



Technical Services Study

Prepared by

Angela Dodge, MLIS

Library Consultant

Final Report

June 2006

Technical Services Study

Introduction

The Winnefox Library System (WLS) consists of the 30 public libraries in Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago counties. One subprogram of WLS is Winnefox Cooperative Technical Services (WCTS). WCTS is a cooperative processing center with 19 member libraries from Green Lake, Marquette, and Waushara Counties (App., Tbl. 1).

This study examines the procedures and cost-effectiveness of the selection, acquisition, cataloging and processing of library materials in the WCTS office. Three WLS libraries which are not WCTS members have been studied for comparison (App., Tbl. 2).

WCTS Revenues/Expenses

WCTS has an annual budget of \$330,000 (App., Tbl. 3 – Summary, Tbl. 4 – Revenue, Tbl. 5 – Expense). WCTS is funded by the 3 participating counties, not directly by the libraries in those counties. The per capita funding dollar amount paid by each county is being equalized over several years.

Table 1 - 2005 WCTS County Funding

	<u>2005 WCTS Support</u>	<u>Percent of Total Support</u>	<u>2003 DOA Pop Estimate</u>	<u>2005 Per Capita</u>
Green Lake	\$55,825	36%	19,250	\$2.90
Marquette	\$24,565	16%	14,888	\$1.65
Waushara	\$71,502	48%	24,656	\$2.90
Totals	\$151,892	100%	58,794	\$2.58

Member library revenues and rotating collections revenues are paid by the libraries. Member library revenues are billed reimbursement for the books and processing supplies purchased by WCTS on behalf of the libraries.

Rotating collection revenues are membership dues for inclusion in the Audio Book, Large Print or DVD circuit. The rotating collection circuits are open to all WLS members and the membership dues are paid by the participating libraries (App., Tbl. 6). The DVD circuit was a WLS funded program for 2005 and is being transferred to the WCTS budget for 2006 with membership dues. The DVD revenue listed in the financials is actually payment for 2006 membership. At this time, the membership revenue received is used to purchase new materials for the circuit collections. The additional personnel time to process the new materials and administer the rotations is not calculated into the membership dues. For 2005, approx. 631 new titles were processed (\$2,217) and added to the circuits and 1,196 personnel hours (\$20,474) were used to administer the rotations. The WCTS libraries are paying these costs through their WCTS county contracts, while the WLS libraries are not paying any of these costs. At the current collection development level, if these charges were funded by all participating libraries, this would add an additional \$355 charge per WLS library per circuit.

Table 2 - WCTS Circuit Libraries 2005-6

	2005	2006	2005	2006	2005	2006
	<u>ABC</u>	<u>ABC</u>	<u>LP</u>	<u>LP</u>	<u>DVD</u>	<u>DVD</u>
WCTS Libraries	15	15	16	14	17	13
WLS Libraries	4	4	4	3	8	5
Total Libraries	19	19	20	17	25	18
Membership Dues	\$350	\$350	\$200	\$200	-	\$200
Total Revenue	\$6,650	\$6,650	\$4,000	\$3,400	-	\$3,600
Total Expense	\$6,650		\$3,5956		-	

WCTS is operated with two full-time and two part-time employees (2.575 FTE). Also included in the personnel expenses is payment for half of one Winnefox Automated Library Services (WALS) tech services position. This funding allows open access WALS technical support to WCTS and all of its member libraries. In addition to the catalog support, this position has helped in the creation of the new online selection list/ordering system. While WCTS pays a WALS membership fee of \$9,184.42, the member libraries receive a discount of \$550 each (\$10,450 total) on their individual WALS memberships.

The periodicals expense is for the journals that are reviewed to create the selection lists. The group purchase supplies expense is for supplies ordered by WCTS and offered to WLS libraries at the discounted bulk cost. The unallocated reserve is funding the Collection Enhancement and WCTS Library Improvement Grants.

Library Expense Comparisons

Carter Memorial Library (Omro), Spillman Public Library (North Fond du Lac), and Winneconne Public Library were selected as comparison libraries for this study. Their expense financials have been matched to those used by WCTS (App., Tbl. 7). All three libraries include processing supplies in their supplies-office expense. An estimate of these expenses has been reallocated to catalog processing supplies. Their review journal expenses have also been moved.

Personnel costs for each library have been broken out by employee and function (App., Tbl. 8-11). The hour per week time allocations are estimates based on personnel interviews. These small libraries do a large amount of multitasking, covering the circulation desk and processing materials at the same time. The number of hours spent on one function will also vary greatly from day to day and week to week. The other hours include administration, circulation, and special programming time.

Table 3 – Personnel Costs by Function

		Total	Selection	Ordering	Cataloging	Processing	Circuits	Other
<u>WCTS</u>								
	Total Hrs/Wk	103	16	12	12	12	23	29
	Totals	\$ 109,705.49	\$ 19,870.88	\$ 14,057.45	\$ 12,366.03	\$ 5,400.57	\$ 20,474.37	\$ 37,536.19
WALS Position		\$ 26,425.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,425.04
	Total All Pers.	\$ 136,130.53	\$ 19,870.88	\$ 14,057.45	\$ 12,366.03	\$ 5,400.57	\$ 20,474.37	\$ 63,961.23
<u>NFDL</u>								
	Total Hrs/Wk	87	4	2	7	16		62
	Totals	\$ 103,142.01	\$ 7,645.58	\$ 3,822.79	\$ 13,379.76	\$ 10,664.40	\$ -	\$ 75,275.06
<u>OMRO</u>								
	Total Hrs/Wk	90	6	2	6	13		63
	Totals	\$ 96,185.73	\$ 8,084.73	\$ 1,446.95	\$ 4,340.85	\$ 9,405.17	\$ -	\$ 72,908.03
Custodian		\$ 4,237.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,237.86
	Total All Pers.	\$ 100,423.59	\$ 8,084.73	\$ 1,446.95	\$ 4,340.85	\$ 9,405.17	\$ -	\$ 77,145.89
<u>WINN</u>								
	Total Hrs/Wk	78	2	3	8	20		50
	Totals	\$ 82,255.89	\$ 3,152.98	\$ 4,729.46	\$ 12,611.90	\$ 11,568.80	\$ -	\$ 58,075.19

Selection

WCTS creates six selection lists per year for its member libraries. Many sources are reviewed for inclusion on these lists. Paid subscription sources include Booklist, Library Journal, Book Notes and Video Librarian. Other free sources include Ingram Advance, Midwest Tape, Baker & Taylor, Criticas, Thorndike and other publisher catalogs, Billboard, and B&T CD Hotlist.

Paid subscription sources reviewed by the comparison libraries include Booklist, Audiofile and Video Librarian (NFDL), and the WCTS Selection List (Winn). Free sources include B&T Paperclips (NFDL), Bethany House, and Picture Window Books (Omro). The review of publisher catalogs and other sources varies greatly based on time availability. The librarians will often attend CCBC and WLS selection workshops. They also rely on patron requests and interests.

As part of this study the August 2005 WCTS selection list was examined (App., Tbl. 12).

Table 4 – 08/05 Selection List Reviews Summary

Review Source	Reviewed Titles	Selected Titles							Total Selected	% Selected
		Fiction	N-Fiction	LgPrint	BkCD	BkCass	Vid/DVD	MusCD		
Review Totals	7898	398	268	46	24	19	109	41	905	11%
Book Title Totals		345	259	45	24	19	109	41	842	

Of the 7,898 titles that were reviewed for this selection list, 905 reviews of 842 titles were included in the list. After surveying the reviews used for this list, the materials selected seemed very appropriate for smaller libraries. WCTS libraries ordered 483 of the titles. For the items that were not ordered by any WCTS library, the titles included 17 of 56 general adult (F), 14 of 51 mystery adult (F), 12 of 16 graphic novels (F), 12 of 55 general beginning chapter (F), 19 of 21 biography adult (NF), 13 of 21 history/current events adult (NF), 13 of 17 travel adult (NF), 11 of 32 new releases adult DVD's, 18 of 27 misc. adult DVD's, and 21 of 41 Music CD's. One or more of the comparison libraries ordered 217 of the titles. Winneconne purchases the Selection List from WCTS, greatly values it, and uses it as a primary source for their material selection.

Table 5 - Selection List Orders

Type	WCTS Ordered	Not Ordered	Book Titles Total	% WCTS Ordered	NFDL, OMRO, WINN Ordered	%
Fiction	242	103	345	70%	130	38%
Non-Fiction	104	155	259	40%	28	11%
Large Print	26	19	45	58%	4	9%
Book CD	16	8	24	67%	12	50%
Book Cass	10	9	19	53%	1	5%
Video/DVD	65	44	109	60%	36	33%
Music CD	20	21	41	49%	6	15%
Totals	483	134	842		217	
	57%	16%	100%		26%	

A large amount of personnel time is needed to read the reviews for the many new titles released. For a smaller library, finding that time during the library's open hours while multitasking can be difficult. Both NFDL and Winneconne librarians do most of their review reading and selection after library hours at home on their own time.

Winneconne currently purchases the selection list at a yearly cost of \$350. The actual cost of providing the selection list to the WCTS libraries is between \$700 and \$1,000. This estimate includes the subscription cost of the review journals, the personnel review time at approx. 50 reviews/hr. or 200 catalog summaries/hr., and the data entry of the selected titles into the online selection/ordering system. Based on the fact that the number of titles entered for this list is fewer than other lists (App., Tbl. 13), the 08/05 selection list cost estimate is conservative.

Table 6 - WCTS Selection List Cost

Cost Estimate - 08/05 Selection List		
	08/05 Cost	Yearly Cost
Review Source Cost	\$ 68.98	\$ 413.90
Review Hours	68	406
Review Personnel Cost	\$ 1,669.96	\$10,019.73
List Entry Hours	23	136
List Entry Personnel Cost	\$ 522.00	\$ 3,132.02
Total Cost	\$ 2,260.94	\$13,565.66
Cost/Library	\$ 119.00	\$ 713.98
Cost Estimate - Personnel Interviews		
	08/05 Cost	Yearly Cost
Review Source Cost	\$ 68.98	\$ 413.90
Personnel Cost	\$ 3,311.81	\$19,870.88
Total Cost	\$ 3,380.80	\$20,284.78
Cost/Library	\$ 177.94	\$ 1,067.62

In addition to selection list titles, other materials can also be requested through the online selection/ordering system. Whether they are older or new titles, they can be put into the system as add-ons. The statistics generated by the selection/ordering system (App., Tbl. 13) include these add-ons in the titles entered and ordered. This report is not a true representation of the actual selection list. In addition, the libraries can order materials independently of WCTS. Berlin Public Library orders most of their own materials. For the August selection list, 15 titles were not included in the system generated report.

	Total Titles	Add On Titles	List Titles	Total Ordered	Add On Ordered	List Ordered	List Ordered per WALs
Books/Other	1,024	291	733	697	291	406	418
Video/DVD	115	6	109	68	6	62	65
Total	1,139	297	842	765	297	468	483
				67%	100%	56%	57%

Ordering

WCTS orders all materials requested by the individual member libraries through the online system. By purchasing materials in volume with multiple copies of titles, WCTS receives larger discounts than the individual libraries would receive with single copy orders. A survey was conducted of titles purchased by both WCTS and the comparison libraries. Over the last six months of 2005, 38 titles were added to the WALs catalog by all of the libraries. Out of those titles, 19 were from the August 2005 selection list and four could not be used for identical comparison (App., Tbl. 14)

The majority of book titles are ordered either through Ingram or Baker & Taylor, while the Video/DVD titles are ordered through Midwest Tape or B&T. Materials will also be ordered using other vendors and direct from the publisher. The libraries ordering from Baker & Taylor are using the state contract and are not charged shipping. Ingram charges shipping based on warehouse location, but also offers 1% 10/Net 30 terms, which WCTS takes advantage of.

	<u>Discount Average</u>	<u>Net Price Total</u>	<u>Catalog Days Average</u>
Book Titles (13)			
WCTS	42.29%	198.15	3
NFDL	40.50%	199.95	12
OMRO	40.96%	198.25	4
WINN	40.00%	206.09	12
DVD Titles (2)			
WCTS	0.00%	44.98	15
NFDL	25.00%	44.23	41
OMRO	0.00%	44.98	10
WINN	0.00%	44.98	18

WCTS also has a summary of their Ingram orders for 2005.

Table 9 - 2005 WCTS Ingram Orders

	<u>Item Qty</u>	<u>Item Qty %</u>	<u>Invoice Amount</u>	<u>Invoice Amount %</u>	<u>List Amt</u>	<u>List Amt. %</u>	<u>Discount %</u>
Mass Market Pbk	489	6.1%	\$2,029.13	2.1%	\$3,413.73	2.2%	40.6%
Quality Pbk	1641	20.3%	\$13,267.21	13.8%	\$22,002.53	14.0%	39.7%
Hardcover	5272	65.4%	\$69,252.23	72.2%	\$113,756.72	72.2%	39.1%
Audio	353	4.4%	\$7,090.74	7.4%	\$12,863.44	8.2%	44.9%
Music	310	3.8%	\$4,306.09	4.5%	\$5,489.33	3.5%	21.6%
	8065	100.0%	\$95,945.40	100.0%	\$157,525.75	100.0%	39.1%

Cataloging/Processing

In addition to the vendor pricing, the cataloging/processing time was examined for the 15 titles. The vendor invoice date was compared to the item creation date within the WALIS catalog system. WCTS and Omro enter item records into the catalog at the beginning of the processing, while NFDL enters item records at the end. WCTS usually has the processed items sent to the individual libraries within 2-5 days and Omro usually has items on the shelf within 1-4 days after creating the item record.

The majority of the cataloging time is item record creation. When a title is not in the WALIS system, the bibliographic cataloging that is done by the libraries is brief record creation and not full original cataloging.

The cataloging/processing estimate includes the cataloging time at approx. 120 item records/hr. or 45 bib records/hr. and the processing time at approx. 35 hardcovers/hr. or 30 paperbacks/hr.. These time estimates assume continuous work and are conservative. The processing supplies are based on 75% hardcover and 25% paperback, additional supplies needed for some AV and other formats would add to this estimate.

Table 10 - Cataloging/Processing Cost

16,098 Processed Items		
Cost Estimate - Cataloging	Yearly Cost	Per Item
Cataloging Hours	190	
Cataloging Personnel Cost	\$ 3,766.71	\$ 0.23
Processing Hours	479	
Processing Personnel Cost	\$ 4,129.90	\$ 0.26
Processing Supplies	\$ 7,646.55	\$ 0.48
Total Cost	\$15,543.16	\$ 0.97
Cost Estimate - Personnel Interviews		
	Yearly Cost	Per Item
Cataloging Personnel Cost	\$12,366.03	\$ 0.77
Processing Personnel Cost	\$ 5,400.57	\$ 0.34
Processing Supplies	\$10,538.97	\$ 0.65
Total Cost	\$28,305.57	\$ 1.76

Table 11 – Personnel Per Item Costs - WCTS

	Total	Selection	Ordering	Cataloging	Processing	Circuits	Other
Totals	\$ 109,705.49	\$ 19,870.88	\$ 14,057.45	\$ 12,366.03	\$ 5,400.57	\$ 20,474.37	\$ 37,536.19
Total Items	16,098	16,098	16,098	16,098	16,098	16,098	16,098
Cost per Item	\$ 6.81	\$ 1.23	\$ 0.87	\$ 0.77	\$ 0.34	\$ 1.27	2.33

The supply costs vary greatly depending on the covering size and material used. The laminate rolls are less expensive than the sheets that WCTS uses, but may not be as easy to apply to the books. Because of the variation in book sizes and the estimation of books covered per roll, these costs are very general estimates. Winneconne is the only library in the study that security strips their materials at approx. 14¢/book. This average also does not include any needed AV cases.

Table 12 - Average Supply Cost

	Hardcover	Paperback	Other	Ave.
WCTS	0.26	1.08	0.08	0.47
NFDL	0.45	0.79	0.13	0.46
OMRO	0.20	0.24	0.11	0.18
WINN	0.36	0.57	0.11	0.35

The cost per item comparison between WCTS and the other study libraries shows that WCTS is cost effective at less than \$4.00 per book. For the final cost totals, the amounts were taken from the personnel interview time allocations with the expense amounts from the Periodicals and Cataloging Processing Supplies line items added to Selection and Processing respectively. The largest cost factor is personnel time and the wages and benefits given to the person responsible for each task. Since North Fond du Lac and Winneconne have employees continuously multitasking, the personnel estimates given are probably higher than the actual time spent.

Table 13 - Cost/Item Comparison

	WCTS 16,098 Items		NFDL 1,399 Items		OMRO 1,838 Items		WINN* 2,641 Items	
	Hrs/Wk	Cost/Item	Hrs/Wk	Cost/Item	Hrs/Wk	Cost/Item	Hrs/Wk	Cost/Item
Selection	16	\$ 1.26	4	\$ 5.65	6	\$ 4.40	2	\$ 1.32
Ordering	12	\$ 0.87	2	\$ 2.73	2	\$ 0.79	3	\$ 1.79
Cataloging	12	\$ 0.77	7	\$ 9.56	6	\$ 2.36	8	\$ 4.78
Processing	12	\$ 0.99	16	\$ 9.51	13	\$ 5.85	20	\$ 6.24
Totals	52	\$ 3.89	29	\$ 27.46	27	\$ 13.40	33	\$ 14.13

* Time Allocations provided by consultant only

Conclusion

WCTS processed 16,098 items for its member libraries in 2005 (App., Tbl. 15). This is 68% of the items added into the WALS system by these libraries. The libraries are paying for this service through their WCTS contracts. They are currently paying double for the personnel time spent processing the other 32% of the materials. WCTS is a cost effective operation that frees up individual librarian time for other duties.

Appendix

Table 1 - WCTS Member Libraries

<u>County</u>	<u>Library Name</u>	<u>Municipality</u>
Green Lake	Berlin Public Library	Berlin
	Caestecker Public Library	Green Lake
	Mill Pond Public Library	Kingston
	Markesan Public Library	Markesan
	Princeton Public Library	Princeton
Marquette	Endeavor Public Library	Endeavor
	Montello Public Library	Montello
	Neshkoro Public Library	Neshkoro
	Oxford Public Library	Oxford
	Packwaukee Public Library	Packwaukee
	Ethel Everhard Memorial Library	Westfield
Waushara	Coloma Public Library	Coloma
	Hancock Public Library	Hancock
	Leon-Saxeville Township Library	Pine River
	Plainfield Public Library	Plainfield
	Poy Sippi Public Library	Poy Sippi
	Redgranite Public Library	Redgranite
	Wautoma Public Library	Wautoma
	Patterson Memorial Library	Wild Rose

Table 2 - Non WCTS Study Libraries

<u>County</u>	<u>Library Name</u>	<u>Municipality</u>
Fond du Lac	Spillman Public Library	North Fond du Lac
Winnebago	Carter Memorial Library	Omro
	Winneconne Public Library	Winneconne

Table 3 - WCTS Budget Summary

WCTS Budget Summary	2004 Actual	2005 Actual	2005 Budget	2006 Budget	Difference 05-06	% Difference
Operating Revenue						
County Contracts	151,903.00	151,892.00	151,892.00	167,268.00	15,376.00	10.12%
Misc Revenue	3,105.55	5,751.23	5,500.00	5,500.00	0.00	0.00%
Total Operating Revenue	155,008.55	157,643.23	157,392.00	172,768.00	15,376.00	9.77%
Collection Enhancement Grants	26,794.06	18,211.68	19,000.00	9,500.00	-9,500.00	-0.50
WCTS Library Improvement Grants	0.00	0.00	0.00	40,000.00	40,000.00	#DIV/0!
Revenue From Members						
Member Purchases	148,935.91	140,741.56	132,000.00	140,000.00	8,000.00	6.06%
Rotating Collections	10,459.55	14,081.99	9,900.00	19,000.00	9,100.00	91.92%
Total Operating Revenue	159,395.46	154,823.55	141,900.00	159,000.00	17,100.00	12.05%
Prior Years Un-Allocated Reserve	81,839.66	91,075.47	91,075.47	86,632.64	-4,442.83	-4.88%
TOTAL REVENUE	423,037.73	421,753.93	409,367.47	467,900.64	58,533.17	14.30%
	2004 Actual	2005 Actual	2005 Budget	2006 Budget	Difference 05-06	% Difference
Operating Expenditures						
Personnel	122,972.36	136,130.53	136,372.41	138,663.70	2,291.28	1.68%
Contractual	22,077.19	21,147.42	20,807.42	24,327.00	3,519.58	16.92%
Administrative Supplies and Expenses	3,645.50	4,132.43	3,750.00	4,625.00	875.00	23.33%
Capital Purchases	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Library Materials	188.90	413.90	300.00	350.00	50.00	16.67%
Staff Training Travel and Dues	886.80	1,045.73	1,100.00	1,350.00	250.00	22.73%
Total Operating Expenditures	149,770.75	162,870.01	162,329.83	169,315.70	6,985.86	4.30%
Collection Enhancement Grants	26,794.06	1,821.68	19,000.00	9,500.00	-9,500.00	-0.50
WCTS Library Improvement Grants	0.00	0.00	0.00	40,000.00	40,000.00	#DIV/0!
Member Library Expenditures						
Material & Supply Expenditures	144,838.79	138,317.53	132,000.00	140,000.00	8,000.00	6.06%
Rotating Collections	10,558.66	10,245.59	9,405.00	19,000.00	9,595.00	102.02%
Total Member Library Expenditures	155,397.45	148,563.12	141,405.00	159,000.00	17,595.00	12.44%
TOTAL EXPENDITURES	331,962.26	313,254.81	322,734.83	377,815.70	55,080.86	17.07%
Un-Allocated Reserve	91,075.47	108,499.12	86,632.64	90,084.94	3,452.30	3.98%
Transfers from Un-Allocated Reserve	0.00	0.00	0.00	40,000.00		
Un-Allocated Reserve Balance	91,075.47	108,499.12	86,632.64	50,084.94		

Table 4 - WCTS Revenue Detail

WCTS REVENUE DETAIL	2004	2005	2005	2006	Difference	%
	Actual	Actual	Revised	Budget	05-06	Difference
Revenues	Revenues	Budget	Budget			
County Contracts						
Green Lake County Contract	57,260.00	55,825.00	55,825.00	59,966.00	4,141.00	7.42%
Marquette County Contract	21,700.00	24,564.00	24,565.00	30,403.00	5,838.00	23.77%
Waushara County Contract	72,943.00	71,503.00	71,502.00	76,899.00	5,397.00	7.55%
Total County Contracts	151,903.00	151,892.00	151,892.00	167,268.00	15,376.00	10.12%
Other Operating Revenue						
Interest Revenue	1,803.20	4,454.87	2,000.00	2,000.00	0.00	0.00%
Services	350.00	350.00	500.00	500.00	0.00	0.00%
Discounts Taken	952.35	946.36	3,000.00	3,000.00	0.00	0.00%
Misc Revenue	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Other Operating Revenue	3,105.55	5,751.23	5,500.00	5,500.00	0.00	0.00%
Collection Enhancement Grants						
WCTS Library Improvement Grants	26,794.06	18,211.68	19,000.00	9,500.00	-9,500.00	-50.00%
	0.00	0.00	0.00	40,000.00	40,000.00	#DIV/0!
Member Library Revenues						
Books	129,081.20	130,054.75	110,000.00	120,000.00	10,000.00	9.09%
Cataloging Processing Supplies	13,963.70	7,417.18	17,000.00	17,000.00	0.00	0.00%
Group Purchase Supplies	5,891.01	3,269.63	5,000.00	3,000.00	-2,000.00	-40.00%
Total Member Library Revenues	148,935.91	140,741.56	132,000.00	140,000.00	8,000.00	6.06%
Rotating Collections						
ABC	6,420.00	6,660.00	6,300.00	12,000.00	5,700.00	90.48%
Large Print	4,022.55	4,000.00	3,600.00	5,000.00	1,400.00	38.89%
DVD Circuit	0.00	3,400.00	0.00	2,000.00	2,000.00	#DIV/0!
Services-Other	17.00	21.99	0.00	0.00	0.00	#DIV/0!
Total Rotating Collections	10,459.55	14,081.99	9,900.00	19,000.00	9,100.00	91.92%

Table 5 - WCTS Expense Detail

WCTS EXPENDITURE DETAIL	2004 Actual Expenditures	2005 Actual Expenditures	2005 Revised Budget	2006 Budget	Difference 05-06	% Difference
Personnel						
Wages and Benefits	122,972.36	136,130.53	136,372.41	138,663.70	2,291.28	1.68%
Total Personnel	122,972.36	136,130.53	136,372.41	138,663.70	2,291.28	1.68%
Contractual Services						
Administrative Services	3,471.00	3,433.00	3,433.00	4,600.00	1,167.00	33.99%
Audit	830.00	1,090.00	750.00	1,260.00	510.00	68.00%
WALS Membership	10,336.19	9,184.42	9,184.42	11,027.00	1,842.58	20.06%
Rent	7,440.00	7,440.00	7,440.00	7,440.00	0.00	0.00%
Total Contractual Services	22,077.19	21,147.42	20,807.42	24,327.00	3,519.58	16.92%
Administrative Services & Supplies						
Postage	115.38	175.71	200.00	300.00	100.00	50.00%
Supplies - Office	952.35	1,498.40	1,000.00	1,300.00	300.00	30.00%
Telephone - Office, ILL	1,484.98	1,464.81	1,400.00	1,600.00	200.00	14.29%
Miscellaneous	5.00	30.00	100.00	100.00	0.00	0.00%
Property Insurance	150.24	110.64	100.00	175.00	75.00	75.00%
Photocopier Maintenance (office)	272.00	300.00	350.00	350.00	0.00	0.00%
Misc. Equipment Maintenance	0.00	0.00	100.00	100.00	0.00	0.00%
Workers Comp	665.55	552.87	500.00	700.00	200.00	40.00%
Total Administrative Services & Supplies	3,645.50	4,132.43	3,750.00	4,625.00	875.00	23.33%
Capital Expenditures						
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Library Materials						
Books	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Periodicals	188.90	413.90	300.00	350.00	50.00	16.67%
Library Materials	188.90	413.90	300.00	350.00	50.00	16.67%
Staff Training, Travel & Dues						
Dues - Professional Organizations	99.00	113.00	300.00	300.00	0.00	0.00%
Staff Training	427.05	384.99	300.00	450.00	150.00	50.00%
Staff Travel - Consulting	360.75	547.74	500.00	600.00	100.00	20.00%
Total Staff Training, Travel & Dues	886.80	1,045.73	1,100.00	1,350.00	250.00	22.73%
Collection Enhancement Grants	26,794.06	1,821.68	19,000.00	9,500.00	-9,500.00	-50.00%
WCTS Library Improvement Grants	0.00	0.00	0.00	40,000.00	40,000.00	#DIV/0!
MEMBER LIBRARY EXPENDITURES						
Member Library Purchases						
Books	131,609.39	126,983.13	110,000.00	120,000.00	10,000.00	9.09%
Cataloging Processing Supplies	11,256.93	10,538.97	17,000.00	17,000.00	0.00	0.00%
Group Purchase Supplies	1,972.47	795.43	5,000.00	3,000.00	-2,000.00	-40.00%
Total Member Library Purchases	144,838.79	138,317.53	132,000.00	140,000.00	8,000.00	6.06%
Rotating Collections						
ABC	6,256.73	6,650.00	5,985.00	12,000.00	6,015.00	100.50%
DVD Circuit	0.00	0.00	0.00	2,000.00	2,000.00	#DIV/0!
Large Print	4,301.93	3,595.59	3,420.00	5,000.00	1,580.00	46.20%
Total Rotating Collections	10,558.66	10,245.59	9,405.00	19,000.00	9,595.00	102.02%

Table 6 - WCTS Circuit Libraries 2005

<u>County</u>	<u>Library Name</u>	<u>Municipality</u>	<u>ABC</u>	<u>LP</u>	<u>DVD**</u>
Green Lake					
	Berlin Public Library	Berlin	X		X
	Caestecker Public Library	Green Lake	X	X	X*
	Mill Pond Public Library	Kingston		X	X*
	Markesan Public Library	Markesan	X	X	X
	Princeton Public Library	Princeton	X	X	X
Marquette					
	Endeavor Public Library	Endeavor	X	X*	X
	Montello Public Library	Montello	X	X	X
	Neshkoro Public Library	Neshkoro	X		
	Oxford Public Library	Oxford	X	X	X
	Packwaukee Public Library	Packwaukee		X	X
	Ethel Everhard Memorial Library	Westfield	X	X	X
Waushara					
	Coloma Public Library	Coloma	X	X	X
	Hancock Public Library	Hancock		X	X
	Leon-Saxeville Township Library	Pine River	X	X	X
	Plainfield Public Library	Plainfield	X	X	X
	Poy Sippi Public Library	Poy Sippi	X	X*	X
	Redgranite Public Library	Redgranite	X	X	X*
	Wautoma Public Library	Wautoma	X	X	X*
Fond du Lac					
	Brandon Public Library	Brandon	X	X	X
	Campbellsport Public Library	Campbellsport			X
	Fond du Lac Public Library	Fond du Lac			X*
	Spillman Public Library	North Fond du Lac	X		X
	Oakfield Public Library	Oakfield			X
	Ripon Public Library	Ripon		X	X*
Winnebago					
	Carter Memorial Library	Omro	X	X*	X
	Winneconne Public Library	Winneconne	X	X	X*
* Not Member 2006					
** WLS Program 2005 – No Dues					
Total Libraries			19	20	25
Membership Dues			\$350	\$200	
Total Revenue			\$6,650	\$4,000	
Total Expense			\$6,650	\$3,596	

Table 7 - Expense Comparison

WCTS STUDY EXPENDITURE DETAIL	WCTS 2005 Actual Expenditures	NFDL 2005 Actual Expenditures	OMRO 2005 Actual Expenditures	WINN 2005 Actual Expenditures
Personnel				
Wages and Benefits	136,130.53	103,142.01	100,423.59	82,255.89
Total Personnel	136,130.53	103,142.01	100,423.59	82,255.89
Contractual Services				
Administrative Services	3,433.00	0.00	2,210.75	4,144.36
Audit	1,090.00	0.00	0.00	0.00
WALS Membership	9,184.42	8,645.00	150.00	15,495.00
Rent	7,440.00	0.00	0.00	0.00
Total Contractual Services	21,147.42	8,645.00	2,360.75	19,639.36
Administrative Services & Supplies				
Postage	175.71	149.16	0.00	420.46
Supplies - Office	1,498.40	1,108.35	2,045.94	2,590.66
Telephone - Office, ILL	1,464.81	320.50	640.11	1,588.52
Miscellaneous	30.00	1,190.59	5,915.75	3,315.20
Property Insurance	110.64	0.00	0.00	0.00
Photocopier Maintenance (office)	300.00	0.00	0.00	0.00
Misc. Equipment Maintenance	0.00	430.45	0.00	0.00
Workers Comp	552.87	0.00	0.00	0.00
Total Administrative Services & Supplies	4,132.43	3,199.05	8,601.80	7,914.84
Capital Expenditures	0.00	254.10	2,544.15	0.00
Total Capital Expenditures	0.00	254.10	2,544.15	0.00
Library Materials				
Books	0.00		0.00	0.00
Periodicals	413.90	253.00	0.00	350.00
Library Materials	413.90	253.00	0.00	350.00
Staff Training, Travel & Dues				
Dues - Professional Organizations	113.00	371.63	0.00	0.00
Staff Training	384.99	653.48	0.00	0.00
Staff Travel -- Consulting	547.74	375.95	0.00	1,061.62
Total Staff Training, Travel & Dues	1,045.73	1,401.06	0.00	1,061.62
Collection Enhancement Grants	18,211.68	0.00	0.00	0.00
WCTS Library Improvement Grants	0.00	0.00	0.00	0.00
MEMBER LIBRARY EXPENDITURES				
Member Library Purchases				
Books	126,983.13	17,065.76	16,935.78	38,172.34
Cataloging Processing Supplies	10,538.97	2,000.00	1,000.00	4,000.00
Group Purchase Supplies	795.43	0.00	0.00	0.00
Total Member Library Purchases	138,317.53	19,065.76	17,935.78	42,172.34
Rotating Collections				
ABC	6,650.00	0.00	0.00	0.00
DVD Circuit	0.00	0.00	0.00	0.00
Large Print	3,595.59	0.00	0.00	0.00
Total Rotating Collections	10,245.59	0.00	0.00	0.00
TOTAL EXPENDITURES	329,644.81	135,959.98	131,866.07	153,394.05

Table 8 - Personnel Costs - WCTS

		Total	Selection	Ordering	Cataloging	Processing	Circuits	Other
Program coordinator								
Hrs/Wk		40	8	4	0	0	8	20
Wages	\$	38,381.51	\$ 7,676.30	\$ 3,838.15	\$ -	\$ -	\$ 7,676.30	\$ 19,190.76
Benefits	\$	19,752.78	\$ 3,950.56	\$ 1,975.28	\$ -	\$ -	\$ 3,950.56	\$ 9,876.39
	\$	58,134.29	\$ 11,626.86	\$ 5,813.43	\$ -	\$ -	\$ 11,626.86	\$ 29,067.15
Assistant								
Hrs/Wk		40	8	8	12	0	4	8
Wages	\$	24,451.93	\$ 4,890.39	\$ 4,890.39	\$ 7,335.58	\$ -	\$ 2,445.19	\$ 4,890.39
Benefits	\$	16,768.17	\$ 3,353.63	\$ 3,353.63	\$ 5,030.45	\$ -	\$ 1,676.82	\$ 3,353.63
	\$	41,220.10	\$ 8,244.02	\$ 8,244.02	\$ 12,366.03	\$ -	\$ 4,122.01	\$ 8,244.02
Tech. Serv./Aide								
Hrs/Wk		11.5	0	0		10	1.5	0
Wages	\$	4,807.75	\$ -	\$ -	\$ -	\$ 4,180.65	\$ 627.10	\$ -
Benefits	\$	367.80	\$ -	\$ -	\$ -	\$ 319.83	\$ 47.97	\$ -
	\$	5,175.55	\$ -	\$ -	\$ -	\$ 4,500.48	\$ 675.07	\$ -
Tech. Serv./Aide								
Hrs/Wk		11.5	0	0	0	2	9	0.5
Wages	\$	4,807.75	\$ -	\$ -	\$ -	\$ 836.13	\$ 3,762.59	\$ 209.03
Benefits	\$	367.80	\$ -	\$ -	\$ -	\$ 63.97	\$ 287.84	\$ 15.99
	\$	5,175.55	\$ -	\$ -	\$ -	\$ 900.10	\$ 4,050.43	\$ 225.02
Total Hrs/Wk		103	16	12	12	12	23	29
Totals	\$	109,705.49	\$ 19,870.88	\$ 14,057.45	\$ 12,366.03	\$ 5,400.57	\$ 20,474.37	\$ 37,536.19
Total Items		16,098	16,098	16,098	16,098	16,098	16,098	16,098
Cost per Item	\$	6.81	\$ 1.23	\$ 0.87	\$ 0.77	\$ 0.34	\$ 1.27	\$ 2.33
WALS Position - WCTS								
Custodian - Omro								
Hrs/Wk		20	0	0	0	0		20
Wages	\$	26,425.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,425.04
Benefits	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$	26,425.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,425.04
Total All Pers.	\$	136,130.53	\$ 19,870.88	\$ 14,057.45	\$ 12,366.03	\$ 5,400.57	\$ 20,474.37	\$ 63,961.23

Table 9 - Personnel Costs - NFDL

		Total	Selection*	Ordering	Cataloging	Processing	Other
Director, Head Librarian							
Hrs/Wk		35	4	2	7	0	26
Wages	\$	40,690.00	\$ 4,650.29	\$ 2,325.14	\$ 8,138.00	\$ -	\$ 30,226.86
Benefits	\$	26,208.79	\$ 2,995.29	\$ 1,497.65	\$ 5,241.76	\$ -	\$ 19,469.39
	\$	66,898.79	\$ 7,645.58	\$ 3,822.79	\$ 13,379.76	\$ -	\$ 49,696.24
Asst. Librarian							
Hrs/Wk		20	0	0	0	0	20
Wages	\$	12,538.00	\$ -	\$ -	\$ -	\$ -	\$ 12,538.00
Benefits	\$	2,376.42	\$ -	\$ -	\$ -	\$ -	\$ 2,376.42
	\$	14,914.42	\$ -	\$ -	\$ -	\$ -	\$ 14,914.42
Tech. Serv./Aide							
Hrs/Wk		20	0	0	0	10	10
Wages	\$	10,074.40	\$ -	\$ -	\$ -	\$ 5,037.20	\$ 5,037.20
Benefits	\$	1,812.84	\$ -	\$ -	\$ -	\$ 906.42	\$ 906.42
	\$	11,887.24	\$ -	\$ -	\$ -	\$ 5,943.62	\$ 5,943.62
Tech. Serv./Aide							
Hrs/Wk		12	0	0	0	6	6
Wages	\$	8,018.41	\$ -	\$ -	\$ -	\$ 4,009.21	\$ 4,009.21
Benefits	\$	1,423.15	\$ -	\$ -	\$ -	\$ 711.58	\$ 711.58
	\$	9,441.56	\$ -	\$ -	\$ -	\$ 4,720.78	\$ 4,720.78
Total Hrs/Wk		87	4	2	7	16	62
Totals	\$	103,142.01	\$ 7,645.58	\$ 3,822.79	\$ 13,379.76	\$ 10,664.40	\$ 75,275.06
Total Items		1,399	1,399	1,399	1,399	1,399	1,399
Cost per Item	\$	73.73	\$ 5.47	\$ 2.73	\$ 9.56	\$ 7.62	\$ 53.81
WALS Position - WCTS							
Custodian - Omro							
*Selection Done at Home on Own Time							
Hrs/Wk							
Wages							
Benefits							
Total All Pers.	\$	103,142.01	\$ 7,645.58	\$ 3,822.79	\$ 13,379.76	\$ 10,664.40	\$ 75,275.06

Table 10 - Personnel Costs - OMRO

	Total	Selection	Ordering	Cataloging	Processing	Other
Director, Head Librarian						
Hrs/Wk	25	4	0	0	0	21
Wages	\$ 25,760.53	\$ 4,121.68	\$ -	\$ -	\$ -	\$ 21,638.85
Benefits	\$ 12,237.57	\$ 1,958.01	\$ -	\$ -	\$ -	\$ 10,279.56
	\$ 37,998.10	\$ 6,079.70	\$ -	\$ -	\$ -	\$ 31,918.40
Asst. Librarian						
Hrs/Wk	40	2	0	0	0	38
Wages	\$ 23,420.00	\$ 1,171.00	\$ -	\$ -	\$ -	\$ 22,249.00
Benefits	\$ 16,680.77	\$ 834.04	\$ -	\$ -	\$ -	\$ 15,846.73
	\$ 40,100.77	\$ 2,005.04	\$ -	\$ -	\$ -	\$ 38,095.73
Tech. Serv./Aide						
Hrs/Wk	25	0	2	6	13	4
Wages	\$ 15,397.00	\$ -	\$ 1,231.76	\$ 3,695.28	\$ 8,006.44	\$ 2,463.52
Benefits	\$ 2,689.86	\$ -	\$ 215.19	\$ 645.57	\$ 1,398.73	\$ 430.38
	\$ 18,086.86	\$ -	\$ 1,446.95	\$ 4,340.85	\$ 9,405.17	\$ 2,893.90
Tech. Serv./Aide						
Hrs/Wk						
Wages						
Benefits						
Total Hrs/Wk	90	6	2	6	13	63
Totals	\$ 96,185.73	\$ 8,084.73	\$ 1,446.95	\$ 4,340.85	\$ 9,405.17	\$ 72,908.03
Total Items	1,838	1,838	1,838	1,838	1,838	1,838
Cost per Item	\$ 52.33	\$ 4.40	\$ 0.79	\$ 2.36	\$ 5.12	\$ 39.67
WALS Position - WCTS						
Custodian - Omro						
Hrs/Wk	9	0	0	0	0	9
Wages	\$ 3,936.70	\$ -	\$ -	\$ -	\$ -	\$ 3,936.70
Benefits	\$ 301.16	\$ -	\$ -	\$ -	\$ -	\$ 301.16
	\$ 4,237.86	\$ -	\$ -	\$ -	\$ -	\$ 4,237.86
Total All Pers.	\$ 100,423.59	\$ 8,084.73	\$ 1,446.95	\$ 4,340.85	\$ 9,405.17	\$ 77,145.89

Table 11 - Personnel Costs - WINNECONNE**

		WINN					
		Total	Selection*	Ordering*	Cataloging	Processing	Other
Director, Head Librarian							
Hrs/Wk		37.5	2	3	8	0	29.5
Wages	\$	36,816.00	\$ 1,963.52	\$ 2,945.28	\$ 7,854.08	\$ -	\$ 28,961.92
Benefits	\$	22,302.30	\$ 1,189.46	\$ 1,784.18	\$ 4,757.82	\$ -	\$ 17,544.48
	\$	59,118.30	\$ 3,152.98	\$ 4,729.46	\$ 12,611.90	\$ -	\$ 46,506.40
Asst. Librarian							
Hrs/Wk							
Wages							
Benefits							
Tech. Serv./Aide							
Hrs/Wk		20	0	0	0	10	10
Wages	\$	12,480.00	\$ -	\$ -	\$ -	\$ 6,240.00	\$ 6,240.00
Benefits	\$	954.72	\$ -	\$ -	\$ -	\$ 477.36	\$ 477.36
	\$	13,434.72	\$ -	\$ -	\$ -	\$ 6,717.36	\$ 6,717.36
Tech. Serv./Aide							
Hrs/Wk		20	0	0	0	10	10
Wages	\$	9,013.35	\$ -	\$ -	\$ -	\$ 4,506.68	\$ 4,506.68
Benefits	\$	689.52	\$ -	\$ -	\$ -	\$ 344.76	\$ 344.76
	\$	9,702.87	\$ -	\$ -	\$ -	\$ 4,851.44	\$ 4,851.44
Total Hrs/Wk		78	2	3	8	20	50
Totals	\$	82,255.89	\$ 3,152.98	\$ 4,729.46	\$ 12,611.90	\$ 11,568.80	\$ 58,075.19
Total Items		2,641	2,641	2,641	2,641	2,641	2,641
Cost per Item	\$	31.15	\$ 1.19	\$ 1.79	\$ 4.78	\$ 4.38	\$ 21.99
WALS Support - WCTS Custodian - Omro			*Selection & Ordering Done at Home on Own Time				
Hrs/Wk							
Wages							
Benefits							
Total All Pers.	\$	82,255.89	\$ 3,152.98	\$ 4,729.46	\$ 12,611.90	\$ 11,568.80	\$ 58,075.19

** Personnel time allocations were not provided by Winneconne
- estimates by consultant only

Table 12 – 08/05 Selection List Reviews

Review Source	Reviewed Titles	Selected Titles							Total Selected	% Selected
		Fiction	N-Fiction	LgPrint	BkCD	BkCass	Vid/DVD	MusCD		
BL 06/15/05	458	69	32						101	22%
BL 07/05	395	73	28		1				102	26%
LJ 06/15/05	329	13	13				1		27	8%
LJ 07/05	469	35	46	1	2	2			86	18%
VL 07-08/05	224						11		11	5%
LJ 05/01/05 Pre	47	11	3						14	30%
LJ 05/15/05 Pre	48	10	5	2					17	35%
LJ 06/01/05 Pre	63	9	8						17	27%
IA 07/05 Pre *	5			1					1	20%
IA 08/05	884	107	53	1	11	8			180	12%
IA Ch 08/05 **	676									
IA 09/05	1520	59	73	1	10	9			152	7%
IA Ch 09/05 **	636									
MT 07/05	502						19		19	4%
MT 08/05	582						42		42	7%
MT Flyer *	500						36		36	7%
BT Summer 05 *	150	9	5						14	9%
PC Summer 05 - (Tyndale) *	50	3							3	6%
PC 8/05 - (Thorndike) *	150			30					30	20%
SP n/a *	10		2						2	20%
SP Thorndike *	50			10					10	20%
SP Music CD *	150							41	41	27%
Review Totals	7898	398	268	46	24	19	109	41	905	11%
Book Title Totals		345	259	45	24	19	109	41	842	

*Review Titles Estimated
 ** IA Ch listed as IA on Selection List

Table 13 - WCTS Selection List Orders

Books, Other

List Date	Titles Entered*	Ordered*	Not Ordered	% Ordered	% Not Ordered
4/19/2005	1,103	725	378	66%	34%
6/21/2005	1,225	829	396	68%	32%
8/16/2005	1,024	697	327	68%	32%
10/18/2005	1,152	654	498	57%	43%

Video/DVD

List Date	Titles Entered*	Ordered*	Not Ordered	% Ordered	% Not Ordered
4/19/2005	97	58	39	60%	40%
6/21/2005	156	100	56	64%	36%
8/16/2005	115	68	47	59%	41%
10/18/2005	132	68	64	52%	48%

List Totals

List Date	Titles Entered*	Ordered*	Not Ordered	% Ordered	% Not Ordered
4/19/2005	1,200	783	417	65%	35%
6/21/2005	1,381	929	452	67%	33%
8/16/2005	1,139	765	374	67%	33%
10/18/2005	1,284	722	562	56%	44%

* Totals in WCTS System include Add-On's

Table 14

Table 15 - Items Cataloged/Processed

Library Name	Municipality	Books/Other		Video/DVD		Total		% WCTS Processed		
		Books	Other	BO WALS	BO WCTS	WALS	WCTS			
<u>Green Lake</u>										
Berlin Public Library	Berlin	2,733	246	2,979	2,603	516	440	3,495	3,043	87%
Caestecker Public Library	Green Lake	1,711	181	1,892	1,866	323	20	2,215	1,886	85%
Mill Pond Public Library	Kingston	565	73	638	470	245	2	883	472	53%
Markesan Public Library	Markesan	1,002	179	1,181	935	189	17	1,370	952	69%
Princeton Public Library	Princeton	1,142	262	1,404	1,060	318	0	1,722	1,060	62%
	Green Lake Total	7,153	941	8,094	6,934	1,591	479	9,685	7,413	77%
<u>Marquette</u>										
Endeavor Public Library	Endeavor	411	144	555	471	176	140	731	611	84%
Montello Public Library	Montello	535	127	662	354	191	103	853	457	54%
Neshkoro Public Library	Neshkoro	184	48	232	204	114	104	346	308	89%
Oxford Public Library	Oxford	421	27	448	463	184	151	632	614	97%
Packwaukee Public Library	Packwaukee	555	97	652	516	105	89	757	605	80%
Ethel Everhard Memorial Library	Westfield	704	89	793	754	149	103	942	857	91%
	Marquette Total	2,810	532	3,342	2,762	919	690	4,261	3,452	81%
<u>Waushara</u>										
Coloma Public Library	Coloma	939	144	1,083	588	232	115	1,315	703	53%
Hancock Public Library	Hancock	818	116	934	421	279	94	1,213	515	42%
Leon-Saxeville Township Library	Pine River	742	118	860	251	175	19	1,035	270	26%
Plainfield Public Library	Plainfield	746	69	815	610	201	3	1,016	613	60%
Poy Sippi Public Library	Poy Sippi	772	75	847	366	271	3	1,118	369	33%
Redgranite Public Library	Redgranite	464	17	481	195	149	69	630	264	42%
Wautoma Public Library	Wautoma	1,673	233	1,906	1,182	641	154	2,547	1,336	52%
Patterson Memorial Library	Wild Rose	855	154	1,009	532	319	0	1,328	532	40%
	Waushara Total	7,009	926	7,935	4,145	2,267	457	10,202	4,602	45%
	Rotations WCTS			-477	477	-154	154	-631	631	
	WCTS Total	16,972	2,399	18,894	14,318	4,623	1,780	23,517	16,098	68%
<u>Non WCTS Libraries</u>										
Spillman Public Library	North Fond du Lac	1,213	70	1,283		116		1,399		
Carter Memorial Library	Omro	1,479	119	1,598		240		1,838		
Winneconne Public Library	Winneconne	1,809	371	2,180		461		2,641		
	Non WCTS Total	4,501	560	5,061		817		5,878		

