

# MEMORANDUM



**Ramapo  
Catskill  
Library  
System**

**DATE:** September 1, 2020  
**TO:** Member Library Board Presidents and Directors  
**FROM:** Grace Riario, Executive Director  
**RE:** Ramapo Catskill Library System (RCLS)  
2021 Operating Budget

The RCLS Board of Trustees approved the 2021 Operating Budget at a Special Board meeting held on Monday, August 31, 2020.

In March of 2010 the RCLS Board approved a resolution that a member library Service Fee would be implemented in 2012. In March of 2011 the Board approved a resolution outlining how a member library Service Fee, if required, would be assessed and allocated. To learn more about the mechanism for assessing and allocating the member library Service Fee, please visit the RCLS website at:

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

NYS Division of Budget advises that State Aid in 2021 will be reduced in the range of 20% - 30%. RCLS is budgeting for a 25% loss in State Aid.

The Budget is comprised of two components – the General Operating portion and the Automation (ANSER) portion. Compared to 2020, the General Operating portion decreased by (\$699,114) or (22%). The ANSER portion increased by \$51,850 (2.8%) compared to 2020, as shown in the enclosed ledger size spreadsheet.

The revenue shortfall in 2021 is expected to be \$294,600. The RCLS Service Fee of \$122,200 will cover 41% and the RCLS' Use of Fund Balance will cover \$172,400 or 59% of the shortfall.

In order to provide member library Trustees and Directors the opportunity to learn more about how the 2021 Budget was developed, RCLS will be holding two (2) Zoom Budget Hearings in addition to the Budget Presentation at the Annual Meeting. A list of times for the Hearings follows.

The RCLS Fiscal Officer, Stephen Hoefler and I will attend the Budget Hearings to provide information and answer questions about the 2021 Budget. In addition, RCLS Trustees will be in attendance.

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**Grace  
Riario**  
Executive  
Director

Please note that registration for attendance for the Annual Meeting and the Budget Hearings is required. You can register for any of these events by visiting the RCLS website and clicking on the link for the calendar at: <http://calendar.rcls.org/> Registration is required to receive an email two (1) day prior to the meeting with the Zoom link.

The scheduled dates are:

[Zoom Annual Meeting](#)

Friday, September 25 @ 10:00am – 12:00pm

Deadline for registration is Wednesday, September 23

[Zoom Budget Hearing in the morning](#)

Monday, September 28, @ 10:00am – 11:00am

Deadline for registration is Thursday, September 24

[Zoom Budget Hearing in the evening](#)

Tuesday, September 29, 7:00pm – 8:00pm

Deadline for registration is Friday, September 25

Attached to this memorandum you will find copies of:

1. 2021 Budget and RCLS Service Fee for each member library.
2. Reference Guide to the Budget - highlighting specific portions of the Budget.
3. A Ballot to vote on the 2021 RCLS Budget. **The Ballot must be returned on or before 4:00pm Monday, November 30, 2020.**

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