

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980

**Wednesday, October 17, 2018**  
**6:30 pm, Kennedy Room**

**AGENDA**

- I. **Call to Order**
- II. **Adoption of Minutes:** Regular Meeting, September 19,, 2018
- III. **Public Comment**
- IV. **Friends of the Library**
- V. **Finance -** Narrative Report (J Mahoney) *(Revised)*  
*Approval of Addendum to adjust Budget lines in excess of budget \**  
Approval of Disbursements. Month ending September 30, 2018 \*  
Financial Reports for September 2018 \*
- VI. **Reports**
  - A. **Director' Report,** September 18, 2018 – October ,2018
  - B. **Board Committees**
    - 1. Building & Capital Projects (J Lima)
    - 2. Finance & Budget (Rebecca Sanders).
    - 3. Policy (J Lima)
    - 4. Planning (C Mandara)
    - 5. Technology (T Needleman)
- VII. **Old Business** Real property report (61 East Main)
- VIII. **New Business** Resolution to approve the 2019 Ramapo Catskill Library System's Operating Budget as presented.\*
- IX. **Announcements**
- X. **Executive Session \***
- XI. **Adjournment \***

*\*=motion required*

10.10.18 **Next Scheduled Meeting:**  
**Tuesday, November 14th 6:30 pm**  
*Because of the Thanksgiving Holiday the November Meeting is moved a week earlier*

**Rose Memorial Library Association**  
**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**  
**Meeting Minutes for September 19, 2018**  
**Kennedy Room**

Attendees (5):

Jennifer Lima, Theodore Needleman, Rebecca Sanders, Michelle Rinaldi, Dorothy Flora (15 minutes late), James Mahoney (Director). Not present (2) Christina Mandara, Terrence Marsico.

I. Call to Order by J. Lima at 6:35 PM

II. Adoption of Minutes:

Motion made to accept the minutes from July 2018 regular board meeting by D. Flora 1st and J. Lima\_2<sup>nd</sup>. Motion passed.

III. Public Comment – Board barbecue to celebrate Harry Potter on Saturday, October 13, 2018. D. Flora to forward details to Board Members.

J. Lima to step down as Board Member President after December 2018. Two individuals were recommended and may attend the October Board Meeting. D. Flora and C. Mandara have two additional Candidates in mind for the Board and they will reach out to them to gauge their interest in joining. The Board of Trustees thanks Jennifer Lima for her outstanding service and leadership as Board President.

IV. Friends of the Library - None

V. Finance - Board reviewed:

Narrative Report (J Mahoney)

Financial Reports July/August 2018

Disbursements for Month ending March 31, 2018

Motion made to require the Director to approve Programs (Adult & Children) in excess of \$200 as a means of controlling spending. Motion made by M. Rinaldi, R. Sanders. Motion passed.

Motion made to approve the Disbursements and Financial Reports for the months of July & August 2018.

Motion made by M. Rinaldi, R. Sanders. Motion passed

VI. Reports

Director' Report January – July/August 2018

Board Committees

Building & Capitol Projects (J. Lima) See Below under Executive Session

Finance & Budget (R. Sanders) See Below under Announcements

Policy (J. Lima) - None

Planning (C. Mandara) - None

Technology - T. Needleman – T. Needleman to step down from Technology Committee in 2019 but will remain until end of year 2018.

VII. Old Business

Insurance Renewal

Vacation Modification

Motion to accept Vacation Policy by T. Needleman 1<sup>st</sup> and J. Lima 2<sup>nd</sup>; Motion passed.

VIII. New Business – None

IX. Announcements

J. Mahoney discussed the need to reduce expenditures as a means to control the annual budget. A reduction in library hours by an hour each day was proposed for 2019, to include a reduction in the Director's hours to 30 hrs/wk.

Motion was passed to accept plan to reduce the Director's hours to 30 hrs/wk starting immediately. Motion made by J. Lima 1<sup>st</sup>, R. Sanders 2<sup>nd</sup>, Motion passed.

X. Executive Session

Consideration on real estate property

J. Lima to file Resolution regarding sale of 61 Main Street with the NY Attorney General.

Motion to accept the offer of a buyer, as conveyed to us by Coldwell Banker Real Estate, to purchase our property located at 61 Main Street, Stony Point, NY. Contracts to be drawn up by attorneys, Philip Lucrezia. Proceeds of property sale to be reinvested in Library investment accounts. Motion made by D. Flora, T. Needleman 2<sup>nd</sup> Motion passed.

XI. Adjournment

Motion made to adjourn the regular meeting at 8:50 pm by M. Rinaldi, 1<sup>st</sup> and R. Sanders 2<sup>nd</sup>; Motion passed.

**Next scheduled meeting Wednesday October 17, 2018**

# Rose Memorial Library

## Financial Report

### For Board Meeting October 17, 2018

The financial reports for this month reflect income and expenses as of September 30, 2018. As of October 4th we had \$57,453.16 left in the **TD Bank Operating account**. Laura Grisar tells us that will be adequate until the end of the month, when we will have expended two payrolls of about \$14,500, and a balance \$28,456, more than enough to see us through for no0n-payroll bills. I expect a check from the North Rockland School District for \$200,000 around November 1<sup>st</sup>. \*\*

*We had income of \$4,825 in September and expenses of \$38,124*

The **Merrill Lynch** Accounts had a value of \$435,339 as of September 28, 2018, after the withdrawal of \$125,000 from Merrill Lynch Cash Accounts for operating expenses.

I have created a special report summarizing the 20-page monthly report from Merrill Lynch, to illustrate where we now stand in our investment account.

James Mahoney  
Library Director

\*\* = Check received and deposited Oct 15, 2018

Revised 10.15.18

# ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT

January 1, 2018 - December 31, 2018

As of September 30, 2018

Budget Line/ Description	Jan-Sept 30	Budget	\$ Over Budget	Increase	Revised Budget
4038 Rental Income Increase never applied	\$ 11,025	\$ 15,300		\$ (600)	\$ 14,700
6008 Accounting & Prof Fees 403B Mgt fee \$1000	\$ 1,792	\$ 600	\$ 1,192	\$ 1,192	\$ 1,792
6018 Insurance Claim Deduction \$2500	\$ 7,692	\$ 4,850	\$ 2,842	\$ 2,842	\$ 7,692
6045 Advertising & Promo Harry Potter Festival	\$ 3,356	\$ 500	\$ 2,856	\$ 2,856	\$ 3,356
			Will apply reimbursement		
6050 RCLS Service Fee	\$ 1,748	\$ 1,350	\$ 398	\$ 398	\$ 1,748
6051 Computer Tech Support Overhaul of equipment/new vendor	\$ 7,125	\$ 3,800	\$ 3,325	\$ 3,325	\$ 7,125
				\$ 10,613	\$ 21,713

10:04 AM  
 10/14/18  
 Cash Basis

## Rose Memorial Library Association Cash Disbursement Report As of September 30, 2018

Date	Num	Name	Memo	Paid Amount
<b>1000 · Operating Account - TD Bank</b>				
09/02/2018			Funds Transfer	(12,200)
09/11/2018			Deposit	987
09/12/2018	8366	Avaya Financial Services	753-0013903-000	(90)
09/12/2018	8367	Blackstone Audio, Inc.	Customer # 140854	(35)
09/12/2018	8368	EJ Stubenvoll Landscaping LLC	Salting 4/2	(450)
09/12/2018	8369	Kanopy		(10)
09/12/2018	8370	KeyBank		(1,646)
09/12/2018	8371	Liberty Public Library	Lost Item - item # 32818000448537	(25)
09/12/2018	8372	Midwest Tape	10980	(33)
09/12/2018	8373	Parity-Whats, Inc. d/b/a Vanguard Cl...	monthly cleaning	(600)
09/12/2018	8374	Rockland Carting	190708	(100)
09/12/2018	8375	Star Press of Pearl River Inc	Fall 2018	(1,025)
09/12/2018	8376	Thomson Gale	122519	(62)
09/14/2018	eft	ADP	PAYROLL PROCESSING FEES -	(63)
09/16/2018			Funds Transfer	(14,200)
09/19/2018	8377	Blackstone Audio, Inc.	Customer # 140854	(19)
09/19/2018	8378	Midwest Tape	10980	(18)
09/19/2018	8379	Oxford Health Plans	Group # RM18344	(1,455)
09/19/2018	8380	Purchase Power	8000-9090-0173-7100	(77)
09/19/2018	8381	Robin Ingram	Basket Weaving Class - 9/29/18	(200)
09/19/2018	8382	Staples	NYC 1009485	(156)
09/19/2018	8383	SUEZ Water New York	Account # 20008129710000	(24)
09/19/2018	8384	Susan Babcock	Reimbursement	(34)
09/19/2018	8385	Thomson Gale	122519	(24)
09/19/2018	8386	Utica National	100797801	(1,448)
09/20/2018	eft	Pitney Bowes - reserve acct	44175388	(125)
09/28/2018			Deposit	2,311
09/28/2018			Deposit	452
09/28/2018	eft	ADP	PAYROLL PROCESSING FEES -	(64)
09/30/2018			Funds Transfer	(14,500)
09/30/2018	8387	Amazon.com	6045 7817 0018 7544	(533)
09/30/2018	8388	Brodart - Books	314998A	(1,989)
09/30/2018	8389	Midwest Tape	10980	(39)
09/30/2018	8390	O & R	72647-23003	(851)
09/30/2018	8391	OPTIMUM	Acct # 07882-391439-01-2	(255)
09/30/2018	8392	Orange & Rockland	26290-56026	(42)
09/30/2018	8393	Parity-Whats, Inc. d/b/a Vanguard Cl...	monthly cleaning	(151)
09/30/2018	8394	Pitney Bowes Global Financial Servic...	Postage Meter rental	(60)
09/30/2018	8395	Staples	NYC 1009485	(203)
09/30/2018			Interest	30
Total 1000 · Operating Account - TD Bank				(49,023)
<b>1005 · Payroll Acct - TD Bank</b>				
09/02/2018			Funds Transfer	12,200
09/05/2018	EFT	ADP	PAYROLL ending 9/1/2018	(8,698)
09/05/2018	EFT	ADP - taxes		(3,462)
09/16/2018			Funds Transfer	14,200
09/19/2018	eft	ADP	PAYROLL ending 9/15/2018	(10,148)
09/19/2018	EFT	ADP - taxes		(4,006)
09/30/2018			Funds Transfer	14,500
Total 1005 · Payroll Acct - TD Bank				14,587
<b>1006 · Savings - Special Funds</b>				
09/30/2018			Interest	0
Total 1006 · Savings - Special Funds				0
<b>1040 · Petty Cash</b>				
09/21/2018	186	Susan Babcock		(9)
09/30/2018	187	Georgiana Aybar		(4)
Total 1040 · Petty Cash				(13)
<b>TOTAL</b>				<b>(34,450)</b>

Rose Memorial Library Association  
Profit & Loss  
September 2018

	<u>Sep 18</u>
Ordinary Income/Expense	
Income	
4011 · Grants & Aid	1,000
4014 · Fundraising Income - Appeal	55
4015 · Investment Income	1,181
4016 · Gifts and Donations	113
4031 · Library Charges	548
4032 · Other Income	702
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>4,825</u>
Gross Profit	4,825
Expense	
6001 · Salaries	21,919
6002 · Benefits	4,699
6007 · Office Postage	40
6010 · Repairs and Maintenance	1,390
6011 · Health Insurance Premiums Paid	1,377
6015 · Telecommunications	119
6017 · Utilities	917
6018 · Insurance	1,448
6019 · Dues/Fees	79
6031 · Internet Access	136
6035 · Newsletters	1,153
6045 · Advertising and Promotion	1,157
6101 · Capital Expenditures	2,780
6200 · Programs	200
6300 · Supplies	709
Total Expense	<u>38,124</u>
Net Ordinary Income	(33,299)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(33,299)</u></u>

**Rose Memorial Library Association**  
**YTD Profit & Loss Budget vs. Actual**  
January through September 2018

	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	3,973	4,370	(397)	91%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Appeal	8,609	10,000	(1,391)	86%
4015 · Investment Income	22,069	24,900	(2,831)	89%
4016 · Gifts and Donations	390			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	4,947	8,000	(3,053)	62%
4032 · Other Income	3,620	2,000	1,620	181%
4038 · Rental Income - 61 E. Main	11,025	15,300	(4,275)	72%
<b>Total Income</b>	<u>310,648</u>	<u>521,170</u>	<u>(210,522)</u>	<u>60%</u>
<b>Gross Profit</b>	310,648	521,170	(210,522)	60%
<b>Expense</b>				
6001 · Salaries	250,560	359,985	(109,425)	70%
6002 · Benefits	28,470	33,764	(5,294)	84%
6007 · Office Postage	1,697	1,500	197	113%
6008 · Accounting & Other Prof Fees	1,792	600	1,192	299%
6009 · Legal	1,438	2,100	(662)	68%
6010 · Repairs and Maintenance	18,103	21,576	(3,473)	84%
6011 · Health Insurance Premiums Paid	16,903	29,000	(12,097)	58%
6015 · Telecommunications	1,676	2,858	(1,182)	59%
6017 · Utilities	7,349	9,100	(1,751)	81%
6018 · Insurance	7,692	4,850	2,842	159%
6019 · Dues/Fees	1,632	2,165	(533)	75%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	1,905	1,629	276	117%
6032 · Ansernet Service Fee	8,741	10,055	(1,314)	87%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	6,605	8,000	(1,395)	83%
6036 · Fundraising	444	2,650	(2,206)	17%
6045 · Advertising and Promotion	3,356	500	2,856	671%
6046 · Movie Licensing Contract	485	465	20	104%
6050 · RCLS Service Fee	1,748	1,350	398	129%
6051 · Computer Technical Support	7,125	3,800	3,325	188%
6053 · Website Hosting Fee	520	360	160	144%
6101 · Capital Expenditures	35,616	40,071	(4,455)	89%
6125 · Serials	3,854	3,485	369	111%
6200 · Programs	10,950	10,750	200	102%
6300 · Supplies	8,914	10,000	(1,086)	89%
<b>Total Expense</b>	<u>428,882</u>	<u>563,438</u>	<u>(134,556)</u>	<u>76%</u>
<b>Net Ordinary Income</b>	(118,234)	(42,268)	(75,966)	280%



**Rose Memorial Library Association**  
**YTD Profit & Loss Budget vs. Actual**  
 January through September 2018

	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(118,234)</u>	<u>(42,268)</u>	<u>(75,966)</u>	<u>280%</u>
Cash Balances:	<u>01-Jan-18</u>		<u>30-Sep-18</u>	
Operating Acct - TD Bank	\$88,659.22		\$59,551.58	
Payroll Acct - TD Bank	\$99.43		\$14,596.97	
Savings Acct - TD Bank	\$8,288.07		\$8,291.17	
Bank CDs - Future Fund	\$0.00		\$0.00	
Bank CDs - Other	\$0.00		\$0.00	
Petty Cash	\$25.87		\$87.23	
Merrill Lynch Cash Acct	\$65,396.33		\$1,568.17	
Merrill Lynch Certificates of Deposit	\$0.00		\$0.00	
Merrill Lynch Municipal Bonds	\$316,101.92		\$282,101.92	
Merrill Lynch Premiums/Discounts	-\$862.81		\$93.56	
Merrill Lynch Cash Acct - Future Fund	\$44,104.63		\$76,146.37	
Merrill Lynch Municipal Bonds - Future F	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Futu	\$0.00		\$1,240.40	
	<u>\$647,481.86</u>		<u>\$529,346.57</u>	

<b>Merrill Lynch EMA Assets</b>		9/28/2018					
Cash					\$ 1,568.17	\$ 5.00	0.33%
						Est Annual	Est Annual
<b>Corporate Bonds</b>	<b>Acquired</b>	<b>Ends</b>	<b>Quantity</b>	<b>Est Value</b>	<b>Income</b>	<b>Yield</b>	
NASDAQ OMX Group	5/16/2013	1/15/2020	17,000	\$ 17,507.62	\$ 944	5.38%	
Arrow Electronics	5/16/2013	4/1/2020	17,000	\$ 17,538.90	\$ 1,020	5.81%	
HSBC	5/16/2013	1/15/2021	15,000	\$ 15,910.65	\$ 1,002	6.29%	
GAP Inc, The	5/16/2013	4/12/2021	16,000	\$ 16,698.88	\$ 952	5.70%	
Williams Co Inc	5/16/2013	9/1/2021	14,000	\$ 15,548.68	\$ 1,103	7.09%	
Hewlett-Packard Co	5/16/2013	12/9/2021	18,000	\$ 18,529.38	\$ 837	4.51%	
Goldman Sachs Group	5/16/2013	1/24/2022	6,000	\$ 6,383.46	\$ 245	5.40%	
Morgan Stanley	5/16/2013	11/1/2022	18,000	\$ 18,649.62	\$ 878	4.70%	
US West Communications	5/16/2013	9/15/2025	16,000	\$ 17,261.44	\$ 1,160	6.72%	
			137,000	\$ 144,028.63	\$ 8,141	5.73%	
<b>Municipal Bonds</b>							
Glendale AZ, Mun PPTY EXC	12/17/2009	7/1/2033	50,000	\$ 58,375.00	\$ 3,079	5.27%	
Convention Center Auth RI	12/17/2009	5/15/2035	50,000	\$ 56,921.00	\$ 3,030	5.32%	
Orlando FLA Tourist Dev	N/A	11/1/2038	10,000	\$ 10,023.80	\$ 550	5.48%	
			110,000	\$ 125,319.80	\$ 6,659	5.31%	
Total EMA Cash & Bonds				\$ 270,916.60			
Accrued Interest				\$ 4,220.47			
Total Assets EMA Account				\$ 275,137.07			
<b>Merrill Lynch FUTURE FUND</b>							
CASH				\$ 76,146.38	\$ 251	0.33%	
<b>Municipal Bonds</b>							
Chesterfield Cnty VA EDA	5/25/2011	11/1/2042	40,000	\$ 42,030.80	\$ 2,000	4.75%	
Puerto Rico Aqueduct-Sewer	4/27/2011	7/1/2047	40,000	\$ 40,712.80	\$ 2,050	5.03%	
			80,000	\$ 82,743.60	\$ 4,050	4.89%	
Total Future Fund Cash & Bonds				\$ 158,889.98			
Accrued Interest				\$ 1,312.09			
Total Assets Future Fund Account				\$ 160,202.07			
<b>Net Portfolio Value</b>				\$ 435,339.14			

**Rose Memorial Library  
Library Director's Report  
September 17, 2018 – October 11, 2018**

**For Board Meeting October 17, 2018  
By James Mahoney, Library Director**

**General Overview -**

In this period I concentrated on getting a handle on the back-up of paperwork in my desk area, and refining the 2019 budget for presentation to the Town Board.

**Personnel** – We had an opening for a clerk in the Children's Room on some Sundays that had been temporarily filled, and now I have hired Carolina Abreu Baez, who works full-time at the Village Library in Haverstraw. Also, since Laura Grisar left the Office Manager part of her position, we have really been short-handed, so I have hired Carole Stewart Gomez of Stony Point, a retired Executive Assistant, as my part-time Administrative Assistant.

**Building:** The new Book Drop has finally been installed near the front entrance, but we are still working out a few kinks with its front door. Also we discovered that the inside cart that I had saved from the old model is inadequate for this new design. The recommended new cart is 8-inches taller than the old model, with the result that some books when dropped in overshoot the cart and wind up behind the cart on the floor. So much for trying to save some money.

**Technology:** I had Tech-Spectrum inspect the three computers in the library office, which had not been updated or checked out since I have been here. There were no major problems.

**RCLS:** It is that time of year when all the RCLS member library boards are asked to approve the RCLS 2019 Budget. The Board will be asked to vote at this meeting by official ballot.

**Appointments/Meetings**

Monday, Sept 17<sup>th</sup> RCLS System Services Committee, Middletown

Wednesday, September 19<sup>th</sup> Library Board Meeting, RMLA

Thursday, September 20<sup>th</sup> Susan Perry, Baldino & Perry, set up 403b retirement plan w/staff

Tuesday, Sept 25<sup>th</sup> Gregg Smith, Finance Director, Town of Stony Point, Town Hall

Friday, September 28<sup>th</sup> Interview, Children's Room position

Wednesday, October 3<sup>rd</sup>, Interview, Admin. Asst. RMLA

Friday, October 5<sup>th</sup>, Gretchen Bell, Director, Nanuet Public Library, Retirement

Monday, October 8<sup>th</sup>, Columbus Day, Library Open, "Premium Holiday"

**Adult Services Report**  
**October 2018**  
**Oscar Chrin, Adult Services Librarian**

I attended the "Everyone Serves Families with Young Children" training at RCLS, which aimed to teach non-youth staff how to better serve kids and their families. I also attended an Adult Programmers Roundtable meeting at Mamakating Library and an eContent Buyers meeting at RCLS earlier this week.

Our perennially popular Chair Yoga program has started back up again and attendance has been good so far (consistently 10+ attendees). We also had a very successful basket weaving craft class the last Saturday in September (photos of the participants and their creations can be found on our Facebook page). We also hosted someone from the Rockland Community College's financial aid office to give parents and teens information about college financial aid options available to them and how to apply - which was also well attended.

The November/December newsletter is almost complete and should be going out to the printers by the end of this week.

**Head of Youth Services**  
**October 2018**  
**Susan Babcock**

During the last week of September we participated in outreach with Stony Point Elementary School. They allowed us to set up a table near the entrance where we handed out flyers for upcoming programs, and made library cards with the mobile device from RCLS. I was also able to meet the new School Librarian and she has invited me to visit on a regular basis.

Weekly Programming is going well and most are filled to capacity except for the Tuesday afternoon Storytime. I am considering a day/time change for 2019. Stony Point Elementary has gone to full day kindergarten so that may be affecting the numbers in that group.

We are getting a nice number of requests for Teen volunteers and our October Teen Advisory Group meeting had a nice turnout. We will be hosting a pumpkin carving event for the Teens at the end of the month.

	September YTD 2018		September YTD 2017	
<b>Adult Collection</b>				
Fiction Books	451	4298	470	4386
New Fiction	27	<b>274</b>	44	333
Express Books	387	3364	391	3609
Large Print Books	222	1883	161	1771
Non Fiction Books	191	1832	189	2304
<b>Total Adult Books</b>	1278	11652	1255	12403
<b>CD/Audio</b>	159	1349	118	1308
<b>DVD</b>	688	<b>6071</b>	642	6388
<b>Misc.</b>	13	<b>36</b>	4	59
<b>Periodicals</b>	84	<b>781</b>	66	554
<b>TOTAL ADULT CIRC</b>	<b>2222</b>	<b>19889</b>	<b>2085</b>	20712
<b>Juvenile Collection</b>				
Fiction Books	1374	<b>10796</b>	1240	9077
Non-Fiction Books	146	<b>1254</b>	147	1101
Express Books	0	4	0	3
<b>Total Juv Books</b>	1520	12054	1387	10181
<b>CD/Audio</b>	17	93	15	88
<b>DVD</b>	260	<b>2251</b>	248	2725
<b>Misc.</b>	0	<b>0</b>	0	0
<b>Periodicals</b>	13	<b>53</b>	6	37
<b>TOTAL Juvenile Circ</b>	<b>1810</b>	<b>14451</b>	<b>1656</b>	13031
<b>YA Collection</b>				
Fiction Books	68	506	42	475
Non-Fiction Books	17	<b>132</b>	2	140
Express Books	0	0	0	1
<b>CD/Audio</b>	2	10	0	11
<b>DVD</b>	7	33	4	12
<b>TOTAL YA Circ</b>	<b>94</b>	<b>681</b>	<b>48</b>	639
<b>Graphic Books</b>	132	<b>1129</b>	139	644
<b>Games</b>	35	<b>298</b>	63	390
<b>GRAND TOTAL</b>	<b>4293</b>	<b>36448</b>	<b>3991</b>	35416
All Books	3015	<b>25473</b>	2825	23844
All AV	1133	9807	1027	10532
Periodicals	97	834	72	591
Games	35	298	63	390
Misc	13	36	4	59
	4293	36448	3991	35416

## Rose Memorial Library Statistics

	September 2018	YTD 2018	September 2017	YTD 2017
Circulation:	4293	36447	3991	35416
Inter Library Loan				
- Borrowed	733	6208	714	7206
- Loaned	792	6751	783	6477
Registered Users	5637	N/A	5675	N/A
Reference Transactions				
- Adult	546	4108	397	3309
- Children's	148	951	0	0
Library Visitors	3209	29002	3350	28961
Public Computer Sessions	130	1263	282	2170
Web Analytics				
- Visitors	620	6161	691	7632
-Number of Visits	1316	13062	1396	14021
- Page Visits	2448	22816	2356	23566

Programs: (Breakdown attached)	September 2018		September 2017	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	8	39	14	98
- Young Adult	0	0	7	20
- Children's	28	349	30	468

Childrens		
Date	Program	Attendance
5-Sep	Film & Coloring 10:30 am	12
5-Sep	Film & Coloring 1:30 pm	6
7-Sep	Lego Builders Ages 3-5 10:30 am	6
7-Sep	Lego Builders Ages 3-5 1:30 pm	4
10-Sep	Ryhme , Bounce & Giggle	12
10-Sep	Tween Challenge	2
11-Sep	Preschool Storytime 10:30 am	17
11-Sep	Preschool Storytime 1:30 pm	2
11-Sep	Lego Builders Ages 5 and up 3:30pm	21
13-Sep	Walk & wiggle	24
13-Sep	Toddler Storytime	16
15-Sep	Family Storytime	0
17-Sep	Ryhme , Bounce & Giggle	16
18-Sep	Preschool Storytime 10:30 am	19
18-Sep	Preschool Storytime 1:30 pm	6
19-Sep	Eat Smart NY	9
19-Sep	Paws for a Cause	16
20-Sep	Walk & wiggle	28
20-Sep	Toddler Storytime	14
21-Sep	Goosebumps	10
24-Sep	Ryhme , Bounce & Giggle	13
25-Sep	Preschool Storytime 10:30 am	16
25-Sep	Preschool Storytime 1:30pm	4
26-Sep	Fun with Play Dough 10:30 am	7
26-Sep	Fun with Play Dough 1:30 pm	5
27-Sep	Walk & wiggle	17
27-Sep	Toddler Storytime	25
28-Sep	Goosebumps	22

Adult		
Date	Program	Attendance
7-Sep	Coloring for Calm	0
10-Sep	Genealogy Research	3
12-Sep	Tabletop Game Night	2
13-Sep	STEM Book Club	3
17-Sep	Movie Monday	16
20-Sep	Third Thursday Book Club	4
26-Sep	Career Counseling 1 on 1 Sessions	3
29-Sep	Basket Weaving Workshop	8



**RAMAPO CATSKILL LIBRARY SYSTEM**  
**2019 BUDGET - OPERATING**  
 08/20/18 (Approved by RCLS Board of Trustees)

	2017					2018					2019			Col: 14	Col: 15	Col: 16	Col: 17
	Col: 1	Col: 2	Col: 3	Col: 4	Col: 5	Col: 6	Col: 7	Col: 8	Col: 9	Col: 10	Col: 11	Col: 12	Col: 13				
REVENUE	FULL BUDGET	GENERAL	AUTOMATION	ADJUSTED BUDGET	ACTUAL	FULL BUDGET	GENERAL	AUTOMATION	ADJUSTED BUDGET	ACTUAL	FULL BUDGET	GENERAL	AUTOMATION	% CHANGE BUDGET	\$ Change BUDGET	\$ Change GENERAL	\$ Change AUTO
SALE OF GOODS & SERVICES	\$ 225,000	\$ 225,000	\$ -	\$ 285,000	\$ 286,132	\$ 298,500	\$ 298,500	\$ -	\$ 298,500	\$ 140,370	\$ 348,000	\$ 348,000	\$ -	16.6%	\$ 49,500	\$ 49,500	\$ -
AUTOMATED SERVICES FEES	1,544,734	71,730	1,544,734	1,544,734	1,529,726	1,339,189	97,093	1,539,189	1,539,089	734,340	1,559,460	1,559,460	1,559,460	1.3%	20,271	-	20,271
SERVICE FEES	8,000	8,000	-	8,000	5,486	8,000	8,000	-	8,000	28	8,000	8,000	-	25.9%	25,189	-	-
INTEREST ON GENERAL FUNDS	4,500	-	4,500	4,500	4,282	4,000	-	4,000	4,000	1,507	4,200	-	4,200	0.0%	200	-	200
INTEREST ON AUTOMATION FUNDS	-	-	-	2,100	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
SALE OF FIXED ASSETS	-	-	-	4,800	4,800	-	-	-	-	717	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -GEN	-	-	-	2,587	2,587	-	-	-	-	1,350	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -AUTO	-	-	-	5,230	5,156	-	-	-	-	65	-	-	-	0.0%	-	-	-
FUNDRAISING	-	-	-	5,000	3,768	5,000	5,000	-	5,000	3,524	5,000	5,000	-	0.0%	-	-	-
GIFTS - NYLA ADVOCACY DAY	-	-	-	300	207	-	-	-	-	-	-	-	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -GEN	-	-	-	370	370	-	-	-	-	-	-	-	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -AUTO	-	-	-	187,330	187,330	-	-	-	-	-	-	-	-	0.0%	-	-	-
E-RATE FUNDING -GENERAL	-	-	-	1,719,648	1,719,648	-	-	-	-	-	-	-	-	0.0%	-	-	-
E-RATE FUNDING -AUTOMATION	1,718,723	1,718,723	-	1,719,648	1,719,648	1,719,648	1,719,648	-	1,719,648	-	1,736,684	1,736,684	-	1.0%	17,036	17,036	-
BASIC AID	1,734,636	1,734,636	-	1,734,636	1,734,636	1,734,636	1,734,636	-	1,734,636	-	1,750,507	1,750,507	-	1.0%	1,778	1,778	-
LSSA-LOCAL SERVICES SUPPORT AID	223,066	223,066	-	223,187	223,187	223,187	223,187	-	223,187	-	225,398	225,398	-	1.0%	2,211	2,211	-
LSSA-LOCAL LIBRARY SERVICES AID	240,493	240,493	-	240,664	240,664	240,633	240,633	-	240,623	-	243,048	243,048	-	1.0%	2,425	2,425	-
CENTRAL LIBRARY AID	66,940	66,940	-	66,936	66,936	66,977	66,977	-	66,977	-	67,599	67,599	-	0.9%	622	622	-
CENTRAL BOOK AID	137,951	137,951	-	138,025	138,025	138,025	138,025	-	138,025	-	139,392	139,392	-	1.0%	1,367	1,367	-
COORDINATED OUTREACH GRANT	-	-	-	128,000	128,000	-	-	-	3,750	3,750	-	-	-	0.0%	-	-	-
GRANT IN AID	-	-	-	56,513	56,513	-	-	-	3,750	-	-	-	-	-0.2%	(100)	(100)	-
STATE CORRECTIONAL FACILITIES	37,200	37,200	-	37,200	37,200	38,300	38,300	-	38,300	-	38,200	38,200	-	0.0%	-	-	-
COUNTY JAILS	-	-	-	6,642	6,642	-	-	-	38,300	-	-	-	-	0.0%	-	-	-
LITERACY LIBRARY SERVICES GRANT	-	-	-	21,531	21,520	-	-	-	-	-	-	-	-	0.0%	-	-	-
TOTAL INCOME.....	4,456,973	2,907,739	1,549,234	4,896,556	4,878,538	4,552,271	3,009,082	1,543,189	4,555,921	982,744	4,672,770	3,109,110	1,563,660	2.6%	120,499	100,028	20,471
FUND BALANCE USE:																	
UNALLOCATED-OPERATIONS	-	-	-	-	(10,056)	24,455	24,455	-	24,455	-	24,455	24,455	-	0.0%	-	-	-
E-RATE CREDIT - Depleted	177,274	-	177,274	-	-	187,571	-	187,571	187,571	-	192,330	-	192,330	2.5%	4,759	-	4,759
TOTAL REV & APPROPRIATED FUND BAL	\$ 4,634,247	\$ 2,907,739	\$ 1,726,508	\$ 4,896,556	\$ 4,868,482	\$ 4,764,297	\$ 3,033,537	\$ 1,730,760	\$ 4,767,947	\$ 982,744	\$ 4,889,555	\$ 3,133,565	\$ 1,755,990	2.6%	\$ 125,258	\$ 100,028	\$ 25,230

The 2017 Budget deficit is \$71,730 before the Member Library Service Fee. The amount of the 2017 Service Fee covers 100% of revenue shortfall and is \$25,363 less than 2016 - a 26% reduction.

The 2018 Budget deficit is \$121,548 before the Member Library Service Fee. The Member Library Service Fee has increased by \$25,363 to \$97,093 (the 2016 Service Fee amount) and covers 80% of the NYS revenue shortfall. The remaining \$24,455 will come from RCLS Unallocated Fund Balance.

The 2019 Budget deficit is \$146,737 before the Member Library Service Fee. The Member Library Service Fee has increased by \$25,189 to \$122,282 and covers 83% of the deficit. The remaining \$24,455, the same amount as last year, will come from the RCLS Unallocated Fund Balance.





	APPROPRIATIONS					2017					2018					2019			Col. 14 %	Col. 15 \$ Change BUDGET	Col. 16 \$ Change GENERAL	Col. 17 \$ Change AUTO
	Col. 1 FULL BUDGET	Col. 2 GENERAL	Col. 3 AUTOMATION	Col. 4 ADJUSTED BUDGET	Col. 5 ACTUAL 12/31/17	Col. 6 FULL BUDGET	Col. 7 GENERAL	Col. 8 AUTOMATION	Col. 9 ADJUSTED BUDGET	Col. 10 ACTUAL 06/30/18	Col. 11 FULL BUDGET	Col. 12 GENERAL	Col. 13 AUTOMATION	Col. 14 %	Col. 15 \$ Change BUDGET	Col. 16 \$ Change GENERAL	Col. 17 \$ Change AUTO					
PROFESSIONAL SALARIES	\$ 516,980	\$ 434,040	\$ 82,940	\$ 526,980	\$ 522,174	\$ 545,700	\$ 460,400	\$ 85,300	\$ 545,700	\$ 269,939	\$ 569,500	\$ 481,000	\$ 88,500	4.4%	\$ 23,800	\$ 20,600	\$ 3,200					
NON-PROFESSIONAL SALARIES	418,350	370,180	48,170	441,806	429,864	406,400	356,900	49,500	406,400	199,371	396,100	359,300	36,800	-2.5%	(10,300)	2,400	(12,700)					
ADMINISTRATIVE SALARIES	320,640	298,830	21,810	320,690	320,883	330,200	307,600	22,600	330,200	163,019	345,400	321,500	23,900	4.6%	15,200	13,900	1,300					
AUTOMATED SERVICES SALARIES	369,540	30,990	338,550	390,240	387,478	386,200	31,800	354,400	386,200	181,915	399,400	32,100	367,300	3.4%	13,200	300	12,900					
TOTAL SALARIES	1,625,510	1,133,640	491,870	1,679,716	1,660,399	1,668,500	1,156,700	511,800	1,668,500	814,244	1,710,400	1,193,900	516,500	2.5%	41,900	37,200	4,700					
VEHICLES	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-					
EQUIPMENT, FURNITURE & FIXTURES -G	4,200	4,200	-	4,200	4,152	-	-	-	3,200	2,989	-	-	-	0.0%	-	-	-					
EQUIPMENT, FURNITURE & FIXTURES -A	1,800	-	1,800	1,800	1,038	-	-	-	-	-	-	-	-	0.0%	-	-	-					
TOTAL EQUIPMENT	6,000	4,200	1,800	6,000	5,190	-	-	-	3,200	2,989	-	-	-	0.0%	-	-	-					
BOOKS/PROFESSIONAL	1,000	1,000	-	1,000	1,000	500	500	-	500	58	1,000	1,000	-	100.0%	500	500	-					
BOOKS/CENTRAL BOOK AID	66,940	66,940	-	66,936	63,453	66,977	66,977	-	80,554	20,577	67,599	67,599	-	0.9%	622	622	-					
SERIALS	1,500	1,500	-	1,500	1,115	1,500	1,500	-	1,500	-	1,500	1,500	-	0.0%	-	-	-					
TOTAL LIBRARY MATERIALS	69,440	69,440	-	69,436	65,568	68,977	68,977	-	82,554	20,635	70,099	70,099	-	1.6%	1,122	1,122	-					
OFFICE & LIBRARY SUPPLIES -G	16,400	16,400	-	14,400	12,128	15,800	15,800	-	15,800	4,185	15,120	15,120	-	-4.3%	(680)	(680)	-					
OFFICE & LIBRARY SUPPLIES -A	12,400	-	12,400	12,400	8,290	14,600	-	14,600	14,600	6,555	9,800	-	9,800	-32.9%	(4,800)	-	(4,800)					
TELEPHONE	1,200	1,200	-	1,200	741	900	900	-	900	413	900	900	-	0.0%	-	-	-					
TELECOMMUNICATIONS	315,800	-	315,800	322,900	321,708	318,600	-	318,600	318,600	157,340	312,900	-	312,900	-1.8%	(5,700)	-	(5,700)					
POSTAGE -G	1,000	1,000	-	1,000	1,000	1,000	1,000	-	1,000	-	1,000	1,000	-	0.0%	-	-	-					
POSTAGE -A	100	-	100	100	4	100	100	-	100	-	100	100	-	0.0%	-	-	-					
POSTAGE ADVOCACY	1,250	1,250	-	1,250	530	1,000	1,000	-	1,000	-	1,000	1,000	-	0.0%	-	-	-					
PR/ADVOCACY/COMMUNICATION COSTS	8,100	8,100	-	8,100	5,633	7,700	7,700	-	7,700	5,195	7,500	7,500	-	-2.6%	(200)	(200)	-					
TRAVEL - STAFF	4,250	4,250	-	2,250	2,284	3,800	3,800	-	3,800	1,555	4,300	4,300	-	13.2%	500	500	-					
CONFERENCES - STAFF	16,800	16,800	-	14,800	13,646	17,000	17,000	-	17,000	9,624	16,600	16,600	-	-2.4%	(400)	(400)	-					
CONFERENCES & TRAVEL OUTREACH	4,450	4,450	-	4,450	2,354	3,600	3,600	-	5,600	1,200	1,500	1,500	-	-58.3%	(2,100)	(2,100)	-					
TRAVEL & BOARD MEETING COSTS	3,150	3,150	-	1,750	1,775	2,900	2,900	-	2,900	327	2,500	2,500	-	-13.8%	(400)	(400)	-					
CONFERENCES & TRAVEL - BOARD	7,700	7,700	-	5,100	4,652	7,100	7,100	-	7,100	2,084	6,500	6,500	-	-8.5%	(600)	(600)	-					
CONFERENCES & TRAVEL -A	7,950	-	7,950	7,950	3,134	5,400	5,400	-	5,400	54	4,500	4,500	-	-16.7%	(900)	(900)	-					
CONTRACTS WITH LIBR -G	222,000	222,000	-	282,000	282,274	297,000	-	297,000	297,000	138,736	343,000	343,000	-	15.5%	46,000	46,000	(900)					
CONTRACTS WITH LIBR -A	171,800	-	171,800	171,800	167,764	144,500	-	144,500	144,500	45,131	142,000	-	142,000	-1.7%	(2,500)	-	(2,500)					
TOTAL LIBRARY SUPPLIES	794,350	286,300	508,050	851,450	827,917	841,000	357,800	483,200	841,000	372,399	869,220	399,920	469,300	3.4%	28,220	42,120	(13,900)					
PROFESSIONAL FEES -G	27,900	27,900	-	45,500	34,640	26,500	26,500	-	30,500	5,661	29,400	29,400	-	10.9%	2,900	2,900	-					
PROFESSIONAL FEES -A	6,300	-	6,300	6,300	1,461	6,300	-	6,300	6,300	413	4,800	-	4,800	-23.8%	(1,500)	-	(1,500)					
CONTINUING EDUCATION -G	8,000	8,000	-	5,020	4,900	9,600	9,600	-	9,600	412	7,550	7,550	-	-21.4%	(2,050)	(2,050)	-					
CONTINUING EDUCATION -A	9,800	-	9,800	9,800	5,492	8,200	-	8,200	10,400	9,254	7,500	-	7,500	-8.5%	(700)	-	(700)					
FUNDRAISING COSTS	-	-	-	420	420	-	-	-	-	-	-	-	-	0.0%	-	-	-					
ANNUAL MEETING COSTS	2,000	2,000	-	2,000	1,532	2,100	2,100	-	2,000	-	2,750	2,750	-	31.0%	650	650	-					
ADVOCACY COSTS	19,050	19,050	-	13,950	12,975	18,800	18,800	-	18,800	7,834	18,300	18,300	-	-2.7%	(500)	(500)	-					
MEMBERSHIP DUES -G	3,700	3,700	-	3,485	3,485	3,700	3,700	-	3,700	1,573	4,200	4,200	-	13.5%	500	500	-					
MEMBERSHIP DUES -A	110	-	110	110	100	100	-	100	100	-	100	100	-	0.0%	-	-	-					
SOFTWARE/HARDWARE MAINT. & SUBS -G	17,400	17,400	-	8,400	9,134	14,600	14,600	-	14,600	3,299	15,000	15,000	-	2.7%	400	400	-					
SOFTWARE/HARDWARE MAINT. & SUBS -A	185,400	-	185,400	203,126	197,755	188,000	-	188,000	188,000	20,819	215,000	215,000	-	14.7%	27,600	27,600	-					
CATALOGING TOOLS	23,500	23,500	-	22,300	20,746	22,300	22,300	-	22,300	5,233	22,800	22,800	-	2.2%	500	500	-					
TOTAL DUES & FEES	303,160	101,550	201,610	320,626	292,640	300,200	97,600	202,600	306,300	54,498	328,000	100,000	228,000	9.3%	27,800	2,400	25,400					



	APPROPRIATIONS					2017					2018					2019			Col. 14 %	Col. 15 \$ Change BUDGET	Col. 16 \$ Change GENERAL	Col. 17 \$ Change AUTO
	Col. 1 FULL BUDGET	Col. 2 GENERAL	Col. 3 AUTOMATION	Col. 4 ADJUSTED BUDGET	Col. 5 ACTUAL 12/31/17	Col. 6 FULL BUDGET	Col. 7 GENERAL	Col. 8 AUTOMATION	Col. 9 ADJUSTED BUDGET	Col. 10 ACTUAL 06/30/18	Col. 11 FULL BUDGET	Col. 12 GENERAL	Col. 13 AUTOMATION	Col. 14 %	Col. 15 \$ Change BUDGET	Col. 16 \$ Change GENERAL	Col. 17 \$ Change AUTO					
FUELS & UTILITIES -G	18,650	18,650	-	13,650	12,054	16,850	16,850	-	16,850	6,580	15,700	15,700	-	-6.8%	(1,150)	(1,150)	-					
FUELS & UTILITIES -A	18,650	-	18,650	18,650	11,099	16,050	-	16,050	4,965	14,900	850	-	-7.2%	(1,150)	-	(1,150)						
CUSTODIAL SUPPLIES -G	850	850	-	850	361	850	-	850	184	850	850	-	0.0%	-	-	-						
CUSTODIAL SUPPLIES -A	350	-	350	350	147	350	-	350	75	350	350	-	0.0%	-	-	-						
REPAIRS TO BUILDING	23,900	23,900	-	27,690	51,634	27,000	-	247,849	217,966	12,000	12,000	-	-55.6%	(15,000)	(15,000)	-						
INSURANCE -G	27,500	27,500	-	25,500	24,330	28,600	28,600	-	28,600	5,727	28,300	28,300	-	-1.0%	(300)	(300)	-					
INSURANCE -A	5,600	-	5,600	5,600	4,950	5,200	-	5,200	5,000	5,700	5,700	-	9.6%	500	-	500						
OTHER OPERATION & MAINTENANCE -G	34,200	34,200	-	29,200	23,416	34,400	34,400	-	34,400	14,807	34,400	34,400	-	0.0%	-	-	-					
OTHER OPERATION & MAINTENANCE -A	8,600	-	8,600	8,600	5,854	8,700	-	8,700	3,702	8,600	8,600	-	-1.1%	(100)	-	(100)						
TOTAL OVERHEAD	138,500	105,100	33,200	379,300	133,845	138,000	107,700	30,300	358,849	254,006	120,800	91,250	29,550	-12.5%	(17,200)	(16,450)	(750)					
OPERATION OF VEHICLES -G	22,000	22,000	-	17,000	10,540	16,900	16,900	-	16,900	9,069	17,500	17,500	-	3.6%	600	600	-					
OPERATION OF VEHICLES -A	2,500	-	2,500	2,500	880	1,900	-	1,900	761	1,800	1,800	-	-5.3%	(100)	-	(100)						
MAINTENANCE OF VEHICLES -G	25,900	25,900	-	27,700	24,869	20,200	20,200	-	20,200	8,959	20,100	20,100	-	-0.5%	(100)	(100)	-					
MAINTENANCE OF VEHICLES -A	1,300	-	1,300	3,887	3,342	1,000	-	1,000	195	1,000	1,000	-	0.0%	-	-	-						
TOTAL AUTOMOTIVE	51,700	47,900	3,800	51,087	39,631	40,000	37,100	2,900	40,000	18,985	40,400	37,600	2,800	1.0%	400	500	(100)					
INSTITUTIONAL SERVICES -COUNTY JAILS	Not included	-	-	19,153	4,937	Not included	-	-	14,216	2,263	Not included	-	-	0.0%	-	-	-					
STATE CORRECTIONAL FACILITIES	Not included	-	-	19,313	18,313	Not included	-	-	1,000	1,000	Not included	-	-	0.0%	-	-	-					
CENTRAL LIBRARY GRANT	240,493	240,493	-	240,664	240,664	240,623	240,623	-	240,623	-	243,048	-	-	1.0%	2,425	2,425	-					
LOCAL LIBRARY SERVICE AID	223,066	223,066	-	223,187	223,187	223,187	223,187	-	223,398	-	225,398	-	-	1.0%	2,211	2,211	-					
OUTREACH FUNDS -NOT ASSIGNED	24,920	24,920	-	25,688	25,781	20,100	20,100	-	19,007	2,124	16,000	16,000	-	-20.4%	(4,100)	(4,100)	-					
CONT. ED/RCLS PROGRAMS	22,700	22,700	-	43,998	41,814	21,000	21,000	-	40,378	22,229	21,500	21,500	-	2.4%	500	500	-					
GRANT IN AID	-	-	-	128,000	128,000	-	-	-	3,750	15,000	-	-	-	0.0%	-	-	-					
TOTAL GRANTS	511,179	511,179	-	700,603	682,696	504,910	504,910	-	542,161	42,616	508,946	508,946	-	0.2%	1,036	1,036	-					
RETIREMENT	230,880	230,880	-	227,880	227,658	240,400	240,400	-	240,400	59,407	245,000	245,000	-	1.9%	4,600	4,600	-					
SOCIAL SECURITY/MEDICARE	122,800	122,800	-	121,477	120,437	124,400	124,400	-	124,400	59,407	122,600	122,600	-	-1.4%	(1,800)	(1,800)	-					
WORKERS COMPENSATION	36,500	36,500	-	29,500	28,289	29,900	29,900	-	29,900	29,236	30,400	30,400	-	1.7%	500	500	-					
UNEMPLOYMENT INSURANCE	2,500	2,500	-	4,000	3,983	2,500	2,500	-	2,500	-	2,500	-	-	0.0%	-	-	-					
DISABILITY INSURANCE	150	150	-	1,350	1,295	150	150	-	150	150	150	150	-	0.0%	-	-	-					
HOSPITALIZATION -Active Employees	402,100	402,100	-	414,200	414,119	449,400	449,400	-	449,400	224,522	471,800	471,800	-	5.0%	22,400	22,400	-					
HOSPITALIZATION - Retirees	68,700	68,700	-	75,700	75,273	91,000	91,000	-	91,000	38,342	94,700	94,700	-	4.1%	3,700	3,700	-					
DENTAL INSURANCE	12,500	12,500	-	12,500	10,225	11,900	11,900	-	11,900	5,687	12,600	12,600	-	5.9%	700	700	-					
FLEX SPENDING EMPL. CONTRIBUTION	2,400	2,400	-	2,400	1,390	2,400	2,400	-	2,400	575	10,600	10,600	-	341.7%	8,200	8,200	-					
BENEFITS ON AUTOMATION WAGES	-	(245,100)	245,100	-	-	-	(264,300)	264,300	-	-	-	(270,500)	270,500	2.3%	-	(6,200)	6,200					
TOTAL EMPLOYEE BENEFITS	878,530	633,430	245,100	889,007	882,669	952,050	687,750	264,300	952,050	357,919	990,350	719,850	270,500	4.0%	38,300	32,100	6,200					
SUB TOTAL	4,378,169	2,892,739	1,485,430	4,947,225	4,590,555	4,513,637	3,018,537	1,495,100	4,796,614	1,938,291	4,635,215	3,118,565	1,516,650	2.7%	121,578	100,028	21,550					
TRANSFER TO DELIVERY CAPITAL ACCT	15,000	15,000	-	18,310	18,310	15,000	15,000	-	15,000	-	15,000	15,000	-	0.0%	-	-	-					
TRANSFER TO PC REPLACEMENT FUND	110,386	-	110,386	110,386	105,227	1,000	-	102,420	102,420	-	103,680	103,680	-	1.2%	1,260	-	1,260					
TRANSFER TO LAPTOP REPLACEMENT FUND	-	-	-	680	678	1,100	-	1,100	1,100	-	-	-	3,960	260.0%	2,860	-	2,860					
TRANSFER TO TABLET REPLACEMENT FUND	130,692	-	130,692	133,992	135,620	440	-	440	440	-	131,700	131,700	-	-100.0%	(440)	-	(440)					
TRANSFER TO CAPITAL PROJECT FUND	256,078	15,000	241,078	265,808	260,275	131,700	-	131,700	131,700	-	131,700	131,700	-	0.0%	-	-	-					
TOTAL RESERVE FUNDS	-	-	-	-	-	250,660	15,000	235,660	250,660	-	254,340	15,000	239,340	1.3%	3,680	-	3,680					
<b>GRAND TOTAL</b>	<b>\$ 4,634,247</b>	<b>\$ 2,907,739</b>	<b>\$ 1,726,508</b>	<b>\$ 5,213,033</b>	<b>\$ 4,850,830</b>	<b>\$ 4,764,297</b>	<b>\$ 3,033,537</b>	<b>\$ 1,730,760</b>	<b>\$ 5,047,274</b>	<b>\$ 1,938,291</b>	<b>\$ 4,889,555</b>	<b>\$ 3,133,565</b>	<b>\$ 1,755,990</b>	<b>2.6%</b>	<b>\$ 125,258</b>	<b>\$ 100,028</b>	<b>\$ 25,230</b>					



**RAMAPO CATSKILL LIBRARY SYSTEM  
2019 BUDGET HIGHLIGHTS  
REFERENCE GUIDE  
08/20/18**

***The 8 most interesting things about the 2019 RCLS Budget***

1. The last block of columns (col. 14, 15, 16 & 17) on the right side of the “2019 BUDGET – OPERATING” spreadsheet shows the percent and dollar change from the 2018 Budget. This information helps the readers identify what’s different from the previous budget.
2. The 2019 RCLS Service Fee is budgeted to increase by \$25,189 to \$122,282. It is a result of the 2018 \$1,000,000 State-Aid increase which translates into only \$18,800 for RCLS, not enough to cover annual increases in salaries and benefits. The 2019 increase is actually (\$174) less than the 2018 increase.
3. The remaining \$24,455 in State Aid shortfall will be covered by the RCLS Unallocated Fund Balance - the same amount as 2018.
4. The 2019 Automated Network SERvices (ANSER) Fees are budgeted to increase by \$47,700 while the Telecommunications Fee will decrease by (\$10,130) for a net change of \$37,570 or 3.5% in ANSER Fees.
5. Salaries are calculated based on a new 4 ½ year Union Contract approved by the RCLS Board of Trustees in 2018. There are no anticipated changes in the number of RCLS positions and so the \$41,900 increase, or 2.5%, represents negotiated step increases and annual Cost of Living Adjustment (COLA) increases, offset by a couple of long-term employees that retired in 2018.
6. Contracts with Libraries – G is the single largest increase in appropriations at \$46,000. This increase consists of \$40,000 in a Database pool approved by the Director’s Association in 2018, and additional pass-through purchases with Central and Member Libraries of \$6,000. This represents RCLS fulfilling its mission to provide consolidated and cooperative services to support member libraries.
7. Software/Hardware Maint. & Subs. – ANSER has increased by \$27,600. The increase is a result of a 2017 Director’s Association resolution that 50% or \$8,870 for BLUEcloud Visibility be phased into ANSER Fees this year. Additionally, SirsiDynix now provides Oracle platform support on the new virtual servers at a cost of \$7,300, and Candoris will provide six months of VMware support for \$7,500. The remaining \$9,930 increase is a 3% increase in the SirsiDynix contract and other smaller subscriptions to support the new server environment.
8. The largest decrease in any appropriations line is (\$15,000) in Repairs To Building. In 2018, RCLS underwent some renovations and therefore, no repairs to the building are planned for 2019.

## REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

The attached “2019 BUDGET – OPERATING” spreadsheet is organized as follows:

- Columns 1 through 5 = 2017 Original Full Budget, Adjusted Budget and Actual activity
- Columns 6 through 10 = 2018 Original Full Budget, Adjusted Budget and Actual activity through 6/30/18
- Columns 11 through 13 = 2019 Budget also detailed by General or Automation
- Columns 14 through 17 = the percent and dollar change from the 2018 budget.

### **PREAMBLE:**

The 2019 Budget is based on actual 2018 State Aid, which represents a 0.99% increase. There still exists a 5.46% reduction from the amounts prescribed in Education Law. Using this information, the 2019 Budget as presented shows a General Fund deficit of \$146,737, that's \$25,189 more than last year. The Automation Budget is balanced.

If Ramapo Catskill Library System was fully funded as outlined in Education Law, RCLS would have received an additional \$107,786 in 2018.

### **GENERAL DISCUSSION:**

The General Operating budget has increased by \$100,028 or 3.3% over last year. Salaries and Benefits equal 61% of the 2019 General Operating Budget; Salaries increased \$37,200 or 3.2% over last year while Employee Benefits increased by \$32,100 or 4.4%. As always, all items included in the budget have been scrutinized for need and value.

The 2019 Budget deficit of \$146,737 is offset by charging \$122,282 to Member Libraries as a Service Fee and \$24,455, the same amount as last year. These funds will come from the RCLS Unallocated General Fund.

All appropriations included in the Automation column are covered by revenue from Member Libraries and E-Rate rebates from 2017. Automation is as close to full cost-recovery as is possible in our physical environment. RCLS advises libraries to budget annually for a maximum increase of 5% in combined maintenance, overhead, and telecommunication fees over the previous year's cost. The 2019 ANSER Fees will increase \$37,570 or 3.5%.

# REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

## REVENUE:

**STATE AID:** See Preamble, on page 2.

### **SALE OF GOODS & SERVICES**

This line consists of estimated revenue from services and pass-through purchases. The offsetting expense code is Contracts with Libraries. Of the \$298,500 in estimated revenue, \$151,000 is for the E-Content Pooling initiative, \$90,000 is pass-through Central Library purchases, \$25,000 in database purchases, \$16,500 in movie licenses, \$9,500 in NYLA annual membership fees and another miscellaneous \$6,500 in consolidated and coordinated services administered by RCLS to enhance local library resources by “pooling” resources.

### **AUTOMATED SERVICES FEES**

Includes estimated revenue from annual fees; telecommunication charges (net of E-Rate); pass-through purchases of computer equipment and supplies; funds collected for PC/Laptop/Tablet Replacements and Capital Upgrade Reserves that are transferred to Capital Fund at the end of each year; and Envisionware and WiFi charges. The corresponding pass-through code for purchasing is Contracts with Libraries – Automation and Capital Fund transfer codes are at the end of the Budget.

### **E-RATE FUNDING – Amount unknown**

The amount collected annually for E-Rate is applied against future ANSER fees for telecommunications billed to member libraries. For example, the E-Rate from 2017 of \$192,330 has been applied to the telecommunications costs for 2019. The amount collected in 2018 will be applied to 2020 telecommunications costs and so on. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet provided to member libraries.

# REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

## APPROPRIATIONS:

### **SALARIES**

The amounts are calculated based on a new 4 ½ year Union Contract approved by the RCLS Board of Trustees in 2018. Payroll is paid on a biweekly basis. There are no anticipated changes in the number of RCLS positions and so the \$41,900 increase, or 2.5%, represents negotiated step increases and annual COLA increases, offset by a couple of long term employees retiring in 2018.

### **EQUIPMENT, FURNITURE & FIXTURES (over \$2,500)**

There are no planned purchases this year.

### **BOOKS/PROFESSIONAL**

This code includes standing orders such as New York Consolidated Law and professional reference materials for in-house and member library use.

### **OFFICE & LIBRARY SUPPLIES – GENERAL**

Down by (\$600), this line includes \$5,800 for the purchase of delivery boxes; small equipment purchases of \$4,100 which includes one computer, a laptop, filing cabinet and other furniture; in addition to general software and office supplies.

### **OFFICE & LIBRARY SUPPLIES – AUTOMATION**

This line has been reduced by (\$4,800) and includes expendable supplies such as cables and adapters of \$5,100; software at \$1,000; small equipment purchases of \$3,700.

### **TELECOMMUNICATIONS**

This code is mostly the cost of the fiber cable for the Automated Network. The anticipated cost, less 2017 E-Rate funds, is paid for by member libraries. In 2019 the Lightower Fiber Networks contract expires and will be competitively bid via the E-Rate program. This line has been reduced by (\$5,700), as a buffer for the new contract was removed.

### **PR/ADVOCACY/COMMUNICATION COSTS**

This code includes Sitelmpove, software that finds errors on the website making communication more effective and accurate at \$2,000, one-half of the maintenance on the e-mail system and in-house printing costs for the Trustee FYI and the annual Highlights. This line is reduced by (\$200).

### **TRAVEL & CONFERENCES (5 Appropriation budget lines)**

All Travel & Conference codes add up to a (\$3,900) reduction over the 2018 budget, which was a (\$4,500) reduction from the 2017 budget.

## REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

### **CONTRACT WITH LIBRARIES**

This code consists of estimated expenses for pass-through purchases. The offsetting revenue code is Sale of Goods and Services. The increase consists of \$40,000 in a Database pool approved by the Director's Association in 2018 and additional pass-through purchases with Central and Member Libraries of \$6,000.

### **PROFESSIONAL FEES**

Included in this code are payroll processing fees, general purpose attorney, auditors and accounting package software support. The \$2,900 increase is primarily to support RCLS accounting software migration from AccuFund to QuickBooks.

### **ADVOCACY COSTS**

Includes Legislative Breakfast; Orange County Chamber Expo; National Legislative Day, and dues to County organizations and travel costs to their associated events. NYLA Advocacy Day is budgeted at \$5,000 on this line.

### **SOFTWARE/HARDWARE MAINT. & SUBS - A**

This code includes hardware and software support (annual contracts and multi-year contracts under \$2,500) applicable to the automated network. This includes the SirsiDynix annual software licensing agreement/maintenance at \$168,400 and annual maintenance contracts of \$47,100 for total increase of \$27,600.

The increase is a result of, a 2017 Director's Association resolution that 50% or \$8,870 for BLUEcloud Visibility be phased into ANSER Fees; additionally, SirsiDynix now provides Oracle platform support on the new virtual servers at a cost of \$7,300, with Candoris providing six months of VMware support at \$7,500, and the remaining \$9,930 in annual subscriptions which also support the new server environment.

### **FUELS AND UTILITIES**

ANSER pays 50% of the estimated utility cost, which have decreased by (\$1,150) for General and (\$1,150) for Automation due to re-lamping RCLS with LED lighting and reducing our electric rate via a third party supplier.

### **REPAIRS TO BUILDING**

This code has the largest decrease in any appropriations line at (\$15,000). In 2018 RCLS underwent renovations and so is not planning any building repairs in 2019.

### **OTHER OPERATION & MAINTENANCE**

This code includes trash removal, cleaning the building, groundskeeping, snowplowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

## REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

### OPERATION OF VEHICLES

After years of a downward trend on this line, we see a slight increase of \$500 to allow for gas price increases in 2019.

### OUTREACH FUNDS - NOT ASSIGNED

The amount of Coordinated Outreach Grant funds available after wages, benefits, travel, grants, career counselors and books are deducted from State Aid designated for Outreach.

### CONTINUING ED/RCLS PROGRAMS

Included in this code are costs for web conferencing, workshops for youth services, adult workshops, two Professional Development Scholarships and other programs for Member Library staff and Trustees. These programs are a vital resource for certified librarians to earn the required Continuing Education hours.

### RETIREMENT

An estimate based on 2018 employer contribution rates, the actual 2019 rates will be published in September 2019. So the \$4,600 increase is based solely on increases in salaries.

### HOSPITALIZATION

#### Active

The New York State Health Insurance Plan (NYSHIP) will increase by \$22,400 for active employees. NYSHIP projects a 7% increase; but due to changes in staffing, RCLS will enjoy a modest 5% increase.

#### Retirees

The NYSHIP retiree plan projects a 7.1% increase, but due to the passing of a retiree in 2018 the increase to RCLS is reduced to 4.1% or \$3,700.

### FLEX SPENDING EMPLR. CONTRIBUTION - NEW

As part of the new Union Contract a Flexible Spending Account (FSA) will be implemented January 1, 2019. RCLS will make a \$350 contribution to each full-time employees FSA account and cover administrative costs. The \$100 vision reimbursement benefit was eliminated for a net increase of \$8,200.

### TRANSFER TO DELIVERY CAPITAL ACCOUNT

Created and authorized to be funded by the RCLS Board on March 16, 2009. On August 18, 2015 the Board authorized an increase of \$3,800, followed by another increase of \$3,000 in 2017 to the current level of \$15,000.



# MEMORANDUM



**Ramapo  
Catskill  
Library  
System**

**DATE:** September 5, 2018  
**TO:** Member Library Board Presidents and Directors  
**FROM:** Robert Hubsher, Executive Director  
**RE:** Ramapo Catskill Library System (RCLS)  
**2019 Operating Budget**

The RCLS Board of Trustees approved the 2019 Operating Budget at the Board meeting held on Monday, August 20, 2018.

In March of 2010 the RCLS Board approved a resolution that a member library Service Fee would be implemented in 2012 if required. In March of 2011 the Board approved a resolution outlining how a member library Service Fee, if required, would be assessed and allocated. This resolution also outlined the services that would be provided to any library that chooses not to pay the Fee. To learn more about the mechanism for assessing and allocating the member library Service Fee, please visit the RCLS website at:

<http://65.73.54.4/sites/default/files/Budget%20Assessing%20Allocating%20Fee-A20130822.pdf>

We anticipate that State Aid in 2019 will remain at the same level as in 2018, which is 5.46% less than the amount outlined by the funding formulas in Education Law. If RCLS were fully funded in 2019 State Aid would increase by \$107,786, however we would still have a shortfall of in revenue of \$38,951.

The RCLS Budget is comprised of two components – the General Operating portion and the Automation (ANSER) portion. The General Operating portion increased by \$100,028 (3.3%) compared to 2018. The ANSER portion increased by \$25,230 (1.46%) compared to 2018.

The revenue shortfall in 2019 is expected to be \$146,737 (compared to \$121,548 in 2018). The RCLS unallocated fund balance will be used to offset 17% (\$24,455) of this shortfall, with the remaining 83% (\$122,282) to be recovered through the member Service Fee. This represents an increase of \$25,189 in the service fee compared to 2018.

Three factors are responsible for the increased revenue shortfall – higher salaries and benefit costs and flat-line revenue from the State for the second consecutive year. It should also be mentioned that a close look at the RCLS Budget shows that 74% of the line items are lower than or the same as in 2018. RCLS is working very hard to control expenditures.

*Serving Public  
Libraries in Orange,  
Rockland, Sullivan  
and southern Ulster  
Counties Since 1955*

619 Route 17M  
Middletown,  
New York  
10940-4395

845.243.3747

[www.rcls.org](http://www.rcls.org)

**Robert  
Hubsher**  
Executive  
Director

. . . over to page 2

In order to provide member library Trustees and Directors the opportunity to learn more about how the 2019 Budget was established, RCLS will be holding three (3) Budget Hearings in addition to the Budget Presentation at the Annual Meeting. A list of times and locations for the Hearings are below.

The RCLS Fiscal Officer, Stephen Hoefler and I will attend all of the Budget Hearings to provide information and answer questions about the 2019 Budget. In addition, RCLS Trustees representing the county in which the Hearings are held will be in attendance.

Please note that registration for attendance for the Annual Meeting and the Budget Hearings is required. You can register for both of these events by visiting the RCLS website and clicking on the link for the calendar at: <http://calendar.rcls.org/>

We will cancel a Budget Hearing if less than five (5) people are registered. The scheduled dates are:

#### **Legislative Breakfast and Annual Meeting**

Friday, September 14, 8:00am check-in, 8:30am Legislative Breakfast followed by the Annual Meeting – Deadline for registration is Friday, September 7.

#### **Budget Hearing in Orange County**

Monday, September 17, 6:00pm – 7:30pm – RCLS headquarters  
Deadline for registration is Saturday, September 15.

#### **Budget Hearing in Sullivan County**

Thursday, September 20, 6:00pm – 7:30pm – Ethelbert B. Crawford Public Library - Monticello  
Deadline for registration is Tuesday, September 18.

#### **Budget Hearing in Rockland County**

Monday, September 24, 6:00pm – 7:30pm – Suffern Free Library  
Deadline for registration is Saturday, September 22.

Attached to this memorandum you will find copies of:

1. 2019 Budget.
2. Reference Guide to the Budget - highlighting specific portions of the Budget.
3. A spreadsheet providing a breakdown of the allocation of the Service Fee for each member library.
5. A Ballot to vote on the 2019 RCLS Budget. **The Ballot must be returned on or before 4:00pm Friday, December 7, 2018.**

**NOTE:** Should a library decide **not** to pay the Service Fee, that library would be provided a basic level of service as outlined in the guidelines (basic services do **not** include delivery or access to any consulting services other than with the Executive Director).

Should you have any questions about the RCLS 2019 Budget or any of the documents attached to this memorandum, please make every effort to attend the Legislative Breakfast and Annual Meeting or one of the Budget Hearings. If you are unable to attend any of these events, please feel free to contact me (243-3747 ext. 242) or Stephen Hoefler (243-3747 ext. 223).