

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2022

March 17, 2021

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A Message from the President of the Library Board of Trustees

2020 brought forth unimaginable challenges to our community and fundamentally changed the way our Library functions. Thanks to the generosity of our donors, volunteers, and the dedication of our peerless staff, the Port Washington Public Library has adapted and evolved in new and transformative ways. We acknowledge the substantial contributions of our Friends of the Library and the Library Foundation which manifest themselves throughout the year. But our greatest debt of gratitude is owed to 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 a 0% 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 through this unique and unprecedented time in history.

Here are just a few of the significant highlights from this past year:

- In working to bridge the digital divide, we began offering loanable laptops, Chromebooks, mobile Wi-Fi hotspots, and other devices to request and take home. Our public Wi-Fi was also recently extended throughout our parking lot so everyone can safely access broadband outside as well as in.
- We introduced Curbside 'Grab and Go' Pickup and re-opened our building with safety precautions in place. Home delivery of materials restarted and expanded to ensure our most vulnerable community members continue to maintain access to Library materials.
- Safe, modified events and initiatives included outdoor musical performances, crafts to go, contactless VHS to DVD conversion, one-on-one tech help, virtual notary service, and a family friendly outdoor Halloween scavenger hunt.
- Lifelong enrichment continued, albeit virtually, as English classes, children's Storytime, world-class lectures, book discussions, and much more migrated to an online Zoom platform.
- New digital resources were made available and expanded with over 770 sessions of Tutor.com: live homework help & career assistance (supported by FOL), 15,000 total video views and 224 certificates of completion for Lynda.com LinkedIn Learning online video training courses, and more than 64,000 online checkouts from Libby: eBooks & audiobooks.
- Over the summer we sent out a survey that received over 400 responses, giving us much needed feedback that we incorporated into our building re-opening and our new, upcoming Strategic Plan.

The proposed 2021 budget does not include any tax levy increase. We believe this budget reflects the importance of life-long learning and enjoyment for the Port Washington community as a priority while also demonstrating fiscal responsibility and empathy.

Please come out to vote on Tuesday, April 13. 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,

Patricia Bridges
President, PWPL Board of Trustees

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2022

	2022	2021		2020	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	65,000	100,000	65,000	100,050
Interest	3,000	11,000	2,644	11,000	46,193
Other Local Revenue	33,500	77,500	54,613	77,500	64,892
State Sources	7,000	6,500	9,000	6,500	9,111
Total Revenues	7,215,764	7,232,264	7,238,521	7,232,264	7,292,510
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			7,238,521		7,292,510
Appropriated - Designation for Separation	-	-	-	-	-
Appropriated - Capital Projects	100,000	100,000	-	-	-
Appropriated Undesignated Fund Balance	66,500	50,000	-	50,000	-
Total Revenues & App Fund Bal	7,382,264	7,382,264		7,282,264	
EXPENDITURES					
SALARIES, TERMINAL					
LEAVE & EMPLOYEE BENEFITS					
Salaries	3,604,385	3,496,150	3,220,795	3,496,150	3,276,694
Terminal Leave	-	-	-	-	42,853
Employee Benefits - Retirement	572,236	506,430	446,233	506,430	469,161
Employee Benefits - Medical	813,572	844,057	727,008	844,057	699,989
Employee Benefits - Other	353,637	344,567	299,940	344,567	311,464
Subtotal - Salaries, Terminal					
Leave Accruals & Employee Benefits	5,343,830	5,191,204	4,693,975	5,191,204	4,800,161
LIBRARY MATERIALS					
Books - Service Continuations	-	-	-	-	1,790
Books - Fiction	50,000	50,000	47,650	50,000	51,237
Books - Non-fiction	50,000	50,000	42,930	50,000	48,015
Books - Reference	35,000	35,000	30,018	35,000	31,813
Books - Children's	23,500	23,500	14,857	23,500	15,810
Books - Audio & Electronic - Teen/Adult/Childr	85,000	75,000	103,857	75,000	101,692
Books - Young Adult	15,000	15,000	9,989	15,000	10,986
Software & Online Databases	95,000	95,000	85,012	95,000	77,966
Periodicals	36,500	36,500	29,643	36,500	28,749
Media - DVD/CD	67,000	77,000	58,421	77,000	52,339
Subtotal - Library Materials	457,000	457,000	422,377	457,000	420,397
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	65,700	44,912	65,700	50,274
Telephone	31,000	31,000	27,719	31,000	32,493
Postage & Freight	25,000	25,000	18,503	25,000	18,402
Printing	40,500	40,500	41,458	40,500	48,599
Staff Conference & Training	20,000	20,000	8,267	20,000	13,641
ALIS/NLS	88,000	88,000	80,064	88,000	93,502
Program Services	69,500	69,500	32,556	69,500	37,908
Memberships	7,000	7,000	3,237	7,000	3,242
Maint. Office Equip.	30,500	30,500	32,283	30,500	30,387
Accounting/Legal	132,500	108,000	121,872	108,000	128,404
Security Service	45,000	45,000	47,571	45,000	35,916
Computer Service	60,040	60,040	60,734	60,040	62,916
General	27,000	27,000	17,629	27,000	21,317
Subtotal - Library Operations	641,740	617,240	536,805	617,240	577,001
BUILDING OPERATIONS					
Fuel & Utilities	182,970	181,070	132,377	181,070	114,016
Custodial	145,400	145,400	108,101	145,400	104,078
Insurance	70,000	70,000	70,000	70,000	67,762
Subtotal - Building Operations	398,370	396,470	310,478	396,470	285,856
Subtotal Expenditures	6,840,940	6,661,914	5,963,635	6,661,914	6,083,415
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	56,350	59,264	56,350	59,242
Repairs & Alterations	100,000	100,000	80,897	100,000	97,776
Transfers to Capital	380,000	564,000	564,000	564,000	564,000
Subtotal - Equipment, Repairs and Transfers	536,350	720,350	704,161	720,350	721,018
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	4,974	-	4,974	-	4,974
Subtotal - Debt Service					
Principal & Interest	4,974	-	4,974	-	4,974
Total Expenditures	7,382,264	7,382,264	6,672,770	7,382,264	6,809,407
Tax Levy Increase/(Decrease)	0.00%				
Budget Increase/(Decrease)	0.00%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2022
Summary With Prior Years' Budgets

	2022 Proposed Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget
REVENUES					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,172,264	7,104,023
Payments in Lieu of Taxes	100,000	65,000	65,000	120,000	95,700
Interest	3,000	11,000	11,000	10,500	10,000
Other Local Revenue	33,500	77,500	77,500	77,500	77,500
State Sources	7,000	6,500	6,500	6,500	6,500
Total Revenues	7,215,764	7,232,264	7,232,264	7,386,764	7,293,723
Approp. Designation for Separation	-	-	-	85,000	-
Approp. Capital Projects	100,000	100,000	-	-	-
Appropriated Fund Balance	66,500	50,000	50,000	50,000	50,000
Total Revenues & App Fund Bal	7,382,264	7,382,264	7,282,264	7,521,764	7,343,723
EXPENDITURES					
SALARIES, TERMINAL LEAVE & EMPLOYEE BENEFITS					
Salaries	3,604,385	3,496,150	3,496,150	3,689,418	3,508,877
Terminal Leave	-	-	-	85,000	134,000
Employee Benefits - Retirement	572,236	506,430	506,430	540,063	517,640
Employee Benefits - Medical	813,572	844,057	844,057	711,308	658,394
Employee Benefits - Other	353,637	344,567	344,567	365,855	355,792
MTA Tax	-	-	-	12,543	11,928
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	5,343,830	5,191,204	5,191,204	5,404,185	5,186,631
LIBRARY MATERIALS					
Books - Service Continuations	-	-	-	-	-
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 & Electronic Teen/Adult/Child	85,000	75,000	75,000	75,000	45,000
Books - Young Adult	15,000	15,000	15,000	20,000	20,000
Software & Online Databases	95,000	95,000	95,000	78,000	78,000
Periodicals	36,500	36,500	36,500	39,500	39,500
Bookbinding	-	-	-	-	-
Media - DVD/CD	67,000	77,000	77,000	68,000	68,000
Media - Audio/Recordings & Rentals	-	-	-	-	-
Subtotal - Library Materials	457,000	457,000	457,000	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	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	30,500	32,000	32,000
Accounting/Legal	132,500	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	27,000	27,000	27,000	26,200	25,000
Subtotal - Library Operations	641,740	617,240	617,240	623,189	633,122
BUILDING OPERATIONS					
Fuel & Utilities	182,970	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	398,370	396,470	396,470	384,355	390,915
Subtotal Expenditures	6,840,940	6,661,914	6,661,914	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	380,000	564,000	564,000	-	70,000
Subtotal - Equipment, Repairs, and Transfers	536,350	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	7,382,264	7,382,264	7,382,264	7,521,764	7,343,723

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2022
Summary With Prior Years' Actuals

	2022 Proposed Budget	2021 Projected Actual	2020 Actual	2019 Actual	2018 Actual
<u>REVENUES</u>					
Real Property Taxes	7,072,264	7,072,264	7,072,264	7,072,264	7,172,264
Payments in Lieu of Taxes	100,000	100,000	100,050	96,796	65,077
Interest	3,000	2,644	46,193	47,487	21,186
Other Local Revenue	33,500	54,613	64,892	79,267	86,525
State Sources	7,000	9,000	9,111	9,107	9,017
Total Revenues	7,215,764	7,238,521	7,292,510	7,304,921	7,354,069
Other Sources: Operating transfers			-	-	42,826
Total Revenue & Other Sources	7,215,764	7,238,521	7,292,510	7,304,921	7,396,895
Approp. Designation for Separation	-				
Approp. Capital Projects	100,000				
Appropriated Fund Balance	66,500				
Total Revenues & App Fund Bal	7,382,264	7,238,521	7,292,510	7,304,921	7,396,895
<u>EXPENDITURES</u>					
SALARIES, TERMINAL					
LEAVE & EMPLOYEE BENEFITS					
Salaries	3,604,385	3,220,795	3,276,694	3,262,283	3,330,378
Terminal Leave	-	-	42,853	85,043	121,177
Employee Benefits - Retirement	572,236	446,233	469,161	510,783	484,974
Employee Benefits - Medical	813,572	727,008	699,989	725,552	677,157
Employee Benefits - Other	353,637	299,940	311,464	287,836	306,740
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal					
Leave Accruals & Employee Benefits	5,343,830	4,693,975	4,800,161	4,871,497	4,920,426
LIBRARY MATERIALS					
Books and Information Services					
Books - Service Continuations	-	-	1,790	-	-
Books - Fiction	50,000	47,650	51,237	42,705	43,031
Books - Non-fiction	50,000	42,930	48,015	45,451	42,569
Books - Reference	35,000	30,018	31,813	36,525	34,135
Books - Children's	23,500	14,857	15,810	28,300	20,031
Books - Audio & Electronic Teen/Adult	85,000	103,857	101,692	91,447	72,040
Books - Young Adult	15,000	9,989	10,986	14,598	9,717
Software & Online Databases	95,000	85,012	77,966	69,320	87,749
Periodicals	36,500	29,643	28,749	35,128	31,788
Bookbinding	-	-	-	-	-
Media - DVD/CD	67,000	58,421	52,339	51,067	40,748
Media - Audio/Recordings & Rental	-	-	-	-	14,570
Subtotal - Library Materials	457,000	422,377	420,397	414,541	396,378
LIBRARY OPERATIONS					
Office & Library Supplies	65,700	44,912	50,274	59,346	52,901
Telephone	31,000	27,719	32,493	29,470	29,621
Postage & Freight	25,000	18,503	18,402	19,330	20,350
Printing	40,500	41,458	48,599	49,240	37,566
Staff Conference & Training	20,000	8,267	13,641	11,571	13,624
ALIS/NLS	88,000	80,064	93,502	92,196	89,158
Program Services	69,500	32,556	37,908	39,667	48,437
Memberships	7,000	3,237	3,242	5,307	2,841
Maint. Office Equip.	30,500	32,283	30,387	35,238	31,517
Accounting/Legal	132,500	121,872	128,404	119,310	113,854
Security Service	45,000	47,571	35,916	50,576	45,276
Computer Service	60,040	60,734	62,916	64,480	54,354
General	27,000	17,629	21,317	12,915	68,992
Subtotal - Library Operations	641,740	536,805	577,001	588,646	608,491
BUILDING OPERATIONS					
Fuel & Utilities	182,970	132,377	114,016	145,054	144,294
Custodial	145,400	108,101	104,078	113,885	101,038
Insurance	70,000	70,000	67,762	69,393	64,508
Subtotal - Building Operations	398,370	310,478	285,856	328,332	309,840
Subtotal Expenditures	6,840,940	5,963,635	6,083,415	6,203,016	6,235,135
EQUIPMENT, REPAIRS & TRANSFERS					
Equipment	56,350	59,264	59,242	141,789	124,857
Repairs & Alterations	100,000	80,897	97,776	85,598	59,125
Transfers to Capital	380,000	564,000	564,000	645,000	200,000
Subtotal - Equipment, Repairs, and Transfers	536,350	704,161	721,018	872,387	383,982
DEBT SERVICE					
Bond - Principal & Interest	-	-	-	-	523,685
Installment Debt - Principal & Interest	4,974	4,974	4,974	4,560	-
Subtotal - Debt Service					
Principal & Interest	4,974	4,974	4,974	4,560	523,685
Total Expenditures	7,382,264	6,672,770	6,809,407	7,079,963	7,142,802

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2022

	2021 Projected Actual	2020 Actual	2019 Actual	2018 Actual
Revenues	<u>7,238,521</u>	<u>7,292,510</u>	<u>7,304,921</u>	<u>7,396,895</u>
Expenditures				
Salaries, Terminal Leave and Benefits	4,693,975	4,800,161	4,871,497	4,920,426
Library Materials	422,377	420,397	414,541	396,378
Library Operations	536,805	577,001	588,646	608,491
Building Operations	310,478	285,856	328,332	309,840
Equipment, Repairs and Transfers to Capital	704,161	721,018	872,387	383,982
Debt Service	<u>4,974</u>	<u>4,974</u>	<u>4,560</u>	<u>523,685</u>
Total Expenditures	<u>6,672,770</u>	<u>6,809,407</u>	<u>7,079,963</u>	<u>7,142,802</u>
Excess (Deficiency) of Revenues over Expenditures	565,751	483,103	224,958	254,093
Fund Balance - Beginning of Year	<u>4,223,503</u>	<u>3,740,400</u>	<u>3,515,442</u>	<u>3,261,349</u>
Fund Balance - End of Year	4,789,254	4,223,503	3,740,400	3,515,442
Nonspendable:				
Prepays	-	(34,127)	(84,081)	(81,740)
Advances	-	-	-	-
Assigned For:				
Terminal Leave	(621,634)	(621,634)	(464,487)	(413,695)
Employee Retirement Contributions	(221,241)	(221,241)	(221,241)	(221,241)
Capital Projects	(2,137,333)	(2,237,333)	(1,837,333)	(1,718,333)
Encumbrances	-	(17,867)	(17,867)	(84,619)
Subsequent Year's Budget	<u>(166,500)</u>	<u>(150,000)</u>	<u>(150,000)</u>	<u>(188,000)</u>
Unassigned Fund Balance	<u><u>1,642,546</u></u>	<u><u>941,301</u></u>	<u><u>965,391</u></u>	<u><u>807,814</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2020

	Reserved for Special Programs and Projects June 30, 2019	Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2020
		Grants & Donations	Interest	Transfers		
<u>Miscellaneous Grants</u>						
Friends of the Library	\$ 5,007	\$ 69,889	\$	\$	\$ (49,784)	\$ 25,112
Friends of the Library - Bogen	27,782		283		(3)	28,062
Foundation Grant Career Coaching	2,996	15,000	58		(9,633)	8,421
Foundation Storytelling	360		4			364
Foundation Intergenerational	891		9			900
Books for Dessert	7,167	20,500	202		(3,597)	24,272
Job Boot Camp	-	28,563	16		(25,016)	3,563
Epstein Book Fund	355		4			359
American Girl Dolls	739		7		(23)	723
Parent Child Home Program	5,872	11,178	118		(1,532)	15,636
NLS - Computers	659		7			666
NLS - Bullet Aid	30,488		311			30,799
NLS - ESL Grant Supplies	1,158		11		(398)	781
	<u>88,484</u>	<u>145,130</u>	<u>1,030</u>	<u>-</u>	<u>(89,986)</u>	<u>139,658</u>
<u>State Grants</u>						
9/11 Project - 10/02 Shodell	127		1			128
Construction Grant	555		6			561
Media Room Renovation Grant	25,741		139		(13,994)	11,886
Construction Grant	20,419		209			20,628
Lobby Renovation Grant	25,661		246		(4,095)	21,812
Goodman Assistive Technology	6,186		106		(250)	6,042
	<u>78,689</u>	<u>-</u>	<u>707</u>	<u>-</u>	<u>(18,389)</u>	<u>61,057</u>
<u>Local - Specific Purposes</u>						
Art Advisory Council	2,523	5,000	52	233	(4,435)	3,373
Health Information Center	34,770		357	515		35,642
Health Information-Anti Smoking	20,191		201		(1,130)	19,262
Burtis	18,540		189			18,729
Underhill	22,726		232	124		23,082
Brown Fund	5,599		57			5,656
Fendrick Memorial	1,249		13			1,262
Morse Fund	1,783		17			1,800
Nautical Center	18,569	256,179	727	24	(425)	275,074
Children's Grant	2,032		21			2,053
Children's Advisory Council	8,880	4,175	90		(6,598)	6,547
S. Steyn Memorial Book Fund	7,560		77			7,637
Vera Fiddler	253		2			255
Unger / Beslity Memorial Fund	10,525		107			10,632
Whittemore Memorial Fund	2,038		21			2,059
Robert Stern - Books		100				100
Zucker Grant	2,672	4,500	20		(1,484)	5,708
Saltzman Grant	6,172		63			6,285
	<u>166,082</u>	<u>269,954</u>	<u>2,246</u>	<u>896</u>	<u>(14,072)</u>	<u>425,106</u>
<u>Local - General Library Purposes</u>						
Music Advisory Council	9,998	10,000	90	517	(10,775)	9,830
Special Trust Account	2,587		26			2,613
Publication Fund	6,495	430			(31)	6,804
Miscellaneous Workshops	35,639	15,148			(19,605)	31,182
National Endowment for Arts	2,127		22			2,149
Bronson	10,477		108			10,585
	<u>67,238</u>	<u>25,578</u>	<u>246</u>	<u>517</u>	<u>(30,411)</u>	<u>63,163</u>
Total	<u>\$ 395,488</u>	<u>\$ 440,662</u>	<u>\$ 4,229</u>	<u>\$ 1,413</u>	<u>\$ (152,808)</u>	<u>\$ 688,984</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2020

	Reserve Balance June 30, 2019	Revenues		Transfers	Expenditures	Reserve Balance June 30, 2020
		Donations	Interest			
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 233	\$ (283)	\$	\$ 22,240
Health Information Center	49,181		515	(515)		49,181
Musio Advisory Council	49,406		517	(517)		49,406
Nautical Center	2,296		24	(24)		2,296
Underhill Grant	11,882		124	(124)		11,882
Total Permanent Fund	<u>\$ 135,005</u>	<u>\$ -</u>	<u>\$ 1,413</u>	<u>\$ (1,419)</u>	<u>\$ -</u>	<u>\$ 135,005</u>