



**RAMAPO CATSKILL LIBRARY SYSTEM**  
**2020 BUDGET - AUTOMATION**  
 09/23/19 To ANSER Committee

REVENUE	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	ORIGINAL BUDGET	2018 ADJUSTED BUDGET	ACTUAL 12/31/18	ORIGINAL BUDGET	2019 ADJUSTED BUDGET	ACTUAL 06/30/19	2020 BUDGET	CHANGE %	CHANGE \$
AUTOMATED SERVICES FEES	\$ 1,539,189	\$ 1,539,089	\$ 1,495,661	\$ 1,559,460	\$ 1,567,920	\$ 785,666	\$ 1,597,750	2.5%	38,290
INTEREST - A	4,000	4,000	3,569	4,200	4,200	2,552	4,200	0.0%	-
REFUND OF PRIOR YEARS' EXPENSES	-	1,500	1,470	-	-	120	-	-	-
GRANT-IN-AID	-	-	-	-	-	-	-	-	-
E-RATE FUNDING -A	-	196,798	196,798	-	7,550	-	-	-	-
<b>TOTAL INCOME.....</b>	<b>1,543,189</b>	<b>1,741,387</b>	<b>1,697,498</b>	<b>1,563,660</b>	<b>1,579,670</b>	<b>788,338</b>	<b>1,601,950</b>	<b>2.4%</b>	<b>38,290</b>
FUND BALANCE USE:									
UNRESTRICTED-OPERATIONS	-	-	-	-	-	-	-	-	-
E-RATE CREDIT- Expended	187,571	-	-	192,330	192,330	-	189,700	-1.4%	(2,630)
E-RATE CREDIT- Reserved for future years	-	-	-	-	-	-	-	-	-
<b>TOTAL REV &amp; APPROPRIATED FUND BAL</b>	<b>1,730,760</b>	<b>1,741,387</b>	<b>1,697,498</b>	<b>1,755,990</b>	<b>1,772,000</b>	<b>788,338</b>	<b>1,791,650</b>	<b>2.03%</b>	<b>35,660</b>

APPROPRIATIONS	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/18	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/19	2020 BUDGET	CHANGE %	CHANGE \$
	PROFESSIONAL SALARIES	85,300	85,300	85,147	88,500	88,500	44,195	87,900	-0.7%
NONPROFESSIONAL SALARIES	49,500	69,000	65,672	36,800	36,800	18,378	38,500	4.6%	1,700
ADMINISTRATIVE SALARIES	22,600	22,600	22,528	23,900	23,900	11,843	24,800	3.8%	900
AUTOMATED SERVICES SALARIES	354,400	354,400	350,682	367,300	367,300	179,959	384,200	4.6%	16,900
<b>TOTAL SALARIES</b>	<b>511,800</b>	<b>531,300</b>	<b>524,029</b>	<b>516,500</b>	<b>516,500</b>	<b>254,375</b>	<b>535,400</b>	<b>3.7%</b>	<b>18,900</b>
BENEFITS ON AUTOMATION WAGES	264,300	264,200	259,604	270,500	270,500	-	274,700	1.6%	4,200
<b>TOTAL SALARIES, PAYROLL TAXES &amp; BENEFITS</b>	<b>776,100</b>	<b>795,500</b>	<b>783,633</b>	<b>787,000</b>	<b>787,000</b>	<b>254,375</b>	<b>810,100</b>	<b>2.9%</b>	<b>23,100</b>
EQUIPMENT, FURNITURE & FIXTURES - A	-	-	-	-	-	-	-	-	-
OFFICE & LIBRARY SUPPLIES - A	14,600	14,600	9,986	9,800	9,800	4,428	9,200	-6.1%	(600)
TELECOMMUNICATIONS - A	318,600	318,600	313,892	312,900	312,900	156,875	319,400	2.1%	6,500
POSTAGE - A	100	100	-	100	100	-	100	0.0%	-
CONFERENCES & TRAVEL - A	5,400	6,100	2,425	4,500	4,500	42	6,900	53.3%	2,400
CONTRACTS WITH LIBR - A	144,500	144,500	110,038	142,000	157,100	109,401	151,400	6.6%	9,400
PROFESSIONAL FEES - A	6,300	6,300	1,659	4,800	4,800	-	3,600	-25.0%	(1,200)
CONTINUING EDUCATION - A	8,200	10,400	9,642	7,500	7,500	2,295	8,000	6.7%	500
MEMBERSHIP DUES - A	100	100	100	100	100	-	100	0.0%	-
SOFTWARE/HARDWARE MAINT. & SUBS. - A	188,000	207,000	206,557	215,600	224,100	38,856	207,100	-3.9%	(8,500)
FUELS & UTILITIES - A	16,050	13,550	10,584	14,900	14,900	6,026	15,600	4.7%	700
CUSTODIAL SUPPLIES - A	350	350	291	350	350	148	350	0.0%	-
INSURANCE - A	5,200	5,200	4,998	5,700	5,700	(434)	5,700	0.0%	-
OTHER OPERATION & MAINTENANCE - A	8,700	11,200	11,126	8,600	8,600	3,782	8,800	2.3%	200
OPERATION OF VEHICLES - A	1,900	1,900	1,463	1,800	1,800	674	1,800	0.0%	-
MAINTENANCE OF VEHICLES - A	1,000	1,000	364	1,000	1,000	271	900	-10.0%	(100)
<b>TOTAL OTHER EXPENSES - A</b>	<b>719,000</b>	<b>740,900</b>	<b>683,123</b>	<b>729,650</b>	<b>753,250</b>	<b>322,364</b>	<b>738,950</b>	<b>1.3%</b>	<b>9,300</b>
TRANSFER TO PC REPLACEMENT FUND	102,420	105,220	105,211	103,680	103,680	-	103,860	0.2%	180
TRANSFER TO LAPTOP REPLACEMENT FUND	1,100	2,500	2,466	3,960	3,960	-	7,040	77.8%	3,080
TRANSFER TO TABLET REPLACEMENT FUND	440	440	220	-	-	-	-	0.0%	-
TRANSFER TO CAPITAL PROJECT FUND	131,700	132,800	132,721	131,700	532,610	400,000	131,700	0.0%	-
<b>TOTAL TRANSFERS</b>	<b>235,660</b>	<b>240,960</b>	<b>240,617</b>	<b>239,340</b>	<b>640,250</b>	<b>400,000</b>	<b>242,600</b>	<b>1.4%</b>	<b>3,260</b>
<b>GRAND TOTAL</b>	<b>1,730,760</b>	<b>1,777,360</b>	<b>1,707,373</b>	<b>1,755,990</b>	<b>2,180,500</b>	<b>976,739</b>	<b>1,791,650</b>	<b>2.03%</b>	<b>35,660</b>
<b>NET ACTIVITY</b>	<b>\$ -</b>	<b>\$ (35,973)</b>	<b>\$ (9,875)</b>	<b>\$ -</b>	<b>\$ (408,500)</b>	<b>\$ (188,401)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET YEAR-END ADJUSTMENTS	-	-	12,125	-	-	-	-	-	-
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>\$ 2,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	2014	2015	2016	2017	2018	2019
Increase / (Decrease) in Fund Balance	\$ 41,235	\$ 82,440	\$ 62,333	\$ (18,494)	\$ 2,250	\$ (400,000)
<b>ANSER UNASSIGNED FUND BALANCE</b>	<b>482,453</b>	<b>564,893</b>	<b>627,226</b>	<b>608,732</b>	<b>610,982</b>	<b>210,982</b>



**RAMAPO CATSKILL LIBRARY SYSTEM  
2020 AUTOMATION BUDGET HIGHLIGHTS  
REFERENCE GUIDE  
09/23/19**

***The 5 most interesting things about the 2020 Budget – Automation***

1. The 2020 Automated Network SERvices (ANSER) Annual Fee is budgeted to increase by \$38,973. We had expected that most of the increase would be offset by the return of the Finkelstein Memorial Library (FML) to full ANSER participation on July 1, 2020; however, a few libraries reduced the number of workstations which countered the FML benefit.
2. Telecommunication Charges have increased by \$2,800, due the Newburgh Free Library - Mall Branch new service at a cost of \$1,600 and a slight decrease in E-Rate rebate of \$(1,200). At the DA Meeting on September 11, 2019, we reviewed the *Analysis of Fiber Network Traffic* report and how bandwidth was reallocated to achieve financial fairness and equity in resource allocation.
3. In my opinion, the best way to interpret the 2020 Budget – Automation is to focus on the last two columns. Column 8 and 9 show the percent and dollar change from the 2019 Budget. We added this information to make it easier to identify what is different from the previous budget in an effort to be more transparent.
4. The bottom three rows show the Increase/(Decrease) in the ANSER Unassigned Fund Balance for a historical snapshot of the net activity over the last five years.
5. This year, RCLS is presenting two options for the calculation of Workstation & Consumption Costs due to comments received about workstation costs.
  - **Option #1** - business as usual.
  - **Option #2** - reduces the cost of Full Service Workstations, Partial & LTD Workstations by 2% and shifts this cost to the Consumption side.

## REFERENCE GUIDE: 2020 AUTOMATION BUDGET HIGHLIGHTS

### REVENUE:

#### AUTOMATED SERVICES FEES – Details

	2018	2019	2020	New this year ↓ Inc. / (Dec.)
Annual Fees	\$ 901,152	\$ 948,852	\$ 987,825	\$ 38,973
Capital Upgrade Reserve	131,700	131,700	131,700	0
PC Replacement Reserve	102,420	103,680	103,860	180
Laptop Replacement Reserve	1,100	3,960	7,040	3,080
Tablet Replacement Reserve	440	0	0	0
<b>ANSER Fees</b>	<b>1,136,812</b>	<b>1,188,192</b>	<b>1,230,425</b>	<b>42,233</b>
Annual Service: Printers <sup>39</sup>	8,550	7,050	5,850	(1,200)
Annual Service: Readers <sup>219</sup>	5,675	5,825	5,475	(350)
Annual Service: Servers <sup>14</sup>	11,050	11,900	11,900	0
Annual Maint. Fee to FML	8,772	9,093	0	(9,093)
Telecom (net of E-Rate)	180,430	170,300	173,100	2,800
Pass-through purchases	152,500	133,700	136,700	3,000
Envisionware and Wi-Fi	24,300	23,400	24,400	1,000
Labor Partial Workstations	5,000	5,000	4,800	(200)
Labor Non-contractual equip.	6,000	5,000	5,100	100
<b>ANSER Revenue</b>	<b>399,277</b>	<b>371,268</b>	<b>367,325</b>	<b>(3,943)</b>
<b>Automated Services Fees</b>	<b>\$1,539,089</b>	<b>\$1,559,460</b>	<b>\$1,597,750</b>	<b>\$38,290</b>

#### E-RATE FUNDING – Amount unknown

The amount collected annually for E-rate will be applied against Telecommunication Charges billed to member libraries. For example, the e-rate collected in 2018 of \$189,700 was applied to the Telecommunications Charges for 2020.

### APPROPRIATIONS:

#### SALARIES

The amounts are calculated based on a 4 ½ year Union Contract approved by the RCLS Board of Trustees. Payroll is paid on a biweekly basis. The increase in Automation Salaries for 2020 is \$18,900 or 3.7%.

## REFERENCE GUIDE: 2020 AUTOMATION BUDGET HIGHLIGHTS

### **BENEFITS ON AUTOMATION WAGES:**

Benefits allocated to Automation has increased by 1.6% or \$4,200.

### **EQUIPMENT, FURNITURE & FIXTURES**

There are no items budgeted for 2020.

### **OFFICE & LIBRARY SUPPLIES**

Includes expendable supplies such as cables and accessories at \$4,200; software at \$1,100; small equipment purchases at \$3,900; and office supplies for a (\$600) decrease over the 2019 budget.

### **TELECOMMUNICATIONS**

This code is primarily the cost of the private fiber network for the Automated Network. The anticipated cost, less 2018 E-rate funds, is paid for by member libraries. A new five-year Crown Castle contract ending June 30, 2024 was executed and the Federal E-Rate Program has approved the first year's rebates. The increase reflects the 1<sup>st</sup> six months of FML returning to full ANSER participation.

### **CONTRACTS WITH LIBRARIES**

This code increased by \$9,400. Approximately \$30,000 of this line is pass through purchases of Central Library Development Aid (CLDA) with the Newburgh Free Library and about \$121,400 is 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 \$164,200 and annual maintenance contracts of \$42,900 for total decrease of (\$8,500).

### **FUELS AND UTILITIES**

Automation pays 50% of the estimated utility cost.

### **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.

## REFERENCE GUIDE: 2020 AUTOMATION BUDGET HIGHLIGHTS

### **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**

This amount remains consistent at \$131,700.