

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 Date: (Year-Month-Day)	Print Name Date: (Year-Month-Day)

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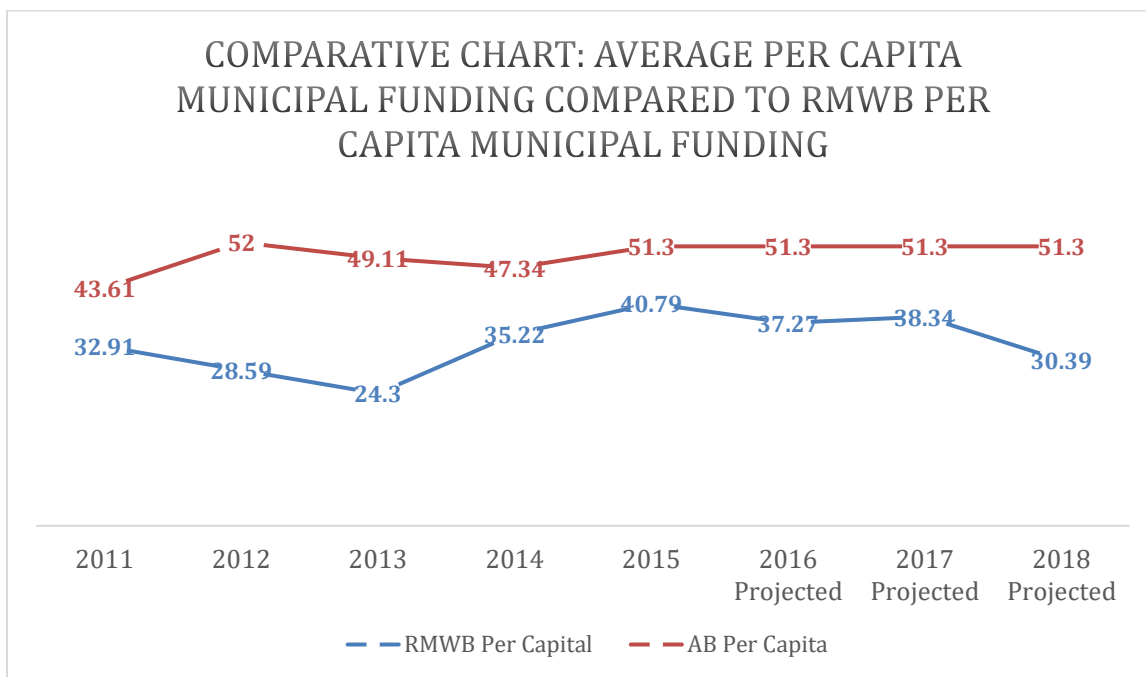


2018 Regional Municipality of Wood Buffalo Community Operating Grant

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 RWMB in their efforts to decrease municipal spending. We would like to highlight that Alberta Provincial comparisons demonstrate that RWMB'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)		
<i>Add: Rural Services Reserve (Internal)</i>			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