

# NLLS Budget 2018

## Revenue

2. 3. Population has gone down, that means a decrease in revenue. Difference in Municipality and Library board for 2018 is that the MD of Bonnyville is now to pay \$10.14 instead of the \$5.07 split
4. 2016 actual increased due to a summer village and village of Andrew joining NLLS. 2015 Population figures were used for 2017. Decline in population for 2018 based on 2016 population figures
6. Operations Grant from the Government for the system decline due to 2016 figures
7. All of the rural services grant money gets paid to the libraries. NLLS does not keep any of the money  
Large increase for 2018 due to MD. Bonnyville becoming NLLS Board of Record. (Offset with Expenses line 127)
8. Provincial Establishment Grants, not expecting any new members this year
9. 2016 NLLS received the Indigenous grant, until this grant is established permanently then the budget will remain at 0
10. Total Increased due to rural services in and out grant and Indigenous grant money
11. Non-Resident Fees have gone down due to the Indigenous Grant. Legal and Glendon residents
12. NLLS has dropped the price for the conference
13. Grants - projected
14. Summer and Winter reading - Due to recession – grant money from the oil companies has been reduced
15. Office Sales, laminating – photocopying – possible room rental
16. Estimated that investments will grow
18. Travel Grants
19. Libraries are ordering more though us than previous years
20. Myrnam. (Offset with Expense line 225)
22. Book Allotment Carry over (offset with Expense line 46)
23. Total Revenue

# Expenses

## Administration

- 24, 25, 26 All lines increase due to request in Plan of Service for more marketing for libraries
- 27. Less due to departments now having their own line for cell phones
- 28. Increased due to RFP's for auditor
- 29, 30, 31. No Change
- 32. 2016 actual - This is the expenditure of the released capital funds by the board. 2018- long service awards
- 33. Increased to also include accommodation, parking and meals for vendor events (AUMA) and TAL meetings.
- 34. 35. 36. 37. 38 Actual 2016, included all the departments in NLLS. Professional Development for all departments has now been broken out into new categories and designated to each department. 2018 has increased due to Marketing position in Administration
- 39. Site visit added for Marketing position
- 40. Increased due to new Policy subscription
- 41. Bank charges have been reduced significantly
- 42. Estimated to go down due to current charges (2017)
- 43. New library orientation
- 44. 2016 Actual. Because the Government have a different fiscal cycle, only part of the Indigenous grant was used. The rest was deferred to 2017
- 45. Total – Administrative charges went slightly up in 2018 to accommodate the Plan of Service recommendation for more marketing

## Bibliographic Services Department

- 46. Estimated what will be left over from the book allotment. (Offset in line 22)
- 47. Estimated what will be used if libraries use all their allotment money
- 48. Decreased for 2018 because 2 year supply of barcodes were bought in 2017
- 49. Slight Reduction based on previous years memberships
- 50. 51. 52. 53. 54. 2018 slight decrease as staff members have requested to focus more on training in-house than going to conference. Will increase in 2019, for new Bibliographic Services Manager

- 55. Codes have changed and a decrease is due to cataloguers not using certain products and the subscriptions have not been renewed
- 56. Second van run has reduced postage costs
- 57. Brokerage fees have increased due to US dollar
- 58. Increase due to some supplies coming from the States
- 59. 60. Broken into maintenance and fuel costs. Fuel cost have increased due to second van run.
- 61. New for vehicle reserves
- 62. New for cell phones (3 for this department)
- 63. Total has increased due to Vehicle expenses, fuel and replacement program

### **Board**

- 64. Meetings for Plan of service will be taken out for the next 2 years, meetings for policies will become less frequent
- 65. Reduced to reflect need
- 66. Reduced to just the board chair and their discretion
- 67. No Change
- 68. Slightly reduced as the meetings have been slightly reduced
- 69. Slight increase due to possible fuel inflation and Board chair library visits (POS)
- 70. Renamed for the Board Chairs honorarium
- 71. Reduced the overall budget line to reflect more of what was being spent in this area. Slight increase to original plan due to Plan of Service requests for Board Chair visits

### **Building**

- 72. Slight decrease
- 73. Slight increase due to newer vehicles
- 74. 2017 will be over budget. 2018 has shown the change to reflect the need for routine maintenance of the property
- 75. Reduced as 4 staff members have done first aid courses in 2017 (3 year certification.)
- 76. Stable even with the carbon tax
- 77. New – reserves
- 78. New – reserves
- 79. Increase in total budget line due to maintenance and reserves

**IT Department** – Sadly, IT has not been developed to reflect new technology over the years. This department shows the most amount in budget increase for 2018 (and going forward) so that NLLS can be advanced in technology for our member libraries. Also, a contingency plan for replacement is show in reserve lines.

80. Internet contract will be up for renewal the beginning of 2018. True reflection of fees was shown in the 2016 actuals and have been adjusted for the new contract.

81. No Change

82. Change in Computer protections software has reduced this line and budget line separated to a new code

83. 2016 actuals have office 360 and the VOIP system. 2018 the IT department want to look at going into cloud printing

84. No increase for 2018

85. No increase

86. New line to explore new technology

87. Computer replacement over a period of time, instead of all in one go

88. New Line

89. Memberships has increased as staff join more IT related agencies

90. 91. 92. 93. 94. No Change in amount of PD

95. New line for site visits

96. 97. New line for reserves

98. No change

99. 100. New lines – reserves and warranties

101. New Line for cellphone

102. Money in 2016 actual was spent in the department from released capital reserves

Increase in department expenses to keep up with current technology.

### **Public Services**

103. Reduced as 2018 will be a hard weed of the collection so that they can incorporate more programming for libraries going forward. This line will increase in 2019

104. No change

105. With the instability of Hoopla this budget line has increased, increase in overdrive titles and format could be increased if Hoopla were to be dropped as a resource

106. Membership increase for professional librarians

107 108. 109. 110. 111. PD has been broken out and categorized

112. 2018, fuel has been taken out and put in a separate line

113. Slight decrease

114. No Change

115. two cell phones have been designated to this department

116. Prediction of what will be spent on LMC meetings in 2017, estimates that there will be a reduction in this line

117. Public Services total line will go up in 2018 due to more site visits and putting more resources for databases. Prediction that 2019 will rise due to further collection development

### **Contracts and Vendor Services**

118. 119. 120. Relatively stays the same for contracts

### **Salaries and Benefits**

222. Salaries increase for step adjustments and for full compliment of staff

223. Benefits have dropped to appropriate amounts based on full compliment of staff

### **NLLS Outlet**

225. Offset with revenue line 20

### **Transfer Payments**

127. Offset with line 7 for Board of Record payments

### **Reimbursements**

130. 131. Offset with revenue lines 18. 19.

### **Net Gain**

134. For 2018, there will be a net gain of \$858.87

### **Reserves**

135. \$147,100 has been designated to reserves