

MADISON PUBLIC LIBRARY
Supplementary Notes to the April 2022 Financial Reports
As of May 23, 2022

Key Indicators

Budget Year Remaining	67%
Budget Year Lapsed	33%
Total Operating Revenue	74%
Total Operating Expense	36%
Total Wages & Benefits Expense	31%
Total Supplies Expense	49%
Total Services Expense	82%
Total Debt/Inter-Dept Charges	11%

Financial Snapshots

Year to Date:

								4/30/2022
								Year remaining 67%
								Year lapsed 33%
MADISON PUBLIC LIBRARY APRIL 30, 2022 YEAR TO DATE BUDGET REPORT AS OF MAY 23, 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	21,908,431	16,148,144	-	74%	5,760,287	14,232,923	1,915,221	13%
Expenses Totals:	(22,017,391)	(8,006,544)	(546,032)	36%	13,464,815	(5,847,613)	(2,158,931)	37%
Wages & Benefits Totals	(13,944,900)	(4,333,448)	-	31%	9,611,452	(4,109,145)	224,303	5%
Supplies Totals	(970,685)	(408,307)	(66,098)	49%	496,280	(311,987)	96,320	31%
Purchased Services Totals	(4,166,178)	(2,948,136)	(479,934)	82%	738,108	(1,033,722)	1,914,414	185%
Debt and Inter-Dept Totals	(2,935,629)	(316,653)	-	11%	2,618,976	(392,758)	(76,105)	-19%
Net Gain/(Loss)	(108,960)	8,141,600	(546,032)		19,225,102	8,385,310		
Fund Balance 1/1/2022		2,156,355						
Fund Balance 12/31/2022 - ESTIMATED								

Month to Date:

MADISON PUBLIC LIBRARY PRELIMINARY 2021 MONTH TO DATE REPORT AS OF MAY 23, 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	3,749,927	-	-	-	-	-	-	-	-
Expenses Totals:	(1,373,574)	(1,393,676)	(1,329,744)	(3,909,550)	-	-	-	-	-	-	-	-
Wages & Benefits Totals	(458,984)	(1,186,882)	(1,067,759)	(1,619,824)	-	-	-	-	-	-	-	-
Supplies Totals	(198,841)	(72,066)	(85,126)	(52,275)	-	-	-	-	-	-	-	-
Purchased Services Totals	(715,086)	(133,453)	(176,564)	(1,923,032)	-	-	-	-	-	-	-	-
Debt and Inter-Dept Totals	(663)	(1,276)	(295)	(314,420)	-	-	-	-	-	-	-	-
Net Gain/(Loss)	6,797,245	2,805,514	(1,301,535)	(159,623)	-	-	-	-	-	-	-	-

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; these will be posted before the May 2022 report is created. 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: 74%

- Real Estate Taxes have the first three installments processed. Installments are posted in January, February, April, June and August.
- Other Unit of Government Revenues Operating April amount includes the Dane County Contract revenue of \$1,277,496, with offsetting expense of \$1,803,076, netting to an expense of \$525,580.

Wages and Benefits

Wages and Benefits budget used: 31%

- Wages and Benefits has 8.6 pay periods out of 26.2 pay periods. Last YTD had 8.8 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.
 - April had three pay periods.
- Compensated Absence Escrow represents retiree sick leave payouts. These expenses are incurred throughout the year, budget is established by the City. Library anticipates additional expenses through the year, if Wages and Benefits are over budget at year end Fund Balance will be used to make Library whole.
- Post Employment Health Plans expenses are processed in January only.

Supplies

Supplies budget used: 49%

- Library Collections Materials:
 - Combined Capital and Operating budget is \$1,414,614 with purchases to date of \$491,533, 35% of budget is used. There are additional encumbrances not reflected in Munis of \$59,435, bringing us to 39% of budget used.
 - Capital budget:
 - General Collections budget is \$976,405 with purchases to date of \$258,893, 26% of budget is used.
 - Pinney Collections budget is \$72,118 with purchases to date of \$12,177, 17% of budget is used.
 - Lakeview Too Good To Miss budget is \$50,921 with purchases to date of \$3,593, 7% of budget is used.
 - Operating budget is \$315,170; with purchases to date of \$221,871, 70% of budget used. The budget will increase when the 2021 carry forward entry is completed, this will be closer to 50% of budget used.

Purchased Services

Purchased Services budget used: 82%

- 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.
- Electricity expense **January amount increased by \$86. Finance staff posted an expense in May back to January and it will be reversed because it was for the old LSC.**
- Systems Communication Internet expense is at 97% budget. This is expected, as the main expense is an annual purchase made in January.
- Building Improvement/Repair/Maint:
 - Monthly common area maintenance charges of \$14,896 for Hawthorne, Ashman, Lakeview, Meadowridge, Pinney and Sequoya.
 - Additional April expenses include door lite glass replacement at Monroe St, rewiring for security door and bathroom sink repair at Pinney, ballast repair at Goodman South.
- 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 April expenses are for cataloguing, CPR/AED training, PLA travel expense, and dangerous situations training.
- Membership expense for April include a contribution to a joint membership with other City of Madison agencies to the Progress Center for Black Women Partnership. **March amount increased by \$420 for Library's share of the City's Amazon Prime account.**
- Consulting Services April amount is for technology planning.
- Community Agency Contracts represents the Dane County Contract expense, with offsetting revenue of \$1,277,496, netting to an expense of \$525,580.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 11%

- Inter-Dept Charge from Engineering is for Hawthorne building maintenance.
- Inter-Dept Charge from Fleet Services for March and April have not been posted as of the time this report was created.
- Inter-Dept Charge from Traffic Engineering is an annual expense. There may be additional minor charges for repairs.
- Transfer out to Debt Service is the April interest payment on Library's General Obligation (GO) borrowing. The principal and interest payment will be processed in October.