Grants to Organizations Overview

The City of Fort Saskatchewan supports various community non-profit groups, organizations, boards and committees. Financial support is categorized as Grants to Organizations in the annual budget. Grant-in-kind support to community organizations has also been provided as information; along with non-financial support which is provided through various agreements and contracts.

Financial Support

The majority (79%) of the City's financial Grants to Organizations supports the Fort Saskatchewan Public Library's day-to-day operations. The remaining Grants to Organizations, in large part, supports Special Transportation Support Services, Families First, the Boys and Girls Club and the Volunteer Programs Association.

The attached Grants to Organizations summary report provides details of $1,467,293 in financial support proposed for the 2016 budget.

Grant-in-Kind Support

For 2016, we have included organizations who do not receive financial funding from the City, but receive grant-in-kind support. These organizations include: Families First Society for the old RCMP building maintenance, Pioneer House Club 50 for the Pioneer House building maintenance, Scouts and Guides Hall for building maintenance and the Fort Saskatchewan Public Library for building maintenance and financial services.

The attached Grants to Organizations summary report provides details of $115,963 in grant-in-kind support proposed for the 2016 budget.

Non-financial Support

The attached Community Groups/Organization Leases report provides information on the City's current lease agreements with community groups and organizations. Non-financial support for these community groups and organizations varies from minimal rental rates to market value rates for the use of City owned property and/or buildings.

Grants to Organization Summary

	2015 Approved	2016 Proposed	Notes
Financial Support			
Office of the City Manager	**10,952**	**12,452**	
North Saskatchewan Watershed	10,952	12,452	Budget Request 12-0078
Culture Services Department	**1,028,912**	**1,090,141**	
Canada Day Committee	8,400	8,400	
Fort Saskatchewan Public Library	1,019,512	1,080,741	Budget Request 74-0002
Historical Society - Peoples of the North Festival	1,000	1,000	
Economic Development Department	**5,000**	**5,000**	
Downtown Business Council	5,000	5,000	
Family & Community Support Services Department	**302,300**	**303,700**	
Boys and Girls Club	39,400	39,400	
Families First - Family Violence Prevention Program	80,000	80,000	
Legion - Meals on Wheels	1,000	1,000	
Special Transportation Services Society (STSS)	138,800	138,800	
Volunteer Programs Association	43,100	44,500	
Infrastructure Management Department	**28,000**	**28,000**	
Fort Sask. Prairie Garden	3,000	3,000	
School Playgrounds	25,000	25,000	
Planning & Development Department	**10,000**	**10,000**	
River Valley Alliance	10,000	10,000	
Recreation Department	**15,000**	**18,000**	
Minor Sports Assoc. - Ice Allocator	10,000	10,000	
Nordic Ski Club	5,000	8,000	Budget Request 72-0083
Total Grant to Organizations	**1,400,164**	**1,467,293**	
** **Grant-in-kind Support**			
Families First Facility Maintenance	-	39,625	Budget Request 72-0049
Fort Saskatchewan Public Library	62,538	62,538	
Pioneer House Club 50	10,800	10,800	
Scouts & Guides Hall	3,000	3,000	
Total Gift-in Kind Support	**76,338**	**115,963**	
Grand Total	**1,476,502**	**1,583,256**	

**Grant-in-kind Support - the budget is part of the base budget and continues to be ongoing, unless otherwise indicated by a budget request.

CITY OF FORT SASKATCHEWAN

Community Groups / Organizations Leases

Lessee/Licensee	Type of Lease	Rent (Annually)	Background Information
Fort Saskatchewan Boys & Girls Club	Land in Jubilee Park for the Boys & Girls Club	$10.00 (one-time payment).	Lessee responsible for all utilities.
Fort Saskatchewan Boys & Girls Club	Mobile Concession	$10.00 (one-time payment)	The Club operates a mobile concession in Pryce Alderson Park to service customers at the Kinsmen Spray Park.
Fort Saskatchewan Chamber of Commerce	Portion of CN Station	$7,504.31 / year	City responsible for utilities. City looks after the maintenance of building/space.
Fort Saskatchewan Chiefs Hockey Club	Liquor Sales at the Jubilee Recreation Centre in Skybox	$1.00 (one-time payment)	Chiefs are authorized to sell beer and coolers at their games.
Fort Saskatchewan Golf & Curling Club Ltd.	Land for Fort Saskatchewan Golf Course and Curling Rink	$1.00 (one-time payment)	Club responsible for all utilities, municipal taxes, maintenance and repairs of Golf Course Club House and Curling Rink.
Fort Saskatchewan Historical Society	Warden's House	Tenant agrees to pay rent via work in kind and support to capital projects.	
Fort Saskatchewan Lions Club	Lease of campground in Turner Park.	$10.00 / year	
Fort Saskatchewan Lions Club	99 Avenue Digital Sign	$10.00 / year	Lions Club maintains the operation of the sign.

Lessee/Licensee	Type of Lease	Rent (Annually)	Background Information
Fort Saskatchewan Minor Baseball	Maintenance support for City owned baseball diamonds	$6,800 / year (paid to the organization)	Organization performs maintenance to specified fields in exchange for payment from the City.
Fort Saskatchewan Minor Sports Association	Batting Cage (Jubilee Park)	$1.00 (one-time payment)	MSA responsible for maintenance.
Fort Saskatchewan Minor Sports Association	Operate food concession services at the Jubilee Recreation Centre	$1,630.00	JRC Concession lease was renewed for one year term only: Sept 1, 2014 to August 31, 2015. MSA Board is determining whether to renew for another 3 year term. This agreement is currently under re-negotiation. MSA will no longer be operating food concession services at the Sportsplex.
Fort Saskatchewan Minor Sports Association	Portion of Jubilee Recreation Centre (former Volunteer Action Centre Offices)	$7,633. 99 / year	
Fort Saskatchewan Mixed Slow-pitch Association	Dow Slow-pitch Fields	$1.00 / year	The Association is responsible of operation and maintenance of the fields. The agreement was on hold for a number of years because the status of the land was under review. The agreement is currently being re-negotiated.
Fort Saskatchewan Nordic Ski Club	Track Setting and Grooming of Cross-Country Ski Trails	2012 - $4,000.00 2013 - $5,000.00 2014 - $5,000.00 2015 - $5,000.00 Financial assistance to off-set gas for equipment, etc.	As per the agreement and in recognition of the Club's volunteer efforts, the City may consider financial compensation for the costs associated with providing cross-country ski trails. The Club will be required to present their request to City Administration through the annual budget planning process.

Lessee/Licensee	Type of Lease	Rent (Annually)	Background Information
Fort Saskatchewan Pottery Guild	DCC space	$4,793.80 for the first year, $4,915.16 for the second year, $5,097.20 for the third year, $5,218.57 for the fourth year, and $5,370.27 for the fifth year.	Pottery Guild responsible for utilities: $5,700.00 for the first year, $5,700.00 for the second year, $5,900.00 for the third year, $5,900.00 for the fourth year, and $6,100.00 for the fifth year.
Fort Saskatchewan Tennis Club Association	Lease Agreement	$10.00 / year	
Fort Saskatchewan Nordic Ski Club	West River's Edge Pavilion (rental of bottom portion)	$3,500.00 / year	The Club pays $500/month for the space that also includes shared storage of the garage. The lease also includes 22 day events upstairs, which they pay $25/hr. for a custodian to set up, take down and clean.
Pioneer House Club 50	Pioneer House Operation	The City financed the 1993 expansion project to a maximum of $130,000.00 for exchange of ownership of the building. The City owns Pioneer House.	The Club is responsible for all utilities, including telephone, routine maintenance and grounds maintenance. The Club rents out the facility for income. City is also responsible for some grounds maintenance and municipal taxes.
Riverside Building Management Association	Building Lease for Scout/Girl Guide Hall (former outdoor pool building)	$1.00 (one-time payment)	Lessee responsible for utility costs in excess of $6,000 per annum and all telephone costs.
Royal Canadian Legion, Branch 27	Portion of Legion Building	$10.00 /year	The Legion is responsible for all utility costs at 35% proportionate share allocated to the building including insurance. A grant equivalent to the annual property taxes continuing for as long as the Legion is administering the Meals on Wheels Program, subject to the annual budget approval process. The Legion also uses the Ortona Room (second Monday of each month) and the Normandy Room (Remembrance Day Ceremony) at no charge.

2016 Operations
Budget Request

North Saskatchewan Watershed Alliance

Request #
12-0078

Division:	Office of City Manager	**Budget Year:**	2016
Department:	City Manager	**Category:**	Growth
Responsibility:	City Manager		

Corporate Strategic Plan: Position for Growth

Budget Impact (Expenditure/ Revenue)	*Funding Source*	*One Time or Ongoing*
$1,500	Operations	Ongoing

Overview

A watershed requires ecological integrity as the foundation for all environmental, cultural, social, and economic decision-making. Actions taken and policies implemented will result in the wise use and management of the North Saskatchewan River Watershed (NSWA) in Alberta. The NSWA, a multi-stakeholder partnership comprises over 100 members – both individual and organizations – with interests in the North Saskatchewan River watershed. NSWA members include: municipalities; federal and provincial governments; aboriginal communities; industries; utilities; agriculture producer groups; environment and conservation groups; recreation, culture and tourism groups; education and research institutions; and individual citizens.

In 2011 an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River basin was developed. This plan was a major undertaking and is aimed at protecting the long-term supply and quality of water resources for future generations.

Options Considered

During the 2015 budget deliberations, Council discussed not providing the grant. However, providing it allows the City to take advantage of the expertise of this external organization. In doing so, the City indirectly participates in the success of watershed management in supporting ongoing investigation of source water protection. Also, the City does not have the resources or expertise to develop a watershed plan.

Historical Trends

Fort Saskatchewan's yearly population estimations (often calculated for budget preparation prior to annual census) are projected at a 3.5% increase. The grant is $.50 per capita.

2014 – actual 22,808 x (.50 per capita) = $11,404

2015 – actual 24,040 x (.50 per Capita) = $12,020 … **but was budgeted for only $11,000**

2016 – 3.5% estimate increase of 24,040 = 24,880 x (.50 per Capita) = $12,440

Families First Facilities Maintenance Grant

Request #
72-0049

Division:	Infrastructure and Community Services	Budget Year:	2016
Department:	Infrastructure Management	Category:	Committed
Responsibility:	Infrastructure Management Director		

Corporate Strategic Plan: Vibrant and Thriving Community

Budget Impact (Expenditure/ Revenue)	*Funding Source*	*One Time or Ongoing*
$39,625	Operations	Ongoing

Overview

The RCMP have relocated from the old RCMP building to the new RCMP building. The building maintenance budget of the old RCMP building has transferred to the new RCMP building. On October 28, 2014 Council moved that the old RCMP building be repurposed for the use by Families First. Families First is a trusted and respected community partner who are committed to making Fort Saskatchewan a strong, vibrant community to raise children and empower families. Due to the fact that Families First is moving into the old RCMP building, a building maintenance budget is required to maintain the building's structural and mechanical systems as this remains the responsibility of the City. The City will also maintain the grass cutting and snow removal.

Options Considered

Negotiation of the lease has resulted in a shared responsibility for this building.

Comparators

The Lease agreement is similar to other leased City facilities. The tenant has a shared responsibility for the facility maintenance costs.

2016 Operations

Budget Request

Nordic Ski Club Grant Increase

Request #
72-0083

Division:	Infrastructure and Community Services	Budget Year:	2016
Department:	Infrastructure Management	Category:	Maintain
Responsibility:	Infrastructure Management Director		

Corporate Strategic Plan: Vibrant and Thriving Community

Budget Impact (Expenditure/ Revenue)	*Funding Source*	*One Time or Ongoing*
$3,000	Operations	Ongoing

Overview

This plan request is related to the presentation being made by the Fort Saskatchewan Nordic Ski Club during the 2016 Budget Deliberations. The Ski Club is requesting increased funding from the City of Fort Saskatchewan of $3,000 per year. This would increase the existing $5,000 annual grant to $8,000 per year. A letter from the group requesting the funding increase is attached.

FSNSC - 2016 City of Fort Saskatchewan funding increase proposal

Ian Gray
Director, Infrastructure Management
City of Fort Saskatchewan

Hi Ian.

The Fort Saskatchewan Nordic Ski Club is looking for increased funding from the City of Fort Saskatchewan to $8000 per year from the current $5000 per year. Our last funding increase was 3 years ago in 2011. Details below support this request.

In the budget proposal I have listed trail grooming expenses only. I have not included club expenses for:

- Children, teen or adult ski programs and activities.
- Investment in skis, boots and poles for our ski lease program. (This program provides affordable ski equipment for families interested in trying cross country skiing. Families can participate and learn new activities together.)
- Club yearly building lease or operating expenses of any kind.

Request Summary:

Projected trail grooming expense budget for the FSNSC for the upcoming 2015/16 season is expected to be $7000. Increasing CoFS funding for the FSNSC to $8,000/year will cover our costs to maintain ski trails in Fort Saskatchewan for all citizens and for club activities. In addition, we would like to institute a program to replace one of our three snowmobiles every 2 years when they are 6 years old. Today's replacement cost for a grooming sled is between $16,000 and $18,000. A six year old sled has a resale value of $6000-$7000. In today's costs, the FSNSC needs to invest $11,000 to $12,000 every two years on equipment to maintain our current grooming fleet.

FSNSC 2015/16 proposed Trail Budget

5051 · Snow Mobile Insurance	**1500**
5052 · Fuel	**1500**
5053 · Snow Mobile Registration	**200**
5054 · Snow Mobile & equipment Repairs	**3500**
5059 · Prudent Reserve for sled replacement	**0**
5060 · Garage security system fees	**400**
Budget Total	**7100**

Yearly trail grooming information:

- **FSNSC club members volunteered 450 hours** from November through March 2014/15 to keep ski trails in good condition for the citizens of Fort Saskatchewan and for club activities.
- **The FSNSC grooming team traveled close to 3,000 km while grooming ski trails in the city during the 2014/15 ski season.**
- In the off-season, many additional hours are spent staking summer trails for grass mowing, on equipment maintenance, tree planting and preparing trails for winter use.
- FSNSC provides 18 km of tracked trails throughout the Ft. Sask. River valley.
- FSNSC wishes to groom an additional 5 km of ski trails in the west WRE/RVA Park.

Over $66,000 spent on new grooming equipment in the past three years:

- In 2011/12 we replaced two grooming snowmobiles at a cost of $15,000 each.
- Our third snowmobile was replaced in 2013/14 at a cost of $16,000.
- In 2013 we spent $10,000 to purchase modern grooming equipment to replace aging, inefficient equipment that is 15 – 20 years old.
- In 2014 we purchased a second modern groomer for an additional $10,000. This new equipment has improved our grooming results and reduced grooming effort. The new groomers have a life expectancy of 10 years.

If you have any questions or concerns, please contact me via phone or email. I would be more than happy to discuss. If you need a more formal presentation, let me know. I appreciate your support in bringing this matter to the City of Fort Saskatchewan.

Thanks Ian.

Larry

Larry Hennig - Director at Large
Fort Saskatchewan Nordic Ski Club
PO Box 3283
Fort Saskatchewan, AB T8L 2T3
(H) 780-998-7098 (C) 780-910-3508
E-mail: hennigla@telus.net
www.fortsasknordic.ca

2016 Operations
Budget Request

Library City Grant Funding

Request #
74-0002

Division: Infrastructure and Community Services
Department: Culture Services
Responsibility: Culture Director

Budget Year: 2016
Category: Inflation

Corporate Strategic Plan: Vibrant and Thriving Community

Budget Impact (Expenditure/ Revenue)	*Funding Source*	*One Time or Ongoing*
$61,229	Operations	Ongoing

Overview

The Fort Saskatchewan Public Library is requesting an additional $61,229 of grant funds from the City. This increase will increase the existing grant of $1,019,512 to $1,080,741. Attached is a letter from the Fort Saskatchewan Library requesting the grant increase.

Fort Saskatchewan Public Library
10011 - 102 Street | Fort Saskatchewan, Alberta | T8L 2C5

June 10, 2015

To: City of Fort Saskatchewan Mayor Gale Katchur, Councillors Birgit Blizzard, Sheldon Bossert, Frank Garritsen, Stew Hennig, Arjun Randhawa, Ed Sperling

We are pleased to submit our 2016 Operating and Capital grant request and 2016 budget for your review. Our budget has been reviewed by the Library Board's Finance, Development and Advocacy Committee and the Library Board. The 2016 budget was approved for submission to the City by the Library Board at its June 1, 2015 regular meeting.

The Library Board's 2016 grant request from the City of Fort Saskatchewan is as follows:

2016	
Operating Budget	$1,069,395
Capital Budget	$180,800
Total Budget	$1,250,195
Grant Request	$1,080,741

Highlights

Overall City of Fort Saskatchewan 2016 Grant Request
Our budget submission in 2014 for 2015-2018 stated a predicted City grant increase request of 5.3% from 2015 to 2016. We are now pleased to be able to bring this request down to a 4.98% increase.

Staffing for Technological Support:
As per our budget request for 2015, we are planning to increase our level of on-site technical support by an additional 7 hours per week for 2016. We currently have 2.5 days of onsite IT support in a library with over 40 staff and public computer stations, public and staff Wi-Fi, various servers, numerous software programs, and new technologies including digital creative stations and our new "Adaptive Technology Station" for the visually and physically challenged. Our need for additional on-site support continues to grow as does public demand for both on-site and online digital resources.

Provincial Funding and the Elimination of Library Card fees
In the spring of 2015, we received word from the Public Library Services Branch of Municipal Affairs that the provincial government was to begin using 2014 census data as opposed to 2010 census data and increase the per capita funding for public libraries. This has led to a potential increase of funding to our library of approximately $24,000. We propose that with this increase we eliminate the fees we charge for library membership. Over the past 3 years, libraries in Alberta have begun moving away from charging for library cards. In fact, both Calgary Public Library and Edmonton Public Library no longer charge for library cards (as do

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not a number of smaller libraries throughout the province). Currently, only 1/3 of Alberta's population is left paying for a library card. Not only does this now make us an exception within Alberta, but Alberta has been – and continues to be – only one of two Canadian provinces where public libraries may charge for a public library card, and one of the only jurisdictions in North America and around the world charging for library cards. Often, newcomers from the U.S., UK and elsewhere are shocked when asked to pay for a library card. We are very excited by this initiative to provide true barrier-free access to all.
It is important to note, however, that the increased provincial funding is tentative. It was informally introduced by the previous Alberta government. It is hoped that the current government shall pass a budget that implements this promise. Our initiative to eliminate library card fees shall depend upon the formal approval of the Province's budget.

Enrich the Experience Fundraising Campaign
Our fundraising campaign included a number of donations to be spread out over 5 years. The anticipated amount pledged for 2016 is approximately $5000. This is to be spent almost entirely on capital items to enrich collections, technologies and other library resources.

VOIP Telephone System
With renovations in 2013 the City had implemented a new telephone system. We were not aware of the costs associated with such until informed by City Administration in March of 2015 that we shall be responsible for approximately $3300 for Library phones beginning 2016.

Capital Expenses
If/when compared to the budget submission in 2014 for 2015-2018, our spreadsheet for 2016 will show a number of changes in how items are grouped. Having met with City Finance personnel in early 2015, it has been determined that our collections (books, DVDs, etc.) are capitalized and should be grouped as such as it is more appropriate. Therefore, as primarily housekeeping - yet important from an accounting perspective - we have moved our collections from operating to Capital for 2016 (and ongoing).

Collections
Within our collections budgets for 2016 we have re-aligned planned expenditures between fiction, non-fiction, and various formats (Blu-rays, DVDs, etc.). As a result, you shall notice a decrease in some areas and increases in others to address a number of areas within our collection that are currently weighted too heavily vs. others (e.g. fiction to non-fiction).

Identified Efficiencies
We have monitored expenses closely throughout 2014 and 2015 and identified a number of opportunities to modify workflow and reduce costs. One area is in cataloguing of materials whereby we have brought the processing of CDs and DVDs in-house and no-longer outsource such (a savings of $2000.)
We also monitored our annual audit expense and were pleased to see our audit of 2014 came in under budget. We have thus reduced the predicted increase in cost of such for 2016.

We welcome you to review our budget documents and ask any questions you may have. We look forward to our opportunity to address Council in regard to our grant request.

Yours sincerely;

David Larsen
Library Director
Encl: 1
Cc: Richard Gagnon, Shannon Andruchow

Fort Saskatchewan Public Library Board
REGULAR ANNUAL OPERATING AND CAPITAL BUDGETS 2015,2016

	A	B	G	H	I	N
1	**Description**	**GL Code**	**2015 Budget**	**% Change**	**2016 Budget**	**Notes**
2						
3	**REVENUE**					
4						
5	City of Fort Saskatchewan Operating Grant	4-1931-74302-0-600	1,029,498.94	4.98%	1,080,741.09	Increase in operating grant to address increasing operating costs (less than the 5.3% increase as per 2015-2018 budget submitted previous year and less than 14%, $127,000 increase 2014 to 2015 as approved)
6	Provincial Operating Grant [1]	4-1849-74302-1-600	101,659.00	24.5%	126,584.00	increase in Provincial funding anticipated due to recognition of updated census data (to 2014) and increased per capita: this increase designated to cover proposed elimination of Library card/membership fees pending formal Provincial budget approval 2015
7	Enrich the Experience Fundraising Campaign	4-1592-74303-6-600	25,355.00		4,950.00	pledges remaining from 2013 Enrich the Experience campaign to be collected in 2016
8	Donations - Designated	4-1592-74303-1-600	1,722.53		0.00	(casual donations almost always undesignated)
10	Donations - General	4-1592-74302-2-600	1,722.54	4.5%	1,800.00	
11	Membership Fees	4-1419-74302-3-600	24,268.86	-100.0%	0.00	proposed elimination of membership fees: only 1/3 of Albertans now pay for a Library card. EPL, CPL, others no longer charge Pending formal approval of increased provincial funding as per Provincial Budget 2015
12	Fines	4-1531-74302-4-600	24,268.86	-17.6%	20,000.00	Library notifications systems (email, automated phone) have improved return rates, reducing fines paid by patrons)
13	Copier and Laminating Services	4-1412-74302-5-600	4,072.13	3.0%	4,194.29	
14	Sale of Goods (Miscellaneous Revenue)	4-1599-74302-6-600	3,616.75	3.0%	3,725.25	Includes revenue from used book sales.
15	Interest on Investments	4-1551-74302-8-600	1,200.00	0.0%	1,200.00	
16	Interest on Current Account	4-1552-74302-9-600	2,000.00	0.0%	2,000.00	
18	Community Adult Learning and Literacy Society Grant	4-1849-74303-6-600	4,547.20	10.0%	5,000.00	The Community Adult Learning and Literacy Society funds the Library's Computer Training program.
19						
20						
21	**TOTAL REVENUE**		**1,223,931.80**	**2.1%**	**1,250,194.63**	
22						
23	**OPERATING EXPENSES**					
24						
25	**Staff Costs**					
26	Salaries - Full Time Staff	4-2111-74302-0-600	340,548.00	4.3%	355,290.00	Salary Projections based on a 3% annual salary adjustment (including COLA) each year, plus grid and contract increases for eligible staff.
27	Wages - Regular Hourly Staff	4-2121-74302-2-600	324,890.81	5.3%	342,009.00	Includes grid increases for eligible staff plus a 3% salary adjustment (including COLA) each year.
28	Cost Shared Positions (SCL)	4-2111-74302-1-600	56,636.00	9.5%	62,000.00	The Cost Shared Positions include a Network Specialist, IT Assistant, and Manager of Technical Services from Strathcona County Library, our partner library. Increases based on an annual salary COLA of 3% (Existing staff at top of grid.) Proposed increase of 7 hours of IT Assistant support each year 2015 through 2018.
29	Web development contract	New GL	15,600.00			
30	Benefits	4-2130-74302-0-600	110,815.12	4.6%	115,917.60	Benefits include Canada Pension, EI, LAPP, AHC, Medical and Dental. Calculation based on formula provided by HR.
31	Workers Compensation	4-2132-74302-6-600	1,404.78	3.0%	1,446.92	
32	Staff & Volunteer Incentives	4-2279-74302-1-600	594.28	3.0%	612.11	long term service awards
33	**Total Staff Costs**		**850,488.99**	**3.1%**	**877,275.63**	
34						

Prepared and revised by David Larsen May 29, 2015

	A	B	G	H	I	N
1	**Description**	**GL Code**	**2015 Budget**	**% Change**	**2016 Budget**	**Notes**
35	**Staff Training and Travel**					
36	Director Training/Conferences	4-2211-74302-7-600	1,114.91	7.6%	1,200.00	Includes conference fees to attend the Alberta Library Conference and/or other conferences, workshops, or training
37	Staff Training/Conferences	4-2211-74302-8-600	3,181.48	6.9%	3,400.00	Includes funding for staff to attend local workshops and courses (number of staff has grown), and the Alberta Library conference registration fee for three staff members.
38	Director Travel & Expense	4-2212-74302-0-600	2,186.09	5.2%	2,300.00	
39	Staff Travel & Expense	4-2212-74302-9-600	4,285.54	5.0%	4,500.00	Budget for staff travel expenses include funds to allow three staff members to attend the Alberta Library Conference in Jasper annually.
40	**Total Staff Training and Travel**		**10,768.01**	**5.9%**	**11,400.00**	
41						
42	**Digital Content Costs**					
43	Licensing Costs On-Line Databases	4-2225-74304-0-600	11,432.38	26.8%	14,500.00	Database prices are negotiated by The Alberta Library (TAL) on FSPL's behalf. Includes the suite of "Core" databases provided by TAL, Novelist, consumer Reports, and others.
44	Licensing Costs eBooks	4-2225-74304-1-600	6,300.00	4.8%	6,600.00	
45	Online magazines (ZINIO)	new GL (2016)			2,000.00	maintain and grow/select collection of online magazines through ZINIO via SCL
46	**Total Digital Content Costs**		**17,732.38**	**30.3%**	**23,100.00**	
47						
48	**Service Costs**					
49	Enrich the Experience Fundraised Expenditures		25,355.00			(new GLs introduced for 2016 - primarily capital)
50	Miscellaneous Supplies - Enrich Experience expenditures	4-2511-74302-7-600			500.00	supplies spent from EE fundraised dollars 2016 pledges
51	BiblioCommons Catalogue Interface	4-2279-74302-6-600	3,154.00	4.6%	3,300.00	Includes license fees for Envisionware PC reservation; Bibliocommons; and Bookish/Library Thing
52	Dynix Computer Support	4-2225-74302-9-600	5,762.41	4.1%	6,000.00	The costs for Dynix Computer Support are shared with MAGNET partners (St. Albert and Strathcona County libraries). Each library pays a share based on the population it serves.
53	Contracted Services Cataloging (SCL)	4-2279-74304-4-600	2,000.00	-100.0%	0.00	This expense is no longer needed 2016 forward to outsource the cataloguing of CDs and DVDs.
54	Youth Programming Services	4-2239-74302-3-600	1,188.54	9.4%	1,300.00	
55	Adult Programming Services	4.2239.74302.4.600	8,410.74	3.4%	8,700.00	
56	Writer in Residence Program	4.2239.74302.5.600	5,500.00	45.5%	8,000.00	proposed salary increase for Writer in Residence (ME Federation)
57	Youth Programming Supplies	4-2511-74302-1-600	2,026.26	3.6%	2,100.00	
58	Public Relations & Advertising	4-2290-74302-2-600	6,045.73	40.6%	8,500.00	increase 2016 forward to further promote library programs, services and resources including increasing printing and distribution of newsletter, increased newspaper, online, and radio spots
59	Office & Library Supplies	4-2511-74302-5-600	8,203.29	3.6%	8,500.00	
60	Postage & Courier	4-2213-74302-7-600	1,188.54	1.0%	1,200.00	
61	Photocopier Lease	4-2261-74302-4-600	5,505.76	3.5%	5,700.00	
62	Computer Supplies	4-2511-74302-6-600	2,139.38	2.8%	2,200.00	
63	Emerging Technology and eCollections	4-2524-74302-1-600	5,000.00	0.0%	5,000.00	
64	Small Equipment	4-2524-74302-0-600	1,188.54	1.0%	1,200.00	
65	Phones	4-2214-74302-1-600	412.00	701.0%	3,300.00	Library's phone system as per City's VOIP system: informed by City March, 2015 of charges for 2016 forward.
66	Internet	4-2225-74302-4-600	4,120.00	1.9%	4,200.00	
67	Audit Services	4-2231-74302-3-600	7,925.50	-7.9%	7,300.00	Audit of 2014 less than anticipated, audit of 2015 predicted 5% increase
68	Insurance	4-2272-74302-1-600	1,710.21	-12.3%	1,500.00	
69	Bank Charges	4-2811-74302-6-600	310.05	776.9%	2,719.00	increased bank charges due to implementation of debit and credit card machine for customer convenience in paying fines, etc.
70						
71	**Total Service Costs**		**97,145.95**	**-16.4%**	**81,219.00**	
72						

	A	B	G	H	I	N
1	**Description**	**GL Code**	**2015 Budget**	**% Change**	**2016 Budget**	**Notes**
73	**Building Maintenance**					
74	Interior Maintenance - Contracted	4-2279-74302-8-600	56,100.00	3.6%	58,100.00	(based on estimated increase from $56,316 billed by the City for 2014)
75	Cleaning Supplies	4-2512-74302-7-600	4,500.00	2.2%	4,600.00	
76	**Total Building Maintenance Costs**		**60,600.00**	3.5%	**62,700.00**	
77						
78	**Board Costs**					
79	Board Courses/Conferences	4-2211-74305-1-600	1,358.47	3.1%	1,400.00	The Board sends 3 members to attend the Alberta Library Conference in Jasper annually, which ensures that each board member will be able to attend the conference once during their term on the Board.
80	Board Travel & Expenses	4-2212-74305-2-600	3,137.18	11.6%	3,500.00	The Board sends 3 members to attend the Alberta Library Conference in Jasper annually, which ensures that each board member will be able to attend the conference once during their term on the Board. Also mileage for ME Federation and other meetings to attend.
81	Board Retreat	4-2212-74305-3-600	1,448.35	3.6%	1,500.00	
82	Memberships (Institutional)	4-2221-74305-4-600	1,635.13	4.0%	1,700.00	Includes the following memberships: Library Association of Alberta, Canadian Library Association, Alberta Urban Municipalities Association (required for insurance), Alberta Public Library Administrators Council, Alberta Library Trustees Association , Fort Saskatchewan Chamber of Commerce. Note: several of these memberships have increased for 2014 forward, as FSPL has reached the next tier of membership fees (based on population, budget, or number of employees).
83	The Alberta Library Membership (TAL)	4-2279-74302-5-600	5,286.67	5.9%	5,600.00	(moved from Service Costs to Board Expenses heading)
84	**Total Board Costs**		**12,865.81**	**6.5%**	**13,700.00**	
85						
86	**TOTAL OPERATING EXPENSES**		**1,049,601.14**	**1.9%**	**1,069,394.63**	
87						
88						
89	**CAPITAL EXPENSES**					
90						
91	**Collection Costs**					(Note: Collection costs moved from operating to capital heading for 2016 forward as physical collection is capitalized)
92	Books - Adult Standing Orders	4-2519-74304-0-600	1,750.49	2.8%	1,800.00	
93	Books - Adult Paperbacks	4-2519-74304-1-600	10,008.77	2.9%	10,300.00	
94	Books - Adult Non-fiction	4-2519-74304-4-600	13,064.13	53.1%	20,000.00	increase to Adult non-fiction greatly needed to improve this collection
95	Books - Adult Fiction	4-2519-74304-6-600	22,609.13	-11.5%	20,000.00	reduction in amount of Adult fiction to offset some of costs of increased Adult non-fiction
96	Books - Teen Materials	4-2520-74304-0-600	4,243.60	65.0%	7,000.00	Graphic Novels combined into Teen Materials GL
97	Graphic Novels		2,000.00			
98	Large Print	4-2519-74304-8-600	4,927.39	1.5%	5,000.00	
99	Books - Juvenile Non-fiction	4-2519-74304-2-600	6,159.24	29.9%	8,000.00	increase to Juvenile non-fiction to improve this collection
100	Books - Juvenile Paperbacks	4-2519-74304-3-600	4,619.43	-56.7%	2,000.00	reduction in amount of Juvenile paperbacks as this format not as popular and to cover the increase in juvenile non-fiction
101	Books - Juvenile Fiction	4-2519-74304-9-600	11,163.63	1.2%	11,300.00	
102	Periodicals	4-2519-74304-7-600	7,886.97	2.7%	8,100.00	conservative estimate in increase cost of print periodicals
103	DVDs (and Blu Rays 2016 -)	4-2580-74304-0-600	14,000.00	28.6%	18,000.00	Blu Rays combined with DVD GL and small increase to meet customer requests, especially in the area of TV series
104	Blu Rays		3,000.00			
105	Compact Discs	4-2580-74304-4-600	3,849.53	3.9%	4,000.00	
106	Audio Books	4-2580-74304-5-600	6,775.17	3.3%	7,000.00	small increase to improve increased costs and improve collection of materials for print disabled
107	Digitization of Fort Record	4-2518-74304-0-600	1,773.19	1.5%	1,800.00	Cost to digitize all editions of the Fort Record from the previous year.
108	**Total Collection Costs**		**117,830.65**	**5.5%**	**124,300.00**	
109						

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	A	B	G	H	I	N
1	**Description**	**GL Code**	**2015 Budget**	**% Change**	**2016 Budget**	**Notes**
110						
111	**Computer Replacement/Acquisition**					
112	Ongoing PC and monitor replacement	5-6631-74302-2-600-50302	10,000.00	0.0%	10,000.00	Includes barcode readers, public PCs and other items
113	Network equipment replacement	5-6631-74302-2-600-50302	2,500.00	0.0%	2,500.00	
114	Computers for Library Expansion	5-6631-74302-2-600-50302	0.00	0.0%	0.00	
115	Horizon System replacement fund	5-6631-74302-2-600-50302	5,000.00	0.0%	5,000.00	
116	RFID equipment ongoing replacement	5-6631-74302-2-600-50302	12,000.00	0.0%	12,000.00	Ongoing replacement fund.
117	**Total Computer Replacement/Acquisition**		**29,500.00**	**0.0%**	**29,500.00**	
118						
119	**Enrich the Experience Fundraised**					
120	Furnishings and Equipment - Fundraised	5-6632-74302-2-600-50302			1,500.00	
121	Computer Replacement/Acquisition - Fundraised	5-6631-74302-2-600-50301			1,500.00	
122	Books, Media & Periodicals - Fundraised	5-6633-74302-2-600-50301			1,450.00	
123						
124	**Interior Maintenance, Furniture, and Equipment**					
125	Furniture and Shelving Replacement Fund	5-6632-74302-2-300-50301	26,500.00	0.0%	26,500.00	Ongoing, 5% of value each year.
126	Book Cart	5-6632-74302-2-300-50301	500.00	0.0%	500.00	Ongoing replacement, one per year.
127	**Total Interior Maintenance…**		**27,000.00**	**0.0%**	**27,000.00**	
128						
129	**TOTAL CAPITAL EXPENSES**		**174,330.65**	**3.7%**	**180,800.00**	
130						
131						
132	**TOTAL EXPENSES**		**1,223,931.80**	**2.1%**	**1,250,194.63**	

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