

Board Meeting 8/22/2024 Financial Review  
Budget vs. Actual Income and Expense Report  
Prepared by Kerrie Goeden, HR & Finance Coordinator

**Income**

These financial statements include year-to-date information through 7/31/2024. Expenditures should be at or under 58.3% (7/12) of budget YTD. Exceptions to that are explained below. The mid-year budget adjustments are reflected on the financial statements as of 7/1/2024.

**4010 State Aid Income**

We received 75% of our 2024 state aid from the DPI in December 2023 and the remaining 25% was received in April 2024. Therefore this account is at 100% of budget for the year.

**4030 Interest on Vested Funds**

Interest income includes interest earned on the money market, Sweep and state pool accounts. Our interest rate is 5.42%. Therefore interest income is higher than budgeted YTD.

**4120/4130/4170/4180 Delivery Services**

Delivery services fees for 2024 for our members (4120) were invoiced in January and therefore are reporting at 100% of budget. The other delivery fees will be invoiced in the upcoming months, to include Other Member Delivery-Library (Link Express services) and Multi/Intersystem Delivery (Statewide, UW, and Multi-type libraries), invoiced in February and July. Special Request Delivery income is recorded as it occurs on a monthly basis.

**4242 Tech and/or ILS Member Payments**

Technology and ILS fees to members were invoiced to all participants in January; therefore nearly 100% of this revenue is reported this month.

**4041/4060 Portfolio Interest/Dividends and (Un)Realized Gains/Change in Market Appreciation**

(Un)Realized gains and changes in market appreciation are not budgeted, as they are not within our control. YTD the portfolio has had (un)realized gains of \$7,544.31. These are in addition to the interest income earned on the account in the amount of \$38,896.19.

**Expenses**

**5310 Out of System Interloan**

The WorldShare ILL subscription was renewed with OCLC for the year. Therefore this account is at 93% of budget.

**5320 Online Content and Memberships**

The First Search subscription was renewed with OCLC for the year. Therefore this account is at 96.6% of budget.

**5530 ILS Contracted Support**

The 2024 Annual maintenance and development support fees were paid to PTFS in May, therefore this account is fully expended for the year.

**5560 Tech Central Server Hardware**

Server hardware was replaced in the data center. Thus this account is at 77.6% of budget YTD.

5570 Tech Support Equipment & Services

Solar Winds (HelpDesk Ticketing and Inventory Software), LogMeIn and 250 additional InfoSec IQ seats for Cyber Security training have been purchased for the year. Therefore this account is fully expended.

5591 3<sup>rd</sup> Party annual support and Maintenance

The MyPC and Papercut annual fees 7/22/24 - 7/21/25 were paid in June. Therefore this account is fully expended.

5740 Contracted Printing Services

We have paid for the Madison Public Library 1<sup>st</sup> and 2<sup>nd</sup> quarter 2024 printing. A portion of this will be invoiced back to the libraries, bringing this account back within budget.

7050 Subscriptions

The EBSCO Journal subscription was renewed for 2024. Therefore this account is at 82.5% of budget.

7210 Fleet Expenses

This account budget was increased by \$75,000 on the 2024 mid-year budget due to the elimination of the Delivery LSTA grant. This account is now back within budget for the year.

7260 Bonding/Cargo/Fleet Insurance

We've paid the annual premium for the auto and liability insurance already for the year. We have also received the \$15,790 dividend/refund for the year. Therefore this account is at 93.9% of budget.

7280 Fleet Replacement

We purchased 2 Delivery vehicles in June 2024. Therefore this account is at budget for the year.

7293/7294 Facility Loan Principal and Interest Payment

The annual loan payment has been made for the year 2024. Therefore these accounts are reporting at 100%.

7295 Delivery Facility

Facility costs for delivery include half of the utilities. This account was adjusted with the mid-year budget to reflect the utility costs at the new Pankratz building. The January electric bill was significantly higher than usual due to the additional fees associated with the electrical switchover, as well as construction electricity use in January. We have now received training on the new HVAC system settings and have adjusted temperatures throughout the building to a more efficient level. We will continue to monitor these costs.

7296 Delivery Facility Rent

We budgeted for one month of rent at the Gilson facility, which was paid in January 2024. Therefore this account is fully expended.

7475 Experimental Services for Libraries

In addition to the 6 hot spots that we provide for libraries to use, in April we purchased 7 Dell Latitude 3440 laptops for the digitization scanning kits. This is a one-time replacement cost. In June we purchased a RFID reader and software. Therefore this account is at 70.8% of budget.

7632 New Building Landscaping

This account covers costs such as mowing, weeding and plowing, pest control and trash/recycling. To date, most of the expenses have been for plowing, which constitutes 2/3 of this budget. To date we've spent 87.8% of the budget, which is in line with expected plowing expenditures remaining for the year.

#### 7633 New Building Construction Work

This budget reflects final billing for the new building construction and costs to install the delivery telephone system, blinds and connect the doors to the security system. These are all complete. It also includes the Focus on Energy rebate that we received for participating in this program. Therefore this account is at 99.6% of budget.

#### 7634 New Building Furniture

All necessary furnishings have been purchased for the year. Therefore this account is at 87.9% of budget.

#### 7636 Ground Lease Expense

This was paid in full for the year in January. Therefore this account is at 100% for the year.

#### 7655 Supplies

With the completion of the building project and Delivery moving into the new facility, we've had some larger orders of supplies this year, some of which is being shared between HQ and Delivery. We did increase this supply budget at mid-year, however we are still exceeding it. We will continue to monitor this account and adjust it as needed on the next budget cycle.

#### 7700 Employee Insurances

All insurances are paid a month in advance, therefore YTD we have paid through June and are at 66.9% of budget, which is right on budget.

#### 7730 Workers Comp, General Insurance

This account is at 109.2% of budget, as we have paid the insurance premiums for the entire year of 2024 for cyber, executive liability, property, general liability, worker's comp, business services bond and crime insurance. The renewal came in higher than budgeted for cyber liability insurances.

#### 7735 Unemployment Tax Expense

SCLS received a Covid Relief payment from the Dept. of Workforce Development in the amount of \$3,755.52. As we are self-insured and have had no unemployment expenses this year (knock on wood), this account has a credit balance.

#### 7740 Audit

The annual audit is complete and paid in full. This account came in under budget at 93.7% of budget.

#### 9170 Members Digital Buying Pool

The income represented on the financial statements (\$367,164.00) includes member fees for the digital media buying pool, the Advantage Program and OverDrive Magazines.

#### 9001 Other Expenses

These accounts reflect professional learning, trustee training and IDEA Project grant expenditures that will be submitted to the DPI for reimbursement.

Total Expenses through July 2024 are at 50% of the total budget. This includes expenses that have been paid a month in advance (employee insurances), and expenses that have been paid for the year (subscriptions, fleet/general insurances, the mortgage and ground lease). Therefore weighing in these factors, we are operating well within budget YTD.

### **Portfolio Update:**

Fixed Income Portfolio balance as of 6/30/2024: \$1,760,210.43

Fixed Income Portfolio balance as of 7/31/2024: \$1,778,223.22

The total portfolio value has increased this month by \$18,012.79

Starting portfolio balance 10/11/2012 = \$1,597,442.00. Therefore our portfolio balance has increased overall by \$180,781.22 since inception.

### **First Business Bank Ratings as of 5/31/24:**

Sited and quoted directly from the following sources:

<http://www.depositaccounts.com/banks/health.aspx?gclid=CMaGrfvuhr8CFQMNaQodwQwAgA#texas>

Texas Ratio: "Anything over 100% is considered at risk. Texas Ratio is an industry standard for calculating the health of a bank, but is not the only factor to consider. Data is based on the latest published financial data from FDIC and NCUA."

First Business Bank has a Texas Ratio of 4.32% and is listed as 19<sup>th</sup> healthiest bank in WI with assets of \$1 billion +.

<https://www.bauerfinancial.com/star-ratings?ref=#2-loadhere>

### **Ratings for selected banks operating in south-central Wisconsin**

**Star ratings are based on current financial data.**

*Source: Bauer Financial*

### **WHAT THE RATINGS MEAN**

#### **Bauer Financial:**

- 5 — Superior
- 4 — Excellent
- 3 1/2 — Good
- 3 — Adequate
- 2 — Problematic
- 1 — Troubled
- 0 — Lowest

First Business Bank has a rating of 5 for Bauer Financial rating scales.

<https://www.bauerfinancial.com/star-ratings/tell-me-more/?cert=15229&type=B>

<http://www.firstbusiness.com/investor-relations/>

This is the First Business Bank website that offers links to their Financial Statements, Stock Information, Dividends, Governance Documents and information of the Officers and Directors.