

# South Central Library System (SCLS) BUDGET NOTES 2025

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## **General Notes**

The 2025 budget is balanced. Additional state aid for systems was approved by the state in its 2023-25 biennial budget. In 2025, SCLS will receive an increase of \$274,771 over its 2024 amount. The increase in aid will be used to increase staff salaries, improve work conditions for delivery staff, and reduce the fees for member libraries, particularly those in small and rural communities.

## **REVENUES**

**4010** This is the state aid provided to SCLS by the Division for Libraries and Technology (DLT) for 2025.

**4030** This account is based on current interest earnings for 2024 and projections from First Business Bank. It includes the interest from the First Business Bank Money Market and Sweep accounts and the 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%. It is updated to reflect the YTD performance.

**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. The 2025 amount is based on FBB projections.

**4042** This account was closed out in the fall of 2019 and the funds were moved to fixed income.

**4050** This amount reflects the 2024 audited mid-year balance.

**4055** This carryover account was for the Board of Commissioners of Public Lands loan for the new SCLS building. Funds in this account were expended in 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 member libraries. A new delivery cost formula was implemented in 2023. There is no increase for 2025.

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

**4150** Reflects projected vehicle sales for 2025.

**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

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active participants in the statewide interlibrary loan network, have ready access to statewide delivery at no direct cost to their individual municipalities.

**4180** This account reflects the projected income earned through special request delivery services. The demand for this service has gone down each year and may eventually be phased out.

**4220** This account reflected the funds received from the lease between SCLS and the Wisconsin Library Association (WLA) for shared quarters at 4610 S. Biltmore Lane. The lease ended May 31, 2023.

**4241** This fund includes Bibliotheca and Envisionware 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 the previous year 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 2025 starting amount is the previous year's mid-year audited balance minus funds used in the previous fiscal year.

**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.

**4280** This account represents the fees charged by SCLS to provide consulting services outside of 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 was eliminated.

**9120** This grant was eliminated.

**9125** This grant was eliminated.

**9140** This grant was eliminated.

**9145** This grant was eliminated.

**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 account reflected a LSTA Backup Collaboration project grant.

**9170** This is the members' contribution to pay for the Wisconsin Public Library Consortium (WPLC) statewide e-content purchasing pool, electronic magazines, and OverDrive Advantage titles.

**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.

**9220** LSTA Grant Professional Learning.

**9222** Trustee Training Week.

**9224** Backup Collaboration –Professional Learning.

**9231** This grant was eliminated.

**9233** LSTA Grant IDEA Project.

**9236** This grant was eliminated.

**9238** LSTA Grant New Director Boot Camp. SCLS is the fiscal agent for this grant.

**PROJECTED REVENUE TOTAL:        \$9,896,564.33**

**EXPENDITURES**

**INTERLOAN AND RESOURCE SERVICES**

**5130** This account includes two agreements with our system resource library, Madison Public Library. 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; the full amount is paid to Madison Public Library.

**5230** If member library materials are lost or damaged during the interlibrary loan process, the patron responsible is charged. However, if physical damage is caused by our delivery service, then the system pays item replacement costs. This amount 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.

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. WISCAT expenses have been frozen at zero (no charge) again for 2025.

**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. Recollection Wisconsin 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 Bibliovation 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 Technician – 20%

ILS Support Technicians I – 87.5%

ILS Support Technician II - 100%

Metadata Specialist - 100%

Software Support Specialist – 20%

Technical Services Consultant - 100%

Cataloging Assistant LTE (2) – 100%

**5551** This account funds the contract with Madison Public Library 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.

**5553** This account was used to cover the costs of the ILS evaluation and associated travel.

**5555** This account was used to cover the annual maintenance contracts for all the Cisco hardware including switches and routers.

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**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 Technician – 80%

IT Services Administrator – 100%

IT Support Specialist – 100%

Network Administrator – 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 the previous year 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.

**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.

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

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

**5595** This account recorded 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 100% of the Web Services Consultant).

**5740** This account pays for contracted printing services from Madison Public Library, 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 freelance art services when required.

**5760** This account covers equipment purchases, the lease for the copier at SCLS Headquarters, and all printing performed by that 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 funds workforce development expenses.

**6070** This account funds digitization expenses (external hard drives and software), including Indus maintenance and software upgrades.

### **CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT**

**7010** Each year SCLS produces continuing education and training programs for member libraries—some are annual events, others cover current issues in the library field. The CE consultant uses this account for program expenses, including the hiring of subject specialists as presenters and trainers. The account also pays for education related software, such as GotoWebinar; PBwiki; Vimio; and half of Local Hop (other half in 7752).

**7030** The SCLS maintains a small collection of books and other materials in specialized areas of librarianship, such as building and furnishing libraries, fundraising, 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 professional 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 online services to provide access to specialized and current information i.e. Foundations in Wisconsin Online.

**7070** Public library directors are required by state law to seek continuing education to maintain certification. This account allows directors, library staff members, and trustees to attend continuing education events produced by agencies other than SCLS. It is especially important to smaller member libraries, because many of them have little or no access to local funds for continuing education purposes. This includes up to \$100 toward WLA membership per director or designee.

**7090** This account covers the cost of supplies and refreshments for many system meetings, such as All Directors and SCLS Board of Trustees meetings.

### **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.

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

**7260** This account covers the cost of insurance for our vehicles and their cargos against most forms of loss. It also pays the workers compensation and liability insurances for delivery personnel.

**7270** Items purchased from this account include delivery bins, flatbed trucks, carts, shelves for sorting, removable labels, delivery post-its, and other delivery supplies.

**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.

**7293-7294** These accounts are for the delivery portion of the BCPL loan principal and interest.

**7295** This account covers Delivery's portion of all facility-related costs.

**7296** This account was for the rent at the Delivery facility.

**7297** This account includes Delivery's portion of the ground lease for the Pankratz property.

### 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 member libraries develop new and creative programs as needs arise.

**7475** This account is used to purchase equipment and software or to 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 used for any equipment SCLS technicians may need 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.

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**7630-7635** (7630 is the total of 7631-7635). These accounts fund allocations toward the costs of the SCLS building.

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

**7651** This account paid for the leased space at 4610 S. Biltmore Lane. It has been eliminated.

**7650-7654** (7650 is the total of 7652-7654) This account pays for the HQ portion of the utilities, janitorial services, and offsite storage.

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

**7658-7659** These accounts are for the BCPL loan principal and interest.

**7666** This account pays for snacks and soft drinks used by staff and guests.

**7667** This account is for the SCLS staff engagement team, which is responsible for organizing staff parties and celebrations throughout the year.

**7670-7673** These accounts pay for the telephones used by SCLS staff, as well as the fax line.

**7680** This account pays the postage for the bill payments, documents, newsletters, invitations sent out to board members and member libraries. Most newsletters are sent via email.

**7685** This account allocated additional state aid toward direct benefits to member libraries.

**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. 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 fees are used to pay a portion of these expenses for Technology, ILS and Delivery 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 fees are used to pay a portion of these expenses for Technology, ILS and Delivery staff.

**7730** This category insures all SCLS office property, provides directors and officers insurance for board members, and pays for worker's compensation for non-delivery employees. It includes cyber liability insurance, employment practices, property, and executive liability.

**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, such as background screening, pest control, security monitoring services, National Change of Address verification of patron addresses, SSL certificates, translation services (not printing) 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 Local Hop, and upgrades for other programs. Technology recycling costs are also included in this account.

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

**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. SCLS maintains one General Carryover Fund that combines any surplus resulting from unanticipated sources of revenue or from underspent expense accounts in the departments of Delivery, Consulting and Administration. This is the previous year's audited mid-year balance.

**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.

**8016** This account is the building project carryover fund for the SCLS building. This was fully spent in 2023.

**SPECIAL FUNDS**

**9114** This grant was eliminated.

**9121** This grant was eliminated.

**9126** This grant was eliminated.

**9141** This grant was eliminated.

**9146** This grant was eliminated.

**9153** This 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, electronic magazines, and OverDrive Advantage titles.

**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.

**9234** LSTA IDEA Project. SCLS acts as fiscal agent.

**9236** This grant was eliminated.

**9237** LSTA New Director Boot Camp. SCLS acts as fiscal agent for this state-managed training.

**PROJECTED EXPENDITURE TOTAL: \$9,896,564.33**