

MADISON PUBLIC LIBRARY
Supplementary Notes to the October 2023 Financial Reports
As of November 28, 2023

Key Indicators

Budget Year Remaining	17%
Budget Year Lapsed	83%
Total Operating Revenue	96%
Total Operating Expense	82%
Total Wages & Benefits Expense	77%
Total Supplies Expense	79%
Total Services Expense	91%
Total Debt/Inter-Dept Charges	98%

Financial Snapshots

Year to Date:

									10/31/2023
								Year remaining	17%
								Year lapsed	83%
MADISON PUBLIC LIBRARY OCTOBER 31, 2023 YEAR TO DATE BUDGET REPORT AS OF NOVEMBER 28, 2023									
	2023 Revised Budget	2023 YTD Actuals	Encumbrances	% Budget Used	2023 Under/ (Over) Budget	2022 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %	
Revenue Totals	23,501,262	22,486,109	-	96%	1,015,153	21,788,244	697,865	3%	
Expenses Totals:	(23,501,262)	(19,232,360)	(204,867)	82%	4,064,035	(18,779,687)	(452,673)	2%	
Wages & Benefits Totals	(14,619,313)	(11,312,973)	-	77%	3,306,340	(11,219,359)	93,615	1%	
Supplies Totals	(1,277,109)	(1,004,762)	(10,379)	79%	261,968	(968,841)	35,921	4%	
Purchased Services Totals	(4,801,890)	(4,162,158)	(194,489)	91%	445,243	(3,700,146)	462,012	12%	
Debt and Inter-Dept Totals	(2,802,950)	(2,752,466)	-	98%	50,484	(2,891,341)	(138,875)	-5%	
Net Gain/(Loss)	0	3,253,749	(204,867)		5,079,188	3,008,557			
Fund Balance 1/1/2023		2,882,844							
Fund Balance 12/31/2023 - ESTIMATED									

Month to Date:

MADISON PUBLIC LIBRARY AUGUST 2023 MONTH TO DATE REPORT AS OF SEPTEMBER 27, 2023													
	January 2023 Month to Date	February 2023 Month to Date	March 2023 Month to Date	April 2023 Month to Date	May 2023 Month to Date	June 2023 Month to Date	July 2023 Month to Date	August 2023 Month to Date	September 2023 Month to Date	October 2023 Month to Date	November 2023 Month to Date	December 2023 Month to Date	
Revenue Totals	8,396,148	4,062,556	33,181	2,348,124	1,644,829	1,847,565	166,339	3,437,232	93,534	456,600	-	-	
Expenses Totals:	(1,408,595)	(1,473,124)	(1,865,844)	(1,559,700)	(3,179,990)	(1,311,803)	(1,356,607)	(1,334,048)	(1,888,462)	(3,854,186)	-	-	
Wages & Benefits Totals	(478,279)	(1,211,530)	(1,540,572)	(1,066,624)	(1,079,303)	(1,086,893)	(1,096,549)	(1,094,606)	(1,566,791)	(1,091,827)	-	-	
Supplies Totals	(200,585)	(108,233)	(161,063)	(101,647)	(95,183)	(62,514)	(71,529)	(49,420)	(69,869)	(84,718)	-	-	
Purchased Services Totals	(729,259)	(152,644)	(159,986)	(194,309)	(2,004,224)	(161,775)	(188,050)	(189,123)	(177,001)	(205,787)	-	-	
Debt and Inter-Dept Totals	(472)	(716)	(4,222)	(197,120)	(1,280)	(621)	(479)	(900)	(74,802)	(2,471,855)	-	-	
Net Gain/(Loss)	6,987,553	2,589,432	(1,832,663)	788,425	(1,535,161)	535,762	(1,190,268)	2,103,184	(1,794,927)	(3,397,586)	-	-	

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.

The year-end budget appropriation entry was posted in November and is not reflected in the October 2023 Financial Reports.

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: 96%

- Real Estate Taxes Finance has posted all 2023 installments. Real Estate Taxes is the main revenue for Library and installments post in January, February, April, June and August.
- Federal Revenues Operating represents the first payment received for the IMLS grant to develop the observational app for Librarians.
- Transfer in From Grants May amount represents Library's share of FEMA COVID expense reimbursements to local governments.

Wages and Benefits

Wages and Benefits budget used: 77%

- Wages and Benefits has 20.5 pay periods out of 26.0 pay periods. Last YTD had 20.6 pay periods out of 26.1.
 - 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 number of payrolls processed in a month.
 - March and September had three payrolls processed.
- Compensated Absence Escrow represents retiree sick leave payouts. These expenses are incurred throughout the year; budget is established by the City.
- Health Insurance Benefit budget used percentage is higher than year lapsed percentage; these premiums are paid in advance. October has 11 months of premiums processed.
- Wage Insurance Benefit **September amount increased by \$50 for an adjustment posted by Central Payroll.**
- Post Employment Health Plans expenses are processed in January.

Supplies

Supplies budget used: Actuals: 79%; Actuals plus Encumbrances: 79%

- Hardware Supplies had a refund of \$7,878.53 for duplicate billings in 2022 from SCLS.
- Program Supplies October purchases include eclipse glasses for patrons; Halloween snacks and treats; exhibit hanging mechanisms for multiple branches; MPL's One Book at a Time give away book purchases; Youth Voices writer's contest expenses; Hawthorne gaming club and bilingual program supplies; Lakeview teen programs; Meadowridge tinkering Tuesday, Get Down and Anime Club programs; Bubbler's Making Justice program and various other programs.
- Library Collections Materials details of all purchases YTD:
 - Combined Capital and Operating budget is \$1,415,891 with purchases to date of \$1,291,184, 91% of budget is used. There are additional encumbrances not reflected in Munis of \$68,327 bringing us to 96% of budget used.
 - Capital budget:
 - General Collections budget is \$794,560 with purchases to date of \$702,402, 88% of budget is used.
 - Pinney Collections budget is \$31,346 with purchases to date of \$31,346, 100% of budget is used.
 - Lakeview Too Good To Miss budget is \$41,527 with purchases to date of \$23,327, 56% of budget is used.
 - Operating budget is \$548,459 with purchases to date of \$534,109, 97% of budget used.
 - Levy budget is \$315,236 with purchases to date of \$326,638, 104% of budget used.
 - Donations (MPLF and Friends) budget is \$233,223 with purchases to date of \$207,470, 89% of budget used.

Purchased Services

Purchased Services budget used: Actuals: 87%; Actuals plus Encumbrances: 91%.

When factoring out the Dane County Contract, budget used: Actuals: 80%; Actuals plus Encumbrances: 86%.

- Sewer and Stormwater will be over budget by year-end, but the dollar amounts are relatively small so this will not impact Library's overall budget for Purchased Services.
- Building Improvement/Repair/Maint October expenses include Central and Sequoia annual RP testing/certification on their backflow preventers.
 - Monthly common area maintenance charges of \$22,499 for Hawthorne, Ashman, Lakeview, Meadowridge, Pinney, Sequoia and Goodman South.
 - Ashman property has a new management company and the 2023 common area maintenance charges increased dramatically.
 - The City's Office of Real Estate person assigned to this property is currently working with the management company to verify all charges are applicable to common area maintenance. Work continues, the new owner and management company have been slow to respond. Currently we are waiting for a response from the new owner who is consulting their attorney. The management company approved payment of \$17,817.91 for the 2022 reconciliation without the expenses the City maintains are unallowable. This is included in the October expense. They have not yet agreed on the 2023 expenses.
- Equipment Improvement Repair Maint October expenses include the meeting room tech upgrades at Goodman South Madison (\$4,140), cooling tower maintenance at various locations (\$2,560), monthly public printer/copier maintenance charges (\$2,984), HVAC preventative maintenance (\$6,688), HVAC repairs at Central, Sequoia and LSC (\$16,603), and the annual web print/coin tower maintenance at all branches (\$8,060).
- Conferences and Training:
 - January expenses include UW Reference Desk Ready courses, JCLC conference registrations and travel expense deposits.

- February expenses include JCLC travel expenses for final flight and hotel charges and Drupalcon registration fees.
- March expenses include US Book show, Digipalooza travel, Drupalcon travel and registration.
- April expenses include ALA annual conference registrations and trauma informed care for MPL staff.
- May expenses include Shaping Our Offering training for library programming, Publishers Weekly Book Show registration and ALA annual conference registration.
- June expenses include ALA annual conference travel expenses.
- July expenses include ALA annual conference hotel and travel expenses, staff head shots (originally planned for last year's staff day, but there were so many requests some had to be delayed until now), Censorship and Banned Books: How to Defend Intellectual Freedom training.
- August expenses include ALA annual conference hotel, travel and meal expenses; Digipalooza conference travel, hotel and meal expenses.
- September expenses include WLA conference registrations, YWCA's Racial Justice Summit registration, Meadowridge staff's ServSaf trainings (required because of the kitchen) and All Staff Day expenses.
- October expenses include ALA conference travel expenses, ULC conference travel expenses, cataloguing training and fostering resilience trainings.
- Consulting Services October expense is for MPL's Pride Affinity group leadership consultation.
- Advertising Services October expenses include Spanish translations for marketing, Naturalist in Residence and We Read Facebook ads and library card sign up stickers.
- Program Services October expenses include: Central's Living History program; Lego Club programs; wellness programs; Meadowridge's Tinkering Tuesday and Express Yourself programs; Naturalist in Residence programs; Ashman's Financial Empowerment for seniors program; Youth Voices writer's contest expenses; Pinney's youth programs; Sequoyia's Da Classroom Ain't Enuf program; Our Town Everywhere expenses and Making Justice program expenses.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 98%

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance.
- Inter-Dept Charge from Fleet Services Finance has processed the **July amount of \$184 for fuel; and the August amount of \$605, which includes preventative maintenance for the utility trailer of \$170 and for the cargo van of \$158.** The September charges are for interest and depreciation January through September.
- 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.
- Transfer out to Debt Service expense for principal and interest payments posted in October. These payments are Library's General Obligation Bond issuance repayments.