

**Yellowhead Regional Library
2024 Budget - General Fund**

REVENUE		2023	2024	VARIANCE	NOTES
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 55,000	Additional allotment purchased by member libraries; offset in Line E16: <i>Purchases - Allotment</i> .
R2	Contract Services	\$ 78,000	\$ 78,000	\$ -	TRAC Central Site Agreement.
R3	Interest	\$ 50,000	\$ 145,000	\$ 95,000	Estimate based on projected cashflow; current high interest rates expected to remain.
R4	Local Appropriations	\$ 1,379,406	\$ 1,433,185	\$ 53,779	Based on YRL Board recommendation to increase levy to \$4.65 per capita on the latest Alberta Treasury Board and Finance population estimates and known changes.
R5	Non-allotment Sales	\$ 200,000	\$ 200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E18: <i>Purchases - Non-allotment</i> ; reflects trend experienced over last three years.
R6	Operating Grant	\$ 1,390,506	\$ 1,462,572	\$ 72,066	Public Library Services Branch (PLSB) operational funding; based on 2019 population figures; assumption grant remains at \$4.75 per capita; includes Library Services Grant paid out to member libraries and offset in Line E9: <i>Library Grant Disbursements</i> .
R7	Other Grants	\$ 26,432	\$ 27,726	\$ 1,294	On-Reserve/On-Settlement (OROS) Grant provided by PLSB; offset in Line E13: <i>OROS Grant</i> .
R8	School System Levy	\$ 147,278	\$ 147,761	\$ 483	Based on YRL Board recommendation to increase levy to \$15.10 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend in lower school populations.
R9	Workshop Revenue	\$ -	\$ 12,000	\$ 12,000	Received from our conference attendees to help with costs for the annual in-person conference; offset in E24: <i>Workshops</i> .
TOTAL REVENUE		\$ 3,367,122	\$ 3,656,244	\$ 289,122	

EXPENSES Part 1		2023	2024	VARIANCE	NOTES
E1	Bank Charges & Miscellaneous	\$ 2,200	\$ 2,310	\$ -	Credit card fees, provision for uncollectable debt and other miscellaneous charges.
E2	Building Maintenance	\$ 46,000	\$ 48,300	\$ 2,300	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to possible increase on services such as cleaning, snow removal and janitorial.
E3	Membership Support	\$ 2,500	\$ 2,500	\$ -	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E4	Delivery	\$ 44,625	\$ 46,856	\$ 2,231	Direct non-salary costs of delivery; increase due to high fuel prices.
E5	Employee Benefits	\$ 294,973	\$ 369,170	\$ 74,197	Reflects anticipated increase; known Canada Pension Plan increase; 2% cost of living adjustment.
E6	Employee Salaries	\$ 1,627,211	\$ 1,922,834	\$ 295,623	Reflects known staff changes; estimate of seniority increases; 2% cost of living adjustment; two new staff positions - \$109,591.
E7	Insurance	\$ 20,000	\$ 20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability and cyber liability Insurance).
E8	Leases & Licensing	\$ 120,000	\$ 135,000	\$ 15,000	Licensing costs for software and equipment leasing and maintenance (often reactive); ACSI Fortinet contract renewal.

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EXPENSES Part 2		2023	2024	VARIANCE	NOTES
E9	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 4,470	Funds distributed to designated libraries as directed by municipality per capital increased by province in 2023; income reflected in Line R6: <i>Operating Grant</i> .
E10	Library Supplies & Shipping	\$ 22,000	\$ 25,000	\$ 3,000	Processing supplies (mylar, labels, barcodes) and incoming shipment charges; up due to inflation and vendor price increases.
E11	Memberships	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA); Library Association of Alberta (LAA); The Alberta Library (TAL); Canadian Urban Libraries Council (CULC).
E12	Office Supplies & Equipment	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software purchases.
E13	OROS Grant	\$ 26,426	\$ 27,726	\$ 1,300	Offset in Line R7: <i>Other Grants</i> .
E14	Printing & Promotion	\$ 4,750	\$ 5,500	\$ 750	Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows if needed and promotional materials (product and quantity reviewed yearly to address costs).
E15	Professional Services	\$ 137,500	\$ 140,500	\$ 3,000	Annual audit fee increase; technical support and incidental legal expenses; majority due to ASCI (IT) and Mugo (web services) contracts; Focus Communications fee, Happiness Programme machines license. Increase based on average actual cash flow over last three years.
E16	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 5,666	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E17	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 24,250	To cover inflation and USD conversions; new resources; online content; majority are negotiated by TAL on behalf of members.
E18	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E19	Staff Travel/Recruitment	\$ 10,000	\$ 10,000	\$ -	Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs for securing qualified staff.
E20	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 9,800	Includes general/technical training and in-person conference.
E21	Telephone & Utilities	\$ 96,200	\$ 100,000	\$ 3,800	Off-site data service fees.
E22	TRAC Expenses	\$ 206,000	\$ 200,000	\$ (6,000)	YRL's share of TRAC budget; reflects TRAC purchases of software licenses and online content. Decrease based on average actual cash flow over last three years.
E23	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 10,000	Board/Executive Committee meeting costs, advocacy and YRL conference; increase as more in person visits expected.
E24	Workshops	\$ 22,000	\$ 22,000	\$ -	YRL conference and in-house workshops, inflation, hosting cost.
TOTAL EXPENSES		\$ 3,565,335	\$ 4,016,856	\$ 449,387	

Yellowhead Regional Library
2024 Budget - General Fund

	2023	2024
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,213)	\$ (360,612)
Cost-benefit ratio	105.89%	109.86%

Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets

Aruba access points replacement	\$	82,420
MAC address authenticator	\$	52,106
OWL or similar product for Learning Lab	\$	3,500
Boardroom TV screen	\$	10,060
Learning Lab interactive whiteboard	\$	8,776
Laptop mobile lab replacement	\$	7,000
Sub-total	\$	163,861

Special Projects

Licenses for IT support for public computers	\$	24,000
Total Assets Expense	\$	187,861

Yellowhead Regional Library

2024 Budget with Projections for 2025 and 2026

REVENUE		2023	2024	2025	2026
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 157,500	\$ 165,375
R2	Additional Services	500	-	-	-
R3	Contract Services	78,000	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	160,300	160,306	160,306	160,306
R5	Interest	25,000	145,000	145,000	145,000
R6	Interest GIC	25,000		-	-
R7	Local Appropriations	1,379,406	1,433,185	1,476,180	1,520,466
R8	Non-allotment Sales	200,000	200,000	210,000	220,500
R9	Operating Grant	1,390,506	1,462,572	1,462,572	1,462,572
R10	Other Grants	26,432	27,726	27,726	27,726
R11	School Division Levy	147,278	147,761	152,194	156,760
R12	Workshop Revenue	0	12,000	12,000	12,000
TOTAL REVENUE		\$ 3,527,422	\$ 3,816,550	\$ 3,881,478	\$ 3,948,705

EXPENSES

E1	<i>Amortization of Capital Assets</i>	\$ 222,100	\$ 233,732	\$ 245,406	\$ 245,406
E2	Bank Charges and Miscellaneous	2,200	2,310	2,368	2,427
E3	Building Maintenance	46,000	48,300	49,508	50,745
E4	Delivery	44,600	46,856	48,028	49,228
E5	Employee Benefits	295,000	369,170	387,628	407,009
E6	Employee Salaries	1,627,200	1,922,834	1,961,290	2,000,516
E7	Insurance	20,000	20,000	20,000	20,000
E8	Leases and Licenses	120,000	135,000	135,000	135,000
E9	Library Grant Disbursement	56,016	60,486	60,486	60,486
E10	Library Supplies	22,000	25,000	25,000	25,000
E11	Membership Support	2,500	2,500	2,500	2,500
E12	Memberships	20,600	20,600	20,600	20,600
E13	Office Supplies and Equipment	23,000	23,000	23,000	23,000
E14	On-Reserve/On-Settlement Grant	26,426	27,726	27,726	27,726
E15	Printing and Promotion	4,750	5,500	5,500	5,500
E16	Professional Services	137,500	140,500	144,013	147,613
E17	Purchases - Allotment	324,392	330,000	330,000	330,000
E18	Purchases - HQ Collections	215,000	239,250	245,231	251,362
E19	Purchases - Non-allotment	200,000	200,000	200,000	200,000
E20	<i>Special Project Fund</i>	90,000	-	-	-
E21	Staff Professional Development	24,000	33,800	33,800	33,800
E22	Staff Travel Expenses/Recruitment	10,000	10,000	10,000	10,000
E23	Telephone and Utilities	96,200	100,000	100,000	100,000
E24	TRAC Expenses	206,000	200,000	200,000	200,000
E25	Trustee Expenses	20,000	30,000	30,750	31,519
E26	Workshops	22,000	22,000	22,000	22,000
TOTAL EXPENSES		\$ 3,877,484	\$ 4,248,564	\$ 4,329,834	\$ 4,401,437

All Funds: Surplus (Deficiency) Revenue Over Expenses	\$ (350,062)	\$ (432,014)	\$ (448,356)	\$ (452,732)
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Purchases - Capital Assets	\$ 175,000	\$ 163,861	\$ 34,000	\$ 34,000

Yellowhead Regional Library

Fund Reserves

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at 2022 Year End	\$ 81,154	\$ 225,926	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,416,428
Excess to June 30, 2023 Revenue Over Expenses	\$ 592,024					
Amortization to June 30, 2023		(118,629)				
Capital Asset Purchases		-	-			
Capital Asset Disposals		-				
Special Projects						
Deferred Contribution		80,153				
Balance at June 30, 2023	\$ 673,178	\$ 187,450	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,969,976