



WAUKESHA PUBLIC LIBRARY

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MEMORANDUM

TO: Waukesha Public Library Board of Trustees

FROM: Bruce Gay, Library Director

DATE: August 2, 2018

SUBJECT: Draft 2019 Operating Budget

Along with this memo you'll find a draft of the 2019 Library Operating budget. I wanted to point out a few things to help understand changes.

Department Heads received a letter from City Administrator Kevin Lahner and Finance Director Rich Abbott on July 18. Part of that letter read:

"The direction is that we will budget 2% pay increases for all employees...Other factors that should be considered in your non-salary accounts are...Heat and electric (1.5% increase), water/sewer (10% increase) and all other items unless contractual should stay at 0%."

With these instructions, Library department managers submitted budgets to me by the end of July.

The budget at this point does not include personnel costs, which are provided by the City. If the Library receives these before the meeting, we'll include them in a revised package.

There are some line items that have changed I'd like to note.

- Administration, Membership Dues, increase by \$500. I'd like to encourage more participation in state and national library organizations.
- Administration, Conferences and Training, increase by \$5000. Again, I'd like to encourage more participation in state and national conferences by front-line staff.
- Technology, Other Professional Services, increase by \$35,300. This line item pulls all IT maintenance from other parts of the budget and is not an increase.
- Building, Wages Permanent. Once the Finance department gives the Library its personnel costs, we are hoping this section increases by approximately \$19,000 to account for an additional part time custodian. The Overtime line, directly below, will greatly decrease.
- Circulation Services, Equipment Maintenance, decrease of \$13,426. This line item has been moved to the Technology budget.
- Children's Services, Books/Materials. Both Children's and Info Services have small library materials increases, due to increased publishing costs.
- Information Services, Machinery and Equipment. Maintenance for this equipment moved into the IT budget.

