

# THE MANHASSET PUBLIC LIBRARY

## ANNUAL BUDGET PROPOSAL • 2021 - 2022

### Trustee Message April 2021

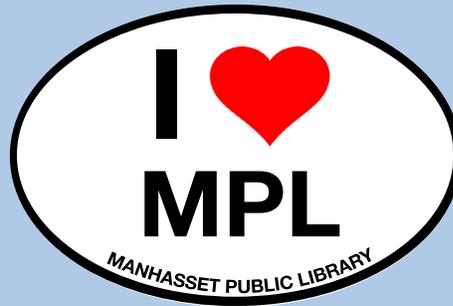
A year ago we were looking forward to implementing an interior renovation project. The Project, many years in the making, includes a space redesign with multiple seating options, new meeting rooms and collaboration spaces, as well as furniture and fixture replacement, painting, and carpet. We had a proposed 2020-21 budget and were positioned to begin the Project when the COVID-19 pandemic struck. After careful consideration and discussion, on March 26, 2020, the Board of Trustees determined not to increase the Library Budget for 2020-21 but to rollover the 2019-20 Budget, so that residents of the Library service area had no increase in tax levy. This was done in consideration of the potential hardships, losses and economic impact the COVID-19 pandemic would have on the Manhasset community.

Once underway, the interior renovation project work has proceeded, following CDC guidelines, with completion scheduled for June 2021. Our building was closed to the public for three months during the first wave of the pandemic. Meanwhile, our Library Staff worked from home to merge library services seamlessly to a virtual platform. The Library aligned in-person activities and building access with COVID-19 regulations and safety features for our public re-opening in July 2020. We have implemented curbside pickup, virtual programming and virtual librarian service and mail-a-book. Despite the inconveniences caused by the interior renovation and surges in the COVID-19 pandemic, the Library has remained open six days a week, providing in-person browsing, borrowing, access to computers and reference help.

We are moving towards better days with a safe and beautifully refurbished building. Our proposed Library Budget for 2021-2022 of \$5,506,269 continues our time-tested tradition of fiscal responsibility and sound stewardship. However, this year we will be asking voters to correct the tax-collection shortfall caused by School District error, when MUFSD failed to submit for certification the full Library tax levy approved by voters last June. The School District has advanced the 20% of the Library budget that wasn't submitted for certification, which has to be repaid in the amount of \$1,022,625. This is a one-time only request to reset the imbalance that the School District's clerical error has created for the Library and for the community we serve.

Charles Jettmar, President

Gloria Su, Vice President, Donald T. O'Brien, Financial Officer, Judith Esterquest, Trustee, William Hannan, Trustee  
Maggie Gough, Director



## New Times Call for New Services



# Manhasset Public Library Budget

<b>APPROPRIATIONS</b>	<b>CURRENT 2020-2021 Rolled over from 2019-2020</b>	<b>PROPOSED 2021-2022 Includes MUFSD repayment</b>
<b>PERSONNEL and BENEFITS</b>		
Salaries	\$2,293,918.00	\$2,002,719.00
Health Insurance	653,200.00	664,000.00
Pension Plan	255,000.00	260,000.00
Payroll Taxes & Insurances	204,585.00	182,100.00
	<u>3,406,703.00</u>	<u>3,108,819.00</u>
<b>MATERIALS</b>		
Books	113,000.00	111,500.00
Electronic Media & E-Books	139,800.00	178,000.00
Online Databases	40,000.00	30,000.00
Periodicals & Microfilm	5,000.00	5,000.00
	<u>297,800.00</u>	<u>324,500.00</u>
<b>OPERATING EXPENSES</b>		
Supplies	32,000.00	35,000.00
Automation Costs	59,000.00	76,000.00
Programs	141,900.00	97,500.00
Telephone & Internet	20,000.00	30,000.00
Equipment & Furniture	5,000.00	18,000.00
Professional Fees & Expenses	106,000.00	138,000.00
Postage	3,000.00	4,000.00
	<u>366,900.00</u>	<u>498,500.00</u>
<b>BUILDING AND MAINTENANCE</b>		
Utilities	160,000.00	160,000.00
Facilities - General & Contracted	157,970.00	235,750.00
Custodial Supplies	16,000.00	16,000.00
Insurance	45,000.00	45,000.00
Capital Projects & Library Repurpose	-	115,000.00
History Center Project Fund	500.00	2,000.00
	<u>379,470.00</u>	<u>573,750.00</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>4,450,873.00</b>	<b>4,505,569.00</b>
<b>DEBT SERVICE</b>	<b>1,083,019.00</b>	<b>1,023,000.00</b>
<b>TOTAL BUDGET</b>	<b>5,533,892.00</b>	<b>5,528,569.00</b>
<b>LESS: ANTICIPATED RECEIPTS</b>	<b>130,480.00</b>	<b>22,300.00</b>
<b>AMOUNT TO BE RAISED BY TAXES*</b>	<b>\$5,403,412.00</b>	<b>\$5,506,269.00</b>
		<b><u>\$6,528,894.00*</u></b>



\* TO CORRECT THE SHORTFALL RESULTING FROM SCHOOL DISTRICT'S 2020-21 TAX LEVY ERROR, THE LIBRARY HAS BEEN ASKED TO LEVY THE SUM OF **\$1,022, 625.00**

TAX LEVY for 2021-2022: **\$5,506,269.00 + \$1,022,625.00 = \$6,528,894.00**

**SAVE THE DATE: Budget Hearing Tuesday May 4th, 7pm • Event held through**

# Pivoting to New Library Services

## Connecting with Our Community

During the COVID-19 shutdown, our priority was to reinforce our connection with the community through a responsive website and virtual services. We placed our *Community Bulletin Board* front and center on the home page and provided up-to-date information including a *COVID-19 Resources* page. The new *Live Chat* service allowed people to connect with our librarians, who were working remotely. In addition, our Staff called patrons to check in on them during the crisis and assure them that overdue fines would be waived.



## Contactless Services

The pandemic made us all aware of the importance of contactless services. We added *Curbside Pickup* prior to opening to the public and have continued this service that allows patrons to call ahead with a request or place a reserve from home and have it delivered to their car when it's ready. *Mail-A-Book* was created for those who cannot get to the library.



## More is Better...digitally-speaking

Realizing the reliance on digital assets, we added new resources to our digital collection. In response to the high demand for eBooks and digital audiobooks on the *Libby* app, we increased spending to expand the collection, and added titles available for simultaneous use, giving access to the most popular titles with no wait time. We also added *Creative Bug*, providing arts and crafts instructions for all ages.



## Virtual Programs to Soothe the Mind

Looking beyond the ordinary during extraordinary times, our librarians facilitated programs to help you cope and move through this crisis. Librarian Jazmin presented virtual workshops focused on organizing the home and led a multi-session journaling group centered on the pandemic experience. Ongoing programs focusing on job development and entrepreneurship have been established by Librarian Larry. The *Book Ends Cafe* moved to a virtual platform in April, 2020 and continues as a monthly treat for readers. Librarian Cheryl offers background and thought provoking questions for lively discussions.



## Together at Home

Youth Services librarians promptly switched gears by providing virtual activities for families. Librarian Mary H. offered weekly storytimes via Facebook Live, providing little ones with a familiar face to read and sing along with. By vetting public domain content, Librarian Diane gathered a unique collection of virtual walking tours, concerts, museum visits and Family Fun Fridays.

Librarian Mary G. segued her Arts & Crafts programs into tutorial videos, making *Teen Paint Nite* and art projects easily accessible on our new Youth Services YouTube Channel. Librarian Mary H's *Take 'n Makes for Little Ones* provide monthly early literacy based crafts. These take home projects have become our most popular new offering!

## Engaging Teens

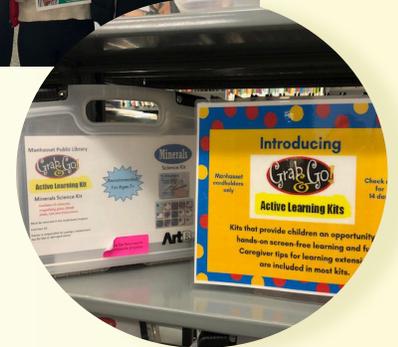
Librarian Luisa continues to engage teens by creating virtual volunteer opportunities providing community service hours benefitting local organizations. *North Shore Animal League* was thrilled with homemade dog toys and pet pillows; hospital workers were touched by beautiful cards of appreciation; and the amazing suncatchers brought smiles to the faces of *Highfield Gardens* residents in need of a pick-me-up.



## And Don't Forget the Physical Books

Although the emphasis during the shutdown was on digital resources, the librarians continued to review, select and order books for the collection in anticipation of having the most wanted titles ready for patrons upon opening. Our physical collection of books and media continues to be a large part of our patron demand. *Hot Picks* flew off the display as soon as we opened and we continue to add new titles as they are released.

The kids' version of *Hot Picks* are our *Grab 'n Go Kits*: popular beginning reader titles grouped by interest and packaged in easy to "Grab 'n Go" suitcases.



## Summer Reading Goes Old School

The program went back to basics with no online component and a simple color-in reading log. As always, we stressed reading for pleasure. The teen program encouraged community engagement and healthy activities. Caregivers, kids, even teens were craving screen-free fun so that is what we gave them! Stay tuned for 2021!

# THE MANHASSET PUBLIC LIBRARY

30 Onderdonk Avenue  
Manhasset, NY 11030  
(516) 627-2300

www.manhassetlibrary.org

Non Profit. Org.  
U.S. Postage  
**PAID**  
Flushing, NY  
Permit No. 1754

## Current Hours Spring 2021

**Mon:** 9am - 5pm

**Tue:** 9am - 5pm

**Wed:** 9am - 5pm

**Thu:** 9am - 5pm

**Fri:** 9am - 5pm

**Sat:** 9am - 5pm

**Sun:** Closed

## REMINDER

### The Manhasset Public Library Budget Vote & Trustee Election

Will be held in conjunction with the Manhasset Union Free School District Annual Budget Vote.

**Tuesday, May 18, 2021**

**8am-8pm**

Manhasset Secondary School

200 Memorial Place

Manhasset, NY

