



WVLS V-Cat Budget

2020 Revision and 2021 Plan

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3/9/2020

The 2021 planning season for the WVLS V-Cat Budget took a bit longer than anticipated as we worked to address and reconcile the disruptions from 2019 which carried over into 2020. Turnover with the ILS Administrator role late in the year, the need to migrate from a legacy telephone notification product, and other facets rooted in 2019 activities informed a more complex appropriations strategy than typical and pressured for a correction in 2020 rather than passing the efforts on another year to the 2022 budget planning season next year.

2020 Appropriations Revision

The 2020 V-Cat Appropriations Plan (Q2 Revision) begins with the actual starting balance in Jan 1, 2020 rather than the estimated balance we work with during the typical planning season. To clearly indicate the distribution of that starting balance into the revised plan, we color-coded each fund element with its component appropriations in the various accounts.

- Dark blue represents the 2018 “overage” amount from the 2018 ending balance of the V-Cat Longer Term Replacement Reserve Fund (already approved with the original 2020 budget process a year ago in 2019).
- Purple represents the 50% portion of 2019 unspent appropriations that goes to Special Projects Future ILS Enhancements per the Steering Committee’s recommendations.
- Yellow represents the other 50% portion of 2019 unspent appropriations that typically goes to the V-Cat Long Term Replacement Reserve, but which is capped at \$375,000.00 per that same recommendation.
 - A portion of the unspent appropriations was for OCLC Cataloging services typically prepaid for a one-year period from approximately November through October. That prepayment opportunity was missed last year with the timing of the ILS Administrator turnover and through approximately October of 2020, those funds still need to be committed to monthly service payments for the term and so \$23,000 was appropriated to cover the 2020 operations. The original appropriation for 2020 also remains to cover the typical prepayment for the roughly November 2020 – October 2021 annual service period.
 - A portion of this amount was also directed to an adjustment to increase the appropriation for E-Commerce Fees to cover the full amount expected for 2020 to match intent from previous years.
 - The remainder was directed to an adjustment of V-Cat Maintenance.

- Light blue represents additional revenue related to the joining of the V-Cat ILS consortium by Wabeno Public Library. This revenue was not expressly considered in the 2019 budget plan and is not unspent appropriations but a one-time receipt of additional funds.
 - As the Long-Term Replacement fund is at capacity, \$8,000 of these funds were appropriated under Contingency. The 2021 goal included renaming the contingency line item to Disaster Recovery and working to improve that element's capacity to help the V-Cat Administration Team and the V-Cat Council address disaster scenarios in a responsive and agile manner.
 - The remaining funds were directed to the adjustment of V-Cat Maintenance to continue leveraging opportunities like this to chip away at the WVLS subsidization balance and ensure that V-Cat is able to reach a more sustainable operating balance.

There are three potential service changes reflected in this revision:

1. First is the change from the legacy Teleforms Notification System (TNS) to ShoutBomb Voice Notices. We were originally pursuing the Illian iTiva product, to be procured through III as a default "emergency procurement" option in case of a TNS failure but over the course of time and investigations, the ShoutBomb product has a significantly better price point coupled with the more durable service model. III was not able to ensure that all support costs not related to new services would be covered in entirety by maintenance. ShoutBomb did make such assurances.
2. Second is the likely migration from III's unlimited SMS package (\$12,650 for 2020) to the ShoutBomb SMS Notices package which is anticipated to cost approximately \$2,500 per year.
3. The third, potential service change regards enhanced content services. In January 2020, the V-Cat Council approved the pursuit of and change to another service within the existing 2020 budget amount (\$6,900). Our current service is Content Café, provided as a third-party service by Baker and Taylor though procured through III as an itemized service component in our ILS maintenance.

2021 Appropriations Revision

The 2021 V-Cat Appropriations Plan begins with the estimated starting balance Jan 1, 2021 and includes a V-Cat Maintenance funding level of \$217,525. This is approximately 3% above the 2020 amount but approximately 1% less than originally forecast (\$219,975). With the 2020 revision, the 2021 planning was more normalized. No new major project expenditures are expected for 2021, but the appropriations plan was developed understanding that between now and this time next year, the V-Cat Council may have some more specific direction in that regard that it would like to pursue during the 2021 year rather than waiting another full year for the 2022 appropriations plan. Depending on how the 2020 year plays out operationally, we may see another 2nd quarter revision process, albeit one that we will be able to plan for during the course of the year rather than as part of a catch up with just the few weeks of the normal budget cycle process.

The 2021 plan reflects the following adjustments from the 2020 revised plan.

- **5-6100 Human Resources:** The V-Cat Maintenance facet is relabeled ILS Maintenance – Staff. Its appropriation is \$80,000.
- **5-6210 Communications:** The 4 x Teleforms Phone Lines facet is removed. Telephone Notifications Maintenance Estimate and SMS Notifications Maintenance Estimate are added. Its appropriation is \$5,500.
- **5-6220 Maintenance and Supplies:** No change. Its appropriation remains at \$250.
- **5-6250 Training and Travel:** The breakouts of various facets for more granular planning and reporting was initiated in the 2020 revision which includes: Continuing Education, Workshops and Training Events, and Committee Travel. The Conferences facet is added in 2021 and the CE, Training, Travel (legacy bundle) is separated into the four component facets. The appropriation is \$8,500.
- **5-6290 Memberships:** No change. Its appropriation remains at \$275.
- **5-6340 Special Projects:** The \$1,000 “standing” New Projects facet is removed at least for 2021. We are aware that there may be some projects of pursuit which may demand Special Projects funding but are not in a position at this time to accurately predict the direction of such projects or their potential implementation and maintenance costs. We leave the Special Projects amount allocated to the non-operational Future ILS Enhancements in full and if necessary, will work with a budget revision to enable any projects the V-Cat Council chooses to pursue prior to the 2022 operational budget period.
- **5-6360 ILS Application and Platform Services:** The Software Maintenance facet was broken out into its component parts in the 2020 revision. In the 2021 plan, the Sierra Software Only Maintenance component remains with an appropriation, but the Image Service and SMS Service components are zero'd out, appropriated instead under other accounts. The 5-6360 appropriation is \$66,000.

- **5-6400 Service Contracts:** The Content Café subcomponent was renamed and moved to this account to accommodate a possible service change in 2020 or any time in the future as appropriate. The appropriation is \$57,000.
- **5-6640 Resource Development:** In the 2020 revision, the V-Cat Long Term Replacement Reserve Fund was included as a non-operational facet. This reserve fund is capped by recommendation of the Steering Committee at \$375,000 (and has a minimum balance target of \$320,000). Looking forward, there may be a drawn from this reserve planned in 2022 for an ILS product migration whether still within the III ecosystem or with another vendor entirely depending on the efforts and progress of an ILS Migration Committee.
- **5-6650 Disaster Recovery:** The contingency facet is absorbed into the Disaster Recovery facet which serves a broader purpose but still includes the utility intended by the contingency appropriation. As a new structural concept, in the top sheet overview the Disaster Recovery element is tracked separately from the other non-operating elements for now.

The \$120,000 estimated target for ILS Maintenance Staff overhead will be more thoroughly reviewed during 2020 as there have been several staffing and responsibilities changes over the years. With no other fund sources expected for 2021, the V-Cat Maintenance and the planned operation expenses balance without considering the operating overhead of ILS Maintenance Staff (\$40,000) subsidized by WVLS funds in 2021.

Breakdown of Annual V-Cat Maintenance		2015 Budget	2016 Budget	2017 Budget	2018 Budget	New III Contract 2019 Budget	2020 Budget	Proposed 2021 Budget	Projected 2022 Budget	Projected 2023 Budget	Projected 2024 Budget	Projected 2025 Budget
Budget change from previous year		1%	14%	0%	9%	3%	0%	3%	3%	3%	3%	3%
Account Name												
Human Resources	V-Cat Staff	\$55,000	\$60,000	\$62,500	\$64,500	\$67,000	\$72,232	\$80,000	\$93,000	\$97,500	\$102,000.00	\$106,500.00
Communications	Telephone (Teleforms lines)	\$2,200	\$2,200	\$2,200	\$4,000	\$2,200	\$2,200	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
Supplies & Equipment	Supplies	\$2,000	\$500	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Training & Travel	V-Cat Travel & Cont. Ed	\$8,000	\$8,000	\$7,000	\$7,000	\$7,000	\$7,000	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Memberships	ILS User Grp. Membership	\$200	\$250	\$250	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275
Special Projects	Special Projects	\$7,500	\$17,500	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
ILS Application & Platform Services	Equipment Maintenance	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	ILS Contract include: Telecirc/Ecommerce/Content Café/Txt Msg/SIP-API/Licenses	\$33,000	\$40,000	\$42,000	\$58,000	\$61,000	\$64,000	\$49,000	\$40,000	\$42,000	\$44,100	\$46,305
	Ecommerce Transaction Fees	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Service Contracts	Cataloging (OCLC)	\$32,000	\$32,000	\$30,000	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500
	Content Enhancement (cover images)							\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
	Database Clean up (Backstage)	\$0	\$6,000	\$6,500	\$6,000	\$6,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	Discovery Subscription	\$0	\$0	\$14,000	\$14,000	\$15,000	\$15,250	\$18,500	\$19,500	\$20,500	\$21,500	\$22,500
	Long Term Replacement Fund	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
	Contingency Fund	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$0	\$1,500	\$0	\$0	\$0
	Audit	\$1,200							\$0	\$0	\$0	\$0
							-\$1,232					
Totals:		\$166,100	\$188,950	\$188,200	\$205,025	\$210,725	\$210,975	\$217,525	\$ 224,025	\$230,025	\$237,625	\$245,330

2021 V-CAT ANNUAL MAINTENANCE SHARES									
V-CAT MEMBERS	2019 Annual Circulation	% of TOTAL V-Cat Annual Circulation	2019 Holdings	% of TOTAL V-Cat Holdings	Average of % of TOTAL V-Cat Annual Circulation and % of TOTAL V-Cat Holdings	2019 V-CAT MAINTENANCE	2020 V-CAT MAINTENANCE	2021 V-CAT MAINTENANCE	2022 V-CAT MAINTENANCE
Clark County									
Abbotsford PL	30,091	1.52%	25,627	2.31%	1.91%	\$3,820.45	\$4,022.35	\$4,163.09	\$4,287.49
Colby PL	79,009	3.98%	31,722	2.86%	3.42%	\$6,623.70	\$7,336.59	\$7,442.91	\$7,665.31
Dorchester PL	10,970	0.55%	21,526	1.94%	1.25%	\$2,700.42	\$2,642.16	\$2,712.53	\$2,793.59
Granton PL	12,117	0.61%	29,873	2.69%	1.65%	\$3,259.93	\$3,340.34	\$3,594.01	\$3,701.41
Greenwood PL	22,697	1.14%	10,416	0.94%	1.04%	\$2,245.95	\$2,181.47	\$2,265.94	\$2,333.65
Loyal PL	15,972	0.81%	20,366	1.84%	1.32%	\$3,174.09	\$3,124.36	\$2,873.02	\$2,958.87
Neillsville PL	36,538	1.84%	23,762	2.14%	1.99%	\$4,479.53	\$4,422.60	\$4,333.66	\$4,463.16
Owen PL	17,765	0.90%	25,479	2.30%	1.60%	\$3,579.97	\$3,428.48	\$3,472.76	\$3,576.53
Thorp PL	34,073	1.72%	25,802	2.33%	2.02%	\$4,534.16	\$4,387.77	\$4,398.57	\$4,530.01
Withee PL	9,978	0.50%	14,614	1.32%	0.91%	\$1,741.65	\$1,772.07	\$1,980.28	\$2,039.45
Forest County									
Crandon PL	25,192	1.27%	21,371	1.93%	1.60%	\$3,574.54	\$3,572.31	\$3,477.09	\$3,581.00
Laona PL	8,245	0.42%	18,968	1.71%	1.06%	\$2,215.25	\$2,181.87	\$2,312.26	\$2,381.35
Wabeno PL**	5,069	0.26%	5,561	0.50%	0.38%		\$1,047.94	\$823.29	\$847.90
Langlade County									
Antigo PL	113,240	5.71%	54,859	4.95%	5.33%	\$12,119.82	\$11,788.20	\$11,588.78	\$11,935.07
Lincoln County									
Merrill PL	156,100	7.87%	88,198	7.95%	7.91%	\$17,254.62	\$16,840.27	\$17,208.29	\$17,722.50
Tomahawk PL	69,031	3.48%	52,516	4.74%	4.11%	\$8,687.17	\$8,964.93	\$8,935.11	\$9,202.11
Marathon County									
Marathon Co PL	786,238	39.63%	353,607	31.88%	35.76%	\$75,039.50	\$74,737.84	\$77,786.35	\$80,110.73
Oneida County									
Minocqua PL	143,369	7.23%	52,233	4.71%	5.97%	\$12,546.07	\$12,673.08	\$12,983.17	\$13,371.12
Rhineland PL	157,722	7.95%	95,328	8.60%	8.27%	\$17,903.86	\$17,636.06	\$17,996.46	\$18,534.23
Three Lakes PL	33,658	1.70%	29,883	2.69%	2.20%	\$5,012.00	\$4,589.54	\$4,776.05	\$4,918.76
Taylor County									
Gilman PL	18,483	0.93%	11,406	1.03%	0.98%	\$2,413.82	\$2,152.25	\$2,131.98	\$2,195.69
Medford PL	153,342	7.73%	52,690	4.75%	6.24%	\$11,482.29	\$11,746.17	\$13,574.78	\$13,980.42
Rib Lake PL	22,047	1.11%	22,958	2.07%	1.59%	\$3,398.46	\$3,299.47	\$3,460.30	\$3,563.70
Stetsonville PL	15,524	0.78%	8,981	0.81%	0.80%	\$1,622.95	\$1,585.50	\$1,731.92	\$1,783.68
Westboro PL	7,231	0.36%	11,277	1.02%	0.69%	\$1,294.80	\$1,501.38	\$1,502.40	\$1,547.30
TOTAL:	1,983,701	100.00%	1,109,023	100.00%	100.00%	\$210,725.00	\$210,975.00	\$217,525.00	\$224,025.00

*Annual circulation and holdings data is pulled from V-Cat Totals Report

**Wabeno circulation and holdings data is pulled from DPI Annual Report.

Member Library	Share for 2021 Budget AVG % Total of Circ and % of Total Holdings
Marathon County PL	35.76%
Rhineland PL	8.27%
Merrill PL	7.91%
Medford PL	6.24%
Minocqua PL	5.97%
Antigo PL	5.33%
Tomahawk PL	4.11%
Colby PL	3.42%
Three Lakes PL	2.20%
Thorp PL	2.02%
Neillsville PL	1.99%
Abbotsford PL	1.91%
Granton PL	1.65%
Crandon PL	1.60%
Owen PL	1.60%
Rib Lake PL	1.59%
Loyal PL	1.32%
Dorchester PL	1.25%
Laona PL	1.06%
Greenwood PL	1.04%
Gilman PL	0.98%
Withee PL	0.91%
Stetsonville PL	0.80%
Westboro PL	0.69%
Wabeno PL	0.38%

2020 V-Cat Appropriations Plan (Q2 Revision)

Draft 2 (Mar 2020)

Actual Starting Balance - Jan 1, 2020	\$ 484,724.11
Adjusted Starting Balance - Jan 1, 2020	\$ 423,804.47
2018 Overage (to 5-6100)	\$ 1,232.45
2019 Overage to Special Projects	\$ 24,853.44
2019 Overage Redesignated	\$ 24,853.43
2019 Unplanned Rev (Wabeno Join)	\$ 9,980.32
V-Cat Maintenance	\$ 210,975.00

Operating Expenses	\$244,541.20
Non-Operating Expenses	\$443,157.91
Disaster Recovery):	\$8,000.00

Total Funds	\$ 695,699.11	Total Appropriations	\$695,699.11
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WVLS Subsidy (approximate)	\$48,433.80	Total w/ Subsidy	\$744,132.91
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Account #	Account	Appropriation	V-Cat	WVLS	(sub components)	Composites
5-6100	Human Resources	\$75,066.20				\$120,000.00
	V-Cat Maintenance - \$120,000		\$71,000.00			\$71,000.00
	V-Cat Maintenance (from 2018 Reserve Overage)		\$1,232.45			\$1,232.45
	V-Cat Maintenance (from 2019 Reserve Overage)		\$2,833.75		\$853.43	\$2,833.75
					\$1,980.32	
	V-Cat Maintenance - WVLS Subsidy			\$44,933.80		\$44,933.80
	Other		\$0.00			\$0.00
5-6210	COMMUNICATIONS	\$2,200.00				\$2,200.00
	4 x Teleforms Phone Lines		\$2,200.00			\$2,200.00
	Other		\$0.00			\$0.00
5-6220	MAINT. & SUPPLIES	\$250.00				\$250.00
	Supplies		\$250.00			\$250.00
	Other		\$0.00			\$0.00
5-6250	Training & Travel	\$7,000.00				\$7,000.00
	CE, Training, Travel (legacy bundle)		\$7,000.00			\$7,000.00
	Continuing Education					\$0.00
	Workshops and Training Events					\$0.00
	Committee Travel					\$0.00
	Other		\$0.00			\$0.00
5-6290	Memberships	\$275.00				\$275.00
	IUG and other memberships		\$275.00			\$275.00
	Other		\$0.00			\$0.00
5-6340	Special Projects	\$74,657.91				\$74,657.91
	ShoutBomb Telephone Notification Implementation		\$3,500.00			\$3,500.00
	Shoutbomb Maintenance Estimate		\$3,000.00			\$3,000.00
	ShoutBomb SMS Notification Implementation		\$2,500.00			\$2,500.00
	Future ILS Enhancements		\$65,657.91			\$65,657.91
	Other		\$0.00			\$0.00
5-6360	ILS Application & Platform Services	\$81,000.00				\$81,000.00
	Hardware & Equipment Maintenance		\$15,000.00			\$15,000.00
	Software Maintenance		\$64,000.00			\$64,000.00
	- Sierra "Software Only" Maintenance				\$44,450.00	
	- Content Café Image Service				\$6,900.00	
	- SMS Unlimited Service				\$12,650.00	
	E-Commerce Fees		\$1,000.00			\$1,000.00
	E-Commerce Fees (adjustment)		\$1,000.00			\$1,000.00
	Other		\$0.00			\$0.00


5-6400	Service Contracts	\$69,750.00		\$73,250.00
	Cataloging Utility (Nov 2020 - Oct 2021 annual term)		\$27,500.00	\$27,500.00
	Cataloging Utility (Jan 2020 - Oct 2020 monthly term)		\$23,000.00	\$23,000.00
	Database Cleanup		\$4,000.00	\$4,000.00
	Discovery Subscription		\$15,250.00	\$15,250.00
	Novelist Select (Required for ILS)		\$3,500.00	\$3,500.00
	Other		\$0.00	\$0.00

5-6640	Resource Development	\$375,000.00		\$375,000.00
	Service Enhancements		\$0.00	\$0.00
	V-Cat Long Term Replacement Reserve Fund		\$375,000.00	originally \$376,232.45 - overage to 5-6100 \$375,000.00
	Other		\$0.00	\$0.00

5-6650	Contingency	\$10,500.00		\$10,500.00
	Contingency (legacy => D/R in 2021)		\$2,500.00	\$2,500.00
	Disaster Recovery		\$8,000.00	\$8,000.00
	Other		\$0.00	\$0.00

TOTALS			\$695,699.11	\$48,433.80	\$744,132.91
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 V-Cat Expense

 WWLS Subsidized V-Cat Expense

2021 V-Cat Appropriations Plan

Draft 2 (Mar 2020)

Estimated Starting Balance - Jan 1, 2021 \$ 451,157.91

Operating Expenses	\$217,525.00
Non-Operating Expenses	\$440,657.91
Disaster Recovery:	\$10,500.00

V-Cat Maintenance \$ 217,525.00
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	Total Funds \$ 668,682.91		Total Appropriations \$668,682.91
WVLS Subsidy (approximate)	\$43,500.00	Total w/ Subsidy	\$712,182.91


Account #	Account	Appropriation	V-Cat	WVLS	(sub components)	Balance
5-6100	Human Resources	\$80,000.00				\$120,000.00
	ILS Maintenance Staff		\$80,000.00			\$80,000.00
	ILS Maintenance Staff - WVLS Subsidy			\$40,000.00		\$40,000.00
	Other		\$0.00			\$0.00
5-6210	COMMUNICATIONS	\$5,500.00				\$5,500.00
	Telephone Notifications Maintenance Estimate		\$3,000.00			\$3,000.00
	SMS Notifications Maintenance Estimate		\$2,500.00			\$2,500.00
	Other		\$0.00			\$0.00
5-6220	MAINT. & SUPPLIES	\$250.00				\$250.00
	Supplies		\$250.00			\$250.00
	Other		\$0.00			\$0.00
5-6250	Training & Travel	\$8,500.00				\$8,500.00
	Conferences		\$5,000.00			\$5,000.00
	Continuing Education		\$1,500.00			\$1,500.00
	Workshops and Training Events		\$1,000.00			\$1,000.00
	Committee Travel		\$1,000.00			\$1,000.00
	Other		\$0.00			\$0.00
5-6290	Memberships	\$275.00				\$275.00
	IUG and other memberships		\$275.00			\$275.00
	Other		\$0.00			\$0.00
5-6340	Special Projects	\$65,657.91				\$65,657.91
	Future ILS Enhancements		\$65,657.91			\$65,657.91
	Other		\$0.00			\$0.00
5-6360	ILS Application & Platform Services	\$66,000.00				\$66,000.00
	Hardware & Equipment Maintenance		\$15,000.00			\$15,000.00
	Software Maintenance		\$49,000.00			\$49,000.00
	- Sierra "Software Only" Maintenance				\$49,000.00	
	- Content Café Image Service				\$0.00	
	- SMS Unlimited Service				\$0.00	
	E-Commerce Fees		\$2,000.00			\$2,000.00
	Other		\$0.00			\$0.00
5-6400	Service Contracts	\$57,000.00				\$60,500.00
	Cataloging Utility (Nov 2021 - Oct 2022 annual term)		\$27,500.00			\$27,500.00
	Content Enhancement (cover image service)		\$7,000.00			\$7,000.00
	Database Cleanup		\$4,000.00			\$4,000.00
	Discovery Subscription		\$18,500.00			\$18,500.00
	Novelist Select (Required for ILS)			\$3,500.00		\$3,500.00
	Other		\$0.00			\$0.00

5-6640	Resource Development	\$375,000.00		\$375,000.00
	Service Enhancements		\$0.00	\$0.00
	V-Cat Long Term Replacement Reserve Fund		\$375,000.00	\$375,000.00
	Other		\$0.00	\$0.00

5-6650	Disaster Recovery	\$10,500.00		\$10,500.00
	Contingency (legacy => D/R)		\$0.00	\$0.00
	Disaster Recovery		\$10,500.00	\$10,500.00
	Other		\$0.00	\$0.00

TOTALS			\$668,682.91	\$43,500.00	\$712,182.91
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 V-Cat Expense

 WVLS Subsidized V-Cat Expense