

**MADISON PUBLIC LIBRARY**  
**Supplementary Notes to the 2018 Year to Date Budget Report**  
**As of December 26, 2018**

Key Indicators

Budget Year Lapsed	99%
Total Operating Revenue	98%
Total Operating Expense	94%
Total Wages & Benefits Expense	93%
Total Supplies Expense	96%
Total Services Expense	96%
Total Debt/Inter-Dept Charges	100%

Noteworthy Items

Contributions and Donations Revenue is \$308,669.79 under budget.

- The 2018 budget was prepared based on 2017 revenue, which included \$300,000 of one-time gifts.
- We submitted a request for funds to MPLF of \$38,024.89 on December 18, 2018; we received these funds after the budget report was produced.
- We submitted a request for funds to MPLF of \$96,934.40 for the Goodman South Madison Branch improvements, these funds will be received in 2019.

Salaries and Benefits have been posted through Pay Period 25, November 18 through December 1, 2018. There are two full pay periods remaining to post to 2018; and one pay period that will be prorated 10% to 2018 and 90% to 2019.

- Permanent Wages is forecasting to be under budget \$400,000.
- Hourly Wages is forecasting to be over budget \$140,000.
- Compensated Absence is forecasting to be over budget \$13,500; due to sick leave payout for a long time employee who passed away unexpectedly.

Supplies expenses have available budget of \$75,958.79 for the remainder of 2018.

Services expenses have available budget of \$117,235.97 for the remainder of 2018.

Listed as a separate Agenda item for approval, we found \$300,000 of 2017 Revenue that lapsed to Fund Balance. This Revenue needs to be brought back into the Operating Budget from Fund Balance.