



## WINNEFOX LIBRARY SYSTEM

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### MEMORANDUM

**DATE:** September 17, 2018  
**TO:** Winnefox Library System Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**SUBJECT:** 2019 Winnefox, WALs, and WCTS budget proposals

#### Background

The 2019 system budget proposal comes to the board in a time of uncertainty – the three-year Public Library System Redesign Process (PLSR) is in the final-report writing stage. Although we do not know the specific recommendations that will emerge from the process, we are confident that they call for more collaboration over larger geographic areas of the state (up to and including statewide efforts). During 2018, building upon a history of successful collaboration, Winnefox pursued two new service-delivery arrangements that embody this spirit: 1) a process to explore creation of a joint-venture library automation platform with OWLSnet; and 2) formation of a cooperative continuing education (CE) support service with the OWLS, Nicolet, and Manitowoc-Calumet library systems.

The 2019 budget proposal will support continuing efforts at collaboration, including moving to materials delivery to all Winnefox libraries every weekday, which will respond to many requests from our member libraries and align us with the delivery schedules in effect with many of the OWLSnet libraries. This budget proposal also supports plans to utilize system aid increases authorized by the state legislature for 2018 and 2019 (termed “special project” funds in this budget). The GaleCourses online learning product will be purchased in both years to support the lifelong learning goals of member library patrons. In 2019, individual project grants will be offered to member libraries to support their efforts in the areas of lifelong learning and workforce development.

#### Personnel:

The 2019 budget proposal includes addition of a 0.75 FTE Administrative Specialist position, with significant support from Oshkosh Public Library, to assist with OPL accounting tasks, and two (2) 0.285 FTE driver positions, that will enable our move to a five-weekday delivery schedule.

The 2019 budget proposal maintains the regional competitiveness of Winnefox's pay plan by recommending that all three major facets be funded adequately:

- The entire pay matrix is proposed to be adjusted by 2.5% across the board;
- Step increases are budgeted for all eligible staff members; and
- Performance pay bonuses are budgeted for all full-time staff and for delivery drivers (\$10,000 in total).

Two developments with fringe benefits are reflected in the Winnefox, WALs and WCTS budgets.

- Health insurance cost changes are still being assessed; we have used an assumption of a 2% increase in health insurance premiums, which is in line with guidance offered earlier this summer by the Wisconsin Department of Employee Trust Funds (ETF).
- State retirement contribution level is decreasing from 13.4% to 13.1% of participant's gross pay. Winnefox will pay half – i.e., 6.55%.

### **Highlights of the three Winnefox unit budgets are detailed below:**

Winnefox: Where the 2017 budget was proposed with surplus revenues, the 2018 proposal is for a balanced budget between revenues and expenditures.

1. Revenues
  - a. No change in base state funding (\$885,885) for 7<sup>th</sup> year.
  - b. \$29,500 increase for special project (on top of \$29,500 increase received in 2018).
  - c. Added revenues for four-system CE collaborative (NEWI): \$10,000.
  - d. 2018 actual interest revenues guided an estimate of \$25,000 for 2019 – up \$17,500
2. Expenses
  - a. Overdrive: Requesting \$56,867 for statewide collection—up \$5,122. Looks like all libraries will contribute full amount. Expecting \$65,000 for Winnefox Advantage, a collection of eBooks and eAudiobooks available only to Winnefox library patrons. Also 4<sup>th</sup> year of Winnebago County \$10,000 special project grant for Overdrive Advantage content.

### WALS

1. Revenues
  - a. 2019 Winnefox funding of WALs is \$83,694 -- down \$44,587, and closing in on the goal of reducing the system share of support to 10% (will be 10.8% in 2019).
  - b. 2019 member library support for WALs is \$688,925 – up \$12,418 (1.84%) over the 2018 level.
2. Expenses
  - a. Capital expenditures are proposed to be \$26,600 – down \$36,400 in large part because we have reached the long-term automation system replacement reserve level of \$500,000 and no major server purchases are planned in 2019.

### WCTS:

1. Revenues
  - a. We are requesting a 2.61% increase in county funding.
2. Expenses
  - a. Over 90% of WCTS budget is personnel.

Winnefox Library System  
2019 Budget Summary

	2017 Actual	2018 Budget	2019 Budget	Difference 18- 19	% Difference
State System Aids	885,885.00	885,885.00	885,885.00	0.00	0.00%
Special Project State Aid	0.00	29,504.00	59,007.00	29,503.00	100.00%
Interest Revenue	13,416.50	7,500.00	25,000.00	17,500.00	233.33%
Contractual Revenue	91,178.36	117,653.65	159,260.54	41,606.89	35.36%
Printing Revenue	6,672.32	5,000.00	5,500.00	500.00	10.00%
Overdrive Revenue from libraries	136,693.27	112,510.89	121,867.00	9,356.11	8.32%
Other Revenues	848.54	942.93	972.45	29.52	3.13%
Grant Revenue	10,000.00	10,000.00	10,000.00	0.00	0.00%
<b>Total Operating Revenue</b>	<b>1,144,693.99</b>	<b>1,168,996.47</b>	<b>1,267,491.99</b>	<b>98,495.52</b>	<b>0.08</b>
Transfer from reserve--WALS fee assistance	496.10	-	0.00	0.00	#DIV/0!
Transfer from reserve--Visibility	10,090.00	7,571.00	5,000.00	-2,571.00	-33.96%
<b>Total Operating Funds</b>	<b>1,155,280.09</b>	<b>1,176,567.47</b>	<b>1,272,491.99</b>	<b>-496.10</b>	<b>-33.33%</b>

	2017 Actual	2018 Budget	2019 Budget	Difference 18- 19	% Difference
Personnel	663,059.21	729,102.56	817,492.90	88,390.34	12.12%
Administrative Supplies & Expenses	68,897.91	72,682.75	75,726.09	3,043.34	4.19%
Capital Expenditures	3,573.10	12,500.00	4,500.00	-8,000.00	-64.00%
Services: Collections	153,297.26	129,190.53	137,782.00	8,591.47	6.65%
Services: Consulting	5,499.00	5,500.00	5,550.00	50.00	0.91%
Services: Continuing Education	8,992.74	8,650.00	21,750.00	13,100.00	151.45%
Services: Delivery	30,980.08	33,131.00	42,767.00	9,636.00	29.08%
Services: Interlibrary Loan	4,858.43	5,927.63	5,450.00	-477.63	-8.06%
Services: Public Information and Printing	7,356.65	11,586.00	12,544.89	958.89	8.28%
Services: Inclusive Services	0.00	0.00	59,007.00	59,007.00	#DIV/0!
Services: Youth Service	100.00	100.00	100.00	0.00	0.00%
Services: Technology support	752.60	400.00	1,128.11	728.11	182.03%
Interfund Transfers	136,190.00	135,852.32	88,694.00	-47,158.32	-34.71%
Funds Allocated to Member Libraries	496.10	0.00	0.00	0.00	#DIV/0!
<b>Total Operating Expenditures</b>	<b>1,084,053.08</b>	<b>1,144,622.79</b>	<b>1,272,491.99</b>	<b>127,869.20</b>	<b>11.17%</b>

0.00

Winnefox Library System  
2019 Budget  
Revenue Detail

	2017 Actual Revenues	2018 Budget	2019 Budget	Difference 18- 19	% Difference
State Aid	885,885.00	885,885.00	885,885.00	0.00	0.00%
State Aid -- Special Project Increase	0.00	29,504.00	59,007.00	29,503.00	100.00%
Interest	13,416.50	7,500.00	25,000.00	17,500.00	233.33%
<b>Total State Aid and Interest</b>	<b>899,301.50</b>	<b>922,889.00</b>	<b>969,892.00</b>	<b>47,003.00</b>	<b>5.09%</b>
Printing	6,672.32	5,000.00	5,500.00	500.00	10.00%
Miscellaneous Revenue	848.54	500.00	500.00	0.00	0.00%
WLA Legislative Initiative from Oshkosh	0.00	442.93	472.45	29.52	6.66%
Overdrive statewide collection--Library funding	61,032.23	51,745.00	56,867.00	5,122.00	9.90%
Overdrive Winnefox collection--Library funding	75,661.04	60,765.89	65,000.00	4,234.11	6.97%
Overdrive Winnefox collection--Winnebago Co. grant	10,000.00	10,000.00	10,000.00	0.00	0.00%
<b>Total other Revenue</b>	<b>154,214.13</b>	<b>128,453.82</b>	<b>138,339.45</b>	<b>9,885.63</b>	<b>7.70%</b>
<b>Contractual Revenue</b>					
OPL--Elec. Services	19,455.81	23,629.61	24,021.91	392.30	1.66%
OPL--Clerical	60,719.65	79,090.48	111,454.63	32,364.15	40.92%
OPL--Delivery	5,081.90	5,289.56	4,054.00	-1,235.56	-23.36%
Southwest Library System--Accounting	4,921.00	5,644.00	5,730.00	86.00	1.52%
Manitowoc Calumet Library System--CE	0.00	0.00	2,102.00	2,102.00	#DIV/0!
Nicolet Federated Library System--CE	0.00	0.00	6,025.00	6,025.00	#DIV/0!
Outagamie Waupaca Library System--CE	0.00	3,000.00	4,873.00	1,873.00	62.43%
WPLC website	1,000.00	1,000.00	1,000.00	0.00	0.00%
<b>Total Contractual Revenue</b>	<b>91,178.36</b>	<b>117,653.65</b>	<b>159,260.54</b>	<b>31,606.89</b>	<b>26.86%</b>
<b>Total Revenue</b>	<b>1,144,693.99</b>	<b>1,168,996.47</b>	<b>1,267,491.99</b>	<b>88,495.52</b>	<b>7.57%</b>



Winnefox Library System  
2019 Budget  
Expenditure Detail

	2017 Actual Expenditures	2018 Budget	2019 Budget	Difference 18- 19	% Difference
<b>Personnel</b>					
Wages/Salaries	506,433.96	523,652.49	579,354.06	55,701.57	10.64%
Wisconsin Ret.	29,741.73	30,143.78	32,371.59	2,227.81	7.39%
FICA		40,059.42	44,320.59	4,261.17	10.64%
Health Insurance	113,028.37	108,645.59	134,513.91	25,868.32	23.81%
Life Insurance	1,632.73	1,747.28	2,234.75	487.47	27.90%
ICMA	6,451.85	6,854.00	6,698.00	-156.00	-2.28%
Performace payments		10,000.00	10,000.00	0.00	0.00%
Long Term Disability Insurance	0.00	0.00	0.00	0.00	#DIV/0!
Flexible Spending Plan	913.25	1,000.00	1,000.00	0.00	0.00%
Unemployment Compensation		2,000.00	2,000.00	0.00	0.00%
Workers Compensation Insurance	4,857.32	5,000.00	5,000.00	0.00	0.00%
<b>Total Personnel</b>	<b>663,059.21</b>	<b>729,102.56</b>	<b>817,492.90</b>	<b>88,390.34</b>	<b>12.12%</b>
<b>Administrative Supplies &amp; Expenses</b>					
Postage	680.74	1,000.00	800.00	-200.00	-20.00%
Postage Equipment Expense	1,345.81	1,400.00	1,450.00	50.00	3.57%
Supplies - Office	1,390.58	1,600.00	1,600.00	0.00	0.00%
Telephone	421.22	650.00	650.00	0.00	0.00%
Legal Services	0.00	1,000.00	1,000.00	0.00	0.00%
Property Insurance	2,382.00	1,343.00	2,500.00	1,157.00	86.15%
Photocopier Maintenance (office)	232.50	250.00	250.00	0.00	0.00%
Rent	20,959.15	17,677.90	17,955.59	277.69	1.57%
Administrative Services	32,199.00	33,371.85	33,430.50	58.65	0.18%
Audit	410.15	5,490.00	5,490.00	0.00	0.00%
FVLC Dues	0.00	0.00	0.00	0.00	#DIV/0!
Trustee Travel	2,540.26	2,500.00	2,500.00	0.00	0.00%
Software	1,252.32	1,200.00	1,300.00	100.00	8.33%
Staff Travel - Administrative	3,266.52	3,500.00	3,500.00	0.00	0.00%
Advertising	0.00	0.00	1,000.00	1,000.00	#DIV/0!
Strategic planning	1,817.66	1,200.00	1,800.00	600.00	50.00%
Miscellaneous	0.00	500.00	500.00	0.00	0.00%
<b>Total Administratve Supplies &amp; Expenses</b>	<b>68,897.91</b>	<b>72,682.75</b>	<b>75,726.09</b>	<b>3,043.34</b>	<b>4.19%</b>
<b>Capital Expenditures</b>					
Computers	1,073.10	10,000.00	2,000.00	-8,000.00	-80.00%
Van	2,500.00	2,500.00	2,500.00	0.00	0.00%
<b>Total Capital Expenditures</b>	<b>3,573.10</b>	<b>12,500.00</b>	<b>4,500.00</b>	<b>-8,000.00</b>	<b>-64.00%</b>
<b>Services: Collection Development</b>					
Professional Materials	0.00	150.00	150.00	0.00	0.00%
Periodicals	157.99	160.00	160.00	0.00	0.00%
Wisconsin Public Library Consortium Membersh	6,446.00	6,369.64	5,605.00	-764.64	-12.00%
Overdrive statewide collection	61,032.23	51,745.00	56,867.00	5,122.00	9.90%
Overdrive Winnefox collection (includes Winnebago Co. Grant)	85,661.04	70,765.89	75,000.00	4,234.11	5.98%
<b>Total Services: Collection Development</b>	<b>153,297.26</b>	<b>129,190.53</b>	<b>137,782.00</b>	<b>8,591.47</b>	<b>6.65%</b>
<b>Services: Consulting</b>					
CESA 6 GROW services	4,500.00	4,500.00	4,500.00	0.00	0.00%
SRLAAW membership	50.00	50.00	100.00	50.00	100.00%
GoTo Meeting subscription	500.00	500.00	500.00	0.00	0.00%
Surveymonkey subscription	250.00	250.00	250.00	0.00	0.00%
WiLS membership	199.00	200.00	200.00	0.00	0.00%
<b>Total Services: Consulting</b>	<b>5,499.00</b>	<b>5,500.00</b>	<b>5,550.00</b>	<b>50.00</b>	<b>0.91%</b>

Continuing Education					
Workshop Expenses	3,383.91	4,450.00	16,000.00	11,550.00	259.55%
Mileage Reimbursement (WLS Funded)	450.81	1,000.00	750.00	-250.00	-25.00%
Staff Training	4,679.24	3,000.00	4,500.00	1,500.00	50.00%
Trustee workshop expenses	478.78	200.00	500.00	300.00	150.00%
<b>Total Continuing Education</b>	<b>8,992.74</b>	<b>8,650.00</b>	<b>21,750.00</b>	<b>13,100.00</b>	<b>151.45%</b>
Services: Delivery					
Cell Phone	150.18	160.00	160.00	0.00	0.00%
Gasoline	9,586.08	11,000.00	18,000.00	7,000.00	63.64%
Automotive Insurance	3,046.15	3,000.00	3,100.00	100.00	3.33%
Maintenance	2,065.67	2,500.00	5,000.00	2,500.00	100.00%
Van Replacement	2,500.00	2,500.00	2,500.00	0.00	0.00%
Intersystem Delivery	13,632.00	13,971.00	14,007.00	36.00	0.26%
<b>Total Services: Delivery</b>	<b>30,980.08</b>	<b>33,131.00</b>	<b>42,767.00</b>	<b>9,636.00</b>	<b>29.08%</b>
Services: Interlibrary Loan					
OCLC ILL	2,954.98	3,000.00	3,000.00	0.00	0.00%
ILL Supplies	334.99	350.00	350.00	0.00	0.00%
ILL Postage	1,568.46	2,477.63	2,000.00	-477.63	-19.28%
Staff Travel - ILL	0.00	100.00	100.00	0.00	0.00%
<b>Total Services: Interlibrary Loan</b>	<b>4,858.43</b>	<b>5,927.63</b>	<b>5,450.00</b>	<b>-477.63</b>	<b>-8.06%</b>
Services: Public Information and Printing					
WLA Legislative Initiative	0.00	886.00	944.89	58.89	6.65%
Printing Supplies	728.81	2,000.00	1,500.00	-500.00	-25.00%
Color Photocopier Maintenance	198.50	8,000.00	10,000.00	2,000.00	25.00%
Digital Duplicator Maintenance	5,986.34	600.00	0.00	-600.00	-100.00%
Other	443.00	100.00	100.00	0.00	0.00%
<b>Total Services: Public Information and Printing</b>	<b>7,356.65</b>	<b>11,586.00</b>	<b>12,544.89</b>	<b>958.89</b>	<b>8.28%</b>
Services: Inclusive Services					
Gale Courses	0.00	32,000.00	34,000.00	2,000.00	6.25%
Library grant program	0.00	0.00	25,007.00	25,007.00	#DIV/0!
<b>Total Services: Inclusive Services</b>	<b>0.00</b>	<b>0.00</b>	<b>59,007.00</b>	<b>25,007.00</b>	<b>#DIV/0!</b>
Services: Youth Service					
1,000 Books app	100.00	100.00	100.00	0.00	0.00%
<b>Total Services: Youth Services</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00%</b>
Services: Technology Support					
Staff Travel		400.00	400.00	0.00	0.00%
WTEC travel	403.60	0.00	400.00	400.00	#DIV/0!
Supplies	349.00	0.00	328.11	328.11	#DIV/0!
Domain Name Registration	0.00	0.00	0.00	0.00	#DIV/0!
<b>Total Services: Technology Support</b>	<b>752.60</b>	<b>400.00</b>	<b>1,128.11</b>	<b>728.11</b>	<b>182.03%</b>
Inter Fund Transfers					
WALS support	126,100.00	128,281.32	83,694.00	-44,587.32	-34.76%
Winnefox Funding for Visibility	10,090.00	7,571.00	5,000.00	-2,571.00	-33.96%
<b>Total Inter Fund Transfer</b>	<b>136,190.00</b>	<b>135,852.32</b>	<b>88,694.00</b>	<b>-47,158.32</b>	<b>-34.71%</b>
Funds Allocated to Member Libraries					
WALS fee increase assistance	496.10	0.00	0.00	0.00	#DIV/0!
<b>Total Funds Allocated to Member Libraries</b>	<b>496.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>
<b>Total Operating Expenditures</b>	<b>1,084,053.08</b>	<b>1,144,622.79</b>	<b>1,272,491.99</b>	<b>127,869.20</b>	<b>11.17%</b>



## Winnefox Automated Library Services 2018 Budget Summary

	2017 Actual	2018 Budget	2019 Budget	Difference 18-19	% Difference
Member Library Funding	656,917.00	676,507.00	688,925.00	12,418.00	1.9%
LSTA	3,983.00	0.00	0.00	0.00	0.0%
Winnefox Funding	126,596.00	128,622.00	83,694.00	-44,928.00	-35.6%
Winnefox Funding for Visibility	0.00	7,571.00	5,000.00	-2,571.00	-25.5%
Other	11,050.00	2,600.00	16,100.00	13,500.00	710.5%
Online Fine Payment	42,118.00	40,000.00	40,000.00	0.00	0.0%
<b>Total Operating Revenue</b>	<b>840,664.00</b>	<b>855,300.00</b>	<b>833,719.00</b>	<b>-21,581.00</b>	<b>-2.54%</b>

	2017 Actual	2018 Budget	2019 Budget	Difference 18-19	% Difference
Personnel	268,929.89	266,926.99	271,248.83	4,321.84	1.6%
Administrative Supplies & Expenses	15,217.22	22,370.59	16,071.54	-6,299.05	-28.4%
ILS	499,600.60	396,382.42	414,120.67	17,738.25	4.5%
Network Expenses	59,402.96	53,000.00	52,100.00	-900.00	-1.8%
Travel, Training, Dues	8,514.51	13,620.00	13,600.00	-20.00	-0.1%
Online Fine Payment	43,137.56	40,000.00	40,000.00	0.00	0.0%
<b>Total Operating Expenditures</b>	<b>894,802.74</b>	<b>792,300.00</b>	<b>807,141.04</b>	<b>14,841.04</b>	<b>1.90%</b>
Capital Expenditures	101,002.70	63,000.00	26,577.96	-36,422.04	-67.45%
<b>Total Expenditures</b>	<b>995,805.44</b>	<b>855,300.00</b>	<b>833,719.00</b>	<b>-21,581.00</b>	<b>-2.58%</b>

9/27/2018

Winnefox Automated Library Services  
2019 Budget  
Revenue Detail

	2017 Actual	2018 Budget	2019 Budget	Difference 18 - 19	% Difference
Member Library Funding	\$ 656,917	\$ 676,507	\$ 688,925	12,418.00	1.84%
Interest	\$ 9,083	\$ 2,500	\$ 16,000	13,500.00	540.00%
LSTA	\$ 3,983	\$ -	\$ -	0.00	#DIV/0!
Winnefox Funding	\$ 126,596	\$ 128,622	\$ 83,694	-44,928.00	-34.93%
Winnefox Funding for Visibility	\$ 10,090	\$ 7,571	\$ 5,000	-2,571.00	-33.96%
Other	\$ 1,967	\$ 100	\$ 100	0.00	0.00%
Fine Payments Collected	\$ 42,118	\$ 40,000	\$ 40,000	0.00	0.00%
<b>Total Revenue</b>	<b>850,754.00</b>	<b>855,300.00</b>	<b>833,719.00</b>	<b>-21,581.00</b>	<b>-2.52%</b>

9/27/2018



2019 WAL\$ Fees

WALS Fees for 2019	1.5% increase	WALS Budget to Share:		\$ 688,925.44	Winnefox Support	\$ 83,694.00
No Library Fee less than:	\$ 8,050.00	Amount to be shared after amount raised by base fee libraries:		\$ 592,325.44	Winnefox share	10.8%

TABLE 2 -- Base Fee Libraries

Base Libraries	Total # of Users	Total # of Items	Total File Size - Jun 6 2018	Library % of File Size	Total Circulation last 365 days	Library % of Circulation	Library Average %	Base Calculation	2019 WAL\$ Fee	2018 WAL\$ Fee*	Difference 2019 to 2018	% Difference
BRANDON	1,145	9,904	11,049	0.7497%	11,550	0.3743%	0.56203%	\$3,871.98	\$8,050.00	\$7,931.00	119	1.50%
COLOMA	1,581	15,067	16,648	1.1296%	26,347	0.8539%	0.99178%	\$6,832.61	\$8,050.00	\$7,931.00	119	1.50%
ENDEAVOR	801	11,750	12,551	0.8516%	10,595	0.3434%	0.59752%	\$4,116.43	\$8,050.00	\$7,931.00	119	1.50%
HANCOCK	780	13,469	14,249	0.9669%	14,780	0.4790%	0.72294%	\$4,980.53	\$8,050.00	\$7,931.00	119	1.50%
KINGSTON	787	16,079	16,866	1.1444%	18,823	0.6101%	0.87725%	\$6,043.58	\$8,050.00	\$7,931.00	119	1.50%
MARKESAN	2,353	21,095	23,448	1.5911%	22,222	0.7202%	1.15564%	\$7,961.49	\$8,050.00	\$7,931.00	119	1.50%
NESHKORO	363	11,606	11,969	0.8122%	5,748	0.1863%	0.49922%	\$3,439.28	\$8,050.00	\$7,931.00	119	1.50%
OXFORD	1,610	12,875	14,485	0.9829%	13,210	0.4281%	0.70551%	\$4,860.42	\$8,050.00	\$7,931.00	119	1.50%
PACKWAUKEE	601	11,736	12,337	0.8371%	10,161	0.3293%	0.58322%	\$4,017.96	\$8,050.00	\$7,931.00	119	1.50%
PINERIVER	787	16,605	17,392	1.1801%	21,187	0.6867%	0.9340%	\$6,430.44	\$8,050.00	\$7,931.00	119	1.50%
POYSIPPI	578	18,332	18,910	1.2831%	9,868	0.3198%	0.80148%	\$5,521.59	\$8,050.00	\$7,931.00	119	1.50%
REDGRANITE	1,417	17,639	19,056	1.2930%	21,253	0.6888%	0.99093%	\$6,826.74	\$8,050.00	\$7,931.00	119	1.50%
SUBTOTAL	12,803	176,157	188,960		185,744			64,903	\$96,600.00	\$95,172.00	\$1,428.00	1.50%

TABLE 3 -- Above Base Libraries

Libraries Above Base	Total # of Users	Total # of Items	Total File Size - Jun 6 2018	Library % of File Size	Total Circulation last 365 days	Library % of Circulation	Library Average %	Calculation	2019 WAL\$ Fee	2018 WAL\$ Fee*	Difference 2019 to 2018	% Difference
BERLIN	6,853	59,512	66,365	5.1655%	101,082	3.4859%	4.32571%	\$25,622.29	\$25,622	\$25,893	-\$271	-1.06%
CAMPBLSRPT	4,062	26,973	31,035	2.4156%	57,646	1.9880%	2.20179%	\$13,041.78	\$13,042	\$12,687	\$355	2.72%
GREENLAKE	2,975	33,317	36,292	2.8248%	59,419	2.0491%	2.43695%	\$14,434.70	\$14,435	\$15,199	-\$764	-5.29%
MENASHA	24,511	149,650	174,161	13.5558%	434,903	14.9981%	14.27694%	\$84,565.97	\$84,566	\$81,608	\$2,958	3.50%
MONTELEO	3,397	20,520	23,917	1.8616%	40,937	1.4118%	1.63667%	\$9,694.38	\$9,694	\$9,655	\$39	0.41%
NEENAH	38,397	225,579	263,976	20.5465%	905,145	31.2150%	25.88072%	\$153,298.09	\$153,298	\$148,336	\$4,962	3.24%
NFONDDULAC	3,800	28,357	32,157	2.5029%	42,814	1.4765%	1.98971%	\$11,785.55	\$11,786	\$11,507	\$279	2.36%
OAKFIELD	1,233	22,773	24,006	1.8685%	25,150	0.8673%	1.36791%	\$8,102.49	\$8,102.49	\$7,931	\$171	2.12%
OMRO	3,475	32,992	36,467	2.8384%	55,729	1.9219%	2.38014%	\$14,098.16	\$14,098	\$13,287	\$811	5.75%
OSHKOSH	56,837	268,673	325,510	25.3360%	739,169	25.4911%	25.41352%	\$150,530.76	\$150,531	\$152,156	-\$1,625	-1.08%
PLAINFIELD	1,630	24,262	25,892	2.0153%	20,509	0.7073%	1.36129%	\$8,063.24	\$8,063	\$7,931	\$132	1.64%
PRINCETON	2,175	25,218	27,393	2.1321%	34,773	1.1992%	1.66566%	\$9,866.10	\$9,866	\$9,740	\$126	1.28%
RIPON	8,858	78,586	87,444	6.8062%	140,325	4.8393%	5.82272%	\$34,489.45	\$34,489	\$33,021	\$1,468	4.26%
WAUTOMA	6,304	37,202	43,506	3.3863%	80,723	2.7838%	3.08505%	\$18,273.53	\$18,274	\$18,054	\$220	1.20%
WESTFIELD	2,903	21,065	23,968	1.8655%	49,398	1.7035%	1.78454%	\$10,570.31	\$10,570	\$10,071	\$499	4.72%
WILDROSE	2,269	20,761	23,030	1.7925%	36,588	1.2618%	1.52716%	\$9,045.73	\$9,046	\$8,499	\$547	6.04%
WINNECONNE	4,321	35,335	39,656	3.0866%	75,405	2.6004%	2.84352%	\$16,842.89	\$16,843	\$16,001	\$842	5.00%
SUBTOTAL	174,000	1,110,775	1,284,775	100%	2,899,715	100%	100%	\$592,325.44	\$592,325.44	\$581,576.00	\$10,749.44	1.85%

TOTAL	186,803	1,286,932	1,473,735		3,085,459			\$657,228.50	\$688,925.44	\$676,748.00	\$12,177.44	
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Winnefox Automated Library Services  
2019 Budget  
Expenditure Detail

	2017 Actual	2018 Budget	2019 Budget	Difference 18-19	% Difference
<b>Personnel</b>					
Wages/Salaries	190,573.95	195,099.81	197,692.26	2,592.45	1.33%
Wisconsin Ret.	12,958.77	13,071.69	12,948.84	-122.85	-0.94%
FICA	13,243.96	14,925.14	15,123.46	198.32	1.33%
Health Insurance	49,304.12	40,291.60	42,364.47	2,072.87	5.14%
Life Insurance	293.02	302.75	403.80	101.05	33.38%
ICMA	2,109.43	2,236.00	2,236.00	0.00	0.00%
Workman's Compensation	446.64	1,000.00	480.00	-520.00	-52.00%
<b>Total Personnel</b>	<b>268,929.89</b>	<b>266,926.99</b>	<b>271,248.83</b>	<b>4,321.84</b>	<b>1.62%</b>

Administrative Supplies & Expenses

Supplies	1,485.38	1,000.00	1,200.00	200.00	20.00%
Miscellaneous	87.00	500.00	500.00	0.00	0.00%
Administrative Services (Director's Contract)	5,822.07	5,889.15	5,899.50	10.35	0.18%
Rent	3,230.66	3,221.44	3,272.04	50.60	1.57%
Telephone	99.11	250.00	150.00	-100.00	-40.00%
Ribbons, paper, etc		1,000.00	0.00	-1,000.00	-100.00%
Software		3,000.00	0.00	-3,000.00	-100.00%
Mailer forms	1,178.00	1,200.00	0.00	-1,200.00	-100.00%
Minor equipment		2,500.00	1,200.00	-1,300.00	-52.00%
Insurance		300.00	300.00	0.00	0.00%
Audit	3,315.00	3,510.00	3,550.00	40.00	1.14%
<b>Total Administrative Supplies &amp; Expenses</b>	<b>15,217.22</b>	<b>22,370.59</b>	<b>16,071.54</b>	<b>-6,299.05</b>	<b>-28.16%</b>

ILS Expenses

ILS Hardware & Software

Production server	80	80.00	80.00	0.00	0.00%
ILS Test server	160	160.00	160.00	0.00	0.00%

Symphony Expenses

Symphony software maintenance	204,804	105,153.28	120,300.00	15,146.72	14.40%
Symphony Contract buyout costs	21,113	0.00	0.00	0.00	
<b>Subtotal--Symphony Maintenance costs</b>	<b>226,157.00</b>	<b>105,393.28</b>	<b>120,540.00</b>	<b>15,146.72</b>	<b>14.37%</b>

Oshkosh Public Library (database support)	191,433.60	195,262.27	200,143.83	4,881.56	2.50%
OCLC	80,000.00	80,000.00	80,000.00	0.00	0.00%
Credit/debit card payments		926.87	926.84	-0.03	0.00%
Syndetics catalog content enrichment	0.00	13,000.00	10,500.00	-2,500.00	-19.23%
Shoutbomb SMS messaging Maintenance	2,010.00	1,800.00	2,010.00	210.00	11.67%
<b>Subtotal related ILS Maintenance costs</b>	<b>273,443.60</b>	<b>290,989.14</b>	<b>293,580.67</b>	<b>2,591.53</b>	<b>0.89%</b>

<b>Total ILS Costs</b>	<b>499,600.60</b>	<b>396,382.42</b>	<b>414,120.67</b>	<b>17,738.25</b>	<b>4.48%</b>
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Winnefox Automated Library Services  
2019 Budget  
Expenditure Detail

**Network Expenses**

Telecommunications maintenance	3,877.48	7,500.00	5,000.00	-2,500.00	-33.33%
Server & network consulting (Heartland)	9,979.48	2,500.00	2,700.00	200.00	8.00%
Central Site	1,848.00	3,000.00	3,000.00	0.00	0.00%
FoxNet	1,518.00	2,000.00	2,000.00	0.00	0.00%
WiscNet/TEACH library costs	5,400.00	12,600.00	12,600.00	0.00	0.00%
WiscNet membership/Network access	18,930.00	12,000.00	12,000.00	0.00	0.00%
Charter library costs	10,800.00	10,800.00	10,800.00	0.00	0.00%
<b>Total telecommunications</b>	<b>52,352.96</b>	<b>50,400.00</b>	<b>48,100.00</b>	<b>-2,300.00</b>	<b>-4.56%</b>
Network Maintenance & Expenses					
AntiVirus	7,050.00	2,600.00	3,000.00	400.00	15.38%
Other maintenance		0.00	1,000.00	1,000.00	#DIV/0!
<b>Total Maintenance</b>	<b>7,050.00</b>	<b>2,600.00</b>	<b>4,000.00</b>	<b>1,400.00</b>	<b>53.85%</b>
<b>Total Network</b>	<b>59,402.96</b>	<b>53,000.00</b>	<b>52,100.00</b>	<b>-900.00</b>	<b>-1.70%</b>

**Travel, Training, Dues**

SirsiDynix User's Group	100.00	100.00	100.00	0.00	0.00%
Conference attendance	5,186.00	8,020.00	8,000.00	-20.00	-0.25%
Staff Mileage	812.05	1,500.00	1,500.00	0.00	0.00%
Member library mileage	1,434.38	2,500.00	2,500.00	0.00	0.00%
WALS meeting expenses	982.08	1,500.00	1,500.00	0.00	0.00%
Other	0.00	0.00	0.00	0.00	#DIV/0!
<b>Total travel, training, dues</b>	<b>8,514.51</b>	<b>13,620.00</b>	<b>13,600.00</b>	<b>-20.00</b>	<b>-0.15%</b>

**Online fine payment passthrough**

<b>Online fine payment passthrough</b>	<b>43,137.56</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00%</b>
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<b>Total Operating Expenditures</b>	<b>894,802.74</b>	<b>792,300.00</b>	<b>807,141.04</b>	<b>14,841.04</b>	<b>1.87%</b>
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**Capital**

Transfer to Capital Reserve	71,500.00	36,500.00	1,300.00	-35,200.00	-96.44%
Van replacement	2,500.00	2,500.00	2,500.00	0.00	0.00%
Symphony servers (test and production)	3,000.00	0.00	4,800.00	4,800.00	#DIV/0!
Telecommunications	12,251.00	12,000.00	15,000.00	3,000.00	25.00%
Server	8,151.22	10,000.00	0.00	-10,000.00	-100.00%
Meraki project	0.00	0.00	1,000.00	1,000.00	#DIV/0!
PCs	3,600.48	2,000.00	2,000.00	0.00	0.00%
<b>Total Capital Expenditures</b>	<b>101,002.70</b>	<b>63,000.00</b>	<b>26,600.00</b>	<b>-36,400.00</b>	<b>-57.78%</b>

<b>Total Expenditures (Operating and Capital)</b>	<b>995,805.44</b>	<b>855,300.00</b>	<b>833,741.04</b>	<b>-21,558.96</b>	<b>-2.52%</b>
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9/27/2018

Winnefox Library System  
Cooperative Technical Services  
2019 Budget Summary

	2017 Actual	2018 Budget	2019 Proposed	Difference 18 - 19	% Difference
<b>Operating Revenue</b>					
County Contracts	175,538.88	180,659.34	185,367.74	4,708.40	2.61%
Rotating Collections	10,400.00	10,750.00	10,750.00	0.00	0.00%
Other revenue	3,046.23	2,600.00	3,850.00	1,250.00	48.08%
<b>Operating Revenue</b>	<b>188,985.11</b>	<b>194,009.34</b>	<b>199,967.74</b>	<b>5,958.40</b>	<b>3.07%</b>

	2017 Actual	2018 Budget	2019 Budget	Difference 18 - 19	% Difference
<b>Operating Expenditures</b>					
Personnel	164,868.23	158,879.15	173,637.74	14,758.59	9.29%
Administrative Supplies and Expenses	27,986.57	8,135.00	8,405.00	270.00	3.32%
Capital Expenditures	0.00	3,000.00	0.00	-3,000.00	-100.00%
Material Processing Supplies	7,266.33	7,070.00	6,975.00	-95.00	-1.34%
Staff Training Travel and Dues	0.00	500.00	200.00	-300.00	-60.00%
Grants	0.00	0.00	0.00	0.00	#DIV/0!
Rotating Collections	9,290.93	10,750.00	10,750.00	0.00	0.00%
<b>Total Operating Expenditures</b>	<b>209,412.06</b>	<b>188,334.15</b>	<b>199,967.74</b>	<b>11,633.59</b>	<b>6.18%</b>

Apparent Surplus/Deficit **(20,426.95)** **5,675.19** **0.00**

<b>Transfers from reserves</b>					
Transfer for new PCs		0.00		0.00	#DIV/0!
Budget transfer		0.00		0.00	#DIV/0!
<b>Total transfers from reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

Surplus/Deficit **(20,426.95)** **5,675.19** **0.00**



WCTS  
2019 Budget  
Revenue Detail

	2017 Actual	2018 Budget	2019 Proposed	Difference 18 - 19	% Difference
<b>County Contracts</b>					
Green Lake County Contract	56,946.78	58,577.58	60,343.73	1,766.15	3.02%
Marquette County Contract	45,830.07	47,200.50	48,369.39	1,168.89	2.48%
Waushara County Contract	72,762.03	74,881.26	76,654.63	1,773.37	2.37%
<b>Total County Contracts</b>	<b>175,538.88</b>	<b>180,659.34</b>	<b>185,367.74</b>	<b>4,708.40</b>	<b>2.61%</b>
<b>Other Operating Revenue</b>					
Interest Revenue	1,116.48	500.00	1,300.00	800.00	160.00%
Rotating collection administrative fee (\$25 for WCTS libraries, \$75 for non-WCTS libraries)	1,180.00	1,400.00	1,400.00	0.00	0.00%
DVD/CD refinishing (25 cents per disk)	749.75	150.00	600.00	450.00	300.00%
Library purchase of supplies from stock		500.00	500.00	0.00	0.00%
Misc Revenue	0.00	50.00	50.00	0.00	0.00%
<b>Total Other Operating Revenue</b>	<b>3,046.23</b>	<b>2,600.00</b>	<b>3,850.00</b>	<b>1,250.00</b>	<b>48.08%</b>
<b>Rotating Collections</b>					
ABC (20 libraries)	7,000.00	7,350.00	7,350.00	0.00	0.00%
Large Print (16 libraries)	3,400.00	3,400.00	3,400.00	0.00	0.00%
<b>Total Rotating Collections</b>	<b>10,400.00</b>	<b>10,750.00</b>	<b>10,750.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenue</b>	<b>188,985.11</b>	<b>194,009.34</b>	<b>199,967.74</b>	<b>5,958.40</b>	<b>3.07%</b>

**WCTS**  
**2019 Budget**  
**Expenditure Detail**

	2017 Actual	2018 Budget	2019 Proposed	Difference 18 - 19	% Difference
<b>Personnel</b>					
Wages/Salaries	103,375.31	101,639.47	110,959.41	9,319.94	9.17%
Wisconsin Ret.	6,662.46	6,420.26	6,865.56	445.29	6.94%
FICA		7,775.42	8,488.39	712.98	9.17%
Health Insurance	51,541.05	40,089.14	44,103.13	4,013.99	10.01%
Life Insurance	351.65	354.86	543.25	188.39	53.09%
ICMA	2,668.72	2,600.00	2,678.00	78.00	3.00%
Long Term Disability Insurance	0.00	0.00	0.00	0.00	#DIV/0!
Workman's Compensation	269.04	0.00	0.00	0.00	#DIV/0!
<b>Total Personnel</b>	<b>164,868.23</b>	<b>158,879.15</b>	<b>173,637.74</b>	<b>14,758.59</b>	<b>9.29%</b>
<b>Administrative Services &amp; Supplies</b>					
Postage		35.00	40.00	5.00	14.29%
Supplies - Office	1,207.20	550.00	800.00	250.00	45.45%
Telephone - Office	190.78	185.00	200.00	15.00	8.11%
Photocopier Maintenance (office)	162.66	165.00	165.00	0.00	0.00%
Administrative Services (Director's Contract)	0.00	0.00	0.00	0.00	#DIV/0!
Audit	9,554.93	0.00	0.00	0.00	#DIV/0!
Rent	16,557.26	6,700.00	6,700.00	0.00	0.00%
Miscellaneous	313.74	500.00	500.00	0.00	0.00%
<b>Total Administrative Services &amp; Supplies</b>	<b>27,986.57</b>	<b>8,135.00</b>	<b>8,405.00</b>	<b>270.00</b>	<b>3.32%</b>
<b>Capital Expenditures</b>					
	0.00	3,000.00	0.00	-3,000.00	-100.00%
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>-3,000.00</b>	<b>-100.00%</b>
<b>Library Materials</b>					
Cataloging & Processing Supplies	6,942.84	6,500.00	6,500.00	0.00	0.00%
Periodicals	323.49	420.00	325.00	-95.00	-22.62%
CD/DVD refinishing supplies		150.00	150.00	0.00	0.00%
<b>Total Library Materials</b>	<b>7,266.33</b>	<b>7,070.00</b>	<b>6,975.00</b>	<b>-95.00</b>	<b>-1.34%</b>
<b>Staff Training, Travel &amp; Dues</b>					
Staff Training		100.00	100.00	0.00	0.00%
Staff Travel -- Consulting		400.00	100.00	-300.00	-75.00%
<b>Total Staff Training, Travel &amp; Dues</b>	<b>0.00</b>	<b>500.00</b>	<b>200.00</b>	<b>-300.00</b>	<b>-60.00%</b>
<b>Rotating Collections</b>					
ABC (20 libraries)	4,238.93	7,350.00	7,350.00	0.00	0.00%
Large Print (16 libraries)	5,052.00	3,400.00	3,400.00	0.00	0.00%
<b>Total Rotating Collections</b>	<b>9,290.93</b>	<b>10,750.00</b>	<b>10,750.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Operating Expenditures</b>	<b>209,412.06</b>	<b>188,334.15</b>	<b>199,967.74</b>	<b>11,633.59</b>	<b>6.18%</b>