

2018 WVLS Budget - draft

WVLS Board of Trustees Meeting - August 19, 2017

2018 Anticipated Income

County Appropriations	\$41,184.00
State Aid	\$851,944.00
Grants	\$0.00
Interest	\$10,000.00
All Other Income	\$1,237,961.00
WVLS Carryover	\$332,727.00
2018 V-Cat Administration	\$64,500.00
2018 V-Cat Hardware Maintenance	\$15,000.00
2018 V-Cat Budget Balance	\$125,525.00
2018 V-Cat Reserves	\$378,700.00
2018 LEAN WI Budget	\$125,460.00
2018 LEAN WI Reserves	\$55,040.00
2018 Pass Through Accounts	\$25,000.00
2018 IT Budget	\$98,727.00
2018 IT Reserves	\$17,282.00

2018 TOTAL INCOME **\$2,141,089.00**

2018 Anticipated Expenses

Operating Expenditures	\$1,480,067.00
Operating WVLS	\$361,957.00
Operating - V-Cat	\$125,525.00
Operating - LEAN WI	\$125,460.00
Operating - Pass Through Accounts	\$25,000.00
Operating - WVLS IT	\$113,727.00
Salaries	\$460,000.00
Benefits	\$268,398.00
Nonoperating Expenditures	\$661,022.00
Resource Development Fund	\$105,000.00
Reserve Fund - WVLS	\$105,000.00
Reserve Fund - V-Cat	\$378,700.00
Reserve Fund - LEAN WI	\$55,040.00
Reserve Fund - WVLS IT	\$17,282.00

2018 TOTAL EXPENSES **\$2,141,089.00**

Balance **\$0.00**

WVLS Board of Trustees Meeting - August 19, 2017

2018 BUDGET - *Draft*

2018 BUDGET - <i>Draft</i>												
<u>INCOME</u>												
		2015	2015	2016	2016	2017	2017	2017	2018	CHANGE FROM	% OF	CHANGE FROM
		<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>6 MONTHS</u>	<u>EST. ACTUAL</u>	<u>REQUEST</u>	<u>2017 BUDGET</u>	<u>2017 BUDGET</u>	<u>2017 EST. ACTUAL</u>
All Other Income		\$934,490.54	\$926,700.00	\$1,033,591.00	\$1,033,591.00	\$1,183,449.10	\$1,170,449.10	\$1,170,449.10	\$1,237,961.00	\$54,511.90	104.606%	\$67,511.90
County Appropriations		\$41,184.00	\$41,184.00	\$41,184.00	\$41,184.00	\$41,184.00	\$41,184.00	\$41,184.00	\$41,184.00	\$0.00	100.000%	\$0.00
State Aid		\$851,944.00	\$851,944.00	\$851,944.00	\$851,944.00	\$851,944.00	\$851,944.00	\$851,944.00	\$851,944.00	\$0.00	100.000%	\$0.00
Grants						\$27,090.00	\$27,090.00	\$27,090.00	\$0.00			
Interest		\$5,000.00	\$1,776.34	\$5,000.00	\$15,000.00	\$10,000.00	\$747.00	\$2,000.00	\$10,000.00	\$0.00	100.000%	\$8,000.00
TOTAL:		\$1,832,618.54	\$1,821,604.34	\$1,931,719.00	\$1,941,719.00	\$2,113,667.10	\$2,091,414.10	\$2,092,667.10	\$2,141,089.00	\$27,421.90	101.297%	\$48,421.90
<u>OPERATING EXPENDITURES</u>												
		2015	2015	2016	2016	2017	2017	2017	2018	CHANGE FROM	% OF	CHANGE FROM
	<u>ACCOUNT</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>6 MONTHS</u>	<u>EST. ACTUAL</u>	<u>REQUEST</u>	<u>2017 BUDGET</u>	<u>2017 BUDGET</u>	<u>2017 EST. ACTUAL</u>
121	Communications	\$10,475.00	\$7,342.15	\$9,425.00	\$9,425.00	\$8,350.00	\$2,220.00	\$8,350.00	\$7,450.00	(\$900.00)	89.222%	(\$900.00)
122	Office Supplies	\$3,093.00	\$2,275.00	\$4,933.00	\$4,933.00	\$4,333.00	\$854.00	\$4,333.00	\$4,328.00	(\$5.00)	99.885%	(\$5.00)
124	Postage/Delivery	\$126,077.00	\$111,092.00	\$129,155.00	\$129,155.00	\$164,105.00	\$73,171.00	\$164,105.00	\$163,155.00	(\$950.00)	99.421%	(\$950.00)
125	Staff Travel	\$22,900.00	\$22,900.00	\$23,100.00	\$23,100.00	\$23,625.00	\$8,725.00	\$23,625.00	\$22,850.00	(\$775.00)	96.720%	(\$775.00)
126	Board Travel	\$18,810.00	\$18,810.00	\$18,810.00	\$18,810.00	\$17,870.00	\$1,774.00	\$17,870.00	\$16,440.00	(\$1,430.00)	91.998%	(\$1,430.00)
128	Copying Supplies	\$2,300.00	\$1,052.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000%	\$0.00
129	Insurance, Dues, Audit	\$17,895.00	\$13,664.00	\$20,495.00	\$20,495.00	\$22,892.00	\$12,459.00	\$22,892.00	\$24,152.00	\$1,260.00	105.504%	\$1,260.00
134	Special Projects	\$34,615.54	\$34,615.00	\$22,605.00	\$22,605.00	\$17,836.10	\$396.00	\$17,836.10	\$0.00	(\$17,836.10)	0.000%	(\$17,836.10)
135	Workshops	\$16,000.00	\$16,000.00	\$17,400.00	\$17,400.00	\$17,400.00	\$8,800.00	\$17,400.00	\$16,848.00	(\$552.00)	96.828%	(\$552.00)
136	Equipment Maint./Supplies	\$4,784.00	\$3,874.00	\$4,984.00	\$4,984.00	\$4,984.00	\$1,253.00	\$4,984.00	\$4,984.00	\$0.00	100.000%	\$0.00
140	Contracts	\$44,730.00	\$42,622.00	\$46,730.00	\$46,730.00	\$46,650.00	\$22,619.00	\$46,650.00	\$44,250.00	(\$2,400.00)	94.855%	(\$2,400.00)
149	Library Materials	\$33,000.00	\$30,063.00	\$35,587.00	\$35,587.00	\$62,816.00	\$45,271.00	\$62,816.00	\$43,500.00	(\$19,316.00)	69.250%	(\$19,316.00)
166	Payroll Liabilities	\$10,000.00	\$4,700.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	100.000%	\$5,000.00
180	Outlay	\$4,000.00	\$3,564.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	100.000%	\$0.00
300	Grant Projects					\$27,090.00	\$0.00	\$27,090.00	\$0.00	(\$27,090.00)	0.000%	(\$27,090.00)
500	V-Cat Project	\$96,100.00	\$96,100.00	\$113,950.00	\$113,950.00	\$110,700.00	\$32,678.41	\$110,700.00	\$125,525.00	\$14,825.00	113.392%	\$14,825.00
600	LEAN WI								\$125,460.00	\$125,460.00		\$125,460.00
700	Pass Through Accounts								\$25,000.00	\$25,000.00		\$25,000.00
800	IT Support	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$5,000.00	(\$5,000.00)	50.000%	(\$5,000.00)
	IT Services and Programs					\$115,400.00	\$42,426.00	\$115,400.00	\$113,727.00	(\$1,673.00)	98.550%	(\$1,673.00)
Total:		\$464,779.54	\$428,673.15	\$471,174.00	\$471,174.00	\$663,051.10	\$262,646.41	\$658,051.10	\$751,669.00	\$88,617.90	113.365%	\$93,617.90

WVLS Board of Trustees Meeting - August 19, 2017

SALARIES/BENEFITS												
		2015	2015	2016	2016	2017	2017	2017	2018	CHANGE FROM	% OF	CHANGE FROM
	<u>ACCOUNT</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>6 MONTHS</u>	<u>EST. ACTUAL</u>	<u>REQUEST</u>	<u>2017 BUDGET</u>	<u>2017 BUDGET</u>	<u>2017 EST. ACTUAL</u>
111	Regular salaries	\$485,000.00	\$437,556.00	\$490,427.00	\$490,427.00	\$458,809.00	\$229,801.00	\$458,809.00	\$460,000.00	\$1,191.00	100.260%	\$1,191.00
113	Employee benefits	\$250,348.00	\$203,206.00	\$251,118.00	\$251,118.00	\$257,197.00	\$114,099.00	\$257,197.00	\$268,398.00	\$11,201.00	104.355%	\$11,201.00
Subtotal:		\$735,348.00	\$640,762.00	\$741,545.00	\$741,545.00	\$716,006.00	\$343,900.00	\$716,006.00	\$728,398.00	\$12,392.00	101.731%	\$12,392.00
NON-OPERATING EXPENDITURES												
		2015	2015	2016	2016	2017	2017	2017	2018	CHANGE FROM	% OF	CHANGE FROM
	<u>ACCOUNT</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>ACTUAL</u>	<u>REQUEST</u>	<u>6 MONTHS</u>	<u>EST. ACTUAL</u>	<u>REQUEST</u>	<u>2017 BUDGET</u>	<u>2017 BUDGET</u>	<u>2017 EST. ACTUAL</u>
164	Resource Development	\$155,000.00	\$100.00	\$155,000.00	\$500.00	\$155,000.00	\$100.00	\$100.00	\$105,000.00	(\$50,000.00)	67.742%	\$104,900.00
165	Reserve Fund	\$169,000.00	\$0.00	\$169,000.00	\$0.00	\$169,000.00	\$0.00	\$0.00	\$105,000.00	(\$64,000.00)	62.130%	\$105,000.00
500	Reserve Fund - V-Cat	\$308,491.00	\$308,491.00	\$320,000.00	\$320,000.00	\$330,000.00	\$0.00	\$330,000.00	\$378,700.00	\$48,700.00	114.758%	\$48,700.00
600	Reserve Fund - LEAN WI								\$55,040.00	\$55,040.00		\$55,040.00
800	Reserve Fund - WVLS IT			\$75,000.00	\$75,000.00	\$80,610.00	\$0.00	\$80,610.00	\$17,282.00	(\$63,328.00)	21.439%	(\$63,328.00)
Subtotal:		\$632,491.00	\$308,591.00	\$719,000.00	\$395,500.00	\$734,610.00	\$100.00	\$410,710.00	\$661,022.00	(\$73,588.00)	89.983%	\$250,312.00
GRAND TOTAL:		\$1,832,618.54	\$1,378,026.15	\$1,931,719.00	\$1,608,219.00	\$2,113,667.10	\$606,646.41	\$1,784,767.10	\$2,141,089.00	(\$61,748.00)	101.297%	\$262,152.00
					\$333,500.00			\$307,900.00	\$0.00			

Breakdown of 2018 V-Cat Annual Budget							New Ill Contract
Shared Costs	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget
V-Cat Staff	\$20,000	\$25,000	\$35,000	\$55,000	\$60,000	\$62,500	64,500
Telephone	\$300	\$2,040	\$2,100	\$2,200	\$2,200	\$2,200	4,000
Supplies	\$2,500	\$2,500	\$2,000	\$2,000	\$500	\$250	250
Delivery Services	\$33,000	\$33,460	\$18,000	\$0	\$0	\$0	0
V-Cat Travel & Cont. Ed	\$2,000	\$8,500	\$6,750	\$8,000	\$8,000	\$7,000	7,000
ILS User Grp. Membership	\$125	\$150	\$200	\$200	\$250	\$250	275
Audit	\$900	\$1,000	\$1,100	\$1,200	\$0	\$0	0
Cataloging	\$39,250	\$39,413	\$41,500	\$32,000	\$32,000	\$30,000	27,500
ILS Contract include: Telecirc/Ecommerce/Content Café/Txt Msg/SIP-API/Licenses	\$29,500	\$25,809	\$33,000	\$33,000	\$40,000	\$42,000	58,000
Discovery Subscription	\$0	\$0	\$0	\$0	\$0	\$14,000	14,000
Equipment Maintenance <i>NewName</i>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	15,000
Long Term Replacement Fund	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	5,000
Contingency Fund	\$5,000	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500	2,500
Special Projects	\$0	\$0	\$0	\$7,500	\$17,500	\$1,000	1,000
Database Clean up	\$9,425	\$0	\$0	\$0	\$6,000	\$6,500	6,000
Totals:	\$162,000	\$162,872	\$164,650	\$166,100	\$188,950	\$188,200	205,025

2018 V-CAT ANNUAL MAINTENANCE FEE SHARES						
V-CAT MEMBERS (Does not include: barcodes, patron cards, mailer/postage, telecommunications, email, antivirus, or any other local library costs)	2016 ANNUAL CIRC.	% OF TOTAL CIRC	2016 Holdings	% of TOTAL Holdings	AVG % of Annual Circ & Holdings	2018 V-CAT MAINTENANCE
Clark County						
Abbotsford PL	29,243	1.313%	23,113	2.191%	1.75218%	\$3,592.41
Colby PL	76,307	3.427%	27,073	2.566%	2.99672%	\$6,144.02
Dorchester PL	14,386	0.646%	20,341	1.928%	1.28717%	\$2,639.03
Granton PL	13,409	0.602%	26,411	2.504%	1.55294%	\$3,183.92
Greenwood PL	27,475	1.234%	11,170	1.059%	1.14640%	\$2,350.41
Loyal PL	13,235	0.594%	26,622	2.524%	1.55904%	\$3,196.41
Neillsville PL	46,569	2.091%	26,636	2.525%	2.30823%	\$4,732.44
Owen PL	21,317	0.957%	25,445	2.412%	1.68473%	\$3,454.12
Thorp PL	35,944	1.614%	27,102	2.569%	2.09173%	\$4,288.56
Withee PL	9,431	0.424%	13,363	1.267%	0.84516%	\$1,732.79
Forest County						
Crandon PL	30,477	1.369%	20,931	1.984%	1.67647%	\$3,437.18
Laona PL	10,609	0.476%	17,424	1.652%	1.06410%	\$2,181.67
Langlade County						
Antigo PL	133,244	5.984%	56,399	5.346%	5.66526%	\$11,615.21
Lincoln County						
Merrill PL	192,389	8.640%	85,170	8.074%	8.35708%	\$17,134.11
Tomahawk PL	77,904	3.499%	52,808	5.006%	4.25238%	\$8,718.43
Marathon Co PL	901,442	40.484%	318,352	30.179%	35.33157%	\$72,438.56
Oneida County						
Minocqua PL	162,495	7.298%	46,745	4.431%	5.86452%	\$12,023.73
Rhineland PL	178,323	8.009%	95,824	9.084%	8.54621%	\$17,521.86
Three Lakes PL	39,271	1.764%	31,913	3.025%	2.39447%	\$4,909.26
Taylor County						
Gilman PL	26,741	1.201%	12,958	1.228%	1.21467%	\$2,490.37
Medford PL	133,488	5.995%	47,237	4.478%	5.23648%	\$10,736.09
Rib Lake PL	27,190	1.221%	21,413	2.030%	1.62550%	\$3,332.69
Stetsonville PL	17,291	0.777%	10,607	1.006%	0.89103%	\$1,826.83
Westboro PL	8,155	0.366%	9,590	0.909%	0.63767%	\$1,307.39
WVLS	304	0.014%	242	0.023%	0.01830%	\$37.51
TOTAL:	2,226,639	100.00%	1,054,889	100.000%	100.000%	\$205,025.00

* 2018 Budget includes Sierra Licenses and the collection & circulation numbers come from the WVLS Annual Statistics Booklet

2018 LEAN Wisconsin Budget Plan

Draft 2 (May-Aug 2017)

Initial Reserves Transfer - Jan 1, 2018	\$	44,500.00
IFLS Partner Share	\$	65,500.00
New Partner Share	\$	-
WVLS Partner Share	\$	65,500.00
Service Revenue	\$	5,000.00

Operating Expenses		\$125,460.00
Non-Operating Expenses		\$21,000.00
Reserve Funds		\$31,000.00
Total		\$177,460.00

Remaining (contingency): \$3,040.00

Total Funds \$ 180,500.00

Account #	Account	Appropriation	Expense	Balance
6-6210	LICENSING AND SERVICES	\$102,960.00		\$102,960.00
	Cloud Storage/Backup		\$1,500.00	\$1,500.00
	DNS Registration (GoDaddy)		\$200.00	\$200.00
	Collaboration Management Tools		\$8,000.00	\$8,000.00
	Web\Video\Voice Meeting Services	gotomeeting		
	Helpdesk/Knowledgebase Service	Help Scout		
	Team Messaging / File Sharing	Slack		
	Team Task/Project Management	SmartSheet		
	Technology Management Tools		\$7,500.00	\$7,500.00
	Resource/Asset Management	DS Insight		
	Web Server Management	Server Pilot		
	Web Server Support Services	Infinite WP		
	Booking Management Service	Lend-Items		
	Mobile Device Management	JAMF		
	Network Monitoring / Intelligence	LibreNMS (addons), other		
	Mobile Hotspot Services	Sprint cont. + others	\$3,000.00	\$3,000.00
	WiscNet Memberships		\$3,000.00	\$3,000.00
	WiscNet Network Services		\$20,460.00	\$20,460.00
	WiscNet Rackspace and Electrical		\$14,600.00	\$14,600.00
	WiscNet (and/or other filtering solution)		\$7,500.00	\$7,500.00
	Hybrid Cloud Management Tools	5Nine	\$10,500.00	\$10,500.00
	System Imaging Software		\$0.00	\$0.00
	Computer Session Management	Pharos Maintenance	\$4,200.00	\$4,200.00
	Computer Mgmt / Remote Access	LogMeln	\$4,500.00	\$4,500.00
	System State and Security	Faronic DeepFreeze / AV	\$15,000.00	\$15,000.00
	Other		\$3,000.00	\$3,000.00

6-6290	INSURANCE	\$1,000.00		\$1,000.00
	Insurance for RDC Equipment		\$1,000.00	\$1,000.00
	Other		\$0.00	\$0.00
6-6360	MAINTENANCE	\$1,500.00		\$1,500.00
	Cabling, joint-use incidentals		\$500.00	\$500.00
	Recycling		\$500.00	\$500.00
	Tools		\$500.00	\$500.00
	Other		\$0.00	\$0.00
6-6650	RESERVE	\$55,040.00		\$55,040.00
	Resource Development - Future Projects (Discretionary)		\$15,000.00	\$15,000.00
	Lifecycle Maintenance - Core Infrastructure Cap (2021-2025)		\$20,000.00	\$20,000.00
	Lifecycle Maintenance - Core Infrastructure Lic. (2018-2021)		\$7,500.00	\$7,500.00
	Lifecycle Maintenance - LWIN service licensing renewals.		\$3,500.00	\$3,500.00
	Broadband Enhancement Grants (2018)		\$6,000.00	\$6,000.00
	Contingency fund for disaster recovery or unplanned projects		\$3,040.00	\$3,040.00
	Other		\$0.00	\$0.00
6-6800	CAPITAL	\$20,000.00		\$20,000.00
	Shared Laptop Lab Expansion		\$5,000.00	\$5,000.00
	RDC Core Upgrades/Expansion		\$15,000.00	\$15,000.00
	Other		\$0.00	\$0.00
TOTALS			\$177,460.00	\$180,500.00

2018 Information Technology Budget Plan

Draft 2 (May-Aug 2017)

Starting Balance - Jan 1, 2018	\$	52,050.00		Operating Expenses	\$118,727.00
ILS Consortium Maintenance Rev.	\$	15,000.00		Non-Operating Expenses	\$5,000.00
Libraries Win Service Platform Rev.	\$	50,420.00		WVLS Lifecycle Reserve	\$9,350.00
WPLC ODA Holds Relief Revenue	\$	-		LEAN WI Reserves Transfer	\$44,500.00
Optional Services Revenue	\$	750.00		LEAN WI WLVS Share	\$65,500.00
Partnerships Revenue	\$	-		Total	\$243,077.00
Passthrough Revenue	\$	99,248.72			
Allocation from WVLS State Aide	\$	5,000.00		Remaining (contingency):	\$2,931.72
2017 Unexpended Operating Expenses	\$	23,540.00			
		Total Funds	\$		246,008.72

Account #	Account	Appropriation	Expense	Passthrough	Balance
8-6210	COMMUNICATIONS	\$33,400.00			\$33,400.00
	BCN / TEACH Datalines		\$25,200.00	\$25,200.00	\$25,200.00
	WCAN Membership		\$5,000.00		\$5,000.00
	DNS Registration		\$100.00		\$100.00
	Email and Web Service (WVLS Accounts)		\$2,500.00		\$2,500.00
	SSL Certificate Maintenance		\$600.00		\$600.00
	Other		\$0.00		\$0.00
8-6360	MAINT. & SUPPLIES	\$500.00			\$500.00
	PC Replacement Incidental Parts / Peripherals		\$500.00		\$500.00
	Other		\$0.00		\$0.00
8-6400	SOFTWARE LICENSING	\$1,000.00			\$1,000.00
	PDF Software Upgrades		\$1,000.00		\$1,000.00
	Other		\$0.00		\$0.00
8-6490	Digital Content	\$57,827.00			\$57,827.00
	Digital Library Shares		\$51,254.00	\$50,548.72	\$51,254.00
	OverDrive Advantage - WPLC Holds Relief		\$6,573.00	\$6,573.00	\$6,573.00
	OverDrive Advantage - WVLS				\$0.00
	Other		\$0.00		\$0.00

8-6650	RESERVE				\$17,281.72		\$17,281.72
	Resource Development - Future Internal Projects (Discretionary)			\$5,000.00			\$5,000.00
	Lifecycle Maintenance - Staff Equipment (2021-2025)			\$9,000.00			\$9,000.00
	Lifecycle Maintenance - Staff Licensing (2018-2021)			\$350.00			\$350.00
	Contingency fund for disaster recovery or unplanned projects			\$2,931.72			\$2,931.72
	Other			\$0.00			\$0.00

8-6800	OUTLAY						\$26,000.00
	Mobile and Desktop Thin Clients			\$1,000.00	\$1,000.00		\$1,000.00
	Library Computer and Peripherals - (Chris Heitman)			\$22,500.00	\$22,500.00		\$22,500.00
	Mobile Maker Space Lab(s) Maintenance - (Ann Mroczenski)			\$1,500.00			\$1,500.00
	Workstation Equipment (Displays, Docking Stations, etc.)			\$1,000.00			\$1,000.00
	Other			\$0.00			\$0.00

TOTALS				\$136,008.72	\$99,248.72		\$136,008.72
---------------	--	--	--	---------------------	--------------------	--	---------------------

	<i>Expenses Shared with Member Libraries and System Partners</i>	\$112,127.00
	<i>Expenses internal to WVLS operations (not shared)</i>	\$23,881.72
	<i>Expenses passed through directly to libraries consuming service</i>	\$99,248.72