

MADISON PUBLIC LIBRARY
Supplementary Notes to the 2023 Mid-Year Budget Projection
Data as of June 2, 2023

Executive Summary

City of Madison prepares a mid-year budget projection for analysis citywide. The purpose of the mid-year budget projection is to use quantitative and qualitative data to understand where we are with our budget. This helps evaluate our agency activities and plan for the year. The budget projections are a tool used to substantiate and support mid-year and year-end budget re-appropriations. Madison Public Library's Accountant and Budget Analyst have reviewed the current YTD expenses and estimated projected totals based on a number of factors, detailed in the notes. City Budget staff monitor and adjust all Inter-departmental charges.

It is important to note that the proposed budget amendments increases revenue and expense of \$5,000 for revenue already over budget, the remaining transfers have a net \$0 impact to Madison Public Library's overall budget for Levy Funds and Private Funds. Below is a chart showing what the Revised Budget, Actual and Projected totals are at the time of the projection and the proposed budget amendments resulting from the projection analysis.

Major	Character Code	Revised Budget	Actual	Projection	Projected Available Budget	Proposed Budget Transfer	Available Budget After Transfer
REVENUE	41 - GENERAL REVENUES	19,770,825	12,317,216	19,770,825	-		-
	42 - INTERGOV REVENUES	1,331,460	1,281,290	1,328,054	3,406	(2,700)	706
	43 - CHARGES FOR SERVICES	743,939	374,907	756,714	(12,775)	5,000	(7,775)
	45 - FINE FORFEITURE ASMT	30,000	4,638	38,775	(8,775)		(8,775)
	46 - INVEST OTHER CONTRIB	489,759	163,618	639,474	(149,715)		(149,715)
	47 - MISC REVENUE	250	-	250	-		-
	48 - OTHER FINANCE SOURCE	722,180	-	415,455	306,725		306,725
	49 - TRANSFER IN	29,034	-	29,034	-		-
REVENUE Total		23,117,447	14,141,668	22,978,581	138,866	2,300	141,166
WAGES & BENEFITS	51 - SALARIES	(11,098,155)	(3,903,825)	(10,765,227)	(332,929)		(332,929)
	52 - BENEFITS	(3,468,877)	(1,472,367)	(3,340,281)	(128,595)		(128,595)
WAGES & BENEFITS Total		(14,567,032)	(5,376,192)	(14,105,508)	(461,524)		(461,524)
SUPPLIES	53 - SUPPLIES	(1,321,498)	(651,241)	(1,245,856)	(75,642)	30,000	(45,642)
SUPPLIES Total		(1,321,498)	(651,241)	(1,245,856)	(75,642)	30,000	(45,642)
PURCHASED SERVICES	54 - PURCHASED SERVICES	(4,474,466)	(3,237,656)	(4,389,580)	(84,885)	(32,300)	(117,185)
PURCHASED SERVICES Total		(4,474,466)	(3,237,656)	(4,389,580)	(84,885)	(32,300)	(117,185)
DEBT/INTER-DEPT	56 - DEBT OTHR FINANCING	-	-	-	-		-
	57 - INTER DEPART CHARGES	(135,636)	(5,768)	(135,636)	-		-
	59 - TRANSFER OUT	(2,676,014)	(195,755)	(2,676,014)	-		-
DEBT/INTER-DEPT Total		(2,811,650)	(201,522)	(2,811,650)	-		-
Grand Total		(57,200)	4,675,057	425,986	(483,186)	-	(483,186)

Revenue

Revenue recommended budget amendments:

- Intergov Revenues decreased budget of \$2,700 to remove Beyond the Page funds. MPL is collaborating with Dane County Library System (DCLS) for summer Dream Bus programming; DCLS is retaining the funds for this purpose. There is a corresponding decrease to Program Services.
- Charges for Services increased budget of \$5,000 for Catering Concessions, which are already well over budget for the year. (This is the first full year of catered events since COVID.) There is a corresponding increase to Central Facilities work supplies.

Wages and Benefits

Wages and Benefits has no recommended budget amendments.

Supplies

Supplies recommended budget amendments:

- Furniture increased budget of \$4,000, transferred from Work Supplies for some new office chairs for staff.
- Program Supplies decreased budget of \$35,000, this is being transferred to Program Services. MPL has increased the base amount paid to partners in programming and supplies purchases have decreased.
- Work Supplies net increased budget of \$1,000:
 - \$5,000 increase with corresponding increase to Catering Concession revenue.
 - \$4,000 decrease with corresponding increase to Furniture.
- Janitorial Supplies increased budget of \$9,350 with corresponding decrease to Safety Supplies. This reflects the increase in cleaning by MPL and less need for Safety Supplies with the decrease of COVID in our community.

Purchased Services

Purchased Services recommended budget amendments:

- Natural Gas increased budget of \$9,750 with corresponding decrease to Electricity. MGE raised gas rates after the 2023 budget process was completed, and MPL is realizing electricity savings due to the conversion of lighting to LED in most branches.
- Building Improvement/Repair/Maint increased budget of \$65,975:
 - Ashman CAM charges doubled in 2023 with the new owner and Management Company of the strip mall. Corresponding decrease to Community Agency Contracts. (Discussed in detail below.)
 - Lakeview CAM charges increased by \$1,500 due to an extra payment to we are processing in conjunction with the new lease negotiations. Corresponding decrease to Community Agency Contracts. (Discussed in detail below.)
 - Sequoya CAM charges increased by \$7,525, reflecting a general increase from 2021 and forward. Corresponding decrease to Community Agency Contracts. (Discussed in detail below.)
- Pest Control increased by \$1,231 for new services MPL has requested at some locations.
- Communication Device Repair/Maint increased by \$2,045 for a new software MPL purchased in 2022. MPL has incorporated this increase in the 2024 budget request.
- Equipment Improvement/Repair/Maint increased by \$20,313 for some unanticipated repairs. Corresponding decrease to Community Agency Contracts. (Discussed in detail below.)
- Mileage increased by \$3,914 to align with actual expenses now that programming has fully resumed, coupled with positions that are eligible for mileage reimbursement are now being claimed. The City gave MPL additional budget during the 2024 cost to continue review.
- Program Services net increase of \$32,300:
 - Program Supplies budget of \$35,000 transferred to Program Services.
 - Decrease of \$2,700 due to removal of Beyond the Page funds budget.
- Community Agency Contracts decreased by \$93,478, with corresponding increases in other Purchased Services accounts. This line item represents the Dane County Contract payment, for which the city makes us whole each year. When processing the 2023 Operating Budget request MPL did not know the actual amount for the Dane County Contract, the 2023 amount estimated with an increase based on historical increases. When the actual payment amount was known it had not increased as much as anticipated. In discussion with Budget staff regarding the unanticipated shortfalls in other expenses it was decided to transfer the excess budget in Community Agency Contracts to cover the large and unanticipated expenses.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges has no recommended budget amendments.