



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

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To: Library Board
From: Peg Burlington, Library Director
Subject: Budget 2022
Date: November 3, 2021

Our Finance Director provided an updated, audited accounting of Library Budget 2020. Our **budgeted revenue was \$829,517 and actual revenue was \$778,402**. Our **budgeted expenditures were \$834,931 and actual expenditures were \$779,703**. Our expenditures exceeded our revenues by \$1,300, negatively affecting our fund balance. **With these new figures the starting fund balance for 2021 is \$35,322.**

Budget 2022 is dependent upon the outcomes of Budget 2021. I've projected outcomes for the year end budget based on my current knowledge of revenues and expenditures.

I estimate that Budget 2021 will come in under Budget, with our revenues exceeding our expenditures which will add to existing fund balance. (Estimated \$6,996)

- Projected revenues are likely to be met or exceeded
- Library Foundation will be reimbursing for Exhibit Room Coordinator's and clerical worker's wages +\$8,000
- Due to staffing changes, full time and part time budgets will realize a savings of as much as \$9,000

The gray column is the audited final numbers for 2020. The blue column is the 2021 budget as approved 11/4/2020. The green column is my estimated end of year budget for 2021. The gold column represents proposed **Scenario 1** for the 2022 Budget, detailed on the next page.

	Actual	Budget	12/31/2021	Budget	Increase	Increase
	Prior Year	Current	YTD	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2020</u>	<u>2021</u>	<u>Estimated</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
REVENUES						
INTERGOVERNMENTAL	397,275	403,371	403,371	394,166	(9,205)	(2.28%)
PUBLIC CHARGES FOR SERVICE	5,819	7,600	7,952	7,600	-	0.00%
MISCELLANEOUS	375,308	386,654	394,554	386,654	-	0.00%
TOTAL REVENUES	778,402	797,625	805,877	788,420	(9,205)	(1.15%)
EXPENDITURES						
LIBRARY FULL-TIME	475,578	481,155	478,000	497,449	16,294	3.39%
LIBRARY: PART-TIME	124,182	153,245	147,245	154,942	1,697	1.11%
LIBRARY: OPERATING EXPENSES	72,423	67,989	66,964	66,656	(1,333)	(1.96%)
LIBRARY: DONATION EXPENSES	36,781	36,500	36,500	36,500	(0)	(0.00%)
LIBRARY: PROGRAMS	5,509	5,500	5,500	5,500	-	0.00%
LIBRARY: BOOKS	46,728	48,005	48,005	42,653	(5,352)	(11.15%)
LIBRARY: A/V	18,501	16,667	16,667	16,635	(32)	(0.19%)
TOTAL EXPENDITURES	779,703	809,061	798,881	820,335	11,274	1.39%
REVENUES OVER(UNDER) EXPENDITURES	(1,301)	(11,436)	6,996	(31,915)		
BEGINNING FUND BALANCE	36,623	35,322	35,322	42,318		
ENDING FUND BALANCE	35,322	23,886	42,318	10,403		

Scenario #1

The 2022 Budget as presented in this spreadsheet includes the hiring timeline as previously discussed. New Director's hire date 8/1/2022. The following are also included:

- 11% cut in Books - fundraising for materials intended
- 2% increase for all staff
- Additional hours for part time workers for 6 months to cover desk shifts
- Interim Directors' pay
- Sick leave payout for current Director
- Current Director's compensation updated with the number of hours expected to be worked in 2022
- New Director's compensation for 2022 with hire date of 8/1/2022 at 90% of current director's salary - health insurance added as family

	Budget	12/31/2021	Budget	Increase	Increase
	Current	YTD	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2021</u>	<u>Estimated</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
REVENUES					
INTERGOVERNMENTAL	403,371	403,371	394,166	(9,205)	(2.28%)
PUBLIC CHARGES FOR SERVICE	7,600	7,952	7,600	-	0.00%
MISCELLANEOUS	386,654	394,554	386,654	-	0.00%
TOTAL REVENUES	797,625	805,877	788,420	(9,205)	(1.15%)
EXPENDITURES					
LIBRARY FULL-TIME	481,155	478,000	497,449	16,294	3.39%
LIBRARY: PART-TIME	153,245	147,245	154,942	1,697	1.11%
LIBRARY: OPERATING EXPENSES	67,989	66,964	66,656	(1,333)	(1.96%)
LIBRARY: DONATION EXPENSES	36,500	36,500	36,500	(0)	(0.00%)
LIBRARY: PROGRAMS	5,500	5,500	5,500	-	0.00%
LIBRARY: BOOKS	48,005	48,005	42,653	(5,352)	(11.15%)
LIBRARY: A/V	16,667	16,667	16,635	(32)	(0.19%)
TOTAL EXPENDITURES	809,061	798,881	820,335	11,274	1.39%
REVENUES OVER(UNDER) EXPENDITURES	(11,436)	6,996	(31,915)		
BEGINNING FUND BALANCE	35,322	35,322	42,318		
ENDING FUND BALANCE	23,886	42,318	10,403		

Budget 2022 includes the Foundation reimbursement for Exhibit Room Coordinator. It is reflected in the Donations Revenues and the Donation Expenditures. The wages covered through donations will have a separate line item in Budget 2022.

Scenario #2

This Budget is based on the compensation Plan for the City of Waupaca which was updated in 2020. New Director's hire date 8/1/2021

Department Heads Compensation			Range Minimum	Range Midpoint	Range Maximum
Level 5	Library Director	Hourly	\$ 32.20	\$ 37.03	\$ 41.87
	Development Director	Annual	\$ 66,983.53	\$ 77,031.44	\$ 87,078.27

- 11% cut in Books fundraising for materials intended
- 2% increase for all staff
- Additional hours for part time workers for 6 months to cover desk shifts
- Interim Directors' pay
- Sick leave payout for current Director
- New Director's compensation for 2022 with hire date of 8/1/2022 at 90% of Range Minimum - health insurance added as family

	Budget	12/31/2021	Budget	Increase	Increase
	Current	YTD	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2021</u>	<u>Estimated</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
REVENUES					
INTERGOVERNMENTAL	403,371	403,371	394,166	(9,205)	(2%)
PUBLIC CHARGES FOR SERVICE	7,600	7,952	7,600	-	0%
MISCELLANEOUS	386,654	394,554	386,654	-	0%
TOTAL REVENUES	797,625	805,877	788,420	(9,205)	(1%)
EXPENDITURES					
LIBRARY FULL-TIME	481,155	478,000	494,875	13,720	3%
LIBRARY: PART-TIME	153,245	147,245	154,942	1,697	1%
LIBRARY: OPERATING EXPENSES	67,989	66,964	66,656	(1,333)	(2%)
LIBRARY: DONATION EXPENSES	36,500	36,500	36,500	(0)	(0%)
LIBRARY: PROGRAMS	5,500	5,500	5,500	-	0%
LIBRARY: BOOKS	48,005	48,005	42,653	(5,352)	(11%)
LIBRARY: A/V	16,667	16,667	16,635	(32)	(0%)
TOTAL EXPENDITURES	809,061	798,881	817,761	8,700	1%
REVENUES OVER(UNDER) EXPENDITURES	(11,436)	6,996	(29,341)		
BEGINNING FUND BALANCE	35,323	35,323	42,319		
ENDING FUND BALANCE	23,887	42,319	12,978		

Scenario # 3

New Director's hire date 9/1/2022

- 11% cut in Books fundraising for materials intended
- 2% increase for all staff
- Additional hours for part time workers for 6 months to cover desk shifts
- Interim Directors' pay
- Sick leave payout for current Director
- Current Director's compensation updated with the number of hours expected to be worked in 2022
- New Director's compensation for 2022 with hire date of 9/1/2022 at 90% of current director's salary - health insurance added as family

	Budget	12/31/2021	Budget	Increase	Increase
	Current	YTD	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2021</u>	<u>Estimated</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
REVENUES					
INTERGOVERNMENTAL	403,371	403,371	394,166	(9,205)	(2%)
PUBLIC CHARGES FOR SERVICE	7,600	7,952	7,600	-	0%
MISCELLANEOUS	386,654	394,554	386,654	-	0%
TOTAL REVENUES	797,625	805,877	788,420	(9,205)	(1%)
EXPENDITURES					
LIBRARY FULL-TIME	481,155	478,000	492,201	11,046	2%
LIBRARY: PART-TIME	153,245	147,245	154,942	1,697	1%
LIBRARY: OPERATING EXPENSES	67,989	66,964	66,656	(1,333)	(2%)
LIBRARY: DONATION EXPENSES	36,500	36,500	36,500	(0)	(0%)
LIBRARY: PROGRAMS	5,500	5,500	5,500	-	0%
LIBRARY: BOOKS	48,005	48,005	42,653	(5,352)	(11%)
LIBRARY: A/V	16,667	16,667	16,635	(32)	(0%)
TOTAL EXPENDITURES	809,061	798,881	815,087	6,026	1%
REVENUES OVER(UNDER) EXPENDITURES	(11,436)	6,996	(26,667)		
BEGINNING FUND BALANCE	35,323	35,323	42,319		
ENDING FUND BALANCE	23,887	42,319	15,652		

Scenario # 4

- 10% cut to Books fundraising for materials intended
- 10% cut to Programs fundraising for programs intended
- 10% cut to AV Materials fundraising for materials intended
- 2% increase for all staff
- Additional hours for part time workers for 6 months to cover desk shifts
- Interim Directors' pay
- Sick leave payout for current Director
- New Director's compensation for 2022 with hire date of 9/1/2022 at 90% of current Director's salary - health insurance added as family

	Budget	12/31/2021	Budget	Increase	Increase
	Current	YTD	Request	(Decrease)	(Decrease)
<u>Account Description</u>	<u>2021</u>	<u>Estimated</u>	<u>2022</u>	<u>Budget</u>	<u>%</u>
REVENUES					
INTERGOVERNMENTAL	403,371	403,371	394,166	(9,205)	(2%)
PUBLIC CHARGES FOR SERVICE	7,600	7,952	7,600	-	0%
MISCELLANEOUS	386,654	394,554	386,654	-	0%
TOTAL REVENUES	797,625	805,877	788,420	(9,205)	(1%)
EXPENDITURES					
LIBRARY FULL-TIME	481,155	478,000	492,201	11,046	2%
LIBRARY: PART-TIME	153,245	147,245	154,942	1,697	1%
LIBRARY: OPERATING EXPENSES	67,989	66,964	66,656	(1,333)	(2%)
LIBRARY: DONATION EXPENSES	36,500	36,500	36,500	(0)	(0%)
LIBRARY: PROGRAMS	5,500	5,500	4,950	(550)	(10%)
LIBRARY: BOOKS	48,005	48,005	43,160	(4,845)	(10%)
LIBRARY: A/V	16,667	16,667	15,055	(1,612)	(10%)
TOTAL EXPENDITURES	809,061	798,881	813,464	4,403	1%
REVENUES OVER(UNDER) EXPENDITURES	(11,436)	6,996	(25,044)		
BEGINNING FUND BALANCE	35,322	35,322	42,318		
ENDING FUND BALANCE	23,886	42,318	17,275		

Review of Scenarios

Budget Scenarios	Fund Balance after 2022
Scenario 1	\$ 10,403
11% cut in Books - fundraising for materials intended	
Director hire date 8/01/2022 at 90% of Current Director's wage	
Scenario 2	\$ 12,978
11% cut to Books - fundraising for materials intended	
Director hire date 8/1/2022 at 90% of Range Minimum	
Scenario 3	\$ 15,652
11% cut to Books - fundraising for materials intended	
Director hire date 9/01/2022 at 90% of Current Director's wage	
Scenario 4	\$ 17,275
10% cut to Books - fundraising for materials intended	
10% cut to AV Materials - fundraising for materials intended	
10% cut to Programs - fundraising for programs intended	
Director hire date 9/01/2022 at 90% of Current Director's wage	
Dollars saved by each component	Added to fund balance at year end
10% cut to programs	\$ 550
10% cut to AV Materials	\$ 1,612
10% cut to Books	\$ 4,845
11% cut to books	\$ 5,352
10% cut to all materials	\$ 6,457
Director hired at range minimum	\$ 2,575
Director hire date 9/01/2021	\$ 5,249