



## WINNEFOX LIBRARY SYSTEM

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### MEMORANDUM

**DATE:** September 23, 2020  
**TO:** Winnefox Library System Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**RE:** 2021 Winnefox Library System Budget Proposal

#### Summary:

Total estimated system revenues and proposed expenditures are nearly flat compared with 2020 amounts. **Revenues** are estimated at **\$2,031,794**, an increase of \$15,894 over 2020 (1%), attributable mainly to increases in contractual revenue from Oshkosh Public Library and the addition of accounting services revenue from Winding Rivers Library System. Total **expenditures** are proposed in the amount of **\$2,022,963**, an increase of \$4,338 (<1%) over the 2020 budgeted amount.

#### Personnel:

- This budget includes a proposal to add coverage for preventative and major procedure dental care to the system's health insurance plan. The premium costs will be shared on the same basis as with current health coverage (88% employer; 12% employee).
- No across-the-board increase to salaries is proposed in 2021 over 2020 levels.
- Eligible staff will receive step increases.
- We propose doubling the performance pay bonus to \$1,000 in recognition of our employees excellence in support of our member libraries through the extraordinary challenges presented by 2020.

#### ILS

- Member library fees for 2021 were kept the same as for 2019 and 2020.
- ILS does not plan on purchasing a new server in 2021, resulting in a decrease from the 2020 budgeted amount.
- \$10,000 has been budgeted to purchase products that will enhance the user experience of the library catalog.

## **Network**

2021 costs are proposed to increase in this area for two main reasons:

- Administrative overhead costs that were previously assessed to the ILS area will be shared with the Network area (a 50/50 split); and
- A planned increase in bandwidth for fourteen member libraries served by Spectrum will cost Winnefox about \$11,000 more in 2021 than was budgeted in 2020.

## **Technology Support**

- This area requires a larger increase in salary in 2021 over 2020 to support salary step increases.

## **Delivery**

- A decrease in delivery expenditures from 2020 to 2021 is driven by a reduction in costs for the statewide van delivery service and a reduction in funding to the van delivery reserve fund.

## **Administration**

- This area requires a larger increase in salary in 2021 over 2020 to support salary step increases.

## **WCTS**

- In 2021, administrative support costs will be assessed to this area that had not been in the past.

As is noted in the Director's Report, the program-based format of the 2021 Winnefox Budget Proposal represents the culmination of several years of work. Our Business Manager, Julie Schmude has led this effort with unflagging determination and optimism. It must also be noted that our Administrative Specialists Marcy Cannon, Tracie Schlaak, and Libby Terrell (retired); and Assistant Directors Clairellyn Sommersmith and Mark Arend (retired) **ALL** contributed significantly to the work of reorganizing our financial records and reports in order to comply with state reporting and auditing standards. Finally accountants from CLA (CliftonLarsonAllen) and its predecessor, Schenk, provided critical assistance in this process.

**WINNEFOX LIBRARY SYSTEM**  
Revenue by Program 2021 Budget

OPERATIONAL REVENUE	2020 Budget	2021 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Library Program	All Other Income	Total
<b>Technology, Reference, and Interlibrary Loan</b>						
ILS	638,286	28,087			551,140	579,227
Network	152,965	57,500			137,785	195,285
Technology Support	193,718	185,244			26,338	211,582
ILL/Reference	106,402	105,500				105,500
Electronic Resources	36,000	32,400	5,000			37,400
<b>Total Technology, Reference, Interlibrary Loan</b>	<b>1,127,371</b>	<b>408,731</b>	<b>5,000</b>	-	<b>715,263</b>	<b>1,128,994</b>
<b>Continuing Education</b>						
Continuing Education	121,599	109,500		14,000		123,500
Consulting	53,180	54,952				54,952
<b>Total Continuing Education</b>	<b>174,779</b>	<b>164,452</b>	-	<b>14,000</b>	-	<b>178,452</b>
<b>System Programs</b>						
Delivery Services	155,086	140,000			4,534	144,534
Inclusive Services	1,878					-
Library Services to Youth	2,970	2,100				2,100
Public Information	17,925	8,000			8,000	16,000
Administration	313,679	187,609	27,000	12,000	96,083	322,692
<b>Total System Programs</b>	<b>491,538</b>	<b>337,709</b>	<b>27,000</b>	<b>12,000</b>	<b>108,617</b>	<b>485,326</b>
<b>Other System Programs</b>						
County Planning	33,668	34,000				34,000
WCTS	191,269				205,023	205,023
<b>Total Other System Programs</b>	<b>224,937</b>	<b>34,000</b>	-	-	<b>205,023</b>	<b>239,023</b>
<b>Grand Totals</b>	<b>2,018,625</b>	<b>944,892</b>	<b>32,000</b>	<b>26,000</b>	<b>1,028,903</b>	<b>2,031,794</b>

**WINNEFOX LIBRARY SYSTEM**

Revenue by Source: 2021 Budget

<b>INCOME</b>	<b>2019</b>	<b>2020</b>	<b>Difference</b>		
			<b>2021</b>	<b>2020-2021</b>	<b>% Difference</b>
<b>State Aid</b>					
State Aid	885,885	944,892	944,892	-	0%
State Aid Special Project	59,007	-	-		0%
<b>Collections</b>					
Printing	5,500	8,000	8,000	-	0%
Misc Revenue	500	500		-	
<b>County Revenue</b>					
Green Lake County	60,344	61,721	61,882	161	0%
Marquette County	48,369	49,598	49,546	(52)	0%
Waushara County	76,655	78,676	78,920	245	0%
<b>WALS Revenue</b>					
Member Library Funding	688,925	688,925	688,925	-	0%
<b>Grant Revenue</b>					
	-	-	-	-	0%
<b>Contractual Revenue</b>					
OPL - Elec. Services	24,022	24,855	25,338	483	2%
OPL - Clerical	111,455	88,820	96,083	7,263	8%
OPL - Delivery	4,054	4,534	4,534	0	0%
Southwest Library System - Accounting	5,730	5,730	6,000	270	5%
Winding Rivers Library System - Accounting			6,000	6,000	#DIV/0!
Manitowoc Calumet Library Sytem - CE	2,102	2,272	2,272	-	0%
Nicolet Federated Library Sytem - CE	6,025	6,485	6,485	-	0%
Outagamie Waupaca Library System - CE	4,873	5,243	5,243	-	0%
WPLC website	1,000	1,000	1,000	-	0%
<b>WCTS Revenue</b>					
Rotating Collections	10,750	11,550	11,324	(226)	-2%
Other Revenue	3,850	3,100	3,350	250	8%
<b>Interest</b>					
	25,000	30,000	32,000	2,000	7%
<b>Total Revenue</b>	<b>1,999,045</b>	<b>1,985,900</b>	<b>1,999,794</b>	<b>13,894</b>	<b>1%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Program 2021 Budget

OPERATIONAL EXPENDITURES	2020 Budget	2021 Proposed	Difference	Percentage
<b>Technology, Reference, and Interlibrary Loan</b>				
ILS	638,286.00	<b>577,128</b>	-61,158.00	-10%
Network	152,965.00	<b>194,278</b>	41,313.00	27%
Technology Support	193,718.00	<b>211,209</b>	17,491.00	9%
ILL/Reference	106,402.00	<b>105,401</b>	-1,001.00	-1%
Electronic Resources	36,000.00	<b>37,000</b>	1,000.00	3%
<b>Total Technology, Reference, and Interlibrary Loan</b>	<b>1,127,371.00</b>	<b>1,125,016</b>	(2,355.00)	0%
<b>Continuing Education</b>				
Continuing Education	121,599.00	<b>123,198</b>	1,599.00	1%
Consulting	53,180.00	<b>53,351</b>	171.00	0%
<b>Total Continuing Education</b>	<b>174,779.00</b>	<b>176,549</b>	1,770.00	1%
<b>System Programs</b>				
Delivery Services	155,086.00	<b>143,118</b>	(11,968.00)	-8%
Inclusive Services	1,878.00	-	(1,878.00)	-100%
Library Services to Youth	2,970.00	<b>2,062</b>	(908.00)	-31%
Public Information	17,925.00	<b>15,722</b>	(2,203.00)	-12%
Administration	313,679.00	<b>322,692</b>	9,013.00	3%
<b>Total System Programs</b>	<b>491,538.00</b>	<b>483,594</b>	(7,944.00)	-2%
<b>Other System Programs</b>				
County Planning	33,668.00	<b>33,874</b>	206.00	1%
WCTS	191,269.00	<b>203,930</b>	12,661.00	7%
<b>Total Other System Programs</b>	<b>224,937.00</b>	<b>237,804</b>	12,867.00	6%
<b>Grand Totals</b>	<b>2,018,625</b>	<b>2,022,963</b>	<b>4,338.00</b>	<b>0%</b>

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Budget Line 2021 Budget

	<b>2020 Budget</b>	<b>2021 Budget</b>
<b>Personnel</b>		
Salary Wages	842,534	869,556
Fringe Benefits	365,267	402,082
<b>Services</b>		
Postage	4,540	4,540
Advertising	1,000	1,000
Director's Services	40,093	41,423
Rent	28,101	28,933
Audit	9,310	9,310
Strategic Planning	1,000	1,000
OCLC	3,500	3,500
Domain Registration		
ILS	243,831	366,543
South Central Delivery	14,169	13,902
Inclusive Services		
Legal Services	1,000	1,000
Outsourced Printing		
Summer Reading Program		
1000 Books Before Kindergarten	100	100
Misc. Services	9,545	8,304
Network Vulnerability Testing	9,000	
<b>Insurance</b>	5,900	5,900
<b>Equipment Maintenance</b>	133,568	27,200
<b>Vehicle Maintenance</b>	6,400	9,100
<b>Travel, Training, and Dues</b>	32,305	30,950
<b>Workshops</b>	17,000	17,000
<b>Telecommunications &amp; Network</b>	51,100	49,700
<b>Utilities</b>	1,310	1,310
<b>Materials &amp; Supplies</b>		
Software	8,000	18,500
Minor Equipment	2,000	500
Equipment	1,700	3,000
Gasoline	18,000	18,000
Grant Expense		
Catalog Processing	6,500	6,500
DVD/CD Refinishing	150	150
General Material & Supplies	5,850	6,000
Meeting Expenses	1,500	1,500
<b>Collection Development</b>	47,495	49,460
<b>Capital Outlay</b>	36,993	27,000
<b>Transfer Out</b>		
<b>Grand Totals</b>	<b>1,948,761</b>	<b>2,022,963</b>