

**CITY OF WAUPACA ANNUAL BUDGET REQUEST  
LIBRARY FUND**

**EXPENDITURE REQUEST INCREASE DETAIL INFORMATION**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT TITLE AND EXPLANATION OF REQUEST</b>	<b>BUDGET REQUEST</b>
<b>REVENUES</b>		
INTERGOVERNMENTAL (CITY, COUNTY & STATE)	WAUPACA COUNTY FUNDING - 2018 – FLAT BUDGETS RESULTING IN LOWER COST PER CIRCULATION AND DECREASING CIRCULATION NUMBERS <b>-\$ 5,494</b>  WAUSHARA COUNTY FUNDING – 2018 – A SMALL INCREASE DUE TO INCREASED USE BY WAUSHARA COUNTY RESIDENTS <b>+ \$ 292</b>  PORTAGE COUNTY – OWLS FUNDS THIS IN LIEU OF RECEIVING FUNDING FROM PORTAGE COUNTY FOR SERVING THEIR RESIDENTS <b>+ \$155</b>	<b>\$ 370,779</b>
PUBLIC CHARGES FOR SERVICE	POSTAGE - VERY LITTLE REVENUE FOR POSTAGE SINCE WE ARE NO LONGER SENDING REGISTERED LETTERS <b>-\$150</b>  COLLECTION AGENCY - DID NOT RECEIVE ANTICIPATED REVENUES FROM THIS SOURCE IN 2017 <b>-\$100</b>	<b>\$ 20,750</b>
MISCELLANEOUS	MEETING ROOM RENT - EXPECT INCREASED USE OF THE MEETING ROOM AND FEES ASSESSED FOR ANY CLOSED MEETING OR FOR-PROFIT ORGANIZATION <b>+\$1,000</b>  ANTICIPATE A DECREASE IN REVENUE FROM DONATIONS AS THE RENOVATIONS ARE COMPLETED <b>-8,500</b>	<b>\$ 403,054</b>
TOTAL REVENUES	2017 REVENUES = 806,380 2018 REVENUES = 794,583 <b>DIFFERENCE = -\$11,797</b>	<b>\$ 794,583</b>
<b>EXPENDITURES</b>		
FULL TIME WAGES & BENEFITS	INCLUDES A 1% RAISE FOR STAFF EMPLOYEE ON A FAMILY MEDICAL PLAN HAS CHOSEN TO OPT OUT OF INSURANCE RESULTING IN A DECREASE IN EXPENDITURES <b>-\$6,251</b>	<b>\$ 437,894</b>

PART TIME WAGES & BENEFITS	<p>INCLUDES A 1% RAISE FOR ALL PART TIME STAFF</p> <p>IN 2017 STAFF WHO WERE UNDERPAID FOR THEIR POSITON WERE BROUGHT UP TO THE MINIMUM FOR THEIR RANGE WILL REALIZE AN INCREASE IN BUDGET OVER 2017 <b>\$4,429</b></p>	<b>\$ 171,519</b>
TOTAL PERSONNEL	<p>2017 = \$ 611,235</p> <p>2018 = \$ 609,413</p> <p><b>DIFFERENCE -\$1,822</b></p>	<b>\$ 609,413</b>
OPERATING EXPENSES	<p>MAINTENANCE OF EQUIPMENT BUDGET 2018 = \$ 2,500 – IN 2017 THIS LINE ITEM WAS INCREASED IN EXPECTATION OF LICENSING FOR SELF-CHECK AND SECURITY GATES AS PART OF THE RFID PROJECT – INITIAL LICENSING WAS FUDNED BY THE LIBRARY FOUNDATION. ANNUAL MAINTENANCE COSTS ARE LESS THAN THE INITIAL OUTPUT <b>-\$4,600</b></p> <p>POSTAGE BUDGET 2018 = \$2,000 NEW PROCESSES IN PLACE WE REALIZED A SAVINGS IN POSTAGE (TEXT MESSAGE SERVICE &amp; COLLECTION AGENCY) <b>-\$1,000</b></p> <p>OWLS MEMBERSHIP DUES BUDGET 2018 = \$27,994 THE OUTAGAMIE WAUPACA LIBRARY SYSTEM STUDIED CURRENT FEES AND REDESIGNED THE FORMULA ACCORDING TO POPULATION, CIRCUALTION AND NEW MATERIALS ADDED TO THE CATALOG. THE NEW FEE STRUCTURE WILL BE FAZED IN OVER THE NEXT FIVE YEARS. <b>+\$224</b></p>	
DONATION EXPENSES	<p>SINCE WE HAVE COMPLETED RENOVATIONS, WE CAN EXPECT LESS FUNDING THROUGH DONATIONS. THE DECREASE IN EXPESES IS MIRRORED IN THE DECREASE IN REVENUES <b>-\$8,500</b></p>	<b>\$ 36,500</b>
TOTAL OPERATING EXPENSES	<p>2017= \$ 76,681</p> <p>2018= \$ 71,305</p> <p><b>DIFFERENCE -5,376</b></p>	<b>\$ 71,305</b>
PRINT MATERIALS	<p>THERE IS A 5% CUT TO ALL PRINT MATERIALS</p> <p>2017 = \$56,113</p> <p>2018 = \$53,336</p> <p><b>DIFFERENCE OF -\$2,777</b></p>	<b>\$53,336</b>

<p>AV MATERIALS</p>	<p>THERE IS A 10% CUT TO ALL AV MATERIALS EXCEPT EBOOKS AND VIDEO GAMES</p> <p>EBOOKS – OWLS’ SHARE OF STATEWIDE BUYING POOL WENT DOWN BY ABOUT \$1600 FROM 2017, AND THEN WE SPLIT THAT UP AMONG THE LIBRARIES BASED ON POPULATION AND CIRCULATION, WAUPACA REALIZED A DECREASE <b>-\$ 216 – A 5% CUT</b></p> <p>THE USE OF VIDEO GAMES HAS INCREASED AND THE BUDGET COULD NOT KEEP UP WITH DEMAND <b>+\$200 – AN INCREASE OF 25%</b></p> <p>THERE WAS AN ERROR IN THE 2017 BUDGET FOR TEEN MOVIES. WAS LISTED AT \$2,000 – SHOULD HAVE BEEN \$1,000</p>	
<p>TOTAL AV MATERIALS</p>	<p>APPROXIMATELY 10% CUT TO AV MATERIALS  2017 BUDGET = \$20,229  2018 BUDGET = \$17,760  <b>DIFFERENCE = -1,469</b></p>	<p><b>\$17,760</b></p>
<p>REVENUES DIFFERENCE = -\$11,797  EXPENDITURES DIFFERENCE = \$ 12,444  <b>FUND BALANCE = \$769</b></p>		

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.