

Yellowhead Regional Library 2023 Budget - General Fund

REVENUE		2020	2021	2022	2023	2022 to 2023 VARIANCE	
R1	Additional Allotment	\$ 85,000	\$ 95,000	\$ 95,000	\$ 95,000	-	Additional allotment purchased by member libraries; offset in E16: <i>Purchases - Allotment</i> .
R2	Additional Services	500	500	500	500	-	Wild Card Promotions and other incidentals.
R3	Contract Services	78,000	78,000	78,000	78,000	-	TRAC Central Site Agreement.
R4	Interest	55,000	33,000	17,000	25,000	8,000.00	Based on projected cashflow for 2022; current high interest rates expected to remain.
R5	Interest GIC				25,000		Estimate base on 2022 investment of \$1M for 12-months at average annual 2.55 percent; current high interest rates expected to remain.
R6	Local Appropriations	1,288,605	1,316,485	1,354,480	1,379,406	24,926	Based on YRL Board recommendation to increase levy to \$4.54 per capita based on Alberta Treasury Board and Finance municipal (census subdivision) population estimates and known changes.
R7	Non-allotment Sales	210,000	175,000	175,000	200,000	25,000.00	Prediction for the volume of non-allotment purchases; offset in E5: <i>Purchases - Non-allotment</i> ; reflects trend 2020-2022.
R8	Operating Grant	\$ 1,405,640	\$ 1,390,506	\$ 1,390,506	\$ 1,390,506	\$ -	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita; oncludes Library Services Grant paid out to member libraries and offset in E8: <i>Library Grant Disbursements</i> .
R9	Other Grants	26,432	26,432	26,432	26,432	-	PLSB provides the On-reserve/On-settlement Grant; offset in E13: <i>On-Reserve/On-Settlement Grant</i> .
R10	School Division Levy	154,140	156,392	156,392	147,278	(9,114.10)	Based on YRL Board recommendation to increase levy to \$14.73 per full-time equivalent student on Alberta Education student population figures; reflects recent trend of relatively stable student populations.
R11	Workshop Revenue	0	17,500	32,450	0	(32,450.00)	Received from YRL annual conference in-person attendees to help with costs; conference fees are not expected; offset in E24: <i>Workshops</i> .
TOTAL REVENUE		\$ 3,303,317	\$ 3,288,815	\$ 3,325,760	\$ 3,367,122	\$ 16,362	

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EXPENSES Part 1		2020	2021	2022	2023	2022 to 2023 VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ 2,200	\$ 2,200	-	Credit card fees; provision for uncollectable debt; other miscellaneous charges.
E2	Building Maintenance	40,000	42,500	44,000	46,000	2,000.00	Non-capital building maintenance (cleaning, mechanical, incidentals); increase due to possible fee increases for cleaning, snow removal and janitorial.
E3	Delivery	50,000	42,500	42,500	44,625	2,125.00	Direct non-salary costs of delivery system; increase due to higher fuel prices.
E4	Employee Benefits	269,157	279,746	278,235	294,973	16,738.20	Reflects anticipated increase to Canada Pension Plan fees; new salary grid.
E5	Employee Salaries	\$ 1,339,157	\$ 1,404,699	\$ 1,472,050	\$ 1,627,211	\$ 155,161	Reflects known staff changes; estimate of seniority increases based on new approved salary grid; two percent COLA and three new staff positions = \$94,000.
E6	Insurance	10,700	10,200	10,700	20,000	9,300.00	Alberta Municipal Services Corporation provides auto, building and liability coverage; cybersecurity insurance.
E7	Leases and Licensing	101,650	108,950	121,200	120,000	(1,200.00)	Licensing costs for software and equipment leasing/maintenance (often reactive); ACSI Fortinet renewal = \$24,000 per year.
E8	Library Grant Disbursements	56,016	56,016	56,016	56,016	-	Funds distributed to designated libraries, as directed; income reflected in Line R1: <i>Operating Grant</i> .
E9	Library Supplies	26,000	30,950	29,000	22,000	(7,000.00)	Processing supplies (barcodes, labels, mylar); incoming shipment charges; decrease based on average 2020-2022.
E10	Membership Support	2,250	2,500	2,500	2,500	-	Hot swap inventory and Technology Services staff travel to member libraries (fuel and meals/hotels, if necessary).
E11	Memberships	14,000	20,200	20,600	20,600	-	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL) and Canadian Urban Libraries' Council (CULC).
E12	Office Supplies and Equipment	31,900	28,900	27,400	23,000	(4,400.00)	Office supplies; internal hardware/software; decrease based on average 2020-2022.
E13	On-Reserve/On-Settlement Grant	0	26,426	26,426	26,426	-	Offset in Line R9: <i>Other Grants</i> .
E14	Printing and Promotion	5,000	4,750	4,750	4,750	-	Printing of annual report, plan of service and other communication materials.

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EXPENSES Part 2		2020	2021	2022	2023	2022 to 2023 VARIANCE	
E15	Professional Services	105,000	128,000	143,000	137,500	(5,500.00)	Annual audit; technical support; incidental legal; new Springshare license; Focus Communications fees; majority due to IT and web services contracts; decrease based on average 2020-2022.
E16	Purchases - Allotment	315,981	315,981	333,602	324,334	(9,268.30)	Maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment
E17	Purchases - HQ Collections	220,000	240,000	222,500	215,000	(7,500.00)	Online content; majority are negotiated by The Alberta Library (TAL) on behalf of members; decrease based on average 2020-2022.
E18	Purchases - Non-allotment	210,000	175,000	175,000	200,000	25,000.00	Offset in Line R7: <i>Non-allotment Sales</i> .
E19	Staff Professional Development	26,750	17,000	24,137	24,000	(137.00)	Includes training, technical training and conference attendance.
E20	Staff Travel Expenses/Recruitment	15,000	8,500	6,000	10,000	4,000.00	Non-Technology Services staff travel (fuel and meals/hotels, if necessary); recruitment-related fees to secure qualified staff; increase due to more in-person visits.
E21	Telephone and Utilities	106,500	96,200	96,200	96,200	-	Off-site data service fees.
E22	TRAC Expenses	180,000	187,500	197,000	206,000	9,000.00	YRL's share of TRAC budget; reflects increased purchases of software licenses and online content; new contribution of \$5,000 to TRAC Capital Replacement Reserve.
E23	Trustee Expenses	65,500	27,500	22,500	20,000	(2,500.00)	Board and Executive Committee meeting costs; advocacy; decrease based on average 2020-2022.
E24	Workshops	15,500	26,500	20,500	22,000	1,500.00	YRL conference and in-house workshops; inflation; hosting costs.
TOTAL EXPENSES		\$ 3,207,761	\$ 3,282,218	\$ 3,378,016	\$ 3,565,335	\$ 187,319	

General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ 95,556	\$ 6,597	\$ (52,256)	\$ (198,212)
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Reserve Fund Transfers

Special Projects Fund - Cybersecurity risk	\$ 90,000
Capital Asset Purchase - New replacement van	\$ 55,000
Capital Asset Purchase - Servers	\$ 30,000
Total Expense	\$ 175,000

**Yellowhead Regional Library
2023 Budget with Projections for 2024 and 2025**

REVENUE		2023	2024	2025
R1	Additional Allotment	\$ 95,000	\$ 95,000	\$ 95,000
R2	Additional Services	500	500	500
R3	Contract Services	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	160,300	160,300	160,300
R5	Interest	25,000	20,000	20,000
R6	Interest GIC	25,000	25,000	25,000
R7	Local Appropriations	1,379,406	1,406,751	1,434,096
R8	Non-allotment Sales	200,000	204,000	208,000
R9	Operating Grant	1,390,506	1,390,506	1,390,506
R10	Other Grants	26,432	26,432	26,432
R11	School Division Levy	147,278	150,177	153,177
R12	Workshop Revenue	0	0	0
TOTAL REVENUE		\$ 3,527,422	\$ 3,556,667	\$ 3,591,011

EXPENSES				
E1	<i>Amortization of Capital Assets</i>	\$ 222,100	\$ 212,200	\$ 191,000
E2	Bank Charges and Miscellaneous	2,200	2,300	2,500
E3	Building Maintenance	46,000	46,900	47,800
E4	Delivery	44,600	45,500	46,400
E5	Employee Benefits	295,000	300,700	303,700
E6	Employee Salaries	1,627,200	1,643,400	1,659,800
E7	Insurance	20,000	20,400	21,000
E8	Leases and Licenses	120,000	122,500	125,000
E9	Library Grant Disbursement	56,016	56,016	56,016
E10	Library Supplies	22,000	22,500	23,000
E11	Membership Support	2,500	2,550	2,600
E12	Memberships	20,600	21,000	21,500
E13	Office Supplies and Equipment	23,000	23,800	24,300
E14	On-Reserve/On-Settlement Grant	26,426	26,426	26,426
E15	Printing and Promotion	4,750	5,000	5,000
E16	Professional Services	137,500	145,800	149,000
E17	Purchases - Allotment	324,392	326,000	327,600
E18	Purchases - HQ Collections	215,000	219,300	224,000
E19	Purchases - Non-allotment	200,000	204,000	208,000
E20	<i>Special Project Fund</i>	90,000	0	0
E21	Staff Professional Development	24,000	24,500	25,000
E22	Staff Travel Expenses/Recruitment	10,000	10,200	10,400
E23	Telephone and Utilities	96,200	98,200	100,200
E24	TRAC Expenses	206,000	210,200	210,200
E25	Trustee Expenses	20,000	20,500	21,000
E26	Workshops	22,000	22,500	23,000
TOTAL EXPENSES		\$ 3,877,484	\$ 3,832,392	\$ 3,854,442

All Funds: Surplus (Deficiency) Revenue Over Expenses	\$ (350,062)	\$ (275,725)	\$ (263,431)
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,262)	\$ (223,825)	\$ (232,731)
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ (198,262)	\$ (223,825)	\$ (232,731)
Purchases - Capital Assets	\$ 175,000	\$ 160,000	\$ 34,000

Yellowhead Regional Library 2022 Fund Reserves

	General Fund	Equity in Capital Assets	Capital	Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance - December 31, 2021	\$ 181,549	\$ 268,227	\$ 1,017,364		\$ 1,786,223	\$ 129,689	\$ 3,383,052
Interfund Transfers	-181,549				181,549		-
Balance - 2021 Year End	\$ -	\$ 268,227	\$ 1,017,364		\$ 1,967,772	\$ 129,689	\$ 3,383,052
Excess of Revenue Over Expenses (to June 30, 2022)	\$ 643,126						
Amortization to June 30, 2022		\$ (59,939)					
Capital asset purchases							
Capital asset disposals							
Special Projects							
Deferred Contribution		\$ 20,103					
Conditional Capital Grant							
On-Reserve/On-Settlement Grant							
Balance - June 30, 2022	\$ 643,126	\$ 228,391	\$ 1,017,364		\$ 1,967,772	\$ 129,689	\$ 3,986,342