



## WINNEFOX LIBRARY SYSTEM

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# MEMORANDUM

**DATE:** September 20, 2021  
**TO:** Winnefox Library System Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**RE:** 2022 Winnefox Library System Budget Proposal

### **Budget Documents:**

In the document packet for the September 29, 2021 Winnefox Board meeting, the 2022 budget proposal is represented in four tables:

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

The first two of these tables represent the “official” budget, for which we are accountable to the Wisconsin Department of Public Instruction. The third and fourth tables provide you with additional information on the sources of revenues and details of proposed expenditures in the 2022 budget proposal.

### **Summary:**

Thanks primarily to a 16% increase in support from the State of Wisconsin, our proposed 2022 Winnefox budget calls for the first significant increases in revenues and spending since 2012. **2022 Revenues** are estimated at \$2,216,179, compared with \$2,031,795 for 2021. A balanced budget is proposed, with **2022 Expenditures** also at \$2,216,179, compared with \$2,022,863 that was budgeted for spending in 2021.

### **Personnel:**

- We propose a 3.25 percent increase across the board to the Winnefox pay plan. Personnel costs overall are expected to increase by 4% due to eligible employees receiving step increases. A slight decrease in fringe benefits expenditures is expected [See Personnel section of Expenditures by Account table].

### **WALS**

- Member library fees to support Winnefox Automated Library Services (WALS) were increased from \$688,925 in 2020 and 2021 to \$705,395 in 2022, an overall increase of 2%. Winnefox support for WALS using state aids increased from \$85,587 in 2021 to \$106,593 in 2022. On a percentage basis, the relative support for WALS in 2022 will be 87% by the member libraries to 13% by Winnefox. [See WALS Revenue section of Revenue by Source table].

All ILS and Network Program expenditures support WALS.

## **Library Priority Needs – Winnefox Proposed Responses**

Winnefox Administration surveyed member libraries regarding priorities for Winnefox support services in light of increased resources from state aids. Discussion took place in county advisory meetings and in an all-directors meeting. The expenditure budget proposals below were influenced by those conversations:

### **Collection Development / Electronic Resources:**

Member libraries contribute funds to support the Wisconsin Digital Library, made available to patrons via Overdrive's Libby app and web-based access. Wisconsin Digital Library content is purchased for use by Winnefox member library patrons in two pools: 1) a shared buying pool for content accessible by patrons statewide, and 2) a regional buying pool for content accessible only by patrons of Winnefox member libraries.

Some member libraries expressed concern about being able to continue to contribute to the two buying pools at the level that has been achieved in recent years. ***Winnefox proposes to subsidize the regional content buying pool, accessible only to Winnefox member library patrons, at \$40,000 in 2022.*** This level will allow member libraries to have Winnefox match their contributions to this regional buying pool at a 50/50 split. In future years, we plan to propose phasing this subsidy out gradually. [This proposal is reflected in the increase requested for Electronic Resources in the Technology, Reference, and Interlibrary Loan section of the Expenditure by Program table].

### **Graphic Design and Marketing Support:**

Many libraries are waiting for completion of updates to their web sites. We believe that one way to speed up this process would be to provide additional graphic design support to web development. Other needs for graphic design and marketing skills include supporting special efforts of member libraries such as fundraising campaigns, and better informing member libraries, trustees and legislators about Winnefox and its support services. ***Winnefox proposes spending about \$40,000 in 2022 to increase its graphic design capacity.*** We will explore whether there may be opportunities to collaboratively fund a position with one or more other Wisconsin public library systems. We will also explore contracting graphic design work out to one or more freelancers. [This proposal is reflected in the increase requested for Public Information in the System Programs section of the Expenditures by Program table].

### **Printing Needs:**

Winnefox member libraries periodically have need of high quality, oversized or otherwise specialized printing services. ***Winnefox proposes spending about \$6,000 in 2022 to support libraries' specialized printing needs.*** [This proposal is most clearly seen in the Services-- Outsourced Printing line of the Expenditures by Account table].

Competitive Infrastructure Grants:

Some Winnefox member libraries are faced with malfunctioning or inoperable building equipment and mechanical systems that are not being addressed by local authorities.

**Winnefox proposes to commit \$29,000 in 2022** to a process in which libraries may submit a grant proposal (maximum of approximately \$5,000) to fund replacement or repair of equipment or systems that will enhance service to their communities. [This proposal appears in the Grant Expenses--Winnefox Sponsored Grants line in the Expenditures by Account table].

New Revolving Collection: STEM Learning Kits:

Winnefox Cooperative Technical Services (WCTS) has served libraries with a revolving Audio Books Circuit – traveling collections of 25-30 audiobooks on CD and Playaway formats – to enhance local library collections for patron enjoyment. Recently, WCTS has also started circulating equipment like a die-cut machine and VHS to DVD conversion machine for use in library programming and staff development. **Winnefox proposes to fund a new revolving collection of traveling kits with Science, Technology, Engineering, and Mathematics (STEM) themes with a proposed expenditure of \$8,000 in 2022.** [This proposed expenditure is part of the amount presented in the Materials & Supplies--Equipment line of the Expenditures by Account table. The line item is for \$19,000 because it also covers purchase of computers].

Winnefox is excited at the opportunity, for the first time in many years, to proactively address the expressed needs of our member public libraries for system support services. We believe that the service changes reflected in the 2022 budget proposal are targeted and responsible. We look forward to discussing them, and we hope that the budget proposal will meet with the approval of the Board.

**WINNEFOX LIBRARY SYSTEM**  
Revenue by Program 2022 Budget

OPERATIONAL REVENUE	2021 Budget	2022 Public Library System Aid	System Aid Carryove	Other State and Library	All Other Income	Total	2021-2022 Difference
<b>Technology, Reference, and Interlibrary Loan</b>							
ILS	579,227	58,715			529,046	587,761	1%
Network	195,285	47,878			176,349	224,227	15%
Technology Support	211,582	204,847			27,429	232,276	10%
ILL/Reference	105,500	111,904				111,904	6%
Electronic Resources	37,400	83,600				83,600	124%
<b>Total Technology, Reference, &amp; Interlibrary Loan</b>	<b>1,128,994</b>	<b>506,944</b>	-	-	<b>732,824</b>	<b>1,239,768</b>	<b>10%</b>
<b>Continuing Education</b>							
Continuing Education	123,500	108,266			14,000	122,266	-1%
Consulting	54,952	55,727				55,727	1%
<b>Total Continuing Education</b>	<b>178,452</b>	<b>163,993</b>	-	-	<b>14,000</b>	<b>177,993</b>	<b>0%</b>
<b>System Programs</b>							
Delivery Services	144,534	139,892			4,788	144,680	0%
Inclusive Services						-	
Library Services to Youth	2,100	758				758	-64%
Public Information	16,000	48,513			8,000	56,513	253%
Administration	322,692	197,771	20,000		134,302	352,073	9%
<b>Total System Programs</b>	<b>485,326</b>	<b>386,934</b>	<b>20,000</b>	-	<b>147,090</b>	<b>554,024</b>	<b>14%</b>
<b>Other System Programs</b>							
County Planning	34,000	34,540				34,540	2%
WCTS	205,023				209,854	209,854	2%
<b>Total Other System Programs</b>	<b>239,023</b>	<b>34,540</b>	-	-	<b>209,854</b>	<b>244,394</b>	<b>2%</b>
<b>Grand Totals</b>	<b>2,031,795</b>	<b>1,092,411</b>	<b>20,000</b>	-	<b>1,103,768</b>	<b>2,216,179</b>	<b>9%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Program 2022 Budget

OPERATIONAL EXPENDITURES	2020 Actual	2021 Budget	2022 Proposed	2021-2022 Difference	
<b>Technology, Reference, and Interlibrary Loan</b>					
ILS	701,422	577,128.00	<b>587,761</b>	10,633	2%
Network	193,052	194,178.00	<b>224,227</b>	30,049	15%
Technology Support	255,425	211,209.00	<b>232,276</b>	21,067	10%
ILL/Reference	94,544	105,401.00	<b>111,904</b>	6,503	6%
Electronic Resources	36,923	37,000.00	<b>83,600</b>	46,600	126%
<b>Total Technology, Reference, &amp; Interlibrary Loan</b>	<b>1,281,366</b>	<b>1,124,916.00</b>	<b>1,239,768</b>	114,852	10%
<b>Continuing Education</b>					
Continuing Education	103,468	123,198.00	<b>122,266</b>	-932	-1%
Consulting	51,668	53,351.00	<b>55,727</b>	2,376	4%
<b>Total Continuing Education</b>	<b>155,136</b>	<b>176,549.00</b>	<b>177,993</b>	1,444	1%
<b>System Programs</b>					
Delivery Services	147,912	143,118.00	<b>144,680</b>	1,562	1%
Inclusive Services	25,466	0.00	-	0	
Library Services to Youth	1,717	2,062.00	<b>758</b>	-1,304	-63%
Public Information	11,028	15,722.00	<b>56,513</b>	40,791	259%
Administration	286,580	322,692.00	<b>352,073</b>	29,381	9%
<b>Total System Programs</b>	<b>472,703</b>	<b>483,594.00</b>	<b>554,024</b>	70,430	15%
<b>Other System Programs</b>					
County Planning	34,111	33,874.00	<b>34,540</b>	666	2%
WCTS	191,904	203,930.00	<b>209,854</b>	5,924	3%
<b>Total Other System Programs</b>	<b>226,015</b>	<b>237,804.00</b>	<b>244,394</b>	6,590	3%
<b>Grand Totals</b>	<b>2,135,220</b>	<b>2,022,863</b>	<b>2,216,179</b>	<b>193,316</b>	<b>10%</b>

**WINNEFOX LIBRARY SYSTEM**  
Revenue by Source: 2022 Budget

<b>INCOME</b>	<b>2020 Actual</b>	<b>2021 Budgeted</b>	<b>2022 Proposed</b>	<b>Difference 2021-2022</b>	
<b><u>State Aid</u></b>					
State Aid	944,892	944,892	<b>1,092,411</b>	147,519	16%
State Aid Special Project	-	-	-	-	0%
<b><u>Collections</u></b>					
Printing	8,093	8,000	<b>8,000</b>	-	0%
Misc Revenue	139		<b>200</b>		
<b><u>County Revenue</u></b>					
Green Lake County	61,721	61,882	<b>63,824</b>	1,942	3%
Marquette County	49,598	49,546	<b>51,052</b>	1,506	3%
Waushara County	78,676	78,920	<b>81,128</b>	2,208	3%
<b><u>WALS Revenue</u></b>					
Member Library Funding	688,925	688,925	<b>705,395</b>	16,470	2%
<b><u>Grant Revenue</u></b>					
Grant Revenue	7,722				
<b><u>Contractual Revenue</u></b>					
OPL - Elec. Services	24,855	25,338	<b>26,429</b>	1,091	4%
OPL - Clerical	94,528	96,083	<b>122,102</b>	26,019	28%
OPL - Delivery	3,022	4,534	<b>4,788</b>	254	8%
Southwest Library System - Accounting	5,730	6,000	<b>6,000</b>	-	0%
Wandering Rivers Library System - Accounting	3,365	6,000	<b>6,000</b>	-	0%
Manitowoc Calumet Library System - CE	2,272	2,272	<b>2,272</b>	-	0%
Nicolet Federated Library System - CE	6,485	6,485	<b>6,485</b>	-	0%
Outagamie Waupaca Library System - CE	5,243	5,243	<b>5,243</b>	-	0%
WPLC website	1,000	1,000	<b>1,000</b>	-	0%
<b><u>WCTS Revenue</u></b>					
Rotating Collections	11,825	11,324	<b>11,900</b>	576	5%
Other Revenue	2,500	3,350	<b>1,950</b>	(1,400)	-56%
<b>Interest</b>	23,742	32,000	<b>20,000</b>	(12,000)	-51%
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<b>Total Revenue</b>	<b>2,024,333</b>	<b>2,031,794</b>	<b>2,216,179</b>	<b>184,385</b>	<b>9%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2022 Budget

	2020 Actual	2021 Budgeted	2022 Proposed	2021-2022 Difference
<b>Personnel</b>				
Salary Wages	864,594	869,556	934,138	
Fringe Benefits	358,931	402,082	386,787	
<b>Total</b>	<b>1,223,525</b>	<b>1,271,638</b>	<b>1,320,925</b>	<b>4%</b>
<b>Services</b>				
Postage	3,142	4,540	4,040	
Advertising	37	1,000	500	
Director's Services	40,089	41,423	42,251	
Rent	28,101	28,933	24,319	
Audit	10,038	9,310	9,390	
Strategic Planning	1,000	1,000		
Online Services	2,127	3,500	106,100	
Domain/Hosting	245		2,940	
ILS	402,050	366,543	272,500	
South Central Delivery	13,662	13,902	14,000	
Inclusive Services	120			
Legal Services		1,000		
Outsourced Printing	90		6,000	
100 Books Before Kindergarten	100	100		
Misc. Services	10,760	8,304	9,800	
<b>Total</b>	<b>511,561</b>	<b>479,555</b>	<b>491,840</b>	<b>3%</b>
<b>Insurance</b>	<b>2,771</b>	<b>5,900</b>	<b>8,630</b>	<b>46%</b>
<b>Equipment Maintenance</b>				
Server Maintenance	398		500	
Telecommunication				
Maintenance	3545	17,500	20,000	
Equipment Maintenance	3968	9,700	5,520	
Vehicle Maintenance	11231	9,100	6,600	
<b>Total</b>	<b>19,142</b>	<b>36,300</b>	<b>32,620</b>	<b>-10%</b>
<b>Travel, Training, and Dues</b>	<b>10,305</b>	<b>30,950</b>	<b>26,557</b>	<b>-14%</b>
<b>Workshops</b>	<b>5,794</b>	<b>17,000</b>	<b>14,000</b>	<b>-18%</b>
<b>Telecommunications &amp; Network</b>	<b>74,402</b>	<b>49,700</b>	<b>79,137</b>	<b>59%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2022 Budget

	2020 Actual	2021 Budgeted	2022 Proposed	2021-2022 Difference
<b>Grant Expenses</b>				
LSTA Grant Expense	64,012			
Winnefox Sponsored Grants			29,000	
<b>Total</b>	<b>64,012</b>		<b>29,000</b>	
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<b>Utilities</b>	1,295	1,310	<b>1,375</b>	5%
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<b>Materials &amp; Supplies</b>				
Software	1,204	18,500	10,000	
Minor Equipment	30,839	500	4,500	
Equipment	2,894	3,000	19,000	
Gasoline	10,051	18,000	18,000	
Catalog Processing	10,658	6,500	12,000	
DVD/CD Refinishing	260	150	300	
General Material & Supplies	2,494	6,000	3,300	
Meeting Expenses	498	1,500	1,500	
<b>Total</b>	<b>58,898</b>	<b>54,150</b>	<b>68,600</b>	27%
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<b>Collection Development</b>	46,501	49,460	94,600	91%
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<b>Capital Outlay</b>	31,821	27,000	48,895	81%
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<b>Total</b>	<b>2,050,027</b>	<b>2,022,963</b>	<b>2,216,179</b>	10%