

**CITY OF WAUPACA ANNUAL BUDGET REQUEST**

**EXPENDITURE REQUEST INCREASE/DECREASE DETAIL INFORMATION**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT TITLE AND EXPLANATION OF REQUEST</b>	<b>BUDGET REQUEST</b>
	<b><u>NO IMPACT TO BUDGET</u></b>	
<b>NEW REVENUE ACCOUNT</b>	COLLECTION AGENCY REVENUE – WILL BE OFFSET WITH A CORRESPONDING FEE	<b>200</b>
<b>NEW ACCOUNT LINE ITEM</b>	COLLECTION AGENCY FEES – WILL BE OFFSET WITH A CORRESPONDING REVENUE	<b>200</b>
<b>NEW REVENUE ACCOUNT</b>	OWLS CREDIT FOR SERVING PORTAGE COUNTY RESIDENTS – OFFSET WITH DIFFERENCE IN OWLS MEMBERSHIP FEES	<b>2,295</b>
<b>251-55115-218-000</b>	OWLS MEMBERSHIP – SEPERATING OUT THE CREDIT FOR SERVING PORTAGE COUNTY RESIDENTS ( <b>\$2295</b> ) WILL INCREASE THE BILLED AMOUNT FOR SERVICES BUT WILL NOT HAVE AN IMPACT ON THE BUDGET (TOTAL BUDGET REQUEST = \$ 27,770	<b>2,295</b>
	<b><u>REVENUE CHANGES</u></b>	
<b>251-43720-000-000</b>	<b>WAUPACA COUNTY FUNDING - CIRCULATION DECREASES AND COST PER CIRCUALTION DIRECTLY AFFECT COUNTY FUNDING</b> <u>2016 = 368,485</u> <u>2017 = 353,434</u>	<b>-15,051</b>
<b>251-43725-000-000</b>	<b>WAUSHARA COUNTY FUNDING - CIRCULATION DECREASES AND COST PER CIRCUALTION DIRECTLY AFFECT COUNTY FUNDING</b> <u>2016 = 18,676</u> <u>2017 = 16,597</u>	<b>-2,079</b>
		<b>-17,130</b>
	<b><u>INCREASED COST</u></b>	
<b>251-55115-207-000</b>	MAINTENANCE OF EQUIPMENT – NEW TECHNOLOGY (RFID) GATES AND SELF CHECK REQUIRE MAINTENANCE AGREEMENTS – NEED TO ADD \$5,000 TO LINE ITEM	<b>+5,000</b>
<b>251-55135-290-510</b>	AV MATERIALS – ELECTRONIC BOOKS – INCREASED SHARE FOR WISCONSIN DIGITAL LIBRARY	<b>+689</b>
<b>251-55112-104-000</b>	PART TIME WAGES – INCREASED RESPONSIBILITY FOR ILL LIBRARIAN TO INCLUDE ADULT PROGRAMMING DUTIES - <b>\$1.00 RAISE PER HOUR – DECISION NEEDED</b>	<b>+1,365</b>

	<b><u>INCREASED COST + DECREASE IN REVENUE</u></b>	<b>-24,184</b>
	<b><u>POSSIBLE NEW REVENUE</u></b>	
<b>NEW REVENUE ACCOUNT</b>	<b>YOUTH LIAISON FUNDS – STATE FUNDED</b>	<b>+3,500</b>
<b>251-48215-000-000</b>	MEETING ROOMS – REVENUE IN EXCESS OF PROJECTIONS FOR YEAR 2016 WARRANT AN INCREASE	<b>+400</b>
<b>251-46710-000-000</b>	COPY INCOME – INCREASED REVENUE WITH PATRONS UTILIZING COLOR COPIES AT A LOWER FEE	<b>+200</b>
	<b><u>POSSIBLE ADJUSTMENTS</u></b>	
<b>251-55112-110-000</b>	<u>PAID TIME OFF</u> - DECREASE THE BUDGET FOR PTO (PAID TIME OFF) FROM \$3,000 TO \$2,000. ONLY PART TIME EMPLOYEES WHO WERE HIRED BEFORE 2010 AND ARE WORKING MORE THAN AN AVERAGE OF 20 HOURS PER WEEK ARE ELIGIBLE FOR THIS BENEFIT. DUE TO RETIREMENTS WE ONLY HAVE TWO EMPLOYEES WHO ARE ELIGIBLE. THE DECREASE IN PART TIME HOURS PAID OUT WILL ALSO AFFECT THE AMOUNT BUDGETED FOR SOCIAL SECURITY AND PT RETIREMENT.	<b>-1,000</b>
<b>251-55112-104-000</b>	<u>PART TIME WAGES</u> – ELIMINATE SHIFTS ASSOCIATED WITH DELIVERY (UNPACKING, REPACKING TUBS, SORTING HOLDS, CASING AND SHLEIVING HOLDS) DESK STAFF IN ALL DEPARTMENTS WILL TAKE ON THESE DUTIES	<b>-5,000</b>
<b>251-55111-125-000</b>	<u>HEALTH INSURANCE DECUCTIBLE</u> – IN 2015 UTILIZATION OF THESE FUNDS WERE AT \$6,300 OF A \$10,000 BUDGET LINE ITEM – THERE IS A RISK THAT UTLIZATION COULD INCREASE	<b>-1,000</b>
<b>LIBRARY MATERIALS</b>	PRINT AND AV MATERIALS - SINCE OUR CIRCULATION IS DECREASING, STRATEGIC COLLECTION DEVELOPMENT STRATEGIES MAY ALLOW FOR SMALLER BUDGETS AND FEWER ITEMS PURCHASED. STAFF HAVE WORKED ON A PLAN THAT MAY BE PALATABLE. SUGGESTED CUTS: PRINT MATERIALS -\$6,070 & AV MATERIALS -\$2,500	<b>-8,750</b>
<b>251-55115-201-000</b>	TRAVEL & TRAINING - TRAVEL AND TRAINING BUDGETS ARE UTILIZED TO KEEP OUR PROFESSIONAL STAFF UP TO DATE AND TO KEEP THE DIRECTOR CERTIFIED. THIS LINE ITEM ALSO FUNDS LEARNING FOR PART TIME STAFF AS NEEDED. A DECREASE IN THIS BUDGET MAY MEAN THAT STAFF MAY HAVE TO FUND TRAINING OUT OF POCKET. THERE ARE STILL SCHOLARSHIPS THAT MAY BE APPLIED FOR AND SAVINGS REALIZED BY ROOMING WITH ANOTHER PROFESSIONAL.	<b>-1,000</b>
<b>251-55115-211-000</b>	COPIER SERVICES – EXPECTED SAVINGS WITH NEW MACHINES AND CONTRACTS	<b>-1,000</b>
<b>251-55115-301-000</b>	SUPPLIES - AS WE WIND DOWN OUR RFID TAGGING PROJECT, WE MAY REALIZE A DECREASED NEED FOR	<b>-2,000</b>

	PROCESSING SUPPLIES. A CUT OF \$2,000 IN THE SUPPLIES LINE ITEM MAY BE REASONABLE.	
	<b><u>POSSIBLE SERVICE LEVEL CUTS</u></b> IT IS DIFFICULT TO RETAIN SERVICE LEVELS WHEN BUDGETS REMAIN STATIC OR DECREASE. SUGGESTED SERVICE LEVEL CUTS:	
<b>251-55112-104-000</b>	PART TIME WAGES – ELIMINATE PAGE HOURS IN THE LOWER LEVEL ON SATURDAYS – LEAVES YOUTH SERVICES STAFF WITH NO BACKUP AND WILSL INCREASE WORK LOAD OF SHELVERS ON OTHER DAYS	<b>-1,392</b>
<b>251-55112-104-000</b>	PART TIME HOURS – CLOSE ONE EVENING PER WEEK 2 HOURS EARLIER – MAY AFFECT USE OF MEETING ROOMS AND PROGRAM OFFERINGS	<b>-4,500</b>
<b>251-55112-104-000</b>	PART TIME HOURS - CHANGE SERVICE HOURS FROM 10 AM TO 6 PM ON WEDNESDAY, THURSDAY & FRIDAY	<b>-9,000</b>
	<b>USE FUND BALANCE ??</b>	<b>UNKNOWN</b>

Please provide as detailed information as possible. Include information regarding quantities, uses, brief justification, etc. If there is an increase, please include justification for increase on sheet, or footnote onto other sheet.

Waupaca Area Public Library		2016 BUDGET	2017 COST INCREASES	2% RAISE
PERSONNEL				
	LIBRARY: FULL TIME PERSONNEL	\$ 428,058.00		\$ 8,556
	LIBRARY: PART TIME PERSONNEL	\$ 171,918.00	\$ 1,365	\$ 2,496
TOTAL PERSONNEL	TOTALS	\$ 599,976.00	\$ 1,365	\$ 11,052
OPERATIONS				
	LIBRARY: TRAINING	\$ 6,000.00		
	LIBRARY: MEMBERSHIP & DUES	\$ 1,700.00		
	LIBRARY: INSURANCE & BONDING	\$ 1,200.00		
	LIBRARY: OWLS MEMBERSHIP	\$ 25,475.00		
	LIBRARY: CONTRACTS COLLECTION AGENCY			
	LIBRARY: MOVIE LICENSE	\$ 385.00		
	LIBRARY: COPIER RENTS & LEASES	\$ 5,500.00		
	LIBRARY: MAINTENANCE EQUIPMENT	\$ 2,100.00	\$ 5,000	
	LIBRARY: POSTAGE	\$ 3,000.00		
	LIBRARY: PROMOTIONAL MATERIALS	\$ 680.00		
	LIBRARY: TECHNOLOGY & COMPUTERS	\$ 13,110.00		
	LIBRARY: SUPPLIES	\$ 12,236.00		
	LIBRARY: PROGRAMS	\$ 5,500.00		
	LIBRARY: PRINT MATERIALS	\$ 62,268.00		
	LIBRARY: ELECTRONIC RESOURCES & EBOOKS	\$ 3,200.00	\$ 689	
	LIBRARY: AUDIO VISUAL	\$ 18,785.00		
	TOTAL OPERATIONS	\$ 197,639.00	\$ 5,689.00	
	TOTAL BUDGET	\$ 797,615.00	\$ 7,054.00	\$ 808,667