

# NEWMARKET PUBLIC LIBRARY

## 3rd QTR Income Statement Comparison of 2020 Actual to 2020 Budget and 2019 Actual

15-10-2020

<b>EXPENSES</b>	<b>2020 3rd QTR</b>	<b>2020 ANNUAL BUD</b>	<b>2019 3rd QTR</b>	<b>Q3 2020 Vs Q3 2019</b>	<b>% of Budget</b>	<b>Comments for 2020 Vs 2019 variances &gt; \$3000</b>
<b><u>MATERIALS</u></b>						
Books	\$52,846	\$153,864	\$105,856	\$53,010	34%	Timing of purchases
Reference Materials	2,891	10,800	10,565	7,674	27%	Timing of purchases
Magazines & Newspapers	12,772	11,100	11,775	(997)	115%	
Electronic Materials and Subscriptions	166,821	157,530	137,082	(29,739)	106%	More electronic use & purchases to keep up with demand for on-line services during COVID
Talking Books	5,337	9,100	6,404	1,067	59%	
Compact Sound Discs	0	100	0	-	0%	
DVD/Console Games	7,861	18,000	14,025	6,164	44%	Timing of purchases
Book Binding and Materials Processing	26,604	30,843	26,696	92	86%	
<b>Sub-Total</b>	<b>\$275,132</b>	<b>\$391,337</b>	<b>\$312,402</b>	<b>\$37,270</b>	<b>70%</b>	
<b><u>FACILITIES AND EQUIPMENT</u></b>						
Caretakers' Contract	\$10,397	\$48,000	\$29,372	\$18,975	22%	Fewer cleanings due to COVID closure
Caretakers' Supplies	1,027	4,393	2,242	1,214	23%	
Equipment-Repairs/Maintenance Contracts	66,129	90,007	56,837	(9,292)	73%	Timing of maintenance agreements
Building-Repairs/Maintenance Contracts	14,662	27,400	16,804	2,142	54%	
<b>Sub-Total</b>	<b>\$92,215</b>	<b>\$169,800</b>	<b>\$105,255</b>	<b>\$13,040</b>	<b>54%</b>	
<b><u>CAPITAL</u></b>						
Minor Capital	\$3,685	\$5,656	\$385	(\$3,300)	65%	Timing of purchases
Asset Replacement Fund	167,662	223,550	167,663	0	75%	
<b>Sub-Total</b>	<b>\$171,347</b>	<b>\$229,206</b>	<b>\$168,047</b>	<b>(\$3,300)</b>	<b>75%</b>	
<b><u>UTILITIES</u></b>						
Hydro	\$54,126	\$90,000	\$60,644	\$6,517	60%	Higher Global Adjustment charges & lower accrual in 2020
Heat	7,106	11,000	7,139	33	65%	
Water	1,867	4,000	2,391	524	47%	
<b>Sub-Total</b>	<b>\$63,100</b>	<b>\$105,000</b>	<b>\$70,174</b>	<b>\$7,074</b>	<b>60%</b>	
<b><u>ADMINISTRATION - Salaries, Wages &amp; Benefits</u></b>						
Salaries and Wages	\$1,407,923	\$2,116,727	\$1,529,013	\$121,091	67%	Declared Emergency leave for P/T; reversal of year-end vacation accrual in 2020; Youth internship in 2019
Employee Benefits	285,007	444,000	281,475	(3,532)	64%	Premiums based on higher 2020 wages; timing of use of benefits.
Inter-Depart Human Resources Cost	11,138	14,851	10,920	(218)	75%	
<b>Sub-Total</b>	<b>\$1,704,068</b>	<b>\$2,575,578</b>	<b>\$1,821,409</b>	<b>\$117,341</b>	<b>66%</b>	
<b><u>ADMINISTRATION - General</u></b>						
Stationery and Office Supplies	\$567	\$2,780	\$816	\$249	20%	
Photocopier/Microfilm Lease & Supplies	1,647	3,000	3,740	2,093	55%	
Emergency Mgmt. Materials	16,641	0	-	(16,641)		COVID Emergency Fund: PPE Mfg. supplies, Library use PPE and supplies
Health and Safety	631	2,400	1,049	418	26%	
Program and Project Costs	3,284	26,159	10,561	7,391	13%	Fewer programs offered in 2020 due to COVID closure, offset below in revenue
Coffee Supplies	235	1,000	501	266	23%	
Circulation and Processing Supplies	4,331	14,300	7,562	3,231	30%	Fewer supplies needed in 2020
Miscellaneous Expense	225	4,725	1,392	1,167	5%	
Telephone and Internet	3,292	5,440	3,841	549	61%	
Audit Legal and Finance	0	4,000	0	-	0%	

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<b>EXPENSES</b>						
<b>ADMINISTRATION - General Continued</b>						
Consulting Fees	666	\$14,400	\$0	(\$666)	5%	
Postage and Freight	3,290	8,275	4,253	963	40%	
Advertising	6,905	17,700	8,496	1,591	39%	
Education and Training	8,609	11,400	8,646	38	76%	
Services & Rents	5,545	0	0	(5,545)		Security service new in 2020
Copyright fees	509	500	509	-	102%	
Other Fees	504	600	672	168	84%	
Travel Expense	1,085	6,800	3,647	2,562	16%	
Memberships and Subscriptions	4,942	10,895	5,037	95	45%	
Conference/Seminar Fees & Expenses	6,638	12,405	9,202	2,563	54%	
Bank Charges	1,270	3,000	1,417	147	42%	
Transfer to LTD. Reserve	31,524	48,195	25,440	(6,084)	65%	Based on higher 2020 wages; timing of transfers
<b>Sub-Total</b>	<b>\$102,338</b>	<b>\$197,974</b>	<b>\$96,780</b>	<b>(\$5,445)</b>	<b>52%</b>	
<b>TOTAL EXPENSES</b>						
	<b>\$2,408,201</b>	<b>\$3,668,895</b>	<b>\$2,574,067</b>	<b>\$165,979</b>	<b>66%</b>	

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<b>REVENUES</b>						
Municipal Grant	\$2,599,067	\$3,465,422	\$2,443,067	\$156,000	75%	Higher grant in 2019
Provincial Grant	64,401	64,401	0	64,401	100%	
Federal Grant	0	0	10,679	(10,679)		Grant for youth internship in 2019
Program Fees	2,074	29,752	13,684	(11,610)	7%	Loss of revenue during COVID closure
Photocopier/Microfilm Receipts	2,999	10,000	9,436	(6,437)	30%	Loss of revenue during COVID closure
Room Rentals	8,268	37,750	26,487	(18,219)	22%	Loss of revenue during COVID closure
Coffee Supplies Recovered	279	1,000	812	(533)	28%	
Fines	6,523	38,070	20,548	(14,025)	17%	All fines waived during COVID
Financing from D.C.	0	0	93,750	(93,750)		No longer receiving DC funds to operating
Sundry Receipts	3,089	19,200	8,966	(5,877)	16%	Loss of revenue during COVID closure
Non-Resident Fees	270	300	628	(358)	90%	
Donations Received	1,638	3,000	804	834	55%	
Gain/Loss on Disposal	4	0	54	(50)		
<b>TOTAL REVENUES</b>	<b>\$2,688,612</b>	<b>\$3,668,895</b>	<b>\$2,628,914</b>	<b>\$59,697</b>	<b>73%</b>	
<b>SURPLUS/(DEFICIT) CURRENT</b>						
	<b>\$280,411</b>	<b>\$0</b>	<b>\$54,848</b>	<b>\$225,677</b>		