

Business Administration								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-57110-511100	SALARIES AND WAGES-REGULAR	\$147,785	\$83,453	\$64,332	\$65,291	\$148,744	\$147,784	0.00%
2810-57110-515100	SOCIAL SECURITY	\$11,306	\$6,193	\$5,113	\$4,995	\$11,188	\$11,306	0.00%
2810-57110-515200	RETIREMENT (EMPLOYER'S SHARE)	\$10,640	\$6,009	\$4,631	\$4,701	\$10,710	\$10,714	0.70%
2810-57110-515400	HEALTH INSURANCE	\$26,408	\$13,970	\$12,438	\$11,000	\$24,970	\$26,408	0.00%
2810-57110-515430	LIFE INSURANCE (ER BENEFIT)	\$4,000	\$1,758	\$2,242	\$2,242	\$4,000	\$4,000	0.00%
2810-57110-515600	WORKERS' COMPENSATION	\$296	\$167	\$129	\$131	\$298	\$296	0.00%
Total Personnel Services		\$200,435	\$111,550	\$88,885	\$88,360	\$199,909	\$200,508	0.04%
	Contractual Services							
2810-57110-521400	IT HELP DESK CHARGES	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	0.00%
2810-57110-521900	OTHER PROFESSIONAL SERVICES	\$3,000	\$847	\$2,153	\$2,153	\$3,000	\$3,000	0.00%
2810-57110-521910	COLLECTION AND AGENCY FEES	\$1,000	\$387	\$613	\$613	\$1,000	\$1,000	0.00%
2810-57110-522500	TELEPHONE	\$6,500	\$1,047	\$5,453	\$5,000	\$6,047	\$6,500	0.00%
	Supplies and Expenses							
2810-57110-531100	POSTAGE AND BOX RENT	\$4,000	\$3,367	\$633	\$633	\$4,000	\$4,000	0.00%
2810-57110-531200	OFFICE SUPPLIES	\$600	\$131	\$469	\$469	\$600	\$600	0.00%
2810-57110-531300	PRINTING AND DUPLICATION	\$2,000	\$666	\$1,334	\$1,334	\$2,000	\$2,000	0.00%
2810-57110-533700	STAFF DEVELOPMENT	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	0.00%
	Fixed Charges							
2810-57110-551100	INSURANCE ON BUILDINGS	\$13,754	\$13,754	\$0	\$0	\$13,754	\$13,754	0.00%
2810-57110-553300	MACHINERY	\$3,500	\$1,069	\$2,431	\$2,431	\$3,500	\$3,500	0.00%
	Capital Outlay							
2810-57110-581200	FURNITURE & FURNISHINGS	\$500	\$0	\$500	\$500	\$500	\$500	0.00%
Total Operating Costs		\$36,854	\$21,268	\$15,586	\$15,133	\$36,401	\$36,854	0.00%
	Totals	\$237,289	\$132,818	\$104,472	\$103,493	\$236,310	\$237,362	0.03%

Maintenance								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
Personnel Services								
2810-57120-511100	SALARIES AND WAGES-REGULAR	\$139,223	\$73,034	\$66,189	\$62,519	\$135,553	\$141,602	1.71%
2810-57120-515100	SOCIAL SECURITY	\$9,015	\$4,665	\$4,350	\$4,130	\$8,796	\$9,352	3.74%
2810-57120-515200	RETIREMENT (EMPLOYER'S SHARE)	\$8,125	\$4,372	\$3,753	\$3,744	\$8,116	\$8,535	5.05%
2810-57120-515400	HEALTH INSURANCE	\$52,816	\$13,956	\$38,860	\$11,000	\$24,956	\$26,408	-50.00%
2810-57120-515600	WORKERS COMPENSATION	\$4,246	\$2,151	\$2,095	\$1,907	\$4,058	\$4,319	1.72%
Total Personnel Services		\$213,425	\$98,179	\$115,246	\$83,300	\$181,478	\$190,216	-10.87%
Contractual Services								
2810-57120-522100	WATER	\$1,400	\$713	\$687	\$687	\$1,400	\$1,400	0.00%
2810-57120-522200	ELECTRIC	\$30,000	\$13,760	\$16,240	\$16,240	\$30,000	\$30,000	0.00%
2810-57120-522300	SEWER	\$900	\$413	\$487	\$487	\$900	\$900	0.00%
2810-57120-522400	GAS	\$11,000	\$7,689	\$3,311	\$3,311	\$11,000	\$11,000	0.00%
2810-57120-524900	OTHER MACHINERY AND EQUIPMENT	\$1,200	\$1,146	\$54	\$54	\$1,200	\$1,200	0.00%
2810-57120-525900	SUNDRY REPAIR & MAINT SERVICE	\$13,000	\$11,124	\$1,876	\$1,876	\$13,000	\$13,000	0.00%
2810-57120-529900	SUNDRY CONTRACTUAL SERVICES	\$14,000	\$13,983	\$17	\$17	\$14,000	\$14,000	0.00%
Supplies and Expenses								
2810-57120-533700	STAFF DEVELOPMENT	\$100	\$100	\$0	\$0	\$100	\$100	0.00%
2810-57120-534230	JANITORIAL SUPPLIES	\$13,000	\$7,984	\$5,016	\$5,016	\$13,000	\$13,000	0.00%
Fixed Charges								
2810-57120-551500	INSURANCE ON BOILER	\$800	\$765	\$35	\$0	\$765	\$800	0.00%
Total Operating Costs		\$85,400	\$57,678	\$27,722	\$27,688	\$85,366	\$85,400	0.00%
Totals		\$298,825	\$155,857	\$142,968	\$110,988	\$266,845	\$275,616	-7.77%

Machinery & Equipment: repair/purchases of power tools, small restroom plumbing, repair of landscaping equipment, carpentry repairs, and incidental interior repairs (blinds, door latches/hinges).

Sundry Repair/Maint: contractor or vendor calls for extraordinary repairs or emergencies, includes: electrical/lighting, building structure/roofing, plumbing, and specialties (auto doors, busbar doors, elevator, security system).

Sundry Contractual Services: routine services covering inspections (boilers, fire safety, plumbing), maintenance of the building grounds/equipment/structure (sidewalk repair, tuckpointing, parking lot resurfacing, elevator controls), and seasonal services like snow removal, shrub/tree/lawn maintenance, and lot cleaning/painting. Also includes towel/laundry services for custodial needs and recycling of old lighting fixtures.

Janitorial Supplies: all restroom supplies (paper, soap, coverings), cleaning supplies (floor, tile, carpet, window), and equipment repair (buffing machine, carpet cleaner, vacuums, sprays, dispensers in restrooms, stall hardware, toilet flushers).

Public Services								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-57130-511100	SALARIES AND WAGES-REGULAR	\$560,572	\$308,194	\$252,378	\$233,468	\$541,662	\$443,490	-20.89%
2810-57130-515100	SOCIAL SECURITY	\$38,910	\$20,218	\$18,692	\$16,669	\$36,887	\$33,927	-12.81%
2810-57130-515200	RETIREMENT (EMPLOYER'S SHARE)	\$34,604	\$19,797	\$14,807	\$15,426	\$35,223	\$32,153	-7.08%
2810-57130-515400	HEALTH INSURANCE	\$126,494	\$66,824	\$59,670	\$52,690	\$119,514	\$126,494	0.00%
2810-57130-515600	WORKERS COMPENSATION	\$1,121	\$617	\$504	\$467	\$1,084	\$887	-20.87%
2810-57130-515800	UNEMPLOYMENT COMPENSATION	\$0	\$0	\$0	\$0	\$0	\$5,000	
Total Personnel Services		\$761,701	\$415,650	\$346,051	\$318,720	\$734,370	\$641,951	-15.72%
	Contractual Services							
2810-57130-521900	OTHER PROFESSIONAL SERVICES	\$7,000	\$5,353	\$1,647	\$1,647	\$7,000	\$7,000	0.00%
	Supplies and Expenses							
	COMPUTER SUPPLIES & MAINT						\$56,000	
	COMPUTER EQUIPMENT						\$10,000	
2810-57130-531200	OFFICE SUPPLIES	\$1,500	\$785	\$715	\$715	\$1,500	\$1,500	0.00%
2810-57130-531310	PRINTING	\$2,500	\$903	\$1,597	\$1,597	\$2,500	\$2,500	0.00%
2810-57130-533700	STAFF DEVELOPMENT	\$1,250	\$1,250	\$0	\$0	\$1,250	\$1,250	0.00%
2810-57130-534812	PROGRAMMING & PROMOTION	\$5,000	\$1,460	\$3,540	\$3,540	\$5,000	\$5,000	0.00%
Total Operating Costs		\$17,250	\$9,752	\$7,498	\$7,499	\$17,251	\$83,250	382.61%
	Totals	\$778,951	\$425,401	\$353,550	\$326,219	\$751,621	\$725,201	-6.90%
Other Professional Services: Online calendar hosting, library cards, notary expenses, and institutional subscriptions not related to IT infrastructure.								
Computer Supplies: IT equipment maintenance, software licenses, internet, infrastructure and cybersecurity support, website hosting and domain, subscriptions for services related to IT infrastructure, equipment parts and supplies.								
Computer Equipment: Computers, peripherals, public-facing AV equipment.								
Printing: Printed event guides, letterhead and envelopes, business cards, miscellaneous printed promotional materials.								
Programming & Promotion: Adult programming event fees and expenses, printed and online promotions costs for events and services								

Youth								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-57240-511100	SALARIES AND WAGES-REGULAR	\$292,487	\$164,907	\$127,580	\$129,002	\$293,910	\$292,492	0.00%
2810-57240-515100	SOCIAL SECURITY	\$20,195	\$10,657	\$9,538	\$8,908	\$19,565	\$20,195	0.00%
2810-57240-515200	RETIREMENT (EMPLOYER'S SHARE)	\$18,527	\$10,447	\$8,080	\$8,173	\$18,620	\$18,656	0.70%
2810-57240-515400	HEALTH INSURANCE	\$78,029	\$34,897	\$43,132	\$32,512	\$67,409	\$78,029	0.00%
2810-57240-515600	WORKERS COMPENSATION	\$585	\$330	\$255	\$258	\$588	\$585	0.00%
Total Personnel Services		\$409,823	\$221,238	\$188,585	\$178,853	\$400,091	\$409,957	0.03%
	Supplies and Expenses							
2810-57240-531200	OFFICE SUPPLIES	\$1,500	\$649	\$851	\$851	\$1,500	\$1,500	0.00%
2810-57240-533700	STAFF DEVELOPMENT	\$1,500	\$415	\$1,085	\$1,085	\$1,500	\$1,500	0.00%
2810-57240-534802	COLLECTIONS - CIRCULATING	\$56,000	\$36,105	\$19,895	\$19,895	\$56,000	Move to TS	
2810-57240-534812	PROGRAMMING & PROMOTION	\$8,700	\$6,182	\$2,518	\$2,518	\$8,700	\$8,700	0.00%
Total Operating Costs		\$67,700	\$43,352	\$24,348	\$24,349	\$67,701	\$11,700	-82.72%
	Totals	\$477,523	\$264,590	\$212,933	\$203,202	\$467,792	\$421,657	-11.70%
Office Supplies: includes workroom supplies primarily for staff use—tape, markers, paper, etc., as well as departmental decor and craft items not for specific program use.								
Staff Development: includes library association memberships, registration/travel to/from library conferences, fees for in-person or online training/classes.								
Programming & Promotion: covers program and presenter fees, craft/supply items specific to programs, promotional printing, and other paid promotion of programs.								

Collections - MOVE TO TECHNICAL SERVICES								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Contractual Services							
2810-57230-521900	OTHER PROFESSIONAL SERVICES	\$4,750	\$3,871	\$879	\$879	\$4,750	Move to TS	
	Supplies and Expenses							
	COLLECTIONS - CIRCULATING	\$153,350	\$81,597	\$71,753	\$71,753	\$153,350	Move to TS	
	Total Operating Expenses	\$158,100	\$85,468	\$72,632	\$72,632	\$158,100	\$0	-100.00%

Information Technology								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-57310-511100	SALARIES AND WAGES-REGULAR	\$61,712	\$20,976	\$40,736	\$0	\$20,976		-100.00%
2810-57310-513700	RETIREMENT/TERMINATION PAYOUT		\$1,465	-\$1,465		\$1,465		
2810-57310-515100	SOCIAL SECURITY	\$4,721	\$1,556	\$3,165	\$0	\$1,556		-100.00%
2810-57310-515200	RETIREMENT (EMPLOYER'S SHARE)	\$4,443	\$1,510	\$2,933	\$0	\$1,510		-100.00%
2810-57310-515400	HEALTH INSURANCE	\$26,408	\$7,315	\$19,093	\$0	\$7,315		-100.00%
2810-57310-515600	WORKERS COMPENSATION	\$123	\$42	\$81	\$0	\$42		-100.00%
Total Personnel Services		\$97,407	\$32,865	\$64,542	\$0	\$32,865	\$0	-100.00%
	Supplies and Expenses							
2810-57310-531910	COMPUTER SUPPLIES & MAINT	\$56,000	\$16,877	\$39,123	\$39,123	\$56,000	MOVE TO PS	
2810-57310-533700	STAFF DEVELOPMENT	\$250	\$0	\$250	\$0	\$0	\$0	-100.00%
	Capital Outlay							
2810-57310-581800	COMPUTER EQUIPMENT	\$10,000	\$0	\$10,000	\$10,000	\$10,000	MOVE TO PS	
Total Operating Costs		\$66,250	\$16,877	\$49,373	\$49,123	\$66,000	\$0	-100.00%
	Totals	\$163,657	\$49,742	\$113,915	\$49,123	\$98,865	\$0	-100.00%

Materials Management								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-57330-511100	SALARIES AND WAGES-REGULAR	\$461,309	\$255,731	\$205,578	\$191,806	\$447,538		-100.00%
2810-57330-511200	SALARIES AND WAGES-OVERTIME							
2810-57330-515100	SOCIAL SECURITY	\$27,479	\$14,173	\$13,306	\$11,915	\$26,088		-100.00%
2810-57330-515200	RETIREMENT (EMPLOYER'S SHARE)	\$23,024	\$13,021	\$10,003	\$10,114	\$23,135		-100.00%
2810-57330-515400	HEALTH INSURANCE	\$83,884	\$44,449	\$39,435	\$34,943	\$79,392		-100.00%
2810-57330-515600	WORKERS COMPENSATION	\$923	\$594	\$329	\$384	\$978		-100.00%
Total Personnel Services		\$596,619	\$327,970	\$268,649	\$249,162	\$577,131	\$0	-100.00%
	Contractual Services							
2810-57330-529900	SUNDRY CONTRACTUAL SERVICES	\$16,000	\$0	\$16,000	\$16,000	\$16,000	MOVE TO CIRC	
2810-57330-529921	BINDERY	\$200	\$0	\$200	\$200	\$200	MOVE TO TS	
2810-57330-529922	OCLC - ONLINE CATALOG	\$16,500	\$0	\$16,500	\$16,500	\$16,500	MOVE TO TS	
	Supplies and Expenses							
2810-57330-531271	TECHNICAL SERVICES SUPPLIES	\$15,000	\$13,094	\$1,906	\$1,906	\$15,000	MOVE TO BOTH	
2810-57330-533700	STAFF DEVELOPMENT	\$800	\$798	\$2	\$0	\$798	MOVE TO BOTH	
Total Operating Costs		\$48,500	\$13,892	\$34,608	\$34,606	\$48,498	\$0	-100.00%
	Totals	\$645,119	\$341,862	\$303,257	\$283,768	\$625,630	\$0	-100.00%

Circulation - NEW								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-	SALARIES AND WAGES-REGULAR	\$0		\$0		\$0	\$299,209	
2810-	SOCIAL SECURITY	\$0		\$0		\$0	\$13,841	
2810-	RETIREMENT (EMPLOYER'S SHARE)	\$0		\$0		\$0	\$11,112	
2810-	HEALTH INSURANCE	\$0		\$0		\$0	\$36,839	
2810-	WORKERS COMPENSATION	\$0		\$0		\$0	\$600	
Total Personnel Services		\$0	\$0	\$0	\$0	\$0	\$361,601	
	Contractual Services							
2810-	SUNDRY CONTRACTUAL SERVICES	\$0		\$0		\$0	\$16,000	
	Supplies and Expenses							
2810-	STAFF DEVELOPMENT	\$0		\$0		\$0	\$400	
2810-	OFFICE SUPPLIES	\$0		\$0		\$0	\$3,000	
Total Operating Costs		\$0	\$0	\$0	\$0	\$0	\$19,400	
	Totals	\$0	\$0	\$0	\$0	\$0	\$381,001	

Sundry Contractual Services: yearly subscription fee for the Automated Materials Handler maintenance.

Technical Services - NEW								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
	Personnel Services							
2810-	SALARIES AND WAGES-REGULAR	\$0		\$0		\$0	\$321,025	
2810-	SOCIAL SECURITY	\$0		\$0		\$0	\$23,740	
2810-	RETIREMENT (EMPLOYER'S SHARE)	\$0		\$0		\$0	\$21,190	
2810-	HEALTH INSURANCE	\$0		\$0		\$0	\$73,453	
2810-	WORKERS COMPENSATION	\$0		\$0		\$0	\$642	
Total Personnel Services		\$0	\$0	\$0	\$0	\$0	\$440,050	
	Contractual Services							
2810-	OTHER PROFESSIONAL SERVICES	\$0		\$0		\$0	\$4,750	
	Supplies and Expenses							
2810-	COLLECTIONS - CIRCULATING	\$0		\$0		\$0	\$209,350	
	BINDERY	\$0		\$0		\$0	\$200	
	OCLC - ONLINE CATALOG	\$0		\$0		\$0	\$16,950	
2810-	STAFF DEVELOPMENT	\$0		\$0		\$0	\$400	
2810-	SUPPLIES	\$0		\$0		\$0	\$12,000	
Total Operating Costs		\$0	\$0	\$0	\$0	\$0	\$243,650	
	Totals	\$0	\$0	\$0	\$0	\$0	\$683,700	

Other Professional Services: WI Public Library Consortium Member Shares: contribution the state-wide shared digital content platform (Overdrive) and database maintenance fees.

Bindery: fees related to binding and preserving Manitowoc History collection documents.

Collections - Circulating: all materials that patrons can check out: books, magazines, newspapers, DVDs, music CDs, audiobooks on CD, Playaways, e-books/e-audiobooks, toy library items, wi-fi hotspots, etc.

OCLC - Online Catalog: yearly fee for online catalog access of database & records.

EXPENSE TOTALS								
	2026 Budget	2026 Est. Actuals	2027 Requested	% Inc/Dec				
Operating Expenses								
Administration	\$36,854	\$36,401	\$36,854	0.00%				
Maintenance	\$85,400	\$85,366	\$85,400	0.00%				
Public Services	\$17,250	\$17,251	\$83,250	382.61%				
Collections	\$158,100	\$158,100	\$0	-100.00%	Move to Technical Services			
Youth	\$67,700	\$67,701	\$11,700	-82.72%	Move to Technical Services			
Information Tech	\$66,250	\$66,000	\$0	-100.00%	Move to Public Services			
Materials Management	\$48,500	\$48,498	\$0	-100.00%	Move to Circ and Technical Services			
Circulation	\$0	\$0	\$19,400		New			
Technical Services	\$0	\$0	\$243,650		New: includes Collections budgets			
Total Operating Expenses	\$480,054	\$479,318	\$480,254	0.04%				
Personnel Services	\$2,279,410	\$2,125,845	\$2,244,283	-1.54%				
Total Expenditures	\$2,759,464	\$2,605,163	\$2,724,537	-1.27%				

REVENUE								
Account Number	Account Description	2026 Budget	YTD Amount 7/31	Available	Aug-Dec	2026 Est. Actuals	2027 Requested	% Inc/Dec
2810-57400-411100	PROPERTY TAXES	\$2,068,663	\$2,068,663	\$0	\$0	\$2,068,663	\$1,970,583	-4.74%
2810-57400-425200	COUNTY REIMBURSEMENT	\$588,901	\$609,481	-\$20,580	\$0	\$609,481	\$652,054	10.72%
2810-57400-457100	RESOURCE LIBRARY	\$23,900	\$5,600	\$18,300	\$18,300	\$23,900	\$23,900	0.00%
2810-57400-484100	DONATIONS & CONTRIBUTIONS	\$3,000	\$681	\$2,319	\$2,319	\$2,319	\$3,000	0.00%
2810-57400-484600	SALE OF COPIES/PRINTING	\$15,000	\$8,803	\$6,197	\$6,197	\$15,000	\$15,000	0.00%
2810-57400-484610	LOST/DAMAGED MATERIALS	\$5,000	\$2,975	\$2,025	\$2,025	\$5,000	\$5,000	0.00%
2810-57400-484620	OVERDUE		\$1,462	-\$1,462	\$0	\$1,462	\$0	
2810-57400-484910	MEETING ROOM FEES	\$5,000	\$2,827	\$2,174	\$2,173	\$5,000	\$5,000	0.00%
2810-57400-493100	Fund Balance Applied	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	0.00%
Total Revenue		\$2,759,464	\$2,700,491	\$58,973	\$81,014	\$2,780,825	\$2,724,537	-1.27%