

PORT WASHINGTON PUBLIC LIBRARY

PROPOSED
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2021

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A message from the President of the Library Board of Trustees

Thanks to the generosity of our donors and volunteers and the dedication of our peerless staff, the Port Washington Public Library serves as a hub for community engagement and learning. We must also acknowledge the substantial contributions of our Friends of the Library, the Library Foundation, and our Library Councils, which manifest themselves in countless ways. But our greatest debt of gratitude is owed our taxpayers, whose support enables us to sustain and enhance the Library's impact on our community.

As the Library Board of Trustees presents its proposed 2021 fiscal budget to the public with only a modest tax levy increase, we want to express our appreciation for all of these constituents — taxpayers, donors, volunteers, and staff — whose collective contributions enabled us to deliver on our mission to more than 420,000 visitors during 2019. Here are just a few of the significant highlights from this past year:

- We completed a significant renovation on our Mezzanine Level that resulted in the creation of a new Adult Learning Center. This exciting new space hosts English language and citizenship classes as well as other Library programs and community meetings, addressing a pressing need for more spaces for programs, meetings, and study.
- Work has begun on the Library's Five-Year Facility Revitalization Plan to assure that our nearly fifty-year-old facility continues to shine for years to come.
- The MakerSpace Lab (formerly the Media Room) continues to grow and innovate with more computer workstations, greater 3D printer capacity, and the introduction of a sound and podcast recording studio.
- The Library continues to deliver world-class lectures, performances, and other programming for all ages and demographics. In fact, we saw an 18% increase in program attendance compared with 2018.
- New initiatives in 2019 included the opening of the Pete Fornatale Archive, our very first Pride Month celebration, our inaugural Hispanic Heritage Month observance, and our *1,000 Books Before Kindergarten* initiative.

The proposed budget for fiscal year 2021 once again reflects the Board's twin goals of ensuring that the Library continues to be a place of life-long learning and enjoyment for the Port Washington community while also reflecting fiscal responsibility. We believe the proposed 2021 budget, which includes a 1% tax levy increase, does just that.

Please come out to vote on **Tuesday, April 7**. We appreciate your patronage and your input and look forward to continuing to enhance the lives of our families, friends, and the Port Washington community.

Kind Regards,

John M. O'Connell
President, PWPL Board of Trustees

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2021

	2021	2020		2019	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,143,307	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	97,000	65,000	96,796	120,000	96,796
Interest	25,000	11,000	63,348	10,500	47,487
Other Local Revenue	59,500	77,500	61,889	77,500	79,267
State Sources	6,500	6,500	8,200	6,500	9,107
Total Revenues	7,331,307	7,232,264	7,302,497	7,286,764	7,304,921
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			7,302,497		7,304,921
Appropriated - Designation for Separation	-	-		38,000	
Appropriated - Capital Projects	136,000	100,000		100,000	
Appropriated Undesignated Fund Balance	50,000	50,000		50,000	
Total Revenues & App Fund Bal	7,517,307	7,382,264		7,474,764	
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,623,182	3,496,150	3,372,475	3,570,950	3,262,283
Terminal Leave	-	-	2,887	38,000	85,043
Employee Benefits - Retirement	527,907	506,430	504,144	524,189	510,783
Employee Benefits - Medical	788,999	844,057	713,652	814,368	708,285
Employee Benefits - Other	354,285	344,567	305,391	353,197	305,103
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,294,373	5,191,204	4,898,549	5,300,704	4,871,497
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	47,388	50,000	42,705
Books - Non-fiction	50,000	50,000	47,079	50,000	45,451
Books - Reference	35,000	35,000	37,398	35,000	36,525
Books - Children's	23,500	23,500	22,959	23,500	28,300
Books - Audio & Electronic - Children	20,000	-	-	-	-
Books - Audio & Electronic - Teen/Adult	65,000	75,000	99,366	75,000	91,447
Books - Young Adult	15,000	15,000	13,665	20,000	14,598
Software & Online Databases	95,000	95,000	59,133	78,000	69,320
Periodicals	36,500	36,500	29,526	39,500	35,128
Media - DVD/CD	77,000	77,000	64,826	68,000	51,067
Subtotal - Library Materials	467,000	457,000	421,340	439,000	414,541
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	65,700	64,236	65,700	59,346
Telephone	31,000	31,000	34,329	31,000	29,470
Postage & Freight	25,000	25,000	16,386	25,000	19,330
Printing	50,000	40,500	48,123	40,500	49,240
Staff Conference & Training	20,000	20,000	13,775	20,000	11,571
ALIS/NLS	88,000	88,000	92,153	88,000	92,196
Program Services	69,500	69,500	32,683	69,500	39,667
Memberships	7,000	7,000	3,270	7,000	5,307
Maint. Office Equip.	30,500	30,500	36,042	32,000	35,238
Accounting/Legal	110,400	108,000	119,866	108,000	119,310
Security Service	45,000	45,000	41,532	45,000	50,576
Computer Service	60,040	60,040	59,611	60,040	64,480
General	32,000	27,000	16,678	26,500	12,915
Subtotal - Library Operations	634,140	617,240	578,684	618,240	588,646
BUILDING OPERATIONS					
Fuel & Utilities	181,070	181,070	158,644	181,070	145,054
Custodial	145,400	145,400	116,121	145,400	113,885
Insurance	70,000	70,000	65,843	70,000	69,393
Subtotal - Building Operations	396,470	396,470	340,608	396,470	328,332
Subtotal Expenditures	6,791,983	6,661,914	6,239,181	6,754,414	6,203,016
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	42,876	56,350	141,789
Repairs & Alterations	100,000	100,000	75,540	100,000	85,598
Transfers to Capital	564,000	564,000	564,000	564,000	645,000
Subtotal - Equipment, Repairs and Transfers	720,350	720,350	682,416	720,350	872,387
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	4,974	-	4,974	-	4,560
Subtotal - Debt Service	4,974	-	4,974	-	4,560
Principal & Interest	4,974	-	4,974	-	4,560
Total Expenditures	7,517,307	7,382,264	6,926,571	7,474,764	7,079,963
Tax Levy Increase/(Decrease)	1.00%				
Budget Increase/(Decrease)	1.83%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2021
 Summary With Prior Years' Budgets

	2021 Proposed Budget	2020 Budget	2019 Budget	2018 Budget	2017 Budget
REVENUES					
Real Property Taxes	7,143,307	7,072,264	7,072,264	7,172,264	7,104,023
Payments in Lieu of Taxes	97,000	65,000	120,000	120,000	95,700
Interest	25,000	11,000	10,500	10,500	10,000
Other Local Revenue	59,500	77,500	77,500	77,500	77,500
State Sources	6,500	6,500	6,500	6,500	6,500
Total Revenues	7,331,307	7,232,264	7,286,764	7,386,764	7,293,723
Approp. Designation for Separation	-	-	38,000	85,000	-
Approp. Capital Projects	136,000	100,000	100,000	-	-
Appropriated Fund Balance	50,000	50,000	50,000	50,000	50,000
Total Revenues & App Fund Bal	7,517,307	7,382,264	7,474,764	7,521,764	7,343,723
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,623,182	3,496,150	3,570,950	3,689,418	3,508,877
Terminal Leave	-	-	38,000	85,000	134,000
Employee Benefits - Retirement	527,907	506,430	524,189	540,063	517,640
Employee Benefits - Medical	788,999	844,057	814,368	711,306	658,394
Employee Benefits - Other	354,285	344,567	353,197	365,855	355,792
MTA Tax	-	-	-	12,543	11,928
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,294,373	5,191,204	5,300,704	5,404,185	5,186,631
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	50,000	41,000	51,000
Books - Non-fiction	50,000	50,000	50,000	50,000	60,000
Books - Reference	35,000	35,000	35,000	35,000	43,000
Books - Children's	23,500	23,500	23,500	23,500	25,500
Books - Audio & Electr.- Children	20,000	-	-	-	-
Books - Audio & Electronic Teen/Adult	65,000	75,000	75,000	75,000	45,000
Books - Young Adult	15,000	15,000	20,000	20,000	20,000
Software & Online Databases	95,000	95,000	78,000	78,000	78,000
Periodicals	36,500	36,500	39,500	39,500	39,500
Bookbinding	-	-	-	-	-
Media - DVD/CD	77,000	77,000	68,000	68,000	68,000
Media - Audio/Recordings & Rentals	-	-	-	-	-
Subtotal - Library Materials	467,000	457,000	439,000	430,000	430,000
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	65,700	65,700	65,700	65,700
Telephone	31,000	31,000	31,000	31,000	31,000
Postage & Freight	25,000	25,000	25,000	25,000	25,000
Printing	50,000	40,500	40,500	40,500	40,500
Staff Conference & Training	20,000	20,000	20,000	20,000	20,000
ALIS/NLS	88,000	88,000	88,000	89,718	99,718
Program Services	69,500	69,500	69,500	69,500	69,500
Memberships	7,000	7,000	7,000	7,000	7,000
Maint. Office Equip.	30,500	30,500	32,000	32,000	32,000
Accounting/Legal	110,400	108,000	108,000	112,720	111,664
Security Service	45,000	45,000	45,000	43,811	46,000
Computer Service	60,040	60,040	60,040	60,040	60,040
General	32,000	27,000	26,500	26,200	25,000
Subtotal - Library Operations	634,140	617,240	618,240	623,189	633,122
BUILDING OPERATIONS					
Fuel & Utilities	181,070	181,070	181,070	181,012	181,012
Custodial	145,400	145,400	145,400	133,640	135,700
Insurance	70,000	70,000	70,000	69,703	74,203
Subtotal - Building Operations	396,470	396,470	396,470	384,355	390,915
Subtotal Expenditures	6,791,983	6,661,914	6,754,414	6,841,729	6,640,668
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	56,350	56,350	41,850
Repairs & Alterations	100,000	100,000	100,000	100,000	75,000
Transfers to Capital	564,000	564,000	564,000	-	70,000
Subtotal - Equipment, Repairs, and Transfers	720,350	720,350	720,350	156,350	186,850
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	523,685	516,205
Installment Debt - Principal & Interest	4,974	-	-	-	-
Subtotal - Debt Service	4,974	-	-	523,685	516,205
Total Expenditures	7,517,307	7,382,264	7,474,764	7,521,764	7,343,723

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2021
 Summary With Prior Years' Actuals

	2021 Proposed Budget	2020 Projected Actual	2019 Actual	2018 Actual	2017 Actual
REVENUES					
Real Property Taxes	7,143,307	7,072,264	7,072,264	7,172,264	7,104,023
Payments in Lieu of Taxes	97,000	96,796	96,796	65,077	228,591
Interest	25,000	63,348	47,487	21,186	13,711
Other Local Revenue	59,500	61,889	79,267	86,525	98,653
State Sources	6,500	8,200	9,107	9,017	9,012
Total Revenues	7,331,307	7,302,497	7,304,921	7,354,069	7,453,990
Other Sources: Operating transfers			-	42,826	1,067
Total Revenue & Other Sources	7,331,307	7,302,497	7,304,921	7,396,895	7,455,057
Approp. Designation for Separation	-				
Approp. Capital Projects	136,000				
Appropriated Fund Balance	50,000				
Total Revenues & App Fund Bal	7,517,307	7,302,497	7,304,921	7,396,895	7,455,057
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,623,182	3,372,475	3,262,283	3,330,378	3,221,722
Terminal Leave	-	2,887	85,043	121,177	99,897
Employee Benefits - Retirement	527,907	504,144	510,783	484,974	480,097
Employee Benefits - Medical	788,999	713,652	708,285	677,157	612,747
Employee Benefits - Other	354,285	305,391	305,103	306,740	296,197
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,294,373	4,898,549	4,871,497	4,920,426	4,710,660
LIBRARY MATERIALS					
Books and Information Services					
Books - Fiction	50,000	47,388	42,705	43,031	63,902
Books - Non-fiction	50,000	47,079	45,451	42,569	65,184
Books - Reference	35,000	37,398	36,525	34,135	38,324
Books - Children's	23,500	22,959	28,300	20,031	29,333
Books - Audio & Electr. - Children	20,000	-	-	-	-
Books - Audio & Electronic Teen/Adult	65,000	99,366	91,447	72,040	62,373
Books - Young Adult	15,000	13,665	14,598	9,717	14,562
Software & Online Databases	95,000	59,133	69,320	87,749	76,575
Periodicals	36,500	29,526	35,128	31,788	30,820
Bookbinding	-	-	-	-	-
Media - DVD/CD	77,000	64,826	51,067	40,748	32,765
Media - Audio/Recodings & Rental	-	-	-	14,570	14,366
Subtotal - Library Materials	467,000	421,340	414,541	396,378	428,204
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	64,236	59,346	52,901	52,142
Telephone	31,000	34,329	29,470	29,621	27,061
Postage & Freight	25,000	16,386	19,330	20,350	25,782
Printing	50,000	48,123	49,240	37,566	37,323
Staff Conference & Training	20,000	13,775	11,571	13,624	14,061
ALIS/NLS	88,000	92,153	92,196	89,158	78,033
Program Services	69,500	32,683	39,667	48,437	52,272
Memberships	7,000	3,270	5,307	2,841	1,464
Maint. Office Equip.	30,500	36,042	35,238	31,517	29,070
Accounting/Legal	110,400	119,866	119,310	113,854	92,940
Security Service	45,000	41,532	50,576	45,276	44,742
Computer Service	60,040	59,611	64,480	54,354	64,321
General	32,000	16,678	12,915	68,992	12,647
Subtotal - Library Operations	634,140	578,684	588,646	608,491	531,858
BUILDING OPERATIONS					
Fuel & Utilities	181,070	158,644	145,054	144,294	126,973
Custodial	145,400	116,121	113,885	101,038	112,232
Insurance	70,000	65,843	69,393	64,508	66,753
Subtotal - Building Operations	396,470	340,608	328,332	309,840	305,958
Subtotal Expenditures	6,791,983	6,239,181	6,203,016	6,235,135	5,976,680
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	42,876	141,789	124,857	43,646
Repairs & Alterations	100,000	75,540	85,598	59,125	63,575
Transfers to Capital	564,000	564,000	645,000	200,000	475,000
Subtotal - Equipment, Repairs, and Transfers	720,350	682,416	872,387	383,982	582,221
DEBT SERVICE					
Bonds - Principal & Interest	-	-	4,560	523,685	516,205
Installment Debt - Principal & Interest	4,974	4,974	-	-	-
Subtotal - Debt Service	4,974	4,974	4,560	523,685	516,205
Total Expenditures	7,517,307	6,926,571	7,079,963	7,142,802	7,075,106

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2021

	2020 Projected Actual	2019 Actual	2018 Actual	2017 Actual
Revenues	<u>7,302,497</u>	<u>7,304,921</u>	<u>7,396,895</u>	<u>7,455,057</u>
Expenditures				
Salaries, Terminal Leave and Benefits	4,898,549	4,871,497	4,920,426	4,710,660
Library Materials	421,340	414,541	396,378	428,204
Library Operations	578,684	588,646	608,491	531,858
Building Operations	340,608	328,332	309,840	305,958
Equipment, Repairs and Transfers to Capital	682,416	872,387	383,982	582,221
Debt Service	<u>4,974</u>	<u>4,560</u>	<u>523,685</u>	<u>516,205</u>
Total Expenditures	<u>6,926,571</u>	<u>7,079,963</u>	<u>7,142,802</u>	<u>7,075,106</u>
Excess (Deficiency) of Revenues over Expenditures	375,926	224,958	254,093	379,951
Fund Balance - Beginning of Year	<u>3,740,400</u>	<u>3,515,442</u>	<u>3,261,349</u>	<u>2,881,398</u>
Fund Balance - End of Year	4,116,326	3,740,400	3,515,442	3,261,349
Nonspendable:				
Prepays	-	(84,081)	(81,740)	(68,452)
Advances	-	-	-	-
Assigned For:				
Terminal Leave	(464,487)	(464,487)	(413,695)	(351,695)
Employee Retirement Contributions	(221,241)	(221,241)	(221,241)	(221,241)
Capital Projects	(1,819,369)	(1,837,333)	(1,718,333)	(1,675,507)
Encumbrances	-	(17,867)	(84,619)	(61,474)
Subsequent Year's Budget	<u>(50,000)</u>	<u>(150,000)</u>	<u>(188,000)</u>	<u>(135,000)</u>
Unassigned Fund Balance	<u><u>1,561,229</u></u>	<u><u>965,391</u></u>	<u><u>807,814</u></u>	<u><u>747,980</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2019

	Reserved for Special Programs and Projects June 30, 2018	Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2019
		Grants & Donations	Interest	Transfers		
<u>Miscellaneous Grants</u>						
Friends of the Library	\$ 9,236	\$ 62,089	\$	\$	\$ (66,318)	\$ 5,007
Friends of the Library - Bogen	27,533	372			(123)	27,782
Foundation Grant Career Coaching	6,482	600	32		(4,118)	2,996
Foundation Storytelling	355		5			360
Foundation Intergenerational	603	1,180	17		(909)	891
Adult Literacy	11,754	2,727	136		(7,450)	7,167
Job Boot Camp		13,314	23		(13,337)	-
Epstein Book Fund	350		5			355
American Girl Dolls	785		10		(56)	739
Parent Child Home Program	4,156	10,000	65		(8,349)	5,872
NLS - Computers	651		8			659
NLS - Bullet Aid	20,152	10,000	336			30,488
NLS - ESL Grant Supplies	1,924	134	18		(908)	1,168
	<u>83,981</u>	<u>100,416</u>	<u>655</u>	<u>-</u>	<u>(101,568)</u>	<u>83,484</u>
<u>State Grants</u>						
9/11 Project - 10/02 Shodell	125		2			127
Construction Grant	548		7			555
Media Room Renovation Grant	25,398		343			25,741
Construction Grant	20,147		272			20,419
Lobby Renovation Grant	25,319		342			25,661
Goodman Assistive Technology		6,886			(700)	6,186
	<u>71,537</u>	<u>6,886</u>	<u>966</u>	<u>-</u>	<u>(700)</u>	<u>78,689</u>
<u>Local - Specific Purposes</u>						
Art Advisory Council	3,260	5,625	68	276	(6,706)	2,523
Health Information Center	29,051	5,000	463	611	(355)	34,770
Health Information-Anti Smoking	21,914		277		(2,000)	20,191
Burtis	18,292		248			18,540
Underhill	22,276		302	148		22,726
Brown Fund	5,524		75			5,599
Fendrick Memorial	1,232		17			1,249
Morse Fund	1,759		24			1,783
Nautical Center	15,267	5,026	235	28	(1,987)	18,569
Children's Grant	2,005		27			2,032
Children's Advisory Council	10,266	5,014	142		(6,542)	8,880
S. Steyn Memorial Book Fund	7,261	200	99			7,560
Vera Fiddler	250		3			253
Unger / Beslity Memorial Fund	10,385		140			10,525
Whittemore Memorial Fund	2,011		27			2,038
Zucker Grant		4,509			(1,837)	2,672
Saltzman Grant	6,090		82			6,172
	<u>156,843</u>	<u>25,374</u>	<u>2,229</u>	<u>1,063</u>	<u>(19,427)</u>	<u>166,082</u>
<u>Local - General Library Purposes</u>						
Music Advisory Council	13,268	12,700	138	613	(16,721)	9,998
Special Trust Account	2,552		35			2,587
Publication Fund	6,219	212			(26)	6,405
Miscellaneous Workshops	30,420	23,644			(18,425)	35,639
National Endowment for Arts	5,592		70		(3,535)	2,127
Bronson	10,337		140			10,477
	<u>68,388</u>	<u>36,556</u>	<u>383</u>	<u>613</u>	<u>(38,707)</u>	<u>67,233</u>
Total	<u>\$ 380,749</u>	<u>\$ 169,232</u>	<u>\$ 4,233</u>	<u>\$ 1,676</u>	<u>\$ (160,402)</u>	<u>\$ 395,488</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2019

	Reserve	Revenues			Expenditures	Reserve
	Balance	Donations	Interest	Transfers		Balance
	June 30, 2018					June 30, 2019
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 276	\$ (276)	\$	\$ 22,240
Health Information Center	49,181		611	(611)		49,181
Music Advisory Council	49,406		613	(613)		49,406
Nautical Center	2,296		28	(28)		2,296
Underhill Grant	11,882		148	(148)		11,882
Total Permanent Fund	\$ 135,005	\$ -	\$ 1,676	\$ (1,676)	\$ -	\$ 135,005