

Great Neck Library  
**BUDGET WORKSHOP**  
**Monday, March 13, 2023, at 6:00 PM**

A first budget workshop was held on Monday, March 13, 2023, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023.

The following Trustees were present:

- Rory Lancman – President
- Scott Sontag – Vice President
- Kathleen Gold – Secretary

The following Library Staff were present:

- Denise Corcoran – Director
  - Steven Kashkin – Business Manager
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President Lancman opened the workshop at 6:05 pm. He noted the attendance of Trustees Sontag and Gold and added that, per the library counsel, a quorum is not required for the workshop since no vote is taking place.

Steven Kashkin, Business Manager, provided an overview of the first draft of the budget for the fiscal year 2023/2024. The total for the budget presented is \$9,995,125 made up of \$9,130,288 from taxation; \$734,838 from Tax Revenue from Debt Service; and 130,000 from PILOT (Payments in Lieu of Taxes from the Great Neck School District) Revenue. Mr. Kashkin reported that the Total Tax Revenue (line 10) is being increased by \$384,000. Based on this, a \$372,000 (3.9%) tax increase, the first since 2018, is being proposed.

In addition, operating revenue increased by \$59,130, with most of that increase coming from interest income resulting from higher interest rates.

Mr. Kashkin noted that, on the appropriation side, the biggest changes are to Total Salaries (line 35) which increased by \$294,050, and Total Employee Benefits & Taxes (line 36) which increased by \$174,858. These increases are primarily due to the new Collective Bargaining Agreement (CBA) for librarians and clerks.

These minutes provide highlights and comments on the first draft budget:

**SALARIES**

Mr. Kashkin stated that full-time salaries (line 67) increased by \$296,600 of which approximately \$266,000 is for the increase in rates for librarians and clerks based on the new CBA. The other small adjustments to salaries are for the standard 2% annual increases.

## LIBRARY MATERIAL AND PROGRAMS

Mr. Kashkin said Total Library Materials & Programs (line 140) was decreased by \$7,842. This was done without cutting any programs. In fact, Adult Programming (line 128) was increased by \$6,025 and Children's Programming (line 129) was increased by \$5,500.

## ADMINISTRATIVE EXPENSE

Mr. Kashkin reported the main change to this section is for Postage (line 150) which was increased by \$10,000 as a result of USPS bulk mail rates going up. Legal Fees – General (line 158), and Legal Fees – Negotiations & Personnel (line 159) remain the same as last year. Mr. Kashkin clarified that there is no tax increase built in for current legal fees spending and that budgeted legal fees remain flat year after year.

President Lancman said that the library needs to consider adding Station as a polling location for the library election. He noted that it will be more expensive to run it this year and asked Mr. Kashkin to add more funds to the Election Expense (line 165). The election process was discussed but it was acknowledged that major changes will require revisions to the bylaws, which can only be made by a vote of the membership.

## BUILDING AND OCCUPANCY

Mr. Kashkin stated that the increase in this section is due mostly to the new Property/Liability Insurance (line 203) and rates for utilities which have gone up significantly.

## FURNITURE AND EQUIPMENT

Mr. Kashkin stated that this section was decreased by \$1,000.

Mr. Kashkin concluded that this budget includes a proposed tax increase of \$372,000 (3.9%), the first since 2018. He stated that this is primarily due to the salary increases for librarians and clerks from the new Collective Bargaining Agreement, and the significant increase in the utility rates.

If necessary, this draft budget will be revised to include suggestions from the Board and will be presented at the second budget workshop on March 27, 2023.

A copy of the budget is appended to these minutes.

The meeting was adjourned at 7:42 p.m.

Submitted by Gina Chase

	A	B	S	T	U	V	W	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v 1.0			1
2					Jul'22-Feb'23	Jul'22-June'23	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Actual	Budget	Proposal - 3/13/23	\$	%	Comments	3
4		<b>REVENUES</b>									4
5	90.4%	Tax Revenue for Operating Bgt	\$ 8,762,280	\$ 8,765,638	\$ 4,014,600	\$ 8,759,638	\$ 9,130,288	\$ 370,650	4.23%		5
6	7.3%	Tax Revenue for Debt Service	730,845	727,488	731,963	733,488	734,838	\$ 1,350	0.18%		6
7		<b>Total Library Tax subject to Cap</b>	9,493,125	9,493,125	4,746,563	9,493,125	9,865,125	\$ 372,000	3.92%	3.919% library tax increase	7
8											8
9	1.3%	<b>PILOT Revenue</b>	116,411	118,257	70,995	118,000	130,000	12,000	10.17%	Used 22/23 actuals plus feedback from the school district	9
10	99.0%	<b>Total Tax Revenues</b>	\$ 9,609,536	\$ 9,611,382	\$ 4,817,557	\$ 9,611,125	\$ 9,995,125	384,000	4.00%		10
11											11
12		<b>Operating Revenue:</b>									12
13	0.0%	Registration Fees	1,755	2,430	1,485	2,835	2,160	(675)	-23.81%	used current year actuals to estimate next year	13
14	0.0%	Fines	2,872	22,095	1,127	-	1,000	1,000	0.00%	Elimination of fine collection, continuation of amnesty	14
15	0.0%	Commissions - Vending Machines	-	519	963	1,000	1,250	250	25.00%	Average about \$100/month	15
16	0.0%	Revenue - Copy Machines	525	1,175	2,013	1,200	2,000	800	66.67%	used current year actuals to estimate next year	16
17	0.1%	Computer Printout Fees	2,470	6,049	4,780	5,600	6,000	400	7.14%	used current year actuals to estimate next year	17
18	0.0%	Collection Agency Fees	171	1,500	32	700	100	(600)	-85.71%	no collection fees due to amnesty	18
19	0.0%	Rental Fees - Community Room	-	200	-	80	-	(80)	-100.00%	assumed 2 rentals for next year	19
20	0.0%	Lost Book Income	1,192	5,976	2,504	7,200	5,000	(2,200)	-30.56%	used current year actuals to estimate next year	20
21	0.0%	Book Sale Income	939	955	629	950	950	-	0.00%	leave the same	21
22	0.6%	Interest/Investment Income - Savings	1,248	2,482	36,364	500	60,000	59,500	11900.00%	Higher interest rates due to multiple fed rate increases	22
23	0.0%	Levels Income	205	408	1,354	250	500	250	100.00%	slight increase for the new budget year	23
24	0.0%	Gift Income	5	3,570	100	-	-	-	0.00%		24
25	0.0%	Refunds of Prior Year Expense	7,480	727	1,541	-	-	-	0.00%		25
26	0.1%	Expense Recovery	14,778	19,192	10,975	9,500	10,000	500	5.26%	Insurance reimbursement from surviving spouses/COBRA	26
27	0.1%	Local Library Service Aid	12,736	12,734	-	12,750	12,735	(15)	-0.12%	used current year actuals to estimate next year	27
28	0.0%	Programming Income	153	1,553	699	1,000	1,000	-	0.00%	STEM lab program revenue	28
29	0.0%	Other Grants (NYS Special Legislative Grant-Bullet Aid)	-	35,000	10,000	-	-	-	0.00%		29
30	1.0%	<b>Total Operating Revenue</b>	46,530	116,564	74,565	43,565	102,695	59,130	135.73%		30
31											31
32	100.0%	<b>Total Revenues</b>	\$ 9,656,065	\$ 9,727,946	\$ 4,892,122	\$ 9,654,690	\$ 10,097,820	443,130	4.59%		32
33											33
34		<b>APPROPRIATIONS</b>									34
35	46.7%	Total Salaries	\$ 3,605,765	\$ 3,629,559	\$ 2,603,651	\$ 4,425,450	\$ 4,719,500	294,050	6.64%	More detail listed in the sections below	35
36	20.6%	Total Employee Benefits & Taxes	1,825,427	1,745,477	1,364,900	1,903,364	2,078,222	174,858	9.19%	More detail listed in the sections below	36
37	9.5%	Total Materials and Programs	770,490	887,342	631,226	962,847	955,005	(7,842)	-0.81%	More detail listed in the sections below	37
38	4.0%	Total Administrative Expense	433,917	495,933	400,992	395,224	398,895	3,671	0.93%	More detail listed in the sections below	38
39	11.7%	Total Building & Occupancy	1,065,743	1,078,244	810,420	1,086,060	1,179,846	93,786	8.64%	More detail listed in the sections below	39
40	0.2%	Total Furniture & Equipment	14,859	15,979	2,794	17,700	16,700	(1,000)	-5.65%	More detail listed in the sections below	40
41	7.4%	Total Debt Service	745,115	742,983	134,672	744,045	749,652	5,607	0.75%	More detail listed in the sections below	41
42											42
44	0.0%	Transfer to MBSS Fund	-	850,000	-	-	-	-	0.00%		44
47	0.0%	Transfer to Branch & SS Fund	600,000	-	-	-	-	-	0.00%		47
48	0.0%	Transfer to Auto Library Fund	-	-	-	-	-	-	0.00%		48
49	0.0%	Transfer to Bond Retirement Fund	495,000	268,000	-	120,000	-	(120,000)	-100.00%		49
51	0.0%	Transfer to Landscaping Fund	-	-	-	-	-	-	0.00%		51
52											52
53											53
54	100.0%	<b>Total Appropriations</b>	\$ 9,556,316	\$ 9,713,516	\$ 5,948,656	\$ 9,654,690	\$ 10,097,820	443,130	4.59%		54
55											55
56		<b>Budget Surplus / (Deficit)</b>	\$ 99,749	\$ 14,430	\$ (1,056,534)	\$ -	\$ (0)	\$ (0)			56
57											57
58		<b>Salaries - FT</b>									58

	A	B	S	T	U	V	W	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v 1.0			1
2					Jul'22-Feb'23	Jul'22-June'23	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Actual	Budget	Proposal - 3/13/23	\$	%	Comments	3
59		Administration - (3)	\$ 130,625	\$ 234,462	\$ 177,456	\$ 386,600	\$ 392,400	5,800	1.50%	Personnel Budget v 1.0 Salary Detail	59
60		Support Staff - (7)	474,131	431,282	318,947	515,600	526,500	10,900	2.11%	Personnel Budget v 1.0 Salary Detail	60
61		Librarians - (20)	1,192,320	1,101,909	795,754	1,303,500	1,421,700	118,200	9.07%	Personnel Budget v 1.0 Salary Detail	61
62		Clerks - (17)	630,307	654,758	482,512	696,900	844,400	147,500	21.17%	Personnel Budget v 1.0 Salary Detail	62
63		Info Technicians - (1)	68,113	68,777	44,401	68,800	72,300	3,500	5.09%	Personnel Budget v 1.0 Salary Detail	63
64		Levels Professionals - (2)	147,116	131,964	66,087	147,100	152,400	5,300	3.60%	Personnel Budget v 1.0 Salary Detail	64
65		Custodians - (4)	219,068	206,453	136,522	243,800	249,200	5,400	2.21%	Personnel Budget v 1.0 Salary Detail	65
66											66
67		Subtotal - FT	2,861,679	2,829,604	2,021,680	3,362,300	3,658,900	296,600	8.82%	Personnel Budget v 1.0 Salary Detail	67
68											68
69		<b>Salaries - PT</b>									69
70		Librarians - (12)	333,183	343,440	244,874	413,600	\$ 420,300	6,700	1.62%	Personnel Budget v 1.0 Salary Detail	70
71		Clerks - (21)	276,570	331,588	256,671	461,400	\$ 464,900	3,500	0.76%	Personnel Budget v 1.0 Salary Detail	71
72		Pages - (5)	31,746	27,204	19,401	59,600	\$ 60,500	900	1.51%	Personnel Budget v 1.0 Salary Detail	72
73		Levels Professionals - (4)	99,443	97,724	58,363	110,600	\$ 96,900	(13,700)	-12.39%	Personnel Budget v 1.0 Salary Detail	73
74		Custodians - (0)	-	-	-	7,050	\$ -	(7,050)	-100.00%	Personnel Budget v 1.0 Salary Detail	74
75		Support Staff - (1)	3,144	-	2,662	10,900	\$ 18,000	7,100	65.14%	Personnel Budget v 1.0 Salary Detail	75
76											76
77		Subtotal - PT	744,086	799,956	581,971	1,063,150	1,060,600	(2,550)	-0.24%	Personnel Budget v 1.0 Salary Detail	77
78											78
79		<b>Total Salaries Expense</b>	3,605,765	3,629,559	2,603,651	4,425,450	4,719,500	294,050	6.64%	Personnel Budget v 1.0 Salary Detail	79
80											80
81											81
82		<b>Employee Benefits + Taxes</b>									82
83		<b>Current Employees</b>									83
84	9010-000	NYS Retirement - FT	428,261	419,803	313,709	316,601	380,323	63,722	20.13%	Personnel Budget v 1.0 Employee Benefits (per NYSLRS rate table)	84
85	9010-999	NYS Retirement - PT	64,010	54,913	44,886	47,713	56,252	8,539	17.90%	Personnel Budget v 1.0 Employee Benefits (per NYSLRS rate table)	85
86	9030	Social Security	263,254	264,646	190,111	338,547	361,042	22,495	6.64%	Personnel Budget v 1.0 Payroll Tax	86
87	9040	Workers' Compensation	27,760	31,085	24,702	34,915	33,463	(1,452)	-4.16%	Personnel Budget v 1.0 Payroll Tax (per WC rate sched. through Hartford)	87
88	9050	Unemployment Insurance	-	-	-	11,051	900	(10,151)	-91.86%	Balance of current claim (1)	88
89	9055	Disability Insurance	6,559	6,060	3,240	8,000	7,920	(80)	-1.00%	Personnel Budget v 1.0 Payroll Tax (per NYS disability)	89
90	9060-000	Employee Health Insurance	767,177	680,251	547,647	838,815	872,513	33,698	4.02%	Personnel Budget v 1.0 Employee Benefits (per NYS Empire plan rates)	90
91	9065	Dental/Vision/Life Insurance	12,657	14,675	8,678	14,730	15,470	740	5.02%	Personnel Budget v 1.0 Employee Benefits (Per CBA)	91
92		<b>Total Current Employees</b>	1,569,677	1,471,433	1,132,972	1,610,371	1,727,883	117,512	6.76%		92
93											93
94		<b>Retirees</b>									94
95	9060-999	Retiree Health Insurance	178,652	188,452	162,199	197,433	244,388	46,955	19.21%	Personnel Budget v 1.0 Retiree Benefits (per NYS Empire plan rates)	95
96	9070	Retiree Medicare Reimbursement	77,098	85,592	69,730	95,560	105,952	10,392	10.87%	Personnel Budget v 1.0 Retiree Benefits (per SS retiree statements)	96
99		<b>Total Retirees</b>	255,750	274,044	231,928	292,993	350,340	57,347	19.57%		99
100											100
101		<b>Total Employee Benefits + Taxes</b>	1,825,427	1,745,477	1,364,900	1,903,364	2,078,222	174,858	9.19%		101
102											102
103		<b>Total Personnel Services</b>	\$ 5,431,193	\$ 5,375,036	\$ 3,968,552	\$ 6,328,814	\$ 6,797,722	468,908	7.41%		103
104	::										104
105											105
106											106
107		<b>Library Materials &amp; Programs</b>									107
108	4101-102	Books - Reference	\$ 6,384	\$ 5,864	\$ 2,840	\$ 9,000	\$ 6,000	(3,000)	-33.33%	Fewer print reference books	108
109	4101-106	Books - Children's	77,820	77,611	30,130	75,000	75,000	-	0.00%	Used current and prior year actuals to estimate	109
110	4101-107	Books - Legacy	2,135	1,904	173	1,200	1,000	(200)	-16.67%	Specialized collection - not as many items are readily available	110

	A	B	S	T	U	V	W	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v 1.0			1
2					Jul'22-Feb'23	Jul'22-June'23	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Actual	Budget	Proposal - 3/13/23	\$	%	Comments	3
111	4101-108	Books - Adult	142,956	137,774	86,922	143,000	140,000	(3,000)	-2.10%	Used current and prior year actuals to estimate	111
112	4102-102	Databases - Reference	94,561	91,907	88,370	103,000	100,000	(3,000)	-2.91%	Used current and prior year actuals to estimate	112
113	4103-102	E-Books - Reference	30,461	22,369	11,494	32,000	30,000	(2,000)	-6.25%	Used current and prior year actuals to estimate	113
114	4120-105	Recordings Audio - AV	20,835	37,107	29,972	25,000	25,000	-	0.00%	Used current and prior year actuals to estimate	114
115	4121-105	Recordings Video - AV	25,553	41,539	25,082	35,000	35,000	-	0.00%	Used current and prior year actuals to estimate	115
116	4122-105	E-books/E-audiobooks - AV (digital media)	83,147	83,373	49,043	90,837	91,000	163	0.18%	Overdrive, Hoopla, and Kanopy - difference is in NLS package	116
117	4131-102	Periodicals - Reference	21,821	22,024	21,081	27,000	24,000	(3,000)	-11.11%	Used current and prior year actuals to estimate	117
118	4133-102	Newspapers - Reference	8,004	23,141	23,260	34,000	31,000	(3,000)	-8.82%	Used current and prior year actuals to estimate	118
119	4134-102	Newspapers/Microfilm - Ref	957	1,109	564	1,400	1,400	-	0.00%	Per dept response - leave same as last year	119
120	4137-107	Data Base Services - Tech Services	21,999	21,059	21,203	21,000	23,050	2,050	9.76%	O.C.L.C. / Interactive Sciences	120
121	4140-000	Internet Service Provider	18,631	16,805	10,610	16,800	16,900	100	0.60%	See Schedule "K"	121
122	4150-114	Computer Software	64,010	73,029	40,619	53,685	50,240	(3,445)	-6.42%	See Schedule "K"	122
123	4160-102	Bookbinding	1,622	3,034	2,363	3,000	3,200	200	6.67%	Per dept response - catch up in 2023 slight increase	123
124	4170-109	Audio / Visual Rentals & Licenses	1,723	1,787	1,821	2,500	2,500	-	0.00%	Per dept response - leave same as last year	124
125	4301-000	Library Supplies	17,090	21,184	6,276	22,000	20,000	(2,000)	-9.09%	Demco, Brodart, Staples, Uline	125
126	4360-000	NLS Member Support Fee	28,231	54,088	49,342	49,450	51,715	2,265	4.58%	NLS schedule back to usual rate in 2024	126
127	4361-000	NLS Direct Access Fee	2,764	-	-	-	-	-	0.00%	Discontinued by NLS	127
128	4341-109	Adult Programming	23,714	25,648	42,619	64,475	70,500	6,025	9.34%	Includes all 4 locations for Adult, includes AV	128
129	4342-106	Children's Programming	46,954	62,592	55,120	94,500	100,000	5,500	5.82%	Includes all 4 locations for Childrens	129
130	4343-116	Levels Programming	9,360	15,532	8,335	20,000	20,000	-	0.00%	Per dept response - budget is sufficient YOY	130
131	4344-116	Jr. Levels Programming	943	3,426	3,787	8,000	8,000	-	0.00%	Per dept response - budget is sufficient YOY	131
132	4345-111	Lakeville Programming	6,657	9,243	1,138	2,000	2,000	-	0.00%	Per dept response - budget is sufficient YOY	132
133	4345-112	Parkville Programming	4,812	14,354	405	2,000	2,000	-	0.00%	Per dept response - budget is sufficient YOY	133
134	4345-113	Station Programming	1,293	8,774	828	2,000	2,000	-	0.00%	Per dept response - budget is sufficient YOY	134
135	4345-114	STEM Lab	3,547	3,793	3,381	6,000	6,000	-	0.00%	Per dept response - budget is sufficient YOY	135
136	4346-102	YA Programming	1,605	7,272	6,476	9,000	7,000	(2,000)	-22.22%	Per dept response - slight increase	136
137	4347-102	ACT/SAT Test Prep Program	900	-	1,800	-	3,000	3,000	0.00%		137
138	4348-000	Library of Things Program	-	-	6,171	10,000	7,500	(2,500)	-25.00%	Per dept response - reduce from the prior year	138
139											139
140		<b>Total Library Materials &amp; Programs</b>	<b>\$ 770,490</b>	<b>\$ 887,342</b>	<b>\$ 631,226</b>	<b>\$ 962,847</b>	<b>\$ 955,005</b>	<b>(7,842)</b>	<b>-0.81%</b>		140
141											141
142											142
143		<b>Administrative Expense</b>									143
144											144
145	4302	Office Supplies	\$ 5,959	\$ 8,817	\$ 5,662	\$ 15,000	\$ 12,500	(2,500)	-16.67%	Staples, Office Depot, Amazon, Ray-Bloc Stationery	145
146	4303-114	Computer Supplies	7,964	7,137	8,687	11,000	12,000	1,000	9.09%	See Schedule "K"	146
147	4305	eCommerce Fees	4,688	5,800	3,785	5,000	5,500	500	10.00%	Bank/Online charges, credit card fees	147
148	4309	Miscellaneous	(1)	13	602	100	100	-	0.00%		148
149	4310	Telephone	24,129	21,680	13,776	23,340	19,488	(3,852)	-16.50%	See Schedule "D"	149
150	4330	Postage	24,000	20,545	18,566	20,000	30,000	10,000	50.00%	Increase with new postage rates in 2023 and 2024	150
151	4331	Freight & Delivery	252	443	242	400	400	-	0.00%	Used current and prior year actuals to estimate	151
152	4340-117	Recruitment & Training	10,453	3,295	-	19,000	13,000	(6,000)	-31.58%	See Schedule "E"	152
153	4340-109	Newsletter & Printing	19,816	21,718	13,038	21,500	23,000	1,500	6.98%	Atlantic Color Corp, annual report, plus various printing	153
154	4350	Conference Fees and Expenses	935	12,520	4,500	21,600	15,100	(6,500)	-30.09%	See Schedule "E"	154
155	4353-000	Local Travel and Meetings	478	915	1,207	3,900	3,000	(900)	-23.08%	See Schedule "E"	155
156	4355-000	Collection Agency Fees	36	2,774	1,093	1,200	1,200	-	0.00%	120 new accounts placed @ \$10	156
157	4371	Audit/Accounting Fees	16,300	17,105	17,515	17,505	18,000	495	2.83%	consistent YOY	157
158	4372-000	Legal Fees - General	11,931	117,293	115,073	10,000	15,000	5,000	50.00%	Assumes no open lawsuits, general matters only	158
159	4372-999	Legal Fees - Negotiations & Personnel	5,569	8,044	9,488	15,000	10,000	(5,000)	-33.33%	Adjusted for union negotiations later in the year	159
160	4374.	Computer/Network Consultant	16,545	13,920	8,010	13,860	14,760	900	6.49%	See Schedule "K"	160
161	4375	Payroll Processing Fees	16,214	15,896	11,447	17,114	17,477	363	2.12%	See Schedule "F"	161
162	4375-500	HR Consulting Fees	5,601	8,328	2,648	5,610	5,610	-	0.00%	Wageworks -section 125 plan and HR employee training	162

	A	B	S	T	U	V	W	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v 1.0			1
2					Jul'22-Feb'23	Jul'22-June'23	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Actual	Budget	Proposal - 3/13/23	\$	%	Comments	3
163	4375-600	Consulting Expenses	128,635	41,696	-	-	-	-	0.00%		163
164	4376	GASB75 Admin Fees	200	1,800	-	200	1,800	1,600	800.00%	Full valuation year	163
165	4378	Election Expense	4,013	9,815	6,640	4,770	6,185	1,415	29.66%	See Schedule "G"	164
166	4379	Trustee Development	700	-	-	1,700	1,700	-	0.00%	External training for BOT members	165
167	4380	Membership Dues	3,078	4,112	4,319	4,500	4,600	100	2.22%	See Schedule "H"	166
168	4390-105	Audio / Visual Maintenance	1,290	-	2,537	1,000	1,500	500	50.00%	AV maintenance also added piano tuning	167
169	4393	Office Equipment Maintenance	21,472	20,092	14,183	18,200	18,800	600	3.30%	See Schedule "I"	168
170		Computer Equip Maint									169
171	4394-114	PCs	2,881	3,114	527	4,000	4,260	260	6.50%	See Schedule "K"	170
172	4395-114	OPAC	99,332	125,100	135,807	136,225	140,415	4,190	3.08%	See Schedule "K"	171
173	4715-115	Gas & Oil	1,097	1,565	901	1,500	1,500	-	0.00%	Gas, 3 oil changes per year	172
174	4730-115	Van Maintenance	351	2,397	739	2,000	2,000	-	0.00%	Registration, Inspection, maintenance	173
175											174
176		<b>Total Administrative Expense</b>	<b>\$ 433,917</b>	<b>\$ 495,933</b>	<b>\$ 400,992</b>	<b>\$ 395,224</b>	<b>\$ 398,895</b>	<b>3,671</b>	<b>0.93%</b>		175
177	::										176
178											177
179		<b>Building &amp; Occupancy</b>									178
180											179
181	4501-000	Electric - Main	\$ 92,111	\$ 113,372	\$ 80,253	\$ 110,000	\$ 130,000	20,000	18.18%	last 12 months plus 5%	180
182	4501-111	Electric - Lakeville	8,250	9,553	5,419	9,500	10,500	1,000	10.53%	last 12 months plus 5%	181
183	4501-112	Electric - Parkville	11,134	16,562	10,991	15,500	18,500	3,000	19.35%	last 12 months plus 5%	182
184	4501-113	Electric - Station	17,418	15,952	13,119	18,500	20,500	2,000	10.81%	last 12 months plus 5%	183
185	4502-000	Gas - Main	13,818	18,725	7,137	18,000	18,500	500	2.78%	last 12 months plus 5%	184
186	4502-112	Gas - Parkville	4,176	7,521	4,239	4,500	7,799	3,299	73.31%	last 12 months plus 5%	185
187	4502-113	Gas - Station	3,999	6,334	5,123	5,500	8,892	3,392	61.67%	last 12 months plus 5%	186
188	4503	Water	7,259	8,734	5,684	9,600	9,130	(470)	-4.90%	Qtrly read for fire line and monthly read for regular water and sprinkler	187
189	4504	Sewer Tax	9,876	10,483	11,693	11,300	12,700	1,400	12.39%	6 mos prepaid plus 2nd half estimate with 5% increase	188
190	4510	Custodial Supplies	15,772	19,370	11,369	18,000	18,000	-	0.00%	leave same	189
191	4520	Repairs & Maintenance	12,172	19,598	3,529	24,000	20,000	(4,000)	-16.67%	Reduced based on prior year actual results	190
192	4522-111	Cleaning Service - Lakeville	13,672	11,098	8,080	11,220	12,840	1,620	14.44%	Jan Pro (regular cleaning) plus GN Window	191
193	4522-112	Cleaning Service - Parkville	17,420	13,559	9,441	13,260	15,060	1,800	13.57%	Jan Pro (regular cleaning) plus GN Window	192
194	4522-113	Cleaning Service - Station	18,677	10,151	10,807	15,000	17,160	2,160	14.40%	Jan Pro (regular cleaning) plus GN Window	193
195	4522-115	Cleaning Service - Main	74,075	66,085	40,037	60,300	61,920	1,620	2.69%	Jan Pro (regular cleaning) plus Huntington Window	194
196	4523-115	Landscaping	10,450	11,182	6,893	13,119	10,550	(2,569)	-19.58%	See Schedule "J"	195
197	4524-115	Snow Removal	12,898	11,558	9,998	14,674	12,675	(1,999)	-13.62%	See Schedule "J"	196
198	4525	Service Contracts	125,748	104,992	69,354	110,337	117,357	7,020	6.36%	See Schedule "L"	197
199		Branch Rentals									198
200	4530-111	Lakeville	104,010	104,392	68,675	92,000	92,600	600	0.65%	Rent with 1.5% annual increase	199
201	4530-112	Parkville	135,446	140,864	109,398	147,000	152,358	5,358	3.65%	Rent with 4% annual increase	200
202	4530-113	Station	262,789	263,227	199,063	266,000	268,518	2,518	0.95%	Rent with 1.0% annual increase	201
203	4541	Property/Liability Insurance	94,570	94,934	120,119	98,750	144,288	45,538	46.11%	Prior year actuals plus 4% increase	202
204											203
205		<b>Total Building &amp; Occupancy</b>	<b>1,065,743</b>	<b>1,078,244</b>	<b>810,420</b>	<b>1,086,060</b>	<b>1,179,846</b>	<b>93,786</b>	<b>8.64%</b>		204
206											205
207		<b>Furniture &amp; Equipment</b>									206
208											207
209	5004	Furniture & Equipment	3,963	1,107	2,794	8,250	5,750	(2,500)	-30.30%	shelving and storage units for childrens, CD storage case for AV	208
210	5005	Comp Hardware - PCs	10,896	14,872	-	9,450	10,950	1,500	15.87%	See Schedule "K"	209
211											210
212		<b>Total Furniture &amp; Equipment</b>	<b>14,859</b>	<b>15,979</b>	<b>2,794</b>	<b>17,700</b>	<b>16,700</b>	<b>(1,000)</b>	<b>-5.65%</b>		211
213											212
214		<b>Debt Service</b>									213

	A	B	S	T	U	V	W	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v 1.0			1
2					Jul'22-Feb'23	Jul'22-June'23	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Actual	Budget	Proposal - 3/13/23	\$	%	Comments	3
215		Interest and Principal on \$10.4 MM +DASNY Admin Fee	745,115	742,983	134,672	744,045	749,652	5,607	0.75%	Repayment of Series 2014 Bond (year 10 of 20) plus administrative fees	214
216											215
217											216
218											217
219		Other Uses									218
220		Transfer to MBSS Fund	-	850,000	-	-	-	-	0.00%		219
221		Transfer to Landscaping	-	-	-	-	-	-	0.00%		220
222		Transfer to Branch & SS Fund	600,000	-	-	-	-	-	0.00%		221
223		Transfer to Auto Library Fund	-	-	-	-	-	-	0.00%		222
226		Transfer to Bond Retirement Fund	495,000	268,000	-	120,000	-	(120,000)	-100.00%		225
227											226
228		Total Operating Budget	\$ 9,556,316	\$ 9,713,516	\$ 5,948,656	\$ 9,654,690	\$ 10,097,820	\$ 443,130	4.59%		227
229											228
230		Operating Surplus / (Deficit)	\$ 99,749	\$ 14,430	\$ (1,056,534)	\$ -	\$ (0)	(0)	0.00%		229
231											230
232											231
233											232
256											255
257		TOTAL Surplus / (Deficit)	\$ 99,749	\$ 14,430	\$ (1,056,534)	\$ -	\$ (0)	(0)	0.00%		256
258											257

Great Neck Library  
2024 Budget

Telephone

a/c # 4310

	# pmts	\$/per	Totals
Verizon-1925	12	\$53.00	\$636.00
Verizon-1327	12	\$165.00	\$1,980.00
Verizon-1929	12	80.00	960.00
Verizon-2793	12	3.00	36.00
Verizon-4917	12	120.00	1,440.00
Verizon-7863	12	80.00	960.00
Optimum - main	12	1,123.00	13,476.00

\$19,488.00



Great Neck Library  
2024 Budget

**Conference Fees & Expenses**

a/c # 4350

	<u># Attendees</u>	<u>Reg. Fee</u>	<u>Travel</u>	<u>Hotel</u>	<u>Meals</u>	<u>Total \$/per</u>	<u>Totals</u>
ALA: conference in San Diego, CA. - 6/27 - 7/02/24	2	\$ 400	\$ 400	\$ 1,200	\$ 250	\$ 2,250	\$ 4,500
PLA - conference in Columbus, OH. - 4/3 - 4/5/24	1	300	700	800	250	\$ 2,050	\$ 2,050
NYLA conference - Saratoga Springs, NY. 11/1-11/4/23	2	375	250	600	275	\$ 1,500	\$ 3,000
Innovative Users Group -dates and site TBD	1	300	600	800	150	\$ 1,850	\$ 1,850
Computers in Libraries: TBD	1	500	500	700	200	\$ 1,900	\$ 1,900
GOV Buy	1	-	300	600	100	\$ 1,000	\$ 1,000
LI Library Conf - May in 2024	8	75	25			\$ 100	\$ 800
							<b>\$ 15,100</b>

**Local Travel& Meetings**

a/c # 4353

	<u># pmts</u>	<u>\$/per</u>	<u>Totals</u>
Bi-monthly Staff Meetings	6	\$ 200	\$ 1,200
Mileage Reimbursements	40	30	\$ 1,200
Staff Recognition	6	100	\$ 600
			<b>\$ 3,000</b>

**Recruitment and Training**

a/c # 4340-101

	<u>#</u>	<u>\$/per</u>	<u>Totals</u>
Support for continuing education (post graduate)	2	\$ 5,000	\$ 10,000
Family Place Library Training	2	\$ 1,500	\$ 3,000
			<b>\$ 13,000</b>

Great Neck Library  
2024 Budget

**Payroll Processing Fees**

a/c # 4375

	# pmts	\$/per	Totals
AccuData			
Base charge per payroll	26	60.00	\$ 1,560.00
Active Employee per payroll	26	65.00	1,690.00
Direct deposit service	26	25.00	650.00
Additional reports	26	6.00	156.00
Online Report Access	26	3.00	78.00
Next DayDelivery	26	18.00	468.00
Tax pay and file service	26	11.00	286.00
W-2 service and delivery	120	7.00	840.00
W-2 Base Charge	1	70.00	70.00
ACA reporting	110	7.00	770.00
Full HR Module	26	100.00	2,600.00
Benefits Tracking	26	100.00	2,600.00
HR Support Center Rep	12	40.00	480.00
Year end conversion fee	1	50.00	50.00
TimeVantage time and attendance service			
EasyChoice TimeVantage fee	12	425.00	<u>5,200.00</u>
<b>Total</b>			<b>\$ 17,477.00</b>

Great Neck Library  
2024 Budget

**Election Expense**

a/c # 4378

	# pmts	\$/per	Budget Totals
League of Women Voters	1	\$ 100.00	\$100.00
Printing - Phoenix Graphics	1	1,250.00	1,250.00
Voting Machines	8	268.75	2,150.00
The Moving Doctor	1	1,000.00	1,000.00
Poll Workers	7	180.00	1,260.00
Post Office Permit fee	1	425.00	<u>425.00</u>
			<b>\$6,185.00</b>

Great Neck Library  
2024 Budget

**Membership Dues**

a/c # 4380

	#	\$/per	Totals
ALA	1	\$500.00	\$500.00
Amazon Prime	1	\$130.00	\$130.00
HSBC - CC	1	\$500.00	\$500.00
Paypal	2	220.00	440.00
LILRC	1	850.00	850.00
NCLA - Trustees	7	15.00	105.00
NCLA - Director	1	55.00	55.00
NCLA - Institutional	1	68.00	68.00
NYLA - Trustees	1	300.00	300.00
NYLA - Institutional	1	1,250.00	1,250.00
Innovative Users Group	1	110.00	110.00
SHRM	1	250.00	250.00

**\$4,600.00**

Great Neck Library  
2024 Budget

**Office Equipment Rent & Maintenance**

a/c # 4393

	# pmts	\$/per	Totals
U.S.Bancorp - Carr Copier Lease	12	460.00	5,500.00
Konica Minolta - Copier Lease	12	708.58	8,500.00 (Main-2nd Flr)
Quadient Leasing USA (postage meter)	4	534.18	2,100.00
Quench: water coolers (P,S,M)	12	150.00	1,800.00
Ready Fresh: Water cooler - Lakeville	12	75.00	900.00

**\$18,800.00**

Konica - 5 yr lease effective 11/20/18 - **expires 11/19/23**  
 US Bancorp - (all locations) 5 yr lease effective 07/01/22 - expires 06/30/27  
 Quadient - 60 month lease effective 02/1/21 - expires 01/31/26

Great Neck Library  
2024 Budget

**Landscaping & Snow Removal**  
a/c # 4523

	# pmts	\$/per	Totals
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**Landscaping**

Roma Horticulture Inc.	9	1,100.00	9,900.00	
Pacific Lawn Sprinklers	2	325.00	650.00	
				<b>\$10,550.00</b>

**Snow Removal**

Base Contract-EPG Constr.	2	5,000.00	10,000.00	
Major Storms	1	2,000.00	2,000.00	
Salt & Sand	3	225.00	675.00	
				<b>\$12,675.00</b>

**\$23,225.00**

Great Neck Library  
2024 Budget

**Internet Service Provider**

a/c # 4140

	#	\$/per	Totals
Optimum (Branches)	12	\$ 672	\$ 8,064
Verizon (Main)	12	739	\$ 8,868

**\$ 16,900**

**Computer Software**

a/c # 4150

	# Copies	\$/per	Totals
Innovative - Cloud hosting services	1	\$ 23,250	\$ 23,250
Innovative - Resource Sharing Returnables (INN-rea	1	13,285	13,285
Quark Xpress	1	1,000	1,000
HP Care Packs	0	1,500	-
Duo.com (2 factor authentication)	1	1,500	1,500
Plymouth Rocket (museum passes)	1	1,500	1,500
Faronics Technologies (Deep freeze)	0	3,000	-
GovConnection, Inc. (Acronis) - server agents	1	1,000	1,000
Gov Connection - Adobe software	0	600	-
Sage Complete Accounting	1	1,500	1,500
DialMyCalls (Robocalls)	1	200	200
Constant Contact (eMail Blasts-mailchimp)	12	80	960
Libratica (Cassie print mgmt)	1	1,000	1,000
Turbo Tax	2	85	170
Public Web Browser	1	125	125
GovConnection, Inc. (Symantec)	1	3,000	3,000
Zoobean Inc. (Summer reading license)	1	1,750	1,750
Meraki Licensing (firewalls, switches, access pts)	0	18,000	-

**\$ 50,240**

**Computer Supplies**

a/c # 4303

	#	\$/per	Totals
UPS batteries	10	\$ 200	\$ 2,000
Toner, USB flash drives, CD's DVD's,Cables	2	\$ 5,000	\$ 10,000

**\$ 12,000**

**Computer / Network Consultant**

a/c # 4374

	# months	\$/per	Totals
OSI Technologies	12	\$ 1,200	\$ 14,400
Renaissance Web Solutions (Web Hosting)	12	\$ 30	\$ 360

**\$ 14,760**

**PC Maintenance**

a/c # 4394

	# pmts	\$/per	Totals
Able Business Machines	5	\$ 200	\$ 1,000
TBS (Scanners)	1	\$ 3,260	\$ 3,260

**\$ 4,260**

**OPAC Maintenance**

a/c # 4395

	#	\$/per	Totals
Innovative Interfaces - Sierra public success bundle	1	\$ 118,800	\$ 118,800
Innovative Interfaces - Innovative Mobile	1	\$ 5,900	\$ 5,900
Innovative Interfaces - Vega Discovery	1	\$ 10,715	\$ 10,715
Nassau Library Systems-INN Reach service	1	\$ 5,000	\$ 5,000

**\$ 140,415**

**Computer Hardware - PCs**

a/c # 5005

	#	\$/per	Totals
Replacement hardware (Hard drives, memory)	20	\$ 100	\$ 2,000
Keyboard replacement, mice	10	\$ 50	\$ 500
Laptop (childrens programming)	1	\$ 1,000	\$ 1,000
Replace remaining barcode scanners	10	\$ 250	\$ 2,500
New phones/replacement phones	3	\$ 650	\$ 1,950
Projector for Levels	1	\$ 500	\$ 500
3D printer and upgrades for STEM	1	\$ 2,500	\$ 2,500
			\$ -

**\$ 10,950**

Great Neck Library  
2024 Budget

**Service Contracts**

a/c # 4525

	# pmts	\$/per	Totals
Winter Bros. Waste	12	525.00	6,300.00
Infinity Monitoring	1	425.00	425.00
Orkin	4	800.00	3,200.00
MATCO Service Corp	1	3,700.00	3,700.00
The Metro Group (all)	4	4,500.00	18,000.00
Island Elevator Service	12	390.00	4,680.00
Global Telecom Supply	12	325.00	3,900.00
Star Fire Protection	1	3,800.00	3,800.00
A+ Technology	1	4,800.00	4,800.00
LI Locksmith and Alarm Co.	1	2,400.00	2,400.00
Security USA (12 months)	48	378.00	18,144.00
Forward Thinking	12	14.00	168.00
Telstar Security Systems	4	350.00	1,400.00
JHACS Electric	1	575.00	575.00
Aridan Books (IPAD Kiosks)	1	750.00	750.00
Ed Ferry (Sprinkler-Main)	1	850.00	850.00
Atlantic Tomorrows Off (Docuware)	1	12,965.00	12,965.00
Bibliotheca	1	18,000.00	18,000.00
Precision Microproducts	1	800.00	800.00
Klima New York	1	12,500.00	12,500.00
			<b>\$117,357.00</b>