

MADISON PUBLIC LIBRARY
Supplementary Notes to the February 2024 Financial Reports
As of March 26, 2024

Key Indicators

Budget Year Remaining	84%
Budget Year Lapsed	16%
Total Operating Revenue	43%
Total Operating Expense	22%
Total Wages & Benefits Expense	13%
Total Supplies Expense	34%
Total Services Expense	80%
Total Debt/Inter-Dept Charges	0%

Financial Snapshots

Year to Date:

								2/29/2024
							Year remaining	84%
							Year lapsed	16%
MADISON PUBLIC LIBRARY FEBRUARY 29, 2024 YEAR TO DATE BUDGET REPORT AS OF MARCH 26, 2024								
	2024 Revised Budget	2024 YTD Actuals	Encumbrances	% Budget Used	2023 Under/ (Over) Budget	2023 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %
Revenue Totals	23,628,712	13,827,394	-	59%	9,801,318	12,458,704	1,368,690	11%
Expenses Totals:	(23,628,712)	(5,143,273)	(688,136)	22%	18,005,200	(2,881,719)	(2,261,554)	78%
Wages & Benefits Totals	(15,459,065)	(1,936,593)	-	13%	13,730,371	(1,689,810)	246,783	15%
Supplies Totals	(1,055,872)	(342,137)	(14,923)	34%	698,812	(308,818)	33,319	11%
Purchased Services Totals	(4,421,161)	(2,864,543)	(673,214)	80%	883,404	(881,903)	1,982,640	225%
Debt and Inter-Dept Totals	(2,692,613)	-	-	0%	2,692,613	(1,187)	(1,187)	-100%
Net Gain/(Loss)	-	8,684,121	(688,136)		27,806,518	9,576,985		
	Levy/Earned Rev	Private Funds						
Fund Balance 1/1/2023	2,161,282	721,563						
Fund Balance 12/31/2023 - ESTIMATED	2,406,253	384,504						

Month to Date:

MADISON PUBLIC LIBRARY FEBRUARY 2024 MONTH TO DATE REPORT AS OF MARCH 26, 2024													
	January 2024 Month to Date	February 2024 Month to Date	March 2024 Month to Date	April 2024 Month to Date	May 2024 Month to Date	June 2024 Month to Date	July 2024 Month to Date	August 2024 Month to Date	September 2024 Month to Date	October 2024 Month to Date	November 2024 Month to Date	December 2024 Month to Date	
Revenue Totals	10,169,772	3,657,621	-	-	-	-	-	-	-	-	-	-	-
Expenses Totals:	(3,417,609)	(1,725,664)	-	-	-	-	-	-	-	-	-	-	-
Wages & Benefits Totals	(515,190)	(1,421,402)	-	-	-	-	-	-	-	-	-	-	-
Supplies Totals	(198,612)	(143,525)	-	-	-	-	-	-	-	-	-	-	-
Purchased Services Totals	(2,703,807)	(160,736)	-	-	-	-	-	-	-	-	-	-	-
Debt and Inter-Dept Totals	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss)	6,752,163	1,931,958	-	-	-	-	-	-	-	-	-	-	-

Executive Summary

The financial reports represent the revenues, expenses and budget at the time of producing the report. This supplementary report provides analysis of MPL's financial statements. Variances between current and last year to date actuals are reported as either a timing variance where actual transactions occur on a non-linear timing basis, or a permanent variance where actual performance will not meet or exceed the estimated year-end budget target. The City of Madison processes year-end accrual entries, but does not process month-end accrual entries. This can skew the financial data reported in January, February and December. The wages and benefits are the most notably affected by this process. Percentage of budget used reflects actual expense and encumbrances; Madison Public Library encumbers many annual expenses at the beginning of the year.

Accounting for donations and grants utilizes the Project Ledger in Munis, the City's financial software. Munis places limitations on budget processing in Project Ledger, only allowing use of a singular General Ledger account for budget entries. Madison Public Library staff spend the donations and grants using many different General Ledger accounts. This process can overspend budget on one account and underspend budget on another account. While the City processes budget and spending at the account level, overall the City requires spending to be within budget at the major account group level. The major account groups are listed as the sections on this report: Revenue; Wages and Benefits; Supplies; Purchased Services; and Debt/Inter-Departmental Charges.

Changes to Previously Reported Amounts

MPL creates the MTD Financial Report when the City of Madison Finance Office is still posting to prior periods. Changes to prior period amounts are listed in bold font in the notes.

Revenue

Revenue budget used: 43%

- Real Estate Taxes City Finance has posted the January 2024 installment. Real Estate Taxes is the main revenue for Library and installments post in January, February, April, June and August.
- Other Unit of Government Revenues January amount represents the Dane County Library Service revenue from the walk-in contract, with offsetting expenses posting to Community Agency Contracts, net expense to MPL is \$625,832.
- Reproduction Services **January amount decreased \$3,123 for 2023 revenue received by February 29, 2024, which were accrued back to 2023 after the January report was completed.**
- Library Lost and Damaged Fees **January amount decreased \$1,111 for 2023 revenue received by February 29, 2024, which were accrued back to 2023 after the January report was completed.**

Wages and Benefits

Wages and Benefits budget used: 13%

- Wages and Benefits has 2.5 pay periods out of 26.2 pay periods. Last YTD had 2.5 pay periods out of 26.0.
 - January is low due to the City's accrual process posting a portion of the first 2023 payroll back to 2022.
 - February returns to normal due to the City's accrual process, which is only performed annually and not monthly.
- Compensated Absence Escrow represents retiree sick leave payouts. These expenses are incurred throughout the year; budget is established by the City. If Library exceeds budget this is an acceptable use of Fund Balance to make Library whole. (MPL will be over budget in this account by at least \$117,000 with known retirements in 2024.)
- Post Employment Health Plans expenses are processed in January.

Supplies

Supplies budget used: Actuals: 32%; Actuals plus Encumbrances: 34%

- Office Supplies **January amount decreased \$25 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.**
- Copy Printing Supplies February expenses include a quarterly paper purchase for public print/copy.
- Software Licenses & Supplies **January amount increased \$1,559 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
- Postage **January amount decreased \$2,385 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.**
- Program Supplies February expenses include purchases for Seed Library; Hawthorne electronic devices for programming; Pinney PlayLab; Lakeview teen programs; Meadowridge's Anime Club and Get Down Party; and various arts and crafts supplies for all locations. **January amount increased \$747 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
- Work Supplies **January amount decreased \$22 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.** February includes an annual purchase of barcode labels for collections materials and Lakeview book trucks.
- Library Collections Materials details of all purchases YTD. **January amount increased \$61,647 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
 - Combined Capital and Operating budget totals \$1,249,341 with purchases to date of \$376,337, 30% of budget is used. There are additional encumbrances not reflected in Munis of \$67,638 bringing us to 36% of budget used.
 - Capital budget:
 - General Collections budget is \$840,483 with purchases to date of \$166,073, 20% of budget is used. Library's 2024 Capital collections budget was increased in anticipation of beginning purchasing for Reindahl.
 - Lakeview High Demand budget is \$16,715 with purchases to date of \$2,410, 14% of budget is used. MPL has additional funds available to draw in support of the Lakeview collections purchases.
 - Operating budget is \$392,143 with purchases to date of \$207,854, 53% of budget used.
 - Levy budget is \$247,143 with purchases to date of \$135,805, 55% of budget used.
 - Donations (MPLF and Friends) budget is \$145,000 with purchases to date of \$72,049, 50% of budget used.
- Electrical Supplies **January amount increased \$93 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** February expenses are for Central's fluorescent lights.
- HVAC Supplies **January amount increased \$100 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
- Plumbing Supplies February expenses include water filter replacements for all locations, replacement faucets for Central, Meadowridge and Sequoya.
- Equipment Supplies includes phone headsets for the City's new language line interpretation services.
- Inventory represents purchases of emergency supplies for patrons, including sweatpants, shirts, socks and other clothing needs, personal hygiene items.

Purchased Services

Purchased Services budget used: Actuals: 65%; Actuals plus Encumbrances: 80%.

When factoring out the Dane County Contract, budget used: Actuals: 37%; Actuals plus Encumbrances: 64%.

- Telephone **January amount decreased \$28 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.** January expenses include December and January expenses posted by Finance staff for citywide IP phone services.

- Cellular Telephone **January amount decreased \$455 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.**
- Systems Communication Internet has the main expense posting in January, with additional small purchases throughout the year. This represents MPL's payment to South Central Library System for technology, network services, PC support and Integrated Library System (ILS) services. Also included in this expenditure are payments to WI Dept of Corrections for prisoner email service.
- Building Improvement/Repair/Maint **January amount decreased \$1,092 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.** February expenses include:
 - Encumbrances are for common area maintenance charges and painting at Lakeview (funded by Lakeview Friends), countertop and window sill replacements at Sequoya (funded by endowment).
 - Monthly common area maintenance charges of \$23,496 for Hawthorne, Ashman, Lakeview, Meadowridge, Pinney, Sequoya and Goodman South.
 - New monitor cabling for Ashman (\$514) and Monroe Street (\$308); plumbing work at Lakeview (\$160) and door repair at Monroe Street (\$230).
- Fire Protection **January amount increased \$1,849 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** Fire Protection is tracking over budget for 2024, Finance and Maintenance staff will need to review this.
- Elevator Repair **January amount increased \$4,269 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
- Process Fees Recyclables **January amount decreased \$224 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.**
- Communication Device Repair and Maintenance February expense is for Envisionware Enterprise Reporter software and cloud hosting. This allows Library's IT staff to pull reports of data gathered by the Envisionware gates and self-check equipment.
- Equipment Improvement Repair Maint **January amount increased \$14 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** February expenses include:
 - Monthly MFD maintenance for all locations (\$1,021).
 - HVAC preventative maintenance at all locations (\$16,663); as well as HVAC repairs not covered under the maintenance contracts at Goodman South, Sequoya, Central and Monroe Street (\$8,333).
 - Central automatic door repairs and controller replacement (\$3,526).
 - Sink replacement at Central (\$1,088).
- System and Software Maintenance **January amount increased \$360 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.**
- Mileage includes parking expense. Typically, the only reimbursable parking expenses are at Central, using the Overture ramp. 2024 ramp rates increased from \$1.00/hour to \$1.60/hour, a 60% increase. The maximum reimbursable total is \$8 per day. In the past staff rarely hit the maximum parking cost per day, this year they have rarely been under the maximum parking cost per day. This is something we will need to keep an eye on as we go through the year.
- Conferences and Training **January amount increased \$966 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.:**
 - February expenses include PLA conference registrations and accommodations; ALA conference registrations and travel expenses; Drupalcon conference travel expenses.
- Advertising Services **January amount increased \$1,650 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** February expenses include domain renewals, advertising for We Read winter campaign, Naturalist in Residence and translations to Spanish.
- Memberships **January amount increased \$11,390 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** January expenses include MPL's ULC membership and ALA membership.
- Uniform Laundry **January amount decreased \$714 for 2023 expenses paid in 2024, which were accrued back to 2023 after the January report was completed.**

- Security Services **January amount increased \$4,625 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** These are the annual monitoring agreements, and \$393 for replacing Central's panic button.
- Program Services **January amount increased \$175 for 2024 expenses pre-paid in 2023, which were posted to 2024 after the January report was completed.** February expenses include: art exhibitions and art club programs at various branches; Meadowridge teen programs; Lakeview's teen programs; Youth Voices writer's contest expenses; Pinney's youth programs; Sequoya's Dungeons and Dragons; Goodman's mental wellness programs and Spanish storytime; Our Town Everywhere expenses and Making Justice program expenses.
- Community Agency Contracts represents MPL's payment to Dane County Library Service walk-in contract, with offsetting revenue, net expense to MPL is \$625,832.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 0%; Finance staff have not posted any January or February transactions at the time of this report.

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance.
- Inter-Dept Charge from Fleet Services is for fuel and maintenance charges.
- Inter-Dept Charge from Traffic Engineering is for radio system maintenance. This is an annual charge, and there may be some smaller charges for repairs not covered by the maintenance plan.
- Inter-Dept Charge from Workers Comp is for Library's share of the City's expenses.
- Transfer out to Debt Service is for Library's General Obligation Bond issuance repayments.