



RAMAPO CATSKILL LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
ONLINE VIA BLUEJEANS
APRIL 20, 2020

BOT-200502

MINUTES

BOARD MEMBERS PRESENT

Carla Randazzo Amthor
Diane Arcieri
Karen Bash-Romaner
Rita Tavel Fogelman
Eleanor Kassner
Bernard Marone
Helen Rados
John Schneider
Sherry Silver
Marianne Gallagher, Director, New City Free Library, Directors Association Representative
Anita Baumann, President

BOARD MEMBER ABSENT

Roslyn Applebaum Hurwitz

STAFF

Ruth K. Daubenspeck, RCLS Administrative Assistant
Joanna Goldfarb, RCLS Youth Services Consultant
Stephen P. Hoefer, RCLS Fiscal Officer
Jen Park, RCLS Community Engagement & Talent Development Specialist
Grace Riario, RCLS Executive Director

GUESTS

Martha Anderson, Representative, Library Trustee Association of New York State
Erb Cooper, Trustee, Suffern Free Library
Jennifer Daddio, Youth Services, Pearl River Public Library
Emily Dowie, Youth Services, Pearl River Public Library
Matt Gomm, Director, Goshen Public Library and Historical Society
Carl Hendrick, Board President, Port Jervis Free Library

Anita Baumann, President, called the Board to order in Regular Session at 6:37 p.m., remotely using BlueJeans, followed by the Pledge of Allegiance. A quorum was present.

AGENDA

Karen Bash-Romaner moved and Sherry Silver seconded the motion to approve the April 20, 2020 Agenda as distributed. The motion passed unanimously. (motion 20-033)

PUBLIC COMMENTS

Questions typed into the “Chat Window”:

Bernard Marone asked, “Are Hoopla loans limited to six per month, and if so, are there any plans to increase this amount?”

Emily Dowie asked, “When does the Reopening Committee meet and when will the findings be released to the rest of the system?”

Anita Baumann explained that the answers to the chat questions would be shared system-wide through an e-mail.

MINUTES

Carla Randazzo Amthor moved and Helen Rados seconded the motion that the minutes of the March 16, 2020 meeting be approved as submitted. The motion passed unanimously. (motion 20-034)

Sherry Silver moved and Eleanor Kassner seconded the motion that the minutes of March 26, 2020 special meeting be approved as submitted. The motion passed unanimously. (motion 20-035)

EXECUTIVE DIRECTOR’S REPORT

Grace Riario answered the Trustees’ questions regarding her written report.

FINANCIAL REPORTS

- A. John Schneider moved and Sherry Silver seconded the motion that the Cash Flow Report for March 31, 2020 be accepted as submitted. The motion passed unanimously. (motion 20-036)
- B. Karen Bash-Romaner moved and Helen Rados seconded the motion that the Statement of Activities for March 2020 be accepted as submitted. The motion passed unanimously. (motion 20-037)
- C. John Schneider moved for approval, the Total Warrant Schedule–Board for March 2020. Sherry Silver seconded the motion. The motion passed unanimously. (motion 20-038)
- D. Stephen P. Hoefler reported that the Division of Library Development (DLD) has approved the RCLS State Annual Report noting it was the first system to be done. All member library reports are completed with the exception of Finkelstein Memorial Library (Spring Valley), which is being reviewed by DLD, and Newburgh Free Library, which as the Central Library has a lengthier report to complete.

- E. All eighteen 2019 NYS Library Construction Aid applications have been approved by DLD and will move on to the Dormitory Authority of the State of New York (DASNY) for legal and bonding review.

Working with member libraries, Stephen P. Hoefler has filed the necessary reports with DLD to extend the 2018 Construction Aid projects one additional year to June 30, 2021.

He has also provided to DLD information on the 2017 Construction Aid projects close-out feasibility in meeting the June 30, 2020 deadline. RCLS and library amended their projects, in order to meet the deadline, have been approved.

- F. Stephen P. Hoefler explained that the RCLS Administration has spent a great deal of time examining the new Federal *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act) signed into law March 27, 2020. The Act significantly expands small business lending, unemployment insurance, tax relief to individuals and businesses, among other things. He has enrolled RCLS into The Employee Retention Credit (ERC), which looks to be the best option for RCLS and Association Libraries.
- G. Eleanor Kassner moved and Diane Arcieri seconded the motion to approve the Fiscal Officer's Report. The motion passed unanimously. (motion 20-039)

DIRECTORS ASSOCIATION REPRESENTATIVE REPORT

Marianne Gallagher reported that the Directors have been meeting weekly by county with Grace Riario and Stephen P. Hoefler. She finds these meetings are helpful in hearing how everyone is dealing with the issues of COVID-19. The most pressing concern is the upcoming spring library budget votes. Further down the line, the directors will be addressing staffing matters. A full Directors Association remote meeting is scheduled for Wednesday, May 13.

Marianne Gallagher explained that Hoopla is a library-level decision regarding how many check-outs are allowed.

COMMITTEE REPORTS

- A. Library Trustees Association (LTA) of New York State – Martha Anderson, Representative reported that LTA is still in transition to becoming a New York Library Association (NYLA) Section. The problems at this point are transferring LTA's finances to NYLA and how to handle the membership list. LTA has several new board members and no one person is handling all the details as previously when LTA had a director. She looks forward to LTA getting back to full steam in the near future.

For the past three months Martha Anderson has been setting up the workshops for the NYLA Conference in November. LTA will sponsor two workshops dealing with changes in education law and how they will affect libraries. LTA will sponsor several workshops in conjunction with the Friends section.

- B. Advocacy and Fundraising – Roslyn Applebaum Hurwitz, Chair. No report.

- C. Annual Meeting and Awards – Helen Rados, Chair noted that nominations for the Annual Meeting Awards are due Friday, June 19. At the Committee’s meeting in July, they will discuss whether or not the Annual Meeting will go ahead as planned and how to handle the awards if it does not. The Bear Mountain Inn required a \$1,000 deposit for the use of the facility.
- D. Board Development / Nominating – Carla Randazzo Amthor, Chair stated that next month the Committee will examine if the Board will be able to hold its annual retreat in July for Board Development.
- E. Bylaws /Policy Review – Rita Tavel Fogelman, Chair. No report.
- F. Facilities – Eleanor Kassner, Chair reported that she and Stephen P. Hoefer had discussed the front entrance curbing project. The work is scheduled to begin on Monday, April 27. This is a good timeframe for the repairs while the building is closed. The funds for the job are part of the restroom/kitchen project from the New York State Construction Aid and needs to be encumbered by June 30.
- G. Member Library Trustee Outreach and Orientation – Bernard Marone, Chair. No report.
- H. Personnel and Finance – Karen Bash-Romaner, Chair. No report. Grace Riario would like to meet with the Committee the beginning of May.
- I. Plan of Service Review– Diane Arcieri, Chair reported that the Committee had met remotely on Tuesday, March 31 and revised the Plan of Service Focus Group meetings timeline. The Focus Groups will meet in the fall: September – member library staff, October – Trustees and November – directors. The Committee decided to proceed with business as usual in formulating questions for the meetings and getting the Committee members together. The Committee will meet again on Thursday, April 30 at 5:30 p.m.

NEW BUSINESS

The Board had no new business to discuss.

PRESIDENT’S COMMENTS

Anita Baumann had no further comments.

BOARD DISCUSSIONS / COMMITTEE OF THE WHOLE

The Board had no discussion.

CORRESPONDENCE

The Board had no correspondence to review.

Anita Baumann noted that Joanna Goldfarb and Jen Park have put together a great deal of information and shared it with the RCLS member libraries. In doing so, they have received many “Thank Yous” through the training session chat windows.

Jennifer Daddio typed in the “Chat Window,” “Joanna and Jen have been amazing.”

TALKING POINTS

- RCLS has hired a PR firm and video producer to create marketing materials for the system.
- The Division of Library Development approved the RCLS State Annual Report with congratulations as the first System to be done.
- The RCLS Legislative Breakfast and Annual Meeting, CORVID-19 permitting, is at the Bear Mountain Inn and Conference Center on Friday, September 25.
- The Annual Meeting Awards nomination deadline is Friday, June 19.

ADJOURNMENT

Helen Rados moved and Sherry Silver seconded the motion that the meeting adjourn at 7:46 p.m. The motion passed unanimously. (motion 20-040)

MOTIONS

20-033	Approve April 20, 2020 Agenda
20-034	Approve March 16, 2020 Minutes
20-035	Approve March 26, 2020 Minutes
20-036	Approve the Cash Flow Report for March 31, 2020
20-037	Approve the Statement of Activities for March 2020
20-038	Approve the Total Warrant Schedule–Board for March 2020
20-039	Approve Fiscal Officer’s Report
20-040	Adjournment



Ramapo Catskill Library System
 Cash Flow Report
 April 30, 2020
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General Fund: Operating Fund - Orange Bank & Trust Co.

Balance on hand as of March 31, 2020	\$	182,300.02
Plus Deposits:		
Accounts Receivable	6,052.42	
Transfer FROM Money Market	200,000.00	
Other	<u>271.53</u>	
Total Deposits		206,323.95
Less Disbursements:		
Total Appropriation Expense	<u>235,906.23</u>	
Total Disbursements		<u>235,906.23</u>
Balance on hand as of April 30, 2020		<u>\$ 152,717.74</u>

General Fund: Money Market - Orange Bank & Trust Co.

Balance on hand as of March 31, 2020	\$	990,795.33
Plus Deposits:		
Interest	<u>109.74</u>	
Total Deposits		109.74
Less Disbursements:		
Transfer TO Operating	200,000.00	
Total Disbursements		<u>200,000.00</u>
Balance on hand as of April 30, 2020		<u>\$ 790,905.07</u>
Certificate of Deposit # 8344001 OB&T due December 3, 2020 @ .40%		1,506,050.00
Total Cash in General.....	\$	<u>2,449,672.81</u>

Ramapo Catskill Library System
Cash Flow Report
April 30, 2020
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Trust & Agency Fund: Orange Bank & Trust Co.

Balance on hand as of March 31, 2020 \$ 14,375.05

Plus Deposits:

Transfer FROM Propay Online Account	-	
Interest	1.28	
Payroll Transfers	168,926.82	
Other	159.06	
	169,087.16	
Total Deposits		169,087.16

Less Disbursements:

Deposits - ITF Member Libraries	-	
Payroll Liabilities	168,913.78	
	168,913.78	
Total Disbursements		168,913.78

Balance on hand as of April 30, 2020 \$ 14,548.43

Trust & Agency Fund: Propay Online Account

Balance on hand as of March 31, 2020 \$ -

Plus Deposits:

Sales - ITF Member Libraries	2,036.70	
Deposits - ITF Member Libraries	94.04	
	2,130.74	
Total Deposits		2,130.74

Less Disbursements:

Transfer TO Trust & Agency - OB&T	-	
Paypal Fees	94.04	
	94.04	
Total Disbursements		94.04

Balance on hand as of April 30, 2020 \$ 2,036.70

***Total Cash in Trust & Agency.....* \$ 16,585.13**

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Cash Flow Report
April 30, 2020
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Capital Fund for Automation: Orange Bank & Trust Co.

	Balance on hand as of March 31, 2020	\$ 763,432.22
Plus Deposits:		
Interest	71.13	
Other	-	
Total Deposits		71.13
Less Disbursements:		
Total Appropriation Expense	-	
Total Disbursements		-
Balance on hand as of April 30, 2020		<u>\$ 763,503.35</u>
Certificate of Deposit OB&T due September 1, 2020 @ .45 APY (AUTOMATION)		502,225.40
Certificate of Deposit # 4051935484 Citizen's Bank due September 21, 2020 @ 2.55% APY		242,250.00
<i>Total Cash in Capital.....</i>		<u><u>\$ 1,507,978.75</u></u>

Capital Fund for Vehicles: Orange Bank & Trust Co.

	Balance on hand as of March 31, 2020	\$ 380,737.98
Plus Deposits:		
Interest	35.47	
Total Deposits		35.47
Less Disbursements:		
Total Appropriation Expense	-	
Total Disbursements		-
Balance on hand as of April 30, 2020		<u>\$ 380,773.45</u>
<i>Total Cash in Capital Fund for Vehicles.....</i>		<u><u>380,773.45</u></u>
<i>Grand Total of all Cash Balances as of April 30, 2020</i>		<u><u>\$ 4,355,010.14</u></u>

Ramapo Catskill Library System

BOT- 200505

Statement of Activities

April 2020 = 33% of Fiscal Year Complete

	April 20	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Income					
NYS Aid for Library Systems	\$ -	\$ -	\$ 1,913,156	\$ (1,913,156)	0%
NYS Aid for Member Libraries	0	0	536,314	(536,314)	0%
NYS Aid for Other Agencies	0	0	178,262	(178,262)	0%
Other Grants					
Federal CARES ERC	7,208	7,208			
Community Foundation of HV G	0	3,000	3,000	0	100%
Total Other Grants	7,208	10,208	3,000	7,208	340%
Goods & Services					
Annual Fees-Automated Network	360,873	720,156	1,426,750	(706,594)	50%
Equipment Purchases & Installm	4,025	7,457	69,400	(61,943)	11%
Svcs Assoc w/ Wireless & Env'w	390	540	5,100	(4,560)	11%
Services for Non-Supported Equi	0	120	4,100	(3,980)	3%
Costs Assoc w/ Wireless & Env'w	146	2,229	24,400	(22,171)	9%
Central Library	8,213	18,860	197,000	(178,140)	10%
EContent Pooling	37,750	75,500	151,000	(75,500)	50%
Database Pooling	10,000	20,000	40,000	(20,000)	50%
Movie Licensing	0	0	16,500	(16,500)	0%
Electronic Databases	0	200	15,000	(14,800)	1%
Services and Goods	617	6,673	44,000	(37,327)	15%
Battle of the Books	0	75	1,500	(1,425)	5%
NYLA Membership	0	0	10,000	(10,000)	0%
Total Goods & Services	422,014	851,810	2,004,750	(1,152,940)	42%
RCLS Service Fee	0	0	122,282	(122,282)	0%
E-Rate Funding	0	0	189,700	(189,700)	0%
Gifts	0	5,303	5,000	303	106%
Interest	120	380	12,200	(11,820)	3%
Total Income	\$ 429,342	\$ 867,701	\$ 4,964,664	\$ (4,096,963)	

Ramapo Catskill Library System

BOT- 200505

Statement of Activities

April 2020 = 33% of Fiscal Year Complete

Expense	April 20	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Payroll Expenses					
Professional Salaries	\$ 35,546	\$ 159,669	\$ 513,400	\$ (353,731)	31%
Nonprofessional Salaries	29,505	137,800	411,400	(273,600)	33%
Administrative Salaries	27,434	123,217	356,600	(233,383)	35%
Automated Services Salaries	31,532	141,747	418,100	(276,353)	34%
Total Payroll Expenses	124,017	562,433	1,699,500	(1,137,067)	33%
Employee Benefits					
Hospitalization	32,234	129,086	464,600	(335,514)	28%
Hospitalization-Retirees	5,931	22,148	90,900	(68,752)	24%
Retirement	0	0	235,500	(235,500)	0%
Social Security/Medicare	8,893	40,262	119,600	(79,338)	34%
Workers' Compensation	0	0	26,400	(26,400)	0%
Unemployment Insurance	0	0	2,500	(2,500)	0%
Dental Insurance	829	3,237	12,300	(9,063)	26%
Flexible Spending Account	992	2,970	10,900	(7,930)	27%
Disability Insurance	0	0	150	(150)	0%
Total Employee Benefits	48,879	197,703	962,850	(765,147)	21%
Library Materials	0	7,266	71,126	(63,860)	10%
Office and Library Supplies	146	3,032	20,700	(17,668)	15%
Telephone	70	280	900	(620)	31%
Telecommunications	25,991	113,405	319,400	(205,995)	36%
Postage	118	472	2,600	(2,128)	18%
PR/Advocacy/Comm	542	722	8,300	(7,578)	9%
Advocacy Costs	15	4,940	18,900	(13,960)	26%
Travel	(44)	6,957	46,500	(39,543)	15%
Contracts with Libraries	19,343	141,022	554,400	(413,378)	25%
Professional Fees	6,574	14,412	62,600	(48,188)	23%
Continuing Education	2,308	16,481	56,987	(40,506)	29%
Membership Dues	0	400	4,500	(4,100)	9%
Software/Hardware Maint. & Subs	7,053	16,302	222,200	(205,898)	7%
Cataloging Tools	1,680	4,220	23,600	(19,380)	18%

Ramapo Catskill Library System

BOT- 200505

Statement of Activities

April 2020 = 33% of Fiscal Year Complete

	April 20	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Building Repairs & Maintenance					
Fuels & Utilities	643	7,285	32,000	(24,715)	23%
Insurance	0	5,935	34,000	(28,065)	17%
Repairs to Building	0	669	18,600	(17,931)	4%
Custodial Supplies	74	532	1,200	(668)	44%
Other Operation & Maintenance	3,200	18,647	44,000	(25,353)	42%
Total Building Repairs & Maintenance	3,917	33,068	129,800	(96,732)	25%
Vehicle Maintenance & Operation	834	9,759	40,800	(31,041)	24%
NYS Aid & Grant Disbursements	1,338	8,423	511,707	(503,284)	2%
Transfers To Other Funds		0	257,600	(257,600)	0%
Total Expense	242,781	1,141,297	5,014,970	(3,873,673)	23%
Net Activity	\$ 186,561	\$ (273,596)	\$ (50,306)	\$ (223,290)	

Ramapo Catskill Library System

BOT- 200505

Statement of Activities

April 2020 = 33% of Fiscal Year Complete

CAPITAL FUND ANSER

	April 20	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Income					
Interfund Transfers	\$ -	\$ -	\$ 242,600	\$ (242,600)	0%
Interest	71	226	8,000	(7,774)	3%
Total Income	71	226	250,600	(250,374)	0%
Expense					
Project Expenditures					
Hardware/Software at Central S	0	5,238	5,500	(262)	95%
Hardware at Remote Sites	0	45,444	46,500	(1,056)	98%
Multi-Year Subscriptions	0	25,969	78,500	(52,531)	33%
PC Replacement	0	74,254	106,560	(32,306)	70%
Total Project Expenditures	0	150,905	237,060	(86,155)	64%
Net Activity	\$ 71	\$ (150,679)	\$ 13,540	\$ (164,219)	

CAPITAL FUND DELIVERY VANS

	April 20	Jan - Apr 20	Budget	\$ Over Budget	% of Budget
Income					
Interfund Transfers	\$ -	\$ -	\$ 15,000	\$ (15,000)	0%
Interest	35	104	250	(146)	42%
Total Income	35	104	15,250	(15,146)	1%
Expense					
Vehicle Purchases	0	0	45,750	(45,750)	0%
Total Expense	0	0	45,750	(45,750)	0%
Net Activity	\$ 35	\$ 104	\$ (30,500)	\$ 30,604	

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
AFLAC New York.	04/15/2020	March 2020	Cash in Checking - OBT T&A		(2,223.76)	OBT 36
	04/15/2020	March 2020	Dental Insurance	01 Operating:Gener	828.90	424410
		March 2020	Other Personal Insurance	02 Trust & Agency	399.82	
		March 2020	Post Tax Insurance	02 Trust & Agency	611.14	
		March 2020	Dental Insurance	02 Trust & Agency	383.90	
					<u>2,223.76</u>	
AMS Auto LLC.	04/24/2020	NYS Inspection, Van #2	Cash in Checking - OBT Operatin		(10.00)	OBT 37
	03/16/2020	NYS Inspection, Van #2	Operation - Admin	01 Operating:Gener	10.00	SI:10674444
					<u>10.00</u>	
C. R. Wolfe Heating	04/09/2020	Annual Maint Agreement 5/1/20-4/30/21	Cash in Checking - OBT Operatin		(3,090.00)	OBT 19
	04/09/2020	Annual Maint Agreement 5/1/20-4/30/21	Software/Hardware Maint. &	01 Operating:Gener	2,472.00	0559119
		Annual Maint Agreement 5/1/20-4/30/21	Software/Hardware Maint. &	01 Operating:ANSEI	618.00	
					<u>3,090.00</u>	
CallTower.	04/24/2020	APL-4598	Cash in Checking - OBT Operatin		(174.46)	OBT 38
	04/17/2020	VOIP	Telephone	01 Operating:Gener	69.78	200459995
		VOIP	Telecommunications	01 Operating:ANSEI	104.68	
					<u>174.46</u>	
Civil Service Emplo'	04/15/2020	Union Dues	Cash in Checking - OBT T&A		(252.23)	OBT 34
	04/15/2020	Unrion Dues	Union Dues	02 Trust & Agency	252.23	Payroll 8
					<u>252.23</u>	
Civil Service Emplo'	04/29/2020	Union Dues	Cash in Checking - OBT T&A		(252.23)	OBT 54
	04/27/2020	Unrion Dues	Union Dues	02 Trust & Agency	252.23	Payroll 9
					<u>252.23</u>	
Consolidated Payro	04/15/2020	Payroll 8	Cash in Checking - OBT T&A		(41,681.78)	Transfer
	04/15/2020	Payroll 8	Consolidated Payroll	02 Trust & Agency	41,681.78	Payroll 8
					<u>41,681.78</u>	
Consolidated Payro	04/29/2020	Payroll 9	Cash in Checking - OBT T&A		(41,681.74)	Transfer

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
	04/27/2020	Payroll 9	Consolidated Payroll	02 Trust & Agency	41,681.74	Payroll 9
					41,681.74	
Crown Castle Fiber.	04/09/2020	Ethernet & Internet 4/1-4/30/20	Cash in Checking - OBT Operatin		(25,217.74)	OBT 20
	04/03/2020	Ethernet & Internet 4/1-4/30/20	Telecommunications	01 Operating:ANSEI	597.74	580708
		Monthly Charges for Ethernet Wide Area Network	Telecommunications	01 Operating:ANSEI	23,120.00	
		Monthly Charges for Internet Access & Transport	Telecommunications	01 Operating:ANSEI	1,500.00	
					25,217.74	
Dali Evans.	04/09/2020	5 hours Blue Cloud Analytics audit	Cash in Checking - OBT Operatin		(210.00)	OBT 21
	04/03/2020	Professional Fees: Admin - Plan of Service	Plan of Service	01 Operating:Gener	210.00	001-031320
					210.00	
Demco, Inc.	04/09/2020	Annual Sign-Up/Event calendar	Cash in Checking - OBT Operatin		(481.79)	OBT 22
	04/03/2020	Annual Sign-Up/Event calendar	PR/Advocacy/Comm	01 Operating:Gener	481.79	INV00011287
					481.79	
Frontier.	04/24/2020	Internet, Port & Loop 4/3/20 - 5/2/20	Cash in Checking - OBT Operatin		(608.35)	OBT 39
	04/15/2020	Internet, Port & Loop 4/3/20 - 5/2/20	Telecommunications	01 Operating:ANSEI	608.35	84519603530707084
					608.35	
Gladinet.	04/09/2020	Centrestack Annual Fee 3/8/20-3/8/21: 60 users	Cash in Checking - OBT Operatin		(1,542.84)	OBT 23
	04/09/2020	Centrestack Annual Fee 3/8/20-3/8/21: 60 users	Software/Hardware Maint. &	01 Operating:ANSEI	1,542.84	RCL-005
					1,542.84	
Grandvue Productic	04/24/2020	Locked Down, but not Out' video & music license f	Cash in Checking - OBT Operatin		(1,050.00)	OBT 40
	04/23/2020	Locked Down, but not Out' video & music license f	Admin	01 Operating:Gener	50.00	30001
		Professional Fees - Admin	Admin	01 Operating:Gener	1,000.00	
					1,050.00	
Home Depot.	04/09/2020	Clorox Spray	Cash in Checking - OBT Operatin		(3.87)	OBT 24
	04/03/2020	Clorox Spray	Custodial Supplies	01 Operating:Gener	3.87	2062322
					3.87	
Jan-Pro Cleaning Sy	04/09/2020		Cash in Checking - OBT Operatin		(1,160.00)	OBT 25

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
	04/02/2020	Janitorial Services	Other Operation & Maintenan	01 Operating:Gener	<u>1,160.00</u> 1,160.00	88042
Joseph M. Duraes	04/29/2020	April 2020 Media Relations Support	Cash in Checking - OBT Operatin		(2,000.00)	OBT 58
	04/29/2020	Professional Fees - Admin	Admin	01 Operating:Gener	<u>2,000.00</u> 2,000.00	2020.11
Marangi Disposal.	04/24/2020	Monthly Trash, Cardboard Recycling & Fuel Surcha	Cash in Checking - OBT Operatin		(178.21)	OBT 41
	04/17/2020	Monthly Trash, Cardboard Recycling & Fuel Surcha	Other Operation & Maintenan	01 Operating:Gener	<u>178.21</u> 178.21	04101297
Marcive, Inc.	04/09/2020	Documents without Shelves 3/1/20-2/28/21	Cash in Checking - OBT Operatin		(1,680.00)	OBT 26
	04/03/2020	Documents Without Shelves Service 3/1/20 - 2/28/21	Cataloging Tools	01 Operating:Gener	<u>1,680.00</u> 1,680.00	389698
Martha Hickson.	04/29/2020	RT Mileage to/from Banned Books Symposium	Cash in Checking - OBT Operatin		(120.18)	OBT 59
	04/29/2020	RT Mileage to/from Banned Books Symposium	Public/Outreach	01 Operating:Gener	<u>120.18</u> 120.18	209 miles
Middletown Profes:	04/24/2020	Oil Change Van #5	Cash in Checking - OBT Operatin		(146.95)	OBT 42
	03/05/2020	Oil Change Van #5	Maintenance - Delivery	01 Operating:Gener	<u>146.95</u> 146.95	40680
NYS & Local Retirer	04/29/2020		Cash in Checking - OBT T&A		(1,954.56)	Transfer
	04/27/2020		NYS Employees' Retirement	02 Trust & Agency	<u>1,954.56</u> 1,954.56	Payroll 9
NYS Deferred Comj	04/15/2020	Contributions & Loans	Cash in Checking - OBT T&A		(1,716.89)	OBT 35
	04/15/2020	Contributions & Loans	NYS Deferred Compensation	02 Trust & Agency	<u>1,716.89</u> 1,716.89	Payroll 8
NYS Deferred Comj	04/29/2020	Contributions & Loans	Cash in Checking - OBT T&A		(1,716.89)	OBT 55
	04/27/2020	Contributions & Loans	NYS Deferred Compensation	02 Trust & Agency	<u>1,716.89</u> 1,716.89	Payroll 9

Ramapo Catskill Library System
Board Warrant Schedule
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Name	Date	Memo	Account	Class	Original Amount	Num
NYS Employees Hei	04/29/2020		Cash in Checking - OBT T&A		(45,437.28)	OBT 56
	04/27/2020		Group Health Insurance	02 Trust & Agency:G	4,995.94	5551
			Hospitalization	01 Operating:Gener	33,265.34	
			Hospitalization-Retirees	01 Operating:Gener	7,176.00	
					<u>45,437.28</u>	
Orange & Rockland	04/24/2020		Cash in Checking - OBT Operatin		(613.29)	OBT 43/4/5
	04/16/2020	Gas Service - Acct #36264-85008	Fuels & Utilities	01 Operating:ANSEI	116.06	041620G
		Gas Service - Acct #36264-85008	Fuels & Utilities	01 Operating:Gener	116.06	
	04/16/2020	Electric Service Acct # 36054-85008	Fuels & Utilities	01 Operating:ANSEI	161.61	041620 E
		Electric Service Acct # 36054-85008	Fuels & Utilities	01 Operating:Gener	161.61	
	04/17/2020	Dusk/Dawn Acct # 36474-85008	Fuels & Utilities	01 Operating:ANSEI	28.98	041720DD
		Dusk/Dawn Acct # 36474-85008	Fuels & Utilities	01 Operating:Gener	28.97	
					<u>613.29</u>	
Orange Bank & Tru	04/24/2020		Cash in Checking - OBT Operatin		(471.09)	OBT 46
	04/15/2020	Monthly Fee for Stamps.com account	Business Office	01 Operating:Gener	17.99	Monthly fee
	04/15/2020	Postage	Business Office	01 Operating:Gener	100.00	Postage
	04/15/2020	New York Defensive Driving - Internet Point and I	Continuing Ed - RCLS Staff	01 Operating:Gener	461.25	Def Driving
		PA Defensive Driving - Internet Point and Insuran	Continuing Ed - RCLS Staff	01 Operating:Gener	19.95	
		NJ Defensive Driving - Internet Point and Insuran	Continuing Ed - RCLS Staff	01 Operating:Gener	16.00	
	04/15/2020	Vistaprint: Edit to Census materials	Outreach Funds-Not Assigned	01 Operating:Gener	5.00	Census promo
	04/15/2020	EveryLibrary: 3 advocacy webinars - GR	Advocacy Costs	01 Operating:Gener	15.00	Advocacy webinars
					<u>635.19</u>	
Overdrive, Inc.	04/09/2020		Cash in Checking - OBT Operatin		(10,860.51)	OBT 27
	04/08/2020	CEN-JUV-2020-04-01	E-Content Pooling	01 Operating:Gener	1,112.58	Multiple Invoices
		CEN-AUD-2020-04-01	E-Content Pooling	01 Operating:Gener	1,356.28	
		CEN-AF-2020-04-01	E-Content Pooling	01 Operating:Gener	2,529.65	
		TAP-AF-2020-03-31	E-Content Pooling	01 Operating:Gener	212.50	
		NWC-AF-2020-03-30	E-Content Pooling	01 Operating:Gener	250.95	
	04/08/2020	CEN-NF-2020-04-01	Central Library	01 Operating:Gener	1,723.71	01052CO20081533
	04/08/2020	Content Service Plan Fee April- June	Central Library	01 Operating:Gener	3,000.00	H-0065678
	04/08/2020	411 @ \$0.90	Central Library	01 Operating:Gener	369.90	IC0105220081578
		612 @ \$0.50	Central Library	01 Operating:Gener	306.00	
					<u>10,861.57</u>	
Overdrive, Inc.	04/24/2020		Cash in Checking - OBT Operatin		(10,577.12)	OBT 47

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
	04/16/2020	CEN-NF-2020-04-15	Central Library	01 Operating:Gener	1,464.40	01052CO201084450
	04/16/2020	POOL_HOLDS_AUDIO 2020-04	E-Content Pooling	01 Operating:Gener	749.39	Multiple Invoices
		POOL_HOLDS_EBOOK 2020-04	E-Content Pooling	01 Operating:Gener	956.10	
	04/17/2020	EarlyLit-JUV-Mar2020	Family Literacy Grant	01 Operating:Gener	761.28	01052CO20102819
	04/17/2020	CEN-JUV-2020-04-15	E-Content Pooling	01 Operating:Gener	1,207.78	Multiple Invoices
		CEN-AF-2020-04-15	E-Content Pooling	01 Operating:Gener	2,215.59	
		CEN-AUD-2020-04-15	E-Content Pooling	01 Operating:Gener	1,215.32	
		CEN-VID-2020-04-15	E-Content Pooling	01 Operating:Gener	61.98	
		COR-AF-2020-04-14	E-Content Pooling	01 Operating:Gener	89.95	
		NWC-AF-2020-04-14	E-Content Pooling	01 Operating:Gener	374.87	
		TAP-AF-2020-04-15	E-Content Pooling	01 Operating:Gener	147.48	
	04/17/2020	RCLSPO 040720	Outreach Funds-Not Assigned	01 Operating:Gener	756.75	01052CO20089283
	04/20/2020	RCLS042020	Outreach Funds-Not Assigned	01 Operating:Gener	576.23	01052CO20107347
					<u>10,577.12</u>	
Paychex Transfer.	04/15/2020	Taypay PR 8	Cash in Checking - OBT T&A		(13,950.26)	Transfer
	04/13/2020	Taypay PR 8	FICA - Employee's	02 Trust & Agency	3,603.77	Taypay PR8
		Taypay PR 8	Medicare - Employee's	02 Trust & Agency	842.81	
		Taypay PR 8	Federal Income Tax	02 Trust & Agency	5,823.95	
		Taypay PR 8	NYS Income Tax	02 Trust & Agency	2,836.92	
		Taypay PR 8	Social Security/Medicare	01 Operating:Gener	842.81	
					<u>13,950.26</u>	
Paychex Transfer.	04/29/2020	Taypay PR 9	Cash in Checking - OBT T&A		(13,950.30)	Transfer
	04/27/2020	Taypay PR 9	FICA - Employee's	02 Trust & Agency	3,603.78	Taypay PR9
		Taypay PR 9	Medicare - Employee's	02 Trust & Agency	842.84	
		Taypay PR 9	Federal Income Tax	02 Trust & Agency	5,823.95	
		Taypay PR 9	NYS Income Tax	02 Trust & Agency	2,836.92	
		Taypay PR 9	Social Security/Medicare	01 Operating:Gener	842.81	
					<u>13,950.30</u>	
Paychex, Inc.	04/15/2020	Payroll 8	Cash in Checking - OBT T&A		(242.85)	Transfer
	04/13/2020	Payroll 8	Business Office	01 Operating:Gener	242.85	Payroll 8
					<u>242.85</u>	
Paychex, Inc.	04/29/2020	Payroll 9	Cash in Checking - OBT T&A		(220.85)	Transfer
	04/27/2020	Payroll 9	Business Office	01 Operating:Gener	220.85	Payroll 9
					<u>220.85</u>	

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
ShopRite.	04/29/2020	Clorox Wipes & Lysol Spray	Cash in Checking - OBT Operatin		(69.78)	OBT 57
	04/29/2020	Clorox Wipes (11), Lysol Spray (5)	Custodial Supplies	01 Operating:Gener	69.78	Wipes/Lysol spray
					<u>69.78</u>	
Staples Business Adv	04/29/2020	Mesh chair - ILL Dept	Cash in Checking - OBT Operatin		(145.90)	OBT 51
	04/29/2020	Staples Dexly Mesh Task Chair for Dan D/ILL Dept. Office and Library Supplies	Office and Library Supplies	01 Operating:Gener	145.90	Acct 7306
					<u>145.90</u>	
Stephen P. Hoefler.	04/09/2020	PLA Travel Dates 02/25-03-01/20	Cash in Checking - OBT Operatin		(260.84)	OBT 28
	03/09/2020	PLA Travel Dates 02/25-03-01/20	Prof Dev - PLA	01 Operating:Gener	260.84	Travel PLA
					<u>260.84</u>	
Suffolk Cooperative	04/09/2020	150 Trustee Handbooks @ \$7 each	Cash in Checking - OBT Operatin		(1,050.00)	OBT 29
	04/09/2020	150 Trustee Handbooks @ \$7 each	Adult Services	01 Operating:Gener	1,050.00	72790
					<u>1,050.00</u>	
TASC.	04/01/2020	FSA Employee & Employer Contribution - Payroll 7	Cash in Checking - OBT T&A		(1,210.72)	Transfer
	04/01/2020	Payroll 7	Flex Spending Acct - Employee	02 Trust & Agency	879.98	Payroll 7
		FSA Employee & Employer Contribution - Payroll 7	Flexible Spending Account	01 Operating:Gener	330.74	
					<u>1,210.72</u>	
TASC.	04/15/2020	FSA Employee & Employer Contribution - Payroll 8	Cash in Checking - OBT T&A		(1,210.72)	Transfer
	04/15/2020	Payroll 8	Flex Spending Acct - Employee	02 Trust & Agency	879.98	Payroll 8
		FSA Employee & Employer Contribution - Payroll 8	Flexible Spending Account	01 Operating:Gener	330.74	
					<u>1,210.72</u>	
TASC.	04/29/2020	FSA Employee & Employer Contribution - Payroll 9	Cash in Checking - OBT T&A		(1,210.72)	Transfer
	04/27/2020	Payroll 9	Flex Spending Acct - Employee	02 Trust & Agency	879.98	Payroll 9
		FSA Employee & Employer Contribution - Payroll 9	Flexible Spending Account	01 Operating:Gener	330.74	
					<u>1,210.72</u>	
Teamviewer, Inc.	04/09/2020	Corporate Subscription: Year 2 of 3	Cash in Checking - OBT Operatin		(2,240.00)	OBT 30
	04/09/2020	Software/Hardware Maintenance & Subscriptions	Software/Hardware Maint. &	01 Operating:ANSEI	2,240.00	2105973267
					<u>2,240.00</u>	

Ramapo Catskill Library System
Board Warrant Schedule
April 2020

Name	Date	Memo	Account	Class	Original Amount	Num
The Law Office of S	04/09/2020	Policy review, ESD guidance, FOIL	Cash in Checking - OBT Operatin		(850.00)	OBT 31
	04/09/2020	Policy review, ESD guidance, FOIL	Legal Fees	01 Operating:Gener	850.00	911
					<u>850.00</u>	
Toshiba Business So	04/24/2020	Maintenance 04/1-6/30/20	Cash in Checking - OBT Operatin		(240.71)	OBT 48
	04/02/2020	Maintenance 04/1-6/30/20	Software/Hardware Maint. & PR/Advocacy/Comm	01 Operating:Gener	180.53	5232238
		Maintenance 04/1-6/30/20		01 Operating:Gener	60.18	
					<u>240.71</u>	
Town of Walkkill H	04/09/2020	Van Fuel	Cash in Checking - OBT Operatin		(834.39)	OBT 32
	04/03/2020	Van Fuel	Operation - Admin	01 Operating:Gener	62.76	March 2020
		Van Fuel	Operation - ANSER	01 Operating:ANSEI	94.15	
		Van Fuel	Operation - Delivery	01 Operating:Gener	677.48	
					<u>834.39</u>	
Town of Walkkill W	04/24/2020	Water & Sewer	Cash in Checking - OBT Operatin		(29.49)	OBT 49
	04/09/2020	Water & Sewer	Fuels & Utilities	01 Operating:Gener	29.49	B-001050779
					<u>29.49</u>	
Verizon Wireless.	04/09/2020	Data for 3 tablets 4/2-4/30/20	Cash in Checking - OBT Operatin		(60.06)	OBT 33
	04/09/2020	Data for 3 tablets 4/2-4/30/20	Telecommunications	01 Operating:ANSEI	60.06	9851623175
					<u>60.06</u>	
Wagner Landscapin	04/24/2020	Lawn Maintenance 1 of 7	Cash in Checking - OBT Operatin		(842.85)	OBT 50
	04/24/2020	Lawn Maintenance 1 of 7	Other Operation & Maintenar	01 Operating:Gener	842.85	3363
					<u>842.85</u>	
					<u><u>\$ 236,064.52</u></u>	



FISCAL OFFICER'S REPORT

BOARD INFORMATION

Summary of State Aid

The following paragraph is from [The New York State FY2021 Enacted Budget](#), which explains the State's Budget Gap-Closing Plan, Budget Control Actions.

“Budget Control Actions consisting of reductions to aid-to-localities programs of \$8.2 billion, State agency operations of \$1.6 billion and a range of other savings of \$293 million. The Division of Budget is preparing a detailed plan itemizing the specific appropriations and disbursements that will be reduced or withheld. The magnitude of reductions in the aid-to-localities savings plan will depend on the programs that are included or excluded. For example, if large items of expenditure, such as School Aid and Medicaid, are excluded from reduction in the savings plan, the average reduction that would need to be made to the remaining local aid programs is estimated in the range of **40 percent to 50 percent**. If, on the other hand, School Aid and Medicaid are subject to reductions, the average reduction that would need to make is estimated in the range of **20 percent to 30 percent**. It is a zero sum calculation – smaller reductions in one area will result in correspondingly higher increases elsewhere.”

RCLS should expect no less than a 20% reduction in State Aid, on top of the 2.7% reduction with the State's initial Budget. The table below details the financial impact on the RCLS 2020 Budget. In summary, RCLS is expecting a minimum loss of \$450,000 in aid and \$130,000 loss in program funds.

RCLS 2020 Budget			\$2.5 million reduction = 2.7%		A 20% reduction	
NYS STATE AID	RCLS Aid	Other Aid	RCLS	Other	RCLS	Other
BASIC AID	\$ 1,737,561	\$ -	\$ (44,953)	\$ -	\$ (338,522)	\$ -
LOCAL SERVICES SUPPORT AID - Systems	175,595	-	(4,974)	-	(34,124)	-
LOCAL LIBRARY SERVICE AID - Libraries	-	225,511	-	(5,834)	-	(43,935)
CENTRAL LIBRARY DEV. AID (CLDA)	-	243,170	-	(6,311)	-	(47,372)
CENTRAL BOOK AID (CBA)	-	67,633	-	(1,730)	-	(13,181)
COORDINATED OUTREACH	124,680	14,782	(3,608)	-	(17,200)	(9,971)
STATE CORRECTIONAL FACILITIES	38,800	-	(1,058)	-	(4,700)	(1,660)
TOTALS	\$ 2,076,636	\$ 551,096	\$ (54,592)	\$ (13,875)	\$ (394,546)	\$ (116,119)
Cumulative Reduction					\$ (449,138)	\$ (129,993)

RCLS Administration is taking action to mitigate the loss of the 2020 aid with all travel and conferences being cancelled. There are savings to being closed, the plans to upgrade the meeting room are cancelled, RCLS will be under budget on a couple big ticket items, along with a host of other considerations. Through the Federal CARES Act, Employee Retention Credit we are expecting \$108,000 in stimulus funds this year. These mitigation actions, along with an Unallocated Fund Balance of \$690,000 will allow RCLS to weather the first round of NYS cuts. Keep in mind that a 20% reduction is the best case scenario.

The cuts will have a big impact the RCLS 2021 Budget as well. For the third year in a row, RCLS has made a commitment to member libraries to keep RCLS Service Fee flat in 2021. However, we expect that the cuts which started in 2020 will continue to 2021. Since RCLS cannot absorb another \$450,000 loss in aid, we must consider reducing services and the resources that support those services.

The ANSER side of the Budget for this year and next year is very stable. Planning for no ANSER staff travel, in addition to other cost saving measures, we expect a relatively small increase in ANSER Fees for 2021. We have already communicated to member libraries that Telecommunications Fees are expected to be flat 2021 as well.

Construction Aid

As part of the procedure for State Aid for Library Construction projects, additional funding becomes available when not all public library systems have spent their allocated funds. As a result, RCLS has an additional \$63,951 for a total of \$1,500,970 to allocate to eligible 2019 projects. The attached schedule, *NYS Public Library Construction Aid Projects for 2019 – 2022*, shows how the additional funds have been allocated, fully funding all projects. RCLS will be unable to utilize \$758 in Construction Aid, which will be distributed to another system.

RECOMMENDATION: That the Board approves the allocation of additional State Aid for Library Construction as presented.



Ramapo Catskill Library System
NYS Public Library Construction Aid Projects for 2019 - 2022
 10/21/2019, Revised 05/08/20 for Additional Funds



Library	Project Description	Project Cost	Aid Amount	Additional Funds	New Grant Award	Percent Award
Albert Wisner Public Library	Dry sprinkler fire protection upgrade and sidewalk replacement	\$ 243,400	\$ 121,700	\$ -	\$ 121,700	50%
Ethelbert B. Crawford Public Library	Repointing the brick façade facing Broadway & increasing security camera coverage	32,215	24,161	-	24,161	75%
Goshen Public Library	Reading plaza and site sitting walls construction	236,345	118,173	-	118,173	50%
Greenwood Lake Public Library	Renovation to Children's, Young Adult's and Restroom Areas	612,149	279,488	26,587	306,075	50%
Haverstraw King's Daughters Public Library	LED lighting upgrades - Village	11,709	8,782	-	8,782	75%
Haverstraw King's Daughters Public Library	LED lighting upgrades - Main	51,627	38,720	-	38,720	75%
Highland Falls Library	HVAC replacement & security camera installation	66,410	49,808	-	49,808	75%
Josephine Louise Public Library	Install HVAC system & Community Meeting Room renovation	130,869	65,435	-	65,435	50%
Nanuet Public Library	Elevator modernization project & 2 ADA restrooms (NYS EDAP grant of \$225,000)	445,858	203,562	19,367	222,929	50%
Newburgh Free Library	Storage closet	9,875	7,406	-	7,406	75%
Palisades Free Library	HVAC replacement	154,195	77,098	-	77,098	50%
Pearl River Public Library	Energy conservation and lighting upgrade	9,788	4,894	-	4,894	50%
Port Jervis Free Library	Drainage improvements	173,369	130,027	-	130,027	75%
Sloatsburg Library	Library automatic door / lighting upgrade	56,725	28,363	-	28,363	50%
Tuxedo Park Library	Energy conservation and lighting upgrade	19,162	9,581	-	9,581	50%
Wallkill Public Library	West addition / roof replacement	396,921	181,222	17,239	198,461	50%
West Nyack Free Library	Patio, basement door, kitchenette, security cameras, quiet study room	135,499	67,750	-	67,750	50%
Western Sullivan - JEF	JEF Branch - lower level energy upgrades	27,800	20,849	-	20,849	75%
TOTAL		\$ 2,813,916	\$ 1,437,019	\$ 63,193	\$ 1,500,212	53%