

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2025

March 20, 2024

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A Message from the President of the Library Board of Trustees

The Port Washington Public Library (PWPL) Board of Trustees hereby presents the PWPL's proposed 2024-2025 fiscal budget to the public with a 2% tax levy increase. The Library Trustees carefully crafted this budget with consideration of current economic factors, the requirement to keep our facility in excellent condition, and the vital needs of our community. As such, this is only the second increase we have asked of the community in the past six years. Thanks to the generosity of our donors and volunteers and the dedication of our peerless staff, the PWPL continues to fulfill its Mission.

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

- Our Roof Repair and Façade renovation project was completed, further protecting our building from weather-related damage, and greatly reducing energy costs.
- Lifelong enrichment continued with English classes, Children's Story Time, *Books for Dessert* (our reading program for adults with intellectual disabilities), world-class lectures, book discussions, exercise classes, and more.
- Musical events, featuring top-class performers from all genres, took place in our Library and at Sunset Park.
- *Manhasset Bay Boat Tours* set sail, allowing those without boat access the ability to experience one of Port Washington's most special features.
- Cultural events occurred, honoring Hispanic Heritage Month and celebrating the Moon Festival and the Lunar New Year.
- Homework help sessions have been expanded to four nights per week, with sessions for kids, tweens, and teens.
- The launch of *Theater for Dessert*, a theatrical performance group consisting of adults with intellectual disabilities.
- Continuation of popular services, such as VHS to DVD conversion, one-on-one tech help both on-site and off-site, job and career training, and notary services.
- *The Library of Games and Gadgets* was expanded and continues to offer loanable Chromebooks, Wi-Fi hotspots, musical instruments, lawn games, GoPro cameras, video game consoles, and so much more.
- Digital content, such as eBooks, audiobooks, music, movies, training videos, and television shows were readily available through popular services such as Libby, Kanopy, LinkedIn Learning, and Hoopla.
- PWPL was *On the Go*, visiting dozens of local community events to share Library services and to answer questions about the PWPL's offerings.

As we look to the future, we will strive to enhance the lives of our families, friends, and the Port Washington community. Please come to the Library to vote on Tuesday, April 9 between 7:00 a.m. and 9:00 p.m. We thank you for your continued patronage and engagement.

Kind Regards,
William Keller
President, PWPL Board of Trustees

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025

	2025	2024		2023	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,213,733	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	125,714	100,000	125,714
Use of Money & Property	139,400	80,000	212,551	3,000	77,672
Other Local Revenue	32,000	32,000	12,550	33,500	44,242
State Sources	8,800	8,800	8,669	7,000	9,611
Total Revenues	7,638,101	7,434,533	7,573,217	7,215,764	7,329,503
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			7,573,217		7,329,503
Assigned - Retirement	47,000	-		-	
Assigned - Capital Projects	-	-		100,000	
Assigned - Appropriated Fund Balance	109,000	66,500		66,500	
Total Revenues & App Fund Bal	7,794,101	7,501,033		7,382,264	
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,825,593	3,718,124	3,552,926
Terminal Leave	-	-	467	-	2,890
Employee Benefits - Retirement	526,384	475,488	469,365	421,349	408,885
Employee Benefits - Medical	1,033,100	975,040	849,182	850,019	827,725
Employee Benefits - Other	394,056	373,126	339,531	362,338	316,269
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	6,086,270	5,682,786	5,484,138	5,351,830	5,108,695
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	40,179	50,000	37,969
Books - Non-fiction	50,000	50,000	41,942	50,000	35,050
Books - Reference	35,000	35,000	34,660	35,000	33,656
Books - Children's	23,500	23,500	22,439	23,500	19,242
Books - Audio & Electronic - Teen/Adult/Child	100,000	100,000	127,529	95,000	131,993
Books - Young Adult	15,000	15,000	14,750	15,000	9,273
Software & Online Databases	95,000	95,000	92,221	95,000	90,221
Periodicals	32,500	36,500	31,895	36,500	27,149
Media - DVD/CD	70,000	72,000	68,338	67,000	71,370
Subtotal - Library Materials	471,000	477,000	473,953	467,000	455,923
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	56,830	60,700	59,590
Telephone	35,000	35,000	40,546	31,000	32,966
Postage & Freight	25,000	25,000	21,367	25,000	20,202
Printing	47,500	47,500	53,318	40,500	53,470
Staff Conference & Training	20,000	20,000	9,836	20,000	8,442
ALIS/NLS	106,000	93,000	96,424	88,000	94,695
Program Services	69,500	69,500	51,358	69,500	46,870
Memberships	7,000	7,000	3,200	7,000	3,034
Maint. Office Equip.	30,500	30,500	17,441	30,500	31,761
Accounting/Legal	135,000	135,000	131,842	133,700	128,302
Security Service	50,000	45,000	62,934	45,000	62,338
Computer Service	64,800	64,800	71,530	60,040	70,866
General	27,000	27,000	13,566	27,000	12,449
Subtotal - Library Operations	678,000	660,000	630,192	637,940	624,985
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	196,073	182,970	175,908
Custodial	102,400	119,400	91,404	131,200	92,701
Insurance	85,000	80,000	81,501	70,000	78,523
Subtotal - Building Operations	390,370	402,370	368,978	384,170	347,132
Subtotal Expenditures	7,625,640	7,222,156	6,957,261	6,840,940	6,536,735
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	58,347	56,350	75,997
Repairs & Alterations	100,000	100,000	87,331	100,000	82,861
Transfers to Capital	-	110,000	110,000	380,000	380,000
Subtotal - Equipment, Repairs, & Transfers	156,350	266,350	255,678	536,350	538,858
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	12,527	4,974	17,085
Subtotal - Debt Service	12,111	12,527	12,527	4,974	17,085
Total Expenditures	7,794,101	7,501,033	7,225,466	7,382,264	7,092,678
Tax Levy Increase	2.00%				
Budget Levy Increase	3.91%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
Summary With Prior Years' Budgets

	2025 Proposed Budget	2024 Budget	2023 Budget	2022 Budget	2021 Budget
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	100,000	100,000	65,000
Interest	139,400	80,000	3,000	3,000	11,000
Other Local Revenue	32,000	32,000	33,500	33,500	77,500
State Sources	8,800	8,800	7,000	7,000	6,500
Total Revenues	7,638,101	7,434,533	7,215,764	7,215,764	7,232,264
Assigned - Retirement	47,000				
Assigned - Terminal Leave	-	-	-	-	-
Assigned - Capital Projects	-	-	100,000	100,000	100,000
Assigned - Appropriated Fund Balance	109,000	66,500	66,500	66,500	50,000
Total Revenues & App Fund Bal	7,794,101	7,501,033	7,382,264	7,382,264	7,382,264
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,718,124	3,604,385	3,496,150
Terminal Leave	-	-	-	-	-
Employee Benefits - Retirement	526,384	475,488	421,349	572,236	506,430
Employee Benefits - Medical	1,033,100	975,040	850,019	813,572	844,057
Employee Benefits - Other	394,056	373,126	362,338	353,637	344,567
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	6,086,270	5,682,786	5,351,830	5,343,830	5,191,204
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	50,000	50,000	50,000
Books - Non-fiction	50,000	50,000	50,000	50,000	50,000
Books - Reference	35,000	35,000	35,000	35,000	35,000
Books - Children's	23,500	23,500	23,500	23,500	23,500
Books - Audio & Electronic Teen/Adult/Child	100,000	100,000	95,000	85,000	75,000
Books - Young Adult	15,000	15,000	15,000	15,000	15,000
Software & Online Databases	95,000	95,000	95,000	95,000	95,000
Periodicals	32,500	36,500	36,500	36,500	36,500
Media - DVD/CD	70,000	72,000	67,000	67,000	77,000
Subtotal - Library Materials	471,000	477,000	467,000	457,000	457,000
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	60,700	65,700	65,700
Telephone	35,000	35,000	31,000	31,000	31,000
Postage & Freight	25,000	25,000	25,000	25,000	25,000
Printing	47,500	47,500	40,500	40,500	40,500
Staff Conference & Training	20,000	20,000	20,000	20,000	20,000
ALIS/NLS	106,000	93,000	88,000	88,000	88,000
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	30,500	30,500
Accounting/Legal	135,000	135,000	133,700	132,500	108,000
Security Service	50,000	45,000	45,000	45,000	45,000
Computer Service	64,800	64,800	60,040	60,040	60,040
General	27,000	27,000	27,000	27,000	27,000
Subtotal - Library Operations	678,000	660,000	637,940	641,740	617,240
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	182,970	182,970	181,070
Custodial	102,400	119,400	131,200	145,400	145,400
Insurance	85,000	80,000	70,000	70,000	70,000
Subtotal - Building Operations	390,370	402,370	384,170	398,370	396,470
Subtotal Expenditures	7,625,640	7,222,156	6,840,940	6,840,940	6,661,914
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	56,350	56,350	56,350
Repairs & Alterations	100,000	100,000	100,000	100,000	100,000
Transfers to Capital	-	110,000	380,000	380,000	564,000
Subtotal - Equipment, Repairs, & Transfers	156,350	266,350	536,350	536,350	720,350
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	4,974	4,974	-
Subtotal - Debt Service	12,111	12,527	4,974	4,974	-
Total Expenditures	7,794,101	7,501,033	7,382,264	7,382,264	7,382,264

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
Summary With Prior Years' Actuals

	2025 Proposed Budget	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	125,714	123,667	107,973
Interest	139,400	80,000	77,672	3,226	2,880
Other Local Revenue	32,000	32,000	44,242	35,136	77,301
State Sources	8,800	8,800	9,611	8,876	13,864
Federal Sources	-	-	-	476	-
Total Revenues	7,638,101	7,434,533	7,329,503	7,243,645	7,274,282
Other Sources: Operating transfers	-	-	-	-	-
Total Revenue & Other Sources	7,638,101	7,434,533	7,329,503	7,243,645	7,274,282
Assigned - Terminal Leave	47,000				
Assigned - Capital Projects	-				
Assigned - Appropriated Fund Balance	109,000				
Total Revenues & App Fund Bal	7,794,101	7,434,533	7,329,503	7,243,645	7,274,282
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,552,926	3,562,378	3,286,050
Terminal Leave	-	-	2,890	78,100	-
Employee Benefits - Retirement	526,384	475,488	408,885	481,387	457,802
Employee Benefits - Medical	1,033,100	975,040	827,725	759,220	743,527
Employee Benefits - Other	394,056	373,126	316,269	314,839	275,746
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	6,086,270	5,682,786	5,108,695	5,195,924	4,763,125
LIBRARY MATERIALS					
Books and Information Services					
Books - Fiction	50,000	50,000	37,969	45,903	24,689
Books - Non-fiction	50,000	50,000	35,050	34,224	32,881
Books - Reference	35,000	35,000	33,656	31,445	33,915
Books - Children's	23,500	23,500	19,242	33,333	9,680
Books - Audio & Electronic Teen/Adult/Child	100,000	100,000	131,993	110,195	109,567
Books - Young Adult	15,000	15,000	9,273	18,469	7,282
Software & Online Databases	95,000	95,000	90,221	97,818	103,037
Periodicals	32,500	36,500	27,149	32,321	29,691
Media - DVD/CD	70,000	72,000	71,370	79,346	64,988
Subtotal - Library Materials	471,000	477,000	455,923	483,054	415,730
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	59,590	61,108	45,280
Telephone	35,000	35,000	32,966	35,399	34,036
Postage & Freight	25,000	25,000	20,202	21,229	17,798
Printing	47,500	47,500	53,470	40,252	45,296
Staff Conference & Training	20,000	20,000	8,442	4,734	7,519
ALIS/NLS	106,000	93,000	94,695	92,922	93,718
Program Services	69,500	69,500	46,870	48,265	31,600
Memberships	7,000	7,000	3,034	5,025	2,907
Maint. Office Equip.	30,500	30,500	31,761	30,843	26,080
Accounting/Legal	135,000	135,000	128,302	118,868	112,471
Security Service	50,000	45,000	62,338	65,015	61,321
Computer Service	64,800	64,800	70,866	63,236	63,016
General	27,000	27,000	12,449	30,256	37,895
Subtotal - Library Operations	678,000	660,000	624,985	617,152	578,937
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	175,908	165,858	131,878
Custodial	102,400	119,400	92,701	85,217	87,948
Insurance	85,000	80,000	78,523	72,995	66,143
Subtotal - Building Operations	390,370	402,370	347,132	324,070	285,969
Subtotal Expenditures	7,625,640	7,222,156	6,536,735	6,620,200	6,043,761

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
 Summary With Prior Years' Actuals

	2025 Proposed Budget	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	75,997	37,168	38,280
Repairs & Alterations	100,000	100,000	82,861	102,090	94,008
Transfers to Capital	-	110,000	380,000	380,000	564,000
Subtotal - Equipment, Repairs, & Transfers	<u>156,350</u>	<u>266,350</u>	<u>538,858</u>	<u>519,258</u>	<u>696,288</u>
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	17,085	4,974	4,974
Subtotal - Debt Service	<u>12,111</u>	<u>12,527</u>	<u>17,085</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u><u>7,794,101</u></u>	<u><u>7,501,033</u></u>	<u><u>7,092,678</u></u>	<u><u>7,144,432</u></u>	<u><u>6,745,023</u></u>

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2025

	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
Revenues	<u>7,434,533</u>	<u>7,329,503</u>	<u>7,243,645</u>	<u>7,274,282</u>
Expenditures				
Salaries, Terminal Leave and Benefits	5,682,786	5,108,695	5,195,924	4,763,125
Library Materials	477,000	455,923	483,054	415,730
Library Operations	660,000	624,985	617,152	578,937
Building Operations	402,370	347,132	324,070	285,969
Equipment, Repairs, & Transfers to Capital	266,350	538,858	519,258	696,288
Debt Service	<u>12,527</u>	<u>17,085</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u>7,501,033</u>	<u>7,092,678</u>	<u>7,144,432</u>	<u>6,745,023</u>
Excess (Deficiency) of Revenues over Expenditures	(66,500)	236,825	99,213	529,259
Fund Balance - Beginning of Year	<u>5,088,800</u>	<u>4,851,975</u>	<u>4,752,762</u>	<u>3,740,400</u>
Fund Balance - End of Year	5,022,300	5,088,800	4,851,975	4,269,659
Nonspendable:				
Prepays	-	(137,343)	(102,806)	(34,127)
Assigned For:				
Terminal Leave	(889,799)	(889,799)	(892,689)	(621,634)
Employee Retirement Contributions	(454,741)	(556,749)	(556,749)	(221,241)
Capital Projects	(2,272,333)	(2,643,407)	(2,372,333)	(2,237,333)
Encumbrances	-	(16,123)	(26,534)	-
Subsequent Year's Budget	<u>(166,500)</u>	<u>(66,500)</u>	<u>(166,500)</u>	<u>(150,000)</u>
Unassigned Fund Balance	<u><u>1,238,927</u></u>	<u><u>778,879</u></u>	<u><u>734,364</u></u>	<u><u>1,005,324</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2023

	Reserved for Special Programs and Projects June 30, 2022	Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2023
		Grants & Donations	Interest	Transfers		
Miscellaneous Grants						
Friends of the Library	\$ 35,973	\$ 83,086	\$	\$	\$ (82,530)	\$ 36,529
Friends of the Library - Bogen	44,622		1,097		(3,866)	41,853
Foundation Grant Career Coaching	-	24,354	446		(24,800)	-
Foundation Storytelling	364		9			373
Foundation Intergenerational	256		6		(90)	172
Adult Literacy	22,034	14,030	544		(20,941)	15,667
Job Boot Camp	-	8,543	2		(8,545)	-
Epstein Book Fund	359		9			368
American Girl Dolls	351		9		(127)	233
Parent Child Home Program	19,210	5,000	561		(1,420)	23,351
NLS - Computers	667		17			684
NLS - Bullet Aid	28,454	18,094	520		(39,648)	7,420
NLS - ESL Grant Supplies	474		10		(90)	394
Theater for Dessert	-	6,943	57		(7,000)	-
	<u>152,764</u>	<u>160,050</u>	<u>3,287</u>	<u>-</u>	<u>(189,057)</u>	<u>127,044</u>
State Grants						
9/11 Project - 10/02 Shodell	128		3			131
Construction Grant	563		14			577
Media Room Renovation Grant	11,911		302			12,213
Construction Grant	20,672		524			21,196
Lobby Renovation Grant	21,858		554			22,412
Goodman Assistive Technology	6,055		153			6,208
	<u>61,187</u>	<u>-</u>	<u>1,550</u>	<u>-</u>	<u>-</u>	<u>62,737</u>
Local - Specific Purposes						
Art Advisory Council	5,693	5,133	215	506	(2,352)	9,195
Health Information Center	35,820		902	1,118	(1,500)	36,340
Health Information-Anti Smoking	17,300	150	377		(3,147)	14,680
Burtis	18,769		476			19,245
Underhill	23,157		590	270		24,017
Brown Fund	5,668		144			5,812
Fendrick Memorial	1,264		32			1,296
Morse Fund	1,804		46			1,850
Nautical Center	257,970	2,640	6,397	52	(12,818)	254,241
Children's Grant	2,058		52			2,110
Children's Advisory Council	11,104	5,000	212		(5,950)	10,366
S. Steyn Memorial Book Fund	7,654		193			7,847
Vera Fiddler	256		7			263
Unger / Beslity Memorial Fund	10,655		270			10,925
Whittemore Memorial Fund	2,064		52			2,116
Robert Stern - Books	200		5			205
Zucker Grant	12,490	4,500	331		(3,793)	13,528
Saltzman Grant	6,249		158			6,407
Outdoor Wi-Fi	3,322	3,000	104		(3,370)	3,056
Maker Space	3,784	18,000	235		(10,999)	11,020
Russell and Jane Stern - Wi-Fi Hotspots	56		1			57
Regional Technology & Media	817		21			838
Small Study Room Upgrade	1,531		39			1,570
HEARTS Grant	-	1,000	22		(1,000)	22
T. Bier Fund	-	10,000	150			10,150
	<u>429,685</u>	<u>49,423</u>	<u>11,031</u>	<u>1,946</u>	<u>(44,929)</u>	<u>447,156</u>
Local - General Library Purposes						
Music Advisory Council	28,886		625	1,123	(8,937)	21,697
Special Trust Account	2,618		67			2,685
Publication Fund	7,270	242			(20)	7,492
Miscellaneous Workshops	29,617				(9,696)	19,921
National Endowment for Arts Bronson	2,154		53			2,207
	10,608		268			10,876
	<u>81,153</u>	<u>242</u>	<u>1,013</u>	<u>1,123</u>	<u>(18,653)</u>	<u>64,878</u>
Total	<u>\$ 724,789</u>	<u>\$ 209,715</u>	<u>\$ 16,881</u>	<u>\$ 3,069</u>	<u>\$ (252,639)</u>	<u>\$ 701,815</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2023

	Reserve	Revenues			Expenditures	Reserve
	Balance	Donations	Interest	Transfers		Balance
	June 30, 2022					June 30, 2023
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 506	\$ (506)	\$	\$ 22,240
Health Information Center	49,181		1,118	(1,118)		49,181
Music Advisory Council	49,406		1,123	(1,123)		49,406
Nautical Center	2,296		52	(52)		2,296
Underhill Grant	11,882		270	(270)		11,882
Total Permanent Fund	\$ 135,005	\$ -	\$ 3,069	\$ (3,069)	\$ -	\$ 135,005