

Ramapo Catskill Library System

2022 ANSER Budget

08/26/21 To ANSER Committee

08/11/21 To Directors' Association

Income	2021	2022	\$ Change
ANSER Annual Fees ¹	\$ 1,523,800	\$ 1,296,300	\$ (227,500)
Cooperative Equipment Purchases	67,800	68,900	1,100
Services and Goods	32,300	36,500	4,200
Costs Assoc w/ Wireless & Env'w	23,500	21,800	(1,700)
RCLS Labor	6,900	8,400	1,500
Total Goods & Services	<u>1,654,300</u>	<u>1,431,900</u>	(222,400)
Interest	4,000	4,000	-
E-Rate Funding	185,200	184,700	(500)
Transfer from PC/Laptop Rpt. Fund	-	3,000	3,000
Transfer from ANSER Fund Bal.	-	85,000	85,000
Total Income	<u>\$ 1,843,500</u>	<u>\$ 1,708,600</u>	<u>\$ (134,900)</u>
Expense			
Professional Salaries	\$ 88,900	\$ 98,500	\$ 9,600
Nonprofessional Salaries	109,200	41,900	(67,300)
Administrative Salaries	26,000	27,000	1,000
Automated Services Salaries	402,300	419,300	17,000
Total Payroll Expenses	<u>626,400</u>	<u>586,700</u>	(39,700)
Employee Benefits	278,500	285,500	7,000
Office Supplies	8,500	13,300	4,800
Telecommunications	316,700	326,700	10,000
Postage	100	100	-
Travel	2,200	5,500	3,300
Contracts with Libraries	129,200	128,500	(700)
Professional Fees	800	4,100	3,300
Continuing Ed - RCLS Staff	5,000	7,100	2,100
Membership Dues	100	100	-
Software/Hardware Maint. & Subs	194,700	183,800	(10,900)
Building Repairs & Maint	29,800	29,300	(500)
Vehicle Maint. & Operation	2,500	2,400	(100)
To ANSER Capital Fund	135,900	135,500	(400)
To PC Replacement Fund	104,300	-	(104,300)
To Laptop Replacement Fund	8,800	-	(8,800)
Total Transfers To Other Funds	<u>249,000</u>	<u>135,500</u>	(113,500)
Total Expense	<u>\$ 1,843,500</u>	<u>\$ 1,708,600</u>	<u>\$ (134,900)</u>
Net Activity	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

¹ See the 2022 Automation Budget Highlights Reference Guide for a break-down of ANSER Annual Fees.



**RAMAPO CATSKILL LIBRARY SYSTEM
2022 AUTOMATION BUDGET HIGHLIGHTS
REFERENCE GUIDE
7/26/21 ANSER Committee
08/11/21 Directors' Association**

The 3 most interesting things about the 2022 Budget – Automation

1. As a result of the feedback from member libraries, and the fact the RCLS has migrated to QuickBooks, the ANSER Budget Overview presentation for 2022 has been streamlined.

2. There are three major factors that have resulted in a \$227,500 reduction in 2022 ANSER Fees.
 - \$69,000 Salary Reduction – As requested by member libraries, the cost of \$69,000 for a cataloger's salary for one year was removed from the 2022 ANSER Budget.

 - \$113,100 Funding Reduction – The business grade PCs that RCLS specified have performed well over the years and the ANSER Team recommends that the PC & Laptop replacement schedules be extended from 4 years and 1 quarter to 5 years and 1 quarter – thank you to Rhonda Rossman from WNY for prompting this. As a result, all PC Replacement costs at \$175 each and Laptop Replacement costs at \$220 each have been suspended for 2022. The PC & Laptop Replacement schedules will resume in 2023.

 - \$85,000 Transfer from Fund Balance – RCLS has been successful in applying for Federal Funds and is proposing that \$50,000 from the 2021 RCLS PPP Loan be applied towards the 2022 Budget. RCLS is also proposing to apply \$35,000 from the cataloger's budget salary to the 2022 Budget as well.

3. Continuing the three year trend, RCLS recommended a shifting of 25% in cost allocation from Workstations to Usage to fairly distribute cost sharing among libraries; however, the ANSER Committee has voted to keep Workstation multiplier the same for 2022.

REFERENCE GUIDE: 2022 AUTOMATION BUDGET HIGHLIGHTS

REVENUE:

ANSER Annual Fees – Breakdown

	2019	2020	2021	2022	Inc. / (Dec.)
Annual Fees	\$ 948,852	\$ 987,825	\$1,010,725	\$965,675	\$ (45,050)
Capital Upgrade Reserve	131,700	131,700	135,900	135,500	(400)
PC Replacement Reserve	103,680	103,860	104,300	0	(104,300)
Laptop Replacement Reserve	3,960	7,040	8,800	0	(8,800)
Cataloging Cost	0	0	69,000	0	(69,000)
Annual Maint. Fee to FML	9,093	0	0	0	0
Cost For Wrkst & Usage	1,197,285	1,230,425	1,328,725	1,101,175	(227,550)
Annual Service: Printers ³⁷	7,050	5,850	5,550	5,100	(450)
Annual Service: Scanners ²¹⁷	5,775	5,475	5,425	5,625	200
Annual Service: Servers ¹⁴	11,900	11,900	11,900	11,900	0
Scanners & Peripherals	24,725	23,225	22,875	22,625	(250)
Telecom (net of E-Rate)	170,270	173,100	172,200	172,500	300
Envisionware Maintenance	12,544	12,233	12,233	12,234	0
Total ANSER Fees	1,404,824	1,438,983	1,536,033	1,308,534	(227,500)

E-RATE FUNDING –

The amount collected annually for E-rate will be applied against Telecommunication Charges billed to member libraries. For example, the E-rate collected in 2020 of \$185,200 is applied to the Telecommunications Charges for 2022.

REFERENCE GUIDE: 2022 AUTOMATION BUDGET HIGHLIGHTS

APPROPRIATIONS:

PAYROLL EXPENSES

The overall decrease in Automation Salaries for 2022 is \$(39,700). The \$69,000 for cataloging has been moved to the General side of the budget.

EMPLOYEE BENEFITS

Benefits allocated to Automation has increased by \$7,000 as a result of anticipated health insurance and retirement contribution increases.

EQUIPMENT, FURNITURE & FIXTURES

There are no items budgeted for 2022.

OFFICE SUPPLIES

Includes expendable supplies such as cables and accessories at \$3,600 and small equipment purchases at \$6,200, which includes 2 new Samsung Galaxy Tablets to replace the Mobile Circulation units, 1 new ANSER computer, and various items like monitors, keyboard, ports and spare PC hard drives. Another \$3,000 has been added to this line to cover ANSER workstations repairs that are out-of-warranty. The Transfer from PC/Laptop Rpt. Fund income line offsets this expense.

TELECOMMUNICATIONS

This code is primarily the cost of the private fiber network for the Automated Network. The anticipated cost, less 2020 E-rate funds, is paid for by member libraries.

RCLS has migrated to a new internet service provider at a substantially lower rate than the current provider; however, we plan to increase the bandwidth by 150% to address network traffic issues.

There has been a change in taxes on the private fiber network that has increased costs by approximately \$10,000. Intra-State traffic, which is what the RCLS fiber network is, was not previously subject to a Federal regulatory cost recovery fee. This exemption is no longer available as the regulations have changed.

TRAVEL

Some travel has been restored for 2022. In 2021 there was a (\$4,700) reduction and in 2022 we are adding back \$3,300. One ANSER Staff will attend the Computers in Libraries conference.

CONTRACTS WITH LIBRARIES

The \$128,500 budget represents computer and technology purchases made for and on behalf of member libraries, who are then billed at cost.

REFERENCE GUIDE: 2022 AUTOMATION BUDGET HIGHLIGHTS

PROFESSIONAL FEES

This code includes legal fees to review the ANSER Contract as well as ProPay fees.

CONTINUING EDUCATION

In addition to the Storm Wind online training software at \$5,000, we are budgeting for the Public Library Systems bi-annual conference at \$2,100.

SOFTWARE/HARDWARE MAINT. & SUBS.

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, and annual maintenance contracts of \$63,800. The overall reduction in this line is (\$10,900).

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

Automation pays 50% of the utility costs incurred at RCLS. We continue to enjoy the savings from RCLS upgrading to LED lighting and reduce energy cost by participating in MEGA, a third party energy reseller for governmental agencies.

OTHER OPERATION & MAINTENANCE

Includes pro-rated portion (20%) of the following: trash removal, cleaning the building, grounds keeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous tasks.

VEHICLE MAINT. & OPERATIONS

This expense relates to the ANSER van only.

TRANSFER TO ANSER CAPITAL FUND

Since the inception of the Capital Fund, approximately \$73,000 has been transferred from the Operation Budget to the Capital Fund each year. For the past seven years an additional \$60,000 has been transferred to cover the multi-year subscriptions.

TRANSFERS TO PC / LAPTOP REPLACEMENT FUNDS

RCLS is proposing to extend the life of all ANSER workstations from 4 years and 1 quarter, to 5 years and 1 quarter. Therefore, we are suspending the collection of the PC and Laptop replacement costs for 2022. This results in a ONE-TIME savings of \$113,100.

Workstations will continue to be purchased with a 4 year warranty and ANSER will self-insure the 5th year. We will transfer \$3,000 from the PC/Laptop Replacement Fund to the ANSER Operating to fund repairs to out-of-warranty workstations.