

Village of  
Cross Plains  
2017 Budget

Library Fund

# Summary

Village of Cross Plains  
2017 Library Fund Operating Budget

**SUMMARY of REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
Taxes	241,390	250,250	0	250,250	258,200	3.18%
Intergovernmental Revenues	95,748	106,250	106,377	106,377	108,500	2.12%
Fines, Forfeits, & Penalties	0	4,250	0	4,250	4,250	0.00%
Public Charges for Services	10,009	4,500	8,955	5,500	5,500	22.22%
Miscellaneous Revenues	583	1,000	100	1,000	750	-25.00%
Other Financing Sources	2,000	2,000	0	2,000	2,000	0.00%
<b>Total Budget Revenue</b>	<b>349,730</b>	<b>368,250</b>	<b>115,432</b>	<b>369,377</b>	<b>379,200</b>	<b>2.97%</b>

**SUMMARY of EXPENDITURES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
51430 PERSONNEL	58,809	61,500	29,272	59,550	65,750	<b>6.91%</b>
51600 GENERAL BUILDINGS AND PLANT	38,337	37,250	13,551	37,500	37,750	<b>1.34%</b>
55110 ROSEMARY GARFOOT PUBLIC LIBRARY	253,784	269,500	133,375	262,750	275,700	<b>2.30%</b>
59200 TRANSFERS TO OTHER FUNDS	7,567	0	0	0	0	-----
<b>Total Budget Expenditures</b>	<b>358,498</b>	<b>368,250</b>	<b>176,197</b>	<b>359,800</b>	<b>379,200</b>	<b>2.97%</b>

Difference in Revenues over Expenditures	(8,768)	0	(60,766)	9,577	0
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Village of Cross Plains  
2017 Library Fund Operating Budget

**Index Expenditures Summary**

<i>PERSONNEL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
101	Department Head	60,230	61,250	28,253	61,250	63,000	2.86%
102	First Subordinate	39,335	40,000	18,451	40,000	41,250	3.13%
103	Full-Time Employees	33,104	33,500	15,523	33,500	34,750	3.73%
104	Part-Time Employees	39,261	46,750	20,184	45,000	48,000	2.67%
110	Bonus Pool	0	0	0	0	3,750	-----
171	Health Insurance	30,476	32,750	16,280	32,750	31,750	-3.05%
172	Dental	3,155	3,500	1,612	3,500	3,500	0.00%
173	Retirement	11,294	11,000	4,870	10,000	11,500	4.55%
174	Social Security	10,660	11,000	4,957	10,000	11,500	4.55%
175	Medicare	2,493	2,500	1,159	2,500	2,750	10.00%
176	Life Insurance	732	500	392	800	750	50.00%
177	Disability Insurance	0	250	0	0	250	0.00%
<b>Total PERSONNEL SERVICES Expense</b>		<b>230,739</b>	<b>243,000</b>	<b>111,683</b>	<b>239,300</b>	<b>252,750</b>	<b>4.01%</b>

<i>CONTRACTUAL SERVICES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
201	Postage	431	500	149	500	500	0.00%
202	Communication	1,456	1,250	731	1,500	1,500	20.00%
203	Utilities	18,615	20,000	6,128	19,000	20,000	0.00%
204	Dues & Subscriptions	79	500	183	500	500	0.00%
205	Meetings	769	2,750	1,231	2,500	2,200	-20.00%
206	Printing	166	250	116	250	250	0.00%
207	Support Services	34,437	34,500	29,485	34,500	34,750	0.72%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>55,954</b>	<b>59,750</b>	<b>38,024</b>	<b>58,750</b>	<b>59,700</b>	<b>-0.08%</b>

<i>SUPPLIES AND EXPENSES</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
301	Equipment	5,493	5,500	2,686	5,500	5,500	0.00%
302	Technology	0	1,750	490	1,000	1,750	0.00%
304	Supplies	46,116	47,750	18,503	44,750	49,000	2.62%
305	Maintenance	9,720	7,500	3,651	7,500	7,500	0.00%
306	Programs	2,120	2,000	1,111	2,000	2,000	0.00%
399	Miscellaneous	788	1,000	50	1,000	1,000	0.00%
<b>Total SUPPLIES AND EXPENSES</b>		<b>64,237</b>	<b>65,500</b>	<b>26,491</b>	<b>61,750</b>	<b>66,750</b>	<b>1.91%</b>

<i>OTHER</i>		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
59200	Transfers to Other Funds	7,567	0	0	0	0	-----
<b>Total OTHER Expenses</b>		<b>7,567</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-----</b>

<b>Total Budget Expenditures</b>	<b>358,498</b>	<b>368,250</b>	<b>176,197</b>	<b>359,800</b>	<b>379,200</b>	<b>2.97%</b>
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# Revenues

**REVENUES  
LIBRARY FUND - FUND 130**

**Budget Summary**

<b>Taxes</b>	
	41000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
41110	General Property Taxes	241,390	250,250	0	250,250	258,200	3.18%
	<b>Total TAXES Revenue</b>	<b>241,390</b>	<b>250,250</b>	<b>0</b>	<b>250,250</b>	<b>258,200</b>	<b>3.18%</b>

<b>Intergovernmental Revenues</b>	
	43000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
43720	Dane County Library Reimbursement	95,748	106,250	106,377	106,377	108,500	2.12%
	<b>Total INTERGOVERNMENTAL Rev</b>	<b>95,748</b>	<b>106,250</b>	<b>106,377</b>	<b>106,377</b>	<b>108,500</b>	<b>2.12%</b>

<b>Fines, Forfeits, &amp; Penalties</b>	
	45000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
45190	Other Law and Ordinance Violations	0	4,250	0	4,250	4,250	0.00%
	<b>Total FINES, FORFEITS, &amp; PENALTIES</b>	<b>0</b>	<b>4,250</b>	<b>0</b>	<b>4,250</b>	<b>4,250</b>	<b>0.00%</b>

<b>Public Charges for Services</b>	
	46000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
46710	General Library Revenue	10,009	4,500	8,955	5,500	5,500	22.22%
	<b>Total PUBLIC CHARGES Rev</b>	<b>10,009</b>	<b>4,500</b>	<b>8,955</b>	<b>5,500</b>	<b>5,500</b>	<b>22.22%</b>

**REVENUES  
LIBRARY FUND - FUND 130**

**Budget Summary**

<b>Miscellaneous Revenues</b>	
	48000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
48000	Miscellaneous Revenue	183	500	0	250	250	-50.00%
48200	Rent	400	500	100	750	500	0.00%
	<b>Total MISCELLANEOUS Revenue</b>	<b>583</b>	<b>1,000</b>	<b>100</b>	<b>1,000</b>	<b>750</b>	<b>-25.00%</b>

<b>Other Financing Sources</b>	
	49000

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
49200	Transfers from Other Funds	0	0	0	0	0	-----
49300	Fund Balance Applied	0	0	0	0	0	-----
49310	Endowment Funds	2,000	2,000	0	2,000	2,000	0.00%
	<b>Total OTHER FINANCING SOURCES</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0.00%</b>

<b>Total Budget Revenues</b>	<b>349,730</b>	<b>368,250</b>	<b>115,432</b>	<b>369,377</b>	<b>379,200</b>	<b>2.97%</b>
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# Expenses



**GENERAL BUILDINGS AND PLANT  
LIBRARY FUND - FUND 130**

**MISSION STATEMENT:**

To ensure the upkeep and maintenance of the Library including but not limited to the building, HVAC, water, sewer, telephone, data, and other mechanicals.

**PROGRAM DESCRIPTION:**

The Library was constructed in 2008 using many different environmentally friendly construction techniques. The facility is occasionally rented out with the revenue collected from the rent going to offset building expense.

**PROGRAM OBJECTIVES:**

Review all applicable utilities for energy efficiency opportunities.

Continue maintenance programs and general upkeep.

**GENERAL BUILDINGS AND PLANT BUDGET SUMMARY**

**REVENUES**

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	<b>Allocated Revenue</b>	<b>37,937</b>	<b>36,750</b>	<b>13,451</b>	<b>36,750</b>	<b>37,250</b>	<b>1.36%</b>
48200	Rent	400	500	100	750	500	0.00%
	<b>Total GENERAL BUILD &amp; PLANT Rev</b>	<b>38,337</b>	<b>37,250</b>	<b>13,551</b>	<b>37,500</b>	<b>37,750</b>	<b>1.34%</b>

**EXPENDITURES**

		2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
	51600						
202	Communication	1,456	1,250	731	1,500	1,500	20.00%
203	Utilities	18,615	20,000	6,128	19,000	20,000	0.00%
207	Support Services	7,789	7,750	2,596	7,750	7,750	0.00%
304	Supplies	756	750	443	1,750	1,000	33.33%
305	Maintenance	9,720	7,500	3,651	7,500	7,500	0.00%
	<b>Total GENERAL BUILD &amp; PLANT Exp</b>	<b>38,337</b>	<b>37,250</b>	<b>13,551</b>	<b>37,500</b>	<b>37,750</b>	<b>1.34%</b>

Notes:

- 202** Includes the internet and phone service connections.
- 203** The utility costs of electricity, natural gas, water, and sewer as applicable.
- 207** Cleaning services.
- 304** There are variety of different supplies need from time to time including paper products, cleaning supplies, office products, rugs, and other general materials.
- 305** General equipment and building maintenance.

**ROSEMARY GARFOOT PUBLIC LIBRARY  
LIBRARY FUND - FUND 130**

**MISSION STATEMENT:**

The Rosemary Garfoot Public Library serves the community through provision of materials and services designed to create a community of life long learners. The Library provides access to materials in a variety of formats to meet the educational, recreational, and informational needs of the citizens in a manner reflective of the resource base. The Library encourages activities that promote stewardship of the environment through promotion of the facility as a living laboratory, provision of environmental and ecological collections, and development of environmentally inspired programs and workshops.

**PROGRAM DESCRIPTION:**

The Library is a member of the South Central Library System (SCLS) and Dane County Library Service (DCLS). Through membership in SCLS and DCLS, the Library receives supplemental funding and support services. Per contractual agreements with these entities, the Library abides by requirements laid out in the agreements pertaining to staffing levels, finances, open hours, collection development, technology, facility, and resource sharing. The Library also adheres to the law set forth in Wisconsin Statutes, Chapter 43. The Library is staffed by 4.5 FTE employees. Administration is conducted by the Director and Assistant Director, Youth Services are handled by the Children's Librarian, and Circulation Services are overseen by the Circulation Supervisor. Support Staff consists of Library Assistants and a Library Aide.

**PROGRAM OBJECTIVES:**

Ensure continuation of a level of service and collection development citizens have come to expect and deserve.

Ensure the Library remains open and available six days a week.

**ROSEMARY GARFOOT PUBLIC LIBRARY BUDGET SUMMARY**

**REVENUES**

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
<b>Allocated Revenue</b>	<b>145,845</b>	<b>152,000</b>	<b>18,043</b>	<b>144,373</b>	<b>155,200</b>	<b>2.11%</b>
43720 Dane County Library Reimbursement	95,748	106,250	106,377	106,377	108,500	2.12%
45190 Other Law and Ordinance Violations	0	4,250	0	4,250	4,250	0.00%
46710 General Library Revenue	10,009	4,500	8,955	5,500	5,500	22.22%
48000 Miscellaneous Revenue	183	500	0	250	250	-50.00%
49310 Endowment Funds	2,000	2,000	0	2,000	2,000	0.00%
<b>Total LIBRARY Revenue</b>	<b>253,784</b>	<b>269,500</b>	<b>133,375</b>	<b>262,750</b>	<b>275,700</b>	<b>2.30%</b>

**Notes:**

- 43720** Funds provided by Dane County for Library Services. This number could be as low as 70% as what is shown and will be set once the county's budget is adopted by the Board of Supervisors.
- 45190** Revenue collected from late fees and fines for missing books.
- 46710** Includes cross-border reimbursement, contribution from SCLS, faxes, copies, and other revenue.
- 48000** Fees collected for the use of the Library's program room, and revenue collected for the sale of used books.

**ROSEMARY GARFOOT PUBLIC LIBRARY (Continued)**  
**LIBRARY FUND - FUND 130**

**EXPENDITURES**

*PERSONNEL SERVICES*

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
	55110						
101	Director	60,230	61,250	28,253	61,250	63,000	2.86%
102	Assistant Director	39,335	40,000	18,451	40,000	41,250	3.13%
103	Librarian	33,104	33,500	15,523	33,500	34,750	3.73%
104	Part-Time Staff	39,261	46,750	20,184	45,000	48,000	2.67%
<b>Total PERSONNEL SERVICES Expense</b>		<b>171,930</b>	<b>181,500</b>	<b>82,411</b>	<b>179,750</b>	<b>187,000</b>	<b>3.03%</b>

Notes:

**101-104** Wages include a 3.0% increase from the 2016 actual pay rate.

*CONTRACTUAL SERVICES*

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
	55110						
201	Postage	431	500	149	500	500	0.00%
204	Dues & Subscriptions	79	500	183	500	500	0.00%
205	Meetings	769	2,750	1,231	2,500	2,200	-20.00%
206	Printing	166	250	116	250	250	0.00%
207	Support Services	26,648	26,750	26,888	26,750	27,000	0.93%
<b>Total CONTRACTUAL SERVICES Exp</b>		<b>28,093</b>	<b>30,750</b>	<b>28,568</b>	<b>30,500</b>	<b>30,450</b>	<b>-0.98%</b>

Notes:

**204** Includes funding for membership in the Wisconsin Library Association and American Library Association.

**205** Funding provided for the Director to attend two State conferences and a national conference bi-annually in order to meet continuing education requirements and improve library service.

**207** SCLS Automation/Technology will increase 2.52% in 2017. This fee provides for the ILS/Link Cat and non-link PC troubleshooting, etc. Also provides for Enterprise Wireless.

*SUPPLIES AND EXPENSES*

		2015	2016	YTD	2016	2017	% Change
		Actual	Budget	6/30/2016	Projected	Budget	vs. 2016
	55110						
301-000	Equipment	5,493	5,500	2,686	5,500	5,500	0.00%
302-000	Technology	0	1,750	490	1,000	1,750	0.00%
304-101	Supplies - Books	25,363	24,500	8,961	23,000	25,000	2.04%
304-102	Supplies - Reference Materials	1,989	2,500	863	2,000	2,500	0.00%
304-103	Supplies - Periodicals	2,687	3,000	2,195	3,000	3,250	8.33%
304-104	Supplies - Audiovisual	8,874	9,500	3,020	8,000	9,500	0.00%
304-105	Supplies - General	6,446	7,500	3,020	7,000	7,750	3.33%
306-000	Programs	2,120	2,000	1,111	2,000	2,000	0.00%
399-000	Miscellaneous	788	1,000	50	1,000	1,000	0.00%
<b>Total SUPPLIES AND EXPENSES</b>		<b>53,761</b>	<b>57,250</b>	<b>22,396</b>	<b>52,500</b>	<b>58,250</b>	<b>1.75%</b>

Notes:

**101-104** Increases reflective of the Library's need to maintain the Long Range Plan by keeping up with rising book, reference, and periodical prices.

<b>Total LIBRARY Expense</b>	<b>253,784</b>	<b>269,500</b>	<b>133,375</b>	<b>262,750</b>	<b>275,700</b>	<b>2.30%</b>
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**TRANSFERS TO OTHER FUNDS  
LIBRARY FUND - FUND 130**

**MISSION STATEMENT:**

To allow for the ability for the Library Fund to transfer money to other funds as needed and/or approved by the Library Board.

**PROGRAM DESCRIPTION:**

Occasionally, other funds within the Village require money to be transferred from the Library Fund. This line item is included for accounting purposes as the auditor typically identifies when this is necessary according to applicable accounting standards.

**PROGRAM OBJECTIVES:**

Reduces the need to amend the budget if a transfer between funds is needed.

Transfers from the Library Fund will be identified in the annual Audit.

**TRANSFERS TO OTHER FUNDS BUDGET SUMMARY**

REVENUES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
<b>Allocated Revenue</b>	7,567	0	0	0	0	-----

EXPENDITURES

	2015 Actual	2016 Budget	YTD 6/30/2016	2016 Projected	2017 Budget	% Change vs. 2016
59200						
59200 Transfers to Other Funds	7,567	0	0	0	0	-----
<b>Total TRANSFERS Expense</b>	<b>7,567</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	-----