



AGENDA

Special Meeting of Council



**Tuesday
November 17, 2020
Council Chambers
5:15 pm**

"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."

PO Box 570
Burns Lake, BC V0J 1E0
250 692-7587
www.burnslake.ca

2020 MUNICIPAL OBJECTIVES

- 1. Strong and diverse economy with the development of tourism and a vibrant downtown**
 - Implement the recommendations in the 'Chart the Course' economic diversification plan that includes tourism
 - Implement recommendations of the branding strategy underway in 2019
 - Promote business opportunities and work towards attracting at least one immigrant business from the regional pilot program
 - Support events for recreation for example with BL Mountain Bike Association
 - Improve amenities at the local campground

- 2. Good government that is financially sustainable and invests in infrastructure to serve the community**
 - Practice good communication with the public through social media, being approachable, accountable and transparent
 - Build out infrastructure that increases livability like a splash park
 - Commit a minimum of \$1.2m to paving and improvement projects between 2020 and 2022
 - Proceed with the downtown parking lot project
 - Implement industrial site signage
 - Promote EV charging stations and encourage recycling

- 3. Exercise social responsibility, housing availability for the community's diverse population, safety for the community, and wildfire protection**
 - Continue work with the Community Wildfire Protection Plan to keep our community safe
 - Support the FireSmart Committee, encourage citizen participation and consider resources to do so
 - Support developers and not-for-profit organizations with new housing for market and subsidized multi-family dwellings; investigate local government incentive tools

- 4. Environmental stewardship with the provision of parks, recreation services**
 - Assess opportunities for lakeshore development with First Nations
 - Increase number of people using the multiplex especially from outside the community

AGENDA

Special Meeting of Council for the Corporation of the Village of Burns Lake, held in Council Chambers on
November 17, 2020 at 5:15 p.m.

| TOPIC | PAGE |
|--|------|
| 1. CALL TO ORDER | |
| 2. APPROVAL OF AGENDA | |
| Recommendation: | |
| THAT the Agenda for the November 17, 2020, Special meeting be approved. | |
| 3. ADOPTION OF THE MINUTES - None | |
| 4. REPORTS | |
| 2021 budget presentations from the following organizations: | |
| a) Lakes District Museum – <i>Cameron Hart, Director</i> | |
| • 2021 Budget Request | 4 |
| • 2020 Budget Request | 6 |
| b) Burns Lake & District Library – <i>Manager Monika Wellner</i> | |
| • 2021 Budget Request | 8 |
| • 2020 Budget Request | 12 |
| 5. NEW BUSINESS - None | |
| 6. BUSINESS ARISING - None | |
| 7. ADJOURN | |

LAKES DISTRICT MUSEUM SOCIETY

2021 Five Year Financial Plan

| DESCRIPTION | 2021 | 2022 | 2023 | 2024 | 2025 |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|
| INCOME | | | | | |
| Admissions | 600 | 624 | 649 | 675 | 702 |
| Art on Consignment | 0 | 0 | 0 | 0 | 0 |
| Book Sales | 140 | 146 | 151 | 157 | 164 |
| Postcards | 21 | 22 | 23 | 24 | 25 |
| Souvenirs | 5 | 5 | 5 | 6 | 6 |
| Donations | 0 | 0 | 0 | 0 | 0 |
| Fundraising | 250 | 260 | 270 | 281 | 292 |
| Gifts - Charities | 0 | 0 | 0 | 0 | 0 |
| Gifts - Oth Special | 0 | 0 | 0 | 0 | 0 |
| Gifts - Not Tax Received | 0 | 0 | 0 | 0 | 0 |
| Gifts - Tax Received | 0 | 0 | 0 | 0 | 0 |
| Grants | 0 | 4000 | 5000 | 5200 | 5408 |
| Amounts from Federal Gov | 8512 | 18889 | 19645 | 20431 | 21248 |
| Municipal/Regional Govt | 51037 | 53078 | 55202 | 58700 | 61048 |
| Amounts Prov Govt | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 130 | 135 | 141 | 146 | 152 |
| Transfer from Reserves | 15420 | 2000 | 1240 | 0 | 0 |
| Memberships | 200 | 208 | 216 | 225 | 234 |
| Miscellaneous | 300 | 312 | 324 | 337 | 351 |
| Photocopying | 10 | 10 | 11 | 11 | 12 |
| Photographs | 75 | 78 | 81 | 84 | 88 |
| Sale of Assets | 0 | 0 | 0 | 0 | 0 |
| Cost of Goods Sold | 45 | 47 | 49 | 51 | 53 |
| TOTAL INCOME | 76745 | 79815 | 83007 | 86328 | 89781 |
| | 2021 | 2022 | 2023 | 2024 | 2025 |
| EXPENSE | | | | | |
| Advertising & Promotion | 550 | 572 | 595 | 619 | 643 |
| Cash Awards & Grants | 0 | 0 | 0 | 0 | 0 |
| Bank Service Charges | 100 | 104 | 108 | 112 | 117 |
| Computer Hardware | 100 | 104 | 108 | 112 | 117 |
| Software | 250 | 260 | 270 | 281 | 292 |
| Conferences & Workshops | 500 | 520 | 541 | 562 | 585 |
| Cleaning & Janitorial | 200 | 208 | 216 | 225 | 234 |
| Cost of Assets on Disposal | 0 | 0 | 0 | 0 | 0 |
| Events | 200 | 208 | 216 | 225 | 234 |
| Gifts | 50 | 52 | 54 | 56 | 58 |
| Insurance | 450 | 468 | 487 | 506 | 526 |
| Interest Expense | 0 | 0 | 0 | 0 | 0 |
| Legal | 50 | 52 | 54 | 56 | 58 |

| | | | | | |
|------------------------------|--------------|--------------|--------------|--------------|--------------|
| Licenses & Permits | 0 | 0 | 0 | 0 | 0 |
| Memberships & Dues | 350 | 364 | 379 | 394 | 409 |
| Miscellaneous Expense | 125 | 130 | 135 | 141 | 146 |
| Office Supplies | 250 | 260 | 270 | 281 | 292 |
| Payroll | 54250 | 56420 | 58677 | 61024 | 63465 |
| CPP Expense | 2625 | 2730 | 2839 | 2953 | 3071 |
| EI Expense | 1225 | 1274 | 1325 | 1378 | 1433 |
| Payroll Expenses - Penalties | 0 | 0 | 0 | 0 | 0 |
| Photocopying & Printing | 100 | 104 | 108 | 112 | 117 |
| Postage & Freight | 50 | 52 | 54 | 56 | 58 |
| Prepaid Expenses | 0 | 0 | 0 | 0 | 0 |
| Professional Fees | 1600 | 1664 | 1731 | 1800 | 1872 |
| Promotional Expense | 0 | 0 | 0 | 0 | 0 |
| Rent Expense | 3120 | 3244.8 | 3375 | 3510 | 3650 |
| Repairs & Maintenance | 1500 | 1560 | 1622 | 1687 | 1755 |
| Restoration Expense | 1000 | 1040 | 1082 | 1125 | 1170 |
| Safety | 750 | 780 | 811 | 844 | 877 |
| Special Projects | 2500 | 2600 | 2704 | 2812 | 2925 |
| Telephone & Internet | 1800 | 1872 | 1947 | 2025 | 2106 |
| Tools & Equipment | 100 | 104 | 108 | 112 | 117 |
| Unrecoverable GST | 300 | 312 | 324 | 337 | 351 |
| Electricity | 0 | 0 | 0 | 0 | 0 |
| Heating | 2400 | 2496 | 2596 | 2700 | 2808 |
| WCB | 250 | 260 | 270 | 281 | 292 |
| TOTAL EXPENSE | 76745 | 79815 | 83007 | 86328 | 89781 |
| Surplus/(Deficit) | 0 | 0 | 0 | 0 | 0 |

6 2020 Budget Request

LAKES DISTRICT MUSEUM SOCIETY FIVE YEAR PLAN

| ACCT | DESCRIPTION | 2020 | 2021 | 2022 | 2023 | 2024 | NOTES |
|---------------------|----------------------------|--------------|--------------|--------------|--------------|--------------|-------|
| Income | | | | | | | |
| 41700 | Admissions | 650 | 650 | 675 | 675 | 680 | |
| 42100 | Book Sales | 100 | 125 | 175 | 175 | 180 | |
| 42200 | Postcards | 0 | 20 | 30 | 30 | 30 | |
| 42300 | Souvenirs | 50 | 50 | 70 | 70 | 80 | |
| 42500 | Donations | 0 | 0 | 0 | 0 | 0 | |
| 42510 | Fundraising | 250 | 250 | 275 | 275 | 280 | |
| 43100 | Gifts - Charities | 0 | 0 | 0 | 0 | 0 | |
| 43200 | Gifts - Oth Special | 0 | 0 | 0 | 0 | 0 | |
| 43300 | Gifts - Not Tax Receipted | 0 | 0 | 0 | 0 | 0 | |
| 43400 | Gifts - Tax Receipted | 0 | 0 | 0 | 0 | 0 | |
| 43900 | Grants | 0 | 0 | 0 | 0 | 0 | |
| 44100 | Amounts from Federal Gov | 8176 | 8512 | 8682 | 8682 | 8856 | 1 |
| 44200 | Municipal/Regional Govt | 49074 | 49945 | 50922 | 51628 | 52459 | 2 |
| 44300 | Amounts Prov Govt | 0 | 0 | 0 | 0 | 0 | |
| 45010 | Interest Income | 0 | 0 | 0 | 0 | 0 | |
| 45020 | Transfer from Reserves | 8000 | 1000 | 0 | 5000 | 0 | 3 |
| 45030 | Memberships | 150 | 150 | 170 | 170 | 170 | |
| 45400 | Miscellaneous | 471 | 285 | 295 | 398 | 288 | 4 |
| 45415 | Photocopying | 0 | 0 | 50 | 50 | 60 | 5 |
| 45420 | Photographs | 0 | 0 | 50 | 60 | 70 | 6 |
| 45500 | Sale of Assets | 0 | 0 | 0 | 0 | 0 | |
| 45550 | Cost of Goods Sold | 0 | 0 | 0 | 0 | 0 | |
| TOTAL INCOME | | 66921 | 60987 | 61395 | 67213 | 63153 | |
| Expense | | | | | | | |
| 50000 | Advertising & Promotion | 600 | 600 | 625 | 625 | 650 | |
| 50100 | Cash Awards & Grants | 0 | 0 | 0 | 0 | 0 | |
| 50200 | Bank Service Charges | 140 | 145 | 150 | 155 | 160 | |
| 50310 | Computer Hardware | 500 | 400 | 400 | 400 | 500 | 7 |
| 50320 | Software | 500 | 500 | 500 | 500 | 525 | |
| 50350 | Conferences & Workshops | 500 | 0 | 500 | 0 | 600 | 8 |
| 50400 | Cleaning & Janitorial | 200 | 204 | 220 | 240 | 250 | |
| 50410 | Cost of Assets on Disposal | 0 | 0 | 0 | 0 | 0 | |
| 50450 | Events | 200 | 200 | 200 | 250 | 260 | |
| 50490 | Gifts | 300 | 300 | 300 | 300 | 300 | |
| 50500 | Insurance | 750 | 765 | 780 | 800 | 820 | |
| 50550 | Interest Expense | 0 | 0 | 0 | 0 | 0 | |
| 51000 | Legal | 75 | 77 | 78 | 80 | 82 | |
| 51100 | Licenses & Permits | 0 | 0 | 0 | 0 | 0 | |
| 52000 | Memberships & Dues | 275 | 281 | 290 | 290 | 320 | |
| 52100 | Miscellaneous Expense | 0 | 0 | 0 | 0 | 0 | |
| 53000 | Office Supplies | 500 | 510 | 520 | 525 | 550 | |

2020

| | | | | | | |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|----|
| 55100 Payroll | 39307 | 40735 | 41550 | 42025 | 42340 | 9 |
| 56100 CPP Expense | 1840 | 1900 | 1938 | 1940 | 1979 | 10 |
| 56200 EI Expense | 892 | 1000 | 1020 | 1025 | 1046 | 11 |
| 56400 Payroll Expenses - Penalties | 0 | 0 | 0 | 0 | 0 | |
| 56450 Photocopying & Printing | 125 | 125 | 128 | 130 | 130 | |
| 56500 Postage & Freight | 50 | 50 | 51 | 55 | 55 | |
| 56550 Prepaid Expenses | 0 | 0 | 0 | 0 | 0 | |
| 56700 Professional Fees | 1200 | 1224 | 1248 | 1275 | 1300 | |
| 57100 Rent Expense | 3000 | 3060 | 3121 | 3200 | 3200 | 12 |
| 57200 Repairs & Maintenance | 9000 | 2020 | 1050 | 6100 | 1100 | 13 |
| 57300 Restoration Expense | 1000 | 1020 | 1050 | 1100 | 1100 | |
| 57700 Safety | 500 | 500 | 500 | 540 | 551 | |
| 57800 Special Projects | 300 | 300 | 0 | 310 | 0 | |
| 58000 Telephone & Internet | 1800 | 1836 | 1873 | 1910 | 1948 | |
| 58500 Tools & Equipment | 125 | 125 | 125 | 100 | 100 | |
| 58750 Unrecoverable GST | 501 | 316 | 327 | 430 | 321 | 14 |
| 59100 Electricity | 0 | 0 | 0 | 0 | 0 | |
| 59200 Heating | 2600 | 2652 | 2705 | 2759 | 2814 | |
| 59500 WCB | 141 | 144 | 146 | 149 | 152 | |
| TOTAL EXPENSE | 66921 | 60987 | 61395 | 67213 | 63153 | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

NOTES

- 1 Canada Summer Jobs program - sponsorship (they pay minimum wage)
- 2 Grant required from Regional District of Bulkley-Nechako's Arts & Culture Fund
- 3 Repairs to General Store (2020), dehumidifier (2021), and roof on Bucket of Blood (2023)
- 4 GST recovery, based on eligible expenses in this projection
- 5 Photocopying of archival material for clients.
- 6 Printing of archival photographs for clients.
- 7 Replacement of computers and printers over next five years (used prices).
- 8 Attendance at BC Museum Association conference once every two years.
- 9 Includes curator (.58 FTE) and summer students, and 28 hrs casual help.
- 10 CPP expense for curator and summer students.
- 11 EI expenses for curator and summer students.
- 12 Rental of museum building from Village of Burns Lake.
- 13 Includes cost of repairs outlined in Note 3, plus additional sum for miscellaneous repairs.
- 14 Non-recoverable GST (50 per cent of eligible expenses)

| Burns Lake Public Library | | | |
|---------------------------------------|----------------------|----------------------|----------------------|
| 2021 Budget Projection | | | |
| | 2020 Budget | YTD 2020 | 2021 Budget |
| Revenue | Projection | 09-2020 | Projection |
| Operating | | | |
| Province of British Columbia | | | |
| Operating (Per Capita) Grant | \$ 22,150.00 | \$22,150.00 | \$22,150.00 |
| BC Interlibrary Loan Grant | \$ 7,950.00 | \$7,923.00 | \$7,923.00 |
| BC Literacy Equity Grant | \$ 5,795.00 | \$5,793.00 | \$5,793.00 |
| Provincial Tech Grant | | \$11,003.00 | |
| BC One Card Grant | \$ 10,250.00 | \$ 10,250.00 | \$ 10,250.00 |
| TOTAL PROVINCIAL FUNDING | \$ 46,145.00 | \$ 57,119.00 | \$ 46,116.00 |
| Regional District Grant | | | |
| Grant | \$ 260,000.00 | \$ 166,666.68 | \$ 281,984.00 |
| Grant in Aid | | | |
| TOTAL LOCAL GOVERNMENT FUNDING | \$ 260,000.00 | \$ 166,666.68 | \$ 281,984.00 |
| Interest and Dividends | \$ 100.00 | \$ 67.88 | \$ 100.00 |
| TOTAL INTEREST AND DIVIDENDS | \$ 100.00 | \$ 67.88 | \$ 100.00 |
| Other Grants/Projects | | | |
| Burns Lake Community Forest Grant | | | \$ 10,000.00 |
| Lakes Literacy Grant | \$ 2,000.00 | \$ 1,455.00 | \$ 1,455.00 |
| BL& District Community Foundation | | | \$ 2,000.00 |
| Northern Central Library Federation | \$ 3,000.00 | \$ 2,250.00 | \$ 3,000.00 |
| Canada Helps | | \$ 96.25 | \$ - |
| Canada Summer Job Grant | \$ 4,300.00 | | \$ 4,200.00 |
| Rotary Club Grant | | \$ 42,000.00 | |
| TOTAL GRANTS AND PROJECTS | \$ 9,300.00 | \$ 45,801.25 | \$ 20,655.00 |
| Self-Generated Revenue | | | |
| Donation | \$ 2,500.00 | \$ 313.08 | \$ 2,500.00 |

| | | | |
|--|----------------------|----------------------|----------------------|
| Fax/Photocopying Fees | \$ 2,000.00 | \$ 568.25 | \$ 2,000.00 |
| Fines and Fees | \$ 2,500.00 | \$ 696.45 | \$ 2,000.00 |
| Room/Table/Chair Rental | \$ 3,000.00 | \$ 175.00 | \$ 3,000.00 |
| Used Books | \$ 500.00 | \$ 148.90 | \$ 300.00 |
| Exam Invigilation | \$ 600.00 | \$ 120.00 | \$ 1,000.00 |
| Special Events/Fundraising | \$ 9,000.00 | \$ 2,718.50 | \$ 10,000.00 |
| TOTAL SELF-GENERATED REVENUE | \$ 20,100.00 | \$ 4,740.18 | \$ 20,800.00 |
| TOTAL REVENUE | \$ 335,645.00 | \$ 274,394.99 | \$ 369,655.00 |
| EXPENDITURE | 2020 Budget | YTD 2020 | 2021 Budget |
| | Projection | 09-2020 | Projection |
| Wages/Benefits | | | |
| Wages | \$ 201,705.00 | \$ 118,060.64 | \$ 214,923.00 |
| Wages for additional hours (pending funding) | \$ - | \$ - | \$ - |
| MERC's | \$ 15,850.00 | \$ 8,832.76 | \$ 26,048.00 |
| WCB | \$ 270.00 | \$ 278.13 | \$ 760.00 |
| Benefits | \$ 8,240.00 | \$ 7,344.45 | \$ 8,979.00 |
| TOTAL WAGES/BENEFITS | \$ 226,065.00 | \$ 134,515.98 | \$ 250,710.00 |
| Administration | | | |
| Advertising | \$ 1,000.00 | \$ 628.11 | \$ 1,000.00 |
| Audit Fee | | | \$ 11,745.00 |
| Professional Fee(Transitions/Bookkeeping) | \$ 7,000.00 | \$ 5,545.24 | \$ 5,500.00 |
| Bank Charges | \$ 500.00 | \$ 76.11 | \$ 500.00 |
| Dues and Memberships | \$ 500.00 | \$ 406.94 | \$ 500.00 |
| Fundraising Expenses | \$ 500.00 | \$ 25.13 | \$ 500.00 |
| Office Materials and Supplies | \$ 2,200.00 | \$ 766.40 | \$ 2,200.00 |
| Postage | \$ 4,500.00 | \$ 1,037.21 | \$ 4,500.00 |
| Service Agreements | | | |
| IT Support | \$ 1,000.00 | \$ 41.00 | \$ 500.00 |
| IT Staff position (pending funding) | \$ - | \$ - | \$ - |
| Integrated Library System (SITKA) | \$ 2,200.00 | \$ 2,182.34 | \$ 2,200.00 |

| | | | |
|-----------------------------|---------------------|---------------------|---------------------|
| TOTAL ADMINISTRATION | \$ 19,400.00 | \$ 10,708.48 | \$ 29,145.00 |
| Facilities | | | |
| Rent | \$ 7,200.00 | \$ 6,662.50 | \$ 7,200.00 |
| Hydro | \$ 3,500.00 | \$ 2,309.10 | \$ 3,500.00 |
| Heating | \$ 4,000.00 | \$ 3,888.26 | \$ 4,500.00 |
| Insurance | \$ 1,000.00 | \$ 1,264.00 | \$ 1,300.00 |
| Furniture and Equipment | ? | \$ 402.11 | \$ 500.00 |
| Printing Costs | \$ 2,500.00 | \$ 1,900.58 | \$ 2,500.00 |
| Repair and Maintenance | \$ 1,000.00 | \$ 149.01 | \$ 1,000.00 |
| Janitorial | \$ 2,200.00 | \$ 2,030.45 | \$ 2,700.00 |
| Computers and Software | \$ 2,500.00 | \$ 768.04 | \$ 1,000.00 |
| Telephone | \$ 3,600.00 | \$ 2,026.63 | \$ 3,600.00 |
| TOTAL FACILITIES | \$ 27,500.00 | \$ 21,102.66 | \$ 27,800.00 |
| Collections | | | |
| Children's Books | \$ 11,000.00 | \$ 5,027.88 | \$ 11,000.00 |
| Adult Books | \$ 18,000.00 | \$ 8,618.53 | \$ 18,000.00 |
| DVD's | \$ 4,500.00 | \$ 2,988.46 | \$ 4,500.00 |
| Audio Books | \$ 500.00 | \$ 71.72 | \$ - |
| Electronic Databases | \$ 6,000.00 | \$ 5,054.28 | \$ 6,000.00 |
| Periodicals | \$ 2,000.00 | \$ 1,701.52 | \$ 2,000.00 |
| Acquisitions Supplies | \$ 2,500.00 | \$ 1,669.39 | \$ 2,500.00 |
| Lost Books | \$ 500.00 | \$ 29.99 | \$ 500.00 |
| TOTAL COLLECTIONS | \$ 45,000.00 | \$ 25,161.77 | \$ 44,500.00 |
| Programs | | | |
| Community Programs | \$ 2,000.00 | \$ 1,518.58 | \$ 2,000.00 |
| Honoraria | \$ 2,000.00 | | \$ 2,000.00 |
| Literacy Programs Supplies | \$ 3,500.00 | \$ 582.84 | \$ 3,500.00 |
| TOTAL PROGRAMS | \$ 7,500.00 | \$ 2,101.42 | \$ 7,500.00 |
| Professional Development | | | |
| Board | \$ 2,500.00 | \$ 50.10 | \$ 2,500.00 |
| Staff | \$ 5,500.00 | | \$ 5,500.00 |

| | | | |
|--|----------------------|----------------------|----------------------|
| TOTAL PROFESSIONAL DEVELOPMENT | \$ 8,000.00 | \$ 50.10 | \$ 8,000.00 |
| Safety and Security | | | |
| Safety/Elevator | \$ 1,000.00 | \$ 591.44 | \$ 1,000.00 |
| Security System Fee and Maintenance | \$ 1,180.00 | \$ 306.88 | \$ 1,000.00 |
| Security system installation (pending funding) | \$ - | \$ - | |
| TOTAL SAFETY AND SECURITY | \$ 2,180.00 | \$ 898.32 | \$ 2,000.00 |
| Provincial Tech Grant Expenses | | \$ 11,003.00 | |
| Rotary Club Grant Expenses | | \$ 42,000.00 | |
| TOTAL EXPENDITURES | \$ 335,645.00 | \$ 247,541.73 | \$ 369,655.00 |
| | | | |
| | | | |
| | | | |
| NET(SURPLUS/DEFICIT) | \$ - | \$ 26,853.26 | \$ - |

| Burns Lake Public Library | 2018 Actual | 2019 Budget | YTD 2019 | 2020 Budget |
|---|---------------|---------------|---------------|---------------|
| 2020 Budget Projection Page 2 | | Proposed | 08/31/2019 | Projection |
| EXPENDITURE | | | | |
| Wages/Benefits | | | | |
| Wages | \$ 168,515.29 | \$ 184,300.00 | \$ 98,802.32 | \$ 201,705.00 |
| MERC's | \$ 12,152.00 | \$ 13,200.00 | \$ 9,891.24 | \$ 15,850.00 |
| WCB | \$ 200.11 | \$ 250.00 | \$ 198.86 | \$ 270.00 |
| Benefits | | \$ 6,900.00 | \$ 4,814.02 | \$ 8,240.00 |
| TOTAL WAGES/BENEFITS | \$ 180,867.40 | \$ 204,650.00 | \$ 113,706.44 | \$ 226,065.00 |
| Administration | | | | |
| Advertising | \$ 1,445.20 | \$ 1,000.00 | \$ 721.75 | \$ 1,000.00 |
| Professional Fee(Transitions/Bookkeeping) | \$ 7,300.00 | \$ 7,000.00 | \$ 3,341.50 | \$ 7,000.00 |
| Bank Charges | \$ 256.32 | \$ 250.00 | \$ 415.62 | \$ 500.00 |
| Dues and Memberships | \$ 922.67 | \$ 950.00 | \$ 88.00 | \$ 500.00 |
| Fundraising Expences | | | | \$ 500.00 |
| Office Materials and Supplies | \$ 2,059.56 | \$ 2,000.00 | \$ 1,081.85 | \$ 2,200.00 |
| Postage | \$ 3,809.90 | \$ 4,500.00 | \$ 2,903.89 | \$ 4,500.00 |
| Service Agreements | | | | |
| IT Support | | | \$ 410.00 | \$ 1,000.00 |
| Integrated Library System (SITKA) | | | \$ 2,182.33 | \$ 2,200.00 |
| TOTAL ADMINISTRATION | \$ 15,793.65 | \$ 15,700.00 | \$ 11,144.94 | \$ 19,400.00 |
| Facilities | | | | |
| Rent | \$ 6,000.00 | \$ 6,000.00 | \$ 4,100.00 | \$ 7,200.00 |
| Hydro | \$ 3,358.95 | \$ 4,300.00 | \$ 2,214.00 | \$ 3,500.00 |
| Heating | \$ 3,367.82 | \$ 5,000.00 | \$ 2,403.25 | \$ 4,000.00 |
| Insurance | \$ 1,031.00 | \$ 1,000.00 | \$ 760.00 | \$ 1,000.00 |
| Furniture and Equipment | | \$ 3,000.00 | | ? |
| Internet | \$ 6,738.79 | \$ - | \$ - | \$ - |
| Printing Costs | \$ 2,933.43 | \$ 3,000.00 | \$ 1,427.85 | \$ 2,500.00 |
| Repair and Maintenance | \$ 507.78 | \$ 1,500.00 | \$ 1,875.70 | \$ 1,000.00 |
| Janitorial | \$ 2,236.55 | \$ 2,500.00 | \$ 1,372.90 | \$ 2,200.00 |
| Computers and Software | \$ 3,998.97 | \$ 2,500.00 | \$ 13,581.47 | \$ 2,500.00 |
| Telephone | \$ 2,253.29 | \$ 2,400.00 | \$ 1,594.05 | \$ 3,600.00 |
| TOTAL FACILITIES | \$ 32,426.58 | \$ 31,200.00 | \$ 29,329.22 | \$ 27,500.00 |
| Collections | | | | |
| Children's Books | \$ 7,453.48 | \$ 12,000.00 | \$ 5,295.05 | \$ 11,000.00 |
| Adult Books | \$ 12,459.47 | \$ 18,000.00 | \$ 14,009.96 | \$ 20,000.00 |
| DVD's | \$ 1,378.05 | \$ 4,500.00 | \$ 2,175.68 | \$ 4,500.00 |
| Audio Books | \$ 95.77 | \$ 430.00 | \$ 448.63 | \$ 500.00 |
| Electronic Databases | \$ 7,039.60 | \$ 7,000.00 | \$ 4,806.02 | \$ 6,000.00 |
| Periodicals | \$ 2,279.75 | \$ 2,500.00 | \$ 1,599.08 | \$ 2,000.00 |
| Acquisitions Supplies | \$ 1,262.76 | \$ 2,300.00 | \$ 1,123.56 | \$ 2,500.00 |
| Lost Books | \$ 1,285.91 | \$ 1,000.00 | \$ 29.95 | \$ 500.00 |
| TOTAL COLLECTIONS | \$ 33,254.79 | \$ 47,730.00 | \$ 29,487.93 | \$ 47,000.00 |
| | | | | |
| | | | | |
| | | | | |

| Burns Lake Public Library | 2018 Actual | 2019 Budget | YTD 2019 | 2020 Budget |
|---|---------------|---------------|---------------|---------------|
| 2020 Budget Projection Page 3 | | Proposed | 08/31/2019 | Projection |
| Programs | | | | |
| Community Programs | \$ 1,713.64 | \$ 2,500.00 | \$ 1,887.56 | \$ 2,500.00 |
| Honoraria | | | | \$ 2,000.00 |
| Literacy Programs | \$ 1,480.41 | \$ 3,000.00 | \$ 43.88 | \$ 1,000.00 |
| Program Supplies | | | \$ 2,306.16 | \$ 2,500.00 |
| TOTAL PROGRAMS | \$ 3,194.05 | \$ 5,500.00 | \$ 4,237.60 | \$ 8,000.00 |
| Professional Development | | | | |
| Board | | \$ 1,000.00 | | \$ 2,500.00 |
| Staff | | \$ 2,500.00 | | \$ 5,500.00 |
| TOTAL PROFESSIONAL DEVELOPMENT | \$ 3,098.90 | \$ 3,500.00 | \$ 4,447.00 | \$ 8,000.00 |
| Safety and Security | \$ 653.57 | \$ 1,000.00 | \$ 438.10 | \$ 1,000.00 |
| Security System | \$ 841.93 | \$ 2,000.00 | \$ 306.89 | \$ 1,180.00 |
| TOTAL SAFETY AND SECURITY | \$ 1,495.50 | \$ 3,000.00 | \$ 744.99 | \$ 2,180.00 |
| TOTAL EXPENDITURES | \$ 270,130.87 | \$ 311,280.00 | \$ 193,098.12 | \$ 338,145.00 |
| Suspense Account | \$ 10,600.00 | | | |
| TOTAL EXPENDITURES AND SUSPENDED ITEMS | \$ 280,730.87 | | | |
| NET(SURPLUS/DEFICIT) | \$ 6,670.29 | | | |