

MADISON PUBLIC LIBRARY
Supplementary Notes to the October 2020 Month to Date Financial Report
As of November 20, 2020

Key Indicators

Budget Year Lapsed	83%
Total Operating Revenue	97%
Total Operating Expense	78%
Total Wages & Benefits Expense	73%
Total Supplies Expense	63%
Total Services Expense	89%
Total Debt/Inter-Dept Charges	99%

Financial Snapshot

										10/31/2020	
										Year remaining	17%
										Year lapsed	83%
MADISON PUBLIC LIBRARY OCTOBER 31, 2020 YEAR TO DATE BUDGET REPORT AS OF NOVEMBER 19, 2020											
	2020 Adopted Budget	October 2020 Month to Date	2020 YTD Actuals	Encumbrances	% Budget Used	2020 Under/(Over) Budget	2019 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %		
Revenue Totals	22,659,184.96	1,235,967.07	21,887,543.47	-	97%	771,641.49	19,273,407.48	2,614,135.99	14%		
Expenses Totals:	(22,659,108.77)	(5,895,090.80)	(17,759,075.95)	(182,309.60)	78%	4,717,723.22	(16,400,609.22)	(1,358,466.73)	8%		
Wages & Benefits Totals	(14,199,270.99)	(1,363,855.11)	(10,427,025.57)	-	73%	3,772,245.42	(10,082,282.09)	344,743.48	3%		
Supplies Totals	(1,274,287.11)	(39,594.46)	(748,340.74)	(51,417.45)	63%	474,528.92	(734,361.83)	13,978.91	2%		
Purchased Services Totals	(4,008,313.67)	(1,806,853.16)	(3,423,634.76)	(130,892.15)	89%	453,786.76	(2,274,464.28)	1,149,170.48	51%		
Debt and Inter-Dept Totals	(3,177,237.00)	(2,684,788.07)	(3,160,074.88)	-	99%	17,162.12	(3,309,501.02)	(149,426.14)	-5%		
Net Gain/(Loss)	76.19	(4,659,123.73)	4,128,467.52	(182,309.60)		5,489,364.71	2,872,798.26				
Fund Balance 1/1/2020	788,973.98										
Fund Balance 9/30/20	449,633.15										

Executive Summary

The month to date financial report represents the revenues and expenses at the time of producing the report. This supplementary report provides analysis on MPL’s revenues and expenses. At the time of this report City Finance staff are still posting entries to September 2020. Previous month amounts have been updated if any changes were made after the report was created; these changes are called out in the narratives.

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.

Revenue

Revenue budget used: 97%

- Real Estate Taxes are fully collected.
- Other Unit of Government Revenues:
 - 2019 revenue accrual was reversed in January for 2019 revenue received in February.
 - March revenue is from cross county payments received.
 - July revenue is from Beyond the Page grant.

- September revenue is from Youth Literacy grant.
- October revenue is from the Dane County Contract.
- Facility Rental:
 - Negative balance in March is due to a refund of payment received in February. The event was then canceled due to COVID.
 - Negative balance in July and September are due to correcting catering concessions receipt entry.
 - Rental stipends received from City of Madison Clerk's Office for the branches used as polling places in August and November. This was paid from a 2020 grant the Clerk's Office received and is not anticipated for future elections.
- Library Fees (formerly Fines):
 - Negative balance in May and August are due to refunds being processed for recovered lost and damaged items. May was the first month staff were allowed back into the Library.
 - June revenue increased due to the 2nd quarter receipt of online payments from SCLS.
 - September revenue increased due to the 3rd quarter receipt of online payments from SCLS.
- Transfer in From Grants:
 - October revenue is payment received by the City on behalf of the Library COVID-related expenses. FEMA and Road to Recovery grant payments are being administered by City Finance on behalf of all City Agencies, and distributed accordingly.
- Transfer in From Permanent Funds represents the 2020 US Bank Trust account disbursement.

Wages and Benefits

Wages and Benefits budget used: 73%

- Permanent Wages in January are skewed due to the City's accrual and reversal process for year-end.
- Wages increased in May and October due to three payrolls processed.
- Health Insurance in February is doubled due to the City's accrual process for year-end. December will have no Health Insurance Expense.
- Post Employment Health Plans expenses are processed in January and no other months.

Supplies

Supplies budget used: 63%

- Supplies expenses in April and May decreased due to building closures.
- Furniture expenses:
 - March purchase is for lounge chairs at Monroe Street.
 - June purchase is for tables, stools and chairs at Goodman South.
 - July purchase is for additional bins for book returns at all branches.
 - August purchases are for chairs at Meadowridge, more bins for book returns, down payment on reupholster of chairs at Ashman, shelving and tables at Goodman South.
 - October purchases are for book return bins, re-upholster furniture at Ashman, and shelving for the Lakeview remodel.
- Hardware Supplies in October has a correcting entry moving expenses to Systems Communication Internet expense.
- Library Materials increased in April due to electronic collection purchases.
- Building Supplies purchases:
 - June and September purchases includes the Plexiglas barriers
 - July purchases includes flooring for the Lakeview remodel.

- Machinery and Equipment:
 - June is the RFID and self-check equipment payment for Lakeview.
 - September is the RFID and self-check equipment installation payment for Lakeview.
- Equipment Supplies October purchases include supplies for the snow removal equipment in preparation for winter.

Purchased Services

Purchased Services budget used: 89%

- Water, Sewer and Stormwater June expenses were accidentally posted to July.
- Systems Communication Internet expenses are mainly an annual expense paid in January, with a mid-year payment (made in October this year because the invoices were lost in the mail).
- Building Improvement/Repair/Maint:
 - August includes “catch-up” payments for Pinney common area maintenance fees.
 - September includes movement of prior expenses to Equipment Improvement/Repair/Maint.
- Waste Disposal increased in August due to old furniture disposal.
- Facility Rental expense varies in the first quarter due to payments for the temporary Pinney location, and some February rents were accidentally posted to January.
- Communication Device Repair and Maintenance:
 - January purchase is the RFID and self-check annual support.
 - February purchase is the security camera annual support.
 - May purchase is adding wireless access points to the branches, paid with eRate rebate funds.
 - September purchases include ePRINTit annual subscription.
- Equipment Improvement Repair and Maintenance:
 - Monthly maintenance and support for multi-function printers.
 - September expenses include HVAC equipment maintenance.
- Conferences and Training:
 - Negative balances in June and July due to refunds for canceled conferences, mainly the cancelation of the ALA conference.
 - September expenses includes the YWCA Racial Justice Summit.
- Memberships:
 - January expenses include:
 - Urban Libraries Council (\$9,000)
 - American Library Association (\$768)
 - Partners for After School Success (\$797, paid with SMB Endowment funds)
 - WI LGBT Chamber of Commerce; membership required to participate in the LGTB+ wedding show (\$100)
 - National Association of Wedding Professionals (\$50)
 - Madison Rotary Club (\$1,235)
 - Winding Rivers Library System resource fees (\$100)
 - Wisconsin Library Association (\$240)
 - February expense to Wisconsin Library Association for advocacy outreach (\$1,032)
 - March expenses include:
 - City-wide Amazon Prime (\$187)
 - Costco (\$63)
 - April expense is Downtown Madison (\$275)
 - August expense is Music & Memory (\$200, paid with MAD Endowment funds)

- October expense includes Greg Mickells ALA membership (\$225) and Goodman South Madison's participation in Partners for After School Success (PASS) program (\$1,148 paid with endowment funds).
- Consulting Services include:
 - Lakeview remodel lighting consulting (\$4,345, paid with LAK remodel funds)
 - Technology consulting (\$10,703, paid with MPLF funds)
 - Organizational development consulting (\$1,200, paid with MPLF funds)
- Advertising Services include:
 - January: voting stickers (paid with MPLF funds) and Love is Love wedding show.
 - February: translucent MPL wallet folders and wedding show floral arrangement.
 - March: coffee cart mugs, pens, mouse pads, magnets, MPL logo water bottles, We Read tote bags, Pinney grand opening, t-shirts.
 - April: staff illustration spotlights.
 - May: staff illustration spotlights, final Pinney grand opening bills received.
 - June: staff illustration spotlights.
 - July: We Read Facebook ads, staff illustration spotlights.
 - August: We Read ads.
 - September: fine free Facebook ads.
 - October: continued fine free Facebook ads; Downtown Madison map ad (\$500).
- Security Services:
 - Expenses are mainly comprised of annual service agreements paid in January, with the exception of Pinney annual contract in June.
 - September is the annual access card maintenance agreement.
- Community Agency Contracts is the Dane County Contract expense.
- Permits and Licenses expense is an annual elevator permit fee for Central.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 99%

- Inter-Dept Charges from Engineering are building maintenance charges for the Hawthorne branch. The amount in September represents a "catch-up" entry processed by City Finance for January through September. Normally this entry is posted on a monthly basis.
- Inter-Dept charges from Fleet Services August total increased \$395 on the September report due to an entry posted by City Finance after the August report was created.
- Transfer out to Debt Service April payment is the interest on Library's General Obligation bond issuance. The principal and interest payment is made in October.