



To: Kaukauna Public Library Board of Trustees
 From: Library Director A. Thiem-Menning
 Date: 9/17/2024
 Re: Draft Budget

On September 9, the first draft of our budget was due. Below is the budget as submitted. We have had one department head meeting regarding the budget with another scheduled for September 25.

2025 BUDGET						
FUND:	101	DIVISION: COMMUNITY ENRICHMENT				
DEPT:	55110	DEPARTMENT: LIBRARY				
OBJECT CODE	DESCRIPTION	2023 BUDGET	2023 ACTUAL	2024 BUDGET	2024 ESTIMATED ACTUAL	2025 BUDGET
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5208	Travel - City Business	1,000	1,539	4,669	4,669	3,820
5211	Education & Memberships	2,230	2,282	4,738	4,738	2,804
<i>Purchased Services</i>						
5303	Communications	300	300	600	695	700
5306	Heating Fuels	7,500	6,182	8,000	5,000	8,000
5309	Water, Sewer & Electric	14,600	16,343	16,200	12,500	16,450
5312	Maintenance - Building	110,000	110,000	119,000	115,000	119,000
5313	Lease - Building	143,916	143,946	143,916	143,916	143,916
5325	Contractual Services	35,000	29,645	29,291	35,000	35,584
5328	Advertising	1,550	1,683	2,050	2,050	2,550
5331	General Insurance	7,982	7,982	8,262	8,262	8,421
5332	Shared Services	103,430	103,430	115,565	115,565	122,094
<i>Supplies</i>						
5401	Office Supplies	5,500	6,245	6,000	6,800	7,500
5402	Desktop Printing Expense	800	978	800	800	800
5422	Data Processing Supplies	4,500	5,261	5,500	9,000	7,500
5431	Postage	850	1,162	1,250	1,300	1,500
5441	Library Material	77,552	87,021	92,552	93,000	107,552
5442	Service Contracts	51,871	51,060	64,106	62,000	69,784
5444	Library Programs	3,000	3,809	4,000	4,000	6,000
5499	Miscellaneous	1,000	1,363	1,000	1,400	1,500
TOTAL NON-PERSONNEL SERVICES		572,581	580,231	627,499	625,695	665,475
OUTLAY						
5804	Office Equipment	9,700	6,104	9,800	9,800	9,420
TOTAL OUTLAY		9,700	6,104	9,800	9,800	9,420
TOTAL LIBRARY		582,281	586,334	637,299	635,495	674,895