



**RAMAPO CATSKILL LIBRARY SYSTEM
2017 AUTOMATION BUDGET HIGHLIGHTS
REFERENCE GUIDE
09/26/16**

GENERAL DISCUSSION:

The overall Automation Budget (ANSER) has decreased by \$11,065 or 0.64%.

All appropriations are covered by revenue from member libraries and E-rate rebates from 2015. 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 2017 ANSER fees increased by only \$1,765, while the Telecommunications costs have decreased by \$8,374 for a net decrease of \$6,609.

The Budget spreadsheet is set up as follows:

- Columns 1 through 5 – 2015 Original Budget, Adjusted Budget and Actual Activity
- Columns 6 through 10 – 2015 Original Budget, Adjusted Budget and Actual Activity through 6/30/16
- Column 11 – 2017 Budget
- Column 8 through 9 – show the percent and dollar change from the 2016 Budget. This information has been added 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: 2017 AUTOMATION BUDGET HIGHLIGHTS

REVENUE:

CODE 4.20800.11: AUTOMATED SERVICES FEES – Includes estimated revenue from

Annual Fees	\$ 872,535	
Annual Service: Printers	8,400	
Annual Service: Readers	5,650	
Annual Service: Servers	11,900	
Capital Upgrade Reserve	130,692	(transferred to Capital Fund at year end)
PC Replacement Reserve	110,386	(transferred to Capital Fund at year end)
Annual Maint. Fee to FML	8,445	
Telecom (net of e-rate)	185,526	
Pass-through purchases	182,600	(equipment, supplies, applications)
Envisionware and Wi-Fi	18,600	
Labor Partial Workstations	5,000	
<u>Labor Non-contractual equip.</u>	<u>5,000</u>	<u>(equipment not covered by ANSER Fees)</u>
Automated Services Fees	\$1,544,734	(a net decrease of \$17,779 or 1.1%)

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>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Inc. / (Dec.)</u>
Annual Fees	\$ 986,325	\$ 906,230	\$ 886,500	\$ 872,535	(\$ 13,965)
Telecom	\$ 157,728	\$ 209,196	\$ 193,900	\$ 185,526	(\$ 8,374)

CODE 4.27010.11: REFUNDS OF PRIOR YEARS EXPENSE

This revenue has been reduced to \$0 because RCLS has changed Workers Compensation carriers and thus will no longer receive dividends from the State insurance Fund.

CODE 4.50321.11: 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 2015 of \$177,274 has been applied to the telecommunications costs for 2017. The amount collected in 2016 will be applied to 2018 telecommunications costs and so on.

APPROPRIATIONS:

CODE 5.74101410, 1420, 1430 AND 1440: 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 2017 is 0.8%, which includes step raises and COLA increases.

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CODE 5.90999011.11: BENEFITS ON AUTOMATION WAGES:

- Taxes and benefits have decreased to 49.82% of wages, which equals a reduction of \$13,100 or 5.1%.
- Retirement is estimated to decrease substantially because the “Reconciliation” factor has been eliminated and the Employers Contribution Rates continue to decrease.
- The June 2016 New York State Health Insurance Plan (NYSHIP) “Best Estimate Projections” estimate a rate increase for 2017 of 8.4%. RCLS Employees’ contribution rates have increased by 1% for both individual and family plans, which contributed to reducing the overall increase to only 3.9%.

CODE 5.74102030.11: EQUIPMENT, FURNITURE & FIXTURES

This code includes 30% of \$6,000 (or \$1,800) minimal renovation to the RCLS conference room bath rooms and staff lunch room. A \$9,000 decrease from 2016 budget.

CODE 5.74104300.11: OFFICE & LIBRARY SUPPLIES

Includes expendable supplies such as cables and accessories of \$6,160; software \$1,800; small equipment purchases \$4,440; and office supplies. A \$2,080 decrease from the 2016 budget.

CODE 5.74104311.11: TELECOMMUNICATIONS

This code is mostly the cost of the fiber cable for the Automated Network. The anticipated cost, less 2015 E-rate funds, is paid for by member libraries. The three year Lighttower Fiber Networks contract was renegotiated in 2015 and RCLS was able to increase bandwidth by 50% at no additional cost. A \$500 decrease on a \$315,800 line.

CODE 5.74104370.11: PROFESSIONAL FEES

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

CODE 5.74104390.11: RENTAL/REPAIR EQUIPMENT

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 \$144,500, annual maintenance contracts of \$39,400 and multi-year contracts of \$1,550. This code has decreased by \$80

As a reminder, In 2015 year multi-year contracts over \$2,500 were moved to the Capital Reserve Budget and the member’s contribution to the Capital Reserve increased by \$60,000. Moving the multi-year contracts to the Capital Reserve will mitigate large swings in the ANSER Fees with a more level annual payment to the Capital Reserve.

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CODE 5.74104500.11: FUELS AND UTILITIES

Member libraries pay 50% of the estimated utility cost.

CODE 5.7410469.11: 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.

CODE 5.74104710.11: OPERATION & MAINTENANCE OF VEHICLES

We expect fuel costs and maintenance to be \$ 1,300 less because a new Automation Van was purchased in 2016 from the Capital Budget at a cost of \$20,000.



RAMAPO CATSKILL LIBRARY SYSTEM
2017 BUDGET - AUTOMATION
09/26/16

REVENUE	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	ORIGINAL BUDGET	2015 ADJUSTED BUDGET	ACTUAL 12/31/15	ORIGINAL BUDGET	2016 ADJUSTED BUDGET	ACTUAL 06/30/16	2017 BUDGET	CHANGE	
								%	\$
AUTOMATED SERVICES FEES	\$ 1,550,920	\$ 1,585,920	\$ 1,592,546	\$ 1,562,513	\$ 1,562,513	\$ 771,403	\$ 1,544,734	-1.1%	(17,779)
INTEREST - A	7,000	7,000	2,530	6,000	6,000	214	4,500	-25.0%	(1,500)
REFUNDS OF PRIOR YEAR EXP - A	2,000	2,000	1,993	-	2,421	2,412	-	0.0%	-
OTHER UNCLASSIFIED REVENUE - A	-	3,029	3,029	-	-	-	-	0.0%	-
E-RATE FUNDING - A	-	177,284	177,274	-	-	-	-	0.0%	-
TOTAL INCOME.....	1,559,920	1,775,233	1,777,372	1,568,513	1,570,934	774,029	1,549,234	-1.2%	(19,279)
FUND BALANCE:									
UNRESTRICTED-OPERATIONS	-	-	-	-	-	-	-	0.0%	-
E-RATE CREDIT- Expended	165,332	-	-	169,060	169,060	-	177,274	4.9%	8,214
E-RATE CREDIT- Reserved for future years	-	(11,952)	(11,942)	-	-	-	-	0.0%	-
TOTAL REV & APPROPRIATED FUND BAL	1,725,252	1,763,281	1,765,430	1,737,573	1,739,994	774,029	1,726,508	-0.64%	(11,065)

APPROPRIATIONS	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 12/31/15	ORIGINAL BUDGET	ADJUSTED BUDGET	ACTUAL 06/30/16	2017 BUDGET	CHANGE	
								%	\$
PROFESSIONAL SALARIES	78,662	78,670	79,221	80,840	80,840	40,033	82,940	2.6%	2,100
NONPROFESSIONAL SALARIES	46,023	46,030	46,239	47,040	47,040	23,259	48,170	2.4%	1,130
ADMINISTRATIVE SALARIES	19,804	19,810	19,892	20,760	20,760	10,187	21,810	5.1%	1,050
AUTOMATED SERVICES SALARIES	330,391	326,960	326,930	339,530	346,750	157,924	338,950	-0.2%	(580)
TOTAL SALARIES	474,880	471,470	472,282	488,170	495,390	231,403	491,870	0.8%	3,700
BENEFITS ON AUTOMATION WAGES	241,640	251,280	247,639	258,200	258,200	-	245,100	-5.1%	(13,100)
TOTAL SALARIES, PAYROLL TAXES & BENEFITS	716,520	722,750	719,921	746,370	753,590	231,403	736,970	-1.3%	(9,400)
EQUIPMENT, FURNITURE & FIXTURES - A	-	-	-	10,800	10,800	-	1,800	0.0%	(9,000)
TOTAL EQUIPMENT	-	-	-	10,800	10,800	-	1,800	0.0%	(9,000)
SERIALS - A	30	30	20	30	30	-	-	-100.0%	(30)
OFFICE & LIBRARY SUPPLIES - A	16,370	16,370	8,663	14,480	14,480	4,911	12,400	-14.4%	(2,080)
TELECOMMUNICATIONS - A	330,100	330,100	315,106	316,300	316,300	157,293	315,800	-0.2%	(500)
POSTAGE - A	100	100	-	100	100	-	100	0.0%	-
CONFERENCES & TRAVEL - A	11,400	11,400	6,249	8,700	8,700	2,570	7,950	-8.6%	(750)
CONTRACTS WITH LIBR - A	200,960	204,545	193,856	179,650	179,650	87,598	171,800	-4.4%	(7,850)
PROFESSIONAL FEES - A	7,000	7,000	1,106	5,250	5,250	-	6,300	20.0%	1,050
CONTINUING EDUCATION - A	9,000	9,000	8,338	9,000	5,000	99	9,800	8.9%	800
MEMBERSHIP DUES - A	110	110	100	110	110	-	110	0.0%	-
SOFTWARE/HARDWARE MAINT. & SUBS. - A	172,380	181,699	191,618	185,480	199,770	54,326	185,400	0.0%	(80)
FUELS & UTILITIES - A	16,670	16,670	10,429	16,930	16,930	5,548	18,650	10.2%	1,720
CUSTODIAL SUPPLIES - A	350	350	229	350	350	23	350	0.0%	-
INSURANCE - A	5,000	5,000	4,832	5,690	5,690	-	5,600	-1.6%	(90)
OTHER OPERATION & MAINTENANCE - A	8,040	8,040	6,607	8,040	8,040	3,290	8,600	7.0%	560
OPERATION OF VEHICLES - A	3,470	3,470	1,858	3,000	3,000	690	2,500	-16.7%	(500)
MAINTENANCE OF VEHICLES - A	2,950	2,950	639	2,100	2,100	458	1,300	-38.1%	(800)
TOTAL OTHER EXPENSES - A	783,930	796,834	749,650	755,210	765,500	316,806	746,660	-1.1%	(8,550)
TRANSFER TO PC REPLACEMENT FUND	104,178	104,495	104,495	105,924	105,924	-	110,386	4.2%	4,462
TRANSFER TO CAPITAL PROJECT FUND	120,623	121,339	121,339	119,269	119,269	-	130,692	9.6%	11,423
TOTAL TRANSFERS	224,801	225,834	225,834	225,193	225,193	-	241,078	7.1%	15,885
GRAND TOTAL	\$ 1,725,252	\$ 1,745,418	\$ 1,695,405	\$ 1,737,573	\$ 1,755,083	\$ 548,209	\$ 1,726,508	-0.64%	(11,065)