



# OWWL LIBRARY SYSTEM

## COSTS AND SERVICES TO MEMBER LIBRARIES FISCAL YEAR 2023

### **NOTES ON COSTS AND SERVICES**

#### **Figures Based on Estimates**

The figures outlined in this document are estimates based on potential funding allocations for FY 2023. All costs and services to Member Libraries are subject to change. Notice will be given to the System Board of Trustees and Member Libraries if there are changes in costs.

#### **Eligibility for Services**

All Member Libraries are eligible for System services provided they are in good standing with the “Costs” section of this document and comply with all New York State Minimum Standards for Libraries detailed in Commissioner’s Regulations 90.2.

### **COSTS TO MEMBER LIBRARIES**

#### **Cataloging (included in OWWL)**

Use of System cataloging services is included in the annual OWWL fee – 45% of cataloging costs are shared equally by the 42 members; 55% is pro-rated by the three-year average of addition-to-holdings, according to OWWL reports. The System will subsidize 22% of the total cataloging costs in 2023.

#### **Downloadable Collection Fiction Content-OWWL2go (\$133,950 member commitments)**

Libraries contribute by building our collection of OverDrive’s downloadable fiction ebooks and audiobooks (OWWL2go). Contributions are based on library usage and invoiced twice per year as instructed on the OWWL2go Funding Commitment Form. Ordering to meet patrons’ needs is by the OWWL2go Collection Development Committee.

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

Based on recommendations from the System 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 System costs of processing ILL requests average \$20/request. There is no fee to patrons to request material owned within the System. ILL software tracks the number of out-of-system requests made by each library, and the System bills the cost back to the library six times a year.

### **OWWL (\$316,306 estimated member share)**

OWWL cost-sharing is based on the total actual costs of running OWWL. This includes the salaries and benefits of 4.15 FTE, an annual equipment hosting fee, Evergreen costs, staff training expenses, and BookWhere cataloging costs. The System is estimated to subsidize 22% of the total OWWL costs. Fees are based on annual report statistics, billed in July, and payable to the System by August 15, 2023. The fee schedule is in effect from January 1, 2023 through December 31, 2023.

### **PC Security Software**

Every computer workstation connected to the System's Virtual Private Network (VPN) must have anti-virus software, and public access computers must have additional security protection. The System uses the built-in Windows Defender antivirus software for all computers that have been upgraded to Windows 10, Active Directory, Idrive cloud for critical staff backup, and NiNite software to manage upgrades. Pro-rated costs for this security software platform will be passed through to members based on the number of computers. Several libraries are also using Linux LTSP to provide public access computers without the licensing costs.

### **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 2023 is \$1,200.

## **SERVICES PAID FOR BY THE OWWL LIBRARY SYSTEM**

### **Telecommunications (Total cost \$108,184 – E-Rate refunds \$87,629 = Net cost to members \$20,555)**

To provide a reliable and secure network that is critical to the success of sharing the OWWL integrated system, the System provided each library with and manages firewalls with content filtering to comply with CIPA and E-Rate. For those libraries with modem connections, the System secured upgraded bandwidth contracts with Time Warner through June 30, 2024. For the remaining libraries with fiber connections, contracts with either First Light or Time Warner have been secured through June 30, 2027.

The System will manage the payment of these invoices and file for E-Rate refunds. The System will invoice libraries for telecommunication charges in the Fall of 2023 for the July 2023- June 2024 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.

### **Employee Assistance Program (\$1,359)**

Member libraries are invited to enroll their employees in the System EAP through ESI at the cost of \$21/employee. The System is subsidizing the remaining \$5.09 per employee. The EAP offers a broad array of tools and services to help with problems that might affect your personal or work life, as well as hundreds of personal and professional development opportunities, compliance training, and one-on-one coaching. The contract runs from December 1, 2022 through November 30, 2023.

### **LSSA-Unserved (\$7,518)**

As in previous years, 100% of LSSA- Unserved will be allocated to the System for OWWL support in 2023.

### **LLSA (\$99,405)**

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

### **Mileage Reimbursement (\$1,000)**

To support and encourage participation, the System will offer supplemental mileage reimbursement for travel to and from System sponsored meetings that are not primarily hosted online.

1. Mileage is counted from your library/home (whichever is closer) to the meeting place.
2. Mileage is reimbursed to the member library at 50% of the current IRS-approved rate per mile – This is meant to be supplemental; Member Libraries are encouraged to fund the remainder of the IRS-approved rate per mile.
3. Claims must be submitted by December 26, 2023.
4. Only one claim per library per meeting will be accepted.

### **Databases (\$42,621.00)**

Central Library Aid will be used to purchase System-wide access to two databases:

1. Syndetics Unbound – \$12,500.00 (January-December)
2. Ancestry.com – \$31,115 .00(June-May)

System funds will be used to purchase System-wide access to two databases:

1. ConsumerReports.org – \$14,950.00 (November-October)
2. Mango Languages – \$10,500.00 (November-October)

### **Downloadable Collections – (\$107,500)**

In 2023, Central Library Aid will pay the annual platform fee (\$8,000) for OverDrive's

downloadable eBook and audiobook service (OWWL2go).

Additional Central Library Aid will support the OverDrive non-fiction collection (\$82,000) and OverDrive Magazines (\$17,500).

### **In-System Delivery (\$136,752)**

Delivery service to the 42 Member Libraries takes place six days a week at approximately 95,300 miles a year. Costs updated to reflect actual 2022 figures.

- Vehicle Purchase Cost - \$15,904 (cost per year based on seven-year lifespan)
- Maintenance/Repairs - \$19,272
- Payroll Expenses - \$101,405
- Auto Insurance - \$7,178
- Fuel Cost - \$21,022
- 2022 Total Cost of Delivery - \$164,781

## **CONSULTING SERVICES PROVIDED BY OWWL LIBRARY SYSTEM**

### **Outreach**

The System's Outreach department will continue to develop library services designed to meet the needs of the nine-targeted populations.

1. People who are Blind or who have a Physical Disability
2. Seniors
3. People who have a Developmental or Learning Disability
4. People living in Institutionalized Settings
5. Members of Ethnic or Minority Groups in need of special services
6. People who are Educationally Disadvantaged
7. People who are Unemployed or Underemployed
8. People who are Geographically Isolated
9. At-Risk Youth from Birth to 21

### **Consultations and Support**

The System offers a variety of administrative consulting services to member libraries, including:

1. Budget Vote Support
2. Policy Development
3. Minimum Standard Compliance
4. Trustee Education and Consultations
5. Training and Continuing Education
6. Annual Report Training and Support
7. Long-Range Planning Cohort
8. System-Wide Community Projects

## **Computer, Networking, and Technology Support**

The System will provide cost-saving technology, computer, and networking support to member libraries. This support will include:

- Efficient and quality support and troubleshooting for computers and networks.
- The ability to purchase reasonably priced computers and technology through centralized technology purchasing.
- Access to IT consulting services to support technology planning, bandwidth adoption, and networking.
- Access to our prefabricated WordPress website template.

*Amended: April 12, 2023*  
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