



Finance Department

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Date: June 1, 2020
To: Gregory Mickells, Library
From: Laura Larsen, Budget & Program Evaluation Manager
Subject: 2021 Operating Budget: Agency Request Target

The Library's target for the 2021 operating budget is \$19,179,747. 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 and Library Fund agencies need to present a 5% reduction scenario. You can determine how to allocate the proposed reduction across the services within your agency so long as the overall reduction is 5% 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 and general liability insurance rates, updated fleet charges (if applicable), updated IT and TE Communications charges, and space costs.

Your budget also includes additional cost to continue adjustments based on information provided by your staff earlier this spring. The attached table provides a full summary of Cost to Continue adjustments that have been reflected in your agency's budget.

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

- Updated health insurance, WRS, and VEBA rates

As a reminder, your completed operating submission is due COB Friday July 10th. A completed operating submission will include the following components:

1. Transmittal Memo (this will be the basis for your Budget Briefing with the Mayor's Office in August)
2. 1 Proposal per Service within your agency
3. Line item budget

Please reference the 2021 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.

c.c. David Schmiedicke
Betsy York
Lori Suiter