

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2020 Actual to 2020 Budget and 2019 Actual

10-09-2020

EXPENSES

MATERIALS

	2020 2nd QTR	2020 ANNUAL BUD	2019 2nd QTR	Q2 2020 Vs Q2 2019	% of Budget
Books	\$24,497	\$153,864	\$73,537	\$49,040	16%
Reference Materials	962	10,800	7,827	6,865	9%
Magazines & Newspapers	6,238	11,100	11,332	5,095	56%
Electronic Materials and Subscriptions	111,114	157,530	114,723	3,609	71%
Talking Books	1,642	9,100	3,575	1,933	18%
Compact Sound Discs	0	100	0	-	0%
DVD/Console Games	3,160	18,000	9,415	6,255	18%
Book Binding and Materials Processing	25,364	30,843	25,835	472	82%
Sub-Total	\$172,977	\$391,337	\$246,244	\$73,267	44%

Timing of purchases

FACILITIES AND EQUIPMENT

Caretakers' Contract	\$10,397	\$48,000	\$19,365	\$8,969	22%
Caretakers' Supplies	712	4,393	1,180	468	16%
Equipment-Repairs/Maintenance Contracts	36,569	90,007	49,238	12,669	41%
Building-Repairs/Maintenance Contracts	10,790	27,400	11,890	1,099	39%
Sub-Total	\$58,469	\$169,800	\$81,674	\$23,205	34%

Fewer cleanings due to COVID closure

Timing of invoices in 2020

CAPITAL

Minor Capital	\$3,685	\$5,656	\$385	(\$3,300)	65%
Asset Replacement Fund	111,775	223,550	111,775	0	50%
Sub-Total	\$115,460	\$229,206	\$112,160	(\$3,300)	50%

Timing

UTILITIES

Hydro	\$31,991	\$90,000	\$35,631	\$3,640	36%
Heat	6,438	11,000	6,917	479	59%
Water	1,525	4,000	1,621	96	38%
Sub-Total	\$39,953	\$105,000	\$44,169	\$4,216	38%

Timing of invoices in 2020

ADMINISTRATION - Salaries, Wages & Benefits

Salaries and Wages	\$928,920	\$2,116,727	\$1,032,415	\$103,495	44%
Employee Benefits	193,563	444,000	191,964	(1,599)	44%
Inter-Depart Human Resources Cost	7,425	14,851	7,280	(146)	50%
Sub-Total	\$1,129,908	\$2,575,578	\$1,231,659	\$101,751	44%

Declared Emergency leave for P/T; reversal of 2019 year-end vacation accrual in 2020; Youth internship in 2019

ADMINISTRATION - General

Stationery and Office Supplies	\$481	\$2,780	\$596	\$115	17%
Photocopier/Microfilm Lease & Supplies	1,474	3,000	940	(534)	49%
Emergency Mgmt. Materials	13,710	0	-	(13,710)	
Health and Safety	382	2,400	956	574	16%
Program and Project Costs	2,521	26,159	8,417	5,846	10%
Coffee Supplies	235	1,000	419	184	23%
Circulation and Processing Supplies	919	14,300	5,355	4,436	6%
Miscellaneous Expense	219	4,725	1,099	880	5%
Telephone and Internet	1,997	5,440	1,981	(16)	37%
Audit Legal and Finance	0	4,000	0	-	0%

COVID Emergency Fund: PPE Mfg. supplies, Library use PPE and supplies

Fewer programs offered in 2020 due to COVID closure, offset below in revenue

Timing of invoices as well as fewer supplies needed in 2020 due to COVID19

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EXPENSES	2020 2nd QTR	2020 ANNUAL BUD	2019 2nd QTR	Q2 2020 Vs Q2 2019	% of Budget	Comments for 2020 Vs 2019 variances > \$3000
<u>ADMINISTRATION - General Continued</u>						
Consulting Fees	666	\$14,400	\$0	(\$666)	5%	
Postage and Freight	2,348	8,275	2,627	279	28%	
Advertising	6,201	17,700	7,843	1,642	35%	
Education and Training	4,884	11,400	2,769	(2,115)	43%	
Services & Rents	1,955	0	0	(1,955)		
Copyright fees	509	500	509	-	102%	
Other Fees	336	600	672	336	56%	
Travel Expense	1,486	6,800	2,735	1,249	22%	
Memberships and Subscriptions	1,091	10,895	4,467	3,376	10%	Timing of invoices in 2020
Conference/Seminar Fees & Expenses	6,638	12,405	8,158	1,519	54%	
Bank Charges	851	3,000	684	(166)	28%	
Transfer to LTD. Reserve	19,815	48,195	18,146	(1,668)	41%	
Sub-Total	\$68,717	\$197,974	\$68,374	(\$393)	35%	
TOTAL EXPENSES	\$1,585,484	\$3,668,895	\$1,784,279	\$198,745	43%	

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REVENUES	2020 2nd QTR	2020 ANNUAL BUD	2019 2nd QTR	Q2 2020 Vs Q2 2019	% of Budget	Comments for 2020 Vs 2019 variances > \$3000
Municipal Grant	\$1,732,711	\$3,465,422	\$1,628,711	\$104,000	50%	Higher grant in 2020
Provincial Grant	0	64,401	0	-	0%	
Federal Grant	0	0	10,679	(10,679)		Grant for youth internship in 2019
Program Fees	2,258	29,752	7,651	(5,393)	8%	Loss of revenue during COVID closure
Photocopier/Microfilm Receipts	2,999	10,000	6,130	(3,131)	30%	Loss of revenue during COVID closure
Room Rentals	7,996	37,750	17,231	(9,235)	21%	Loss of revenue during COVID closure
Coffee Supplies Recovered	279	1,000	569	(290)	28%	
Fines	5,416	38,070	12,667	(7,251)	14%	All fines waived during COVID
Financing from D.C.	0	0	62,500	(62,500)		No longer receiving DC funds to operating
Sundry Receipts	1,955	19,200	5,836	(3,881)	10%	Loss of revenue during COVID closure
Non-Resident Fees	90	300	330	(240)	30%	
Donations Received	762	3,000	871	(110)	25%	
Gain/Loss on Disposal	4	0	12	(8)		
TOTAL REVENUES	\$1,754,469	\$3,668,895	\$1,753,186	\$1,283	48%	
SURPLUS/(DEFICIT) CURRENT	\$168,985	\$0	(\$31,093)	(\$197,463)		