

## 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:

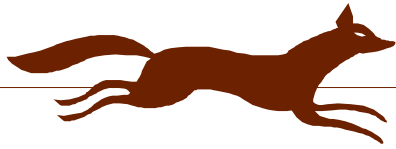
- 3% increase across the board to the Winnefox pay plan.
- All eligible employees receiving step increases.
- 9% increase in health insurance employer cost.
- Life, Dental, Vision, and Accident insurance.
- \$4,000 health insurance opt-out incentive.
- \$1,500 budgeted for an Employee Assistance Program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

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

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2025 Budget

	2023 Actual	2024 Budgeted	2025 Proposed	2024-2025 Difference	
<b>Personnel</b>					
Salary Wages	1,132,775	1,111,742	1,251,905	140,163	12.61%
Fringe Benefits	304,633	440,841	357,401	(83,440)	-18.93%
<b>Total</b>	<b>1,437,408</b>	<b>1,552,583</b>	<b>1,609,306</b>	56,723	3.65%
<b>Services</b>					
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	28,500		
<b>Total</b>	<b>493,062</b>	<b>485,324</b>	<b>541,772</b>	56,447	12%
<b>Insurance</b>	<b>11,960</b>	<b>13,070</b>	<b>17,500</b>	4,430	34%
<b>Equipment Maintenance</b>					
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		
<b>Total</b>	<b>52,096</b>	<b>41,370</b>	<b>22,700</b>	(18,670)	-45%
<b>Travel, Training, and Dues</b>	<b>27,867</b>	<b>37,350</b>	<b>44,350</b>	7,000	19%
<b>Workshops</b>	<b>14,224</b>	<b>12,000</b>	<b>15,500</b>	3,500	29%
<b>Telecommunications &amp; Network</b>	<b>76,852</b>	<b>60,756</b>	<b>60,000</b>	(756)	-1%
<b>Grant Expenses</b>					
Winnefox Sponsored Grants	20,633	20,000	15,000		
<b>Total</b>	<b>20,633</b>	<b>20,000</b>	<b>15,000</b>	(5,000)	-25%
<b>Utilities</b>	<b>688</b>	<b>1,940</b>	<b>1,890</b>	(50)	-3%
<b>Materials &amp; Supplies</b>					
Software	4,724	12,780	13,020		

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Account 2025 Budget

	<b>2023 Actual</b>	<b>2024 Budgeted</b>	<b>2025 Proposed</b>	<b>2024-2025 Difference</b>	
Equipment	9,838	31,665	32,500		
Gasoline	9,879	21,000	15,000		
General Material & Supplies	20,412	32,650	34,500		
Meeting Expenses	1,768	2,500	3,000		
<b>Total</b>	<b>46,620</b>	<b>100,595</b>	<b>98,020</b>	(2,575)	-3%
<b>Collection Development</b>	<b>91,717</b>	<b>155,203</b>	<b>138,170</b>	(17,033)	-11%
<b>Capital Outlay</b>	<b>11,830</b>	<b>8,500</b>	<b>83,066</b>	74,566	877%
				-	
<b>Total</b>	<b>2,284,959</b>	<b>2,488,691</b>	<b>2,647,273</b>	158,583	6%

**WINNEFOX LIBRARY SYSTEM**  
Expenditures by Program 2025 Budget

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