



To: Toronto Public Library Board – December 9, 2002

From: City Librarian

Subject: **Operating Budget Monitoring Report – October 31, 2002**

Purpose:

To provide the Toronto Public Library Board with a summary of gross and net expenditures of the Library for the ten months of operation ended October 31, 2002.

Funding Implications and Impact Statement:

Net expenditures for the ten-month period ended October 31, 2002 were \$44,000 under spent. Revenues and expenditures are being closely monitored, and the current year-end forecast indicates that spending will be within the budget as approved by Council.

Recommendation:

It is recommended that the Toronto Public Library Board receive for information the *Operating Budget Monitoring Report – October 31, 2002*.

Comments:

The net expenditures favourable variance of \$44,000 is caused mainly by a favourable variance of \$1,192,000 in staffing costs partially offset by unfavourable variances in services and rent of \$678,000 and revenues of \$466,000.

The favourable staffing cost variance of \$1,192,000 results mainly from the relatively late budget approval. Based on October's experience, a reduction in the variance to \$686,000 by year-end is expected. At this time, various library program initiatives are proceeding and this includes a more aggressive program of filling staff vacancies. In addition, the streamlined staff selection process as specified in the new collective agreement allows vacancies to be filled more quickly.

The unfavourable variance of \$678,000 in services and rent is mainly due to higher than expected facilities costs which included early payments related to the energy efficiency program (\$330,000) and timing differences.

The unfavourable revenue variance of \$466,000 is mainly due to timing differences.

Conclusion:

Expenditures and revenues are monitored on an on-going basis so that appropriate action can be taken to ensure that spending is within the approved net expenditures budget.

Contact:

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City Librarian

List of Attachments:

Attachment 1: Operating Budget Monitoring Report – October 31, 2002.