

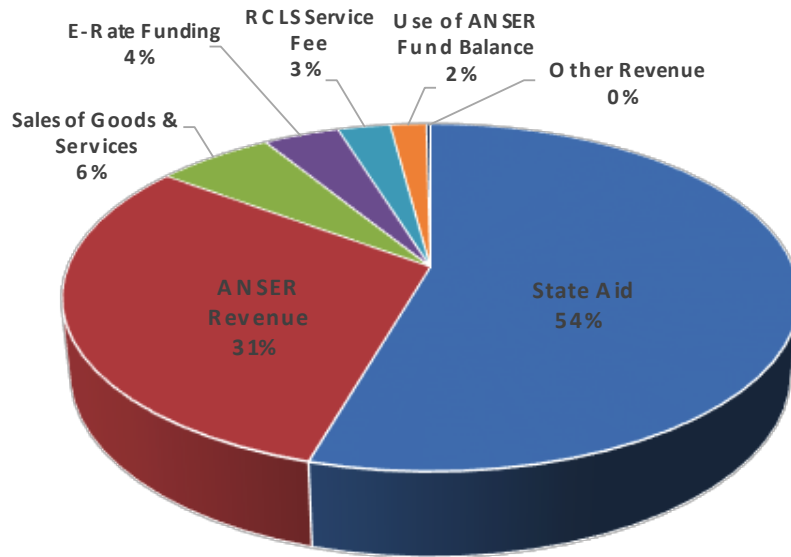
# RAMAPO CATSKILL LIBRARY SYSTEM

## 2022 BUDGET HIGHLIGHTS REFERENCE GUIDE

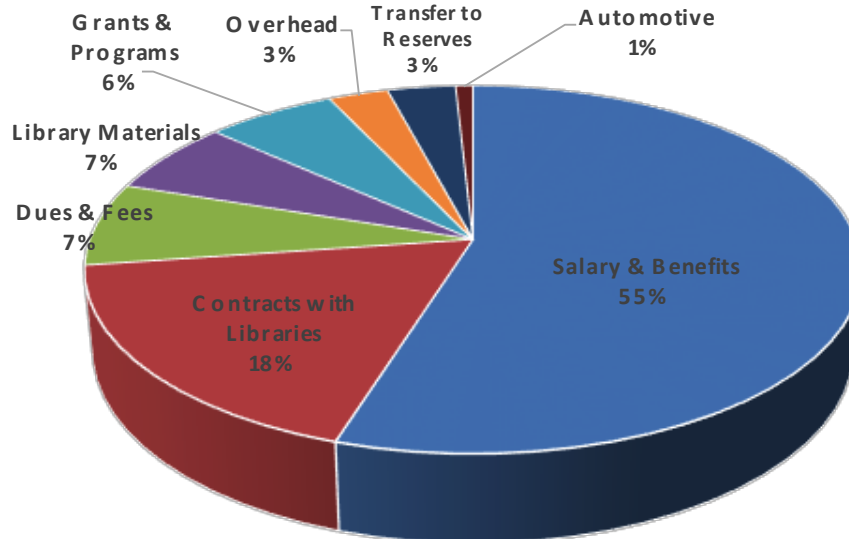
### The most **5** interesting things about the 2022 RCLS Budget

- 1.** As a result of the feedback from member libraries and RCLS migration to QuickBooks, the 2022 RCLS Budget spreadsheet presentation has been streamlined from four ledger size pages to two (see attached).
- 2.** The most impactful element on the budget is the reinstatement of State Aid. On the very first row we see NYS Aid Library Systems restoration of \$466,600 and NYS Aid Member Libraries restoration of \$165,000. This funding lead to a restoration of RCLS programs and services, most notably to support member library efforts in: marketing, legal advice, sustainability initiatives and more continuing education opportunities.
- 3.** Due to the restoration of State Aid, the RCLS Service Fee did not double as expected, instead we only see an increase of \$5,600 or 4.6%.
- 4.** There are two major factors that have resulted in a (\$222,400) reduction in ANSER Goods & Services income, the account which includes ANSER Fees.
  - ▶ \$69,000 Salary Reduction – As requested by member libraries, the cost of \$69,000 for a cataloger’s salary for one year was removed from the 2022 ANSER Budget and added to the General Budget.
  - ▶ \$113,100 Funding Reduction – The business-grade PCs that RCLS specified have performed well over the years and the ANSER Team recommends that the PC & Laptop replacement schedules be extended from 4 years and 1 quarter to 5 years and 1 quarter. As a result, all PC Replacement costs at \$175 each and Laptop Replacement costs at \$220 each have been suspended for 2022. The PC & Laptop Replacement schedules will resume in 2023.
- 5.** A total of \$85,000 is being transferred from ANSER Fund Balance, reducing ANSER Fees even further. RCLS has been successful in applying for Federal Funds and is proposing that \$50,000 from the 2021 RCLS PPP Loan be applied towards the 2022 ANSER Budget. RCLS is also proposing to apply \$35,000 from the cataloger’s budget salary to the 2022 ANSER Budget.





State Aid	\$ 2,553,200
ANSER Revenue	1,435,900
Sales of Goods & Services	285,200
E-Rate Funding	184,700
RCLS Service Fee	127,800
Use of ANSER Fund Balance	88,000
Other Revenue	10,000
<b>TOTAL REVENUE</b>	<b>\$ 4,684,800</b>



Salary & Benefits	\$ 2,571,600
Contracts with Libraries	836,900
Dues & Fees	343,700
Library Materials	304,400
Grants & Programs	296,800
Overhead	136,300
Transfer to Reserves	155,500
Automotive	39,600
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,684,800</b>

# REFERENCE GUIDE: 2022 BUDGET HIGHLIGHTS

## **NYSSTATE AID**

Last year's 2021 RCLS Budget was prepared with the expectation that there would be an additional 25% cut in State Aid. Accordingly, one driver was furloughed and three employees separated resulting in a workforce reduction of 11%. Some RCLS member services, such as the RCLS Weekly Memo and Trustee FYI, were suspended and many expenses like Travel and Building Improvements were postponed.

Due to Federal Stimulus funds, the New York State 2021 Budget adopted in April did not have a cut in State Aid! Consequently, RCLS has hired two new employees, a Marketing Manager and an Executive Assistant, and there was an internal promotion to create an Outreach Services Assistant position.

The 2022 RCLS Budget is based on the same funding as approved for 2021, and restores and expands RCLS services. Most notable are the services requested by member libraries via the 2022-2026 RCLS Plan of Service. Funds have been allocated to support marketing efforts, legal advice, sustainability initiatives, and an RCLS website redesign.

It's worth noting that State Aid is 2.72% below what RCLS received in 2019 and a total of 7.86% below what is prescribed in Education Law.

## **REVENUE:**

### **GOODS & SERVICES - GENERAL**

This line consists of estimated revenue from services and pass-through purchases. The offsetting expense code is Contracts with Libraries. Of the \$285,200 in estimated revenue, \$151,000 is for the eContent Pooling, \$43,400 in database purchases, \$14,000 in movie licenses, \$12,000 in NYLA annual membership, and another miscellaneous \$64,800 in consolidated and coordinated purchases administered by RCLS to secure economy-of-scale savings for member libraries.

### **GOODS & SERVICES - ANSER**

The ANSER Annual Fees have decreased by (\$222,400) by suspending the PC/Laptop replacement program for one year at \$113,100 and moving the \$69,000 cataloger cost back to the General side of the budget.

### **E-RATE FUNDING**

The amount collected annually for E-Rate is applied against future ANSER Fees for telecommunications billed to member libraries. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet.

# REFERENCE GUIDE: 2022 BUDGET HIGHLIGHTS

## **TRANSFER FROM ANSER FUND BALANCE**

Further reducing ANSER Fees, a total of \$85,000 is being transferred from ANSER Fund Balance: \$50,000 from the 2021 RCLS PPP Loan and \$35,000 from the cataloger's budget salary.

## **APPROPRIATIONS:**

### **PAYROLL EXPENSES**

The amounts are calculated based on a 4½ year Union Contract approved by the RCLS Board of Trustees in 2018. The RCLS staff has been restored by 2 FTE and the cost of one cataloger has been transferred from the ANSER Budget back to the General Budget as requested by member libraries. These changes represent an increase of \$151,200 in General salaries and a \$(39,700) decrease in ANSER salaries.

**EMPLOYEE BENEFITS increased by \$7,300 or 1% overall.**

### **HOSPITALIZATION**

#### **Active**

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by \$23,800 for active employees. NYSHIP has not provided projections therefore a 5.0% increase in premiums is budgeted.

#### **Retirees**

The NYSHIP retiree plan projects a decrease of (\$19,300) due to the loss of a retiree.

### **RETIREMENT**

An estimate based on 2021 employer contribution rates plus 2%; the actual 2022 rates will be published in September 2021. A \$15,800 increase is due to new employees and the 2% increase in the employer contribution rate.

### **SOCAL SECURITY/MEDICARE**

A \$5,100 increase is due to the restoration in RCLS staff.

### **WORKERS COMPENSATION**

A (\$2,800) decrease is due to favorable experience ratings over the past few years, which has allowed RCLS to return to the NYSIF Safety Group 497 for even bigger savings.

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

A new copier at \$12,000 and a new laptop, docking station and accessories are budgeted.

# REFERENCE GUIDE: 2022 BUDGET HIGHLIGHTS

## **LIBRARY MATERIALS**

This amount includes Central Library Development Aid (CLDA) and Central Book Aid (CBA), both of which saw a 33% increase.

## **OFFICE SUPPLIES**

Delivery boxes have not been purchased in over four years, resulting in wear and tear of current boxes. \$10,000 has been included in the budget to purchase some new boxes. Equipment upgrades that were suspended due to budget cuts, are now scheduled for 2022 as well. For ANSER, \$3,000 has been added to this line to cover ANSER workstations repairs that are out-of-warranty in the 5<sup>th</sup> year.

## **TELECOMMUNICATIONS**

This expense is primarily the cost of the private fiber network for the Automated Network. The anticipated cost, less 2020 E-rate funds, is paid for by member libraries.

RCLS has migrated to a new internet service provider at a substantially lower rate than the current provider; however, we plan to increase the bandwidth by 150% to address network traffic issues.

There has been a change in taxes on the private fiber network which has increased costs by approximately \$10,000. Intra-State traffic, which is what the RCLS fiber network is, was not previously subject to a Federal regulatory cost recovery fee. This exemption is no longer available as the regulations have changed.

## **MARKETING & PROMOTION**

The marketing initiative is a new service with a \$15,000 budget.

## **TRAVEL – LOCAL & CONFERENCES**

RCLS is anticipating travel and in-person meetings next year. We have restored local travel budgets and travel for American Library Association (ALA) conferences, New York Library Association (NYLA) conference and Computer in Libraries conference.

## **CONTRACTS WITH LIBRARIES**

This account represents computer and technology purchases of \$128,500 made for and on behalf of member libraries on the ANSER side. On the General side of the budget this account includes \$151,000 for the E-Content Pool and \$137,700 of pass through purchases such as the Database Pool, Movie License and NYLA Memberships.

# REFERENCE GUIDE: 2022 BUDGET HIGHLIGHTS

## **PROFESSIONAL FEES**

Included in this line are payroll processing fees, general purpose attorney and CPA audit costs. Funds to redevelop the RCLS website and increasing the budget for outside original cataloging has contributed to a \$42,000 increase in this line.

## **CONTINUING ED – RCLS Staff**

With the restoration of State funding, Continuing Education has increased by \$6,800. This mostly funds the Public Library System Directors Organization (PULISDO) bi-annual professional development for RCLS staff.

## **RCLS PROGRAMS**

This line shows the largest % increase of 388%. There are several new initiatives this year, many resulting from the RCLS Plan of Service focus groups:

- Internship Initiative at \$12,000
- Minisink Valley Library Initiative at \$12,000
- Legal Support to Libraries at \$9,000
- Sustainability Initiative at \$5,000

In addition, another \$4,500 was added to the Adult and Children's Services, for a total increase in RCLS Programs of \$42,300.

## **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 \$120,000, and annual maintenance contracts of \$63,800. The overall reduction in this line is (\$10,900) due to the savings in the Splashtop renewal.

## **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.

### **OTHER OPERATION & MAINTENANCE**

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

### **REPAIRS TO BUILDING**

This includes general upkeep of \$9,000.

# REFERENCE GUIDE: 2022 BUDGET HIGHLIGHTS

## **TRANSFER TO ANSER CAPITAL FUND**

Since the inception of the Capital Fund, approximately \$73,000 has been transferred from the Operating Budget to the Capital Fund each year. For the past seven years an additional \$60,000 has been transferred to cover the multi-year subscriptions.

## **TRANSFERS TO PC / LAPTOP REPLACEMENT FUNDS**

RCLS is proposing to extend the life of all ANSER workstations from *4 years and 1 quarter*, to *5 years and 1 quarter*. Therefore, we are suspending the collection of the PC and Laptop replacement costs for 2022. This results in a ONE-TIME savings of \$113,100. Workstations will continue to be purchased with a 4-year warranty and ANSER will self-insure the 5<sup>th</sup> year. We are transferring \$3,000 from the PC/Laptop Replacement Fund to the ANSER Operating to Fund, to repair to out-of-warranty workstations.

## **TRANSFER TO DELIVERY CAPITAL ACCOUNT**

This account was created and authorized to be funded by the RCLS Board on March 16, 2009. On August 18, 2015 the Board authorized an increase of \$3,800, followed by another increase of \$3,000 in 2017 to \$15,000. In the 2022 Budget we are recommending an additional \$5,000.