

MADISON PUBLIC LIBRARY
Supplementary Notes to the Year End Appropriation
Analysis of the Requested Year-End Budget Transfers
As of December 14, 2022

Executive Summary

City of Madison prepares a 3rd quarter budget projection for analysis of year-end budget appropriation entries. The purpose of the year-end budget entries is align budget with actual revenues and expenses. Madison Public Library's Accountant has reviewed the current YTD expenses and estimated projected totals based on a number of factors, detailed in the notes. Inter-departmental charges updates based on actual amounts provided to MPL by City Budget staff. Central Budget staff requested Library review the year-end appropriation using updated budget and actual amounts through December 14, 2022. There were some rather large entries made in November, after creating the previous 3rd quarter budget projection.

It is important to note that the proposed budget transfers have a net \$0 impact to Madison Public Library's overall budget for Levy Funds and Private Funds. Below are charts showing what the Revised Budget is at the time of the projection and the proposed budget amendments resulting from the projection analysis.

Revised Budget	Levy/Earned Rev	Private Funds	Total
Revised Budget Total Revenue	21,376,343	1,476,636	22,852,979
Revised Budget Total Wages & Benefits	(13,863,858)	(121,089)	(13,984,947)
Revised Budget Total Supplies	(714,621)	(752,283)	(1,466,905)
Revised Budget Total Services	(3,834,824)	(603,264)	(4,438,089)
Revised Budget Total Debt/Inter-D	(2,963,039)	0	(2,963,039)
Net Revised Budget (s/b 0)	0	0	0

	Levy/Earned Rev	Private Funds	Total
Budget Transfer Total Revenue	(35,609.00)	34,763.00	(846.00)
Budget Transfer Total Wages & Benefits	126,547.00	-	126,547.00
Budget Transfer Total Supplies	(67,055.00)	(32,363.00)	(99,418.00)
Budget Transfer Total Services	(23,883.00)	(2,400.00)	(26,283.00)
Budget Transfer Total Inter-D	-	-	-
Net Budget Transfer (s/b 0)	-	-	-

Revenue

Revenue budget recommended transfers

- Federal Revenues Operating increase to add budget for unanticipated funds received.
- Other Unit of Gov Revenues Op Decrease to align with actual receipts and anticipated Adjacent County revenue.
- Reproduction Services decrease to align with actual receipts.
- Catering Concessions and Facility Rental decrease based on reduced reservations.

- Reimbursement of Expense increase based on actual receipts.
- Lost and Damaged fees increase to based on anticipated 4th Quarter revenues.
- Contributions and Donations increase based on a large grant secured by Madison Public Library Foundation, which will be paid out in 2022.
- Fund Balance Applied decrease for funds not needed to supplement the 2022 budget.

Wages and Benefits

Wages and Benefits recommended transfers

- Compensated Absence Escrow budget shortage represents long-term employee retirements. Proposed budget amendment uses Fund Balance to increase budget to actual, an approved and expected usage of Fund Balance per Central Budget staff.

Supplies

Supplies recommended transfers

- Office Supplies decrease to align with actual expenses less than anticipated.
- Copy Printing Supplies decrease offsetting some of the Reproduction Services revenue reduction.
- Furniture increase with offsetting decreases to various other supplies expenses; including donations originally added to Program Supplies but were used for Furniture purchases.
- Postage decrease reflecting the shifting of notifications from USPS to email.
- Janitorial and Safety Supplies decrease reflecting updated purchasing levels almost post-COVID.
- Library Materials transfer \$212,000 of actual expenses to Library's capital project for materials acquisitions.
- Building Supplies decrease based on actual and anticipated spending.
- Electrical, Plumbing, Machinery & Equipment and Equipment Supplies increase to align with actual and anticipated spending.

Purchased Services

Purchased Services recommended transfers

- Utilities expenses (Natural Gas, Electricity, Water, Sewer and Stormwater) shift budget with a net \$0 overall change in utilities.
- Telephone decrease based on reduction of expenses due to connecting to the City's VOIP system.
- Building Improvement/Repair/Maint decrease to align with actual and anticipated expenses.
- Waste Disposal increase reflecting increases to fuel surcharges in 2022.
- Fire Protection increase to align with unexpected repairs in 2022.
- Pest Control increase for a one-time service in 2022.
- Elevator Repair decrease to align with actual expenses.
- Facility Rental decrease to align with actual expenses.
- Process Fees Recyclables decrease to align with actual expenses, a one-time recycling fee not realized in 2022.
- Communication Device Repair/Maint decrease, expense moved to Equipment Improvement/Repair/Maint based on a shift of the services received.
- Equipment Improvement/Repair/Maint increase to align with actual expenses, including one-time services.
- System and Software Maint increase to reflect expense unknown at the time of the 2022 budget request process.
- Mileage increase to reflect increased expense claims due to increased programming and Computer Specialist/Technician claims.
- Conferences and Training decrease of levy funds to offset increased mileage expense, and less travel than anticipated in 2022 for conferences.

- Credit card services decrease based on actual expenses, this represents the SCLS online fees which have decreased with the elimination of fines.
- Management Services increase to align with actual expenses.
- Consultant Services increase with offsetting decrease to Program Services, representing donations originally budgeted to Program Services but used for Consultant Services.
- Advertising Services decrease to align with actual expenses.
- Security Services increase to align with unexpected repairs.
- Other Services and Expenses increase to align with actual expenses.
- Taxes and Special Assessments decrease to align with anticipated actual expenses.

Debt/Inter-Dept Charges

- Inter-Dept Charge from Fleet Services increase based on updated actual expenses reported by Central Budget.
- Inter-Dept Charge from Insurance decrease based on updated actual expenses reported by Central Budget.
- Inter-Dept Charge from Workers Comp decrease based on updated actual expenses reported by Central Budget.