



OWWL LIBRARY SYSTEM

COOPERATIVE COSTS AND SYSTEM FUNDED RESOURCES TO MEMBER LIBRARIES FOR FISCAL YEAR 2024

NOTES ON COOPERATIVE COSTS AND SYSTEM FUNDED RESOURCES

Figures Based on Estimates

The figures outlined in this document are estimates based on potential funding allocations for FY 2024. All cooperative costs and services to Member Libraries are subject to change.

Eligibility for Cooperative and System Funded Resources

All OWWL Library System member libraries are eligible for participation in services rendered from cooperative costs and System funded resources provided they are in good standing with the “Cooperative Costs to Member Libraries” section of this document, comply with all New York State Minimum Standards for Libraries detailed in Commissioner’s Regulations 90.2, and comply with all applicable OWWL Library System policies.

COOPERATIVE COSTS TO MEMBER LIBRARIES

Integrated Library System Cost Share (\$320,489 Estimated Member Share)

The Integrated Library System Cost Share (ILS Cost Share) pays for the total costs of hosting and maintaining the System-wide ILS. This cost 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 25% of the total ILS Cost Share. Costs are based on annual report statistics and will be invoiced in the Fall. This cost schedule is in effect from January 1, 2024 through December 31, 2024.

ILS Cataloging (included in Integrated Library System Cost Share)

Use of System cataloging services is included in the annual ILS Cost Share – 45% of cataloging costs are shared equally by the 42 member libraries; 55% is pro-rated by the three-year average of addition-to-holdings, according to Evergreen reports. The System is estimating to subsidize 25% of the total cataloging costs in 2024.

OverDrive Fiction Content – OWWL2go (\$139,086 Member Library Commitments)

Member libraries contribute to the fiction collection in the System-wide downloadable OverDrive collection of 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 done by OWWL Library System and the OWWL2go Collection Development Committee, a subcommittee of the Directors' Advisory Committee.

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.

RESOURCES FUNDED BY THE OWWL LIBRARY SYSTEM

Notes on Funding Sources

The resources detailed below are funded by OWWL Library System's annual budget. The System's budget comes from restricted and unrestricted funds through the State Education Department as part of the New York State Budget.

Telecommunications (Total Estimated Cost \$113,000 – E-Rate Refunds \$87,629 = Net Cost to Member Libraries \$25,371)

To provide a reliable and secure network, OWWL Library System provides each member library with and manages firewalls with content filtering to comply with CIPA and E-Rate. For those member libraries with modem connections, the System secured upgraded bandwidth contracts with Time Warner through June 30, 2024. For the member 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 2024 for the July 2024 through June 2025 period. The invoiced amount will be offset by any E-Rate bandwidth credit received through the E-Rate process, less the administrative costs (paid to the System's contracted E-Rate Consultants) associated with the E-Rate filing process.

Interlibrary Loan (ILL) Request Fees (for Out-of-System Requests)

OWWL Library System has removed the \$5 ILL fee associated with processing ILL requests. The average cost for processing ILL items is \$20/request. There is no fee to patrons to request material owned within the System. Member libraries may request certain out-of-System items for patrons by visiting <https://owwl.org/ill>.

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 2024 is \$1,200.

Employee Assistance Program (\$3,667)

Member libraries are invited to enroll their employees in the System-wide Employee Assistance Program (EAP) through ESI at the cost of \$13.04/employee. The System is subsidizing the remaining \$13.05 per employee. The EAP offers a broad array of tools and services to help with issues that might affect employee's 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, 2023 through November 30, 2024.

Local Library Services Aid – Unserved (\$8,354)

As in previous years, 100% of Local Library Services Aid (LSSA) – Unserved will be allocated to OWWL Library System for System resources in 2024.

Local Library Services Aid (\$99,624)

Local Library Services Aid (LLSA) is a New York State Aid program that OWWL Library System passes through to member libraries. The funding is determined using the formula of \$.31 per capita of chartered service area. This is paid in two installments – 90% when the aid is received, then the final 10% after assurances are filed with the Division of Library Development. Eligibility for this funding requires a state-accepted annual report and assurances from the System indicating member library compliance with minimum standards.

Databases – Central Library (\$62,153) and OWWL Library System (\$53,150)

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

1. Syndetics Unbound – \$12,838 (January-December)
2. Ancestry.com – \$31,815 (June-May)
3. OverDrive Magazines - \$17,500 (November-October)

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

1. ConsumerReports.org – \$15,250 (November-October)
2. Mango Languages – \$10,500 (November-October)
3. ASL Inside – \$4,650 (January-October)
4. Kanopy – \$14,000 (September-August)
5. Libby Extras
 - a. GroundNews – \$3,750 (December-November)
 - b. LawDepot – \$5,000 (December-November)

Downloadable Collections – (\$106,172)

In 2024, 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 (\$80,672) and OverDrive Magazines (\$17,500).

In-System Delivery (Estimated \$163,942)

In-System Delivery to the 42 Member Libraries takes place six days a week at approximately 95,300 miles a year.

Estimated 2023 figures:

- Vehicle Purchase Cost - \$15,904 (cost per year based on seven-year lifespan)
- Maintenance/Repairs - \$28,700
- Payroll Expenses - \$94,500
- Auto Insurance - \$7,038
- Fuel Cost - \$17,800
- 2023 Estimated Total Cost of Delivery - \$163,942

Limited Professional Legal and Personnel Consultation Services (\$5,100)

OWWL Library System contracts with an attorney and human resource professionals to offer general advice for legal and personnel questions from member libraries.

Per contract for these services, all questions must be submitted through the OWWL Library System's Executive Director.

OWWL LIBRARY SYSTEM PARTNERSHIPS WITH MEMBER LIBRARIES

Computer, Networking, and Technology Support

The System will provide cost-saving technology, computer, and networking support to member libraries that are in compliance with System policies.

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 through New York State contract.
- Access to IT consulting services to support technology planning, bandwidth adoption, and networking.
- Access to our prefabricated WordPress website template.

Administrative Consultations

OWWL Library System offers administrative consulting to member library directors and trustees.

Areas of consultations include:

- Budget Votes
- Policy Development
- Minimum Standard Compliance
- Trustee Education
- Training and Continuing Education
- Annual Report Training
- Long-Range Planning Development
- Financial Compliance and Budget Development

Coordinated Outreach

OWWL Library System provides Coordinated Outreach Services to community members who are most in need or who often are not regular library users. System outreach is accomplished by partnerships with the 42 member libraries, schools within the System's service area, and educational organizations to ensure everyone enjoys the freedom to read, learn, and grow through equitable access to library services.

The nine-targeted outreach populations include: The nine targeted outreach populations as defined by New York State Education Law §273 (1)(h)(1) and Commissioner's Regulations §90.3 are:

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

OWWL Library System Coordinated Outreach Services are funded by New York State Coordinated Outreach State Aid.

Approved: December 13, 2023