MLD Trustees Meeting – October 11, 2023 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – July, August, and September

Finance Report* -
Motion to approve abstract of vouchers*

Director's Report -

Old Business:
- Open Trustee Seat
- Committee Appointments

New Business:
- Treasurer
- ILS
- RCLS Budget

Policy review/ revisions:
- Trustee Education

Privilege of the Floor - Public Comment- 3 minute limit per person

Adjournment

MAMAKATING LIBRARY

BOARD OF TRUSTEES MEETING

July 12, 2023

1. **PRESENT:** Trustees Patti Anderson, Pamela Mann, John Buying, Jennifer Holmes, Pamela Rice, and Director Cheryl Jones

   ABSENT: Antoinette King and Mark Tourtellott

   The meeting was called to order at 6:05pm

   Public Member: No members of the public present

2. **AGENDA:** Motion to adopt agenda as amended made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carried.

3. **MINUTES:** Motion to adopt June meeting minutes as amended to include tax cap override language made by Pamela Rice, seconded by Pamela Mann. All in favor, motion carried.

4. **FINANCE REPORT:** Treasurer's Report for July tabled to August.

   Motion to approve July vouchers made by Pamela Mann, seconded by Pamela Rice. All in favor, motion carried.

   Mid-Year Budget Adjustment

   Board reviewed budget adjustments. Motion to approve adjustments to budget made by Pamela Mann, seconded by Jennifer Holmes. All in favor, motion carried.

5. **DIRECTORS REPORT:** Director Cheryl Jones's comprehensive report was distributed. See attached.

   Items of Note:

   Buildings & Grounds

   •Generator update- waiting on permit from village for pad but switch is in and we are working on setting a date to get that installed with electrician

•The trees that were threatening our parking lot have been removed

•The children's garden is getting new signage soon thanks to the Friends group

•Recently installed rain barrels have been used quite a bit recently

•Water fountain has saved 1000 plastic bottles so far

•The sidewalks along Sullivan Street were torn out and replaced without damaging flower beds

Library in the news:

•Pam Rice wrote an article for the Library Trustee Section NYLA Spring Newsletter on SLI process at Mamakating Library.

•Our participation in Founders Day was included in the RCLS system newsletter of June 19th

Summer Reading Program:

•The Kartrite has donated a Family 4-pack of Splash Passes as a grand prize and a single splash pass to every child who completes the program. Children who complete the program will also get to choose a prize book and enter for one of 3 grand prize drawings

•Program registration is filling up quickly and over 50 children (0-11) and 15 teens (12-18) are registered already.

•The RCLS Library Road Trip is underway, encouraging patrons of all ages to check out all of the system libraries this summer.

Programming:

•Community Partnership Programs

-Narcan Training w/ Catholic Charities: 7 participants

-Birding for Kids with OC Audubon Society: 16 participants

-Homeschool Hangout: Grassroots Yoga Class: 11 participants

-Citizen Preparedness w/ NYS CP Corp: 4 participants

•Program Totals:

-14 Adult Programs serving 119 patrons

-8 Children's Programs serving 120 programs

-2 Teen Programs serving 9 patrons

IT/ILS & Technical Services:

•Library Website

-Homepage now includes ILS demos and providing input to RCLS and Director about their impress

6. OLD BUSINESS

Electric Supplier:

As of July 12th, the library's electric supplier is Orange & Rockland

Community Solar:

The board will review and vote to approve the contract at the August meeting.

2024 Budget:

Motion to amend the 2024 budget to reflect change to Hospitalization line as discussed at the June meeting made by Jennifer Holmes, seconded by Pamela Rice. All in favor, motion approved.

7. NEW BUSINESS

Election- Absentee Ballot Timeline:

Motion to adopt proposed Absentee Ballot Timeline as amended to state "delivered in person by end of voting on 8/29" made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion approved.

Committees

Discussion regarding committee membership

Budget (seasonal): Ad Hoc membership to be determined spring 2024

Building (active/ongoing): Troy Hodas, Jennifer Holmes, Antoinette King, Mark Tourtellott and director Cheryl Jones

Sustainability (active/ongoing): Jackie Broder, Janet Lybolt, Pamela Rice, and director Cheryl Jones. Add: John Buying

Long Range Plan: Patricia Andersen, John Buying, Pamela Mann, and director Cheryl Jones

Proposed By-Law revision:

Discussion about amendment to By-Laws Article 1 – Trustees. Motion to accept proposed By-Law change to include the language "In case of two or more persons receive an equal and highest number of votes for the same office, such persons shall draw lots to determine who shall be elected to office" made by John Buying. Not seconded.

8. POLICY REVIEW/ REVISIONS

Volunteer Service Leave:

Motion to accept Volunteer Emergency Responder Leave Policy made by Pamela Mann, seconded by Pamela Rice. All in favor, motion carried.

10. PRIVILEGE OF THE FLOOR

Motion to adjourn made by Patricia Andersen, seconded by Pamela Mann. All in favor, motion carried. Meeting adjourned at 7:39pm.

Respectfully submitted,

Pamela Rice

MLD Trustees Meeting – August 9, 2023 - 6:00 P.M.
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE

Call to Order/Attendance

Present: Trustees Patti Andersen, John Buying, Jennifer Holmes, Mark Tourtellott and Director Cheryl Jones

Absent: Pam Rice, Antoinette King, Pamela Mann

Meeting called to order at 6:05pm

Public Member: No members of the public

Adoption of agenda*

as amended by Jennifer Holmes, seconded by Patti Andersen

Minutes – July approved Jennifer Holmes seconded by Patti Andersen, opposed by John Buying

Executive Session
begun at 6:25 by Jennifer Holmes. seconded by John Buying
session ended at 6:46 by Jennifer Holmes. seconded by John Buying

Finance Report* -
Motion to approve abstract of vouchers* by Jennifer Holmes, seconded by Patti Andersen

Director – Report – see attached
Old Business:

- Community Solar – proposal was not endorsed, the library will continue with current power provider.
- Budget Overage - tabled
- Committee/ OML - tabled
- Election Update
  Final ballot approved by Jennifer Holmes, seconded by Patti Andersen

New Business:

- Board & Director Goals - tabled

Policy review/ revisions:

- Trustee Education - tabled

Privilege of the Floor - Public Comment- 3 minute limit per person
Adjournment
Meeting Adjourned by Jennifer Holmes, seconded by Mark Tourtellott at 7:45pm

MAMAKATING LIBRARY

BOARD OF TRUSTEES MEETING

September 13, 2023

1. **PRESENT:** Trustees Patricia Andersen, John Buying, Pamela Rice, Mark Tourtellott, and Director Cheryl Jones

ABSENT: Jennifer Holmes and Pamela Mann

The meeting was called to order at 6:05pm

PUBLIC MEMBERS: Rich Jones and Chelsea Roth

2. **AGENDA:**

Motion to amend agenda to move By-Laws/Policy Committee from Old Business to New Business made by John Buying. No second, motion dies. Board discussion followed reminding trustees that item was discussed during August meeting, therefore topic falls under Old Business.

Motion to adopt agenda made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion carried.

3. **EXECUTIVE SESSION:** Motion to move into Executive Session made by Mark Tourtellott, seconded by Pamela Rice. All in favor, motion carried. Move into Executive Session at 6:14pm.

Motion to leave Executive Session made by Mark Tourtellott, seconded by Pamela Rice. All in favor, motion carried. Left Executive Session at 6:20pm.

Motion to approve carryover days for library employee made by Mark Tourtellott, seconded by Pamela Rice. All in favor, motion carried.

Motion to approve moving temporary library employee to permanent status made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion carried.

4. MINUTES:

Motion to amend July meeting minutes to replace "Add: John Buying" with "Appoint: John Buying" made by John Buying. No second, motion dies. Board discussion and explanation of standard meeting practices and standard language of minutes followed.

Motion to adopt July meeting minutes made by Pamela Rice, seconded by Patricia Andersen. "Nay" vote by John Buying. Minutes not approved. Tabled to October meeting.

Approval of August meeting minutes tabled to October meeting with full board present.

5. FINANCE REPORT: Motion to approve August vouchers made by Pamela Rice, seconded by Patricia Andersen. All in favor, motion carried.

6. DIRECTORS REPORT: Director Cheryl Jones's comprehensive report was distributed. See attached.

Motion to approve Directors Report made by John Buying. No second, motion dies. Board reminded that Directors Report is not an actionable item and does not require Board approval.

Items of Note:

- Generator installed on September 13th.
- Sign garden replanted by children in kid's gardening group in August
- Cheryl wrote an article for the Shawangunk Journal on book recommendations
- 169 children (0-11) and 38 teens (12-18) registered for the Summer Reading Program
- Wolf Lake Grant program has been completed. Once the children take their first reading tests in school we will submit the information and close out the grant
- Friends of the Library will be hosting the Manhattan Short Film Festival September 28th and 30th

7. OLD BUSINESS

Community Solar:

Non-action item. Board discussion, concluding Community Solar is not a viable option at this time.

Budget Overage:

Discussion tabled to October meeting with full board present.

By-Law/ Policy Committee:

Discussion to establish a By-Laws/Policy Committee tabled to October meeting. At the advice of RCLS, this committee will be established as a joint By-Laws and Policy Committee.

8. NEW BUSINESS

Open Trustee Seat: Motion to appoint Chelsea Roth as Library Trustee to fill seat vacated by Antoinette King made by Mark Tourtellott, seconded by Patricia Andersen. "Nay" vote by John Buying. Seat remains vacant.

Motion to adjourn meeting made by John Buying at 7:09pm. No second, motion dies. Motion did not relate to agenda topic being discussed. Board reminded to follow agenda.

9. POLICY REVIEW/ REVISIONS

Trustee Education Policy: Motion to adopt Trustee Education Policy made by Patricia Andersen, seconded by Mark Tourtellott. "Nay" vote by John Buying. Policy not passed, tabled to October board meeting.

Motion to nominate Jennifer Holmes as Treasurer made by John Buying. No second, motion dies. Motion did not relate to agenda topic being discussed. Board reminded to follow agenda.

10. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person

Motion to adjourn made by Pamela Rice, seconded by Mark Tourtellott. All in favor, motion carried. Meeting adjourned at 7:18 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES	349,000.00		
A1001 Real Estate Taxes		349,000.00	
Total A1049 REAL PROPERTY TAXES	**349,000.00**	**349,000.00**	**100.00 %**
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings	94.56	100.00	94.56 %
Total A2499 USE OF MONEY & PROPERTY	**94.56**	**100.00**	**94.56 %**
A2649 FINES & FORFEITURES			
A4050 Fines income	486.93		
Total A2649 FINES & FORFEITURES	**486.93**		
A2771 Refund of Prior Years' Expense	538.39		
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	3,488.75	3,800.00	91.81 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	**3,488.75**	**3,800.00**	**91.81 %**
A3089.6 Restricted Grants & Donations	4,824.01	2,500.00	192.96 %
A3099 STATE AID	25,555.00	3,340.00	765.12 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	1,984.21	1,000.00	198.42 %
Total A4060 UNRESTRICTED DONATIONS	**1,984.21**	**1,000.00**	**198.42 %**
Refund		3,110.00	
Total Income	**$385,971.85**	**$362,850.00**	**106.37 %**
GROSS PROFIT	**$385,971.85**	**$362,850.00**	**106.37 %**
Expenses			
A7450.0 Capital Funds Expense	6,549.00		
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	803.26		
7410.11 Clerical	80,711.83	106,117.00	76.06 %
7410.12 Librarian	51,538.40	69,532.00	74.12 %
Total A7410.1 Library- Personal Services	**133,053.49**	**175,649.00**	**75.75 %**
A7410.2 Library- Equipment	825.78	2,742.00	30.12 %
7410.21 Equipment expense	927.00		
Total A7410.2 Library- Equipment	**1,752.78**	**2,742.00**	**63.92 %**
A7410.4 Library- Contractual Expenses			
7410.41 Books	12,426.79	17,000.00	73.10 %
7410.405 Digital Media	6,184.32	8,500.00	72.76 %
Total 7410.41 Books	**18,611.11**	**25,500.00**	**72.98 %**
7410.42 Periodicals	330.99	800.00	41.37 %
7410.43 Audio/Visual	1,064.75	2,000.00	53.24 %
7410.44 Accounting	3,850.50	8,850.00	43.51 %
7410.47 Cleaning Service	5,625.00	7,810.00	72.02 %
7410.48 Elections	88.79	200.00	44.40 %

Mamakating Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.51 Legal fees		300.00	
7410.52 Memberships	275.00	385.00	71.43 %
7410.53 Miscellaneous expense	611.16	600.00	101.86 %
Reimbursed payments to other libraries	57.00		
Total 7410.53 Miscellaneous expense	**668.16**	**600.00**	**111.36 %**
7410.55 Postage and Delivery	215.74	150.00	143.83 %
7410.56 Program	2,042.00	3,260.00	62.64 %
7410.565 Program Supplies	949.00	1,434.00	66.18 %
Total 7410.56 Program	**2,991.00**	**4,694.00**	**63.72 %**
7410.57 DEBT Service Principal & Interest		26,200.00	
7410.58 Building & Grounds R&M	35,291.84		
7410.581 Repairs	3,547.50	2,490.00	142.47 %
7410.582 Maintenance	875.74	2,225.00	39.36 %
7410.583 Landscaping	3,549.99	2,220.00	159.91 %
Total 7410.58 Building & Grounds R&M	**43,265.07**	**6,935.00**	**623.87 %**
7410.59 Office expense	3,509.70	3,200.00	109.68 %
7410.60 Telecom	2,308.04	3,060.00	75.43 %
7410.61 Utilities	6,578.61	7,875.00	83.54 %
7410.62 Technology	12,167.02	17,588.00	69.18 %
7410.85 RCLS Service Fee	1,887.00	2,005.00	94.11 %
7410.86 Meetings & Conference	100.00	600.00	16.67 %
7410.87 Travel & Mileage		210.00	
Total A7410.4 Library- Contractual Expenses	**103,536.48**	**118,962.00**	**87.03 %**
Total A7999 CULTURE & RECREATION	**238,342.75**	**297,353.00**	**80.15 %**
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	2,916.86	14,502.00	20.11 %
9010.80 Taxes	9,110.50		
Total A9010.7 Payroll Taxes	**12,027.36**	**14,502.00**	**82.94 %**
A9030.8 Insurance			
9030.81 Disability	721.82	1,215.00	59.41 %
9030.82 Hospitalization		15,537.00	
9030.83 Workers' Compensation	1,445.00	1,266.00	114.14 %
9030.84 Property Liability	3,621.71	3,586.00	101.00 %
9030.85 Directors and Officers	881.00	925.00	95.24 %
Total A9030.8 Insurance	**6,669.53**	**22,529.00**	**29.60 %**
A9040.0 Pension Expense	90.00	23,000.00	0.39 %
Total A9199 EMPLOYEE BENEFITS	**18,786.89**	**60,031.00**	**31.30 %**
Capital Reserve		5,000.00	
Restricted Donations & Grants	2,912.76	2,500.00	116.51 %
Total Expenses	**$266,591.40**	**$364,884.00**	**73.06 %**
NET OPERATING INCOME	**$119,380.45**	**$ -2,034.00**	**-5,869.25 %**

Mamakating Library

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	**$119,380.45**	**$ -2,034.00**	**-5,869.25 %**

Mamakating Library
Board of Trustees Meeting
October 10, 2023
Director's Report

Building & Grounds:

- Generator Updates:
  - The Generator is installed and propane is connected.
  - We are waiting on a tech to come do the programming
- The gardens were refreshed for fall by the garden volunteers and they look beautiful
- Air Filters were changed. Director is looking into getting air vents cleaned, furnaces serviced, & gutters cleaned before winter
- Many burnt out fluorescent bulbs were replaced with LED compatible bulbs which will last longer and save money over time

Closing & Service Interruptions:

- Closed for Labor Day 9/4

Programming:

Community Partnership Programs:

- Narcan Training w/ Catholic Charities: 5 Participants
- BKAA Trail Walk: 7 Participants
- Tai Chi w/ ERPHN: 30 Participants (3 sessions)
- Chair Yoga with ERPHN: 34 Participants (3 sessions)

Stand-alone programs

- World War 1 Purple Heart Presentation: Postponed
- Poetry Workshop: 5 Participants
- Manhattan Shorts Film Festival: 58 Participants (2 sessions)

Series programs

- Books & Tea Discussion (Iwona) - 11 Participants
- Keep It Short…Stories (KISS), Discussion Group (Patiana) -5 Participants
- Storytime in the Park (Jen Holmes) – 46 Participants (3 sessions)
- Read to Mocha (Wendy, handler) - cancelled
- Culinary Club: 5 Participants
- Tech Support (Kate) – 11 Participants
- Writers' Group (Alethea): 1 Participant
- Homeschool Hangout: 15 Participants
- Art with Miss Patiana: 7 Participants

Program Totals:

- 16 Adult Programs serving 167 patrons
- 11 Patrons received dedicated Tech Help time
- 5 Children's Programs serving 68 patrons

Outreach:

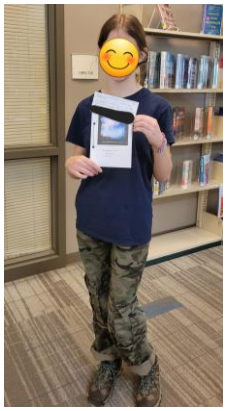
- Iwona-Senior Center Visit
- School visit from Mrs. Ramos' class postponed due to rain
- Planning for Harvest Fest & Joy to Wurtsboro programs with FOML
- Cheryl Hampel & Cheryl Jones were at the 9/1 Farmer's Market
- Library Card Registration Info has been sent to home to every child at Chase school. Thank you to Patti Andersen for facilitating this at the school. We look forward to getting them back and getting new library cards out to students.

BKAA Trail Walk

Manhattan Short Film Fest

Andy Komonchak Display

Tai Chil on the library lawn



Happy Writing Contest Winner!

IT/ILS & Technical Services:

- Computer Users: 170
- Wi-Fi Users: 2007
- We've been having issues with one of our new wifi routers. It has needed to be reset 1-2 times a week for the past few weeks. RCLS is aware and keeping track to see if updates or replacement is needed.
- The circulation desk computer was serviced by RCLS when it began running extremely slow. They replaced the drive with solid state and it is running well now.
- The network switch was installed 9/26 to partition the staff & patron computer networks and improve overall cyber security.
- Video Conferencing & Recorded/Zoom Program set up complete. Thanks to the FOML for funding this and to Mark Tourtellott for helping to install the equipment and update a laptop to run more quickly.

Circulation/Registration:

Previous Month's Physical Circulation								
	2016	2017	2018	2019	2020	2021	2022	2023
January	2110	2206	2231	2487	2400	1823	2040	1882
February	2134	1973	1956	2088	2169	1335	1840	1531
March	2548	2414	2225	2093	1180	1929	2110	1734
April	2421	2331	2013	2064	--	1710	1751	1705
May	2624	2121	2161	2180	--	1644	1636	1667
June	2802	2539	2288	2292	233	1909	1836	1818
July	3120	3150	2640	2682	939	2225	2232	2628
August	3202	2941	2760	2742	948	1870	2195	2822
September	2368	2440	2015	2310	1224	1904	1597	2276
October	2352	2166	2273	2239	1323	1969	1404	
November	2276	2214	2309	1956	1496	2126	1492	
December	1866	1704	2000	1924	1600	1991	1362	
TOTAL	29,823	28,199	24,871	25,133	13,512	22,435	23,517	18,063

Previous Month's New User Registrations								
	2016	2017	2018	2019	2020	2021	2022	2023
January	15	29	14	19	19	9	17	19
February	19	16	18	12	20	8	16	12
March	35	12	22	9	4	15	12	12
April	10	28	23	18	2	8	21	11
181May	30	24	16	15	3	6	21	16
June	37	24	30	28	0	12	16	30
July	27	34	32	32	8	34	41	42
August	44	28	22	31	12	28	35	48
September	18	26	14	31	9	23	21	22
October	12	28	16	21	8	10	19	
November	18	28	10	11	6	12	20	
December	11	28	11	8	7	10	12	
TOTAL	276	305	228	227	98	175	251	212

Digital Collections:

Overdrive Circulation					
	2019	2020	2021	2022	2023
January	323	305	394	486	603
February	264	229	429	400	508
March	334	298	444	439	552
April	293	475	338	448	564
May	291	497	408	495	537
June	344	409	362	559	448

July	296	373	404	552	438
August	284	311	474	578	522
September	272	314	427	499	524
October	236	323	367	510	
November	205	334	419	506	
December	209	320	405	546	
Total	**3142**	**4188**	**4871**	**6018**	**4696**

Unique Patron Access Hoopla

	2022	**2023**
January	32	36
February	27	42
March	33	49
April	28	35
May	20	36
June	21	37
July	31	39
August	34	38
September	33	36
October	26	
November	33	
December	35	
Total:	**353**	**348**

Overall Circulations Report Hoopla

	2022	**2023**
January	108	131
February	98	133
March	112	137
April	98	127
May	63	94
June	60	127
July	116	90
August	124	116
September	113	118
October	87	
November	118	
December	128	
Total:	**1225**	**1073**

Director's Meetings & Trainings:

- 9/7 Ask A Lawyer Training
- 9/8 Annual RCLS Meeting
- 9/15 SUPLA Meeting
- 9/18 System Services Meeting
- 9/19 Trustee Training: Finance 101
- 9/20 Youth Book Festival Meeting
- 9/21Legislative Brunch
- 9/28 PayChex Meeting
- 9/28 Responsibilities of a Trustee Training (Niche Academy)

Other News:

- September Patron Count: 1,256
- The final presentation for the Sustainable Libraries Initiative has been submitted. We are waiting on feedback from our mentor and the SLI team. Completion is imminent!
- Tax Cap form re-submitted to Comptroller to take advantage of an ERS exclusion that will save us money.
- Furnished a letter of support to MEEC regarding a grant they are seeking to buy a collapsible planetarium and offer coordinating programming

Upcoming Programs & Events:

- 10/5 Winterize your Garden w/ Pam Golben and OCAS
- 10/10 Books & Tea Discussion Group

- 10/12 Patiana's Kid's Art Group
- 10/14 The Last BKAA Trail Walk of the year with Kerron Barnes
- 10/21 Repair Café 11-2pm
- 10/24 International Moon Night with John Kocijansi & Astronomy Club
- 10/31 Culinary Club will hand out candy/cider to trick or treaters

Upcoming Trustee Trainings:

- October 12th: Library Compliance (6pm via Zoom)
- October 16th: Advocacy Workshop (10am Via Zoom)
- October 24th: Finance 102 (6pm Via Zoom)
- November 9th: Basic Trustee Education (6pm Via Zoom)
- November 14th : Advocacy (6pm Via Zoom)

Reminders:

- The Library is closed 10/9 for Indigenous Peoples' Day

Respectfully submitted,
Cheryl Jones, Library Director
October 10, 2023

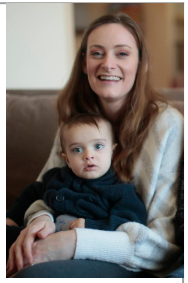
"Here for *Our* Community, *Our* Families… Here to STAY!"

Elect
CHELSEA
ROTH

(New Photo Coming Soon)

MAMAKATING
Town Council
Ward 1

A candidate who values integrity, justice and all the promise *Mamakating* holds for the future!



CHELSEA ROTH

Defending our *rural heritage*, fighting for our *water rights* and envisioning opportunities for positive *economic growth*. Vote for a council person who is here for YOU, here for YOUR family's interest and here to STAY!

Values:

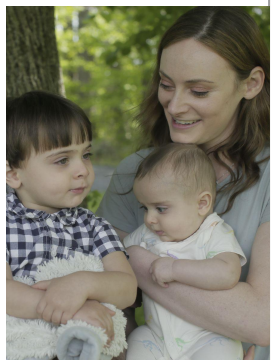
- Protecting our environment and natural resources from developers and exploitation.
- Saying "NO" to high density housing.
- Supporting and attracting local businesses.
- Acting to uphold the Revised Comprehensive Master Plan

-Promoting tourism in the area to lower taxes, adding to our quality of life and aiding local commerce.

-Supporting local heroes: The Highway Department, EMS, Firefighters and our Veterans organizations.

Background:

- Happily married raising two young boys in Mamakating.
- Born and raised in a small, rural town in Upstate NY.
- Earned BFA in Design, creative problem solver.
- Proud union member, Local 1 / Teamsters
- Successfully opened and ran 2 small businesses.
- Endorsed by Eleanor's Legacy.



Community Involvement:

- Spoke out and advocated to protect our water supply.
- Spoke out against village annexation.
- Friend of The Basha Kill Area Association
- Member of The Mamakating Environmental Center
- Friend of the Mamakating Library
- Member of the Mamakating Historical Society
- Member of Phillipsport Community Center

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

September 14, 2023

Dear Member Library Trustees,

The Integrated Library System (ILS) software enables every library employee to engage with their patrons daily. When you walk up to the checkout desk, the friendly employee on the other side of the counter is ready to check out the materials you will be taking home; that process is possible because of an ILS. Currently, the ILS we use is provided by SirsiDynix.

RCLS staff, library directors, and library staff engaged in exploring the possibility of migrating the Integrated Library System from a proprietary software provided by SirsiDynix to an open-source software provided by one of three potential vendors: Mobius, Equinox, and ByWater Solutions via a Request for Proposal distributed in January 2023. A committee was created to investigate the products and make a recommendation.

On August 17, 2023, the recommendation from the committee was presented to the Directors' Association ILS Committee. The ILS Committee accepted the recommendation to switch the ILS software vendor from SirsiDynix to ByWater Solutions. The cost of the migration will be paid out of the ILS Capital Fund with no additional costs to member libraries. Please refer to the attached *ILS Pricing Schedules* for more information.

On September 13, 2023, the Directors' Association voted to cancel the current ILS contract with SirsiDynix as of September 1, 2024, and to migrate to Koha supported by ByWater Solutions. The following motions were approved during this meeting:

1. Motion: To accept the recommendation of the ILS Search Subcommittee to migrate to the Koha ILS product with ByWater Solutions.
2. Motion: To terminate the contract with SirsiDynix for the Symphony ILS product, effective 9/1/2024.
3. Motion: To enter into a contract with ByWater Solutions for the Koha ILS product and to begin the process of migration in December 2023.

This change represents a significant shift in the libraries' core software and the member library staffs' relationship with this vital piece of software. RCLS asks that the Board of Trustees of each member library vote on the final recommendation of the Directors' Association. The Board of each library has the choice to vote in favor or vote against the recommendation of the Directors' Association to switch the ILS software vendor from SirsiDynix to ByWater Solutions.

For RCLS to transition to a new ILS, a simple majority of Library Boards who vote will need to vote in favor of this ILS change.

Your vote is important; please submit your Board motion by **Friday, December 1, 2023,** to Anita Baumann (abaumann@rcls.org) by providing the minutes from the Board meeting where the action to vote in favor or against the ILS change occurred as follows:

VOTE **IN FAVOR** OF ILS CHANGE

*WHEREAS [**NAME OF LIBRARY**] (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and*

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

VOTE **AGAINST** ILS CHANGE

*WHEREAS [**NAME OF LIBRARY**] (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and*

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby DISAGREE with DA and votes NOT to switch Integrated Library System providers from SirsiDynix to ByWater Solutions.

For the transition to a new ILS vendor, ByWater Solutions, to be successful, RCLS is asking for the full cooperation and commitment of the member library Board of Trustees, Director, and library staff to:

1. The Board of Trustees and Director will ensure that ALL staff members working with the ILS, full-time or part-time, will be provided with the opportunity to be appropriately trained in the new ILS product, Koha, before August 1, 2024. This includes selecting one to three representative staff members who will receive extra training and serve as "first-stop" Koha support for the library

2. Enter and maintain accurate and current patron records and current item records according to ILS policies and procedures
3. Inform RCLS immediately of any circumstances that would inhibit the library's ability to fulfill its commitment to migrating to a new ILS
4. Inform their community members, staff, and other stakeholders about the migration, communicating any changes to the patron experience and informing them of planned downtimes or secondary service outages
5. Coordinate with RCLS in making changes to the cataloging or linking workflows deemed necessary for the streamlined operation of the new ILS
6. Provide RCLS with a list of your current third-party vendors who authenticate patrons via a SIP connection to the ILS, which port they are using, and the IP addresses the SIP requests originate from, and contact information for the third-party vendor staff member responsible for configuring these connections. This may include self-checkout stations, self-service print stations, museum pass reservation software, etc.
7. Be prepared to go live on August 1, 2024, with the new ILS, Koha.

RCLS thanks everyone involved with this process thus far. We look forward to partnering with your library on this critical project. Please do not hesitate to contact me should you have any questions.

Sincerely,

Grace Riario
Executive Director

Financial Talking Points
07/17/23 To ILS Search Subcommittee
07/20/23 To ILS Committee
09/13/23 To Directors' Association
09/14/23 To Member Library Board of Trustees

ILS Capital Funds Available for Migration = $400,000

The funds to migrate to a new ILL software have been saved over the past 10 years in the ANSER Capital Fund, now the ILS Capital Fund. The amount of $400,000 is available for the 2024 Capital Budget. Capital Funds are intended to cover one-time Capital costs to migrate, such ILS software implementation costs, add-on services implementation costs, training, consultants, legal fees, equip., etc. The Capital Fund is not intended to pay Operational costs, such as the annual cost of the ILS software or salaries.

Vendor Six Year Pricing Structure

Equinox	6-Year Pricing:	No increase years 2 thru 6
Mobius	6-Year Pricing:	0% increase years 2 & 3, 3% increase years 4 thru 6
ByWater	6-Year Pricing:	0% increase years 2 & 3, 3% increase year 4, 0% increase years 5 & 6
SirsiDynix	6-Year Pricing:	2.9% increase each year

To Host or not to Host?

Of the four ILS vendors, only Equinox and SirsiDynix offered a locally hosted option. The '22-'26 RCLS Strategic Plan, includes technology goals to enhance cybersecurity, use more cloud-based products, and implement emerging technologies. To further that Strategic Plan, RCLS recommends a cloud based ILS software solution.

How will Migration Costs Impact Library ILS Fees?

There are sufficient funds available to cover the Capital expenses of the migration. No additional fee.

The change in annual Operating costs is expected to be negligible:

SirsDynix 2023 Operating Budget	$	128,300	Estimated Annual Inc/(Dec) for 2024
SirsiDynix - Symphony - Saas	$	118,083	$ (10,217)
Equinox - Evergreen - Seqouia Public Cloud		145,250	16,950
Mobius - Evergreen - (High Performance)		113,249	(15,051)
ByWater Solutions - koha		128,394	94

Stephen Hoefer
Chief Financial Officer
Ramapo Catskill Library System

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

ILS Search Subcommittee
ILS Request For Proposal Price Comparison Table

ILS Software Migration Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTALS
CORE PRICING from RFP							**CORE**
Equinox - Evergreen - Seqouia Private Cloud	$ 106,309	$ 106,200	$ 106,200	$ 106,200	$ 106,200	$ 106,200	$ 106,200	$ 743,509
Equinox - Evergreen - Seqouia Public Cloud	106,309	117,000	117,000	117,000	117,000	117,000	117,000	808,309
Equinox - Evergreen - Locally Hosted	126,309	40,950	40,950	40,950	40,950	40,950	40,950	372,009
Mobius - Evergreen - Option 1	31,000	77,112	77,112	77,112	79,426	81,804	84,259	507,825
Mobius - Evergreen - Option 2 (High Performance Server)	31,000	84,404	84,404	84,404	86,937	89,546	92,233	552,928
ByWater Solutions - Koha	133,531	117,549	117,549	117,549	121,075	121,075	121,075	849,403
SirsiDynix - Symphony - SaaS	-	79,359	81,661	84,029	86,465	88,973	91,553	512,040
SirsiDynix - Symphony - Locally Hosted	-	72,430	74,532	76,693	78,916	81,205	83,560	467,336

PLUS - NECESSARY SERVICES							PLUS
Equinox - Evergreen	$ 27,009	$ 28,250	$ 28,250	$ 28,250	$ 28,993	$ 29,757	$ 30,545	$ 201,054
Mobius - Evergreen	11,843	28,845	28,845	28,845	29,710	30,602	31,520	190,209
ByWater Solutions - Koha	2,843	10,845	10,845	10,845	11,170	11,379	11,594	69,521
SirsiDynix - Symphony	-	38,724	39,846	41,002	42,192	43,415	44,674	249,853

CORE + PLUS							TOTAL
Equinox - Evergreen - Seqouia Private Cloud	$ 133,319	$ 134,450	$ 134,450	$ 134,450	$ 135,193	$ 135,957	$ 136,745	**$ 944,563**
Equinox - Evergreen - Seqouia Public Cloud	133,319	145,250	145,250	145,250	145,993	146,757	147,545	**1,009,363**
Equinox - Evergreen - Locally Hosted	153,319	69,200	69,200	69,200	69,943	70,707	71,495	**573,063**
Mobius - Evergreen - Option 1	42,843	105,957	105,957	105,957	109,136	112,406	115,779	**698,035**
Mobius - Evergreen - Option 2 (High Performance Server)	42,843	113,249	113,249	113,249	116,647	120,148	123,752	**743,137**
ByWater Solutions - Koha	136,374	128,394	128,394	128,394	132,245	132,454	132,669	**918,924**
SirsiDynix - Symphony - SaaS	-	118,083	121,507	125,031	128,657	132,388	136,227	**761,893**
SirsiDynix - Symphony - Locally Hosted	-	111,154	114,378	117,695	121,108	124,620	128,234	**717,189**

RAMAPO CATSKILL LIBRARY SYSTEM

ILS Search Subcommittee
PLUS NECESSARY SERVICES in Addition to ILS Solution

Not all services, to keep the current level of ILS functionality, are offered by all vendors and so we will need to include additional services. The CORE Pricing per the RFP can be found on page 2 of 3. Note that one-time costs from SirsiDynix of $15,000 to migrate has been added to the ILS Software Miration Costs on page 2.

CORE PRICING by Vendor from the RFP is on page 2

PLUS NECESSARY SERVICES to keep our current level of ILS functionality

Services = No inc. yr. 1-3, then 3% annually, when not in RFP

All Products other than Symphony Require an annual ***Third-Party Voice Service*** . This price is an estimate from MessageBee, our current email notice provider.

	Cost to Migrate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Voice For Equinox	$ 795	$ 6,750	$ 6,750	$ 6,750	$ 6,953	$ 7,161	$ 7,376	**$ 42,534**
Voice for Mobius	795	6,750	6,750	6,750	6,953	7,161	7,376	**42,534**
Voice for ByWater Solutions	795	6,750	6,750	6,750	6,953	7,161	7,376	**42,534**
SirsiDynix - Symphony I-tiva - RFP	-	5,186	5,336	5,491	5,650	5,814	5,983	**33,460**

SirsiDynix currently provides this service via I-tiva subscription.

Equinox and Mobius require an annual ***T hird-Party Mobile App*** Solution. These prices are an approximation.

Mobile App for Equinox	$ 9,000	$ 18,000	$ 18,000	$ 18,000	$ 18,540	$ 19,096	$ 19,669	**$ 120,305**
Mobile App for Mobius	9,000	18,000	18,000	18,000	18,540	19,096	19,669	**120,305**
Voice for ByWater Solutions - LiDA included	-	-	-	-	-	-	-	**-**
BLUECloud Mobile and Connectors - RFP	-	26,696	27,470	28,267	29,088	29,930	30,798	**172,249**

LiDA is included with Aspen subscription, so no additional cost or third-party vendor for ByWater.

Mobius and ByWater Solutions require annual ***Third-Party Ongoing Authority Control*** . These prices are an estimate from Marcive a current RCLS vendor.

Authority Control for Equinox - RFP	$ 17,214	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	**$ 38,214**
Authority Control for Mobius	2,048	4,095	4,095	4,095	4,218	4,344	4,475	**27,369**
Authority Control for ByWater Solutions	2,048	4,095	4,095	4,095	4,218	4,218	4,218	**26,986**
Authority Control for SirsiDynix - RFP	-	6,842	7,040	7,244	7,454	7,671	7,893	**44,144**

The cost for AC services for SirsiDynix and Equinox were included with the RFP.

Necessary Services Summary

	Cost to Migrate	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Equinox - Evergreen - Seqouia Private Cloud	$ 27,009	$ 28,250	$ 28,250	$ 28,250	$ 28,993	$ 29,757	$ 30,545	**$ 201,054**
Equinox - Evergreen - Seqouia Public Cloud	27,009	28,250	28,250	28,250	28,993	29,757	30,545	**201,054**
Equinox - Evergreen - Locally Hosted	27,009	28,250	28,250	28,250	28,993	29,757	30,545	**201,054**
Mobius - Evergreen - Option 1	11,843	28,845	28,845	28,845	29,710	30,602	31,520	**190,209**
Mobius - Evergreen - Option 2 (High Performance Server)	11,843	28,845	28,845	28,845	29,710	30,602	31,520	**190,209**
ByWater Solutions - Koha	2,843	10,845	10,845	10,845	11,170	11,379	11,594	**69,521**
SirsiDynix - Symphony - SaaS	-	38,724	39,846	41,002	42,192	43,415	44,674	**249,853**
SirsiDynix - Symphony - Locally Hosted	-	38,724	39,846	41,002	42,192	43,415	44,674	**249,853**

Note that all Necessary Services cost the same regardless of how the ILS is hosted.

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

September 5, 2023

Dear Member Library Board Presidents and Directors:

I'm pleased to announce that the RCLS Board of Trustees approved the 2024 Operating Budget on August 16, 2023, with a 0% increase to the member library service fee despite no increase to State Aid for libraries. RCLS continues to keep its operational costs from further impacting the library budgets for another year by using RCLS unallocated funds.

The most significant contributor to the RCLS 2024 Budget is the investment rate increase and the transfer of $173,000 from the RCLS General Fund Balance to support the services and programs RCLS provides to member libraries. This increase will help offset some of the 6.6% purchasing power lost due to the Governor's lack of investment in State Aid for libraries.

Have you noticed that your library catalog has a new look? The new look is a product called Aspen Discovery from ByWater Solutions. This product was purchased in 2023 and paid for one year with the ILS unallocated funds saved. In 2024, the new product is the primary reason behind the increase in ILS services support costs, plus a 0.6% increase in operational costs. Please refer to Schedule B for the amount of your library's contribution for 2024.

RCLS staff, library directors, and library staff explored the possibility of switching the Integrated Library System from proprietary software provided by SirsiDynix to open-source software offered by one of three potential vendors: Mobius, Equinox, and ByWater Solutions. A committee was created to investigate these products and make a recommendation. If the member library boards approve this change by December 2023, it will represent a shift in the member library staff's relationship with this vital piece of software. The cost of this possible migration will be paid with the saved ILS Capital funds, with no additional cost to member libraries in 2024.

RCLS will continue supporting member libraries by providing continuing education opportunities to staff and trustees in 2024. RCLS is also increasing the investment in building strong relationships with our elected officials through the addition of a full-time Government Relations Specialist to the RCLS staff. In 2024, RCLS is committed to continuing our sustainability efforts and assisting member libraries with their own goals by having a full-time Sustainability consultant as part of the RCLS Team.

The RCLS Chief Financial Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email a day prior to the date.

The scheduled dates are:

Budget Discussion- Wednesday, September 20, 2023 (6:30PM – 7:30PM)
Budget Discussion- Monday, September 25, 2023 (6:30PM – 7:30PM)

Finally, please find the following essential documents included with this letter for your review.

1. 2024 General and ILS Budgets & 2024 RCLS Service Fee
2. 2024 Budget Highlights Reference Guide
3. 2024 ILS Services Support Cost (displaying each member's RCLS ILS Service contribution)
4. 2024 Budget Voting Ballot **(due by November 30, 2023)**

I look forward to a continued 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

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

Ramapo Catskill Library System
2024 General and ILS Budgets
08/16/23 RCLS Board Approved

Income	2023 BUDGET			2024 BUDGET			$ Change			% Change		
	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL	GENERAL	ILS	TOTAL
NYS Aid Library Systems	$ 2,039,800	$ -	$ 2,039,800	$ 2,044,300	$ -	**$ 2,044,300**	$ 4,500	$ -	$ 4,500	0%	-	0%
NYS Aid Member Libraries	740,200	-	740,200	741,700	-	**741,700**	1,500	-	1,500	0%	-	0%
NYS Aid Other Agencies	64,300	-	64,300	64,400	-	**64,400**	100	-	100	0%	-	0%
NYS Construction Aid	132,800	-	132,800	-	-	**-**	(132,800)	-	(132,800)	-100%	-	-100%
ILS Services Support	-	568,300	568,300	-	615,800	**615,800**	-	47,500	47,500	-	8%	8%
Goods & Services	306,900	10,800	317,700	342,200	16,800	**359,000**	35,300	6,000	41,300	12%	56%	13%
RCLS Service Fee	127,800	-	127,800	127,800	-	**127,800**	-	-	-	0%	-	0%
NYLA Advocacy & Donations	5,000	-	5,000	2,500	-	**2,500**	(2,500)	-	(2,500)	-50%	-	-50%
Interest	4,000	2,000	6,000	60,000	4,900	**64,900**	56,000	2,900	58,900	1400%	145%	982%
E-Rate Funding	-	12,400	12,400	-	5,000	**5,000**	-	(7,400)	(7,400)	-	-60%	-60%
Transfer from General Fund Balance	(155,000)	-	(155,000)	173,200	-	**173,200**	328,200	-	328,200	-212%	-	0%
Transfer from ILS Fund Balance	-	50,900	50,900	-	-	**-**	-	(50,900)	(50,900)	-	-100%	-100%
Total Income	**$ 3,265,800**	**$ 644,400**	**$ 3,910,200**	**$ 3,556,100**	**$ 642,500**	**$ 4,198,600**	**$ 290,300**	**$ (1,900)**	**$ 288,400**	**9%**	**0%**	**7%**
Expense												
Payroll Expenses	$ 1,186,900	$ 215,100	$ 1,402,000	$ 1,329,900	$ 223,300	**$ 1,553,200**	$ 143,000	$ 8,200	$ 151,200	12%	4%	11%
Employee Benefits	634,500	103,900	738,400	762,000	116,000	**878,000**	127,500	12,100	139,600	20%	12%	19%
Equipment, Furniture & Fixtures	30,000	-	30,000	-	-	**-**	(30,000)	-	(30,000)	-100%	-	-100%
Vehicle Purchases	-	-	-	30,000	-	**30,000**	30,000	-	30,000	-	-	-
Library Materials	332,400	-	332,400	333,100	100	**333,200**	700	100	800	0%	-	0%
Office Supplies	12,500	3,500	16,000	17,700	1,300	**19,000**	5,200	(2,200)	3,000	42%	-63%	19%
Telecommunications	900	12,400	13,300	1,600	11,000	**12,600**	700	(1,400)	(700)	78%	-11%	-5%
Postage	1,400	-	1,400	1,400	-	**1,400**	-	-	-	0%	-	0%
Marketing & Promotion	15,300	-	15,300	23,500	-	**23,500**	8,200	-	8,200	54%	-	54%
Advocacy Costs	16,100	-	16,100	17,800	-	**17,800**	1,700	-	1,700	11%	-	11%
Travel	39,000	4,400	43,400	40,500	7,100	**47,600**	1,500	2,700	4,200	4%	61%	10%
Contracts with Libraries	305,400	-	305,400	340,700	-	**340,700**	35,300	-	35,300	12%	-	12%
Professional Fees	35,100	3,200	38,300	39,400	2,100	**41,500**	4,300	(1,100)	3,200	12%	-34%	8%
Continuing Ed - RCLS Staff	5,100	1,800	6,900	1,500	300	**1,800**	(3,600)	(1,500)	(5,100)	-71%	-83%	-74%
RCLS Programs	64,200	-	64,200	43,000	-	**43,000**	(21,200)	-	(21,200)	-33%	-	-33%
Membership Dues	5,000	200	5,200	5,400	200	**5,600**	400	-	400	8%	-	8%
Software/Hardware Maint. & Subs	51,400	247,600	299,000	41,400	234,600	**276,000**	(10,000)	(13,000)	(23,000)	-19%	-5%	-8%
Cataloging Tools	26,700	-	26,700	32,700	-	**32,700**	6,000	-	6,000	22%	-	22%
Building Repairs & Maint	121,500	11,800	133,300	102,200	13,300	**115,500**	(19,300)	1,500	(17,800)	-16%	13%	-13%
Vehicle Maint. & Operation	39,300	-	39,300	47,600	-	**47,600**	8,300	-	8,300	21%	-	21%
NYS Aid	323,100	-	323,100	304,700	-	**304,700**	(18,400)	-	(18,400)	-6%	-	-6%
Transfers To Other Funds	20,000	40,500	60,500	40,000	33,200	**73,200**	20,000	(7,300)	12,700	100%	-18%	21%
Total Expense	**$ 3,265,800**	**$ 644,400**	**$ 3,910,200**	**$ 3,556,100**	**$ 642,500**	**$ 4,198,600**	**$ 290,300**	**$ (1,900)**	**$ 288,400**	**9%**	**0%**	**7%**
Net Activity	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**						

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

Ramapo Catskill Library System

2024 RCLS Services Fee - 0% Increase

08/16/23 RCLS Board Approved

Printed 8/17/2023

Library Name	Minimum Fee	2022 Population Annual Report Question 1.24	% of Total Population	Fee Based on Population	2022 Debt Service Annual Report Question 12.31	2022 Expenditures Annual Report Q12.32 less Debt Service Q12.31	% of Total Expenditures	Fee Based on Expenditures	TOTAL 2024 FEE	Service Fee as a % of Total Expenditures	Library	Total 2023 Fee	$ Change From 2023	% Change From 2023
Albert Wisner Public Library	$ 1,250	23,453	3.03%	$ 1,047	$ -	$ 1,366,561	2.18%	$ 754	**$ 3,052**	0.22%	WAR	$ 3,145	$ (93)	-3%
Blauvelt Free Library	1,250	5,548	0.72%	248	-	879,995	1.41%	486	**1,983**	0.23%	BLV	1,989	(6)	0%
Chester Public Library	1,250	12,646	1.64%	565	-	638,400	1.02%	352	**2,167**	0.34%	CHS	2,185	(18)	-1%
Cornwall Public Library	1,250	17,395	2.25%	777	-	1,123,083	1.80%	620	**2,647**	0.24%	COR	2,700	(53)	-2%
Cragsmoor Free Library	1,250	433	0.06%	19	-	75,689	0.12%	42	**1,311**	1.73%	CRG	1,309	2	0%
Daniel Pierce Library	1,250	6,070	0.79%	271	-	515,146	0.82%	284	**1,805**	0.35%	GRH	1,837	(32)	-2%
Ellenville Public Library and Museum	1,250	12,454	1.61%	556	-	910,235	1.45%	502	**2,309**	0.25%	EPL	2,422	(113)	-5%
Ethelbert B. Crawford Public Library	1,250	19,614	2.54%	876	355,862	912,965	1.46%	504	**2,630**	0.29%	MTC	2,596	34	1%
Fallsburg Library	1,250	12,045	1.56%	538	-	299,254	0.48%	165	**1,953**	0.65%	FBR	1,935	18	1%
Finkelstein Memorial Library	1,250	135,449	17.52%	6,049	-	8,278,114	13.23%	4,568	**11,867**	0.14%	FML	10,911	956	9%
Florida Public Library	1,250	5,132	0.66%	229	-	462,319	0.74%	255	**1,734**	0.38%	FPL	1,748	(14)	-1%
Gardiner Library	1,250	5,610	0.73%	251	61,277	299,221	0.48%	165	**1,666**	0.56%	GAR	1,670	(4)	0%
Goshen Public Library And Historical Society	1,250	19,260	2.49%	860	496,444	1,759,485	2.81%	971	**3,081**	0.18%	GOS	2,996	85	3%
Greenwood Lake Public Library	1,250	5,920	0.77%	264	-	1,162,432	1.86%	641	**2,156**	0.19%	GRL	2,246	(90)	-4%
Haverstraw Kings Daughters Public Library	1,250	34,360	4.44%	1,535	630,748	5,351,119	8.55%	2,953	**5,737**	0.11%	HAV	5,654	83	1%
Highland Falls Library	1,250	3,684	0.48%	165	-	264,686	0.42%	146	**1,561**	0.59%	HFL	1,586	(25)	-2%
Josephine-Louise Public Library	1,250	6,818	0.88%	305	-	562,793	0.90%	311	**1,865**	0.33%	WAL	1,924	(59)	-3%
Liberty Public Library	1,250	10,626	1.37%	475	152,200	305,665	0.49%	169	**1,893**	0.62%	LIB	1,911	(18)	-1%
Livingston Manor Free Library	1,250	3,298	0.43%	147	-	239,032	0.38%	132	**1,529**	0.64%	LIV	1,519	10	1%
Mamakating Library District	1,250	10,718	1.39%	479	23,564	293,811	0.47%	162	**1,891**	0.64%	MAM	1,887	4	0%
Moffat Library Of Washingtonville	1,250	25,789	3.34%	1,152	673,750	1,213,687	1.94%	670	**3,072**	0.25%	WAS	3,058	14	0%
Monroe Free Library	1,250	21,387	2.77%	955	90,553	1,289,574	2.06%	712	**2,917**	0.23%	MFL	2,925	(8)	0%
Montgomery Free Library	1,250	3,834	0.50%	171	-	77,211	0.12%	43	**1,464**	1.90%	MNG	1,466	(2)	0%
Nanuet Public Library	1,250	14,199	1.84%	634	-	2,608,760	4.17%	1,440	**3,324**	0.13%	NAN	3,356	(32)	-1%
New City Free Library	1,250	46,916	6.07%	2,095	-	4,343,898	6.94%	2,397	**5,742**	0.13%	NWC	5,824	(82)	-1%
Newburgh Free Library	1,250	68,215	8.82%	3,047	-	4,979,372	7.96%	2,748	**7,044**	0.14%	NFL	7,293	(249)	-3%
Nyack Library	1,250	14,148	1.83%	632	435,875	2,637,315	4.22%	1,455	**3,337**	0.13%	NYK	3,380	(43)	-1%
Orangeburg Library	1,250	4,565	0.59%	204	-	626,465	1.00%	346	**1,800**	0.29%	ORG	1,810	(10)	-1%
Palisades Free Library	1,250	810	0.10%	36	-	478,430	0.76%	264	**1,550**	0.32%	PAL	1,561	(11)	-1%
Pearl River Public Library	1,250	15,574	2.01%	696	-	2,860,472	4.57%	1,579	**3,524**	0.12%	PRL	3,422	102	3%
Piermont Library District	1,250	2,517	0.33%	112	-	428,678	0.69%	237	**1,599**	0.37%	PMT	1,580	19	1%
Pine Bush Area Public Library District	1,250	14,571	1.88%	651	11,974	284,227	0.45%	157	**2,058**	0.72%	PBL	2,203	(145)	-7%
Port Jervis Free Library	1,250	17,073	2.21%	763	-	878,375	1.40%	485	**2,497**	0.28%	PTJ	2,656	(159)	-6%
Roscoe Free Library	1,250	1,772	0.23%	79	-	112,554	0.18%	62	**1,391**	1.24%	ROS	1,405	(14)	-1%
Rose Memorial Library Association	1,250	14,813	1.92%	662	-	656,677	1.05%	362	**2,274**	0.35%	STP	2,247	27	1%
Sloatsburg Public Library	1,250	3,036	0.39%	136	-	436,975	0.70%	241	**1,627**	0.37%	SLO	1,649	(22)	-1%
Suffern Free Library	1,250	30,869	3.99%	1,379	414,019	2,499,506	4.00%	1,379	**4,008**	0.16%	SUF	3,983	25	1%
Sunshine Hall Free Library	1,250	2,196	0.28%	98	-	95,745	0.15%	53	**1,401**	1.46%	ELD	1,406	(5)	0%
Tappan Library	1,250	6,673	0.86%	298	-	772,828	1.24%	426	**1,974**	0.26%	TAP	1,950	24	1%
Thrall Public Library District of Middletown	1,250	59,174	7.65%	2,643	-	3,525,191	5.63%	1,945	**5,838**	0.17%	MID	5,721	117	2%
Tomkins Cove Public Library	1,250	1,841	0.24%	82	-	226,420	0.36%	125	**1,457**	0.64%	TCL	1,440	17	1%
Tuxedo Park Library	1,250	3,811	0.49%	170	-	612,788	0.98%	338	**1,758**	0.29%	TUX	1,782	(24)	-1%
Valley Cottage Free Library	1,250	9,038	1.17%	404	-	2,258,684	3.61%	1,246	**2,900**	0.13%	VCL	2,943	(43)	-1%
Wallkill Public Library	1,250	8,036	1.04%	359	-	312,213	0.50%	172	**1,781**	0.57%	WAK	1,746	35	2%
West Nyack Free Library	1,250	9,655	1.25%	431	-	1,079,333	1.73%	596	**2,277**	0.21%	WNY	2,346	(69)	-3%
Western Sullivan Public Library	1,250	9,794	1.27%	437	-	937,618	1.50%	517	**2,205**	0.24%	WSPL	2,306	(101)	-4%
Woodbury Public Library	1,250	12,197	1.58%	545	-	631,240	1.01%	348	**2,143**	0.34%	CVL	2,173	(30)	-1%
TOTALS	**$ 58,750**	**773,036**		**$ 34,525**	**$ 3,346,266**	**$ 62,564,241**		**$ 34,525**	**$ 127,800**	**0.20%**		**$ 127,800**	**$ -**	**0%**

Same as 2023

2024 RCLS Budget Highlights Reference Guide

09/01/23

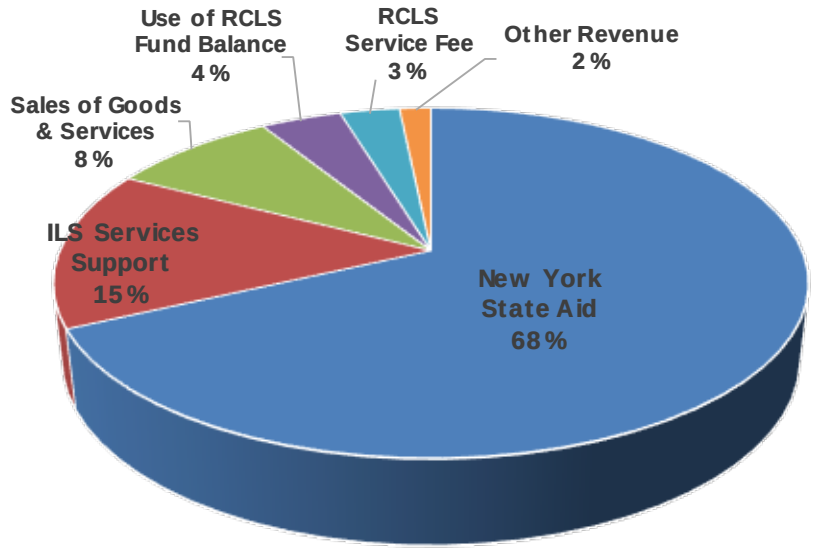
The 4 most interesting things about the 2024 RCLS Budget

1. Despite no budgeted increase in State Aid to Library Systems and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS Service Fee, for the third year in a row.

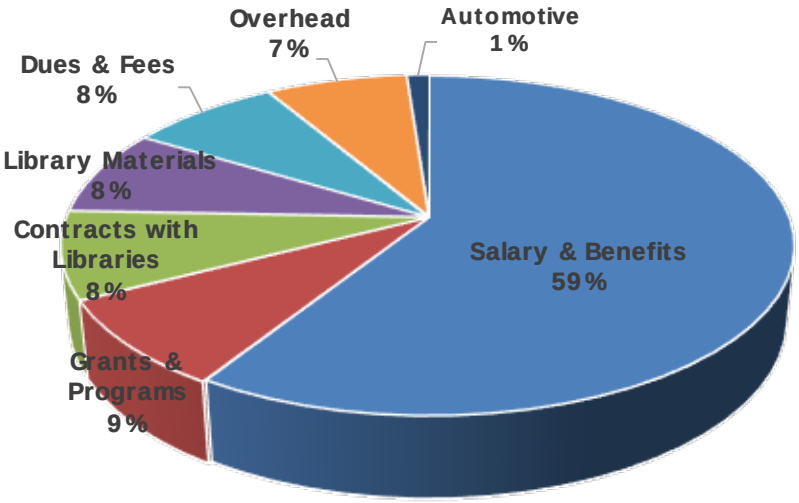
2. ILS Services Support has increased by $47,500 or 7.7%. Of this increment, the ASPEN Discovery, approved by the Directors' Association, accounts for $44,000 or 7.1%, while the remaining $3,500 or 0.6% pertains to increased operational expenses.

3. With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or $58,900 in 2024.

4. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.



State Aid	$	2,850,400
ILS Services Support		615,800
Sales of Goods & Services		359,000
Use of RCLS Fund Balance		173,200
RCLS Service Fee		127,800
Other Revenue		67,400
E-Rate Funding		5,000
TOTAL REVENUE	**$**	**4,198,600**



Salary & Benefits	$	2,431,200
Grants & Programs		347,700
Contracts with Libraries		340,700
Library Materials		333,200
Dues & Fees		323,100
Overhead		301,900
Automotive		47,600
Transfer to Reserves		73,200
TOTAL APPROPRIATIONS	**$**	**4,198,600**

REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

INCOME

NYS STATE AID

The 2024 Budget for NYS State Aid is based on the actual funding that was received in 2023.

ILS SERVICES SUPPORT

As a non-profit organization, RCLS employs a cost recovery approach to calculate ILS Services Support Costs. Any surplus funds are strategically channeled into an unallocated fund earmarked for driving future ILS innovations. Notably, our adept use of economies of scale translates to substantial cost savings in ILS operations. A prime example of our commitment is the comprehensive support we extend to ILS Services, including the provision of 2.5 full-time RCLS cataloging staff members.

ILS Services Support Costs - Schedule B provides detailed cost information, per library. The formula considers a 3-year average of circulation and holdings, and a minimum support amount.

GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases, such as: System-Wide E-Content Pool at $205,800; Consumer Report Pool at $39,000; movie licensing at $16,500, a new service Tutor.com at $37,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public funds for member libraries. The offsetting expense code is Contracts with Libraries.

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

RCLS SERVICE FEE

Despite no budgeted increase in State Aid to Libraries and 2023 inflation hovering around 6.6%, the RCLS Board of Trustees has approved a budget with no increase in the RCLS 2024 Service Fee, for the third year in a row.

INTEREST INCOME

With rising interest rates, RCLS took action to secure a much better rate of return. Total interest is budgeted to increase by 982% or $58,900.

TRANSFER FROM FUND BALANCE

The RCLS Board of Trustees approved the use of $173,200 from the RCLS General Fund Balance to support the services provided to member libraries..

EXPENSES

PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 27 Full-Time Equivalents (FTE): 19.7 FTE are General, and 2.6 FTE are ILS Services. RCLS has two new positions, a Governmental Relations Specialist and Sustainability Coordinator to help support member libraries.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
% of Total Payroll	**68%**	**11%**

EMPLOYEE BENEFITS

Benefits are budgeted to increase by $139,600 or 19% overall, almost entirely due to health insurance. Benefits are allocated to General 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 23%. This is due to new employees and a budgeted 10% increase in premiums.

RETIREMENT

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 15%.

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

There are no purchases budgeted for 2024.

REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

VEHICLE PURCHASES

RCLS intends to purchase a new hybrid consultants' vehicle for General use.

LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at $331,600 and supports library services and the purchase of eligible library materials.

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 increased by $3,000.

TELECOMMUNICATIONS

This line has decreased by $(700).

MARKETING & PROMOTION and ADVOCACY COSTS

RCLS plans to continue and expand efforts to promote and advocate for libraries with another $9,900 in support for these two budget lines.

TRAVEL

The increase in ILS Travel is for the Software Analyst & Administrator and Software Support Specialist to attend an ILS Conference and one employee to attend the NYLA Conference.

CONTRACTS WITH LIBRARIES

On the General side of the budget this account includes $205,800 for the E-Content Pool and $104,400 for other pass-through purchases such as the Database Pool and movie licenses. The new Tutor.com service accounts for the increase in this line.

PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, Propay Fees and CPA audit costs. The increase is due to increased costs for payroll and auditing.

CONTINUING ED – RCLS Staff

Continuing Education reduction of ($5,100) is because there is no NYS Library Systems Directors' Organization conference in 2024.

RCLS PROGRAMS

This line shows a $(21,200) decrease. This decrease is due to the elimination of the Minisink Valley Public Library Initiative and EDI activities are now part of RCLS community engagement efforts.

REFERENCE GUIDE: 2024 BUDGET HIGHLIGHTS

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 $(10,000) decrease due to better-than-expected negotiations on a software purchase.

ILS Software/Hardware Maint. & Subs costs include hardware and software support, both annual contracts and multi-year contracts under $2,500. The ILS software has been budgeted at $128,400, which is $100 more than last year. A $44,000 annual subscription cost for ASPEN is budgeted this year, while last year's budget included ASPEN implementation costs, which is why this line has reduced by $(13,000).

Costs to migrate to a new ILS system will be budgeted in the 2024 ILS Capital Budget.

CATALOGING TOOLS

RCLS is investing $5,000 to enhance the shared catalog to ensure Equity, Diversity and Inclusion (EDI) are reflected in our core business.

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 $600.

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

The $(17,800) reduction in this line is because the RCLS Board of Trustees created the RCLS Building Improvement Capital Fund, moving all large building repairs/improvements out of the Operating Budget.

NYS Aid

The $(18,400) decrease in NYS Aid is a result of NYS Coordinated Outreach Funds being assigned to support the RCLS staff that provide this service.

TRANSFER TO OTHER FUNDS

The ILS Services transfer to ILS Capital Fund has been reduced by $(7,300) in 2024.

The $20,000 increase on the General side is to support the newly created RCLS Building Improvement Capital Fund.

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

2024 Budget Ballot

The Board of Trustees of the _____ Library on this day _____ of _____ 2023 approved a resolution to

☐ accept

☐ not to accept

the Ramapo Catskill Library System 2024 RCLS Budget.

_____
Board President *(signature)*

Please return by 4 p.m.

Thursday, November 30, 2023

to

Grace Riario, Executive Director

Ramapo Catskill Library System

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

RAMAPO CATSKILL LIBRARY SYSTEM
2024 ILS Services Support Costs - Schedule B
08/16/23 RCLS Board Approved

Total ILS Support Formula (A + (C + D = E) + F) = ILS Support

Library Name	Minimum Support Amount (A)	3-Year Average Circulation (C)	3-Year Average Holdings (D)	3-Year Circulation + Holdings Usage (E)	3-Year Usage Support	2024 Total ILS Support	Library	2023 ILS Service Support	$ Increase (Decrease) from 2023	% Increase (Decrease) from 2023
Albert Wisner Public Library	$ 1,750	181,443	125,576	307,019	$ 18,690	$ 20,440	WAR	$ 18,920	$ 1,520	8%
Blauvelt Free Library	1,250	39,014	84,256	123,270	7,500	8,750	BLV	7,840	910	12%
Chester Public Library	1,250	52,148	98,972	151,120	9,200	10,450	CHS	9,590	860	9%
Cornwall Public Library	1,750	138,648	124,035	262,683	15,990	17,740	COR	16,240	1,500	9%
Cragsmoor Free Library	750	3,166	56,525	59,691	3,630	4,380	CRG	3,850	530	14%
Daniel Pierce Library	1,250	27,805	88,411	116,216	7,070	8,320	GRH	7,530	790	10%
Ellenville Public Library and Museum	1,250	31,585	106,928	138,513	8,430	9,680	EPL	8,910	770	9%
Ethelbert B. Crawford Public Library	1,250	47,727	87,334	135,060	8,220	9,470	MTC	9,140	330	4%
Fallsburg Library	750	19,237	73,374	92,612	5,640	6,390	FBR	5,890	500	8%
Finkelstein Memorial Library	4,000	491,212	302,320	793,532	48,310	52,310	FML	47,410	4,900	10%
Florida Public Library	1,250	26,805	77,567	104,372	6,350	7,600	FPL	6,870	730	11%
Gardiner Library	1,250	39,178	68,375	107,553	6,550	7,800	GAR	6,320	1,480	23%
Goshen Public Library And Historical Society	1,750	121,778	157,815	279,593	17,020	18,770	GOS	15,990	2,780	17%
Greenwood Lake Public Library	1,250	32,209	108,127	140,335	8,540	9,790	GRL	9,060	730	8%
Haverstraw Kings Daughters Public Library	2,500	179,428	203,805	383,233	23,330	25,830	HAV	24,090	1,740	7%
Highland Falls Library	1,250	26,917	81,131	108,049	6,580	7,830	HFL	7,080	750	11%
Josephine-Louise Public Library	1,250	41,484	85,101	126,585	7,710	8,960	WAL	8,150	810	10%
Liberty Public Library	750	25,234	72,968	98,202	5,980	6,730	LIB	5,960	770	13%
Livingston Manor Free Library	750	6,834	60,229	67,063	4,080	4,830	LIV	4,300	530	12%
Mamakating Library District	750	25,552	69,573	95,125	5,790	6,540	MAM	5,770	770	13%
Moffat Library Of Washingtonville	1,250	96,644	88,811	185,455	11,290	12,540	WAS	11,550	990	9%
Monroe Free Library	1,750	99,613	110,913	210,526	12,820	14,570	MFL	13,910	660	5%
Montgomery Free Library	750	16,125	71,760	87,886	5,350	6,100	MNG	5,500	600	11%
Nanuet Public Library	1,750	120,461	172,685	293,146	17,840	19,590	NAN	18,270	1,320	7%
New City Free Library	3,250	397,270	192,054	589,324	35,870	39,120	NWC	40,080	(960)	-2%
Newburgh Free Library	2,500	162,610	240,780	403,390	24,560	27,060	NFL	24,410	2,650	11%
Nyack Library	1,750	124,003	163,807	287,809	17,520	19,270	NYK	17,230	2,040	12%
Orangeburg Library	1,250	35,791	94,579	130,370	7,940	9,190	ORG	8,350	840	10%
Palisades Free Library	750	21,507	71,021	92,528	5,630	6,380	PAL	5,670	710	13%
Pearl River Public Library	1,750	109,653	120,944	230,597	14,040	15,790	PRL	15,370	420	3%
Piermont Library District	750	15,679	62,225	77,904	4,740	5,490	PMT	4,930	560	11%
Pine Bush Area Public Library District	1,250	38,252	73,635	111,886	6,810	8,060	PBL	7,310	750	10%
Port Jervis Free Library	1,250	50,927	93,871	144,798	8,810	10,060	PTJ	8,920	1,140	13%
Roscoe Free Library	750	5,461	62,410	67,871	4,130	4,880	ROS	4,260	620	15%
Rose Memorial Library Association	1,250	36,410	80,815	117,226	7,140	8,390	STP	7,800	590	8%
Sloatsburg Public Library	1,250	23,468	89,339	112,807	6,870	8,120	SLO	7,300	820	11%
Suffern Free Library	2,500	230,962	209,559	440,521	26,820	29,320	SUF	29,720	(400)	-1%
Sunshine Hall Free Library	750	12,920	71,945	84,865	5,170	5,920	ELD	5,230	690	13%
Tappan Library	1,250	59,535	80,562	140,097	8,530	9,780	TAP	8,580	1,200	14%
Thrall Public Library District of Middletown	2,500	170,460	283,399	453,859	27,630	30,130	MID	29,810	320	1%
Tomkins Cove Public Library	1,250	14,056	88,917	102,973	6,270	7,520	TCL	6,260	1,260	20%
Tuxedo Park Library	1,250	32,011	75,843	107,854	6,570	7,820	TUX	7,040	780	11%
Valley Cottage Free Library	1,750	95,996	165,292	261,288	15,910	17,660	VCL	16,150	1,510	9%
Wallkill Public Library	1,250	37,684	66,811	104,495	6,360	7,610	WAK	6,260	1,350	22%
West Nyack Free Library	1,250	73,647	100,387	174,034	10,590	11,840	WNY	10,520	1,320	13%
Western Sullivan Public Library	1,250	63,127	123,840	186,968	11,380	12,630	WSPL	11,300	1,330	12%
Woodbury Public Library	1,250	33,137	83,768	116,905	7,120	8,370	CVL	7,710	660	9%
TOTALS	**$ 67,500**	3,734,810	5,272,395	9,007,205	**$ 548,320**	**$ 615,800**		**$ 568,350**	**$ 47,470**	**8%**

1

Minimum Support Amount based on Column E 3-Year Circulation + Holdings Usage	
25,000 - 49,999	$ 250
50,000 - 99,999	750
100,000 - 199,999	1,250
200,000 - 349,999	1,750
350,000 - 499,999	2,500
500,000 - 649,999	3,250
650,000 - 849,999	4,000
850,000 - 1,049,999	4,500
1,050,000 - 1,299,999	5,000

The ILS Support Costs have increased by $47,470 (8%) over the 2023 ILS Budget. Of this increase, $44,000 (8%) is ASPEN included in ILS fees per the Director's Association. The remaining $3,470 (0%) represents an increase in operating costs.

If your Library has an increase greater or less than the 8% average (Column **1** on this sheet), it is because the 3 year average of Circulation (Column **2** on the back of this sheet) and Holdings (Column **3** on the back of this sheet) percentages are greater or less than their respective average.

RCLS RAMAPO CATSKILL LIBRARY SYSTEM

RAMAPO CATSKILL LIBRARY SYSTEM

2024 ILS Service Support *3-Year Circulation and Holdings Average Calculation*

8/16/2023

2020, 2021 & 2022 data is from the approved NYS Annual Reports

Columns C & D carry-over to the *Participant's ILS Service Support Costs - Schedule B*

				C									D		2	3
NYS Annual Report Question #s / Library Name	2020 Q4.16 Circulation	2021 Q4.16 Circulation	2022 Q4.16 Circulation	3-Year Average Circulation	2020 (Q2.25 Holdings - Q2.19) = Electronic		Holdings	2021 (Q2.25 Holdings - Q2.19) = Electronic		Holdings	2022 (Q2.25 Holdings - Q2.19) = Electronic		Holdings	3-Year Average Holdings	Library	2023 Circ. Avg. Increase (Decrease)	2023 % Increase (Decrease)	2023 Holding Avg. Increase (Decrease)	2023 % Increase (Decrease)
Albert Wisner Public Library	184,825	164,212	195,292	**181,443**	339,002	210,675	128,327	342,587	220,346	122,241	351,391	225,231	126,160	**125,576**	WAR	(11,376)	-6%	(513)	0%
Blauvelt Free Library	34,558	40,473	42,010	**39,014**	295,946	210,675	85,271	302,448	220,346	82,102	310,626	225,231	85,395	**84,256**	BLV	(1,212)	-3%	2,080	2%
Chester Public Library	43,994	55,977	56,473	**52,148**	308,617	210,675	97,942	318,901	220,346	98,555	325,650	225,231	100,419	**98,972**	CHS	(5,112)	-10%	1,389	1%
Cornwall Public Library	140,225	122,017	153,702	**138,648**	331,514	210,675	120,839	345,053	220,346	124,707	351,789	225,231	126,558	**124,035**	COR	(9,650)	-7%	3,337	3%
Cragsmoor Free Library	2,856	3,258	3,385	**3,166**	263,818	210,675	53,143	276,974	220,346	56,628	285,035	225,231	59,804	**56,525**	CRG	(393)	-12%	2,582	5%
Daniel Pierce Library	21,046	29,423	32,946	**27,805**	298,786	210,675	88,111	307,877	220,346	87,531	314,821	225,231	89,590	**88,411**	GRH	(2,227)	-8%	1,791	2%
Ellenville Public Library and Museum	26,781	30,376	37,597	**31,585**	317,379	210,675	106,704	326,600	220,346	106,254	333,058	225,231	107,827	**106,928**	EPL	(5,531)	-18%	1,858	2%
Ethelbert B. Crawford Public Library	41,543	49,782	51,855	**47,727**	296,309	210,675	85,634	307,750	220,346	87,404	314,194	225,231	88,963	**87,334**	MTC	(13,598)	-28%	2,213	3%
Fallsburg Library	25,613	14,139	17,960	**19,237**	282,595	210,675	71,920	293,669	220,346	73,323	300,111	225,231	74,880	**73,374**	FBR	(4,727)	-25%	1,946	3%
Finkelstein Memorial Library	355,826	498,293	619,518	**491,212**	504,109	210,675	293,434	523,982	220,346	303,636	535,120	225,231	309,889	**302,320**	FML	(20,650)	-4%	8,184	3%
Florida Public Library	27,572	24,619	28,223	**26,805**	286,453	210,675	75,778	297,282	220,346	76,936	305,218	225,231	79,987	**77,567**	FPL	(2,324)	-9%	2,345	3%
Gardiner Library	29,750	39,871	47,913	**39,178**	277,501	210,675	66,826	289,102	220,346	68,756	294,773	225,231	69,542	**68,375**	GAR	2,174	6%	1,985	3%
Goshen Public Library And Historical Society	116,844	117,818	130,671	**121,778**	364,676	210,675	154,001	377,009	220,346	156,663	389,104	226,322	162,782	**157,815**	GOS	10,367	9%	4,773	3%
Greenwood Lake Public Library	37,959	26,426	32,241	**32,209**	319,299	210,675	108,624	327,699	220,346	107,353	333,634	225,231	108,403	**108,127**	GRL	(5,000)	-16%	388	0%
Haverstraw Kings Daughters Public Library	227,147	135,172	175,965	**179,428**	413,822	210,675	203,147	421,839	220,346	201,493	432,006	225,231	206,775	**203,805**	HAV	(16,787)	-9%	(432)	0%
Highland Falls Library	20,812	26,365	33,575	**26,917**	290,216	210,675	79,541	301,087	220,346	80,741	308,343	225,231	83,112	**81,131**	HFL	(2,301)	-9%	2,011	2%
Josephine-Louise Public Library	47,860	32,821	43,771	**41,484**	292,843	210,675	82,168	305,255	220,346	84,909	313,456	225,231	88,225	**85,101**	WAL	(4,511)	-11%	3,035	4%
Liberty Public Library	26,996	20,480	28,226	**25,234**	281,134	210,675	70,459	293,422	220,346	73,076	300,599	225,231	75,368	**72,968**	LIB	(1,111)	-4%	2,646	4%
Livingston Manor Free Library	6,240	7,033	7,228	**6,834**	269,998	210,675	59,323	279,708	220,346	59,362	287,236	225,234	62,002	**60,229**	LIV	(396)	-6%	1,557	3%
Mamakating Library District	19,611	28,954	28,091	**25,552**	280,690	210,675	70,015	288,600	220,346	68,254	295,681	225,231	70,450	**69,573**	MAM	(923)	-4%	2,746	4%
Moffat Library Of Washingtonville	103,699	85,384	100,848	**96,644**	296,216	210,675	85,541	308,189	220,346	87,843	318,281	225,231	93,050	**88,811**	WAS	(9,664)	-10%	3,951	4%
Monroe Free Library	88,771	104,884	105,184	**99,613**	322,977	210,675	112,302	329,458	220,346	109,112	336,556	225,231	111,325	**110,913**	MFL	(14,780)	-15%	(429)	0%
Montgomery Free Library	13,598	16,212	18,566	**16,125**	280,584	210,675	69,909	291,851	220,346	71,505	299,098	225,231	73,867	**71,760**	MNG	(2,687)	-17%	2,362	3%
Nanuet Public Library	126,710	100,443	134,230	**120,461**	381,073	210,675	170,398	394,425	220,400	174,025	398,863	225,231	173,632	**172,685**	NAN	(15,753)	-13%	2,151	1%
New City Free Library	399,535	463,902	328,372	**397,270**	427,449	232,968	194,481	415,708	220,346	195,362	411,551	225,231	186,320	**192,054**	NWC	(79,373)	-20%	(1,215)	-1%
Newburgh Free Library	173,946	99,452	214,432	**162,610**	464,847	210,675	254,172	457,627	220,346	237,281	456,119	225,231	230,888	**240,780**	NFL	452	0%	(3,859)	-2%
Nyack Library	123,364	97,556	151,088	**124,003**	373,514	210,675	162,839	382,977	220,346	162,631	391,181	225,231	165,950	**163,807**	NYK	(1,815)	-1%	2,224	1%
Orangeburg Library	30,388	36,864	40,122	**35,791**	301,875	210,675	91,200	314,548	220,346	94,202	323,566	225,231	98,335	**94,579**	ORG	(4,608)	-13%	3,090	3%
Palisades Free Library	18,805	22,076	23,640	**21,507**	281,506	210,675	70,831	289,318	220,346	68,972	298,490	225,231	73,259	**71,021**	PAL	(950)	-4%	2,038	3%
Pearl River Public Library	116,684	101,699	110,576	**109,653**	344,839	210,675	134,164	334,606	220,346	114,260	339,639	225,231	114,408	**120,944**	PRL	(14,605)	-13%	(7,758)	-6%
Piermont Library District	16,972	13,818	16,247	**15,679**	272,614	210,675	61,939	282,750	220,346	62,404	287,563	225,231	62,332	**62,225**	PMT	(691)	-4%	981	2%
Pine Bush Area Public Library District	31,476	41,176	42,103	**38,252**	282,437	210,694	71,743	293,326	220,346	72,980	301,412	225,231	76,181	**73,635**	PBL	(3,216)	-8%	2,590	4%
Port Jervis Free Library	36,127	46,538	70,116	**50,927**	302,433	210,675	91,758	313,191	220,346	92,845	322,241	225,231	97,010	**93,871**	PTJ	(75)	0%	2,467	3%
Roscoe Free Library	4,596	6,217	5,571	**5,461**	270,697	210,675	60,022	282,697	220,346	62,351	290,087	225,231	64,856	**62,410**	ROS	(177)	-3%	2,811	5%
Rose Memorial Library Association	32,571	39,844	36,816	**36,410**	290,446	210,675	79,771	300,293	220,346	79,947	307,959	225,231	82,728	**80,815**	STP	(6,840)	-19%	2,360	3%
Sloatsburg Public Library	21,101	25,016	24,287	**23,468**	297,436	210,675	86,761	308,272	220,346	87,926	318,561	225,231	93,330	**89,339**	SLO	(1,812)	-8%	2,333	3%
Suffern Free Library	266,589	186,072	240,224	**230,962**	437,272	210,675	226,597	436,142	220,346	215,796	411,515	225,231	186,284	**209,559**	SUF	(37,392)	-16%	(13,611)	-6%
Sunshine Hall Free Library	11,399	13,732	13,628	**12,920**	279,287	210,675	68,612	295,338	220,346	74,992	297,462	225,231	72,231	**71,945**	ELD	(488)	-4%	2,159	3%
Tappan Library	51,092	62,501	65,012	**59,535**	288,826	210,675	78,151	300,253	220,346	79,907	308,860	225,231	83,629	**80,562**	TAP	1,129	2%	2,933	4%
Thrall Public Library District of Middletown	175,442	189,556	146,383	**170,460**	506,086	210,675	295,411	500,209	220,346	279,863	500,807	225,884	274,923	**283,399**	MID	(34,445)	-20%	(4,811)	-2%
Tomkins Cove Public Library	13,379	14,836	13,952	**14,056**	299,112	210,675	88,437	309,201	220,346	88,855	314,690	225,231	89,459	**88,917**	TCL	(1,068)	-8%	1,750	2%
Tuxedo Park Library	29,005	32,429	34,598	**32,011**	283,952	210,675	73,277	296,164	220,346	75,818	303,666	225,231	78,435	**75,843**	TUX	(2,860)	-9%	3,252	4%
Valley Cottage Free Library	72,327	89,599	126,061	**95,996**	374,203	210,675	163,528	383,202	220,346	162,856	394,724	225,231	169,493	**165,292**	VCL	(8,970)	-9%	2,857	2%
Wallkill Public Library	31,459	39,667	41,926	**37,684**	275,420	210,675	64,745	286,699	220,346	66,353	294,567	225,231	69,336	**66,811**	WAK	(374)	-1%	2,601	4%
West Nyack Free Library	67,251	72,888	80,801	**73,647**	309,910	210,675	99,235	320,873	220,346	100,527	326,630	225,231	101,399	**100,387**	WNY	(962)	-1%	2,837	3%
Western Sullivan Public Library	60,881	58,831	69,670	**63,127**	332,834	210,675	122,159	343,721	220,346	123,375	351,218	225,231	125,987	**123,840**	WSPL	(2,229)	-4%	2,657	2%
Woodbury Public Library	29,421	32,587	37,402	**33,137**	293,453	210,675	82,778	303,615	220,346	83,269	310,488	225,231	85,257	**83,768**	CVL	(3,331)	-10%	377	0%
TOTALS	**3,584,646**	**3,561,288**	**4,058,497**	**3,734,810**	**15,186,005**	**9,924,037**	**5,261,968**	**15,601,497**	**10,356,316**	**5,245,181**	**15,897,639**	**10,587,604**	**5,310,035**	**5,272,395**		**(342,871)**	**-9%**	**65,018**	**1%**

Trustee Education Policy (Draft)

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the Library Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
    a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

MAMAKATING LIBRARY

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

MAMAKATING LIBRARY

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

_____

Trustee Signature/Date

MAMAKATING LIBRARY

Trustee Education Policy (Draft)

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260 that requires Trustees of Library Boards to complete a minimum of two hours of education annually.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a trustee fail to submit evidence of completion, the trustee will be suspended until evidence of completion is filed. A trustee in suspension that fails to provide evidence of completion within 90 days will have said to resign from the Library Board.

Administration

Evidence of completion include:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy); or
3. education through RCLS

Compliance will be recorded through the Library's Annual Report to the State.

Approved Providers

At the State Level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

The State Library has also delegated authority to Public Library Systems, to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Allowable Formats

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or National Library Association Conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a trustee in complying with the trustee education requirements must be pre-approved in accordance with the Travel policy.

MAMAKATING LIBRARY

SELF-ASSURANCE of COMPLETION

Trustee Name: _____

Provider: _____

Title of Activity: _____

Topic/Content: _____

Format: _____

Date: _____

Credit Hours: _____

_____

Trustee Signature/Date