



To: Toronto Public Library Board – September 24, 2001

From: City Librarian

Subject: **Operating Budget Monitoring Report – July 31, 2001**

Purpose:

To advise the Toronto Public Library Board of the Library's financial position as at July 31, 2001

Funding Implications and Impact Statement:

Not applicable.

Recommendation:

It is recommended that the Toronto Public Library Board receive for information the *Operating Budget Monitoring Report – July 31, 2001*.

Comments:

For the seven-month period ending July 31, 2001, the Library is experiencing a small unfavourable variance to budget of \$115,000 which represents less than 0.15% of the annual budget. Strict monitoring and controls over expenditures will ensure that the budget is met.

This year-to-date unfavourable variance to budget of \$115,000 is mainly the result of unfavourable variances in Staffing costs, Equipment and Fines and Fees, largely offset by favourable variances in Materials and Supplies, Services and Rent and Grants.

Staffing costs indicate an unfavourable variance of \$231,000 due mainly to salary costs for the Consumer Health and Information Service and the Adult Literacy Program. These costs are not budgeted, but are fully offset by grants included in Grant revenues.

Materials and supplies indicate a \$121,000 favourable variance due mainly to an unexpended budget of patron photocopy card costs offset by related unrealized revenues in Fines and Fees.

Equipment indicates an unfavourable variance of \$72,000 which includes the purchase of a vehicle for \$32,000 which is offset by funding from the Toronto Public Library Foundation included in Other income.

Services and Rent indicate a \$486,000 favourable variance which consists mainly of unexpended costs relating to information technology and other related costs. Most of this favourable variance will continue through the year-end.

Grants indicate a favourable variance of \$115,000 which is offset by increased staffing costs.

Fines and Fees, while experiencing an increase of 23 percent over the prior year, show a \$566,000 unfavourable variance, and this is due mainly to a shortfall in photocopy revenues which is being experienced by all large urban libraries.

Conclusion:

Expenditures and revenues will continue to be monitored and appropriate actions taken to ensure that spending is within the approved budget.

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City Librarian

List of Attachments:

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