



RAMAPO CATSKILL LIBRARY SYSTEM
2018 BUDGET - AUTOMATION
9/26/2017

Printed 11/27/2017

REVENUE	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	ORIGINAL BUDGET	2016 ADJUSTED BUDGET	ACTUAL 12/31/16	ORIGINAL BUDGET	2017 ADJUSTED BUDGET	ACTUAL 06/30/17	2018 BUDGET	CHANGE	
								%	\$
AUTOMATED SERVICES FEES	\$ 1,562,513	\$ 1,562,513	\$ 1,499,249	\$ 1,544,734	\$ 1,544,734	\$ 763,614	\$ 1,539,089	-0.4%	(5,645)
INTEREST - A	6,000	6,000	1,961	4,500	4,500	298	4,000	-11.1%	(500)
REFUND OF PRIOR YEARS' EXPENSES	-	1,400	1,390	-	-	-	-	-	-
GRANT-IN-AID	-	1,809	1,809	-	-	-	-	-	-
E-RATE FUNDING -A	-	188,371	188,371	-	-	-	-	-	-
TOTAL INCOME.....	1,568,513	1,760,093	1,692,780	1,549,234	1,549,234	763,912	1,543,089	-0.4%	(6,145)
FUND BALANCE USE:									
UNRESTRICTED-OPERATIONS	-	-	-	-	17,726	-	-	-	-
E-RATE CREDIT- Expended	169,060	169,060	-	177,274	177,274	-	187,571	5.8%	10,297
E-RATE CREDIT- Reserved for future years	-	(187,571)	-	-	-	-	-	-	-
TOTAL REV & APPROPRIATED FUND BAL	1,737,573	1,741,582	1,692,780	1,726,508	1,744,234	763,912	1,730,660	0.24%	4,152

APPROPRIATIONS	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/16	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/17	2018 BUDGET	CHANGE	
								%	\$
PROFESSIONAL SALARIES	80,840	80,840	81,167	82,940	82,940	41,030	85,300	2.8%	2,360
NONPROFESSIONAL SALARIES	47,040	47,040	47,233	48,170	48,170	23,798	49,500	2.8%	1,330
ADMINISTRATIVE SALARIES	20,760	20,760	20,854	21,810	21,810	10,690	22,600	3.6%	790
AUTOMATED SERVICES SALARIES	339,530	346,750	322,047	338,950	338,950	163,090	354,400	4.6%	15,450
TOTAL SALARIES	488,170	495,390	471,301	491,870	491,870	238,608	511,800	4.1%	19,930
BENEFITS ON AUTOMATION WAGES	258,200	258,200	244,571	245,100	245,100	-	264,200	7.8%	19,100
TOTAL SALARIES, PAYROLL TAXES & BENEFITS	746,370	753,590	715,872	736,970	736,970	238,608	776,000	5.3%	39,030
EQUIPMENT, FURNITURE & FIXTURES - A	10,800	10,800	9,202	1,800	1,800	-	-	-	(1,800)
TOTAL EQUIPMENT	10,800	10,800	9,202	1,800	1,800	-	-	-	(1,800)
SERIALS - A	30	30	-	-	-	-	-	-	-
OFFICE & LIBRARY SUPPLIES - A	14,480	14,480	7,206	12,400	12,400	3,207	14,600	17.7%	2,200
TELECOMMUNICATIONS - A	316,300	316,300	314,582	315,800	315,800	157,278	318,600	0.9%	2,800
POSTAGE - A	100	100	18	100	100	4.00	100	0.0%	-
CONFERENCES & TRAVEL - A	8,700	8,700	3,499	7,950	7,950	2,006	5,400	-32.1%	(2,550)
CONTRACTS WITH LIBR - A	179,650	180,450	123,335	171,800	171,800	100,129	144,500	-15.9%	(27,300)
PROFESSIONAL FEES - A	5,250	5,250	1,172	6,300	6,300	-	6,300	0.0%	-
CONTINUING EDUCATION - A	9,000	5,000	2,733	9,800	9,800	260	8,200	-16.3%	(1,600)
MEMBERSHIP DUES - A	110	110	100	110	110	-	100	-9.1%	(10)
SOFTWARE/HARDWARE MAINT. & SUBS. - A	185,480	199,770	189,873	185,400	203,126	17,818	188,000	1.4%	2,600
FUELS & UTILITIES - A	16,930	16,930	11,342	18,650	18,650	5,723	16,050	-13.9%	(2,600)
CUSTODIAL SUPPLIES - A	350	350	291	350	350	19	350	0.0%	-
INSURANCE - A	5,690	5,690	5,440	5,600	5,600	-	5,200	-7.1%	(400)
OTHER OPERATION & MAINTENANCE - A	8,040	8,040	6,487	8,600	8,600	3,640	8,700	1.2%	100
OPERATION OF VEHICLES - A	3,000	3,000	1,381	2,500	2,500	652	1,900	-24.0%	(600)
MAINTENANCE OF VEHICLES - A	2,100	2,100	985	1,300	1,300	132	1,000	-23.1%	(300)
TOTAL OTHER EXPENSES - A	755,210	766,300	668,444	746,660	764,386	290,868	719,000	-3.7%	(27,660)
TRANSFER TO PC REPLACEMENT FUND	105,924	91,093	91,093	110,386	110,386	-	102,420	-7.2%	(7,966)
TRANSFER TO LAPTOP REPLACEMENT FUND	-	-	-	-	-	-	1,100	New	1,100
TRANSFER TO TABLET REPLACEMENT FUND	-	-	-	-	-	-	440	New	440
TRANSFER TO CAPITAL PROJECT FUND	119,269	121,917	121,917	130,692	130,692	-	131,700	0.8%	1,008
TOTAL TRANSFERS	225,193	213,010	213,010	241,078	241,078	-	235,660	-2.2%	(5,418)
GRAND TOTAL	1,737,573	1,743,700	1,606,528	1,726,508	1,744,234	529,476	1,730,660	0.24%	4,152
NET ACTIVITY	\$ -	\$ (2,118)	\$ 86,252	\$ -	\$ -	\$ 234,436	\$ -	\$ -	\$ -
NET YEAR-END ADJUSTMENTS	-	-	(23,919)	-	-	-	-	-	-
INCREASE/DECREASE IN FUND BALANCE	-	-	\$ 62,333	-	-	-	-	-	-

	2014	2015	2016
ANSER UNASSIGNED FUND BALANCE	\$ 482,453	\$ 564,893	\$ 627,226



**RAMAPO CATSKILL LIBRARY SYSTEM
2018 AUTOMATION BUDGET HIGHLIGHTS
REFERENCE GUIDE
09/26/17**

GENERAL DISCUSSION:

The overall Automation Budget (ANSER) has increased by \$4,152 or 0.24%.

All appropriations are covered by revenue from member libraries and E-rate rebates from 2016. 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 2018 ANSER fees increased by \$28,772, while the Telecommunications costs have decreased by \$5,096 for a net increase of \$23,676 or 2.19%.

The Budget spreadsheet is set up as follows:

- Columns 1 through 3 – 2016 Original Budget, Adjusted Budget and Actual Activity
- Columns 4 through 6 – 2017 Original Budget, Adjusted Budget and Actual Activity through 6/30/17
- Column 7 – 2018 Budget
- Column 8 through 9 – show the percent and dollar change from the 2017 Budget. This information was added last year so that readers can easily identify what is different from the previous budget.

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

REFERENCE GUIDE: 2018 AUTOMATION BUDGET HIGHLIGHTS

REVENUE:

AUTOMATED SERVICES FEES – Includes estimated revenue from

	<u>2018</u>	<u>2017</u>	
Annual Fees	\$ 901,152	\$ 872,535	
Annual Service: Printers	8,550	8,400	
Annual Service: Readers	5,675	5,650	
Annual Service: Servers	11,050	11,900	
Capital Upgrade Reserve	131,700	130,692	(To Capital Fund at year end)
PC Replacement Reserve	102,420	110,386	(To Capital Fund at year end)
Laptop Replacement Reserve	1,100	0	(To Capital Fund at year end)
Tablet Replacement Reserve	440	0	(To Capital Fund at year end)
Annual Maint. Fee to FML	8,772	8,445	
Telecom (net of e-rate)	180,430	185,526	
Pass-through purchases	149,500	182,600	(equipment, supplies, applications)
Envisionware and Wi-Fi	24,300	18,600	
Labor Partial Workstations	5,000	5,000	
<u>Labor Non-contractual equip.</u>	<u>6,000</u>	<u>5,000</u>	(equipment not covered by Fees)
Automated Services Fees	\$1,539,089	\$1,544,734	(a net decrease of \$5,645 or .37%)

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Inc. / (Dec.)</u>
Annual Fees	\$ 906,230	\$ 886,500	\$ 872,535	\$ 901,152	\$ 28,772
Telecom	\$ 209,196	\$ 193,900	\$ 185,526	\$ 180,430	(\$ 5,096)

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 2016 of \$187,571 has been applied to the telecommunications costs for 2018. The amount collected in 2017 will be applied to 2019 telecommunications costs and so on.

APPROPRIATIONS:

SALARIES

The amounts are calculated based on estimated wage increases negotiated and approved by the RCLS Board of Trustees. Payroll is paid on a biweekly basis. The increase in Automation Salaries for 2018 is \$19,930 or 4.1%, which includes step raises and COLA increases.

REFERENCE GUIDE: 2018 AUTOMATION BUDGET HIGHLIGHTS

BENEFITS ON AUTOMATION WAGES:

Taxes and benefits have increased 1.8% to 51.6% of wages, which equals an increase of \$19,100 or 7.8% in total Benefits on Automation Wages. The three reasons for this increase are:

1. Retirement is estimated to increase slightly at 4.1% due to increased salaries as the Employers Contribution Rate only decrease by 0.1%.
2. Workers' Comp. is budgeted to decrease by 18%.
3. The June 2017 New York State Health Insurance Plan (NYSHIP) "Best Estimate Projections" estimates a rate increase for 2018 of 8.3%. The 2017 "Best Estimate Projections" were under estimated by 4% and RCLS increased the employee contributions by 1% for a net increase in budget-over-budget of 11.8%.

EQUIPMENT, FURNITURE & FIXTURES

There are no items budgeted for 2018, for a \$1,800 decrease.

OFFICE & LIBRARY SUPPLIES

Includes expendable supplies such as cables and accessories of \$6,100; software \$1,900; small equipment purchases \$6,600; and office supplies. A \$2,200 increase over the 2017 budget.

TELECOMMUNICATIONS

This code is mostly the cost of the fiber cable for the Automated Network. The anticipated cost, less 2016 E-rate funds, is paid for by member libraries. The three year Lighttower Fiber Networks contract ends June 30, 2018 and a buffer was added for negotiations, increasing this line by 0.9% or \$2,800.

PROFESSIONAL FEES

This is for vendor installation and configurations services relating to the Automated Network.

CONTRACTS WITH LIBRARIES

This code has decreased by \$27,300. This is pass through purchases such as Central Library Development Aid with the Central Library and other purchases made for and on behalf of member libraries.

SOFTWARE/HARDWARE MAINT. & SUBS.

This code includes hardware and software support (annual contracts and multi-year contracts under \$2,500) applicable to the automated network. This includes the Sirsi Dynix software agreement at \$149,900, annual maintenance contracts of \$38,100 and multi-year contracts of \$0. This code has increased by \$2,600.

REFERENCE GUIDE: 2018 AUTOMATION BUDGET HIGHLIGHTS

FUELS AND UTILITIES

Member libraries pay 50% of the estimated utility cost and is \$2,600 less than last year.

OTHER OPERATION & MAINTENANCE

Includes: pro-rated (20%) 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 increased by \$100.

OPERATION & MAINTENANCE OF VEHICLES

We expect Operations and Maintenance of the ANSER van to be \$900 less because a new Automation Van was purchased in 2016 from the Capital Budget and costs less to operate and maintain.

TRANSFER TO LAPTOP & TABLET REPLACEMENT FUNDS

These are new lines to account for these new replacement funds instituted in 2017 and equals \$1,440 combined.