

**Cornwall Public Library
Board of Trustees**

September 10, 2020

7: PM Regular Meeting Agenda

I. Roll

II. Approval of the Minutes-August 13, 2020

III. Financial Review

1. Approval of Warrant # 2

IV. Public Remarks

V. Communications/Donations

1. Vote to accept Donations

VI. Director's Report – *See Google Docs*

VII. Committee Reports

1. Finance Committee
2. Policy Committee
3. Building and Grounds Committee
4. Garden Committee
5. Friends
6. Personnel Committee

VIII. Unfinished Business

IX. New Business: quote from Safe & Sound for Alarm system; RCLS budget; Strategic Plan

X. Adjournment

Next Regular Board Meeting October 8, 2020 7PM

Cornwall Public Library Board of Trustees Meeting

August 13, 2020, 7:00 to 9:00 PM

Minutes

Meeting was called to order by Stephanie Wolf at 7:03 PM.

I. Roll:

Trustees Present: Stephanie Wolf, Meghann Chyla, Melissa Greaves-Kulisek, Roberta Sherman, Matt Rettig, Matt Soltis

Trustees Excused: Carol Stein

Charlotte Dunaief, Director

Emily Milton, Treasurer

Also Present: Library staff members Meaghan Doyle, Rosaleen Leahy, and Catherine Incledon (minutes)

II. Approval of the Minutes: A motion to approve the minutes from the July 9th reorganizational meeting was made by Meghann Chyla, seconded by Roberta Sherman, and was unanimously approved. A motion to approve the minutes from the regular Board meeting of July 9th was made by Meghann Chyla, seconded by Melissa Greaves, and was unanimously approved.

III. Financial Review: A motion to approve Warrant #1 in the amount of \$124,340.30 was made by Matt Rettig, seconded by Meghann Chyla, and was unanimously approved.

IV. Public Remarks: None.

V. Communications and Donations: Linda Gateman thanked the library for being a “beacon of peace and productivity.” Louise Pedrick thanked the library for the Walk in the Woods program. Brenda Goldfarb noted that the Storm King Art Center program was well attended and well received. She thanked Meaghan Doyle for Meaghan’s help in running this program via Zoom. Sofie Rutimann thanked the library staff, especially the members of youth services, for their service to the community. Ms. Rutimann expressed how helpful and enjoyable she and her family have found some of the library’s offerings,

such as the reading suggestions, the Make it Monday craft bags put together by youth services, and the library's curbside delivery service. A generous donation of \$50 was made by Dr. Barry John Capella through Fidelity Charitable. A motion to accept the donation was made by Melissa Greaves, seconded by Matt Soltis, and was unanimously approved.

VI. Director's Report: See written report.

VII. Committee Reports:

A. Finance Committee: The Finance Committee explained how to assess the library's monthly spending, as well as how to understand the spending of the money from the Skoufis Adult Grant. The committee reported that the library is currently at an acceptable level of spending for the year.

B. Policy Committee: The committee introduced the Zoom Policy, which was then reviewed by the Board. A motion to approve the Zoom Policy was made by Roberta Sherman, seconded by Melissa Greaves, and was unanimously approved. The committee also presented the Ice Policy and Procedures as well as the Ice Policy Rollout Guide. A motion to approve the Ice Policy and Procedures was made by Melissa Greaves, seconded by Matt Rettig, and was unanimously approved. A motion to approve the Ice Policy Rollout Guide was made by Matt Rettig, seconded by Roberta Sherman, and was unanimously approved.

C. Buildings and Grounds: The committee discussed several upcoming projects, such as the LED lighting installation and the sight sign. The committee discussed with the Board the steps necessary to begin looking at replacing the library's problematic HVAC system, and will look to hire an unbiased HVAC engineer to give the library a reliable evaluation of the work that needs to be done. The committee noted that there is currently no sign visible from the parking lot that marks the building as the Cornwall Public Library, and will look into placing such a sign on the library in the future. The committee also discussed the difficulties it

faces with installing safety shields for the reference staff before reopening the library building to the public. The committee resolved to temporarily move the reference librarian from the desk on the library floor to the back office while continuing to work on installing the safety measures.

D. Garden Committee: Ben Harrell, the boy scout looking to widen the library garden path, was able to raise enough money to complete his project with the help of the Friends at their book sale. With the help and guidance of Mr. Speranza, the project will create a path that is handicap accessible. Discussions on a start date for this project are still underway.

E. Friends: The Friends hosted their first book donation and sale events since the library bookstore closed as a result of the pandemic.

F. Personnel Committee: The Personnel Committee has begun to create job descriptions unique to each position in the library, starting with the circulation desk staff position.

VIII. Unfinished Business: None.

IX. New Business: The Board will begin to analyze the library's current strategic plan as well as discuss how best to begin the project of updating the strategic plan for the future. On August 1st, 2020, the library noted vandalism to both the storywalk and the patio benches. These acts, in conjunction with other recent acts of vandalism at the library, have prompted the Board to begin looking into obtaining a new security camera system for the library.

X. Adjournment: A motion to adjourn the meeting was made by Roberta Sherman and seconded by Meghann Chyla. Stephanie Wolf adjourned the meeting at 8:20 PM.

The next Regular Board Meeting will be held on September 10, 2020, at 7 PM.

Cornwall Public Library
Warrant # 2
As of August 31, 2020

Type	Date	Num	Memo	Split	Paid	Amount
Ashcraft Lock & Door						
Bill	07/27/2020	INV 55897	INV 55897	452 · Repairs to Building	Paid	318.50
Bill	08/27/2020	INV 55770	INV 55770	430.2 · Office supplies	Unpaid	20.00
Total Ashcraft Lock & Door						338.50
Benninger Landscaping LTD						
Bill	08/11/2020	24089 July	July Maintenance Inv # 24089	469 · Service Contracts	Paid	800.00
Bill	08/11/2020	24202	August Maintenance Inv # 24202	469 · Service Contracts	Paid	800.00
Bill	08/25/2020	24208 August	Clean Up Limbs From Storm #24208	469 · Service Contracts	Paid	300.00
Total Benninger Landscaping LTD						1,900.00
Brodart Co. -Supplies						
Bill	08/27/2020	561600	561600	430.1 · Library supplies	Unpaid	104.52
Total Brodart Co. -Supplies						104.52
Brodart Co. (McN)						
Bill	08/27/2020	Inv M179877	Inv M179877 - Sept-20	410.9 · McNaughton	Unpaid	610.75
Total Brodart Co. (McN)						610.75
Cornwall Public Library - Payroll						
Bill	08/10/2020	Payroll 8-7-20	Payroll Ending 8.7.20 Pay Date 8.14.20	1012 · OBT Payroll Checking	Paid	17,700.69
Bill	08/24/2020	Payroll 8-21-20	Payroll Ending 8.21.20 Pay Date 8.28.20	1012 · OBT Payroll Checking	Paid	18,312.95
Total Cornwall Public Library - Payroll						36,013.64
Cornwall Public Library - Trust & Agency						
Bill	08/11/2020	Health Insurance	September 2020 Health Insurance	1003 · Due from Trust & Agency	Paid	8,434.50
Bill	08/11/2020	Payroll End 8-7-20	Payroll Ending 8.7.20 Pay Date 8.14.20	1003 · Due from Trust & Agency	Paid	7,714.41
Bill	08/24/2020	Payroll End 8-21-20	Payroll Ending 8.21.20 Pay Date 8.28.20	1003 · Due from Trust & Agency	Paid	7,878.37
Total Cornwall Public Library - Trust & Agency						24,027.28
Holly B. Gigante						
Bill	08/10/2020	Payroll Reim	Reim Net	435 · Travel/Conference	Paid	156.74
Total Holly B. Gigante						156.74
JNJ Pest Control						
Bill	08/27/2020	Inv 6272	Pest Control Service - August 20	469 · Service Contracts	Unpaid	280.00
Total JNJ Pest Control						280.00
Lock Around the Clock						
Bill	08/27/2020	September 2020	September 20 Storage Unit Fee	469 · Service Contracts	Unpaid	55.00
Total Lock Around the Clock						55.00
Paychex, Inc.						
Bill	08/04/2020	22085565	39 Employee Usage \$4.20/EA & Mobile \$1/E...	437.1 · Prof fees-Office	Paid	194.61
Bill	08/24/2020	2020082700	Small Business Package Payroll Processing	437.1 · Prof fees-Office	Paid	573.08
Total Paychex, Inc.						767.69
Richard Feingold						
Bill	08/27/2020	9-22-20	The First Black Female Millionaire	437.2 · Prof fees-Adult programs	Unpaid	200.00
Total Richard Feingold						200.00
Shop Rite Supermarkets Inc.						
Bill	08/27/2020	6102020	6102020	430.2 · Office supplies	Unpaid	8.00
Bill	08/27/2020	6122020	6122020	430.2 · Office supplies	Unpaid	11.64
Total Shop Rite Supermarkets Inc.						19.64
Vanguard Cleaning Systems of the HV						
Bill	08/21/2020	35361	August Monthly Service-35361	469 · Service Contracts	Paid	1,190.00
Total Vanguard Cleaning Systems of the HV						1,190.00
Verizon						
Bill	08/21/2020	652-121-949-0001-81	Augus 2020 # 24202	431 · Telephone	Paid	178.98
Total Verizon						178.98
Verizon Wireless						
Bill	08/21/2020	985989127	985989127	431 · Telephone	Paid	15.08
Total Verizon Wireless						15.08

Cornwall Public Library

Warrant # 2

As of August 31, 2020

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Paid</u>	<u>Amount</u>
Village of Cornwall-on-Hudson						
Bill	08/27/2020	Acct 007472-000	Water Service 6-7-20 - 7-7-20	450 · Fuel/Utilities	Unpaid	24.00
Total Village of Cornwall-on-Hudson						<u>24.00</u>
W.B. Mason						
Bill	08/27/2020	Inv 211984756	Inv 211984756	430.2 · Office supplies	Unpaid	9.96
Bill	08/27/2020	Inv 212762005	Inv 212762005	430.2 · Office supplies	Unpaid	54.23
Bill	08/27/2020	Inv 211942890	Inv 211942890	430.2 · Office supplies	Unpaid	125.03
Bill	08/27/2020	Inv 212747992	Inv 212747992	430.2 · Office supplies	Unpaid	41.98
Total W.B. Mason						<u>231.20</u>
TOTAL						<u><u>66,113.02</u></u>

Cornwall Public Library
Profit & Loss by Class and Operating Grants
July through August 2020

	8/31/20 balance= \$331,160.91	8/31/20 balance= \$2,250.85	8/31/20 balance= \$2,609.37	8/31/20 balance= \$5,468	8/31/20 balance= \$500				
	Total Capital	Good Idea	Schmitt Children	Skoufis Adult	Arts Mid-Hudson	Friends	Operating - Other	Total Operating	TOTAL
	Fund	Fund	Tech Grant (Oper)	Tech Grant (Oper)	Regrant (Oper)	(Operating)	(Operating)		
Income									
2082 - Library Fines	0.00	0.00	0.00	0.00	0.00	0.00	425.01	425.01	425.01
2401 - Income from Investments	61.74	0.00	0.00	0.00	0.00	0.00	58.06	58.06	119.80
2706 - Gifts & Endowments	0.00	0.00	0.00	0.00	0.00	1,730.60	603.80	2,334.40	2,334.40
2760 - Grants	0.00	0.00	0.00	571.56	0.00	0.00	0.00	571.56	571.56
Total Income	61.74	0.00	0.00	571.56	0.00	1,730.60	1,086.87	3,389.03	3,450.77
Gross Profit	61.74	0.00	0.00	571.56	0.00	1,730.60	1,086.87	3,389.03	3,450.77
Expense									
141 - Salary-Certified Librarian	0.00	0.00	0.00	0.00	0.00	0.00	36,011.93	36,011.93	36,011.93
142 - Salary-Clerical	0.00	0.00	0.00	0.00	0.00	0.00	83,716.92	83,716.92	83,716.92
143 - Salary-Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	961.55	961.55	961.55
203b - Capital Equipment	0.00	0.00	0.00	171.56	0.00	0.00	1,276.71	1,448.27	1,448.27
410 - Books	0.00	0.00	0.00	0.00	0.00	0.00	8,308.89	8,308.89	8,308.89
412 - Video/Music/Books on Tape	0.00	0.00	0.00	0.00	0.00	0.00	4,514.63	4,514.63	4,514.63
413 - Serials/Reference	0.00	0.00	0.00	0.00	0.00	0.00	2,570.66	2,570.66	2,570.66
430 - Supplies									
430.1 - Library supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,245.11	1,245.11	1,245.11
430.2 - Office supplies	70.00	0.00	0.00	0.00	0.00	0.00	1,008.02	1,008.02	1,078.02
430.3 - Program supplies									
430.31 - YA	0.00	0.00	0.00	0.00	0.00	0.00	126.07	126.07	126.07
430.32 - Juvenile	0.00	0.00	0.00	0.00	0.00	0.00	32.98	32.98	32.98
430.33 - Summer Reading	0.00	0.00	0.00	0.00	0.00	0.00	221.24	221.24	221.24
Total 430.3 - Program supplies	0.00	0.00	0.00	0.00	0.00	0.00	380.29	380.29	380.29
Total 430 - Supplies	70.00	0.00	0.00	0.00	0.00	0.00	2,633.42	2,633.42	2,703.42
431 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	2,444.12	2,444.12	2,444.12
433 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	232.20	232.20	232.20
434 - Publicity & Printing	0.00	0.00	0.00	0.00	0.00	0.00	1,181.94	1,181.94	1,181.94
435 - Travel/Conference	0.00	0.00	0.00	0.00	0.00	0.00	169.05	169.05	169.05
437 - Professional Fees									
437.1 - Prof fees-Office	0.00	0.00	0.00	0.00	0.00	0.00	2,169.56	2,169.56	2,169.56
437.2 - Prof fees-Adult programs	0.00	0.00	0.00	0.00	0.00	750.00	100.00	850.00	850.00
437.3 - Prof fees-YA programs	0.00	0.00	0.00	0.00	0.00	350.00	0.00	350.00	350.00
Total 437 - Professional Fees	0.00	0.00	0.00	0.00	0.00	1,100.00	2,269.56	3,369.56	3,369.56
438 - Dues	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00	800.00
440 - Contracts w/ Books Co.	0.00	0.00	0.00	0.00	0.00	0.00	175.15	175.15	175.15
450 - Fuel/Utilities	0.00	0.00	0.00	0.00	0.00	0.00	3,370.94	3,370.94	3,370.94
452 - Repairs to Building	318.50	0.00	0.00	0.00	0.00	0.00	3,950.00	3,950.00	4,268.50
454 - Building Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,123.00	3,123.00	3,123.00
455 - RCLS ANSER & Telecommunicatio	0.00	0.00	0.00	5,853.44	0.00	0.00	7,792.25	13,645.69	13,645.69
469 - Service Contracts	0.00	0.00	0.00	0.00	0.00	0.00	8,217.87	8,217.87	8,217.87
9030.8 - FICA/Medicare Expense	0.00	0.00	0.00	0.00	0.00	0.00	10,449.81	10,449.81	10,449.81
9090.8 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	13,074.29	13,074.29	13,074.29
Total Expense	388.50	0.00	0.00	6,025.00	0.00	1,100.00	197,244.89	204,369.89	204,758.39
Net Income	-326.76	0.00	0.00	-5,453.44	0.00	630.60	-196,158.02	-200,980.86	-201,307.62

Cornwall Public Library
Profit & Loss Budget vs. Actual - Operating
July through August 2020

	Budget 17%	YTD Budget		Full 2020-2021 Budget		
		Jul - Aug 20	Budget	\$ Under Budget	Full Budget	Under Budget
Income						
2002 - Local Public Funds	0.00	0.00	0.00	1,263,805.00	1,263,805.00	0.0%
2005 - Appropriated Fund Balance	0.00	37,777.00	37,777.00	37,777.00	37,777.00	0.0%
2082 - Library Fines	425.01	3,000.00	2,574.99	18,000.00	17,574.99	2.36%
2401 - Income from Investments	58.06	0.00	-58.06	0.00	-58.06	100.0%
2706 - Gifts & Endowments	2,334.40	2,500.00	165.60	15,000.00	12,665.60	15.56%
2760 - Grants	0.00	0.00	0.00	2,000.00	2,000.00	0.0%
3840 - RCLS	0.00	4,300.00	4,300.00	5,000.00	5,000.00	0.0%
Total Income	2,817.47	47,577.00	44,759.53	1,341,582.00	1,338,764.53	0.21%
Gross Profit	2,817.47	47,577.00	44,759.53	1,341,582.00	1,338,764.53	0.21%
Expense					0.00	
141 - Salary-Certified Librarian	36,011.93	38,112.34	2,100.41	198,184.00	162,172.07	18.17%
142 - Salary-Clerical	83,716.92	93,898.08	10,181.16	488,270.00	404,553.08	17.15%
143 - Salary-Treasurer	961.55	833.30	-128.25	5,000.00	4,038.45	19.23%
203b - Capital Equipment	1,276.71	700.00	-576.71	4,200.00	2,923.29	30.4%
410 - Books	8,308.89	11,671.50	3,362.61	70,029.00	61,720.11	11.87%
411 - Film	0.00	0.00	0.00	658.00	658.00	0.0%
412 - Video/Music/Books on Tape	4,514.63	5,811.70	1,297.07	34,870.00	30,355.37	12.95%
413 - Serials/Reference	2,570.66	1,916.60	-654.06	11,500.00	8,929.34	22.35%
430 - Supplies			0.00		0.00	
430.1 - Library supplies	1,245.11	1,000.00	-245.11	6,000.00	4,754.89	20.75%
430.2 - Office supplies	1,008.02	1,900.00	891.98	11,400.00	10,391.98	8.84%
430.3 - Program supplies			0.00		0.00	
430.30 - Adult	0.00	500.00	500.00	3,000.00	3,000.00	0.0%
430.31 - YA	126.07	166.70	40.63	1,000.00	873.93	12.61%
430.32 - Juvenile	32.98	250.00	217.02	1,500.00	1,467.02	2.2%
430.33 - Summer Reading	221.24	416.70	195.46	2,500.00	2,278.76	8.85%
430.34 - Special/Outreach	0.00	416.70	416.70	2,500.00	2,500.00	0.0%
Total 430.3 - Program supplies	380.29	1,750.10	1,369.81	10,500.00	10,119.71	3.62%
Total 430 - Supplies	2,633.42	4,650.10	2,016.68	27,900.00	25,266.58	9.44%
431 - Telephone	2,444.12	1,500.00	-944.12	9,000.00	6,555.88	27.16%
433 - Postage	232.20	666.70	434.50	4,000.00	3,767.80	5.81%
434 - Publicity & Printing	1,181.94	1,250.00	68.06	7,500.00	6,318.06	15.76%
435 - Travel/Conference	169.05	916.70	747.65	5,500.00	5,330.95	3.07%
437 - Professional Fees			0.00		0.00	
437.1 - Prof fees-Office	2,169.56	4,199.20	2,029.64	25,195.00	23,025.44	8.61%
437.2 - Prof fees-Adult programs	850.00	1,166.70	316.70	7,000.00	6,150.00	12.14%
437.3 - Prof fees-YA programs	350.00	333.30	-16.70	2,000.00	1,650.00	17.5%
437.4 - Prof fees-Juvenile	0.00	666.70	666.70	4,000.00	4,000.00	0.0%
437.5 - Prof fees-SRP	0.00	500.00	500.00	3,000.00	3,000.00	0.0%
437.6 - Prof fees-Outreach	0.00	166.70	166.70	1,000.00	1,000.00	0.0%
Total 437 - Professional Fees	3,369.56	7,032.60	3,663.04	42,195.00	38,825.44	7.99%
438 - Dues	800.00	250.00	-550.00	1,500.00	700.00	53.33%
439 - Equipment Repair	0.00	0.00	0.00	0.00	0.00	0.0%
440 - Contracts w/ Books Co.	175.15	366.70	191.55	2,200.00	2,024.85	7.96%
450 - Fuel/Utilities	3,370.94	5,893.70	2,522.76	35,362.00	31,991.06	9.53%
451 - Custodial Supplies	0.00	500.00	500.00	3,000.00	3,000.00	0.0%
452 - Repairs to Building	3,950.00	2,248.30	-1,701.70	13,490.00	9,540.00	29.28%
454 - Building Insurance	3,123.00	12,750.00	9,627.00	12,750.00	9,627.00	24.49%
455 - RCLS ANSER & Telecommunicati	7,792.25	15,460.75	7,668.50	61,843.00	54,050.75	12.6%
469 - Service Contracts	8,217.87	9,699.80	1,481.93	58,199.00	49,981.13	14.12%
490 - Refund of PY Tax Assessment	0.00	3,000.00	3,000.00	3,000.00	3,000.00	0.0%
9010.8 - Retirement	0.00	0.00	0.00	62,051.00	62,051.00	0.0%
9030.8 - FICA/Medicare Expense	10,449.81	10,172.34	-277.47	52,896.00	42,446.19	19.76%
9060.8 - Workers' Comp	0.00	0.00	0.00	7,955.00	7,955.00	0.0%
9090.8 - Health Insurance	13,074.29	19,755.00	6,680.71	118,530.00	105,455.71	11.03%
Total Expense	198,344.89	249,056.21	50,711.32	1,341,582.00	1,143,237.11	14.78%
	-195,527.42	-201,479.21	-5,951.79	0.00	195,527.42	-

Cornwall Public Library Profit & Loss by Capital Grants

July 2017 through August 2020

	SAM Grant SITE SIGN	DASNY #7919 GEN/ELEC/LGT	DASNY/SAM #9095 ROOF	Total Grants (Capital Fund)	Capital Fund - Other (Capital Fund)	Total Capital Fund
EXPECTED FUNDS (not yet received)	50,000.00	9,050.00	11,570.99	70,620.99	513,009.16 *	583,630.15
Income						
2401 - Income from Investments	0.00	0.00	0.00	0.00	833.88	833.88
2760 - Grants	0.00	81,450.00	188,429.01	269,879.01	0.00	269,879.01
Total Income	0.00	81,450.00	188,429.01	269,879.01	513,843.04	783,722.05
Gross Profit	0.00	81,450.00	188,429.01	269,879.01	513,843.04	783,722.05
Expense						
203b - Capital Equipment	0.00	0.00	0.00	0.00	9,700.27	9,700.27
430 - Supplies						
430.2 - Office supplies	0.00	0.00	70.00	70.00	0.00	70.00
Total 430 - Supplies	0.00	0.00	70.00	70.00	0.00	70.00
431 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00
434 - Publicity & Printing	0.00	0.00	74.12	74.12	0.00	74.12
437 - Professional Fees						
437.1 - Prof fees-Office	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
437.6 - Prof fees-Outreach	0.00	0.00	0.00	0.00	0.00	0.00
Total 437 - Professional Fees	0.00	960.00	1,400.00	2,360.00	0.00	2,360.00
452 - Repairs to Building	0.00	0.00	714.50	714.50	3,211.00	3,925.50
800 - Capital Expenditure	0.00	0.00	188,936.34	188,936.34	247,136.81	436,073.15
Total Expense	0.00	960.00	191,194.96	192,154.96	260,048.08	452,203.04
Net Income	0.00	80,490.00	-2,765.95	77,724.05	253,794.96	331,519.01

*Capital Balance on 6/30/17

Open Grants & Notes				
Current Capital Account Balance= \$331,160.91				
Open Grants	\$ spent	Left to spend	Still to be reimbursed	
DASNY/SAM #9095 - ROOF (\$200,000)	\$191,194.96	\$8,805.04	\$11,570.99	Must be completed by 3/20; Must be completed by 3/2021
Sign Grant SAM (\$50,000)	\$0.00	\$50,000.00	\$50,000.00	Must be completed by 9/20; Must be completed by 9/2021
DASNY #7919 - GEN/ELEC/LGT (\$181,000)	\$960.00	\$180,040.00	\$9,050.00	Must be completed by 6/20; Must be completed by 6/2021

Director's Report August 2020

August. Another busy month. Unfortunately, there was some vandalism to the property, and the Story Walk, which I reported to the Police. Meaghan and I interviewed three candidates for the Public Relations Specialist position. I am waiting for the chosen candidate to return my call. The Friends held their book sale on the west portico. For the first two days of that, we had no power. Power was restored by 8/7, to everyone's great relief. I met with John Speranza and Ben Harrell regarding Ben's Eagle Scout project. Ben and Mr. Speranza are in touch with each other, and are to keep me in the loop with the project. The installation of our new phone system was supposed to take place on 8/11, however our lines had not been ported over. On the 27th, our phones stopped working, and I found out that our lines had been ported over. Luckily Net2Phone was able to get an installer over quickly, and the new phones were installed, under emergency circumstances. This led to a few things not working properly, and most of those kinks have been worked out, but we are still waiting for the fax machine to be made to work. Kurt Hahn did two trainings for us: "How to Stay Safe until Help Arrives", and "Surviving an Active Shooter." Although we are somewhat burnt out on Zoom, it is wonderful to be able to have training for staff via Zoom. We can record the training and have it available for a week or so for those staff members who could not attend on the training day.

8/3 Last day to receive P/R Specialist canvassing letters. Called Police re: Damage to Story Walk, library parking sign, and reading patio benches. Spoke with patron regarding book donation. Did emails, looked for dates that Meaghan and I could interview P/R candidates.

8/4 Did emails; worked on listing employees and the jobs they perform; closed library at 1pm due to impending storm. (Power lost just prior to 2:30pm)

8/5 Closed due to no power, came in to check building, and allow Friends to sort books for the Portico book sale. Personnel committee meeting at SW's house, 7PM.

8/6 Closed due to no power. Came in to help Friends set up book sale, stayed until noon. Building Committee meeting (7pm) in parking lot, met Paul Pecorella of Daktronics. Building Committee was shown examples of site sign sizes. 4'x 6' sign agreed upon. Paul will get us a new drawing with a roof line that matches the building, and that splits our logo, with the tree above the digital sign, and our name below.

8/7 Power back on last night at 9:30PM, so building was open. Caught up on emails. Helped Friends with sale set up.

8/10 Interviewed first P/R candidate. Friends let me know: "We made \$372 during the 3-day sale and had 62 visitors to the sale. Also, Ben Harrell received \$159 in donations." Emails with various people. Especially one with Gregory Rocco who wanted to lend us a sculpture, but I misunderstood and thought he wanted to donate it. (Wondering if it is possible to have an outdoor sculpture exhibit, before October?) Found out Phone installation delayed until 8/19.

8/11 Met with John Speranza and Ben Harrell re: Ben's Eagle Scout Project of a handicapped accessible path from the parking lot to the portico.

8/12 Attended Director's Association meeting, which had a special presentation by the Black Librarians Coalition (2.5 hours!). Interviewed the last 2 P/R candidates. Answered Treasurer's questions about

warrant. Emails with Brenda regarding two training sessions with Kurt Hahn (8/20 & 8/26) to be done remotely. First will be "Just Stay Safe Until Help Arrives," second is "How to Stay Safe in an Active Shooter Situation."

8/13 Rosaleen spoke with me about an organization called "MakeADifference Cornwall, then forwarded me emails from the group. At my suggestion she requested (via email) that they contact me in regards to future program possibilities. In contact with P/R who requested time board packet would be available to post to the public. Worked on a statement about re-opening to the public, with Meaghan, Ellen and Liz. Met Dan (5pm) from Safe & Sound to go through surveillance footage to see if we could locate day & time of vandalism incident. Attended Board meeting.

8/14 Called Officer Thompson and left message that we were able to find the day & time of the vandalism, despite the clock and calendar in our surveillance system being off. Emailed RPC and Graybar about estimated arrival date for Lighting. Found it wasn't ordered yet due to RPC needing to provide a bond to Graybar. Spoke with RPC about issue. They will procure the bond needed.

8/17 Emailed staff to remind them of staff meeting with training on 8/20 & 8/26 both at 8 am. Entered various staff hours into paychex for previous week. Worked on "Words from the Director" for Sept. Updated policy review schedule. Got this email from Ellen: "Hi Charlotte, My experiment with no lights, except on the Non-Fiction side, did not go as well as I planned. Seeing was a bit of trouble, and I wouldn't want anyone to have an accident. Warm regards, Ellen." Due to this fact I believe we will have to keep the library closed on the weekend between the removal of the old lights & the installation of the new.

8/18 Read REALM projects newest results. Directed staff to wipe down all returned items after the quarantine period. Emails, etc.

8/19 Found out that Magna-5 has not ported lines, yet. Called Magna 5 to find out what was causing delay. Was told they had no porting order. I called Kevin Barry, and asked that he expedite that for us, haven't heard when to expect install at this point. Met with Frank of Armistead HVAC. Showed him blue prints, air handling unit in ceiling, and went to show him boiler room, but discovered key missing. (Pat found a key, but Frank will have to come back in early Sept.) Discussed the fact that United was to have done an Air balancing, and that we never got a report. Called United to ask about report, and get a copy. Met with Joe Price about our building insurance. (Brenda and I discovered that the CCSD owns the building still, and had many questions. She is in contact with Harvey Sotland, and we are looking into what should be done.) Went to Ashcraft locksmiths to get 2 extra copies of boiler room key.

8/20 8am staffing training with Kurt Hahn titled "How to Stay Safe Until Help Arrives." 17 staff members tuned into ZOOM. We recorded this training, so that staff unable to attend will have the opportunity to view the recording at a later date. Emails, etc.

8/21 Away. Entered hours in Paychex for various staff members

8/24, 8/25, 8/26 Away. Attended RCLS' meeting with Labor Lawyer: Devorah Lindeman of Greenwald Doherty, LLP(1.5hours) She spoke about FFCRA, and related matters. Attended staff meeting/training (1 hour).

8/27 Discovered copies of Boiler room key do not work. Will have to go back to Ashcraft to get re-copied. Discovered phones not working, no incoming calls. Called Kevin Barry of S.O.S. to see why (he is liaison with Net2Phone). Found that Magna 5 had trunked our numbers over, but neglected to let us all know! Was able to get Roger here to install new phones. Various emails, etc.

8/28 Continued to try to get new phones set up with correct extensions, call groups, forwarding, and outgoing messages. Had Meaghan's help with call grouping. Everything looks OK at this point. Entered various employees' hours in Paychex. Various emails. Completed rebate form for Polycom phones. Worked on Director's report.

8/31 Worked with Auditors, answering questions, and providing copies of related Policies (procurement, credit card, petty cash). Looked into short term disability for an employee. Worked with Net2phone to get auto attendant set up & calls ringing throughout offices.

Monthly Statistics for August 2020(previous month in parentheses):

Registered borrowers: 8,703 (8,688); Direct Access/Circulation: 4,506 (5,047); ILL Borrows: 1,763 (1,155); ILL Loans: 1,407 (1,081); Item Count: 74,380 (74,426); Wi-Fi:1206 (1261); Overdrive check outs: 2155 (2179); Overdrive unique users: 549 (530).

End of Month Report August 2020

Youth Services Department
Cornwall Public Library

Program/Events

8/3	Virtual Dog Tales	ZOOM	2
8/3, 8/10, 8/17, 8/24	Make It Monday	Facebook/Curbside	1273
8/4, 8/18	Itsy Bitsy Tips	Facebook/YouTube	387*
8/7, 8/14, 8/21, 8/28	Story Break LIVE!	Facebook	1150*
8/8	Noticing Nature	Facebook/YouTube	196*
8/10	PJ Story Time	Facebook/YouTube	241*
8/14	TUT Meeting	ZOOM	3
8/25	Summer STEM	Facebook/YouTube	203*
8/27	Teen BreakOut Box	ZOOM	5

* overall reach

Reflections

Summer Programming has come to an end. Phew! Many thanks to my multi-talented, creative co-workers and all involved who made it happen. 110 registrants. Our SRP had quality content and was well received!

Now we are in the throes of planning the programming for the rest of the year. What has helped us in this venture is the feedback we have received from the past months. Make It Mondays were very

popular- supplies and instructions provided to complete a given project that appeals to a wide age range available for pick-up. Things “virtual” were not preferable because everything now seems to be virtual- though now that is all we can realistically do. So we reinvent and do what we can. Our birth - 5-year-old programs will be a combination of virtual and brown bag giveaways. PJ Story times, Dog Tales, and Teen Writers are virtual meetings. Art Afternoon- From the Curb will be supplies and prompts that registrants will try at home with projects that take a bit more time than the in-house art program allows. The fall Story Walk is currently in place and ready for anyone to take a walk, read a book and participate in a scavenger hunt.

Virtual Program Overview from Rebecca Barth

	Social media	videos	children attended	teens
April	4	5	651	9
May	5	4	522	18
June	5	7	372	16
July	11	7	426	26
August	8	5	501	8

Respectfully submitted 9/4/20 ekf

Adult Services Report
August 1-31, 2020
 (submitted by Meaghan Doyle, 9/8/20)

REFERENCE: Reference (previous month in parentheses):

Tech Assists: 22 (17); Ref. Q’s: 233 (173); Circ/Curbside Assists: 243 (156); Phone: 346 (240); Pull List: 1868 (1802); Reader’s Advisory: 2 (0)

Database Stats (previous month in parentheses):

Novel List Plus: 12 (5); Novel List PlusK-8: 9 (2); EBSCO Other: 11 (0); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 2 (129); New York Times Digital: 51 (49)

PC Usage: None **WIFI Usage:** 1206 (1261) **Notary Service:** 29 (13)

HOOPLA (previous month in parentheses):

New signups: 6 (13); Borrowers: 86 (105); Avg. No. Circs: 3.02 (2.8); Maxed Users: 26 (30)

Items borrowed: 260 (290) (TV: 12 (26); Music: 9 (11); Movies: 39 (36); eBooks: 88 (93); Comics: 29 (19); Audiobooks: 83 (105))

Note about Stats: Physical building continued to be closed to the Public so many resources remain underused, though usage rates are definitely on the rise.

Virtual Out and About Book Club: August 19, 6 adults read Real Life by Brandon Taylor. We were excited that after we chose this book it was short-listed for the Booker Prize, though ultimately it did not win.

Adult Summer Reading Program: We had 20 adults registered for the Adult Summer Reading Program, and 27 book reviews were posted on the ReadSquared site. We had access to the ReadSquared App this year, due to a grant from New York State Library's Family Literacy Library Services. This is about 50% participation compared to last year, which I'll take as a win given the circumstances!

Meetings attended:

8/10 – Interview for PR position
8/12 – Interview for PR position x2
8/20 staff meeting 8am
8/20 RUG meeting

Webinars attended:

8/5 – Net2Phone training
8/20 teen librarians meeting
8/26 staff meeting
8/28 Great Give Back Meeting RCL

August 2020 Monthly Report: Rosaleen Leahy; 9/8/20

Programs

Bruce Foley & Mary Coogan Live Session #20 – 13; Rhapsody in Blue(soon) – 14; Gilharmonic with Gil Shaham – 7; Unclaimed Funds Workshop – 10; A Virtual Walk in the Woods – 21; Mark & Maggie O'Connor – 11; Let's Paint a Little Sunshine – 16; "The Moldau" by Smetana – 21; Frank Rudolph & Mark Henderson – 9; West Point Acceptance Day Parade - 18 ; Sounds of Summer – 27; Virtual Out & About – 6; Virtual Mystery Book Discussion – 8; My Life as a Blue Man – 12; Book Chat & Chocolate – 7; Metropolitan Opera, "Elektra" – 8

of Programs – 16, Attendance – 208

The program, "My Life as a Blue Man", was very well received. Our patron, Mark Frankel, is a member of the Blue Man Group at Astor Place. Mark is very personable and presented the program as though we were all sitting in his living room. Publicity had gone out to the The Times Herald Record, and I received requests for contact information. One of these requests came from Connie Keller, a Trustee at Ethelbert B. Crawford Public Library in Monticello. I sent Connie some information about the program and received this very nice reply:

Rosaleen, Thank you for giving Mark our information. He did contact me and is interested in doing a program for us. We are grateful to you! You followed through and it looks like it will work out! Thank you again! Connie

Buildings and Grounds
September 2020

. The priority over the course of the last month has been to reopen the library for browsing by appointment but has also included the Sight Sign and interior lighting. All PDF's pertaining to projects in motion or that are on the horizon have a folder within the main B&G Folder which is shared within the Main CPL Meetings folder in Gdrive. (That is a lot of folders within folders!) Please let me know if you have any issues accessing it.

- **Interior Lighting Project** moving right along!
 - Charlotte has been in contact with the architect, the manufacturer and RPC electric to confirm measurements of the vaulted ceiling and to also go over small details such as switches, circuit breakers, etc.
 - The projected completion date after receiving materials is 3 weeks
 - We may have to have very limited in-person browsing during this time

- **Sight Sign**
 - Paul From Daktronic's came back with some better price structures for the sign. If we want to stay close to the grant of 50K we would need to downsize the sign. We would still have a range of options with finishes within the new price structures.
 - To simplify: a 4'x6' Sign with structure would be [\\$56,357](#)
 - The next size down and (a more rectangular shape) 75" wide x 35" would be [\\$49,999](#)
 - Savings of about \$4,000 for either option
 - Please see the PDFs in the B&G Sight Sign folder for more detail so that we can discuss which option to choose. We can't move forward with this project until we make that determination.

Reopening: the goal is to reopen the library on September 8th for browsing by appointment only. Appointments would be for a limited amount of time, and the number of patrons allowed per browsing session would be limited to a predetermined amount of people.

REOPENING PLAN

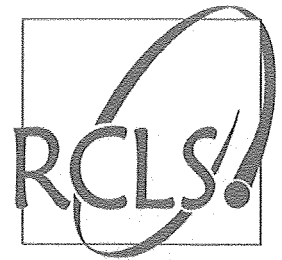
- **Circ Desk**
 - Use NUGLASS (the contractor who did other work on Circ Desk) to finish encasing with appropriate "glass" on 3 sides with Aluminum
 - NuGlass is starting September 9th, and Charlotte has made allowances for him to work while remaining open
- **Computer Corral**
 - Use NUGlass to also hang appropriate materials from drop ceiling to aid in further protection for patrons using computers

- NuGlass is starting September 9th, and Charlotte has made allowances for him to work while remaining open
- **Reference Librarians**
 - Charlotte has ordered free-standing “screens” to keep our reference librarians safe.
- **Curbside pick up** would remain operative even while we open for browsing
 - Staff should remain on a split schedule, the staff work area is too tight to be able to follow the 6’ guidelines.
- **Time Frame**
 - September 8th

- **HVAC**
 - We are still looking to have an Engineer / 3rd party look at the system to determine what we actually need
 - Charlotte has been contacting / meeting with various HVAC companies to also further deduce what our problems are and what needs to be fixed so that we can get through to replacing the system

MEMORANDUM

DATE: September 1, 2020
TO: Member Library Board Presidents and Directors
FROM: Grace Riario, Executive Director
RE: Ramapo Catskill Library System (RCLS)
2021 Operating Budget



**Ramapo
Catskill
Library
System**

The RCLS Board of Trustees approved the 2021 Operating Budget at a Special Board meeting held on Monday, August 31, 2020.

In March of 2010 the RCLS Board approved a resolution that a member library Service Fee would be implemented in 2012. 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>

NYS Division of Budget advises that State Aid in 2021 will be reduced in the range of 20% - 30%. RCLS is budgeting for a 25% loss in State Aid.

The Budget is comprised of two components – the General Operating portion and the Automation (ANSER) portion. Compared to 2020, the General Operating portion decreased by (\$699,114) or (22%). The ANSER portion increased by \$51,850 (2.8%) compared to 2020, as shown in the enclosed ledger size spreadsheet.

The revenue shortfall in 2021 is expected to be \$294,600. The RCLS Service Fee of \$122,200 will cover 41% and the RCLS' Use of Fund Balance will cover \$172,400 or 59% of the shortfall.

In order to provide member library Trustees and Directors the opportunity to learn more about how the 2021 Budget was developed, RCLS will be holding two (2) Zoom Budget Hearings in addition to the Budget Presentation at the Annual Meeting. A list of times for the Hearings follows.

The RCLS Fiscal Officer, Stephen Hoefler and I will attend the Budget Hearings to provide information and answer questions about the 2021 Budget. In addition, RCLS Trustees will be in attendance.

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**Grace
Riario**
Executive
Director

Please note that registration for attendance for the Annual Meeting and the Budget Hearings is required. You can register for any of these events by visiting the RCLS website and clicking on the link for the calendar at: <http://calendar.rcls.org/> Registration is required to receive an email two (1) day prior to the meeting with the Zoom link.

The scheduled dates are:

Zoom Annual Meeting

Friday, September 25 @ 10:00am – 12:00pm

Deadline for registration is Wednesday, September 23

Zoom Budget Hearing in the morning

Monday, September 28, @ 10:00am – 11:00am

Deadline for registration is Thursday, September 24

Zoom Budget Hearing in the evening

Tuesday, September 29, 7:00pm – 8:00pm

Deadline for registration is Friday, September 25

Attached to this memorandum you will find copies of:

1. 2021 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 2021 RCLS Budget. **The Ballot must be returned on or before 4:00pm Monday, November 30, 2020.**

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).



RAMAPO CATSKILL LIBRARY SYSTEM
2021 BUDGET - OPERATING
 08/31/20 RCLS Board Approved

REVENUE	2019					2020					2021			2021			
	Col. 1 FULL BUDGET	Col. 2 GENERAL	Col. 3 AUTOMATION	Col. 4 ADJUSTED BUDGET	Col. 5 ACTUAL 12/31/19	Col. 6 FULL BUDGET	Col. 7 GENERAL	Col. 8 AUTOMATION	Col. 9 ADJUSTED BUDGET	Col. 10 ACTUAL 06/30/20	Col. 11 FULL BUDGET	Col. 12 GENERAL	Col. 13 AUTOMATION	Col. 14 % CHANGE	Col. 15 \$ Change BUDGET	Col. 16 \$ Change GENERAL	Col. 17 \$ Change AUTO
SALE OF GOODS & SERVICES	\$ 348,000	\$ 348,000	\$ -	\$ 413,000	\$ 412,917	\$ 407,000	\$ 407,000	\$ -	\$ 407,000	\$ 250,214	\$ 244,100	\$ 244,100	\$ -	-40.0%	\$ (162,900)	\$ (162,900)	\$ -
AUTOMATED SERVICES FEES	1,559,460	-	1,559,460	1,571,520	1,571,448	1,597,750	-	1,597,750	1,597,750	775,536	1,654,300	-	1,654,300	3.5%	56,550	-	56,550
SERVICE FEES	122,282	122,282	-	122,282	122,282	122,282	122,282	-	122,282	122,282	122,200	122,200	-	-0.1%	(82)	(82)	-
INTEREST ON GENERAL FUNDS	8,000	8,000	-	8,000	7,017	8,000	8,000	-	8,000	560	5,000	5,000	-	-37.5%	(3,000)	(3,000)	-
INTEREST ON AUTOMATION FUNDS	4,200	-	4,200	4,800	4,801	4,200	-	4,200	4,200	-	4,000	-	4,000	-4.8%	(200)	-	(200)
SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -GEN	-	-	-	3,500	3,473	-	-	-	-	-	-	-	-	0.0%	-	-	-
INSURANCE RECOVERY -AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
FUNDRAISING	-	-	-	4,200	4,120	-	-	-	-	33	-	-	-	0.0%	-	-	-
GIFTS - NYLA ADVOCACY DAY	5,000	5,000	-	10,000	8,058	5,000	5,000	-	5,000	5,328	5,000	5,000	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -GEN	-	-	-	650	645	-	-	-	2,000	2,000	-	-	-	0.0%	-	-	-
OTHER UNCLASSIFIED REVENUE -AUTO	-	-	-	350	347	-	-	-	-	-	-	-	-	0.0%	-	-	-
E-RATE FUNDING -GENERAL	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-	-
E-RATE FUNDING -AUTOMATION	192,330	-	192,330	194,075	194,063	189,700	-	189,700	189,700	-	185,200	-	185,200	-2.4%	(4,500)	-	(4,500)
BASIC AID	1,736,684	1,736,684	-	1,737,556	1,737,556	1,737,561	1,737,561	-	1,692,611	-	1,269,400	1,269,400	-	-26.9%	(468,161)	(468,161)	-
LSSA-LOCAL SERVICES SUPPORT AID	175,507	175,507	-	175,595	175,595	175,595	175,595	-	170,620	-	127,900	127,900	-	-27.2%	(47,695)	(47,695)	-
LLSA-LOCAL LIBRARY SERVICES AID	225,398	225,398	-	225,511	225,511	225,511	225,511	-	219,676	-	164,700	164,700	-	-27.0%	(60,811)	(60,811)	-
CENTRAL LIBRARY AID	243,048	243,048	-	243,170	243,170	243,170	243,170	-	236,860	-	177,600	177,600	-	-27.0%	(65,570)	(65,570)	-
CENTRAL BOOK AID	67,599	67,599	-	67,633	67,633	67,633	67,633	-	65,903	-	49,400	49,400	-	-27.0%	(18,233)	(18,233)	-
COORDINATED OUTREACH GRANT	139,392	139,392	-	139,462	139,462	139,462	139,462	-	135,852	-	101,800	101,800	-	-27.0%	(37,662)	(37,662)	-
GRANT IN AID	-	-	-	180,994	180,994	-	-	-	130,385	23,030	-	-	-	0.0%	-	-	-
STATE CORRECTIONAL FACILITIES	38,200	38,200	-	57,101	57,101	38,800	38,800	-	37,740	-	31,400	31,400	-	-19.1%	(7,400)	(7,400)	-
COUNTY JAILS	-	-	-	7,386	7,386	-	-	-	-	-	-	-	-	0.0%	-	-	-
LITERACY LIBRARY SERVICES GRANT	-	-	-	21,755	21,754	-	-	-	-	-	-	-	-	0.0%	-	-	-
TOTAL INCOME.....	4,865,100	3,109,110	1,755,990	5,188,540	5,185,333	4,961,664	3,170,014	1,791,650	5,025,579	1,178,983	4,142,000	2,298,500	1,843,500	-16.5%	(819,664)	(871,514)	51,850
FUND BALANCE USE:																	
UNALLOCATED-OPERATIONS	24,455	24,455	-	-	-	-	-	-	-	-	172,400	172,400	-	0.0%	172,400	172,400	-
TOTAL REV & APPROPRIATED FUND BAL	\$ 4,889,555	\$ 3,133,565	\$ 1,755,990	\$ 5,188,540	\$ 5,185,333	\$ 4,961,664	\$ 3,170,014	\$ 1,791,650	\$ 5,025,579	\$ 1,178,983	\$ 4,314,400	\$ 2,470,900	\$ 1,843,500	-16.5%	\$ (647,264)	\$ (699,114)	\$ 51,850

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.

The 2021 Budget deficit, resulting from a 27% budget over budget cut in State Aid, is \$294,600. The RCLS Service Fee remains the same at \$122,200 and the balance of \$172,400 will come from the RCLS Unallocated Fund Balance.

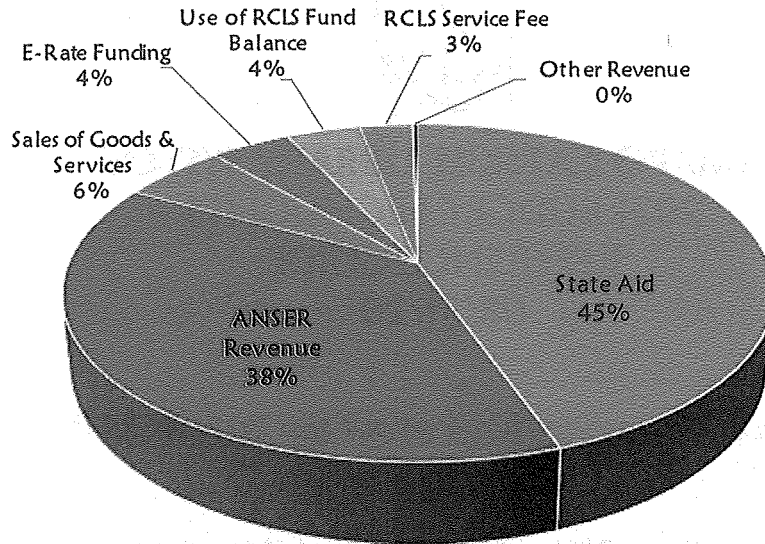
-13.05% -22.05% 2.89%



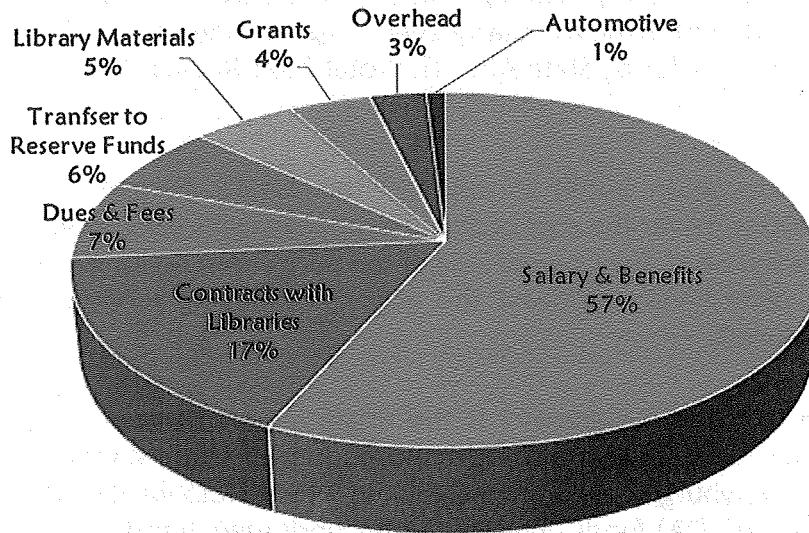
**RAMAPO CATSKILL LIBRARY SYSTEM
2021 BUDGET HIGHLIGHTS
REFERENCE GUIDE
08/31/20**

The 6 most interesting things about the 2021 RCLS Budget

1. It takes into consideration a 25% cut in State Aid of (\$465,800) which supports the 2021 General Budget and a direct loss of (\$172,000) to member libraries. The direct loss reduces Local Library Services Aid (LLSA) by (\$54,900), forces cuts to Coordinated Outreach Services and slashes Central Library Development Aid and Central Book Aid.
2. Despite RCLS anticipating a 25% loss in State Aid, the 2021 RCLS Service Fee is budgeted to remain the same at \$122,200 for the third year in a row. This will cover 41% of the revenue shortfall, while the RCLS' Use of Fund Balance will cover another \$172,400.
3. The RCLS Service Fee and Use of Fund Balance at \$294,600 does not fully cover the total loss of State Aid at (\$637,800). This (\$343,200) difference has been made up by reducing RCLS Staff by 2 FTE with benefits, nearly every expense line has been reduced, as well as services previously paid for by State Aid. The total 2021 Budget is 13% less than the 2020 Budget.
4. The Directors Association voted to approve the ANSER Budget on 08/12/20, which included \$69,000 to cover the cost of one third of the cataloging services one year. With the reduction in State Aid, the General Side of the budget can no longer support the ANSER Budget at the same level. Without this action, cataloging services would have been dramatically reduced.
5. Contracts with Libraries – General - is the single largest decrease in appropriations at (\$160,400). This decrease is due to a Memorandum of Understanding (MOU) with the Central Library, Newburgh Free Library (NFL), in where RCLS will hold the Central Library Development Aid (CLDA) funds. Previously the funds were transferred to NFL, then RCLS would pay the invoices and bill NFL for reimbursement. This reduction in expense is offset by a reduction in revenue, Sale of Goods & Services, for a net \$0 effect on the total budget.
6. The 2021 Automated Network Services (ANSER) Annual Fee is budgeted to increase by \$97,050 and includes the \$69,000 for cataloging services. The return of the Finkelstein Memorial Library (FML) to full ANSER participation, while adding an additional 12 workstations, provided an increase in ANSER revenue. This additional revenue was offset by several libraries reducing workstations, same as what occurred last year.



State Aid	\$ 1,922,200
ANSER Revenue	1,658,300
Sales of Goods & Services	244,100
E-Rate Funding	185,200
Use of RCLS Fund Balance	172,400
RCLS Service Fee	122,200
Other Revenue	10,000
TOTAL REVENUE	\$ 4,314,400



Salary & Benefits	\$ 2,445,800
Contracts with Libraries	727,800
Dues & Fees	309,000
Transfer to Reserve Funds	264,000
Library Materials	227,900
Grants	177,700
Overhead	122,000
Automotive	40,200

TOTAL APPROPRIATIONS \$ 4,314,400

REFERENCE GUIDE: 2021 BUDGET HIGHLIGHTS

GENERAL DISCUSSION:

The chart below summarizes the loss of \$1.2 million in State Aid for 2020 and 2021. While RCLS is proud to have developed the 2021 Budget with no increase to member libraries via the Service Fee, with the loss of two full time RCLS employees and \$118,360 in direct program funding, libraries will begin seeing a reduction in services as of September 2020.

2020 Budget	Actual		Actual		Budgeted			
	Financial Hit - 04/01/2020		Financial Hit - 07/31/2020		Financial Hit - 04/01/2021			
NYS STATE AID	RCLS	Other	2.7% reduction for 2020		20% reduction in 2020		25% reduction for 2021	
			RCLS	Other	RCLS	Other	RCLS	Other
BASIC AID	\$ 1,737,561	\$ -	\$ (44,953)	\$ -	\$ (338,522)	\$ -	\$ (423,151)	\$ -
LOCAL SERVICES SUPPORT AID - Syste	175,595	-	(4,974)	-	(34,124)	-	(42,655)	-
LOCAL LIBRARY SERVICE AID - Librarie	-	225,511	-	(5,834)	-	(43,935)	-	(54,919)
CENTRAL LIBRARY DEV. AID (CLDA)	-	243,170	-	(6,311)	-	(47,372)	-	(59,215)
CENTRAL BOOK AID (CBA)	-	67,633	-	(1,730)	-	(13,181)	-	(16,476)
COORDINATED OUTREACH	124,680	14,782	(3,608)	-	(27,171)	-	-	(33,964)
STATE CORRECTIONAL FACILITIES	38,800	-	(1,058)	-	(6,360)	-	-	(7,400)
TOTALS	\$ 2,076,636	\$ 551,096	\$ (54,592)	\$ (13,875)	\$ (406,177)	\$ (104,488)	\$ (465,806)	\$ (171,974)

Total loss for 2020 **\$ (579,132)** Loss for 2021 **\$ (637,780)**

The 25% reduction in 2021 State Aid was based on the NYS Division of Budget estimated range of 20% to 30%. The Full Budget has decreased by (\$647,264) or (13.1%) overall. Salaries and Benefits which equals 57% of the Budget, decreased (\$123,300) or (7.3%) and (\$93,250) or (9.7%) respectively.

Despite RCLS projecting a 25% loss in State Aid, the 2021 Service Fee is budgeted to remain the same at \$122,200 for the third year in a row. This will cover 41% of the shortfall, while the RCLS' Use of Fund Balance will cover another \$172,400 to balance the budget.

Reduction in RCLS services will come in many forms and figures. The loss of Central Library Development Aid and Central Book Aid of \$65,500 has necessitated the need to eliminate databases and eContent purchasing. Outreach grants have been eliminated and \$54,900 in Local Library Services Aid (LLSA), funds that pass-thru to libraries directly, have been lost for 2021.

RCLS publications will be modified by eliminating the RCLS Annual Highlights and reducing the Trustee FYI from four print publications mailed to Trustees, to three LibraryAware email newsletters. We have decreased our delivery by eliminating the E-run and original cataloging will be done via a consultant, not a full-time librarian.

REFERENCE GUIDE: 2021 BUDGET HIGHLIGHTS

REVENUE:

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 \$244,100 in estimated revenue, \$151,000 is for the eContent Pooling initiative, \$42,100 in database purchases, \$17,000 in movie licenses, \$11,000 in NYLA annual membership fees, and another miscellaneous \$23,000 in consolidated and coordinated services administered by RCLS. This line is (\$162,900) less due to the MOU with the Newburgh Free Library as discussed in item 5 of page 1.

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

STATE AID

See General Discussion on page 3.

E-RATE FUNDING

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 2019 of \$185,200 has been applied to the telecommunications costs for 2021. Member libraries are enjoying a 63% rebate on the fiber network costs and backup internet provided to member libraries.

REFERENCE GUIDE: 2021 BUDGET HIGHLIGHTS

APPROPRIATIONS:

SALARIES

The amounts are calculated based on a 4½ year Union Contract approved by the RCLS Board of Trustees in 2018. The RCLS staff has been reduced by 2 FTE and the cost of one cataloger has been transferred from the General Budget to the ANSER budget. These changes represent a decrease of \$214,300 on the General side and a \$91,000 increase in ANSER salaries.

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

There are no planned purchases this year.

LIBRARY MATERIALS

This code includes Central Library Development Aid (CLDA) and Central Book Aid (CBA), both of which saw a 27% decrease.

OFFICE & LIBRARY SUPPLIES – GENERAL

Down by (\$5,300) because RCLS is not purchasing delivery boxes this year.

TELECOMMUNICATIONS

This code is mostly the cost of the fiber cable for the Automated Network. The anticipated cost, less 2019 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 decreased by (\$2,700).

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 email system. The (\$2,400) reduction is from eliminating the print version of the Trustee FYI and eliminating the RCLS Annual Highlights publication all together.

TRAVEL – STAFF/CONFERENCES – STAFF/TRAVEL & BOARD MEETING COSTS/CONFERENCES & TRAVEL – BOARD & CONFERENCES & TRAVEL – A

RCLS is anticipating very little travel and in-person meetings next year, instead opting for online meetings and conferences. These lines have a combined reduction of (\$31,000).

CONTRACTS WITH LIBRARIES – GENERAL

Shows the single largest decrease in appropriations at (\$160,400). This decrease is due to a Memorandum of Understanding with the Central Library, Newburgh Free Library (NFL), in where RCLS will hold the Central Library Development Aid (CLDA) funds. Previously the funds were transferred to NFL, then RCLS would pay the invoices and bill NFL for reimbursement. This reduction in expense is offset by a reduction in revenue, Sale of Goods & Services, for a net \$0 effect on the total budget.

REFERENCE GUIDE: 2021 BUDGET HIGHLIGHTS

PROFESSIONAL FEES

Included in this code are payroll processing fees, general purpose attorney, auditors and accounting package software support. The (\$17,700) decrease represents no Plan of Service (POS) expenses for 2021.

CONTINUING EDUCATION

With the lack of State funding, Continuing Education has taken a (\$7,100) hit.

ADVOCACY COSTS

Advocacy costs have decreased by (\$3,000) from not renewing countywide business memberships in Orange, Rockland and Sullivan. Support for NYLTO (New York Library Trustee Organization) has also been eliminated. NYLA Library Advocacy Day is budgeted at \$5,000 on this line.

SOFTWARE/HARDWARE MAINT. & SUBS - A

This code includes hardware and software support, both annual contracts and multi-year contracts under \$2,500, applicable to the automated network. This includes the SirsiDynix annual software licensing agreement/maintenance at \$120,000, a (\$48,000) reduction, and annual maintenance contracts of \$74,000. The annual contracts have increased as ANSER is covering \$6,300 more for Novelist Select and the renewal of Splashtop remote access software at \$22,500. The overall reduction in this line is (\$12,400).

FUELS AND UTILITIES

Fuels and Utilities shows a (\$2,600) savings resulting from re-lamping the RCLS building with LEDs and signing a contract with MEG, a third party energy supplier for municipalities, for a 30% reduction in costs.

REPAIRS TO BUILDING

This code has a (52%) or (\$9,700) decrease. All building improvements have been put on hold.

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

A decrease of (\$600) is budgeted as we expect less travel for 2021.

REFERENCE GUIDE: 2021 BUDGET HIGHLIGHTS

OUTREACH FUNDS - NOT ASSIGNED

The amount of Coordinated Outreach Grant funds available after wages, benefits, travel, and books are deducted from State Aid designated for Outreach. This line has decreased by (\$9,100) due to cuts in State Aid resulting in the elimination of grants and career counselors for 2021.

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. A (50%) cut has been made to this line.

RETIREMENT

An estimate based on 2020 employer contribution rates, the actual 2021 rates will be published in September 2021. The (\$9,500) reduction is due to two long time employees retiring.

SOCAL SECURITY/MEDICARE

The (\$8,100) decrease is due to the reduction in RCLS staff.

WORKERS COMPENSATION

The (\$8,100) decrease is due to favorable experience ratings over the past few years, which has allowed RCLS to return to the NYSIF Safety Group 497 for even bigger savings.

HOSPITALIZATION

Active

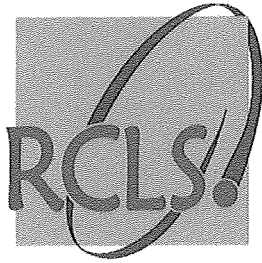
The New York State Health Insurance Plan (NYSHIP) will decrease by (\$76,300) for active employees due to changes in staffing. NYSHIP has not provide projections and so a 5.0% increase in premiums are budgeted. RCLS employees will also contribute an additional 1% of health insurance premiums for 2021.

Retirees

The NYSHIP retiree plan projects a decrease of (\$8,700) due to the loss of a retiree.

TRANSFER TO DELIVERY CAPITAL ACCOUNT

This account was 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.



Ballot

The Board of Trustees of the _____ Library
on this day _____ of _____ 2020 approved a
resolution to

- accept
- not to accept

the Ramapo Catskill Library System 2021 Budget, as presented.

Board President *(signature)*

Please return by 4 p.m.
Monday, November 30, 2020
to
Grace Riario, Executive Director
Ramapo Catskill Library System

Safe & Sound

PO Box 101

Cornwall, NY 12518

(845) 569-7233

kara@safeandsoundny.com

safeandsoundny.com

Estimate

ESTIMATE # 2065

DATE 08/13/2020

ADDRESS

Cornwall Public Library

395 Hudson St.

Cornwall, NY 12518

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	QTY	RATE	AMOUNT
Proposal for providing Burglar / Fire Alarm Monitoring:			
1 - Napco Starlink SLE-CDMA-CFB Radio Transmitter - complies with NFPA 72 2013 w/ 60 minute Check-In, Sole Path Approved	1	99.00	99.00T
1 - Connect and Test existing Fire Alarm System - FireLite MS-5UD			
1 - Honeywell Vista 20P Control Panel - w/ partition	1	99.00	99.00T
1 - Alpha-Numeric Keypads - at entry and at community room *** Create ONE PARTITION ***			
1 - LTE Cellular Communicator			
1 - Connect and Test all existing devices			
1 - Replace Batteries			
1 - Test Panic Buttons			
Annual Monitoring - includes all cellular fees from provider - dedicated Phone Lines can be cancelled, so please use this fact in your cost analysis. Annual Inspection with Report for AHJ is INCLUDED	1	960.00	960.00T
Wireless Panic Button	1	75.00	75.00T

SUBTOTAL	1,233.00
TAX (0%)	0.00
TOTAL	\$1,233.00

Accepted By

Accepted Date