



RAMAPO CATSKILL LIBRARY SYSTEM 2021 BUDGET - AUTOMATION

As Recommended by the ANSER Committee on 07/21/20

08/12/20 DA Committee

REVENUE	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/19	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/19	BUDGET	CHANGE \$
AUTOMATED SERVICES FEES	\$ 1,559,460	\$ 1,571,520	\$ 1,571,448	\$ 1,597,750	\$ 1,597,750	\$ 775,536	\$ 1,654,300	56,550
INTEREST - A	4,200	4,800	4,801	4,200	4,200	-	4,000	(200)
REFUND OF PRIOR YEARS' EXPENSES	-	350	347	-	-	-	-	-
GRANT-IN-AID	-	-	-	-	-	-	-	-
E-RATE FUNDING -A	192,330	194,075	194,063	189,700	189,700	-	185,200	(4,500)
TOTAL INCOME.....	1,755,990	1,770,745	1,770,659	1,791,650	1,791,650	775,536	1,843,500	51,850
FUND BALANCE USE:								
UNRESTRICTED-OPERATIONS	-	-	-	-	-	-	-	-
TOTAL REV & APPROPRIATED FUND BAL	1,755,990	1,770,745	1,770,659	1,791,650	1,791,650	775,536	1,843,500	51,850

APPROPRIATIONS	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/19	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/19	2021 BUDGET	CHANGE \$
	PROFESSIONAL SALARIES	88,500	88,500	86,300	87,900	87,900	41,026	88,900
NONPROFESSIONAL SALARIES	36,800	36,800	36,736	38,500	38,500	17,855	109,200	70,700
ADMINISTRATIVE SALARIES	23,900	23,900	23,991	24,800	24,800	11,416	26,000	1,200
AUTOMATED SERVICES SALARIES	367,300	367,300	367,028	384,200	384,200	189,550	402,300	18,100
TOTAL SALARIES	516,500	516,500	514,055	535,400	535,400	259,847	626,400	91,000
BENEFITS ON AUTOMATION WAGES	270,500	270,500	230,716	274,700	274,700	-	278,500	3,800
TOTAL SALARIES, PAYROLL TAXES & BENEFITS	787,000	787,000	744,771	810,100	810,100	259,847	904,900	94,800
EQUIPMENT, FURNITURE & FIXTURES - A	-	-	-	-	-	-	-	-
OFFICE & LIBRARY SUPPLIES - A	9,800	9,800	6,492	9,200	9,200	2,778	8,500	(700)
TELECOMMUNICATIONS - A	312,900	312,900	312,438	319,400	319,400	165,386	316,700	(2,700)
POSTAGE - A	100	100	35	100	100	-	100	-
CONFERENCES & TRAVEL - A	4,500	4,500	119	6,900	6,900	799	2,200	(4,700)
CONTRACTS WITH LIBR - A	142,000	187,100	182,047	151,400	151,400	102,448	129,200	(22,200)
PROFESSIONAL FEES - A	4,800	4,800	1,291	3,600	3,600	-	800	(2,800)
CONTINUING EDUCATION - A	7,500	7,500	4,809	8,000	8,000	5,000	5,000	(3,000)
MEMBERSHIP DUES - A	100	100	100	100	100	-	100	-
SOFTWARE/HARDWARE MAINT. & SUBS. - A	215,600	231,600	225,639	207,100	207,100	58,123	194,700	(12,400)
FUELS & UTILITIES - A	14,900	14,900	11,423	15,600	15,600	3,739	14,300	(1,300)
CUSTODIAL SUPPLIES - A	350	350	310	350	350	540	600	250
INSURANCE - A	5,700	5,700	4,434	5,700	5,700	-	6,000	300
OTHER OPERATION & MAINTENANCE - A	8,600	8,600	7,926	8,800	8,800	4,694	8,900	100
OPERATION OF VEHICLES - A	1,800	1,800	1,346	1,800	1,800	504	1,800	-
MAINTENANCE OF VEHICLES - A	1,000	1,000	404	900	900	109	700	(200)
TOTAL OTHER EXPENSES - A	729,650	790,750	758,813	738,950	738,950	344,120	689,600	(49,350)
TRANSFER TO PC REPLACEMENT FUND	103,680	105,480	105,431	103,860	103,860	-	104,300	440
TRANSFER TO LAPTOP REPLACEMENT FUND	3,960	5,260	5,256	7,040	7,040	-	8,800	1,760
TRANSFER TO TABLET REPLACEMENT FUND	-	-	-	-	-	-	-	-
TRANSFER TO CAPITAL PROJECT FUND	131,700	532,610	532,610	131,700	131,700	-	135,900	4,200
TOTAL TRANSFERS	239,340	643,350	643,297	242,600	242,600	-	249,000	6,400
GRAND TOTAL	1,755,990	2,221,100	2,146,881	1,791,650	1,791,650	603,967	1,843,500	51,850
NET ACTIVITY	\$ -	\$ (450,355)	\$ (376,222)	\$ -	\$ -	\$ 171,569	\$ -	\$ -
NET YEAR-END ADJUSTMENTS	-	-	(16,714)	-	-	-	-	-
INCREASE/DECREASE IN FUND BALANCE	-	-	\$ (392,936)	-	-	-	-	-

	2014	2015	2016	2017	2018	2019
Increase / (Decrease) in Fund Balance	\$ 41,235	\$ 82,440	\$ 62,333	\$ (18,494)	\$ 2,250	\$ (392,936)
ANSER UNASSIGNED FUND BALANCE	482,453	564,893	627,226	608,732	610,982	218,046

The 2019 columns shows the final activity for the ANSER Operating Fund. The Net Year-End Adjustments consists mostly of changes in pre-paid expense. When you back out the \$400,000 transfer to the Capital Project Fund from the Decrease in Fund Balance of (\$392,936), the net result is an increase of \$7,064 in ANSER Fund Balance for 2019.



**RAMAPO CATSKILL LIBRARY SYSTEM
2021 AUTOMATION BUDGET HIGHLIGHTS
REFERENCE GUIDE
08/12/20 DA Committee**

The 6 most interesting things about the 2021 Budget – Automation

1. The anticipated 25% cut in State Aid to Library Systems does not affect the ANSER budget as it is funded by member libraries; however, the General side of the budget supports ANSER activities and with the cut in State Aid, the General side can no longer support some aspects of ANSER. The ANSER Committee recommends the 2021 fees cover \$69,000 in salaries and benefits for one year, to keep the cataloging services at the current level.
2. The 2021 Automated Network SERVICES (ANSER) Annual Fee is budgeted to increase by \$97,050 and includes the \$69,000 for cataloging. The return of the Finkelstein Memorial Library (FML) to full ANSER participation, while adding an additional 12 workstations, provided an increase in ANSER revenue. This additional revenue was off-set by several libraries reducing workstations, same as what occurred last year.
3. Continuing the trend from last year, the ANSER Committee is recommending a shifting of 15% in cost allocation from Workstations to Consumption
4. In my opinion, the best way to interpret the 2021 Budget – Automation is to focus on the last column. Column 9 show the dollar change from the 2020 Budget. This information makes it easy to identify what is different from the previous budget.
5. Note that 60% of the expense lines show a reduction, with Staff Travel, Conferences & Continuing Education seeing large decreases. The single largest decrease is Software/Hardware Maint. & Subs. at (\$22,000) and is a result of changes in the SirsiDynix products.
6. Telecommunication Charges have decreased by (\$900). Mostly due to changes in bandwidth resulting from changes in the number of workstations. A separate schedule, *Calculated Bandwidth based on Workstation Counts* is presented to show how this annual calibration has been incorporated into the Budget process to ensure equitable distribution of resources and costs.

REFERENCE GUIDE: 2021 AUTOMATION BUDGET HIGHLIGHTS

REVENUE:

AUTOMATED SERVICES FEES – Details

	2018	2019	2020	2021	Inc. / (Dec.)
Annual Fees	\$ 901,152	\$ 948,852	\$ 987,825	\$1,010,725	\$ 22,900
Capital Upgrade Reserve	131,700	131,700	131,700	135,900	4,200
PC Replacement Reserve	102,860	103,680	103,860	104,300	440
Laptop Replacement Reserve	1,100	3,960	7,040	8,800	1,760
Cataloging Cost	0	0	0	69,000	69,000
Annual Maint. Fee to FML	8,772	9,093	0	0	0
Cost For Wrkst & Consump.	1,145,584	1,197,285	1,230,425	1,328,725	98,300
Annual Service: Printers ³⁷	8,550	7,050	5,850	5,550	(300)
Annual Service: Scanners ²¹⁷	5,650	5,775	5,475	5,425	(50)
Annual Service: Servers ¹⁴	11,900	11,900	11,900	11,900	0
Scanners & Peripherals	26,100	24,725	23,225	22,875	(350)
Telecom (net of E-Rate)	180,429	170,270	173,100	172,200	(900)
Envisionware Maintenance	12,544	12,544	12,233	12,233	0
Total ANSER Fees	1,364,657	1,404,824	1,438,983	1,536,033	97,050
Other AUTOMATED SERVICE FEES					
Pass-through purchases	152,500	133,700	136,700	103,400	(33,300)
Envisionware and Wi-Fi	11,032	10,936	12,167	11,267	(900)
Labor Partial Workstations	5,000	5,000	4,800	0	(4,800)
Labor Non-contractual equip.	6,000	5,000	5,100	3,600	(1,500)
Other Revenue	174,532	154,636	158,767	118,267	(40,500)
Automated Services Fees	\$1,539,189	\$1,559,460	\$1,597,750	\$1,654,300	\$56,550

E-RATE FUNDING –

The amount collected annually for E-rate will be applied against Telecommunication Charges billed to member libraries. For example, the E-rate collected in 2019 of \$185,200 is applied to the Telecommunications Charges for 2021.

REFERENCE GUIDE: 2021 AUTOMATION BUDGET HIGHLIGHTS

APPROPRIATIONS:

SALARIES

The amounts are calculated based on a 4 ½ year Union Contract approved by the RCLS Board of Trustees. The increase in Automation Salaries for 2021 is \$22,000, plus \$69,000 in cataloging.

BENEFITS ON AUTOMATION WAGES:

Benefits allocated to Automation has increased by \$3,800.

EQUIPMENT, FURNITURE & FIXTURES

There are no items budgeted for 2021

OFFICE & LIBRARY SUPPLIES

Includes expendable supplies such as cables and accessories at \$3,000; software at \$500; small equipment purchases at \$3,200 for a (\$700) decrease over the 2020 budget.

TELECOMMUNICATIONS

This code is primarily the cost of the private fiber network for the Automated Network. The anticipated cost, less 2019 E-rate funds, is paid for by member libraries. The five-year Crown Castle contract ends June 30, 2024.

CONFERENCES & TRAVEL

Only local travel has been budgeted for 2021, resulting in a (\$4,700) reduction.

CONTRACTS WITH LIBRARIES

This code decreased by (\$22,000). The \$30,000 payment of Novelist Select with CLDA funds are no longer processed through the ANSER budget. This reduced the income and expense. The \$129,200 budget represents computer/technology purchases made for and on behalf of member libraries.

SOFTWARE/HARDWARE MAINT. & SUBS.

This code includes hardware and software support, both annual contracts and multi-year contracts under \$2,500, applicable to the automated network. This includes the SirsiDynix annual software licensing agreement/maintenance at \$120,000, a (\$48,000) reduction, and annual maintenance contracts of \$74,000. The annual contracts have increased as ANSER is covering \$6,300 more for Novelist Select and the renewal of Splashtop remote access software at \$22,500. The overall reduction in this line is (\$12,400).

REFERENCE GUIDE: 2021 AUTOMATION BUDGET HIGHLIGHTS

CONTINUING EDUCATION

This line has decreased by (\$3,000) with Storm Wind online training software being the only purchase in 2021.

FUELS AND UTILITIES

Automation pays 50% of the estimated utility cost. We are reaping the savings from RCLS upgrading to LED lighting and reduce energy cost by participating in MEGA, a third part energy reseller for governmental agencies.

OTHER OPERATION & MAINTENANCE

Includes pro-rated portion (20%) of the following: trash removal, cleaning the building, grounds keeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous tasks and has increased by \$200.

OPERATION & MAINTENANCE OF VEHICLES

This expense relates to the ANSER van only.

TRANSFERS TO PC / LAPTOP / TABLET REPLACEMENT FUNDS

These lines are formula driven based on each library's ANSER equipment purchases and coverage selections.

TRANSFER TO CAPITAL PROJECT FUND

These lines are formula driven based on each library's ANSER equipment purchases and maintenance coverage selection.