

**MADISON PUBLIC LIBRARY**  
**Supplementary Notes to the November 2024 Financial Reports**  
**As of December 26, 2024**

<u>Key Indicators</u>			
Budget Year Remaining	9%		
Budget Year Lapsed	91%		
<u>Percent of Budget Used</u>	<u>Grand Total</u>	<u>Levy/Earned Revenue</u>	<u>Private Funds</u>
Total Operating Revenue	98%	99%	69%
Total Operating Expense	89%	90%	70%
Total Wages & Benefits Expense	88%	88%	42%
Total Supplies Expense	77%	77%	77%
Total Services Expense	94%	98%	67%
Total Debt/Inter-Dept Charges	95%	95%	0%

Financial Snapshots

Year to Date:

										11/30/2024	
										Year remaining	9%
										Year lapsed	91%
MADISON PUBLIC LIBRARY NOVEMBER 30, 2024 YEAR TO DATE BUDGET REPORT AS OF DECEMBER 26, 2024											
	2024 Revised Budget	2024 YTD Actuals	Encumbrances	% Budget Used	2023 Under/ (Over) Budget	2023 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %			
<b>Revenue Totals</b>	24,473,934	23,900,774	-	98%	573,281	22,508,450	1,392,323	6%			
<b>Expenses Totals:</b>	(24,473,934)	(21,620,459)	(182,420)	89%	2,878,953	(20,693,660)	(926,799)	4%			
<b>Wages &amp; Benefits Totals</b>	(15,524,368)	(13,607,146)	-	88%	2,125,120	(12,416,090)	1,191,056	10%			
<b>Supplies Totals</b>	(1,444,872)	(1,074,615)	(36,249)	77%	334,007	(1,179,998)	(105,383)	-9%			
<b>Purchased Services Totals</b>	(4,812,081)	(4,381,805)	(146,171)	94%	284,106	(4,331,859)	49,946	1%			
<b>Debt and Inter-Dept Totals</b>	(2,692,613)	(2,556,893)	-	95%	135,720	(2,765,713)	(208,820)	-8%			
<b>Net Gain/(Loss)</b>	-	2,280,315	(182,420)		3,452,234	1,814,791					
	<b>Levy/Earned Rev</b>	<b>Private Funds</b>									
Fund Balance 1/1/2024	2,406,253	384,504									
Fund Balance 12/31/2024 - ESTIMATED	2,450,253	299,504									

Month to Date:

MADISON PUBLIC LIBRARY NOVEMBER 2024 MONTH TO DATE REPORT AS OF DECEMBER 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
<b>Revenue Totals</b>	10,169,772	3,657,621	195,465	2,935,440	128,053	1,985,689	16,886	3,999,653	321,871	377,737	112,586	-
<b>Expenses Totals:</b>	(3,418,238)	(1,726,556)	(2,078,951)	(1,622,641)	(1,483,138)	(1,353,872)	(1,474,091)	(1,900,460)	(1,393,077)	(3,784,585)	(1,384,555)	-
<b>Wages &amp; Benefits Totals</b>	(515,190)	(1,421,402)	(1,777,000)	(1,201,572)	(1,156,453)	(1,166,190)	(1,163,033)	(1,690,501)	(1,174,756)	(1,168,861)	(1,172,189)	-
<b>Supplies Totals</b>	(198,612)	(143,525)	(132,981)	(85,005)	(119,651)	(65,797)	(65,583)	(58,606)	(81,893)	(75,416)	(47,546)	-
<b>Purchased Services Totals</b>	(2,703,807)	(161,136)	(168,457)	(161,136)	(206,608)	(117,328)	(244,066)	(149,948)	(129,782)	(174,716)	(164,820)	-
<b>Debt and Inter-Dept Totals</b>	(629)	(493)	(514)	(174,928)	(425)	(4,557)	(1,410)	(1,404)	(6,647)	(2,365,591)	-	-
<b>Net Gain/(Loss)</b>	6,751,534	1,931,065	(1,883,486)	1,312,800	(1,355,085)	631,817	(1,457,205)	2,099,194	(1,071,207)	(3,406,848)	(1,271,969)	-

## 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; Madison Public Library encumbers many annual expenses at the beginning of the year.

The sign on the amounts in the reports have been reversed from accounting signs. Accounting revenues are reported as negatives, or credits; and accounting expenses are reported as positives, or debits. This report reflects the revenues as a positive number and the expenses as a negative number, Most Board members who depend on these reports think of revenues as a positive entry in a checkbook register, and expenses as a negative entry in a checkbook register; therefore, these reports have amounts listed in a checkbook register fashion.

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. There are two times per year the City will realign budget to reflect actual spending: during the mid-year projections and year-end appropriations. The goal of this is to align budget with actual spending for future year budgets.

Budget Transfers report details the budget amendments processed by Library's Accountant. Budget amendments should be reviewed and approved by Madison Public Library Board per WI State Statute 43 section 58.

## 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: 98%

- Real Estate Taxes City Finance has posted all 2024 installments. 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 (DCLS) revenue from the walk-in contract, with offsetting expenses posting to Community Agency Contracts, net expense to MPL in 2024 is \$625,832. Also included in this account are the Adjacent County payments, expected in December. October amount is the SCLS Youth Literacy grant funds.
- Transfer in from Permanent represents the Library's annual draw from the trust fund. Library draws the previous year's earnings on the account, so we do not deplete these funds.

## Wages and Benefits

Wages and Benefits budget used: 88%

- Wages and Benefits has 22.5 pay periods out of 26.2 pay periods. Last YTD had 22.5 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.
- March and August had three pay periods.
- Salary Savings represents the amount of savings due to vacancies throughout the year. In the past this was around \$224k - \$273k; for 2024 Budget staff adjusted the amount to align with actual salary savings; Library's is now \$385k.
- Premium Pay represents night premium, Sunday premium and on call payroll expenses.
- Budget Efficiencies: when reviewing the wages and benefits keep in mind that is where Budget staff built in the 1% reduction in budget for all agencies for 2024.
- Compensated Absence represents retiree payouts for unused vacation and comp time, December amounts will fully use the remaining budget.
- Compensated Absence Escrow represents retiree sick leave payouts. These expenses are incurred throughout the year; budget is established by the City. If Library exceeds payroll and benefits budget this is an acceptable use of Fund Balance to make Library whole.
- Post Employment Health Plans expenses are processed in January.

## Supplies

Supplies budget used: Actuals: 74%; Actuals plus Encumbrances: 77%

- Furniture November purchases include office chair cylinder returns of wrong parts and purchase of correct parts.
- Program Supplies October expense includes purchases for storytime at various branches; Thurber artist programs; Making Justice program; Parents as First Teachers program; Lakeview and Meadowridge teen programs; Pinney's PlayLab, art and various programs; programming laptops and iPads; Goodman South's I am a Man art exhibit.
- Library Collections Materials details of all purchases YTD.
  - Combined Capital and Operating budget totals \$1,383,808 with purchases to date of \$1,200,607, 87% of budget is used. There are additional encumbrances not reflected in Munis of \$82,189 bringing us to 93% of budget used.
  - Capital budget:
    - General Collections budget is \$840,483 with purchases to date of \$703,395, 84% of budget is used. Library's 2024 Capital collections budget was increased in anticipation of beginning purchasing for Reindahl.
    - Lakeview High Demand budget is \$32,715 with purchases to date of \$27,520, 84% of budget is used.
  - Operating budget is \$510,610 with purchases to date of \$469,691, 92% of budget used.
    - Levy budget is \$247,143 with purchases to date of \$212,280, 86% of budget used.
    - Donations (MPLF and Friends) budget is \$263,467 with purchases to date of \$257,411, 98% of budget used.
- Machinery and Equipment November amount is a return of equipment, there were no purchases.
- Equipment Supplies November purchases are supplies for snow removal equipment.
- Inventory purchases are for patron hygiene and clothing needs.

## Purchased Services

Purchased Services budget used: Actuals: 91%; Actuals plus Encumbrances: 94%.

When factoring out the Dane County and SCLS Contract, budget used: Actuals: 88%; Actuals plus Encumbrances: 92%.

- Water and Sewer are higher in the summer due to Central's air conditioning system, which is water cooled. October expense spiked due to water leaks at Meadowridge and Goodman South Madison.

- Telephone expenses are over budget due to needing additional copper phone lines at Monroe Street and Pinney to enable faxing capabilities, for reasons unknown these two locations are unable to fax using the City's VOIP phone lines.
- 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. November expenses include the annual Kodiak web hosting fee (\$1,500) and the ILLiad License/hosted server fees (\$18,372).
- Building Improvement/Repair/Maint:
  - Encumbrances are for common area maintenance (CAM) charges, Central window cleaning and Central roof anchor certification.
  - Monthly common area maintenance charges of \$22,269 for Hawthorne, Ashman, Lakeview, Meadowridge, Pinney, Sequoya and Goodman South.
  - November expenses also include a credit for Sequoya 2023 CAM (-\$1,447), Meadowridge camera assisted drain cleaning (\$250) and Library Support Center solar panel system repairs (\$1,569).
- Process Fees Recyclables includes light bulb and battery recycling for all locations (\$1,103).
- Equipment Improvement Repair Maint is over budget due to some unexpected and unplanned repairs during the year. November expenses include:
  - Monthly MFD maintenance for all locations (\$332) and the in-house printer maintenance (\$1,353).
  - HVAC preventative maintenance at all neighborhood libraries (\$6,688).
  - Sequoya community room AV (\$299).
  - Hawthorne automatic door repairs (\$223).
  - Lakeview gas detector sensor boards (\$1,010).
  - Meadowridge urinal repairs (\$232).
- Recruitment **October amount increased by \$7 due to a late posting background check.**
- Conferences and Training November expenses include a repayment of duplicated reimbursement, ALSC conference travel, and a microaggressions training for community engagement staff.
- Memberships November expense is for a WLA membership.
- Advertising Services November expenses include Teejop and Beyond the Page Care and Repair marketing; PR assistance in November, Spanish translation services, sandwich board signs and posters, and testing of a new service for MMSD flyer distribution system.
- Transportation Services expenses are for the Youth Delivery program (formerly Home Delivery).
- Program Services November expenses include Go Big Read planning; Care and Repair programs at multiple locations; cooking classes at multiple locations; Teejop programs; bilingual storytimes at Hawthorne; Lakeview teen programs and pop-up portrait studio; Monroe Street Saturday art programs; Pinney PlayLab, art, teen writing, creative movement/dance; Sequoya Jazz, yoga for kids, Dungeons and Dragons; Goodman South art club, community English classes and I am a Man art exhibit; and Making Justice programs.
- 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.
- Taxes and Special Assessments is only at 44% budget used because Lakeview taxes are a singular payment at the end of the year. Hawthorne and Meadowridge taxes are paid monthly and reconciled at year-end.

### Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 95%

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance.
- Inter-Dept Charge from Fleet Services is for vehicle maintenance and fuel. **Previous month changes:**
  - July charges include \$1,038 for repairs to the Kubota tractor and \$77 for fuel.
  - August charges include \$906 for repairs to the Ford Transit and \$203 for fuel.
  - September charges include \$6,228 for repairs to the Fort Transit and Chevrolet Express and \$124 for fuel.

- 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 Insurance and Workers Comp is for Library's share of the City's expenses. These expenses will be posted as an annual total in December. The monthly amount for insurance is \$9,127.50 and the monthly amount for workers comp is \$1,451.75.
- Transfer out to Debt Service is for Library's General Obligation Bond issuance repayments. The largest (and final) payment processed in October for principal and interest payments.