



Finance Department

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Date: June 21, 2022
To: Gregory Mickells, Library Director
From: Christine Koh, Budget Manager
Subject: 2023 Operating Budget Agency Request Target

The Library's Library fund target for the 2023 operating budget is \$19,430,821. This funding can be reallocated across services so long as the overall agency amount is in line with the budget target.

Per the Mayor's guidance, General, Library, and Fleet Fund agencies need to present a 1% reduction scenario, which represents a \$194,308 reduction for your agency. You can determine how to allocate the proposed reduction across the services within your agency so long as the overall reduction is 1% below the agency cost-to-continue amount.

Your cost-to-continue budget reflects the following global adjustments: planned step and longevity increases for existing staff, approved contract pay increases, updated workers compensation, general liability insurance, and VEBA rates, and updated interdepartmental charge (e.g. fleet rate, TE Communications charges, facilities cost) if applicable. Your budget also includes additional cost-to-continue adjustments based on information provided by your staff earlier this spring. A detailed list of these changes will be provided to your Budget Contact.

As part of the budget development process, the finance budget team will make additional citywide adjustments, including updates to health insurance and WRS rates as rates become available.

As a reminder, your completed operating submission is due close of business on Friday, July 22. A completed operating submission will include the following components:

1. Transmittal Memo
2. One SharePoint proposal form for each Service within your agency
3. Line item budget submitted in Munis

Please reference the 2023 Operating Budget Instructions for specific details and tips to assist you in preparing your operating budget. I encourage you to review the full budget instructions prior to beginning work on your budget submission. If you have any questions regarding the guidance do not hesitate to contact your assigned budget analyst.

As always, please reach out to your budget analyst regarding any questions with this year's process. Thank you for your efforts.