



WINNEFOX LIBRARY SYSTEM

DATE: September 18, 2002
TO: Winnefox Library System Board
FROM: John V. Nichols
RE: 2003 Proposed Winnefox Library System Budget

Needless to say, this year's budget has been one of the most difficult to prepare in my 20 years here as Director. And this may be the easy one of the next couple of years depending upon how the state solves its fiscal problems in the next biennium. While preparing these recommendations, I considered a wide variety of options but felt that these were the best cuts to make at this time. I've chosen not to discuss the other options considered in order to not unduly worry other employees any more than they may already be.

In general, the major changes in the proposed budgets are as follows in order to accommodate cuts in state system aids and lower interest rates; lower county contract funds for WCTS; and yet continue to meet the needs of all of our member libraries:

- Winnefox Library System
 - Phase out Enrichment Grant Program – cut by 50% for 2003
 - Eliminate Field Services Librarian Position – half funded by WCTS
 - Eliminate Electronic Services Coordinator Position – half funded by OPL
- Winnefox Automated Library Services (WALS)
 - Upgrade our current DRA/SIRSI computer system during 2003
 - By the end of 2003, should have 28 of 30 Winnefox member libraries participating in the computer consortium
- Winnefox Cooperative Technical Services (WCTS)
 - Eliminate Field Services Librarian Position – half funded by WLS
 - Add eleven hour per week Page position for help with processing tasks

Let me highlight some of the more significant changes in the budgets as proposed.

WINNEFOX LIBRARY SYSTEM BUDGET

We need to reduce spending by about \$135,000 for 2003. That is the combined result of a reduction of 3.75% in state shared aids as enacted by the Legislature and Governor; increased spending for salaries of 3% and health insurance costs for employees of 10% (offset by a premium co-pay of 3% for 2003) and a few other minor cost increases; and reduced interest income of almost 50% due to decreases in interest rates. The combined effect of those reductions is almost a 15% cut in the System budget that comes from state shared aids and interest revenues.

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Expenditure Detail

Wages/Salaries – We have budgeted for a 3% salary increase. There are other significant changes in this area due to cutting two full time positions.

Field Services Librarian [\$25,790] – I am recommending elimination of this position. This position's funding is shared with WCTS on a 50/50 basis. The amount shown is the Winnefox net savings. Mark Arend currently holds this position although he is currently serving as Interim Assistant Winnefox Director. When I decide to recruit for the Assistant Director's position, Mark may be a candidate. If he is not the successful candidate, he could return to his old position temporarily. The impact of losing this position (which is a partial replacement for the former WCTS Coordinator, Pam Brown, and the Winnefox Audio/Visual Librarian, Sally Gilson) is that an assortment of various duties (i.e. continuing education coordinator; professional certification coordinator; library field consultant for things such as weeding, project planning; special needs consultant; collection development coordinator; grants coordination, trainer; etc.) will either be absorbed by the Asst. Director, other staff if possible or not done (or done by the Library's directly).

Electronic Services Coordinator [\$32,980] - I am also recommending elimination of this position. This position's funding is shared with Oshkosh Public Library on a 50/50 basis. The amount shown is the Winnefox net savings. Karen Lovejoy currently holds this position. The impact of losing this position is that we will lose the person who was taking one of the lead roles in development of electronic/web-based services for Winnefox, OPL and our other member libraries. This will necessitate a reorganization of Electronic Services at Winnefox, which will be placed under Karen Boehning, current WALC Coordinator, for coordination and leadership. The end result will be a slower pace of development of web development projects and the need to identify grant or other funds for contract services to replace some of the lost production time for larger scale projects.

Health Insurance – Winnefox participates in the City of Oshkosh Health Insurance Program. We have projected a 10% increase in premium costs (although the City has not yet set a firm number for 2003). And we have projected a 3% premium co-payment by employees (which is consistent with what OPL and other City employees will be paying in 2003) for a net increase of 7%.

Unemployment Compensation – I've included a conservative estimate of possible unemployment compensation liability.

Administrative Services – as reflected in the Contractual Services Agreement, the time for the Director has been increased slightly to more accurately reflect actual time spent and that of the Business Manager reduced due to Rick's reduction to 32 hours per week at OPL. The increase is also due to health insurance increases and a projected OPL salary increase for the positions.

Administrative Travel (and other travel accounts) – I've decided to allocate travel accounts by program category in order to better match expenses with the program budget breakdown required by the state. So, it is not possible to exactly compare accounts this year with last. In general, our travel expenses

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have increased substantially and I will be asking Mark to review staff travel (which is to member libraries and to meetings around the System) to see where we might cut back on travel without sacrificing our service support to our members. I have not increased Travel accounts more than we expect to spend in 2002.

Property Insurance – we are anticipating that rates for this will go up substantially.

Photocopier Maintenance (Office) – based upon our experience this year, we are using this copier a lot and it needs more repairs.

Workers Compensation – our expenditure experience this year suggests we budgeted too low in 2002 and that \$4,000 is more realistic.

Advertising – this drops due to anticipating no advertising for hiring replacements for a while.

Misc. Equipment Maintenance – based upon past experience, we think we can zero this out.

DVD and Books on CD - Winnefox will increase the amount to the ABC rotations of these items to help accommodate heavy demand for these popular items.

Automotive Insurance – the increase here is due to rate increases that are up substantially.

Maintenance – our expenses this year are running over budget and warrant this increase for 2003.

E-books – this represents the increase in the annual membership fee to continue to participate in the WPLC e-book consortium.

ILL Supplies – are being separated out of the general Office Supply account.

Guest Artists – the increases are simply reflecting the increased costs of guest artist billing. This is a very popular service that is provided to member libraries for their summer reading programs.

ETN/Workshop Registration Reimbursement, Travel Reimbursements – these funds were eliminated last year to reduce costs but are being restored due to popular request of our member librarians.

Color Photocopier Maintenance – this figure is higher due to the fact that our usage is much higher than anticipated. Part of the maintenance contract is a basic monthly rate and part is based upon number of copies.

Enrichment Grants – I have proposed phasing these out by reducing them by 50% this year. The funds to do this will essentially come out of Winnefox Unallocated Reserve funds. We would completely eliminate the grants in 2004 unless there is a surprising funding turnaround at the state level. Member

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libraries use these for service enhancement and improvement projects. They are not intended for ongoing support of regular services.

Revenue Detail

State Aid – was cut 3.75% by the Legislature and Governor.

Interest – because interest rates are way down, we are projecting a 50% reduction in interest income based upon this year's experience to date.

Intergovernmental Revenues – these are estimates of pass through revenues from County and other contracts for service reimbursements. These are subject to change once final figures are known from the county budget processes.

WINNEFOX AUTOMATED LIBRARY SERVICES – this budget was reviewed and unanimously approved by the WALC Executive Committee on July 8, 2002.

There will be 27 of our member libraries participating in the automation consortium by the end of 2002. We expect that number to grow to 28 by the end of 2003. There will only be two libraries left that are not participating in some way in the consortium.

This budget in detail becomes very complex to follow because of all the different entities involved and the fact that some of their funds are used for commonly used shared expenses and some are used for direct expenses in their libraries. So let me describe in general terms what is happening with this year's proposed budget.

As you may recall, we were able to temporarily lower the fees paid by Associate Members for 2003 due to the Gates Foundation Grants we received for servers. Those fees will be gradually increased during 2004 and 2005 back up to their original levels.

There are no changes in Personnel levels or Operations Support other than for inflationary increases. All of our other accounts simply reflect anticipated cost increases or increased activity from our libraries.

The only major item is in Capital Expenditures. The amount budgeted here is an estimated amount for a system upgrade to the new DRA/SIRSI products for Circulation, Cataloging, etc. This is a major upgrade for us and will involve a lot of work and retraining during 2003. The funds for this upgrade will come from our Shared Capital Reserve account (where it is accumulated for just this purpose) and will not require increases for any of our member libraries in their annual fees.

WINNEFOX LIBRARY SYSTEM

WINNEFOX COOPERATIVE TECHNICAL SERVICES – this budget proposal was reviewed and unanimously approved by the WCTS Executive Committee on Aug. 20, 2002.

Revenues

County Contracts – the WCTS member libraries agreed this year to request less funding for WCTS in order to accommodate needs for reimbursement unique to some of the counties and in anticipation of the possible elimination of the Field Services Librarian.

Expenditures

Personnel – This budget is also affected by the reduction of the Field Services Librarian position since half of that position funding comes from this budget. There are increases due primarily to health insurance increases and a 3% salary adjustment.

I have added an additional Page position at a cost of about \$4,660 to help offset some of the lost hours when the Green Thumb grant position was lost. The Page will work an average of about 11 hours/week.

On a net basis, the elimination of the Field Services position produces a net reduction of almost 11% in personnel costs.

Administrative Services – WCTS pays a share of these costs to Oshkosh Public Library (as does WALs). The increases were described in the WLS budget narrative.

Ordering Software Licensing – according to Cindy, this software is free, so there is no need to budget for a licensing fee.

Computer Reserve – funds for this purpose are contained in the WALs budget for WCTS and are not needed here.

Staff Training & Travel – are both down due to the elimination of the Field Services Librarian position. There won't be as much travel for consulting and training purposes.

**Winnefox Library System
2003 Budget**

	2001 Actual	2002 Budget	2003 Budget	Difference 02-03	% Difference
Stata System Aids	870,348.00	870,348.00	837,711.00	-32,637.00	-3.75%
Interest	55,724.39	50,000.00	25,000.00	-25,000.00	-50.00%
Printing	2,269.06	2,000.00	2,500.00	500.00	25.00%
Grant	12,655.03	33,300.00	0.00	-33,300.00	-100.00%
Contractual	398,845.05	480,842.96	447,741.43	-33,101.53	-6.88%
Total Operating Revenue	1,339,941.53	1,436,490.96	1,512,952.43	-123,538.53	-0.09
Fond du Lac County Contract	484,317.00	484,317.00	586,749.00	102,432.00	21.15%
Green Lake County Contract	207,617.00	207,617.00	222,617.00	15,000.00	7.22%
Marquette County Contract	134,830.00	134,830.00	160,644.00	25,814.00	19.15%
Waushara County Contract	323,227.00	323,227.00	347,874.34	24,647.34	7.63%
Winnebago County Contract	1,834,883.00	1,679,102.00	1,764,874.00	85,772.00	5.11%
Winnebago County Non-Reciprocal Payments	21,650.00	18,174.00	13,804.00	-4,370.00	-24.05%
Hanitawoc - Calumet County Library System	12,065.00	15,456.00	16,500.00	1,045.00	6.76%
Total Intergovernmental Revenue	2,818,699.00	2,862,722.00	3,113,062.44	250,340.34	8.74%
Prior Years Un-Allocated Reserve	230,389.73	144,270.73	144,270.73	0.00	0.00%
Total Revenue	4,388,930.26	4,443,483.69	4,670,286.80	126,801.81	2.85%
	2001 Actual	2002 Budget	2003 Budget	Difference 02-03	% Difference
Personnel	853,165.30	1,014,675.99	938,842.04	-77,633.95	-7.67%
Contractual	66,885.00	64,456.63	69,724.00	5,265.37	6.17%
Administrative Supplies & Expenses	37,239.35	66,784.08	72,955.00	6,170.92	9.24%
Capital Expenditures	85,000.00	0.00	0.00	0.00	SDIV/0!
Services: Collections	26,992.54	24,600.37	15,500.00	-9,100.37	-36.99%
Services: Delivery	34,997.00	29,537.00	31,100.00	1,563.00	5.29%
Services: Electronic Information	123,183.60	71,518.26	55,500.00	-16,018.26	-22.40%
Services: ILL/Reference	25,323.06	24,708.00	27,660.00	2,952.00	11.95%
Services: Summer Reading Program	6,500.00	6,579.25	7,500.00	920.75	13.89%
Services: Member Library Continuing Education	32,555.55	2,500.00	6,900.00	4,400.00	176.00%
Services: Printing and Graphics	24,614.06	34,300.00	43,980.00	9,680.00	28.22%
Staff/Board Training, Travel, & DUM	12,362.23	11,500.00	12,800.00	1,400.00	12.17%
Interfund Transfers	16,430.93	25,824.00	28,406.40	2,582.40	10.00%
Funds Allocated to Member Libraries	131,878.50	59,505.38	29,752.69	-29,752.69	-50.00%
Total Operating Expenditures	1,437,227.03	1,436,490.96	1,338,720.13	-100,770.83	-6.81%
Fond du Lac County Contract	464,908.00	484,317.00	586,749.00	102,432.00	21.15%
Green Lake County Contract	196,712.00	207,617.00	222,617.00	15,000.00	7.22%
Marquette County Contract	117,015.00	134,830.00	160,644.00	25,814.00	19.15%
Waushara County Contract	290,690.00	323,227.00	347,874.34	24,647.34	7.63%
Winnebago County Contract	1,634,883.00	1,679,102.00	1,764,674.00	85,773.00	5.11%
Winnebago County Non-Reciprocal Payments	21,650.00	18,174.00	13,804.00	-4,370.00	-24.05%
Manitowoc-Calumet Library System	12,066.00	15,455.00	16,500.00	1,045.00	6.76%
Total Intergovernmental Expenditures	2,737,933.00	2,862,722.00	3,113,062.34	250,340.34	8.74%
TOTAL EXPENDITURES	4,225,160.03	4,299,212.96	4,451,782.47	152,568.51	3.56%
Un-Allocated Reserve	144,270.73	144,270.73	118,503.03	-25,767.70	-17.88%

Winnefox Library System
2003 Budget)
Revenue **Detail**

	2001 REVISED	Final 2002	PROPOSED 2003	Difference 02-03	% Difference
State Aid	870,348.00	870,348.00	837,711.00	-32,637.00	-3.75%
Interest	55,724.39	50,000.00	27,000.00	-23,000.00	-46.00%
Printing	2,269.06	2,000.00	2,500.00	500.00	25.00%
LSTA Special Needs - Systems	12,655.03	14,400.00	0.00	-14,400.00	-100.00%
LSTA Technology - Systems	0.00	18,900.00	0.00	-18,900.00	-100.00%
Contractual Revenue					
Etec. Services Team	59,199.77	60,554.90	30,549.86	-30,005.04	-49.55%
OPL-Clerical	30,769.91	35,191.86	36,647.53	1,455.67	4.14%
OPL-Delivery	3,665.00	4,246.00	4,248.00	0.00	0.00%
RCF Delivery	0.00	2,040.00	2,240.00	200.00	9.60%
OPL-Marketing	11,648.91	12,080.90	11,840.03	-240.87	-1.99%
Member Library Postage	0.00	42,000.00	45,500.00	3,500.00	8.33%
Other Postage	0.00	2,000.00	2,000.00	0.00	0.00%
WALS Staff	155,403.65	175,784.11	183,708.00	7,923.89	4.51%
WALS Vehicle	3,000.00	3,000.00	3,000.00	0.00	0.00%
WCTS Staff	135,257.81	143,943.19	128,008.01	-15,935.18	-11.07%
Total Contractual Revenue	398,945.05	480,842.96	447,741.43	-33,101.53	-8.88%
Fond du Lac County Contract					
Library Reimbursements	456,408.00	82,955.00	551,749.00	68,794.00	14.24%
Automation	8,500.00	0.00	35,000.00	35,000.00	iIDIV/01
Enrichment	0.00	1,362.00	0.00	-1,362.00	-100.00%
Total Fond du Lac County	464,908.00	484,317.00	586,749.00	102,432.00	21.15%
Green Lake County Contract					
Library Reimbursement	125,369.00	133,385.00	163,172.00	39,787.00	22.33%
WCTS	71,343.00	74,232.00	59,445.00	-14,787.00	-19.92%
Total Green Lake County	196,712.00	207,617.00	222,617.00	15,000.00	7.22%
Marquette County Contract					
Library Reimbursement	99,568.00	116,162.00	140,669.24	24,507.24	21.10%
WCTS	17,447.00	18,668.00	19,974.76	1,306.76	7.00%
Total Marquette	117,015.00	134,830.00	160,644.00	25,814.00	19.15%
Waushara County Contract					
Library Reimbursement	213,839.00	243,302.00	275,386.34	32,083.34	13.19%
WCTS	76,851.00	79,925.00	72,489.00	-7,436.00	-9.30%
Total Waushara County	290,690.00	323,227.00	347,874.34	24,647.34	7.63%
Aflinnebago County Contracts					
County Reimbursements	1,423,474.00	1,450,520.00	1,551,429.00	100,909.00	6.96%
County Major Facility Request	211,419.00	208,582.00	208,445.00	-137.00	-0.07%
County Special Funds	0.00	20,000.00	5,000.00	-15,000.00	-75.00%
Subtotal - Winnebago County Contract	1,634,893.00	1,679,102.00	1,764,874.00	85,772.00	5.11%
Winnebago County - Non-Reciprocal Payments					
OsnKosh from Omro	11,250.00	11,176.00	8,260.00	-1,816.00	-17.14%
Oshhosh from Winneconne	10,400.00	6,998.00	4,544.00	-2,454.00	-35.07%
Subtotal - Non-Reciprocal Payments	21,650.00	18,174.00	13,804.00	-4,370.00	-24.05%
Manitowoc Calumet Library System					
Library Reimbursement	12,065.00	15,455.00	16,500.00	1,045.00	6.76%
Total Manitowoc Calumet Contract	12,065.00	15,455.00	16,500.00	1,045.00	6.76%

Winnefox Library System
2003 Budget
Expenditure Detail

	2001 Actual Expenditures	Revised 2002 Budget	Proposed 2003 Budget	Difference 02-03	% Difference
Personnel					
Wages/Salaries	609,485.93	701,515.50	646,248.71	-55,266.79	-7.88%
Wisconsin Ret	49,366.29	65,681.82	62,284.70	-3,397.12	-5.17%
PICA	46,255.31	53,665.94	49,438.03	-4,227.91	-7.88%
Health Insurance	143,785.72	189,543.00	169,012.80	-20,530.20	-10.83%
Life Insurance	1,155.00	1,253.88	1,114.92	-138.96	-11.08%
Long Term Disability Insurance	2,650.44	3,015.85	2,742.88	-272.97	-9.05%
Unemployment Compensation	1,466.61	0.00	6,000.00	6,000.00	#DIWOI
Total Personnel	653,165.30	1,014,675.99	936,842.04	-77,833.95	-7.67%
Contractual Services					
Administrative Services	20,095.00	20,844.63	24,533.00	3,688.37	17.69%
Audit	3,300.00	3,300.00	3,300.00	0.00	0.00%
Director	7,280.00	7,500.00	7,725.00	225.00	3.00%
FVLC Dues	1,050.00	1,050.00	1,050.00	0.00	0.00%
Rerit	28,152.00	29,264.00	30,616.00	1,352.00	4.62%
Rent - Prepaid	2,500.00	2,500.00	2,500.00	0.00	0.00%
System Material Processing	4,508.00	0.00	0.00	0.00	#DIV/0!
Total Contractual Services	66,885.00	64,458.63	69,724.00	5,265.37	8.17%
Administrative Supplies S Expenses					
Postage	1,500.00	47,000.00	48,000.00	1,000.00	2.13%
Staff ISP	600.00	800.00	800.00	0.00	0.00%
Supplies - Office	5,137.14	5,000.00	5,200.00	200.00	4.00%
Telephone - Office, ILL	1,042.44	2,500.00	2,500.00	0.00	0.00%
Legal Services	1,000.00	1,000.00	1,000.00	0.00	0.00%
Miscellaneous	12,044.61	1,000.00	1,000.00	0.00	0.00%
Bonding	250.00	250.00	250.00	0.00	0.00%
Property Insurance	200.00	250.00	500.00	250.00	100.00%
Advertising	3,000.00	1,000.00	1,000.00	0.00	0.00%
Professional Consulting	1,000.00	1,000.00	1,000.00	0.00	0.00%
Staff Travel - Administrative	0.00	0.00	3,000.00	3,000.00	ffDIV/OI
Trustee Travel	2,200.00	2,000.00	1,800.00	-200.00	-10.00%
Photocopier Maintenance (office)	1,500.00	1,020.00	1,500.00	480.00	47.06%
Parking	1,810.16	905.08	905.00	-0.08	-0.01%
Workers Comp	3,955.00	3,059.00	4,000.00	941.00	30.76%
Misc. Equipment Maintenance	2,000.00	0.00	500.00	500.00	#DIV/OI
Total Adntinistrative Supplies S Expenses	37,239.35	68,784.08	72,955.00	6,170.92	9.24%
Capital Expenditures					
Digital Duplicator	25,000.00	0.00	0.00	0.00	#DIV/O!
Office Photocopier	15,000.00	0.00	0.00	0.00	ffilV/OI
Color Photocopier	30,000.00	0.00	0.00	0.00	SDIV/OI
Furnishings and Equipment	25,000.00	0.00	0.00	0.00	#DIV/O!
Total Capital Expenditures	35,000.00	0.00	0.00	0.00	#DIV/O!
Services: Collections					
Professional Materials	510.40	500.00	500.00	0.00	0.00%
Large Print	6,087.96	2,000.00	2,000.00	0.00	0.00%
Periodicals	709.75	1,000.00	1,000.00	0.00	0.00%
Boofcs w/Cassette (Juv)	117.14	0.00	0.00	0.00	#DIV/OI
Special Needs	192.00	0.00	0.00	0.00	#DIV/OI
DVD	3,438.76	4,700.37	6,500.00	1,799.63	38.29%
Boohs on CD	3,152.61	2,000.00	5,500.00	3,500.00	175.00%
Books on Tape	2,389.25	0.00	0.00	0.00	#DIV/O!
Grant Materials	10,394.67	14,400.00	0.00	-14,400.00	-100.00%
Total Services: Collections	26,992.54	24,600.37	15,500.00	-9,100.37	-36.99%

Winnefox Library System
2003 Budget
 Expenditure Detail

Services: Delivery					
Cell Phone	300.00	300.00	300.00	0.00	0.00%
Gasoline	7,137.00	7,000.00	6,000.00	-1,000.00	-14.29%
Automotive Insurance	800.00	800.00	1,300.00	500.00	62.50%
Maintenance	2,000.00	3,000.00	4,000.00	1,000.00	33.33%
Van Replacement	6,000.00	5,000.00	6,000.00	0.00	0.00%
Intersystem Delivery	9,732.00	12,437.00	13,500.00	1,063.00	8.55%
Total Services: Delivery	34,997.00	29,537.00	31,100.00	1,563.00	5.29%
Services' Electronic					
Ebooks	0.00	3,000.00	4,500.00	1,500.00	50.00%
Electronic Information Site Licenses	48,981.50	49,618.26	50,000.00	381.74	0.77%
Web Design Consultant	0.00	0.00	0.00	0.00	#DIV/0!
Web Application Development Reserve.	34,202.00	0.00	0.00	0.00	#DIV/0!
Staff Travel - Elect Serv.	0.00	0.00	1,000.00	1,000.00	TOIV/0!
Interactive Online Reference	40,000.00	0.00	0.00	0.00	»DIV/0!
LSTA Grant - Asalstive Devices	0.00	18,900.00	0.00	-18,900.00	-100.00%
Total Services: Electronic	123,183.50	71,518.26	55,500.00	-16,018.26	-22.40%
Services: ILL / Reference					
OPL Reference Improvement	12,228.51	14,000.00	14,000.00	0.00	0.00%
ILL In Demand	238.45	400.00	400.00	0.00	0.00%
Interlibrary Loan Net-Lender	9,028.00	6,808.00	6,710.00	-98.00	-1.44%
OCLC/WISCATILL	2,000.00	2,000.00	2,150.00	150.00	7.50%
Staff Travel-ILL	0.00	0.00	1,000.00	1,000.00	#DIWO!
ILL Supplies	997.24	0.00	1,400.00	1,400.00	TOIV/Ot
ILL Postage	830.86	1,500.00	2,000.00	500.00	33.33%
Total Services: ILL/Reference	25,323.06	24,708.00	27,660.00	2,952.00	11.95%
Services: Summer Reading Program					
Guest Artists	6,500.00	6,579.25	7,500.00	920.75	13.99%
Total Services: Summer Reading Program	6,500.00	6,579.25	7,500.00	920.75	13.99%
Member Library Continuing Education					
Technology Training Grants	23,914.55	0.00	0.00	0.00	#DIV/0!
Workshop Registration Reimb.	972.00	0.00	1,400.00	1,400.00	#DIV/0!
Kay Swan Grants	469.00	500.00	500.00	0.00	0.00%
Travel Reimbursement (LSTA Funded)	200.00	0.00	0.00	0.00	»DIV/0!
Travel Reimbursement (WLS Funded)	3,000.00	0.00	3,000.00	3,000.00	#DIV/0!
Workshop Expenses (WLS Sponsored)	4,000.00	2,000.00	2,000.00	0.00	0.00%
Total Member Library Continuing Education	32,555.55	2,500.00	6,900.00	4,400.00	176.00%
Services: Printing & Graphics					
Printing Supplies	20,399.06	25,000.00	25,000.00	0.00	0.00%
Staff Travel-Printing	1,500.00	2,000.00	1,000.00	-1,000.00	-50.00%
Digital Duplicator Maintenance	1,300.00	1,020.00	1,080.00	60.00	5.88%
Color Photocopier Maintenance	0.00	5,880.00	16,000.00	10,120.00	172.11%
Offset Printer Maintenance	415.00	400.00	400.00	0.00	0.00%
Misc. Repair	1,000.00	0.00	500.00	500.00	#DIWO!
Total Services: Printing & Graphics	24,614.06	34,300.00	43,980.00	9,680.00	28.22%
Staff / Board Training, Travel, & Dues					
Dues - Professional Organizations	3,340.00	1,000.00	900.00	-100.00	-10.00%
Staff Training	7,000.00	8,000.00	8,000.00	0.00	0.00%
Staff Travel - Other	2,022.23	2,500.00	4,000.00	1,500.00	60.00%
Total Staff / Board Training, Travel, & Dues	12,362.23	11,500.00	12,900.00	1,400.00	12.17%

Winnefox Library System
2003 Budget
 Expenditure Detail

inter Fund Transfers					
WALS Membership	16,430.93	25,824.00	28,406.40	2,582.40	10.00%
Total Inter Fund Transfer	16,430.93	25,824.00	28,406.40	2,582.40	10.00%
Funds Allocated to Member Libraries					
Enrichment Grants	56,978.81	59,505.38	29,752.69	-29,752.69	"50.00%
Automation Grants	75,000.00	0.00	0.00	0.00	#DIV/0!
Total Funds Allocated to Members	131,978.51	59,505.38	29,752.69	-39,752.69	-50.00%
Fond du Lac County Contract					
Reimbursement	456,408.00	482,955.00	551,749.00	68,794.00	14.24%
Automation	8,500.00	0.00	35,000.00	35,000.00	ffDIV/Ot
Enrichment	0.00	1,362.00	0.00	-1,362.00	-100.00%
Total Fond du Lac County Contract	464,908.00	484,317.00	586,749.00	102,432.00	21.15%
Green Lake County Contract					
Reimbursement	125,369.00	133,385.00	163,172.00	29,787.00	22.33%
WCTS	71,343.00	74,232.00	59,445.00	-14,787.00	-19.92%
Total Green Lake County Contract	196,712.00	207,617.00	222,617.00	15,000.00	7.22%
Marquette County Contract					
Reimbursement	99,568.00	116,162.00	140,669.24	24,507.24	21.10%
WCTS	17,447.00	18,668.00	19,974.76	1,306.76	7.00%
Total Marquette County Contract	117,015.00	134,830.00	160,644.00	25,814.00	19.15%
Waushara County Contract					
Reimbursement	213,839.00	343,302.00	275,385.34	32,083.34	13.19%
WCTS	76,851.00	79,925.00	72,489.00	-7,436.00	-9.30%
Total Waushara County Contract	290,690.00	323,227.00	347,874.34	24,647.34	7.63%
Winnebago County Contract					
County Reimbursements	1,423,474.00	1,450,520.00	1,551,429.00	100,909.00	6.96%
County Major Facility Requests	211,419.00	208,582.00	208,445.00	-137.00	-0.07%
County Special Projects	0.00	20,000.00	5,000.00	-15,000.00	-75.00%
Subtotal - Winnebago County Contract	1,634,883.00	1,679,102.00	1,764,874.00	85,772.00	5.11%
Oshkosh Reciprocal - Omro					
Oshkosh Reciprocal - Winneconne	11,250.00	11,176.00	9,260.00	-1,916.00	-17.14%
Subtotal - Non-Reciprocal Payments	10,400.00	6,998.00	4,544.00	-2,454.00	-35.07%
Subtotal - Non-Reciprocal Payments	21,650.00	18,174.00	13,804.00	-4,370.00	-24.05%
Manitowoc-Galumet Library System					
Library Reimbursement (Menasha)	12,065.00	15,455.00	16,500.00	1,045.00	6.76%
Library Reimbursement (Neenan)	0.00	0.00	0.00	0.00	#DIV/0!
Total Manitowoc-Calumet Library System	12,065.00	15,455.00	16,500.00	1,045.00	6.76%

Winnefox Automated Library Services 2003 Budget

July 8, 2002

EXPENDITURES	WALS Shared	Berlin Direct	Menasha Direct	Neenah Direct	Oshkosh Direct	Ripon Direct	Winnefox Direct	WCTS Direct,	Direct Subtotal	Total
Personnel	181,137.70	0.00	0.00	0,00	0,00	0.00	0,00	0,00	0.00	181,137.70
Operations Support	141,772.26	0.00	0.00	0.00	0,00	0.00	0,00	0,00	0.00	141,772,29
Supplies	10,700.00	1,550.00	1,450.00	8,900.00	10,200.00	1,000.00	625.00	3,100.00	26,825.00	37,525.00
Minor Equipment	2,125.00	0.00	0.00	3,700.00	3,925.00	0.00	0.00	0.00	7,625.00	9,750.00
Maintenance	71,559.67	0.00	0.00	3,828.00	1,584.00	0.00	1,800.00	0.00	7,212.00	78,771.67
Contractual Services	3,130.00	0,00	6,937.26	10,985.52	21,322.44	3,050.71	428,20	3,275.88	46,000.00	49,130,00
Telecommunications	32,550.00	0,00	1,200.00	1,200.00	3,000,00	1,200.00	14,000.00	1,200,00	21,800.00	54,350.00
Travel/Training	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
Miscellaneous	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
Subtotal	454,324.66	1,550.00	8,587.26	28,613.52	40,031.44	5,250.71	16,853,20	7,575,88		563,786.66
Capital Expenditures	215,500.00	0,00	0.00	18,000.00	45,000.00	0.00	0.00	0.00	63,000.00	278,500.00
Capital Reserve	9,300.00	3,000.00	4,500.00	8,900.00	24,000.00	1,000.00	6,000.00	1,000.00	48,400.00	57,700.00
TOTAL EXPENDITURES	679,124.66	4,550.00	14,087.26	55,513.52	109,031,44	6,250.71	22,853.20	8,575-88	220,862.00	899,986,66

REVENUES

Associate/link Fees	145,660,00	0.00	0.00	0,00	0,00	0-00	0.00	0.00	0,00	145,660.00
Associate/Unit Direct	30,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0,00	30,500.00
Grants	0,00	0,00	0.00	0.00	0.00	0.00	0,00	0.00	0-00	0.00
Interest	46,000-00	0.00	0.00	0.00	0,00	0-00	0,00	0,00	0.00	46,000.00
Capital Resen/9	190,000.00	0.00	0.00	0,00	48,925.00	0.00	0,00	0.00	48,925.00	238,925.00
Fund Balance	0.00	0.00	0.00	21,700.00	0.00	0.00	0.00	0.00	21,700.00	21,700.00
TOTAL REVENUES	412,160.00	0.00	0.00	21,700.00	48,925.00	0.00	0.00	0.00	70,625.00	482,785,00

Balance Expenditures/Revenu 266.964.66

WALS MEMBER COST	5.58%	15.06%	23.88%	46.35%	6.63%	0.93%	1.54%	100%
	Berlin	Menasha	Neenah	Oahkosh	Ripon	Winnafox	WCTS	Total
Member Share of Balance	14,888.86	40,260.93	63,755,33	123,746.49	17,705.04	2,465.07	4,122.96	266,964.66
Member Direct Expenditures	4,550.00	14,087.26	33,813.52	60,106.44	6,250.71	22,853,20	8,575.88	150,237.00
TOTAL WALS MEMBER COST	13,438.86	54,348.18	97,568.84	183,852.93	23,955.75	25,338.26	12,698-84	417,201.66

WCTS
2003 Budget
Revenue Detail

	2001 Actual Revenues	2002 Revised Budaet	2003 Budget	Difference 03-02	% Difference
County Contracts					
Green Lake County Contract	71,343.00	74,232.00	59,445.00	-14,787.00	-19.92%
Marquette County Contract	17,447.00	18,668.29	19,975.76	1,307.47	7.00%
Waushara County Contract	76,851.00	79,925.00	72,489.00	-7,436.00	-9.30%
Total County Contracts	165,641.00	172,825.29	151,909.76	-20,915.53	-12.10%
Other Operating Revenue					
Interest Revenue	6,050.96	2,000.00	2,500.00	500.00	25.00%
Services	0.00	500.00	500.00	0.00	0.00%
Discounts Taken	1,953.93	2,000.00	3,000.00	1,000.00	50.00%
Misc Revenue	260.58	0.00	0.00	0.00	#DIV/0!
Other Operating Revenue	8,265.47	4,500.00	6,000.00	1,500.00	33.33%
Member Library Revenues					
Books	140,908.12	110,000.00	110,000.00	0.00	0.00%
Cataloging Processing Supplies	0.00	17,000.00	17,000.00	0.00	0.00%
Group Purchase Supplies	0.00	5,000.00	5,000.00	0.00	0.00%
Total Member Library Revenues	140,908.12	132,000.00	132,000.00	0.00	0.00%
Rotating Collections					
ABC	6,522.50	6,500.00	6,500.00	0.00	0.00%
Large Print	0.00	10,000.00	10,000.00	0.00	0.00%
Total Rotating Collections	6,522.50	16,500.00	16,500.00	0.00	0.00%

WCTS
2003 Budget
Expenditure Detail

	2001 Actual Expenditures	2002 Revised Budget	2003 Budaet	Difference 03-02	% Difference
Personnel					
Wages and Benefits	112,568.39	143,943.19	128,008.01	-15,935.18	-11.07%
Total Personnel	112,568.39	143,943.19	128,008.01	-15,935.18	-11.07%
Contractual Services					
Administrative Services	2,679.00	2,759.37	3,274.00	514.63	18.65%
Audit	737.35	2,170.00	750.00	-1,420.00	-65.44%
WALS Membership	13,821.11	12,952.24	12,699.00	-253.24	-1.96%
Rent	14,400.00	7,200.00	7,440.00	240.00	3.33%
Total Contractual Servies	31,637.46	25,081.61	24,163.00	-918.61	-3.66%
Administrative Services & Supplies					
Postage	266.28	400.00	400.00	0.00	0.00%
Supplies - Office	943.50	1,200.00	1,200.00	0.00	0.00%
Supplies ~ Cataloging and Processing	10,357.71	0.00	0.00	0.00	#Div70'
Telephone - Office, ILL	1,212.90	1,300.00	1,300.00	0.00	0.00%
Miscellaneous	0.00	500.00	100.00	-400.00	-80.00%
Property Insurance	0.00	600.00	600.00	0.00	0.00%
Photocopier Maintenance (office)	337.94	350.00	350.00	0.00	0.00%
Misc. Equipment Maintenance	0.00	200.00	200.00	0.00	0.00%
Ordering Software Licensing	0.00	1,500.00	0.00	-1,500.00	-100.00%
Total Administrative Services & Supplies	13,118.34	6,050.00	4,150.00	-1,900.00	-31.40%
Plapital Expenditures					
Staff Computers	0.00	0.00	0.00	0.00	ffDIV/Of
Computer Reserve	0.00	2,000.00	0.00	-2,000.00	-100-00%
Computers for Members	25,236.85	0.00	0.00	0.00	#DIV/0!
Furnishings and Equipment	10,388.15	0.00	0.00	0.00	SDIV/0!
Furnishings and Equipment Reserve	1,000.00	1,000.00	1,000.00	0.00	0.00%
Total Capital Expenditures	36,625.00	3,000.00	1,000.00	-2,000.00	-66.67%
Library Materials					
Books	174.95	300.00	0.00	-300.00	-100.00%
Periodicals	200.00	300.00	300.00	0.00	0.00%
Berlin Reference improvement	0.00	0.00	0.00	0.00	#DIV/0!
Library Materials	374.95	600.00	300.00	-300.00	-50.00%
Staff Training, Travel & Dues					
Dues - Professional Organizations	100.00	200.00	200.00	0.00	0.00%
Staff Training	500.00	2,063.49	1,000.00	-1,063.49	-51.54%
Staff Travel - Consulting	1,629.48	1,800.00	1,500.00	-300.00	-16.67%
Total Staff Training, Travel & Dues	2,228.48	4,063.49	2,700.00	-1,363.49	-33-55%
MEMBER LIBRARY EXPENDITURES					
Member Library Purchases					
Books	137,019.65	110,000.00	110,000.00	0.00	0.00%
Cataloging Processing Supplies	0.00	17,000.00	17,000.00	0.00	0.00%
Group Purchase Supplies	0.00	5,000.00	5,000.00	0.00	0.00%
Total Member Library Purchases	137,019.65	132,000.00	132,000.00	0.00	0.00%
Rotating Collections					
ABC	6,522.50	6,500.00	6,500.00	0.00	0.00%
Large Print	0.00	10,000.00	10,000.00	0.00	0.00%
Total Rotating Collections	6,522.50	16,500.00	16,500.00	0.00	0.00%