

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2020

March 20, 2019

Table of Contents

Introduction.....	i
Table 1: Proposed Budget	Page 1
Table 2: Proposed Budget with Prior Years' Budgets	Page 2
Table 3: Proposed Budget with Prior Years' Actuals	Page 3
Table 4: Fund Balance Analysis	Page 4
Library Grants	Page 5
Library Permanent Funds	Page 6

A message from the President of the Library Board of Trustees

The Port Washington Public Library is a center for community engagement, knowledge, and personal enrichment. As the Library Board of Trustees presents the proposed 2020 fiscal budget to the public, we want to acknowledge how the contributions of our taxpayers and the generosity of our donors enabled us to sustain our mission in so many ways. We also want to express our deep appreciation for the work and commitment of our Friends of the Library, the Library Foundation, and our Library Councils. Here are just a few of the significant highlights from this past year:

- The Library's top leadership transitioned, as Keith Klang took over as Library Director for Nancy Curtin, becoming only the fifth Library Director in our 126-year history.
- The Children's Library officially opened in a dramatically enhanced space, including a workshop room that has helped us develop and expand our programming, and an environmentally friendly garden.
- We reorganized the main level and mezzanine so as to maximize space and expand work areas for our patrons while maintaining easy access to our diverse collection of books, music, films, publications, audiobooks, e-books, graphic novels, and video games.
- Our computer center has moved to the lower level as a core element of our new technology-focused "Maker Space." That move has enabled the ongoing expansion of our ESOL classrooms.
- We presented world-class lectures and performances that were attended by more than 50,000 people, including a talk by Pulitzer-Prize winning author Jennifer Egan. Overall, more than 375,000 people visited the Library during 2018.
- Our peerless staff—many of whom are Port residents and some of whom have worked at the Library for more than 20 years—continued to provide our Library community with best-in-class service.
- Our carefully curated archives, our local history collection, and the Karen and Ed Adler Gallery remain important resources and sources of joy and celebration for the community and the wider world.

We aspire to keep the Library in tune with the needs and desires of our patrons, and we are committed to staying abreast of current trends and ideas.

The proposed budget for the fiscal year 2020 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 2020 budget, which includes a **1.24% reduction** in the budget, does just that.

Please come out to vote on **Tuesday, April 9**. 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, 2020

	2020	2019		2018	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,172,264	7,172,264
Payments in Lieu of Taxes	85,000	120,000	99,923	120,000	65,077
Interest	11,000	10,500	38,758	10,500	21,186
Other Local Revenue	77,500	77,500	57,160	77,500	86,525
State Sources	6,500	6,500	8,196	6,500	9,017
Total Revenues	7,232,264	7,286,764	7,274,299	7,386,764	7,354,069
Other Sources: Operating transfers			-		42,826
Total Revenue & Other Sources			7,274,299		7,396,895
Appropriated - Designation for Separation	-	38,000		85,000	
Appropriated - Capital Projects	100,000	100,000			
Appropriated Undesignated Fund Balance	50,000	50,000		50,000	
Total Revenues & App Fund Bal	7,382,264	7,474,764		7,521,764	
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,496,150	3,570,950	3,583,410	3,689,418	3,330,378
Terminal Leave	-	38,000	106,588	85,000	121,177
Employee Benefits - Retirement	508,430	524,189	508,110	540,083	484,974
Employee Benefits - Medical	844,057	814,388	743,346	711,306	677,157
Employee Benefits - Other	344,587	353,197	292,554	365,855	306,740
MTA Tax	-	-	-	12,543	-
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,191,204	5,300,704	5,234,008	5,404,185	4,920,426
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	45,760	41,000	43,031
Books - Non-fiction	50,000	50,000	47,384	50,000	42,569
Books - Reference	35,000	35,000	37,976	35,000	34,135
Books - Children's	23,500	23,500	21,892	23,500	20,031
Books - Audio & Electronic	75,000	75,000	76,288	75,000	72,040
Books - Young Adult	15,000	20,000	17,004	20,000	9,717
Software & Online Databases	95,000	78,000	73,178	78,000	87,749
Periodicals	36,500	39,500	40,591	39,500	31,788
Media - DVD/CD	77,000	68,000	46,368	68,000	51,316
Subtotal - Library Materials	457,000	439,000	406,441	430,000	392,376
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	65,700	63,232	65,700	52,901
Telephone	31,000	31,000	27,990	31,000	29,621
Postage & Freight	25,000	25,000	21,052	25,000	20,350
Printing	40,500	40,500	35,800	40,500	37,566
Staff Conference & Training	20,000	20,000	14,958	20,000	13,624
ALIS/NLS	88,000	88,000	92,774	89,718	89,158
Program Services	69,500	69,500	55,120	69,500	52,439
Memberships	7,000	7,000	-	7,000	2,841
Maint. Office Equip.	30,500	32,000	36,408	32,000	31,517
Accounting/Legal	108,000	108,000	87,988	112,720	113,854
Security Service	45,000	45,000	42,272	43,811	45,276
Computer Service	60,040	60,040	58,112	60,040	54,354
General	27,000	26,500	23,209	26,200	68,992
Subtotal - Library Operations	617,240	618,240	556,913	623,189	612,493
BUILDING OPERATIONS					
Fuel & Utilities	181,070	181,070	183,140	181,012	144,294
Custodial	145,400	145,400	122,532	133,640	101,038
Insurance	70,000	70,000	70,000	69,703	84,508
Subtotal - Building Operations	396,470	396,470	375,672	384,355	309,840
Subtotal Expenditures	8,661,914	8,754,414	8,573,034	8,841,729	6,235,135
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	54,364	56,350	124,857
Repairs & Alterations	100,000	100,000	97,884	100,000	59,125
Transfers to Capital	564,000	564,000	584,000	-	200,000
Subtotal - Equipment, Repairs and Transfers	720,350	720,350	716,248	156,350	383,982
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	523,685	523,685
Subtotal - Debt Service				523,685	523,685
Principal & Interest	-	-	-	523,685	523,685
Total Expenditures	7,382,264	7,474,764	7,289,282	7,521,764	7,142,802
Tax Levy Increase/(Decrease)	0.00%				
Budget Increase/(Decrease)	-1.24%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2020
Summary With Prior Years' Budgets

	2020 Proposed Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,172,264	7,104,023	7,006,316
Payments in Lieu of Taxes	65,000	120,000	120,000	95,700	95,700
Interest	11,000	10,500	10,500	10,000	10,000
Other Local Revenue	77,500	77,500	77,500	77,500	77,500
State Sources	6,500	6,500	6,500	6,500	6,500
Total Revenues	7,232,264	7,286,764	7,386,764	7,293,723	7,196,016
Approp. Designation for Separation	-	38,000	85,000	-	-
Approp. Capital Projects	100,000	100,000	-	-	-
Appropriated Fund Balance	50,000	50,000	50,000	50,000	50,000
Total Revenues & App Fund Bal	7,382,264	7,474,764	7,521,764	7,343,723	7,246,016
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,496,150	3,570,950	3,689,418	3,508,877	3,450,945
Terminal Leave	-	38,000	85,000	134,000	134,000
Employee Benefits - Retirement	506,430	524,189	540,063	517,840	583,792
Employee Benefits - Medical	844,057	814,368	711,306	658,394	586,404
Employee Benefits - Other	344,567	353,197	365,865	355,792	350,840
MTA Tax	-	-	12,543	11,928	11,732
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,191,204	5,300,704	5,404,185	5,186,631	5,117,713
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	41,000	51,000	51,000
Books - Non-fiction	50,000	50,000	50,000	60,000	60,000
Books - Reference	35,000	35,000	35,000	43,000	43,000
Books - Children's	23,500	23,500	23,500	25,500	25,500
Books - Audio & Electronic	75,000	75,000	75,000	45,000	45,000
Books - Young Adult	15,000	20,000	20,000	20,000	20,000
Software & Online Databases	95,000	78,000	78,000	78,000	78,000
Periodicals	36,500	39,500	39,500	39,500	39,500
Documentation					
Media - DVD/CD	77,000	68,000	68,000	68,000	68,000
Media - Audio					
Subtotal - Library Materials	457,000	439,000	430,000	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	40,500	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	89,718	99,718	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	32,000	32,000	32,000	32,000
Accounting/Legal	108,000	108,000	112,720	111,664	111,664
Security Service	45,000	45,000	43,811	48,000	30,292
Computer Service	60,040	60,040	60,040	60,040	60,040
General	27,000	26,500	26,200	25,000	25,000
Subtotal - Library Operations	617,240	618,240	623,189	633,122	617,414
BUILDING OPERATIONS					
Fuel & Utilities	181,070	181,070	181,012	181,012	181,012
Custodial	145,400	145,400	133,640	135,700	115,700
Insurance	70,000	70,000	69,703	74,203	74,203
Subtotal - Building Operations	396,470	396,470	384,355	390,915	370,915
Subtotal Expenditures	6,661,914	6,754,414	6,841,729	6,640,668	6,536,041
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	56,350	41,850	41,850
Repairs & Alterations	100,000	100,000	100,000	75,000	75,000
Transfers to Capital	564,000	564,000	-	70,000	70,000
Subtotal - Equipment, Repairs, and Transfers	720,350	720,350	156,350	186,850	186,850
DEBT SERVICE					
Bonds - Principal & Interest	-	-	523,685	516,205	523,125
Installment Debt - Principal & Interest	-	-	-	-	-
Subtotal - Debt Service Principal & Interest	-	-	523,685	516,205	523,125
Total Expenditures	7,382,264	7,474,764	7,521,764	7,343,723	7,246,016

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2020
Summary With Prior Years' Actuals

	2020 Proposed Budget	2019 Projected Actual	2018 Actual	2017 Actual	2016 Actual
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,172,264	7,104,023	7,006,316
Payments in Lieu of Taxes	65,000	99,923	65,077	228,591	121,755
Interest	11,000	38,758	21,186	13,711	11,623
Other Local Revenue	77,500	57,160	88,525	98,853	111,005
State Sources	8,500	8,196	9,017	9,012	8,640
Total Revenues	7,232,264	7,274,299	7,354,069	7,453,990	7,259,340
Other Sources: Operating transfers			42,826	1,067	-
Total Revenue & Other Sources	7,232,264	7,274,299	7,396,895	7,455,057	7,259,340
Approp. Designation for Separation	-				
Approp. Capital Projects	100,000				
Appropriated Fund Balance	50,000				
Total Revenues & App Fund Bal	7,382,264	7,274,299	7,396,895	7,455,057	7,259,340
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,496,150	3,583,410	3,330,378	3,221,722	3,273,010
Terminal Leave	-	106,588	121,177	99,897	64,184
Employee Benefits - Retirement	506,430	508,110	484,974	480,097	595,324
Employee Benefits - Medical	844,057	743,348	877,157	612,747	565,061
Employee Benefits - Other	344,567	292,554	306,740	296,197	299,320
MTA Tax	-	-	-	-	6,087
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,191,204	5,234,008	4,920,426	4,710,660	4,802,996
LIBRARY MATERIALS					
Books and Information Services					
Books - Fiction	50,000	45,760	43,031	63,902	54,469
Books - Non-fiction	50,000	47,384	42,589	65,184	61,486
Books - Reference	35,000	37,976	34,135	38,324	32,448
Books - Children's	23,500	21,892	20,031	29,333	22,723
Books - Audio & Electronic	75,000	76,288	72,040	82,373	60,136
Books - Young Adult	15,000	17,004	9,717	14,582	19,671
Software & Online Databases	95,000	73,178	87,749	76,575	69,627
Periodicals	36,500	40,591	31,788	30,820	30,228
Media - DVD/CD	77,000	46,368	51,316	41,869	47,040
Subtotal - Library Materials	457,000	406,441	392,376	422,942	397,828
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	63,232	52,801	52,142	57,776
Telephone	31,000	27,990	29,621	27,061	28,142
Postage & Freight	25,000	21,052	20,350	25,782	17,675
Printing	40,500	35,800	37,566	37,323	33,891
Staff Conference & Training	20,000	14,956	13,624	14,061	18,725
ALIS/NLS	88,000	92,774	89,158	78,033	73,376
Program Services	69,500	55,120	52,439	57,534	51,527
Memberships	7,000	-	2,841	1,464	3,405
Maint. Office Equip.	30,500	36,408	31,517	29,070	29,393
Accounting/Legal	108,000	87,988	113,854	92,940	100,213
Security Service	45,000	42,272	45,276	44,742	42,319
Computer Service	60,040	56,112	54,354	64,321	59,055
General	27,000	23,209	68,992	12,647	5,480
Subtotal - Library Operations	617,240	556,913	612,493	537,120	520,978
BUILDING OPERATIONS					
Fuel & Utilities	181,070	183,140	144,294	126,973	130,575
Custodial	145,400	122,532	101,038	112,232	108,032
Insurance	70,000	70,000	64,508	66,753	68,874
Subtotal - Building Operations	396,470	375,672	309,840	305,958	307,482
Subtotal Expenditures	6,681,914	6,573,034	6,235,135	5,976,680	6,029,284
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	54,364	124,857	43,646	47,217
Repairs & Alterations	100,000	97,884	59,125	63,575	50,287
Transfers to Capital	584,000	584,000	200,000	475,000	70,000
Subtotal - Equipment, Repairs, and Transfers	720,350	716,248	383,982	582,221	167,504
DEBT SERVICE					
Bonds - Principal & Interest	-	-	523,685	516,205	523,125
Installment Debt - Principal & Interest	-	-	-	-	-
Subtotal - Debt Service	-	-	523,685	516,205	523,125
Total Expenditures	7,382,264	7,289,282	7,142,802	7,075,106	6,719,913

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2020

	2019 Projected Actual	2018 Actual	2017 Actual	2016 Actual
Revenues	<u>7,274,299</u>	<u>7,396,895</u>	<u>7,455,057</u>	<u>7,259,340</u>
Expenditures				
Salaries, Terminal Leave and Benefits	5,234,008	4,920,426	4,710,660	4,802,996
Library Materials	406,441	392,376	422,942	397,828
Library Operations	556,913	612,493	537,120	520,978
Building Operations	375,672	309,840	305,958	307,482
Equipment, Repairs and Transfers to Capital	716,248	383,982	582,221	167,504
Debt Service	-	523,685	516,205	523,125
Total Expenditures	<u>7,289,282</u>	<u>7,142,802</u>	<u>7,075,106</u>	<u>6,719,913</u>
Excess (Deficiency) of Revenues over Expenditures	(14,983)	254,093	379,951	539,427
Fund Balance - Beginning of Year	<u>3,515,442</u>	<u>3,261,349</u>	<u>2,881,398</u>	<u>2,341,971</u>
Fund Balance - End of Year	3,500,459	3,515,442	3,261,349	2,881,398
Nonspendable:				
Prepays	-	(81,740)	(68,452)	(114,485)
Advances	-	-	-	-
Assigned For:				
Terminal Leave	(413,695)	(413,695)	(351,695)	(436,695)
Employee Retirement Contributions	(221,241)	(221,241)	(221,241)	(221,241)
Capital Projects	(1,618,333)	(1,718,333)	(1,675,507)	(1,325,507)
Encumbrances	-	(68,623)	(61,474)	(8,551)
Subsequent Year's Budget	<u>(50,000)</u>	<u>(188,000)</u>	<u>(135,000)</u>	<u>(50,000)</u>
Unassigned Fund Balance	<u><u>1,197,190</u></u>	<u><u>823,810</u></u>	<u><u>747,980</u></u>	<u><u>724,919</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2018

	Reserved for Special Programs and Projects June 30, 2017		Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2018
			Grants & Donations	Interest	Transfers		
Miscellaneous Grants							
Friends of the Library	\$ 13,605	\$ 53,468				\$ (57,837)	\$ 9,236
Friends of the Library - Bogen	3,550	23,897		86			27,533
Foundation Grant Career Coaching	5,685	6,750		47		(6,000)	6,482
Foundation Storytelling	353			2			355
Foundation Intergenerational	1,097			4		(498)	603
Adult Literacy	11,707	7,000		79		(7,032)	11,754
Job Boot Camp	-	11,518				(11,518)	-
Miscellaneous Grants	-	1,688				(1,688)	-
Epstein Book Fund	348			2			350
American Girl Dolls	857			3		(75)	785
Parent Child Home Program	-	10,247		27		(6,118)	4,156
NLS - Computers	647			4			651
NLS - Bullet Aid	20,042			110			20,152
NLS - ESL Grant Supplies	4,477	200		18		(2,771)	1,924
NLS - Bullet Aid Children's Garden	-	10,000		48		(10,048)	-
	<u>62,368</u>	<u>124,768</u>		<u>430</u>	<u>-</u>	<u>(103,585)</u>	<u>83,981</u>
State Grants							
9/11 Project - 10/02 Shodell	124			1			125
Construction Grant	546			2			548
Media Room Renovation Grant	25,259			139			25,398
Construction Grant	20,037			110			20,147
Lobby Renovation Grant	25,184			135			25,319
Goodman Assistive Technology	-	5,906				(5,906)	-
	<u>71,150</u>	<u>5,906</u>		<u>387</u>	<u>-</u>	<u>(5,906)</u>	<u>71,537</u>
Local - Specific Purposes							
Art Advisory Council	6,470	2,700		28	110	(6,048)	3,260
Health Information Center	28,827			158	242	(176)	29,051
Health Information-Anti Smoking	22,793			121		(1,000)	21,914
Burtis	18,192			100			18,292
Underhill	22,096			121	59		22,276
Brown Fund	5,495			29			5,524
Fendrick Memorial	1,226			6			1,232
Morse Fund	1,749			10			1,759
Nautical Center	15,662	1,270		87	11	(1,763)	15,267
Children's Grant	1,994			11			2,005
Children's Advisory Council	14,258	1,250		63		(5,305)	10,266
S. Steyn Memorial Book Fund	7,223			38			7,261
Vera Fiddler	248			2			250
Unger / Beslity Memorial Fund	10,327			58			10,385
Whittemore Memorial Fund	2,000			11			2,011
Saltzman Grant	6,053			37			6,090
	<u>164,613</u>	<u>5,220</u>		<u>880</u>	<u>422</u>	<u>(14,292)</u>	<u>156,843</u>
Local - General Library Purposes							
Music Advisory Council	8,122	21,000		52	243	(16,149)	13,268
Special Trust Account	2,538			14			2,552
Publication Fund	5,716	533				(30)	6,219
Miscellaneous Workshops	26,648	14,252				(10,480)	30,420
National Endowment for Arts	-	10,100		37		(4,545)	5,592
Bronson	10,281			56			10,337
	<u>53,305</u>	<u>45,885</u>		<u>159</u>	<u>243</u>	<u>(31,204)</u>	<u>68,388</u>
Total	\$ 351,436	\$ 181,779	\$ 1,856	\$ 665	\$ (154,987)	\$ 380,749	

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2018

	Reserve	Revenues		Transfers	Expenditures	Reserve
	Balance	Donations	Interest			Balance
	June 30, 2017					June 30, 2018
Permanent Fund						
Art Advisory Council	\$ 22,240	\$	\$ 110	\$ (110)	\$	\$ 22,240
Health Information Center	49,181		242	(242)		49,181
Music Advisory Council	49,406		243	(243)		49,406
Nautical Center	2,296		11	(11)		2,296
Underhill Grant	11,882		59	(59)		11,882
Total Permanent Fund	\$ 135,005	\$ -	\$ 665	\$ (665)	\$ -	\$ 135,005