

Minutes of the Annual Budget Meeting
of Board of Trustees of the Manhasset Public Library

May 4, 2021

Virtual meeting beginning at 7pm.

Attendance

Board Members:

Charles Jettmar, President
Gloria Su, Vice President
Donald T. O'Brien, Financial Officer
Judith Esterquest, Trustee
William Hannan, Trustee

Maggie Gough, Director

Introductions of Board members

Open session of the Budget hearing;

The Director makes opening remarks and stated the following,

"In keeping with established procedure, the Library is holding the Annual Budget hearing in a virtual format this year due to the interior renovation project and COVID related restrictions and still in place.

- Please keep your microphones on mute unless speaking
- Please identify yourself when speaking to accommodate our phone participants
- The chat feature is available for sending questions or comments and I will monitor

The Financial Officer, Donald O'Brien, presented our 2021-2022 Proposed Library Budget.

Following the power point presentation, Board President Chuck Jettmar thanked Donald for this review of the 2021-2022 Library Budget and I open the meeting for discussion or questions from those present.

The Trustees and Director answered all questions.

Motion on Proposed Budget made Gloria Su and second by Judith Esterquest.

Resolved to adopt the 2021-2022 Library Budget with Debt Service in the total amount of **\$5,506,269. and the shortfall of \$1022,625 for a total of \$6,528,894.00**

Yes – Jettmar, Su, O'Brien, Esterquest

No – Hannan

Ending the budget review and resuming regular session activities.

Minutes from previous sessions

Motion by Charles Jettmar seconded by Judy Esterquest to accept the Minutes dated, April 22, 2020.

Yes – Jettmar, O'Brien, Esterquest, Hannan

No – none

Director report: Follow up on the Casey/Fire Marshal:

- Casey submitted a permitting request to the Fire Marshal in April. The Fire Marshal rejected the plans and proposed significant changes that resulted in a second Casey Fire System proposal. Engineer – Keith Callahan FPM and architect- Elisabeth Martin are to perform a comprehensive review of the Casey submissions and the Fire Marshal rejection notice. John Petersen, Casey Fire Systems, will have his team and submission documents at the Library on Monday morning for Keith to review, assess and comment. Keith's finding will guide our next steps with the Fire Marshal and Casey.

No Executive session

The Board is planning an Executive Session only meeting on Monday, May 10 at 8pm to discuss personnel issues.

Trustees are invited to observe in the vote counting and reading of the May 18th budget vote and Trustee election results.

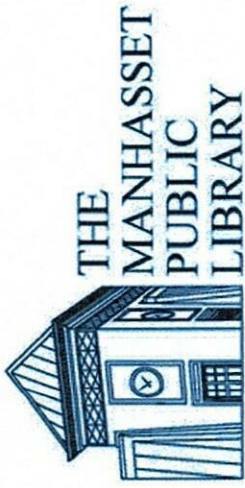
Motion to end the meeting made by Charles Jettmar at 7:45pm

The next scheduled meeting is TBD.

Respectfully submitted,

Maggie Gough, Director

Attachment: Annual Budget Presentation 2021



Annual Budget Hearing and Library Board of Trustees Meeting

Tuesday, May 4, 2021

Presentation Outline:

- Introduction
- Budget Facts
- Budget Breakdown
 - Salaries and Benefits
 - Materials
 - Operating Expenses
 - Building and Maintenance
 - Debt Service and Receipts
- Proposition #4 – MUFSD Tax Levy Error
- Summary
- Questions or comments

	CURRENT 2020-2021 Role over from 2019-2020	PROPOSED 2021-2022 Includes: MUFSD REPAYMENT
APPORTIONATIONS		
PERSONNEL and BENEFITS		
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
	3,406,703.00	3,108,819.00
MATERIALS		
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
	297,800.00	324,500.00
OPERATING EXPENSES		
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	118,000.00
Professional Fees & Expenses	106,000.00	138,000.00
Postage	3,000.00	4,000.00
	366,900.00	498,500.00
BUILDING AND MAINTENANCE		
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 and Library Repurpose	500.00	115,000.00
History Center Project Fund	379,470.00	2,000.00
	573,750.00	573,750.00
TOTAL OPERATING EXPENSES	4,450,873.00	4,505,569.00
DEBT SERVICE	1,083,019.00	1,023,000.00
TOTAL BUDGET	5,533,892.00	5,528,569.00
LESS: ANTICIPATED RECEIPTS	130,480.00	22,300.00
AMOUNT TO BE RAISED BY TAXES	\$ 5,403,412.00	\$ 5,506,269.00

2020-2021 BUDGET FA

- Library Budget for 2020-21 was a rollover of the
- ✓ Residents of the Library district had no incr for last year.
- This year, due to the COVID pandemic, library service virtual and essential service models.

LIBRARY BUDGET AMOUNT T

RAISED BY TAXES: \$5,506,2

Current: \$5,403,412

CHANGE \$: \$102,857

CHANGE %: 1.9%

APPROPRIATIONS

PERSONNEL AND BENEFITS

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Personnel and Benef

- The 2021-2022 salaries appropriations have been increased by 12.3% due to staff retirements.
 - Staff Replacement will depend on when the L increase hours of operation and services.
- Health insurance costs have increased because of 1 increase in the cost of premiums

PERSONNEL AND BENEFIT

Current: \$3,406,703
PROPOSED: \$3,108,819
CHANGE \$: (\$297,884)
CHANGE %: -8.74%

	CURRENT 2020-2021 <small>Roll'd over from: 2019-2020</small>	PROPOSED 2021-2022 <small>Includes MUFSD REPAYMENT</small>
APPROPRIATIONS		
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MATERIALS

- The reduction in expenditures for books and database: additional funding for eBooks and electronic materials
- The purchases of books has declined in recent years
- The purchases of eBooks and electronic content has
- Database usage has decreased.

MATERIALS: Current: \$297,800
PROPOSED: \$324,500
CHANGE \$: \$26,700
CHANGE %: 8.97%

	CURRENT 2020-2021	PROPOSED 2021-2022
	Roll-over from 2019-2020	Includes MUISD REPAYMENT
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PERSONNEL and BENEFITS		
Salaries	\$ 2,293,918.00	\$ 2,002,719.00
Health Insurance	653,200.00	664,000.00
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OPERATING EXPENSES

- Programming note: Due to COVID restrictions & renovation of library space, there has been no programing, meetings or gatherings.
- In-person activities will be slowly re-established; vaccine becomes widely available; this is not a Fall of 2021/Winter 2022.
- Updating of the telephone system is planned for

OPERATING EXPENSES

Current: \$366,900.
PROPOSED: \$398,500.
CHANGE \$: (\$131,600).
CHANGE %: -35.87%

APPROPRIATIONS

PERSONNEL and BENEFITS

	CURRENT 2020-2021 Rolls over from 2019-2020	PROPOSED 2021-2022 Includes MUFSD REPAYMENT
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
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Repurpose	500.00	2,000.00
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TOTAL OPERATING EXPENSES

	1,083,019.00	1,023,000.00
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DEBT SERVICE

	533,892.00	5,528,569.00
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TOTAL BUDGET

	130,480.00	22,300.00
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LESS: ANTICIPATED RECEIPTS

	\$ 5,403,412.00	\$ 5,506,269.00
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BUILDING AND MAINTENANCE

- Contracted maintenance costs have risen due to add compliance regulations associated with the cooling tower water treatment and COVID compliance.
- As the building ages, we are anticipating additional related costs for the coming years.

BUILDING AND MAINTENANCE

Current: \$ 379,470

PROPOSED: \$573,750

CHANGE \$: 194,280

CHANGE %: 51.20%

OPERATING EXPENS

RECEIPTS: An extended loss of revenue will continue due to the COVID-related suspension of all fines and revenue-producing programs.

ANTICIPATED RECEIPTS :
 Current: \$130,480
PROPOSED: \$22,300
CHANGE \$: (\$108,180)
CHANGE %: -83.00%

The Library has refinanced the Bonds at a lower in

DEBT SERVICE 2021-2022
PROPOSED: \$1,022,626

	CURRENT 2020-2021	PROPOSED 2021-2022
APPROPRIATIONS		
PERSONNEL and BENEFITS		
Salaries	\$ 2,293,918.00	\$ 2,002,719.00
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Includes MUFSD REPAIRMENT

Rolls over from 2019-2020

APPROPRIATIONS

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TOTAL OPERATING EXPENSES

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OPERATING EXPENSES a School District REPAYME

LEVY for 2021-2022: \$5,506,269 + \$1,022,625 =

To correct the School District's clerical error in unders taxpayer-approved Library levy for the annual debt se fiscal year 2020-21, in the amount of \$1,022,625. This amount reflects a one-time correction to reimbu District for the advance made to the Library.

**LIBRARY BUDGET AMOUNT TO BE RAISED
\$5,506,269 + \$1,022,625 = \$6,528,892**

Proposition #3: BUDGET

Current: \$5,403,412

CHANGE \$: \$ 102,857

CHANGE %: 1.9%

Proposition #4: Collec

Year 2020-2021 Short

for repayment to Scho

TOTAL CHANGE %: 1.9%

Questions regarding Proposition #4

Collection of Fiscal Year 2020-2021 Sho

RAISED BY TAXES: \$5,506,269 + \$1,022,625 = \$ 6,52

The Manhasset Public Library proposed a budget that had no tax increases over the prior fiscal year (2019-2020 voters approved that budget, authorizing a tax levy of \$5,403,412 for the current fiscal year (2020-21).

The Error

Per accepted practice, the MUFSD certifies the Library's tax levies and receives our tax funding from the Town, I it to the Library. Similarly, the Library budget has two parts, levied separately: the Library Operating Budget 202 (\$4,380,787) and annual Bond Payments (\$1,022,625). Due to a clerical error, the District failed to request the \$ bond/debt service —so the Town did not collect it. The School District advanced the full value of the voter-appr

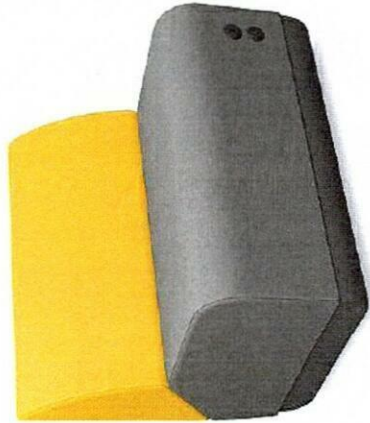
One-Time Library Budget Proposition

As a result of the error, the shortfall was added to the Library's proposed 2021-2022 levy of \$5,506,269, resulti total levy of \$6,528,894 for 2021-2022.

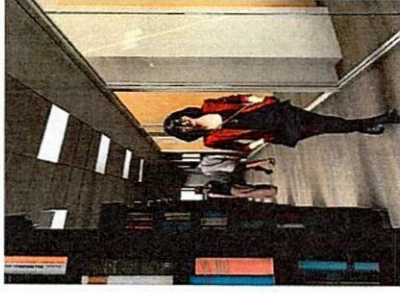
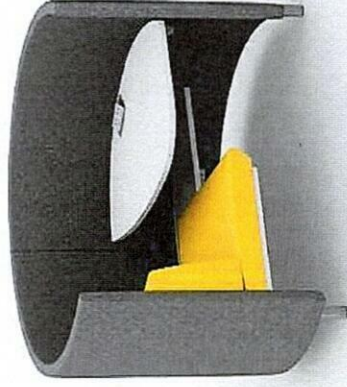
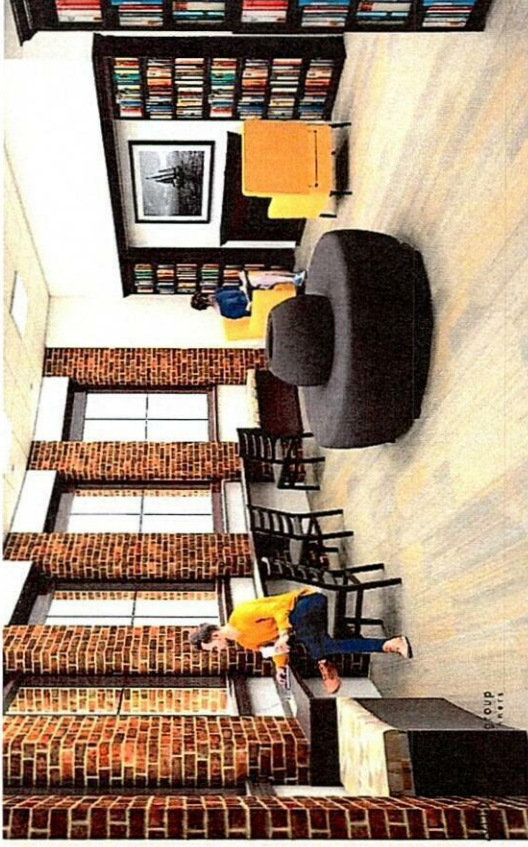
To correct the error, the average Library taxpayer paid about will have approximately \$50 -\$250 added to their I tax bill 2021-2022. The Library budget contains a one-time adjustment to make both the Library and the School with taxpayers paying no more in this two-year period than they would have paid had the error not occurred.

Renovation Project Highlights

- New Teen Zone



- Second floor



Questions or comments....