



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

REVENUE	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/17	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/18	2019 BUDGET	CHANGE % \$	
AUTOMATED SERVICES FEES	\$ 1,544,734	\$ 1,544,734	\$ 1,529,726	\$ 1,539,189	\$ 1,539,189	\$ 734,340	\$ 1,559,460	1.3%	20,271
INTEREST - A	4,500	4,500	4,282	4,000	4,000	1,507	4,200	5.0%	200
REFUND OF PRIOR YEARS' EXPENSES	-	2,587	2,587	-	-	1,351	-	-	-
GRANT-IN-AID	-	-	-	-	-	-	-	-	-
E-RATE FUNDING -A	-	187,330	187,330	-	-	-	-	-	-
TOTAL INCOME.....	1,549,234	1,739,151	1,723,925	1,543,189	1,543,189	737,198	1,563,660	1.3%	20,471
FUND BALANCE USE:									
UNRESTRICTED-OPERATIONS	-	-	-	-	-	-	-	-	-
E-RATE CREDIT- Expended	177,274	177,274	-	187,571	187,571	-	192,330	2.5%	4,759
E-RATE CREDIT- Reserved for future years	-	(187,330)	-	-	-	-	-	-	-
TOTAL REV & APPROPRIATED FUND BAL	1,726,508	1,729,095	1,723,925	1,730,760	1,730,760	737,198	1,755,990	1.46%	25,230

APPROPRIATIONS	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/17	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/18	2019 BUDGET	CHANGE % \$	
	PROFESSIONAL SALARIES	82,940	82,940	82,946	85,300	85,300	42,150	88,500	3.8%
NONPROFESSIONAL SALARIES	48,170	48,170	48,190	49,500	49,500	24,392	36,800	-25.7%	(12,700)
ADMINISTRATIVE SALARIES	21,810	21,810	21,826	22,600	22,600	11,125	23,900	5.8%	1,300
AUTOMATED SERVICES SALARIES	338,950	355,850	353,524	354,400	354,400	167,067	367,300	3.6%	12,900
TOTAL SALARIES	491,870	508,770	506,486	511,800	511,800	244,734	516,500	0.9%	4,700
BENEFITS ON AUTOMATION WAGES	245,100	268,658	268,658	264,300	264,300	-	270,500	2.3%	6,200
TOTAL SALARIES, PAYROLL TAXES & BENEFITS	736,970	777,428	775,144	776,100	776,100	244,734	787,000	1.4%	10,900
EQUIPMENT, FURNITURE & FIXTURES - A	1,800	1,800	1,038	-	-	-	-	-	-
OFFICE & LIBRARY SUPPLIES - A	12,400	12,400	8,289	14,600	14,600	6,554	9,800	-32.9%	(4,800)
TELECOMMUNICATIONS - A	315,800	322,900	321,708	318,600	318,600	157,340	312,900	-1.8%	(5,700)
POSTAGE - A	100	100	4	100	100	-	100	0.0%	-
CONFERENCES & TRAVEL - A	7,950	7,950	3,135	5,400	5,400	54	4,500	-16.7%	(900)
CONTRACTS WITH LIBR - A	171,800	171,800	167,764	144,500	144,500	45,131	142,000	-1.7%	(2,500)
PROFESSIONAL FEES - A	6,300	6,300	1,461	6,300	6,300	413	4,800	-23.8%	(1,500)
CONTINUING EDUCATION - A	9,800	9,800	5,492	8,200	10,400	9,254	7,500	-8.5%	(700)
MEMBERSHIP DUES - A	110	110	100	100	100	-	100	0.0%	-
SOFTWARE/HARDWARE MAINT. & SUBS. - A	185,400	203,126	197,755	188,000	188,000	20,819	215,600	14.7%	27,600
FUELS & UTILITIES - A	18,650	18,650	11,099	16,050	16,050	4,965	14,900	-7.2%	(1,150)
CUSTODIAL SUPPLIES - A	350	350	147	350	350	75	350	0.0%	-
INSURANCE - A	5,600	5,600	4,950	5,200	5,200	-	5,700	9.6%	500
OTHER OPERATION & MAINTENANCE - A	8,600	8,600	5,854	8,700	8,700	3,702	8,600	-1.1%	(100)
OPERATION OF VEHICLES - A	2,500	2,500	880	1,900	1,900	761	1,800	-5.3%	(100)
MAINTENANCE OF VEHICLES - A	1,300	3,887	3,342	1,000	1,000	196	1,000	0.0%	-
TOTAL OTHER EXPENSES - A	748,460	775,873	733,018	719,000	721,200	249,264	729,650	1.5%	10,650
TRANSFER TO PC REPLACEMENT FUND	110,386	110,386	105,227	102,420	102,420	-	103,680	1.2%	1,260
TRANSFER TO LAPTOP REPLACEMENT FUND	-	680	678	1,100	1,100	-	3,960	260.0%	2,860
TRANSFER TO TABLET REPLACEMENT FUND	-	440	440	440	440	-	-	-100.0%	(440)
TRANSFER TO CAPITAL PROJECT FUND	130,692	135,992	135,620	131,700	131,700	-	131,700	0.0%	-
TOTAL TRANSFERS	241,078	247,498	241,965	235,660	235,660	-	239,340	1.6%	3,680
GRAND TOTAL	1,726,508	1,800,799	1,750,127	1,730,760	1,732,960	493,998	1,755,990	1.46%	25,230
NET ACTIVITY	\$ -	\$ (61,648)	\$ (26,202)	\$ -	\$ (2,200)	\$ 243,200	\$ -	\$ -	\$ -
NET YEAR-END ADJUSTMENTS	-	-	7,708	-	-	-	-	-	-
INCREASE/DECREASE IN FUND BALANCE	-	-	\$ (18,494)	-	-	-	-	-	-

	2014	2015	2016	2017
Increase / (Decrease) in Fund Balance	\$ 41,235	\$ 82,440	\$ 62,333	\$ (18,494)
ANSER UNASSIGNED FUND BALANCE	482,453	564,893	627,226	608,732



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

GENERAL DISCUSSION:

The overall Automated Network SERVICES (ANSER) Budget has increased by \$25,230 or 1.46%.

All appropriations are covered by revenue from member libraries and E-rate rebates from 2017. Automation is as close to full cost-recovery as is possible in our physical environment. RCLS advises libraries to budget annually for a maximum increase of 5% in combined maintenance, overhead, and telecommunication fees over the previous year's cost.

The 2019 ANSER annual fees increased by \$47,700, while the Telecommunications costs have decreased by (\$10,130) for a net increase of \$37,570 or 3.47%.

The Budget spreadsheet is set up as follows:

- Columns 1 through 3 – 2017 Original Budget, Adjusted Budget and Actual Activity
- Columns 4 through 6 – 2018 Original Budget, Adjusted Budget and Actual Activity through 6/30/18
- Column 7 – 2019 Budget
- Column 8 through 9 – show the percent and dollar change from the 2018 Budget. This information was added two years ago so that readers can easily identify what is different from the previous budget.
- The bottom two rows are new for 2019 and show the Increase/(Decrease) In Fund Balance and the ANSER Unassigned Fund Balance for a historical snapshot of the net activity over the last four years.

A discussion on selected codes begins on page 2 of this report.

REFERENCE GUIDE: 2019 AUTOMATION BUDGET HIGHLIGHTS

REVENUE:

AUTOMATED SERVICES FEES – Includes estimated revenue from:

	2017	2018	2019
Annual Fees	\$ 872,535	\$ 901,152	\$ 948,852
Annual Service: Printers	8,400	8,550	7,050
Annual Service: Readers	5,650	5,675	5,825
Annual Service: Servers	11,900	11,050	11,900
Capital Upgrade Reserve	130,692	131,700	131,700
PC Replacement Reserve	110,386	102,420	103,680
Laptop Replacement Reserve	0	1,100	3,960
Tablet Replacement Reserve	0	440	0
Annual Maint. Fee to FML	8,445	8,772	9,093
Telecom (net of e-rate)	185,526	180,430	170,300
Pass-through purchases	182,600	149,500	133,700
Envisionware and Wi-Fi	18,600	24,300	23,400
Labor Partial Workstations	5,000	5,000	5,000
<u>Labor Non-contractual equip.</u>	<u>5,000</u>	<u>6,000</u>	<u>5,000</u>
Automated Services Fees	\$1,544,734	\$1,539,189	\$1,559,460

The corresponding pass-through code for purchasing is Contracts with Libraries – Automation and Capital Fund transfer codes are at the end of the Budget.

	2016	2017	2018	2019	Inc. / (Dec.)	%
Annual Fees	\$ 886,500	\$ 872,535	\$ 901,152	\$ 948,852	\$ 47,700	5.29%
Telecom	\$ 193,900	\$ 185,526	\$ 180,430	\$ 170,300	(\$ 10,130)	(5.61%)
					\$ 37,570	3.47%

E-RATE FUNDING – Amount unknown

The amount collected annually for E-rate is applied against annual fees for telecommunications billed to member libraries. For example, the e-rate collected in 2017 of \$192,330 has been applied to the telecommunications costs for 2019. The amount collected in 2018 will be applied to 2020 telecommunications costs and so on.

APPROPRIATIONS:

SALARIES

The amounts are calculated based on a new 4 ½ year Union Contract approved by the RCLS Board of Trustees. Payroll is paid on a biweekly basis. The increase in Automation Salaries for 2019 is a modest \$4,700 or 0.9%, which includes step raises and COLA increases. No, this is not a typo, it really is only 0.9% increase, mostly because this budget accounts for the retirement of Diane Biondi and John Schneider.

REFERENCE GUIDE: 2019 AUTOMATION BUDGET HIGHLIGHTS

BENEFITS ON AUTOMATION WAGES:

Taxes and benefits have increased 0.8% to 52.4% of wages, which equals an increase of \$6,200 or 2.3% in total Benefits on Automation Wages. The three reasons for this increase are:

1. Retirement is estimated to increase very slightly at 1.9% due to increased salaries and because the Employers' Contribution Rate has remained flat for 2019.
2. RCLS adopted a new Flexible Spending Account (FSA) and will make a \$350 contribution to each full-time employees FSA account and will cover administrative costs. The \$100 per employee vision reimbursement benefit was eliminated. These two items resulted in a net increase of \$8,200.
3. The June 2018 New York State Health Insurance Plan (NYSHIP) "Best Estimate Projection" rate increase for 2019 is 7.1%.

EQUIPMENT, FURNITURE & FIXTURES

There are no items budgeted for 2019.

OFFICE & LIBRARY SUPPLIES

Includes expendable supplies such as cables and accessories at \$5,100; software at \$1,000; small equipment purchases at \$3,700; and office supplies. A whopping (\$4,800) or 32.9% decrease over the 2018 budget is shown.

TELECOMMUNICATIONS

This code is primarily the cost of the fiber cable for the Automated Network. The anticipated cost, less 2017 E-rate funds, is paid for by member libraries. The three year Lightower Fiber Networks contract ends June 30, 2019. The 2018 budget included a \$5,700 as a buffer for contract renewal negotiations; this amount was eliminated in 2019 resulting in a net decrease.

PROFESSIONAL FEES

This is for vendor installation and configuration services relating to the Automated Network and is (\$1,500) less than last year.

CONTRACTS WITH LIBRARIES

This code has a slight decrease of (\$2,500). Approximately \$65,800 of this line is pass through purchases of Central Library Development Aid (CLDA) with the Newburgh Free Library and about \$63,100 in computer/technology purchases made for and on behalf of member libraries.

REFERENCE GUIDE: 2019 AUTOMATION BUDGET HIGHLIGHTS

SOFTWARE/HARDWARE MAINT. & SUBS.

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

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

FUELS AND UTILITIES

Member libraries pay 50% of the estimated utility cost and is (\$1,150) less than last year. RCLS has installed all LED lighting and signed a third party electric supply contract for even greater savings.

OTHER OPERATION & MAINTENANCE

Includes pro-rated portion (20%) of the following: trash removal, cleaning the building, grounds keeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous tasks and has decreased by (\$100).

OPERATION & MAINTENANCE OF VEHICLES

This expense relates to the ANSER van only and has decreased by (\$100).

TRANSFERS TO PC / LAPTOP / TABLET REPLACEMENT FUNDS

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

TRANSFER TO CAPITAL PROJECT FUND

This amount remains consistent at \$131,700. In 2018, RCLS was able to completely upgrade the server environment at a cost of \$357,100 with no change in ANSER Fees because of the annual "Transfer" from the Operating Budget to the Capital Budget.