913		90,838	99%
6008004	WORKERS COMPENSATION	6,889	0	0%	0		6,889	100%
6008006	LIFE INSURANCE	190	0	0%	0		190	100%
6008007	HEALTH INSURANCE	163,740	2,043	1%	2,043		161,697	99%
6008009	RETIREE HEALTH INSURANCE	328,156	0	0%	0		328,156	100%
6008012	EMPLOYEE TUITION REIMBURSEMENT	3,500	0	0%	0		3,500	100%
6008014	NYS ERS VDC EXPENSE	7,385	85	1%	85		7,300	99%
Total		753,670	4,489	1%	4,489		749,181	99%

Salary and benefits	1,953,024	17,112	1%	17,112		1,935,912	99%	
Total expenses	2,748,514	46,075	2%	46,075	148,344	5%	2,554,095	93%

Fund balance

Trust fund

Account		Budget	YTD Actuals		January	Remaining	
Revenue							
5000100	LIBRARY COPY FEES	13,000	1,289	10%	1,289	11,711	90%
5000177	RENTALS & FEES	7,200	600	8%	600	6,600	92%
5000189	OTHER LOCAL GOVERNMENTS	879,589	522	0%	522	879,067	100%
5000312	RENTAL CHARGEBACKS	49,000	0	0%	0	49,000	100%
5000426	MISCELLANEOUS	6,900	75	1%	75	6,825	99%
5000451	INTEREST AND EARNINGS	20,000	0	0%	0	20,000	100%
5000470	VENDING MACHINE	1,000	0	0%	0	1,000	100%
5000531	GIFTS AND DONATIONS	300	0	0%	0	300	100%
5000546	Trust Account Inflows	200	0	0%	0	200	100%
5000562	TRANSFER FROM GENERAL FUND	1,427,325	0	0%	0	1,427,325	100%
5000569	TRANSFER - DEBT SERVICE FUND	1,915	0	0%	0	1,915	100%
5000808	OTHER STATE AID	92,000	0	0%	0	92,000	100%
5000952	ARRA DEBT REIMBURSEMENT	85	0	0%	0	85	100%
Total		2,498,514	2,486	0%	2,486	2,496,028	100%

Assistant Director's Report

Sherry Kowalski

February 12, 2025

- The Communication and Conversation Techniques workshop and Leadership and Libraries workshops that I attended were excellent. 4CLS partnered with SUNY Broome Workforce Development to offer these workshops.
- The hoopla contract was voted on at the February 12th BAC meeting. The final three contracts of the year are the PCC maintenance agreement and two maintenance contracts with Image Integrator.
- Nick Kocak and I conducted interviews for the vacant part-time custodian position. We are very close to making a decision.
- I am working to distribute the tablets that were donated at the end of last year to 4CLS libraries. We thought that we would get 60-80 but only received 26. Unfortunately, that was not enough to fill the requests that we received from the system libraries. After following up with the libraries that expressed interest, I now have a plan to distribute the tablets. My goal is to get them off my desk by the end of the month.
- My personnel duties have increased with all the new positions we have been adding and the higher employee turnover. I compiled a spreadsheet with all the information that is needed to submit the necessary personnel forms to the County which will save me time and aggravation. It will also help with keeping track on when employees are eligible for there step increases.

E-Newsletter Analytics Monthly Report (February 2025)

