

**LAKELAND LIBRARY COOPERATIVE
PROPOSED FY2018-2019 MENU SERVICES FORMULAS FOR COST TO LIBRARIES**

Introduction

The FY2017-2018 Menu Service Formulas for Cost to Libraries, as adopted by the Board on May 11, 2017, were used in preparing the FY2018-2019 Draft Budget. The recommendation is to continue to use the Menu Service Formulas that were used in the FY2017-2018 budget in the FY2018-2019 Budget. The formulas are as follows:

Charges divided equally for all member libraries

- Administration Department budget

Charges divided equally for participating member libraries

- Digital Signatures

Charges divided by percentage of holdings added by Sierra member libraries (previous calendar year)

- MARC SkyRiver

Charges divided by percentage of holdings added by Sierra participating member libraries that use the Lakeland cataloging center (previous calendar year)

- Cataloging Department budget

Charges divided 50% Per Capita and 50% equally by LLC Shared ILS participating member libraries

- Authority Control

Charges divided 50% Per Capita and 50% equally by Sierra participating member libraries

- ILS Department budget

Charges divided 50% Per Capita and 50% equally by participating member libraries

- Syndetics

Charges divided by previous calendar year circulation for participating member libraries

- SMS Alert Notification

Charges for 50% of IT budget divided 50% Per Capita and 50% Equal for ILS Tech Support; and 50% of IT budget Equal for Lakeland Administration IT functions

- IT Department budget

Charges divided equally for all participating member libraries

- Delivery Department budget

Charges divided by Per Capita by participating member libraries

- MeL Delivery – RIDES

Charges for Email (being re-evaluated)

- The fees for this area are calculated on a sliding scale depending on the number of email aliases for each library on April 1.
- If a library adds emails during the year added charges will be applied.
- If a library decreases emails during the year they are still committed to the number on April 1 of the preceding fiscal year.
- The first 5 email aliases are free as well as the email notice aliases. The fee may vary during the year since the number of aliases per library may change.

Charges for Web Page Hosting (being re-evaluated)

- The fee is \$10 per month for participating member libraries.