

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

07-09-2021

| | 2021 2nd QTR | 2021 ANNUAL BUD | 2020 2nd QTR | Q2 2021 Vs Q2 2020 | % of Budget | Comments for 2021 Vs 2020 variances > \$3000 |
|---------------------------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------|------------------------------------------------------------------------------------------------------------|
| EXPENSES | | | | | | |
| <u>MATERIALS</u> | | | | | | |
| Books | \$51,779 | \$153,864 | \$24,497 | (\$27,282) | 34% | Timing of purchases |
| Reference Materials | 2,675 | 10,800 | 962 | (1,713) | 25% | |
| Magazines & Newspapers | 9,679 | 11,100 | 6,238 | (3,441) | 87% | Timing of prepaid reversals in 2020 |
| Electronic Materials and Subscriptions | 123,158 | 179,530 | 111,114 | (12,044) | 69% | Timing of purchases and higher budget allocation in 2021 |
| Talking Books | 3,032 | 9,100 | 1,642 | (1,390) | 33% | |
| Compact Sound Discs | 0 | 100 | 0 | 0 | 0% | |
| DVD/Console Games | 3,593 | 18,000 | 3,160 | (433) | 20% | |
| Book Binding and Materials Processing | 26,385 | 30,843 | 25,364 | (1,022) | 86% | |
| Sub-Total | \$220,302 | \$413,337 | \$172,977 | (\$47,325) | 53% | |
| <u>FACILITIES AND EQUIPMENT</u> | | | | | | |
| Caretakers' Contract | \$16,120 | \$48,000 | \$10,397 | (\$5,723) | 34% | Less cleaning in 2020 due to COVID-19 full closure |
| Caretakers' Supplies | 927 | 4,393 | 712 | (214) | 21% | |
| Equipment-Repairs/Maintenance Contracts | 71,795 | 90,007 | 36,569 | (35,225) | 80% | Timing of Prepaid reversals in 2020 |
| Building-Repairs/Maintenance Contracts | 12,449 | 27,400 | 10,790 | (1,658) | 45% | |
| Sub-Total | \$101,290 | \$169,800 | \$58,469 | (\$42,821) | 60% | |
| <u>CAPITAL</u> | | | | | | |
| Minor Capital | \$0 | \$5,656 | \$3,685 | \$3,685 | 0% | Timing of purchases |
| Asset Replacement Fund | 111,775 | 223,550 | 111,775 | 0 | 50% | |
| Sub-Total | \$111,775 | \$229,206 | \$115,460 | \$3,685 | 49% | |
| <u>UTILITIES</u> | | | | | | |
| Hydro | \$35,993 | \$86,000 | \$31,991 | (\$4,003) | 42% | Additional month's charge in 2021 |
| Heat | 11,068 | 11,000 | 6,438 | (4,631) | 101% | Higher usage in 2021 |
| Water | 1,883 | 4,000 | 1,525 | (358) | 47% | |
| Sub-Total | \$48,945 | \$101,000 | \$39,953 | (\$8,991) | 48% | |
| <u>ADMINISTRATION - Salaries, Wages & Benefits</u> | | | | | | |
| Salaries and Wages | \$1,011,693 | \$2,130,727 | \$928,920 | (\$82,773) | 47% | MA & step increases in 2021; fewer PT hours in 2020 due to COVID-19; reversal of vacation accruals in 2020 |
| Employee Benefits * | 207,447 | 444,000 | 193,563 | (13,885) | 47% | ASO - timing of usage |
| Inter-Depart Human Resources Cost | 7,425 | 14,851 | 7,425 | 0 | 50% | |
| Sub-Total | \$1,226,566 | \$2,589,578 | \$1,129,908 | (\$96,658) | 47% | |
| <u>ADMINISTRATION - General</u> | | | | | | |
| Stationery and Office Supplies | \$223 | \$2,780 | \$481 | \$258 | 8% | |
| Photocopier/Microfilm Lease & Supplies | 1,443 | 3,000 | 1,474 | 31 | 48% | |
| Emergency Mgmt. Materials | 2,854 | 0 | 13,710 | 10,856 | | Timing of needs |
| Health and Safety | 1,089 | 2,400 | 382 | (707) | 45% | |
| Program and Project Costs | 7,813 | 26,159 | 2,521 | 229 | 30% | |
| Coffee Supplies | 0 | 1,000 | 235 | 235 | 0% | |
| Circulation and Processing Supplies | 3,033 | 14,300 | 919 | (2,114) | 21% | |
| Miscellaneous Expense | 146 | 4,725 | 219 | 73 | 3% | |
| Telephone and Internet | 2,208 | 5,440 | 1,997 | (211) | 41% | |
| Audit Legal and Finance | 0 | 4,000 | 0 | 0 | 0% | |

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| <u>EXPENSES</u> | 2021 2nd QTR | 2021 ANNUAL BUD | 2020 2nd QTR | Q2 2021 Vs Q2 2020 | % of Budget | Comments for 2021 Vs 2020 variances > \$3000 |
|-------------------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------|---------------------------------------------------------------------------------------|
| ADMINISTRATION - General Continued | | | | | | |
| Consulting Fees | \$16,960 | \$4,400 | \$666 | (\$16,295) | 385% | Consultant for recruiting CEO |
| Postage and Freight | 2,946 | 8,275 | 2,348 | (598) | 36% | |
| Advertising | 3,101 | 17,700 | 6,201 | 3,100 | 18% | Lower promotional and event costs due to COVID-19 in 2021; Timing of COVID-19 in 2020 |
| Education and Training | 2,715 | 11,400 | 4,884 | 2,169 | 24% | |
| Services & Rents | 207 | 0 | 1,955 | 1,748 | | |
| Copyright fees | 509 | 500 | 509 | 0 | 102% | |
| Other Fees | 0 | 600 | 336 | 336 | 0% | |
| Travel Expense | 0 | 6,800 | 1,486 | 1,486 | 0% | |
| Memberships and Subscriptions | 10,599 | 10,895 | 1,091 | (9,508) | 97% | Timing of the reversal of prepaids in 2020; Additional subscription in 2021 |
| Conference/Seminar Fees & Expenses | 4,919 | 12,405 | 6,638 | 1,719 | 40% | |
| Bank Charges | 602 | 3,000 | 851 | 249 | 20% | |
| Transfer to LTD. Reserve | 15,809 | 48,195 | 19,815 | 4,006 | 33% | Timing of transfers |
| Sub-Total | \$77,175 | \$187,974 | \$68,717 | (\$2,937) | 41% | |
| TOTAL EXPENSES | \$1,786,053 | \$3,690,895 | \$1,585,484 | (\$195,048) | 48% | |

2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

| <u>REVENUES</u> | 2021 2nd QTR | 2021 ANNUAL BUD | 2020 2nd QTR | Q2 2021 Vs Q2 2020 | % of Budget | Comments for 2021 Vs 2020 variances > \$3000 |
|----------------------------------|--------------------|--------------------|--------------------|-----------------------|----------------|---------------------------------------------------------------------------------------------------|
| Municipal Grant | \$1,743,711 | \$3,487,422 | \$1,732,711 | \$11,000 | 50% | Higher grant in 2021 |
| Provincial Grant | 0 | 64,401 | 0 | 0 | 0% | |
| Program Fees | 168 | 29,752 | 2,258 | (2,090) | 1% | |
| Photocopier/Microfilm Receipts | 379 | 10,000 | 2,999 | (2,620) | 4% | |
| Room Rentals | 0 | 37,750 | 7,996 | (7,996) | 0% | Room rentals discontinued starting mid March 2020 to present due to COVID-19 |
| Coffee Supplies Recovered | 0 | 1,000 | 279 | (279) | 0% | |
| Fines | 969 | 38,070 | 5,416 | (4,447) | 3% | All fines have been waived during COVID-19, fine collection in 2021 relates to fines pre Covid-19 |
| Sundry Receipts | 779 | 19,200 | 1,955 | (1,176) | 4% | |
| Non-Resident Fees | 90 | 300 | 90 | 0 | 30% | |
| Donations Received | 445 | 3,000 | 762 | (317) | 15% | |
| Gain/Loss on Disposal | 0 | 0 | 4 | (4) | | |
| TOTAL REVENUES | \$1,746,540 | \$3,690,895 | \$1,754,469 | (\$7,929) | 47% | |
| SURPLUS/(DEFICIT) CURRENT | (\$39,513) | \$0 | \$168,985 | (\$202,977) | | |