



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

**DATE:** December 12, 2012  
**TO:** Oshkosh Public Library Board of Trustees  
**FROM:** Jeff Gilderson-Duwe, Director  
**SUBJECT:** 2013 Library Budget Revision

As a result of Oshkosh Common Council action on November 27, 2012, I am happy to submit a 2013 Library budget revision for your consideration.

The revised budget summary and detail pages in the December monthly board packet show an increase of \$37,200 in the city levy amount and in the personnel expenditure budget lines. This action by the city council makes unnecessary my previous proposal to close the library and place most OPL employees on unpaid leave for one week during 2013.

The expenditure increases in detail are as follows:

Salaries and wages:	\$32,600
FICA	\$ 2,500
Retirement	<u>\$ 2,100</u>
Total	\$37,200

*"Connecting People with Information"*

OSHKOSH PUBLIC LIBRARY  
2013 BUDGET PROPOSAL 12-2-2012

		2010	2011	2012	2012	2013	DIFF	
		ACTUAL	ACTUAL	BUDGET	EST	PROP	2013 PROP	%
		EXPEND.	EXPEND.				vs. 2012	%
							BUDGET	DIFF
6102	Salaries & Wages	1,771,764	1,803,381	1,799,800	1,767,800	1,739,700	(60,100)	-3.34%
6300	Fringe Benefits	689,358	704,328	615,300	599,400	629,500	14,200	2.31%
	Salary/Benefit Sub-Total	2,461,122	2,507,709	2,415,100	2,367,200	2,369,200	(45,900)	-1.90%
6401	Contractual Services	355,756	348,264	306,900	318,900	296,900	(10,000)	-3.26%
6402	Auto Allowance	424	180	300	500	500	200	66.67%
6404	Postage/Shipping	12,644	18,652	15,000	13,000	10,000	(5,000)	-33.33%
6410	Advertising/Marketing	4,152	4,604	6,000	6,000	6,000	0	0.00%
6411	Promotional Services	0	3,657	2,500	5,000	3,000	500	20.00%
6424	Maint. Office Equipment	12,091	15,611	15,900	17,000	14,100	(1,800)	-11.32%
6426	Maint. Equip. & Struct.	70,986	84,516	54,700	95,700	50,000	(4,700)	-8.59%
6432	Equipment Rental	402	425	700	700	700	0	0.00%
6437	Parking Rental	2,629	4,531	4,400	4,400	4,400	0	0.00%
6448	Special Services	3,658	3,742	4,900	4,900	4,900	0	0.00%
6454	Legal Professional Services	7,931	481	2,500	2,500	2,500	0	0.00%
6458	Conference & Training	3,878	2,622	3,200	3,200	3,200	0	0.00%
6459	Employee Training	39	516	0	0	0	0	0.00%
6460	Dues	952	568	1,000	1,200	1,000	0	0.00%
6466	Misc Contr. Services	0	0	2,500	0	0	(2,500)	-100.00%
6471	Electricity	118,082	89,357	103,500	99,000	101,000	(2,500)	-2.42%
6472	Sewer Service	2,226	2,479	2,700	2,700	3,000	300	11.11%
6473	Water Service	3,107	3,380	3,600	3,600	4,000	400	11.11%
6474	Gas Service	22,702	19,906	34,800	20,000	20,400	(14,400)	-41.38%
6475	Telephone	5,604	5,298	7,500	7,500	7,500	0	0.00%
6476	Storm Water Utility	1,792	1,965	1,800	1,800	1,800	0	0.00%
6481	Workers Compensation	1,620	1,800	1,800	1,800	1,900	100	5.56%
6482	Building & Contents	2,658	7,960	9,000	9,000	11,500	2,500	27.78%
6483	Comprehensive Liability	1,164	1,164	1,100	1,100	1,100	0	0.00%
6494	Boiler Insurance	1,117	1,120	1,300	1,300	1,200	(100)	-7.69%
6496	Licenses & Permits	170	996	1,200	1,200	1,200	0	0.00%
6505	Office Supplies	35,374	33,185	40,300	40,300	40,300	0	0.00%
6506	Software	542	7,347	5,500	1,000	1,000	(4,500)	-81.82%
6509	Computer Supplies	15	205	0	0	0	0	0.00%
6514	Gasoline	17	91	200	300	300	100	50.00%
6517	Supplies/Repair Parts	9,825	17,291	13,000	13,000	13,000	0	0.00%
6527	Janitorial Supplies	3,642	3,230	3,100	3,400	3,400	300	9.68%
6529	Chemicals	0	1,323	1,500	1,500	1,500	0	0.00%
6537	Safety Supplies	0	0	300	300	300	0	0.00%
6550	Minor Equipment	9,487	16,086	900	3,500	1,000	100	11.11%
6575	Library Materials	371,409	363,709	365,000	365,000	345,000	(20,000)	-5.48%
6576	Promotional Materials		1,642	5,500	5,500	5,500	0	0.00%
6589	Other Mat'ls & Supplies	1,268	5,458	1,000	1,000	1,000	0	0.00%
7202	Office Equipment	58,987	0	0	0	0	0	0.00%
7204	Machinery & Equipment	0	4,685	0	0	0	0	0.00%
	<b>TOTAL OPERATING BUDGET</b>	<b>3,587,472</b>	<b>3,585,755</b>	<b>3,440,200</b>	<b>3,424,000</b>	<b>3,333,300</b>	<b>(106,900)</b>	<b>-3.11%</b>
	Revenues	1,370,658	1,117,600	1,036,400	1,036,400	989,000	(47,400)	-4.57%
	Net Levy	2,492,500	2,460,000	2,384,200	2,384,200	2,302,200	(82,000)	-3.44%
	Carryover Used As Revenue	69,750		19,600	3,400	42,100	22,500	114.80%
	<b>TOTAL REVENUES</b>	<b>3,932,908</b>	<b>3,577,600</b>	<b>3,420,600</b>	<b>3,424,000</b>	<b>3,333,300</b>	<b>(87,300)</b>	<b>-2.55%</b>
	CARRYOVER FUND BALANCE	345,477	336,243		332,843	290,743		

**Oshkosh Public Library  
2013 Budget Proposal Detail  
12-2-2012**

<b>REVENUES - 239-1060-4600</b>		
<b>GENERAL OPERATIONS</b>		
Fines	60,000	
Collection Service Fees - Collected	8,500	
Photocopier	5,000	83,000
Other Copies	9,500	
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<b>CONTRACTUAL REVENUES</b>		
Winnebago County	622,900	
Fond du Lac County	23,000	
Green Lake County	2,100	
Waushara County	8,500	
Calumet County	1,800	
Winnefox Library System	69,324	897,624
Winnefox Library System WALs Program	170,000	
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<b>MISC. REVENUES</b>		
Meeting Room Rental	2,000	
Trust Fund Income	6,400	
Misc Income	0	
Proceeds from Sale of Bonds	0	
Grant Income	0	
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 989,024</b>	
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Interlibrary Loan	0	
Rent-WFX	37,523	
Administrative Services	31,801	
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<b>CONTRACTUAL SERVICES - 239-1060-6401</b>		
Cleaning Service & Windows	35,200	
Collection Agency Services	12,000	
Share of Automation Charges per WALs Cont.	157,976	
Winnefox Library System Electronic Services	18,767	
Winnefox Library System Clerical/Secretary	66,536	
Winnefox Delivery of Deposit Collections	6,422	
Skylight replacement assessment	0	
<b>TOTAL</b>	<b>\$ 296,901</b>	
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<b>AUTOMOTIVE ALLOWANCE - 239-1060-6402</b>		
	500	
<b>TOTAL</b>	<b>\$ 500</b>	
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<b>ADVERTISING &amp; MARKETING - 239-1060-6410</b>		
Bus Advertising	2,500	
Misc Promotions	1,500	
Miscellaneous Help Wanted & Legal	2,000	
<b>TOTAL</b>	<b>\$ 6,000</b>	
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<b>PROMOTIONAL SERVICES 239-1060-6411</b>		
Children's Program Speakers / Performers	2,000	
Teen Program Speakers / Performers	0	
Adult Program Speakers/Performers	500	
Miscellaneous Promotional Services	500	
<b>TOTAL</b>	<b>\$ 3,000</b>	
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<b>MAINTENANCE OFFICE EQUIPMENT - 239-1060-6424</b>		
ADMIN. Fax machines	145	
Canon IR5000 Photocopier	1,000	
RASD Canon ImageRunner 2230 (Reference Public)	175	
Misc. Service Calls on other equip.	1,000	
Ricoh Aficio MP171	180	
FFPS Canon ImageRunner 2230 (First Floor Public)	175	
4 Self Service Check Out Stations	5,398	
Materials Security Gates	2,160	
4 RFID FlexCheck Staff Stations	1,200	
Fines/Fees Payment Software licences	253	
TECH Ricoh FT 4822	300	
2 RFID FlexCheck Staff Stations	600	
CFOS Ricoh Aficio MP 171	180	
1 Self Service Check Out Station	1,350	
<b>TOTAL</b>	<b>\$ 14,115</b>	
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<b>OFFICE SUPPLIES - 239-1060-6505</b>		
General office and materials processing supplies	37,000	
Disc buffer supplies	1,500	
RFID tags & overlay labels	1,600	
Patron barcodes	200	
<b>TOTAL</b>	<b>\$ 40,300</b>	

<b>OFFICE EQUIPMENT - 239-1060-7202</b>	
TOTAL	\$ 0
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<b>MACHINERY &amp; EQUIPMENT - 239-1060-7204</b>	
TOTAL	\$ 0
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<b>COMPUTER SOFTWARE - 239-1060-7230</b>	
TOTAL	\$ 1,000
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<b>MAINTENANCE MACHINERY, EQUIPMENT &amp; STRUCTURES 239-1060-6426</b>	
Building Maintenance (General)	9,500
Building Security System	5,000
Electrical	3,800
Elevator Maintenance	6,000
Equipment Maintenance	0
Fire Alarm & Sprinkler System	9,300
Floors and Flooring	0
Furniture	0
Heating & Air Conditioning	12,000
Landscape Maintenance	1,000
Pest Control	600
Plumbing	2,500
Signs	300
<b>TOTAL</b>	<b>\$ 50,000</b>
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<b>EQUIPMENT RENTAL - 239-1060-6432</b>	
Aerial Lift	700
<b>TOTAL</b>	<b>\$ 700</b>
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<b>SPECIAL SERVICES - 239-1060-6448</b>	
Trash & Recycling Collection	3,500
Light Bulb Recycling Charges	500
Computer Monitor & accessory Recycling charges	300
False Alarm charges	600
<b>TOTAL</b>	<b>\$ 4,900</b>
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<b>LEGAL &amp; PROFESSIONAL SERVICES - 239-1060-6454</b>	
Labor Relations Consultant	2,500
<b>TOTAL</b>	<b>\$ 2,500</b>
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<b>CONFERENCE &amp; TRAINING - 239-1060-6458</b>	
Administration	750
Collection Management	150
Public Services	2,300
<b>TOTAL</b>	<b>\$ 3,200</b>
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<b>EMPLOYEE TRAINING - 239-1060-6459</b>	
Staff Training	0
<b>TOTAL</b>	<b>\$ 0</b>
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<b>DUES - 239-1060-6460</b>	
ALA (1 @ 350)	350
Volunteer Organizations / Oshkosh BID	45
Fox Valley Library Council	45
Rotary	575
<b>TOTAL</b>	<b>\$ 1,015</b>
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<b>TELEPHONE - 239-1060-6475</b>	
Basic Phone Service	5,850
Long Distance	2,500
Cellular Phones	3,540
<b>TOTAL</b>	<b>\$ 7,500</b>
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<b>INSURANCE - 239-1060-6481 thru 6494</b>	
Workmen's Compensation 239-1060-6481	1,900
Building & Contents 239-1060-6482	11,500
Comprehensive Liability 239-1060-6483	1,100
Boiler 239-1060-6494	1,200
<b>TOTAL</b>	<b>15,700</b>

