

*Enrolled* 158-147  
PROPOSED ORDINANCE 158-152

1  
2  
3 MODIFY THE 2004 WAUKESHA COUNTY FEDERATED LIBRARY STATE AIDS AND  
4 FEDERAL FUND BUDGET FOR ONE-TIME SHARED AUTOMATION EXPENSES  
5 THROUGH THE APPROPRIATION OF STATE AIDS AND FEDERAL  
6 SPECIAL REVENUE FUND BALANCE  
7

8 WHEREAS the Act 150 Plan passed by the County Board indicates the need to plan for a single  
9 shared automation system in the county and to "Provide an incentive program that provides cash  
10 grants to member libraries that join or are members of a consortium with a proven capability to  
11 provide Z39.50 connectivity for resource sharing purposes," and  
12

13 WHEREAS the Waukesha County Federated Library System (WCFLS) Board has developed a  
14 plan intended to ensure that all 16 libraries in the county can join together in a single countywide  
15 shared automation system, and  
16

17 WHEREAS the Waukesha Public Library's Computer Access For All (CAFÉ) shared  
18 automation system provides automated library services to several member libraries and has the  
19 capacity to serve all member libraries, and  
20

21 WHEREAS the proposed one time distribution of funds has no impact on either the County  
22 General levy or the Special Library Levy, and  
23

24 WHEREAS, a proposed expenditure of \$400,000 will still leave over \$200,000 in the WCFLS  
25 combined State/Federal fund balance, which is about 22% of the state aid revenues to be  
26 received by WCFLS for 2004, and  
27

28 WHEREAS, the Federated Library Board has forwarded a plan entitled "Waukesha County  
29 Federated Library System Distribution of Fund Balance for Shared Automation" detailing the  
30 planning and purposes of the proposed expenditure of \$400,000 for the shared automation  
31 project.  
32

33 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES  
34 ORDAIN that the Waukesha County Federated Library System (WCFLS) State Aids and Federal  
35 Fund 2004 revenue budget be increased \$400,000 through the appropriation of \$400,000 of  
36 WCFLS State Aids and Federal Fund balance for the purpose of funding WCFLS shared  
37 automation activity.  
38

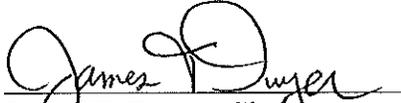
39 BE IT FURTHER ORDAINED THAT the WCFLS State Aids and Federal Fund 2004 operating  
40 expenses budget be increased \$253,000 to fund one-time member library shared automation  
41 grants.  
42

43 BE IT FURTHER ORDAINED THAT the WCFLS State Aids and Federal Fund 2004 operating  
44 expenses budget be increased \$80,000 to fund a one-time grant to the Waukesha Public Library  
45 to purchase server computer upgrades for the CAFÉ shared automation system.  
46

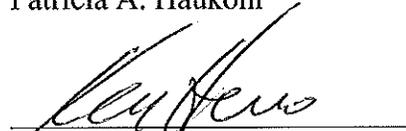
47 BE IT FURTHER ORDAINED THAT the WCFLS State Aids and Federal Fund 2004 operating  
48 expenses budget be increased \$67,000 to WCFLS Wide Area Network equipment replacements  
49 costs.

MODIFY THE 2004 WAUKESHA COUNTY FEDERATED LIBRARY STATE AIDS AND  
FEDERAL FUND BUDGET FOR ONE-TIME SHARED AUTOMATION EXPENSES  
THROUGH THE APPROPRIATION OF STATE AIDS AND FEDERAL  
SPECIAL REVENUE FUND BALANCE

Presented by:  
Executive Committee

  
James T. Dwyer, Chair

  
Patricia A. Haukohl

  
Kenneth C. Herro

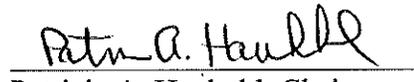
  
Walter L. Kolb

  
Richard L. Manke

  
Duane E. Paulson

  
Duane Stamsta

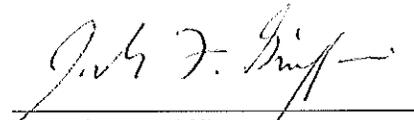
Approved by:  
Finance Committee

  
Patricia A. Haukohl, Chair

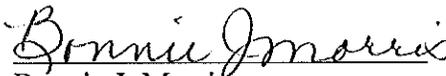
  
James R. Behrend

  
Donald M. Broesch

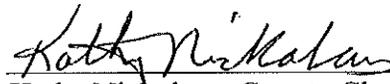
  
Genia C. Bruce

  
Joseph F. Griffin

  
Joe C. Marchese

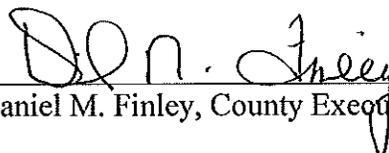
  
Bonnie J. Morris

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 3/26/04,   
Kathy Nickolaus, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved:   
Vetoed:

Date: 3-29-04,   
Daniel M. Finley, County Executive



**Waukesha County Federated Library System**  
**Distribution of Fund Balance Payments for Shared Automation**  
*Thomas J. Hennen Jr. System Director*

## **Executive Summary**

**The administrative recommendation is for the use of nearly \$400,000 of WCFLS fund balance to advance the development of shared automation in the county. That will reduce the current fund balance to just over \$200,000. Federal and state grant funds as well as WCFLS technical assistance will also be applied to the shared automation project.**

**County budget policy requires the adoption of an ordinance amending our 2004 budget to allow the expenditure authority for this project. It is the intent of this report to outline the need for and conditions of the proposed expenditures.**

This report advocates the establishment of a single shared automated system for Waukesha County. A single shared system would allow library users to carry a single library card, access a single bibliographic database both from libraries and home, and allow for greatly improved resource sharing for all libraries.

While that vision proved impossible to attain until now, the Internet and Wide Area Network, available grant money, and the use of WCFLS fund balance now make it possible to do so.

A major stumbling block to shared automation has always been that not all libraries are at the same stage in automation development at the same time. Libraries that have recently upgraded, at substantial cost, are far less inclined to incur additional startup costs in the near term even if the ongoing costs appear attractive. Library staff and boards at libraries that have recently upgraded are understandably reluctant to see other libraries benefit from WCFLS endeavors to establish a shared system that they are unlikely to have an incentive to join. Easing the cost of making the transition is the point of using system fund balance grants.

The Waukesha County Federated Library System Administrator, Board and member libraries have been planning for a countywide shared automation system for a number of years. Part of that planning has included saving money that has been kept in our fund balance to help ease the one time, up front costs of that transition.

State Administered LSTA grant funds are available for joining shared systems. We secured \$50,000 for Big Bend and Butler to join shared system in 2002. An additional \$35,000 funding was made available for Brookfield and Muskego in 2003. We anticipate further grant money for other participants in the near future for a number of member libraries in WCFLS.



**Waukesha County Federated Library System**  
**Distribution of Fund Balance Payments for Shared Automation**  
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Earlier administrative recommendations included giving fund balance grants only to libraries that joined CAFÉ, the consortium hosted at Waukesha Public Library. APL, the library director's advisor committee, recommended widening the purposes to allow libraries more flexibility, but not making the distributions without any conditions. The following guidelines have been developed with APL input.

**By this proposal funds will be made available based on the following conditions:**

1. Assurance that the library's bibliographic records will be available through the so-called Z39.50 standard to other libraries in the county and the state. A test of that compatibility will be conducted by WCFLS prior to granting of any funds.
2. Library Boards will file a plan (grant application) with the WCFLS Board stating how the funds received will be used. WCFLS priority will be given to making automation and interlibrary loan more effective in the county.
3. If the library is already in a shared system, has Z39.50 capability, or is already in a shared system, the other priorities listed below may be considered.

**Funds can be applied toward the following costs:**

1. Shared Automation - Café (including funds for a sinking or replacement fund).
2. Automation software additions in a shared environment
3. Replacement or addition of computers
4. Web site development and design
5. Self-Check or related circulation or theft control equipment.
6. Digitization equipment
7. Wireless equipment and installation
8. Adaptive technology devices
9. Other automation purposes approved by the WCFLS board.

**Format for grant submission:**

1. Abstract of the proposed use of funds.
2. Needs Assessment by the library of current local automation priorities
3. Planning activities by the library board and staff
4. Implementation timeline for use of the grant funds
5. Budget for use of the grant funds



**Waukesha County Federated Library System**  
**Distribution of Fund Balance Payments for Shared Automation**  
*Thomas J. Hennen Jr. System Director*

**Proposed Budget for Automation Project from WCFLS Fund Balance**

The administrative recommendation here is for the use of nearly \$400,000 of WCFLS fund balance to advance the development of shared automation in the county. That will allow for a current fund balance of over \$200,000, an amount that is well within the County's policy for the general fund balance for the county.

Municipality	2000 Popul	At \$0.80 Per capita	Flat Grant	Total
Big Bend	1,278	\$1,022	\$2,000	\$3,022
Brookfield	38,649	\$30,919	\$2,000	\$32,919
Butler	1,881	\$1,505	\$2,000	\$3,505
Delafield	6,472	\$5,178	\$2,000	\$7,178
Eagle	4,824	\$3,859	\$2,000	\$5,859
Elm Grove	6,249	\$4,999	\$2,000	\$6,999
Hartland	7,905	\$6,324	\$2,000	\$8,324
Menomonee Falls	32,647	\$26,118	\$2,000	\$28,118
Mukwonago	6,162	\$4,930	\$2,000	\$6,930
Muskego	21,397	\$17,118	\$2,000	\$19,118
New Berlin	38,220	\$30,576	\$2,000	\$32,576
North Lake	7,988	\$6,390	\$2,000	\$8,390
Oconomowoc	12,382	\$9,906	\$2,000	\$11,906
Pewaukee	8,170	\$6,536	\$2,000	\$8,536
Sussex-Lisbon	18,187	\$14,550	\$2,000	\$16,550
Waukesha	64,825	\$51,860	\$2,000	\$53,860
<b>Subtotal</b>	<b>277,236</b>	<b>\$221,789</b>	<b>\$32,000</b>	<b>\$253,789</b>
Wide Area Network Improvements				\$66,000
Server enhancements				\$80,000
<b>Combined Totals</b>				<b>\$399,789</b>



**Waukesha County Federated Library System**  
**Distribution of Fund Balance Payments for Shared Automation**  
*Thomas J. Hennen Jr. System Director*

## Fund Balance

The proposal is to keep the undesignated reserves in the fund balance at about 18% to 25% of current state aid revenues. The proposed \$400,000 fund balance reduction will include the following one time costs:

1. putting \$67,000 into replacement of equipment for the Wide Area Network,
2. putting \$80,000 into funds to CAFÉ for a Unix server computer upgrade,
3. and putting \$253,000 into grants to member libraries for automation activities.

Yr	State Aid to WCFLS	Beginning fund balance	Ratio
1994	698,634	130,753	18.7%
1995	720,130	156,000	21.7%
1996	723,968	166,175	23.0%
1997	723,497	207,229	28.6%
1998	809,452	194,495	24.0%
1999	846,043	394,988	46.7%
2000	877,980	358,913	40.9%
2001	941,823	323,114	34.3%
2002	941,823	398,395	42.3%
2003	906,503	548,976	60.6%
2004 est	906,503	604,000	66.6%
2005 est.	906,503	204,000	22.5%

Waukesha County's policy for the total County Fund Balance is that the total for the general and special fund must exceed 11%, and it has been above 15% for the past 10 years, often exceeding 21%.

By contrast, in recent years, the WCFLS fund balance has grown much larger as a percent of state aid received. This budget calls for bringing it back to 23% of state aid.



**Waukesha County Federated Library System**  
**Distribution of Fund Balance Payments for Shared Automation**  
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**Chronology of planning activities. ( As of May 9, 2003)**

- August 2001 – Meeting on automation with Waukesha County Municipal Executives to discuss countywide automation issues.
- Fall 2001 \$50,000 in Federal LSTA funds received for Big Bend and Butler to join a shared system
- October 2001 Planning retreat for all 16 library directors with Nichols Associates
- Spring 2002 - Planning retreat for all 16 library directors and their automation staff with Pat McClintock of RMG
- Fall of 2002 – Presentation of draft reports to APL and WCFLS Board. Referral of report to Technology Committee of APL for further study and recommendations.
- Fall 2002 - \$35,000 in Federal LSTA funds for Muskego and Brookfield joining shared system.
- January 2003 – WCFLS receives \$200,000 grant from TEACH to facilitate shared automation.
- March 2003 - Act 150 report to WCFLS Board. Report urges shared automation, among other things.
- Summer 2003 Act 150 Report to County Board.
- June 2003. WCFLS Board acted on 2004 budget. That document included a recommendation to use fund balance to reward libraries for joining the CAFE system. Proposal not included in county budget. Intent was to have a budget amendment in spring 2004 when plans are closer to final.
- Fall 2003. Brookfield, Big Bend, Butler, and Muskego joined together with host Waukesha Public Library in a shared system known as CAFE (Computer Access for Everyone) Mukwonago and Sussex Lisbon in process. Seven Constellation libraries considering also.
- Spring 2004- Waukesha County Board will need to approve budget that includes draw down of current fund balance for 2004 budget.
- Spring 2004 - Libraries seeking to receive reimbursement from TEACH grant for training in new circulation system will need to have made commitments because the TEACH grant deadline will require it.
- Winter 2004 - Distribute fund balance grants and upgrade server and Wide Area Network (total cost of about \$400,000). The goal is to have 14 of 16 libraries in shared system. (New Berlin and Menomonee Falls are not expected to join by this time.
- Spring 2006 - The goal is to have all 16 libraries using the shared CAFÉ system by this point. Member libraries must agree contractually to do so.

FISCAL NOTE

MODIFY THE 2004 WAUKESHA COUNTY FEDERATED LIBRARY STATE AIDS AND FEDERAL FUND BUDGET FOR ONE-TIME SHARED AUTOMATION EXPENSES THROUGH THE APPROPRIATION OF STATE AIDS AND FEDERAL SPECIAL REVENUE FUND BALANCE.

The ordinance increases the 2004 Waukesha Federated Library System (WCFLS) 2004 State Aids and Federal Fund operating expenses budget \$400,000 for the purpose of funding WCFLS shared automation activities through the appropriation of \$400,000 of WCFLS State Aids fund balance. The increased expenditure authority funds municipal grants and the replacement WCFLS Wide Area Network (WAN) equipment as outlined in the chart below.

<b>Shared Automation Activities</b>	
Municipal Grant	\$253,000
CAFÉ Server Grant	\$80,000
WAN-Equipment Replacement	\$67,000
<b>TOTAL</b>	<b>\$400,000</b>

**Municipal Grants**

As outlined in WCFLS Distribution of Fund Balance Payments for Shared Automation report that accompanies this ordinance, \$253,000 would be distributed to member libraries through automation grants with

municipal grant awards determined by formula. The formula provides for a flat \$2,000 per library plus a variable \$0.80 per capita award. The WCFLS Library Director indicates that libraries will have to agree to certain conditions, as detailed in the accompanying report, that will ensure the funds are used to foster the goal of developing a system wide shared automation system prior to receiving the grants.

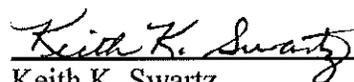
**CAFÉ Server Grant**

The Waukesha Public Library operates the Computer Access for All (CAFÉ) shared automation system. CAFÉ currently provides automated library services to the Waukesha, Brookfield and Muskego libraries and is being expanded to incorporate the Big Bend, Butler, Sussex-Lisbon and Mukwonago libraries. WCFLS staff indicates that the granting of \$80,000 to the Waukesha Public Library for investment in computer servers that will improve existing service and allow all other member libraries to join the CAFÉ system if they are interested in participating.

**WAN Equipment Replacement**

The ordinance also appropriates \$67,000 for equipment and contractual services to replace the WCFLS-WAN. The WAN provides Internet connectivity and shared system access between the sixteen member libraries. Library staff indicates that the existing equipment (e.g., Hubs and Routers) originally purchased in 1997 has exceeded its useful life and is in need of replacement

The appropriation of \$400,000 in fund balance and corresponding expenses will leave WCFLS with an estimated fund balance of \$204,000 at year end 2004. The WCFLS Director indicates that level is expected to be sufficient to handle unanticipated operating contingencies and provides for about 9 weeks of working capital based on budgeted expenditures.



Keith K. Swartz  
Budget Manager

3/4/2004 - AVT  
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WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-03/23/04

(ORD) NUMBER-1580150

1 K. HERRO.....AYE  
3 D. STAMSTA.....AYE  
5 J. MARCHESE.....AYE  
7 J. JESKEWITZ.....AYE  
9 P. HAUKOHL.....AYE  
11 K. HARENDA.....  
13 J. MORRIS.....  
15 D. SWAN.....AYE  
17 J. BEHREND.....AYE  
19 W. MITCHELL.....AYE  
21 W. KOLB.....AYE  
23 P. PRONOLD.....  
25 K. CUMMINGS.....AYE  
27 D. PAULSON.....AYE  
29 M. THOMAS.....AYE  
31 V. STROUD.....AYE  
33 D. PAVELKO.....AYE  
35 C. SEITZ.....AYE

2 R. THELEN.....AYE  
4 H. CARLSON.....AYE  
6 D. BROESCH.....AYE  
8 J. DWYER.....AYE  
10 S. WOLFF.....AYE  
12 J. GRIFFIN.....AYE  
14 J. LA PORTE.....  
16 R. MANKE.....AYE  
18 B. MORRIS.....AYE  
20 M. KIPP.....  
22 G. BRUCE.....AYE  
24 A. SILVA.....AYE  
26 S. KLEIN.....AYE  
28 P. JASKE.....AYE  
30 K. NILSON.....AYE  
32 P. GUNDRUM.....AYE  
34 R. SINGERT.....AYE

TOTAL AYES-30

TOTAL NAYS-00

CARRIED \_\_\_\_\_

DEFEATED \_\_\_\_\_

UNANIMOUS X

TOTAL VOTES-30