

## Library

### Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Library	18,372,081	19,066,904	18,903,787	19,770,825	20,604,069	20,604,069
Permanent	15,223	15,000	16,178	9,000	9,000	9,000
<b>Total</b>	<b>18,387,304</b>	<b>19,081,904</b>	<b>18,919,965</b>	<b>19,779,825</b>	<b>20,613,069</b>	<b>20,613,069</b>

### Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Admin & Marketing	4,443,125	4,298,190	4,271,426	4,251,531	4,317,844	4,341,719
Col Res & Access	2,894,581	2,765,236	2,779,318	3,044,024	3,096,488	3,093,053
Community Engagement	1,532,330	1,727,054	1,915,124	2,011,836	2,205,102	2,288,542
Facilities	2,312,422	2,381,492	2,589,266	2,491,738	2,719,640	2,700,239
Public Service	7,204,846	7,909,932	7,364,831	7,980,696	8,273,995	8,189,516
<b>Total</b>	<b>18,387,304</b>	<b>19,081,904</b>	<b>18,919,965</b>	<b>19,779,825</b>	<b>20,613,069</b>	<b>20,613,069</b>

### Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Intergov Revenues	(1,424,912)	(1,331,460)	(1,348,996)	(1,331,460)	(1,376,248)	(1,389,148)
Charges For Services	(840,531)	(803,768)	(781,800)	(743,939)	(743,939)	(758,439)
Fine Forfeiture Asmt	(28,057)	(23,700)	(38,528)	(30,000)	(30,000)	(38,700)
Invest Other Contrib	(455,475)	(299,513)	(922,044)	(349,380)	(349,380)	(558,800)
Misc Revenue	(250)	-	(167)	(250)	(250)	(100)
Other Finance Source	(111)	(70,000)	-	(70,000)	-	(70,000)
Transfer In	(21,000)	(16,000)	(16,000)	(29,034)	(29,034)	(65,048)
<b>Total</b>	<b>(2,770,337)</b>	<b>(2,544,441)</b>	<b>(3,107,534)</b>	<b>(2,554,063)</b>	<b>(2,528,851)</b>	<b>(2,880,235)</b>

### Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	10,041,372	10,911,602	10,583,852	11,232,332	11,744,486	11,803,444
Benefits	3,217,371	3,020,964	3,365,802	3,264,628	3,382,892	3,383,582
Supplies	952,308	817,220	1,084,507	884,103	918,360	1,054,372
Purchased Services	3,888,540	3,925,930	3,816,120	4,141,175	4,267,237	4,422,961
Debt Othr Financing	-	-	222,730	-	-	-
Inter Depart Charges	157,294	131,210	134,069	135,636	152,931	152,931
Transfer Out	2,900,756	2,819,419	2,820,419	2,676,014	2,676,014	2,676,014
<b>Total</b>	<b>21,157,640</b>	<b>21,626,345</b>	<b>22,027,499</b>	<b>22,333,888</b>	<b>23,141,920</b>	<b>23,493,304</b>



TO: Mayor Satya Rhodes-Conway  
FROM: Greg Mickells, Library Director  
DATE: July 21, 2023  
SUBJECT: 2024 Operating Budget Transmittal Memo  
CC: Deputy Mayors; Finance Director, Budget & Program Evaluation Staff,  
Library Board

### **Goals of Agency's Operating Budget**

Our goals in 2024 will continue to build on programs and services established in the 2023 Operating Budget. Additional goals in 2024 will be established in conjunction with the work in progress for assessment of our operations.

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Formalizing a framework from our Strategic Planning completed in 2023 will help guide our work in 2024 with a strong focus on equity and diversity. The completion of an Operational Assessment in early 2024 will lead to the start of establishing a sustainable operational model to improve efficiencies through an overall review of operations. This assessment will include elements of our 2023 work plan including the West Side Plan; continued work on refining our Results Madison framework; continued evaluation of collections with a special focus on world languages, diversity, and equity; and an examination of the work accomplished in 2023 on improvements to onboarding, and basic training checklists. Additional elements to be included in 2024 will be a review of an existing technology report and development of a Technology Plan for our entire system, working in conjunction with City Information Technology; begin a complete Facilities Plan that will contain preventive work schedules, replacement schedules, and future building needs including potential future building projects based on the studies and operational assessment.

Our work focusing on all staff self-care and improved work environment will continue in 2024. As well as our continued support to our BIPOC, Pride, and Caregiver groups.

Our community engagement work will continue by maintaining our partnerships and collaboration with community agencies and other City Departments. The Dream Bus will continue to reach the areas of the City most in need of this service, and to utilize its mobility to support various City events. Engagement activities will keep a community focus in our collaborative work. Our current work with City IT on digital inclusion for example, and our youth programming and services with a focus on literacy.

All the objectives reflecting these goals will be part of the 2024 Work Plan with metrics outlined in the deliverables of the plan. It will also reflect the results of our Operational Assessment to create benchmarks based on our staffing, facilities, and funding capacities.



MADISON  
PUBLIC  
LIBRARY

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### **99% Budget for General, Library, Fleet fund agencies**

Madison Public Library will keep all options on the table in 2024 to achieve our 99% expenditure goal. We anticipate that we will have some contributions from salary savings, and other areas where we do have some flexibility in programs, programming supplies, and professional development.

Beyond 2024 will be a major consideration in our Operational Assessment work in 2024. We will be looking for efficiencies in every part of our operations, including staffing models, programming capacity, review of procedural work, and evaluation of current practices. An additional key focus for this work will be gaining input from the community so we can prioritize better with our existing resources and funding.

In 2024 and beyond we will continue to pursue alternative funding to support enhancements and help supplement our budgeted capacity through grants and private fundraising by the Madison Public Library Foundation.

### **Reallocations and Other Changes**

Library has presented a balanced budget request with several changes from the Cost to Continue budget. The most notable changes include:

- Use of \$70,000 of Library Fund Balance to maintain keeping the Monroe Street Library open five days per week, by supplementing the C2C budgeted three days per week.
- Increase of \$155,309 in donations and contributions and corresponding increases to various supplies and purchased services. In the past few years Library has been very conservative with anticipated donations and contributions, and has exceeded the adopted budget by mid-year.
- Increase of \$36,014 for anticipated IMLS grant funds in 2024.
- Some of the smaller changes are reallocations across Library Services to align budget with actual spending over the past few years.

Keeping the Monroe St. Library open for five days addresses an equity need, in particular its support to the many older adults that walk to this library. Increase of our Foundation support and from many individual donors allow us to supplement our operating budget to address social issues and target underserved populations with our programs and services. The IMLS grant funding is for support of the development of an app to assist with evaluation of youth programming. The prototype was demonstrated at the recent ALA National Conference and received excellent feedback.

### **Optional Supplemental Request**

None.

## Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
Segment 3	50 - LIBRARY

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
<b>1200 - LIBRARY</b>	<b>\$20,604,069</b>	<b>\$20,604,069</b>	<b>\$0</b>
505 - ADMIN & MARKETING	\$4,317,844	\$4,341,719	\$23,875
41 - GENERAL REVENUES	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$15,000	-\$14,000	\$1,000
46 - INVEST OTHER CONTRIB	-\$8,000	-\$16,200	-\$8,200
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	-\$20,334	-\$56,348	-\$36,014
51 - SALARIES	\$1,132,812	\$1,159,442	\$26,630
52 - BENEFITS	\$330,683	\$331,123	\$440
53 - SUPPLIES	\$30,220	\$42,293	\$12,073
54 - PURCHASED SERVICES	\$73,198	\$101,144	\$27,946
57 - INTER DEPART CHARGES	\$126,951	\$126,951	\$0
59 - TRANSFER OUT	\$2,667,314	\$2,667,314	\$0
<b>503 - COL RES &amp; ACCESS</b>	<b>\$3,096,488</b>	<b>\$3,093,053</b>	<b>-\$3,434</b>
41 - GENERAL REVENUES	\$0	\$0	\$0
42 - INTERGOV REVENUES	-\$1,370,048	-\$1,370,048	\$0
43 - CHARGES FOR SERVICES	-\$523,291	-\$523,291	\$0
45 - FINE FORFEITURE ASMT	-\$30,000	-\$38,700	-\$8,700
46 - INVEST OTHER CONTRIB	-\$98,550	-\$135,000	-\$36,450
47 - MISC REVENUE	-\$250	-\$100	\$150
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	-\$8,700	-\$8,700	\$0
51 - SALARIES	\$1,567,138	\$1,570,832	\$3,694
52 - BENEFITS	\$492,043	\$492,043	\$0
53 - SUPPLIES	\$467,849	\$508,320	\$40,471
54 - PURCHASED SERVICES	\$2,600,296	\$2,597,697	-\$2,599
59 - TRANSFER OUT	\$0	\$0	\$0

<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
<b>502 - COMMUNITY ENGAGEMENT</b>	<b>\$2,205,102</b>	<b>\$2,288,542</b>	<b>\$83,440</b>
41 - GENERAL REVENUES	\$0	\$0	\$0
42 - INTERGOV REVENUES	-\$6,200	-\$4,100	\$2,100
43 - CHARGES FOR SERVICES	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	-\$181,003	-\$299,862	-\$118,859
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$1,554,171	\$1,574,216	\$20,045
52 - BENEFITS	\$519,878	\$520,128	\$250
53 - SUPPLIES	\$113,234	\$172,170	\$58,936
54 - PURCHASED SERVICES	\$205,021	\$325,989	\$120,968
<b>504 - FACILITIES</b>	<b>\$2,719,640</b>	<b>\$2,700,239</b>	<b>-\$19,401</b>
41 - GENERAL REVENUES	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$15,500	-\$31,000	-\$15,500
46 - INVEST OTHER CONTRIB	\$0	-\$50,000	-\$50,000
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$975,310	\$975,310	\$0
52 - BENEFITS	\$284,892	\$284,892	\$0
53 - SUPPLIES	\$134,613	\$160,424	\$25,811
54 - PURCHASED SERVICES	\$1,314,345	\$1,334,633	\$20,288
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$25,981	\$25,981	\$0
59 - TRANSFER OUT	\$0	\$0	\$0
<b>501 - PUBLIC SERVICE</b>	<b>\$8,264,995</b>	<b>\$8,180,516</b>	<b>-\$84,479</b>
41 - GENERAL REVENUES	\$0	\$0	\$0
42 - INTERGOV REVENUES	\$0	-\$15,000	-\$15,000
43 - CHARGES FOR SERVICES	-\$190,148	-\$190,148	\$0
46 - INVEST OTHER CONTRIB	-\$61,827	-\$57,738	\$4,089
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$0	-\$70,000	-\$70,000
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$6,515,054	\$6,523,643	\$8,589
52 - BENEFITS	\$1,755,395	\$1,755,395	\$0
53 - SUPPLIES	\$172,444	\$171,165	-\$1,279
54 - PURCHASED SERVICES	\$74,077	\$63,198	-\$10,879
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$0	\$0	\$0
59 - TRANSFER OUT	\$0	\$0	\$0

<b>Fund/Service/Major</b>	<b>Cost to Continue (C2C)</b>	<b>Request</b>	<b>Change: Request v. C2C</b>
1500 - PERMANENT	\$0	\$0	\$0
000 - UNDEFINED	\$0	\$0	\$0
46 - INVEST OTHER CONTRIB	-\$9,000	-\$9,000	\$0
54 - PURCHASED SERVICES	\$300	\$300	\$0
59 - TRANSFER OUT	\$8,700	\$8,700	\$0

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	LIBRARY
Enter your Service:	Admin & Marketing
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Click or tap here to enter text.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed:
<ul style="list-style-type: none"> <li>• Moving \$10,000+ within a Service from one Major to another Major</li> <li>• Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed:
<ul style="list-style-type: none"> <li>• Total changes of less than \$10,000 at the Major and Service level.</li> <li>• Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.</li> </ul>
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1200 - LIBRARY	49 - TRANSFER IN	36,014	IMLS grant funds.
1200 - LIBRARY	51 - SALARIES	20,870	IMLS grant funds for remaining funded position in 2024.
1200 - LIBRARY	51 - SALARIES	5,760	AASPIRE interns funded by MPLF.
1200 - LIBRARY	53 - SUPPLIES	8,900	Hardware supplies, representing Library IT intended ask from MPLF.
1200 - LIBRARY	53 - SUPPLIES	1,508	IMLS grant funds.
1200 - LIBRARY	53 - SUPPLIES	1,665	Software Licenses & Supplies increase based on 2023 mid-year projection.
1200 - LIBRARY	54 - PURCHASED SERVICES	1,700	Based on 2023 mid-year projection.
1200 - LIBRARY	54 - PURCHASED SERVICES	11,000	IMLS grant funds.
1200 - LIBRARY	54 - PURCHASED SERVICES	15,246	Marketing expense restoration, somehow in 2023 it was only \$8,000.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The majority of our changes are either minor adjustments or are related to an IMLS grant that Library received to create an observational assessment app for our programs. The other notable change is an increase to our marketing expense budget, which is a restoration from previous years. This is an important increase, as purchasing ads and other marketing materials is critical in reaching all residents to promote our resources and services.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The Marketing Team at Library creates a yearly marketing plan that is in alignment with Library's equity goals, specifically seeking new ways to reach communities of color and communities for which English is not their primary language.



### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Position 419 natural progression from Accountant 2 to Accountant 3 effective 6/11/23.

Position 4528 natural progression from Account Tech 1 to Account Tech 2 effective 6/25/23.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs  
 Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions  
 Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

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Part 1. Identifying Information	
Select your Agency:	LIBRARY
Enter your Service:	Collection Resources & Access
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Click or tap here to enter text.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
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If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1200 - LIBRARY	46 - INVEST OTHER CONTRIB	-40,950	Increasing anticipated donations based on previous five years. During COVID MPL estimated very conservatively, and has exceeded anticipated donations by mid-year.
1200 - LIBRARY	46 – INVEST OTHER CONTRIB	4,500	Previously unsolicited donations made directly to MPL were still listed in the levy/earned revenue funds. This is transferring the unsolicited donations to the private funds sub fund.
1200 - LIBRARY	53 - SUPPLIES	40,950	Increasing anticipated donations in support of Library Collections Materials.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The proposed change moves unsolicited donations paid directly to MPL from the levy/earned revenue sub fund to the private funds sub fund. MPL also has increased the anticipated donation funds to more closely align with what we have realized in the past few years.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

MPL has been contracting for collections diversity audits the past few years and will continue to do so going forward to ensure the collections materials span a wide variety of ethnicity and languages for our patrons.

**Part 3. Supplemental Requests**

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Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

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If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

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**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	LIBRARY
Enter your Service:	Community Engagement
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed: <ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed: <ul style="list-style-type: none"> <li>Total changes of less than \$10,000 at the Major and Service level.</li> <li>Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.</li> </ul>
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1200 - LIBRARY	46 - INVEST OTHER CONTRIB	-118,859	Increasing anticipated donations based on previous five years. During COVID MPL estimated very conservatively, and has exceeded anticipated donations by mid-year.
1200 - LIBRARY	51 - SALARIES	20,045	Removing salary savings for partial positions funded by a grant in 2022 – 2023 \$16,795. Increasing for MPLF funded Dream Bus summer intern \$3,250.
1200 - LIBRARY	53 - SUPPLIES	15,000	Hardware supplies, representing Library IT intended ask from MPLF.
1200 - LIBRARY	53 - SUPPLIES	42,440	Program Supplies, representing increased anticipated donations from MPLF and a shift of levy funds to Program Services.
1200 - LIBRARY	53 - SUPPLIES	1,496	Various small increases to supplies based upon 2023 mid-year projection.
1200 - LIBRARY	54 - PURCHASED SERVICES	-1,377	Shifting mileage budget to services 503 and 504.
1200 - LIBRARY	54 - PURCHASED SERVICES	-520	Removing Music & Memory in 2024, shifting some to Col Res & Access for Amazon accounts.
1200 - LIBRARY	54 - PURCHASED SERVICES	2,400	Expanded Home Delivery services funded by MPLF.
1200 - LIBRARY	54 - PURCHASED SERVICES	121,691	Increasing Program Services for anticipated donations and shift of levy funds from Program Supplies.
1200 - LIBRARY	54 - PURCHASED SERVICES	-1,226	Various small decreases to purchased services based upon 2023 mid-year projection.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Reallocating some levy funds from Program Supplies to Program Services aligns with actual spending and allows MPL to pay partnering performers and artists a realistic stipend.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The programs receiving additional funding from the Madison Public Library Foundation include many programs created to support both residents and artists/teachers/presenters of color, such as Library Takeover, Making Justice, and Home Delivery Services.



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### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes
- Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications
- Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs
- Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions
- Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	LIBRARY
Enter your Service:	Facilities
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Click or tap here to enter text.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed:
<ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed:
<ul style="list-style-type: none"> <li>Total changes of less than \$10,000 at the Major and Service level.</li> <li>Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.</li> </ul>
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1200 - LIBRARY	43 - CHARGES FOR SERVICES	-15,500	Increasing Catering Concessions and Facility Rental with Central open for events.
1200 - LIBRARY	46 - INVEST OTHER CONTRIB	-50,000	Increasing for final Rosen-Weston funds for Lakeview improvements.
1200 - LIBRARY	53 - SUPPLIES	29,244	Increasing for final Rosen-Weston funds for Lakeview improvements.
1200 - LIBRARY	53 - SUPPLIES	-3,433	Various small decreases to purchased services based upon 2023 mid-year projection.
1200 - LIBRARY	54 - PURCHASED SERVICES	20,288	Increasing for final Rosen-Weston funds for Lakeview improvements.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The proposed changes align the catering concessions and facility rental with actuals now that private rental events have resumed in full at Central Library.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Library Events staff are currently working to revise the catering process and policies to provide more access for culturally diverse caterers and reduce barriers.

**Part 3. Supplemental Requests**

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

#### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes  
 Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications  
 Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Reclasses for position numbers 3802 and 4183 (Library Technology positions) were approved in May of 2023 to better align the positions with IT department position descriptions and pay scales. While these reclasses have already been approved, they were done after the 2023 salary snapshot was taken by Finance, so it is just being noted here, as well.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.

## 2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	LIBRARY
Enter your Service:	Public Services
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>  This service is responsible for the delivery of services to the Library's patrons and members of the community both in and outside of library facilities. Public Services focuses on direct provision of reference and research assistance, reader's advisory, literacy support, technology training, referral to social services and community organizations, and participatory learning and creation. The goal of the service is to provide individualized library services to meet patrons' needs.	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>  <ul style="list-style-type: none"> <li>Reference and User Services: Provide reference services, reader's advisory services, referral to social services and community organizations, and program planning for adults.</li> <li>Circulation: Check materials in and out, help customers with library cards and problem items, and handle other library material procedures.</li> <li>Neighborhood Library Management: Supervise nine Library locations</li> </ul>	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the <b>Service and/or Major level</b> .
Examples of changes that <b>do</b> need to be detailed: <ul style="list-style-type: none"> <li>Moving \$10,000+ within a Service from one Major to another Major</li> <li>Moving \$10,000+ within a Major from one Service to another Service</li> </ul>
Examples of changes that <b>do not</b> need to be detailed: <ul style="list-style-type: none"> <li>Total changes of less than \$10,000 at the Major and Service level.</li> </ul>

- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

**Summary Table of Service and/or Major Changes of \$10,000 or More**

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1200 - LIBRARY	42 - INTERGOV REVENUES	-15,000	Adding anticipated 2024 E-rate rebate, administered by SCLS.
1200 - LIBRARY	48 - OTHER FINANCE SOURCE	-70,000	Funding to keep Monroe Street Branch open two additional days, for a total of five days open.
1200 - LIBRARY	54 - PURCHASED SERVICES	-6,200	Reduction for canceling Gordon Flesch services, replaced with Corporate Business Systems at a lessor price. Some locations had both Gordon Flesch and CBS services in 2023.
1200 - LIBRARY	54 - PURCHASED SERVICES	-3,320	Program Services C2C increase was added to Pulic Service 501, moved to Community Engagement 502.
1200 - LIBRARY	54 - PURCHASED SERVICES	-1,359	Reduction in cellular telephone due to creation of MPL policy of who should have an MPL cell phone.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The change which impacts current service levels is the Fund Balance funding for Monroe Street Library. Without this funding the branch would only be open three days per week.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.



While this change is not specifically outlined in the 2023-2024 Department Equity Action Plan, the loss of service hours that would result from not keeping the location open for its current five days per week could become a future equity issue Library will need to consider.

### Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

### Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their

request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

**Allocation Changes:** Does your proposal change the position allocations of existing positions?

- No – No allocation changes
- Yes – Includes proposed allocation changes

*If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.*

**Reclassifications:** Does your proposal reclassify existing positions?

- No – No reclassifications
- Yes – Includes proposed reclassifications

*If yes, provide the position number and briefly describe the change:*

Click or tap here to enter text.

**# of FTEs:** Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs
- Yes – Includes proposed change to # of FTEs

*If yes, provide the position classification and briefly describe the change:*

Click or tap here to enter text.

**New Positions:** Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions
- Yes – Includes proposed new positions

*If yes, submit a draft position description with your proposal and briefly describe the change here:*

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.