



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: July 19, 2018
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe, Library Director
RE: 2019 Library Operating Budget – First Rough Draft

In this month's packet, I have included a first rough draft of a 2019 operating budget. I am seeking the library board's approval of this blueprint for a budget to be submitted by August 20, 2018 to the Oshkosh City Manager for his consideration. This budget proposal is necessarily a rough draft because we do not yet have all 2019 cost assumptions from the Finance Department.

What follows are the major features of this proposal:

Expenditures:

Total Proposed Expenditures: \$3,707,400 (increase of \$134,600 from 2018, or 3.8%)

Personnel: Total wages and fringe benefits costs are expected to increase by \$81,000 (3.1%) compared with the amount budgeted for 2018.

Contractual Services: I propose an increase in our expenditures on technology replacement and on administrative support services from Winnefox. I recommend an increase in this budget line of \$33,800 (10.3%)

Advertising: I propose an increase in this line from \$8,000 to \$10,000 to give our new Marketing Coordinator more resources with which to increase awareness of library programs and services.

Utilities and Sundry Fixed Charges: We do not have budget assumptions from the city in these areas yet.

Promotional Materials: Our shift away from event-by-event publicity and promotion to seasonal program calendars has increased the amount of printing that we do. The proposed \$13,500 increase in this line over last year's budget is driven by this shift.

"Connecting People with Information"
186

Revenues:

Total Non-Levy Revenues: \$957,600
Total Surplus Applied: \$ 42,500
\$1,000,100

Grants & Aids: Increase of \$12,200 (1.4%), driven by an expected increase in funding from Winnebago County of about \$20,500.

Carryover Surplus Applied: I propose that the library board commit to using \$40,000 of the undesignated fund balance to cover the proposed increase in the Contractual Services expenditure budget line (see above). The latest estimate of undesignated fund balance is approximately \$480,000, or more than 13% of total budgeted expenditures for 2018.

Total Levy Request: \$2,707,300 (increase of \$80,000, or 3% over the 2018 city levy)

I propose to restrict the increase in the levy request to an amount equal to the sum of the increases in the following lines: salary / wages, fringe benefits, utilities, sundry fixed charges (mostly various types of insurance). The proposed increases in these areas are in line with budget assumptions provided by the City Finance Department.

City of Oshkosh, 2019 Proposed Budget and Performance Report

FUND: LIBRARY	FUNCTION: LIBRARY	DEPARTMENT: LIBRARY	ACCOUNT: 239-1060-XXXX-XXXX
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		2016 Expenditures	2017 Expenditures	2018 Appropriation	2018 Year End Estimate	2019 Proposed Budget
		3,306,143	3,404,960	3,572,500	3,586,500	3,707,400

REVENUES		2016 Revenues	2017 Revenues	2018 Appropriation	2018 Year End Estimate	2019 Proposed
Net Levy #4102		2,657,100	2,624,000	2,627,000	2,627,000	2,707,300
Grants & Aids		794,336	855,300	881,400	871,400	893,600
Fees & Charges		35,750	63,300	44,000	45,000	44,000
Miscellaneous		7,744	700	20,100	22,000	20,000
Surplus Applied		0	0	0	0	42,500
Transfers		0	0	0	0	0
TOTAL REVENUES:		3,494,930	3,543,300	3,572,500	3,565,400	3,707,400

Current Net Surplus/Deficit:		188,787	138,340	0	(21,100)	0
Ending Fund Balance:		320,941	480,000	480,000	458,900	416,400

ACCOUNT: 239-1060-XXXX-XXXXX
 FUND: LIBRARY
 FUNCTION: LIBRARY
 DEPARTMENT: LIBRARY

NUMBER	CLASSIFICATION	2016 EXPEND.	2017 EXPEND.	2018 APPROP.	2018 EST.	2019 PROP.
Account-Project						
Payroll - Direct Labor						
6102-00000	Regular Pay	1,798,904	1,859,594	1,967,500	1,952,600	2,039,800
6104-00000	Overtime Pay	10,075	26,156	0	15,000	0
TOTAL DIRECT LABOR		1,808,979	1,885,750	1,967,500	1,967,600	2,039,800
Payroll - Indirect Labor						
63xx-00000	Payroll - Indirect Labor	599,104	592,581	639,900	640,100	648,700
TOTAL INDIRECT LABOR		599,104	592,581	639,900	640,100	648,700
Contractual Services						
6401-00000	Contractual Services	307,240	305,596	327,400	327,400	361,200
6402-00000	Auto Allowance	109	86	200	200	200
6404-00000	Postage & Shipping	3,053	3,377	3,500	3,500	3,500
6407-00000	Cloud SC		3	0	300	1,000
6410-00000	Advertising/Marketing	2,050	6,155	8,000	8,000	10,000
6411-00000	Promotional Services	5,880	4,245	7,800	7,800	7,800
6424-00000	Maintenance Office Equipment	2,103	3,846	4,500	4,500	4,500
6426-00000	Maint Mach/Equip/Bldg/Struct	53,553	71,847	53,000	53,000	53,000
6427-00000	Maintenance Computer	125	125	0	200	200
6432-00000	Equipment Rental	1,623	1,052	1,200	100	1,000
6437-00000	Parking Facility Rental	4,480	1,050	300	300	300
6448-00000	Special Services	4,325	4,774	5,500	5,500	5,500
6454-00000	Legal Professional Service	955	0	0	0	0
6458-00000	Conference & Training	4,746	3,609	3,500	5,500	3,500
6459-00000	Other Employee Training	175	380	500	1,500	1,000
6460-00000	Membership Dues	1,153	1,643	1,500	1,500	1,500
6466-00000	Misc Contractual Services	570	125	0	0	0
6469-00000	Uncollectible Accounts	0	596	0	0	0
TOTAL CONTRACTUAL SERVICES		392,140	408,509	416,900	419,300	454,200
Utilities						
6471-00000	Electricity	88,017	84,646	85,000	85,000	85,000
6472-00000	Sewer Service	3,560	4,108	3,800	3,800	3,800
6473-00000	Water Service	4,269	4,685	4,600	4,600	4,600
6474-00000	Gas Service	13,701	13,115	31,200	31,200	31,200
6475-00000	Telephones	2,080	3,053	3,000	3,000	3,000
6476-00000	Storm Water	4,113	4,444	3,000	3,000	3,000
TOTAL UTILITIES		115,740	114,051	130,600	130,600	130,600

NUMBER	CLASSIFICATION	2016 EXPEND.	2017 EXPEND.	2018 APPROP.	2018 EST.	2019 PROP.
Account-Project						
Sundry Fixed Charges						
6481-00000	Workers Compensation	1,900	3,600	5,100	5,100	5,100
6482-00000	Building & Contents	19,028	6,343	15,800	15,800	15,800
6483-00000	Comprehensive Liability	1,430	1,106	1,200	1,200	1,200
6494-00000	Boiler Insurance	0	1,600	1,200	1,200	1,200
6496-00000	Licenses and Permits	1,131	917	1,200	1,200	1,200
6499-00000	Misc Fixed Charges		2,477	0	0	
TOTAL SUNDRY FIXED CHARGES		23,489	16,043	24,500	24,500	24,500
Materials & Supplies						
6505-00000	Office Supplies	30,261	32,606	30,000	30,000	30,000
6506-00000	Software Supplies	546	655	1,000	1,000	1,000
6509-00000	Computer Supplies	750	600	300	600	600
6514-00000	Gasoline	52	40	100	100	100
6517-00000	Supplies/Repair Parts	6,278	12,100	12,000	12,000	12,000
6527-00000	Janitorial Supplies	4,029	3,388	3,500	3,500	3,500
6529-00000	Chemicals	0	810	500	500	500
6537-00000	Safety Equipment	93	0	0		0
6550-00000	Minor Equipment	6,033	9,708	0	10,000	0
6557-00000	Medical Supplies	32	0	0	0	0
6565-00000	Stone/Gravel/Concrete/Asphalt	0	790	0	1,000	500
6575-00000	Other Library Materials	310,589	313,126	327,200	327,200	327,200
6576-00000	Promotional Materials	2,987	7,913	9,500	9,500	23,000
6587-00000	Gift Expenditures	280	0	0	0	2,500
6589-00000	Other Materials & Supplies	4,761	6,194	9,000	9,000	8,700
TOTAL MATERIALS & SUPPLIES		366,691	387,930	393,100	404,400	409,600
Debt Service - Gov.						
6721-00000	Interest Expense	0	96	0		0
TOTAL LIBRARY		3,306,143	3,404,960	3,572,500	3,586,500	3,707,400
Estimated Revenues				945,500	938,400	949,900
TOTAL NET LEVY		3,306,143	3,404,960	2,627,000	2,627,000	2,757,500

ACCOUNT: 239-1060-XXXX-XXXXX
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Position Title	Current Actual Employees	Current Budgeted Employees	2019 Proposed Employees	2018 Budget Approp.	2019 Proposed Budget
Library Director	1.00	1.00	1.00	130,300	131,500
Assistant Library Director	1.00	1.00	1.00	85,600	87,300
Library Development Manager	1.00	1.00	1.00	68,100	69,800
Managing Librarian	4.00	4.00	4.00	283,900	295,900
Librarian	5.80	6.60	6.00	386,100	357,600
Library Supervisor	1.00	1.00	1.00	60,300	61,500
Library Assistant II	13.90	13.40	13.90	596,300	623,000
Library Assistant I	1.80	2.40	2.40	85,700	83,300
Library Maintenance Engineer	1.00	1.00	1.00	54,700	55,800
Marketing Coordinator	1.00	0.00	1.00	0	55,300
Graphic Artist	1.00	1.00	1.00	49,000	51,600
Hourly Emp. & Pages	4.40	5.50	5.50	109,000	108,100
Custodian I (P.T.) 6102	0.50	0.50	0.50	21,500	22,100
Extra Hours for Existing Employees				15,000	15,000
Pay for Performance				22,000	22,000
Overtime Pay 6104				0	0
Social Security 6302				150,400	156,100
Retirement 6304				124,500	126,500
Health Insurance 6306				343,900	339,900
Dental Insurance 6308				15,300	16,400
Life Insurance 6310				5,800	5,600
Income Continuation Ins 6312				0	4,200
TOTAL PERSONNEL	37.40	38.40	39.30	2,607,400	2,688,500