

Cornwall Public Library
September 14, 2022, 7:00 PM
Regular Meeting Agenda

I. Roll

II. Approval of Agenda

III. Approval of the Minutes –August 10, 2022

IV. Financial Review

a. Approval of Warrant #2

V. Public Remarks

VI. Communications/Donations

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

VIII. Committee Reports

1. Finance Committee: Motion to transfer \$100,000.00 from Capital to Investors Choice to cover expenses until Tax Assessment check comes from CCSD.
2. Policy Committee: Introduction of new Collection Management Policy
3. Building, Garden, Grounds & Sustainability Committee
4. Friends
5. Personnel Committee
6. Strategic Planning Committee

IX. Unfinished Business: Motion to approve RCLS IT Contract; Motion to approve RCLS ILS Contract

X. New Business

XI. Adjournment

Next Regular Board Meeting Weds. October 12, 2022, 7 PM

Cornwall Public Library Board of Trustees Meeting
August 10, 2022, 7:00 pm
Minutes

Meeting was called to order by Meghann Chyla at 7:05 p.m.

I. Roll:

Trustees Present: Meghann Chyla (Vice President, Presiding Officer), Melissa Greaves-Kulisek (Secretary), Matt Rettig, and Matt Soltis.
Charlotte Dunaief, Director.

Trustees Excused: Michelle Query, Stephanie Wolf, and Lynn Daniels.

Public: Library staff members Liz Fisher, Meaghan Doyle, and Samantha Bartul (minutes).

II. Approval of Agenda: A motion to approve the agenda was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.

III. Approval of the Minutes: A motion to approve the minutes from the regular Board meeting of July 20, 2022, was made by Matt Rettig, seconded by Melissa Greaves-Kulisek, and was unanimously approved.

IV. Financial Review: A motion to approve Warrant #1 in the amount of \$88,536.52 was made by Matt Rettig, seconded by Matt Soltis, and was unanimously approved.

V. Public Remarks: None.

VI. Communications and Donations: A generous donation in the amount of \$5,000 from the Friends of the Cornwall Public Library toward the cost of the new awning. A motion to approve the donation of \$5,000 from The Friends of the Cornwall Public Library, was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved. The library received an anonymous letter through email expressing how marvelous the Youth Services Department is, sharing appreciation for individual members of the staff. There was a writeup in the Cornwall Local about A BYOC concert with Jerry Ebert, the first official use of the new awnings.

VII. Director's Report: See written report.

VIII. Committee Reports:

- **Finance Committee:** No report.
- **Policy Committee:** Meghann Chyla presented the Policy Committee report. Library Director Charlotte Dunaief requested a new Collection Management Policy with appendices, in place of the Collection Development Policy.

- **Building, Garden, Grounds, and Sustainability Committee:** Melissa Greaves-Kulisek presented the Building, Garden, Grounds and Sustainability report. The committee is working to expedite the HVAC project due to unexpected complications with the current plan. Blake Engineering is working on submitting the SED permit as new requirements have been presented by RCLS. Both the generator and the awning have been installed. The committee continues to work on the Frank Rovello Bench Memorial project, as well as memorials for Susan and Lauren Moccio. The committee is looking to begin new projects, replacing the current bike rack, adding concrete chess tables outdoors, and replacing the gutters. A revised contract for HVAC installation was proposed by Blake Engineering. The committee presented and discussed the Blake Engineering Amendment to the Consultant Services Agreement. This revised contract includes additional fees for the architect to design ADA compliant restrooms. This amendment would shift the original fees from \$33,550, to \$55,550. A motion to approve the Blake Engineering Amendment to the Consultant Services Agreement was made by Melissa Greaves-Kulisek, seconded by Matt Rettig, and was unanimously approved.
- **Personnel Committee:** No report.
- **Strategic Planning Committee:** No report.
- **Friends:** The Friends Holiday Book Sale, held August 6th, 2022 was successful. The Friends of the Cornwall Public Library continued to express their excitement about the awning through letters, loving its usefulness during the book sale. Melissa Greaves-Kulisek met with Marion Thomas the new President of the Friends of the Cornwall Public Library. The previous president, Jane Harkinson, will continue to operate the bookstore. Currently there is No Vice President or Bookkeeper, see email for next board meeting. The Board Members thanked the Friends of the Cornwall Public Library for their generosity and support.

IX. Unfinished Business: None.

X. New Business: The Board reviewed the Integrated Library System Contract for the Ramapo Catskill Library System. The Board will vote on the contract at the September meeting.

XI. Adjournment: A motion to adjourn the regular Board meeting was made by Matt Rettig, seconded by Melissa Greaves-Kulisek, and was unanimously approved. The meeting adjourned at 7:51 pm.

The next Regular Board Meeting will be held on Wednesday, September 14, 2022 at 7:00 p.m.

Minutes recorded by library staff member Samantha Bartul.

Cornwall Public Library

Warrant #2

August 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Aflac				
		Beginning Balance		
Total for Aflac				
AudioFile				
08/31/2022	Bill Payment (Check)	AudioFile	1001 General (7848) - 1	-99.00
Total for AudioFile				
\$ -99.00				
Benninger Landscaping LTD				
		Beginning Balance		
08/16/2022	Bill Payment (Check)	Benninger Landscaping LTD	1001 General (7848) - 1	-900.00
Total for Benninger Landscaping LTD				
\$ -900.00				
Blackstone Publishing				
08/04/2022	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-63.49
08/31/2022	Bill Payment (Check)	Blackstone Publishing	1001 General (7848) - 1	-953.53
Total for Blackstone Publishing				
\$ -1,017.02				
Brodart Co				
		Beginning Balance		
Total for Brodart Co				
Brodart Co- JUV				
		Beginning Balance		
08/31/2022	Bill Payment (Check)	Brodart Co- JUV	1001 General (7848) - 1	-1,724.96
Total for Brodart Co- JUV				
\$ -1,724.96				
Brodart Co.- McN				
		Beginning Balance		
08/19/2022	Bill Payment (Check)	Brodart Co.- McN	1001 General (7848) - 1	-610.75
Total for Brodart Co.- McN				
\$ -610.75				
Cash				
08/04/2022	Bill Payment (Check)	Cash	1001 General (7848) - 1	-133.64
Total for Cash				
\$ -133.64				
Cengage Learning Inc/Gale				
		Beginning Balance		
08/31/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-22.39
08/31/2022	Bill Payment (Check)	Cengage Learning Inc/Gale	1001 General (7848) - 1	-89.89
Total for Cengage Learning Inc/Gale				
\$ -112.28				
Center Point Large Print				
08/31/2022	Bill Payment (Check)	Center Point Large Print	1001 General (7848) - 1	-23.37
Total for Center Point Large Print				
\$ -23.37				
Central Hudson Gas & Electric Corp				
		Beginning Balance		
08/16/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-62.22
08/30/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-2,686.61
08/31/2022	Bill Payment (Check)	Central Hudson Gas & Electric Corp	1001 General (7848) - 1	-59.98
Total for Central Hudson Gas & Electric Corp				
\$ -2,808.81				
Charlotte Dunaëif				
		Beginning Balance		
08/31/2022	Bill Payment (Check)	Charlotte Dunaëif	1001 General (7848) - 1	-28.14
Total for Charlotte Dunaëif				
\$ -28.14				
Consumer Reports				
		Beginning Balance		

Cornwall Public Library

Warrant #2

August 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Total for Consumer Reports				
Cornwall Public Library Payroll				
Beginning Balance				
08/18/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-26,111.35
08/25/2022	Bill Payment (Check)	Cornwall Public Library Payroll	1001 General (7848) - 1	-25,860.20
Total for Cornwall Public Library Payroll				\$ -51,971.55
Culligan of Newburgh				
Beginning Balance				
08/31/2022	Bill Payment (Check)	Culligan of Newburgh	1001 General (7848) - 1	-41.89
Total for Culligan of Newburgh				\$ -41.89
Elizabeth Fisher				
08/31/2022	Bill Payment (Check)	Elizabeth Fisher	1001 General (7848) - 1	-83.13
Total for Elizabeth Fisher				\$ -83.13
Findaway World LLC				
Beginning Balance				
Total for Findaway World LLC				
Foreign Affairs				
08/31/2022	Bill Payment (Check)	Foreign Affairs	1001 General (7848) - 1	-49.95
Total for Foreign Affairs				\$ -49.95
hoopla				
Beginning Balance				
08/31/2022	Bill Payment (Check)	hoopla	1001 General (7848) - 1	-493.13
Total for hoopla				\$ -493.13
Hudson Valley Chamber Musicians				
Beginning Balance				
Total for Hudson Valley Chamber Musicians				
Ingram Library Services				
Beginning Balance				
Total for Ingram Library Services				
Irish Studio LLC				
08/31/2022	Bill Payment (Check)	Irish Studio LLC	1001 General (7848) - 1	-33.00
Total for Irish Studio LLC				\$ -33.00
James Maurer				
Beginning Balance				
Total for James Maurer				
JNJ Pest Control				
08/16/2022	Bill Payment (Check)	JNJ Pest Control	1001 General (7848) - 1	-280.00
Total for JNJ Pest Control				\$ -280.00
Lisa Sinclair				
08/31/2022	Bill Payment (Check)	Lisa Sinclair	1001 General (7848) - 1	-51.00
Total for Lisa Sinclair				\$ -51.00
Lock Around the Clock				
Beginning Balance				
08/16/2022	Bill Payment (Check)	Lock Around the Clock	1001 General (7848) - 1	-62.00
Total for Lock Around the Clock				\$ -62.00
Marangi Disposal				
Beginning Balance				

Cornwall Public Library

Warrant #2

August 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
08/30/2022	Bill Payment (Check)	Marangi Disposal	1001 General (7848) - 1	-137.38
Total for Marangi Disposal				\$ -137.38
Maureen Hart				
08/31/2022	Bill Payment (Check)	Maureen Hart	1001 General (7848) - 1	-175.00
Total for Maureen Hart				\$ -175.00
Nationwide NYS Deffered				
Beginning Balance				
08/02/2022	Bill Payment (Check)	Nationwide NYS Deffered	1001 General (7848) - 1	-680.00
08/11/2022	Bill Payment (Check)	Nationwide NYS Deffered	1001 General (7848) - 1	-680.00
08/25/2022	Bill Payment (Check)	Nationwide NYS Deffered	1001 General (7848) - 1	-680.00
Total for Nationwide NYS Deffered				\$ -2,040.00
NET 2 PHONE				
Beginning Balance				
08/16/2022	Bill Payment (Check)	NET 2 PHONE	1001 General (7848) - 1	-252.80
Total for NET 2 PHONE				\$ -252.80
Nyack Library				
08/31/2022	Bill Payment (Check)	Nyack Library	1001 General (7848) - 1	-24.00
Total for Nyack Library				\$ -24.00
NYS & Local Retirement				
Beginning Balance				
08/25/2022	Bill Payment (Check)	NYS & Local Retirement	1001 General (7848) - 1	-677.53
Total for NYS & Local Retirement				\$ -677.53
NYS Health Insurance Pending Acct				
Beginning Balance				
08/16/2022	Bill Payment (Check)	NYS Health Insurance Pending Acct	1001 General (7848) - 1	-6,158.30
Total for NYS Health Insurance Pending Acct				\$ -6,158.30
Orange Bank & Trust Cardmember Services				
Beginning Balance				
08/31/2022	Bill Payment (Check)	Orange Bank & Trust Cardmember Services	1001 General (7848) - 1	-2,472.21
Total for Orange Bank & Trust Cardmember Services				\$ -2,472.21
Overdrive Inc				
Beginning Balance				
08/31/2022	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-2,357.32
08/31/2022	Bill Payment (Check)	Overdrive Inc	1001 General (7848) - 1	-164.00
Total for Overdrive Inc				\$ -2,521.32
P&P Quick Copy Center				
08/31/2022	Bill Payment (Check)	P&P Quick Copy Center	1001 General (7848) - 1	-69.00
Total for P&P Quick Copy Center				\$ -69.00
Pam Stockton				
08/23/2022	Bill Payment (Check)	Pam Stockton	1001 General (7848) - 1	-100.00
Total for Pam Stockton				\$ -100.00
Paychex				
Beginning Balance				
Total for Paychex				
Prime Auditors				
08/31/2022	Bill Payment (Check)	Prime Auditors	1001 General (7848) - 1	-3,000.00
Total for Prime Auditors				\$ -3,000.00

Cornwall Public Library

Warrant #2

August 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
RCLS				
	Beginning Balance			
08/31/2022	Bill Payment (Check)	RCLS	1001 General (7848) - 1	-365.87
Total for RCLS				\$ -365.87
Richard Feingold				
	Beginning Balance			
Total for Richard Feingold				
Rowman & Littlefield				
	Beginning Balance			
Total for Rowman & Littlefield				
Southeastern NY Library Resources Council				
	Beginning Balance			
Total for Southeastern NY Library Resources Council				
Staples				
	Beginning Balance			
08/31/2022	Bill Payment (Check)	Staples	1001 General (7848) - 1	-767.64
Total for Staples				\$ -767.64
The Horn Book Magazine				
	Beginning Balance			
08/31/2022	Bill Payment (Check)	The Horn Book Magazine	1001 General (7848) - 1	-72.00
Total for The Horn Book Magazine				\$ -72.00
The New Yorker				
	Beginning Balance			
08/31/2022	Bill Payment (Check)	The New Yorker	1001 General (7848) - 1	-169.99
Total for The New Yorker				\$ -169.99
Toshiba				
	Beginning Balance			
08/30/2022	Bill Payment (Check)	Toshiba	1001 General (7848) - 1	-430.67
Total for Toshiba				\$ -430.67
US Weekly				
	Beginning Balance			
08/31/2022	Bill Payment (Check)	US Weekly	1001 General (7848) - 1	-69.96
Total for US Weekly				\$ -69.96
Utica National Insurance Group				
	Beginning Balance			
08/23/2022	Bill Payment (Check)	Utica National Insurance Group	1001 General (7848) - 1	-3,380.00
Total for Utica National Insurance Group				\$ -3,380.00
Value Line				
	Beginning Balance			
Total for Value Line				
Vanguard Cleaning Systems				
	Beginning Balance			
Total for Vanguard Cleaning Systems				
Verizon				
	Beginning Balance			
08/16/2022	Bill Payment (Check)	Verizon	1001 General (7848) - 1	-119.00
Total for Verizon				\$ -119.00
Verizon- Wireless				
	Beginning Balance			
08/16/2022	Bill Payment (Check)	Verizon- Wireless	1001 General (7848) - 1	-15.08
Total for Verizon- Wireless				\$ -15.08

Cornwall Public Library

Warrant #2

August 2022

DATE	TRANSACTION TYPE	NAME	ACCOUNT	AMOUNT
Village of Cornwall on Hudson				
08/16/2022	Bill Payment (Check)	Village of Cornwall on Hudson	1001 General (7848) - 1	-112.00
Total for Village of Cornwall on Hudson				\$ -112.00
We Can Fix It				
Beginning Balance				
Total for We Can Fix It				
TOTAL				\$ -83,653.37

August 2022 Director's Report

I was away in August twice from August 11-15, and August 23-26.

Personnel

- Accepted resignation from Ellie Barth, Page
- Accepted resignation from Kerin Santos, Librarian I, P/T

Budget/Financial

- The request for payment to close out the grant was approved, and the check for \$9,500.00 was received.

Programming

- BG returned to work, as of 8/8/2020
- Summer reading is going well and drawing to a close; we had 466 youth signed up, and _____ Adults signed up.
- The BYOC summer concert series had one last concert, on August 11 from 6:30p-7:30p
- Per Rebecca Barth "Roughly, our newsletter subscribers have grown on average 9% each year over the last 5 years. That said, the rate of subscribers who actually open the newsletter has increased from about 25-30% over the course of our newsletter history (since 2013) to about 45-50% over the last 8 months. That's 90-95% increase in the last 8 months of people who we might say are actually reading the newsletter (or parts) vs. just receiving it."

Building and Grounds

- Vanguard covered the cleaning for D Mc N when he was away from August 6 - August 8.
- The new timer for the outside lighting has had a few glitches. MD figured out how to set the time, and program on/off times. Dan came and left instructions for us.
- Prestige Mechanical's quote for Maintenance & Service is \$1,675.00. I've put it up in the drive.
- I returned the signed proposal to Ken Delehanty of We Can Fix It. Ken has us on the schedule for the new gutter guards on September 12.
- Continued to work on Construction Aid application. managed to complete it and send it in on August 31. The required SED permit was received on August 30.

Monthly Statistics for July 2021(previous month in parentheses):

Registered borrowers: 7,906 (7,825); Direct Access/Circulation: 12,785 (11,038);
ILL Borrows: 2,331 (1,946); ILL Loans: 1,899 (1,737); Item Count: 75,103 (75,166);
Wi-Fi: 7,634 (7,803);
Overdrive checkouts: 2,943 (2,866); Overdrive unique users: 616 (619).

Meetings Attended: Board Meeting: 8/10/22; Finance Committee N/A; Director's Association N/A; Dept. Heads 8/9/22; Staff Meeting 8/18/22; ANSER Committee N/A.

Programs Attended: Strategic Planning Webinar 8/31

Youth Services – End-of-Month Statistics –August 2022

<u>PROGRAM</u> <u>NAME:</u>	<u>DATE:</u>	<u>CHILDREN:</u>	<u>ADULTS:</u>	<u>TEENS:</u>	<u>ATTENDANCE</u> <u>TOTAL</u>
Market Story Time	8/3, 8/10	28	19		47
ChatterBooks	8/10	10			10
PJ Story Time	8/10	23	32	1	56
Fish Print K- 4	8/4	12	2	2	16
Fish Print 5- 12	8/4			12	12
Make It Monday	8/1, 8/8, 8/15	227			227
Dog Tales	8/15	9			9
Teen Book Group	8/8			2	2
Battle Buzzer Practice	8/16			2	2
Readzza Readzza	8/17			1	1
Jester Jim	8/18	81	73	5	159
Chess Time	8/22	8	7	1	16
Teen Photo Contest	July & August			5	5
Battle of the Books	8/28			5	5
	8/1, 8/2, 8/3, 8/4, 8/5, 8/8, 8/9, 8/10, 8/12, 8/15, 8/16, 8/18, 8/23,				
Teen Volunteer Shifts	8/24, 8/25, 8/31			34	34

MEETINGS

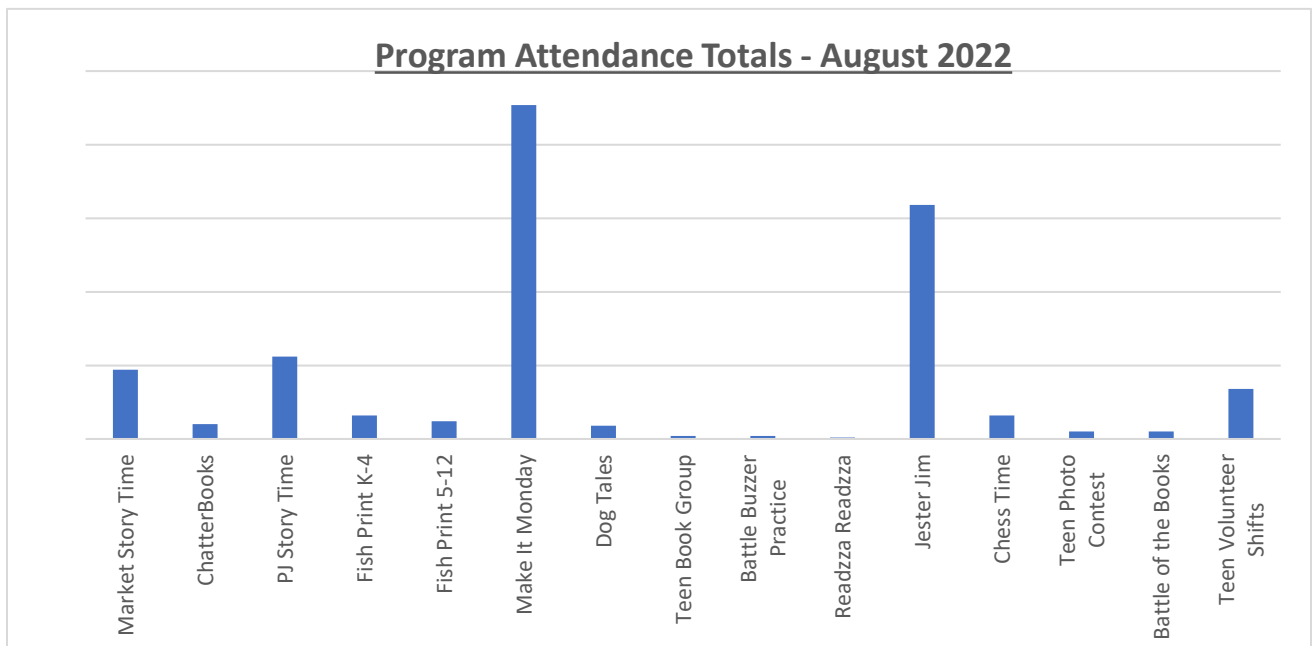
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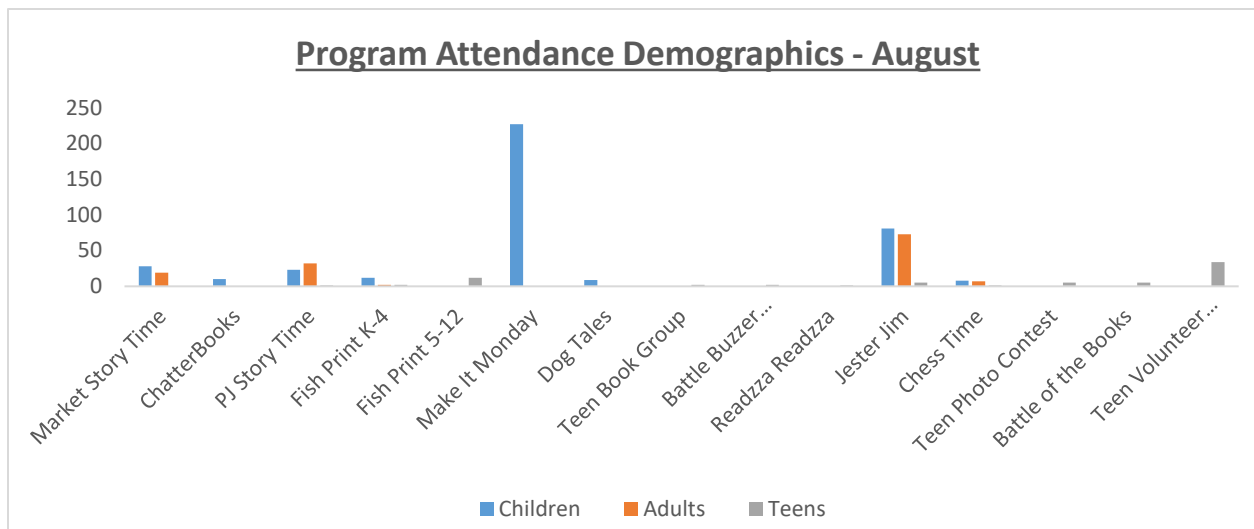
OUTREACH: DATE: ATTENDEE:

Manager's Meeting	8/9	Liz & Lisa
Staff Meeting	8/18	Liz, Lisa & Rebecca
SRP Debrief Meeting	8/30	Liz, Lisa & Rebecca
Battle of the Books	8/28	Liz & Lisa

QUESTIONS @ THE DESK:

Reference	245
Circulation	139
Tech	19
Telephone	44
Programs (includes SRP inquiries)	195





Reflections:

I often used the adjective “ambitious” for our Summer Reading Program, however, for SRP 2022 I have to add the word “extremely.” The response from our pandemic-wearied, program-hungry community - an all-time high enrollment of 466 - propelled our team into a busy state of "boots-on-the-ground" with prep work, programming and reference work all aimed to encourage reading during this summer.

Lisa ran our summer teen volunteer program expertly, making the teens feel comfortable as they assisted in the library and with its functions. Summer cannot be done without their help. While doing all the regular summer programs, Lisa also stepped into her special unicorn slippers to bring PJ Story time back. Rebecca brought her flair to not one but two book groups with STEAM activities. As PR person she juggles calendars, newsletters and notices, creating eye-catching flyers for all the library’s events. Both Lisa and Rebecca shared the Family Story Times and hosting outside performers. Sharon, Josh and Orlane managed to keep the Youth Services desk afloat with enrollment, prep work, and encouragement to our summer readers when the rest of us could not be there. My heartfelt thanks to them all.

Respectfully submitted,

9/1/22 ekf

Adult Services Report August 1-31, 2022

(Submitted by Meaghan Doyle, 9/9/22)

REFERENCE: Reference (previous month in parentheses):

Ref Questions: 288 (236); Tech Assists: 114 (87); Circ/Curbside Assists: 191 (149);
Directional: 20 (20); Reader's Advisory: 16 (13); ILL/SEAL: 11 (11); Pull List: 1491 (1402);
Printing: 118 (120); Phone: 81 (83); Virtual Ref: 5 (5); Notary Service: 90 (92) **Database**
Stats (previous month in parentheses): NoveList Plus Searches: 19 (42); NoveList PlusK-8:
0 (0); EBSCO Other: 5 (20); Gale: 0 (0); Gale Virtual Ref. Library: 0 (0); Ancestry: 536 (12)

NYTimes Digital Subscription Stats (previous month in parentheses):

Offsite Code redemptions 86 (88); Library users 121 (58) accessed 93 (53) articles

PC Usage: Adults: 413 (351) Childrens: 8 (3) Laptop: 0 (0) PC Reservations: 3 (3) Guest
Passes: 81 (81)

HOOPLA (previous month in parentheses): New signups: 11 (13); Borrowers: 90 (94); Avg.
No. Circs: 3.1 (2.9); Maxed Users: 28 (29) Items borrowed: 277 (275)

HOME DELIVERIES: New Sign Ups: 0 (0); Unique Patrons: 4 (3); Deliveries: 6 (5); Items
Delivered: 26 (19)

July Meetings/Webinars: 8/9: Managers' Meeting; 8/10: Library Board of Trustees Meeting;
8/18: Staff Meeting; 8/25: Page Staff Meeting and Training

PROGRAMS: 8/1: Creative Writers: 9; 8/2: Midday Matinee, Dear Evan Hansen: 22; 8/3:
Members Choice, Ty Cobb: A Terrible Beauty by Charles Leerhsen: 4 (1Z+3); 8/8: Creative
Writers: 9; 8/8: Teen Book Club, The Inheritance Games by Jennifer Barnes: 2; 8/11: BYOC
Concert with Mark Henderson: 40; 8/15: Creative Writers: 9 (1Z+8); 8/18: Mystery Book Group,
A Duty to the Dead by Charles Todd: 6; 8/20: Is This Love? A Jazzy Bob Marley Tribute done
with the Town of Cornwall Rec Dept.: Over 100; 8/21: Creative Writers: 10; 8/24: Out & About
Book Group, Cloud Cuckoo Land by Anthony Doerr at Loughran's Irish Pub: 9 (including 4 new
people!); 8/25: Book Chat & Chocolate, The Maid by Nita Prose: 8; 8/29: Creative Writers: 10;
8/29: ADAC program on Teen Drug and Alcohol Awareness: 15; 8/30: Intuitive Painting with
Maureen Hart: 7

*Code: 1Z+5 means 1 person via Zoom and 5 in person

Total Live Programs: 15 (14), Total Live Attendees: 260 (135)

SUMMER READING

Adult Summer Reading has come to an end, and I'm very pleased with the turnout. We had 48
people signed up, 150 book reviews posted, and lots of BINGO board activity! Points were
assigned to patron participants for their participation (signing up, posted book reviews, and
BINGO board submissions) resulting in 283 raffle entries for the random winner! The random
winner, Susan O'Dell, and the participant with the highest points, Gregory Van Den Berg, will
both receive prizes.



September 1, 2022

Dear Member Library Board Presidents and Directors:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,



Grace Riario
Executive Director

Encls.



Ramapo Catskill Library System

2023 RCLS Budget

08/15/22 Approved by RCLS Board of Trustees

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

Ramapo Catskill Library System

2023 RCLS Services Fee - 0% Increase

08/15/22 Approved by RCLS Board of Trustees

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

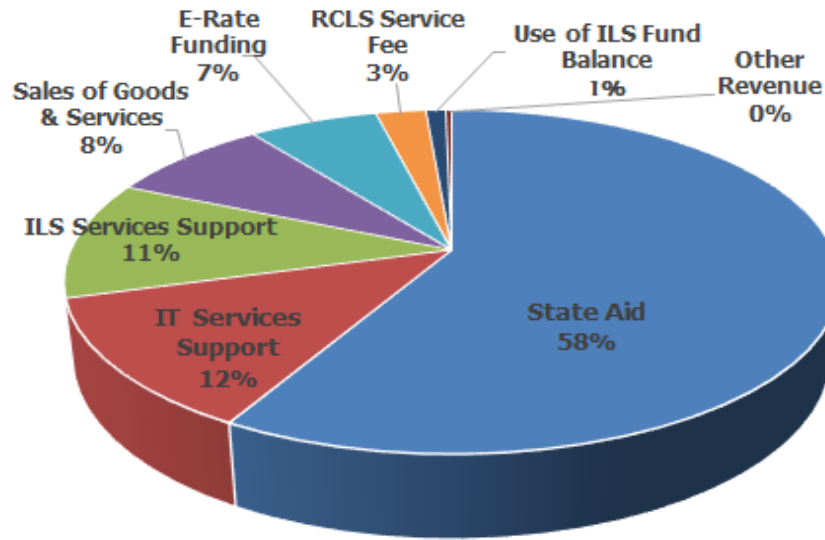
Same as 2022



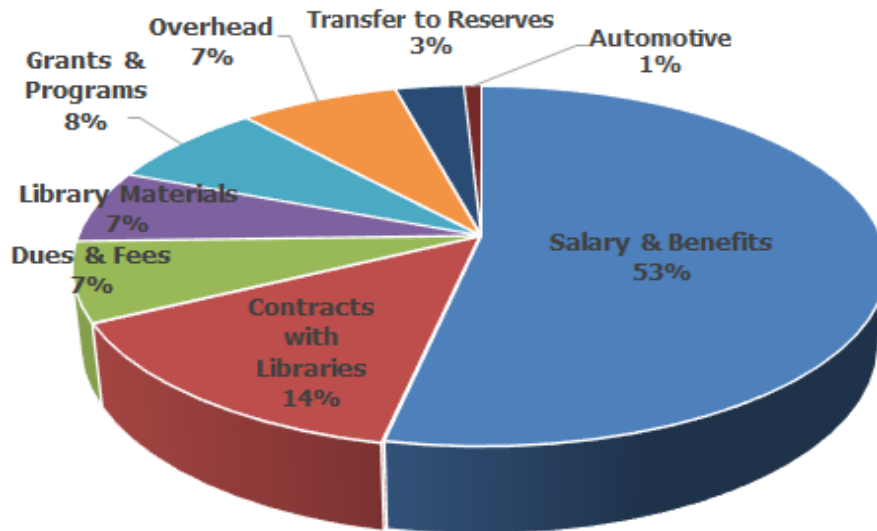
2023 Budget Highlights Reference Guide 09/01/22

The 6 most interesting things about the 2023 RCLS Budget

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



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



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

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

PREAMBLE

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

INCOME

NYS STATE AID

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

IT SERVICES SUPPORT

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

ILS SERVICES SUPPORT

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

GOODS & SERVICES

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

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

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

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

RCLS SERVICE FEE

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

E-RATE FUNDING

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

TRANSFER FROM FUND BALANCE

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

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

EXPENSES

PAYROLL EXPENSES

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

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

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

EMPLOYEE BENEFITS

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

HOSPITALIZATION

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

RETIREMENT

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

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

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

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

LIBRARY MATERIALS

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

OFFICE SUPPLIES

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

TELECOMMUNICATIONS

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

TRAVEL

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

CONTRACTS WITH LIBRARIES

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

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

PROFESSIONAL FEES

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

CONTINUING ED – RCLS Staff

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

RCLS PROGRAMS

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

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

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

SOFTWARE/HARDWARE MAINT. & SUBS

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

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

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

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

We continue to enjoy savings from RCLS upgrading to LED lighting and reduced energy costs by participating in MEGA, a third-party energy reseller for governmental agencies. Utilities are budgeted to increase by only \$900.

REFERENCE GUIDE: 2023 BUDGET HIGHLIGHTS

OTHER OPERATION & MAINTENANCE

Includes the following: trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items.

REPAIRS TO BUILDING

This includes general upkeep of \$10,500 and painting/repairing the exterior at \$25,000

NYS Aid

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

TRANSFER TO OTHER FUNDS

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

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

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



RAMAPO
CATSKILL
LIBRARY
SYSTEM

2023 Budget Ballot

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

accept

not to accept

the Ramapo Catskill Library System 2023 Budget, as presented.

Board President *(signature)*

Please return by 4 p.m.

Monday, November 14, 2022

to

Grace Riario, Executive Director
Ramapo Catskill Library System

Holiday Schedule 2023-DRAFT

Closed Holidays:

*Sunday, January 1	New Year's Day (CLOSED)
Friday, April 7	Good Friday (CLOSE at 1:00) ½
Sunday, April 9	Easter Sunday (CLOSED)
Monday, May 29	Memorial Day (CLOSED)
Monday, June 19	Juneteenth (CLOSED)
Tuesday, July 4	Independence Day (CLOSED)
Monday, September 4	Labor Day (CLOSED)
Thursday, November 23	Thanksgiving Day (CLOSED)
Friday, November 24	Day after Thanksgiving (CLOSED)
*Sunday, December 24	Christmas Eve Day (CLOSED) ½
Monday, December 25	Christmas Day (CLOSED)
*Sunday, December 31	New Year's Eve Day (CLOSED) ½

Open for the following Federal Holidays:

✓ Monday, January 16	Martin Luther King, Jr.'s Birthday
✓ Monday, February 20	Washington's Birthday (Presidents Day)
✓ Monday, October 9	Columbus Day Observance
✓ Saturday, November 11	Veterans Day

*3 Floating holidays from holidays that fall on weekends, plus 2 as per employee handbook

- ✓ 4 Comp holidays

Holiday Schedule FY 2023-2024-DRAFT

Closed Holidays:

2023:

Tuesday, July 4	Independence Day (CLOSED)
Monday, September 4	Labor Day (CLOSED)
Thursday, November 23	Thanksgiving Day (CLOSED)
Friday, November 24	Day after Thanksgiving (CLOSED)
*Sunday, December 24	Christmas Eve Day FL
Monday, December 25	Christmas Day (CLOSED)
*Sunday, December 31	New Year's Eve Day FL

2024:

Monday, January 1	New Year's Day (CLOSED)
Friday, March 29	Good Friday (CLOSE at 1:00)
Sunday, March 31	Easter Sunday (CLOSED)
Monday, May 27	Memorial Day (CLOSED)
Wednesday, June 19	Juneteenth (CLOSED)

Open for the following Federal Holidays:

- ✓ Monday, October 9 (23) Columbus Day Observance
- ✓ Saturday, November 11(23) Veterans Day
- ✓ Monday, January 15 (24) Martin Luther King, Jr.'s Birthday
- ✓ Monday, February 19 (24) Washington's Birthday (Presidents Day)

*2 Floating holidays from holidays that fall on weekends, plus 2 as per employee handbook

- ✓ 4 Comp holidays



Model TF4229 | Westlake I Band | Weatherstone Sand

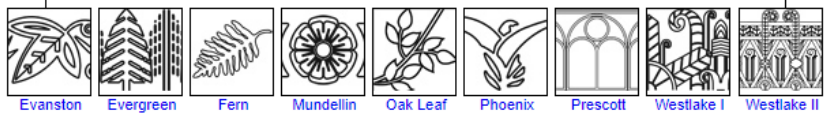
planters will accent any exterior environment. Select from the 9 distinct **Cast Band** options to customize the look of your outdoor planters. Add the optional reservoir system to extend plant lifespan while reducing the frequency of watering.

These concrete planters are available in 9 **Weatherstone Finish** colors or customize with the available **Ground Glass Concrete Finish** options. Ground Glass Concrete Finish options; select your desired matrix and then choose the recycled glass color to best suit your needs.

Please Note

Planters must be placed on a flat stable surface that will not shift or settle such as concrete.

Cast Band Options



Concrete Finish Options



Standard Matrix/Stain Color Options



Premium Stain Color Options

- ▼ Browse by Category
- Barbecue Grills
- Barbecue Smoker Grills
- Banquet Tables
- Benches
- Bike Racks
- Bleachers | Grandstands
- Bus Stop Shelters
- Canopy Tents
- Cigarette Receptacles
- Drinking Fountains
- Exercise Equipment
- Fire Rings
- Flags
- Floor Mats
- Food Service
- Message Boards
- Park Benches
- Park Grills
- Parking Structures
- Patio | Closures
- Pet Products
- Picnic Tables
- Planters
- Playground Equipment
- Pool Furniture
- Sanitation
- Security
- Sports Equipment
- Tables
- Trash Receptacles
- Umbrella Stands
- Universities

Live Chat Available

Eddie
Belson Expert

8 weeks

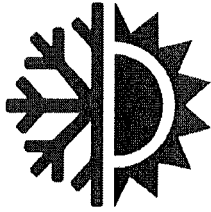
concrete is made to order with an lead time of approx 8 weeks

Visitor 10:29 AM
OK. I will get back to tis. I need to let my B& G Committee chair know. Thank you.

Eddie 10:29 AM
you're welcome

If you need anything else, please email me directly at Eddie@belson.com

Write a message...



Prestige Mechanical & Construction Corp.
4 Orr's Mills Road
Salisbury Mills, NY 12577
(845) 595-8100
PrestigeMCC.com

September 1, 2022

Cornwall Public Library
395 Hudson Street
Cornwall, NY 12518
cdunaief@rcsls.org
(845) 534-8282

Project: Maintenance Service

Thank you for allowing us the opportunity to bid on the below project. You will find everything outlined below. Please feel free to reach out with any questions or concerns.

Inclusions:

One Air Handler:

- Properly clean and service one air handler coil.
- Remove and reinstall 8 new filters 24x24x2.
- Lubricate motor and fans.
- Replace belts.

Total Cost: \$775.00

Two Boilers:

- Deep cleaning of gas chambers.
- Test/Flush drain
- Refill water levels according to manufacture specs.
- Add anti-freeze according to manufacture specs.

Total Cost: \$450.00

Three Pumps:

- Clean bearing bracket from any oil if found.
- Check oil drain plug.
- Lubricate bearings
- Inspect suction and discharge flanges for any leak.
- Inspect pump casing and wearing parts for any unusual damage sings
- Inspect the seal
- If the pump is offline check the coupling and its shims for early damage.

Total Cost: \$450.00

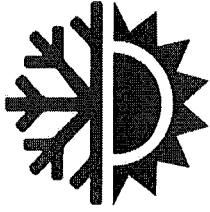
Exclusions

- Unforeseen conditions

Total Cost-\$1,675.00

Sincerely,
Lewis Vargas
Director for Business Development
(845) 741-8408

On this date of ___/___/2022, this Proposal is Accepted by and on behalf of Cornwall Public Library:



Prestige Mechanical & Construction Corp.
4 Orr's Mills Road
Salisbury Mills, NY 12577
(845) 595-8100
PrestigeMCC.com

September 1, 2022

Cornwall Public Library
395 Hudson Street
Cornwall, NY 12518
cdunaief@rcls.org
(845) 534-8282

Project: Bell & Gossett Pump

Thank you for allowing us the opportunity to bid on the below project. You will find everything outlined below. Please feel free to reach out with any questions or concerns.

Inclusions:

Rebuild Existing Pump:

- Remove pump safely and properly from existing location.
- Dismantle, clean, and inspect all parts.
- Perform megger, surge, and hipot electrical testing.
- Perform micrometer checks on all bearing housings, shaft journals, coupling fit area, shaft seal fit areas, and record all measurements.
- Spray insulate windings.
- Inspect conditions of all stator ties, wedges, coils, leads, lugs, and surge system.
- Furnish and install bearings, seal and gaskets.
- Completely reassemble, test and spray paint exterior.
- Reinstall pump to same location.
- Reconnect to existing water lines.
- Seal all connections properly.
- Reconnect to existing electric.
- Pump to be started and tested.

Total Cost: \$5,007.75

Replace Existing Pump:

- Demo and dispose of existing pump.
- Furnish and Install one Bell & Gossett Pump with motor
- Reconnect to existing water lines.
- Seal all connections properly.
- Reconnect to existing electric
- Pump to be started and tested.

Total Cost: \$10,184.82

Exclusions

- Unforeseen conditions
- Main Electric
- Permits/Fees
- Controls

Sincerely,
Lewis Vargas
Director for Business Development
(845) 741-8408

On this date of ___/___/2022, this Proposal is Accepted by and on behalf of Cornwall Public Library:
