



September 1, 2022

Dear Member Library Board Presidents and Directors:

I am pleased to announce that the RCLS Board of Trustees approved the 2023 Operating Budget on August 15, 2022, with a 0% increase to the RCLS Service Fee. Last year, we embarked on a journey, the *Path Forward*, to change the way RCLS provides IT and ILS Services to member libraries with the primary goal of strengthening cyber security. This change impacted the member libraries' finances; thus, it was essential for RCLS to keep its operational costs from further impacting library budgets.

The most significant contributor to the RCLS 2023 Budget was the increase in State Aid of \$175,900. This increase in State Aid provided RCLS with the ability to pay for network switches which RCLS Fully Supported or RCLS Hybrid Supported libraries may need for separating their public and staff networks to combat cyber security threats. We removed the Executive Director's salary allocation from the ILS Services budget, reducing ILS payroll expenses by \$6,500. The RCLS Board of Trustees approved a 0% increase to the RCLS Service Fee.

State Aid to member libraries also increased by \$81,700; we hope this increase will help offset some of the IT costs that the reinstated PC/Laptop Replacement Program will bring to RCLS IT Supported libraries in 2023. In 2022, a change was made to extend the useful life of workstations used for RCLS purposes from 4 years to 5 years before replacement.

The telecommunications cost was offset by 63% via E-Rate in 2022. In 2023, the telecommunication cost will be covered 100% by E-Rate funding.

RCLS programs, coupled with services, are vital as together we move forward to meet the evolving, ever-demanding environment in which libraries serve their communities. Thus, we are investing an additional \$7,600 into Equity, Diversity and Inclusion (EDI) initiatives, legal fees to support member libraries' needs, sustainability projects and educational opportunities for member library staff. We hope this investment will help member libraries better equip and train their staff, while improving the overall experience for patrons.

RCLS would like to invite all member library Trustees and Directors to learn more about how the budget was prepared and to have an opportunity to ask questions. The RCLS Fiscal Officer, Stephen Hofer, and I invite you to participate in one of the budget discussions scheduled for September, as budgeting is essential to our joint goal of financial security. We hope these discussions will be mutually beneficial and informative for everyone.

We also extend an invitation to the 2022 RCLS Virtual Annual Meeting and Awards Presentation.

Please join us for these events by visiting the RCLS website, under the link for the calendar at [Calendar – Ramapo Catskill Library System \(rcls.org\)](https://www.rcls.org/calendar)

Please note that registration *is required* for attendance at the Annual Meeting and the Budget Discussions. Registration is necessary to receive an email, which will be sent one (1) day prior to the event, containing the Zoom link. The scheduled dates are listed below:

**2022 Virtual Annual Meeting - Friday, September 16, 2022 (10AM-12PM)**

**Budget Discussion - Tuesday, September 20, 2022 (7 PM–8 PM)**

**Budget Discussion - Tuesday, September 27, 2021 (7 PM–8 PM)**

Finally, please find the following important documents included in this letter for your review.

1. 2023 Budget Highlights & Reference Guide
2. 2023 Budget (including the 2023 RCLS Service Fee by library)
3. 2023 ILS Services Support Costs – Schedule B
4. 2023 Budget Ballot **(due by 11/14/22)**

I look forward to a continued fruitful and productive working relationship. Thank you for your time, should you have any questions please do not hesitate to contact me.

Sincerely,



Grace Riario  
Executive Director

Encls.



# Ramapo Catskill Library System

## 2023 RCLS Budget

### 08/15/22 Approved by RCLS Board of Trustees

Income	2022 BUDGET - ANSER restated into ILS & IT				2023 BUDGET				\$ Change				% Change			
	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL	GENERAL	IT	ILS	TOTAL
NYS Aid Library Systems	\$ 1,863,900	\$ -	\$ -	\$ 1,863,900	\$ 2,039,800	\$ -	\$ -	\$ 2,039,800	\$ 175,900	\$ -	\$ -	\$ 175,900	9%	-	-	9%
NYS Aid Member Libraries	658,500	-	-	658,500	740,200	-	-	740,200	81,700	-	-	81,700	12%	-	-	12%
NYS Aid Other Agencies	30,800	-	-	30,800	64,300	-	-	64,300	33,500	-	-	33,500	109%	-	-	109%
NYS Construction Aid	-	-	-	-	132,800	-	-	132,800	132,800	-	-	132,800	-	-	-	-
ILS Services Support	-	-	576,400	576,400	-	-	568,300	568,300	-	-	(8,100)	(8,100)	-	-	-1%	-1%
IT Services Support	-	719,900	-	719,900	-	635,700	-	635,700	-	(84,200)	-	(84,200)	-	-12%	-	-12%
Goods & Services	285,200	135,600	-	420,800	306,900	99,200	10,800	416,900	21,700	(36,400)	10,800	(3,900)	8%	-27%	-	-1%
RCLS Service Fee	127,800	-	-	127,800	127,800	-	-	127,800	-	-	-	-	-	-	-	-
NYLA Advocacy & Donations	5,000	-	-	5,000	5,000	-	-	5,000	-	-	-	-	-	-	-	-
Interest	5,000	-	4,000	9,000	4,000	1,000	2,000	7,000	(1,000)	1,000	(2,000)	(2,000)	-20%	-	-50%	-22%
E-Rate Funding	-	184,700	-	184,700	-	317,500	12,400	329,900	-	132,800	12,400	145,200	-	72%	-	79%
Transfer from PC Repmt. Fund	-	3,000	-	3,000	-	3,000	-	3,000	-	-	-	-	-	-	-	-
Transfer from General Fund Balance	-	-	-	-	(155,000)	155,000	-	-	(155,000)	155,000	-	-	-	-	-	-
Transfer from ILS Fund Balance	-	-	85,000	85,000	-	-	50,900	50,900	-	-	(34,100)	(34,100)	-	-	-40%	-40%
<b>Total Income</b>	<b>\$ 2,976,200</b>	<b>\$ 1,043,200</b>	<b>\$ 665,400</b>	<b>\$ 4,684,800</b>	<b>\$ 3,265,800</b>	<b>\$ 1,211,400</b>	<b>\$ 644,400</b>	<b>\$ 5,121,600</b>	<b>\$ 289,600</b>	<b>\$ 168,200</b>	<b>\$ (21,000)</b>	<b>\$ 436,800</b>	<b>10%</b>	<b>16%</b>	<b>-3%</b>	<b>9%</b>
<b>Expense</b>																
Payroll Expenses	\$ 1,101,000	\$ 365,100	\$ 221,600	\$ 1,687,700	\$ 1,186,900	\$ 395,800	\$ 215,100	\$ 1,797,800	\$ 85,900	\$ 30,700	\$ (6,500)	\$ 110,100	8%	8%	-3%	7%
Employee Benefits	598,400	177,700	107,800	883,900	634,500	191,100	103,900	929,500	36,100	13,400	(3,900)	45,600	6%	8%	-4%	5%
Equipment, Furniture & Fixtures	15,000	-	-	15,000	30,000	48,700	-	78,700	15,000	48,700	-	63,700	100%	-	-	425%
Library Materials	304,400	-	-	304,400	332,400	300	-	332,700	28,000	300	-	28,300	9%	-	-	9%
Office Supplies	23,200	13,000	300	36,500	12,500	11,600	3,500	27,600	(10,700)	(1,400)	3,200	(8,900)	-46%	-11%	1067%	-24%
Telecommunications	900	317,900	8,800	327,600	900	317,500	12,400	330,800	-	(400)	3,600	3,200	-	-	41%	1%
Postage	2,500	100	-	2,600	1,400	-	-	1,400	(1,100)	(100)	-	(1,200)	-44%	-100%	-	-46%
Marketing & Promotion	17,700	-	-	17,700	15,300	-	-	15,300	(2,400)	-	-	(2,400)	-14%	-	-	-14%
Advocacy Costs	16,100	-	-	16,100	16,100	-	-	16,100	-	-	-	-	-	-	-	-
Travel	34,800	4,800	700	40,300	39,000	4,300	4,400	47,700	4,200	(500)	3,700	7,400	12%	-10%	529%	18%
Contracts with Libraries	283,700	128,500	-	412,200	305,400	89,900	-	395,300	21,700	(38,600)	-	(16,900)	8%	-30%	-	-4%
Professional Fees	80,000	1,300	2,800	84,100	35,100	1,000	3,200	39,300	(44,900)	(300)	400	(44,800)	-56%	-23%	14%	-53%
Continuing Ed - RCLS Staff	7,000	4,600	2,500	14,100	5,100	5,800	1,800	12,700	(1,900)	1,200	(700)	(1,400)	-27%	26%	-28%	-10%
RCLS Programs	53,200	-	-	53,200	64,200	-	-	64,200	11,000	-	-	11,000	21%	-	-	21%
Membership Dues	4,400	-	100	4,500	5,000	-	200	5,200	600	-	100	700	14%	-	100%	16%
Software/Hardware Maint. & Subs	16,400	10,000	173,800	200,200	51,400	19,100	247,600	318,100	35,000	9,100	73,800	117,900	213%	91%	42%	59%
Cataloging Tools	24,700	-	-	24,700	26,700	-	-	26,700	2,000	-	-	2,000	8%	-	-	8%
Building Repairs & Maint	92,000	17,800	11,500	121,300	121,500	21,200	11,800	154,500	29,500	3,400	300	33,200	32%	19%	3%	27%
Vehicle Maint. & Operation	37,200	2,400	-	39,600	39,300	2,500	-	41,800	2,100	100	-	2,200	6%	4%	-	6%
NYS Aid	243,600	-	-	243,600	323,100	-	-	323,100	79,500	-	-	79,500	33%	-	-	33%
Transfers To Other Funds	20,000	-	135,500	155,500	20,000	102,600	40,500	163,100	-	102,600	(95,000)	7,600	-	-	-70%	5%
<b>Total Expense</b>	<b>\$ 2,976,200</b>	<b>\$ 1,043,200</b>	<b>\$ 665,400</b>	<b>\$ 4,684,800</b>	<b>\$ 3,265,800</b>	<b>\$ 1,211,400</b>	<b>\$ 644,400</b>	<b>\$ 5,121,600</b>	<b>\$ 289,600</b>	<b>\$ 168,200</b>	<b>\$ (21,000)</b>	<b>\$ 436,800</b>	<b>10%</b>	<b>16%</b>	<b>-3%</b>	<b>9%</b>
<b>Net Activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>								

# Ramapo Catskill Library System

## 2023 RCLS Services Fee - 0% Increase

08/15/22 Approved by RCLS Board of Trustees

Library Name	Minimum Fee	2021 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2021 Debt Service Annual Report Question 12.31	2021 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2023 FEE	Service Fee as a % of Total Expenditures	Library	Total 2022 Fee	\$ Change From 2022	% Change From 2022
Albert Wisner Public Library	\$ 1,250	23,647	3.23%	\$ 1,114	\$ -	\$ 1,358,266	2.26%	\$ 781	\$ 3,145	0.23%	WAR	\$ 3,222	\$ (77)	-2%
Blauvelt Free Library	1,250	5,689	0.78%	268	-	819,678	1.37%	471	1,989	0.24%	BLV	1,994	(5)	0%
Chester Public Library	1,250	11,981	1.64%	565	-	643,607	1.07%	370	2,185	0.34%	CHS	2,199	(14)	-1%
Cornwall Public Library	1,250	16,841	2.30%	794	-	1,141,814	1.90%	657	2,700	0.24%	COR	2,722	(22)	-1%
Cragmoor Free Library	1,250	449	0.06%	21	-	66,356	0.11%	38	1,309	1.97%	CRG	1,307	2	0%
Daniel Pierce Library	1,250	6,402	0.87%	302	-	495,658	0.83%	285	1,837	0.37%	GRH	1,806	31	2%
Ellenville Public Library and Museum	1,250	12,869	1.76%	606	-	984,262	1.64%	566	2,422	0.25%	EPL	2,319	103	4%
Ethelbert B. Crawford Public Library	1,250	18,358	2.51%	865	360,063	836,431	1.39%	481	2,596	0.31%	MTC	2,599	(3)	0%
Fallsburg Library	1,250	10,674	1.46%	503	-	316,099	0.53%	182	1,935	0.61%	FBR	1,952	(17)	-1%
Finkelstein Memorial Library	1,250	113,031	15.43%	5,326	-	7,537,526	12.56%	4,335	10,911	0.14%	FML	10,587	324	3%
Florida Public Library	1,250	4,991	0.68%	235	-	457,471	0.76%	263	1,748	0.38%	FPL	1,742	6	0%
Gardiner Library	1,250	5,713	0.78%	269	61,277	262,926	0.44%	151	1,670	0.64%	GAR	1,657	13	1%
Goshen Public Library And Historical Society	1,250	18,063	2.47%	851	497,894	1,556,627	2.59%	895	2,996	0.19%	GOS	3,116	(120)	-4%
Greenwood Lake Public Library	1,250	6,189	0.84%	292	-	1,225,271	2.04%	705	2,246	0.18%	GRL	2,074	172	8%
Haverstraw Kings Daughters Public Library	1,250	32,540	4.44%	1,533	634,494	4,991,607	8.31%	2,871	5,654	0.11%	HAV	5,680	(26)	0%
Highland Falls Library	1,250	3,900	0.53%	184	-	264,532	0.44%	152	1,586	0.60%	HFL	1,563	23	1%
Josephine-Louise Public Library	1,250	6,978	0.95%	329	-	600,103	1.00%	345	1,924	0.32%	WAL	1,933	(9)	0%
Liberty Public Library	1,250	10,650	1.45%	502	150,050	276,435	0.46%	159	1,911	0.69%	LIB	1,934	(23)	-1%
Livingston Manor Free Library	1,250	3,483	0.48%	164	-	181,981	0.30%	105	1,519	0.83%	LIV	1,513	6	0%
Mamakating Library District	1,250	9,915	1.35%	467	20,254	294,695	0.49%	169	1,887	0.64%	MAM	1,869	18	1%
Moffat Library Of Washingtonville	1,250	24,399	3.33%	1,150	698,750	1,145,197	1.91%	659	3,058	0.27%	WAS	3,052	6	0%
Monroe Free Library	1,250	19,737	2.69%	930	90,553	1,295,950	2.16%	745	2,925	0.23%	MFL	2,925	(0)	0%
Montgomery Free Library	1,250	3,814	0.52%	180	-	62,274	0.10%	36	1,466	2.35%	MNG	1,480	(14)	-1%
Nanuet Public Library	1,250	13,468	1.84%	635	-	2,558,127	4.26%	1,471	3,356	0.13%	NAN	3,307	49	1%
New City Free Library	1,250	46,030	6.28%	2,169	-	4,181,156	6.96%	2,404	5,824	0.14%	NWC	6,131	(307)	-5%
Newburgh Free Library	1,250	65,923	9.00%	3,106	-	5,105,805	8.50%	2,936	7,293	0.14%	NFL	7,403	(110)	-1%
Nyack Library	1,250	14,699	2.01%	693	435,875	2,499,480	4.16%	1,437	3,380	0.14%	NYK	3,347	33	1%
Orangeburg Library	1,250	4,568	0.62%	215	-	598,731	1.00%	344	1,810	0.30%	ORG	1,826	(16)	-1%
Palisades Free Library	1,250	827	0.11%	39	-	473,097	0.79%	272	1,561	0.33%	PAL	1,547	14	1%
Pearl River Public Library	1,250	15,564	2.12%	733	-	2,501,776	4.17%	1,439	3,422	0.14%	PRL	3,622	(200)	-6%
Piermont Library District	1,250	2,510	0.34%	118	-	367,362	0.61%	211	1,580	0.43%	PMT	1,618	(38)	-2%
Pine Bush Area Public Library District	1,250	17,023	2.32%	802	11,974	261,442	0.44%	150	2,203	0.84%	PBL	2,207	(4)	0%
Port Jervis Free Library	1,250	17,498	2.39%	825	-	1,011,509	1.68%	582	2,656	0.26%	PTJ	2,698	(42)	-2%
Roscoe Free Library	1,250	2,086	0.28%	98	-	98,303	0.16%	57	1,405	1.43%	ROS	1,403	2	0%
Rose Memorial Library Association	1,250	15,059	2.06%	710	-	499,173	0.83%	287	2,247	0.45%	STP	2,281	(34)	-1%
Sloatsburg Public Library	1,250	3,039	0.41%	143	-	445,071	0.74%	256	1,649	0.37%	SLO	1,652	(3)	0%
Suffern Free Library	1,250	28,617	3.91%	1,348	417,419	2,406,744	4.01%	1,384	3,983	0.17%	SUF	4,058	(75)	-2%
Sunshine Hall Free Library	1,250	2,530	0.35%	119	-	63,805	0.11%	37	1,406	2.20%	ELD	1,407	(1)	0%
Tappan Library	1,250	6,613	0.90%	312	195,081	675,433	1.13%	388	1,950	0.29%	TAP	1,936	14	1%
Thrall Public Library District of Middletown	1,250	54,179	7.39%	2,553	-	3,334,312	5.55%	1,917	5,721	0.17%	MID	5,644	77	1%
Tomkins Cove Public Library	1,250	1,376	0.19%	65	-	218,332	0.36%	126	1,440	0.66%	TCL	1,427	13	1%
Tuxedo Park Library	1,250	3,624	0.49%	171	70,000	628,775	1.05%	362	1,782	0.28%	TUX	1,757	25	1%
Valley Cottage Free Library	1,250	9,107	1.24%	429	-	2,197,537	3.66%	1,264	2,943	0.13%	VCL	2,859	84	3%
Walkkill Public Library	1,250	6,491	0.89%	306	-	330,630	0.55%	190	1,746	0.53%	WAK	1,756	(10)	-1%
West Nyack Free Library	1,250	9,597	1.31%	452	-	1,119,706	1.87%	644	2,346	0.21%	WNY	2,340	6	0%
Western Sullivan Public Library	1,250	10,576	1.44%	498	-	969,928	1.62%	558	2,306	0.24%	WSPL	2,207	99	4%
Woodbury Public Library	1,250	11,353	1.55%	535	-	674,911	1.12%	388	2,173	0.32%	CVL	2,120	53	2%
<b>TOTALS</b>	<b>\$ 58,750</b>	<b>732,670</b>		<b>\$ 34,525</b>	<b>\$ 3,643,684</b>	<b>\$ 60,035,911</b>		<b>\$ 34,525</b>	<b>\$ 127,800</b>	<b>0.21%</b>		<b>\$ 127,800</b>	<b>\$ -</b>	<b>0%</b>

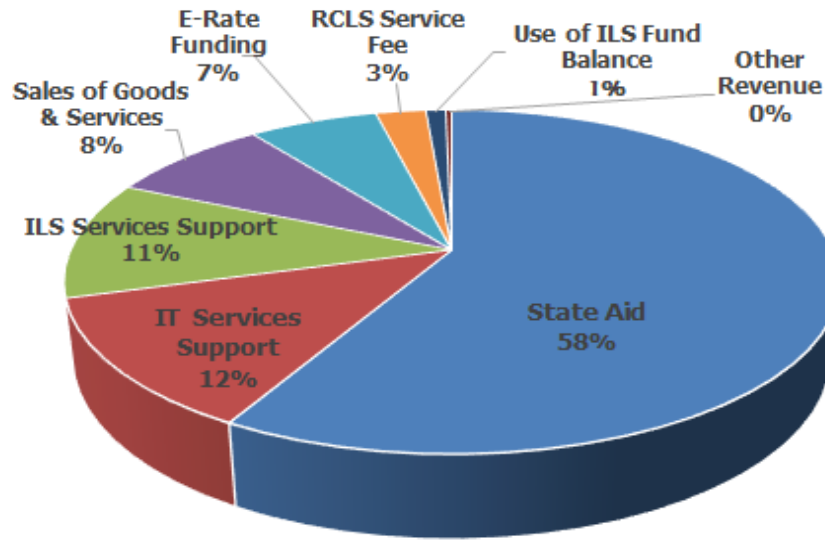
Same as 2022

## 2023 Budget Highlights Reference Guide 09/01/22

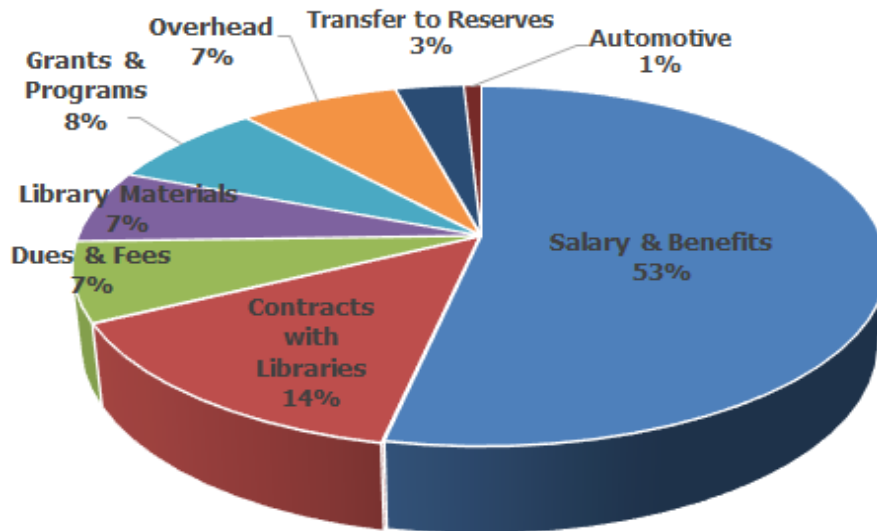
### *The 6 most interesting things about the 2023 RCLS Budget*

1. There is a 0% increase in the RCLS 2023 Service Fee.
2. RCLS restated the 2022 ANSER Budget to reflect IT and ILS Services Support as two separate budgets. This information assists member libraries as they compare 2022 costs to 2023 costs.
3. State Aid to RCLS has increased by \$175,900, State Aid to Member Libraries has increased by \$81,700 and State Aid to Other Agencies has increased by \$33,500. Advocacy works. These funds have allowed RCLS to invest in additional IT security measures and our staff.
4. One security measure in the IT 2023 budget is to help protect member libraries Fully Supported and Hybrid Supported networks. RCLS will purchase and install switches to separate the RCLS supported public and staff network traffic. The switch cost was identified on the 2023 Menu of IT Services as one-time hardware costs. RCLS will now cover that cost.
5. All Telecommunications costs for IT and ILS Services will be covered by E-Rate funds for 2023. The Federal E-Rate program has been modernized, resulting in faster payments.
6. The IT Services, Transfer to the PC/Laptop Replacement Program was suspended in 2022 as the useful life of a PC and Laptop for RCLS purposes was extended from 4-years to 5-years. In 2023, the PC/Laptop Replacement Program costs have been reinstated.





State Aid	\$ 2,977,100
IT Services Support	635,700
ILS Services Support	568,300
Sales of Goods & Services	416,900
E-Rate Funding	329,900
RCLS Service Fee	127,800
Use of ILS Fund Balance	50,900
Other Revenue	15,000
<b>TOTAL REVENUE</b>	<b>\$ 5,121,600</b>



Salary & Benefits	\$ 2,727,300
Contracts with Libraries	726,100
Dues & Fees	362,600
Library Materials	332,700
Grants & Programs	387,300
Overhead	380,700
Transfer to Reserves	163,100
Automotive	41,800
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 5,121,600</b>

# REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

## PREAMBLE

The goal of the RCLS *Path Forward* is to maintain the most secure system-wide technology network for Supported member libraries in the most cost-effective manner. One step to achieving this goal, was to take ANSER operations and split them into ILS Services and IT Services. The 2022 ANSER Budget was restated into 2022 ILS and IT Budgets.

## INCOME

### NYS STATE AID

The 2023 RCLS Budget is based on the same funding as the State approved for 2022 and is \$175,900 more. These additional funds allow RCLS to invest in IT security measures and our staff.

### IT SERVICES SUPPORT

IT Services Support was calculated by taking IT Equipment that RCLS currently supports (ANSER equipment) and applying a 15% reduction to reflect libraries choosing to go IT Independent. The actual IT Services Support will be determined mid-October 2022, after the 2023 Menu of IT Services has been submitted by member libraries on or before the deadline of October 1, 2022. RCLS is committed to supporting IT Services through the *Path Forward* transition period.

### ILS SERVICES SUPPORT

ILS Services Support Costs - Schedule B provides the detailed information, per library, based on the ILS Support formula. This new formula considers a 3-year average of circulation and holdings, and a minimum support amount. ILS Services Support costs have increased by 5% over 2022. MessageBee, a new communication service approved by the Directors' Association, accounts for 2.5% of the increase and the remaining 2.5% represents an increase in operating costs.

### GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases, such as: System-Wide E-Content Pool at \$201,000; Consumer Report Pool at \$37,900; movie licensing at \$16,000; etc. This is where the purchasing power of the consortium provides outstanding return on investments for member libraries. The offsetting expense code is Contracts with Libraries.

RCLS IT Services are intended for Fully Supported and Hybrid Supported libraries. As such, less equipment purchases and RCLS labor has been budgeted. Envisionware costs have moved from Goods & Services to the IT Services Support line.

ILS Goods & Services consists of two pass-through purchases: Hoopla Connector at \$5,800 and SymphonyWeb licenses at \$5,000.

# REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

## RCLS SERVICE FEE

With the increase in State Aid, the RCLS Board is proud to present a 0% increase in the RCLS Service Fee.

## E-RATE FUNDING

The amount collected annually for E-Rate is applied against future telecommunications billed to member libraries. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet. The Federal E-Rate Program has been modernized which resulted in RCLS receiving E-Rate funds ten months sooner. All IT & ILS Telecommunications expenses will be covered by E-Rate for 2023.

## TRANSFER FROM FUND BALANCE

RCLS has budgeted the use of \$155,000 to support IT Services during this transition year.

The Director's Association approved the purchase and installation of ASPEN, a new discovery layer for the catalog, at a cost of \$78,000 from the ILS Fund Balance. Some of that cost was incurred in 2022 and \$50,900 is slated for 2023.

## EXPENSES

### PAYROLL EXPENSES

The allocation of RCLS Payroll to ANSER was unchanged for the past 10 years or more. The table below details the new Payroll allocation for General, IT Services and ILS Services. RCLS has a total of 27 Full Time Equivalents (FTE): 19 FTE are General; 5.0 FTE are IT Services and 2.6 FTE are ILS Services. The Executive Director's salary was removed from ILS Services resulting in a (\$6,500) reduction in ILS Payroll from 2022.

Job Title	General	IT Services	ILS Services
Executive Director	95%	5%	0%
Fiscal Officer	80%	10%	10%
Asst. Fiscal Officer	30%	45%	25%
Software Analyst and Admin.	5%	0%	95%
Software Support Specialist	10%	20%	70%
IT Manager and Network Admin.	18%	57%	25%
Assistant Network Administrator	3%	67%	30%
IT and Network Specialist	0%	100%	0%
IT Services Coordinator	0%	100%	0%
IT Services Technician	0%	100%	0%
<b>% of Total Payroll</b>	<b>66%</b>	<b>22%</b>	<b>12%</b>



# REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

## EMPLOYEE BENEFITS

Benefits are budgeted to increase by \$46,900 or 6% overall, almost entirely due to health insurance. Benefits are allocated to IT Services and ILS Services based on the percentage of total payroll for each Service.

### HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by \$46,000 for active employees. A 10% increase in premiums and employee utilization is expected.

### RETIREMENT

A small decrease is budgeted to bring it in line with actual expenses.

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

A new VOIP phone system and multi-year maintenance at \$30,000.

The purchase of switches to secure the RCLS supported network at \$48,700.

## LIBRARY MATERIALS

Central Library Development Aid (CLDA) and Central Book Aid (CBA) has been combined into Central Library Service Aid (CLSA) by the Division of Library Development and has increased by \$28,000. These funds now total \$332,400 and support library services and library material as recommended by the System Services Committee.

## OFFICE SUPPLIES

As well as typical office supplies, PC's, laptops, and equipment costing under \$2,500 are budgeted in this expense line. The overall budget has decreased by (\$8,900).

## TELECOMMUNICATIONS

This expense is primarily the cost of the private fiber network. E-Rate funds will cover all Telecommunications expenses for ILS Services and IT Services in 2023. The slight increase of \$3,200 is the result of increasing bandwidth.

## TRAVEL

RCLS is anticipating travel and in-person meetings next year. The increase in General Travel is due to the ALA Mid-Winter Conference in 2023. The increase in ILS Travel is for the new Software Analyst & Administrator to attend the NYLA Conference and PULISDO Conference.

## CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes \$201,000 for the E-Content Pool and \$104,400 of other pass-through purchases such as the Database Pool, movie licenses, and other coordinated purchases. The IT Services has decreased as RCLS expects pass-through purchases of IT equipment to reduce.

## REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

### PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, Propay Fees and CPA audit costs. The (\$44,900) reduction in this line is because the cost of original cataloging is no longer an outsourced service and there is no cost for the RCLS website redesign in the 2023 budget.

### CONTINUING ED – RCLS Staff

Continuing Education expense has decreased by (\$1,400).

### RCLS PROGRAMS

This line shows a large increase of 21%. Initiatives this year include:

- Equity, Diversity & Inclusion Initiative at \$10,000
- Legal Support to Libraries at \$10,000
- Minisink Valley Public Library Initiative at \$17,500
- Sustainability Initiative at \$5,700

In addition, another \$7,600 was added to the Adult Services programs to focus on cyber security and IT training. The Total RCLS Program budget increased to \$64,200.

### SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts under \$2,500. The General side shows a \$35,000 increase which will support a SonicWall cyber security tool, another critical step in securing the network.

IT Services costs have increased \$9,100 due to a new SonicWall General Management System and a 3-year renewal of the Teamviewer software, necessary tools to secure and manage the network.

ILS Services costs includes the SirsiDynix annual software licensing agreement/maintenance at \$128,300, and other annual maintenance contracts of \$47,400. The \$73,800 increase is due to the ASPEN Discovery layer, being paid for with ILS Fund Balance, and the new MessageBee Service.

### 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. Utilities are budgeted to increase by only \$900.

## **REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS**

### **OTHER OPERATION & MAINTENANCE**

Includes the following: trash removal, cleaning the building, groundskeeping, 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 \$10,500 and painting/repairing the exterior at \$25,000

### **NYS Aid**

The \$79,500 increase is a result of RCLS recognizing the full State Aid for County Jails and State Correction Facilities. Previously, RCLS only budgeted what was needed to cover payroll relating to these services. This year we are budgeting the full amount of State Aid, as we do with all other State Aid lines.

### **TRANSFER TO OTHER FUNDS**

The IT Services, Transfer to the PC/Laptop Replacement Program was suspended in 2022 as the useful life of a PC and Laptop was extended for RCLS purposes from 4-years to 5-years. In 2023, the Replacement Program costs have been reinstated.

The ILS Services, Transfer to ILS Capital Fund has been reduced to \$40,500 in 2023. In November, the ANSER Capital Fund will be separated into the ILS Capital Fund and IT Capital Fund. Until the funds are separated, funding has been reduced.

Transfer to the RCLS Capital Vehicle Fund remains the same at \$20,000. The purpose of this is to support replacements of the six RCLS Delivery Service vans on a rotating schedule.



RAMAPO  
CATSKILL  
LIBRARY  
SYSTEM

## 2023 Budget Ballot

The Board of Trustees of the \_\_\_\_\_  
Library on this day \_\_\_\_\_ of \_\_\_\_\_ 2022 approved a  
resolution to

accept

not to accept

the Ramapo Catskill Library System 2023 Budget, as presented.

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Board President *(signature)*

Please return by 4 p.m.

**Monday, November 14, 2022**

to

Grace Riario, Executive Director  
Ramapo Catskill Library System