

General Notes

Changes in the notes from the 2019 Annual Budget notes and the 2019 Annual Budget spreadsheet are highlighted in yellow.

The 2019 budget is balanced. There is a 1% cost of living salary increase built into the 2019 budget. It is unknown if 2019 Library Services and Technology Act (LSTA) grants will be awarded but we have included a \$75,000 grant for Delivery. We are purchasing two delivery vehicles in 2019 out of the general carryover in order to keep SCLS member delivery fees low.

REVENUES

4010 This is the state aid provided to SCLS by the Division for Libraries and Technology (DLT) for 2019. It is increased \$68,692 over the 2018 amount.

4030 This is money market and state pool interest based on the estimated rate going up from .6% to 1.55% (allocated interest to holding accounts above 1%). For the Mid-Year Budget accounts 4030 and 4040 were combined into this one account.

4040 For the 2019 Mid-Year Budget this account was moved to account 4030.

4041 This account is the interest and dividend for the fixed income portfolio with First Business Bank

4042 This account shows the interest/dividend income projected for CDs.

4050 This amount reflects the 2018 audited amount.

4060 This account reflects any changes in market value for the fixed income portfolio with First Business Bank.

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. These accounts are updated with the final 2019 budget numbers from the counties' Library Boards of Trustees.

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. A 1% increase is calculated for 2019.

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

4150 Reflects projected vehicle sales for 2019.

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. A 1% increase for all customers except the U-W is calculated for 2019. U-W will receive a 0.5% increase.

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

4220 SCLS and the Wisconsin Library Association (WLA) share quarters in the facility at 4610 S. Biltmore Lane. This account represents the 2019 gross rent due from WLA.

4241 This fund includes Bibliotheca support, maintenance and MyPC fees charged to members.

4242 This sum represents the fees paid toward ILS and Technology expenses by SCLS member libraries based on the member approved Technology Services Cost Formula.

4243 This is a new account to receive money from systems that are contributing to the statewide back up collaboration project.

4245 This account is for technology funds that are carried over from 2018 and includes unspent capital and carryover account funds. These funds are used to replace hardware on a 5 year cycle; routers and switches are replaced on a 6 year rotation and software on a 3 year cycle. It is also used for unexpected expenses, such as consulting fees. It is the 2018 audited amount.

4246 This account represented the Enterprise Wireless funds carried over from each year. These funds were moved to the Technology Carryover (4245) in 2016.

4247 These funds were moved to the Technology Carryover (4245) in 2016.

4270 This account is a reserve for development costs beyond the budgeted amount in ILS Contracted Development (5535), future ILS development and for start-up fees and unexpected costs. Unexpected costs have included new SIP profiles and a Talking Tech server upgrade. There is no planned build-up of funds. It also contains ILS funds that were carried over from last year and carryover funds. It is the 2018 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.

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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. It is based on the 2018 YTD performance.

9102 This non-competitive Library Services and Technology Act (LSTA) grant has been eliminated.

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.

9156 This is a new account for a TEACH training grant. Technology for Educational Achievement (TEACH) is a program administered by the Wisconsin Department of Administration, Division of Enterprise Technology. TEACH subsidizes much of the cost to provide telecommunications access (e.g. data lines and video links) to eligible libraries, and educational institutions. This is for part 3 of a 3 part TEACH Training Grant.

9158 This is a new account for a WISELearn grant. It will be used for digitization.

9160 This service has been rolled into the Technology Services Cost Formula.

9165 This is a new account for a LSTA Back Up Collaboration project.

9170 This is the members' contribution to pay for the Wisconsin Public Library Consortium (WPLC) statewide e-content purchasing pool. It does not include SCIDS amount (\$2,091) which is billed directly to Madison Public Library by WiLS. This account includes members' purchase of additional OverDrive titles (\$20,000) through the Advantage program. It also includes the member's contribution for the (\$21,037) purchase of Flipster, an electronic periodical subscription service.

9175 This is a new account for a LSTA Digitization Collaboration project with the Manitowoc-Calumet Library System.

PROJECTED REVENUE TOTAL: \$ 10,873,189.18

EXPENDITURES

INTERLOAN AND RESOURCE SERVICES

5130 This account includes two agreements 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 agreements 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 agreement to Madison Public

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Library including SCID (on demand items). WiLS will then invoice Madison Public Library for the 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. It is based on past expenditures.

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

5310 This account funds our interlibrary loan charges. It includes the OCLC WorldShare ILL subscription. MAD uses the OCLC (WIM) code. The invoice for WIM includes MAD acting as a clearinghouse for members and MID (WPY) and BAR (WPI). MFD has never received an invoice for its ILL use from OCLC. We assume it is included in the (WIM) invoice. The (WIM) invoice does not include the fees for STP (WSP/WJQ). STP receives a separate invoice. SCLS needs to include the STP invoice in its budget. STP, MID and BAR only borrow. MFD (WGM) borrows and lends through OCLC. The OCLC IFM Fees are credits we receive when we loan materials that are later used to "pay" for when we borrow from OCLC libraries that charge.

This account also includes WISCAT expenses which are paid to Resources for Libraries and Lifelong Learning of DPI. SCLS pays the WISCAT licenses for MAD, MID, BAR, STP and MFD as the clearinghouse along with 9 other members.

dpi.wi.gov/RL3/resources/wiscat/licensing

5320 This account covers the cost of the OCLC WorldCat Discovery subscription (FirstSearch) database that is used by members and patrons. It also pays our WPLC membership, which includes funding OverDrive platform costs. 100% of WiLS membership fees are included in this account, as is the SRLAAW membership fee. SCLS pays for every library to be a member of WiLS. The resource library agreement (account 5130) dedicates 2.75% of SCID annually to E-content. The SRLAAW fee was increased for advocacy work. MAD pays for half of the advocacy work as a member of SRLAAW and is billed directly by WLA. Wisconsin Recollection fees are paid by WPLC, including MCM fees.

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. Includes a 1% cost of living increase for 2019.

ILS/TECHNOLOGY SERVICES

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

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

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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.

5545 This account pays for the phone 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.

Circulation Services Consultant—100%

Help Desk Technician II – 40%

ILS Support Technicians I - 100%

ILS Support Technician II - 100%

Technical Services Consultant - 100%

Web Services Consultant - 10%

Includes a 1% cost of living increase.

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. OCLC raised their rates. The decrease is due to a reduction in the cataloging agreement with Madison Public Library.

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

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.

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 6-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 Technician I – 100%
Computer Technician II – 100%
Data Services Consultant-100%
Help Desk Technician II – 60%
Network Administrator – 100%
Network Technician – 100%
Systems Administrator—100%
Technology Solutions Architect – 100%
Technology Services Coordinator – 100%
Technology Project Administrator – 100%
Includes a 1% cost of living increase.

5585 This account is for technology funds that are carried over from 2018 and includes unspent capital and carryover account funds. These funds are used to replace hardware on a 5 year cycle; routers and switches are replaced on a 6 year rotation and software on a 3 year cycle. It is also used for unexpected expenses, such as consulting fees. **It is the 2018 audited amount.**

5586 These funds were moved into the Technology Contingency account 5585 in 2016.

5587 These funds were moved into the Technology Contingency account 5585 in 2016.

5590 This account is a reserve for development costs beyond the budgeted amount in ILS Contracted Development (5535), future ILS development, start-up fees and unexpected costs. There is no planned build-up of funds. It contains ILS funds that were carried over from last year, carryover funds and unspent capital. **It is the 2018 audited amount.**

5591 This account includes the MyPC maintenance fees and the Bibliotheca annual support and maintenance fees.

5592 This account utilizes salary savings, network savings and Bibliotheca funds which are used to pay for outside contracted services and firewall work.

5595 **This is a new account. This account will record expenditures paid for with funds contributed by other systems for the statewide Back Up Collaboration project.**

9161 These account expenses are now included in the Technology Services Cost Formula.

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). In 2016 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. Includes a 1% cost of living increase.

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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.

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

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); 30% of the Building & Design Consultant (remainder in account 5710), 100% Digitization Specialist LTE and 100% Workforce Development Specialist LTE. Includes a 1% cost of living increase.

6040 This account funds SCLS representation at American Library Association conferences and the WLA's annual conferences. 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. The funds are allocated by consensus between the departments:

Administration	\$ 4,000	
Consulting	\$ 11,500	Increased for workforce development & digitization positions
Delivery	\$ 500	
ILS/Technology	\$16,000	

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. A \$1,000 was added to cover expenses for the new staff assigned to workforce development and digitization.

6060 This account funds workforce development expenses as funded by the additional state aid received in 2018 and 2019 i. e. cell phone.

6070 This account funds digitization expenses as funded by the additional state aid received in 2018 and 2019.

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. These accounts were updated with the final 2019 budget numbers from the Green County Library Board of Trustees.

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. These accounts were updated with the final 2019 budget numbers from the Sauk County Library Board of Trustees.

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT

7010 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. The account 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 owns and 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.

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.

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.

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, and van cell phones. New vehicles help reduce the maintenance budget as they are under warranty and need less service than current older models.

7220 This account funds delivery employees' salaries, ranging from the Delivery Services Coordinator to hourly drivers/sorters. Includes a 1% cost of living increase.

7260 This account insures our vehicles and their cargos against most forms of loss. It also pays the workers compensation insurance for delivery personnel, as well as bonding for 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, and tech equipment.

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 contracts with outside vendors due to cost effectiveness or to reach locations not logistically feasible from our Madison 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 Provides funding for members' youth literacy programs.

7440 This category was eliminated and funding shifted to 7430 in 2016.

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 and story props.

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.

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 wireless labs, and funding upgrades and maintenance of the gadget packages and maker kits used by member libraries. It is also to be used for any equipment SCLS 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. Includes a 1% cost of living increase.

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 Trustees meeting snacks are paid from this account.

7666 This account tracks the "honor" snacks and soft drinks used by staff and guests at the SCLS Headquarters.

7670 This account pays for the telephones used by SCLS staff, as well as the fax and secondary internet connection used by staff.

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

7690 This account pays for the travel of SCLS trustees to and from SCLS board and committee meetings and funds one representative at the annual American Library Association's National Library Legislative Day in D.C. Trustees are reimbursed at the same rate as SCLS employees. It pays the WLA memberships for the SCLS Board of Trustees. SCLS does not pay for trustee registration to attend WLA conferences.

7700-7704 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. This account includes projected increases in health and life insurance premiums. A 3%

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projection of cost increase is being used for all insurances except dental which is 4%. The income continuation insurance is not funded due to a premium holiday.

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. It includes cyber security insurance.

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

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

7745 This account is for any needed contracted services, i.e. outside consultant services. It is being increased for new needed services; National Change of Address verification of patron addresses, database authentication, SSL certificates and web hosting.

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. Tableau, Typepad, Survey Monkey, Form Assembly and upgrades for other programs. Technology recycling costs are also included in this account. Any additional expense (not delivery equipment) not budgeted will be taken out of carryover.

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.

7772 This account represents the bank fees paid to First Business Bank to manage the SCLS certificates of deposits.

8010 As SCLS has no parent body to turn to in times of emergency need; it must be prepared to cover all unexpected costs and current liabilities. The amount is the 2017 audited amount minus the 2018 planned use of carryover. SCLS maintains one General Carryover Fund that combines any net profit resulting from unanticipated sources of revenue or from underspent

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expense accounts in the departments of Delivery, Consultants and Administration. The amount is the 2018 audited amount.

8011 This sum represents projected bank service fees for our business checking accounts.

8015 This account is used to pay any necessary legal fees for policy and contract review.

SPECIAL FUNDS

9114 This account represents the expenditures for the LSTA grant described in the revenue section of the budget.

9157 This is for part 3 of a 3 part TEACH Training Grant.

9159 This is a new account. This account represents the expenditures for the WISELearn digitization grant described in the revenue section of the budget.

9166 This is a new account. This account represents the expenditures for the Back Up Collaboration project described in the revenue section of the budget.

9171 These funds are the members' contribution to pay for the Wisconsin Public Library Consortium (WPLC) statewide e-content purchasing pool. This account also includes members' purchase of additional OverDrive titles through the Advantage program. It also includes the member's contribution for the purchase of Flipster, an electronic periodical subscription service.

9176 This is a new account. This account represents the expenditures for the digitization project with Manitowoc-Calumet described in the revenue section of the budget.

PROJECTED EXPENDITURE TOTAL: \$ 10,873,189.18