

Great Neck Library
BUDGET WORKSHOP
Monday, March 27, 2023, at 6:00 PM

A second budget workshop was held on Monday, March 27, 2023, at the Parkville Branch Library, 10 Campbell Street, New Hyde Park, NY 11040.

The following Trustees were present:

- Rory Lancman – President
- Scott Sontag – Vice President (*arrived at 6:34 pm*)
- Mimi Hu – Treasurer (*arrived at 6:09 pm*)
- Josephine Mairzadeh – Assistant Treasurer (*arrived at 6:11 pm*)
- Donald Panetta – Assistant Treasurer
- Barry Smith – Trustee

The following Library Staff were present:

- Denise Corcoran – Director
 - Steven Kashkin – Business Manager
-

President Lancman opened the workshop at 6:07 pm. He noted the attendance of Trustees Panetta and Smith. He reiterated that a quorum is not required for the workshop since no official board business is taking place.

Steven Kashkin, Business Manager, reviewed the changes made from the first budget workshop. He noted that on the second draft of the budget for the fiscal year 2023/2024, the total budget presented is now \$9,906,969 made up of \$9,042,132 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), which was \$384,000 on the first draft of the budget, is now being increased by only \$295,844. As a result, a \$283,844 (2.99%) tax increase, reduced from the 3.92% on the first draft of the budget, is being proposed. This is the first proposed increase since 2018.

Mr. Kashkin reviewed the edits made:

SALARIES

Clerks – FT (line 62) was reduced by \$22,850. The line projection is now \$821,550.

Librarians – PT (line 70) was reduced by \$2,000. The line projection is now \$418,300.

Clerks – PT (line 71) was reduced by \$3,000. The line projection is now \$461,900.

Pages – PT (line 72) was reduced by \$12,500. The line projection is now \$48,000.

EMPLOYEE BENEFITS + TAXES

NYS Retirement – FT (line 84) was decreased by \$3,374. The line projection is now \$376,949.

NYS Retirement - PT (line 85) was decreased by \$1,685. The line projection is now \$54,567.

Social Security (line 86) was decreased by \$5,503. The line projection is now \$355,539.

Workers' Compensation (line 87) was decreased by \$275. The line projection is now \$33,188.

Disability Insurance (line 89) was decreased by \$108. The line projection is now \$7,812.

Employee Health Insurance (line 90) was decreased by \$14,506. The line projection is now \$858,007.

Dental/Vision/Life Insurance (line 91) was decreased by \$180. The line projection is now \$15,290.

LIBRARY MATERIALS & PROGRAMS

Databases - Reference (line 112) was decreased by \$5,000. The line projection is now \$95,000.

Recordings Video - AV (line 115) was decreased by \$5,000. The line projection is now \$30,000.

E-books/E-audiobooks – AV (line 116) was decreased by \$3,500. The line projection is now \$87,500.

ADMINISTRATIVE EXPENSE

Newsletter & Printing (line 153) was increased by \$5,000. The line projection is now \$28,000.

Conference Fees and Expenses (line 154) was decreased by \$1,500. The line projection is now \$13,600.

Election Expense (line 165) was increased by \$1,978. The line projection is now \$8,163.

BUILDING & OCCUPANCY

Electric - Main (line 181) was decreased by \$1,000. The line projection is now \$129,000.

Gas - Main (line 185) was decreased by \$1,000. The line projection is now \$17,500.

Gas - Parkville (line 186) was increased by \$501. The line projection is now \$8,300.

Gas - Station (line 187) was increased by \$208. The line projection is now \$9,100.

Service Contracts (line 198) was decreased by \$2,400. The line projection is now \$114,957.

FURNITURE & EQUIPMENT

Furniture & Equipment (line 209) was decreased by \$3,000. The line projection is now \$2,750.

Comp Hardware - PCs (line 210) was decreased by \$3,500. The line projection is now \$7,450.

Mr. Kashkin reminded everyone that the budget adoption will be held on Monday, April 3rd at the Main Library where he will present the final draft of the budget.

A copy of the budget is appended to these minutes.

The meeting was adjourned at 6:39 p.m.

Submitted by Gina Chase

MEMORANDUM

TO: Great Neck Library Board of Trustees
Rory Lancman, President
Liman Mimi Hu, Treasurer
Denise Corcoran, Director

FROM: Steven Kashkin, Business Manager

DATE: March 27, 2023

RE: Second Draft 2024 Budget Proposal

Attached to this letter is a copy of the second draft of the 2024 budget for your review. This draft is comprised of the following documents:

- Operating Budget Proposal
- Other Supplemental Schedules

This budget was created with the mission of the Great Neck Library in mind, which is to provide the highest quality library service to the residents of the Great Neck School District in a fiscally responsible manner. The budget is presented as an update from the first workshop and I am looking forward to working on a plan together that works for everyone.

The 2023/2024 budget includes adjustments to the rates of pay for members of the Collective Bargaining Agreement which were part of the new agreement in August 2022. The costs for the retirement contributions and health insurance have increased significantly as well. In addition, there are no special adjustments made this upcoming year in relation to the pandemic. Finally, we intend on utilizing resources from the Parkville branch while they are closed for renovations. At this point the timing of the construction is not yet determined so no adjustments have been made to the budget

for this proposal.

For the first time since the 2018 budget year, this proposal requests a tax increase of 2.99% for the 2024 library portion of the tax bill. We have agreed that we should increase taxes as allowed by the tax cap due to the increased wages and employee benefits as mentioned above. In addition, we cannot lower taxes as our Aaa bond rating at Moody's and favorable interest rates were based in large part on assurances that our tax receipts were guaranteed not to drop below 2014 levels. The tax cap submission to NYS has not been completed as of yet so any potential increase is subject to change.

I am looking forward to a productive workshop. Thank you










Tax Cap Form

Great Neck Library (284859702800)



Fiscal Year Ending: 06/30/2024

Summary








Tax Levy Limit, Before Adjustments and Exclusions¹

 Real Property Tax Levy FYE 2023	\$9,493,125
 Tax Cap Reserve Offset from FYE 2022 Used to Reduce FYE 2023 Levy	\$0
 Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2023	---
 Tax Base Growth Factor	1.0076
 PILOTs Receivable FYE 2023	\$128,000
 Tort Exclusion Amount Claimed in FYE 2023	\$0
 Allowable Levy Growth Factor	1.0200
 PILOTs Receivable FYE 2024	\$130,000
 Available Carryover from FYE 2023	\$149,278
Tax Levy Limit Before Adjustments/Exclusions	\$9,906,416

Adjustments for Transfer of Local Government Functions

 Costs Incurred from Transfer of Local Government Functions	\$0
 Savings Realized from Transfer of Local Government Functions	\$0
Total Adjustments	\$0
Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$9,906,416

Exclusions

 Tort Exclusion	\$0
 Teachers' Retirement System Exclusion	\$0
 Employees' Retirement System Exclusion	\$0
 Police and Fire Retirement System Exclusion	\$0
Total Exclusions	\$0
Your FYE 2024 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$9,906,416
 Total Tax Cap Reserve Amount Used to Reduce FYE 2024 Levy	---
 FYE 2024 Proposed Levy, Net of Reserve	\$9,493,125
Difference Between Tax Levy Limit and Proposed Levy	\$413,291
 Do you plan to override the Tax Cap for FYE 2024 ?	No

History

Date and Time	Status Changed To	User
04/08/2022 9:08:27 AM	Form was created (Form Status set to: Unsubmitted)	Steven Kashkin

	A	B	S	T	U	V	W	X	Z	AA	AB	AC	
1			2021	2022	2023	2023	2024 v1.0	2024 v2.0	2024 v 2.0			1	
2					Jul'22-March'23	Jul'22-June'23	Jul'23-Jun'24	Jul'23-Jun'24	Incr (Decr) vs.2023			2	
3			Actual	Actual	Prelim	Budget	Proposal - 3/13/23	Proposal - 3/27/23	\$	%	Comments	3	
4			REVENUES										4
5	90.4%	Tax Revenue for Operating Bgt	\$ 8,762,280	\$ 8,765,638	\$ 5,201,241	\$ 8,759,638	\$ 9,130,288	\$ 9,042,132	\$ 282,494	3.22%		5	
6	7.3%	Tax Revenue for Debt Service	730,845	727,488	731,963	733,488	734,838	734,838	\$ 1,350	0.18%		6	
7		Total Library Tax subject to Cap	9,493,125	9,493,125	5,933,203	9,493,125	9,865,125	9,776,969	\$ 283,844	2.99%	2.99% library tax increase	7	
8												8	
9	1.3%	PILOT Revenue	116,411	118,257	70,995	118,000	130,000	130,000	12,000	10.17%	Used 22/23 actuals plus feedback from the school district	9	
10	99.0%	Total Tax Revenues	\$ 9,609,536	\$ 9,611,382	\$ 6,004,198	\$ 9,611,125	\$ 9,995,125	\$ 9,906,969	295,844	3.08%		10	
11												11	
12		Operating Revenue:										12	
13	0.0%	Registration Fees	1,755	2,430	1,485	2,835	2,160	2,160	(675)	-23.81%	used current year actuals to estimate next year	13	
14	0.0%	Fines	2,872	22,095	1,159	-	1,000	1,200	1,200	0.00%	Elimination of fine collection, continuation of amnesty	14	
15	0.0%	Commissions - Vending Machines	-	519	963	1,000	1,250	2,000	1,000	100.00%	Average about \$150/month	15	
16	0.0%	Revenue - Copy Machines	525	1,175	2,013	1,200	2,000	2,500	1,300	108.33%	used current year actuals to estimate next year	16	
17	0.1%	Computer Printout Fees	2,470	6,049	5,113	5,600	6,000	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	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	2,568	7,200	5,000	5,000	(2,200)	-30.56%	used current year actuals to estimate next year	20	
21	0.0%	Book Sale Income	939	955	1,000	950	950	950	-	0.00%	leave the same	21	
22	0.6%	Interest/Investment Income - Savings	1,248	2,482	36,364	500	60,000	60,000	59,500	#####	Higher interest rates due to multiple fed rate increases	22	
23	0.0%	Levels Income	205	408	1,354	250	500	1,000	750	300.00%	used current year actuals to estimate next 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	11,287	9,500	10,000	11,000	1,500	15.79%	Insurance reimbursement from surviving spouses/COBRA	26	
27	0.1%	Local Library Service Aid	12,736	12,734	14,275	12,750	12,735	13,750	1,000	7.84%	used current year actuals to estimate next year	27	
28	0.0%	Programming Income	153	1,553	741	1,000	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%	Total Operating Revenue	46,530	116,564	89,995	43,565	102,695	106,660	63,095	144.83%		30	
31												31	
32	100.0%	Total Revenues	\$ 9,656,065	\$ 9,727,946	\$ 6,094,193	\$ 9,654,690	\$ 10,097,820	\$ 10,013,629	358,939	3.72%		32	
33												33	
34		APPROPRIATIONS										34	
35	46.7%	Total Salaries	\$ 3,605,765	\$ 3,629,559	\$ 2,762,641	\$ 4,425,450	\$ 4,719,500	\$ 4,679,150	253,700	5.73%	More detail listed in the sections below	35	
36	20.5%	Total Employee Benefits & Taxes	1,825,427	1,745,477	1,484,632	1,903,364	2,078,222	2,052,593	149,229	7.84%	More detail listed in the sections below	36	
37	9.4%	Total Materials and Programs	770,490	887,342	724,584	962,847	955,005	941,505	(21,342)	-2.22%	More detail listed in the sections below	37	
38	4.0%	Total Administrative Expense	433,917	495,933	440,823	395,224	398,895	404,373	9,149	2.31%	More detail listed in the sections below	38	
39	11.7%	Total Building & Occupancy	1,065,743	1,078,244	903,288	1,086,060	1,179,846	1,176,156	90,096	8.30%	More detail listed in the sections below	39	
40	0.1%	Total Furniture & Equipment	14,859	15,979	2,794	17,700	16,700	10,200	(7,500)	-42.37%	More detail listed in the sections below	40	
41	7.5%	Total Debt Service	745,115	742,983	134,672	744,045	749,652	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%	Total Appropriations	\$ 9,556,316	\$ 9,713,516	\$ 6,453,435	\$ 9,654,690	\$ 10,097,820	\$ 10,013,629	358,939	3.72%		54	
55												55	
56		Budget Surplus / (Deficit)	\$ 99,749	\$ 14,430	\$ (359,241)	\$ -	\$ (0)	\$ 0	\$ 0			56	
57												57	
58		Salaries - FT										58	
59		Administration - (3)	\$ 130,625	\$ 234,462	\$ 188,224	\$ 386,600	\$ 392,400	\$ 392,400	5,800	1.50%	Personnel Budget v 2.0 Salary Detail	59	
60		Support Staff - (7)	474,131	431,282	338,744	515,600	\$ 526,500	\$ 526,500	10,900	2.11%	Personnel Budget v 2.0 Salary Detail	60	
61		Librarians - (20)	1,192,320	1,101,909	847,355	1,303,500	\$ 1,421,700	\$ 1,421,700	118,200	9.07%	Personnel Budget v 2.0 Salary Detail	61	
62		Clerks - (17)	630,307	654,758	511,802	696,900	\$ 844,400	\$ 821,550	124,650	17.89%	Personnel Budget v 2.0 Salary Detail	62	
63		Info Technicians - (1)	68,113	68,777	47,104	68,800	\$ 72,300	\$ 72,300	3,500	5.09%	Personnel Budget v 2.0 Salary Detail	63	
64		Levels Professionals - (2)	147,116	131,964	69,188	147,100	\$ 152,400	\$ 152,400	5,300	3.60%	Personnel Budget v 2.0 Salary Detail	64	
65		Custodians - (4)	219,068	206,453	145,959	243,800	\$ 249,200	\$ 249,200	5,400	2.21%	Personnel Budget v 2.0 Salary Detail	65	
66												66	
67		Subtotal - FT	2,861,679	2,829,604	2,148,377	3,362,300	3,658,900	3,636,050	273,750	8.14%	Personnel Budget v 2.0 Salary Detail	67	
68												68	
69		Salaries - PT										69	
70		Librarians - (12)	333,183	343,440	256,927	413,600	\$ 420,300	\$ 418,300	4,700	1.14%	Personnel Budget v 2.0 Salary Detail	70	
71		Clerks - (21)	276,570	331,588	271,799	461,400	\$ 464,900	\$ 461,900	500	0.11%	Personnel Budget v 2.0 Salary Detail	71	
72		Pages - (4)	31,746	27,204	20,461	59,600	\$ 60,500	\$ 48,000	(11,600)	-19.46%	Personnel Budget v 2.0 Salary Detail	72	
73		Levels Professionals - (4)	99,443	97,724	61,724	110,600	\$ 96,900	\$ 96,900	(13,700)	-12.39%	Personnel Budget v 2.0 Salary Detail	73	

	A	B	S	T	U	V	W	X	Z	AA	AB	AC
			2021	2022	2023	2023	2024 v1.0	2024 v2.0	2024 v 2.0			
			Actual	Actual	Jul'22-March'23 Prelim	Jul'22-June'23 Budget	Jul'23-Jun'24 Proposal - 3/13/23	Jul'23-Jun'24 Proposal - 3/27/23	Incr (Decr) vs.2023	%	Comments	
74		Custodians - (0)	-	-	-	7,050	\$ -	\$ -	(7,050)	-100.00%	Personnel Budget v 2.0 Salary Detail	74
75		Support Staff - (1)	3,144	-	3,352	10,900	\$ 18,000	\$ 18,000	7,100	65.14%	Personnel Budget v 2.0 Salary Detail	75
76												76
77		Subtotal - PT	744,086	799,956	614,264	1,063,150	1,060,600	1,043,100	(20,050)	-1.89%	Personnel Budget v 2.0 Salary Detail	77
78												78
79		Total Salaries Expense	3,605,765	3,629,559	2,762,641	4,425,450	4,719,500	4,679,150	253,700	5.73%	Personnel Budget v 2.0 Salary Detail	79
80												80
81												81
82		Employee Benefits + Taxes										82
83		Current Employees										83
84	9010-000	NYS Retirement - FT	428,261	419,803	313,709	316,601	380,323	376,949	60,348	19.06%	Personnel Budget v 2.0 Employee Benefits (per NYSLRS rate table)	84
85	9010-999	NYS Retirement - PT	64,010	54,913	44,886	47,713	56,252	54,567	6,854	14.37%	Personnel Budget v 2.0 Employee Benefits (per NYSLRS rate table)	85
86	9030	Social Security	263,254	264,646	202,028	338,547	361,042	355,539	16,992	5.02%	Personnel Budget v 2.0 Payroll Tax	86
87	9040	Workers Compensation	27,760	31,085	34,957	34,915	33,463	33,188	(1,726)	-4.94%	Personnel Budget v 2.0 Payroll Tax (per WC rate sched. through Hartford)	87
88	9050	Unemployment Insurance	-	-	-	11,051	900	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	7,812	(188)	-2.35%	Personnel Budget v 2.0 Payroll Tax (per NYS disability)	89
90	9060-000	Employee Health Insurance	767,177	680,251	622,745	838,815	872,513	858,007	19,192	2.29%	Personnel Budget v 2.0 Employee Benefits (per NYS Empire plan rates)	90
91	9065	Dental/Vision/Life Insurance	12,657	14,675	10,349	14,730	15,470	15,290	560	3.80%	Personnel Budget v 2.0 Employee Benefits (Per CBA)	91
92		Total Current Employees	1,569,677	1,471,433	1,231,914	1,610,371	1,727,882	1,702,253	91,882	831.51%		92
93												93
94		Retirees										94
95	9060-999	Retiree Health Insurance	178,652	188,452	182,989	197,433	244,388	244,388	46,955	19.21%	Personnel Budget v 2.0 Retiree Benefits (per NYS Empire plan rates)	95
96	9070	Retiree Medicare Reimbursement	77,098	85,592	69,730	95,560	105,952	105,952	10,392	10.87%	Personnel Budget v 2.0 Retiree Benefits (per SS retiree statements)	96
99		Total Retirees	255,750	274,044	252,719	292,993	350,340	350,340	57,347	19.57%		99
100												100
101		Total Employee Benefits + Taxes	1,825,427	1,745,477	1,484,632	1,903,364	2,078,222	2,052,593	149,229	7.84%		101
102												102
103		Total Personnel Services	\$ 5,431,193	\$ 5,375,036	\$ 4,247,273	\$ 6,328,814	\$ 6,797,722	\$ 6,731,743	402,929	6.37%		103
104												104
105												105
106		Library Materials & Programs										106
107												107
108	4101-102	Books - Reference	\$ 6,384	\$ 5,864	\$ 9,054	\$ 9,000	\$ 6,000	\$ 6,000	(3,000)	-33.33%	Fewer print reference books	108
109	4101-106	Books - Children's	77,820	77,611	35,467	75,000	75,000	75,000	-	0.00%	Used current and prior year actuals to estimate	109
110	4101-107	Books - Legacy	2,135	1,904	243	1,200	1,000	1,000	(200)	-16.67%	Specialized collection - not as many items are readily available	110
111	4101-108	Books - Adult	142,956	137,774	102,361	143,000	140,000	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	95,000	(8,000)	-7.77%	Used current and prior year actuals to estimate	112
113	4103-102	E-Books - Reference	30,461	22,369	16,547	32,000	30,000	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	30,694	25,000	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	27,019	35,000	35,000	30,000	(5,000)	-14.29%	Used current and prior year actuals to estimate	115
116	4122-105	E-books/E-audiobooks - AV (digital media)	83,147	83,373	73,183	90,837	91,000	87,500	(3,337)	-3.67%	Overdrive, Hoopla, and Kanopy - difference is in NLS package	116
117	4131-102	Periodicals - Reference	21,821	22,024	21,165	27,000	24,000	24,000	(3,000)	-11.11%	Used current and prior year actuals to estimate	117
118	4133-102	Newspapers - Reference	8,004	23,141	23,344	34,000	31,000	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	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	21,898	21,000	23,050	23,050	2,050	9.76%	O.C.L.C. / Interactive Sciences	120
121	4140-000	Internet Service Provider	18,631	16,805	12,018	16,800	16,900	16,900	100	0.60%	See Schedule "K"	121
122	4150-114	Computer Software	64,010	73,029	44,151	53,685	50,240	50,240	(3,445)	-6.42%	See Schedule "K"	122
123	4160-102	Bookbinding	1,622	3,034	4,678	3,000	3,200	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	2,500	-	0.00%	Per dept response - leave same as last year	124
125	4301-000	Library Supplies	17,090	21,184	8,206	22,000	20,000	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	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	50,223	64,475	70,500	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	68,330	94,500	100,000	100,000	5,500	5.82%	Includes all 4 locations for Childrens	129
130	4343-116	Levels Programming	9,360	15,532	9,288	20,000	20,000	20,000	-	0.00%	Per dept response - budget is sufficient YOY	130
131	4344-116	Jr. Levels Programming	943	3,426	4,701	8,000	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	2,000	-	0.00%	Per dept response - budget is sufficient YOY	132
133	4345-112	Parkville Programming	4,812	14,354	460	2,000	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	2,000	-	0.00%	Per dept response - budget is sufficient YOY	134
135	4345-114	STEM Lab	3,547	3,793	3,781	6,000	6,000	6,000	-	0.00%	Per dept response - budget is sufficient YOY	135
136	4346-102	YA Programming	1,605	7,272	7,236	9,000	7,000	7,000	(2,000)	-22.22%	Per dept response - slight increase (combine with line 137)	136
137	4347-102	ACT/SAT Test Prep Program	900	-	2,300	-	3,000	3,000	3,000	0.00%	Per dept response - slight increase (combine with line 136)	137
138	4348-000	Library of Things Program	-	-	6,171	10,000	7,500	7,500	(2,500)	-25.00%	Per dept response - reduce from the prior year	138
139												139

	A	B	S	T	U	V	W	X	Z	AA	AB	AC
			2021	2022	2023	2023	2024 v1.0	2024 v2.0	2024 v 2.0			
			Actual	Actual	Jul'22-March'23 Prelim	Jul'22-June'23 Budget	Jul'23-Jun'24 Proposal - 3/13/23	Jul'23-Jun'24 Proposal - 3/27/23	Incr (Decr) vs.2023	%	Comments	
140		Total Library Materials & Programs	\$ 770,490	\$ 887,342	\$ 724,584	\$ 962,847	\$ 955,005	\$ 941,505	(21,342)	-2.22%		140
141												141
142												142
143		Administrative Expense										143
144												144
145	4302	Office Supplies	\$ 5,959	\$ 8,817	\$ 6,071	\$ 15,000	\$ 12,500	\$ 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	12,000	1,000	9.09%	See Schedule "K"	146
147	4305	eCommerce Fees	4,688	5,800	3,785	5,000	5,500	5,500	500	10.00%	Bank/Online charges, credit card fees	147
148	4309	Miscellaneous	(1)	13	602	100	100	100	-	0.00%		148
149	4310	Telephone	24,129	21,680	15,376	23,340	19,488	19,488	(3,852)	-16.50%	See Schedule "D"	149
150	4330	Postage	24,000	20,545	21,066	20,000	30,000	30,000	10,000	50.00%	Increase with new postage rates in 2023 and 2024	150
151	4331	Freight & Delivery	252	443	372	400	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	13,000	(6,000)	-31.58%	See Schedule "E"	152
153	4340-109	Newsletter & Printing	19,816	21,718	16,616	21,500	23,000	28,000	6,500	30.23%	Atlantic Color Corp, annual report, community outreach	153
154	4350	Conference Fees and Expenses	935	12,520	5,075	21,600	15,100	13,600	(8,000)	-37.04%	See Schedule "E"	154
155	4353-000	Local Travel and Meetings	478	915	1,214	3,900	3,000	3,000	(900)	-23.08%	See Schedule "E"	155
156	4355-000	Collection Agency Fees	36	2,774	1,448	1,200	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	18,000	495	2.83%	consistent YOY	157
158	4372-000	Legal Fees - General	11,931	117,293	138,483	10,000	15,000	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	10,863	15,000	10,000	10,000	(5,000)	-33.33%	Adjusted for union negotiations later in the year	159
160	4374.	Computer/Network Consultant	16,545	13,920	11,473	13,860	14,760	14,760	900	6.49%	See Schedule "K"	160
161	4375	Payroll Processing Fees	16,214	15,896	11,867	17,114	17,477	17,477	363	2.12%	See Schedule "F"	161
162	4375-500	HR Consulting Fees	5,601	8,328	2,950	5,610	5,610	5,610	-	0.00%	Wageworks-section 125 plan and HR employee training	162
163	4375-600	Consulting Expenses	128,635	41,696	-	-	-	-	-	0.00%		163
164	4376	GASB75 Admin Fees	200	1,800	-	200	1,800	1,800	1,600	800.00%	Full valuation year	163
165	4378	Election Expense	4,013	9,815	6,640	4,770	6,185	8,163	3,393	71.12%	See Schedule "G"	164
166	4379	Trustee Development	700	-	-	1,700	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	4,600	100	2.22%	See Schedule "H"	166
168	4390-105	Audio / Visual Maintenance	1,290	-	2,807	1,000	1,500	1,500	500	50.00%	AV maintenance also added piano tuning	167
169	4393	Office Equipment Maintenance	21,472	20,092	15,505	18,200	18,800	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	4,260	260	6.50%	See Schedule "K"	170
172	4395-114	OPAC	99,332	125,100	135,807	136,225	140,415	140,415	4,190	3.08%	See Schedule "K"	171
173	4715-115	Gas & Oil	1,097	1,565	1,016	1,500	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	2,000	-	0.00%	Registration, inspection, maintenance	173
175												174
176		Total Administrative Expense	\$ 433,917	\$ 495,933	\$ 440,823	\$ 395,224	\$ 398,895	\$ 404,373	9,149	2.31%		175
177	::											176
178												177
179		Building & Occupancy										178
180												179
181	4501-000	Electric - Main	\$ 92,111	\$ 113,372	\$ 86,537	\$ 110,000	\$ 130,000	\$ 129,000	19,000	17.27%	last 12 months plus 5%	180
182	4501-111	Electric - Lakeville	8,250	9,553	6,394	9,500	10,500	10,500	1,000	10.53%	last 12 months plus 5%	181
183	4501-112	Electric - Parkville	11,134	16,562	11,908	15,500	18,500	18,500	3,000	19.35%	last 12 months plus 5%	182
184	4501-113	Electric - Station	17,418	15,952	14,020	18,500	20,500	20,500	2,000	10.81%	last 12 months plus 5%	183
185	4502-000	Gas - Main	13,818	18,725	10,284	18,000	18,500	17,500	(500)	-2.78%	last 12 months plus 5%	184
186	4502-112	Gas - Parkville	4,176	7,521	4,239	4,500	7,799	8,300	3,800	84.45%	last 12 months plus 5%	185
187	4502-113	Gas - Station	3,299	6,334	6,557	5,500	8,892	9,100	3,600	65.46%	last 12 months plus 5%	186
188	4503	Water	7,959	8,734	5,684	9,600	9,130	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	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	13,318	18,000	18,000	18,000	-	0.00%	leave same	189
191	4520	Repairs & Maintenance	12,172	19,598	5,904	24,000	20,000	20,000	(4,000)	-16.67%	Reduced based on prior year actual results	190
192	4522-111	Cleaning Service - Lakeville	13,672	11,098	9,150	11,220	12,840	12,840	1,620	14.44%	Jan Pro (regular cleaning) plus GN Window	191
193	4522-112	Cleaning Service - Parkville	17,420	13,559	10,696	13,260	15,060	15,060	1,800	13.57%	Jan Pro (regular cleaning) plus GN Window	192
194	4522-113	Cleaning Service - Station	18,677	10,151	12,217	15,000	17,160	17,160	2,160	14.40%	Jan Pro (regular cleaning) plus GN Window	193
195	4522-115	Cleaning Service - Main	74,075	66,085	45,197	60,300	61,920	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	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	12,675	(1,999)	-13.62%	See Schedule "J"	196
198	4525	Service Contracts	125,748	104,992	94,103	110,337	117,357	114,957	4,620	4.19%	See Schedule "L"	197
199		Branch Rentals										198
200	4530-111	Lakeville	104,010	104,392	76,128	92,000	92,600	92,600	600	0.65%	Rent with 1.5% annual increase	199
201	4530-112	Parkville	135,446	140,864	121,765	147,000	152,358	152,358	5,358	3.65%	Rent with 4% annual increase	200
202	4530-113	Station	262,789	263,227	221,181	266,000	268,518	268,518	2,518	0.95%	Rent with 1.0% annual increase	201
203	4541	Property/Liability Insurance	94,570	94,934	119,422	98,750	144,288	144,288	45,538	46.11%	Prior year actuals plus 4% increase	202
204												203
205		Total Building & Occupancy	1,065,743	1,078,244	903,288	1,086,060	1,179,846	1,176,156	90,096	8.30%		204

	A	B	S	T	U	V	W	X	Z	AA	AB	AC
1			2021	2022	2023	2023	2024 v1.0	2024 v2.0	2024 v 2.0			1
2					Jul'22-March'23	Jul'22-June'23	Jul'23-Jun'24	Jul'23-Jun'24	Incr (Decr) vs.2023			2
3			Actual	Actual	Prelim	Budget	Proposal - 3/13/23	Proposal - 3/27/23	\$	%	Comments	3
206												205
207		Furniture & Equipment										206
208												207
209	5004	Furniture & Equipment	3,963	1,107	2,794	8,250	5,750	2,750	(5,500)	-66.67%	shelving and storage units for childrens	208
210	5005	Comp Hardware - PCs	10,896	14,872	-	9,450	10,950	7,450	(2,000)	-21.16%	See Schedule "K"	209
211												210
212		Total Furniture & Equipment	14,859	15,979	2,794	17,700	16,700	10,200	(7,500)	-42.37%		211
213												212
214		Debt Service										213
215		Interest and Principal on \$10.4 MM +DASNY Admin Fee	745,115	742,983	134,672	744,045	749,652	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	\$ 6,453,435	\$ 9,654,690	\$ 10,097,820	\$ 10,013,629	\$ 358,939	3.72%		227
229												228
230		Operating Surplus / (Deficit)	\$ 99,749	\$ 14,430	\$ (359,241)	\$ -	\$ (0)	\$ 0	\$ 0	0.00%		229
231												230
232												231
233												232
256												255
257		TOTAL Surplus / (Deficit)	\$ 99,749	\$ 14,430	\$ (359,241)	\$ -	\$ (0)	\$ 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	1	375	250	600	275	\$ 1,500	\$ 1,500
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
							\$ 13,600

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
			\$ 3,000

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
			\$ 13,000

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>
Total			\$ 17,477.00

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	1,650.00	1,650.00
Voting Machines	10	268.75	2,687.50
The Moving Doctor	1	1,500.00	1,500.00
Poll Workers	10	180.00	1,800.00
Post Office Permit fee	1	425.00	<u>425.00</u>
			\$8,162.50

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

Landscaping

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

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	
				\$12,675.00

\$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
Replace remaining barcode scanners	10	\$ 250	\$ 2,500
New phones/replacement phones	3	\$ 650	\$ 1,950
Projector for Levels	1	\$ 500	\$ 500
			\$ -

\$ 7,450

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	4,400.00	17,600.00
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	16,000.00	16,000.00
Precision Microproducts	1	800.00	800.00
Klima New York	1	12,500.00	12,500.00
			\$114,957.00