



## WINNEFOX LIBRARY SYSTEM

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### MEMORANDUM

**DATE:** September 16, 2022  
**TO:** Winnefox Library System Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**RE:** 2023 Winnefox Library System Budget Proposal

#### **Budget Documents:**

In the document packet for the September 28, 2022 Winnefox Board meeting, the 2023 budget proposal is represented in four tables:

1. Revenue by Source 2023 Budget
2. Expenditures by Account 2023 Budget
3. Expenditures by Program 2022 Budget

#### **Summary:**

Thanks to a 9% increase in support from the State of Wisconsin, our proposed 2023 Winnefox budget will allow us to continue several services that were initiated during 2022 (direct grants to member libraries for infrastructure needs and Creative Studio kits for crafts, science and fun) and increase salary for staff.

**2023 Revenues** are estimated at \$2,347,567 compared with \$2,216,179 for 2022 (a 6% increase). A balanced budget is proposed, with **2023 Expenditures** of \$2,347,567 compared with \$2,216,179 that was budgeted for spending in 2022.

#### **Personnel:**

Personnel costs overall are expected to increase by 10% in 2023 over 2022 levels. The driving forces behind the proposed increase are as follows:

- 5 percent increase across the board to the Winnefox pay plan.
- All eligible employees receive step increases.
- 6% health insurance employer cost.
- Delivery sorters and van drivers pay grades increase, making the wages of our lowest paid employees more competitive.
- Addition of a new Administrative Specialist position to support additional accounting services contracts with Wisconsin public library systems.

#### **WALS**

- Member library fees to support Winnefox Automated Library Services (WALS) increased from \$705,395 in 2022 to \$711,739 in 2023 (just under 1%). Winnefox support for WALS using state aids increased from \$88,000 in 2022 to \$90,000 in 2022. On a percentage basis, the relative support for WALS in 2022 will be 88.8% by the member libraries to 11.2% by Winnefox. [See WALS Revenue section of Revenue by Source table]. All ILS and Network program expenditures support WALS.

## **Non-Personnel Expenditure Highlights:**

### Expenditures by Program:

- In 2022 the Public Information program, \$46,000 was budgeted for spending to support printing and graphics / marketing needs of member libraries. In the 2023 proposal for this program, additional funds are proposed for outsourced printing, and funding has been added to cover marketing activities of the new Public Library Development Consultant position. About \$20,000 from the 2022 Public Information program is being moved to other programs, mainly Administration to support hiring an additional Specialist position.
- \$20,000 for digital content for Winnefox's Overdrive Advantage Account under the Electronic Resources program. Also under Electronic Resources: Gale Courses, Niche Academy, and funds for library digitization projects.
- Continuing Education program spending is projected to decrease due to effects of hiring a new employee and re-defining some duties into other programs due to a shift in responsibilities.
- The County Planning program has a small budget and so increasing the staff mileage in that program caused the 14% increase.
- Start-up funds for a WonderBook Circuit under WCTS
- \$5,000 for continuation of Creative Studios under Technology Support program.

### Expenditures by Account:

- \$1,500 in the Travel, Training, and Dues accounts under both Youth Services and Inclusive Services for new consultants to go to conferences. This is the reason for a proposed increase of 28% in this account.
- Telecommunications and Network spending will decrease from 2022 because a new firewall was purchased this year and no comparable purchase will be necessary in 2023.
- \$30,000 in infrastructure grants in the Grant Expenses - Winnefox Sponsored Grants account.

**WINNEFOX LIBRARY SYSTEM**  
Revenue by Source: 2023 Budget

<b>INCOME</b>	<b>2021 Actual</b>	<b>2022 Budgeted</b>	<b>2023 Proposed</b>	<b>Difference 2022-2023</b>	
<b><u>State Aid</u></b>					
State Aid	944,892	1,092,411	<b>1,180,922</b>	88,511	9%
State Aid Special Project	-	-		-	0%
<b><u>Collections</u></b>					
Printing	7,635	8,000	<b>5,000</b>	(3,000)	-39%
Misc Revenue		200		(200)	
<b><u>County Revenue</u></b>					
Green Lake County	61,882	63,824	<b>64,881</b>	1,057	2%
Marquette County	49,540	51,052	<b>52,262</b>	1,210	2%
Waushara County	78,920	81,128	<b>82,873</b>	1,745	2%
<b><u>WALS Revenue</u></b>					
Member Library Funding	688,927	705,395	<b>711,739</b>	6,344	1%
<b><u>Grant Revenue</u></b>					
Grant Revenue	160,082		<b>12,754</b>	12,754	0%
<b><u>Contractual Revenue</u></b>					
OPL - Elec. Services	25,249	26,429	<b>27,143</b>	714	3%
OPL - Clerical	95,632	122,102	<b>133,881</b>	11,779	12%
OPL - Delivery	3,022	4,788	<b>4,800</b>	12	0%
Southwest Library System - Accounting	6,000	6,000	<b>7,000</b>	1,000	17%
Wandering Rivers Library System - Accounting	6,000	6,000	<b>7,000</b>	1,000	17%
Monarch Library System - Accounting			<b>8,000</b>	8,000	
Nicolet Federated Library Sytem - Accounting			<b>8,000</b>	8,000	
Manitowoc Calumet Library Sytem - CE		2,272	<b>3,280</b>	1,008	#DIV/0!
Nicolet Federated Library Sytem - CE		6,485	<b>9,438</b>	2,953	#DIV/0!
Outagamie Waupaca Library System - CE		5,243	<b>6,719</b>	1,476	#DIV/0!
WPLC website	2,000	1,000	<b>2,000</b>	1,000	50%
<b><u>WCTS Revenue</u></b>					
Rotating Collections	13,000	11,900	<b>9,875</b>	(2,025)	-16%
Other Revenue	176	1,950		(1,950)	-1108%
<b><u>Interest</u></b>					
	8,529	20,000	<b>10,000</b>	(10,000)	-117%
<b><u>Misc</u></b>					
	5,672				
<b>Total Revenue</b>	<b>2,157,158</b>	<b>2,216,179</b>	<b>2,347,567</b>	<b>131,388</b>	<b>6%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2023 Budget

	2021 Actual	2022 Budgeted	2023 Proposed	2022-2023 Difference
<b>Personnel</b>				
Salary Wages	887,872	934,138	1,025,744	
Fringe Benefits	381,710	386,787	421,864	
<b>Total</b>	<b>1,269,582</b>	<b>1,320,925</b>	<b>1,447,608</b>	10%
<b>Services</b>				
Postage	4,036	4,040	4,600	
Advertising	-	500	500	
Director's Services	41,423	42,251	44,464	
Rent	29,023	24,319	23,660	
Audit	9,700	9,390	10,744	
Strategic Planning	938	0		
Online Services	317	106,100	105,200	
Domain/Hosting	345	2940	1,400	
ILS	324,664	272,500	274,947	
South Central Delivery	6,951	14,000	14,000	
Inclusive Services				
Legal Services				
Outsourced Printing		6000	8,000	
100 Books Before Kindergarten	100			
Misc. Services	11,164	9,800	19,205	
<b>Total</b>	<b>428,661</b>	<b>491,840</b>	<b>506,720</b>	3%
<b>Insurance</b>	<b>4,637</b>	<b>8,630</b>	<b>13,100</b>	52%
<b>Equipment Maintenance</b>				
Server Maintenance	1,014	500	1,142	
Telecommunication				
Maintenance	20,707	20,000	20,000	
Equipment Maintenance	4,212	5,520	8,300	
Vehicle Maintenance	8,923	6,600	8,000	
<b>Total</b>	<b>34,856</b>	<b>32,620</b>	<b>37,442</b>	15%
<b>Travel, Training, and Dues</b>	<b>10,919</b>	<b>26,557</b>	<b>33,900</b>	28%
<b>Workshops</b>	<b>2,474</b>	<b>14,000</b>	<b>10,000</b>	-29%
<b>Telecommunications &amp; Network</b>	<b>61,526</b>	<b>79,137</b>	<b>55,075</b>	-30%

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2023 Budget

	2021 Actual	2022 Budgeted	2023 Proposed	2022-2023 Difference
Expenditures by Account 2023 Budget				
<b>Grant Expenses</b>				
LSTA Grant Expense	10,232			
Winnefox Sponsored Grants		29,000	30,000	
<b>Total</b>	<b>10,232</b>	<b>29,000</b>	<b>30,000</b>	<b>3%</b>
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<b>Utilities</b>	<b>1,271</b>	<b>1,375</b>	<b>1,830</b>	<b>33%</b>
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<b>Materials &amp; Supplies</b>				
Software	5,824	10,000	17,750	
Minor Equipment	2,796	4,500	3,900	
Equipment	12,383	19,000	24,244	
Gasoline	15,277	18,000	18,000	
Catalog Processing	7,998	12,000	12,000	
DVD/CD Refinishing	237	300	300	
General Material & Supplies	8,431	3,300	7,990	
Meeting Expenses	355	1,500	2,100	
<b>Total</b>	<b>53,301</b>	<b>68,600</b>	<b>86,284</b>	<b>26%</b>
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<b>Collection Development</b>	<b>49,976</b>	<b>94,600</b>	<b>109,108</b>	<b>15%</b>
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<b>Capital Outlay</b>	<b>10,631</b>	<b>48,895</b>	<b>16,500</b>	<b>-66%</b>
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<b>Total</b>	<b>1,938,066</b>	<b>2,216,179</b>	<b>2,347,567</b>	<b>6%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Program 2023 Budget

OPERATIONAL EXPENDITURES	2021 Actual	2022 Budget	2023 Proposed	2022-2023 Difference	
<b>Technology, Reference, and Interlibrary Loan</b>					
ILS	381,473	587,761	<b>600,335</b>	12,574	2%
Network	328,672	224,227	<b>213,919</b>	-10,308	-5%
Technology Support	240,305	232,276	<b>235,297</b>	3,021	1%
ILL/Reference	104,275	111,904	<b>117,005</b>	5,101	5%
Electronic Resources	38,117	83,600	<b>87,633</b>	4,033	5%
<b>Total Technology, Reference, &amp; Interlibrary Loan</b>	<b>1,092,842</b>	<b>1,239,768</b>	<b>1,254,189</b>	<b>14,421</b>	<b>1%</b>
<b>Continuing Education</b>					
Continuing Education	108,970	122,266	<b>110,757</b>	-11,509	-9%
Consulting	53,872	55,727	<b>56,427</b>	700	1%
<b>Total Continuing Education</b>	<b>162,842</b>	<b>177,993</b>	<b>167,184</b>	<b>-10,809</b>	<b>-6%</b>
<b>System Programs</b>					
Delivery Services	132,291	144,680	<b>170,877</b>	26,197	18%
Inclusive Services	0	0	<b>1,500</b>	1,500	
Library Services to Youth	1,970	758	<b>3,892</b>	3,134	413%
Public Information	9,665	56,513	<b>36,446</b>	-20,067	-36%
Administration	302,042	350,073	<b>464,127</b>	114,054	33%
<b>Total System Programs</b>	<b>445,968</b>	<b>552,024</b>	<b>676,842</b>	<b>124,818</b>	<b>23%</b>
<b>Other System Programs</b>					
County Planning	35,019	34,540	<b>39,461</b>	4,921	14%
WCTS	198,815	209,854	<b>209,891</b>	37	0%
<b>Total Other System Programs</b>	<b>233,834</b>	<b>244,394</b>	<b>249,352</b>	<b>4,958</b>	<b>2%</b>
<b>Grand Totals</b>	<b>1,935,486</b>	<b>2,214,179</b>	<b>2,347,567</b>	<b>133,388</b>	<b>6%</b>