

FY24 Expenses – Details by Account

Supplies

60001 · Cleaning Tools and Supplies \$9750.62

Mostly toilet paper, also trash bags, cleaning products, vacuums, paper towels, soap, air freshener

60002 Building Tools and Supplies \$9819.15

Light bulbs, batteries, 2000lbs of salt melt, toilet seat, weed killer, bathroom dispensers, filters, mouse traps, wasp spray, wood filler, ceiling tiles, padlocks, weather stripping, shingles, hand truck, cables and cable ties, mallet, file, command hooks, WD-40.

60003 Office Supplies \$7340.05

Binder clips, file folders, tape, tissues, receipt paper, white out, dry erase markers, glue sticks, legal pads, post it notes, pens, banker boxes, calendars/planners, envelopes, coffee, tax forms, stapler, bandages, highlighters, storage bins, paper clips, copy paper, printer toner, label tape, paper trimmer, Sharpies

60004 Display Supplies \$299.35

Shelf talker holders, Acrylic brochure holders, Book easels

60005 Programming & Outreach Supplies \$10,819.11

Cardstock, craft supplies and kits (paint, mod podge, construction paper, glue), gift cards (prizes), candy, performers, foam pumpkins, board games, snacks, tablecloths, brochures, balloons, Summer @ Your Library supplies (giveaway books, prizes), yard signs

60006 Postage \$2025.49

Postage meter lease, postage/stamps, OCLC return shipments

60007 Collection Processing Supplies \$1531.13

Classification labels, label protectors, cases, barcode scanners for inventory, label maker tape

60008 Refreshments for Meetings \$2244.01

Donuts and coffee for all staff meetings, bottled water, paper products, food for Holiday Party and Staff Picnics

60009 Decorations \$54.96

Mardi Gras decorations and photo props for Chamber Event

60010 Prizes and Incentives \$1005.59

Kudo prizes for all staff meetings, Holiday gift cards for staff, cookies purchased for National Library Week staff appreciation day

Contracted Services

61001 Fire Alarm/Fire Protection \$333.66

Annual maintenance of fire extinguishers

61002 Inspections \$2302.50

Fire sprinkler inspections

61003 Cleaning \$52,903.97

Janitorial services for all six locations

61004 Elevator \$7730.30

Full annual maintenance contract for elevators located at Frostburg and Washington Street branches

61005 Audit \$29183.18

FY23 annual audit (Huber Michaels) and GASB 75 Actuarial Report for the OPEB plan for the year ending June 30, 2023

61006 Consultant \$270.00

Monthly website hosting fee

61007 Mowing/Snow Removal \$3340.00

Plowing and salting of parking lots at LaVale, South Cumberland, Washington Street and Westernport branches

61008 Pest Control \$3273.00

Monthly insect prevention treatments at all six locations

61009 Photocopiers \$9172.96

Photocopier leases for Frostburg, LaVale, South Cumberland and Washington Street branches. Note: Frostburg lease is reimbursed by Friends of Frostburg Library annually, although not yet for FY24.

61013 Staff Recruitment \$639.08

Background checks, name tags, and HR posters

61014 Facilities Maintenance \$27,370.55

Annual costs for monthly handyman/landscaping services for all six branches

61015 Security Guard \$17,730.00

Annual security guard services from 3pm-6pm Monday-Thursday; 12 hours per week at South Cumberland Library

Training, Memberships, Sponsorships

61501 Sponsorships \$320.00

Leadership Allegany Arts and Entertainment Day Class of 2023 sponsorship and Juneteenth booth registration

61502 Trainings and Meetings \$2590.31

Hotels for MACO, PACE, and MAPLA (Library Executive Directors) meetings; ALA Conference parking and tolls, tickets for non-profit of the year reception; Legislative breakfast, parking for LATI

61503 Memberships – Organizational \$2030.00

Rotary Club dues, MAPLA membership dues, IUG institutional membership, Downtown Cumberland Business Association membership, Chamber of Commerce crab fest

61504 Memberships – Individual \$409.00

American Library Association membership

Facilities - Repairs

62000 Facilities – Repairs – Other \$6047.16

Repair/replace ADA opener at Georges Creek

62004 Heating and Cooling \$5501.25

Numerous HVAC issues at all six branches, requiring resets, sensor replacements, control board replacements, thermostat replacements, added freon, fixing broken belts, unplugging condensators and drains, and replacing motor blowers.

62007 Hardware – IT \$414.48

Replacement bulb for projector, 2 cooling fans, remote access server repair parts, and a server memory kit.

62010 Furnishings \$2575.00

Storage unit monthly fees @ \$60/month; screen shades at South Cumberland branch, partition repair at LaVale

Facilities - New

63007 Hardware -IT \$16,886.50

Memory, Internal SSD drives, power monitoring service, CPUs, UPS battery packs, laptops, monitors, USB hubs, adapters, RAM, Ubiquiti access point

63008 Software – IT \$9655.94

Quickbooks, MEEC Microsoft licenses, web network solutions domain registrations, Princh mobile printing, Adobe Photoshop

63010 Furnishings \$5324.76

Installation of Programming Department door, tear down/rebuilt book cases and end panels at Frostburg and South Cumberland ; plastic 5 tier shelf for Washington Street

Utilities

64001 Electric \$54793.49

Frostburg \$6,803.68; Georges Creek \$2,837.37; LaVale \$22,543.54; South Cumberland \$9,794.55; Washington Street \$10,237.60; Westernport \$2,576.75

64002 Water \$6338.96

Frosburg \$227.00; Georges Creek \$165.94; LaVale \$1,282.67; South Cumberland \$1,149.13; Washington Street \$2,049.40; Westernport \$1,464.82

64003 Trash Removal \$3687.02

Georges Creek \$366.99; LaVale Dumpsters \$3062.53; Westernport \$257.50

64004 Gas \$26144.91

No breakdown by branch

64005 Telephone/Fax \$19,673.93

Phone service for Frostburg, GC and Westernport is through SEGRA

Phone service for LaVale, South Cumberland and WSL is through Breezeline

Frostburg \$5,583.56; Georges Creek \$3,614.47; LaVale \$2,026.85; South Cumberland \$1713.94; Washington Street \$3,267.99; Westernport \$3,467.12

64007 Cell Phones \$3,580.78

Cell phones for John, Lisa, Andrea, and Jason \$2389.05

3 hotspots \$1177.70

Vehicles

65001 Gold Van \$47.00

Fuel

65002 Red Van \$1,628.87

Fuel, rear shocks, exhaust repair, transmission fluid & filter kit, new tires (4); repair regular and motor on driver's side window

65003 Prius \$1,405.31

Fuel, 45,000 mile service: oil, brakes, tire rotation, wiper blades, safety inspection, air cabin filter

65005 Ford Transit \$6,888.63

Fuel, oil changes, replaced left front inner and outer tie rods, right front inner tie rod; installed 2 new front tires, replace drivers side mirror, windshield wiper fluid

65006 Programming Van \$604.48

Fuel, oil changes

Wages and Benefits

66001 Salaries Professional \$431,078.69 (Gross)

- Executive Director \$120,164.36 (28%)
- Leadership Team \$310,914.33 (72%)
 - Director of IT \$58,284.17
 - Director of Human Resources \$57,222.02
 - Director of Administrative Services \$57,222.02
 - Director of Marketing and Outreach \$51,626.49
 - Coordinator of Public Services \$46,063.79
 - Coordinator of Programming and Events \$40,495.84

66002 Salaries NonProfessional \$755,483.70 (Gross)

- Service Leaders (6 employees) \$222,610.26 (29%)
- Service Specialists (10 employees) \$299,835.72 (40%)
- Cataloger I and II (3 employees) \$115,501.42 (15%)
- Programming Specialists (3 employees) \$102,994.89 (14%)
- Arts and Graphics Coordinator \$10,133.11 (1%)
- Contract wages entered in 66002 incorrectly \$4,408.30 (.005%)

Note: The above for Arts and Graphics Coordinator represents wages from operating budget funds. An additional \$28,459.29 of the Arts and Graphics Coordinator salary was paid with WMRL Public Relations Grant funds

66003 Salaries Contract \$65,683.40

- Part Time Service Specialists (contract) (7 employees) \$57,308.90 (87%)
- Delivery Driver (contract) 1 employee \$8,374.50 (13%)

Note: The above represents Contract wages from operating budget funds. An additional \$44,999.80 of the Contract employee salaries was paid with WMRL Service Enhancement Grant funds

66005 FICA Taxes \$101,170.65

- Executive Director \$9,217.42
- Leadership Team (6 employees) \$23,669.14
- Service Leaders (6 employees) \$17,005.55
- Service Specialists (10 employees) \$2,300.51
- Part Time Service Specialists (7 employees) \$7,693.96
- Arts and Graphics Coordinator \$2,943.25
- Programming Specialists (3 employees) \$7,719.76
- Cataloger I and II (3 employees) \$8,781.06
- Delivery Driver \$1,135.41

66007 Health Insurance \$249,193.53

- CareFirst Blue Cross Blue Shield \$245,384.86
- Staff contribution to health insurance \$8,837.25
- Principal Insurance supplemental health insurance (optional: staff pay full costs) \$6,515.60
- AFLAC supplemental health insurance (optional: staff pay full costs) \$6,130.32

66000 Wages and Benefits – Other \$9,862.74

Includes staff bonuses (\$325.00 full time; \$162.50 part time)

Insurance

67001 Disability Insurance \$2,981.00

Worker's compensation

67002 Vehicle Insurance \$9,467.00

Annual for 5 library vehicles

67003 Facility Insurance \$22,301.00

Annual for six buildings

67004 Flood Insurance \$17,791.00

Westernport Library flood insurance

Service Charges and Fees

67501 Credit Card Fees \$187.76

67503 Bank Service Charges \$20.00

67506 Refund to Patron \$428.79

For lost books returned in good condition that the patron previously paid for, 14 patrons in FY24.

67507 PayPal Service Fees \$30.00

67500 Service Charges and Fees – Other \$76.46

Collections

68001 Adult Fiction \$40,305.85

68002 Adult Non Fiction \$16,672.74

68003 Adult Paperback \$4,968.54

68004 Large Print \$17,423.44

68005 Young Adult \$7,420.30

68006 Easy Books \$21,967.47
68007 Juvenile Fiction \$4,197.50
68008 Juvenile Non-Fiction \$12,129.90
68009 Juvenile Paperback \$3254.99
68010 Audiobooks \$23,869.87
68012 DVD \$8,777.04
68013 Newspapers \$2,505.18
68014 Periodicals \$702.81
68016 Processing Costs \$8,538.54

Gifts and Memorials

68501 Collections \$8520.35

Donors give funds to the library for the purchase of library materials through the library's gifts and memorials form as well as the donate button on the website. There were 103 purchases in FY24 with funds given for particular branches, including memorials and estates.

68502 Programming \$12,316.40

Donors give funds to the library for the purchase of programming supplies as well as sponsorships for Summer @ Your Library. There were 52 purchases in FY24 with funds given for particular branches, including prizes for summer (gift cards, our famous tote bags, gaming, craft supplies, and giveaway books).

68503 Furniture \$499.65

Donors give funds to the library for the purchase of furniture, equipment and other building enhancements. There were 13 purchases in FY24, including pillows and children's area activities at Frostburg and magnetic book ends at Washington Street

68500 Gifts and Memorials – Other \$8922.07

We covered the part of the costs of a Dell PowerEdge R650xs - w/Sphere Server (for mobile printing)

Grant Expenses

69004 WMRL Marketing Grant \$8505.00

Annual grant given by the Western Maryland Regional Library to be used to help the library connect with its community and reach its marketing and public relations goals. These initiatives may include

print and electronic advertising, such as newspapers, magazines, radio, television, web sites, and social media.

In FY24, the library used the funds for signage, Taste of Civility supplies, chalkboard signs, Lights on the Lake sponsorship, catering and supplies for the Mardi Gras themed Chamber After Hours event, business cards, acrylic sign holders, branded plastic handle bags, supersized library cards for photo ops, and the subscription to Niche Academy

69501 WMRL Service Enhancement Grant \$50,000

Annual grant given by Western Maryland Regional Library to be used for projects designed to enhance library services to the citizens of Allegany County.

In FY24, the majority of the funds, approximately \$45,000, were used to pay contract employee salaries.

The remaining \$5,000 was used to purchase Programming Department supplies and equipment, such as tables, folding hand trucks, craft supplies, games and prizes

69502 WMRL Staff Development Grant \$10,000

Annual grant given by Western Maryland Regional Library to be used by the Allegany County Library System to pay for activities and expenses related to Staff Development.

In FY24, these funds were used for our Maryland Library Association (MLA) Affiliate membership, Library Marketing Conference (2 staff); ALA Cataloging course (1 staff); Leadership Allegany registration (1 staff); bus transportation to the Tri County Summit for all staff; YALSA Conference (1 staff); Maryland Public Managers Academy (3 staff); Maryland Tech Connect conference (1 staff); PLA and MLA conference (1 staff) and training supplies (headsets with microphone, notebooks, presentation paper, sticky notes)

69503 WMRL Public Relations Grant \$28,459.34

Annual grant given by the Western Maryland Regional Library to be used by the Allegany County Library System to pay for the staffing of a Public Relations Resource Person, which may include salary and employee benefits

In FY24, these funds were used to a majority portion of the Coordinator of Arts and Graphics wages and benefits.

69506 MSL Staff Development Grant \$15,400

Annual grant given by the Maryland State Library Agency to be used by the Allegany County Library System to pay for activities and expenses related to staff development

In FY24, these funds were used for the YALSA Conference (1 staff); tuition reimbursement (1 staff); Spring Festival of Children's Literature registration (3 staff); Maryland Library Association (MLA) Conference (3 staff); LATI (Library Associate Training Institute) (1 staff); Quickbooks 2025 manual (1 staff); and Calm for Business (all staff)

69517 CDBG Grant – Broadband/Tech \$7,018.00

Remaining grant funds given by the City of Cumberland Community Development Block Grants program. In FY24, 24 computers and monitors were purchased for the South Cumberland and Washington Street branches.