



## Finance Department

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**Date:** June 3, 2019  
**To:** Gregory Mickells, Library  
**From:** Laura Larsen, Budget & Program Evaluation Manager  
**Subject:** 2020 Operating Budget Target

The Library's target for the 2020 operating budget is \$18,362,294. 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 and general liability insurance rates, updated fleet charges (if applicable), updated IT and Traffic Engineering charges, and updated space costs.

In addition to these global updates, additional modifications made to your cost to continue budget include:

- Funding for the new Pinney Library (\$194,000)
- Increased benefits funding for non-annual pay (\$132,000)
- Increased funding for hourly wages (\$150,000)
- Elimination of rent for the temporary Pinney Library (\$126,200)
- Increased funding for the 2020 Dane County contract payment (\$152,245)

During the Finance Recommended phase of the planning process your budget will be updated to reflect additional global adjustments, which will include:

- Employee pay increases (if applicable);
- Updated health insurance, WRS, and VEBA rates; and,

As a reminder your completed operating submission is due COB Wednesday July 10<sup>th</sup>. A completed operating submission will include the following components:

1. Transmittal Memo
2. 1 Proposal per Service within your agency
3. Line item budget

Please reference the 2020 Operating Budget Instructions for specific details and tips to assist you in preparing your operating budget. I encourage you to take part in our Operating Budget Office Hour sessions, reference the Budget Instructions for the dates and times for these opportunities.

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

c.c. David Schmiedicke  
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