Pioneer Library System

2021 Fees and Grants Document
Approved by the Pioneer Library System Board on 12/8/2020

Fees

Cataloging (included in OWWL)

Use of PLS 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. PLS will subsidize 19% of the total cataloging costs in 2021.

Downloadable Collection Fiction Content-OWWL2go ($114,807 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 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.

Mobile Maker Kit Consumables

The Mobile Maker Kits are available for member libraries to borrow and use in their programs at no cost; however a few of these kits contain consumable supplies that PLS will invoice $5 per loan on a bi-monthly basis.

OWWL ($299,623 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 BookWhere cataloging costs. PLS will subsidize 19% of the total OWWL costs. Fees are based on annual report statistics and are billed in July and payable to PLS August 15th. The fee schedule is in effect from January 1, 2021 through December 31, 2021.

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 until retired, Active Directory to replace DeepFreeze, Idrive cloud for critical staff backup, and NiNite software to manage upgrades (expires Feb 2020). Pro-rated costs for this security software platform will be passed through to member based on number of computers. Several libraries are also using Linux LTSP to proivide 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 2021 is $900.

GRANTS

Telecommunications (Total cost $103,316 -erate refunds $83,681 = Net cost to members $19,630)

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. For those libraries with modem connections, PLS secured upgraded bandwidth contracts with Time Warner through June 30, 2021. For the remaining libraries with fiber connections, contracts with either First Light or Time Warner have been secured through June 30, 2022.

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 2021 for the July 2021-June 2022 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 ($978)

Member libraries are invited to enroll their employees in the Pioneer Library System EAP through ESI at a cost of $21/employee. Pioneer Library System is subsidizing the remaining $4.70 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 trainings and one-on-one coaching. The contract runs from December 1, 2020 through November 30, 2021.

LSSA-Unserved ($6,542)

As in previous years, 100% of LSSA- Unserved will be allocated to PLS for OWWL support in 2021.

LLSA ($76,553)

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 ($97,000 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 ($4,400)

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, PLS Board meetings, and PLS Committee and Sub-committee meetings that are not primarily hosted online. 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 ($42,604.41)

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

1. Syndetics Unbound- $11,950.58 (January 1,2021-January 31, 2022)
2. Ancestry.com- $30,653.83 (June-May)

Downloadable Collections – ($72,548)

In 2021, the annual platform fee ($8,000) for OverDrive's downloadable ebook and audiobook service (OWWL2go) will be paid with Central Library Aid. Additional Central Library Aid will be used support the OverDrive non-fiction collection ($64,548).

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

The System's Outreach department will continue to develop library services designed to meet the needs of the eight-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

Administrative Consultations

Pioneer Library System offers a variety of administrative consultation services to member libraries including:

1. Strategic planning
2. Budget vote support
3. Policy development
4. Minimum standard compliance
5. Trustee consultations
6. Annual report training and support

Computer, Networking, and Technology Support

Pioneer Library 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.

Professional Development Classes and Opportunities

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