



WINNEFOX LIBRARY SYSTEM

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MEMORANDUM

DATE: September 18, 2017
TO: Winnefox Library System Board of Trustees
FROM: Jeff Gilderson-Duwe, Director
SUBJECT: 2018 Winnefox, WALs, and WCTS budget proposals

Background

The 2018 system budget is being submitted to the board in a challenging time. State aids to fund most library support services operated by the system promise to be flat for the sixth year, although the possibility exists for some new state funds for special projects addressing issues of workforce development, broadband access and lifelong learning. And, while the Public Library System Redesign (PLSR) process continues to work toward proposals for new system service models, Winnefox continues to seek innovative approaches to providing services. Two examples are: 1) an agreement with the Outagamie-Waupaca Library System (OWLS) to collaborate more closely on providing continuing education (CE) to both systems' libraries, and 2) the creation of a database intern position tasked with simplifying support and maintenance of community vital records databases maintained by local libraries.

Personnel: The 2018 budget proposal maintains the regional competitiveness of Winnefox's pay plan by recommending that all three major facets be funded adequately:

- The entire pay matrix is proposed to be adjusted by 2.5% across the board;
- Step increases are budgeted for four full-time staff members and three delivery drivers; and
- Performance pay bonuses are budgeted for all full-time staff and for delivery drivers (\$12,000 in total).

Two developments with fringe benefits are reflected in the Winnefox, WALs and WCTS budgets.

- Health insurance cost changes are still being assessed after several providers pulled out of the state plan. Disruptions to employee provider choice is expected. Further, as a new member of the state health insurance system, Winnefox has been paying a 15% surcharge, which ends in December 2017. Our budget proposal assumes a 10% premium increase 2017 to 2018 (minus the surcharge).
- State retirement contribution level is decreasing from 13.6% to 13.4% of participant's gross pay. Winnefox will pay half – i.e., 6.7%.

Highlights of the three Winnefox unit budgets are detailed below:

Winnefox: Where the 2017 budget was proposed with surplus revenues, the 2018 proposal is for a balanced budget between revenues and expenditures.

1. Revenues
 - a. No change in state funding for 6th year.
 - b. Possible \$29,500 increase for special project.
 - c. Added OWLS CE contract: \$3,000. Reflected in increase in CE expenditures.
2. Expenses
 - a. Overdrive: Requesting \$51,745 for statewide collection—down about \$9,200. Looks like all libraries will contribute full amount. Expecting \$60,765 for Winnefox advantage. Also 3rd year of Winnebago County \$10,000 special project grant for Overdrive Advantage content.
 - b. Strategic Planning line is paying PLSR mileage for two Winnefox library directors on the PLSR Steering Committee.

WALS

1. Revenues
 - a. Disappearance of federal LSTA grants -- decrease of about \$19,000 from 2017;
 - b. Winnefox & library WALS contribution amounts up from 2017 levels.
 - c. Winnefox share nearly flat: 16.1% in 2017 vs 16.0% in 2018.
2. Expenses
 - a. Paying for SirsiDynix “BLUEcloud Visibility” (linked data/Google search) out of Winnefox new services reserve. Second year of four tapering off support.
 - b. No longer budgeting for Symphony maintenance contract buy-out costs, as we believe we have enough in reserve now for this purpose.

WCTS: Expenditures are \$5,675 less than income. A few years ago we had to use reserves to meet budgeted expenditures. We are recommending that the 2018 budgeted surplus be used to re-build reserves. Our goal to have enough reserves for a 3-month cash flow (since we don't receive the first county payments until March or April) and a compensated absences reserve for payout of accumulated leave upon retirement.

1. Revenues
 - a. We are requesting a 3% increase in county funding.
 - b. Continuing to charge for CD/DVD refinishing (25¢ per)
 - c. Continuing surcharge for rotating collections (\$25 for WCTS libraries; \$75 for non-WCTS)
2. Expenses
 - a. No significant changes.
 - b. Over 90% of WCTS budget is personnel.

Appendix A.:

**Winnefox reductions in services and staff since 10% state aids reduction imposed in 2012.
Items are eliminated unless otherwise noted.**

Reference

- Small Engine Repair database
- OCLC WorldCat Firstsearch/Badgercat
- AskAway Virtual Reference
- Resource library reference improvement funding

ILL

- Resource library net-lender payments

CE

- WLA dues for staff
- Greatly reduced conference reimbursement for staff
- Kay Swan Grants for library director CE
- Most workshop mileage reimbursement

Delivery

- Did not budget for van replacement between 2010 & 2015

Summer Library Program Support

- Guest Artists
- Collaborative Summer Reading Program
- SLP materials

Printing

- 2012: Began charging for printing over a certain amount
- Charged for everything beginning in 2016

WCTS

- Increased rotating collection charges by \$25 in 2015 to raise income
- Began charging for CD/DVD refinishing

Full Time staff

- 2013: Network Manager position eliminated and responsibilities distributed to other staff.
- 2014: Technology Coordinator position eliminated when Karen retired. Lower-paid Specialist position added
- 2016: Graphic Artist position eliminated

Part time staff

- 2015: 1 ILL page position eliminated
- 2016: WCTS page position eliminated

Winnefox Library System 2018 Budget Summary

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
State System Aids	885,885.00	885,885.00	885,885.00	0.00	0.00%
Interest Revenue	6,947.38	3,000.00	7,500.00	4,500.00	150.00%
Contractual Revenue	112,595.19	113,845.16	113,653.65	-191.51	-0.17%
Printing Revenue	19,572.59	5,000.00	5,000.00	0.00	0.00%
Overdrive Revenue from libraries	149,521.81	121,632.21	112,510.89	-9,121.32	-7.50%
Other Revenues	531.19	1,442.93	942.93	-500.00	-34.65%
Grant Revenue	10,000.00	10,000.00	10,000.00	0.00	0.00%
Total Operating Revenue	1,185,053.16	1,140,805.30	1,135,492.47	-5,312.83	0.00
Transfer from reserve--WALS fee assistance	992.20	496.10	0.00	-496.10	-100.00%
Transfer from reserve--operations	0.00	0.00	0.00	0.00	#DIV/0!
Transfer from reserve--Visibility	12,800.00	10,090.00	7,571.00	-2,519.00	-24.97%
Total Operating Funds	1,198,845.36	1,151,391.40	1,143,063.47	-496.10	-33.33%

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Personnel	689,465.24	724,028.75	729,102.56	5,073.81	0.70%
Contractual Expenditures	63,712.34	63,798.00	61,239.75	-2,558.25	-4.01%
Administrative Supplies & Expenses	11,959.38	12,193.00	13,643.00	1,450.00	11.89%
Capital Expenditures	26,552.77	0.00	10,000.00	10,000.00	#DIV/0!
Services: Collections	165,706.80	138,388.64	129,190.53	-9,198.11	-6.65%
Services: Delivery	31,689.11	32,592.00	33,131.00	539.00	1.65%
Services: Interlibrary Loan	2,660.08	5,800.00	5,927.63	127.63	2.20%
Services: Technology support	1,171.05	1,050.00	1,150.00	100.00	9.52%
Services: Printing and Graphics	4,954.05	14,485.89	11,586.00	-2,899.89	-20.02%
Services: Member Library Continuing Education	1,931.58	2,000.00	5,650.00	3,650.00	182.50%
Staff / Board Training, Travel, & Dues	5,270.67	4,250.00	6,250.00	2,000.00	47.06%
Interfund Transfers	136,100.00	136,190.00	136,193.00	3.00	0.00%
Funds Allocated to Member Libraries	992.20	496.10	0.00	-496.10	-100.00%
Total Operating Expenditures	1,142,165.27	1,135,272.38	1,143,063.47	7,791.09	0.69%
	56,680.09	16,119.02	0.00		

Winnefox Library System
2018 Budget
Revenue Detail

	2016 Actual Revenues	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
State Aid	885,885.00	885,885.00	885,885.00	0.00	0.00%
State Aid -- Special Project Increase	0.00	0.00	29,504.00	29,504.00	#DIV/0!
Interest	6,947.38	3,000.00	7,500.00	4,500.00	150.00%
Total State Aid and Interest	892,832.38	888,885.00	922,889.00	34,004.00	3.83%
Printing	19,572.59	5,000.00	5,000.00	0.00	0.00%
Miscellaneous Revenue	531.19	1,000.00	500.00	-500.00	-50.00%
Sale of old van	4,650.00	0.00	0.00	0.00	#DIV/0!
WLA Legislative Initiative from Oshkosh	0.00	442.93	442.93	0.00	0.00%
Overdrive statewide collection--Library funding	54,911.00	61,032.23	51,745.00	-9,287.23	-15.22%
Overdrive Winnefox collection--Library funding	94,610.81	60,599.98	60,765.89	165.91	0.27%
Overdrive Winnefox collection--Winnebago Co. grant	10,000.00	10,000.00	10,000.00	0.00	0.00%
Total other Revenue	184,275.59	138,075.14	128,453.82	-9,621.32	-6.97%
Contractual Revenue					
OPL--Elec. Services	22,856.58	22,299.15	23,629.61	1,330.46	5.97%
OPL-Clerical	71,758.91	80,629.25	79,090.48	-1,538.77	-1.91%
OPL-Delivery	7,370.74	4,995.76	5,289.56	293.80	5.88%
Mid Wisconsin Library System	4,352.00	0.00	0.00	0.00	#DIV/0!
Southwest Library System	4,352.00	4,921.00	5,644.00	723.00	14.69%
Outagamie Waupaca Library System	0.00	0.00	3,000.00	3,000.00	#DIV/0!
WPLC website	1,904.96	1,000.00	1,000.00	0.00	0.00%
Total Contractual Revenue	112,595.19	113,845.16	113,653.65	808.49	0.71%
Total Revenue	1,189,703.16	1,140,805.30	1,164,996.47	25,191.17	2.21%

Winnefox Library System
2018 Budget
Expenditure Detail

	2016 Actual Expenditures	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Personnel					
Wages/Salaries	497,189.00	495,365.97	523,652.49	28,286.52	5.71%
Wisconsin Ret.	26,746.68	32,410.23	30,143.78	-2,266.45	-6.99%
FICA	139,031.82	37,895.50	40,059.42	2,163.92	5.71%
Health Insurance	1,962.23	130,184.55	108,645.59	-21,538.96	-16.54%
Life Insurance	1,037.37	1,710.50	1,747.28	36.78	2.15%
ICMA	5,991.71	6,162.00	6,854.00	692.00	11.23%
Performance payments	10,000.00	12,000.00	10,000.00	-2,000.00	-16.67%
Long Term Disability Insurance	1,037.37	0.00	0.00	0.00	#DIV/0!
Flexible Spending Plan	923.25	800.00	1,000.00	200.00	25.00%
Unemployment Compensation	1,197.00	2,500.00	2,000.00	-500.00	-20.00%
Workers Compensation Insurance	4,348.81	5,000.00	5,000.00	0.00	0.00%
Total Personnel	689,465.24	724,028.75	729,102.56	5,073.81	0.70%
Contractual Services					
Administrative Services	33,021.74	32,198.85	33,371.85	1,173.00	3.64%
Audit	7,498.49	5,940.00	5,490.00	-450.00	-7.58%
FVLC Dues	0.00	0.00	0.00	0.00	#DIV/0!
Rent	18,493.11	20,959.15	17,677.90	-3,281.25	-15.66%
CESA 6 GROW services	4,500.00	4,500.00	4,500.00	0.00	0.00%
WiLS membership	199.00	200.00	200.00	0.00	0.00%
Total Contractual Services	63,712.34	63,798.00	61,239.75	-2,558.25	-4.01%
Administrative Supplies & Expenses					
Postage	675.39	1,000.00	1,000.00	0.00	0.00%
Supplies - Office	1,273.37	1,700.00	1,600.00	-100.00	-5.88%
Telephone	486.46	800.00	650.00	-150.00	-18.75%
Legal Services	0.00	500.00	1,000.00	500.00	100.00%
Property Insurance	0.00	1,343.00	1,343.00	0.00	0.00%
Photocopier Maintenance (office)	220.00	250.00	250.00	0.00	0.00%
Parking	832.00	0.00	0.00	0.00	#DIV/0!
Software	926.14	1,200.00	1,200.00	0.00	0.00%
Postage Equipment Expense	1,113.09	1,400.00	1,400.00	0.00	0.00%
Staff Travel - Administrative	2,511.27	3,500.00	3,500.00	0.00	0.00%
Advertising	0.00	0.00	0.00	0.00	#DIV/0!
Professional Consulting	0.00	0.00	0.00	0.00	#DIV/0!
Strategic planning	3,182.94	0.00	1,200.00	1,200.00	#DIV/0!
Miscellaneous	738.72	500.00	500.00	0.00	0.00%
Total Administrative Supplies & Expenses	11,959.38	12,193.00	13,643.00	1,450.00	11.89%
Capital Expenditures					
Computers			10,000.00		
Van	26,552.77	0.00	0.00	0.00	#DIV/0!
Total Capital Expenditures	26,552.77	0.00	10,000.00	10,000.00	#DIV/0!
Services: Collections					
Professional Materials	27.00	150.00	150.00	0.00	0.00%
Periodicals	157.99	160.00	160.00	0.00	0.00%
Wisconsin Public Library Consortium Membersh	6,000.00	6,446.43	6,369.64	-76.79	-1.19%
Overdrive statewide collection	54,911.00	61,032.23	51,745.00	-9,287.23	-15.22%
Overdrive Winnefox collection (includes Winnebago Co. Grant)	104,610.81	70,599.98	70,765.89	165.91	0.24%
Total Services: Collections	165,706.80	138,388.64	129,190.53	-9,198.11	-6.65%
Services: Delivery					
Cell Phone	156.04	160.00	160.00	0.00	0.00%
Gasoline	8,532.58	11,000.00	11,000.00	0.00	0.00%
Automotive Insurance	3,001.73	2,800.00	3,000.00	200.00	7.14%
Maintenance	3,225.76	2,500.00	2,500.00	0.00	0.00%

Winnefox Library System

2018 Budget

Expenditure Detail

Van Replacement	2,500.00	2,500.00	2,500.00	0.00	0.00%
Intersystem Delivery	14,273.00	13,632.00	13,971.00	339.00	2.49%
Other	0.00	0.00	0.00	0.00	#DIV/0!
Total Services: Delivery	31,689.11	32,592.00	33,131.00	539.00	1.65%
Services: Interlibrary Loan					
OCLC ILL		3,000.00	3,000.00	0.00	0.00%
ILL Supplies	353.56	200.00	350.00	150.00	75.00%
ILL Postage	2,306.52	2,500.00	2,477.63	-22.37	-0.89%
Staff Travel - ILL		100.00	100.00	0.00	0.00%
Total Services: Interlibrary Loan	2,660.08	5,800.00	5,927.63	127.63	2.20%
Services: Youth Service					
1,000 Books app	850.00		100.00	100.00	#DIV/0!
Youth services workshop	797.65		750.00	750.00	#DIV/0!
Total Services: Youth Services	1,647.65	0.00	850.00	850.00	#DIV/0!
Services: Inclusive Services					
Special Project	0.00	0.00	29,504.00	29,504.00	#DIV/0!
Total Services: Inclusive Services	0.00	0.00	29,504.00	29,504.00	#DIV/0!
Services: Technology Support					
Staff Travel	231.39	300.00	400.00	100.00	33.33%
WTEC travel	12.96	0.00	0.00	0.00	#DIV/0!
Supplies	0.00	0.00	0.00	0.00	#DIV/0!
Domain Name Registration	201.70	0.00	0.00	0.00	#DIV/0!
GoTo Meeting subscription	475.00	500.00	500.00	0.00	0.00%
SurveyMonkey subscription	250.00	250.00	250.00	0.00	0.00%
Total Services: Technology Support	1,171.05	1,050.00	1,150.00	100.00	9.52%
Services: Public Information and Printing					
WLA Legislative Initiative	0.00	885.89	886.00	0.11	0.01%
Printing Supplies	1,521.00	5,000.00	2,000.00	-3,000.00	-60.00%
Color Photocopier Maintenance	3,433.05	7,000.00	8,000.00	1,000.00	14.29%
Digital Duplicator Maintenance	0.00	1,500.00	600.00	-900.00	-60.00%
Other	0.00	100.00	100.00	0.00	0.00%
Total Services: Public Information and Printing	4,954.05	14,485.89	11,586.00	-2,899.89	-20.02%
Member Library Continuing Education					
Mileage Reimbursement (WLS Funded)	496.14	1,000.00	1,000.00	0.00	0.00%
Workshop Expenses	1,435.44	1,000.00	4,450.00	3,450.00	345.00%
Trustee workshop expenses	80.00		200.00	200.00	#DIV/0!
Total Member Library Continuing Education	1,931.58	2,000.00	5,650.00	3,650.00	182.50%
Staff / Board Training, Travel, & Dues					
Staff Training	3,508.25	1,500.00	3,000.00	1,500.00	100.00%
Staff Travel - Other	0.00	750.00	750.00	0.00	0.00%
Trustee Travel	1,762.42	2,000.00	2,500.00	500.00	25.00%
Total Staff / Board Training, Travel, & Dues	5,270.67	4,250.00	6,250.00	2,000.00	47.06%
Inter Fund Transfers					
WALS support	123,300.00	126,100.00	128,622.00	2,522.00	2.00%
Winnefox Funding for Visibility	12,800.00	10,090.00	7,571.00	-2,519.00	-24.97%
Total Inter Fund Transfer	136,100.00	136,190.00	136,193.00	3.00	0.00%
Funds Allocated to Member Libraries					
WALS fee increase assistance	992.20	496.10	0.00	-496.10	-100.00%
Total Funds Allocated to Member Libraries	992.20	496.10	0.00	-496.10	-100.00%
Total Operating Expenditures	1,142,165.27	1,135,272.38	1,143,063.47	7,791.09	0.69%

Winnefox Automated Library Services 2018 Budget Summary

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Member Library Funding	590,121.22	657,747.77	676,507.13	18,759.36	2.9%
LSTA	15,117.00	19,230.00	0.00	-19,230.00	-100.0%
Winnefox Funding	123,300.00	126,100.00	128,622.00	2,522.00	2.0%
Winnefox Funding for Visibility	0.00	10,090.00	7,571.00	-2,519.00	-25.0%
Other	1,299.08	1,900.00	2,600.00	700.00	36.8%
Online Fine Payment	40,393.44	35,000.00	40,000.00	5,000.00	14.3%
Total Operating Revenue	770,230.74	850,067.77	855,300.13	5,232.36	0.62%

		2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Personnel	245,969.51	263,978.78	266,926.99	2,948.21	1.1%
Contractual Expenditures	281,342.07	282,115.75	283,651.42	1,535.67	0.5%
Administrative Supplies & Expenses	9,227.84	16,490.66	16,481.44	-9.22	-0.1%
ILS	152,303.28	140,903.26	121,120.28	-19,782.98	-14.0%
Network Expenses	45,676.54	46,060.00	50,500.00	4,440.00	9.6%
Travel, Training, Dues	11,533.71	13,730.00	13,620.00	-110.00	-0.8%
Online Fine Payment	42,230.90	35,000.00	40,000.00	5,000.00	14.3%
Total Operating Expenditures	788,283.85	798,278.45	792,300.13	-5,978.32	-0.75%

Capital Expenditures	41,825.70	54,000.00	63,000.00	9,000.00	16.67%
Total Expenditures	830,109.55	852,278.45	855,300.13	3,021.68	0.35%

Winnefox Automated Library Services
2018 Budget
Revenue Detail

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Member Library Funding	590,121.22	657,747.77	676,507.13	18,759.36	2.85%
Interest	1,245.08	1,800.00	2,500.00	700.00	38.89%
LSTA	15,117.00	19,230.00	0.00	-19,230.00	-100.00%
Winnefox Funding	123,300.00	126,100.00	128,622.00	2,522.00	2.00%
Winnefox Funding for Visibility	12,800.00	10,090.00	7,571.00	-2,519.00	-24.97%
Other	54.00	100.00	100.00	0.00	0.00%
Fine Payments Collected	40,393.44	35,000.00	40,000.00	5,000.00	14.29%
Total Revenue	783,030.74	850,067.77	855,300.13	5,232.36	0.62%

Winnefox Automated Library Services
2018 Budget
Expenditure Detail

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Personnel					
Wages/Salaries	172,148.29	185,081.42	195,099.81	10,018.39	5.41%
Wisconsin Ret.	11,361.92	12,585.54	13,071.69	486.15	3.86%
FICA	12,007.07	14,158.73	14,925.14	766.41	5.41%
Health Insurance	46,970.48	48,980.63	40,291.60	-8,689.03	-17.74%
Life Insurance	288.82	292.46	302.75	10.29	3.52%
ICMA	1,950.00	2,080.00	2,236.00	156.00	7.50%
Long Term Disability Insurance	239.36	0.00	0.00	0.00	#DIV/0!
Workman's Compensation	1,003.57	800.00	1,000.00	200.00	25.00%
Total Personnel	245,969.51	263,978.78	266,926.99	2,948.21	1.12%
Contractual Services					
Oshkosh Public Library (database support)	187,680.00	191,433.60	195,262.27	3,828.67	2.00%
Administrative Services (Director's Contract)	5,822.07	5,682.15	5,889.15	207.00	3.64%
OCLC	75,000.00	80,000.00	80,000.00	0.00	0.00%
Server & network consulting (Heartland)	12,840.00	5,000.00	2,500.00	-2,500.00	-50.00%
Total Contractual Services	281,342.07	282,115.75	283,651.42	1,535.67	-0.44
Administrative Supplies & Expenses					
Supplies	827.17	1,000.00	1,000.00	0.00	0.00%
Miscellaneous	74.75	500.00	500.00	0.00	0.00%
Rent	3,179.98	3,230.66	3,221.44	-9.22	-0.29%
Telephone	114.46	250.00	250.00	0.00	0.00%
Parking	128.00	0.00	0.00	0.00	#DIV/0!
Ribbons, paper, etc		1,000.00	1,000.00	0.00	0.00%
Software	196.25	3,000.00	3,000.00	0.00	0.00%
Mailer forms	1,174.16	1,200.00	1,200.00	0.00	0.00%
Minor equipment	711.87	2,500.00	2,500.00	0.00	0.00%
Insurance	720.07	300.00	300.00	0.00	0.00%
Audit	2,101.13	3,510.00	3,510.00	0.00	0.00%
Total Administrative Supplies & Expenses	9,227.84	16,490.66	16,481.44	-9.22	-0.06%
ILS Expenses					
Symphony Expenses					
Hardware & Software					
Symphony production server	3,080.00	80.00	80.00	0.00	0.00%
Symphony test server	160.00	160.00	160.00	0.00	0.00%
Symphony software maintenance	85,660.18	88,613.26	105,153.28	16,540.02	18.67%
Symphony Enterprise Discovery Layer	4,750.00	5,010.00	0.00	-5,010.00	-100.00%
BLUECloud Visibility	12,800.00	10,200.00	0.00	-10,200.00	-100.00%
Symphony Contract buyout costs	17,513.00	21,113.00	0.00	-21,113.00	-100.00%
Subtotal--Symphony Maintenance costs	123,963.18	125,176.26	105,393.28	-19,782.98	-15.80%
Credit/debit card payments	2,430.10	927.00	927.00	0.00	0.00%
Syndetics catalog content enrichment	25,910.00	13,000.00	13,000.00	0.00	0.00%
Shoutbomb SMS messaging Maintenance	-	1,800.00	1,800.00	0.00	0.00%
Subtotal related ILS Maintenance costs	28,340.10	15,727.00	15,727.00	0.00	0.00%
Total ILS Costs	152,303.28	140,903.26	121,120.28	-19,782.98	-14.04%

9/20/2017

Winnefox Automated Library Services
2018 Budget
Expenditure Detail

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Network Expenses					
Telecommunications					
Telecommunications equipment/Firewall		7,500.00	7,500.00	0.00	0.00%
Central Site	8,394.67	3,000.00	3,000.00	0.00	0.00%
FoxNet	1,325.87	2,000.00	2,000.00	0.00	0.00%
WiscNet/TEACH library costs	13,900.00	15,840.00	12,600.00	-3,240.00	-20.45%
WiscNet membership/Network access	11,460.00	4,000.00	12,000.00	8,000.00	200.00%
Charter library costs	10,596.00	12,720.00	10,800.00	-1,920.00	-15.09%
Total telecommunications	45,676.54	45,060.00	47,900.00	2,840.00	6.30%
Network Maintenance & Expenses					
Server maintenance		0.00	0.00	0.00	#DIV/0!
AntiVirus, DeepFreeze, etc	0.00	0.00	2,600.00	2,600.00	#DIV/0!
Other maintenance		1,000.00	0.00	-1,000.00	-100.00%
Total Maintenance	0.00	1,000.00	2,600.00	1,600.00	160.00%
Total Network	45,676.54	46,060.00	50,500.00	4,440.00	9.64%
Travel, Training, Dues					
SirsiDynix User's Group	100.00	100.00	100.00	0.00	0.00%
Conference attendance	7,181.51	7,830.00	8,020.00	190.00	2.43%
Staff Mileage	1,219.71	2,000.00	1,500.00	-500.00	-25.00%
Member library mileage	1,817.30	2,500.00	2,500.00	0.00	0.00%
WALS meeting expenses	1,215.19	1,200.00	1,500.00	300.00	25.00%
Other		100.00	0.00	-100.00	-100.00%
Total travel, training, dues	11,533.71	13,730.00	13,620.00	-110.00	-97.57%
Online fine payment passthrough	42,230.90	35,000.00	40,000.00	5,000.00	14.29%
Total Operating Expenditures	788,283.85	798,278.45	792,300.13	-5,978.32	-0.75%
Capital					
Transfer to Capital Reserve		36,500.00	36,500.00	0.00	0.00%
Van replacement	2,500.00	2,500.00	2,500.00	0.00	0.00%
Symphony servers (test and production)		3,000.00	0.00	-3,000.00	-100.00%
Telecommunications	12,251.00	0.00	12,000.00	12,000.00	#DIV/0!
Server	8,151.22	10,000.00	10,000.00	0.00	0.00%
Meraki project	15,323.00	0.00	0.00	0.00	#DIV/0!
PCs	3,600.48	2,000.00	2,000.00	0.00	0.00%
Total Capital Expenditures	41,825.70	54,000.00	63,000.00	9,000.00	16.67%
Total Expenditures (Operating and Capital)	830,109.55	852,278.45	855,300.13	3,021.68	0.35%

Winnefox Library System
Cooperative Technical Services
2018 Budget Summary

	2016 Actual	2017 Budget	2018 Proposed	Difference 17 - 18	% Difference
Operating Revenue					
County Contracts	171,169.60	175,538.88	180,659.34	5,120.46	2.92%
Rotating Collections	10,200.00	10,400.00	10,750.00	350.00	3.37%
Other revenue	1,990.53	3,625.00	2,600.00	-1,025.00	-28.28%
Operating Revenue	183,360.13	189,563.88	194,009.34	4,445.46	2.35%

	2016 Actual	2017 Budget	2018 Budget	Difference 17 - 18	% Difference
Operating Expenditures					
Personnel	156,328.97	163,437.07	158,879.15	-4,557.92	-2.79%
Contractual	7,184.87	6,700.00	6,700.00	0.00	0.00%
Administrative Supplies and Expenses	1,460.77	860.00	1,435.00	575.00	66.86%
Capital Expenditures	0.00	0.00	3,000.00	3,000.00	#DIV/0!
Material Processing Supplies	7,153.45	5,450.00	7,070.00	1,620.00	29.72%
Staff Training Travel and Dues	369.36	600.00	500.00	-100.00	-16.67%
Grants	0.00	0.00	0.00	0.00	#DIV/0!
Rotating Collections	8,348.44	10,400.00	10,750.00	350.00	3.37%
Total Operating Expenditures	180,845.86	187,447.07	188,334.15	887.08	0.47%

Apparent Surplus/Deficit **2,514.27** **2,116.81** **5,675.19**

Transfers from reserves					
Transfer for new PCs		0.00		0.00	#DIV/0!
Budget transfer		0.00		0.00	#DIV/0!
Total transfers from reserves	0.00	0.00	0.00		

Surplus/Deficit 2,514.27 2,116.81 5,675.19

WCTS
2018 Budget
Revenue Detail

	2016 Actual	2017 Budget	2018 Proposed	Difference 17 - 18	% Difference
County Contracts					
Green Lake County Contract	55,430.60	56,946.78	58,577.58	1,630.80	2.86%
Marquette County Contract	44,657.10	45,830.07	47,200.50	1,370.43	2.99%
Waushara County Contract	71,081.90	72,762.03	74,881.26	2,119.23	2.91%
Total County Contracts	171,169.60	175,538.88	180,659.34	5,120.46	2.92%
Other Operating Revenue					
Interest Revenue	664.53	500.00	500.00	0.00	0.00%
Rotating collection administrative fee (\$25 for WCTS libraries, \$75 for non-WCTS libraries)	1,200.00	1,325.00	1,400.00	75.00	5.66%
DVD/CD refinishing (25 cents per disk)	126.00	1,250.00	150.00	-1,100.00	-88.00%
Library purchase of supplies from stock	0.00	500.00	500.00	0.00	0.00%
Misc Revenue	0.00	50.00	50.00	0.00	0.00%
Total Other Operating Revenue	1,990.53	3,625.00	2,600.00	-1,025.00	-28.28%
Rotating Collections					
ABC (20 libraries)	7,000.00	7,000.00	7,350.00	350.00	5.00%
Large Print (16 libraries)	3,200.00	3,400.00	3,400.00	0.00	0.00%
Total Rotating Collections	10,200.00	10,400.00	10,750.00	350.00	3.37%
Total Revenue	183,360.13	189,563.88	194,009.34	4,445.46	2.35%

WCTS
2018 Budget
Expenditure Detail

	2016 Actual	2017 Budget	2018 Proposed	Difference 17 - 18	% Difference
Personnel					
Wages/Salaries	92,894.60	96,993.45	101,639.47	4,646.02	4.79%
Wisconsin Ret.	5,756.88	6,198.23	6,420.26	222.03	3.58%
FICA	6,482.29	7,420.00	7,775.42	355.42	4.79%
Health Insurance	48,595.20	49,385.55	40,089.14	-9,296.41	-18.82%
Life Insurance		339.84	354.86	15.02	4.42%
ICMA	2,600.00	2,600.00	2,600.00	0.00	0.00%
Long Term Disability Insurance	0.00	0.00	0.00	0.00	#DIV/0!
Workman's Compensation		500.00		-500.00	-100.00%
Total Personnel	156,328.97	163,437.07	158,879.15	-4,557.92	-2.79%
Contractual Services					
Administrative Services (Director's Contract	0.00	0.00	0.00	0.00	#DIV/0!
Audit	484.87	0.00	0.00	0.00	#DIV/0!
Rent	6,700.00	6,700.00	6,700.00	0.00	0.00%
Total Contractual Servies	7,184.87	6,700.00	6,700.00	0.00	0.00%
Administrative Services & Supplies					
Postage	38.08	20.00	35.00	15.00	75.00%
Supplies - Office	627.13	450.00	550.00	100.00	22.22%
Telephone - Office	182.90	140.00	185.00	45.00	32.14%
Photocopier Maintenance (office)	162.66	150.00	165.00	15.00	10.00%
Property Insurance		0.00		0.00	#DIV/0!
Miscellaneous	450.00	100.00	500.00	400.00	400.00%
Total Administrative Services & Supplies	1,460.77	860.00	1,435.00	575.00	66.86%
Capital Expenditures					
		0.00	3,000.00	3,000.00	#DIV/0!
Total Capital Expenditures	0.00	0.00	3,000.00	3,000.00	#DIV/0!
Library Materials					
Cataloging & Processing Supplies	6,736.07	5,000.00	6,500.00	1,500.00	30.00%
Periodicals	417.38	250.00	420.00	170.00	68.00%
CD/DVD refinishing supplies	135.30	200.00	150.00	-50.00	-25.00%
Total Library Materials	7,153.45	5,450.00	7,070.00	1,620.00	29.72%
Staff Training, Travel & Dues					
Dues - Professional Organizations	0.00	0.00	0.00	0.00	#DIV/0!
Staff Training		100.00	100.00	0.00	0.00%
Staff Travel -- Consulting	369.36	500.00	400.00	-100.00	-20.00%
Total Staff Training, Travel & Dues	369.36	600.00	500.00	-100.00	-16.67%
Rotating Collections					
ABC (20 libraries)	3,883.32	7,000.00	7,350.00	350.00	5.00%
Large Print (16 libraries)	4,465.12	3,400.00	3,400.00	0.00	0.00%
Total Rotating Collections	8,348.44	10,400.00	10,750.00	350.00	3.37%
Total Operating Expenditures	180,845.86	187,447.07	188,334.15	887.08	0.47%