

MADISON PUBLIC LIBRARY
Supplementary Notes to the March 2022 Financial Reports
As of April 25, 2022

Key Indicators

Budget Year Remaining	25%
Budget Year Lapsed	75%
Total Operating Revenue	57%
Total Operating Expense	19%
Total Wages & Benefits Expense	19%
Total Supplies Expense	46%
Total Services Expense	38%
Total Debt/Inter-Dept Charges	0%

Financial Snapshots

Year to Date:

								3/31/2022
								Year remaining 75%
								Year lapsed 25%
MADISON PUBLIC LIBRARY FEBRUARY 28, 2022 YEAR TO DATE BUDGET REPORT AS OF MARCH 25, 2022								
	2022 Revised Budget	2022 YTD Actuals	Encumbrances	% Budget Used	2022 Under/ (Over) Budget	2021 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %
Revenue Totals	21,814,483	12,398,217	-	57%	9,416,266	12,178,229	219,988	2%
Expenses Totals:	(21,814,483)	(4,096,488)	(556,761)	19%	17,161,234	(3,856,327)	(240,161)	6%
Wages & Benefits Totals	(13,944,900)	(2,713,624)	-	19%	11,231,276	(2,629,352)	84,272	3%
Supplies Totals	(842,981)	(356,032)	(32,921)	46%	454,027	(260,761)	95,271	37%
Purchased Services Totals	(4,090,973)	(1,024,598)	(523,840)	38%	2,542,535	(930,966)	93,632	10%
Debt and Inter-Dept Totals	(2,935,629)	(2,233)	-	0%	2,933,396	(35,248)	(33,014)	-94%
Net Gain/(Loss)	-	8,301,729	(556,761)		26,577,500	8,321,902		
Fund Balance 1/1/2021		1,678,069						
Fund Balance 12/31/2021 - ESTIMATED		1,878,069						

Month to Date:

MADISON PUBLIC LIBRARY PRELIMINARY 2021 MONTH TO DATE REPORT AS OF FEBRUARY 16, 2022.												
	January 2022 Month to Date	February 2022 Month to Date	March 2022 Month to Date	April 2022 Month to Date	May 2022 Month to Date	June 2022 Month to Date	July 2022 Month to Date	August 2022 Month to Date	September 2022 Month to Date	October 2022 Month to Date	November 2022 Month to Date	December 2022 Month to Date
Revenue Totals	8,170,819	4,199,190	28,209	-	-	-	-	-	-	-	-	-
Expenses Totals:	(1,373,488)	(1,393,676)	(1,329,324)	-	-	-	-	-	-	-	-	-
Wages & Benefits Totals	(458,984)	(1,186,882)	(1,067,759)	-	-	-	-	-	-	-	-	-
Supplies Totals	(198,841)	(72,066)	(85,126)	-	-	-	-	-	-	-	-	-
Purchased Services Totals	(715,000)	(133,453)	(176,145)	-	-	-	-	-	-	-	-	-
Debt and Inter-Dept Totals	(663)	(1,276)	(295)	-	-	-	-	-	-	-	-	-
Net Gain/(Loss)	6,797,331	2,805,514	(1,301,115)	-	-	-	-	-	-	-	-	-

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. At the time of this report, City Finance is still processing 2021 and 2022 transactions. 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 budget and spending is processed 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.

Budget amounts do not reflect the 2021 carry forward funds. Carry forward budget entries are completed by City Finance and MPL Finance staff. Percentage of budget used calculation includes encumbrance amounts.

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: 57%

- Real Estate Taxes first and second installments have been processed. Installments are posted in January, February, April, June and August.
- Federal Revenues Operating **January amount increased to \$2,947 due to late entries posted by City Finance.**

Wages and Benefits

Wages and Benefits budget used: 19%

- Wages and Benefits has 5.6 pay periods out of 26.2 pay periods. Last YTD had 5.8 pay periods out of 26.1.
 - January is low due to the City's accrual process posting a portion of the first 2022 payroll back to 2021.
- Compensated Absence Escrow represents retiree sick leave payouts. These expenses are incurred throughout the year, budget is established by the City.
- Post Employment Health Plans expenses are processed in January only.

Supplies

Supplies budget used: 46%

- Office Supplies and Copy Printing Supplies **February expenses increased by \$68 and \$978 respectively for transactions posted after the February report.**

- Furniture levy funding budget was zeroed out in the 2022 Adopted Operating Budget. Purchases in 2022 will be funded by donations. The current report shows this line item as 374% of budget used, when the carry forward entries are completed this will be closer to 95% budget used.
- Program Supplies **February amount increased by \$1,384.**
- Work Supplies **February amount increased by \$391.**
- Library Collections Materials:
 - Combined Capital and Operating budget is \$1,393,914 with purchases to date of \$403,755, 29% of budget is used. There are additional encumbrances not reflected in Munis of \$60,547, bringing us to 33% of budget used.
 - Capital budget:
 - General Collections budget is \$976,405 with purchases to date of \$194,562, 20% of budget is used.
 - Pinney Collections budget is \$72,118 with purchases to date of \$9,081, 13% of budget is used.
 - Lakeview Too Good To Miss budget is \$34,921 with purchases to date of \$2,717, 8% of budget is used.
 - Operating budget is \$310,470; with purchases to date of \$197,395, 64% of budget used. The budget will increase when the 2021 carry forward entry is completed, this will be closer to 45% of budget used.
- Machinery and Equipment is well over budget due to purchases made with donation funds, which were originally budgeted elsewhere. Further, the 2021 carry forward funds budget entry is yet to be posted.

Purchased Services

Purchased Services budget used: 38%

- Natural Gas expense is higher due to MGE rate increases. January usage charges, paid in February, were extremely high. We may need to reallocate budget from another line item. We will watch this and potentially receive additional budget during the mid-year appropriation.
- Systems Communication Internet expense is at 96% budget. This is expected, as the main expense is an annual purchase made in January. **The February amount increased by \$384.**
- Building Improvement/Repair/Maint:
 - Monthly common area maintenance charges of \$14,896 for Hawthorne, Ashman, Lakeview, Meadowridge, Pinney and Sequoya.
 - Additional March expenses includes a contract payment for Lakeview LED lighting, partially funded with donations. When the 2021 carry forward funds budget entry is complete this will be at 72% budget used.
- Fire Protection is over budget due to equipment upgrades unknown at the time the 2022 budget request was created.
- Equipment Improvement/Repair/Maint encumbrance represents 2022 HVAC maintenance and printer/copier maintenance.
- Conferences and Training February expenses are for PLA and Drupalcon annual conferences, ALA trainings and cataloguing trainings. **February amount increased by \$420 for the PLA annual conference.**
- Consulting Services **January amount increased to \$175 for work on building a Librarian Digital Toolkit.** February amount is for continued work on the Librarian Digital Toolkit.
- Program Services **February amount increased by \$105.**

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 0.8%

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance.
- Inter-Dept Charge from Fleet Services January and February charges were posted. **January charges are for fuel only. February charges are for maintenance and fuel.**
- The remaining Inter-Dept Charges have not been posted in 2022. City staff are currently preparing for the year-end audit. Entries will be posted back to the first quarter when created.