



WINNEFOX LIBRARY SYSTEM

106 Washington Avenue, Oshkosh, WI 54901-4985
phone (920) 236-5220
www.winnefox.org

MEMORANDUM

DATE: September 18, 2024
TO: Winnefox Library System Board of Trustees
FROM: Clairellyn Sommersmith, Director
RE: 2025 Winnefox Library System Budget Proposal

Budget Documents:

In the document packet for this board meeting, the 2025 budget proposal is represented in three tables:

1. Revenue by Source 2025 Budget
2. Expenditures by Account 2025 Budget
3. Expenditures by Program 2025 Budget

Summary:

The 2025 Budget proposes a 6% increase in expenditures over 2024 budgeted expenditures. This is due to the rising costs of personnel; a new vehicle purchase; increased commitment to electronic resources; funding for a strategic plan; and increased marketing support. The increase in expenditures is covered by increases in revenue including a 9% increase in System State Aid, fee increases to our NEWI and Bookkeeping system partners, and a 3% increase in WALs fees.

2025 Revenues and Expenditures are estimated at \$2,648,109 compared with \$2,488,691 for 2024.

Personnel:

Personnel costs overall are expected to increase by 3.91% in 2025 over 2024 levels. Personnel costs include:

- 3% increase across the board to the Winnefox pay plan.
- All eligible employees receiving step increases.
- 9% increase in health insurance employer cost.
- Life, Dental, Vision, and Accident insurance.
- \$4,000 health insurance opt-out incentive.
- \$1,500 budgeted for an Employee Assistance Program (EAP).

Non-Personnel Expenditure Highlights:

Expenditures by Program:

ILS & Network

- Anticipated ILS costs went up 7% due to a new server purchase (done once every five years), and increased costs with our ILS vendor: SirsiDynix.
- Network costs are anticipated to go down with the dropping of Smartnet, a Cisco support system. It is more cost effective to replace the hardware in case of failure than to rely on Smartnet.



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Technology Support

- Increases include funding for library digitization projects, and member library network hardware replacements.

Electronic Resources

- This year this account will cover the following databases: Gale Courses and Gale Udemy, Kanopy, Newspaper Archives – USA, CreativeBug, BookPage, and a contribution to the Winnefox Advantage Overdrive Account.

Consulting

- The Winnefox Strategic Plan and some initial funding for the wage study were included in this program for 2025.

Delivery

- \$60,000 has been budgeted under this program for the purchase of a new vehicle. Part of this cost will be cover by State Aid, and part by interest earned in 2024.

Youth Services

- This program covers the Winnefox Creative Studios and conference attendance for the Winnefox Youth Services Consultant

Expenditures by Account:

Outreach & Marketing

- Winnefox will be covering a significant portion of the system-wide subscription to Constant Contact.

Misc Services

- Some initial funding for a wage study was included in this account, additionally the account was increased to cover unexpected costs that will allow Winnefox to address the emergent needs of the libraries swiftly.

Travel, Training and Dues & Workshops

- 2024 saw the full return of in-person training, along with growing inflation costs. Increases in these accounts reflect those changes.

Collection Development

- In the process of budgeting electronic resources in 2023, we were quoted a significant cost increase for the purchase of NewspaperArchive. This was budgeted for but not needed. The cost has come down significantly and that is reflected in the decrease of this budget line.

Capital Outlay

- This includes funding for the new ILS server, the new van, and savings for a new copier for the WCTS office.

WINNEFOX LIBRARY SYSTEM
Revenue by Source: 2025 Budget

<u>INCOME</u>	<u>2023 Actual</u>	<u>2024 Budgeted</u>	<u>2025 Proposed</u>	<u>Difference 2024-2025</u>	
<u>State Aid</u>					
State Aid	1,180,922	1,298,937	1,416,952	118,015	9%
State Aid Special Project				-	
<u>Collections</u>					
Printing	19,692	10,000	6,000	(4,000)	-40%
Misc Revenue		-		-	
<u>County Revenue</u>					
Green Lake County	64,881	66,092	67,320	1,228	2%
Marquette County	52,262	53,746	55,118	1,372	3%
Waushara County	82,873	84,203	86,658	2,455	3%
<u>WALS Revenue</u>					
Member Library Funding	711,739	726,691	751,313	24,622	3%
<u>Contractual Revenue</u>					
Contractual Services -					
Oshkosh Public Library	144,595	159,095	156,369	(2,726)	-2%
Accounting Services	30,000	32,000	36,000	4,000	13%
Manitowoc Calumet Library					
Sytem - CE	3,111	3,279	3,443	164	5%
Nicolet Federated Library					
Sytem - CE	9,161	9,650	10,052	402	4%
Outagamie Waupaca					
Library System - CE	7,165	7,548	7,884	336	4%
WPLC website	1,000	1,000	1,000	-	0%
<u>WCTS Revenue</u>					
Rotating Collections	10,663	5,900	10,000	4,100	69%
Other Revenue	600	550		(550)	-100%
Interest	165,113	30,000			0%
Reserves			40,000		
Misc	2,484				
Total Revenue	2,486,260	2,488,691	2,648,109	149,418	6%

WINNEFOX LIBRARY SYSTEM
Expenditures by Account 2025 Budget

	2023 Actual	2024 Budgeted	2025 Proposed	2024-2025 Difference	
Personnel					
Salary Wages	1,132,775	1,111,742	1,251,905	140,163	12.61%
Fringe Benefits	304,633	440,841	361,401	(79,440)	-18.02%
Total	1,437,408	1,552,583	1,613,306	60,723	3.91%
Services					
Postage	5,407	5,412	5,100		
Advertising	465	500	500		
Director's Services	22,282	-	-		
Rent	23,661	23,702	23,798		
Audit	11,718	11,000	13,000		
Strategic Planning	-	5,000	15,000		
ILS Enhancements	108,726	111,300	22,589		
Website	566	544	1,000		
ILS	285,131	290,000	394,518		
South Central Delivery	13,977	13,982	17,767		
Inclusive Services					
Legal Services					
Outreach & Marketing	4,602	10,000	20,000		
Misc. Services	16,528	13,885	28,000		
Total	493,062	485,324	541,272	55,947	12%
Insurance	11,960	13,070	17,500	4,430	34%
Equipment Maintenance					
Server Maintenance	242	870	2,200		
Telecommunication					
Maintenance	15,367	20,000	-		
Color Copier Maintenance	17,081	10,500	10,500		
Vehicle Maintenance	19,407	10,000	10,000		
Total	52,096	41,370	22,700	(18,670)	-45%
Travel, Training, and Dues	27,867	37,350	43,350	6,000	16%
Workshops	14,224	12,000	15,300	3,300	28%
Telecommunications & Network	76,852	60,756	60,000	(756)	-1%
Grant Expenses					
Winnefox Sponsored Grants	20,633	20,000	15,000		
Total	20,633	20,000	15,000	(5,000)	-25%
Utilities	688	1,940	1,890	(50)	-3%
Materials & Supplies					
Software	4,724	12,780	13,020		

WINNEFOX LIBRARY SYSTEM
Expenditures by Account 2025 Budget

	2023 Actual	2024 Budgeted	2025 Proposed	2024-2025 Difference	
Equipment	9,838	31,665	31,766		
Gasoline	9,879	21,000	15,000		
General Material & Supplies	20,412	32,650	34,500		
Meeting Expenses	1,768	2,500	3,000		
Total	46,620	100,595	97,286	(3,309)	-3%
Collection Development	91,717	155,203	138,170	(17,033)	-11%
Capital Outlay	11,830	8,500	81,500	73,000	859%
Total	2,284,959	2,488,691	2,647,273	158,583	6%

WINNEFOX LIBRARY SYSTEM
Expenditures by Program 2025 Budget

OPERATIONAL EXPENDITURES	2023 Actual	2024 Budget	2025 Proposed	2024-2025 Difference	
Technology, Reference, and Interlibrary Loan					
ILS	596,820	614,046	655,111	41,064	7%
Network	211,532	215,741	202,920	-12,821	-6%
Technology Support	222,138	247,415	273,488	26,072	11%
ILL/Reference	116,428	129,452	133,498	4,046	3%
Electronic Resources	71,478	130,700	126,755	-3,945	-3%
Total Technology, Reference, & Interlibrary Loan	1,218,396	1,337,355	1,391,771	54,416	4%
Continuing Education					
Continuing Education	109,544	112,378	117,722	5,344	5%
Consulting	51,081	89,148	104,367	15,218	17%
Total Continuing Education	160,626	201,526	222,088	20,562	10%
System Programs					
Delivery Services	177,490	178,434	237,920	59,486	33%
Inclusive Services	2,871	-	-		0%
Library Services to Youth	2,648	3,000	4,500	1,500	50%
Public Information	46,138	48,671	52,203	3,532	7%
Administration	428,568	460,533	467,505	6,972	2%
Total System Programs	657,715	690,638	762,128	71,490	10%
Other System Programs					
County Planning	38,151	48,681	52,190	3,509	7%
WCTS	206,214	210,491	219,096	8,605	4%
Total Other System Programs	244,365	259,172	271,286	12,114	5%
Grand Totals	2,281,102	2,488,692	2,647,273	158,582	6%