

**Ottawa Public Library  
Q3 Forecast Report  
To September, 2018 (75% of year)**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>FORECAST</b>	<b>FORECAST</b>	<b>VARIANCE</b>	<b>% of</b>	<b>COMMENTS</b>
	<b>2018</b>	<b>30-Sep-18</b>	<b>Oct - Dec</b>	<b>31-Dec-18</b>		<b>Budget</b>	
<b>REVENUES</b>							
Provincial Grant	1,380,000	99,657	1,380,000	1,479,657	99,657	7.2%	Deferred provincial funding for ILDS from 2017
Library Reserve Fund	325,000	325,000	-	325,000	-	0.0%	
Facilities Rental	595,000	342,204	22,796	365,000	(230,000)	-38.7%	Makes provision for the loss of lease revenue for the sale of the Main Branch in July
Library Fines	1,032,451	583,555	209,445	793,000	(239,451)	-23.2%	Library fines down by 6.2% compared to 2017
Library Fees	274,795	216,023	63,977	280,000	5,205	1.9%	Library fees up by 2% compared to 2017
Miscellaneous Revenue	33,841	67,620	-	67,620	33,779	99.8%	Consists of donations, interlibrary loans, advertising, sundry and one-time funding
<b>Total Revenues</b>	<b>3,641,087</b>	<b>1,634,059</b>	<b>1,676,218</b>	<b>3,310,277</b>	<b>(330,810)</b>	<b>-9.1%</b>	
<b>EXPENDITURES</b>							
Salary & Benefits	35,104,459	26,229,698	8,575,302	34,805,000	299,459	0.9%	Savings continue as a result of RFID
Purchased Services	2,477,600	1,912,191	447,909	2,360,100	117,500	4.7%	Savings implemented to offset revenue loss in fines & Main Library lease revenue
Library Materials	5,217,000	3,753,653	1,463,347	5,217,000	-	0.0%	
Materials & Supplies	656,785	523,794	94,706	618,500	38,285	5.8%	Savings implemented to offset revenue loss in fines & Main Library lease revenue
Financial	3,000	(603)	1,603	1,000	2,000	66.7%	
Fixed Assets	797,600	362,747	434,853	797,600	-	0.0%	
Operating Recovery	(230,000)	(231,702)	(8,298)	(240,000)	10,000	-4.3%	Includes transfers to Central Library for 2 staff plus DC growth materials staffing costs
Facility Program Costs	4,458,212	3,301,691	1,156,521	4,458,212	-	0.0%	Savings on lease costs as a result of Main Branch sale in July offset by higher utility costs
Fleet Costs	170,416	111,864	37,866	149,730	20,686	12.1%	Maintenance costs not as high as expected with addition of new vehicles
Corporate Allocations - Merchant Fees, Insurance Claims	59,088	45,740	10,770	56,510	2,578	4.4%	Merchant card fees down as a result of lower revenues
Secondary Costs (COE)	135,177	121,902	56,848	178,750	(43,573)	-32.2%	Forecast based on comparison to Q3 2017
<b>Total Expenditures</b>	<b>48,849,337</b>	<b>36,130,975</b>	<b>12,271,427</b>	<b>48,402,402</b>	<b>446,935</b>	<b>0.9%</b>	
<b>CITY OF OTTAWA CONTRIBUTION</b>	<b>45,208,250</b>	<b>34,496,916</b>	<b>10,595,209</b>	<b>45,092,125</b>	<b>116,125</b>	<b>0.3%</b>	<b>Projected Surplus</b>