

## Approved NLLS WORKING BUDGET 2019

		GL Code(s)	BUDGET 2017	BUDGET 2018	BUDGET 2019	BUDGET 2020	
<b>REVENUE</b>							
1	<b>Municipal and Library Board Levies</b>	Municipalities	\$1,132,871.00	\$1,193,858.25	\$1,206,753.71	\$1,206,953.71	2017 pop = 173,038 @\$5.15 per capita (1.5% increase)
2		Library Boards	\$651,642.00	\$575,399.37	\$575,424.95	\$575,424.95	2017 pop @\$5.15 per capita (1.5% increase)
3	<b>Total</b>		<b>\$1,784,513.00</b>	<b>\$1,769,257.62</b>	<b>\$1,782,178.66</b>	<b>\$1,782,378.66</b>	
4	<b>Provincial Grants</b>	Library System Board Operating Grant	\$826,965.00	\$813,278.60	\$813,278.60	\$813,278.60	\$4.70 per resident; 2017 pop 173,038
5		Rural Library Services Grant (Board of Record)	\$261,837.00	\$340,242.75	\$340,242.75	\$340,242.75	\$5.55 per resident; 2017 pop 61,305
6		Provincial Establishment Grant	\$0.00	\$0.00	\$0.00	\$0.00	
7		Indigenous Grant	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00	In and out
8	<b>Total</b>		<b>\$1,088,802.00</b>	<b>\$1,313,521.35</b>	<b>\$1,313,521.35</b>	<b>\$1,313,521.35</b>	
9	<b>Programs</b>	Non-resident Fees	\$1,200.00	\$900.00	\$1,200.00	\$1,200.00	Morinville/Bonnyville
10		Conference	\$12,000.00	\$5,000.00	\$5,000.00	\$5,000.00	2-day Conference
11		Other Revenue - General	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Grants
12		Winter and Summer Reading Programs	\$4,000.00	\$2,000.00	\$3,000.00	\$3,000.00	
13		Office Sales	\$8,000.00	\$6,000.00	\$10,000.00	\$10,000.00	Rental, Professional services
14		Interest	\$14,000.00	\$20,000.00	\$30,000.00	\$30,000.00	Bank/Investments Interest
15	<b>Total</b>		<b>\$47,200.00</b>	<b>\$35,900.00</b>	<b>\$51,200.00</b>	<b>\$51,200.00</b>	
16	<b>Reimbursements</b>	Travel Grants	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	TRAC, PLSB offset line 109 Expenses
17		Office sales to libraries	\$75,000.00	\$100,000.00	\$150,000.00	\$180,000.00	Offset with expense line 108 Expenses
18		Revenue for outlet	\$17,434.00	\$17,400.00	\$10,000.00	\$10,000.00	Myrnam offset in line: 103 Expenses
19	<b>Total</b>		<b>\$95,434.00</b>	<b>\$120,400.00</b>	<b>\$161,500.00</b>	<b>\$191,500.00</b>	
20	<b>Residual</b>	Allotment Carry Over	<b>\$38,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	Offset with line 46 Expenses
21	<b>TOTAL OPERATING REVENUE</b>		<b><u>\$3,053,949.00</u></b>	<b><u>\$3,279,078.97</u></b>	<b><u>\$3,348,400.01</u></b>	<b><u>\$3,378,600.01</u></b>	

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22	<b>EXPENSES</b>							
23	<b>Shared Services NLLS and Board</b>	Telecommunications	6622	\$10,000.00	\$12,900.00	\$16,000.00	\$16,000.00	NLLS phones, and Cell phones
24		Memberships and Expenses	6616	\$1,000.00	\$6,800.00	\$5,700.00	\$5,700.00	AUMA, RMA, ALA, CLA, APLAC, travel and hotels
25		PD Training Total	5981	\$66,700.00	\$20,250.00	\$23,000.00	\$23,000.00	Webinars, Courses and Training Sessions
26		NLLS Conference Fees	5982		\$7,500.00	\$7,500.00	\$7,500.00	Conference and Workshops attending
27		Hotels and Travel	5983		\$21,500.00	\$25,000.00	\$25,000.00	Hotels and Travel costs
28		Meals when Travelling	5984		\$10,000.00	\$6,000.00	\$6,000.00	Meals 50% gst
29		Travel Costs	5985		\$15,000.00	\$12,000.00	\$12,000.00	Airfare, Baggage, Taxis
30		Site Visits	5986	\$8,500.00	\$8,500.00	\$9,000.00	\$9,000.00	
31	<b>Shared Services Total</b>			<b>\$86,200.00</b>	<b>\$197,000.00</b>	<b>\$104,200.00</b>	<b>\$104,200.00</b>	
32	<b>Admin Dept 4 Full Time Staff Members</b>	Equipment/Software	6600	\$4,500.00	\$7,000.00	\$7,000.00	\$2,500.00	Repairs, software, small equipment/furniture purchases - Audio Visual equip-Rollover Amt
33		Photocopier	6602	\$12,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Rental, maintenance, toners
34		Marketing	6608	\$6,000.00	\$10,000.00	\$15,000.00	\$17,000.00	Publicitiy,trade shows, newsletter, supplies, promo
35		Audit & Support	6610	\$12,500.00	\$20,000.00	\$13,000.00	\$13,500.00	RFP
36		Office supplies	6620	\$20,000.00	\$20,000.00	\$8,000.00	\$8,000.00	General office supplies, Simply accounting software
37		Staff recruitment	5987	\$2,000.00	\$2,000.00	\$500.00	\$500.00	Any staff vacancy
38		Subscriptions / Licenses	6615	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	Local newspapers / Copyright Lic,
39		Special Events	6510	\$3,000.00	\$3,200.00	\$5,000.00	\$5,000.00	Staff Long Service Awards. Projects
40		HR Tools	5989	\$1,000.00	\$1,500.00	\$700.00	\$700.00	Reference and HR Advisory
41		Charges (Bank)	6612	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	Bank charges; Credit Card charges; US foreign exchange
42		Postage - Admin	6266	\$1,500.00	\$500.00	\$1,000.00	\$800.00	
43	NLLS Hosting	6522	\$2,000.00	\$500.00	\$1,500.00	\$1,500.00	General Hosting	
44	Indigenous Project NEW	6081		?	\$160,000.00	\$160,000.00	\$160,000.00	In and out
45	<b>Admin Total</b>			<b>\$68,500.00</b>	<b>\$243,200.00</b>	<b>\$229,200.00</b>	<b>\$227,000.00</b>	

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46	<b>Bibliographic Services 10 Full Time Staff Members</b>	Allotment Carry over	N/A	\$38,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Monies unspent by libraries
47		Book Allotment	6000's	\$379,834.05	\$375,138.45	\$372,031.70	\$372,031.70	2017 pop. X \$2.15
48		Cataloguing/Processing supplies	6108	\$18,000.00	\$10,000.00	\$8,000.00	\$10,000.00	Laminating, macktac, barcodes spine lables
49		Bibs Service Subscriptions	6090	\$1,000.00	\$1,000.00	\$1,500.00	\$2,000.00	Web dewey, CD, cataloguers desktop
50		ILL Shipping cost	6268	\$1,500.00	\$1,000.00	\$500.00	\$1,000.00	Postage, (other than government courier an van run)
51		Library Shipping Covered Cost	6106	\$3,000.00	\$3,500.00	\$1,500.00	\$1,500.00	Brokerage, Freight, Customs, Various Book Suppliers shipping cost
52		ILL Supplies cost	6085	\$9,000.00	\$9,500.00	\$5,000.00	\$5,000.00	Library Cards, Stickers, Disc repair supplies, Canvas bags and DVD cases
53		Vehicle Expenses	6270	\$30,000.00	\$12,000.00	\$8,000.00	\$10,000.00	Maintenance
54		Vehicle Fuel	6271	NEW	\$32,000.00	\$38,000.00	\$40,000.00	Fuel
55		Vehicle Replacement Earmarked funds	NEW	\$45,000.00	\$24,000.00	\$20,000.00	\$20,000.00	Based on 5 yr trade in
56	<b>Bibs Services Total</b>		<b>\$525,334.05</b>	<b>\$508,138.45</b>	<b>\$494,531.70</b>	<b>\$501,531.70</b>		
57	<b>Board</b>	Board Committees Meetings	6520	\$10,000.00	\$8,000.00	\$12,000.00	\$12,000.00	per diem for Board committees
58		Professional & Legal Fees	6606	\$6,000.00	\$2,500.00	\$2,500.00	\$3,000.00	Strategic planning; legal contingency, strategy professional
59		Board Conferences	6508	\$10,000.00	\$2,500.00	\$6,000.00	\$6,000.00	Coverage for Board Chair and 3 additional board members
60		Board Food & Beverages	6504	\$4,000.00	\$4,500.00	\$5,000.00	\$5,000.00	Board and exec meetings meals.
61		Board Mileage	6500	\$27,000.00	\$28,000.00	\$32,000.00	\$32,000.00	Regular Board Meetings
62	Special Events (Chair/Vice Chair specific)	6510	\$5,000.00	\$2,000.00	\$12,000.00	\$12,000.00	Board Chair Honorarium/Perdiem/Mileage for Travel to Municipalities (as per POS)	
63	<b>Board Total</b>		<b>\$62,000.00</b>	<b>\$47,500.00</b>	<b>\$69,500.00</b>	<b>\$70,000.00</b>		

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64	<b>Building</b>	Caretaking and Landscaping	6704	\$30,000.00	\$26,000.00	\$25,000.00	\$27,000.00	Caretaking Contract, landscaping, snow removal, janitorial supplies.
65		Insurance	6614	\$10,200.00	\$12,500.00	\$11,000.00	\$12,000.00	AMSC
66		Maintenance	6702	\$6,000.00	\$15,000.00	\$15,000.00	\$18,000.00	Upkeep and emergency repairs
67		Health & Safety	6706	\$10,000.00	\$5,000.00	\$2,500.00	\$2,500.00	Security system, safety workshops,
68		Utilities	6708	\$35,000.00	\$30,000.00	\$28,000.00	\$30,000.00	Water, hydro, garbage, shredder, gas
69		Furniture & Equipment Earmarked Funds	1540	\$2,000.00	\$6,000.00	\$3,000.00	\$2,000.00	Replacements
70		Building Earmarked Funds	1540	\$50,000.00	\$40,000.00	\$30,000.00	\$30,000.00	Windows, Doors, Air Cont. etc
71	<b>Building Total</b>		<b>\$143,200.00</b>	<b>\$134,500.00</b>	<b>\$114,500.00</b>	<b>\$121,500.00</b>		
72	<b>IT Department 3 Full Time Staff Members</b>	Internet Service Fees	6169	\$15,523.00	\$19,500.00	\$18,000.00	\$19,800.00	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth) New service provider (lower cost)
73		Web Hosting	6119	\$16,059.00	\$17,000.00	\$19,400.00	\$21,000.00	Econolution / Townlife
74		Computer Protection Software	6114	\$24,935.00	\$15,000.00	\$15,000.00	\$16,500.00	Anti Virus, Deep Freeze, FixMeStick, -3 yr prepaid going forward-2017 code changes
75		Library Assistance Software	6120	\$4,750.00	\$15,000.00	\$10,000.00	\$12,000.00	HelpDesk, GoToAssist, Cloud printing
76		Server Software	6121	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	Vmware, Veeam, Dell Desktop Authority
77		Computer Software	6122	\$5,000.00	\$5,000.00	\$6,500.00	\$7,200.00	Office 365, Windows 10, Smart Draw, Asset Panda ect.
78		Emerging Technology	6123	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	New technology for development
79		Computer Replace	6118	\$15,000.00	\$10,000.00	\$24,000.00	\$10,000.00	Laptops, Staff computers, Monitors - 2019 Towers need to be replaced
80		Computer Earmarked Funds	1530	NEW	\$22,600.00	\$10,000.00	\$15,000.00	Laptops, Staff computers, Monitors
81		Server Earmarked Funds	1530	\$22,500.00	\$22,500.00	\$27,500.00	\$30,000.00	Server - 5 yr replacement cycle
82	Network Hardware Earmarked Funds	1530	\$6,100.00	\$13,500.00	\$23,000.00	\$23,000.00	Network Hardware purchase and Earmarked funds - 5 yr cycle	
83	Fortigate - Libraries Earmarked Funds	1530	NEW	\$18,500.00	\$29,500.00	\$40,500.00	Library Fortigate (Firewall) Hardware Earmarked Funds - 5 yr cycle	
84	<b>IT Dept Total</b>		<b>\$119,867.00</b>	<b>\$173,600.00</b>	<b>\$212,900.00</b>	<b>\$225,000.00</b>		

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85	<b>Public Services Department 3 Staff members</b>	System Collection	6080	\$27,670.00	\$18,000.00	\$20,000.00	\$22,000.00	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
86		Online databases	6280	\$56,800.00	\$56,800.00	\$85,000.00	\$85,000.00	Cypress, Tumblebooks, Niche Academy, TAL - Lynda.com Rock of Ages (Ancenstory/Novelist/ Universal Core/DYI Auto Repair)
87		E-Resources	6170	\$25,000.00	\$50,000.00	\$60,000.00	\$70,000.00	Overdrive, 3M, Hoopla, Zinio
88		Site Visits (Shared)	5986	\$2,500.00	\$3,500.00	\$1,000.00	\$1,500.00	Meals - Personal Mileage
89		Programming	6252	\$28,000.00	\$25,000.00	\$25,000.00	\$25,000.00	SRP WRP, entertainer, prizes, story teller, author talks
90		NLLS Conference	6206	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Conference and Workshops - LMC Workshop
91		Cell Phones (Shared)	6622	\$1,000.00	\$2,000.00	\$1,500.00	\$1,500.00	
92		LMC Conference/Travel - <b>NEW</b>	5982			\$5,000.00	\$5,000.00	LMC Rep to go to ALC Conference/Travel ~ 1 Library Manager to go to IUG
93		LMC PD Training - <b>NEW</b>	5981			\$3,000.00	\$3,000.00	LMC Professional develop training
94		LMC - Mileage for Meetings	6208	\$28,000.00	\$20,000.00	\$18,000.00	\$15,000.00	3 LMC meetings a year, travel and meals
95	<b>Public Services Total</b>		<b>\$188,970.00</b>	<b>\$195,300.00</b>	<b>\$238,500.00</b>	<b>\$248,000.00</b>		
96	<b>Contracts &amp; Vendor Services</b>	ACSI Services	6167	\$48,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Customer edge devices maintenance and 3 year contract. Paid in Dec each year
97		TRAC	6168	\$97,629.00	\$100,000.00	\$105,000.00	\$103,000.00	Cost of operations and maintenance of catalogue and Server at YRL
98		The Alberta Library	6613	\$8,500.00	\$8,500.00	\$8,500.00	\$9,000.00	Membership fee for The Alberta Library; increase depends on population adjustment
99	<b>Vendor Total</b>		<b>\$154,129.00</b>	<b>\$143,500.00</b>	<b>\$148,500.00</b>	<b>\$147,000.00</b>		
100	<b>Staff 21 F/T staff members and 2 Summer Students</b>	Salaries	5500	\$1,069,464.75	\$1,108,830.00	\$1,227,000.00	\$1,300,000.00	1.5% COLA and step increments for 21 F/T staff members and 2 summer students 2019
101		Benefits	5542	\$210,000.00	\$160,000.00	\$150,000.00	\$160,000.00	Dental, Vision, Health, RRSP
		EI Expense			\$ 19,500.00		Total is 93500.00	
		CPP Expense			\$ 40,000.00			
		Extended Health Exp			\$ 17,000.00			
		Dental Expense			\$ 14,000.00			
		WCB Expense			\$ 3,000.00			
102	<b>Staff Total</b>		<b>\$1,279,464.75</b>	<b>\$1,268,830.00</b>	<b>\$1,377,000.00</b>	<b>\$1,460,000.00</b>		
103	<b>NLLS Outlets</b>	Myrnam	6400	\$17,434.00	\$17,400.00	\$10,000.00	\$10,000.00	Operating expenses, salary, programming

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104	Outlet Total		\$17,434.00	\$17,400.00	\$10,000.00	\$10,000.00	

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105	<b>Transfer Payments</b>	Board of Record Payments (Provincial Rural services grant)	6301	\$261,837.00	\$338,506.00	\$340,242.75	\$340,242.75	Transfer payments to 6 counties, 1 MD, 8 Summer Villages @5.55 per cap. Offset in line 5
106	<b>Transfer Total</b>			<b>\$261,837.00</b>	<b>\$338,506.00</b>	<b>\$340,242.75</b>	<b>\$340,242.75</b>	
107	<b>Reimbursement</b>	NLLS pays for expenses that will be reimbursed by other organizations; equivalent \$ amount under Revenue lines 16/17/18						
108		General Supplies	6618	\$75,000.00	\$100,000.00	\$150,000.00	\$180,000.00	Furniture, computers, office supplies-Rebills
109		Travel	4126	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	Traveling expenses reimbursed by PLSB, TRAC and other organizations
110	<b>Reimbursement Total</b>			<b>\$78,000.00</b>	<b>\$103,000.00</b>	<b>\$151,500.00</b>	<b>\$181,500.00</b>	
111	<b>TOTAL OPERATING EXPENDITURES</b>			<b>\$2,898,735.80</b>	<b>\$3,370,474.45</b>	<b>\$3,490,574.45</b>	<b>\$3,635,974.45</b>	
112	<b>Budgeted Net Gain</b>			<b>\$155,213.20</b>	<b>-\$91,395.48</b>	<b>-\$142,174.44</b>	<b>-\$257,374.44</b>	
113	<b>Earmarked Funds Totals</b>			<b>\$125,600.00</b>	<b>\$147,100.00</b>	<b>\$143,000.00</b>	<b>\$160,500.00</b>	

Earmarked Funds	
Vehicle Replacement	\$ 20,000.00
Furniture & Equipment	\$ 3,000.00
Building	\$ 30,000.00
Computer	\$ 10,000.00
Server	\$ 27,500.00
Network	\$ 23,000.00
Fortigate	\$ 29,500.00
	\$ 143,000.00