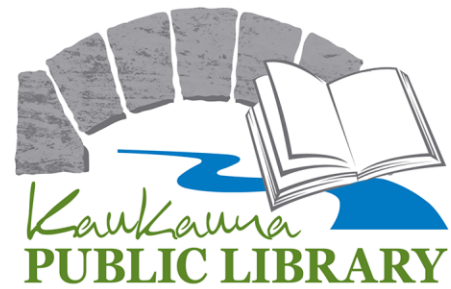


To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/18/25
Re: Budget Timeline



Our first draft non-personnel budget is due to City on September 8, 2025.

A meeting is scheduled with the Library Board Finance Committee the first week in September to go through the budget we have put together.

The week of September 15 Department Heads will meet to talk through 2026 operational budgets.

On October 6, the non-personnel budgets and tax rate will go to the Finance & Personnel Committee for feedback.

On October 20, the personnel budgets will go to Finance & Personnel Committee for feedback.

The week of October 27, the budget books will be distributed.

November 10 will be the proposed budget presentation to the Committee of the Whole.

Budget adoption will take place on November 18 with a public hearing. The Library Board will officially adopt its budget in November.

I did not include a draft budget in this packet as some vendors have a deadline of August 29 to get 2026 figures to us. I will include the draft budget and go over it at the September meeting.

