

MADISON PUBLIC LIBRARY
Supplementary Notes to the December 2020 Year to Date Budget Report
As of February 8, 2021

Key Indicators

Budget Year Lapsed	100%
Total Operating Revenue	97%
Total Operating Expense	92%
Total Wages & Benefits Expense	92%
Total Supplies Expense	81%
Total Services Expense	92%
Total Debt/Inter-Dept Charges	97%

Financial Snapshot

								12/31/2020
								Year remaining 0%
								Year lapsed 100%
MADISON PUBLIC LIBRARY DECEMBER 30, 2020 YEAR TO DATE BUDGET REPORT AS OF FEBRUARY 8, 2021								
	2020 Adopted Budget	2020 YTD Actuals	Encumbrances	% Budget Used	2020 Under/(Over) Budget	2019 YTD Actuals	CYTD - LYTD Variance \$	CYTD - LYTD Variance %
Revenue Totals	22,743,068.00	22,132,749.70	-	97%	610,318.30	20,681,749.91	1,450,999.79	7%
Expenses Totals:	(22,743,068.00)	(20,955,558.66)	(39,622.62)	92%	1,747,886.72	(20,617,953.16)	(337,605.50)	2%
Wages & Benefits Totals	(14,199,270.99)	(13,111,025.46)	-	92%	1,088,245.53	(13,026,439.56)	84,585.90	1%
Supplies Totals	(1,274,909.09)	(1,013,985.30)	(14,883.25)	81%	246,040.54	(883,040.05)	130,945.25	15%
Purchased Services Totals	(4,001,813.67)	(3,649,125.59)	(24,739.37)	92%	327,948.71	(3,721,176.60)	(72,051.01)	-2%
Debt and Inter-Dept Totals	(3,267,074.25)	(3,181,422.31)	-	97%	85,651.94	(2,987,296.95)	194,125.36	6%
Net Gain/(Loss)	-	1,177,191.04	(39,622.62)		2,358,205.02	63,796.75		
Fund Balance 1/1/2020	788,973.98							
Fund Balance 9/30/20	449,633.15							

Executive Summary

The 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. At the time of this report City Finance staff are still posting entries to December 2020.

The data for this report was pulled earlier in the month than usual for the Library Board review and approval. The data in this report is what was used to complete the DPI Annual Report.

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.

Revenue

Revenue budget used: 97%

- Real Estate Taxes Revenue has been credited with all four installments in 2020.
- Federal Revenues Operating is over budget due to the eRate rebate received. This was unknown at the time the 2020 operating budget was created.
- Other Unit of Gov Revenues Op includes YS Literacy grants and Dane County Contract payments.
- With Library branches closing due to COVID-19 we do not anticipate the following revenues increasing from the current actuals:
 - Reproduction Services:
 - While the branches are now open for public computing, we are not currently charging for copy/print fees.
 - In house printing may increase slightly more than current actuals in third and fourth quarter. As things begin to open during COVID-19 we can anticipate print job requests from the Foundation and SCLS Libraries.
 - Appliance Collection: sales will not resume until Library is open for full services.
 - Catering Concessions: remaining 2020 events have been canceled. There was an entry in September to correct a previous receipt processed as facility rental, but was actually catering concessions.
 - Facility Rental: remaining 2020 events have been canceled. We received a stipend from the City Clerk's Office for branches that are polling places, \$750 per location for the August and November elections.
 - Library AV and Book Rentals: this account has been renamed from Library Collection Fees to better describe the revenue origination. This may increase slightly more than current actuals in the third and fourth quarter, although we did not build that assumption into our 2nd Quarter 2020 projection.
 - Reimbursement of Expense: this revenue is generally related to reimbursements for conferences. December we received reimbursement from Madison Metropolitan School District for books purchased on their behalf.
 - Library Fees: this account has been renamed from Library Fines in accordance with the Library Board approval to remove fines.
 - Miscellaneous Revenue: this revenue is from book bag sales and payments from patrons that do not fit in another revenue category. We are not expecting to resume cash payments in 2020.
 - Transfer in from Grants Revenue reflects reimbursement for COVID-related expenses. This is being accounted for by City Finance staff for all City of Madison agencies.

Wages and Benefits

Wages and Benefits budget used: 92%

- Wages and Benefits has 26.2 pay periods paid out of 26.2 pay periods. Last Year to Date had 26.1 pay periods paid out of 26.1 pay periods.
- While Wages and Benefits actuals are only slightly lower than 2019 actuals, they are well under budget for 2020. This is due to the 2020 budget being increased \$1,043,740 over the 2019 budget. This reflects the known wage and benefit increases, and updated Hourly Wages budget to more accurately reflect historical spending in this category. With the onset of COVID-19 Madison Public Library has experienced more sustained vacant positions than it ever has in the past.

Supplies

Supplies budget used: 81%

- Furniture is over budget due to purchases using private funds. During the budget process we don't know every supply type the funds will be used for, budget for these purchases is captured in other supply accounts. (Generally in Program Supplies.)
- Program Supplies are well below budget because of cancelation of in-person programs due to COVID-19.
- Janitorial Supplies will be over budget due to unanticipated purchases related to COVID-19.
- Library Collections purchases deemed as fixed assets are now housed in the Capital Fund. An analysis of all 2020 Library Collections purchases is performed and a final entry is created to move purchases between operating and capital expenses. This entry has not been created for 2020 at the time of this report.
 - Capital budget is \$700,000 with purchases YTD of \$563,872; 81% of budget is used.
 - Operating budget is \$324,414; with purchases YTD of \$483,579; 149% of budget is used.
- Safety Supplies expenses are well over budget, and will continue to be for the remainder of 2020. This is directly due to COVID-19 procedures and precautions. This will be offset by many other supplies expenses being well under budget, also due to COVID-19.
- Electrical Supplies budget historically has been too low.
 - A large ballast order was placed for Central in January 2020, where the 2019 purchases were spread more throughout the year.
- HVAC Supplies are over budget due to a large purchase of specialized filters for Central in January.
- Machinery and Equipment is over budget due to the remodel at Lakeview, funded by the Rosen-Weston donation. Budget for the remodel expense is solely housed in Building Supplies; when the 2020 budget was created the individual accounts for the remodel expenses were unknown.

Purchased Services

Purchased Services budget used: 92%

- Telephone is over budget due to the Zendesk purchase of \$20,450, to enable remotely operating the reference desk line. After the initial purchase, there are monthly usage charges also posting to this expense. This is currently funded by MPLF annual donation for technology.
- Communication Device Repair and Maintenance is over budget due to:
 - Installation of wireless access points, unknown at the time 2020 budget was prepared. This was funded by the eRate Rebate received in January.
 - RFID support from Bibliotheca via SCLS.
 - The encumbrance for public printing machine maintenance will be reduced when the final 2020 bills are paid. The expenses in 2020 were less than originally anticipated due to the closings of the branches to the public spring of 2020. These maintenance contracts are billed on a usage basis.
- System and Software Maintenance is over budget due to a payment for the new reservation and calendar software, unknown at the time the 2020 budget was planned. This is a one-time payment.
- Recruitment expenses have resumed with Mayoral approval to fill select positions. These recent expenses represent background checks. Madison Public Library received a mini grant from the Foundation of \$1,500 for recruitment expenses, the budget was posted to a different General Ledger account due to the restrictions of the Munis software.
- Audit Services has no budget, 2020 is the first year City Finance charged Library for a share of the annual audit service expenses. It was unknown during the preparation of the 2020 budget that Library would be charged a share of these expenses.
- Consulting Services is over budget, these services are funded in full by private funds. Since it is not known during the budget request process what expenses will be paid, services budget is generally allocated to Program Services.

- Many Purchased Services expenses will be much less than anticipated when building the 2020 budget, due to COVID-19.

Debt/Inter-Dept Charges

Debt/Inter-Dept Charges budget used: 97%

- Fund Balance Generated is a new account in 2020 for Library. The budget amount represents the reimbursements from COVID grants. Revenue and Expense budget must always be in balance and net to \$0. Entering the expense side of the budget entry in this account keeps revenue and expense budget in balance, but does not increase the budget in accounts for supplies or services expenses. Since the reimbursed expenses were initially funded with existing resources the expense budget for the reimbursement should not increase supplies or services expenses.
- Inter-Dept Charge from Fleet Services is over budget due to:
 - Distribution of Fleet Services depreciation and interest expenses to the agencies.
 - Vehicle repairs needed but unknown during the 2020 budget process.
- Inter-Dept Charge from Traffic Engineering is slightly over budget. This is an annual charge, with minor adjustments at year end.
- Transfer Out to Debt Service is comprised of the Library's capital borrowing payments. All 2020 payments have now been processed. On average, Library payments increase \$11,700 per \$100,000 of capital borrowing.