

MADISON PUBLIC LIBRARY
Supplementary Notes to the May 2019 Year to Date Budget Report
As of June 4, 2019

Key Indicators

| | |
|--------------------------------|-----|
| Budget Year Lapsed | 42% |
| Total Operating Revenue | 62% |
| Total Operating Expense | 38% |
| Total Wages & Benefits Expense | 39% |
| Total Supplies Expense | 28% |
| Total Services Expense | 61% |
| Total Debt/Inter-Dept Charges | 17% |

Financial Snapshot

| | Adopted Budget | 2019 YTD Actuals | Encumbrances | % Budget Used | Available Budget | 2018 YTD Actuals | CYTD - LYTD Variance \$ | CYTD - LYTD Variance % |
|------------------------------------|------------------------|-----------------------|---------------------|---------------|------------------------|-----------------------|-------------------------|------------------------|
| | | | | | | | Year remaining | 58% |
| | | | | | | | Year lapsed | 42% |
| Revenue Totals | 19,768,279.43 | 12,208,384.57 | - | 62% | 7,559,894.86 | 14,258,928.12 | (2,050,543.55) | -14% |
| Expenses Totals: | (19,768,279.43) | (7,495,842.46) | (424,774.12) | 38% | (11,847,662.85) | (6,892,648.59) | (603,193.87) | 9% |
| Wages & Benefits Totals | (13,145,244.26) | (5,086,204.61) | - | 39% | (8,059,039.65) | (4,574,669.88) | 511,534.73 | 11% |
| Supplies Totals | (1,003,501.64) | (281,080.82) | (7,133.71) | 29% | (715,287.11) | (621,316.32) | (340,235.50) | -55% |
| Purchased Services Totals | (2,656,999.53) | (1,616,040.22) | (417,640.41) | 77% | (623,318.90) | (1,356,201.21) | 259,839.01 | 19% |
| Debt and Inter-Dept Totals | (2,962,534.00) | (512,516.81) | - | 17% | (2,450,017.19) | (340,461.18) | 172,055.63 | 51% |
| Net Gain/(Loss) | - | 4,712,542.11 | (424,774.12) | | (4,287,767.99) | 7,366,279.53 | | |

Executive Summary

The monthly year to date budget report represents the current net operating position of the library at the time of producing the report. This report provides analysis on MPL's current and last year to date expense and budget performance by comparison. 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.

Revenue

Revenue budget used: 62%.

- Real Estate Taxes is down from last year, the April distribution of \$1,553,000 was not entered in Munis at the time of this report.
- Federal Revenues Operating will decrease in 2019. This is comprised of the IRS Interest Credits on the GO Bond issues 2009 – 2010. Due to the nature of paying the bonds, this interest credit will continue to decrease. 2020 will be the last year Library will receive these payments.
- Reimbursement of Expense will decrease in 2019 in conjunction with a decrease in Postage and Printing Expenses.
- Contributions and Donations increased over last year due to:
 - MPLF payments through May 2019 are \$44k more than through May 2018
 - Friends payments through May 2019 are \$29k more than through May 2019
- Miscellaneous Revenue is down due to a one-time payment of \$13,000 received in 2018.

Salaries and Benefits

Salaries and Benefits budget used: 39%

- Salaries and Benefits has 9.9 pay periods paid out of 26.1 pay periods. Last Year to Date had 9.0 pay periods paid out of 26.0.
- City Finance continues the Hourly analysis and will be supplementing our 2019 budget to make us whole. New projection calculations for 2020 will more accurately reflect the Hourly budget.

Supplies

Supplies budget used: 28%.

- Library Collections purchases deemed as fixed assets are now housed in the Capital Fund.
 - Capital budget is \$700,000 with purchases YTD of \$254,000; 36% of budget is used.
 - Library Collections purchases also continue in the operating budget, partly funded by contributions and donations.
- Program Supplies is down due to spending for larger programs in 2018 began in May; spending in 2019 begins in June.
- 2019 budget has not yet been realigned for the changes in recording of expenses. This will be adjusted during the 2nd Quarter Budget Projection process.
 - Changes were made in 2018 and 2019, such as recording toner purchases in Copy Printing Supplies, previously recorded in Office Supplies.
 - Janitorial Supplies are being recorded in this account, previously recorded in Work Supplies.

Purchased Services

Purchased Services budget used: 77%

- Purchased Services expenses had been coded inconsistently in the past, with the same types of expenses posting to various different accounts.
- Once a year purchases of services posted in the first quarter, totaling \$995,000.
- Known facility expenses have been encumbered for the entire year, factoring into the budget percent used:
 - Rent totaling \$495,000.
 - Common area maintenance totaling \$150,000.
 - Custodial charges totaling \$137,000.
 - Taxes and special assessments totaling \$24,000.
- Waste disposal has increased due to the temporary Pinney location. At the old location the waste disposal was part of the common area maintenance charges, at the temporary location we are responsible for waste disposal.
- Process Fees Recyclables had a one-time payment of \$3,300 for mass recycling of fluorescent light bulbs, LED bulbs and batteries.