

**PIONEER LIBRARY SYSTEM
2018 FEES and GRANTS**

Presented to the Pioneer Library System Board of Trustees on December 13, 2017

FEES

Cataloging (included in OWWL)

Use of PLS cataloging services is included in the annual OWWL fee. 40% of cataloging costs are shared equally by the 42 members. 60% is pro-rated by the three-year average of addition-to-holdings according to OWWL reports. PLS will subsidize 22% of the total cataloging costs in 2018.

Downloadable Collection Content-OWWL2go (\$70,885 member commitments)

Libraries contribute by building our collection of OverDrive's downloadable ebook and audiobook (OWWL2go) Contributions are based on library usage and invoiced twice per year as instructed on the OWWL2go Funding Commitment Form. Ordering to meet patron's needs is by the PLS selection committee.

Interlibrary Loan (ILL) Request Fees (for out-of-system requests)

Based on recommendations from the PLS ILL committee, ILL request fees went into effect May 2004 to offset postage costs. A \$5 postage fee is charged to the patron at the point of request for any out-of-system request. Actual PLS costs of processing ILL requests average \$15/request. There is no fee to patrons to request material owned within PLS. ILL software tracks the number of out-of-system requests made by each library, and PLS bills the cost back to the library six times a year.

OWWL (\$279,784 member share)

OWWL cost sharing is based on the total actual costs of running OWWL. This includes the salaries and benefits of 4.00 FTE, an annual equipment hosting fee, Evergreen costs, staff training expenses and Skeyriver cataloging costs. PLS will subsidize 25% of the total OWWL costs. Fees are based on annual report statistics and are billed in July and payable to PLS August 1st. The fee schedule is in effect from January 1, 2018 through December 31, 2018.

PC Security Software

Every computer workstation connected to the PLS Virtual Private Network (VPN) is required to have anti-virus software, and public access computers are required to have additional security protection. PLS is using the built-in Windows Defender antivirus software for all computers that have been upgraded to Windows 10, DeepFreeze workstation security (expires February 2018), Idrive cloud backup, and NiNite software to manage upgrades (expires Feb 2018). Pro-rated costs for this security software platform will be passed through to member based on number of computers.

Regional Delivery (for out-of-system materials)

The Rochester Regional Library Council delivery system provides a way for materials to be delivered to and from the Monroe County Library System libraries, and for the return of Interlibrary Loan items borrowed from most RRLC member libraries. The estimated cost in 2018 is \$1,496.

GRANTS

Telecommunications (Total cost \$124,256 -erate refunds \$100,647 = Net cost to members \$23,609)

To provide a reliable and secure network that is critical to the success of sharing the OWWL integrated system, PLS provided each library with and manages firewalls with content filtering to comply with CIPA and e-rate.

PLS also secured upgraded bandwidth connections for each library with Time Warner through June 30, 2019. PLS will manage the payment of these invoices, and file for e-rate refunds.

PLS will invoice libraries for telecommunication charges in the Fall of 2018 for the July '18-June '19 period. The invoiced amount will be offset by any e-rate bandwidth credit received through the e-rate process, less the administrative costs associated with the e-rate filing process.

Continuing Education Grants (\$15,000)

A total of \$15,000 will be available for conference and workshop grants in 2018. Guidelines and applications will be under the direction of the Member Library Liaison.

Long Island University Tuition Assistance Grant (\$7,425)

PLS will offer library directors scholarship grants of \$405 for the Spring semester and \$420 for the Fall semester toward the 3-year Public Library Administrative Certificate Program. The total cost for the Spring 2018 semester is \$1,350, and \$1,400 for the Fall 2018 semester. Guidelines and applications will be under the direction of the Executive Director.

Local History Grants (\$10,000)

A total of \$10,000 will be made available to support the digitization of member libraries' local history collections. The grant will be managed by the Library Automation Services Manager.

LSSA-Unserved (\$9,801)

As in previous years, 100% of LSSA- Unserved will be allocated to PLS for OWWL support in 2018.

LLSA (\$96,115)

A pass-through grant from NYS, is \$.31 per capita of the library's chartered to serve area. This is paid in two installments, 90%, then the final 10%. Libraries must be in compliance with minimum standards and have filed their annual reports to be eligible for all NYS funding.

County Grants (\$90,000 tentative)

Libraries in Livingston County have their own grant distribution program using local county tax support. Allocations are determined by each county library council; final details will be forwarded at a later date.

Mileage Reimbursement (\$8,650)

To support and encourage participation, PLS will continue to offer mileage reimbursement for travel to and from **Pioneer Library System sponsored meetings**, including Monthly System meetings, System and Central Library workshops and trainings, PLSDAC meetings, County Advisory Council meetings, PLS Board meetings, and PLS Committee and Sub-committee meetings. Travel to other meetings, such as monthly director meetings and visits with local funders or agencies **WILL NOT** be reimbursed.

1. Mileage is counted from your library/home (WHICHEVER IS CLOSER) to the meeting place.
2. Mileage is paid at 50% of the current IRS approved rate per mile.
3. Claim forms are sent to libraries in May and November for payment in June and December.
4. Only one claim per library per meeting.

Databases (\$83,119)

Central Library Aid will be used to purchase system-wide access to three databases:

- NoveList, including Library Aware- \$38,336 (January-December)
- Mango Languages- \$16,178- (January-December)
- Ancestry.com- \$28,605 (June-May)

Downloadable Collections (\$68,345)

In 2018, the annual platform fees (\$12,000) for OverDrive's downloadable ebook and audiobook service (OWWL2go), Overdrive Support (\$2,500) will be paid with Central Library Aid. Additional Central Library Aid will be used support the OverDrive non-fiction collection (\$45,306).

Central Library Aid is also used for the annual platform and content cost for digital periodicals (\$8,539).

Mobile Maker Kits

The Mobile Maker Kits are available for member libraries to borrow and use in their programs. These easy-to-use kits allow libraries to expand both high and low tech programming without having to buy the equipment for their own libraries.

Organizational NYLA Memberships (\$6,000)

PLS will pay for organizational memberships to the New York Library Association for every member library.

In-Kind Consulting and Services**Outreach**

Pioneer's COSAC (Community Outreach Services Advisory Council) will continue its work to ensure a quality, planned and integrated program of library services designed to meet the needs of the eight targeted populations.

Long Range Planning Consultation

PLS will be offering a streamlined long range planning consultation service facilitated by the Assistant Director. The five-step process will include: 1) Introduction to Planning Process (with optional mission workshop), 2) Community Survey, 3) Community Focus Groups, 4) Community Data Analysis, and 5) Strategic Plan Templates. PLS is also available to consult on individuals parts of the process if the entire plan is not necessary for a particular library.

Computer, Networking, and Technology Support

Pioneer Library System will provide cost-saving technology, computer, and networking support to member libraries. Member libraries a) will receive efficient and quality support and troubleshooting for computers and networks, b) will have the ability to purchase reasonably priced computers and technology through centralized technology purchasing, and c) will have access to IT consulting services to support technology planning, bandwidth adoption, and networking.

Professional Development Classes and Opportunities

PLS will provide member library staff and trustees with access to in-person classes and webinars facilitated by both PLS staff and experts in the field. Topics covered will include trustee development, library best-practices, and community engagement.