



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/20/23
Re: DRAFT Budget

Our preliminary budgets were due to City on 9/8/23. Our first budget roundtable as a group was on 9/19/23. At the meeting, I learned that our request for a Public Services Coordinator was not able to be fulfilled, but that the City is currently budgeting for us to remain open on Saturdays year round. That will not be official however, until the budget is adopted on November 21st by City Council.

The next page outlines the DRAFT budget that we have submitted. There is one change pending, which is in regards to contractual services. We did have another company come in to give us a quote for cleaning services. We are not unhappy with the company we currently contract with, but we also have not had a quote for cleaning services done in some time, so we felt it would be a good opportunity to explore alternative options.

I have not yet had an opportunity to review the full proposal with them in person, but there would potentially be a cost-savings to move to a different provider, however, I do need to see if cleaning supplies are included within the costs or is extra, or needs to be provided by the customer. Pending this information, we may be changing providers and amending the budget as necessary.

In our first department head roundtable budget discussion, we did note what single purchase items were in the draft budgets to see if any of these expenditures could be purchased this calendar year in an effort to balance the budget. Another meeting has been set for 9/26 to work together as a team to get the budget to fit within the budget City has set for 2024.

City Budget Schedule:

October 3- Present Non-Personnel Items and Tax Rate to Council for feedback

October 17- Present Personnel Items to Council for feedback

November 1- Proposed Budget presentation to Committee of the Whole

November 21- Public Hearing and Budget Adoption

FUND:	101						
DEPT:	55110		<i>LIBRARY</i>				
						2023	
OBJECT			2022	2022	2023	ESTIMATED	2024
CODE	DESCRIPTION		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	NON-PERSONNEL SERVICES						
	<i>Travel/Training</i>						
5208	Travel - City Business		1,400	2,538	1,000	1,459	4,669
5211	Education & Memberships		1,030	680	2,230	1,943	4,738
	<i>Purchased Services</i>						
5303	Communications		300	300	300	300	600
5306	Heating Fuels		6,500	7,141	7,500	7,412	8,000
5309	Water, Sewer & Electric		14,200	15,758	14,600	16,180	16,200
5312	Maintenance - Building		130,000	122,544	110,000	110,000	119,000
5313	Lease - Building		143,916	143,916	143,916	143,916	143,916
5325	Contractual Services		28,400	27,956	35,000	34,747	35,000
5328	Advertising		1,050	754	1,550	1,226	2,050
5331	General Insurance		7,847	7,847	7,982	7,982	8,262
5332	Shared Services		94,151	94,142	103,430	103,430	118,461
	<i>Supplies</i>						
5401	Office Supplies		5,000	4,895	5,500	5,500	6,000
5402	Desktop Printing Expense		3,000	3,895	800	978	800
5422	Data Processing Supplies		3,500	3,317	4,500	5,162	5,500
5431	Postage		800	866	850	1,015	1,250
5441	Library Material		63,552	56,419	77,552	82,000	92,552
5442	Service Contracts		46,795	47,341	51,871	50,300	64,106
5444	Library Programs		2,000	2,632	3,000	3,200	4,000
5499	Miscellaneous		400	640	1,000	1,000	1,000
	TOTAL NON-PERSONNEL SERVICES		553,841	543,578	572,581	577,750	636,104
	OUTLAY						
5804	Office Equipment		4,000	4,011	9,700	6,500	9,800
	TOTAL OUTLAY		4,000	4,011	9,700	6,500	9,800
	TOTAL LIBRARY		557,841	547,589	582,281	584,250	645,904