

MADISON PUBLIC LIBRARY
Supplementary Notes to the March 2024 Financial Reports
As of April 23, 2024

Key Indicators

Budget Year Remaining	75%
Budget Year Lapsed	25%
Total Operating Revenue	58%
Total Operating Expense	30%
Total Wages & Benefits Expense	24%
Total Supplies Expense	42%
Total Services Expense	78%
Total Debt/Inter-Dept Charges	0%

Financial Snapshots

Year to Date:

								3/31/2024
								Year remaining 75%
								Year lapsed 25%
MADISON PUBLIC LIBRARY MARCH 31, 2024 YEAR TO DATE BUDGET REPORT AS OF APRIL 23, 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	24,071,772	14,022,858	-	58%	10,048,914	12,491,886	1,530,972	12%
Expenses Totals:	(24,071,772)	(7,222,994)	(663,199)	30%	16,185,578	(4,747,724)	(2,475,270)	52%
Wages & Benefits Totals	(15,492,163)	(3,713,592)	-	24%	11,778,571	(3,230,382)	483,210	15%
Supplies Totals	(1,141,039)	(475,118)	(8,960)	42%	656,961	(470,043)	5,075	1%
Purchased Services Totals	(4,745,956)	(3,033,400)	(654,239)	78%	1,058,317	(1,041,890)	1,991,510	191%
Debt and Inter-Dept Totals	(2,692,613)	(884)	-	0%	2,691,729	(5,410)	(4,525)	-84%
Net Gain/(Loss)	-	6,799,864	(663,199)		26,234,492	7,744,161		
	Levy/Earned Rev	Private Funds						
Fund Balance 1/1/2023	2,161,282	721,563						
Fund Balance 12/31/2023 - ESTIMATED								

Month to Date:

MADISON PUBLIC LIBRARY MARCH 2024 MONTH TO DATE REPORT AS OF APRIL 23, 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	195,465	-	-	-	-	-	-	-	-	-	
Expenses Totals:	(3,417,904)	(1,726,358)	(2,078,732)	-	-	-	-	-	-	-	-	-	
Wages & Benefits Totals	(515,190)	(1,421,402)	(1,777,000)	-	-	-	-	-	-	-	-	-	
Supplies Totals	(198,612)	(143,525)	(132,981)	-	-	-	-	-	-	-	-	-	
Purchased Services Totals	(2,703,807)	(161,136)	(168,457)	-	-	-	-	-	-	-	-	-	
Debt and Inter-Dept Totals	(295)	(295)	(295)	-	-	-	-	-	-	-	-	-	
Net Gain/(Loss)	6,751,868	1,931,263	(1,883,267)	-	-	-	-	-	-	-	-	-	

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: 58%

- Real Estate Taxes City Finance has posted the January and February 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 revenue from the walk-in contract, with offsetting expenses posting to Community Agency Contracts, net expense to MPL is \$625,832. March amount represents SCLS CE grants supporting staff attending the annual PLA conference, and a couple adjacent county reimbursements that were received too late to be accrued back to 2023.
- Reproduction Services **February amount increased by \$111 due to late posting of a cash receipt.**

Wages and Benefits

Wages and Benefits budget used: 24%

- Wages and Benefits has 5.5 pay periods out of 26.2 pay periods. Last YTD had 5.5 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 includes three pay periods.
- 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: 42%; Actuals plus Encumbrances: 42%

- Furniture March purchases include a Vari desk (\$473) for accommodation and an end desk table (\$1,926) for Pinney courtesy of Pinney Friends.
- Hardware Supplies includes multiple replacement computers and printers, both for staff and public use.
- 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.
- Library Collections Materials details of all purchases YTD.
 - Combined Capital and Operating budget totals \$1,270,830 with purchases to date of \$515,003, 41% of budget is used. There are additional encumbrances not reflected in Munis of \$66,716 bringing us to 46% of budget used.
 - Capital budget:
 - General Collections budget is \$840,483 with purchases to date of \$223,226, 27% 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 \$3,766, 23% of budget is used. MPL has additional funds available to draw in support of the Lakeview collections purchases.
 - Operating budget is \$413,632 with purchases to date of \$288,011, 70% of budget used.
 - Levy budget is \$247,143 with purchases to date of \$142,987, 58% of budget used.
 - Donations (MPLF and Friends) budget is \$166,489 with purchases to date of \$145,024, 87% of budget used.

Purchased Services

Purchased Services budget used: Actuals: 64%; Actuals plus Encumbrances: 78%.

When factoring out the Dane County and SCLS Contract, budget used: Actuals: 14%; Actuals plus Encumbrances: 34%.

- 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 March 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.
 - Credit of \$966 for the 2023 CAM reconciliation at Meadowridge.
- Fire Protection March expense includes a 5-year gauge inspection and repair of \$6,390 for Central. This was unanticipated as Facilities staff recently became aware of this requirement.
- Communication Device Repair and Maintenance March expense is the annual Envisionware maintenance renewal for all locations. There will be additional expenses throughout the year from SCLS for Envisionware fees which will be close to the total annual budgeted amount.
- Equipment Improvement Repair Maint March expenses include:
 - Monthly MFD maintenance for all locations (\$211) and two quarterly maintenance charges (\$2,609).
 - Monroe Street print management implemented (\$805).
 - Central rooms 301/302 window shade repair (\$810).
 - Sequoya meeting room AV upgrade (\$7,084).
- Recruitment March expenses include travel expenses for the Library Director out of town candidates.

- 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. March expenses are higher because staff submitted January and February mileage claims in March.
- Conferences and Training March expenses include expenses include PLA conference accommodations.
- Memberships March expense is for Library's Amazon Prime accounts.
- Consulting March expense is MPL's share of DCLS Dane County contract review consultation.
- Advertising Services March expenses include advertising for Naturalist in Residence, Bubbler, and Teejop programs.
- Transportation Services **February amount increased by \$400, this was a credit received in 2024 that was accrued back to 2023.**
- Program Services March 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.
- Taxes and Special Assessments March expense includes a credit of \$4,608 for the 2023 tax reconciliation at Meadowridge.

Debt/Inter-Dept Charges

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

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance **January and February amounts increased \$295 each, Finance posted January through March in April.**
- 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.