**General Notes**

The Mid-Year Budget notes are taken from the Annual Budget notes. No changes were made to the original document except to the yellow highlighted accounts.

**REVENUES**

**4010** This is the state aid provided to SCLS by the Division for Libraries and Technology (DLT) for 2016. It is increased $5,214 due to the addition of the Hutchinson Memorial Library of Randolph, Wisconsin, formerly of the Mid-Wisconsin Federated Library System, to SCLS. The additional money will be used to support the Hutchinson Memorial Library with the same services allocated to all SCLS members.

**4020-4080** This sum represents the portfolio income generated by our First Business Bank Fixed Income Portfolio fund. This includes interest, dividends and changes in market value.

**4030** This account is based on current interest earnings for 2015 and projections from First Business Bank.

**4040** Our interest earnings (4030) reflect our practice of investing funds on behalf of member agencies that desire this service. This account is required to reflect the share of the total interest earned that belongs to our members (traditionally anything over 1%) rather than to SCLS. This amount is $0 for 2016 because the State Pool Investment Fund is not paying 1% or more in 2016.

4050 This amount reflects the 2015 audited amount.

**4090-4110** Green and Sauk Counties each appropriate funds to pay for their respective county library services, and entrust the administration of these funds to SCLS. Additionally, both projected amounts have been reduced by the amount of board expenses and certain insurances. The counties retain these funds, and bills pertaining to these categories are paid directly by the counties. These county budgets include a portion of the cost of delivery services, but the delivery funds appropriated by the county are reflected in account 4120 Other Member Delivery County, specifically 4124 for Green County Delivery funds and 4126 for Sauk County Delivery funds. Green County’s budget was updated to reflect the approved Green County budget.

**4120** Adams, Dane, Portage, Columbia and Wood counties contract for a portion of the cost of delivery services. In addition, Green and Sauk county delivery funds are also reflected in this account. This account represents funds paid by both the county and the member libraries within each county. It has an increase due to the addition of the Randolph Library.

**4130** This account is for Link Express.It is for additional delivery for various non-member agencies.

**4150** Reflects projected sales for 2016**.**

**4170** Our intersystem and multi-type delivery services link together major library resources of all kinds throughout the state. These services benefit SCLS because our libraries, who are very active participants in the statewide interlibrary loan network, have ready access to statewide delivery at no direct cost to their individual municipalities. This account includes Multi-type and Statewide delivery. The increase is the result of the annual increase within the UW delivery agreement.

**4180** This account reflects the projected income earned through special delivery services.

**4220** SCLS and the Wisconsin Library Association (WLA) continue to share quarters in the facility at 4610 S. Biltmore Lane. This account represents the 2016 gross rent due from WLA.

**4241** The amount included here is the amount SCLS will bill to participating member libraries for Bibliotheca support and maintenance. It also includes members’ MyPC payments. It has increased due to new purchases by members.

**4242** This sum represents the share paid toward ILS and technology expenses by SCLS member libraries based on the member approved cost formula. Library On-Line and its 2016 replacement vendor are now rolled into the cost formula.

**4245** This is the 2015 audited amount. These funds are used to replace hardware on a 5 year cycle and software on a 3 year cycle.

**4246** This sum represents the Enterprise Wireless funds carried over from last year. These funds were moved to the technology contingency (4245).

**4247** This sum represents the Library Online funds carried over from last year. These funds were moved to the technology contingency (4245).

**4270** The money is reserved for future ILS development. It is the 2015 audited amount.

**4280** This account represents the fees charged by SCLS to provide consulting services outside of the SCLS system or to members for consulting services provided at a cost recovery rate.

**4290** This account reflects the administrative fees charged by SCLS to the SCLS Foundation’s participating members for administrative expenses and staff time related to managing this fund.

**9102** This is a non-competitive Library Services and Technology Act (LSTA) grant.

**9113** This is a non-competitive LSTA grant. It will provide additional support for the statewide portion of our delivery service, thus reducing each public library system’s required contribution to the service.

**9140** This non-competitive LSTA grant has been eliminated by the state.

**9160** This service has been rolled into the cost formula for calculating ILS/Technology member fees.

**9170** This is the members’ contribution to pay for the Wisconsin Public Library Consortium (WPLC) statewide e-content purchasing pool. It includes $20,000 for Advantage titles and $22,923.72 for members’ purchase of Flipster, a digital magazine product. The price for renewing Flipster was reduced.

**PROJECTED REVENUE TOTAL: $ 9,605,276.79**

**EXPENDITURES**

**INTERLOAN AND RESOURCE SERVICES**

**5130** This account includes two contracts with our system resource library, Madison Public Library (MPL). The first, our statutory contract, pays for backup interlibrary loan and reference service. The second, our supplementary contract, purchases in-demand items. These contracts fund a wide range of services for all system residents, including the percentage of our population that resides in Madison. SCLS will pay the entire contract to Madison Public Library including SCID. WiLS will then invoice Madison Public Library for SCID portion of WPLC Digital Media Buying Pool.

**5230** If library materials from our system member libraries are lost or damaged during the interlibrary loan process, the patron responsible is charged. If, however, physical damage to the item occurs because of our delivery service, then the system makes good on such losses, up to the amount in this account. Based upon the past precedent of low incident of damages, it is reduced.

**5260** Funding for this account was eliminated in 2014 as a cost savings measure with the approval of the members.

**5310** This account funds both our OCLC direct interlibrary loan charges and any costs to borrow from libraries that charge to loan items. It also includes the OCLC WorldCat ILL subscription and 25% of the OCLC Access Fee. The other 75% is charged to account 5551. This is increased to fund WISCAT expenses.

**5320** This account covers the cost of the OCLC WorldCat Group subscription (FirstSearch) database that is used by members and patrons. It also pays our WPLC membership, which includes funding OverDrive, as well as the WPLC purchasing pool for e-content. 100% of WiLS membership fees are included in this account, as is the SRLAAW membership fee. The SCLS subsidy for members’ e-content was eliminated. The resource library contract (account 5130) dedicates 2.75% of SCID annually to e-content. McMillan Library now pays for its subscription to Wisconsin Recollection.

**MULTI-TYPE LIBRARY COOPERATION**

**5510** SCLS works to develop multi-type cooperation and partnerships throughout the system, and to fulfill our statutory mandates related to multi-type libraries. This account funds 25% of the Multi-type Consultant/Continuing Education Consultant who is to develop and manage our multi-type activities at 10 hours per week of the position. The other 75% of the position is in account 6010.

**ILS/TECHNOLOGY SERVICES**

**5530** This account pays for on-going ILS support currently provided by PTFS/LibLime.

The amount has increased due to an annual contract increase; the addition of the Lester Public Library of Rome and the Hutchinson Memorial Public Library of Randolph.

**5535** This account pays for additional development to the Koha product via PTFS/LibLime.

The increase covers development management and support from PTFS/LibLime.

**5540** This account pays for add-ons to the ILS system. This includes enhanced content for the catalog, Syndetics Solutions, Library Anywhere mobile catalog and Crystal reports. The increase is due to an annual percentage increase in the maintenance contracts.

**5545** This account pays for the lines and local/long distance charges for the tele-messaging system. It includes maintenance for the Talking Tech phone and text notifications.

**5550** This account pays the salary costs of the staff members required to manage the ILS.

Acquisitions & PAC Technology Specialist—100%

Cataloging & Serials Technology Specialist—100%

Circulation Technology Specialist—100%

ILS Support Technician—100%

Web Services Consultant—10%

**5551** This account funds the contract with Madison Public Library (MPL) for the provision of cataloging services to all LinkCat member libraries, including MPL. This account also funds all OCLC charges related to cataloging and 75% of the OCLC Access Fee. The other 25% is charged to account 5310. The increase is due to OCLC raising their rates.

**5552** This account pays for vendor authority control from LTI on our database and authority control tools from Library of Congress for staff. LTI increased their base fee.

**5555** This account covers the annual maintenance contracts for all the Cisco hardware including switches and routers. The Cisco SmartNet maintenance subscription allows us to download and install the latest firmware updates, as well as access to Cisco technical support.

This budget line has increased as the equipment to support the increased bandwidth at SCLS libraries costs more, which results in a higher maintenance cost.

**5560** This account includes over 150 network switches and routers located in each member library, the primary servers located at SCLS Headquarters (Windows, Web, E-mail, etc.) as well as the UPS power backup units located at SCLS HQ. Each piece of equipment is slated for replacement on a 5-year cycle.

**5565** Included in this account are the various software licenses installed on SCLS-supported PCs, both Patron and Staff. This account also includes the central software licenses for servers.

**5570** This account covers expenses for the computer technicians, including miscellaneous cables, peripherals, and cell phone expenses. It includes minor software subscriptions necessary to support member libraries.

**5575** This account pays for all charges for the SCLS network internet connections and connections to libraries participating on the SCLS network. These costs include the BadgerNet TEACH lines for libraries currently participating in the SCLS network, WiscNet charges (for Internet service and membership), private vendors (Charter) and annual costs for the Madison Unified Fiber Network (MUFN).

**5580** This account pays the salary costs of the technology staff members:
Computer Systems Integrator – 100%

Computer Technician I – 100%

Computer Technician II – 100%

Help Desk Technician – 100%

Network Administrator – 100%

PC & Server Support Specialist—100%

System Administrator / Innovator – 100%

Systems Support Specialist – 100%

Technology Services Coordinator – 100%

Technology Services Support Specialist – 100%

**5585** This amount has been updated to reflect the 2015 audited amount.

**5586** This sum represents the Enterprise Wireless funds carried over from last year. The funds were moved into the technology contingency account 5585.

**5587** This sum represents the Library Online funds carried over from last year. The funds were moved into the technology contingency account 5585.

**5590** This amount has been updated to reflect the 2015 audited amount.

**5591** Includes the MyPC maintenance fees and the Bibliotheca annual support and maintenance fees. Increased since additional licenses were purchased by members and Bibliotheca increase their annual maintenance cost.

**9161** The account expenses are now included in the cost formula for calculating ILS/Technology member fees.

**PUBLIC INFORMATION SERVICES**

**5710** This account funds employees involved in our public information service, including 100% of the Consulting Services Coordinator, 70% of the Building & Design Consultant (other 30% in account 6010) and 90% of the Web Services Consultant (remainder in account 5550). The Web Services Consultant costs allocated to the consultants were increased from 70% to 90%. This directs more state aid to offset costs for member ILS & technology fees. Increase of $5,000 to Fund Web Services Consultant to supervise internship (Delivery manager) for SCLS Website Update Project. Funding from account 7220.

**5740** This account pays for contracted printing services from MPL, Badger State Industries and other sources.

**5750** This category pays for the art, office, and computer supplies necessary to our public information service, and for “free-lance” art services when required. $500 was moved to account 7470.

**5760** This account covers equipment purchases, the lease for the copier at SCLS Headquarters, and all printing done on these copiers.

**5770** This account allocates funds for product/service awareness. It was eliminated as a cost savings measure in 2014.

**CONSULTANT SERVICES**

**6010** This account funds all consultant staff, including 75% of our Continuing Education & Multi-type Consultant (remainder in account 5510); 100% Youth Services & Outreach Consultant, 20% of the System Director (remainder in account 7610); and 30% of the time of the Building & Design Consultant (remainder in account 5710).

**6040** This account funds SCLS representation at American Library Association conferences and the WLA’s annual conference. It pays for a number of smaller continuing education events throughout the year, often including professional seminars concerning new developments in the library field. Since it is clear that our employees must attend most conferences to officially represent SCLS as opposed to going primarily for their own benefit, SCLS pays the required dues for our professional employees, as we do for the system board in account 7690, to belong to the associations at which we require representation.

**6050** This account funds mileage for SCLS employee visits throughout the system area. Quick and effective response to the need of our member libraries is a vital system task, and it is not uncommon for a single employee to travel more than 1,000 miles in a single month.

**GREEN COUNTY LIBRARY SERVICES
6210-6340** The SCLS has handled Green County library funds for many years. The decisions in this budget category have been made by the Green County Library Board, and reflect the purchase of centralized county services of various sorts, including resource library service, the provision of bulk book collections, their portion of delivery service, reimbursement to county libraries for walk-in use by rural residents, and reimbursement for use by rural residents across certain borders. Funds budgeted for delivery services by Green County do not appear in this section total because delivery income is included for purposes of expenditure as part of our delivery budget. Updated with approved 2016 budget.

**SAUK COUNTY LIBRARY SERVICES**

**6610-6700** This section of the budget consists of Sauk County Library Service funds, managed by SCLS. The decisions in this budget category have been made by the Sauk County Library Board, and reflect the purchase of centralized county services of various sorts, including resource library service, their portion of delivery service, reimbursement to county libraries for walk-in use by rural residents, and reimbursement for use by rural residents across certain borders. Funds budgeted by Sauk County for delivery services do not appear in this section total because delivery income is shown for purposes of expenditure as part of our delivery budget.

**CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT7010** Each year SCLS produces a number of continuing education and training programs for member libraries. Some of these are annual events. Others are developed in response to current needs, and cover various “hot” topics in the library world. Still others provide the “hands on” training our members require to cope effectively with new technologies. Although we provide much of this training ourselves, in some cases outside presenters are required. Also pays for CE related software: GotoWebinar; PBwiki; Evanced; Vimio. The CE consultant uses this account for program expenses like coffee and name tags.

**7030** The SCLS maintains a small collection of books and other materials in specialized areas of librarianship such as building and furnishing libraries, fund raising, children’s services, and library administration. These materials are utilized by staff and are checked out by member libraries. Increased $500 from account 7090.

**7050** Many book reviewing resources and technical library periodicals are beyond the budgets of smaller member libraries. SCLS therefore subscribes to a number of publications and routes them to libraries to cut costs for all. In some cases a periodical may only be obtained if SCLS is a member of a specific organization, so this account covers institutional dues as well as subscriptions. SCLS also subscribes to on-line services to provide access to specialized and current information i.e. Foundations in Wisconsin Online.

**7070** Our member library directors are required by state law to seek continuing education in order to maintain their statutory certification, upon which their continued employment depends. This account allows directors, library staff members, and trustees to attend continuing education events produced by agencies other than SCLS. This has been a highly popular program, and because we ask participants to share what they learn with other member librarians, it has vastly increased the quantity of new expertise available in our area. It is especially important to smaller member public libraries, because many of them have little or no access to local funds for continuing education purposes.

Also many directors from smaller member public libraries are not able to afford WLA memberships for themselves so memberships are paid from this account up to $100.00 per director or their designee. Increased due to the addition of the Randolph library.

**7090** The costs of producing events include name tags, flip chart paper, coffee, etc. This account covers these expenses for many system meetings i.e. All Directors meeting food. Moved $500 to account 7030.

**DELIVERY AND MATERIALS CONTROL**

**7210** This account covers the expenses of operating our delivery vehicles including fuel, repairs, oil changes, routine maintenance checks, tires, parking expenses, van cell phones, etc. New vehicles help reduce the maintenance budget as they are under warranty and need less service than current older models. A projected continuance of lower fuel prices accounts for the decrease.

**7220** This account funds delivery employees’ salaries, ranging from the Delivery Services Coordinator to hourly drivers/sorters. $5,000.00 reduction to fund internship (Delivery manager) in Consulting for SCLS Website Update Project.

**7260** This account insures our vehicles and their cargos against most forms of loss. It also pays the workers compensation insurance for our delivery personnel, as well as bonding for our drivers, since they have keys to member libraries and carry valuable cargos.

**7270** Items purchased from this account include delivery baskets, flatbed trucks, carts, shelves for sorting, removable labels, delivery post-its, office supplies, tech equipment, etc**.**

**7280** This fund represents the sum required to purchase new and used delivery vans. We typically need to replace each van after approximately 8-10 years of service (usually at 300,000 to 400,000 miles). Proceeds from the sale of older vehicles go into account 4150. New vehicles are also outfitted with interior cargo applications (bulkheads, matting, and surfaces) and decaling to the exterior.

**7290** This account funds delivery service we contract with outside vendors to provide due to either cost effectiveness or to reach locations not logistically feasible by our central delivery hub.

**7295** This account pays for the annual rental cost for our delivery facility, as well as utilities, security, and maintenance.

**PROGRAM DEVELOPMENT**

**7430** Youth Literacy Supplements is anew category created for 2016. It combines 100% of the funds from 7440 & 54% of the funds from 7450. This will give members more flexibility in funding any youth literacy program and not only summer library programs. It also includes additional money for the Randolph library.

**7440** This category is eliminated and funding shifted to 7430. It was intended to enable every member public library to fund performers to enhance their summer library program.

**7450** Tens of thousands of bookmarks, flyers, certificates, and activity sheets for our summer library program are paid from this account, as well as manuals, story props, etc. Funding shifted to 7430.

**7460** This account was eliminated as a cost savings measure.

**7470** This account serves as a discretionary fund enabling our Youth Services and Outreach Consultant to help our member libraries undertake new and creative programs as ideas and needs arise. In the past, this account has funded everything from literacy programs in languages other than English for new immigrant parents and children to TTY machines so that libraries can communicate with their deaf customers. Increased with funding from account 5750.

**7475** The primary use of this account is to purchase equipment, software or fund projects for use by member libraries. Examples include replacing equipment for the learning labs, and funding upgrades and maintenance of the gadget packages used by member libraries. It is also to be used for any equipment technicians need to purchase when investigating new services like tablets.

**ADMINISTRATION AND COORDINATION**

**7610** This account funds 80% of the System Director position (the remaining 20% in consulting account 6010), 100% of the HR & Finance Coordinator and the Office Manager positions.

**7650 (7646, 7651-7654)** This account pays for 10,374 sq. ft. of leased space at 4610 S. Biltmore Lane, which houses the SCLS technology services staff, consulting staff, administrative staff, computer server room, meeting rooms, and the WLA. The sum includes the lease amount for our space, our share of central costs, and funds for utilities, janitorial services, offsite storage and any required tenant alterations. The WLA offsets a proportionate share of the cost in this account.

**7655** This account pays for all the general office supplies used by SCLS staff including paper.

SCLS Board of Trustee meeting snacks are paid from this account. Reduced based on past usage.

**7666** This account tracks the “honor” snacks and soft drinks used by staff and guests at the SCLS facility.

**7670** This account pays for the telephones used by SCLS staff, as well as the fax and secondary internet connection used by staff. Reduced based on past usage.

**7680** This account pays the postage for the documents, newsletters, etc. sent out to board members and member libraries.

**7690** This category pays for the travel of board and committee members to and from SCLS board and committee meetings, and funds one representative at the annual American Library Association Washington Legislative Day. It pays the WLA memberships for the SCLS Board of Trustees. Trustees and members are reimbursed at the same rate as SCLS employees. Reduced based on past usage.

**7700** This account funds health, life, dental, and income continuation insurance. Member library funds are used to pay a portion of these expenses for technology services staff Decreased $9,915.60 since Income Continuation Insurance (account 7702) is still on a premium holiday; 0 cost for 2016. Moved funds to account 7730 to cover increased Workers Comp and General Insurance costs.

**7710** This account represents the required employer’s portion of the Wisconsin Retirement System fund.

**7720** SCLS pays the employer’s portion of social security. Member library funds are used to pay a portion of these expenses for technology services staff.

**7730** This category insures all SCLS office property, bonds key employees and board members, and pays for worker’s compensation for non-delivery employees. Changed to reflect actual 2016 costs.

**7735** This account pays for the cost of individual unemployment charges. Reduced.

**7740** This account pays for the independent audit of SCLS finances, as required by state law.

**7750** This account pays for a monthly independent review of our bookkeeping via QuickBooks, along with charges paid to Intuit for QuickBooks payroll services.

**7751** This account pays for the Flexible Spending Account (FSA) administrative fees.

**7752** This account is used for expenses related to SCLS in-house/staff purchases of new computers, software and peripheral devices including SCLS meeting room laptops. Some of the money is used to purchase new software, annual web-based software i.e. typepad, survey monkey, form assembly and upgrades for other programs. Technology recycling costs are also included in this account. Any additional expense not budgeted will be taken out of contingency.

**7760** This account is used to pay for purchase and repair of all SCLS non-PC office equipment such as meeting room projectors, screens, and office furniture as required.

**7771** This account represents the bank fees paid to First Business Bank to manage the SCLS Fixed Income Portfolio.

**7781** This account represents the bank fees paid to First Business Bank to manage the SCLS Moderate Conservative Portfolio.

**7790** This account is for any needed contracted services, i.e. outside consultant services.

**8010** The sum budgeted here, as SCLS has no parent body to turn to in times of emergency need, must cover all unexpected costs. It is calculated by the difference between General Carryover Revenue (4050) and General/Delivery Contingency expenses (8010). The amount indicated here is the 2015 audited amount.

**8011** This sum represents projected bank service fees for our business checking accounts. It is decreased based on actual expenditures.

**8015** This account is used to pay any necessary legal fees for policy and contract review. This is being increased to reflect a new service to provide legal services to members from Robert Hunter. SCLS will pay for his continuing education classes to maintain his credentials.

**SPECIAL FUNDS**

9103, 9114, 9141, 9171 Decreased by Flipster savings.

**PROJECTED EXPENDITURE TOTAL: $ 9,605,276.79**