

# 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**