

MANAGEMENT REPORT

Date: February 18, 2021
Author: Julia Morrison, Director Corporate Services and Facilities
VanDocs #: DOC/2021/048615
Meeting Date: February 24, 2021

TO: Library Board
FROM: Julia Morrison, Director Corporate Services & Facilities
SUBJECT: **December 31, 2020 (Q4) Financial Operating Results**

SUMMARY

This report is to provide the quarterly statement of revenues and expenditures for review.

PURPOSE

This report is for information.

RECOMMENDATION

That the Board receive the unaudited Statement of Revenues and Expenditures for the quarter ended December 31, 2020 for information.

BACKGROUND

Financial results are presented quarterly, for information.

DISCUSSION

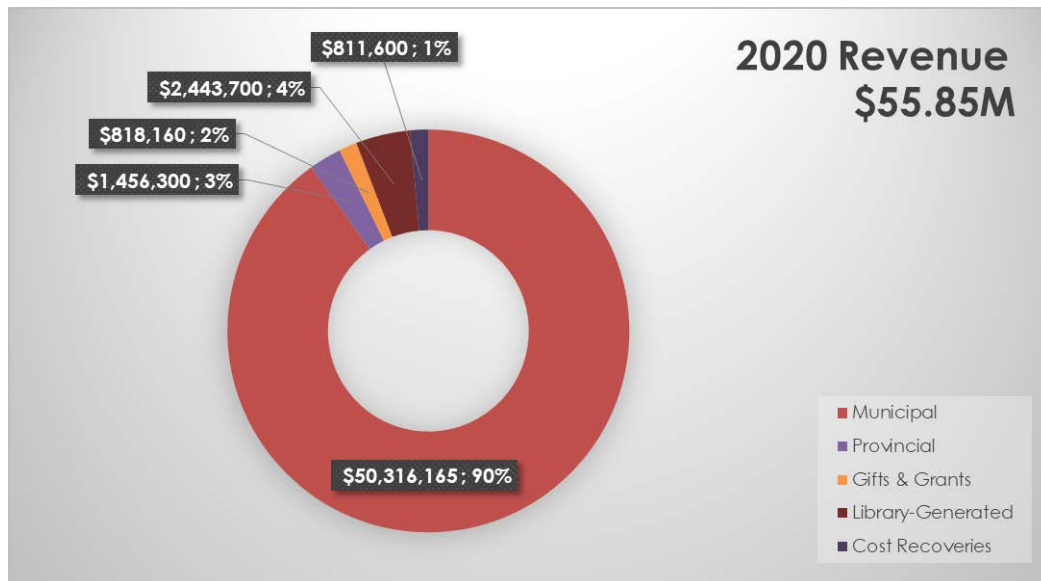
Attached are the December 2020 (Q4) statements of revenues and expenditures and variance explanations. Also attached is a summary of the reserves transactions for 2020.

These statements will be reviewed by the City's Internal Audit department after adjustments are made for deferred payroll liabilities and capital assets.

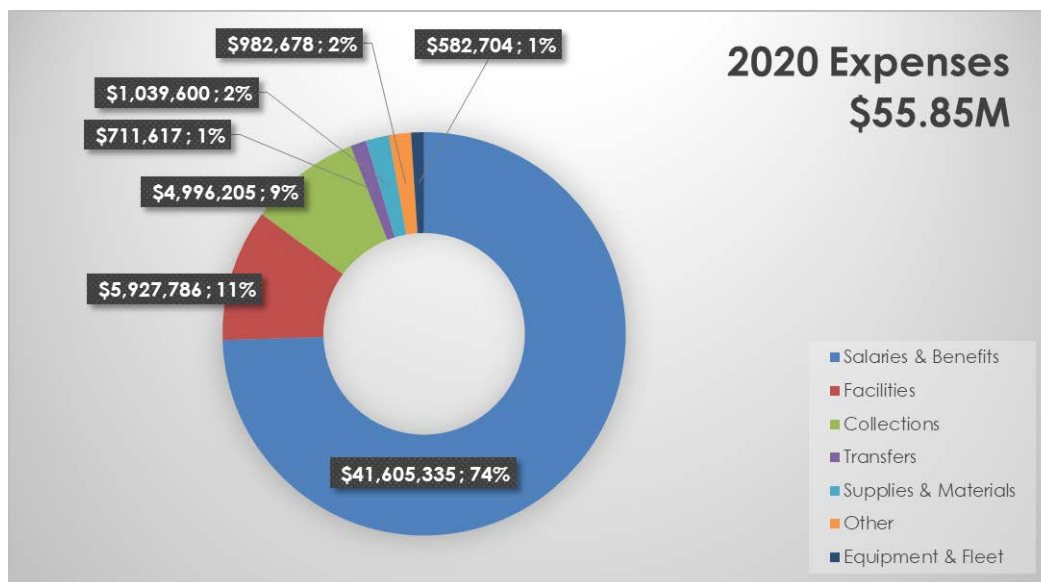
Vancouver Public Library Board
Operating Budget
Notes to the Statement of Revenues & Expenditures
For the Year Ended December 31, 2020

SUMMARY

The total VPL expenditure and transfer budget for 2020 is \$55.85M. These expenditures and transfers are funded by budgeted revenues of \$5.53M, and City funding of \$50.32M.

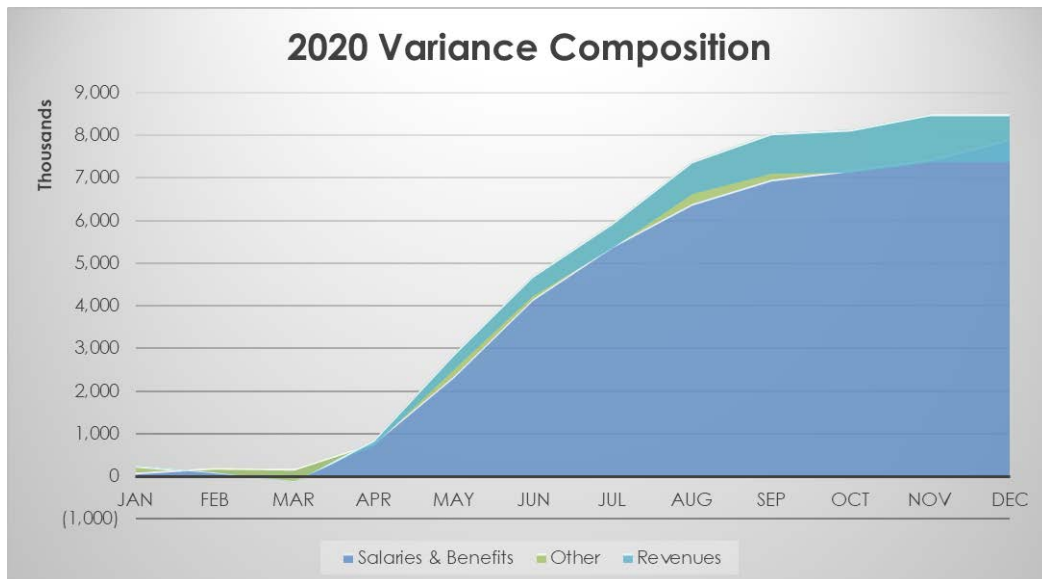
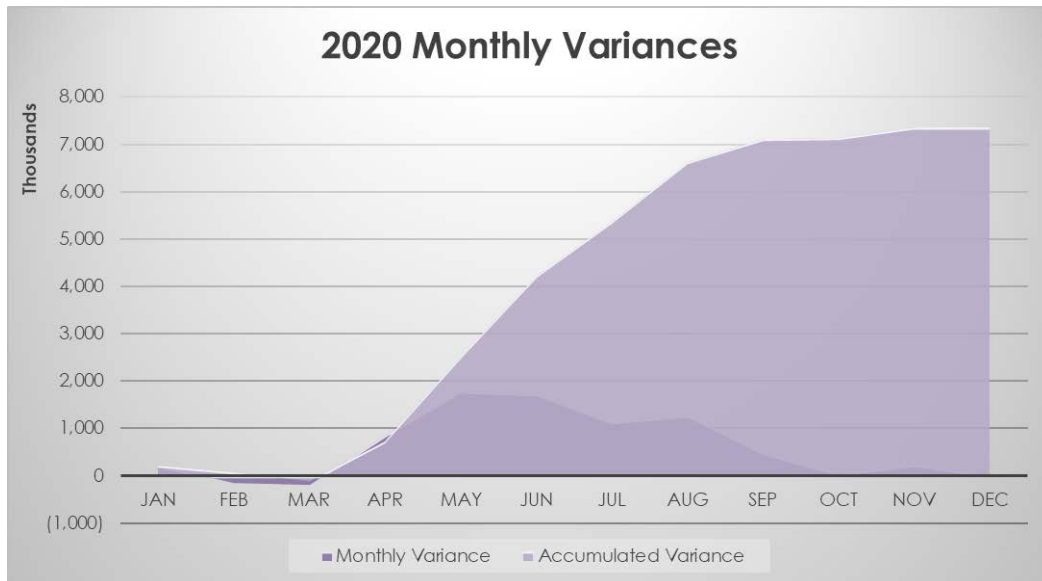


Salaries and Benefits, at \$41.6M, made up 74% of our budgeted expenses.



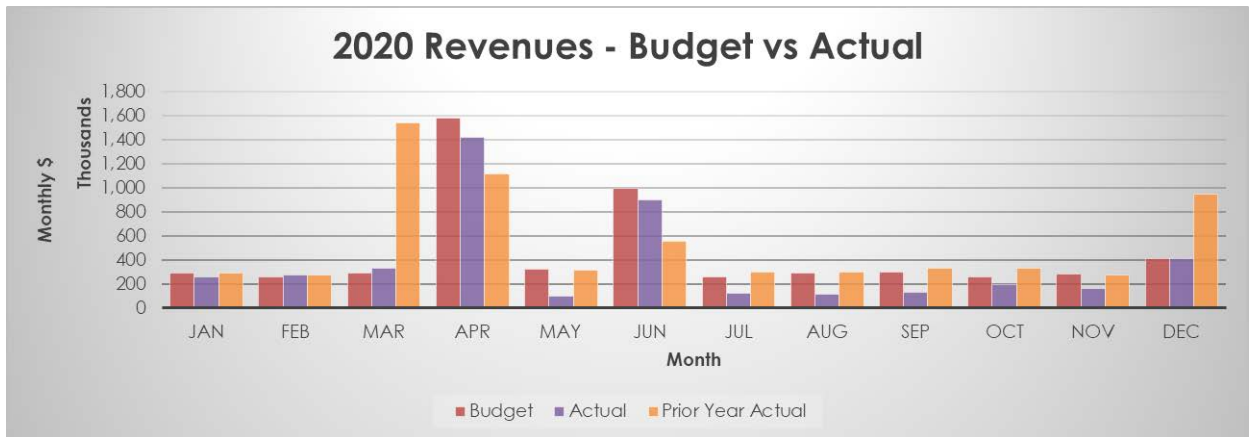
At December 31 (Q4), the library was under budget for the year by \$7.37M (Q3: \$7.11M under budget). This was due to expenditures and transfers that were lower than budget by \$8.50M (mainly due to reduced salaries and benefits costs due to staff layoffs and furlough, and reduced facilities costs), partially offset by revenues which were under budget by \$1.13M.

For the last quarter of the year the library was under budget by \$255K. This is comprised of \$441K of expenses and transfers that were lower than budget, partially offset by \$186K in revenues that were lower than budget.



YTD REVENUES

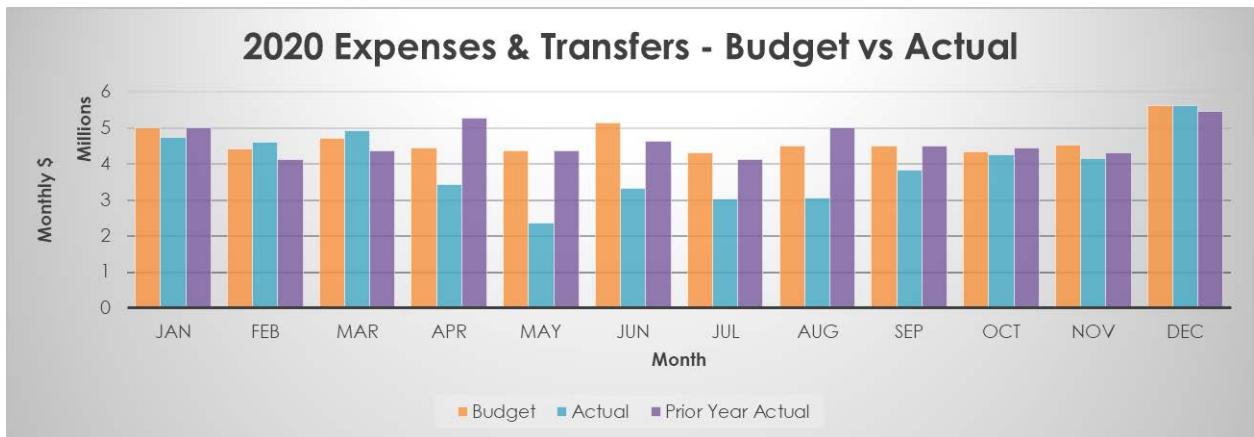
Overall, YTD revenues were lower than budget by \$1.13M (Q3: lower than budget by \$946K).



- **Program Fees:** Program fees were under budget by \$723K (Q3: under budget by \$544K). Photocopier, holds, fine revenue and lost book charges are lower than budgeted, as program fee revenue collection was suspended when the library closed in mid-March due to the COVID-19 pandemic.
- **Cost Recoveries, Grants & Donations:** Lower than budget by \$85K (Q3: lower than budget by \$106K)
This is mainly due to cost recoveries from the City for the Carnegie branch, which was lower than budgeted by \$107K because the branch was closed in mid-March, and only resumed service again in the last quarter of the year.
- **Rental, Lease & Other:** These revenues are under budget by \$323K (Q3: under budget by \$296K) mainly due to a suspension of rental, event and filming bookings and reimbursement of rental fees received, which started in early March.

YTD EXPENDITURES & TRANSFERS

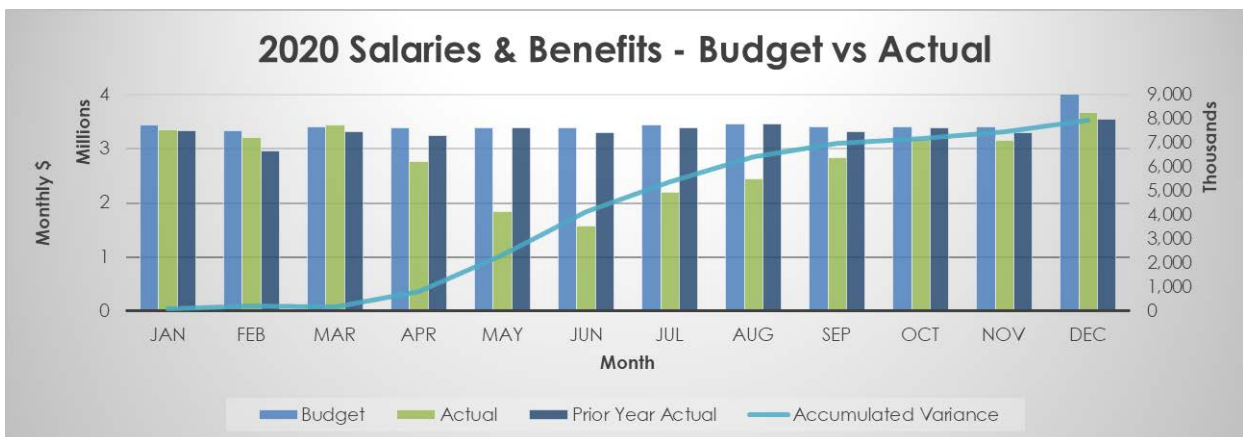
Overall, YTD expenditures and transfers were under budget by \$8.50M (Q3: under budget by \$8.06M).



➤ Salaries & Benefits

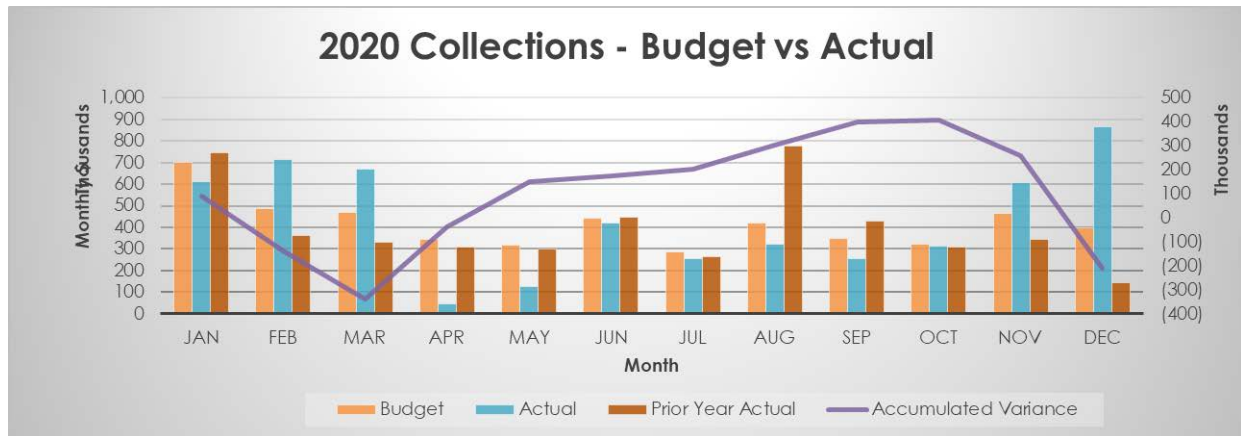
Salaries and benefits were under budget by \$7.92M (Q3: under budget by \$6.97M), as a direct result of the COVID-19 suspension of services and closure of branches in mid-March, and the significant staff layoffs and salary reductions that resulted from this. For temporary, auxiliary and regular part time without benefits employees the financial impact of these layoffs began in mid-April once their pay protection period had ended. For full time, posted part time and regular part time with benefits employees, their pay protection period ended near the beginning of May. This can be seen in the chart below, with the first drop in actual costs from March to April, and then a second larger drop in actual costs from April to May. June saw the largest variance between budgeted and actual salaries (\$1.81M variance for the month), with actual staffing costs at only 46.6% of budget.

Since June, staffing costs have steadily increased each quarter as partial services resumed, branches re-opened, and staff were recalled from layoff.



➤ Books & Publications

Expenditures on books and publications was above budget by \$209K (Q3: under budget by \$398K) at \$5.21M for the year. Since the closure, a deliberate shift was made to move from print materials to e-resources to support the digital library services that are available to our patrons.



➤ Operating & Maintenance

- Building occupancy/facilities expenses are under budget by \$811K (Q3: under budget by \$817K), mostly related to internal allocations, and savings in hydro and security. Internal allocations are the costs for library square maintenance which are transferred from the City – these costs were under budget by \$634K at Q4 (Q3: under budget by \$494K). The large variance is a result of the closure of Central library, and the reduced expenditures for janitorial, maintenance, elevators, escalators, etc.
- Other expenses (which includes costs for programming) were under budget, as operations were substantially suspended in mid-March.
- Professional fees were above budget, and relate to consulting costs for marketing & communications projects from Q1, as well as for library square contracted maintenance services, which are offset in lower building occupancy & maintenance costs and internal allocations.
- Equipment & fleet expenses were above budget, and included costs for furniture & equipment related to COVID-19 safety plans and protocols (including plexiglass, hand sanitizer towers etc)

➤ Transfers

The YTD transfers to reserves are over budget mostly due to transfers for Provincial funding, and grants & donations received.

RESERVES

In Q4, transfers for interest, and InfoAction revenue were made to/from Reserves.

VANCOUVER PUBLIC LIBRARY BOARD
 OPERATING BUDGET
 STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
Program Fees	-339,630	-159,802	-362,188	-179,828	47.1%	-1,245,700	-522,225	-1,331,565	-723,475	41.9%
Cost Recoveries, Grants & Donations	-314,940	-335,777	-895,769	20,837	106.6%	-3,086,060	-3,000,591	-3,856,099	-85,469	97.2%
Rental, Lease & Other	-294,050	-266,998	-292,305	-27,052	90.8%	-1,198,000	-875,007	-1,364,545	-322,993	73.0%
Revenues	-948,620	-762,578	-1,550,263	-186,042	80.4%	-5,529,760	-4,397,822	-6,552,210	-1,131,938	79.5%
Salaries & Benefits	10,965,475	10,012,796	10,223,678	952,679	91.3%	41,605,335	33,680,865	39,927,751	7,924,470	81.0%
Regional Utility Charges	1,000	717	1,493	283	71.7%	1,000	1,609	2,825	-609	160.9%
Building Occupancy & Mtce	899,551	1,044,589	1,034,316	-145,038	116.1%	3,446,011	3,267,854	3,999,571	178,157	94.8%
Professional Fees	3,130	13,902	20,652	-10,772	444.2%	12,400	104,041	86,082	-91,641	839.0%
Equipment & Fleet	72,252	118,661	100,505	-46,409	164.2%	582,704	669,159	644,562	-86,455	114.8%
Other Expenses	330,638	133,212	325,396	197,426	40.3%	970,278	621,559	1,056,458	348,719	64.1%
Supplies & Materials	1,406,970	2,025,250	1,016,048	-618,280	143.9%	6,035,805	5,983,428	5,783,897	52,377	99.1%
Internal Allocations	664,545	525,099	645,884	139,446	79.0%	2,480,775	1,846,873	2,285,202	633,902	74.4%
Expenditures	14,343,561	13,874,227	13,367,971	469,334	96.7%	55,134,308	46,175,387	53,786,349	8,958,921	83.8%
Transfers to Other Funds	75,000	0	25,104	75,000	0.0%	75,000	75,000	848,478	0	100.0%
Transfers to Reserves	57,702	159,540	1,087,338	-101,838	276.5%	828,742	1,097,536	1,341,641	-268,794	132.4%
Transfers from Reserves	-1,400	0	-285,415	-1,400	0.0%	-192,125	0	-380,415	-192,125	0.0%
Debt & Transfers	131,302	159,540	827,026	-28,238	121.5%	711,617	1,172,536	1,809,704	-460,919	164.8%
Total City Funding	13,526,243	13,271,189	12,644,735	255,054	98.1%	50,316,165	42,950,100	49,043,843	7,366,065	85.4%

VANCOUVER PUBLIC LIBRARY BOARD
 OPERATING BUDGET
 STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
490200 FEES	0	-83,503	0	83,503		0	-83,503	0	83,503	
490240 FINES	-152,190	-16,373	-137,722	-135,817	10.8%	-609,300	-127,131	-556,804	-482,169	20.9%
490520 PHOTOCOPIER REVENUE	-53,760	-659	-73,037	-53,101	1.2%	-215,400	-64,696	-299,725	-150,705	30.0%
490690 SALE OF GOODS	-42,610	-1,946	-46,187	-40,664	4.6%	-54,800	-10,517	-60,888	-44,283	19.2%
490970 SALE OF PHOTOS	-2,530	-323	-2,465	-2,207	12.8%	-10,000	-2,407	-7,804	-7,593	24.1%
490980 HOLDS REVENUE	-17,980	-4,920	-27,699	-13,060	27.4%	-71,800	-28,986	-107,562	-42,814	40.4%
490990 SUBSCRIPTION CARDS	-43,640	-40,176	-45,754	-3,464	92.1%	-174,500	-169,275	-176,477	-5,225	97.0%
491000 LOST CARDS	-2,950	-258	-2,904	-2,692	8.7%	-12,400	-2,762	-12,609	-9,638	22.3%
491255 LOST BOOK PENALTIES	-23,970	-11,644	-26,422	-12,326	48.6%	-97,500	-32,947	-109,696	-64,553	33.8%
Program Fees	-339,630	-159,802	-362,188	-179,828	47.1%	-1,245,700	-522,225	-1,331,565	-723,475	41.9%
430070 COST RECOVERIES	-127,960	-205,966	-67,592	78,006	161.0%	-299,500	-408,431	-267,462	108,931	136.4%
434210 RECOVERY - SOCIAL PLANNING	-127,980	-116,952	-134,268	-11,028	91.4%	-512,100	-405,087	-512,897	-107,013	79.1%
490300 GRANTS AND DONATIONS	-59,000	-12,860	-693,909	-46,140	21.8%	-818,160	-730,830	-1,666,655	-87,330	89.3%
490340 InterLINK	0	0	0	0		-1,456,300	-1,456,242	-1,409,085	-58	100.0%
Cost Recoveries, Grants & Donations	-314,940	-335,777	-895,769	20,837	106.6%	-3,086,060	-3,000,591	-3,856,099	-85,469	97.2%
490100 CORPORATE SERVICES REVENUE	-134,280	-186,235	-144,768	51,955	138.7%	-537,300	-577,055	-604,930	39,755	107.4%
490610 RENTAL INCOME	-122,260	-42,610	-92,097	-79,650	34.9%	-489,100	-150,682	-507,519	-338,418	30.8%
490810 VARIOUS REVENUE	-37,510	-38,153	-55,440	643	101.7%	-171,600	-147,270	-252,096	-24,330	85.8%
Rental, Lease & Other	-294,050	-266,998	-292,305	-27,052	90.8%	-1,198,000	-875,007	-1,364,545	-322,993	73.0%
Revenues	-948,620	-762,578	-1,550,263	-186,042	80.4%	-5,529,760	-4,397,822	-6,552,210	-1,131,938	79.5%
520000 SALARIES	7,449,632	7,492,761	6,358,132	-43,129	100.6%	29,806,962	25,488,214	27,084,006	4,318,748	85.5%
520001 SALARIES/FB ACCRUAL	0	-566,035	885,189	566,035		0	-1,327,489	151,418	1,327,489	
520020 SALARIES - PART TIME /CASUAL	588,458	505,583	620,589	82,875	85.9%	2,353,898	1,460,138	2,679,548	893,760	62.0%
520025 SALARIES - CASUAL	325,230	516,327	627,762	-191,097	158.8%	1,301,100	1,426,427	2,742,457	-125,327	109.6%
520099 SALARY PROVISION	202,230	0	0	202,230	0.0%	809,100	0	0	809,100	0.0%
520600 SALARIES - TEMP HELP	230,000	86,404	114,909	143,596	37.6%	230,000	307,218	377,907	-77,218	133.6%
521060 GRATUITY PAY	2,611	0	0	2,611	0.0%	10,621	0	0	10,621	0.0%
521100 VACATION	0	72,852	21,323	-72,852		0	72,852	21,323	-72,852	
523900 F.B. - DISTRIBUTED	2,133,920	1,788,518	1,603,659	345,402	83.8%	7,189,910	6,155,847	6,880,106	1,034,063	85.6%
524010 AUTO ALLOWANCE	2,419	2,669	2,244	-250	110.3%	9,619	10,295	9,723	-676	107.0%
524020 SHIFT DIFFERENTIAL	7,409	4,431	5,443	2,978	59.8%	29,459	16,920	24,183	12,539	57.4%
524030 ACTING PAY	21,713	0	0	21,713	0.0%	86,873	0	0	86,873	0.0%

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
524060 SEPARATION COSTS	0	97,630	1,689	-97,630		0	136,399	6,948	-136,399	
525000 OVERTIME	35,601	33,635	19,993	1,966	94.5%	142,251	98,639	88,454	43,612	69.3%
591050 UNALLOC TURNOVER-GEN	-140,431	0	0	-140,431	0.0%	-561,721	0	0	-561,721	0.0%
595010 SALARY ALLOCATION (MANUAL)	0	0	0	0		0	10,901	0	-10,901	
732501 Full Time Staff	0	355,698	504,253	-355,698		0	1,090,273	2,097,142	-1,090,273	
732502 Part Time Staff	1,921,690	1,388,090	1,845,776	533,600	72.2%	7,671,990	4,342,732	7,416,802	3,329,258	56.6%
732503 Vacation Replacement	261,160	268,635	321,196	-7,475	102.9%	831,800	522,402	878,876	309,398	62.8%
732504 Sick Replacement	56,140	71,331	108,023	-15,191	127.1%	225,700	204,776	356,580	20,924	90.7%
732506 Casual Help	111,470	77,227	121,628	34,243	69.3%	443,100	270,562	432,553	172,538	61.1%
732508 Training Replacement	26,540	26,533	62,021	7	100.0%	106,100	70,242	189,430	35,858	66.2%
790999 BUDGET-ACTIVIT.ALLOC	-2,270,317	0	0	-2,270,317	0.0%	-9,081,427	0	0	-9,081,427	0.0%
850000 Wages & Fringe Costs	0	-2,198,421	-3,007,304	2,198,421	#DIV/0!	0	-6,646,544	-11,543,110	6,646,544	
852010 Building Management Labour	0	-11,073	7,152	11,073	#DIV/0!	0	-29,939	33,364	29,939	
852020 Build Mgt Lab - OT	0	0	0	0		0	0	43	0	
Salaries & Benefits	10,965,475	10,012,796	10,223,678	952,679	91.3%	41,605,335	33,680,865	39,927,751	7,924,470	81.0%
534050 UTILITIES - WATER	1,000	717	1,493	283	71.7%	1,000	1,609	2,825	-609	160.9%
Regional Utility Charges	1,000	717	1,493	283	71.7%	1,000	1,609	2,825	-609	160.9%
531058 LOCKSMITH SERVICES	0	241	0	-241		0	241	0	-241	
531122 PROPERTY INSURANCE	117,956	98,943	80,379	19,013	83.9%	361,856	359,312	286,812	2,544	99.3%
531256 MAINTENANCE - BUILDINGS	21,247	54,642	-19,675	-33,395	257.2%	84,877	155,737	0	-70,860	183.5%
533230 JANITORIAL SUPPLIES	9,740	17,746	12,226	-8,006	182.2%	38,900	54,306	43,171	-15,406	139.6%
534010 UTILITIES - ELECTRICITY	192,442	355,687	144,852	-163,245	184.8%	758,102	714,813	767,850	43,289	94.3%
534020 UTILITIES - NATURAL GAS	11,988	16,067	9,902	-4,079	134.0%	42,858	44,141	36,602	-1,283	103.0%
534030 UTILITIES - STEAM HEAT	13,992	20,751	18,299	-6,759	148.3%	55,932	54,391	50,529	1,541	97.2%
535040 REAL ESTATE RENTAL/LEASE	179,426	158,328	290,629	21,098	88.2%	715,486	618,099	1,196,057	97,387	86.4%
536020 TAX/LI CHARGE EXTERN	0	5,898	0	-5,898		0	23,644	52	-23,644	
720004 Maintenance - Building	60,110	34,137	175,211	25,973	56.8%	220,100	213,583	382,851	6,517	97.0%
720008 Mtce - Elec Equip	9,740	122	2,251	9,618	1.3%	38,900	2,815	8,123	36,085	7.2%
720011 Maintenance - Grounds	3,600	6,863	9,115	-3,263	190.6%	11,700	14,016	17,030	-2,316	119.8%
720013 Maintenance - Lighting	780	0	0	780	0.0%	3,300	0	0	3,300	0.0%
733020 BUILDING SECURITY	278,530	275,165	311,126	3,365	98.8%	1,114,000	1,012,756	1,210,493	101,244	90.9%
Building Occupancy & Mtce	899,551	1,044,589	1,034,316	-145,038	116.1%	3,446,011	3,267,854	3,999,571	178,157	94.8%
531020 CONTRACT SERVICES-OTHERS	0	11,654	17,907	-11,654		0	47,114	66,781	-47,114	
531070 CONSULTANT SERVICES	0	0	0	0		0	41,655	15,800	-41,655	
531150 LEGAL EXPENSES	3,130	2,248	0	882	71.8%	12,400	15,272	0	-2,872	123.2%
532001 SERVICES	0	0	2,745	0		0	0	3,501	0	
Professional Fees	3,130	13,902	20,652	-10,772	444.2%	12,400	104,041	86,082	-91,641	839.0%

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
531090 EQIP SERV/MTCE AGREE	21,962	56,237	5,820	-34,275	256.1%	434,112	472,789	407,773	-38,677	108.9%
531250 EQ/FURN REPAIR/MTC	4,404	6,353	4,502	-1,949	144.3%	17,544	13,686	11,399	3,858	78.0%
533070 EQUIP/FURN EXP	32,234	41,654	73,222	-9,420	129.2%	75,684	102,862	119,119	-27,178	135.9%
533080 FIREARM REP/AMM EXP	0	-245	0	245		0	0	0	0	
533170 UNIFORM EXPENSE	0	0	0	0		612	0	0	612	0.0%
535030 AUTO LEASES	1,774	0	0	1,774	0.0%	7,264	0	0	7,264	0.0%
535050 OFFICE EQUIPMENT RENTAL	8,598	4,100	4,414	4,498	47.7%	34,578	22,329	21,358	12,249	64.6%
598030 FLEET CHG-ACC BILL	299	0	0	299	0.0%	1,019	0	3,127	1,019	0.0%
598040 FLEET CHG-OP RESPO	103	0	0	103	0.0%	283	0	107	283	0.0%
598050 FMS CHARGES-RENTAL RATE-MTCE	-4,389	1,043	2,412	-5,432	-23.8%	-17,619	16,750	41,363	-34,369	-95.1%
598052 FLEET CHARGES-MOTOR POOL	0	350	760	-350		0	2,900	2,735	-2,900	
598070 FLEET CHG-DIR MTCE	0	736	868	-736		0	7,047	3,116	-7,047	
598100 FLEET CHARGES-VANDALISM	54	0	0	54	0.0%	54	389	394	-335	720.2%
598110 FLEET CHARGES-AT COST WORK	0	0	0	0		0	508	0	-508	
598130 FLEET CHG-O/S LESE	0	0	0	0		0	1,237	0	-1,237	
598140 FLEET CHARGES-FUEL	4,463	4,661	6,010	-198	104.4%	17,873	15,295	22,520	2,578	85.6%
598150 EQS CHARGES-INSURANCE	2,460	3,774	2,070	-1,314	153.4%	10,020	12,753	7,698	-2,733	127.3%
598160 FLEET CHG-OP ENVIR	167	0	0	167	0.0%	797	0	0	797	0.0%
598170 FLEET CHARGES-USER REQUESTED	123	0	426	123	0.0%	483	614	3,848	-131	127.0%
851000 City Run Hr Eq Rent	0	0	0	0		0	0	6	0	
Equipment & Fleet	72,252	118,661	100,505	-46,409	164.2%	582,704	669,159	644,562	-86,455	114.8%
510020 CASH OVER / UNDER	0	-49	-39	49		0	-125	66	125	
510060 CITY MEMBER/SRVC FEE	2,700	0	281	2,700	0.0%	16,600	17,927	14,893	-1,327	108.0%
510190 WRITEOFFS	0	0	0	0		0	-182	0	182	
524050 PROFESSIONAL AND TRADES FEES	0	0	748	0		0	1,643	2,372	-1,643	
531030 ADVERTISING	1,030	0	1,446	1,030	0.0%	4,000	412	1,884	3,588	10.3%
531050 ARMoured CAR SERVICES	7,080	-2,058	6,738	9,138	-29.1%	28,500	11,446	27,610	17,054	40.2%
531080 DISPOSAL OF REFUSE	5,570	7,914	6,425	-2,344	142.1%	22,400	24,127	22,792	-1,727	107.7%
531120 INSURANCE	1,530	0	0	1,530	0.0%	6,210	0	548	6,210	0.0%
531210 PRINTING SERVICES	2,250	11	-229	2,239	0.5%	9,000	381	2,947	8,619	4.2%
531220 PUBLIC INFO/EDUCAT	17,870	5,101	25,539	12,769	28.5%	71,600	34,460	63,898	37,140	48.1%
531280 TRANSPORTATION EXPENSES	5,720	2,426	7,935	3,294	42.4%	23,000	12,406	25,873	10,594	53.9%
531340 DEPARTMENT HEAD EXPENSE	430	414	2,534	16	96.3%	1,600	610	3,169	990	38.1%
532030 MEETING EXPENSES	6,330	5,236	10,515	1,094	82.7%	25,500	11,122	28,175	14,378	43.6%
532031 RENT & STAFF SUPPLEMENTS	0	20	0	-20		0	20	0	-20	
533240 INSURANCE CLAIMS PAID	0	0	290	0		0	0	1,000	0	
534040 UTILITIES - TELEPHONE	11,800	18,591	14,792	-6,791	157.5%	46,000	48,692	38,808	-2,692	105.9%

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
534045 UTILITIES - CELL PHONE	0	-781	0	781		0	12,380	0	-12,380	
534070 UTILITY-LEASE LINES	34,490	23,599	20,272	10,891	68.4%	134,300	74,845	94,886	59,455	55.7%
536040 TRAVEL & TRAINING	0	176	400	-176		0	356	400	-356	
536045 TRAV&TRNG MANDATORY	0	0	0	0		0	228	0	-228	
594350 RECOVERY - SPECIAL EVENTS	-8,000	0	0	-8,000	0.0%	-8,000	0	0	-8,000	0.0%
598025 Int Chrgs -Rec Check	0	0	-75	0		0	77	0	-77	
599130 Misc Expense	0	-6,607	0	6,607		0	0	0	0	
700035 Comm Engagement	0	0	711	0		0	1,704	711	-1,704	
705022 EQUIPMENT COSTS	0	2,371	0	-2,371		0	2,429	0	-2,429	
730010 Library Special Projects	152,648	33,490	87,989	119,158	21.9%	210,968	76,235	255,072	134,733	36.1%
733049 INTERLINK OPERATING COSTS	0	0	0	0		110,000	114,288	111,142	-4,288	103.9%
733063 PROGRAM COSTS	54,350	24,719	102,892	29,631	45.5%	172,800	136,867	273,720	35,933	79.2%
733065 RECRUITING EXPENSES	1,490	0	120	1,490	0.0%	5,900	55	881	5,845	0.9%
733110 BOOK SALE COSTS	25,700	0	27,699	25,700	0.0%	43,900	5,912	38,409	37,988	13.5%
733126 CONFERENCES	7,650	18,640	8,414	-10,990	243.7%	46,000	33,244	47,202	12,756	72.3%
Other Expenses	330,638	133,212	325,396	197,426	40.3%	970,278	621,559	1,056,458	348,719	64.1%
530001 MATERIALS	1,200	4,212	1,485	-3,012	351.0%	9,700	13,677	8,412	-3,977	141.0%
531172 MANAGEMENT FEE - INSIDE	0	0	1,501	0		0	0	2,723	0	
531270 POSTAGE & COURIER SERVICES	7,630	6,624	14,693	1,006	86.8%	30,400	14,487	35,736	15,913	47.7%
532010 COMP SUPP/SERV EXP	9,290	167,517	27,423	-158,227	1803.2%	37,100	209,579	65,225	-172,479	564.9%
532020 FIRST AID SUPP/SERV	480	235	574	245	48.9%	2,100	1,622	2,278	478	77.2%
532050 OFFICE SUPPLIES & SERVICES	27,850	4,471	25,719	23,379	16.1%	98,300	32,681	71,893	65,619	33.2%
532060 PHOTOCOPY SUPP/SERV	24,760	-19,184	5,241	43,944	-77.5%	97,700	34,380	105,082	63,320	35.2%
532070 PHOTO SUPP/SERV	1,220	-7,200	7,200	8,420	-590.2%	5,000	-7,029	7,527	12,029	-140.6%
532080 MISC SUPP/SERV	46,880	32,306	53,486	14,574	68.9%	254,700	127,184	259,441	127,516	49.9%
532130 ELEC FIXTR SUPP&SERV	0	0	0	0		0	574	0	-574	
532160 SPECIAL EVENTS SUPP	0	0	0	0		0	0	17,120	0	
532190 LESSONS SUPPLIES & SERVICES	0	0	0	0		0	150	0	-150	
533010 PROTECTIVE CLOTHING	0	1,269	0	-1,269		0	4,102	0	-4,102	
533030 BADGES PLATES, DECALS ETC	4,050	2,353	9,718	1,697	58.1%	16,200	11,305	18,708	4,895	69.8%
533040 LIBRARY / BOOK SUPPLIES	78,160	29,208	44,708	48,952	37.4%	381,300	293,999	343,657	87,301	77.1%
533050 BOOKS & PUBLICATIONS	1,179,780	1,787,088	797,164	-607,308	151.5%	4,996,205	5,205,422	4,755,561	-209,217	104.2%
533060 CONSERVATION SUPPLIES	17,570	12,847	18,041	4,723	73.1%	70,400	31,612	61,847	38,788	44.9%
533100 FOOD PURCHASES	0	0	1,832	0		0	0	1,832	0	
533160 TOOLS & WORK SUPPLIES	0	247	0	-247		0	1,567	0	-1,567	
533210 SALEABLE GOODS PURCHASE	600	22	1,313	578	3.6%	6,700	42	11,745	6,658	0.6%
533290 SIGNS	0	0	-206	0		0	2	0	-2	

	Q4 2020					Full Year				
	Budget	Actual	Prior Year Actual	Current Qtr Variance	Actual / Budget	Budget	Actual	Prior Year Actual	YTD Variance	Actual / Budget
533310 PROGRAM SUPPLIES	0	16	-173	-16		0	57	0	-57	
733145 FILMING EXPENSE	7,500	3,221	6,329	4,279	42.9%	30,000	8,015	15,111	21,985	26.7%
Supplies & Materials	1,406,970	2,025,250	1,016,048	-618,280	143.9%	6,035,805	5,983,428	5,783,897	52,377	99.1%
594130 RECOVERY - OPERATING COSTS	0	330	0	-330		0	330	0	-330	
800021 Cost Allocation Building	664,545	524,769	645,884	139,776	79.0%	2,480,775	1,846,543	2,285,202	634,232	74.4%
Internal Allocations	664,545	525,099	645,884	139,446	79.0%	2,480,775	1,846,873	2,285,202	633,902	74.4%
Expenditures	14,343,561	13,874,227	13,367,971	469,334	96.7%	55,134,308	46,175,387	53,786,349	8,958,921	83.8%
485025 TRANSFER TO CAPITAL FUND	75,000	0	25,104	75,000	0.0%	75,000	75,000	848,478	0	100.0%
Transfers to Other Funds	75,000	0	25,104	75,000	0.0%	75,000	75,000	848,478	0	100.0%
485310 TRANS TO LIABILITY	13,874	13,887	13,887	-13	100.1%	55,544	55,548	55,548	-4	100.0%
485315 TRANSFER TO RESERVES	27,720	140,557	1,061,444	-112,837	507.1%	708,760	1,020,800	1,265,510	-312,040	144.0%
598051 FMS CHG-CAP RATE	16,108	5,096	12,007	11,012	31.6%	64,438	21,188	20,583	43,250	32.9%
Transfers to Reserves	57,702	159,540	1,087,338	-101,838	276.5%	828,742	1,097,536	1,341,641	-268,794	132.4%
480000 TRANSFER FROM RESERVE	-1,400	0	-285,415	-1,400	0.0%	-192,125	0	-380,415	-192,125	0.0%
Transfers from Reserves	-1,400	0	-285,415	-1,400	0.0%	-192,125	0	-380,415	-192,125	0.0%
Debt & Transfers	131,302	159,540	827,026	-28,238	121.5%	711,617	1,172,536	1,809,704	-460,919	164.8%
Total City Funding	13,526,243	13,271,189	12,644,735	255,054	98.1%	50,316,165	42,950,100	49,043,843	7,366,065	85.4%

VANCOUVER PUBLIC LIBRARY BOARD
RESERVES
FOR THE MONTH ENDED DECEMBER 31, 2020

		Year to Date			
	31-Dec 2019	Transfer To	Transfer From	31-Dec 2020	Net Transfer
Donations and Grants					
Provincial Grants	272,752	276,172	0	548,924	276,172
Gifts & Grants	1,445,029	655,830	0	2,100,859	655,830
Interest Gifts and grants	43,677	32,125	0	75,802	32,125
Interest End Fund	117,921	34,725	0	152,647	34,725
Endowment Fund	2,289,816	0	0	2,289,816	0
	4,169,195	998,853	0	5,168,048	998,853
Other					
General	1,120,217	77,797	0	1,198,014	77,797
Bayshore	78,708	0	0	78,708	0
Coal Harbour	187,979	0	0	187,979	0
Interest other	166,223	22,961	0	189,184	22,961
	1,553,127	100,758	0	1,653,885	100,758
Reserve - Library Gifts and Grants (320084)	5,722,322	1,099,611	0	6,821,933	1,099,611
Equipment Reserve (320141)	978,603	11,000	0	989,603	11,000
TOTAL LIBRARY	\$6,700,925	\$1,110,611	\$0	\$7,811,536	\$1,110,611

		December			
	30-Nov 2020	Transfer To	Transfer From	31-Dec 2020	Net Transfer
Donations and Grants					
Provincial Grants	480,657	68,267		548,924	68,267
Gifts & Grants	2,067,788	33,070		2,100,859	33,070
Interest Gifts and grants	73,785	2,377		76,161	2,377
Interest End Fund	150,595	1,821		152,416	1,821
Endowment Fund	2,289,816			2,289,816	0
	5,062,641	105,535	0	5,168,176	105,535
Other					
General	1,177,314	20,700		1,198,014	20,700
Bayshore	78,708			78,708	0
Coal Harbour	187,979			187,979	0
Interest other	187,711	1,345		189,056	1,345
	1,631,711	22,045	0	1,653,757	22,045
Reserve - Library Gifts and Grants (320084)	6,694,353	127,580	0	6,821,933	127,580
Equipment Reserve (320141)	988,690	913		989,603	913
TOTAL LIBRARY	\$7,683,043	\$128,493	\$0	\$7,811,536	\$128,493