

Yellowhead Regional Library
Statement of Earnings - General Fund
7 Periods Ended 7/31/2024

	BUDGET	CURRENT YTD	OVER / UNDER BUDGET	% SPENT
REVENUE:				
Additional Allotment	150,000	71,173	(78,827)	47
Additional Services	-	21	21	0
Contract Services	78,000	42,952	(35,048)	55
Revenue - Other	27,726	31,946	4,220	115
Interest	145,000	93,682	(51,318)	65
Local Appropriations	\$ 1,433,185	\$ 1,360,222	\$ (72,963)	95
Non-allotment Sales	200,000	117,243	(82,757)	59
Operating Grant	1,462,572	1,465,449	2,877	100
School System Levy	147,761	144,030	(3,731)	97
SRP / Workshop Revenue	12,000	750	(11,250)	6
TOTAL REVENUE	\$ 3,656,244	\$ 3,327,468	\$ (328,775)	91

**Yellowhead Regional Library DRAFT 2025 Budget
General Fund**

REVENUE		2023	2024	2025	VARIANCE	
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 180,000	\$ 30,000	Additional allotment purchased by member libraries; offset in Line E17: <i>Purchases - Allotment</i> .
R2	Contract Services	\$ 78,000	\$ 78,000	\$ 85,904	\$ 7,904	TRAC Central Site Agreement.
R3	Interest	\$ 50,000	\$ 145,000	\$ 136,000	\$ (9,000)	Estimate based on average account balances and dropping interest rates.
R4	Local Appropriations	\$ 1,379,406	\$ 1,433,185	\$ 1,430,809	\$ (2,376)	Increased by 2% (\$4.75) per capita on Alberta Municipal Affairs latest official population figures (2023), population drop from 2024 estimates and known changes.
R5	Non-allotment Sales	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E19: <i>Purchases - Non-allotment</i> ; reflects trend experienced over last three years.
R6	Operating Grant	\$ 1,390,506	\$ 1,462,572	\$ 1,465,449	\$ 2,877	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 libraries; offset in Line E10: <i>Library Grant Disbursements</i> .
R7	Other Grants	\$ 26,432	\$ 27,726	\$ 31,926	\$ 4,200	PLSB On-Reserve/On-Settlement (OROS) Grant and Canada Summer Jobs Grant. In 2025, these will be offset in Lines E6 and E7 for Indigenous Initiatives Librarian and summer student.
R8	School System Levy	\$ 147,278	\$ 147,761	\$ 156,595	\$ 8,834	Increased by 2% (\$15.40) per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
R9	Workshop and Conference Revenue	\$ -	\$ 12,000	\$ 12,000	\$ -	Received from workshop and conference attendees; offset in E25: <i>Workshops and Conferences</i> .
TOTAL REVENUE		\$ 3,367,122	\$ 3,656,244	\$ 3,698,683	\$ 42,439	

EXPENSES		2023	2024	2025	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 2,200	\$ 2,310	\$ 2,780	\$ 470	Credit card fees; increase in bank fees, miscellaneous charges.
E2	Building Maintenance	\$ 46,000	\$ 48,300	\$ 45,000	\$ (3,300)	Non-capital building maintenance including mechanical, cleaning and incidentals; decreased based on the actual expenses incurred in the previous years.
E3	Membership Support	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	Technical fixes/replacement of equipment; includes Technology Services staff travel to member libraries (fuel, meals and, if necessary, hotels).
E4	Delivery	\$ 44,625	\$ 46,856	\$ 50,547	\$ 3,691	Direct non-salary costs of delivery system; increased due to higher fuel prices and maintenance.
E5	Inter-library Loan Expenses			\$ 1,500	\$ 1,500	Postage for school materials and curriculum support;
E6	Employee Benefits	\$ 294,973	\$ 369,170	\$ 381,763	\$ 12,593	Reflects known Canada Pension Plan increases and one percent cost of living adjustment (COLA) increase.
E7	Employee Salaries	\$ 1,627,211	\$ 1,922,834	\$ 1,931,281	\$ 8,447	Reflects known staff changes and director's contract, estimate of seniority increases, one percent COLA increase, and one additional librarian position.
E8	Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability); cyber insurance.
E9	Leases and Licensing	\$ 120,000	\$ 135,000	\$ 188,296	\$ 53,296	Licensing costs for software/equipment leasing and maintenance (often reactive); ACSI Fortinet renewal.
E10	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 60,486	\$ -	Funds distributed to designated libraries, as directed; income reflected in Line R6: <i>Operating Grant</i> .

**Yellowhead Regional Library DRAFT 2025 Budget
General Fund**

EXPENSES Part 2		2023	2024	2025	VARIANCE	
E11	Library Supplies and Shipping	\$ 22,000	\$ 25,000	\$ 48,000	\$ 23,000	Processing supplies (mylar, labels, barcodes) and incoming shipment charges; new collections for existing and new libraries and increased drop shipping.
E12	Memberships	\$ 20,600	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL), and Canadian Urban Libraries Council (CULC).
E13	Office Supplies and Equipment	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software.
E14	On-Reserve/On-Settlement Grant	\$ 26,426	\$ 27,726	\$ -	\$ (27,726)	In 2025, will go toward Indigenous Initiatives Librarian salary.
E15	Printing and Promotion	\$ 4,750	\$ 5,500	\$ 5,500	\$ -	Printing of annual report, 2026-2030 strategic plan and other communications material; promotional costs for YRL's share of regional library participation in trade shows as needed.
E16	Professional Services	\$ 137,500	\$ 140,500	\$ 189,430	\$ 48,930	Annual audit fee increase; technical support and incidental legal expenses; majority due to ACSI (IT) managed services; one year renewals of FortiGates and FortiSwitches and warranties; communications contract increase based on needs.
E17	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 350,000	\$ 20,000	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> .
E18	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 268,000	\$ 28,750	New and current online content; majority of renewals are negotiated by TAL on behalf of members.
E19	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E20	Staff Travel Expenses/Recruitment	\$ 10,000	\$ 10,000	\$ 16,500	\$ 6,500	Non-IT staff travel (fuel, meals and, if necessary, hotels) and recruitment-related costs for securing qualified staff.
E21	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 53,200	\$ 19,400	Includes training, technical training and conference attendance; continuing education.
E22	Telephone and Utilities	\$ 96,200	\$ 100,000	\$ 100,175	\$ 175	Off-site data service fees.
E23	TRAC Expenses	\$ 206,000	\$ 200,000	\$ 244,771	\$ 44,771	YRL's share of TRAC budget; reflects capital hardware purchases as well as a new TRACpac discovery layer.
E24	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 33,975	\$ 3,975	Board/Executive meeting costs, advocacy and conference.
E25	Workshops and Conference	\$ 22,000	\$ 22,000	\$ 37,050	\$ 15,050	Stronger Together Conference and in-house workshops; inflation and hosting costs for workshops.
TOTAL EXPENSES		\$ 3,565,335	\$ 4,014,832	\$ 4,274,354	\$ 259,522	

General Fund: Surplus (Deficiency)

Revenue Over Expenses	\$ (198,213)	\$ (358,588)	\$ (575,671)
Cost-benefit ratio	105.89%	109.81%	115.56%

Purchases - Capital Assets

	2025	Notes
Fortigates & Fortiswitches	\$ 278,000	Five years; next replacement in November 2030
Furniture Replacement	\$ 183,605	
Equipment - Computers	\$ 24,000	Replacing old equipment for staff
	<u>\$ 485,605</u>	

***Special Projects**

Cybrarian licenses for public libraries	<u>\$ 25,000</u>	Continuation of 2024 project
Total Funds expense	\$ 510,605	

Yellowhead Regional Library

2024	ACTUAL EXPENSES											FORECASTED EXPENSES				Forecast % Full Year
	Budget 2024	January	February	March	April	May	June	July	August	September	October	November	December			
EMPLOYEE EXPENSES:																
Salaries	\$ 1,922,833.75	\$ 131,754.83	\$ 256,999.95	\$ 396,163.58	\$ 535,641.12	\$ 679,712.76	\$ 823,137.23	\$ 971,927.94	\$ 1,116,140.47	\$ 1,260,353.00	\$ 1,404,565.53	\$ 1,548,778.07	\$ 1,692,990.60	88%		
CPP Expense	\$ 120,607.81	\$ 6,717.84	\$ 13,280.78	\$ 23,772.29	\$ 31,028.20	\$ 38,287.32	\$ 45,492.16	\$ 52,178.16	\$ 60,017.67	\$ 67,857.18	\$ 75,696.68	\$ 83,536.19	\$ 91,375.70	76%		
EI Expense	\$ 35,210.60	\$ 2,502.92	\$ 4,950.85	\$ 8,858.16	\$ 11,561.69	\$ 14,251.86	\$ 16,809.60	\$ 19,346.03	\$ 21,986.83	\$ 24,627.62	\$ 27,268.42	\$ 29,909.21	\$ 32,550.01	92%		
Benefit Plans	\$ 95,999.35	\$ 6,127.47	\$ 13,262.57	\$ 22,465.37	\$ 28,944.19	\$ 35,125.15	\$ 40,842.00	\$ 46,781.53	\$ 53,501.48	\$ 60,221.44	\$ 66,941.39	\$ 73,661.35	\$ 80,381.30	84%		
Pension Plans	\$ 110,614.85	\$ 7,724.65	\$ 15,365.13	\$ 27,293.80	\$ 35,018.49	\$ 42,750.93	\$ 50,639.69	\$ 58,823.10	\$ 67,119.21	\$ 75,415.33	\$ 83,711.44	\$ 92,007.56	\$ 100,303.67	91%		
WCB Expense	\$ 6,736.95	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	\$ 529.30	66%		
Staff Expense - Professional Development	\$ 33,800.00	\$ 1,153.82	\$ 3,574.02	\$ 3,949.35	\$ 7,355.08	\$ 10,284.68	\$ 15,921.54	\$ 17,651.54	\$ 20,186.54	\$ 22,721.54	\$ 25,256.54	\$ 27,791.54	\$ 30,326.54	90%		
Staff Expense - General	\$ 10,000.00	\$ 108.20	\$ 571.32	\$ 1,318.19	\$ 1,617.06	\$ 2,428.60	\$ 3,213.37	\$ 3,837.19	\$ 4,387.19	\$ 4,937.19	\$ 5,487.19	\$ 6,037.19	\$ 6,587.19	66%		
TOTAL EMPLOYEE EXPENSE	\$ 2,395,803.31	\$ 156,619.03	\$ 308,533.92	\$ 484,350.04	\$ 652,042.86	\$ 824,293.40	\$ 998,082.76	\$ 1,173,147.73	\$ 1,346,312.16	\$ 1,519,476.60	\$ 1,692,641.03	\$ 1,865,805.47	\$ 2,038,969.90	87%		
MEMBER LIBRARY SERVICES EXPENSE:																
Book Purchases-Allotment	\$ 330,000.00	\$ 37,609.66	\$ 57,732.35	\$ 70,805.47	\$ 116,612.59	\$ 176,012.46	\$ 206,698.85	\$ 235,249.64	\$ 261,649.64	\$ 288,049.64	\$ 314,449.64	\$ 340,849.64	\$ 367,249.64	111%		
Book Purchases-Non-allotment	\$ 200,000.00	\$ 17,076.50	\$ 29,788.83	\$ 44,701.05	\$ 69,428.87	\$ 84,205.44	\$ 100,166.76	\$ 119,276.84	\$ 136,276.84	\$ 153,276.84	\$ 170,276.84	\$ 187,276.84	\$ 204,276.84	102%		
Data Services	\$ 50,000.00	\$ 4,205.87	\$ 8,279.21	\$ 12,197.57	\$ 19,765.44	\$ 24,113.34	\$ 28,272.40	\$ 32,229.64	\$ 36,729.64	\$ 41,229.64	\$ 45,729.64	\$ 50,229.64	\$ 54,729.64	109%		
Delivery	\$ 46,856.00	\$ 9,152.33	\$ 9,661.51	\$ 14,773.06	\$ 18,849.81	\$ 27,064.07	\$ 32,982.43	\$ 31,264.75	\$ 35,013.23	\$ 38,761.71	\$ 42,510.19	\$ 46,258.67	\$ 50,007.15	107%		
Materials - E-Resources	\$ 230,000.00	\$ 62,265.36	\$ 68,026.87	\$ 80,983.66	\$ 88,887.59	\$ 88,839.17	\$ 88,811.98	\$ 88,927.02	\$ 116,527.02	\$ 144,127.02	\$ 171,727.02	\$ 199,327.02	\$ 226,927.02	99%		
Materials - Physical Collections	\$ 9,250.00	\$ 25.32	\$ 330.24	\$ 414.96	\$ 602.93	\$ 1,841.36	\$ 2,087.48	\$ 3,590.31	\$ 4,099.06	\$ 4,507.81	\$ 5,116.56	\$ 5,625.31	\$ 6,134.06	66%		
Membership Support	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 387.52	\$ 882.65	\$ 1,130.29	\$ 1,292.79	\$ 1,455.29	\$ 1,617.79	\$ 1,780.29	\$ 1,942.79	78%		
Processing Supplies	\$ 25,000.00	\$ 3,138.42	\$ 3,344.07	\$ 8,631.12	\$ 14,209.01	\$ 17,114.73	\$ 19,319.23	\$ 24,567.77	\$ 28,067.77	\$ 31,567.77	\$ 35,067.77	\$ 38,567.77	\$ 42,067.77	168%		
Software - Licensing	\$ 121,500.00	\$ 5,913.44	\$ 17,012.45	\$ 32,949.49	\$ 61,619.10	\$ 72,693.68	\$ 88,102.81	\$ 98,079.29	\$ 112,051.79	\$ 126,024.29	\$ 139,996.79	\$ 153,969.29	\$ 167,941.79	138%		
TRAC Expense	\$ 200,000.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	\$ 213,370.00	107%		
Workshops Expense	\$ 22,000.00	\$ -	\$ 100.59	\$ 9,100.59	\$ 9,725.59	\$ 9,725.59	\$ 10,230.33	\$ 10,230.33	\$ 11,770.33	\$ 13,310.33	\$ 14,850.33	\$ 16,390.33	\$ 17,930.33	82%		
TOTAL MEMBER LIBRARY SERVICES EXPENSE	\$ 1,237,106.00	\$ 352,756.90	\$ 407,641.12	\$ 487,926.97	\$ 613,070.93	\$ 715,167.36	\$ 786,924.92	\$ 857,915.88	\$ 956,848.11	\$ 1,055,780.34	\$ 1,154,712.57	\$ 1,253,644.80	\$ 1,352,577.03	109%		
GENERAL OFFICE & ADMINISTRATIVE EXPENSES:																
Bank Charges	\$ 2,310.00	\$ 318.30	\$ 538.35	\$ 777.95	\$ 1,156.65	\$ 1,373.65	\$ 1,625.20	\$ 1,878.80	\$ 2,132.90	\$ 2,387.00	\$ 2,641.10	\$ 2,895.20	\$ 3,149.30	136%		
Building Maintenance	\$ 48,300.00	\$ 3,980.70	\$ 9,117.10	\$ 14,793.34	\$ 19,018.48	\$ 21,634.65	\$ 24,625.08	\$ 28,284.67	\$ 33,390.17	\$ 37,495.67	\$ 41,601.17	\$ 45,706.67	\$ 49,812.17	103%		
Computer Equipment - Hardware	\$ 12,000.00	\$ 216.39	\$ 216.39	\$ 5,045.75	\$ 7,335.00	\$ 7,684.47	\$ 9,342.15	\$ 9,569.83	\$ 9,974.83	\$ 10,379.83	\$ 10,784.83	\$ 11,189.83	\$ 11,594.83	97%		
Equipment Lease	\$ 13,500.00	\$ 1,049.52	\$ 1,049.52	\$ 2,298.33	\$ 3,361.79	\$ 3,361.79	\$ 4,610.60	\$ 5,660.12	\$ 6,470.12	\$ 7,280.12	\$ 8,090.12	\$ 8,900.12	\$ 9,710.12	72%		
Insurance	\$ 20,000.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	\$ 17,903.00	90%		
Memberships	\$ 20,600.00	\$ 12,835.00	\$ 12,835.00	\$ 12,835.00	\$ 12,835.00	\$ 14,050.00	\$ 14,050.00	\$ 14,050.00	\$ 14,874.00	\$ 15,698.00	\$ 16,522.00	\$ 17,346.00	\$ 18,170.00	88%		
Office Equipment	\$ 2,000.00	\$ 95.00	\$ 95.00	\$ 635.95	\$ 1,128.40	\$ 1,327.89	\$ 1,327.89	\$ 1,327.89	\$ 1,427.89	\$ 1,527.89	\$ 1,627.89	\$ 1,727.89	\$ 1,827.89	91%		
Office Supplies	\$ 7,350.00	\$ 1,521.35	\$ 2,672.21	\$ 2,893.04	\$ 3,272.76	\$ 4,097.01	\$ 4,339.95	\$ 4,675.64	\$ 5,337.14	\$ 5,998.64	\$ 6,660.14	\$ 7,321.64	\$ 7,983.14	109%		
Photocopy	\$ 1,650.00	\$ -	\$ -	\$ 1,127.44	\$ 1,637.28	\$ 1,637.28	\$ 1,637.28	\$ 2,232.98	\$ 2,348.48	\$ 2,463.98	\$ 2,579.48	\$ 2,694.98	\$ 2,810.48	170%		
Printing / Promotion	\$ 5,500.00	\$ -	\$ -	\$ 109.14	\$ 109.14	\$ 256.14	\$ 406.14	\$ 406.14	\$ 516.14	\$ 626.14	\$ 736.14	\$ 846.14	\$ 956.14	17%		
Professional Services	\$ 140,500.00	\$ 15,337.41	\$ 38,689.34	\$ 59,831.75	\$ 76,191.66	\$ 82,434.07	\$ 88,676.48	\$ 97,058.89	\$ 109,703.89	\$ 122,348.89	\$ 134,993.89	\$ 147,638.89	\$ 160,283.89	114%		
Resource Sharing Supplies	\$ -	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	\$ 2,576.40	#DIV/0!		
Telephone	\$ 9,500.00	\$ 604.56	\$ 1,219.66	\$ 1,832.46	\$ 2,439.86	\$ 3,172.63	\$ 3,680.75	\$ 4,306.12	\$ 4,923.62	\$ 5,541.12	\$ 6,158.62	\$ 6,776.12	\$ 7,393.62	78%		
Trustees - Training/Conferences	\$ 30,000.00	\$ 4,125.08	\$ 6,317.41	\$ 6,886.81	\$ 9,564.07	\$ 13,339.57	\$ 16,114.52	\$ 16,601.07	\$ 19,001.07	\$ 21,401.07	\$ 23,801.07	\$ 26,201.07	\$ 28,601.07	95%		
Utilities	\$ 40,500.00	\$ 3,857.92	\$ 7,114.05	\$ 10,411.48	\$ 13,847.97	\$ 16,855.89	\$ 19,240.19	\$ 25,201.59	\$ 28,441.59	\$ 31,681.59	\$ 34,921.59	\$ 38,161.59	\$ 41,401.59	102%		
TOTAL OTHER EXPENSE	\$ 353,710.00	\$ 64,420.63	\$ 100,343.43	\$ 139,957.84	\$ 172,377.00	\$ 191,504.44	\$ 210,155.63	\$ 232,739.14	\$ 259,021.24	\$ 285,309.34	\$ 311,597.44	\$ 337,885.54	\$ 364,173.64	103%		
TOTAL EXPENSE	\$ 3,926,619.31	\$ 573,796.56	\$ 816,518.47	\$ 1,112,234.85	\$ 1,437,490.79	\$ 1,730,965.20	\$ 1,995,163.31	\$ 2,263,796.75	\$ 2,562,181.51	\$ 2,860,566.28	\$ 3,158,951.04	\$ 3,457,935.81	\$ 3,755,720.57	96%		