

**GREAT NECK LIBRARY  
MINUTES OF THE  
BUDGET WORKSHOP  
TUESDAY, MARCH 8, 2016 AT 7:30 P.M.**

A first budget workshop, was held on Tuesday, March 8, 2016, in the Lakeville Branch of the Great Neck Library, 475 Great Neck Road, Great Neck, NY 11021. [Agenda attached]

The following Trustees were present constituting a quorum:

Marietta DiCamillo – President  
Francine Ferrante Krupski – Vice President  
Josie Pizer – Treasurer  
Varda Solomon – Secretary  
Joel Marcus – Assistant Treasurer  
Michael Fuller – Assistant Treasurer (Arrived at 8 p.m.)

Absent with Prior Notice: Robert Schaufeld

Also Present: Neil Zitofsky – Business Manager  
Kathy Giotsas – Executive Director

## **Call to Order**

President DiCamillo called the meeting to order at 7:33 p.m.

## **Review and Discussion of 2016/2017 Budget**

Mr. Zitofsky provided an overview of the first draft of the budget for the fiscal year 2016/2017. The total for the budget presented was \$9,521,600, made up of \$8,640,000 from taxation, \$146,600 from PILOT (Payments in Lieu of Taxes from the Great Neck School District) Revenue and \$735,000 from Tax Revenue from Debt Service. This draft is a rollover budget and requires no tax increase from the previous fiscal year. A copy of the budget is appended to these Minutes.

Business Manager Zitofsky budget personnel by function instead of by department explained it became apparent during the Personnel Reorganization Committee meetings that this would be a better approach. In fact, this is standard practice for other libraries, and conforms to reporting requirements for the State.

The surplus funds from reductions and savings for the renovation, which will be completed before the start of the new fiscal year July 2016 through June 2017, we have:

- Created a \$250,000 pool of funds to be used if and when increased staffing is required at Main upon reopening and reassignment in May or June of 2016;

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- Provide for a \$100,000 transfer to the Main Building fund to fund start-up costs for a STEM lab;
  - Provided a \$300,000 transfer to the Automated Library Fund to allow for implementation of RFID technologies.

This draft budget will be revised to include suggestions from the Board and presented at the second budget workshop on March 15, 2016.

These Minutes provide highlights and comments on the 1<sup>st</sup> draft budget:

### REVENUES

Estimated Total Tax Revenue of \$ 9,521,600, remains unchanged.

Slight re-allocation of \$1,500 to cover DASNY fees (line 5 and 6, column U).

### OPERATING REVENUE

Trustee Solomon asked for discussion on some of the numbers.

Non-Resident Registration Fees (line 13) have decreased. It is believed that once the Main Branch re-opens, these amounts will increase.

Fines (line 14) have decreased. This is believed to be in direct relation to a decrease in circulation. There was consensus to drop the line projection to \$35,000.

E-Commerce (line 15) was reduced from \$4,500 to \$4,000 based on current year's receipts.

Revenue for Copy Machines (line 17), Mr. Zitofsky must check the figures. A decrease due to the possibility of the scanners was discussed. President DiCamillo felt that the scanners have a capital value and some consideration should be given for replacement as there is wear and tear. Trustee Pizer requested Mr. Zitofsky find out the life cycle of the scanners.

Room Rental Fees (line 21). President DiCamillo stated the Policy Committee is reviewing the current room fees. Discussion ensued and it was agreed that the line should remain with no item amount.

*Public Comment: Karen Rubin*

Interest on Savings (line 25) was currently projected at \$4,500. The Board of Trustees felt that it was more realistic to reduce this amount to \$3,000.

### SALARIES AND BENEFITS

Mr. Zitofsky discussed column T for the 2016-2017 that contains current staff at current hours plus the vacancies of Assistant Director, Head of Programming Outreach, Head of Information Technology and an open position in Levels.

*Public Comment: Naomi Penner*

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Business Manager Zitofsky noted that a provision of \$251,000 has been made for staffing and the Personnel committee will adjust when we move back to the Main Branch to bring staffing levels up as needed. These requests will need to be justified, vetted by committee and then brought to the Board of Trustees.

*Public Comment: Karen Rubin, Naomi Penner*

### LIBRARY MATERIAL AND PROGRAMS

Adult Books (line 109) funds have been increased \$25,000 as the need to purchase new fiction and biographies is ongoing.

Databases and E-Books (line 112) funds have been increased.

Newspapers on Microfilm (line 120) were discussed. Are these available online? Mr. Zitofsky will look into this. A suggestion was made by a public attendee to see if a PDF file could be made available.

*Public Comment: Karen Rubin*

Internet Service Provider (line 123), Schedule M was discussed. Additional provision of \$4,000 was made for enhanced bandwidth. Trustee Pizer asked if a discount was available for multiple sites. Mr. Zitofsky said this can be looked into after a recommendation is made from the Technology Committee.

*Public Comment: Naomi Penner*

### ADMINISTRATIVE EXPENSE

Computer Supplies (line 145). President DiCamillo requested a full inventory of toner cartridges.

Recruitment and Training (line 151) has been increased by \$5,000. President DiCamillo requested a full schedule for this item.

Conference Fees and Expenses (line 153) has been increased by \$15,000. After discussion of various conferences, it was agreed to increase this amount further.

President DiCamillo asked for Mr. Kiswani's findings, when received, be incorporated in this budget if need be.

*Public Comment: Karen Rubin, Naomi Penner*

President DiCamillo responded to the public comments regarding a delivery service and NLS. A delivery system needs to be researched.

### BUILDING AND OCCUPANCY

Landscaping (line 194). After discussion, it was felt that this amount should be increased to \$20,000.

### SCHEDULE M-COMPUTER SERVICES

President DiCamillo requested a full accounting of the thirty computers.

### **Adjournment**

The meeting was adjourned at 9:30 p.m. on motion by Josie Pizer and seconded by Joel Marcus.

Respectfully submitted,

Varda Solomon-Secretary  
Board of Trustees