

NEWMARKET PUBLIC LIBRARY

3rd QTR Income Statement Comparison of 2018 Actual to 2018 Budget and 2017 Actual

05/10/2018

<u>EXPENSES</u>	2018 3rd QTR	2018 ANNUAL BUD	2017 3rd QTR	Q3 2018 Vs Q3 2017	% of Budget	Comments
MATERIALS						
Books	\$100,896	\$155,864	\$97,171	(\$3,725)	65%	
Reference Materials	10,817	10,500	9,966	(850)	103%	
Magazines & Newspapers	9,932	13,200	11,910	1,978	75%	
Electronic Materials and Subscriptions	111,551	126,065	116,875	5,324	88%	
Talking Books	6,049	9,900	5,794	(255)	61%	
Compact Sound Discs	21	200	37	16	10%	
DVD/Console Games	10,631	18,500	10,365	(266)	57%	
Book Binding and Materials Processing	25,118	30,471	23,539	(1,580)	82%	
Sub-Total	\$275,014	\$364,700	\$275,657	\$643	75%	Overall timing of purchases
FACILITIES AND EQUIPMENT						
Janitorial Contract	\$26,496	\$44,680	\$29,696	\$3,199	59%	Timing of invoices
Janitorial Supplies	3,365	4,393	2,257	(1,108)	77%	Additional purchases in 2018
Equipment-Repairs/Maintenance Contracts	48,472	89,499	47,998	(474)	54%	
Building-Repairs/Maintenance Contracts	21,642	24,400	17,044	(4,598)	89%	Timing of building repairs and maintenance
Sub-Total	\$99,975	\$162,972	\$96,994	(\$2,981)	61%	
CAPITAL						
Minor Capital	\$701	\$4,156	\$1,214	\$513	17%	
Asset Replacement Fund	167,663	223,550	167,663	-	75%	
Sub-Total	\$168,363	\$227,706	\$168,877	\$513	74%	
UTILITIES						
Hydro	\$61,498	\$89,964	\$66,553	\$5,056	68%	Changes to hydro billing structure
Heat	6,987	10,000	6,872	(115)	70%	
Water	2,656	3,633	3,212	556	73%	
Sub-Total	\$71,141	\$103,597	\$76,637	\$5,497	69%	
ADMINISTRATION - Salaries, Wages & Benefits						
Salaries and Wages	\$1,470,437	\$2,026,056	\$1,396,274	(\$74,163)	73%	EA & step increases in 2018
Employee Benefits *	267,485	433,932	255,782	(11,704)	62%	ASO - timing of usage
Sub-Total	\$1,737,922	\$2,459,988	\$1,652,056	(\$85,867)	71%	
ADMINISTRATION - General						
Stationery and Office Supplies	\$1,205	\$2,800	\$649	(\$556)	43%	
Photocopier/Microfilm Lease & Supplies	3,074	3,000	3,308	234	102%	
Health and Safety	590	2,400	541	(49)	25%	
Program and Project Costs	16,188	36,898	19,411	3,224	44%	Fewer attendees in 2018, offset below in revenue
Coffee Supplies	634	1,000	694	60	63%	
Circulation and Processing Supplies	7,672	14,800	13,445	5,773	52%	Timing of purchases
Miscellaneous Expense	1,141	4,655	874	(267)	25%	
Telephone and Internet	4,310	7,550	6,928	2,618	57%	One DSL line replaced with town internet & merchant fees charged to Bank fees in 2018 - see partial offset below
Audit Legal and Finance	0	4,000	0	-	0%	

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ADMINISTRATION - General Continued						
Consulting Fees	1,018	\$14,400	\$13,879	\$12,861	7%	Less consulting in 2018
Postage and Freight	3,618	6,325	3,380	(238)	57%	
Advertising	15,019	17,700	12,257	(2,762)	85%	Timing of expenses
Education and Training	6,162	11,400	11,018	4,856	54%	Timing of staff/mgmt training
Copyright fees	509	500	509	-	102%	
Other Fees	458	600	397	(61)	76%	
Travel Expense	3,061	6,650	2,280	(781)	46%	
Memberships and Subscriptions	7,578	10,845	4,281	(3,297)	70%	Timing of membership invoices
Conference/Seminar Fees & Expenses	11,234	12,000	10,829	(405)	94%	
Bank Charges	1,391	2,600	0	(1,391)	54%	Merchant fees charged to connectivity in 2017, offset above
Transfer to LTD. Reserve	28,301	42,556	28,012	(288)	67%	
Sub-Total	\$113,161	\$202,679	\$132,692	\$19,530	56%	
TOTAL EXPENSES	\$2,465,577	\$3,521,642	\$2,402,913	(\$62,664)	70%	

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REVENUES	2018 3rd QTR	2018 ANNUAL BUD	2017 3rd QTR	Q3 2018 Vs Q3 2017	% of Budget	Comments
Municipal Grant	\$2,386,839	\$3,182,452	\$2,330,589	\$56,250	75%	Higher grant in 2018
Provincial Grant	96	64,401	0	96	0%	
Program Fees	20,478	44,700	24,360	(3,882)	46%	Fewer attendees for fee based programs in 2018
Photocopier/Microfilm Receipts	8,260	6,500	7,643	616	127%	
Room Rentals	27,672	36,242	25,690	1,982	76%	More use in 2018
Coffee Supplies Recovered	761	1,000	792	(32)	76%	
Fines	20,125	39,247	23,939	(3,814)	51%	Extended loan period for DVDs and video games late in 2017
Financing from D.C.	93,750	125,000	93,750	-	75%	
Sundry Receipts	23,451	18,800	24,483	(1,032)	125%	Lower 211 project payment/reimbursement in 2018
Non-Resident Fees	455	300	570	(115)	152%	
Donations Received	790	3,000	4,188	(3,398)	26%	GIC redeemed in 2017
Gain/Loss on Disposal	117	0	4,033	(3,916)		More assets sold off in 2017
YRT Tickets/Passes	-	0	(5,247)	5,247		No longer a YRT ticket agent in 2018
YRT Commission	0	0	155	(155)		
TOTAL REVENUES	\$2,582,794	\$3,521,642	\$2,534,946	\$47,848	73%	
SURPLUS/(DEFICIT) CURRENT	\$117,217	\$0	\$132,033	(\$14,815)		