

**Cornwall Public Library
Board of Trustees**

November 14, 2019
7:00 PM Regular Meeting Agenda

I. Roll

II. Approval of the minutes –October 10, 2019 meeting; Approval of Minutes of Oct 22

III. Financial Review

- a. Approval of warrant #4

IV. Public Remarks

V. Communications/Donations

- a. Vote to accept Donations

VI. Director's Report

See Google docs

VII. Committee Reports

- a. Finance Committee
- b. Policy Committee
 - 1. Vote on: Ipad & Laptop Lending Services
 - Types of Libraries
 - Exhibit & Display Policy
- c. Building Committee
 - 1. Lighting Bids
- d. Garden Committee
- e. Friends
- f. Personnel Committee

VIII. Unfinished Business

- a. Vote to Accept RCLS Budget

IX. New Business

- a. Philosophy on Tax Cap & Long Term Vision
- b. Board meeting dates for 2020
- c. There is a surge protector attached to the electrical panel. I am wondering if we can have it tested?

X. Adjournment

Next Regular Board Meeting: December 12, 2019 6:30 p.m.

**Cornwall Public Library
Board of Trustees Meeting**

November 14, 2019

7:00 to 9:00 PM

Minutes

Meeting was called to order by Amy Cordisco at 7:01 PM

I. Roll:

Trustees Present: Amy Cordisco, Carol Stein , Susanne Vondrak, Melissa Greaves-Kulisek, John Wells, Stephanie Wolf, Meghann Chyla, Charlotte Dunaief, Library Director
Emily Milton, Treasurer

Also present: Library staff member Ellen Winchell (minutes)

II. **Approval of the Minutes:** A motion to approve the Board of Trustee Minutes of October 10, 2019, as amended, was made by Carol Stein, seconded by Meghann Chyla, and unanimously approved. A motion to approve the Board of Trustee Minutes of October 22, 2019 as amended, made by Meghann Chyla, seconded by Stephanie Wolf, and unanimously approved.

III. **Financial Review:** The Finance committee met on November 13, 2019. A motion to approve Warrant #4 in the amount of \$98,702.70 was made by Susanne Vondrak, seconded by Carol Stein, and was unanimously approved.

IV. **Public Remarks:** None

V. **Communications and Donations:**

- a. **Communications:** Steven Weir wrote a note of thanks regarding Brenda Goldfarb and a recent program she organized.
- b. **Donations:** \$50 was received from Dr. Barry John Capella, through the Fidelity Charitable Gift Fund, and the Janet Goodrich Memorial Fund. We received a donation of several pieces of Nita Klein's art work. A motion to approve the \$50.00 donation and Nita Klein's art work, was made by Melissa Greaves-Kulisek, and seconded by Meghann Chyla, and was unanimously approved.

VI. **Director's Report:** See written report. Library to be closed Dec. 6th for staff training.

VII. **Committee Reports:**

December 9, 2019

- a. **Finance Committee:** Committee is continuing to develop the monthly reporting, especially the funds from the Friends. The Good Idea Fund balance was also discussed.
 - b. **Policy Committee:** Committee has created a “Policy Folder” in the Trustee Google Drive to highlight policies to be reviewed each month and the proposed changes. Last month the committee updated the Ipad and Laptop lending policy and the Exhibit and Display Policy. A motion to approve the new Ipad and Laptop policy was made by Stephanie Wolf, seconded by Melissa Greaves-Kulisek, and was unanimously approved. A motion to approve the new Exhibit and Display Policy was made by Susanne Vondrak, and seconded by Carol Stein, and was unanimously approved. A motion to approve the Types of Libraries statement was made by Melissa Greaves-Kulisek, seconded by Stephanie Wolf and was unanimously approved. Amended policies for Homebound Delivery Request Form and Policy, Public Relations & Communications, and Tutoring Policy and Permission Form are to be reviewed by the Board for vote approval next month.
 - c. **Building and Grounds Committee:** The bid for replacing the library entrance doors has been approved; delivery and installation have yet to be determined. Three different bids for converting the outdoor building fixtures have been received. Charlotte requested some changes and the bids will be resubmitted. SAM grant paperwork will be submitted once both projects are complete. The Committee will schedule a meeting in December with the architect to draw up the bid documents for converting the indoor lighting to LED, to officially begin the project.
 - d. **Garden Committee:** Stephanie met with the Boy Scout, Ben Harrell, whose Eagle Scout project will be widening the path from the parking lot to the Youth Services side portico, to make it handicapped accessible. He is submitting his project to the Council for approval.
 - e. **Friends:** No Report
 - f. **Personnel Committee:** The Committee met with Charlotte to review scheduling. The Holiday section in the Employee Handbook was reviewed and clarified. The Library is closed for eight official holidays. The benefit goes to all full time employees.
- VIII. **Unfinished Business:** A motion to accept the RCLS 2020 Operating Budget was made by Susanne Vondrak, seconded by Stephanie Wolf, and was unanimously approved.

IX. **New Business:**

December 9, 2019

- a. Philosophy on Tax Cap & Long Term Vision: Discussion was had about potentially exceeding the tax cap due to the mandatory minimum wage increase. 60 % voter approval of the budget would be required to pass the budget if the tax cap is exceeded. Alternatives, such as cutting hours or closing on Sundays was discussed. Fines vs. Revenue was also revisited. A budget strategy must be planned in January. The 2020 Budget vote was scheduled for April 21, 2020.
 - b. Board meeting dates for 2020: A motion to accept the proposed Board of Trustees meeting dates for 2020 made by Meghann Chyla, seconded by Carol Stein, and unanimously approved.
- X. **Adjournment:** Motion to adjourn the Board Meeting at 8:20 PM, was made by Stephanie Wolf, seconded by Susanne Vondrak and was unanimously approved.

Next Regular Board Meeting Thursday, December 12, 2019 at 6:30PM. The Friends of the Cornwall Public Library are invited for a short presentation and holiday fare.

Cornwall Public Library
Warrant # 4
As of October 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Alison Klein						
Bill	10/28/2019	Prg 11-20-19	Yoga Rocks - 11-20-19	437.4 · Prof fees-Juvenile	Unpaid	40.00
Total Alison Klein						40.00
Angie Fiorentino						
Bill	10/28/2019	Bi-Lin Story Time	Children Program	437.4 · Prof fees-Juvenile	Unpaid	160.00
Total Angie Fiorentino						160.00
Barron's						
Bill	10/21/2019	1 year renewal	1 year renewal - Acct 120500797375 12/30/20	413.6 · Serials	Unpaid	239.88
Total Barron's						239.88
Benninger Landscaping LTD						
Bill	10/21/2019	23412	October's Maintenance - #23412	469 · Service Contracts	Paid	800.00
Total Benninger Landscaping LTD						800.00
Blackstone Publishing						
Bill	10/21/2019	1144797	1144797	-SPLIT-	Unpaid	323.89
Bill	10/31/2019	1146265	1146265	-SPLIT-	Unpaid	26.94
Bill	10/31/2019	1147328	1147328	-SPLIT-	Unpaid	240.63
Total Blackstone Publishing						591.46
Brodart Co. - Juv						
Bill	10/21/2019	B5789775	B5789775	410.5 · Juvenile Non Fiction	Unpaid	15.58
Bill	10/21/2019	B5789786	B5789786	-SPLIT-	Unpaid	58.88
Bill	10/21/2019	B5789744	B5789744	410.4 · Juvenile Fiction	Unpaid	22.86
Bill	10/21/2019	B5789745	B5789745	410.4 · Juvenile Fiction	Unpaid	8.79
Bill	10/21/2019	B5790074	B5790074	410.5 · Juvenile Non Fiction	Unpaid	3.59
Bill	10/21/2019	B5789993	B5789993	-SPLIT-	Unpaid	171.78
Bill	10/21/2019	B5790069	B5790069	-SPLIT-	Unpaid	96.85
Bill	10/21/2019	B5790075	B5790075	410.4 · Juvenile Fiction	Unpaid	59.30
Bill	10/21/2019	B5789789	B5789789	-SPLIT-	Unpaid	133.93
Bill	10/21/2019	B5789944	B5789944	-SPLIT-	Unpaid	70.23
Bill	10/21/2019	B5789746	B5789746	410.5 · Juvenile Non Fiction	Unpaid	7.14
Bill	10/21/2019	B5789764	B5789764	410.5 · Juvenile Non Fiction	Unpaid	15.80
Bill	10/21/2019	B5780836	B5780836	410.5 · Juvenile Non Fiction	Unpaid	8.79
Bill	10/21/2019	B5777802	B5777802	410.4 · Juvenile Fiction	Unpaid	10.49
Bill	10/21/2019	B578639	B578639	410.4 · Juvenile Fiction	Unpaid	7.79
Bill	10/21/2019	B5788567	B5788567	410.4 · Juvenile Fiction	Unpaid	4.94
Bill	10/21/2019	B5791209	B5791209	410.4 · Juvenile Fiction	Unpaid	30.75
Bill	10/28/2019	B5799272	B5799272	410.5 · Juvenile Non Fiction	Unpaid	24.42
Bill	10/28/2019	B5799018	B5799018	-SPLIT-	Unpaid	26.81
Bill	10/28/2019	B5798854	B5798854	-SPLIT-	Unpaid	526.54
Bill	10/28/2019	B5798885	B5798885	410.4 · Juvenile Fiction	Unpaid	95.41
Bill	10/28/2019	B5799259	B5799259	-SPLIT-	Unpaid	105.54
Bill	10/28/2019	B5798866	B5798866	-SPLIT-	Unpaid	55.44
Bill	10/28/2019	B5799019	B5799019	410.4 · Juvenile Fiction	Unpaid	4.39
Bill	10/28/2019	B5799234	B5799234	410.4 · Juvenile Fiction	Unpaid	20.23
Bill	10/31/2019	B5801612	B5801612	410.4 · Juvenile Fiction	Unpaid	15.80
Bill	10/31/2019	B5803271	B5803271	410.4 · Juvenile Fiction	Unpaid	14.95
Bill	10/31/2019	B5803270	B5803270	410.4 · Juvenile Fiction	Unpaid	11.54
Bill	10/31/2019	B5803272	B5803272	410.5 · Juvenile Non Fiction	Unpaid	3.59
Total Brodart Co. - Juv						1,632.15
Brodart Co. -Supplies						
Bill	10/21/2019	Inv 542063	Inv 542063	430.1 · Library supplies	Unpaid	236.31
Total Brodart Co. -Supplies						236.31
Cengage Learning/Gale						
Bill	10/21/2019	Inv 68741882	Inv 68741882	410.11 · Adult Fiction Standing ...	Unpaid	23.19
Bill	10/21/2019	Inv 68758785	Inv 68758785	410.11 · Adult Fiction Standing ...	Unpaid	20.79
Bill	10/21/2019	Inv 68672451	Inv 68672451	-SPLIT-	Unpaid	243.92
Bill	10/21/2019	Inv 68704442	Inv 68704442	410.11 · Adult Fiction Standing ...	Unpaid	54.74
Bill	10/28/2019	Inv 68782607	Inv 68782607	410.21 · Adult Non-Fiction Stan...	Unpaid	90.74
Bill	10/31/2019	Inv 68788953	Inv 68788953	410.21 · Adult Non-Fiction Stan...	Unpaid	24.00
Total Cengage Learning/Gale						457.38
Central Hudson Gas & Electric Corp						
Bill	10/31/2019	8661-0120-00-7	8661-0120-00-7 Period Covering 9-25-19-10...	450 · Fuel/Utilities	Unpaid	1,815.76
Total Central Hudson Gas & Electric Corp						1,815.76
Charlotte Dunaief						

Cornwall Public Library
Warrant # 4
As of October 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	10/31/2019	Employee Reimburse	Mileage and Office Supply	435 · Travel/Conference	Unpaid	79.80
Total Charlotte Dunaief						79.80
Cornwall Public Library - Payroll						
Bill	10/07/2019	Pay Per End 10-4-19	Payroll Ending 10.4.19 Pay Date 10.11.19	1012 · OBT Payroll Checking	Paid	18,471.79
Bill	10/22/2019	Pay Per End 10-18-19	Payroll Ending 10.18.19 Payroll Ending 10.2...	1012 · OBT Payroll Checking	Paid	18,381.32
Total Cornwall Public Library - Payroll						36,853.11
Cornwall Public Library - Trust & Agency						
Bill	10/07/2019	Payroll End 10-4-19	Payroll Ending 10.4.19 Pay Date 10.11.19	1003 · Due from Trust & Agency	Paid	8,612.99
Bill	10/15/2019	Health Insurance	October Health Insurance	1003 · Due from Trust & Agency	Paid	9,500.00
Bill	10/22/2019	Payroll End 10-18-19	Payroll Ending 10.18.19 Payroll Ending 10.2...	1003 · Due from Trust & Agency	Paid	8,589.87
Total Cornwall Public Library - Trust & Agency						26,702.86
D-Ben Security Systems, Inc.						
Bill	10/28/2019	Inv 5439	Inv 5439 Alphanumeric Key Pad	469 · Service Contracts	Unpaid	381.85
Total D-Ben Security Systems, Inc.						381.85
Elizabeth Fisher						
Bill	10/31/2019	Empl Reimburse	Mileage Reimbursement	435 · Travel/Conference	Unpaid	4.40
Bill	10/31/2019	Empl Reimburse	Mileage Reimbursement	435 · Travel/Conference	Unpaid	15.93
Total Elizabeth Fisher						20.33
Findaway World, LLC						
Bill	10/31/2019	300950	300950	-SPLIT-	Unpaid	429.67
Bill	10/31/2019	300949	300949	412.32 · E-Audiobooks -- Adult	Unpaid	71.24
Total Findaway World, LLC						500.91
Foreign Affairs						
Bill	10/21/2019	1 year renewal	1 year renewal 2021 Acct 2086651540	413.6 · Serials	Unpaid	29.95
Total Foreign Affairs						29.95
Hannaford Bros. Co.						
Bill	10/21/2019	10.4-19 Purchases	10.4-19 Purchases	430.30 · Adult	Unpaid	14.27
Bill	10/21/2019	10.9-19 Purchases	10.9-19 Purchases	430.30 · Adult	Unpaid	13.55
Bill	10/31/2019	10.31-19 Purchases	10.31-19 Purchases	430.30 · Adult	Unpaid	11.85
Bill	10/31/2019	10.20-19 Purchases	10.20-19 Purchases	430.32 · Juvenile	Unpaid	14.99
Bill	10/31/2019	10.29-19 Purchases	10.29-19 Purchases	430.30 · Adult	Unpaid	6.26
Total Hannaford Bros. Co.						60.92
Ingram Library Services						
Bill	10/21/2019	42226275	42226275	-SPLIT-	Unpaid	125.89
Bill	10/21/2019	42226276	42226276	-SPLIT-	Unpaid	15.70
Bill	10/21/2019	42227139	42227139	-SPLIT-	Unpaid	60.10
Bill	10/21/2019	42183814	42183814	-SPLIT-	Unpaid	51.68
Bill	10/21/2019	422210297	422210297	-SPLIT-	Unpaid	77.56
Bill	10/21/2019	42170268	42170268	-SPLIT-	Unpaid	46.78
Bill	10/21/2019	421148792	421148792	-SPLIT-	Unpaid	823.99
Bill	10/21/2019	42155416	42155416	-SPLIT-	Unpaid	6.79
Bill	10/28/2019	42307635	42307635	-SPLIT-	Unpaid	238.70
Bill	10/28/2019	42345279	42345279	-SPLIT-	Unpaid	51.06
Bill	10/28/2019	42363243	42363243	-SPLIT-	Unpaid	47.21
Bill	10/28/2019	42334417	42334417	-SPLIT-	Unpaid	6.19
Bill	10/28/2019	42345278	42345278	-SPLIT-	Unpaid	89.08
Bill	10/28/2019	42288088	42288088	-SPLIT-	Unpaid	84.53
Bill	10/31/2019	42467331	42467331	-SPLIT-	Unpaid	129.43
Bill	10/31/2019	42442705	42442705	-SPLIT-	Unpaid	87.26
Bill	10/31/2019	42442704	42442704	-SPLIT-	Unpaid	122.29
Bill	10/31/2019	423999808	423999808	-SPLIT-	Unpaid	21.75
Bill	10/31/2019	42399807	42399807	-SPLIT-	Unpaid	54.60
Bill	10/31/2019	42374589	42374589	-SPLIT-	Unpaid	402.26
Total Ingram Library Services						2,542.85
John Kramer						
Bill	10/31/2019	7	Building Maintenance	452 · Repairs to Building	Unpaid	1,125.00
Total John Kramer						1,125.00
Library Ideas						
Bill	10/31/2019	Inv 72587	Inv 72587	410.5 · Juvenile Non Fiction	Unpaid	72.84
Total Library Ideas						72.84

Cornwall Public Library
Warrant # 4
As of October 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Lock Around the Clock						
Bill	10/21/2019	Nov. 2019	November 2019 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Magna5						
Bill	10/31/2019	5212573	5212573	431 · Telephone	Unpaid	541.22
Total Magna5						541.22
Marangi Disposal						
Bill	10/21/2019	Inv 9A102231	October's Service - Inv 9A102231	469 · Service Contracts	Paid	122.40
Total Marangi Disposal						122.40
Martha M. LaVallee						
Bill	10/28/2019	Book Snack	3 Session from 9-30,10/28, 11/25	437.4 · Prof fees-Juvenile	Unpaid	300.00
Total Martha M. LaVallee						300.00
Meaghan Doyle						
Bill	10/31/2019	Empl Reimburse	Mileage	435 · Travel/Conference	Unpaid	38.39
Total Meaghan Doyle						38.39
Mother Earth News						
Bill	10/28/2019	010010939002	1 year renewal Exp 1/1/21	413.6 · Serials	Unpaid	17.00
Total Mother Earth News						17.00
Newburgh Free Library						
Bill	10/28/2019	Lost Book Fee	Pinkalicious - Puptastic 32847008107308	2082 · Library Fines	Unpaid	4.00
Total Newburgh Free Library						4.00
News of the Highlands, Inc						
Bill	10/31/2019	C003413	C003413 1 Year Renewal	413.6 · Serials	Unpaid	40.00
Total News of the Highlands, Inc						40.00
Olympic Electric						
Bill	10/21/2019	6570	6570	452 · Repairs to Building	Unpaid	3,435.80
Total Olympic Electric						3,435.80
P & P Quick Copy Center						
Bill	10/31/2019	Inv 202053	500 3X5 F/B	430.1 · Library supplies	Unpaid	69.00
Total P & P Quick Copy Center						69.00
Pamela A Hawks						
Bill	10/31/2019	Employee Reimburse	Travel RCLS Workshop	430.3 · Program supplies	Unpaid	35.96
Total Pamela A Hawks						35.96
Pat Parker						
Bill	10/28/2019	4 Storytimes	Pajama Story Time 4 Session 9/16 to 12/9 ...	437.5 · Prof fees-SRP	Unpaid	280.00
Total Pat Parker						280.00
Paychex, Inc.						
Bill	10/01/2019	20569124	41 Employee Usage \$4/EA & Mobile \$1/EA f...	437.1 · Prof fees-Office	Paid	205.00
Bill	10/21/2019	2019103100	Small Business Package Payroll Processing ...	437.1 · Prof fees-Office	Paid	602.62
Total Paychex, Inc.						807.62
RCLS						
Bill	10/21/2019	27987 4QTR-econtent	4th Quarter e-content - 27987	410.13 · e-Content Consortia	Unpaid	1,628.28
Bill	10/21/2019	28092	4th QTR Consumer Rpt	413.3 · Reference-Adult electroni	Unpaid	224.84
Bill	10/21/2019	28040	4th Qtr/ Anser Fees and Telecom Charges	-SPLIT-	Unpaid	13,008.66
Total RCLS						14,861.78
Rosaleen Leahy						
Bill	10/31/2019	Employee Reimburse	Mileage	435 · Travel/Conference	Unpaid	57.04
Total Rosaleen Leahy						57.04
Sports Illustrated						
Bill	10/31/2019	3620368237	1 Year Renewal - 3620368237	413.6 · Serials	Unpaid	20.00
Total Sports Illustrated						20.00
The Magazine Antiques						

Cornwall Public Library
Warrant # 4
As of October 31, 2019

Type	Date	Num	Memo	Split	Paid	Amount
Bill	10/21/2019	1 Yr Renewal	0004652525	413.6 · Serials	Unpaid	29.95
Total The Magazine Antiques						29.95
Toshiba Financial Services						
Bill	10/31/2019	Inv 398172635	Service for 10-16-19 to 11-6-19	469 · Service Contracts	Unpaid	649.88
Total Toshiba Financial Services						649.88
United A/C Refrigeration, Inc						
Bill	10/31/2019	420637	Date of Service 10/16/19	469 · Service Contracts	Unpaid	664.50
Total United A/C Refrigeration, Inc						664.50
Valerie LoSardo						
Bill	10/31/2019	Employee Reimb.	Mileage	435 · Travel/Conference	Unpaid	50.82
Total Valerie LoSardo						50.82
Vanguard Cleaning Systems of the HV						
Bill	10/21/2019	31588	October Monthly Service	469 · Service Contracts	Unpaid	1,190.00
Bill	10/31/2019	31860	trash can liners	451 · Custodial Supplies	Unpaid	78.74
Total Vanguard Cleaning Systems of the HV						1,268.74
Verizon						
Bill	10/21/2019	652-121-949-0001-81	October's Monthly Services	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	10/21/2019	9839254450	October 2019	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08
W.B. Mason						
Bill	10/21/2019	203702690	203702690	430.2 · Office supplies	Unpaid	30.93
Bill	10/21/2019	203733385	203733385	-SPLIT-	Unpaid	171.08
Bill	10/21/2019	203359295	203359295	-SPLIT-	Unpaid	166.28
Bill	10/21/2019	203360536	203360536	430.2 · Office supplies	Unpaid	28.99
Bill	10/21/2019	203430413	203430413	430.2 · Office supplies	Unpaid	8.49
Bill	10/21/2019	203453516	203453516	430.2 · Office supplies	Unpaid	4.89
Bill	10/31/2019	204219720	204219720	-SPLIT-	Unpaid	339.01
Bill	10/31/2019	204269702	204269702	430.2 · Office supplies	Unpaid	66.51
Total W.B. Mason						816.18
TOTAL						98,702.70

Cornwall Public Library
Profit & Loss by Class
July through October 2019

	10/31/19 balance= \$187,692.14	10/31/19 balance= \$21,050.22	10/31/19 balance= \$0.00				
	Total Capital Fund (Inc. Grants)	Good Idea Fund	Arts Mid-Hudson Regrant Funds (Operating)	Friends (Operating)	Operating - Other (Operating)	Total Operating	TOTAL
Income							
2002 · Local Public Funds	0.00	0.00	0.00	0.00	615,438.00	615,438.00	615,438.00
2082 · Library Fines	0.00	0.00	0.00	0.00	9,247.60	9,247.60	9,247.60
2401 · Income from Investments	49.18	0.00	0.00	0.00	82.85	82.85	132.03
2706 · Gifts & Endowments	0.00	25.00	0.00	4,719.59	5,032.05	9,751.64	9,776.64
2760 · Grants	81,450.00	0.00	625.00	0.00	0.00	625.00	82,075.00
3840 · RCLS	0.00	0.00	0.00	0.00	4,444.20	4,444.20	4,444.20
Total Income	81,499.18	25.00	625.00	4,719.59	634,244.70	639,589.29	721,113.47
Gross Profit	81,499.18	25.00	625.00	4,719.59	634,244.70	639,589.29	721,113.47
Expense							
141 · Salary-Certified Librarian	0.00	0.00	0.00	0.00	79,059.88	79,059.88	79,059.88
142 · Salary-Clerical	0.00	0.00	0.00	0.00	146,218.32	146,218.32	146,218.32
143 · Salary-Treasurer	0.00	0.00	0.00	0.00	1,730.79	1,730.79	1,730.79
203b · Capital Equipment	0.00	0.00	0.00	0.00	615.00	615.00	615.00
410 · Books	0.00	0.00	0.00	0.00	23,268.91	23,268.91	23,268.91
412 · Video/Music/Books on Tape	0.00	0.00	0.00	0.00	5,765.36	5,765.36	5,765.36
413 · Serials/Reference	0.00	0.00	0.00	0.00	3,680.23	3,680.23	3,680.23
430 · Supplies							
430.1 · Library supplies	0.00	0.00	0.00	0.00	978.68	978.68	978.68
430.2 · Office supplies	0.00	0.00	0.00	778.24	1,912.40	2,690.64	2,690.64
430.3 · Program supplies	0.00	0.00	0.00	1,037.68	1,137.70	2,175.38	2,175.38
Total 430 · Supplies	0.00	0.00	0.00	1,815.92	4,028.78	5,844.70	5,844.70
431 · Telephone	0.00	0.00	0.00	0.00	2,907.06	2,907.06	2,907.06
433 · Postage	0.00	0.00	0.00	0.00	196.72	196.72	196.72
434 · Publicity & Printing	0.00	0.00	0.00	0.00	2,045.40	2,045.40	2,045.40
435 · Travel/Conference	0.00	0.00	0.00	0.00	1,434.87	1,434.87	1,434.87
437 · Professional Fees							
437.1 · Prof fees-Office	0.00	0.00	0.00	0.00	5,133.62	5,133.62	5,133.62
437.2 · Prof fees-Adult programs	0.00	0.00	1,725.00	725.00	842.00	3,292.00	3,292.00
437.3 · Prof fees-YA programs	0.00	0.00	0.00	150.00	0.00	150.00	150.00
437.4 · Prof fees-Juvenile	0.00	0.00	0.00	0.00	500.00	500.00	500.00
437.5 · Prof fees-SRP	0.00	0.00	0.00	0.00	520.00	520.00	520.00
437 · Professional Fees - Other	0.00	0.00	0.00	250.00	0.00	250.00	250.00
Total 437 · Professional Fees	0.00	0.00	1,725.00	1,125.00	6,995.62	9,845.62	9,845.62
440 · Contracts w/ Books Co.	0.00	0.00	0.00	0.00	511.25	511.25	511.25
450 · Fuel/Utilities	0.00	0.00	0.00	0.00	7,766.50	7,766.50	7,766.50
451 · Custodial Supplies	0.00	0.00	0.00	0.00	941.59	941.59	941.59
452 · Repairs to Building	7,024.25	1,274.20	0.00	0.00	4,154.15	4,154.15	12,452.60
454 · Building Insurance	0.00	0.00	0.00	0.00	3,111.00	3,111.00	3,111.00
455 · RCLS ANSER & Telecommunicati	0.00	0.00	0.00	0.00	26,017.32	26,017.32	26,017.32
469 · Service Contracts	0.00	0.00	0.00	0.00	15,549.11	15,549.11	15,549.11
800 · Capital Expenditure	10,840.00	0.00	0.00	0.00	0.00	0.00	10,840.00
9010.8 · Retirement	0.00	0.00	0.00	0.00	-71.26	-71.26	-71.26
9030.8 · FICA/Medicare Expense	0.00	0.00	0.00	0.00	19,805.89	19,805.89	19,805.89
9090.8 · Health Insurance	0.00	0.00	0.00	0.00	32,257.04	32,257.04	32,257.04
Total Expense	17,864.25	1,274.20	1,725.00	2,940.92	387,989.53	392,655.45	411,793.90
Net Income	63,634.93	-1,249.20	-1,100.00	1,778.67	246,255.17	246,933.84	309,319.57

Cornwall Public Library
Profit & Loss by Class
July 2017 through October 2019

	Site Sign SAM Grant (Grants)	DASNY #7919 GEN/ELEC/LGT (Grants)	DASNY/SAM #9095 - roof (Grants)	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
Income						
EXPECTED FUNDS (not yet received)	50,000.00	9,050.00	200,000.00	259,050.00	513,009.16 *	772,059.16
2401 - Income from Investments	0.00	0.00	0.00	0.00	615.43	615.43
2760 - Grants	0.00	81,450.00	0.00	223,688.00	0.00	223,688.00
Total Income	50,000.00	90,500.00	200,000.00	432,738.00	513,624.59	946,362.59
Gross Profit	50,000.00	90,500.00	200,000.00	432,738.00	513,624.59	946,362.59
Expense						
203b - Capital Equipment	0.00	0.00	0.00	352.98	9,700.27	10,053.25
430.2 - Office supplies	0.00	0.00	0.00	285.12	0.00	285.12
430.3 - Program supplies	0.00	0.00	0.00	145.65	0.00	145.65
430 - Supplies - Other	0.00	0.00	0.00	12,000.00	0.00	12,000.00
Total 430 - Supplies	0.00	0.00	0.00	12,430.77	0.00	12,430.77
431 - Telephone	0.00	0.00	0.00	3,594.94	0.00	3,594.94
452 - Repairs to Building	0.00	0.00	9,561.50	9,561.50	0.00	9,561.50
469 - Service Contracts	0.00	0.00	253.75	253.75	0.00	253.75
800 - Capital Expenditure	0.00	0.00	140,015.90	265,875.21	245,052.56	510,927.77
Total Expense	0.00	0.00	149,831.15	292,069.15	254,752.83	546,821.98
Net Income	50,000.00	90,500.00	50,168.85	140,668.85	258,871.76	399,540.61

*capital balance on 6/30/17

Open Grants & Notes				
Open Grants	\$ spent	Left to spend	Still to be reimbursed	
DASNY/SAM #9095 - roof (\$200,000)	\$149,831.15	\$50,168.85	\$200,000.00	Must be completed by 3/2021
Sign Grant (SAM - \$50,000)	\$0.00	\$50,000.00	\$50,000.00	Must be completed by 9/2021
DASNY #7919 GEN/ELEC/LGT (\$181,000)	\$0.00	\$181,000.00	\$9,050.00	Must BEGIN by 12/1/2019, completed by 6/2021
Schmitt (\$13,000)				
Skoufis (\$15,000)				

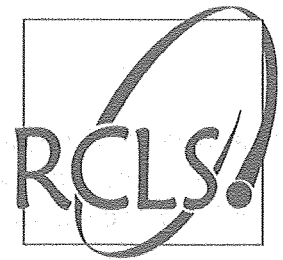
Future Cash Balance		
Current Balance=	Will Come in	Will be spent
187,692.14		
	200,000.00	
	9,050.00	
	50,000.00	
		(50,168.85)
		(181,000.00)
		(50,000.00)
Future Cash=	165,573.29	

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through October 2019

Budget 33%	YTD Budget			Full 2019-2020 Budget		
	Jul - Oct 19	Budget	\$ Over Budget	Full Budget	Over Budget	% of Budget
Income						
2002 · Local Public Funds	615,438.00	615,437.50	0.50	1,230,875.00	-615,437.00	50.0%
2082 · Library Fines	9,247.60	7,333.36	1,914.24	22,000.00	-12,752.40	42.04%
2401 · Income from Investments	82.85	250.00	-167.15	500.00	-417.15	16.57%
2706 · Gifts & Endowments	9,751.64	5,158.28	4,593.36	15,475.00	-5,723.36	63.02%
2760 · Grants	625.00	933.36	-308.36	8,100.00	-7,475.00	7.72%
3840 · RCLS	4,444.20	4,500.00	-55.80			
Total Income	639,589.29	633,612.50	5,976.79	1,276,950.00	-637,360.71	50.09%
Gross Profit	639,589.29	633,612.50	5,976.79	1,276,950.00	-637,360.71	50.09%
Expense						
141 · Salary-Certified Librarian	79,059.88	70,804.80	8,255.08	204,548.00	-125,488.12	38.65%
142 · Salary-Clerical	146,218.32	152,574.80	-6,356.48	440,772.00	-294,553.68	33.17%
143 · Salary-Treasurer	1,730.79	1,730.74	0.05	5,000.00	-3,269.21	34.62%
203b · Capital Equipment	615.00	1,360.00	-745.00	4,080.00	-3,465.00	15.07%
410 · Books	23,268.91	22,688.72	580.19	65,358.00	-42,089.09	35.6%
411 · Film	0.00	0.00	0.00	658.00	-658.00	0.0%
412 · Video/Music/Books on Tape	5,765.36	9,356.00	-3,590.64	28,164.00	-22,398.64	20.47%
413 · Serials/Reference	3,680.23	3,571.00	109.23	10,514.00	-6,833.77	35.0%
430 · Supplies						
430.1 · Library supplies	978.68	1,800.00	-821.32	5,400.00	-4,421.32	18.12%
430.2 · Office supplies	2,690.64	2,800.00	-109.36	8,400.00	-5,709.36	32.03%
430.3 · Program supplies	2,175.38	2,108.36	67.02	8,811.00	-6,635.62	24.69%
Total 430 · Supplies	5,844.70	6,708.36	-863.66	22,611.00	-16,766.30	25.85%
431 · Telephone	2,907.06	2,834.00	73.06	8,506.00	-5,598.94	34.18%
433 · Postage	196.72	1,328.00	-1,131.28	4,000.00	-3,803.28	4.92%
434 · Publicity & Printing	2,045.40	2,500.00	-454.60	7,500.00	-5,454.60	27.27%
435 · Travel/Conference	1,434.87	1,836.00	-401.13	5,500.00	-4,065.13	26.09%
437 · Professional Fees						
437.1 · Prof fees-Office	5,133.62	8,258.36	-3,124.74	24,775.00	-19,641.38	20.72%
437.2 · Prof fees-Adult programs	3,292.00	2,360.00	932.00	7,000.00	-3,708.00	47.03%
437.3 · Prof fees-YA programs	150.00	583.00	-433.00	1,750.00	-1,600.00	8.57%
437.4 · Prof fees-Juvenile	500.00	1,328.00	-828.00	4,000.00	-3,500.00	12.5%
437.5 · Prof fees-SRP	520.00	0.00	520.00	3,000.00	-2,480.00	17.33%
437.6 · Prof fees-Outreach	0.00	164.00	-164.00	500.00	-500.00	0.0%
437 · Professional Fees - Other	250.00					
Total 437 · Professional Fees	9,845.62	12,693.36	-2,847.74	41,025.00	-31,179.38	24.0%
438 · Dues	0.00	455.00	-455.00	1,375.00	-1,375.00	0.0%
439 · Equipment Repair	0.00	66.64	-66.64	200.00	-200.00	0.0%
440 · Contracts w/ Books Co.	511.25	736.00	-224.75	2,200.00	-1,688.75	23.24%
450 · Fuel/Utilities	7,766.50	11,500.00	-3,733.50	34,500.00	-26,733.50	22.51%
451 · Custodial Supplies	941.59	800.00	141.59	2,400.00	-1,458.41	39.23%
452 · Repairs to Building	4,154.15	4,460.00	-305.85	13,380.00	-9,225.85	31.05%
454 · Building Insurance	3,111.00	12,383.00	-9,272.00	12,383.00	-9,272.00	25.12%
455 · RCLS ANSER & Telecommunication	26,017.32	27,218.50	-1,201.18	54,437.00	-28,419.68	47.79%
469 · Service Contracts	15,549.11	17,948.64	-2,399.53	53,846.00	-38,296.89	28.88%
490 · Refund of PY Tax Assessment	0.00	1,000.00	-1,000.00	3,000.00	-3,000.00	0.0%
9010.8 · Retirement	-71.26	61,526.00	-61,597.26	61,522.00	-61,593.26	-0.12%
9030.8 · FICA/Medicare Expense	19,805.89	19,520.00	285.89	58,560.00	-38,754.11	33.82%
9060.8 · Workers' Comp	0.00	8,150.00	-8,150.00	8,150.00	-8,150.00	0.0%
9090.8 · Health Insurance	32,257.04	40,920.36	-8,663.32	122,761.00	-90,503.96	26.28%
Total Expense	392,655.45	496,669.92	-104,014.47	1,276,950.00	-884,294.55	30.75%
	246,933.84	136,942.58	109,991.26	0.00	246,933.84	517.12%

MEMORANDUM

DATE: August 26, 2019
TO: Member Library Board Presidents and Directors
FROM: Grace Riario, Interim Executive Director
RE: Ramapo Catskill Library System (RCLS)
2020 Operating Budget



**Ramapo
Catskill
Library
System**

The RCLS Board of Trustees approved the 2020 Operating Budget at the Board meeting held on Monday, August 19, 2019.

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. 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>

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

We anticipate that State Aid in 2020 will remain at the same level as RCLS received in 2019 and will be 5.3% less than the amount outlined by the funding formulas in Education Law for the third consecutive year.

The RCLS Budget is comprised of two components – the General Operating portion and the Automation (ANSER) portion. The General Operating portion increased by \$36,449 (1.1%) compared to 2019. The ANSER portion increased by \$35,660 (2.0%) compared to 2019, as shown in the enclosed ledger size spreadsheet.

619 Route 17M
Middletown,
New York
10940-4395

845.243.3747

www.rcls.org

The revenue shortfall in 2020 is expected to be \$122,282 and is 100% offset by the RCLS Service Fee, which has a 0% increase.

In order to provide member library Trustees and Directors the opportunity to learn more about how the 2020 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 Hoefler and I will attend all of the Budget Hearings to provide information and answer questions about the 2020 Budget. In addition, RCLS Trustees representing the county in which the Hearings are held will be in attendance.

**Grace
Riario**
Interim
Executive
Director

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 13, 8:00am check-in, 8:30am Legislative Breakfast followed by the Annual Meeting – Deadline for registration is Friday, September 6.

Budget Hearing in Rockland County

Wednesday, October 2, 7:00pm – 8:00pm – Suffern Free Library
Deadline for registration is Monday, September 30.

Budget Hearing in Orange County

Thursday, October 3, 7:00pm – 8:00pm – RCLS headquarters
Deadline for registration is Monday, September 30.

Budget Hearing in Sullivan County

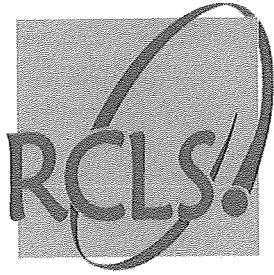
Monday, October 7, 7:00pm – 8:00pm – Ethelbert B. Crawford Public Library - Monticello
Deadline for registration is Friday, October 4.

Attached to this memorandum you will find copies of:

1. 2020 Budget and RCLS Service Fee for each member library.
2. Reference Guide to the Budget - highlighting specific portions of the Budget.
3. A Ballot to vote on the 2020 RCLS Budget. **The Ballot must be returned on or before 4:00pm Friday, December 6, 2019.**

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 2020 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. 233) or Stephen Hofer (243-3747 ext. 223).



Ballot

The Board of Trustees of the _____ Library
on this day _____ of _____ 2019 approved a
resolution to

- accept
- not to accept

the Ramapo Catskill Library System 2020 Budget, as presented.

Board President *(signature)*

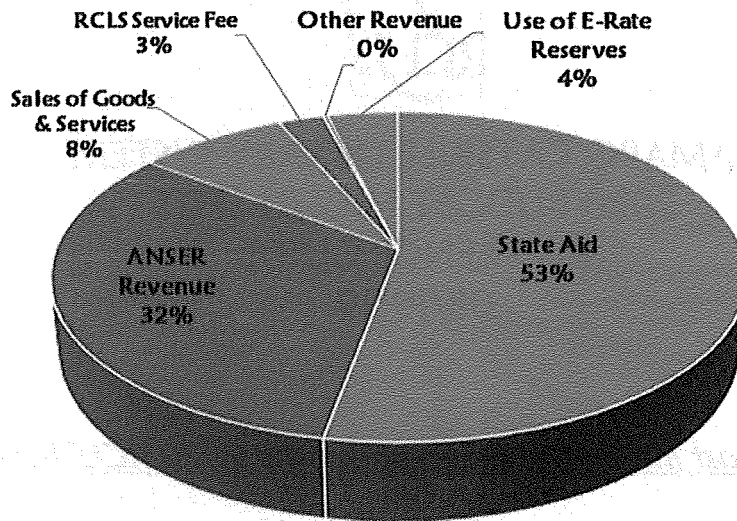
Please return by 4 p.m.
Friday, December 6, 2019
to
Grace Riario, Interim Executive Director
Ramapo Catskill Library System



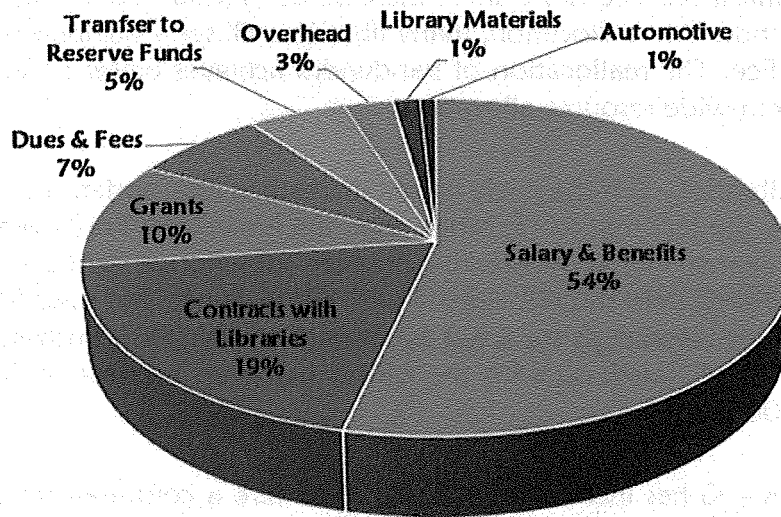
**RAMAPO CATSKILL LIBRARY SYSTEM
2020 BUDGET HIGHLIGHTS
REFERENCE GUIDE
08/19/19**

The 6 most interesting things about the 2020 RCLS Budget

1. The 2020 RCLS Service Fee is budgeted to remain the same at \$122,282 and will cover 100% of the shortfall in State Aid. RCLS is particularly proud that despite the fact that State Aid has only increased one time in the past 5 years by \$89,028, we are still able to hold the line with the Service Fee.
2. The 2020 Automated Network SERVICES (ANSER) Fees are budgeted to increase by \$38,973, however; with the return of the Finkelstein Memorial Library to full ANSER participation, most of this increase will be off-set.
3. The Telecommunications Fee has a small increase of \$2,800, but because of the private fiber network bandwidth reallocation, many libraries will see a big increase or decrease in their individual Fee. The reallocation of bandwidth achieves better financial fairness and equity with System-wide resource allocation.
4. Contracts with Libraries – G is the single largest increase in appropriations at \$60,000. This increase is due to the fact that RCLS, rather than the Newburgh Free Library, will pay the EBSCO Middle Search Plus & MasterFile Premier subscription add-ons to the catalog. Previously, Newburgh paid this bill directly with CLDA Funds, but now RCLS will pay the vendor and invoice Newburgh for a net \$0 impact on the 2020 Budget. This increase is simply a pass-through purchase with the off-set being an increase in Sale of Goods & Services of \$60,000.
5. Professional Fees – G has increased by \$29,600 to hire a consultant to lead and report back on the Plan of Service (POS) focus groups. This is the same process that RCLS used for the current POS, which expires 2021.
6. Overall benefits are budget to go down by (\$27,500) due to several reasons. First, decreased wages results in decreased employer contributions to retirement; better workers' compensation rates due to a decrease RCLS's experience rating; changes in health insurance utilization, and less in Social Security & Medicare taxes due to increased employee participation in pre-tax benefits such as deferred compensation and FSA contributions.



State Aid	\$ 2,627,732
ANSER Revenue	1,601,950
Sales of Goods & Services	407,000
RCLS Service Fee	122,282
Other Revenue	13,000
Use of E-Rate Reserves	189,700
TOTAL REVENUE	\$ 4,961,664



Salary & Benefits	\$ 2,662,350
Contracts with Libraries	952,800
Grants	501,981
Dues & Fees	346,200
Transfer to Reserve Funds	257,600
Overhead	129,800
Library Materials	70,133
Automotive	40,800
TOTAL APPROPRIATIONS	\$ 4,961,664

REFERENCE GUIDE: 2020 BUDGET HIGHLIGHTS

The attached "2020 BUDGET – OPERATING" spreadsheet is organized as follows:

- Columns 1 through 5 = 2018 Original Full Budget, Adjusted Budget and Actual activity
- Columns 6 through 10 = 2019 Original Full Budget, Adjusted Budget and Actual activity through 6/30/19
- Columns 11 through 13 = 2020 Budget also detailed by General or Automation
- Columns 14 through 17 = the percent and dollar change from the 2019 budget.

PREAMBLE:

The 2020 Budget is based on actual 2019 State Aid, which represents a 0% increase. There still exists a 5.3% reduction from the amounts prescribed in Education Law. Using this information, the 2020 Budget as presented shows a General Fund deficit of \$122,282, which is the same as last year. The Automation Budget is balanced.

If Ramapo Catskill Library System was fully funded as outlined in Education Law, RCLS would receive an additional \$98,373, which in turn would have reduced the RCLS Service Fee.

GENERAL DISCUSSION:

The Total budget has increased by \$72,109 or 1.47% over last year. Salaries and Benefits equal 54% of the Budget; Salaries decreased (\$10,900) or (0.06%) over last year while Employee Benefits decreased by (\$27,500) or (2.8%). As always, all items included in the budget have been scrutinized for need and value.

The 2020 Budget deficit of \$122,282 is offset by charging \$122,282 to Member Libraries as a Service Fee and is the same amount as last year.

All appropriations included in the Automation column are covered by revenue from Member Libraries and E-Rate rebates from 2018. 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 3.0% in combined maintenance, overhead, and telecommunication fees over the previous year's cost. The 2020 ANSER Fees will increase by \$41,773 or 3.7%, however; with the return of the Finkelstein Memorial Library to full ANSER participation, most of this increase will be off-set.

REFERENCE GUIDE: 2020 BUDGET HIGHLIGHTS

REVENUE:

STATE AID: See Preamble, on page 2.

SALE OF GOODS & SERVICES

This line consists of estimated revenue from services and pass-through purchases. The offsetting expense code is Contracts with Libraries. Of the \$407,000 in estimated revenue, \$151,000 is for the E-Content Pooling initiative, \$167,000 is pass-through Central Library purchases (a \$60,000 increase over last year), \$40,000 in database purchases, \$15,000 in movie licenses, \$10,000 in NYLA annual membership fees and another miscellaneous \$24,000 in consolidated and coordinated services administered by RCLS to enhance local library resources.

AUTOMATED SERVICES FEES

Includes estimated revenue from ANSER Fees; Telecommunication charges (net of E-Rate); pass-through purchases of computer equipment and supplies; funds collected for PC/Laptop Replacements and Capital Upgrade Reserves that are transferred to Capital Fund at the end of each year; and Envisionware and WiFi charges. The corresponding pass-through code for purchasing is Contracts with Libraries – Automation and Capital Fund transfer codes are at the end of the Budget.

E-RATE FUNDING – Amount unknown

The amount collected annually for E-Rate is applied against future ANSER Fees for telecommunications billed to member libraries. For example, the E-Rate from 2018 of \$189,700 has been applied to the telecommunications costs for 2020. The amount collected in 2019 will be applied to 2021 telecommunications costs and so on. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet provided to member libraries.

REFERENCE GUIDE: 2020 BUDGET HIGHLIGHTS

APPROPRIATIONS:

SALARIES

The amounts are calculated based on a 4 ½ year Union Contract approved by the RCLS Board of Trustees in 2018. There are no anticipated changes in the number of RCLS positions and so the Total decrease of (\$10,900) is due to retirement of two long-term employees that offset negotiated step increases and annual Cost of Living Adjustment (COLA) increases. It's worth noting that the General side of the budget decreased by (\$29,800) while the ANSER side of the budget increased by \$18,900.

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

There are no planned purchases this year.

BOOKS/PROFESSIONAL

This code includes standing orders such as New York Consolidated Law and professional reference materials for in-house and member library use.

OFFICE & LIBRARY SUPPLIES – GENERAL

Down by (\$3,620) because RCLS is not purchasing delivery boxes this year.

OFFICE & LIBRARY SUPPLIES – AUTOMATION

This line has been reduced by (\$600), that's in addition to last year's reduction of (\$4,800), and includes expendable supplies such as cables and adapters of \$4,200; software at \$1,100; small equipment purchases of \$3,900.

TELECOMMUNICATIONS

This code is mostly the cost of the fiber cable for the Automated Network. The anticipated cost, less 2018 E-Rate funds, is paid for by member libraries. In 2019 the Crown Castle contract was competitively bid via the E-Rate program. This line has increased by \$6,500 to accommodate the Finkelstein Memorial Library's return to full participation in ANSER.

PR/ADVOCACY/COMMUNICATION COSTS

This code includes SiteImprove, software that finds errors on the website making communication more effective and accurate at \$2,000, plus one-half of the maintenance on the e-mail system and in-house printing costs for the Trustee FYI and the annual Highlights.

REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

CONTRACTS WITH LIBRARIES

This code consists of estimated expenses for pass-through purchases. The offsetting revenue code is Sale of Goods and Services. The increase of \$60,000 is due to the fact that RCLS, rather than the Newburgh Free Library, will pay the EBSCO Middle Search Plus & MasterFile Premier subscription add-ons to the catalog. Previously, Newburgh paid this bill directly with CLDA Funds and now RCLS will pay and bill Newburgh for a net \$0 impact on the 2020 Budget.

PROFESSIONAL FEES

Included in this code are payroll processing fees, general purpose attorney, auditors and accounting package software support. The \$29,600 increase is to hire a consultant to lead and report back on the Plan of Service (POS) focus groups. This will be the same process that RCLS used for the current POS, which expires 2021.

ADVOCACY COSTS

Includes Legislative Breakfast, Orange County Chamber Expo, and dues to County organizations and travel costs to their associated events. NYLA Advocacy Day is budgeted at \$5,000 on this line. This line decreased by (\$2,500) as no travel to Washington DC is planned for 2020.

SOFTWARE/HARDWARE MAINT. & SUBS - A

This code includes hardware and software support (annual contracts and multi-year contracts under \$2,500) applicable to the automated network. This includes the SirsiDynix annual software licensing agreement/maintenance at \$164,200 and annual maintenance contracts of \$42,900 for total decrease of (\$8,500).

FUELS AND UTILITIES

ANSER pays 50% of the utility costs.

REPAIRS TO BUILDING

This code has a \$6,600 increase which will be used to refresh the RCLS Meeting Room with new carpet, paint, blinds and a refresh of the small kitchenette.

OTHER OPERATION & MAINTENANCE

This code includes trash removal, cleaning the building, grounds keeping, snowplowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

OPERATION OF VEHICLES

An increase of \$1,100 was added to allow for gas price increases and the Finkelstein Memorial Library returns to full Delivery.

REFERENCE GUIDE: 2019 BUDGET HIGHLIGHTS

OUTREACH FUNDS - NOT ASSIGNED

The amount of Coordinated Outreach Grant funds available after wages, benefits, travel, grants, career counselors and books are deducted from State Aid designated for Outreach. This line has decreased by (\$4,800) because wages, benefits and travel increased in 2020.

CONTINUING ED/RCLS PROGRAMS

Included in this code are costs for web conferencing, workshops for youth services, adult workshops, two Professional Development Scholarships and other programs for Member Library staff and Trustees. These programs are a vital resource for certified librarians to earn the required Continuing Education hours.

RETIREMENT

An estimate based on 2019 employer contribution rates, the actual 2020 rates will be published in September 2020. The (\$9,500) reduction is due to two long time employees retiring.

SOCAL SECURITY/MEDICARE

The (\$3,000) decrease is due to two long time employees retiring and this year RCLS backed out employee pre-tax payroll deductions, such as contributions to the FSA & NYS Deferred Compensation programs.

WORKERS COMPENSATION

The (\$4,000) decrease is due to favorable experience ratings over the past few years.

HOSPITALIZATION

Active

The New York State Health Insurance Plan (NYSHIP) will decrease by (\$7,200) for active employees due to changes in benefit utilization. NYSHIP projects a 6.9% increase; but because the 2019 projects were so far off, changes in staffing, and RCLS employees now contribute an additional 1% of health insurance premiums, RCLS will enjoy a (1.5%) decrease.

Retirees

The NYSHIP retiree plan projects a 5.3% increase, but because the 2019 projects were so far off, the 2019 budget compared to 2020 budget shows a (\$3,800) or (4%) decrease.

TRANSFER TO DELIVERY CAPITAL ACCOUNT

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 the current level of \$15,000.



RAMAPO CATSKILL LIBRARY SYSTEM
2020 BUDGET - OPERATING
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REVENUE	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17
	FULL BUDGET	2018		ADJUSTED BUDGET	ACTUAL 12/31/18	FULL BUDGET	2019		ADJUSTED BUDGET	ACTUAL 06/30/19	FULL BUDGET	2020		% CHANGE	\$ Change BUDGET	\$ Change GENERAL	\$ Change AUTO
SALE OF GOODS & SERVICES	\$ 298,500	\$ 298,500	\$ -	\$ 310,700	\$ 295,271	\$ 348,000	\$ 348,000	\$ -	\$ 348,000	\$ 143,975	\$ 407,000	\$ 407,000	\$ -	17.0%	\$ 59,000	\$ 59,000	\$ -
AUTOMATED SERVICES FEES	1,539,189	-	1,539,189	1,539,089	1,495,662	1,559,460	-	1,559,460	1,567,920	785,666	1,597,750	-	1,597,750	2.5%	38,290	-	38,290
SERVICE FEES	97,093	97,093	-	97,093	97,093	122,282	122,282	-	122,282	122,282	122,282	122,282	-	0.0%	-	-	-
INTEREST ON GENERAL FUNDS	8,000	8,000	-	8,000	6,917	8,000	8,000	-	8,000	1,869	8,000	8,000	-	0.0%	-	-	-
INTEREST ON AUTOMATION FUNDS	4,000	-	4,000	4,000	3,569	4,200	-	4,200	4,200	2,552	4,200	-	4,200	0.0%	-	-	-
SALE OF FIXED ASSETS	-	-	-	500	500	-	-	-	-	-	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -GEN	-	-	-	2,900	2,813	-	-	-	-	2,424	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
FUNDRAISING	-	-	-	7,250	6,886	-	-	-	-	101	-	-	-	0.0%	-	-	-
GIFTS - NYLA ADVOCACY DAY	5,000	5,000	-	5,000	3,524	5,000	5,000	-	5,000	3,046	5,000	5,000	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -GEN	-	-	-	1,000	733	-	-	-	-	120	-	-	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -AUTO	-	-	-	1,500	1,470	-	-	-	-	120	-	-	-	0.0%	-	-	-
E-RATE FUNDING -GENERAL	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
E-RATE FUNDING -AUTOMATION	-	-	-	196,798	196,798	-	-	-	7,550	-	-	-	-	0.0%	-	-	-
BASIC AID	1,719,648	1,719,648	-	1,736,684	1,736,684	1,736,684	1,736,684	-	1,736,684	-	1,737,561	1,737,561	-	0.1%	877	877	-
LSSA-LOCAL SERVICES SUPPORT AID	173,729	173,729	-	175,507	175,507	175,507	175,507	-	175,507	-	175,595	175,595	-	0.1%	88	88	-
LSSA-LOCAL LIBRARY SERVICES AID	223,187	223,187	-	225,398	225,398	225,398	225,398	-	225,398	-	225,511	225,511	-	0.1%	113	113	-
OTHER STATE GRANTS	-	-	-	152,000	151,965	-	-	-	-	-	-	-	-	-	-	-	-
CENTRAL LIBRARY AID	240,623	240,623	-	243,048	243,048	243,048	243,048	-	243,048	-	243,170	243,170	-	0.1%	122	122	-
CENTRAL BOOK AID	66,977	66,977	-	67,599	67,599	67,599	67,599	-	67,599	-	67,633	67,633	-	0.1%	34	34	-
COORDINATED OUTREACH GRANT	138,025	138,025	-	139,392	139,392	139,392	139,392	-	139,392	-	139,462	139,462	-	0.1%	70	70	-
GRANT IN AID	-	-	-	94,000	94,000	-	-	-	-	-	-	-	-	0.0%	-	-	-
STATE CORRECTIONAL FACILITIES	38,300	38,300	-	57,073	57,073	38,200	38,200	-	38,200	-	38,800	38,800	-	1.6%	600	600	-
COUNTY JAILS	-	-	-	6,766	6,766	-	-	-	-	-	-	-	-	0.0%	-	-	-
LITERACY LIBRARY SERVICES GRANT	-	-	-	21,724	21,724	-	-	-	-	-	-	-	-	0.0%	-	-	-
TOTAL INCOME.....	4,552,271	3,009,082	1,543,189	5,093,021	5,030,392	4,672,770	3,109,110	1,563,660	4,688,780	1,062,155	4,771,964	3,170,014	1,601,950	2.1%	99,194	60,904	38,290
FUND BALANCE USE:																	
UNALLOCATED-OPERATIONS	24,455	24,455	-	-	-	24,455	24,455	-	24,455	-	-	-	-	0.0%	(24,455)	(24,455)	-
E-RATE CREDIT- Depleted	187,571	-	187,571	-	-	192,330	-	192,330	192,330	-	189,700	-	189,700	-1.4%	(2,630)	-	(2,630)
TOTAL REV & APPROPRIATED FUND BAL	\$ 4,764,297	\$ 3,033,537	\$ 1,730,760	\$ 5,093,021	\$ 5,030,392	\$ 4,889,555	\$ 3,133,565	\$ 1,755,990	\$ 4,905,565	\$ 1,062,155	\$ 4,961,664	\$ 3,170,014	\$ 1,791,650	1.5%	\$ 72,109	\$ 36,449	\$ 35,660

The 2018 Budget deficit is \$121,548 before the Member Library Service Fee. The Member Library Service Fee has increased by \$25,363 to \$97,093 (the 2016 Service Fee amount) and covers 80% of the NYS revenue shortfall. The remaining \$24,455 will come from RCLS Unallocated Fund Balance.

The 2019 Budget deficit is \$146,737 before the Member Library Service Fee. The Member Library Service Fee has increased by \$25,189 to \$122,282 and covers 83% of the deficit. The remaining \$24,455, the same amount as last year, will come from the RCLS Unallocated Fund Balance.

The 2020 Budget deficit is \$122,282. The RCLS Service Fee covers 100% of the deficit and is the same amount as 2019.

1.47% 1.16% 2.03%



RAMAPO CATSKILL LIBRARY SYSTEM
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APPROPRIATIONS	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	
	FULL BUDGET	2018			ADJUSTED BUDGET	ACTUAL 12/31/18	FULL BUDGET	2019			ADJUSTED BUDGET	ACTUAL 06/30/19	FULL BUDGET	2020		% CHANGE	\$ Change BUDGET	\$ Change GENERAL
PROFESSIONAL SALARIES	\$ 545,700	\$ 460,400	\$ 85,300	\$ 545,700	\$ 545,191	\$ 569,500	\$ 481,000	\$ 88,500	\$ 719,500	\$ 464,420	\$ 513,400	\$ 425,500	\$ 87,900	-9.9%	\$ (56,100)	\$ (55,500)	\$ (600)	
NONPROFESSIONAL SALARIES	406,400	356,900	49,500	439,300	433,493	396,100	359,300	36,800	396,100	197,845	411,400	372,900	38,500	3.9%	15,300	13,600	1,700	
ADMINISTRATIVE SALARIES	330,200	307,600	22,600	330,200	329,957	345,400	321,500	23,900	345,400	172,403	356,600	331,800	24,800	3.2%	11,200	10,300	900	
AUTOMATED SERVICES SALARIES	386,200	31,800	354,400	386,200	376,306	399,400	32,100	367,300	399,400	19,512	418,100	33,900	384,200	4.7%	18,700	1,800	16,900	
TOTAL SALARIES	1,668,500	1,156,700	511,800	1,701,400	1,684,946	1,710,400	1,193,900	516,500	1,860,400	854,180	1,699,500	1,164,100	535,400	-0.6%	(10,900)	(29,800)	18,900	
VEHICLES	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-	
EQUIPMENT, FURNITURE & FIXTURES -G	-	-	-	3,200	2,989	-	-	-	10,600	10,478	-	-	-	0.0%	-	-	-	
EQUIPMENT, FURNITURE & FIXTURES -A	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-	
TOTAL EQUIPMENT	-	-	-	3,200	2,989	-	-	-	10,600	10,478	-	-	-	0.0%	-	-	-	
BOOKS/PROFESSIONAL	500	500	-	1,250	1,033	1,000	1,000	-	1,000	100	1,000	1,000	-	0.0%	-	-	-	
BOOKS/CENTRAL BOOK AID	66,977	66,977	-	82,276	82,200	67,599	67,599	-	67,599	6,100	67,633	67,633	-	0.1%	34	34	-	
SERIALS	1,500	1,500	-	1,500	1,071	1,500	1,500	-	1,500	-	1,500	1,500	-	0.0%	-	-	-	
SERIALS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-	
TOTAL LIBRARY MATERIALS	68,977	68,977	-	85,026	84,304	70,099	70,099	-	70,099	6,200	70,133	70,133	-	0.0%	34	34	-	
OFFICE & LIBRARY SUPPLIES -G	15,800	15,800	-	15,800	9,485	15,120	15,120	-	19,920	15,303	11,500	11,500	-	-23.9%	(3,620)	(3,620)	-	
OFFICE & LIBRARY SUPPLIES -A	14,600	-	14,600	14,600	9,986	9,800	-	9,800	9,800	4,428	9,200	-	9,200	-6.1%	(600)	-	(600)	
TELEPHONE	900	900	-	900	830	900	900	-	900	401	900	900	-	0.0%	-	-	-	
TELECOMMUNICATIONS	318,600	-	318,600	318,600	313,892	312,900	-	312,900	312,900	156,875	319,400	-	319,400	2.1%	6,500	-	6,500	
POSTAGE -G	1,000	1,000	-	1,000	13	1,000	1,000	-	1,000	402	1,250	1,250	-	25.0%	250	250	-	
POSTAGE -A	100	-	100	100	-	100	-	100	100	-	100	-	100	0.0%	-	-	-	
POSTAGE -ADVOCACY	1,000	1,000	-	1,000	-	1,000	1,000	-	1,000	-	1,250	1,250	-	25.0%	250	250	-	
PR/ADVOCACY/COMMUNICATION COSTS	7,700	7,700	-	7,700	6,395	7,500	7,500	-	7,500	2,862	8,300	8,300	-	10.7%	800	800	-	
TRAVEL- STAFF	3,800	3,800	-	3,800	2,234	4,300	4,300	-	4,300	1,166	5,000	5,000	-	16.3%	700	700	-	
CONFERENCES- STAFF	17,000	17,000	-	17,000	16,982	16,600	16,600	-	16,600	2,373	22,000	22,000	-	32.5%	5,400	5,400	-	
CONFERENCES & TRAVEL OUTREACH	3,600	3,600	-	5,600	1,688	1,500	1,500	-	1,500	842	3,600	3,600	-	140.0%	2,100	2,100	-	
TRAVEL & BOARD MEETING COSTS	2,900	2,900	-	2,900	1,631	2,500	2,500	-	2,500	562	2,500	2,500	-	0.0%	-	-	-	
CONFERENCES & TRAVEL- BOARD	7,100	7,100	-	7,100	4,176	6,500	6,500	-	6,500	-	6,500	6,500	-	0.0%	-	-	-	
CONFERENCES & TRAVEL -A	5,400	-	5,400	6,100	2,425	4,500	-	4,500	4,500	42	6,900	-	6,900	53.3%	2,400	-	2,400	
CONTRACTS WITH LIBR -G	297,000	297,000	-	337,000	319,835	343,000	343,000	-	343,000	123,957	403,000	403,000	-	17.5%	60,000	60,000	-	
CONTRACTS WITH LIBR -A	144,500	-	144,500	144,500	110,038	142,000	-	142,000	157,100	109,401	151,400	-	151,400	6.6%	9,400	-	9,400	
TOTAL LIBRARY SUPPLIES	841,000	357,800	483,200	883,700	799,609	869,220	399,920	469,300	889,120	418,614	952,800	465,800	487,000	9.6%	83,580	65,880	17,700	
PROFESSIONAL FEES -G	26,500	26,500	-	31,000	27,684	29,400	29,400	-	29,400	9,992	59,000	59,000	-	100.7%	29,600	29,600	-	
PROFESSIONAL FEES -A	6,300	-	6,300	6,300	1,659	4,800	-	4,800	4,800	-	3,600	-	3,600	-25.0%	(1,200)	-	(1,200)	
CONTINUING EDUCATION -G	9,600	9,600	-	9,600	1,686	7,550	7,550	-	7,550	648	6,400	6,400	-	-15.2%	(1,150)	(1,150)	-	
CONTINUING EDUCATION -A	8,200	-	8,200	10,400	9,642	7,500	-	7,500	7,500	2,295	8,000	-	8,000	6.7%	500	-	500	
FUNDRAISING COSTS	-	-	-	750	411	-	-	-	-	-	-	-	-	0.0%	-	-	-	
ANNUAL MEETING COSTS	2,100	2,100	-	2,000	1,258	2,750	2,750	-	2,750	-	3,100	3,100	-	12.7%	350	350	-	
ADVOCACY COSTS	18,800	18,800	-	18,800	15,730	18,300	18,300	-	18,300	5,701	15,800	15,800	-	-13.7%	(2,500)	(2,500)	-	
MEMBERSHIP DUES -G	3,700	3,700	-	3,700	2,684	4,200	4,200	-	4,200	1,940	4,400	4,400	-	4.8%	200	200	-	
MEMBERSHIP DUES -A	100	-	100	100	100	100	-	100	100	-	100	-	100	0.0%	-	-	-	
SOFTWARE/HARDWARE MAINT. & SUBS.-G	14,600	14,600	-	14,600	6,652	15,000	15,000	-	15,000	2,563	15,100	15,100	-	0.7%	100	100	-	
SOFTWARE/HARDWARE MAINT. & SUBS.-A	188,000	-	188,000	207,000	206,457	215,600	-	215,600	224,100	38,856	207,100	-	207,100	-3.9%	(8,500)	-	(8,500)	
CATALOGING TOOLS	22,300	22,300	-	22,300	21,564	22,800	22,800	-	22,800	5,321	23,600	23,600	-	3.5%	800	800	-	
TOTAL DUES & FEES	\$ 300,200	\$ 97,600	\$ 202,600	\$ 326,550	\$ 295,528	\$ 328,000	\$ 100,000	\$ 228,000	\$ 336,500	\$ 67,316	\$ 346,200	\$ 127,400	\$ 218,800	5.5%	\$ 18,200	\$ 27,400	\$ (9,200)	



RAMAPO CATSKILL LIBRARY SYSTEM
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APPROPRIATIONS	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	Col. 14	Col. 15	Col. 16	Col. 17	
	FULL BUDGET	2018			ADJUSTED BUDGET	ACTUAL 12/31/18	FULL BUDGET	2019			ADJUSTED BUDGET	ACTUAL 06/30/19	FULL BUDGET	2020		% CHANGE	\$ Change BUDGET	\$ Change GENERAL
FUELS & UTILITIES -G	\$ 16,850	\$ 16,850	\$ -	\$ 16,850	\$ 11,428	\$ 15,700	\$ 15,700	\$ -	\$ 15,700	\$ 6,668	\$ 16,400	\$ 16,400	\$ -	4.5%	\$ 700	\$ 700	\$ -	
FUELS & UTILITIES -A	16,050	-	16,050	13,550	10,584	14,900	-	14,900	14,900	6,026	15,600	-	15,600	4.7%	700	-	700	
CUSTODIAL SUPPLIES -G	850	850	-	850	713	850	850	-	850	364	850	850	-	0.0%	-	-	-	
CUSTODIAL SUPPLIES -A	350	-	350	350	291	350	-	350	350	148	350	-	350	0.0%	-	-	-	
REPAIRS TO BUILDING	27,000	27,000	-	262,849	258,391	12,000	12,000	-	12,000	-	18,600	18,600	-	55.0%	6,600	6,600	-	
INSURANCE -G	28,600	28,600	-	28,600	25,742	28,300	28,300	-	28,300	5,394	28,300	28,300	-	0.0%	-	-	-	
INSURANCE -A	5,200	-	5,200	5,200	4,998	5,700	-	5,700	5,700	(434)	5,700	-	5,700	0.0%	-	-	-	
OTHER OPERATION & MAINTENANCE -G	34,400	34,400	-	34,400	26,141	34,400	34,400	-	34,400	15,106	35,200	35,200	-	2.3%	800	800	-	
OTHER OPERATION & MAINTENANCE -A	8,700	-	8,700	11,200	11,126	8,600	-	8,600	8,600	3,782	8,800	-	8,800	2.3%	200	-	200	
TOTAL OVERHEAD	138,000	107,700	30,300	373,849	349,412	120,800	91,250	29,550	120,800	37,054	129,800	99,350	30,450	7.5%	9,000	8,100	900	
OPERATION OF VEHICLES -G	16,900	16,900	-	18,900	18,700	17,500	17,500	-	17,500	8,857	18,600	18,600	-	6.3%	1,100	1,100	-	
OPERATION OF VEHICLES -A	1,900	-	1,900	1,900	1,463	1,800	-	1,800	1,800	674	1,800	-	1,800	0.0%	-	-	-	
MAINTENANCE OF VEHICLES -G	20,200	20,200	-	18,200	17,231	20,100	20,100	-	20,100	4,692	19,500	19,500	-	-3.0%	(600)	(600)	-	
MAINTENANCE OF VEHICLES -A	1,000	-	1,000	1,000	364	1,000	-	1,000	1,000	271	900	-	900	-10.0%	(100)	-	(100)	
TOTAL AUTOMOTIVE	40,000	37,100	2,900	40,000	37,758	40,400	37,600	2,800	40,400	14,494	40,800	38,100	2,700	1.0%	400	500	(100)	
INSTITUTIONAL SERVICES -COUNTY JAILS	<i>Not included</i>	-	-	20,982	5,191	<i>Not included</i>	-	-	15,791	2,503	<i>Not included</i>	-	-	0.0%	-	-	-	
STATE CORRECTIONAL FACILITIES	<i>Not included</i>	-	-	19,773	14,335	<i>Not included</i>	-	-	5,438	6,498	<i>Not included</i>	-	-	0.0%	-	-	-	
CENTRAL LIBRARY GRANT	240,623	240,623	-	243,048	243,048	243,048	243,048	-	243,048	-	243,170	243,170	-	0.1%	122	122	-	
LOCAL LIBRARY SERVICE AID	223,187	223,187	-	225,398	225,398	225,398	225,398	-	225,398	-	225,511	225,511	-	0.1%	113	113	-	
OUTREACH FUNDS -NOT ASSIGNED	20,100	20,100	-	20,374	17,516	16,000	16,000	-	18,858	14,730	11,200	11,200	-	-30.0%	(4,800)	(4,800)	-	
CONT.ED/RCLS PROGRAMS	21,000	21,000	-	64,302	45,572	21,500	21,500	-	35,770	14,548	22,100	22,100	-	2.8%	600	600	-	
GRANT IN AID	-	-	-	94,000	94,000	-	-	-	-	-	-	-	-	0.0%	-	-	-	
TOTAL GRANTS	504,910	504,910	-	687,877	645,061	505,946	505,946	-	544,303	38,279	501,981	501,981	-	-0.8%	(3,965)	(3,965)	-	
RETIREMENT	240,400	240,400	-	240,400	227,313	245,000	245,000	-	245,000	-	235,500	235,500	-	-3.9%	(9,500)	(9,500)	-	
SOCIAL SECURITY/MEDICARE	124,400	124,400	-	125,400	120,665	122,600	122,600	-	124,100	71,366	119,600	119,600	-	-2.4%	(3,000)	(3,000)	-	
WORKERS' COMPENSATION	29,900	29,900	-	29,900	29,236	30,400	30,400	-	30,400	22,773	26,400	26,400	-	-13.2%	(4,000)	(4,000)	-	
UNEMPLOYMENT INSURANCE	2,500	2,500	-	2,500	-	2,500	2,500	-	2,500	-	2,500	2,500	-	0.0%	-	-	-	
DISABILITY INSURANCE	150	150	-	550	495	150	150	-	150	-	150	150	-	0.0%	-	-	-	
HOSPITALIZATION - Active Employees	449,400	449,400	-	448,000	444,137	471,800	471,800	-	471,800	211,341	464,600	464,600	-	-1.5%	(7,200)	(7,200)	-	
HOSPITALIZATION - Retirees	91,000	91,000	-	92,000	91,950	94,700	94,700	-	94,700	39,231	90,900	90,900	-	-4.0%	(3,800)	(3,800)	-	
DENTAL INSURANCE	11,900	11,900	-	12,900	12,196	12,600	12,600	-	12,600	5,037	12,300	12,300	-	-2.4%	(300)	(300)	-	
FLEX SPENDING EMPR. CONTRIBUTION	2,400	2,400	-	2,400	725	10,600	10,600	-	10,600	4,727	10,900	10,900	-	2.8%	300	300	-	
BENEFITS ON AUTOMATION WAGES	-	(264,300)	264,300	-	-	-	(270,500)	270,500	-	-	-	(274,700)	274,700	1.6%	-	(4,200)	4,200	
TOTAL EMPLOYEE BENEFITS	952,050	687,750	264,300	954,050	926,718	990,350	719,850	270,500	991,850	354,475	962,850	688,150	274,700	-2.8%	(27,500)	(31,700)	4,200	
SUB TOTAL	4,513,637	3,018,537	1,495,100	5,055,652	4,826,325	4,635,215	3,118,565	1,516,650	4,864,072	1,801,090	4,704,064	3,155,014	1,549,050	1.5%	68,849	36,449	32,400	
TRANSFER TO DELIVERY CAPITAL ACCT	15,000	15,000	-	17,300	17,274	15,000	15,000	-	215,000	200,000	15,000	15,000	-	0.0%	-	-	-	
TRANSFER TO PC REPLACEMENT FUND	102,420	-	102,420	105,220	105,211	103,680	-	103,680	103,680	-	103,860	-	103,860	0.2%	180	-	180	
TRANSFER TO LAPTOP REPLACEMENT FUND	1,100	-	1,100	2,500	2,466	3,960	-	3,960	3,960	-	7,040	-	7,040	77.8%	3,080	-	3,080	
TRANSFER TO TABLET REPLACEMENT FUND	440	-	440	440	220	-	-	-	-	-	-	-	-	0.0%	-	-	-	
TRANSFER TO CAPITAL PROJECT FUND	131,700	-	131,700	132,800	132,721	131,700	-	131,700	532,610	400,000	131,700	-	131,700	0.0%	-	-	-	
TOTAL RESERVE FUNDS	250,660	15,000	235,660	258,260	257,891	254,340	15,000	239,340	855,250	200,000	257,600	15,000	242,600	1.3%	3,260	-	3,260	
GRAND TOTAL	\$ 4,764,297	\$ 3,033,537	\$ 1,730,760	\$ 5,313,912	\$ 5,084,216	\$ 4,889,555	\$ 3,133,565	\$ 1,755,990	\$ 5,719,322	\$ 2,001,090	\$ 4,961,664	\$ 3,170,014	\$ 1,791,650	1.5%	\$ 72,109	\$ 36,449	\$ 35,660	



RAMAPO CATSKILL LIBRARY SYSTEM

2020 Service Fee (Covers 100% of Revenue Shortfall Due To State Aid)

LIBRARY NAME	MINIMUM FEE	2018 POPULATION <small>Annual Report Q1.24</small>	% OF TOTAL POPULATION	FEE BASED ON POPULATION	2018 TOTAL EXPENDITURE <small>Annual Report Q12.33</small>	% OF TOTAL EXPENDITURE	FEE BASED ON EXPENDITURE	TOTAL 2020 FEE	SERVICE FEE AS A % OF TOTAL EXPENDITURE	LIBRARY NAME	TOTAL 2019 FEE	\$ CHANGE FROM 2019	% CHANGE FROM 2019
Albert Wisner Public Library	\$ 1,250	23,647	3.23%	\$ 1,025.25	\$ 1,441,432	2.33%	\$ 739.01	\$ 3,014.26	0.21%	Albert Wisner Public Library	\$ 2,997.36	\$ 16.90	0.56%
Blauvelt Free Library	1,250	5,689	0.78%	246.66	830,115	1.34%	425.59	1,922.25	0.23%	Blauvelt Free Library	1,907.14	15.11	0.79%
Chester Public Library	1,250	11,981	1.64%	519.45	559,441	0.90%	286.82	2,056.28	0.37%	Chester Public Library	2,073.00	(16.73)	-0.81%
Cornwall Public Library	1,250	16,841	2.30%	730.17	1,253,942	2.02%	642.89	2,623.05	0.21%	Cornwall Public Library	2,640.61	(17.55)	-0.66%
Cragmoor Free Library	1,250	449	0.06%	19.47	69,509	0.11%	35.64	1,305.10	1.88%	Cragmoor Free Library	1,316.51	(11.41)	-0.87%
Daniel Pierce Library	1,250	6,402	0.87%	277.57	471,011	0.76%	241.48	1,769.05	0.38%	Daniel Pierce Library	1,779.57	(10.52)	-0.59%
Ellenville Public Library and Museum	1,250	12,869	1.76%	557.95	957,261	1.54%	490.78	2,298.74	0.24%	Ellenville Public Library and Museum	2,273.84	24.89	1.09%
Ethelbert B. Crawford Public Library	1,250	18,358	2.51%	795.94	1,113,725	1.80%	571.00	2,616.94	0.23%	Ethelbert B. Crawford Public Library	2,637.59	(20.66)	-0.78%
Fallsburg Library	1,250	10,674	1.46%	462.79	348,532	0.56%	178.69	1,891.48	0.54%	Fallsburg Library	1,909.07	(17.59)	-0.92%
Finkelstein Memorial Library	1,250	113,031	15.43%	4,900.63	6,892,997	11.13%	3,534.00	9,684.62	0.14%	Finkelstein Memorial Library	9,560.12	124.50	1.30%
Florida Public Library	1,250	4,991	0.68%	216.39	415,222	0.67%	212.88	1,679.27	0.40%	Florida Public Library	1,683.90	(4.63)	-0.27%
Gardiner Library	1,250	5,713	0.78%	247.70	318,746	0.51%	163.42	1,661.11	0.52%	Gardiner Library	1,682.95	(21.83)	-1.30%
Goshen Public Library And Historical Society	1,250	18,063	2.47%	783.15	1,283,130	2.07%	657.85	2,691.00	0.21%	Goshen Public Library And Historical Society	2,688.55	2.45	0.09%
Greenwood Lake Public Library	1,250	6,189	0.84%	268.33	690,056	1.11%	353.79	1,872.12	0.27%	Greenwood Lake Public Library	1,863.89	8.23	0.44%
Haverstraw Kings Daughters Public Library	1,250	32,540	4.44%	1,410.82	5,592,229	9.03%	2,867.10	5,527.92	0.10%	Haverstraw Kings Daughters Public Library	5,537.16	(9.24)	-0.17%
Highland Falls Library	1,250	3,900	0.53%	169.09	262,918	0.42%	134.80	1,553.89	0.59%	Highland Falls Library	1,585.66	(31.78)	-2.00%
Josephine-Louise Public Library	1,250	6,978	0.95%	302.54	577,796	0.93%	296.23	1,848.77	0.32%	Josephine-Louise Public Library	1,839.48	9.30	0.51%
Liberty Public Library	1,250	10,650	1.45%	461.75	264,585	0.43%	135.65	1,847.40	0.70%	Liberty Public Library	1,848.96	(1.57)	-0.08%
Livingston Manor Free Library	1,250	3,483	0.48%	151.01	174,464	0.28%	89.45	1,490.46	0.85%	Livingston Manor Free Library	1,476.29	14.17	0.96%
Mamakating Library District	1,250	9,915	1.35%	429.88	327,997	0.53%	168.16	1,848.04	0.56%	Mamakating Library	1,827.34	20.70	1.13%
Moffat Library Of Washingtonville	1,250	24,399	3.33%	1,057.86	1,554,078	2.51%	796.77	3,104.62	0.20%	Moffat Library Of Washingtonville	2,758.21	346.41	12.56%
Monroe Free Library	1,250	19,737	2.69%	855.73	1,329,035	2.15%	681.39	2,787.11	0.21%	Monroe Free Library	2,806.72	(19.60)	-0.70%
Montgomery Free Library	1,250	3,814	0.52%	165.36	77,476	0.13%	39.72	1,455.08	1.88%	Montgomery Free Library	1,458.85	(3.77)	-0.26%
Nanuet Public Library	1,250	13,468	1.84%	583.93	2,498,961	4.03%	1,281.20	3,115.13	0.12%	Nanuet Public Library	3,164.56	(49.43)	-1.56%
New City Free Library	1,250	46,030	6.28%	1,995.70	4,553,151	7.35%	2,334.37	5,580.07	0.12%	New City Free Library	5,792.74	(212.67)	-3.67%
Newburgh Free Library	1,250	65,923	9.00%	2,858.19	4,848,306	7.83%	2,485.70	6,593.89	0.14%	Newburgh Free Library	6,638.95	(45.07)	-0.68%
Nyack Library	1,250	14,699	2.01%	637.30	3,143,139	5.07%	1,611.47	3,498.76	0.11%	Nyack Library	3,565.88	(67.11)	-1.88%
Orangeburg Library	1,250	4,568	0.62%	198.05	687,204	1.11%	352.33	1,800.38	0.26%	Orangeburg Library	1,819.43	(19.05)	-1.05%
Palisades Free Library	1,250	827	0.11%	35.86	486,242	0.78%	249.29	1,535.15	0.32%	Palisades Free Library	1,535.13	0.02	0.00%
Pearl River Public Library	1,250	15,564	2.12%	674.80	2,644,784	4.27%	1,355.96	3,280.76	0.12%	Pearl River Public Library	3,237.32	43.45	1.34%
Piermont Library District	1,250	2,510	0.34%	108.82	337,287	0.54%	172.92	1,531.75	0.45%	Piermont Library District	1,549.29	(17.54)	-1.13%
Pine Bush Area Public Library District	1,250	17,023	2.32%	738.06	284,172	0.46%	145.69	2,133.75	0.75%	Pine Bush Area Public Library District	2,129.13	4.62	0.22%
Port Jervis Free Library	1,250	17,498	2.39%	758.65	1,547,428	2.50%	793.36	2,802.01	0.18%	Port Jervis Free Library	2,562.98	239.03	9.33%
Roscoe Free Library	1,250	2,086	0.28%	90.44	106,574	0.17%	54.64	1,395.08	1.31%	Roscoe Free Library	1,377.15	17.93	1.30%
Rose Memorial Library Association	1,250	15,059	2.06%	652.91	570,183	0.92%	292.33	2,195.23	0.39%	Rose Memorial Library Association	2,275.04	(79.81)	-3.51%
Sloatsburg Public Library	1,250	3,039	0.41%	131.76	415,266	0.67%	212.90	1,594.66	0.38%	Sloatsburg Public Library	1,583.14	11.52	0.73%
Suffern Free Library	1,250	28,617	3.91%	1,240.73	2,932,033	4.73%	1,503.23	3,993.97	0.14%	Suffern Free Library	4,060.42	(66.46)	-1.64%
Sunshine Hall Free Library	1,250	2,530	0.35%	109.69	87,318	0.14%	44.77	1,404.46	1.61%	Sunshine Hall Free Library	1,394.83	9.63	0.69%
Tappan Library	1,250	6,613	0.90%	286.72	815,055	1.32%	417.87	1,954.59	0.24%	Tappan Library	2,026.43	(71.84)	-3.55%
Thrall Public Library District of Middletown	1,250	54,179	7.39%	2,349.01	3,309,526	5.34%	1,696.77	5,295.78	0.16%	Thrall Public Library District of Middletown	5,326.60	(30.82)	-0.58%
Tomkins Cove Public Library	1,250	1,376	0.19%	59.66	287,233	0.46%	147.26	1,456.92	0.51%	Tomkins Cove Public Library	1,430.71	26.21	1.83%
Tuxedo Park Library	1,250	3,624	0.49%	157.12	571,039	0.92%	292.77	1,699.89	0.30%	Tuxedo Park Library	1,786.38	(86.49)	-4.84%
Valley Cottage Free Library	1,250	9,107	1.24%	394.85	2,229,356	3.60%	1,142.98	2,787.82	0.13%	Valley Cottage Free Library	2,797.13	(9.31)	-0.33%
Wallkill Public Library	1,250	6,491	0.89%	281.43	348,187	0.56%	178.51	1,709.94	0.49%	Wallkill Public Library	1,700.13	9.81	0.58%
West Nyack Free Library	1,250	9,597	1.31%	416.09	1,052,098	1.70%	539.40	2,205.50	0.21%	West Nyack Free Library	2,219.88	(14.38)	-0.65%
Western Sullivan Public Library	1,250	10,576	1.44%	458.54	736,330	1.19%	377.51	2,086.05	0.28%	Western Sullivan Public Library	2,091.84	(5.79)	-0.28%
Woodbury Public Library	1,250	11,353	1.55%	492.23	662,465	1.07%	339.64	2,081.87	0.31%	Woodbury Public Library	2,064.11	17.76	0.86%
TOTALS	\$ 58,750	732,670		\$ 31,766	\$ 61,959,034		\$ 31,766	\$ 122,282.00	0.20%		\$ 122,282.00	\$ 0.00	0.00%

Cornwall Public Library Board of Trustees
Emergency Meeting

October 22, 2019

6:00PM

Minutes

Meeting was called to order by Stephanie Wolf at 6:05pm

I. Roll

Trustees present: Meghan Chyla, Melissa Greaves-Kulisek, Carol Stein, Susanne Vondrak, John Wells, Stephanie Wolf.

Excused: Amy Cordisco

Charlotte Dunaief, Library Director

- II. A motion to accept the bid from Dormmakaba in the amount of \$39,990.44 for the Cornwall Public Library Entry Improvements, as specified, was made by Carol Stein, seconded by Melissa Greaves-Kulisek and unanimously approved.

- III. A motion to adjourn the Board of Trustees Emergency Meeting at 6:15pm was made by Carol Stein, seconded by Susanne Vondrak, and unanimously approved.