



WAUKESHA PUBLIC LIBRARY

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Bruce Gay, Library Director
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June 30, 2021

To: Library Board of Trustees
From: Bruce Gay, Library Director
Re: 2022 Budget

The 2022 Budget preparation season has begun at the Library. Early in June City Administrator Kevin Lahner sent a budget overview for 2022. The good news is that at this point the City is not being strongly affected by the pandemic. As usual, the budget is prepared in two parts.

Capital Budget

The first part is the Capital Request portion. In 2022 departments have been asked to "reduce total spending on major capital projects." The Library will make four capital requests:

- Completion of the first-floor renovation (\$260,000)
- Roof replacement (\$710,000 in 2022)
- Back-up Generator (\$150,000), and
- Technology updates (\$51,000).

Those requests are attached to this document.

The Capital Budget timeline is as follows:

- July 2—budget sheets returned to the Finance department
- July 16—City Administrator reviews departmental budget requests
- August 10—presentation of Capital Requests to Finance Committee
- September 14—Finance Committee approves Capital Budget requests
- September 21—Common Council approves Capital Budget requests.

Operating Budget

The Library's 2022 Operating Budget will look very different than in previous years. This is due to the Library's organizational restructuring as budget units will now reflect the current structure

2021 Budget Unit	2022 Budget Unit
5110—Administration	5110—Administration
5111—Technology	5111—Technology
5120—Building	5120—Building
5130—Circulation	5130—Public Services
5132—Big Read	5132—Big Read
5140—Children's	--no longer used in 2022--
	5145—Marketing & Communication (new)
5150—Info & Adult Services	5150—Community Engagement

5151—Resource Library	5151—Resource Library
5160—Outreach Services	--Will be combined with Community Engagement in 2022--
5170—Technical Services	5170—Material Collections

- Staff salaries and wages throughout the library will be reallocated into different budget units.
- Marketing & Communications will be funded with new budget lines taken from several areas of the current Administration budget.
- All budget lines for the purchase of library materials will be combined into the Material Collections budget unit.
- Programming money in the Children's unit will be reallocated to the Community Engagement unit.

With the new structure the six managers will be aligned with individual budget units. Despite the changed structure of the budget, the bottom line will be close to previous years.

Any staff salary increases will again be considered using the NeoGov online software annual evaluation system. Departments have not yet been given a target for any possible salary increases.

The Library will again request that a part time custodial position become full time. With the renovated building and anticipated increase in use we expect increased need for custodial service.

Finally, the Library is interested in adding a social worker to the staff and will request a new full-time position. This has become something of a trend in public libraries around the state and nation. The position is meant to help the library address the needs of the community that librarians may be less well trained to help with.

The Operating budget timeline will be:

- July 16—departments can begin entering the budget into MUNIS, the City's financial software system.
- August 9—Departmental budget requests in MUNIS need to be complete.
- August 12—Library Board of Trustees to approve Operating Requests.
- September 1—Library departmental review with Finance Office and City Administrator.
- September 28—Finance Committee to begin review of Operating Budget.
- October 21—Finance Committee to review Library budget
- October 26—Finance Committee to recommend Operating Budget to Common Council.
- November 2—Common Council to approve Operating Budget

I expect to answer more questions than usual about the operating budget this year because of the changed structure. I will provide monthly updates on the budget until it is adopted in November.

