Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, September 27, 2023

AGENDA

I. **Call to Order**
II. **Adoption of Minutes** ~ August 2023
III. **Public Comments**
IV. **Finance**
    a. Narrative Report: August 2023
    b. Approval of Disbursements: August 2023
    c. Financial Reports: August 2023
V. **Reports**
    a. Director's Report: August 2023
    b. Board Committees
        i. Marketing & Fundraising
        ii. Facilities & Capital Projects
        iii. Finance & Budget
        iv. Long Range Plan Committee
        v. Technology
VI. **Old Business**
    a. Review of next steps for Rose Memorial Library
    b. Review and approve updated policy drafts*
        i. Patron Code of Conduct Policy
        ii. Vulnerable Person Policy
        iii. Notary Policy
VII. **New Business**
    a. Review and approve updated staff leave proposal - birthdays*
    BIRTHDAY LEAVE POLICY: Each employee is entitled to one shift's worth of leave for their birthday.
- The employee may take such leave on any day within seven (7) days before or after the actual birthday
- The amount of leave will be consistent with the number of hours the staff member works during an average shift.
- The employee needs to follow all standard PTO procedures when requesting the time off.

    b. Review and approve RCLS New ILS Software*
    c. Review and approve RCLS 2024 Budget*
VIII. **Executive Session***
IX. **Announcements**
X. **Adjournment**

Next scheduled Board Meeting
October 18, 2023, 5:30pm, Kennedy Room

*motion required

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980

Regular Meeting of the Board of Trustees
Wednesday, August 16, 2023

AGENDA

I. **Call to Order**
II. **Adoption of Minutes** ~ July 2023
III. **Public Comments**
IV. **Finance**
   a. Narrative Report: July 2023
   b. Approval of Disbursements: July 2023
   c. Financial Reports: July 2023
V. **Reports**
   a. Director's Report: July 2023
   b. Board Committees
      i. Marketing & Fundraising
      ii. Facilities & Capital Projects
      iii. Finance & Budget
      iv. Long Range Plan Committee
      v. Technology
VI. **Old Business**
   a. Next steps brainstorm
VII. **New Business**
   a. Review updated policy drafts
VIII. **Executive Session***
IX. **Announcements**
X. **Adjournment**

Next scheduled Board Meeting
September 20, 2023, 5:30pm, Kennedy Room

*motion required

Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
August 16 2023

August 16, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Richard Eggers, Vice President; Christina Haigh, Interim Secretary; Library Director, Alice Meacham; Carole Gomez, Office Manager RML; Gina Guadagnino, Trustee, excused absence.

Meeting called to order at 5:38pm by Amanda Pagan-Glass, President.

I. Approval of Minutes*

July 19, 2023, Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Richard Eggers, with unanimous Trustees' agreement to accept the July minutes.

II. Public Comments

No public comment.

III.   Financial Reports*

July 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. Dick Eggers stated he was very happy with the service provided by UBS Financial Services.

The July Cash Disbursements and Financial Reports were also discussed. *Richard Eggers made a motion, second by Amanda Pagan-Glass, unanimous by Trustees, to accept the Financial Narrative and Reports for month of July.

As discussed and detailed in the Minutes of the April meeting, $50,000 will be transferred from UBS Financial Services account to the TD Bank Operations account in September to cover regular expenses.

Gina Guadagnino and Christina Haigh will become additional signers for the TD Bank Operations Account to cover the vacancies left by James Brooks and Ted Needleman. An appointment at TD Bank to complete the required paperwork will be coordinated in the very near future.

IV. Reports ~
  a. Director's Report:
     Alice Meacham, Library Director
     - RCLS ROAD TRIP sponsored through RCLS which invites patrons to tour each and every one of the 47 libraries has been very successful with visits from a variety of interesting patrons.
     - Summer Reading Program finale programs were last week and well attended.
     - Adult programs continue to be a huge success with 127 patrons attending the July classes.
     - Yoga classes are drawing up to twenty (20) people weekly.
     - A staff survey was circulated and the feedback was positive.
     - An in-person staff meeting is scheduled for Tuesday, October 3rd, at 8:30am.
     - There was a need to have a plumber visit for a small leak in the storage basement. It was easily resolved.
     - RML has introduced a record player along with a growing collection of vinyl LPs and there has been interest from a few patrons.
     - Joy and Samantha revived the Book Club and had nine (9) patrons at their second meeting.
     - The mobile Little Free Libraries are ready to debut. A permanent LFL will live at Farley Middle School.
     - The 2023 Annual Appeal has reached $10,368.00.
  b. Board Reports
     i. Marketing & Fundraising, Amanda Pagan-Glass: nothing new at this time.
     ii. Facilities & Capital Projects: on hold.
     iii. Finance & Budgets: Nothing new at this time.
     iv. Long Range Planning: on pause.
     v. Technology: nothing to report

VI. Old Business:
  a. Next Steps: Brainstorming – Moving forward. There continues to be a need for a larger space to better serve the community of Stony Point. The library is the same size; however, the resident population has tripled through the years. There was a lengthy discussion of different options: building a new building

from the ground up, renovating the current library to a larger space or another unknown option to be explored.

VII. New Business - Review updated policy drafts: Drafts of the policies were distributed followed by a discussion of concerns and edits. Additional updated policies will follow month to month. These three will be voted on at the September meeting and posted on the website.
   a. Volunteer Policy
   b. Vulnerable Person Policy (replacing Unattended Child Policy)
   c. Patron Code of Conduct.

VIII. Executive Session*: No Executive Session.

IX. Announcements: Next regular monthly meeting will be Wednesday, September 20, 5:30pm. This meeting date may change due to Trustee conflicts.

   Adjournment. The meeting closed at 6:35pm with consent of all Trustees.

*The next scheduled Board Meeting is Wednesday, September 20, 2023, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required   Carole Gomez, RML Office Manager

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ROSE MEMORIAL LIBRARY ASSOCIATION
SEPTEMBER 2023 BOARD MEETING
FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of August 31, 2023. As of that date, RML had on deposit in TD Bank:

- Business Checking Account $ 3,376.86
- Payroll Account $ 1,781.15
- Business Savings Account: $ 1,073.66
- Special Savings Account: $ 12,863.98
- UBS Financial Services as of August 31, 2023.
  - Value as of 07/31/2023 $688,520.16
  - Value as of 08/31/2023 $691,586.40
  - Investment Income/Loss $ 3,066.24

There were two payrolls in the month of August 2023 totaling $28,014.

The largest expenditures (over $500) include:

Hoopla (Midwest Tape) audio books	$384.97
Orange & Rockland (6/23 thru 07/25)	$1,321.00
Frontline Data Services	$1,470.00
Key Bank (Amazon & credit card) Adult/Teen/Children's Supplies, SRP Teen/Children Supplies, Social Media, Children's/Teen's Books, DVDs, Office/Library/Custodial Supplies	$1,574.61
Utica Insurance	$1,723.00
Baker & Taylor Adult's Collection: $388.31, $1,420.31 Children's Collection: Teen's Collection:	$1,808.62

PROGRAMMING:

Kangaroo Swirls (SRP Finale 08/10/2023)	$152.00
Lonnie Altomonte-June yoga/medication 09/11/2023	$50.00

9/6/2023

Rose Memorial Library Association

Cash Disbursement Report

July - August, 2023

DATE	MEMO/DESCRIPTION	AMOUNT
1001 TD BUSINESS CHECKING		
Beginning Balance		
07/03/2023	Payroll Ending 07/01/2023	(15,450)
07/03/2023		112
07/03/2023	44175388,	(125)
07/05/2023	Account 320274 L449649	(607)
07/05/2023	Customer #1052-1017	(39)
07/05/2023	NYC 1009485, Acct. #369313, #374668	(210)
07/05/2023		(2,716)
07/05/2023	Customer #2000016084; Hoopla #504011779	(349)
07/05/2023	710111047, Invoice #7327548	(101)
07/05/2023	Avaya, Invoice No. 42662465	(90)
07/05/2023	8000-9090-0996-8558	(210)
07/11/2023		15,000
07/11/2023		58
07/12/2023	Contract #500-0691759-000	(275)
07/12/2023	Account #20008129710000	(26)
07/12/2023	Number 002521	(8,240)
07/12/2023	Invoice #31973, #32004	(27)
07/12/2023	Invoice #026847	(111)
07/12/2023	Account 320274 L449649	(182)
07/12/2023	Acct #8000-9090-0996-8558	(60)
07/12/2023	Invoice #7230	(1,470)
07/17/2023	Payroll Ending 07/15/2023	(15,650)
07/17/2023		285
07/18/2023	Expenses	10,000
07/19/2023	Adult Collection, Invoice #5018434994	(148)
07/19/2023	Customer ID 140854, Invoice #2110332	(32)
07/19/2023	Yoga/Meditation	(50)
07/19/2023	Invoice #9004395623	(81)
07/19/2023	Invoice #32202, 3Q23 RCLS ILS Support Fees	(1,950)
07/19/2023	Badges (X3) for new hires	(24)
07/19/2023	SRP, Jester Jim Show, 08/10/2023	(550)
07/19/2023	SRP, Children's Puppet Show, 08/02/2023	(485)
07/19/2023	SRP Teen Felting Class, 07/18/2023	(320)
07/24/2023		52
07/25/2023	Expenses 07/26/2023	3,000
07/26/2023	Customer ID 140854, Invoice #2111234	(127)
07/26/2023	Adult Collection, Invoice #5018446441	(379)
07/26/2023	Invoices #32249, #32296	(1,119)
07/26/2023	Account #07882-391439-01-2	(252)
07/26/2023	Account 085974079, Invoice 51DC3F2328	(1,066)
07/26/2023	710111047, Invoice #7333285	(27)
07/31/2023	Interest Earned	1
07/31/2023	Invoice #131	(950)

Rose Memorial Library Association

Cash Disbursement Report

July - August, 2023

DATE	MEMO/DESCRIPTION	AMOUNT
07/31/2023	Payroll Ending 07/29/2023	(15,400)
08/01/2023	44175388,	(125)
08/01/2023		69
08/09/2023		21
08/09/2023	Customer #2000355809	(90)
08/09/2023		7,500
08/09/2023	Account #200081297100000	(21)
08/09/2023	72647-23003, 06/23-07/25	(1,321)
08/09/2023		(1,575)
08/09/2023	Customer #1052-1017	(33)
08/09/2023	NYC 1009485, Acct. #369313, #374668	(334)
08/09/2023	One Year Library Membership	(100)
08/09/2023	Customer ID 140854, Invoice #2113182	(36)
08/09/2023	Adult Collection, Invoice #5018474731/5018455297	(706)
08/09/2023	Customer #2000016084; Hoopla #504148716	(385)
08/09/2023	Invoice #7314	(1,470)
08/09/2023	Contract #500-0691759-000	(275)
08/09/2023		(275)
08/09/2023	Acct #WT5337902; 08/01--10/31/2023	(335)
08/10/2023		15,500
08/14/2023	Payroll Ending 08/12/2023	(15,400)
08/14/2023		3,950
08/14/2023		58
08/16/2023	710111047, Invoice #7343552	(122)
08/16/2023	Summer Reading Program Finale 08/10/2023	(152)
08/16/2023	Acct #8000-9090-0996-8558	(60)
08/21/2023		140
08/23/2023	Account 320274 L449649	(1,410)
08/23/2023	Customer ID 140854, Invoice #2114569	(68)
08/23/2023	710111047, Invoice #7346416	(79)
08/23/2023	Yoga/Meditation	(50)
08/23/2023	Account #10187518	(1,723)
08/23/2023	Invoice #20232675	(33)
08/24/2023	Payroll 08/26/2023	13,000
08/28/2023	Payroll Ending 08/26/2023	(15,000)
08/28/2023		117
08/31/2023	Interest Earned	1
Total for 1001 TD BUSINESS CHECKING		**$ (41,212)**

Rose Memorial Library Association

Profit & Loss

August 2023

	TOTAL
Income	
4010 LLSWA State Aid	3,950
4014 Fundraising Income - Appeal	90
4015 Investment Income	3,067
4016 Gifts and Donations	(0)
4031 Library Charges	15
4032 Other Income	236
Total Income	**$7,358**
GROSS PROFIT	**$7,358**
Expenses	
6001 Salaries	28,014
6002 Benefits	5,906
6007 Office Postage	185
6010 Repairs and Maintenance	414
6017 Utilities	1,342
6018 Insurance	1,723
6019 Dues/Fees	65
6045 Advertising and Promotion	30
6051 Computer Technical Support	1,470
6052 New Library Website	33
6101 Capital Expenditures	2,877
6125 Serials	270
6200 Programs ~ High Profile Events	150
6300 Supplies	2,155
Total Expenses	**$44,633**
NET OPERATING INCOME	**$ (37,275)**
Other Expenses	
6800 Net Payroll	11,684
Total Other Expenses	**$11,684**
NET OTHER INCOME	**$ (11,684)**
NET INCOME	**$ (48,960)**

Rose Memorial Library

Profit and Loss by Month
January - August, 2023

	TOTAL	
	JAN - AUG, 2023	JAN - AUG, 2022 (PY YTD)
Income		
4 Contributed support		-139.96
4001 Local Public Funds	325,000.00	325,000.00
4010 LLSWA State Aid	4,389.00	430.00
4014 Fundraising Income - Appeal	4,906.51	8,367.87
4015 Investment Income	18,920.44	1,745.44
4016 Gifts and Donations	96.38	327.35
4018 Friends - Income		15.00
4031 Library Charges	139.58	206.14
4032 Other Income	1,704.70	1,867.14
4039 Expense Reimbursements		11.00
5 Earned revenues		37.51
Total Income	**$355,156.61**	**$337,867.49**
GROSS PROFIT	**$355,156.61**	**$337,867.49**
Expenses		
6001 Salaries	255,295.82	229,942.53
6002 Benefits	25,415.48	23,976.71
6007 Office Postage	1,640.00	1,300.49
6008 Accounting & Other Prof Fees	15,989.66	7,854.04
6009 Legal	500.00	4,060.00
6010 Repairs and Maintenance	12,490.71	13,261.91
6011 Health Insurance Premiums Paid	3,346.56	8,541.36
6015 Telecommunications	1,990.44	2,049.17
6017 Utilities	9,572.58	7,933.18
6018 Insurance	7,675.94	7,343.74
6019 Dues/Fees	548.99	856.72
6028 Sewer Taxes	911.15	802.28
6032 RCLS ILS Service Fee	5,850.00	8,839.59
6033 Printing		210.00
6034 Software Licensing Fees	86.31	390.27
6035 Newsletters	1,194.63	4,664.63
6036 Fundraising	395.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	991.38	31.00
6050 RCLS Service Fee	2,247.00	2,339.65
6051 Computer Technical Support	12,442.45	3,004.21
6052 New Library Website	172.95	449.76
6053 Website Hosting Fee	579.68	739.45
6101 Capital Expenditures	35,496.80	175,545.72
6125 Serials	3,102.19	3,060.87
6200 Programs ~ High Profile Events	4,919.81	7,099.05

	TOTAL	
	JAN - AUG, 2023	JAN - AUG, 2022 (PY YTD)
6300 Supplies	13,158.87	8,668.54
7500 Other personnel expenses	500.00	5,961.92
8100 Non-personnel expenses		-139.96
8200 Occupancy expenses	575.00	10,565.89
8500 Misc expenses	1,275.00	5,117.49
Total Expenses	**$418,364.56**	**$547,141.28**
NET OPERATING INCOME	$ -63,207.95	$ -209,273.79
Other Expenses		
6800 Net Payroll	0.00	0.00
Total Other Expenses	**$0.00**	**$0.00**
NET OTHER INCOME	**$0.00**	**$0.00**
NET INCOME	$ -63,207.95	$ -209,273.79

Rose Memorial Library Association

Profit Loss Prev Year Comparison

September 2022 - August 2023

	TOTAL			
	SEP 2022 - AUG 2023	SEP 2021 - AUG 2022 (PY)	CHANGE	% CHANGE
Income				
4 Contributed support	0.00	-139.96	139.96	100.00 %
4000 Tax Levy	200,000.00	200,000.00	0.00	0.00 %
4001 Local Public Funds	325,000.00	325,000.00	0.00	0.00 %
4010 LLSWA State Aid	8,339.00	1,429.00	6,910.00	483.55 %
4014 Fundraising Income - Appeal	13,356.23	17,687.54	-4,331.31	-24.49 %
4015 Investment Income	21,978.68	4,100.05	17,878.63	436.06 %
4016 Gifts and Donations	591.78	404.00	187.78	46.48 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	301.37	668.39	-367.02	-54.91 %
4032 Other Income	2,279.00	3,056.16	-777.16	-25.43 %
4037 Exp. Reimbursements-61 E. Main	0.00	1,909.40	-1,909.40	-100.00 %
4039 Expense Reimbursements	0.00	11.00	-11.00	-100.00 %
4080 Unrealized Gain/(Loss)	-10,449.77	0.00	-10,449.77	
5 Earned revenues	0.00	37.51	-37.51	-100.00 %
Total Income	**$561,396.29**	**$554,178.09**	**$7,218.20**	**1.30 %**
GROSS PROFIT	**$561,396.29**	**$554,178.09**	**$7,218.20**	**1.30 %**
Expenses				
4002 Reconciliation Discrepancies	0.00	1.90	-1.90	-100.00 %
4100 Loss of Sale	0.00	536,362.26	-536,362.26	-100.00 %
6001 Salaries	366,812.11	342,481.31	24,330.80	7.10 %
6002 Benefits	34,785.20	31,646.56	3,138.64	9.92 %
6007 Office Postage	2,347.57	1,911.86	435.71	22.79 %
6008 Accounting & Other Prof Fees	16,139.66	10,800.78	5,338.88	49.43 %
6009 Legal	1,000.00	4,695.00	-3,695.00	-78.70 %
6010 Repairs and Maintenance	18,986.61	20,199.74	-1,213.13	-6.01 %
6011 Health Insurance Premiums Paid	7,048.56	15,113.88	-8,065.32	-53.36 %
6015 Telecommunications	2,760.73	2,753.11	7.62	0.28 %
6017 Utilities	12,360.90	11,330.02	1,030.88	9.10 %
6018 Insurance	11,257.94	8,359.92	2,898.02	34.67 %
6019 Dues/Fees	1,434.99	1,279.43	155.56	12.16 %
6028 Sewer Taxes	911.15	802.28	108.87	13.57 %
6031 Internet Access	0.00	579.74	-579.74	-100.00 %
6032 RCLS ILS Service Fee	8,536.35	12,516.23	-3,979.88	-31.80 %
6033 Printing	0.00	295.00	-295.00	-100.00 %
6034 Software Licensing Fees	826.58	390.27	436.31	111.80 %
6035 Newsletters	3,056.52	7,192.84	-4,136.32	-57.51 %
6036 Fundraising	2,315.16	5,071.07	-2,755.91	-54.35 %
6043 Retirement 403B	0.00	-275.00	275.00	100.00 %
6045 Advertising and Promotion	1,149.26	66.00	1,083.26	1,641.30 %
6046 Movie Licensing Contract	440.00	0.00	440.00	

Rose Memorial Library Association

Profit Loss Prev Year Comparison

September 2022 - August 2023

	TOTAL			
	SEP 2022 - AUG 2023	SEP 2021 - AUG 2022 (PY)	CHANGE	% CHANGE
6050 RCLS Service Fee	2,276.70	2,439.60	-162.90	-6.68 %
6051 Computer Technical Support	20,614.45	4,381.71	16,232.74	370.47 %
6052 New Library Website	172.95	449.76	-276.81	-61.55 %
6053 Website Hosting Fee	579.68	769.40	-189.72	-24.66 %
6101 Capital Expenditures	-74,642.86	153,575.87	-228,218.73	-148.60 %
6125 Serials	3,579.08	3,289.65	289.43	8.80 %
6200 Programs ~ High Profile Events	10,320.55	9,935.04	385.51	3.88 %
6300 Supplies	20,254.53	12,999.89	7,254.64	55.81 %
6819 Covid 19 Expenses	0.00	1,159.95	-1,159.95	-100.00 %
7500 Other personnel expenses	25,745.72	5,961.92	19,783.80	331.84 %
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %
8200 Occupancy expenses	3,075.00	10,565.89	-7,490.89	-70.90 %
8400 Depreciation & amortization exp	52,999.00	63,023.00	-10,024.00	-15.91 %
8500 Misc expenses	2,319.63	5,241.86	-2,922.23	-55.75 %
Unapplied Cash Bill Payment Expense	-1,989.00	442.00	-2,431.00	-550.00 %
Total Expenses	**$557,474.72**	**$1,287,669.78**	**$-730,195.06**	**-56.71 %**
NET OPERATING INCOME	$3,921.57	$-733,491.69	$737,413.26	100.53 %
Other Income				
6800* Unrealized gain (loss)	0.00	2,780.07	-2,780.07	-100.00 %
Total Other Income	**$0.00**	**$2,780.07**	**$-2,780.07**	**-100.00 %**
Other Expenses				
6800 Net Payroll	0.00	0.00	0.00	
Total Other Expenses	**$0.00**	**$0.00**	**$0.00**	**0.00%**
NET OTHER INCOME	$0.00	$2,780.07	$-2,780.07	-100.00 %
NET INCOME	$3,921.57	$-730,711.62	$734,633.19	100.54 %

Rose Memorial Library
September 2023 Board Report

Alice Meacham, Director

- Despite school starting back, the library has remained busy over the last month.
- We are looking forward to hosting a table at the Stony Point PAL Fall Festival on Saturday, September 30. We will have library info available, as well as a nature-based process art activity. This well-attended event is always a great way for us to advertise our presence and services.
- The Bob Burghardt art has now been moved to the main library space so the whole community can enjoy the Stony Point-centered works.
- We will be holding an all staff meeting on Tuesday, October 3 from 8:30-10:30am. Staff will be paid for this time. It will be in person, but we will also have it on zoom, and notes will be shared for those staff members who cannot make it.

Susan Babcock, Children's Services

- Summer Reading wrapped up mid–August. Those who attended were regulars throughout the summer. Our overall numbers were down in the Elementary Age group but up in both Preschool and Tween/Teen Age groups. I am hoping to investigate ways to offer a mix of online and in-person summer reading next summer. Many libraries are using online platforms such as ***Beanstack*** to create challenges that can be done at home/online.

Circulation

- The Symphony Web product still seems to have many glitches occurring. Alex Carver at RCLS has been quick to address problems as needed but unfortunately SiriDynix doesn't seem to be providing solutions for some of the problems. Staff seem to be finding ways to work around the issues as needed. RCLS has finally decided on a new ILS system so hopefully it will be a much better product. Migration to the new product will happen over the next year based on Alex's estimates.

Karelisa Kimmel, Adult Collections and Communications Librarian

- I had the opportunity to attend the RCLS annual conference (Sept. 8) and RML also contributed a display to the 'exhibit' area. It was great to network and see what other libraries are doing. The featured speaker was author Ibi Zoboi who talked about the importance of representation in children's books, and the threat of book bans. It was a good event.
- Aspen continues to be of great benefit – I'm now using it to make printable Booklists for our New Books collection. Copies of the September list are posted.

- September's eBlast went out to 1,273 subscribers with an open rate of 51%. 47 people visited our events calendar (!) and 6 visited our Kanopy service via the email.
- RML is participating in The Great Giveback now through October - collecting donations for two nonprofits chosen by staff (Pets Alive and Rockland County Against Hunger)

Joy Buckhout, Adult Programming and Outreach Coordinator

- Programs in August were relatively well attended, considering there were fewer classes to begin with (because I was off for a week) and because of everyone's vacation schedules. We had 134 people attend our Adult Programs.
- Arts & Crafts remain the most popular, especially painting classes. We added an Acrylic Open Studio to the rotation and people seem to be enjoying it.
- Our Book Club is chugging along, and we once again had a good showing for our monthly Book Club meeting.
- I am rebranding our Fiber Arts Circle to include Crafts to see if we can pull in more people so it looks more like a circle and less like a line or dot ☺
- Herbal Arts is continuing to attract more people, especially when we make something (like lip balms, cough syrups, or bath bombs). And Foraging Walks will continue into November probably, or until it is too cold.
- Chair Yoga and Tai Chi have moved to the Patriot Hills Community Center, and Lonnie (yoga) will be adding an evening yoga class starting this month on Wednesdays, 6:30pm-7:30pm. She may need to move the Chair Yoga class to another day because the seniors walk through on Mondays and it can be loud.

Carole Gomez, Office Manager/Bookkeeper

- The Annual Appeal (including the June Newsletter tear-off) has resulted in 208 donations totaling **$10,568.00.** Thank you letters (used for tax deductions) are sent within 24-48 hours after receipt of the donation.
- Rose Memorial Library has 3,439 registered patrons at this time.
- There were 1,928 in-person visitors, 1,399 visits to the website as well as 34 new cards. As new patrons join Rose Memorial Library, their email addresses are added to our e-Blast group. Use of RML computer services increased to 39.
- Outreach services during August were accessed seven (7) times through the Books By Mail Program. L.A.R.C. reimbursement has been submitted for 2Q23 in the amount of $159.60.
- There were fourteen (14) requests for Notary services requiring signatures on thirty-two (32) documents during August.
- Rose Memorial Library continues to offer Proctoring services to four school/training programs: Stanford University, Quinnipiac University, Real Estate University and Pro-Career Center.

ROSE MEMORIAL LIBRARY STATISTICS
AUGUST 2023

	AUGUST 2023	YTD 2023	AUGUST 2022	YTD 2022
Registered Users	3,439	n/a	3,856	n/a
	*RCLS purges			
New Cards	34	202	41	152
Library Visitors	1,928	13,507	1,955	11,567
Public Computer Sessions	39	270	76	615
	laptops			
Web Analytics				
Visitors	732	6,738	859	7,940
Number of Visits	1,399	12,577	1,568	13,035
Page Views	2,494	22,909	2,644	22,136

PROGRAMS

	AUGUST 2023	YTD 2023	AUGUST 2022	YTD 2022
ADULT				
Number of Programs	*17	58	20	46
Attendance	134	1,145	63	319
CHILDREN'S				
Number of Programs	**10	145	6	49
Attendance	177	1,084	185	915
TEEN/YOUNG ADULT				
Number of Programs	0	6	1	8
Attendance	0	89	12	156

*Does not include four Town-sponsored Tai Chi classes

**Includes Two "all ages" events with 87 in attendance

ROSE MEMORIAL LIBRARY ASSOCIATION

PATRON CODE OF CONDUCT

The Board of Trustees of the Rose Memorial Library Association (the "Library") has established the following rules concerning the Library building, grounds, and parking area in order to maintain a constructive environment in which patrons can be assured of a positive Library experience:

- Patrons shall not commit or attempt to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.

- Patrons shall conduct themselves in ways that are consistent with public library activities.

- Patrons shall not interfere with the use of the Library by others or with the Library staff in the performance of their duties.

- Voices shall be kept at a moderate level, not use obscene or threatening language or gestures, and not behave in a manner that can be reasonably expected to disturb others.

- Cell phones/tech devices must be switched to a silent mode and all conversations/media must be at a low volume so as not to disturb other patrons.

- Patrons shall not damage, destroy, or steal any Library or personal property. Materials removed from the Library must be checked out using a valid Library card, in accordance with established procedures.

- Patrons shall be fully clothed while in the Library, including footwear.

- Vulnerable persons of all ages who are unable or unwilling to care for themselves must be supervised by their parent, guardian or caregiver at all times while in the library.

- Patrons shall not have bodily hygiene that is offensive so as to constitute a nuisance to other persons.

- Patrons shall not possess, distribute, consume, or be under the influence of alcohol or illegal drugs and shall not smoke or use tobacco or tobacco products on Library premises.

- Animals, other than properly identified service animals or animals invited for purposes of a Library program, are not permitted in the Library.

- Patrons shall not engage in any kind of sexual activity, lewd behavior, or sexual harassment of any person.

- Weapons of any kind are not permitted in the Library.

- Patrons shall be responsible for any fines, fees, or other charges resulting from Library materials being returned late, damaged, or lost.

- Patrons must comply with all other policies of the Library.

- Harassing, threatening, harmful or disruptive behavior towards staff and/or patrons is not permitted.

Violations of this policy or refusals to cooperate with the staff may result in a restriction or suspension of Library privileges, including the privilege of access to the Library.

A patron whose Library privileges are restricted or denied may appeal the restriction or denial to the Board of Trustees by submitting a written appeal to the President of the Board with a copy to the Library Director.

The Library has the right to amend the Patron Code of Conduct at any time.

Approved by the Board of Trustees on November 19, 2003
Revised and Board Approved on January 21, 2004
Revised and Board Approved on May 18, 2011
Revised and Board Approved on December 18, 2013
Revised on September 25, 2023

ROSE MEMORIAL LIBRARY ASSOCIATION

VULNERABLE PERSON POLICY

INTRODUCTION

As referenced in Rose Memorial Library Association's Values Statement, we are committed to:
- Providing a welcoming space for gathering, engaging in culture and entertainment, exploring curiosity, and pursuing lifelong learning.
- Serving all members of the community with compassion, equity, kindness, and care.

DEFINITION

A "vulnerable person" is defined as a person of any age who has the functional, mental, or physical inability to provide adequate care for themselves or manage their own behaviors without assistance.

PURPOSE

The purpose of this policy is to inform parents, guardians and caretakers that the Library does not assume responsibility for vulnerable persons left unattended on library premises, and to provide the guidelines to be used by staff.

POLICY

Vulnerable persons who are unable or unwilling to care for themselves must be supervised at all times while in the library. Responsibility for their care, welfare, and behavior while on library premises rests solely with their parent, guardian, or assigned caregiver. Library staff cannot assume responsibility for their safety and comfort when they are unattended, and are not responsible for preventing vulnerable persons from leaving library grounds or monitoring/managing their behavior.

Persons of any age or ability who can understand and follow Rose Memorial Library's Patron Code of Conduct, and can provide for their own needs are welcome to remain in the library unattended.

UNATTENDED VULNERABLE PERSON

Rose Memorial Library Association respects the privacy of all library patrons, however staff will make a good-faith attempt to contact a parent, guardian or caregiver if:

- a vulnerable person's health or safety is in doubt
- if their behavior is excessively disturbing other library patrons
- if their actions knowingly and repeatedly violate and part of the Patron Code of Conduct

If a parent, guardian, or caretaker cannot be reached, the vulnerable person will be referred to the local law enforcement.

DRAFT 8.9.23

Rose Memorial Library Notary Public Service Policy

The Rose Memorial Library offers Notary Public services for the benefit of the community. These services are provided in accordance with the following guidelines:

- It is recommended that patrons call the library to ensure that a Notary Public is available when they plan to visit.

- Notary Publics are required to follow all New York State and applicable local laws and regulations governing notary services.

- Library notaries comply with current New York State Notary Public license law.

- Notary service is on a first-come, first-served basis.

- Notary service is provided free of charge.

- Library Notary Publics are not Attorneys licensed to practice law and they may not give legal advice.

- The library does not offer virtual/remote notarizations.

- Any patron utilizing the library's notary services must personally appear, present a valid New York State or other U.S. State driver's license or other government-issued photo identification and sign before the Notary Public.

- Documents in any language other than English cannot be notarized at Rose Memorial Library.

- A Notary and the person seeking notarization must be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator in a transaction with a Notary patron.

- The library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of a valid New York State driver's license or other government-issued photo identification.

- The library's notary service is not available for deeds and other real estate documents (e.g., mortgages and satisfaction of mortgages), wills, living wills, trusts, codicils, powers of attorney, depositions, immigration documents or vital records. These types of documents can require specialized legal knowledge and are beyond the scope of this service.

- Other specific public documents cannot be copied and notarized. Examples are United States birth certificates, death certificates and marriage certificates.

- Notaries will not provide service if the patron, document, or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the library. In such event, Notaries may, at their sole discretion, decline to provide Notary service.

- Please also note: The Rockland County Clerk's Office, located at 1 South Main Street, Suite 100, New City NY will also notarize eligible documents free of charge. You may contact the office at (845) 638-5070 for more information. In addition, the Town of Stony Point Town Clerk's Office, located at 74 East Main Street, Stony Point NY, (845) 786-2716, ext 107 also has Notaries on staff.

09/18/2023

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

September 14, 2023

Dear Member Library Trustees,

The Integrated Library System (ILS) software enables every library employee to engage with their patrons daily. When you walk up to the checkout desk, the friendly employee on the other side of the counter is ready to check out the materials you will be taking home; that process is possible because of an ILS. Currently, the ILS we use is provided by SirsiDynix.

RCLS staff, library directors, and library staff engaged in exploring the possibility of migrating the Integrated Library System from a proprietary software provided by SirsiDynix to an open-source software provided by one of three potential vendors: Mobius, Equinox, and ByWater Solutions via a Request for Proposal distributed in January 2023. A committee was created to investigate the products and make a recommendation.

On August 17, 2023, the recommendation from the committee was presented to the Directors' Association ILS Committee. The ILS Committee accepted the recommendation to switch the ILS software vendor from SirsiDynix to ByWater Solutions. The cost of the migration will be paid out of the ILS Capital Fund with no additional costs to member libraries. Please refer to the attached *ILS Pricing Schedules* for more information.

On September 13, 2023, the Directors' Association voted to cancel the current ILS contract with SirsiDynix as of September 1, 2024, and to migrate to Koha supported by ByWater Solutions. The following motions were approved during this meeting:

1. Motion: To accept the recommendation of the ILS Search Subcommittee to migrate to the Koha ILS product with ByWater Solutions.
2. Motion: To terminate the contract with SirsiDynix for the Symphony ILS product, effective 9/1/2024.
3. Motion: To enter into a contract with ByWater Solutions for the Koha ILS product and to begin the process of migration in December 2023.

This change represents a significant shift in the libraries' core software and the member library staffs' relationship with this vital piece of software. RCLS asks that the Board of Trustees of each member library vote on the final recommendation of the Directors' Association. The Board of each library has the choice to vote in favor or vote against the recommendation of the Directors' Association to switch the ILS software vendor from SirsiDynix to ByWater Solutions.

---

619 Route 17M, Middletown, NY 10940   845.243.3747   www.rcls.org

For RCLS to transition to a new ILS, a simple majority of Library Boards who vote will need to vote in favor of this ILS change.

Your vote is important; please submit your Board motion by **Friday, December 1, 2023,** to Anita Baumann (abaumann@rcls.org) by providing the minutes from the Board meeting where the action to vote in favor or against the ILS change occurred as follows:

VOTE **IN FAVOR** OF ILS CHANGE

*WHEREAS [**NAME OF LIBRARY**] (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and*

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

VOTE **AGAINST** ILS CHANGE

*WHEREAS [**NAME OF LIBRARY**] (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and*

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby DISAGREE with DA and votes NOT to switch Integrated Library System providers from SirsiDynix to ByWater Solutions.

For the transition to a new ILS vendor, ByWater Solutions, to be successful, RCLS is asking for the full cooperation and commitment of the member library Board of Trustees, Director, and library staff to:

1. The Board of Trustees and Director will ensure that ALL staff members working with the ILS, full-time or part-time, will be provided with the opportunity to be appropriately trained in the new ILS product, Koha, before August 1, 2024. This includes selecting one to three representative staff members who will receive extra training and serve as "first-stop" Koha support for the library

2. Enter and maintain accurate and current patron records and current item records according to ILS policies and procedures

3. Inform RCLS immediately of any circumstances that would inhibit the library's ability to fulfill its commitment to migrating to a new ILS

4. Inform their community members, staff, and other stakeholders about the migration, communicating any changes to the patron experience and informing them of planned downtimes or secondary service outages

5. Coordinate with RCLS in making changes to the cataloging or linking workflows deemed necessary for the streamlined operation of the new ILS

6. Provide RCLS with a list of your current third-party vendors who authenticate patrons via a SIP connection to the ILS, which port they are using, and the IP addresses the SIP requests originate from, and contact information for the third-party vendor staff member responsible for configuring these connections. This may include self-checkout stations, self-service print stations, museum pass reservation software, etc.

7. Be prepared to go live on August 1, 2024, with the new ILS, Koha.

RCLS thanks everyone involved with this process thus far. We look forward to partnering with your library on this critical project. Please do not hesitate to contact me should you have any questions.

Sincerely,

Grace Riario
Executive Director

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

Financial Talking Points
07/17/23 To ILS Search Subcommittee
07/20/23 To ILS Committee
09/13/23 To Directors' Association
09/14/23 To Member Library Board of Trustees

ILS Capital Funds Available for Migration = $400,000

The funds to migrate to a new ILL software have been saved over the past 10 years in the ANSER Capital Fund, now the ILS Capital Fund. The amount of $400,000 is available for the 2024 Capital Budget. Capital Funds are intended to cover one-time Capital costs to migrate, such ILS software implementation costs, add-on services implementation costs, training, consultants, legal fees, equip., etc. The Capital Fund is not intended to pay Operational costs, such as the annual cost of the ILS software or salaries.

Vendor Six Year Pricing Structure

Equinox	6-Year Pricing:	No increase years 2 thru 6
Mobius	6-Year Pricing:	0% increase years 2 & 3, 3% increase years 4 thru 6
ByWater	6-Year Pricing:	0% increase years 2 & 3, 3% increase year 4, 0% increase years 5 & 6
SirsiDynix	6-Year Pricing:	2.9% increase each year

To Host or not to Host?

Of the four ILS vendors, only Equinox and SirsiDynix offered a locally hosted option. The '22-'26 RCLS Strategic Plan, includes technology goals to enhance cybersecurity, use more cloud-based products, and implement emerging technologies. To further that Strategic Plan, RCLS recommends a cloud based ILS software solution.

How will Migration Costs Impact Library ILS Fees?

There are sufficient funds available to cover the Capital expenses of the migration. No additional fee.

The change in annual Operating costs is expected to be negligible:

			Estimated Annual Inc/(Dec) for 2024
SirsDynix 2023 Operating Budget	$	**128,300**	
SirsiDynix - Symphony - Saas	$	118,083	$ (10,217)
Equinox - Evergreen - Seqouia Public Cloud		145,250	16,950
Mobius - Evergreen - (High Performance)		113,249	(15,051)
ByWater Solutions - koha		128,394	94

Stephen Hoefer
Chief Financial Officer
Ramapo Catskill Library System

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

ILS Search Subcommittee
ILS Request For Proposal Price Comparison Table

CORE PRICING from RFP

ILS Software Migration Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTALS CORE
Equinox - Evergreen - Sequoia Private Cloud	$ 106,309	$ 106,200	106,200	$ 106,200	$ 106,200	$ 106,200	$ 106,200	$ 743,509
Equinox - Evergreen - Sequoia Public Cloud	106,309	117,000	117,000	117,000	117,000	117,000	117,000	808,309
Equinox - Evergreen - Locally Hosted	126,309	40,950	40,950	40,950	40,950	40,950	40,950	372,009
Mobius - Evergreen - Option 1	31,000	77,112	77,112	77,112	79,426	81,804	84,259	507,825
Mobius - Evergreen - Option 2 (High Performance Server)	31,000	84,404	84,404	84,404	86,937	89,546	92,233	552,928
ByWater Solutions - Koha	133,531	117,549	117,549	117,549	121,075	121,075	121,075	849,403
SirsiDynix - Symphony - SaaS	-	79,359	81,661	84,029	86,465	88,973	91,553	512,040
SirsiDynix - Symphony - Locally Hosted	-	72,430	74,532	76,693	78,916	81,205	83,560	467,336

PLUS - NECESSARY SERVICES

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	PLUS
Equinox - Evergreen	$ 27,009	$ 28,250	$ 28,250	$ 28,250	$ 28,993	$ 29,757	$ 30,545	$ 201,054
Mobius - Evergreen	11,843	28,845	28,845	28,845	29,710	30,602	31,520	190,209
ByWater Solutions - Koha	2,843	10,845	10,845	10,845	11,170	11,379	11,594	69,521
SirsiDynix - Symphony	-	38,724	39,846	41,002	42,192	43,415	44,674	249,853

CORE + PLUS

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Equinox - Evergreen - Sequoia Private Cloud	$ 133,319	$ 134,450	$ 134,450	$ 134,450	$ 135,193	$ 135,957	$ 136,745	$ 944,563
Equinox - Evergreen - Sequoia Public Cloud	133,319	145,250	145,250	145,250	145,993	146,757	147,545	1,009,363
Equinox - Evergreen - Locally Hosted	153,319	69,200	69,200	69,200	69,943	70,707	71,495	573,063
Mobius - Evergreen - Option 1	42,843	105,957	105,957	105,957	109,136	112,406	115,779	698,035
Mobius - Evergreen - Option 2 (High Performance Server)	42,843	113,249	113,249	113,249	116,647	120,148	123,752	743,137
ByWater Solutions - Koha	136,374	128,394	128,394	128,394	132,245	132,454	132,669	918,924
SirsiDynix - Symphony - SaaS	-	118,083	121,507	125,031	128,657	132,388	136,227	761,893
SirsiDynix - Symphony - Locally Hosted	-	111,154	114,378	117,695	121,108	124,620	128,234	717,189

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

ILS Search Subcommittee
PLUS NECESSARY SERVICES in Addition to ILS Solution

Not all services, to keep the current level of ILS functionality, are offered by all vendors and so we will need to include additional services. The CORE Pricing per the RFP can be found on page 2 of 3. Note that one-time costs from SirsiDynix of $15,000 to migrate has been added to the ILS Software Miration Costs on page 2.

CORE PRICING by Vendor from the RFP is on page 2

Services = No inc. yr. 1-3, then 3% annually, when not in RFP

PLUS NECESSARY SERVICES to keep our current level of ILS functionality

All Products other than Symphony Require an annual *Third-Party Voice Service*. This price is an estimate from MessageBee, our current email notice provider.

	Cost to Migrate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL	
Voice For Equinox	$ 795	$ 6,750	$ 6,750	$ 6,750	$ 6,953	$ 7,161	$ 7,376	$ 42,534	
Voice for Mobius	795	6,750	6,750	6,750	6,953	7,161	7,376	42,534	
Voice for ByWater Solutions	795	6,750	6,750	6,750	6,953	7,161	7,376	42,534	SirsiDynix currently provides this service via I-tiva subscription.
SirsiDynix - Symphony I-tiva - RFP	-	5,186	5,336	5,491	5,650	5,814	5,983	33,460	

Equinox and Mobius require an annual *Third-Party Mobile App* Solution. These prices are an approximation.

Mobile App for Equinox - RFP	$ 9,000	$ 18,000	$ 18,000	$ 18,000	$ 18,540	$ 19,096	$ 19,669	$ 120,305	
Mobile App for Mobius	9,000	18,000	18,000	18,000	18,540	19,096	19,669	120,305	LiDA is included with Aspen subscription, so no additional cost or third-party vendor for ByWater.
Voice for ByWater Solutions - LiDA included	-								
BLUECloud Mobile and Connectors - RFP	-	26,696	27,470	28,267	29,088	29,930	30,798	172,249	

Mobius and ByWater Solutions require annual *Third-Party Ongoing Authority Control*. These prices are an estimate from Marcive a current RCLS vendor.

Authority Control for Equinox - RFP	$ 17,214	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 38,214	
Authority Control for Mobius	2,048	4,095	4,095	4,095	4,218	4,344	4,475	27,369	The cost for AC services for SirsiDynix and Equinox were included with the RFP.
Authority Control for ByWater Solutions	2,048	4,095	4,095	4,095	4,218	4,218	4,218	26,986	
Authority Control for SirsiDynix - RFP	-	6,842	7,040	7,244	7,454	7,671	7,893	44,144	

Necessary Services Summary

	Cost to Migrate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL	
Equinox - Evergreen - Sequoia Private Cloud	$ 27,009	$ 28,250	$ 28,250	$ 28,250	$ 28,993	$ 29,757	$ 30,545	$ 201,054	
Equinox - Evergreen - Sequoia Public Cloud	27,009	28,250	28,250	28,250	28,993	29,757	30,545	201,054	
Equinox - Evergreen - Locally Hosted	27,009	28,250	28,250	28,250	28,993	29,757	30,545	201,054	Note that all Necessary Services cost the same regardless of how the ILS is hosted.
Mobius - Evergreen - Option 1	11,843	28,845	28,845	28,845	29,710	30,602	31,520	190,209	
Mobius - Evergreen - Option 2 (High Performance Server)	11,843	28,845	28,845	28,845	29,710	30,602	31,520	190,209	
ByWater Solutions - Koha	2,843	10,845	10,845	10,845	11,170	11,379	11,594	69,521	
SirsiDynix - Symphony - SaaS	-	38,724	39,846	41,002	42,192	43,415	44,674	249,853	
SirsiDynix - Symphony - Locally Hosted	-	38,724	39,846	41,002	42,192	43,415	44,674	249,853	

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

September 5, 2023

Dear Member Library Board Presidents and Directors:

I'm pleased to announce that the RCLS Board of Trustees approved the 2024 Operating Budget on August 16, 2023, with a 0% increase to the member library service fee despite no increase to State Aid for libraries. RCLS continues to keep its operational costs from further impacting the library budgets for another year by using RCLS unallocated funds.

The most significant contributor to the RCLS 2024 Budget is the investment rate increase and the transfer of $173,000 from the RCLS General Fund Balance to support the services and programs RCLS provides to member libraries. This increase will help offset some of the 6.6% purchasing power lost due to the Governor's lack of investment in State Aid for libraries.

Have you noticed that your library catalog has a new look? The new look is a product called Aspen Discovery from ByWater Solutions. This product was purchased in 2023 and paid for one year with the ILS unallocated funds saved. In 2024, the new product is the primary reason behind the increase in ILS services support costs, plus a 0.6% increase in operational costs. Please refer to Schedule B for the amount of your library's contribution for 2024.

RCLS staff, library directors, and library staff explored the possibility of switching the Integrated Library System from proprietary software provided by SirsiDynix to open-source software offered by one of three potential vendors: Mobius, Equinox, and ByWater Solutions. A committee was created to investigate these products and make a recommendation. If the member library boards approve this change by December 2023, it will represent a shift in the member library staff's relationship with this vital piece of software. The cost of this possible migration will be paid with the saved ILS Capital funds, with no additional cost to member libraries in 2024.

RCLS will continue supporting member libraries by providing continuing education opportunities to staff and trustees in 2024. RCLS is also increasing the investment in building strong relationships with our elected officials through the addition of a full-time Government Relations Specialist to the RCLS staff. In 2024, RCLS is committed to continuing our sustainability efforts and assisting member libraries with their own goals by having a full-time Sustainability consultant as part of the RCLS Team.

The RCLS Chief Financial Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email a day prior to the date.

The scheduled dates are:

Budget Discussion- Wednesday, September 20, 2023 (6:30PM – 7:30PM)
Budget Discussion- Monday, September 25, 2023 (6:30PM – 7:30PM)

Finally, please find the following essential documents included with this letter for your review.

1. 2024 General and ILS Budgets & 2024 RCLS Service Fee
2. 2024 Budget Highlights Reference Guide
3. 2024 ILS Services Support Cost (displaying each member's RCLS ILS Service contribution)
4. 2024 Budget Voting Ballot **(due by November 30, 2023)**

I look forward to a continued productive working relationship. Thank you for your time. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Grace Riario
Executive Director

Ramapo Catskill Library System
2024 General and ILS Budgets
08/16/23 RCLS Board Approved

RCLS — RAMAPO CATSKILL LIBRARY SYSTEM

Income	2023 BUDGET GENERAL	2023 BUDGET ILS	2023 BUDGET TOTAL	2024 BUDGET GENERAL	2024 BUDGET ILS	2024 BUDGET TOTAL	$ Change GENERAL	$ Change ILS	$ Change TOTAL	% Change GENERAL	% Change ILS	% Change TOTAL
NYS Aid Library Systems	$ 2,039,800	$ -	$ 2,039,800	$ 2,044,300	$ -	$ 2,044,300	$ 4,500	$ -	$ 4,500	0%	-	0%
NYS Aid Member Libraries	740,200	-	740,200	741,700	-	741,700	1,500	-	1,500	0%	-	0%
NYS Aid Other Agencies	64,300	-	64,300	64,400	-	64,400	100	-	100	0%	-	0%
NYS Construction Aid	132,800	-	132,800	-	-	-	(132,800)	-	(132,800)	-100%	-	-100%
ILS Services Support	-	568,300	568,300	-	615,800	615,800	-	47,500	47,500	-	8%	8%
Goods & Services	306,900	10,800	317,700	342,200	16,800	359,000	35,300	6,000	41,300	12%	56%	13%
RCLS Service Fee	127,800	-	127,800	127,800	-	127,800	-	-	-	0%	-	0%
NYLA Advocacy & Donations	5,000	-	5,000	2,500	-	2,500	(2,500)	-	(2,500)	-50%	-	-50%
Interest	4,000	2,000	6,000	60,000	4,900	64,900	56,000	2,900	58,900	1400%	145%	982%
E-Rate Funding	-	12,400	12,400	-	5,000	5,000	-	(7,400)	(7,400)	-	-60%	-60%
Transfer from General Fund Balance	(155,000)	-	(155,000)	173,200	-	173,200	328,200	-	328,200	-212%	-	0%
Transfer from ILS Fund Balance	-	50,900	50,900	-	-	-	-	(50,900)	(50,900)	-	-100%	-100%
Total Income	**$ 3,265,800**	**$ 644,400**	**$ 3,910,200**	**$ 3,556,100**	**$ 642,500**	**$ 4,198,600**	**$ 290,300**	**$ (1,900)**	**$ 288,400**	**9%**	**0%**	**7%**
Expense												
Payroll Expenses	$ 1,186,900	$ 215,100	$ 1,402,000	$ 1,329,900	$ 223,300	$ 1,553,200	$ 143,000	$ 8,200	$ 151,200	12%	4%	11%
Employee Benefits	634,500	103,900	738,400	762,000	116,000	878,000	127,500	12,100	139,600	20%	12%	19%
Equipment, Furniture & Fixtures	30,000	-	30,000	-	-	-	(30,000)	-	(30,000)	-100%	-	-100%
Vehicle Purchases	-	-	-	30,000	-	30,000	30,000	-	30,000	-	-	-
Library Materials	332,400	-	332,400	333,100	100	333,200	700	100	800	0%	-	0%
Office Supplies	12,500	3,500	16,000	17,700	1,300	19,000	5,200	(2,200)	3,000	42%	-63%	19%
Telecommunications	900	12,400	13,300	1,600	11,000	12,600	700	(1,400)	(700)	78%	-11%	-5%
Postage	1,400	-	1,400	1,400	-	1,400	-	-	-	0%	-	0%
Marketing & Promotion	15,300	-	15,300	23,500	-	23,500	8,200	-	8,200	54%	-	54%
Advocacy Costs	16,100	-	16,100	17,800	-	17,800	1,700	-	1,700	11%	-	11%
Travel	39,000	4,400	43,400	40,500	7,100	47,600	1,500	2,700	4,200	4%	61%	10%
Contracts with Libraries	305,400	-	305,400	340,700	-	340,700	35,300	-	35,300	12%	-	12%
Professional Fees	35,100	3,200	38,300	39,400	2,100	41,500	4,300	(1,100)	3,200	12%	-34%	8%
Continuing Ed - RCLS Staff	5,100	1,800	6,900	1,500	300	1,800	(3,600)	(1,500)	(5,100)	-71%	-83%	-74%
RCLS Programs	64,200	-	64,200	43,000	-	43,000	(21,200)	-	(21,200)	-33%	-	-33%
Membership Dues	5,000	200	5,200	5,400	200	5,600	400	-	400	8%	-	8%
Software/Hardware Maint. & Subs	51,400	247,600	299,000	41,400	234,600	276,000	(10,000)	(13,000)	(23,000)	-19%	-5%	-8%
Cataloging Tools	26,700	-	26,700	32,700	-	32,700	6,000	-	6,000	22%	-	22%
Building Repairs & Maint	121,500	11,800	133,300	102,200	13,300	115,500	(19,300)	1,500	(17,800)	-16%	13%	-13%
Vehicle Maint. & Operation	39,300	-	39,300	47,600	-	47,600	8,300	-	8,300	21%	-	21%
NYS Aid	323,100	-	323,100	304,700	-	304,700	(18,400)	-	(18,400)	-6%	-	-6%
Transfers To Other Funds	20,000	40,500	60,500	40,000	33,200	73,200	20,000	(7,300)	12,700	100%	-18%	21%
Total Expense	**$ 3,265,800**	**$ 644,400**	**$ 3,910,200**	**$ 3,556,100**	**$ 642,500**	**$ 4,198,600**	**$ 290,300**	**$ (1,900)**	**$ 288,400**	**9%**	**0%**	**7%**
Net Activity	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**					

RCLS — RAMAPO CATSKILL LIBRARY SYSTEM

Ramapo Catskill Library System
### 2024 RCLS Services Fee - 0% Increase
08/16/23 RCLS Board Approved

Library Name	Minimum Fee	2022 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2022 Debt Service Annual Report Question 12.31	2022 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2024 FEE	Service Fee as a % of Total Expenditures	Library	Total 2023 Fee	$ Change From 2023	% Change From 2023
Albert Wisner Public Library	$ 1,250	23,453	3.03%	$ 1,047	$ -	$ 1,366,561	2.18%	$ 754	$ 3,052	0.22%	WAR	$ 3,145	$ (93)	-3%
Blauvelt Free Library	1,250	5,548	0.72%	248	-	879,995	1.41%	486	1,983	0.23%	BLV	1,989	(6)	0%
Chester Public Library	1,250	12,646	1.64%	565	-	638,400	1.02%	352	2,167	0.34%	CHS	2,185	(18)	-1%
Cornwall Public Library	1,250	17,395	2.25%	777	-	1,123,083	1.80%	620	2,647	0.24%	COR	2,700	(53)	-2%
Cragsmoor Free Library	1,250	433	0.06%	19	-	75,689	0.12%	42	1,311	1.73%	CRG	1,309	2	0%
Daniel Pierce Library	1,250	6,070	0.79%	271	-	515,146	0.82%	284	1,805	0.35%	GRH	1,837	(32)	-2%
Ellenville Public Library and Museum	1,250	12,454	1.61%	556	-	910,235	1.45%	502	2,309	0.25%	EPL	2,422	(113)	-5%
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	876	355,862	912,965	1.46%	504	2,630	0.29%	MTC	2,596	34	1%
Fallsburg Library	1,250	12,045	1.56%	538	-	299,254	0.48%	165	1,953	0.65%	FBR	1,935	18	1%
Finkelstein Memorial Library	1,250	135,449	17.52%	6,049	-	8,278,114	13.23%	4,568	11,867	0.14%	FML	10,911	956	9%
Florida Public Library	1,250	5,132	0.66%	229	-	462,319	0.74%	255	1,734	0.38%	FPL	1,748	(14)	-1%
Gardiner Library	1,250	5,610	0.73%	251	61,277	299,221	0.48%	165	1,666	0.56%	GAR	1,670	(4)	0%
Goshen Public Library And Historical Society	1,250	19,260	2.49%	860	496,444	1,759,485	2.81%	971	3,081	0.18%	GOS	2,996	85	3%
Greenwood Lake Public Library	1,250	5,920	0.77%	264	-	1,162,432	1.86%	641	2,156	0.19%	GRL	2,246	(90)	-4%
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,535	630,748	5,351,119	8.55%	2,953	5,737	0.11%	HAV	5,654	83	1%
Highland Falls Library	1,250	3,684	0.48%	165	-	264,686	0.42%	146	1,561	0.59%	HFL	1,586	(25)	-2%
Josephine-Louise Public Library	1,250	6,818	0.88%	305	-	562,793	0.90%	311	1,865	0.33%	WAL	1,924	(59)	-3%
Liberty Public Library	1,250	10,626	1.37%	475	152,200	305,665	0.49%	169	1,893	0.62%	LIB	1,911	(18)	-1%
Livingston Manor Free Library	1,250	3,298	0.43%	147	-	239,032	0.38%	132	1,529	0.64%	LIV	1,519	10	1%
Mamakating Library District	1,250	10,718	1.39%	479	23,564	293,811	0.47%	162	1,891	0.64%	MAM	1,887	4	0%
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,152	673,750	1,213,687	1.94%	670	3,072	0.25%	WAS	3,058	14	0%
Monroe Free Library	1,250	21,387	2.77%	955	90,553	1,289,574	2.06%	712	2,917	0.23%	MFL	2,925	(8)	0%
Montgomery Free Library	1,250	3,834	0.50%	171	-	77,211	0.12%	43	1,464	1.90%	MNG	1,466	(2)	0%
Nanuet Public Library	1,250	14,199	1.84%	634	-	2,608,760	4.17%	1,440	3,324	0.13%	NAN	3,356	(32)	-1%
New City Free Library	1,250	46,916	6.07%	2,095	-	4,343,898	6.94%	2,397	5,742	0.13%	NWC	5,824	(82)	-1%
Newburgh Free Library	1,250	68,215	8.82%	3,047	-	4,979,372	7.96%	2,748	7,044	0.14%	NFL	7,293	(249)	-3%
Nyack Library	1,250	14,148	1.83%	632	435,875	2,637,315	4.22%	1,455	3,337	0.13%	NYK	3,380	(43)	-1%
Orangeburg Library	1,250	4,565	0.59%	204	-	626,465	1.00%	346	1,800	0.29%	ORG	1,810	(10)	-1%
Palisades Free Library	1,250	810	0.10%	36	-	478,430	0.76%	264	1,550	0.32%	PAL	1,561	(11)	-1%
Pearl River Public Library	1,250	15,574	2.01%	696	-	2,860,472	4.57%	1,579	3,524	0.12%	PRL	3,422	102	3%
Piermont Library District	1,250	2,517	0.33%	112	-	428,678	0.69%	237	1,599	0.37%	PMT	1,580	19	1%
Pine Bush Area Public Library District	1,250	14,571	1.88%	651	11,974	284,227	0.45%	157	2,058	0.72%	PBL	2,203	(145)	-7%
Port Jervis Free Library	1,250	17,073	2.21%	763	-	878,375	1.40%	485	2,497	0.28%	PTJ	2,656	(159)	-6%
Roscoe Free Library	1,250	1,772	0.23%	79	-	112,554	0.18%	62	1,391	1.24%	ROS	1,405	(14)	-1%
Rose Memorial Library Association	1,250	14,813	1.92%	662	-	656,677	1.05%	362	2,274	0.35%	STP	2,247	27	1%
Sloatsburg Public Library	1,250	3,036	0.39%	136	-	436,975	0.70%	241	1,627	0.37%	SLO	1,649	(22)	-1%
Suffern Free Library	1,250	30,869	3.99%	1,379	414,019	2,499,506	4.00%	1,379	4,008	0.16%	SUF	3,983	25	1%
Sunshine Hall Free Library	1,250	2,196	0.28%	98	-	95,745	0.15%	53	1,401	1.46%	ELD	1,406	(5)	0%
Tappan Library	1,250	6,673	0.86%	298	-	772,828	1.24%	426	1,974	0.26%	TAP	1,950	24	1%
Thrall Public Library District of Middletown	1,250	59,174	7.65%	2,643	-	3,525,191	5.63%	1,945	5,838	0.17%	MID	5,721	117	2%
Tomkins Cove Public Library	1,250	1,841	0.24%	82	-	226,420	0.36%	125	1,457	0.64%	TCL	1,440	17	1%
Tuxedo Park Library	1,250	3,811	0.49%	170	-	612,788	0.98%	338	1,758	0.29%	TUX	1,782	(24)	-1%
Valley Cottage Free Library	1,250	9,038	1.17%	404	-	2,258,684	3.61%	1,246	2,900	0.13%	VCL	2,943	(43)	-1%
Wallkill Public Library	1,250	8,036	1.04%	359	-	312,213	0.50%	172	1,781	0.57%	WAK	1,746	35	2%
West Nyack Free Library	1,250	9,655	1.25%	431	-	1,079,333	1.73%	596	2,277	0.21%	WNY	2,346	(69)	-3%
Western Sullivan Public Library	1,250	9,794	1.27%	437	-	937,618	1.50%	517	2,205	0.24%	WSPL	2,306	(101)	-4%
Woodbury Public Library	1,250	12,197	1.58%	545	-	631,240	1.01%	348	2,143	0.34%	CVL	2,173	(30)	-1%
TOTALS	$ 58,750	773,036		$ 34,525	$ 3,346,266	$ 62,564,241		$ 34,525	$ 127,800	0.20%		$ 127,800	$ -	0%

Same as 2023

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

2024 RCLS Budget Highlights
Reference Guide
09/01/23

The 4 most interesting things about the 2024 RCLS Budget

1. Despite no budgeted increase in State Aid to Library Systems and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS Service Fee, for the third year in a row.

2. ILS Services Support has increased by $47,500 or 7.7%. Of this increment, the ASPEN Discovery, approved by the Directors' Association, accounts for $44,000 or 7.1%, while the remaining $3,500 or 0.6% pertains to increased operational expenses.

3. With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or $58,900 in 2024.

4. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.

Pie chart labels: Use of RCLS Fund Balance 4%, RCLS Service Fee 3%, Other Revenue 2%, Sales of Goods & Services 8%, ILS Services Support 15%, New York State Aid 68%
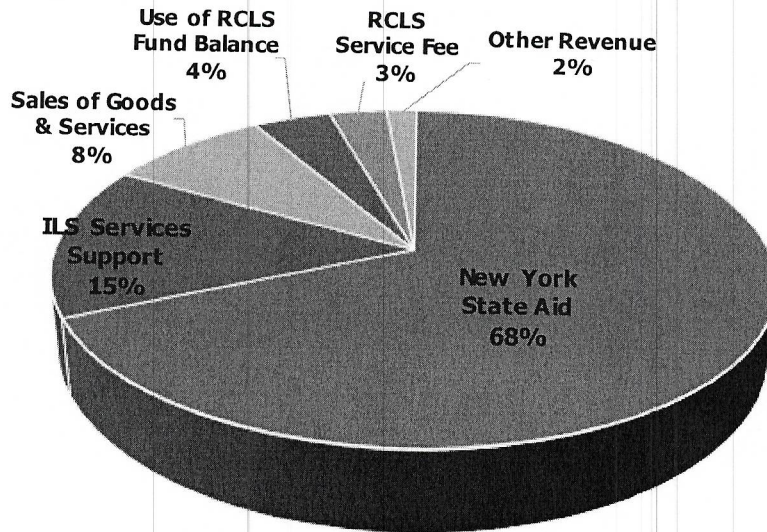
State Aid	$	2,850,400
ILS Services Support		615,800
Sales of Goods & Services		359,000
Use of RCLS Fund Balance		173,200
RCLS Service Fee		127,800
Other Revenue		67,400
E-Rate Funding		5,000
TOTAL REVENUE		**$ 4,198,600**

Pie chart labels: Overhead 7%, Automotive 1%, Dues & Fees 8%, Library Materials 8%, Contracts with Libraries 8%, Grants & Programs 9%, Salary & Benefits 59%
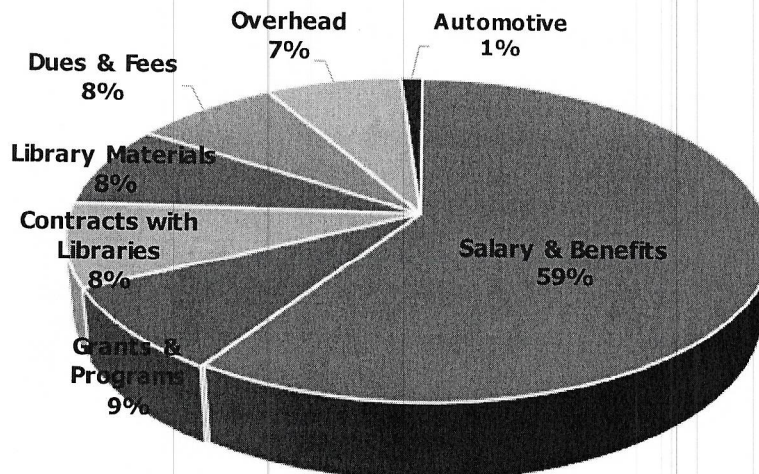
Salary & Benefits	$	2,431,200
Grants & Programs		347,700
Contracts with Libraries		340,700
Library Materials		333,200
Dues & Fees		323,100
Overhead		301,900
Automotive		47,600
Transfer to Reserves		73,200
TOTAL APPROPRIATIONS		**$ 4,198,600**

Printed 09/01/23

INCOME

NYS STATE AID

The 2024 Budget for NYS State Aid is based on the actual funding that was received in 2023.

ILS SERVICES SUPPORT

As a non-profit organization, RCLS employs a cost recovery approach to calculate ILS Services Support Costs. Any surplus funds are strategically channeled into an unallocated fund earmarked for driving future ILS innovations. Notably, our adept use of economies of scale translates to substantial cost savings in ILS operations. A prime example of our commitment is the comprehensive support we extend to ILS Services, including the provision of 2.5 full-time RCLS cataloging staff members.

ILS Services Support Costs - Schedule B provides detailed cost information, per library. The formula considers a 3-year average of circulation and holdings, and a minimum support amount.

GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases, such as: System-Wide E-Content Pool at $205,800; Consumer Report Pool at $39,000; movie licensing at $16,500, a new service Tutor.com at $37,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public funds for member libraries. The offsetting expense code is Contracts with Libraries.

ILS Goods & Services consists of two pass-through purchases: Hoopla Connector at $5,800 and SymphonyWeb licenses at $5,000.

RCLS SERVICE FEE

Despite no budgeted increase in State Aid to Libraries and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS 2024 Service Fee, for the third year in a row.

INTEREST INCOME

With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or $58,900.

TRANSFER FROM FUND BALANCE

The RCLS Board of Trustees approved the use of $173,200 from the RCLS General Fund Balance to support the services provided to member libraries..

EXPENSES

PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 27 Full-Time Equivalents (FTE): 19.7 FTE are General, and 2.6 FTE are ILS Services. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
% of Total Payroll	**68%**	**11%**

EMPLOYEE BENEFITS

Benefits are budgeted to increase by $139,600 or 19% overall, almost entirely due to health insurance. Benefits are allocated to General and ILS Services based on the percentage of total payroll for each Service.

HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by 23%. This is due to new employees and a budgeted 10% increase in premiums.

RETIREMENT

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 15%.

EQUIPMENT, FURNITURE & FIXTURES (over $2,500)

There are no purchases budgeted for 2024.

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REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

VEHICLE PURCHASES

RCLS intends to purchase a new hybrid consultants' vehicle for General use.

LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at $331,600 and supports library services and the purchase of eligible library materials.

OFFICE SUPPLIES

As well as typical office supplies, PC's, laptops, and equipment costing under $2,500 are budgeted in this expense line. The overall budget has increased by $3,000.

TELECOMMUNICATIONS

This line has decreased by $(700).

MARKETING & PROMOTION and ADVOCACY COSTS

RCLS plans to continue and expand efforts to promote and advocate for libraries with another $9,900 in support for these two budget lines.

TRAVEL

The increase in ILS Travel is for the Software Analyst & Administrator and Software Support Specialist to attend an ILS Conference and one employee to attend the NYLA Conference.

CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes $205,800 for the E-Content Pool and $104,400 for other pass-through purchases such as the Database Pool and movie licenses. The new Tutor.com service accounts for the increase in this line.

PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, Propay Fees and CPA audit costs. The increase is due to increased costs for payroll and auditing.

CONTINUING ED – RCLS Staff

Continuing Education reduction of ($5,100) is because there is no NYS Library Systems Directors' Organization conference in 2024.

RCLS PROGRAMS

This line shows a $(21,200) decrease. This decrease is due to the elimination of the Minisink Valley Public Library Initiative and EDI activities are now part of RCLS community engagement efforts.

REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts under $2,500. The General side shows a $(10,000) decrease due to better-than-expected negotiations on a software purchase.

ILS Software/Hardware Maint. & Subs costs include hardware and software support, both annual contracts and multi-year contracts under $2,500. The ILS software has been budgeted at $128,400, which is $100 more than last year. A $44,000 annual subscription cost for ASPEN is budgeted this year, while last year's budget included ASPEN implementation costs, which is why this line has reduced by $(13,000).

Costs to migrate to a new ILS system will be budgeted in the 2024 ILS Capital Budget.

CATALOGING TOOLS

RCLS is investing $5,000 to enhance the shared catalog to ensure Equity, Diversity and Inclusion (EDI) are reflected in our core business.

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

We continue to enjoy savings from RCLS upgrading to LED lighting and reduced energy costs by participating in MEGA, a third-party energy reseller for governmental agencies. Utilities are budgeted to increase by only $600.

OTHER OPERATION & MAINTENANCE

Includes the following: trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

REPAIRS TO BUILDING

The $(17,800) reduction in this line is because the RCLS Board of Trustees created the RCLS Building Improvement Capital Fund, moving all large building repairs/improvements out of the Operating Budget.

NYS Aid

The $(18,400) decrease in NYS Aid is a result of NYS Coordinated Outreach Funds being assigned to support the RCLS staff that provide this service.

TRANSFER TO OTHER FUNDS

The ILS Services transfer to ILS Capital Fund has been reduced by $(7,300) in 2024.

The $20,000 increase on the General side is to support the newly created RCLS Building Improvement Capital Fund.

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

RAMAPO CATSKILL LIBRARY SYSTEM
2024 ILS Services Support Costs - Schedule B
08/16/23 RCLS Board Approved

Minimum Support Amount based on Column E — 3-Year Circulation + Holdings Usage

Usage	Amount
25,000 - 49,999	$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

Total ILS Support Formula: (A + (C + D = E) + F) = ILS Support

Library Name	Minimum Support Amount (A)	3-Year Average Circulation (C)	3-Year Average Holdings (D)	3-Year Circulation + Holdings Usage (E)	3-Year Usage Support (F)	2024 Total ILS Support	Library	2023 ILS Service Support	$ Increase (Decrease) from 2023	% Increase (Decrease) from 2023
Albert Wisner Public Library	$ 1,750	181,443	125,576	307,019	$ 18,690	$ 20,440	WAR	$ 18,920	$ 1,520	8%
Blauvelt Free Library	1,250	39,014	84,256	123,270	7,500	8,750	BLV	7,840	910	12%
Chester Public Library	1,250	52,148	98,972	151,120	9,200	10,450	CHS	9,590	860	9%
Cornwall Public Library	1,750	138,648	124,035	262,683	15,990	17,740	COR	16,240	1,500	9%
Cragsmoor Free Library	750	3,166	56,525	59,691	3,630	4,380	CRG	3,850	530	14%
Daniel Pierce Library	1,250	27,805	88,411	116,216	7,070	8,320	GRH	7,530	790	10%
Ellenville Public Library and Museum	1,250	31,585	106,928	138,513	8,430	9,680	EPL	8,910	770	9%
Ethelbert B. Crawford Public Library	1,250	47,727	87,334	135,060	8,220	9,470	MTC	9,140	330	4%
Fallsburg Library	750	19,237	73,374	92,612	5,640	6,390	FBR	5,890	500	8%
Finkelstein Memorial Library	4,000	491,212	302,320	793,532	48,310	52,310	FML	47,410	4,900	10%
Florida Public Library	1,250	26,805	77,567	104,372	6,350	7,600	FPL	6,870	730	11%
Gardiner Library	1,250	39,178	68,375	107,553	6,550	7,800	GAR	6,320	1,480	23%
Goshen Public Library And Historical Society	1,750	121,778	157,815	279,593	17,020	18,770	GOS	15,990	2,780	17%
Greenwood Lake Public Library	1,250	32,209	108,127	140,335	8,540	9,790	GRL	9,060	730	8%
Haverstraw Kings Daughters Public Library	2,500	179,428	203,805	383,233	23,330	25,830	HAV	24,090	1,740	7%
Highland Falls Library	1,250	26,917	81,131	108,049	6,580	7,830	HFL	7,080	750	11%
Josephine-Louise Public Library	1,250	41,484	85,101	126,585	7,710	8,960	WAL	8,150	810	10%
Liberty Public Library	750	25,234	72,968	98,202	5,980	6,730	LIB	5,960	770	13%
Livingston Manor Free Library	750	6,834	60,229	67,063	4,080	4,830	LIV	4,300	530	12%
Mamakating Library District	750	25,552	69,573	95,125	5,790	6,540	MAM	5,770	770	13%
Moffat Library Of Washingtonville	1,250	96,644	88,811	185,455	11,290	12,540	WAS	11,550	990	9%
Monroe Free Library	1,750	99,613	110,913	210,526	12,820	14,570	MFL	13,910	660	5%
Montgomery Free Library	750	16,125	71,760	87,886	5,350	6,100	MNG	5,500	600	11%
Nanuet Public Library	1,750	120,461	172,685	293,146	17,840	19,590	NAN	18,270	1,320	7%
New City Free Library	3,250	397,270	192,054	589,324	35,870	39,120	NWC	40,080	(960)	-2%
Newburgh Free Library	2,500	162,610	240,780	403,390	24,560	27,060	NFL	24,410	2,650	11%
Nyack Library	1,750	124,003	163,807	287,809	17,520	19,270	NYK	17,230	2,040	12%
Orangeburg Library	1,250	35,791	94,579	130,370	7,940	9,190	ORG	8,350	840	10%
Palisades Free Library	750	21,507	71,021	92,528	5,630	6,380	PAL	5,670	710	13%
Pearl River Public Library	1,750	109,653	120,944	230,597	14,040	15,790	PRL	15,370	420	3%
Piermont Library District	750	15,679	62,225	77,904	4,740	5,490	PMT	4,930	560	11%
Pine Bush Area Public Library District	1,250	38,252	73,635	111,886	6,810	8,060	PBL	7,310	750	10%
Port Jervis Free Library	1,250	50,927	93,871	144,798	8,810	10,060	PTJ	8,920	1,140	13%
Roscoe Free Library	750	5,461	62,410	67,871	4,130	4,880	ROS	4,260	620	15%
Rose Memorial Library Association	1,250	36,410	80,815	117,226	7,140	8,390	STP	7,800	590	8%
Sloatsburg Public Library	1,250	23,468	89,339	112,807	6,870	8,120	SLO	7,300	820	11%
Suffern Free Library	2,500	230,962	209,559	440,521	26,820	29,320	SUF	29,720	(400)	-1%
Sunshine Hall Free Library	750	12,920	71,945	84,865	5,170	5,920	ELD	5,230	690	13%
Tappan Library	1,250	59,535	80,562	140,097	8,530	9,780	TAP	8,580	1,200	14%
Thrall Public Library District of Middletown	2,500	170,460	283,399	453,859	27,630	30,130	MID	29,810	320	1%
Tomkins Cove Public Library	1,250	14,056	88,917	102,973	6,270	7,520	TCL	6,260	1,260	20%
Tuxedo Park Library	1,250	32,011	75,843	107,854	6,570	7,820	TUX	7,040	780	11%
Valley Cottage Free Library	1,750	95,996	165,292	261,288	15,910	17,660	VCL	16,150	1,510	9%
Wallkill Public Library	1,250	37,684	66,811	104,495	6,360	7,610	WAK	6,260	1,350	22%
West Nyack Free Library	1,250	73,647	100,387	174,034	10,590	11,840	WNY	10,520	1,320	13%
Western Sullivan Public Library	1,250	63,127	123,840	186,968	11,380	12,630	WSPL	11,300	1,330	12%
Woodbury Public Library	1,250	33,137	83,768	116,905	7,120	8,370	CVL	7,710	660	9%
TOTALS	**$ 67,500**	**3,734,810**	**5,272,395**	**9,007,205**	**$ 548,320**	**$ 615,800**		**$ 568,350**	**$ 47,470**	**8%**

The ILS Support Costs have increased by $47,470 (8%) over the 2023 ILS Budget. Of this increase, $44,000 (8%) is ASPEN included in ILS fees per the Director's Association. The remaining $3,470 (0%) represents an increase in operating costs.

If your Library has an increase greater or less than the 8% average (Column 1 on this sheet), it is because the 3 year average of Circulation (Column 2 on the back of this sheet) and Holdings (Column 3 on the back of this sheet) percentages are greater or less than their respective average.

RAMAPO CATSKILL LIBRARY SYSTEM

2024 ILS Service Support *3-Year Circulation and Holdings Average Calculation*

8/16/2023

2020, 2021 & 2022 data is from the approved NYS Annual Reports

Columns C & D carry-over to the *Participant's ILS Service Support Costs - Schedule B*

C / **D** / **2** / **3**

NYS Annual Report Question #s — Library Name	2020 Q4.16 Circulation	2021 Q4.16 Circulation	2022 Q4.16 Circulation	3-Year Average Circulation	2020 (Q2.25) Holdings	2020 Q2.19 = Electronic	2020 Holdings	2021 (Q2.25) Holdings	2021 Q2.19 = Electronic	2021 Holdings	2022 (Q2.25) Holdings	2022 Q2.19 = Electronic	2022 Holdings	3-Year Average Holdings	Library	2023 Circ. Avg. Increase (Decrease)	2023 % Increase (Decrease)	2023 Holding Avg. Increase (Decrease)	2023 % Increase (Decrease)
Albert Wisner Public Library	184,825	164,212	195,292	181,443	339,002	210,675	128,327	342,587	220,346	122,241	351,391	225,231	126,160	125,576	WAR	(11,376)	-6%	(513)	0%
Blauvelt Free Library	34,558	40,473	42,010	39,014	295,946	210,675	85,271	302,448	220,346	82,102	310,626	225,231	85,395	84,256	BLV	(1,212)	-3%	2,080	2%
Chester Public Library	43,994	55,977	56,473	52,148	308,617	210,675	97,942	318,901	220,346	98,555	325,650	225,231	100,419	98,972	CHS	(5,112)	-10%	1,389	1%
Cornwall Public Library	140,225	122,017	153,702	138,648	331,514	210,675	120,839	345,053	220,346	124,707	351,789	225,231	126,558	124,035	COR	(9,650)	-7%	3,337	3%
Cragsmoor Free Library	2,856	3,258	3,385	3,166	263,818	210,675	53,143	276,974	220,346	56,628	285,035	225,231	59,804	56,525	CRG	(393)	-12%	2,582	5%
Daniel Pierce Library	21,046	29,423	32,946	27,805	298,786	210,675	88,111	307,877	220,346	87,531	314,821	225,231	89,590	88,411	GRH	(2,227)	-8%	1,791	2%
Ellenville Public Library and Museum	26,781	30,376	37,597	31,585	317,379	210,675	106,704	326,600	220,346	106,254	333,058	225,231	107,827	106,928	EPL	(5,531)	-18%	1,858	2%
Ethelbert B. Crawford Public Library	41,543	49,782	51,855	47,727	296,309	210,675	85,634	307,750	220,346	87,404	314,194	225,231	88,963	87,334	MTC	(13,598)	-28%	2,213	3%
Fallsburg Library	25,613	14,139	17,960	19,237	282,595	210,675	71,920	293,669	220,346	73,323	300,111	225,231	74,880	73,374	FBR	(4,727)	-25%	1,946	3%
Finkelstein Memorial Library	355,826	498,293	619,518	491,212	504,109	210,675	293,434	523,982	220,346	303,636	535,120	225,231	309,889	302,320	FML	(20,650)	-4%	8,184	3%
Florida Public Library	27,572	24,619	28,223	26,805	286,453	210,675	75,778	297,282	220,346	76,936	305,218	225,231	79,987	77,567	FPL	(2,324)	-9%	2,345	3%
Gardiner Library	29,750	39,871	47,913	39,178	277,501	210,675	66,826	289,102	220,346	68,756	294,773	225,231	69,542	68,375	GAR	2,174	6%	1,985	3%
Goshen Public Library And Historical Society	116,844	117,818	130,671	121,778	364,676	210,675	154,001	377,009	220,346	156,663	389,104	226,322	162,782	157,815	GOS	10,367	9%	4,773	3%
Greenwood Lake Public Library	37,959	26,426	32,241	32,209	319,299	210,675	108,624	327,699	220,346	107,353	333,634	225,231	108,403	108,127	GRL	(5,000)	-16%	388	0%
Haverstraw Kings Daughters Public Library	227,147	135,172	175,965	179,428	413,822	210,675	203,147	421,839	220,346	201,493	432,006	225,231	206,775	203,805	HAV	(16,787)	-9%	(432)	0%
Highland Falls Library	20,812	26,365	33,575	26,917	290,216	210,675	79,541	301,087	220,346	80,741	308,343	225,231	83,112	81,131	HFL	(2,301)	-9%	2,011	2%
Josephine-Louise Public Library	47,860	32,821	43,771	41,484	292,843	210,675	82,168	305,255	220,346	84,909	313,456	225,231	88,225	85,101	WAL	(4,511)	-11%	3,035	4%
Liberty Public Library	26,996	20,480	28,226	25,234	281,134	210,675	70,459	293,422	220,346	73,076	300,599	225,231	75,368	72,968	LIB	(1,111)	-4%	2,646	4%
Livingston Manor Free Library	6,240	7,033	7,228	6,834	269,998	210,675	59,323	279,708	220,346	59,362	287,233	225,231	62,002	60,229	LIV	(396)	-6%	1,557	3%
Mamakating Library District	19,611	28,954	28,091	25,552	280,690	210,675	70,015	288,600	220,346	68,254	295,681	225,231	70,450	69,573	MAM	(923)	-4%	2,746	4%
Moffat Library Of Washingtonville	103,699	85,384	100,848	96,644	296,216	210,675	85,541	308,189	220,346	87,843	318,281	225,231	93,050	88,811	WAS	(9,664)	-10%	3,951	4%
Monroe Free Library	88,771	104,884	105,184	99,613	322,977	210,675	112,302	329,458	220,346	109,112	336,556	225,231	111,325	110,913	MFL	(14,780)	-15%	(429)	0%
Montgomery Free Library	13,598	16,212	18,566	16,125	280,584	210,675	69,909	291,851	220,346	71,505	299,098	225,231	73,867	71,760	MNG	(2,687)	-17%	2,362	3%
Nanuet Public Library	126,710	100,443	134,230	120,461	381,073	210,675	170,398	394,425	220,400	174,025	398,863	225,231	173,632	172,685	NAN	(15,753)	-13%	2,151	1%
New City Free Library	399,535	463,902	328,372	397,270	427,449	232,968	194,481	415,708	220,346	195,362	411,551	225,231	186,320	192,054	NWC	(79,373)	-20%	(1,215)	-1%
Newburgh Free Library	173,946	99,452	214,432	162,610	464,847	210,675	254,172	457,627	220,346	237,281	456,119	225,231	230,888	240,780	NFL	452	0%	(3,859)	-2%
Nyack Library	123,364	97,556	151,088	124,003	373,514	210,675	162,839	382,977	220,346	162,631	391,181	225,231	165,950	163,807	NYK	(1,815)	-1%	2,224	1%
Orangeburg Library	30,388	36,864	40,122	35,791	301,875	210,675	91,200	314,548	220,346	94,202	323,566	225,231	98,335	94,579	ORG	(4,608)	-13%	3,090	3%
Palisades Free Library	18,805	22,076	23,640	21,507	281,506	210,675	70,831	289,318	220,346	68,972	298,490	225,231	73,259	71,021	PAL	(950)	-4%	2,038	3%
Pearl River Public Library	116,684	101,699	110,576	109,653	344,839	210,675	134,164	334,606	220,346	114,260	339,639	225,231	114,408	120,944	PRL	(14,605)	-13%	(7,758)	-6%
Piermont Library	16,972	13,818	16,247	15,679	272,614	210,675	61,939	282,750	220,346	62,404	287,563	225,231	62,332	62,225	PMT	(691)	-4%	981	2%
Pine Bush Area Public Library District	31,476	41,176	42,103	38,252	282,419	210,675	71,744	293,326	220,346	72,980	301,412	225,231	76,181	73,635	PBL	(3,216)	-8%	2,590	4%
Port Jervis Free Library	36,127	46,538	70,116	50,927	302,433	210,675	91,758	313,191	220,346	92,845	322,241	225,231	97,010	93,871	PTJ	(75)	0%	2,467	3%
Roscoe Free Library	4,596	6,217	5,571	5,461	270,697	210,675	60,022	282,697	220,346	62,351	290,087	225,231	64,856	62,410	ROS	(177)	-3%	2,811	5%
Rose Memorial Library Association	32,571	39,844	36,816	36,410	290,446	210,675	79,771	300,293	220,346	79,947	307,959	225,231	82,728	80,815	STP	(6,840)	-19%	2,360	3%
Sloatsburg Public Library	21,101	25,016	24,287	23,468	297,436	210,675	86,761	308,272	220,346	87,926	318,561	225,231	93,330	89,339	SLO	(1,812)	-8%	2,333	3%
Suffern Free Library	266,589	186,072	240,224	230,962	437,272	210,675	226,597	436,142	220,346	215,796	411,515	225,231	186,284	209,559	SUF	(37,392)	-16%	(13,611)	-6%
Sunshine Hall Free Library	11,399	13,732	13,628	12,920	279,287	210,675	68,612	295,338	220,346	74,992	297,462	225,231	72,231	71,945	ELD	(488)	-4%	2,159	3%
Tappan Library	51,092	62,501	65,012	59,535	288,826	210,675	78,151	300,253	220,346	79,907	308,860	225,231	83,629	80,562	TAP	1,129	2%	2,933	4%
Thrall Public Library District of Middletown	175,442	189,556	146,383	170,460	506,086	210,675	295,411	500,209	220,346	279,863	500,154	225,231	274,923	283,399	MID	(34,445)	-20%	(4,811)	-2%
Tomkins Cove Public Library	13,379	14,836	13,952	14,056	299,112	210,675	88,437	309,201	220,346	88,855	314,690	225,231	89,459	88,917	TCL	(1,068)	-8%	1,750	2%
Tuxedo Park Library	29,005	32,429	34,598	32,011	283,952	210,675	73,277	296,164	220,346	75,818	303,666	225,231	78,435	75,843	TUX	(2,860)	-9%	3,252	4%
Valley Cottage Free Library	72,327	89,599	126,061	95,996	374,203	210,675	163,528	383,202	220,346	162,856	394,724	225,231	169,493	165,292	VCL	(8,970)	-9%	2,857	2%
Wallkill Public Library	31,459	39,667	41,926	37,684	275,420	210,675	64,745	286,699	220,346	66,353	294,567	225,231	69,336	66,811	WAK	(374)	-1%	2,601	4%
West Nyack Free Library	67,251	72,888	80,801	73,647	309,910	210,675	99,235	320,873	220,346	100,527	326,630	225,231	101,399	100,387	WNY	(962)	-1%	2,837	3%
Western Sullivan Public Library	60,881	58,831	69,670	63,127	332,834	210,675	122,159	343,721	220,346	123,375	351,218	225,231	125,987	123,840	WSPL	(2,229)	-4%	2,657	2%
Woodbury Public Library	29,421	32,587	37,402	33,137	293,453	210,675	82,778	303,615	220,346	83,269	310,488	225,231	85,257	83,768	CVL	(3,331)	-10%	377	0%
TOTALS	**3,584,646**	**3,561,288**	**4,058,497**	**3,734,810**	**15,186,005**	**9,924,037**	**5,261,968**	**15,601,497**	**10,356,316**	**5,245,181**	**15,897,639**	**10,587,604**	**5,310,035**	**5,272,395**		**(342,871)**	**-9%**	**65,018**	**1%**

RCLS | RAMAPO
CATSKILL
LIBRARY
SYSTEM

2024 Budget Ballot

The Board of Trustees of the _____

Library on this day _____ of _____ 2023 approved a

resolution to

☐ accept

☐ not to accept

the Ramapo Catskill Library System 2024 RCLS Budget.

_____

Board President *(signature)*

Please return by 4 p.m.

Thursday, November 30, 2023

to

Grace Riario, Executive Director

Ramapo Catskill Library System