



radium hot springs

P U B L I C L I B R A R Y

November 15, 2017

Shannon Moskal, Corporate Officer, RDEK
19-24th Ave S
CRANBROOK BC V1C 3H8

Dear Ms Moskal:

You will find attached the 2018 proposed budget for the Radium Hot Springs Public Library. The rationale for the increased expenditures is listed below:

1. Effective July 1, 2018, the Library will move from its current space (800 sq ft) to its new home (1,367 sq ft) in the Radium Hot Springs Community Hall. Therefore, the projected cost for rent, hydro, and cleaning will increase beginning July 1.
2. Effective July 1, 2018, the Library will increase its opening hours from 11 hours/week to 28 hours/week. In comparing library open hours across communities serving populations similar to Radium Hot Springs Public Library, this increase falls well within operating hours that range from 19 hours to 47 hours/week.
3. Effective July 1, 2018, Library staffing will increase from 1 employee (.54 FTE) to a Library Director (30 hrs/wk) and a Library Assistant (20 hrs/wk). Such proposed staffing (1.25 FTE) will still require weekly volunteer support.
4. Effective July 1, 2018, increased space in the new facility will allow more space for patrons, for patron computer stations, for programming, and for housing the collection. Therefore, annual programming and collection expenses will increase.

While the increase in expenses is substantial, it is based on a sound rationale (see above) and on current cost. It is anticipated that by the late Fall of 2018, the Radium Hot Springs Public Library Board will be in a better position to determine the actual cost of operating in the new Community Hall. In addition, the Board will be able to assess the impact of increased library open hours as well as increased staffing for serving patrons in the Columbia Valley.

On behalf of the Radium Hot Springs Public Library Board, I am submitting a grant request in the amount of \$32,254.63 from the RDEK for 2018.

Sincerely,



Jane Thurgood Sagal
Chair, RHSPL Board

Attachment

PO Box 293, #2, 7585 Main St. West
Radium Hot Springs, BC V0A 1M0
Ph. 250-347-2434
Email: radiumpubliclibrary@hotmail.com

Account #	REVENUES	2018 Budget
	<u>Government Funding</u>	
4001	BCCLS "Law Matters" Grant	
4002	One Card Grant	\$ 6,350.00
4004	BC Equity (Literacy) Grant	\$ 1,563.00
4005	Provincial Library Grant	\$ 4,288.00
4006	Municipal Grant	\$ 35,200.00
4007	Regional District Grant	\$ 32,254.63
4008	Resource Sharing Grant	\$ 1,140.00
4009	Small Business Hire Credit - Federal	\$ -
		\$ 80,795.63
	<u>Community Assistance Grants</u>	
4015	Columbia Basin Trust (Community Initiatives)	\$ 10,000.00
	Panorama	\$ 10,000.00
	Columbia Valley Community Foundation	\$2,500.00
4017	Kootenay Library Federation	\$ 430.00
	Sub-Total:	\$ 22,930.00
	<u>Other Grants</u>	
4025	Miscellaneous Donations & Revenues (w.stipulations)	
2615	Deferred Revenue	
	Sub-Total:	
	<u>Own Source Revenues</u>	
4045	Fines & Penalties	
4047	Book Sales	\$ 735.00
4048	Fund Raising - BHST	\$ 100.00
4053	Fund Raising - Various (i.e. garage sale)	\$ 1,500.00
	Sub-Total:	\$ 2,335.00
	<u>Other Revenues</u>	
4065	Interest & Dividends	\$ 500.00
4066	Other Donated Items & Misc. Revenues (no stipulations)	\$ 500.00
4067	Donated Books	\$ 200.00
4068	Credit Card - Awards/Credits Earned	
	Sub-Total:	\$ 1,200.00
	GRAND TOTAL #1:	\$ 107,260.63
Accts 1810 - 1822	Unfunded Amortization Revenue	
	Revenue from Accumulated Surplus	
	GRAND TOTAL #2:	

Account #	EXPENSES	2018 Budget
	<u>Library Admin Services</u>	
5001	Miscellaneous Administration Costs	\$ 300.00
5003	Membership Fees & Dues	\$ 242.25
5005	Conferences & Training	\$ 2,000.00
5007	Board Expenses	\$ 1,000.00
5008	Premises - Mtncce & Cleaning Supplies	\$ 950.00
5011	Insurance - Library Contents	\$ 300.00
5012	Rent & Common Fees	\$ 14,312.10
5016	Donations Made to 2nd Parties	\$ 200.00
	Sub-Total:	\$ 19,304.35
	<u>Office Services</u>	
5021	Postage	\$ 400.00
5022	Printing & Advertising	\$ 500.00
5024	Office Supplies	\$ 1,000.00
5025	Bank Charges	\$ 80.00
5026	Telephones & Internet	\$ 1,650.00
5027	Hydro	\$ 1,900.00
5030	Accounting Services	\$ 9,565.00
5031	Membership Cards/Bar Codes	
5033	Computers/Software/Technical Support	\$ 6,000.00
5035	Office Furniture and Equipment	\$ 8,300.00
5036	Shelving & Signage	
5037	Book Supports	\$ 12,500.00
	Sub-Total:	\$ 41,895.00
	<u>Material Purchases</u>	
5051	Adult Materials (Books)	\$ 4,000.00
5052	Young Adult Books	\$ 500.00

5055	Subscriptions	\$ 150.00
5056	Children's Materials (Books)	\$ 500.00
	Sub-Total:	\$ 5,150.00
	<u>Programs & Services</u>	
5054	Programs - Supplies & Casual Salaries	\$ 500.00
	Sub-Total:	\$ 500.00
	<u>Cost of Goods Sold</u>	
5120	Inventory Cost - Big Horn Small Talk Books	\$59.90
5200	Inventory Variance	
	Sub-Total:	\$59.90
	<u>Payroll Expenses</u>	
5410	Wages & Salaries	\$38,566.80
5420	EI Expense	\$899.38
	CPP Expense	\$801.90
5440	WCB Expense	\$83.30
	Sub-Total:	\$40,351.38
	GRAND TOTAL #1:	\$ 107,260.63
Accts 5089 - 5097	Amortization Expense	\$ 11,400.00
	GRAND TOTAL #2:	