

MEMORANDUM



**Ramapo
Catskill
Library
System**

*Serving Public
Libraries in Orange,
Rockland, Sullivan
and southern Ulster
Counties Since 1959*

DATE: September 5, 2018
TO: Member Library Board Presidents and Directors
FROM: Robert Hubsher, Executive Director
RE: Ramapo Catskill Library System (RCLS)
2019 Operating Budget

The RCLS Board of Trustees approved the 2019 Operating Budget at the Board meeting held on Monday, August 20, 2018.

In March of 2010 the RCLS Board approved a resolution that a member library Service Fee would be implemented in 2012 if required. In March of 2011 the Board approved a resolution outlining how a member library Service Fee, if required, would be assessed and allocated. This resolution also outlined the services that would be provided to any library that chooses not to pay the Fee. 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>

We anticipate that State Aid in 2019 will remain at the same level as in 2018, which is 5.46% less than the amount outlined by the funding formulas in Education Law. If RCLS were fully funded in 2019 State Aid would increase by \$107,786, however we would still have a shortfall of in revenue of \$38,951.

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The RCLS Budget is comprised of two components – the General Operating portion and the Automation (ANSER) portion. The General Operating portion increased by \$100,028 (3.3%) compared to 2018. The ANSER portion increased by \$25,230 (1.46%) compared to 2018.

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The revenue shortfall in 2019 is expected to be \$146,737 (compared to \$121,548 in 2018). The RCLS unallocated fund balance will be used to offset 17% (\$24,455) of this shortfall, with the remaining 83% (\$122,282) to be recovered through the member Service Fee. This represents an increase of \$25,189 in the service fee compared to 2018.

Three factors are responsible for the increased revenue shortfall – higher salaries and benefit costs and flat-line revenue from the State for the second consecutive year. It should also be mentioned that a close look at the RCLS Budget shows that 74% of the line items are lower than or the same as in 2018. RCLS is working very hard to control expenditures.

**Robert
Hubsher**
Executive
Director

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In order to provide member library Trustees and Directors the opportunity to learn more about how the 2019 Budget was established, RCLS will be holding three (3) Budget Hearings in addition to the Budget Presentation at the Annual Meeting. A list of times and locations for the Hearings are below.

The RCLS Fiscal Officer, Stephen Hoefer and I will attend all of the Budget Hearings to provide information and answer questions about the 2019 Budget. In addition, RCLS Trustees representing the county in which the Hearings are held will be in attendance.

Please note that registration for attendance for the Annual Meeting and the Budget Hearings is required. You can register for both of these events by visiting the RCLS website and clicking on the link for the calendar at: <http://calendar.rcls.org/>

We will cancel a Budget Hearing if less than five (5) people are registered. The scheduled dates are:

Legislative Breakfast and Annual Meeting

Friday, September 14, 8:00am check-in, 8:30am Legislative Breakfast followed by the Annual Meeting – Deadline for registration is Friday, September 7.

Budget Hearing in Orange County

Monday, September 17, 6:00pm – 7:30pm – RCLS headquarters
Deadline for registration is Saturday, September 15.

Budget Hearing in Sullivan County

Thursday, September 20, 6:00pm – 7:30pm – Ethelbert B. Crawford Public Library - Monticello
Deadline for registration is Tuesday, September 18.

Budget Hearing in Rockland County

Monday, September 24, 6:00pm – 7:30pm – Suffern Free Library
Deadline for registration is Saturday, September 22.

Attached to this memorandum you will find copies of:

1. 2019 Budget.
2. Reference Guide to the Budget - highlighting specific portions of the Budget.
3. A spreadsheet providing a breakdown of the allocation of the Service Fee for each member library.
5. A Ballot to vote on the 2019 RCLS Budget. **The Ballot must be returned on or before 4:00pm Friday, December 7, 2018.**

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).

Should you have any questions about the RCLS 2019 Budget or any of the documents attached to this memorandum, please make every effort to attend the Legislative Breakfast and Annual Meeting or one of the Budget Hearings. If you are unable to attend any of these events, please feel free to contact me (243-3747 ext. 242) or Stephen Hoefer (243-3747 ext. 223).