
**GREAT NECK LIBRARY
MINUTES OF THE
BUDGET WORKSHOP
MONDAY, MARCH 22, 2021 AT 7:00 P.M.**

A second budget workshop, was held on Monday, March 22, 2021, via Zoom [Agenda attached]

The following Trustees were present constituting a quorum:

Weihua Yan – President
Liman Mimi Hu – Vice President
Barry Smith – Secretary
Chelsea Sassouni – Treasurer
Scott Sontag – Assistant Treasurer
Kathleen Gold – Assistant Treasurer
Josephine Mairzadeh - Trustee

Also Present: George Trepp – Interim Director
 Steven Kashkin – Business Manager

Call to Order

President Yan called the meeting to order at 7:04 pm and turned it over to Trustee Sassouni, Treasurer.

Review and Discussion of 2021/2022 Budget

Steven Kashkin, Business Manager, reviewed the changes that were made from the 1st budget workshop.

OPERATING REVENUE

Fines (line 14) was decreased by \$26,250 due to the anticipated elimination of fine collections. The line projection is now \$0.

Gift Income (line 26) was decreased by \$100. Mr. Kashkin stated this was determined based on last year's actual revenue. The line projection is now \$0.

APPROPRIATIONS

Total Salaries (line 37) was decreased by \$2,100. The line projection is now \$4,193,833.

Total Employee Benefits and Taxes (line 38) was decreased by \$9,319. The line projection is now \$1,923,507.

Total Materials and Programs (line 39) was decreased by \$805. The line projection is now \$966,758.

Total Building and Occupancy (line 41) was decreased by \$2,127. The line projection is now \$1,090,952.

Transfer to the Bond Retirement Fund (line 51) was decreased by \$12,000. The line projection is now \$268,000.

SALARIES

Clerks (line 73) was reduced by \$700. The line projection is now \$429,550.

Levels Professionals (line 75) was reduced by \$1,400. The line projection is now \$108,300.

EMPLOYEE BENEFITS + TAXES

NYS Retirement – FT (line 86) was increased by \$1,832. The line projection is now \$407,554.

NYS Retirement - PT (line 87) was reduced by \$111. The line projection is now \$57,085.

Social Security (line 88) was reduced by \$161. The line projection is now \$320,828.

Workers' Compensation (line 89) was reduced by \$14. The line projection is now \$30,320.

Retiree Health Insurance (line 97) was reduced by \$14,284. The line projection is now \$160,313.

Retiree Medicare Reimbursement (line 98) was increased by \$3,419. The line projection is now \$72,809.

LIBRARY MATERIAL AND PROGRAMS

Mr. Kashkin reported that due to the coronavirus pandemic the anticipated savings from the library's membership with NLS has been delayed since we did not utilize their services until January 1, 2021 (originally scheduled for 7/1/20). The budget lines most impacted by this membership are Databases (line 114) and E-books/E-audiobooks – AV (line 118). He reported that previously approximately \$135,000 was budgeted for databases. This has now been reduced to \$103,000. He continued that previously approximately \$157,000 was budgeted for e-books and e-audiobooks. This has now been reduced to \$83,837.

Adult Programming (line 131) was increased by \$1,695. The line projection is now \$52,475. Trustee Sassouni questioned this increase given the surge in online programming which costs less. Trustee Hu feels that at budget meetings, in addition to looking at the numbers, we should look at the bigger picture and align the budget with our long-range plans. If we do this, increases in the budget for library programs are justified. Ms. Hu believes that the budgeting discussion should focus on the priorities for next year to determine if spending is in line with that. Trustee Smith echoed Trustee Hu's comments and feels that we should push our programmers to do more, not less or the same. He said that if we are giving them more money the expectation is for them to increase the number of programs next year and the onus will be on them. President Yan acknowledged the popularity of virtual programs and discussed the possibility of

livestreaming the library programs. He added that consideration should also be given to livestreaming the board and committee meetings once they go back to being held in person. Mr. Kashkin said that he will discuss the hardware needed for the live streaming of programs with the computer technician.

Regarding Computer Software (line 125), President Yan wondered if money should be budgeted for website enhancements. He knows that a major upgrade was made last year but feels there are additional things that can be done to improve it. He recommends adding \$10,000 to this line for such improvements. Mr. Kashkin said he will find out if Renaissance's maintenance fee includes upgrades to the website. He added that if the \$10,000 is moved to this line it will come from the Bond Retirement Fund (line 230). Trustee Sassouni asked if the funds for this could come from the Automated Library Fund. Mr. Kashkin responded that it can. Trustee Smith said the Building Committee has recently undertaken looking into enhancements to the website. He concurs with embracing virtual programming and livestreaming the library programs.

Station Programming (line 137) was reduced by \$2,500. The line projection is now \$12,500.

BUILDING AND OCCUPANCY

Service Contracts (line 200) was increased by \$500. The line projection is now \$112,212.

Branch Rentals – Station (line 204) was reduced by \$2,627. The line projection is now \$268,373.

OTHER USES

Transfer to Bond Retirement Fund (line 230) was reduced by \$12,000. The line projection is now \$268,000.

Mr. Kashkin stated that we are going to be finishing the current 2020/2021 year with a surplus of approximately \$1.1 million. He recommends that we leave in the budget for next year the amount that is currently in the Bond Retirement Fund. Mr. Kashkin said then the funds will be available in 2020/2021 if we need to add money to the branch fund.

Adjournment

The meeting was adjourned at 7:49 p.m. on a motion by Trustee Sassouni, seconded by Trustee Gold.

Respectfully submitted,

Dr. Barry Smith, Secretary
Board of Trustees