

To: Manitowoc Library Board of Trustees – Finance Committee  
From: Karin Adams, Executive Director  
RE: 2026 Budget  
Date: August 14, 2025

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- I have prepared the Library Budget slightly different this year, separating **Personnel Services** (Salaries/Wages, Retirement, Health Insurance) from all other **Operating Expenses**.
  - At this time, Personnel Services are only an *estimated projection*; the cost-of-living employee wage increase and the health insurance increase are still being determined for all City employees. Once these percentages have been finalized, I will bring an updated 2026 Budget back to the Library Board.
  - I have included the approved new FTE Maintenance Specialist position in the Maintenance department Personnel Services, page 2.

#### **Operating Expenses**

- There is an increase of \$7,000 to the technology supply budget line specifically due to purchasing Microsoft 365 licenses, page 6.
- We have shifted some funds in the Collection lines, but kept the overall budget the same, page 7.

#### **Revenue**

- Increase in County Reimbursement: \$588,901.
- The amount brought in from donations, printing/copying, lost/damaged materials, and meeting rooms fees remains at a total of \$28,000 (eliminating the need for \$12,000 in overdue fine collection). (\*72% of WI public libraries are Fine Free, 2024 Annual Report data.)
  - I am proposing an increase in the cost of printing/copying: \$.10 to \$.20 a page for b/w, in order to increase that revenue line.
  - Here is a look at revenue brought in from Printing/Copying since 2019:

Year	Budget Amount	Actual Revenue	Overage/Loss
2019	\$6,000	\$ 8,017.50	\$ (2,017.50)
2020	\$6,000	\$ 3,771.40	\$ 2,228.60
2021	\$6,000	\$ 4,674.28	\$ 1,325.72
2022	\$6,000	\$ 7,700.29	\$ (1,700.29)
2023	\$6,000	\$ 9,225.40	\$ (3,225.40)
2024	\$6,000	\$10,720.90	\$ (4,720.90)