



107 South Main Street
Waupaca, WI 54981

Phone (715) 258-4414
Youth (715) 258-4417
www.waupacalibrary.org

WAUPACA AREA PUBLIC LIBRARY
SPECIAL LIBRARY BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, NOVEMBER 7, 2018, 5:00 PM
LIBRARY CONFERENCE ROOM

Mission Statement: "...committed to offering opportunities for innovation and engaged learning."

1. ROLL CALL
2. APPROVAL OF AGENDA

OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

3. Discussion about holiday hours

Action Item: Decision on whether to close at 6 pm on Wednesday, November 21, 2018

4. Discussion of 2019 Library Budget
5. Adjournment

PLEASE CALL THE LIBRARY BY 1:00 PM ON MEETING DATE IF YOU ARE UNABLE TO ATTEND.
PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE
CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

**2017 BUDGET WORKSHEET
LIBRARY FUND**

		Actual	Actual		12/31/2018	Budget	Budget	Increase	Increase
		12/31/2016	12/31/2017	7/31/2018		12/31/2018			
		Prior Year	Prior Year	Current YTD	YTD	Amended	Request	(Decrease)	(Decrease)
<u>Acct No</u>	<u>Account Description</u>	<u>2016</u>	<u>2017</u>	<u>Actual</u>	<u>Estimated</u>	<u>2018</u>	<u>2019</u>	<u>Budget</u>	<u>%</u>
REVENUES									
INTERGOVERNMENTAL									
251-43720-000-000	COUNTY AID: LIBRARY WAUPACA CO	368,485	355,730	173,970	347,940	347,940	373,993	26,053	7.49%
251-43725-000-000	COUNTY AID: LIBRARY WAUSHARA	18,676	16,597	16,889	16,889	16,889	13,931	(2,958)	(17.51%)
251-43730-000-000	COUNTY AID: LIBRARY PORTAGE CO	-	-	2,450		2,450		(2,450)	(100.00%)
251-43735-000-000	STATE GRANT: LIBRARY YOUTH LIAISON	-	3,500	-	3,500	3,500	3,500	-	0.00%
	INTERGOVERNMENTAL	387,161	375,827	193,309	368,329	370,779	391,424	20,645	5.57%
PUBLIC CHARGES FOR SERVICE									
251-46710-000-000	FEES: LIBRARY COPIES	4,491	4,490	3,041	5,200	4,400	6,000	1,600	36.36%
251-46715-000-000	FEES: LIBRARY POSTAGE	276	41	-		50	-	(50)	(100.00%)
251-46725-000-000	FEES: LIBRARY OVERDUE FEES	11,987	10,764	4,735	9,000	13,000	9,000	(4,000)	(30.77%)
251-46730-000-000	FEES: LIBRARY COLLECTION AGENCY	-	70	80	100	100	100	-	0.00%
251-46735-000-000	FEES: LIBRARY MATERIAL REPLACE	4,155	4,052	2,450	4,500	3,200	4,500	1,300	40.63%
	PUBLIC CHARGES FOR SERVICE	20,909	19,417	10,306	18,800	20,750	19,600	(1,150)	(5.54%)
MISCELLANEOUS									
251-48215-000-000	RENT: MEETING ROOMS	1,513	1,986	1,270	2,250	3,000	3,000	-	0.00%
251-48451-000-000	INSURANCE CLAIMS LIBRARY	3,982	-	-		-	-		
251-48310-000-000	SALES: SALE OF PROPERTY/EQUIP	-	584	-	100	1,000	100	(900)	(90.00%)
251-48510-000-000	MISC REV: REBATES	1,995	2,615	-	3,000	3,000	3,000	-	0.00%
251-48550-000-000	DONATIONS: LIBRARY	60,656	84,756	34,886	36,000	36,500	36,500	-	0.00%
251-49210-000-000	TRANSFER FROM GENERAL FUND	353,301	359,432	359,554	359,459	359,554	346,554	(13,000)	(3.62%)
	MISCELLANEOUS	421,448	449,373	395,709	400,809	403,054	389,154	(13,900)	(3.45%)
	TOTAL REVENUES	829,517	844,616	599,324	787,938	794,583	800,178	5,595	0.70%
EXPENDITURES									
251-55111-102-000	LIBRARY: SALARIES	304,741	321,475	136,123	300	308,650	352,405	43,755	14.18%
251-55111-103-000	LIBRARY: OVERTIME	158	425	127	300	-			
251-55111-118-000	LIBRARY: SOCIAL SECURITY	21,695	23,519	10,674	21,000	23,612	26,959	3,347	14.17%
251-55111-119-000	LIBRARY: RETIREMENT (R)	19,560	19,900	9,874	19,747	20,680	23,083	2,403	11.62%
251-55111-121-000	LIBRARY: GRP HLTH INS	69,776	75,503	27,925	65,000	70,428	69,713	(715)	(1.02%)
251-55111-122-000	LIBRARY: LIFE INS	1,685	1,446	738	1,445	1,440	1,508	68	4.72%

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<u>Acct No</u>	<u>Account Description</u>	<u>2016</u>	<u>2017</u>	<u>Actual</u>	<u>Estimated</u>	<u>2018</u>	<u>2019</u>	<u>Budget</u>	<u>%</u>
251-55111-123-000	LIBRARY: INC PROTECT	2,363	1,806	868	1,800	1,867	2,312	445	23.84%
251-55111-124-000	LIBRARY: WORK COMP	810	1,229	-	1,290	1,290	1,325	35	2.71%
251-55111-125-000	LIBRARY: HLTH INS DEDUCTIB	5,489	725	-	2,000	9,000	7,250	(1,750)	(19.44%)
251-55111-130-000	LIBRARY: WELLNESS/EAP PROGRAM	192	660	660	660	928	960	32	3.45%
	LIBRARY FULL-TIME	426,469	446,688	186,989	420,000	437,895	485,515	47,620	10.87%
251-55112-104-000	LIBRARY: PT WAGES	151,404	156,180	85,980	168	152,162	120,971	(31,191)	(20.50%)
251-55112-110-000	LIBRARY: PTO	3,311	-	-		2,000	1,500	(500)	(25.00%)
251-55112-116-000	LIBRARY: PT RETIRE	5,215	5,745	3,051	6,000	5,542	3,537	(2,005)	(36.18%)
251-55112-118-000	LIBRARY: SOCIAL SECURITY	11,497	11,883	6,890	17,000	11,640	9,254	(2,386)	(20.50%)
251-55112-122-000	LIBRARY: LIFE INS	134	175	95	190	174	174	-	0.00%
	LIBRARY: PART-TIME	171,561	173,983	96,017	179,192	171,518	135,436	(36,082)	(21.04%)
251-55115-201-000	LIBRARY: TRAINING	7,827	3,790	1,561	5,000	6,000	4,117	(1,883)	(31.38%)
251-55115-207-000	LIBRARY: MAINT OF EQUIP	4,040	195	43	1,650	2,500	4,000	1,500	60.00%
251-55115-209-000	LIBRARY: INS & BONDING	1,200	1,000	-	1,000	1,200	1,200	-	0.00%
251-55115-211-000	LIBRARY: CONTRACT SERVICES	7,967	10,012	5,058	10,460	4,500	10,500	6,000	133.33%
251-55115-215-000	LIBRARY: MOVIE LICENSE	404	86	-	90	385	90	(295)	(76.62%)
251-55115-216-000	LIBRARY: POSTAGE	2,770	1,640	708	2,460	2,000	1,700	(300)	(15.00%)
251-55115-217-000	LIBRARY: MEMBERSHIP & DUES	1,572	1,561	1,172	1,700	1,700	1,700	-	0.00%
251-55115-218-000	LIBRARY: OWLS MEMBERSHIP	25,475	27,782	27,994	27,782	27,994	25,901	(2,093)	(7.48%)
251-55115-253-000	LIBRARY: PROMOTIONAL MATERIALS	373	910	47	550	680	450	(230)	(33.82%)
251-55115-282-000	LIBRARY: TECHNOLOGY	16,926	10,942	10,164	13,110	13,110	13,110	-	0.00%
251-55115-301-000	LIBRARY: SUPPLIES	21,347	10,460	3,942	10,500	11,236	10,236	(1,000)	(8.90%)
251-55115-320-000	LIBRARY: BUILDING EXPENSES	4,982	-	-		-	-	-	0.00%
	LIBRARY: OPERATING EXPENSES	94,882	68,379	50,690	74,302	71,305	73,004	1,699	2.38%
251-55120-250-000	LIBRARY: DONATIONS MATERIALS	-	4,403	857	4,500	4,500	4,500	-	0.00%
251-55120-255-000	LIBRARY: DONATIONS PROGRAMS	-	11,668	4,812	15,000	15,000	15,000	-	0.00%
251-55120-282-000	LIBRARY: DONATIONS TECHNOLOGY	-	49,929	9,911	13,000	13,000	13,000	-	0.00%
251-55120-290-000	LIBRARY: DONATIONS AUDIO VISUA	-	231	1,802	2,000	2,000	2,000	-	0.00%
251-55120-301-000	LIBRARY: DONATIONS SUPPLIES	-	12,481	4,003	2,000	2,000	2,000	-	0.00%
	LIBRARY: DONATION EXPENSES	-	78,712	21,384	36,500	36,500	36,500	-	0.00%

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251-55125-255-110	LIBRARY: PROGRAMS - ADULT	4,023	1,322	1,180	1,500	1,500	1,500	-	0.00%
251-55125-255-210	LIBRARY: PROGRAMS - CHILDREN'S	10,097	3,578	961	3,000	3,000	3,000	-	0.00%
251-55125-255-310	LIBRARY: PROGRAMS - TEEN	5,979	2,914	57	950	1,000	1,000	-	0.00%
	LIBRARY: PROGRAMS	20,100	7,813	2,197	5,450	5,500	5,500	-	0.00%
251-55130-250-115	LIBRARY: BOOKS - ADULT	23,081	25,149	6,030	20,000	20,703	18,633	(2,070)	(10.00%)
251-55130-250-120	LIBRARY: BOOKS - ADULT LG PRNT	6,062	4,126	1,249	4,275	4,275	3,848	(428)	(10.00%)
251-55130-250-215	LIBRARY: BOOKS - CHILDRENS	23,118	21,261	4,557	19,475	19,475	17,528	(1,948)	(10.00%)
251-55130-250-315	LIBRARY: BOOKS - TEEN	4,846	3,912	902	3,900	3,943	3,549	(394)	(10.00%)
251-55130-250-410	LIBRARY: BOOKS - MAG & NEWSPAP	5,637	5,116	4,169	4,976	4,940	4,446	(494)	(10.00%)
251-55130-250-610	LIBRARY: BOOKS - MATERIAL REPL			-	-	-		-	0.00%
	LIBRARY: BOOKS	62,745	59,563	16,906	52,626	53,336	48,002	(5,334)	(10.00%)
251-55135-290-125	LIBRARY: A/V - ADULT MOVIES	6,383	4,846	1,402	3,700	3,780	3,402	(378)	(10.00%)
251-55135-290-130	LIBRARY: A/V - ADULT AUDIO BKS	2,190	1,675	623	2,520	2,520	2,268	(252)	(10.00%)
251-55135-290-135	LIBRARY: A/V - ADULT MUSIC	2,189	1,448	455	1,026	1,026	923	(103)	(10.00%)
251-55135-290-220	LIBRARY: A/V - CHILDRENS MOVIE	4,231	3,135	580	2,700	2,700	2,430	(270)	(10.00%)
251-55135-290-225	LIBRARY: A/V - CHILD AUDIO BKS	2,048	1,246	100	1,351	1,351	1,216	(135)	(10.00%)
251-55135-290-230	LIBRARY: A/V - CHILDRENS MUSIC	95	76	22	90	90	100	10	11.11%
251-55135-290-320	LIBRARY: A/V - TEEN MOVIES	1,065	1,189	139	900	900	810	(90)	(10.00%)
251-55135-290-325	LIBRARY: A/V - TEEN AUDIO BKS	734	797	-	700	720	500	(220)	(30.56%)
251-55135-290-420	LIBRARY: A/V - VIDEO GAMES	499	998	-	1,000	1,000	900	(100)	(10.00%)
251-55135-290-510	LIBRARY: A/V - E-BOOKS/E-RESRC	3,215	3,889	3,673	3,673	3,673	3,673	-	0.00%
251-55135-290-610	LIBRARY: A/V - MATERIAL REPL	25	-	-		-		-	0.00%
	LIBRARY: A/V	22,675	19,299	6,992	17,660	17,760	16,222	(1,538)	(8.66%)
	TOTAL EXPENDITURES	798,431	854,437	381,176	785,730	793,814	800,180	6,366	0.80%
	REVENUES OVER(UNDER) EXPENDITURES	31,086	(9,820)	218,149	2,209	769	(2)		