



Wood Buffalo Regional Library

Melissa Flett, Director of WBRL
Greg White, Chair of RMWB Library Board

February 7, 2018

2018 Community Operating Grant Request



Organization Mandate



- WBRL provides access to information for knowledge and pleasure for our community through diversity of resources and excellence in service.
- Services throughout the Regional Municipality of Wood Buffalo
- Goals for 2018
 - Know Your Community, Celebrate Diversity, Satisfy Curiosity
- Municipal grant funds library services and programs



Community Impact



Short Term Outcomes	Mid Term Outcomes	Community Indicators
<ul style="list-style-type: none"> ✓ Access to resources ✓ Improved knowledge and skills ✓ Access to literacy programs and resources ✓ Exposure to STEAM ✓ Reduced barriers ✓ Increased connections ✓ Increased awareness and understanding 	<ul style="list-style-type: none"> ✓ Love of reading ✓ Positive place and a community hub ✓ Awareness of services ✓ Connections with non users ✓ Presence throughout region ✓ Established creditability 	<ul style="list-style-type: none"> ✓ Lifelong library users and supporters ✓ A library that is inclusive ✓ Diverse collection ✓ Regional pride, identity and belonging. ✓ Improved quality of life, equity and strength ✓ Increased positive relations



2018 Grant Request



Revenue	\$5,364,658
Expense	\$5,426,658
Subsidy Requested	\$4,410,480

Subsidy represents 81% of total expenses



Expense Summary



Cost Category	Total Expense	Funded by RMWB
Salary/Wages (42.5 FTE)	\$3,799,933	\$3,224,480
Program Costs	\$762,175	\$475,000
Overhead (utilities, insurance, etc.)	\$864,550	\$711,000
TOTAL	\$5,426,658	\$4,410,480



Community Investment History



2018 Request	2017	2016
\$4,410,480	\$4,794,000	\$4,660,671

Decrease in 2018 of \$383,520 is due to request by the RMWB.



Regional Municipality of Wood Buffalo Library Board

2018 Operating Grant Analysis

CIP Grant Summary:

2015	2016	2017	2018 Request	2018 Recommended by CIP	Difference of Recommended vs. Requested
5,100,000	5,100,000	4,794,000	4,410,480	4,210,480	(200,000)

Program Reporting Required:

Six Month & Annual Reports

Financial Reporting Required:

Audited Financial Statements

Notes:

As part of the CIP Review that commenced in 2017, organizations were asked to search for cost savings and efficiencies that would reduce their grant requests. The recommendation is 12% less than their 2017 approved grant. In comparison with other similar-sized municipalities, the amount of the recommended grant is higher than average. Administration is committed to working with the organization to seek alternative sources of revenue.

Budget Line Description	2018 Budget Request	2018 Recommended
Revenues		
RMWB 2018	4,410,480	4,210,480
Operating Grant - Provincial	693,928	-
Donations and Fundraising	147,600	-
Fines, memberships and fees	60,100	-
Interest Income	32,550	-
Other Income	20,000	-
Total Revenues	5,364,658	4,210,480
Expenses		
Wages & Benefits	3,799,933	3,000,000
Library Materials (books & media)	397,600	308,930
Rent, utilities and janitorial	556,500	556,500
Programs & Events	166,700	25,000
Library Services	135,875	25,000
Rural Services	62,000	62,000
General Operations	308,050	233,050
Total Expenses	5,426,658	4,210,480
Total Surplus (Deficit)	\$ (62,000)	\$ -







Community Operating Grant Part A - Organization Summary

Organization Name:	Regional Municipality of Wood Buffalo Library Board/WBRL
Street Address:	1 C. A. Knight Way
City/Hamlet:	Fort McMurray
Province:	Alberta
Postal Code:	T9H 5C5
Phone Number:	780-743-7800
Website:	www.wbri.ca
Fiscal Year End:	December 31
Act Registered Under:	Canada Not-for-Profit Corporations Act
Registration Number:	11892 8399 RR0001

Note: Organization must be in good standing to receive funding.

Main Contact	
Title:	Director
Name:	Melissa Flett
Daytime Phone:	780-743-7803
Email Address:	melissa.flett@wbri.ca
Executive Director	
Name:	Melissa Flett, Director
Daytime Phone:	780-743-7803
Email Address:	melissa.flett@wbri.ca
Board Chair / President	
Name:	Greg White
Daytime Phone:	FOIP s.17(1)
Email Address:	BoardChair@wbri.ca

Declaration of Board Members - In making this application, we, the undersigned, confirm that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

 Signature of Board Member (must have signing authority)	 Signature of Board Member or Executive Director (must have signing authority)
 Print Name	 Print Name
 Date: (Year-Month-Day)	 Date: (Year-Month-Day)

Part B - Board Questionnaire

How often does the Board of Directors meet? Monthly, except December, July and August

Minimum number of board members according to bylaws:	5
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Number of board members:

Currently:	8	2016:	9	2015:	9
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Describe measures being undertaken to fill vacant spots if minimum board members are not met:

Pursuant to the Libraries Act and City Bylaw #00/050, Board members are appointed by City Council. Board members make recommendations to residents however it is ultimately City Council who make the final decision. As a whole, the Board is able to recommend a specific skill set to City Council for consideration by way of a motion.

Please list your current Board of Directors:

[illegible]

Part B - Board Questionnaire

Are any board members being paid, or receiving an honorarium, for being on the Board or for other positions in the organization outside of their role on the Board? Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role on the board / organization	Amount received

What are the restrictions (if any) on becoming a member of your organization or participating in programs or services?

No restrictions to access the Library, regular programs or services. For local residents, the cost of a membership is free. To become a member of the Library, the patron must provide government issued identification and proof of local address.

How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The Financial Management policy mandates that the Library Board will ensure the the Library is managed in a fiscally responsible manner with all aspects of monetary spending accounted for. The Board has full responsibility of financial management of the Library, conducts review of quarterly financial reports, approves the annual audit reports and review and approves the annual budget. The Board also has a Financial and Legal Committee that is responsible for regular review of the actual financial performance against approved budget and is tasked with keeping the Board fully informed of the Library's financial situation.

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Community Investment Advisor, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 788-4309.

Part C - Strategic Plan

The Strategic Plan focuses on **Building a Strong and Resilient Community**. It was built on the feedback received from community residents and leaders and reflects the wishes and needs of the community. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

Please indicate the Objectives in Goal 2: Building Balanced Regional Services or in Goal 7: Building for a Healthy and Active Lifestyle* that apply to the programs, services or events that your organization provides** (check all that apply):

#2. Building Balanced Regional Services

Goal: To deliver high quality and well-planned services to our residents.

By re-focusing attention to core services, as outlined in the Municipal Government Act, and by clearly defining service standards, the Municipality will strengthen service delivery to all residents and businesses within the Region. Our core services are:

Roadways, streets and sidewalks • Flood protection • Police, fire and emergency services •
Public transit • Solid waste • Water • Sanitary and storm drainage • Bylaw enforcement •
Parks and recreation • Cemeteries • Planning and development

- ☒ Strengthen regional service delivery quality.
- ☐ Strengthen service delivery monitoring practices.
- ☐ Implement, improve and maintain core service infrastructure.

#7. Building for a Healthy and Active Lifestyle

Goal: To connect people and communities through accessible, regional-based leisure and wellness activities, programs and public gathering places.

Working with partner organizations and through direct delivery of services to residents throughout the Region, the Municipality provides opportunities for community members to enjoy a high quality of life. Opportunities will include arts, recreation, health and wellness, as well as leisure activities.

- ☒ Encourage the use of the Region's recreational & community facilities, including natural amenities.
- ☒ Encourage and support the social profit sector.
- ☒ Increase accessible recreation and leisure opportunities for all user groups in the Region.
- ☐ Increase opportunities for large-scale sports/cultural tourism events.
- ☒ Increase tourism, culture and arts programming throughout the Region.

* If your organization does not meet any objectives in Goals 2 or 7, please visit <http://www.rmwb.ca/StrategicPlan> to determine which Goal/Objective would be most applicable, and explain how your organization's program/services will achieve those objectives in the space on the next page.

** Please visit <http://www.rmwb.ca/StrategicPlan> if you would like to investigate and describe any other Goals/Objectives that your organization will achieve, and describe in the space on the next page.

Part D - Organization Questionnaire

Mission Statement:

Providing lifelong learning to an engaged community through diverse resources and progressive leadership.

Vision Statement:

Our patrons are able to pursue and realize lifelong potential.

What year did the organization complete its last strategic plan?

The Library completed a 2016 to 2018 strategic plan in 2015; begins five year plan in 2018.

Provide a brief overview of the organization's strategic priorities:

The Library uses a community led service planning strategy to inform our strategic priorities. Our plan was developed by community members and champions who identify gaps and needs within the community. Through the community led service planning approach, the three selected service responses identified were:

- >Know your Community: Community Resources and Services
- >Celebrate Diversity: Cultural Awareness
- >Satisfy Curiosity: Lifelong Learning

As we developed our three year goals and objectives, we incorporated the following values into each initiative:

We value...

Sharing with all

Empowering the community and each other, by providing a supportive and welcoming environment.

Collaborating with each other to engage in progressive opportunities.

Diversity in resources, services and relationships.

Discovery through curiosity and creativity.

Our Commitment to building an informed and inclusive community.

Part D - Organization Questionnaire

List the overall programs, services and events the organization provides:

The Regional Municipality of Wood Buffalo Library Board operates the Wood Buffalo Regional Library, located at the Suncor Community Centre at MacDonald Island Park. The Library provides Wood Buffalo residents of all ages with access to information services, library collections and a variety of programs and resources.

Our Library collections include books, DVDs, CDs, video games, audio books, fun boxes; eResources including downloadable books, magazines, movies and music; electronic databases such as PressReader (to view magazines and newspapers around the world), Solaro (study and exam prep for grades 3 - 12), Auto Repair Reference Centre (a do-it-yourself repair and maintenance centre on thousands of domestic and imported vehicles from 1954 to present) plus many more.

We offer programs to all ages including story time programs for Children, arts and crafts for all ages, conversation groups, gaming, movies, French language programs, Aboriginal programs, Senior Socials, puppet shows and much more. We host popular events such as Team Trivia, the Banff Mountain Film Festival, Radical Reels, the Elf Workshop, and Speaker Series.

Our general operations include purchasing and cataloging of our Library collection, providing patrons with information services, providing Library services to off site locations including rural communities, providing a variety of programs/events based on community need, partnerships with organizations in the RMWB, marketing of those services to ensure residents are aware of our services, and administration of the organization to ensure it operates effectively.

Describe the elements, activities, or events of general operations that the organization is seeking this funding for:

The Library is seeking funding to assist with Library services with the Regional Municipality of Wood Buffalo. This includes costs of lease coverage, employee wages and benefits, cost associated with general library services such as acquisition of library materials for patron use and general administrative costs.

The Library seeks separate sponsorship for the majority of programs and events, ensuring that these activities have positive or zero impact on the budget.

Part D - Organization Questionnaire

Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	34	34
Part Time Positions	13	13

Current Volunteer Information:

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	21	17
Fundraising Volunteers		
Committee Volunteers		
Administrative Volunteers	7	6
Total Organization Volunteers (Count each only once)	28	23

Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 4:

See attachment Question 4 from Community Operating Grant.

2018 Regional Municipality of Wood Buffalo Community Operating Grant

Page 7, Please explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 4:

The Regional Municipality of Wood Buffalo's strategic plan focuses on building a strong and resilient community. As highlighted in the Municipal Development plan, the municipality's path forward must be inclusive of the region's diverse population.

- *Goal 2: Building Balanced Regional Services; Objective 1: Strengthen regional service delivery quality.*

The Library provides and looks to improve upon equitable Library service delivery to all residents of the Region including rural communities. This is identified in the improvement and quality of library services offered to our rural communities and our commitment to providing staff resources to ensure the success of those services.

- *Goal 7: Building for a health and Active Lifestyle; Objective 1: Encourage the use of the Region's recreational and community facilities; Objective 2: Encourage and support the social profit sector; Objective 3: Increase accessible recreation and leisure opportunities for all user groups in the Region; Objective 5: Increase tourism, culture and arts programming throughout the Region.*

The Library provides open access to information, resources and programs, as well as makes available the public Library spaces to residents of our region without discrimination. The Library is located at MacDonald Island Park, making it ideally suited for residents to visit at their leisure, as well as offering a unique opportunity for residents to access a recreational facility and a library during their same visit. The Library encourages the use of recreational and community centres by offering bookshelves for patron use at the Municipal office in Janvier, the Athabasca Delta Community School in Fort Chipewyan, the Anzac Recreation Centre, the Wellness Centre in Fort McKay, and the Conklin Community Centre.

The Library's ability to offer no or low cost programs insures accessibility for all users. The Library's plan of service focuses on celebrating diversity through cultural awareness and the programs offered ensure residents are exposed to the diverse cultures that inhabit Wood Buffalo including opportunities to learn about the history of our region and indigenous peoples who live here.

Wood Buffalo Regional Library delivers services that contribute to strengthening and improving the quality of life for the residents who live in our Region. Much of the success is not easily quantifiable; however, the value that the Library provides is significant to many.

This following information was presented to Council at the July 14th, 2015 Council Meeting as part of the Wood Buffalo Regional Indoor Recreation and Community Facilities Master Plan:

Fort McMurray Public Library: (n=373)

Page 34

This is a well-used facility, with one in four respondents to the public survey indicating they had used the library in the last year. Respondents liked the programming and flexible space; however many disliked its location at MIP which is a very busy facility and located away from the growing residential areas of Thickwood and Timberlea. Suggestions for improvements included keeping this facility as the library's main branch while developing new satellite locations in new neighborhoods, introduction of foreign language collections and the introduction of continuing education courses for adults.

Page 27

Anzac Recreation Centre – Anzac

Through an open house and the public online survey, Anzac residents indicated that they were happy with the recreation and community facilities available in their community. A handful of residents indicated that while they were satisfied with the amenities available at the Anzac Recreation Centre, they felt that the indoor playground and library services at the facility could be improved. Specifically:

- The indoor playground should incorporate amenities suitable for older children; and*
- Programming at the library should cater to children under the age of five (rather than relying on the indoor playground to entertain them).*

Page 65

Recommendation: Develop library space in the Northside Recreation Centre with the understanding this will be required over the next 5-7 years.

Recommendation: Incorporate branch library space into a multipurpose recreation centre in Saline Creek by 2025-2030.

- Library services within the regional Municipality are provided by the Fort McMurray Public Library (FMPL). The library currently operates one permanent branch at MacDonald Island Park of approximately 55,000 sq. ft. The library serves the entire city of Fort McMurray, and offers a mobile library service to rural communities surrounding the urban service area. The library offers a variety of programs for adult, youth, newcomers, and seniors that have experienced good take up and customer satisfaction. Fort Chipewyan residents have access to a library at Keyano College.*
- Based on mid-range space guidelines from the Government of Alberta's Municipal Affairs for public libraries in the province, Fort McMurray will require an additional approximately 10,000 sq. ft. of library space over the next five years (to 2020), and a total of an additional 22,000 sq. ft. by 2030. We recommend that the proposed library space at the Northside (6,700 sq. ft.) is developed to provide library facilities to the Thickwood-Timberlea-Parsons Creek neighborhoods. To fulfil space needs to 2030, we recommend that library space is developed as a part of a Southside multi-purpose recreation complex (multiplex) over the longer term by 2025-2030. In providing a*

commitment to new library space, the Municipality should undertake further analysis of space requirements based on engagement with the existing and emerging communities in order to effectively plan for an efficient space standard and suite of services in each location. Further, we recommend an assessment of the costs and benefits associated with a decentralized model of delivery based on three branches versus the current centralized model, such that the operating costs to the library system as a whole can be appropriately resourced.

Recommendation: Work with community partners to develop rotating library collections in community halls in each community where no permanent library branch exists.

- *The Municipality must work towards providing access to rotating library collections in each of its communities. Community halls can serve this function in the interim through library corners that are refreshed by the Fort McMurray Public Library on a monthly basis. The incorporation of permanent library space must be a high priority within any new-build multi-purpose facility in these communities.*

The Library is aware of economic constraints placed on the region, and works diligently to use the tools already available to offer Library services throughout Fort McMurray and the surrounding communities. With no current possibility of a branch location, the Library has implemented the recommendations to the best of their ability including offering outreach programming and maintaining community bookshelves.

Part D - Organization Questionnaire

What is the community need that these operations/programming will address?

Please see 2016 to 2018 Plan of Service/business plan and accompanying documents.

How was the need determined?

Please see 2016 to 2018 Plan of Service/business plan and accompanying documents.

How will these operations/programs address this need?

Please see 2016 to 2018 Plan of Service/business plan and accompanying documents.

Part D - Organization Questionnaire

What do successful operations/programs look like? How do you know they are successful?

Successful library operations occur when resources are being utilized to their full potential. The Library continuously monitors its success by evaluation of programs and services, as well as ensuring accountability to patrons.

How are you measuring success (i.e. surveys, evaluation, longitudinal studies)?

The Library measures success through evaluation of programs and services. We complete routine data collections including statistics, patron feedback such as surveys, face to face interactions and observations.

Does these operations/programs duplicate or overlap with other operations/programs offered in the community? How is your organization's offering unique?

Wood Buffalo Regional Library is the only public library provider within Wood Buffalo. Part of our key operation strategy is to increase collaboration within the social profit sector and partner with other agencies to increase capacity.

The Library currently sits on several inter-agencies committees. This allows us to information share, identify potential and relevant partnerships and ensure that the Library does not compete with other agencies.

Regional Inclusive Committee

Newcomers Inter-agency Network including Steering Committee for the Welcome Centre

Senior Resource Committee

Y-Connect

Early Years Coalition Speaker Series and Interagency Meeting

Rural Communities Outreach Meeting

Regional Inclusive Committee

Part D - Organization Questionnaire

What other community groups are you partnering with? Please outline their roles.

Partnerships are integral to the work being done by the WBRL. Partnerships provide the ability to increase and enhance library services to the community, as well as understand community needs and increase library awareness. The Library has developed different partnerships including formal partnerships and collaborative partnerships.

We have built relationships with the Justin Slade Youth Foundation, Mayor's Advisory Council on Youth, the School Boards, the Breastfeeding Group, Alberta Health Services, YMCA and many other organizations to offer support for patrons of the community.

When determining the need to partner with community groups, the Library ensures outcomes for the identified project align with the mission, vision and plan of service for the Library. Typically for many of our partner groups, we partner for programming, ensuring that our collaborative efforts will increase service and awareness for both organizations.

Target Segment (choose all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Aboriginal Adults | <input checked="" type="checkbox"/> Culture | <input checked="" type="checkbox"/> Recreation |
| <input checked="" type="checkbox"/> Aboriginal Children & Youth | <input checked="" type="checkbox"/> Diversity | <input checked="" type="checkbox"/> Seniors |
| <input checked="" type="checkbox"/> Adults | <input checked="" type="checkbox"/> Educational | <input type="checkbox"/> Sports |
| <input checked="" type="checkbox"/> Arts & Crafts | <input checked="" type="checkbox"/> Families | <input type="checkbox"/> Volunteerism |
| <input checked="" type="checkbox"/> Capacity Building | <input checked="" type="checkbox"/> Low Income | <input checked="" type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> Children | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Community Enrichment | <input checked="" type="checkbox"/> Persons with Mental Illness | _____ |

Part E - Financial Information, Budget Request & Cash Flow

Other Funding Sources Applied For	Term of Funding	Secured	In Process
<i>Example: United Way</i>	<i>April 2017 - March 2018</i>	<i>50,000,000.00</i>	
<i>Example: Government of Alberta</i>	<i>January 2018 - December 2019</i>		<i>100,000.00</i>
Government of Alberta	Jan 2018 to Dec 2018		693,928.00
Program sponsorship	Jan 2018 to Dec 2018		112,500.00
Total		\$ 0.00	\$ 806,428.00

Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Community Operating Grant funding:

The Library actively seeks program, events and naming rights sponsorship.
The Library researches alternative sources of funding including grants.

Part E - Financial Information, Budget Request & Cash Flow

Please explain any cost savings initiatives the organization has, or is planning, to implement:

Through the zero based budgeting process and a thorough review of programs, services and expenses, the Library has been able to find expenses to eliminate in 2018. The majority of the Library's expenses are fixed costs and therefore, the cost saving initiatives must come from wages and benefits. The Library will be eliminating four full time equivalents in order to reach a reduction of 8% municipal funding.

In a time of fiscal restraint, the Municipality would like to know how the organization is working towards a sustainability plan to ensure the operations/programming are continued, should the CIP's Community Operating Grant be decreased or eliminated in the future:

The Library is aware of the financial challenges affecting the community and the Library. As an organization, we support the development of the region through our programs and resources. In terms of sustainability, we continually seek alternate sources of funding for programs and services and are successful at capturing those opportunities. The Library has also been investigating sources of internal revenue and over the course of 2017, will be introducing pilot projects for room rental fees, exam proctoring fees and a review of all fees for services by patrons. The Library will continue to increase partnerships in order to leverage staff and advocacy opportunities. Advocating for additional funding will also be a strategic priority for Library administration and Board.

While the Library works towards sustainability and funds diversification, it should be noted that libraries provide free services, free access and serves the public interest above all others. As well, the Library is governed by the Libraries Act and must abide by the requirements as outlined in the Act. A copy of the Act and Regulations has been included for your referral.

Space continues on next page...

Part E - Financial Information, Budget Request & Cash Flow

Please see attached 2018 Budget.

Total 2018 Budgeted Revenue (excluding RMWB Operating Grant)	\$	954,178.00
Total 2018 Budgeted Expenses	\$	5,426,658.00
Surplus* / (Deficit)	\$	-4,472,480.00

2018 Operating Grant Request Amount: **\$ 4,410,480.00**

* If in a surplus position, organization is not eligible for an Operating Grant.

Please Indicate Preferred Cash Flow, if approved:**

January/February	\$ 1,078,650.00	April	\$ 1,078,650.00
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(no more than 75% of request)

August	\$ 1,078,650.00	October	\$ 1,078,650.00
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** Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as 6-month reports are due by July 31 and require Administrative review prior to August/October disbursements.

Part F - Additional Information

Provide any additional information that may assist in developing a better understanding of your organization or its services/programs during the budget review:

Part G - Required Attachments for Application

The following attachment MUST accompany your application:

- ☒ A detailed budget showing projected 2018 revenue and expenses
- ☒ 2018 Business Plan
- ☒ Logic Model (if available)
- ☒ Proof of active status as a registered non-profit organization (dated within 3 months of submission date)
- ☒ Financial Statements of two (2) most recent fiscal years

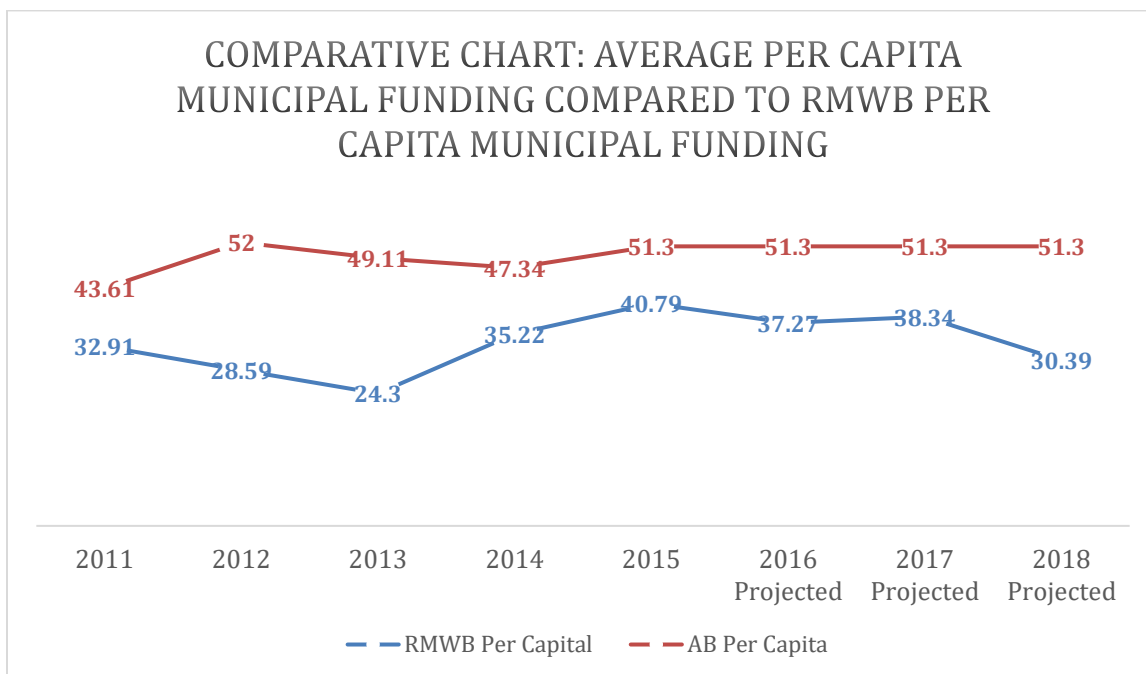


2018 Regional Municipality of Wood Buffalo Community Operating Grant

Introduction

The 2018 budget was developed using zero-based budgeting, with the focus on justifying all budgeted expenditures in order to accomplish the programs and services offered by WBRL. While this process was complex and time consuming, the expenditures required to offer Library services has been thoroughly reviewed, and detailed for your information.

The 2018 Library operating budget has been decreased by 8%. The decrease was based on conversations with Community Services, RMWB. The Library has made every effort to support the RMWB in their efforts to decrease municipal spending. We would like to highlight that Alberta Provincial comparisons demonstrate that RMWB's per capita municipal funding is below average for libraries servicing populations over 50,000 and under 1 million.¹ Decrease to Library funding will have impact on programs and services offered to the community and the Library's ability to participate in community projects and events as well as the flexibility in terms of operating and possible special projects.



¹ Source: *Public Library Statistics, 2015, Public Library Services Branch*; http://www.municipalaffairs.alberta.ca/plsb_statistics

2018 Budget Highlights

The following budget was approved by the Regional Municipality of Wood Buffalo Library Board during their meeting on June 21, 2017. Highlights of the budget include:

1. The budget as presented includes a decrease of municipal funding by 8% over the 2017 approved municipal funding.
2. The budget assumes that the provincial funding levels will remain the same as 2017.
3. The budget as presented does not include amortization.
4. The budget as presented has a decrease in wages and benefits of \$334,996.
5. The budget assumes library services and operations maintains the same with the exception of programs, which will have frequency decreased.
6. The budget has an increase in rural and mobile services with the cost of rural services minus staff requirements funded by library reserves.

Revenues

1. Municipal grant decrease of 8% bringing request to \$4,410,480. Municipal funding is 82% of total revenue. The Library had a decrease of 6% in 2017, bringing total decrease in municipal funding to 14% over 2016 municipal funding request.
2. Provincial grant remains at \$693,928.00.
3. Donations and fundraising has a slight decrease of 1%. Based on feedback from sponsors, we are expecting a cut to team trivia and teen program sponsorship. We are planning on increasing tickets costs to events to offset the sponsorship decrease.
4. Fines, memberships and fees are expected to increase. We have new fees associated with programs to begin in 2018 as well as new fees for meeting space rentals.
5. Other income is expected to increase as we prepare to offer exam proctoring services again in 2018.

Expenditures

1. Wages and benefits represents 70% of Library expenses with a decrease of 8.1%. The full time equivalent for 2018 is 42.5. This is a decrease of four full time equivalents from 2017. The Library benefits program is coordinated through the RMWB and they are expecting a slight decrease in the cost of benefits as they have introduced a new benefit carrier for mid 2017. The library offers benefits to full time employees only. As in 2017, Library employees will not be receiving any salary increases for 2018.
2. The Library has a letter of agreement with the Regional Recreation Corporation that covers the cost of using the library space, utilities and janitorial. As per the agreement, there will be an increase per square footage for 2018.
3. Library materials will remain the same as 2017.
4. General operations has a decrease over 2017 of 14.63%. Expenses reviewed and cuts made based on operational need as well as strategic planning on management's part to increase efficiencies. This includes a decrease to administration stationary and supplies, decreasing staff printing, reducing banking fees and shipping costs, decreasing library promotions and reviewing computer software needs.
5. Programs and events has increased by 19.5%. The increase is due to the launch of the mobile library and outreach services programs planned for 2018.
6. Rural services has an increase of 37,000. These costs include travel, rural and program expenses. Costs funded by internally restricted reserves and sponsorship.

THE REGIONAL MUNICIPALITY OF WOOD BUFFALO LIBRARY BOARD

2018 OPERATING BUDGET					
DESCRIPTION		Budget 2017	BUDGET 2018	Variance	
				Amount	Percentage
		\$	\$	\$	%
REVENUE					
Municipal Operating Requirement	82%	4,794,000	4,410,480	(383,520)	-8%
Operating Grant - Provincial	13%	693,928	693,928	0	0%
Donations and fundraising	3%	149,500	147,600	(1,900)	-1%
Fines, memberships and fees	1%	55,500	60,100	4,600	8%
Other income	1%	24,000	32,550	8,550	36%
Interest income	0%	17,000	20,000	3,000	18%
Total Revenue	100%	5,733,928	5,364,658	(369,270.00)	-6%
EXPENSES					
Wages and benefits	70%	4,134,929	3,799,933	(334,996)	-8.10%
Rent, utilities and janitorial	10%	514,000	556,500	42,500	8.27%
Library Materials (books and media)	7%	397,600	397,600	0	0.00%
General Operations	6%	360,860	308,050	(52,810)	-14.63%
Programs and Events	3%	139,500	166,700	27,200	19.50%
Library Services	3%	162,000	135,875	(26,125)	-16.13%
Rural Services	1%	25,000	62,000	37,000	148.00%
Total Operating Expense	100%	5,733,889	5,426,658	(307,231)	-5.36%
Surplus/Deficit		0	(62,000)		
Add: Rural Services Reserve (Internal)			62,000		
Impact on Internal Reserves		0	(0)		

The Regional Municipality of Wood Buffalo Library Board
 2018 Operating Budget
 Wood Buffalo Regional Library, Summary of Library Materials

DESCRIPTION	BUDGET		Variance	
	2017	2018	Amount	Percentage
Library Materials Budget	\$	\$	\$	%
Video Games	50,000	50,000	0	0%
Music	20,000	20,000	0	0%
DVD Adult	100,000	100,000	0	0%
Catalogue Books	260,000	260,000	0	0%
Paperback	20,000	20,000	0	0%
Reference Books	10,000	10,000	0	0%
Professional Materials	1,000	1,000	0	0%
Audio Books	30,000	30,000	0	0%
Total Materials Budget	397,600	397,600	0.00	0%

THE REGIONAL MUNICIPALITY OF WOOD BUFFALO LIBRARY BOARD
2018 OPERATING BUDGET

Wood Buffalo Regional Library, Summary of Library Expenses

DESCRIPTION	Breakdown	BUDGET 2018
		\$
EXPENSES		
Wages and benefits	70%	3,799,933
Library Materials (books and media)	7%	397,600
Rent, utilities and janitorial	10%	556,500
Programs and Events		
<i>Programs - Sponsored</i>	<i>52,000</i>	
<i>Programs - Un-sponsored</i>	<i>10,000</i>	
<i>Summer Reading Program</i>	<i>8,500</i>	
<i>Events</i>	<i>30,000</i>	
<i>Outreach and mobile services</i>	<i>26,200</i>	
<i>Gift in Kind</i>	<i>40,000</i>	
	3%	166,700
Library Services		
<i>Electronic Databases</i>	<i>46,000</i>	
<i>Processing for books and materials</i>	<i>15,000</i>	
<i>Downloadable contents</i>	<i>44,000</i>	
<i>Periodicals</i>	<i>13,400</i>	
<i>Centre for Equitable Library Access fee</i>	<i>6,500</i>	
<i>Service desk inventory and supplies</i>	<i>10,975</i>	
	3%	135,875
Rural Services		
<i>Travel for Rural Services</i>	<i>17,000</i>	
<i>Rural Programs: Sponsored by Cummins</i>	<i>10,000</i>	
<i>Rural Expenses</i>	<i>10,000</i>	
<i>Mobile Library</i>	<i>25,000</i>	
	1%	62,000
General Operations		
<i>Administration (supplies, photocopy, board, etc.)</i>	<i>61,050</i>	
<i>Insurance</i>	<i>6,000</i>	
<i>Facility Maintenance</i>	<i>20,000</i>	
<i>Marketing</i>	<i>102,000</i>	
<i>Information technology</i>	<i>54,000</i>	
<i>Audit and legal fees</i>	<i>65,000</i>	
	6%	308,050
Total Operating Expense	100%	5,426,658