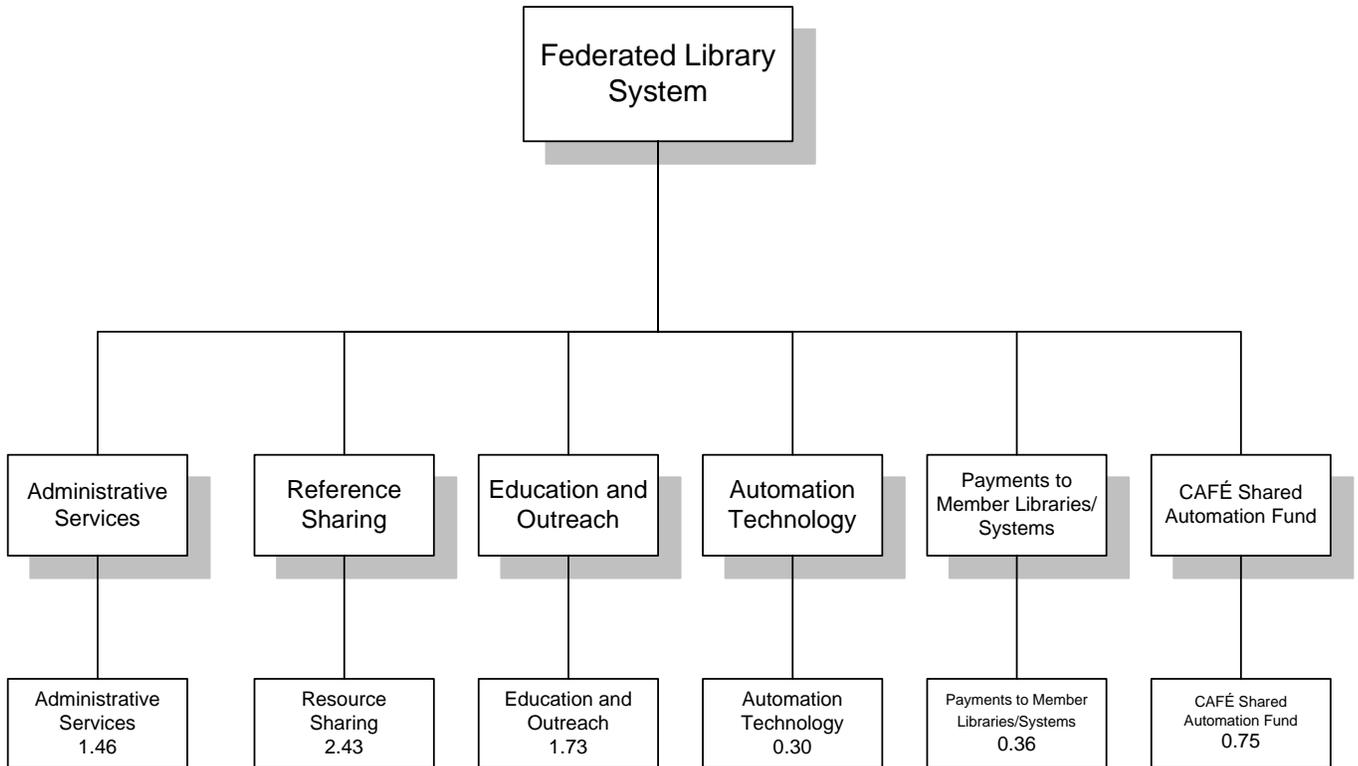


# Federated Library

# FEDERATED LIBRARY SYSTEM

## FUNCTION / PROGRAM CHART



7.03 TOTAL FTE'S

1. Position counts stated in terms of budgeted full time equivalent positions (FTE) includes extra help and overtime.
2. See Stats/Trends Section for position detail.



## Statement of Purpose

It is the mission of the Waukesha County Federated Library System (WCFLS) to ensure access to a high quality of customer service to all county residents by working in partnership with member public libraries to develop and coordinate effective cooperative library services.

Financial Summary	2009 Actual (a)	2010 Adopted Budget	2010 Estimate	2011 Budget (a)	Change From 2010 Adopted Budget	
					\$	%
<b>County Library Fund</b>						
Revenue (a)	\$0	\$0	\$0	\$2,501	\$2,501	NA
County Tax Levy (TNR) (a)	\$2,752,289	\$2,773,900	\$2,773,900	\$2,853,939	\$80,039	2.9%
Expenditures (a)	\$2,749,788	\$2,773,900	\$2,773,900	\$2,856,440	\$82,540	3.0%
Rev. Over (Under) Exp. (a)	\$2,501	-	-	-	-	NA
<b>State Aids, Federal &amp; Misc.</b>						
Revenue (b)	\$1,409,181	\$1,445,295	\$1,470,811	\$1,324,230	(\$121,065)	-8.4%
County Tax Levy	\$0	\$0	\$0	\$0	\$0	NA
Expenditures	\$1,348,174	\$1,445,295	\$1,405,566	\$1,324,230	(\$121,065)	-8.4%
Rev. Over (Under) Exp.	\$61,007	-	\$65,245	-	-	NA
<b>CAFÉ Shared Automation Fund</b>						
Revenue				\$222,056	\$222,056	NA
County Tax Levy				\$0	\$0	NA
Expenditures				\$192,875	\$192,875	NA
Rev. Over (Under) Exp.				\$29,181	\$29,181	NA
<b>Total All Funds</b>						
Revenue (a)(b)	\$1,409,181	\$1,445,295	\$1,470,811	\$1,548,787	\$103,492	7.2%
County Tax Levy (TNR) (a)	\$2,752,289	\$2,773,900	\$2,773,900	\$2,853,939	\$80,039	2.9%
Expenditures (a)	\$4,097,962	\$4,219,195	\$4,179,466	\$4,373,545	\$154,350	3.7%
Rev. Over (Under) Exp. (a)	\$63,508	-	\$65,245	\$29,181	\$29,181	NA
<b>Position Summary (FTE)</b>						
Regular Positions	7.00	7.00	7.00	7.00	0.00	
Extra Help	0.00	0.02	0.00	0.02	0.00	
Overtime	0.01	0.01	0.00	0.01	0.00	
Total	7.01	7.03	7.00	7.03	0.00	

(a) The special library tax levied on non-library (True Non-Resident (TNR)) communities includes a small component to compensate municipal libraries in adjacent counties (excluding Milwaukee County) for library use by Waukesha County TNR residents. During 2009, some adjacent counties neglected to request their payments from WCFLS, and the \$2,501 in remaining tax levy is requested to be appropriated as County Library Fund Balance to help fund 2011 payments to adjacent counties and reduce the overall TNR tax levy increase for this purpose.

(b) Revenues include State Aids Fund Balance appropriation of \$47,312 in 2009 Actual; \$96,652 in the 2010 Budget, and \$0 in the 2011 Budget.



**Fund Purpose**

This fund is for the special levy that charges residents that live in non-library (True Non-Resident – TNR) communities for borrowing privileges at any of the sixteen public libraries in the County. The County levies the Library tax only on communities that do not have public libraries. These charges are included on the County Tax Levy. In 2008, the County began levying a tax to raise money for intercounty borrowing to pay surrounding counties for Waukesha County use by County-taxed residents per Wisconsin State Statute 43.12.

County Fund Financial Summary	2009	2010	2010	2011	Change From 2010 Adopted Budget	
	Actual	Adopted Budget	Estimate	Budget	\$	%
<b>Revenues</b>						
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue	\$0	\$0	\$0	\$0	\$0	N/A
Appr. Fund Balance	\$0	\$0	\$0	\$2,501	\$2,501	N/A
<b>County Tax Levy (TNR)</b>	<b>\$2,752,289</b>	<b>\$2,773,900</b>	<b>\$2,773,900</b>	<b>\$2,853,939</b>	<b>\$80,039</b>	<b>2.9%</b>
<b>Total Revenue Sources</b>	<b>\$2,752,289</b>	<b>\$2,773,900</b>	<b>\$2,773,900</b>	<b>\$2,856,440</b>	<b>\$82,540</b>	<b>3.0%</b>
<b>Expenditures</b>						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	N/A
Operating Expenses	\$2,749,788	\$2,773,900	\$2,773,900	\$2,856,440	\$82,540	3.0%
Interdept. Charges	\$0	\$0	\$0	\$0	\$0	N/A
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total Expenditures</b>	<b>\$2,749,788</b>	<b>\$2,773,900</b>	<b>\$2,773,900</b>	<b>\$2,856,440</b>	<b>\$82,540</b>	<b>3.0%</b>
Rev. Over (Under) Exp. (a)	\$2,501	-	-	-	-	N/A

No positions are budgeted in this fund. The Federated Library Director carries out administration of this County Fund Budget, and staff are budgeted within the State Aids fund. By County Code 11-4, the usage of the 16 libraries by residents of the 18 communities without libraries determines the largest portion County library funding amount. For purposes of the 2011 Budget, those residents borrowed 17.497% of the materials at libraries, and the ordinance calls for them to be taxed for 17.497% of the library operating costs as calculated by the ordinance. For 2011, this portion of the Library Tax Levy increases by 3.0%. Of this amount, higher allowable operating costs account for 2.38% and higher relative TNR circulation accounts for 0.63%. Per Wisconsin State Statute 43.12, TNR communities are also taxed for their residents' use of libraries in adjacent counties (excluding Milwaukee County). This portion of the Library Tax decreases to \$4,038 and is further offset by a credit for unclaimed funds in the prior year. The total Library Tax Levy increases 2.89% to \$2,853,939.

**How the County Special Library Tax Levy is calculated:**

The county ordinance (11-4) specifies that WCFLS should annually calculate an allowable expenditure factor based on member library operating expenditures. The allowable expenditure factor is multiplied by the percent of use (at 17.497% for 2011) by County taxed residents in true non-resident (TNR) communities as shown in the table below.

Category	2010	2011	Change
Expenditures (2 years prior)	\$16,530,329	\$17,319,205	4.77%
Revenues (2 years prior)	- \$17,107,858	- \$17,434,821	1.91%
Overage or (lapse) - 2 years prior	(\$577,529)	(\$115,616)	-79.98%
Projected budget - year prior	+ \$16,499,979	+ \$16,417,579	-0.50%
Calculated allowable expenditures	\$15,922,450	\$16,301,963	2.38%
Countywide TNR percent 2 years prior	x 17.387%	x 17.497%	0.63%
County levy (TNR % times allowable expenditures)	\$2,768,434	\$2,852,402	3.03%
Intercounty Funding	+ \$5,466	+ \$4,038	-26.13%
Credit for prior year unclaimed Intercounty		(\$2,501)	
<b>Total</b>	<b>\$2,773,900</b>	<b>\$2,853,939</b>	<b>2.89%</b>



## Payments to Member Libraries/Systems

**County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill**

### Program Description

Nineteen municipalities own and operate 16 libraries in Waukesha County. The County taxes the other 18 communities without libraries. Waukesha County Federated Library System (WCFLS) distributes all County funds to libraries so that they will provide service to residents that would otherwise have no library services. With these arrangements in place, all residents of Waukesha County have library access to all libraries in the County. The State then provides funds for additional services. WCFLS works with representatives of adjacent library systems and counties to develop funded borrowing agreements on behalf of WCFLS member libraries that are close to Waukesha County's borders.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.36</b>	<b>0.36</b>	<b>0.36</b>	<b>0.36</b>	<b>0.00</b>
General Government	\$234,919	\$273,723	\$273,723	\$278,626	\$4,903
Appr. Fund Balance	\$0	\$0	\$0	\$2,501	\$2,501
<b>County Tax Levy (TNR)</b>	<b>\$2,752,289</b>	<b>\$2,773,900</b>	<b>\$2,773,900</b>	<b>\$2,853,939</b>	<b>\$80,039</b>
<b>Total Revenues</b>	<b>\$2,987,208</b>	<b>\$3,047,623</b>	<b>\$3,047,623</b>	<b>\$3,135,066</b>	<b>\$87,443</b>
Personnel Costs	\$38,571	\$38,306	\$37,728	\$39,035	\$729
Operating Expenses	\$2,929,538	\$3,009,317	\$3,000,308	\$3,096,031	\$86,714
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$2,968,109</b>	<b>\$3,047,623</b>	<b>\$3,038,036</b>	<b>\$3,135,066</b>	<b>\$87,443</b>
Rev. Over (Under) Exp.	\$19,099	-	\$9,587	-	-



### Program Highlights

General Government revenues include payments from the Lakeshores Library System partnership with Racine and Walworth Counties to WCFLS member libraries for their use of libraries in the County, which increases by \$9,623, or 6.7% to \$153,130. County Library Tax Levy increases by \$80,039 or 2.89% to \$2,853,939. The Library Tax Levy increase is associated with higher circulation usage rates by residents of non-library communities using libraries in the County and higher member library operating costs (see previous page for the Library Tax Levy calculation, and see activity data, below). Personnel Costs increase by \$729, or about 1.9%. Changes in Operating Expenses, include higher payments of County Library Tax Levy, mostly to Waukesha Federated member libraries. Operating expenses also include payments to the federated library system's resource library funded with state aid and payments to member libraries from Lakeshores Library System (Racine and Walworth Counties) for their residents' use of Waukesha County member libraries. By County Code 11-4 the usage of the 16 libraries by residents of the 18 communities without libraries determines the county library funding amount. For purposes of the 2011 budget, those residents borrowed 17.5% of the materials at libraries and the County ordinance requires them to be taxed for 17.5% (the circulation %) of the library operating costs.

<b>Activity</b>	<b>2009 Budget</b>	<b>2010 Budget</b>	<b>2011 Budget</b>	<b>2010 - 2011 Change</b>
Circulation to residents subject to library tax (2 yrs prior to budget year)	817,635	833,193	867,190	33,997
Percent Non Library Community Borrowing of Total County Borrowing	17.42%	17.39%	17.50%	Less than 1%
<b>Budget Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2009-2011 Average</b>
Total Local Allowable Library Cost, for budget purposes per County Code 11-4	\$15.8 Mil.	\$15.9Mil.	\$16.3 Mil	\$16.0 Mil.
Percent Increase Library Allowable Operating Costs	2.56%	1.0%	2.38%	2%



Payments to Member Libraries/Systems (cont.)

**How the 2011 Special County Tax Distribution Formula is Distributed:**

In August 2008, the County Board adopted a new Library Tax Levy Distribution formula to take effect beginning with the 2009 Budget year, based on the recommendations of a Special Library Funding Distribution Formula Review Committee (chaired by a County Board Supervisor). The Committee evaluated funding formula options with the major policy goals of fairness, stability and clarity.

**Library Distribution Formula:**

- A) Libraries first receive the minimum dollar amount required by Wisconsin State Statute 43.12 (which is 70% of the library's operating expenditures), known as the Act 150 minimum.
- B) After distributing the Act 150 minimums, remaining levy is distributed to libraries based on their effort in circulating materials to outside communities. Circulation effort is defined as the sum of member library's circulation to residents of non-library (True Non-Resident - TNR) communities, plus its net crossover circulation. Net crossover circulation for each library community is determined by subtracting the amount of materials their residents borrow from other library communities from the amount of library materials that residents of other county library communities borrow from them. Circulation effort from overall net lenders (i.e., libraries with positive circulation effort) is added together, and net lenders receive the remaining tax levy based on their proportion of total positive circulation effort.
- C) To provide stability in funding, this formula limits decreases for each library to 5% or \$5,000, whichever is less. However, this cap may not prevent libraries from receiving their state-required Act 150 minimum distribution, as mentioned above.
- D) After applying these limits (in C), any remaining Library Tax Levy will be distributed on the same basis as in (B). When this occurs, some libraries will receive an allocation increase greater than 5% or \$5,000 from the prior year, as is the case for some Libraries in 2011. (See 2010-2011 Library Tax Levy Distribution table, below.) However, if applying these caps uses more Library Tax Levy than available, proportionate reductions in libraries' increases will be made to remain within the available Library Tax Levy amount.

**2010-2011 Library Tax Levy Distribution**

Library	2010 Distribution	2011 Distribution	10 vs. 11 \$ Change	10 vs. 11 % Change
Big Bend	\$18,203	\$17,293	(\$910)	-5.0%
Brookfield	\$293,367	\$292,808	(\$559)	-0.2%
Butler	\$468	\$1,233	\$765	163.5%
Delafield	\$242,193	\$260,604	\$18,411	7.6%
Eagle (Alice Baker)	\$15,825	\$21,293	\$5,468	34.6%
Elm Grove	\$34,755	\$33,587	(\$1,168)	-3.4%
Hartland	\$224,858	\$233,529	\$8,671	3.9%
Menomonee Falls	\$8,724	\$8,288	(\$436)	-5.0%
Mukwonago	\$325,676	\$336,821	\$11,145	3.4%
Muskego	\$35,289	\$47,139	\$11,850	33.6%
New Berlin	\$5,199	\$8,158	\$2,959	56.9%
North Lake	\$40,935	\$51,666	\$10,731	26.2%
Oconomowoc	\$253,036	\$261,327	\$8,291	3.3%
Pewaukee	\$71,664	\$77,004	\$5,340	7.5%
Sussex-Lisbon (Pauline Haass)	\$73,303	\$70,598	(\$2,705)	-3.7%
Waukesha	\$1,124,939	\$1,131,054	\$6,115	0.5%
<b>Subtotal Payments to Waukesha Co. Member Libraries</b>	<b>\$2,768,434</b>	<b>\$2,852,402</b>	<b>\$83,968</b>	<b>3.0%</b>
InterCounty Payments	\$5,466	\$1,537	(\$3,929)	-71.9%
<b>Total Library Tax Levy Distribution</b>	<b>\$2,773,900</b>	<b>\$2,853,939</b>	<b>\$80,039</b>	<b>2.9%</b>



**Fund Purpose**

The State Aids, Federal and Other Miscellaneous special revenue fund is responsible for providing library services to all residents of the County through services offered by the federated library system to the 16 member libraries. State aids provide the majority of revenues and are distributed to the library system through a State statutory formula. The Wisconsin Division for Libraries, Technology and Community Learning (DLTCL) must approve the budget based on whether DLTCL determines that the Library System has an effective service program in each of the required service areas specified in Wisconsin Statute 43.19. The Waukesha County Federated Library System Board develops the budget for these State aids based on the amount of funds that the DLTCL estimates. In addition to State aids, the Library System applies for Federal and other grant funds whenever possible to enhance its program of service for the member libraries and the citizens of Waukesha County. Grants are applied for on a project specific basis. Additionally, WCFLS negotiates with neighboring library systems for reimbursement dollars to cover the cost of library borrowing by their residents at member libraries in the Waukesha County Library System. Currently, the System has such a contract with the Lakeshores Library System (Racine and Walworth Counties).

**State Aids, Federal & Misc. Fund**

Financial Summary	2009	2010	2010	2011	Change From 2010	
	Actual	Adopted Budget	Estimate	Budget	\$	%
<b>Revenues</b>						
General Government	\$1,299,241	\$1,267,643	\$1,291,459	\$1,277,950	\$10,307	0.8%
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$30,000	\$45,000	\$45,000	\$0	(\$45,000)	-100.0%
Interdepartmental	\$0	\$0	\$0	\$3,208	\$3,208	N/A
Other Revenue	\$32,628	\$36,000	\$37,000	\$43,072	\$7,072	19.6%
Appr. Fund Balance (a)	\$47,312	\$96,652	\$97,352	\$0	(\$96,652)	-100.0%
<b>County Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Total Revenue Sources</b>	<b>\$1,409,181</b>	<b>\$1,445,295</b>	<b>\$1,470,811</b>	<b>\$1,324,230</b>	<b>(\$121,065)</b>	<b>-8.4%</b>
<b>Expenditures</b>						
Personnel Costs (a)	\$588,192	\$599,838	\$592,950	\$535,143	(\$64,695)	-10.8%
Operating Expenses (a)	\$675,132	\$753,971	\$721,130	\$697,296	(\$56,675)	-7.5%
Interdept. Charges	\$84,850	\$91,486	\$91,486	\$91,791	\$305	0.3%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total Expenditures</b>	<b>\$1,348,174</b>	<b>\$1,445,295</b>	<b>\$1,405,566</b>	<b>\$1,324,230</b>	<b>(\$121,065)</b>	<b>-8.4%</b>
Rev. Over (Under) Exp.	\$61,007	-	\$65,245	-	-	N/A
<b>Position Summary (FTE)</b>						
Regular Positions (b)	7.00	7.00	7.00	6.25	(0.75)	
Extra Help	0.00	0.02	0.00	0.02	0.00	
Overtime	0.01	0.01	0.00	0.01	0.00	
<b>Total</b>	<b>7.01</b>	<b>7.03</b>	<b>7.00</b>	<b>6.28</b>	<b>(0.75)</b>	

- (a) None of the Fund Balance appropriations in 2009 of \$47,312 were needed, including \$35,000 for potential retirement sick leave and vacation payout expenses that did not occur. Fund Balance appropriation in 2010 included a potential one-time local match for a state Department of Public Instruction (DPI) led ARRA (American Recovery and Reinvestment Act - federal stimulus) funded project to upgrade the Waukesha County Federated Library System's (WCFLS) Wide Area Network (\$80,000). Fund balance was also budgeted to cover a portion of the full-text database expenses (\$8,652) and a redesign of WCFLS's web site (\$8,000). The 2011 fund balance amount is \$0.
- (b) The reduction of 0.75 FTE staffing reflects a transfer of staffing from this Fund to the CAFÉ Shared Automation Fund indicated later in this budget document. The Federated Library System will take over funding and governance of the shared automation system for 14 of 16 member libraries during 2011. The transfer reflects this change in duties.

**Major Departmental Strategic Outcomes and Objectives for 2011****County-Wide Key Strategic Outcomes: Cost effective services delivered with competence and skill**

**Objective 1:** Continue to improve operational efficiency so that the County's library tax remains below the State average. The State average benchmark, based on information provided by the Department of Public Instruction – Division of Library, Technology and Community Learning, is \$127 for a \$272,100 house, 22% higher than the Waukesha average. The average tax in library communities is \$116 and in a non-library community taxed by the county the rate is \$64. The combined average is \$104.

Key Outcome Indicator: County-wide Average Library Tax.

Performance Measure:	2009 Actual	2010 Budget	2010 Estimate	2011 Target
Est. Median Value of a Home in Waukesha Co.	\$281,100	\$272,100	\$272,100	\$260,700
37 community average library tax	\$103	\$102	\$102	\$104

**County-Wide Key Strategic Outcome: A well planned county**

**Objective 2:** Implement Standards incorporated in County Ordinances 11-4 (County Funding Formula) and 11-5 (Alternative Qualification for Exemption), and described in the Library Services Plan. Standards include hours open, staffing levels, materials budgets, size of materials collections, and the Library service effort ratio. By State Law - ss. 43.11 (3)(d), Wis. Stat., the County Board must act on exemptions to County levy for any non-complying municipalities by September 1 of each year.

Key Outcome Indicator: Libraries meeting minimum County standards for hours open, collection size, staffing levels, and materials spending, or alternatively, by achieving library service effort ratio. If a library community fails to meet these standards, they will lose their exemption from the True Non-Resident (TNR) Tax Levy.

Performance Measure:	2009 Actual	2010 Budget	2010 Estimate	2011 Target
Libraries meeting standards as specified in County Code	16 of 16	16 of 16	16 of 16	16 of 16

**County-Wide Key Strategic Outcome: A county that provides customers with quality programs and services**

**Objective 3:** Local Strategic Planning efforts. Make local planning efforts for member libraries a major priority, especially for those four member libraries that are presently below State (but not County) standards. Set up procedure to ensure that all libraries have plans whether or not they work with the system to develop them.

Key Outcome Indicator: Local library plans developed with assistance from Waukesha County Federated Library System (WCFLS) staff and total plans in place.

Performance Measure:	2009 Actual	2010 Budget	2010 Estimate	2011 Target
WCFLS Assisted plans	11	9	11	11
Plans meeting WCFLS criteria	5	7	4	5
Total plans in place	16	16	15	16

Four libraries need to update their plans to be current. The libraries are working on the plans.

Administrative Services

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Program Description

Administrative Services is responsible for coordinating and providing efficient administrative and clerical support.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>1.44</b>	<b>1.46</b>	<b>1.43</b>	<b>1.46</b>	<b>0.00</b>
General Government	\$234,021	\$130,457	\$130,457	\$223,500	\$93,043
Interdepartmental	\$0	\$0	\$0	\$3,208	\$3,208
Other Revenue	\$32,628	\$34,000	\$34,000	\$40,072	\$6,072
Appr. Fund Balance	\$35,000	\$96,652	\$96,652	\$0	(\$96,652)
<b>County Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$301,649</b>	<b>\$261,109</b>	<b>\$261,109</b>	<b>\$266,780</b>	<b>\$5,671</b>
Personnel Costs	\$108,081	\$109,208	\$107,119	\$111,951	\$2,743
Operating Expenses	\$80,413	\$66,006	\$65,372	\$67,923	\$1,917
Interdept. Charges	\$81,058	\$85,895	\$85,895	\$86,906	\$1,011
<b>Total Expenditures</b>	<b>\$269,552</b>	<b>\$261,109</b>	<b>\$258,386</b>	<b>\$266,780</b>	<b>\$5,671</b>
Rev. Over (Under) Exp.	\$32,097	-	\$2,723	-	-



Program Highlights

General Government revenues increase \$93,043 due to an increase in State Library Aids allocated to this program to offset a reduction in one-time fund balance budgeted in 2010. State Aids Fund balance were budgeted in 2010 largely for one-time technology equipment and anticipated local match dollars related to a project to replace the system's Wide Area Network (WAN). This replacement is led by the State Department of Public Instruction and funded with ARRA (American Recovery and Reinvestment Act – federal stimulus). Interdepartmental Revenues of about \$3,200 consist of administrative cost recovery revenues charged for the first time to the newly transitioned CAFÉ Shared Automation Fund (discussed later).

Personnel costs increase by \$2,743 mostly due to the cost to continue current staff allocated to this program. Operating costs rise \$1,917, reflecting costs to continue current operations, including \$2,231 in office supplies. The administrative budget includes costs to continue to apply for National Association of Counties (NACO) Achievement Awards – WCFLS has received eleven awards in the last nine years.

Resource Sharing

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Program Description

The Federated Library System aids member library collection development and provides system-wide services that improve collection access and assists in member library operations. Specific program activities include the coordination of interlibrary loan services within the County, and the processing/filling of requests for materials that are not found within the System via requests to libraries outside the County. Activities also include delivery services between System member libraries and academic libraries in the County allowing Waukesha County residents to borrow library materials from and return them to any System member library.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>2.43</b>	<b>2.43</b>	<b>2.43</b>	<b>2.43</b>	<b>0.00</b>
General Government	\$475,739	\$446,181	\$444,771	\$473,773	\$27,592
<b>County Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$475,739</b>	<b>\$446,181</b>	<b>\$444,771</b>	<b>\$473,773</b>	<b>\$27,592</b>
Personnel Costs	\$180,464	\$185,807	\$183,474	\$189,314	\$3,507
Operating Expenses	\$294,275	\$259,146	\$260,069	\$283,207	\$24,061
Interdept. Charges	\$1,000	\$1,228	\$1,228	\$1,252	\$24
<b>Total Expenditures</b>	<b>\$475,739</b>	<b>\$446,181</b>	<b>\$444,771</b>	<b>\$473,773</b>	<b>\$27,592</b>

Rev. Over (Under) Exp.	-	-	-	-	-
------------------------	---	---	---	---	---



Program Highlights

General Government revenues increase by \$27,592, mostly to reflect an increase in state aid allocated to the program by \$21,739 to \$410,773. In addition, charges to member libraries for a portion of the system's full-text database costs increase by \$5,853 to \$63,000. The Federated Library's portion, funded with state library aids, increases by \$14,147, to \$57,000, for a total full-text database cost budget of \$120,000.

Personnel costs increase by \$3,507, mostly due to the cost to continue staff allocated to this program. Operating costs increase by \$24,061, mostly due to an increase full-text database costs by \$20,000 to \$120,000, mentioned above.

Automation Technology

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Program Description

The Federated Library System works with the member libraries to maintain and develop automated systems to aid in the efficient delivery of library services.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>0.30</b>	<b>(0.75)</b>
General Government	\$131,459	\$190,798	\$198,024	\$81,340	(\$109,458)
Charges for Services	\$30,000	\$45,000	\$45,000	\$0	(\$45,000)
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$12,312	\$0	\$0	\$0	\$0
<b>County Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$173,771</b>	<b>\$235,798</b>	<b>\$243,024</b>	<b>\$81,340</b>	<b>(\$154,458)</b>
Personnel Costs	\$105,117	\$107,386	\$106,380	\$31,794	(\$75,592)
Operating Expenses	\$53,805	\$125,458	\$95,307	\$46,267	(\$79,191)
Interdept. Charges	\$2,537	\$2,954	\$2,954	\$3,279	\$325
<b>Total Expenditures</b>	<b>\$161,459</b>	<b>\$235,798</b>	<b>\$204,641</b>	<b>\$81,340</b>	<b>(\$154,458)</b>
Rev. Over (Under) Exp.	\$12,312	-	\$38,383	-	-



Program Highlights

General Government revenues decrease by \$109,458, resulting from a reduction of state Library Aids allocated to this program to \$63,940, mostly due to the removal of \$80,000 in one-time operating expenditures appropriated in the 2010 budget to purchase equipment and supply a local match for the State-led replacement of the Wide Area Network (WAN) (mentioned previously in the Administrative Services program.) The remaining \$17,400 of base revenue consists of an annual library automation block grant from the federal government (passed through the State Department of Public Instruction).

Charges for Service, to recover costs for a portion of the Library Automation Coordinator's position working on the CAFÉ Shared Automation system, is shifted into the new CAFÉ Shared Automation Fund for 2011 (accounted for as General Government Revenue) along with the 0.75 FTE (1,560 hours) of the Coordinator's position (discussed later in this document).

Personnel Costs decrease by \$75,592, mostly due to the shifting of 0.75 FTE of the Library Automation Coordinator's position out to the CAFÉ Shared Automation Fund, mentioned above. Operating expenditures decrease by \$79,191, mostly due to the removal of \$80,000 in one-time expenditures related to the replacement of the system's WAN, mentioned above.

Education and Outreach

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Program Description

Provide services and activities that include the offering of continuing education opportunities for library staff and board members and education/outreach programs for youth and special needs library users.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>1.73</b>	<b>1.73</b>	<b>1.73</b>	<b>1.73</b>	<b>0.00</b>
General Government	\$223,103	\$226,484	\$244,484	\$220,711	(\$5,773)
Other Revenue	\$0	\$2,000	\$3,000	\$3,000	\$1,000
Appr. Fund Balance	\$0	\$0	\$700	\$0	\$0
<b>County Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$223,103</b>	<b>\$228,484</b>	<b>\$248,184</b>	<b>\$223,711</b>	<b>(\$4,773)</b>
Personnel Costs	\$155,959	\$159,131	\$158,249	\$163,049	\$3,918
Operating Expenses	\$66,889	\$67,944	\$73,974	\$60,308	(\$7,636)
Interdept. Charges	\$255	\$1,409	\$1,409	\$354	(\$1,055)
<b>Total Expenditures</b>	<b>\$223,103</b>	<b>\$228,484</b>	<b>\$233,632</b>	<b>\$223,711</b>	<b>(\$4,773)</b>
Rev. Over (Under) Exp.	-	-	\$14,552	-	-



Program Highlights

General Government revenues decrease by \$5,773, mostly due to the anticipated loss of a \$9,300 non-competitive federal/state Library Sciences and Technology Act (LSTA) grant in 2011. This grant was budgeted in 2010 to purchase adaptive equipment designed to assist special needs patrons (e.g., hearing or visually impaired) at member libraries. Other revenue increases \$1,000 because of increased donations from a corporate donor for the annual trustee dinner. Personnel costs increase \$3,918, reflecting the cost-to-continue for 1.73 FTE existing staff allocated to this program. Operating expenditures decrease by \$7,636, mostly due to the loss of \$9,300 LSTA grant, the removal of \$8,000 in one-time expenditures budgeted in 2010 to upgrade the system's website, partially offset by an increase in tuition, training and travel related expenditures by \$7,438.



**Fund Purpose**

CAFÉ (Computer Access for Everyone) provides automated library services for 14 of the 16 libraries in the county. It was formed in 2003 by Waukesha, Brookfield and Muskego. Governance was by the Waukesha Public Library Board. Funding was by contractual membership dues. By 2006, 11 other libraries joined. Menomonee Falls and New Berlin are not members although New Berlin may likely join in 2011. During 2010, Waukesha Public Library, the member libraries of CAFÉ, and the federated library system engaged in a planning process. The result was a determination that the governance and fund handling of CAFÉ should be handled by the federated library system. The transfer is planned for July 2011. The budget is for only half of the year. By 2012 the operating budget will be over \$425,000. The operation is entirely funded by membership dues by member libraries.

**CAFÉ Shared  
Automation**

<b>Financial Summary</b>	2009	2010	2010	2011	Change From 2010	
	Actual (a)	Adopted Budget (a)	Estimate (a)	Budget	\$	%
<b>Revenues</b>						
General Government				\$217,128	\$217,128	N/A
Fine/Licenses				\$0	\$0	N/A
Charges for Services				\$0	\$0	N/A
Interdepartmental				\$0	\$0	N/A
Other Revenue				\$4,928	\$4,928	N/A
Appr. Fund Balance				\$0	\$0	N/A
<b>County Tax Levy</b>				<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Total Revenue Sources</b>				<b>\$222,056</b>	<b>\$222,056</b>	<b>N/A</b>
<b>Expenditures</b>						
Personnel Costs				\$86,420	\$86,420	N/A
Operating Expenses				\$103,247	\$103,247	N/A
Interdept. Charges				\$3,208	\$3,208	N/A
Fixed Assets				\$0	\$0	N/A
<b>Total Expenditures</b>				<b>\$192,875</b>	<b>\$192,875</b>	<b>N/A</b>
Rev. Over (Under) Exp.				\$29,181	\$29,181	N/A

**Position Summary (FTE)**

Regular Positions	0.75	0.75
Extra Help	0.00	0.00
Overtime	0.00	0.00
<b>Total</b>	<b>0.75</b>	<b>0.75</b>

(a) This fund is planned to be transitioned to Waukesha County Federated Library System from the Waukesha Public Library beginning in the 2011 budget.



**Program Highlights**

General Government revenues of \$217,128 consist of member library membership dues for participating in the CAFÉ (Computer Access for Everyone) Shared Automation System, that are expected to be transferred in from the Waukesha Public Library (WPL) following the transition of CAFÉ operations from WPL to WCFLS, planned for July 2011. Other Revenues of \$4,928 consists of projected interest earnings on CAFÉ Fund Balance, planned to be transferred in from WPL (discussed below).

Personnel costs include 0.75 FTE (1,560 hours) of the Library Automation Coordinator's position, mentioned previously, estimated to cost \$77,670. Personnel costs also include \$8,750 in unemployment costs incurred by reducing staffing for CAFÉ before the transfer. Operating expenditures include \$42,300 in contracted services for a half-year of a 1.0 FTE WPL staff member to provide IT support; \$29,700 in one-time pass-through payments from the City of New Berlin to the CAFÉ software vendor to configure the City's library database in order to join CAFÉ, possibly in late 2011; \$14,000 for a partial-year subscription to an online cataloging system; \$7,600 for miscellaneous small equipment repairs and replacements; and several smaller operating expenditure items related to CAFÉ operations.

Revenues over expenditures, estimated in the budget at \$29,181, consist mostly of member library contributions to CAFÉ for software/equipment replacements. **All excess revenues will be retained and assigned in this special revenue fund and be used to provide future software/equipment replacement and/or automation services to participating member libraries in future years' budgets.** The WCFLS director anticipates that the Waukesha Public Library will transition its existing software/ equipment replacement fund, estimated to exceed \$400,000, to this special revenue fund during 2011.

**THIS PAGE LEFT BLANK**