

South Central Library System (SCLS) BUDGET NOTES 2024

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General Notes

The 2024 budget is balanced. Additional state aid for systems was approved by the state legislators and governor. In 2024, SCLS will receive \$274,770 more aid over its 2023 amount. The money will be used to increase staff salaries, purchase delivery vehicles and help members.

REVENUES

4010 This is the state aid provided to SCLS by the Division for Libraries and Technology (DLT) for 2023. There is an increase over 2023.

4030 This account is based on current interest earnings for 2023 and projections from First Business Bank. It includes the interest for the First Business Bank Money Market and State Pool Investment Fund. The account includes holding funds for Dane County and the Deforest Community Library. Interest will be allocated to the member libraries holding funds in the account when interest earned exceeds 1%.

4040 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 was closed out in the fall of 2019 and the funds were moved to fixed income.

4050 The 2024 starting balance is the audited 2023 amount.

4055 This account is for the Board of Commissioners of Public Lands loan for the new SCLS building. It is a carryover account. The plan to use the remainder of this carryover fund by December 2023.

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

4120 Adams, Dane, Portage, Columbia, Green, Sauk and Wood counties contract for a portion of the cost of delivery services. This account represents funds paid by both the counties and the member libraries. A new delivery cost formula was implemented in 2023.

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

4150 Reflects projected vehicle sales for 2024.

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

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delivery at no direct cost to their individual municipalities. This account includes multi-type and statewide delivery.

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

4220 The lease with WLA ended May 31, 2023. The account is eliminated.

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 account was used to receive money from systems that were contributing to the statewide back up collaboration project.

4245 This account is for technology funds that are carried over from 2023 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. The 2024 starting amount consists of the ending amount on the 2023 mid-year budget minus the fire suppression system in the new data center.

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. 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 2023 mid-year budget amount.

4280 This account represents the fees charged by SCLS to provide consulting services outside of the SCLS 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 non-competitive Library Services and Technology Act (LSTA) grant has been eliminated.

9113 This grant is for \$75,000 to offset statewide delivery services for systems.

9120 This grant was eliminated.

9125 This grant was eliminated.

9140 This grant was eliminated.

9145 This grant was eliminated.

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9152 This grant was eliminated.

9156 This grant was eliminated.

9158 This grant was eliminated.

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

9165 This is an account for a past LSTA Backup Collaboration project.

9170 This is the members' contribution to pay for the Wisconsin Public Library Consortium (WPLC) statewide e-content purchasing pool. Electronic magazines are included. This account also includes members' purchase of additional OverDrive titles (\$30,000) through the Advantage program.

9175 This grant was eliminated.

9195 LSTA Grant Sparsity (Increased Capacity).

9205 This grant was eliminated.

9210 This grant was eliminated.

9215 LSTA Grant ILS Migration. SCLS has 4 eligible member libraries who can apply for this grant to help offset costs to join LINKCat, if they choose.

9220 LSTA Grant Professional Learning. Balance of grant to be spent.

9222 Trustee Training Week

9224 LSTA Back up Collaboration – Professional Learning

9231 ARPA Hybrid Library Service Model, grant was eliminated.

9233 IDEA Project.

9236 This grant was eliminated.

PROJECTED REVENUE TOTAL: \$9,275,922.30

EXPENDITURES

INTERLOAN AND RESOURCE SERVICES

5130 This account includes two agreements with our system resource library, Madison Public Library (MAD). The first, our statutory contract, pays for interlibrary loan and back-up reference service. The second, our supplementary contract, purchases in-demand items. These agreements fund a wide range of services for all system residents. SCLS will pay the entire agreement to Madison Public Library including SCID (on demand items). \$6,000 of the SCID portion will be dedicated to the system’s Advantage purchases.

5230 If library materials from our 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.

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 including BAR (WPI) and MFD (WGM). The (WIM) invoice does not include the fees for STP (WSP/WJQ). STP receives a separate invoice. SCLS includes the STP invoice in its budget. BAR, MFD, and STP only borrow. The OCLC IFM Fees are credits MAD receives when it loans materials. MAD earns more credits than it spends. The annual credits are requested by SCLS and applied to the annual OCLC First Search invoice. In 2022, SCLS signed a 3 year contract to hold the OCLC increase percentages static.

This account also includes WISCAT expenses which are paid to DPI. SCLS pays the WISCAT licenses for MAD, MFD and STP as the clearinghouse. BAR does not use WISCAT.

There is a freeze on WISCAT expenses for 2024. There is no charge for 2024.

5320 This account covers the cost of the OCLC WorldCat Discovery subscription (First Search) database that is used by all members and patrons. Confirming 2022 email from OCLC in share drive Z:\Administration\Agreements\OCLC

8 symbols covered by the WIM First Search subscription, each of these have their own authos:

- WGM Everett Roehl Marshfield Public Library*
- WIM Madison Public Library*
- WPI Baraboo Public Library*
- WPY Middleton Public Library*
- WQG Portage Public Library*
- WQK Sun Prairie Public Library*
- WWR McMillan Memorial Library*
- WJQ Portage County Public Library*

It also pays our WPLC membership, which includes funding OverDrive platform costs. 100% of WiLS membership fees are included in this account, SCLS pays for every library to be a member of WiLS. Includes the SRLAAW membership fee. The SRLAAW fee includes advocacy

work by WLA. MAD pays for half of the advocacy work as a member of SRLAAW. Wisconsin Recollection fees are paid by WPLC.

MULTI-TYPE LIBRARY COOPERATION

5510 SCLS works to develop multi-type cooperation and partnerships throughout the system, and to fulfill our statutory mandate related to multi-type libraries. This account funds 25% of the Multi-type Consultant/Consulting Services Coordinator 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.

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

5540 This account pays for add-ons to the ILS system. This includes enhanced content for the catalog, Syndetics Solutions, and the LinkCat mobile app.

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 & Network Technician – 20%
- ILS Support Technician I - 100%
- ILS Support Technician II - 100%
- Metadata Specialist - 100%
- Software Support Specialist – 20%
- Technical Services Consultant - 100%
- Web Services Consultant - 10%
- Cataloging Assistant LTE (2) – 100%

5551 This account funds the contract with Madison Public Library (MAD) for the provision of cataloging services to all LinkCat member libraries, including MAD. This account also funds all OCLC charges related to cataloging.

5552 This account pays for vendor authority control for our database and authority control tools from the 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.

5557 This account is for equipment owned by SCLS member libraries. It is split between accounts 5557 and 5560.

5560 This account includes over 150 network switches and routers located in member libraries, the primary servers located at SCLS Headquarters (Windows, Web, E-mail, etc.) as well as the UPS backup units located at SCLS HQ. Each piece of equipment is slated for replacement on a 6-year cycle. It is split between accounts 5557 and 5560.

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:

- Data Services Consultant-100%
- Field Services Technician – 100%
- Help Desk & Network Technician – 80%
- IT Support Specialist – 100%
- Network Administrator – 100%
- PC & Server Support Technician - 100%
- Software Support Specialist – 80%
- Systems Administrator—100%
- Technology Project Administrator – 100%
- Technology Services Coordinator – 100%

5585 This account is for technology funds that are carried over from 2023 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. The 2024 starting amount consists of the ending amount on the 2023 mid-year budget minus the cost of the fire suppression for the new data center.

5590 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 2023 mid-year budget amount.

5591 This account is for the annual MyPC maintenance cost for licenses.

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

5595 This account records expenditures paid 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; 70% of the Building & Design Consultant (other 30% in account 6010) and 90% of the Web Services Consultant (remainder in account 5550).

5740 This account pays for contracted printing services from MAD, 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 large, color copier at SCLS, and all printing done on said copier.

5770 This account 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/Consulting Services Coordinator (remainder in account 5510); 100% Community Engagement & Youth Services Consultant, 20% of the System Director (remainder in account 7610); 30% of the Building & Design Consultant (remainder in account 5710), 100% Digitization Specialist, 100% Public Library Administration Consultant, and 100% Workforce Development Specialist.

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 | \$15,000 |
| Delivery | \$ 1,000 |
| ILS/Technology | \$20,000 |

6050 This account funds mileage for SCLS employee visits throughout the system area including car rental and car rental gas expenses. Quick and effective response to the need of our member libraries is a vital system task.

6060 This account funded workforce development expenses. It is no longer used.

6070 This account funds digitization expenses, e.g. hard drives, software.

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 education related software: GotoWebinar; PBwiki; Vimio; and half of Evanced (other half in 7752). 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 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 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 and SCLS Board of Trustees 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 older models.

7220 This account funds delivery employees' salaries, ranging from the Delivery Services Coordinator to hourly drivers/sorters.

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 bins, 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 (bulkhead and mats) 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.

7294 This account is the delivery half of the BCPL loan.

7295 This account pays for one month's cost for our delivery facility at Gilson St.

7296 This account is for the rent at the Delivery facility; it is split out from other building expenses for 1099 reporting. The account pays for one month rental cost for our delivery facility at Gilson St.

7297 This account was for the startup of a new delivery hub in Marathon County. No longer planned.

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.

7470 This account serves as a discretionary fund enabling our Community Engagement & Youth Services Consultant to help our member libraries undertake new and creative programs as ideas and needs arise.

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.

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.

7630-7635 These accounts fund allocations toward the costs of the new SCLS building.

7636 This account is for the ground lease for the Pankratz property.

7650-7654 These accounts were eliminated with the purchase of the Pankratz St. facility.

7655-7656 Accounts pay for all the general office supplies used by SCLS staff including paper.

7659 This account is for the BCPL loan.

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. Most newsletters are sent via email.

7690 This account pays for the travel of SCLS trustees to and from SCLS board and committee meetings and funds one representative for the 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 if they request it. 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. 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 liability insurance, employment practices, property, and executive liability.

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. National Change of Address verification of patron addresses, 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, Zoom, Slack, Form Assembly; half of Evanced 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. The coordinators for technology and consulting review this line item.

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. The HR & Finance Coordinator and Director review this line item.

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

7772 This account was eliminated.

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 2024 starting balance is estimated by using the 2023 mid-year balance. SCLS maintains one General Carryover Fund that combines any net profit resulting from unanticipated sources of revenue or from underspent expense accounts in the departments of Delivery, Consultants and Administration.

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

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

8016 This account is for the BCPL loan for the new SCLS building. It is a carryover account.

SPECIAL FUNDS

9114 This account represents the expenditures for the LSTA grant described in the revenue section of the budget (9113).

9121 This grant was eliminated.

9126 This grant was eliminated.

9141 This grant was eliminated.

9146 This grant was eliminated.

9153 CARES grant was eliminated.

9157 This grant was eliminated.

9159 This grant was eliminated.

9166 This grant was eliminated.

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 and electronic magazines.

9176 This grant was eliminated.

9196 Sparsity (Increased capacity) LSTA grant.

9206 This grant was eliminated.

9211 This grant was eliminated.

9216 ILS Migration LSTA grant.

9221 LSTA Professional Learning.

9223 Trustee Training Week

9227 Back up Collaboration – Professional Learning

9231 This grant was eliminated.

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9234 LSTA IDEA Project.

9236 This grant was eliminated.

PROJECTED EXPENDITURE TOTAL: \$9,275,922.30