To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/16/25
Re: Budget

Our first 2026 draft budget was due to City on 9/8/25. I met with the Library Board Finance committee the week before it was due to go over the lines.

Department Heads met on 9/15 to go over the preliminary requests. Unfortunately, total expenses increased beyond anticipated revenues, so additional meetings and revisions will take place to close the gap. The current budget does include five of the nine requested positions across the City. It is possible that not all of the five position requests will be in the proposed budget if we cannot cut from the non-personnel side of the budget.

When you remove the shared service allocation from our budget, it is a 3% increase from last year, which we felt was on par with current inflation rates for goods and services. We are seeing increases between 2-6% on the goods and services we purchase.

Department Heads have been asked to identify the following items in budgets after the first roundtable: items that are nice to have, but not essential, one-time expenses, new items not on last year's budget, and a closer look at what is in our Contracted Services line.

Our department has sent those items to Finance, who will be compiling data for a second Department Head budget roundtable discussion on 9/19.

The next step in the process will be on October 6, when the non-personnel items and tax rate go to the City Finance & Personnel Committee.

Following that meeting, on October 20, the personnel items will go to the City Finance & Personnel Committee.

2026 Non-Personnel Budgeted Items	Budget FY25 2025FY Budgeted	Forecast FY26 2026FY Budgeted
5208 - Travel - City Business	$3,820	$6,708
5211 - Education & Memberships	$2,804	$3,371
5303 - Communications	$700	$960
5306 - Heating Fuels	$8,000	$7,000
5309 - Water Sewer & Electric	$16,450	$16,325
5312 - Maintenance - Buildings	$119,000	$120,000
5313 - Lease - Buildings	$143,916	$143,916
5325 - Contractual Services	$35,584	$38,397
5328 - Advertising	$2,550	$3,050
5331 - General Insurance	$8,421	$8,880
5332 - Shared Service Allocation	$122,120	$134,176
5401 - Office Supplies	$7,500	$7,500
5402 - Desktop Printer/Fax Expense	$800	$800
5422 - Data Processing Supplies	$7,500	$8,500
5431 - Postage	$1,500	$2,250
5441 - Library Materials	$107,552	$127,552
5442 - Service Contracts	$69,784	$55,000
5444 - Library Programs	$6,000	$8,000
5499 - Miscellaneous	$1,500	$2,000
5804 - Equipment (including Office)	$9,420	$9,500
Total Non-Personnel Services	**$674,921**	**$703,885**