

**MADISON PUBLIC LIBRARY**  
**Supplementary Notes to the December 2020 Month to Date Financial 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 Snapshots

Year to Date:

								12/31/2020
								Year remaining 0%
								Year lapsed 100%
<b>MADISON PUBLIC LIBRARY DECEMBER 30, 2020 YEAR TO DATE BUDGET REPORT AS OF FEBRUARY 8, 2021</b>								
	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							

Month to Date:

<b>MADISON PUBLIC LIBRARY JANUARY THROUGH DECEMBER 2020 MONTH TO DATE REPORT AS OF FEBRUARY 8, 2021.</b>												
	January 2020 Month to Date	February 2020 Month to Date	March 2020 Month to Date	April 2020 Month to Date	May 2020 Month to Date	June 2020 Month to Date	July 2020 Month to Date	August 2020 Month to Date	September 2020 Month to Date	October 2020 Month to Date	November 2020 Month to Date	December 2020 Month to Date
Revenue Totals	8,509,649.84	3,909,482.55	37,118.36	2,028,194.99	157,854.06	1,799,820.75	13,637.94	3,514,473.14	681,344.77	1,235,967.07	9,730.35	239,015.27
Expenses Totals:	(1,514,843.28)	(1,298,492.51)	(1,273,410.86)	(1,554,415.98)	(1,542,251.08)	(1,160,390.80)	(1,159,323.66)	(1,208,222.99)	(1,152,633.99)	(5,895,276.40)	(1,207,248.53)	(1,989,048.58)
Wages & Benefits Totals	(620,836.03)	(1,142,323.92)	(1,019,089.38)	(985,979.28)	(1,404,084.34)	(1,013,308.78)	(965,629.92)	(947,827.30)	(964,091.51)	(1,363,855.11)	(952,419.95)	(1,731,579.94)
Supplies Totals	(119,238.06)	(53,493.42)	(126,681.71)	(88,822.42)	(20,857.62)	(60,908.89)	(83,023.57)	(103,213.02)	(52,507.57)	(39,594.46)	(156,240.53)	(109,404.03)
Purchased Services Totals	(760,569.54)	(92,283.01)	(117,267.94)	(96,515.94)	(106,954.01)	(75,875.02)	(100,325.73)	(144,945.26)	(122,045.15)	(1,806,853.16)	(88,096.38)	(137,394.45)
Debt and Inter-Dept Totals	(14,199.65)	(10,392.16)	(10,371.83)	(383,098.34)	(10,355.11)	(10,298.11)	(10,344.44)	(12,237.41)	(13,989.76)	(2,684,973.67)	(10,491.67)	(10,670.16)
Net Gain/(Loss)	6,994,806.56	2,610,990.04	(1,236,292.50)	473,779.01	(1,384,397.02)	639,429.95	(1,145,685.72)	2,306,250.15	(471,289.22)	(4,659,309.33)	(1,197,518.18)	(1,750,033.31)

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 monthly revenues and expenses. At the time of this report City Finance staff are still posting entries to December 2020. This report is not final as the City is still posting entries back to 2020. When all 2020 entries are complete the updated December 2020 MTD report will be presented.

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.

#### Changes to Previously Reported Amounts

- Telephone expense increased \$1.71 to \$1,423.16.
- Recruitment expense increased \$14.00 to \$70.00 for new hire background checks.
- Fleet Services expense increased \$102.01, representing the November fuel charges.

#### 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.
- Reimbursement of Expense December revenue is payment from Madison Metropolitan School District for books purchased on their behalf.
- 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 1<sup>st</sup> quarter receipt of online payments from SCLS.
  - September revenue increased due to the 2<sup>nd</sup> quarter receipt of online payments from SCLS.
  - November revenue increased due to the 3<sup>rd</sup> quarter receipt of online payments from SCLS.
  - December negative revenue is due to more refunds processed than payments received.
- 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: 92%

- Permanent Wages in January and December 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: 81%

- 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.
  - November purchases are for Varidesks and curbside cabinets at Goodman South and tables and display furniture at Lakeview in conjunction with the remodel.
  - December purchases are for Hawthorne remodel, Ashman youth area and Lakeview remodel.
- Hardware Supplies in October has a correcting entry moving expenses to Systems Communication Internet expense. The December purchases are staff and public computer replacements at Hawthorne, equipment to allow for public faxing at Goodman South Madison and computers for all branches recently connected to the City network.
- Software Licenses & Supplies are for the Gimlet data tracking subscription and the renewal of the Adobe license renewals for Marketing and Bubbler.
- Library Materials increased in April due to electronic collection purchases.
- Safety Supplies purchases in November include sanitizing sprayers, touchless towel dispensers, thermometers, and traffic cones.
- 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.
  - December is the RFID and self-check equipment installation payment for Hawthorne.
- Equipment Supplies October purchases include supplies for the snow removal equipment in preparation for winter.

## Purchased Services

Purchased Services budget used: 92%

- Water, Sewer and Stormwater June expenses were accidentally posted to July.
- Cellular Telephone expense in December includes a phone for a new employee and a hot spot to be used in conjunction with programs.
- 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). December expense includes the annual hosting fees for the reservation software (used to reserve study rooms, etc.).
- 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. December includes 2 payments for Hawthorne, it was discovered that the February 2020 rent payment was missed.
- 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.
  - December expenses include HVAC repairs at Goodman South Madison, Lakeview and Ashman.
- Recruitment December expenses are for the vacant Library Planner position.
- 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).
- Audit Services:
  - May expense is the Library's share of the external City audit.
- Credit Card Services represent charges from SCLS for online payments made.
- Consulting Services include the following annual totals:
  - Lakeview remodel lighting consulting (\$4,695, paid with LAK remodel funds).
  - Technology consulting (\$15,328, paid with MPLF funds).
  - Organizational development consulting (\$12,450, paid with MPLF funds).
  - City of Madison PCI DSS (Payment Card Industry Data Security Standard) compliance consulting (\$556, contracted by Finance, paid with operating 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).
- November: continued fine free ads, WI book festival advertising.
- December: advertising translation services, MPL branded post cards, branded masks (paid with MPLF funds) and photography services.
- 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.
- Programming is increasing in December with virtual programs.
- 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: 97%

- 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 October total increased \$186 on the November report due to an entry posted by City Finance after the October report was created.
- Transfer out to Debt Service:
  - April payment represents the interest payment on Library’s General Obligation bond issuance.
  - October payment represents the principal and interest payment on Library’s General Obligation bond issuance.