

2026 Subsidiary Grant

Regional Municipality of Wood Buffalo Library Board

Recommended

CIP Grant Summary:

Fiscal Year End	Total Expenses	Unrestricted Net Assets	2023 Approved	2024 Approved	2025 Approved
12/31/2024	5,267,525	643,978	4,270,150	4,352,600	4,485,544
2026 Request	2026 Recommended	Variance Recommended vs. Requested	Secured Revenue	In Progress Revenue	2026 Request All Grants
4,664,965	4,664,965	-	817,688	243,200	4,664,965
Percentage Increase over 2025					4%

Notes:

2026 Grant Request:

Wood Buffalo Regional Library strives to meet the diverse needs of the region through library materials and resources, technology, and inclusive programs and services. Municipal support provides the primary funding needed for staffing, space, collections, operations and services.

Community Impacts/Outcomes: Promote creative expression and foster an engaged community, reduce barriers for teens and adults to access information and learning opportunities, nurture an inclusive and informed community, connect with the entire Wood Buffalo Region

Prior Year Outcomes:

100% residents reported accessing library tools and resources needed to develop positively; and 100% residents reported accessing library tools and resources needed to be connected to others in the community.

Budget Table:

	2026 Total Budget	2026 Grant Request	2026 Recommended
Revenues			
RMWB Subsidiary Grant	4,664,965	4,664,965	4,664,965
Province of Alberta-Operating Grant Per Capita	728,624	-	-
Province of Alberta-On Reserve/On Settlement Grant	13,316	-	-
Internal Transfers - Reserve	75,748	-	-
Total Revenues	5,482,653	4,664,965	4,664,965
Expenses			
Wages and Benefits	3,942,161	3,896,465	3,896,465
Rent, Utilities and Janitorial	768,500	768,500	768,500
Library Services	317,450	-	-
Programs and Events	105,000	-	-
Rural and Outreach Services	46,500	-	-
General Operations	337,242	-	-
Library Materials	209,000	-	-
Total Expenses	5,725,853	4,664,965	4,664,965
Total Surplus (Deficit)	\$ (243,200)	\$ -	\$ -



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Application ID

2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Applicant Information

Organization Information

Regional Municipality of Wood Buffalo Library Board
1 C.A. Knight Way
Fort McMurray, AB, T9H 5C5

Primary Contact

Melissa Flett
1 C. A. Knight Way
Fort McMurray, AB, T9H 5C5

Phone: s.20(1)
Email: Melissa.Flett@wbrl.ca



Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

In the last year, have there been any significant changes to your organization or program?

No

What is your organization's Mission Statement?

At Wood Buffalo Regional Library we support our community in building connections through information, technology resources, opportunities for creativity and learning, and inclusive programs and services.

Please summarize the proposed service(s) that your organization is requesting funding for.

The Wood Buffalo Regional Library (WBRL) is governed by the Regional Municipality of Wood Buffalo Library Board, which is committed to serving the diverse needs of our community. WBRL offers a wide range of library materials and resources, technology, and inclusive programs and services designed to enrich the lives of all residents in the region. Municipal support provides the primary funding needed for staffing, space, collections, operations and services.

Please note any restrictions on participating in your organization's programs, projects, services or events.

WBRL, along with its regular programs and information services, is open to everyone without restrictions. Borrowing items, however, requires a library card. Residents can obtain a library card free of charge by providing government-issued identification and proof of local address. For those unable to provide ID, we offer an access card with limited borrowing privileges. Non-residents can also receive a library card by paying a small fee.

Minimum number of board members according to the organization's bylaws:

5

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Please list your current Board of Directors in the table:

Board of Directors

Name	Board Position	Years on Board
Corinna Pirie	Chair	8
Jennifer Kennett	Vice-Chair	7
Shazia Yasin Mughal	Member	8
Koteswara Veernaki	Member	2
Ijeoma Uche-Ezeala	Member	3
Allan Grandison	Member	1
Pratik Tripathi	Member	.25
Gloria Abada	Member	.5
Melissa La-Rose Wark	Member	.5

Do one or more board representatives or program staff have lived experience or expertise reflective of the demographics your organization serves?

Yes

If Yes; please briefly explain the lived experience or expertise.

The Regional Municipality of Wood Buffalo Library Board operates under the Alberta Libraries Act, L-11, RSA 2000, including the accompanying Regulations and any amendments thereto. Pursuant to the Act and the Regional Municipality of Wood Buffalo Bylaw #00/050, Board members are appointed by the Municipal Council.

Our board members come from various backgrounds, cultures, and professions. Their collective experiences provide valuable perspectives on how the library may serve the community and ensure that library policies and programs align with community needs.

Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Provide a brief overview of the organization's strategic priorities.

2024 to 2028 Five Year Goals:

- WBRL is a welcoming, safe, and inclusive environment.
- More people engage with and access WBRL.
- WBRL is viewed as the employer of choice by the community.
- WBRL places literacies at the forefront.
- WBRL honours and acts in the spirit of Truth and Reconciliation.
- WBRL is a trusted partner and leader in the community.
- Users and staff of WBRL enjoy current and relevant technology.

Strategies are long-term and broad actions that enable WBRL to achieve its goals, and typically take two to five years to complete. All of the strategies help to achieve the five-year goals, and thus, align with more than one goal.

- Increasing awareness of WBRL
- Reaching more people through sustainable and creative solutions
- Embracing inclusion and accessibility at WBRL
- Exploring and expanding the various dimensions of literacy services
- Investing in technology for operations and services
- Expanding virtual services with access, resources, and connections
- Building services in consultation with Elders and Indigenous partners
- Investing in and building the capacity of WBRL employees

How many operational staff does the organization have? Please provide details in the table.

Operational Staff Information

	Per Organization Chart	Currently Filled
Full Time Positions	36	34, Recruiting for 2 FT.
Part Time Positions	17 Total; 6.5 FTE	15 Total, Recruiting for 2 PT.



Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Program/Projects Details

Are you applying for more than one program or project?

If you are unsure, please contact CIP@rmwb.ca for clarification.

No

Step 1: Click on the button below to enter the name of your program(s) or project(s).

Step 2: Click on the Save Draft button at the bottom of the screen.

Step 3: Click on the "Program/Project Details" button below to complete the details of each Program/Project. Please be sure to submit the current program/project information form before moving onto the next project information form.

Program/Project: Wood Buffalo Regional Library **Status:** Completed

Finances

Organization's most recent Fiscal Year End date

Please click Save Draft to update the following two questions with this date.

12/31/2024

Unrestricted Net Assets

Unrestricted Net Assets (accumulated net assets/surplus that the organization has not set aside for a particular purpose or earmarked by a donor for a specific program or project) from your Financial Statements ending: 12/31/2024

\$60,256.00

Total Operating Expenses

Total Expenses from your Financial Statements Ending: 12/31/2024

\$5,267,525.00

What efforts have been made in the past fiscal year to increase the financial support for your organization?

WBRL actively pursues financial support through corporate sponsorships, grant applications, and fundraising efforts.

Please explain any cost savings initiatives the organization has, or is planning, to implement:

WBRL routinely evaluates its operational processes, including programs and services, to ensure they are efficient and deliver a strong return on investment. This approach maximizes the value of our funding and expands access for the greatest number of patrons.

Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Please complete the following budget table:

Secured Revenue

Revenue Sources	Description	Revenue (Jan-Dec)
Government of Alberta Grant	Operating Grant Per Capita	\$728,624.00
Government of Alberta Grant	On Reserve/On Settlement Grant	\$13,316.00
Other	Internal Transfers (Reserve)	\$75,748.00
		\$817,688.00

Revenue in Progress

Revenue Sources	Description	Revenue (Jan-Dec)
Other	Operations	\$243,200.00
		\$243,200.00

Expenses

Type of Expense	Description	Total Expenses	Requested RMWB Grant
Wages/Salaries/Benefits/MER CS	Wages and benefits	\$3,942,161.00	\$3,896,465.00
Rent - Venue/Facility/Room/Equipment	Rent, utilities and janitorial	\$768,500.00	\$768,500.00
Please Select	Library Services	\$317,450.00	\$0.00
Please Select	Programs and Events	\$105,000.00	\$0.00
Please Select	Rural and Outreach Services	\$46,500.00	\$0.00
Please Select	General Operations	\$337,242.00	\$0.00
Please Select	Library Materials	\$209,000.00	\$0.00
		\$5,725,853.00	\$4,664,965.00

Shortfall

	Total
(Total Secured Revenue - Total Expenses)	-\$4,908,165.00



Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Total RMWB Grant Request

	Amount
Total	\$4,664,965.00

Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Total Cost of Program, Project, or Service

Total cost includes all costs of the entire program, project or service.

\$5,816,853.00

Total Grant Amount Request

For the Community Sustaining Grant, up to 75% of total program, project or service cost

\$4,664,965.00

The Community Investment Program requires other sources of funding in addition to this grant stream. Please list all other funding sources that are not secured at the time of application for this requirement (including declined and ineligible). Note: It is the responsibility of the applicant to advise CIP on the outcome(s) of the other grants applied for.

Other Funding Sources

Grant request as percentage of total cost of program, project or service

Click on the Save Draft button to calculate the percentage.

80%

Outline any expected non-financial resources being leveraged for this program, project, service or event to demonstrate community support.

WBRL receives gift in kind contributions through matched radio advertising, event and program donations such as door prizes.

WBRL utilizes volunteer opportunities when available to enhance library services and provide meaningful volunteer opportunities to the community.

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Preferred Cash-Flow

	Amount
January/February	\$3,498,723.75
April	\$0.00
August	\$0.00
October	\$1,166,241.25
Total	\$4,664,965.00

Attachments

Upload Strategic Plan

[1_Strategic_Plan_2024-2028_FINAL.pdf](#)
7.9 MB - 08/21/2025 3:24 PM

Total Files: 1

Please attach a budget breakdown for each program, project, service or event if there are multiple requests included in this application.

[Regional_Municipality_of_Wood_Buffalo_Library_Board_Approved_Budget_2026.pdf](#)
246.3 KB - 08/22/2025 8:41 AM

Total Files: 1

Please attach a Partnership Letter(s) of Support for the proposed program, project, service or event to demonstrate authentic partnership and collaboration.

Applicants may use the >Partnership Letter of Support Template or submit a customized letter.

Each letter should include the following five key elements:

1. Commitment to the partnership and shared initiatives
2. Confirmation of the community need
3. History of prior collaboration or rationale for a new partnership
4. Defined roles, responsibilities, and resource commitments
5. Contact information for the partner organization

Each letter must be signed by an authorized representative of the partner organization.

[Partnership_Letter_Template.docx](#)
28.9 KB - 08/22/2025 8:50 AM

Total Files: 1



Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Please attach signed Financial Statements for the most recent fiscal year end.

Note: Year end date must fall between July 1, 2024, and June 30, 2025.

[RMWB_Library_Board_FS_Dec_31_2024_Final_Signed.pdf](#)
608.4 KB - 08/21/2025 3:23 PM

Total Files: 1

Application Summary: 2026 - 3259 - Sustaining Grant - Strategic Partners Grant

Declaration

Declaration: – In making this application, I , the undersigned, confirm:

- that I have read the appropriate Grant Guidelines;
- that I understand that this application form and all required attachments must be completed in full and received before 2025-08-21 4:30 p.m. MT;
- that I understand that the information in this application form and all attachments shall be part of the public Council agenda and accessible through all methods that the Council agenda is available;
- that I understand the term of the Grant is January 1 to December 31, 2026 and that all expenditures must happen during this term; and
- that I am authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.
- that I understand the personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (587)919-5522.

Acknowledgement

I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

Applicant Name

Melissa Flett

Position/Title

Director

Date: 08/22/2025

Program, Project or Service Name

Wood Buffalo Regional Library

Beginning Date

01/01/2026

Completion Date

Note: The term of the grant is January 1 - December 31. The program, project, service or event and all expenditures must occur during this term.

12/31/2026

Location program, project or service will be provided:

Note: If the grant is approved, the communities served will be included in the Grant Agreement and data collection from all communities will be required.
Do not select the rural community if the service is provided to the clients from rural communities through the urban service area.

Anzac, Conklin, Draper, Fort Chipewyan, Fort McKay, Fort McMurray, Janvier

How does your organization plan to address barriers related to delivering virtual services in rural areas. This may include limited internet access, lack of devices, and limited technical support. If applicable.

Virtual services include access to the library's catalogue online, including access to e-resources.

How does your organization plan to address transportation barriers to provide the program, project, service or event? If applicable.

N/A

Council approved seven funding priorities. Please indicate which funding priority/priorities are applicable to this application.

Please select at least 3 funding priorities for the Community Sustaining and Subsidiary Grant applications. Please select at least 1 funding priority for the Community Impact Grant (Community Programs and Projects or Community Events) application.

- Community support services and wellness
- Accessibility, inclusion and belonging
- Hosting events/new business and visitors
- Partnership and collaboration
- Rural and Indigenous Communities and Relationships
- Social participation
- Value of culture, heritage and regional pride

Describe how the proposed program, project, service or event align with these priorities.

WBRL links patrons to vital information, including community support services and wellness resources. We provide a diverse array of inclusive programs and services, and actively partner with local agencies to extend our reach across the community.

Our library services and programs are offered in rural areas and in collaboration with Indigenous communities.

WBRL fosters social participation through volunteer opportunities and programs designed to build connections.

In the table below, please identify the total number of unique participants that you anticipate will access the funded program, project, service or event.

Target Population

Please identify the equity deserving population the program, project, service or event will serve.

Youth, Seniors, 2SLGBTQIA+, Immigrants, refugees and/or newcomers, First Nations, Métis, and/or Inuit Peoples, Youth, Seniors, Women and/or girls, People experiencing poverty and/or homelessness, People living with disabilities, People living in rural communities

How does your organization ensure that its programs, projects, services or events are accessible and inclusive for anyone who has an interest? Please share examples and success stories of accessibility and inclusivity.

The library ensures its programs, services, and events are accessible and inclusive by creating welcoming spaces, offering support for diverse needs, and actively engaging with the community to remove barriers and promote participation for all. We do this by offering free memberships to residents, no-cost computer access, and low-cost printing. Our programming serves a wide range of community groups, including our weekly English Language Learning program in partnership with Keyano College for newcomers, and our weekly Afternoon Activities program in partnership with the Salvation Army for adults with developmental disabilities. Both programs are free for residents and provide safe, supportive spaces where participants can be active and engaged members of the community

If applicable, please explain how your program, project, service or event celebrates Indigenous culture, serves Indigenous communities and/or promotes Indigenous healing, language, cultural restoration, or reconciliation.

The content and focus of Indigenous library programming at Wood Buffalo Regional Library for 2025 will remain consistent with prior years and focuses on two key areas:

1. Acknowledging and bringing awareness to the wrongs perpetrated against Indigenous peoples in Canada due to colonization, systemic abuse and neglect of key rights and needs of these peoples. Prioritizing these topics address Call to Actions #10, 12, 62 and 69.
2. Celebrating and learning about the rich and diverse cultures of the Indigenous Peoples of Canada, with a focus on the cultures found within the Wood Buffalo region. Prioritizing these topics address Call to Actions #10 and 12.

The continuation of the following programs is planned for 2025 to support the key areas identified:

Bead and Read/Bannock

It's Time to Read book club and Indigenous Film series in collaboration with the RMWB

Indigenous Liaison Lunch and Learn

Elder's Storytime

Indigenous Languages Matching Game (passive library program)

Rural art and literacy programs

Logic Model

Statement of Need: What social problem or gap do you hope to address by delivering the program, project, service or event? What evidence do you have that this problem or gap exists?

Residents in the region require equitable access to information, resources, and services to meet their social, learning, and leisure needs.

Broad Strategy: How will the program, project, service or event address the social problem? (e.g., What approach are you taking that you hope will lead your program, project, service or event to support the social problem?)

Wood Buffalo Regional Library supports our community in building connections through information, technology resources, opportunities for creativity and learning, and inclusive programs and services, improving the well-being of individuals and families and contributing to a high quality of life in the region.

Rationale: What evidence or research do we have that this strategy will work? To demonstrate for example, "If [my organization] does 'x' program, project, service or event, then [this] change will happen for the target population."

If the Regional Municipality of Wood Buffalo Library Board provides accessible, inclusive, and responsive library services through the Wood Buffalo Regional Library, then our community will experience increased literacy, digital inclusion, social connection, and access to lifelong learning opportunities. Extensive research demonstrates that public libraries are vital in fostering community connections, improving well-being, and enhancing quality of life. At WBRL, our programs are thoughtfully designed based on core library services and the specific needs of our community, identified through our strategic planning process, which includes an environmental scan and community engagement. We regularly evaluate our programs and services to ensure they achieve the desired outcomes.

Inputs: What resources will be invested to achieve your goal? (e.g., staff labour, venue space, volunteers, computers, etc.)

Funding: municipal, provincial, grants, donations and sponsorship.

People: staff and volunteers

Facilities: library space at MacDonald Island Park, outreach locations

Collections: books, eBooks, audiobooks, databases

Technology: computers, Wi-Fi, printers, software

Partnerships: RMWB, local agencies, rural communities, schools.



Activities: What activities make up the program, project, service or event? (e.g., workshops, mentorship sessions, etc.)

Providing a variety of programs and events based on community need, partnerships with organizations in the RMWB (Specifically: Offering programming and events that support the development of all community members, including kids, teens, adults, and families in Fort McMurray and rural communities.)

Providing patrons with information services. Offering technology services that allow equitable access to online tools and resources.

Purchasing and cataloguing the library collection (Specifically: Maintaining high-quality collections and offering online resources that meet the needs of the region.)

Providing library services to off-site locations, including rural communities. - Advertising and marketing of programs and services. - Employee and administrative expenses to offer key activities.

Purchasing and cataloguing the library collection (Specifically: Continuing to expand the world languages collection and offering resources in languages that meet the diverse needs of the region. Maintaining and developing resources in alternative formats.)

Providing a variety of programs and events based on community need, partnerships with organizations in the RMWB (Specifically: Offering programming and events supporting diversity and inclusion in the region and engaging diverse voices in the development of programs.)

Offering a safe, freely accessible space.- Advertising and marketing of programs and services.- Employee and administrative expenses of the organization.



Outputs: What do you deliver? (e.g., # of total participants trained, # of organizations, # of sessions, # of events, etc.). Note, each activity should have outputs.

Note: If the program, project, service or event is approved, your outputs may be included in the Grant Agreement and data collection on the outputs is required.

Number of programs offered/program participants.

Number of active cardholders (who are able to check out resources)

Usage of online resources, learning databases.

Reference transaction statistics (number of people WBRL assists in finding the information they need)

Number of computer workstation sessions.

Circulation of world languages collection.

Circulation of alternative formats (large print, audiobooks)

Number of programs offered with diverse community partners/number of participants.

Number of programs offered supporting awareness of Truth and Reconciliation/number of participants.

Number of volunteer opportunities.

Number of programs offered/program participants. (General involvement.)

Number of library visitors.

Outcomes: What change do you want to see for the participants by running your program, project, service or event? Organizations are required to identify at least one outcome, that will be measured through the grant period, should the application be approved.

Note: If the program, project, service or event is approved, your outcomes will be included in the Grant Agreement and data collection on the outcomes is required.

These are the CIP outcomes for our current logic model:

Individuals develop positively.

An inclusive and welcoming region.

A connected and engaged region.

What tools will you use to measure the outcomes of the program, project, service or event?

Note: If your organization is approved for funding, copies of the measurement tools selected will be requested.

Surveys, Interviews, Observation, Other:

Other:

Statistics, Anecdotal

Please provide details of how your program, project, service or event differs from other services being offered in the community.

WBRL provides free access to a vast array of information, resources, and knowledge across multiple formats. WBRL caters to diverse interests and needs in a non-commercial inclusive space where everyone can access materials and information, regardless of financial or socioeconomic status. WBRL is the only public library in the community, offering various cultural, educational, and recreational programs that promote social engagement, creativity, and cultural exchange.

This grant is intended to promote an allied social profit sector within the Municipality. List the community groups or organizations that will be actively involved in the program, project, service or event delivery.

Community Organization or Group	Role
START programs	Program Partner, Inclusivity
RMWB Rural Relations	Program Partner, Indigenous Services
English for Foreign Workers w/YMCA	Program Partner, Newcomers
Junior Achievement	Program Partner, Teens
Justin Slade Youth Foundation	Program Partner, Teens
Fort McMurray Chess Club	Program Partner, Teens and Kids
RMWB Municipal Offices (Fort Chipewyan and Janvier)	Space and Partner, Rural Services
RRC - Anzac OneREC Centre, Conklin Multiplex, SCLC	Space and Program Partner, Rural Services
Fort McKay Wellness Centre/Youth Centre/Daycare/Schools	Space and Program Partner, Rural Services
Fort Chip Youth Centre/ Municipality Office / Elder Center/Daycare/Schools	Space and Program Partner, Rural Services
Anzac/FN468 daycare, schools, community centers	Space and Program Partner, Rural Services
AHS- Good Beginning Program	Space and Program Partner
Safe Woodbuffalo	Program Partner, Teens



Budget 2026

Approved June 18, 2025

2026 Budget Introduction

Budget 2026 aims to support WBRL’s mission to be a welcoming, safe, and accessible environment for all. The budget focuses on three of our eight strategic priorities for 2026: **Reaching More People through Sustainable and Creative Solutions, Exploring and Expanding the Various Dimensions of Literacy Services and Investing in Technology for Operations and Services.** These three strategies are impactful and align with one or more of our five-year strategic goals for the library.

Vision Statement

Sharing Stories. Inspiring Dreams. Connecting Wood Buffalo to Limitless Possibilities.

Mission Statement

At Wood Buffalo Regional Library we support our community in building connections through information, technology resources, opportunities for creativity and learning, and inclusive programs and services.

Values

- Accountability
- Expertise
- Openness
- Equitable Access
- Collaboration
- Discovery

2024 to 2028 Strategic Plan Goals

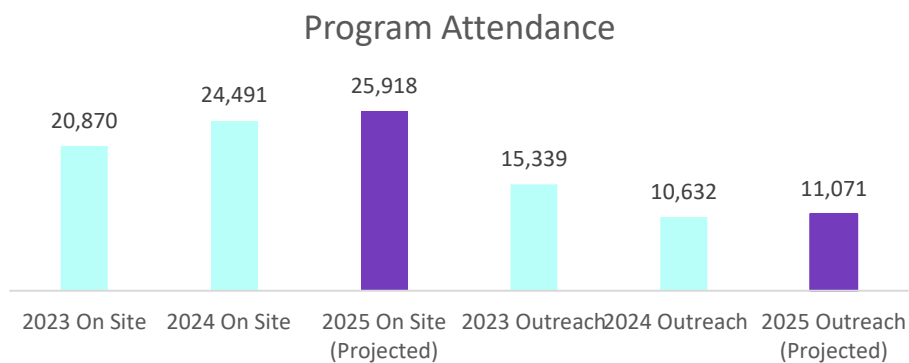
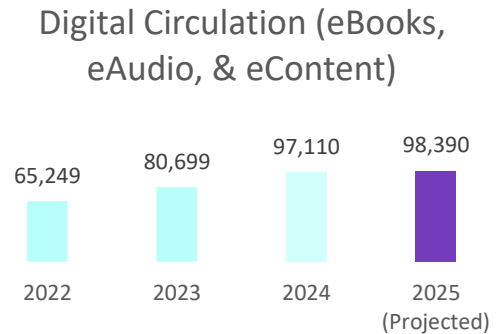
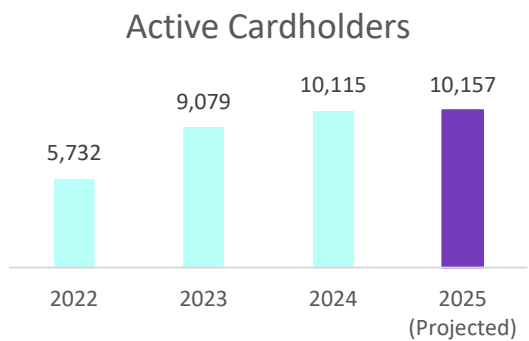
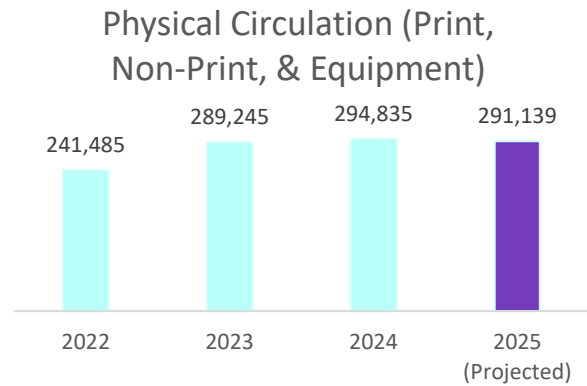
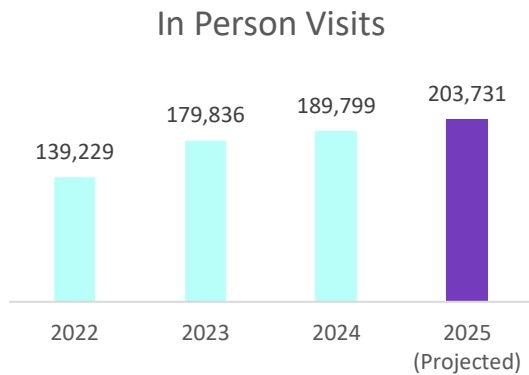
- WBRL is a welcoming, safe, and inclusive environment.
- More people engage with and access WBRL.
- WBRL is viewed as the employer of choice by the community.
- WBRL places literacies at the forefront.
- WBRL honours and acts in the spirit of Truth and Reconciliation.
- WBRL is a trusted partner and leader in the community.
- Users and staff of WBRL enjoy current and relevant technology.

Strategic Goal Alignment, Actions and Budget Impact

Strategy	Aligned Goals	Actions	Budget Impact
Strategy 1: Reaching more people through sustainable and creative solutions	<ul style="list-style-type: none"> • WBRL is a welcoming, safe, and inclusive environment. • More people are engaging with and accessing WBRL. 	1) Extend access to library services for residents by adjusting Monday hours of service from 10 am to 5 PM to 10 am to 8 PM.	<ul style="list-style-type: none"> • Addition of 1.0 FTE to staffing structure.
Strategy 2: Exploring and Expanding the Various Dimensions of Literacy Services	<ul style="list-style-type: none"> • WBRL places literacies at the forefront. • More people are engaging with and accessing WBRL. 	1) Increase digital literacy offerings for youth in the library, at outreach events, and in rural communities. 2) Expand Family Literacy Day events. Expanding digital literacy programs and enhancing family literacy day events directly supports skill development and family and youth engagement.	<ul style="list-style-type: none"> • No increased cost at this time. • No increased cost at this time.
Strategy 3: Investing in Technology for Operations and Services	<ul style="list-style-type: none"> • Users and staff of WBRL enjoy current and relevant technology. • WBRL is viewed as the employer of choice by the community. 	1) Improved internet capabilities for patrons and staff will enhance both patron and staff experience, enabling better access to online resources and digital services.	<ul style="list-style-type: none"> • Additional expenses due to increased internet bandwidth.

Library Services at a Glance

The following data helps illustrate the impact of our services and the importance of the proposed budget. 2024 key performance indicators show increases in community use as compared to 2023. We have included projections for 2025 based on last year's numbers, and trends occurring in the first five months of 2025. These projections are conservative as they do not factor in increases for summer months.



Program Attendance includes programs in person at the library and outreach programs throughout the urban centre and rural communities.

2026 Municipal Funding Request

We are requesting a 4% or \$179,422 increase for 2026. The total revenue from the Government of Alberta's funding, self-generated revenue, and internal transfers is \$1,060,888. Total expenses planned for 2026 are \$5,816,853. The request from the municipality is the shortfall of budgeted revenue minus expenses.

REVENUE	2026	2025	Variance	% Change
Province of Alberta	741,940	741,940	0	0%
Operations	243,200	233,550	9,650	4%
Internal Transfers (Reserve)	75,748	62,000	13,748	18%
Total Revenue	1,060,888	1,037,490	23,398	2%

Expenses	2026	2025	Variance	% Change
Wages and benefits	3,942,161	3,755,995	186,166	5%
Rent, utilities and janitorial	768,500	756,840	11,660	2%
Programs and Events	105,000	119,000	-14,000	-13%
Library Services	317,450	314,734	2,716	1%
Rural and Outreach Services	46,500	62,000	-15,500	-33%
General Operations	337,242	305,465	31,777	9%
Library Materials (Print/Media)	209,000	209,000	0	0%
Total Expense	5,725,853	5,523,034	202,819	0

Municipal Funding Request	4,664,965	4,485,544	179,421	4%
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Wood Buffalo Regional Library Strategic Plan

2024-2028



Vision Statement

Sharing Stories. Inspiring Dreams. Connecting Wood Buffalo to Limitless Possibilities.

Mission Statement

At Wood Buffalo Regional Library we support our community in building connections through information, technology resources, opportunities for creativity and learning, and inclusive programs and services.

Values

Accountability: We are accountable for our services, facilities, and actions, and engage in responsible financial management of public funds. Community need drives our service creation. We treat our patrons, collaborators, and employees and volunteers with respect and dignity.

Expertise: Our skilled, trained employees deliver high quality, responsive library services.

Openness: We provide a welcoming environment open to all. We support access to uncensored information and intellectual freedom. We contribute to an informed, inclusive community.

Equitable Access: We search for innovative methods to reduce barriers to access our services for all community members. We strive to provide equitable service to residents of Fort McMurray and the region's rural communities.

Collaboration: We support each other and work together as a team to provide excellence in library service. We build relationships internally and with external collaborators to support the entire Wood Buffalo region.

Discovery: We offer diverse resources, programs, and services to foster learning and curiosity, entertainment and joy, and creativity



The Strategic Planning Process

WBRL conducted a **five-phase strategic planning process** from March to November 2023 with the support of Barbara Pedersen Facilitation Services Inc.

WBRL used a **strategic planning approach** based on the *Transformational Strategy planning process* of the Technology of Participation®, a highly collaborative and participatory process that achieves consensus and *moves goals to action*.

Assessing the environment

Relevant documents were reviewed for information about demographic, economic, social, cultural, political, and environmental aspects of the Regional Municipality of Wood Buffalo. Information and trends about library services were researched.

Engaging the community

Individuals and organizations provided opinions and ideas about a community vision, challenges, and the role of the library. Methods of individual interviews, online and in-person input sessions, and written submissions were used.



Five-Year Goals

WBRL is a welcoming, safe, and inclusive environment.

All users of WBRL facilities and programs feel welcomed, safe, and included. Collections, programs, and resources reflect the diversity of the community residents and foster understanding, appreciation, and inclusion for the different populations.

More people engage with and access WBRL.

More individuals and families in the community belong to and use WBRL's services, programs, and spaces. In-person visits and number of library users have increased significantly. Community residents find WBRL easy to access and use through locations, services, and activities reflective of each community's needs.

WBRL is viewed as the employer of choice by the community.

WBRL is an organization where people want to work and stay. Staff are knowledgeable in library services, represent the community's diverse populations, and are a cohesive team.

WBRL places literacies at the forefront.

WBRL emphasizes the importance of the multiple types of literacies such as reading, writing, numeracy, financial, digital, information, media, technological, physical, civic, and cultural. WBRL provides information and education about the literacies most suitable for a library to promote.

WBRL honours and acts in the spirit of Truth and Reconciliation.

Following the guidance of Indigenous Elders and people, WBRL provides services in accordance with Truth and Reconciliation.

WBRL is a trusted partner and leader in the community.

WBRL is viewed as a leader and partner by community residents, businesses, and organizations. It enjoys a robust advocacy network, strong and strategic partners, and stable long-term agreements with funders. WBRL actively seeks community input, collaborates with local organizations and experts, and supports community initiatives.

Users and staff of WBRL enjoy current and relevant technology.

Library users easily gain relevant information through use of WBRL's current technology.



Strategies

Strategies are long-term and broad actions that enable WBRL to achieve its goals, and typically take two to five years to complete. All of the strategies help to achieve the five-year goals, and thus, align with more than one goal.

Over the next five years, WBRL will undertake the strategies of:

- Investing in and building the capacity of WBRL employees
- Increasing awareness of WBRL
- Reaching more people through sustainable and creative solutions
- Embracing inclusion and accessibility at WBRL
- Exploring and expanding the various dimensions of literacy services
- Investing in technology for operations and services
- Expanding virtual services with access, resources, and connections
- Building services in consultation with Elders and Indigenous partners



Alignment of Strategies and Goals

Goals	Supporting Strategies
WBRL is a welcoming, safe, and inclusive environment.	<ul style="list-style-type: none"> • Increasing awareness of WBRL • Reaching more people through sustainable and creative solutions • Embracing inclusion and accessibility at WBRL • Building services in consultation with Elders and Indigenous partners
More people are engaging with and accessing WBRL.	<ul style="list-style-type: none"> • Increasing awareness of WBRL • Reaching more people through sustainable and creative solutions • Exploring and expanding the various dimensions of literacy services • Embracing inclusion and accessibility at WBRL • Expanding virtual services with access, resources, and connections • Building services in consultation with Elders and Indigenous partners
WBRL is viewed as the employer of choice by the community.	<ul style="list-style-type: none"> • Investing in and building the capacity of WBRL employees • Investing in technology for operations and services • Embracing inclusion and accessibility at WBRL
WBRL places literacies at the forefront.	<ul style="list-style-type: none"> • Exploring and expanding the various dimensions of literacy services • Expanding virtual services with access, resources, and connections
WBRL honours and acts in the spirit of Truth and Reconciliation.	<ul style="list-style-type: none"> • Embracing inclusion and accessibility at WBRL • Building services in consultation with Elders and Indigenous partners
WBRL is a trusted partner and leader in the community.	<ul style="list-style-type: none"> • Embracing inclusion and accessibility at WBRL • Building services in consultation with Elders and Indigenous partners
Users and staff of WBRL enjoy current and relevant technology.	<ul style="list-style-type: none"> • Investing in technology for operations and services • Expanding virtual services with access, resources, and connections

Measures

WBRL is a welcoming, safe, and inclusive environment.

- Positive growth of in person visits
- Positive growth in library memberships
- Consistently high percentage of library users who report a positive experience using spaces at WBRL.
- Consistently high percentage of library users who report WBRL is a welcoming space.

More people engage with and access WBRL.

- Positive growth in participation and attendance of WBRL programs.
- Positive growth in annual circulation of WBRL materials.
- Consistently high percentage of library users who, as a result of research or information assistance provided by WBRL staff, report they were able to access tools, information, and/or resources needed.
- Consistently high percentage of library users who, as a result of participation in WBRL programs, report they feel connected to people in the community.

WBRL is a trusted partner and leader in the community.

- Consistently high percentage of library users who report seeing themselves represented in WBRL's programs, speakers, and partnerships.
- Consistently high percentage of library users who report seeing the diversity of the region reflected in WBRL's collection and materials.

Users and staff of WBRL enjoy current and relevant technology.

- Positive growth in digital circulation and database usage.
- Positive growth in computer and equipment usage.
- Positive growth in website visits.
- Consistently high percentage of library users who, as a result of using WBRL collection materials or online resources, report they have developed a skill or learned something new that contributed positively to their life.

WBRL is viewed as the employer of choice by the community.

- Expanded learning and training opportunities for WBRL employees.
- Expanded technological competencies among WBRL employees.
- High percentage of employees who report positive job satisfaction.

WBRL places literacies at the forefront.

- Positive growth in attendance of literacy programs.
- Consistently high percentage of library users who, as a result of using WBRL collection materials or online resources, report engaging with reading and developing or maintaining literacy skills.
- Consistently high percentage of library users who report using technology at WBRL to help access tools, resources and/or information needed.

Financial statements of the
**Regional Municipality of
Wood Buffalo Library Board**

December 31, 2024

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Independent Auditor's Report

To the Board of Directors of
the Regional Municipality of Wood Buffalo Library Board

Opinion

We have audited the financial statements of the Regional Municipality of Wood Buffalo Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations, its remeasurement gains and losses, changes in its net assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Deloitte LLP

Chartered Professional Accountants
March 19, 2025

Regional Municipality of Wood Buffalo Library Board
Statement of financial position
As at December 31, 2024

	Notes	2024 \$	2023 \$
Assets			
Cash and cash equivalents	4	3,002,039	2,808,448
Accounts receivable	5	36,218	33,186
		3,038,257	2,841,634
Liabilities			
Accounts payable and accrued liabilities	13	71,882	62,000
Due to Regional Municipality of Wood Buffalo	6	404,734	402,507
Deferred revenue	7	543,569	556,069
		1,020,185	1,020,576
Net financial assets		2,018,072	1,821,058
Non-financial assets			
Tangible capital assets	8	933,832	921,317
Prepaid expenses		130,600	128,713
		1,064,432	1,050,030
Accumulated surplus	9	3,082,504	2,871,088

The accompanying notes are an integral part of the financial statements.

Approved by the Board

 _____, Director

 _____, Director

Regional Municipality of Wood Buffalo Library Board
Statement of operations and accumulated surplus
Year ended December 31, 2024

	Notes	Budget \$	2024 \$	2023 \$
		(Note 17)		
Revenue				
Government transfers	11	5,093,528	5,094,540	5,011,456
Interest income		65,000	211,894	155,997
Donations and fundraising	14	138,500	116,637	120,305
Fines, memberships, and fees		30,800	34,453	34,681
Gain (loss) on disposal of tangible capital assets		—	21,417	(16,851)
		5,327,828	5,478,941	5,305,588
Expenses				
Wages and benefits		3,696,278	3,435,898	3,519,713
Rent (janitorial, utilities, and internet)	13	742,000	742,000	689,000
Amortization of tangible capital assets		345,000	300,863	301,479
Electronic databases and periodicals		198,650	199,737	200,740
Marketing and promotions	14	152,500	174,196	174,919
Programs and events	13	85,500	103,421	124,061
Office and administration	13	59,300	69,581	112,057
Professional fees		50,000	73,198	59,992
Computer maintenance and supplies		43,900	49,000	52,209
Supplies for programs		47,000	56,054	44,836
Travel, seminars, and training		54,000	29,977	22,740
Book processing		12,500	11,660	2,601
Alberta library dues		8,000	7,189	7,050
Access and auxiliary services		6,500	6,939	6,803
Interest and bank charges		3,000	6,140	6,136
Board and committees		2,700	1,529	1,531
Freight, duties, and foreign exchange		—	143	42
		5,506,828	5,267,525	5,325,909
Annual surplus (deficit)		(179,000)	211,416	(20,321)
Accumulated surplus, beginning of year		2,871,088	2,871,088	2,891,409
Accumulated surplus, end of year		2,692,088	3,082,504	2,871,088

The accompanying notes are an integral part of the financial statements.

Regional Municipality of Wood Buffalo Library Board
Statement of changes in net financial assets

Year ended December 31, 2024

	Notes	Budget \$	2024 \$	2023 \$
		(Note 17)		
Annual Surplus (deficit)		(179,000)	211,416	(20,321)
Acquisition of tangible capital assets	8	(220,000)	(291,961)	(233,956)
Amortization of tangible capital assets	8	345,000	300,863	301,479
Proceeds from sale of tangible capital assets		—	—	1,392
(Gain) loss on sale of tangible capital assets		—	(21,417)	16,851
		(54,000)	198,901	65,445
(Acquisition) use of prepaid expenses		—	(1,887)	19,602
Change in net financial assets		(54,000)	197,014	85,047
Net financial assets, beginning of year		1,821,058	1,821,058	1,736,011
Net financial assets, end of year		1,767,058	2,018,072	1,821,058

The accompanying notes are an integral part of the financial statements.

Regional Municipality of Wood Buffalo Library Board

Statement of cash flows

Year ended December 31, 2024

	Notes	2024	2023
		\$	\$
Operating activities			
Annual surplus (deficit)		211,416	(20,321)
Items not affecting cash			
Amortization of tangible capital assets	8	300,863	301,479
(Gain) loss on sale of tangible capital assets		(21,417)	16,851
Changes in non-cash operating working capital items			
Accounts receivable	5	(3,032)	1,717
Accounts payable and accrued liabilities		9,882	2,754
Due to Regional Municipality of Wood Buffalo	6	2,227	528,148
Deferred revenue	7	(12,500)	33,293
Prepaid expenses		(1,887)	19,602
Cash provided by operating transactions		485,552	883,523
Capital activities			
Proceeds from sale of tangible capital assets		—	1,392
Acquisition of tangible capital assets	8	(291,961)	(233,956)
Cash used in capital transactions		(291,961)	(232,564)
Increase in cash and cash equivalents		193,591	650,959
Cash and cash equivalents, beginning of year		2,808,448	2,157,489
Cash and cash equivalents, end of year		3,002,039	2,808,448

The accompanying notes are an integral part of the financial statements.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

1. Nature of the organization

The Regional Municipality of Wood Buffalo Library Board (the "Library") operates a library under the Province of Alberta Libraries Act. The Library is a not-for-profit organization and a registered charitable organization under the Income Tax Act of Canada and is not subject to any federal or provincial income taxes.

2. Significant accounting policies

The Library's financial statements are prepared by management in accordance with the Canadian public sector accounting standards ("Canadian PSAS").

Significant accounting policies are as follows:

Basis of presentation

The Library follows the accrual basis of accounting for revenues and expenses. Revenues are normally recognized in the year in which the transactions or events occurred that gave rise to the revenues. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Government transfers

Government transfers are the transfers of assets from senior level government that are not the result of an exchange transaction, not expected to be repaid in the future or the result of a direct financial return.

Government transfers are recognized as deferred revenue if the terms for use, or the terms along with the Library's actions and communications as to the use, create a liability. These government transfers are recognized as revenue when the terms are met.

Government transfers without terms for the use of the grant are recognized as revenue when the Library is eligible to receive the funds. Unrestricted government transfers are recognized as revenue in the year received or in the year the funds are committed to the Library if the amount can be reasonably estimated, and collection is assured.

Cash and cash equivalents

Cash and cash equivalents include cash and short-term investments with original maturities of three months or less and are recorded at cost.

Deferred revenue

Deferred revenue represents amounts received for which the related activities have yet to be performed. These amounts will be recognized as revenues in the period the activities are performed.

Interest income

Interest income is recognized as revenue in the period earned. When required by the funding government or related act, interest income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

2. Significant accounting policies (continued)

Non-financial asset

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs less residual value of the tangible capital assets are amortized on a straight-line basis over the estimated useful life as follows:

Asset	Rate
Vehicles	5 years
Books	7 years
CDs, DVDs, and audio books	3 years
Radio frequency indicator	5 years
Furniture and equipment	5–10 years
Computer hardware	4–5 years
Computer software	5 years
Building improvements	5 years

Annual amortization is charged at 50% in the year of acquisition and 50% in the year of disposal. Tangible capital assets under work-in-progress are not amortized until the asset is available for productive use.

Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and recorded as revenue.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Library's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations and accumulated surplus.

Works of art and cultural and historical capital assets

Works of art and cultural and historical assets are not recorded as tangible capital assets in these financial statements.

Internally restricted reserves

Operating reserves

The operating reserve provides for unusual one-time expenditures that are operating in nature and provide stabilization to the budget resulting from sudden economic downturns. The operating reserve has a ceiling limit of 10% of annual operating budget.

Carry-forward project reserves are restricted unspent project funds to ensure funds are available to complete future projects.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

2. Significant accounting policies (continued)

Internally restricted reserves (continued)

General capital reserve

The general capital reserve provides funding to ensure that a prudent level of resources are available to provide for capital asset repairs, replacement upgrading or new construction, funding for replacement and upgrading of the Library's information and communication technology while balancing the need with long-term debt financing.

Transfers to the reserves are determined through the annual operating and capital budget process and at the Library Board's discretion.

Reserve amounts are expended as approved by the Library Board through the annual operating and capital budget process as required.

Use of estimates

The preparation of financial statements in conformity with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses during the reporting period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimates of historical cost of certain tangible capital assets, non-monetary transaction, revenue recognized in the year, certain deferred revenues, and useful life of tangible capital assets. Actual results could differ from those estimates.

Financial instruments

The Library's financial instruments consist of cash and cash equivalents, accounts receivable, amounts due to the Municipality and accounts payable and accrued liabilities. All of these instruments are initially recorded at fair value and subsequently measured at cost or amortized cost. The Library has properly classified all financial instruments in accordance with CPA Canada Public Sector Accounting Handbook Section PS 3450, Financial Instruments ("Section PS 3450").

With respect to financial assets measured at cost or amortized cost, the Library recognizes in the statement of operations and accumulated surplus an impairment loss, if any, when there are indicators of impairment, and it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to net earnings in the period the reversal occurs.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

3. Changes in accounting policies

The Library adopted the following new accounting policies:

On January 1, 2024, the Library adopted PS 3400 – Revenue and has made the accounting policy choice to apply the standard using prospective application in accordance with paragraph PS 3400.93. The standard provides guidance over the accounting and reporting of revenue, and specifically differentiates between revenue arising from transactions with performance obligations and transactions that do not have performance obligations. Based on management's assessment, the adoption of this standard did not have an impact on the Library's financial statements.

4. Cash and cash equivalents

Included in cash and cash equivalents is an amount of \$1,504,694 (\$1,601,764 in 2023) which has been designated by the Library's Board for approved future capital expenditure projects and operating reserves (see Note 10).

5. Accounts receivable

	2024	2023
	\$	\$
Goods and Services Tax receivable	35,450	32,637
Other	768	549
	36,218	33,186

6. Due to Regional Municipality of Wood Buffalo

The amounts due to the Regional Municipality of Wood Buffalo ("RMWB") relate to payroll services provided by RMWB to the Library, which are non-interest bearing, are unsecured, and have no fixed term of payment (see Note 13).

7. Deferred revenue

Deferred revenue is comprised of operations, sponsorship and program contributions that relate to future years as follows:

	2024	2023
	\$	\$
Operations	400,000	400,000
Program and other	127,000	139,500
Provincial Grant	13,316	13,316
Sponsorship	3,253	3,253
	543,569	556,069

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

8. Tangible capital assets

	Vehicles	Books	CDs, DVDs, and audio books	Radio frequency indicator	Furniture and equipment	Computer hardware	Computer software	Building improvements	Work in Progress	2024
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cost										
Balance, beginning of year	157,031	2,643,124	1,043,912	195,418	1,694,955	548,841	51,724	453,687	42,000	6,830,692
Acquisition of tangible capital assets	58,091	110,569	93,795	—	1,545	63,762	—	9,199	—	336,961
Disposal of tangible capital assets	(107,643)	(126,104)	(96,201)	—	(10,444)	(73,205)	(44,952)	—	—	(458,549)
Balance, end of year	107,479	2,627,589	1,041,506	195,418	1,686,056	539,398	6,772	462,886	42,000	6,709,104
Accumulated amortization										
Balance, beginning of year	157,031	2,097,423	947,944	195,418	1,569,784	455,922	46,983	438,870	—	5,909,375
Annual amortization - net	5,809	134,860	74,545	—	23,336	52,650	1,355	8,308	—	300,863
Disposal - Accumulated amortization	(107,643)	(107,583)	(92,305)	—	(9,278)	(73,205)	(44,952)	—	—	(434,966)
Balance, end of year	55,197	2,124,700	930,184	195,418	1,583,842	435,367	3,386	447,178	—	5,775,272
2024 Net book value	52,282	502,889	111,322	—	102,214	104,031	3,386	15,708	42,000	933,832
2023 Net book value	—	545,701	95,968	—	125,171	92,919	4,741	14,817	42,000	921,317

During the year, the Library purchased a new vehicle recorded at cost of \$58,091. The Library traded in two fully depreciated vehicles for the new vehicle resulting in a gain of \$45,000. This gain is included in the gain (loss) on disposal of tangible capital assets in the amount of \$21,417 (\$16,851 loss in 2023) in the statement of operations and accumulated surplus.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

9. Accumulated surplus

Accumulated surplus consists of unrestricted amounts, internally restricted reserves, and equity in tangible capital assets as follows:

	2023 \$	Surplus \$	Transfers \$	2024 \$
Operations	348,007	211,416	84,555	643,978
Internally restricted reserves (Note 10)	1,601,764	—	(97,070)	1,504,694
Invested in tangible capital assets	921,317	—	12,515	933,832
	<u>2,871,088</u>	<u>211,416</u>	<u>—</u>	<u>3,082,504</u>

10. Internally restricted reserves

	2024 \$	2023 \$
Operating reserves		
General operating reserve	565,903	550,682
Carry-forward project reserve	250,522	290,256
	<u>816,425</u>	<u>840,938</u>
General capital reserve	688,269	760,826
	<u>1,504,694</u>	<u>1,601,764</u>

11. Government transfers

	2024 \$	2023 \$
Regional Municipality of Wood Buffalo (Note 13)	4,352,600	4,670,150
Province of Alberta	741,940	741,940
Previously deferred government transfers recognized	413,316	12,682
Received government transfers deferred	(413,316)	(413,316)
	<u>5,094,540</u>	<u>5,011,456</u>

The government transfers from the RMWB include \$4,352,600 (\$4,670,150 in 2023) received in the current year, and \$13,316 (\$12,682 in 2023) which was deferred from prior year. \$400,000 (\$400,000 in 2023) has been approved by the RMWB to be deferred for use for next year.

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

12. Financial instruments

Credit risk

The Library has credit risk on its cash and cash equivalents and accounts receivable. The cash and cash equivalents represent deposits with Canadian chartered banks. The accounts receivable represents amount due from Library customers in the normal course of its operations. The Library carries out a review of the accounts receivable on a continuing basis and maintains an allowance for the doubtful accounts, if necessary.

Liquidity risk

The Library has liquidity risk on its accounts payable and accrued liabilities and amounts due to RMWB. The Library monitors its cash balances and cash flows generated from operations to meet its requirements and relies on funding from RMWB for its operations.

Based on management's assessment the Library is not exposed to significant currency, interest, or market risk arising from its financial instruments.

13. Related party transactions

The Library and Regional Recreation Corporation of Wood Buffalo ("RRC") are related through common control by RMWB. During the year, the Library had the following transactions with RRC:

	2024	2023
	\$	\$
Rent (including janitorial, utilities, and internet)	742,000	689,000
Office and administration	9,591	1,274
Programs	566	6,678
Other	225	2,550
	752,382	699,502

During the year, RMWB provided the Library with postage services (office and administration) in the amount of \$668 (\$773 in 2023) and an operating grant (Note 11) for \$4,352,600 (\$4,670,150 in 2023).

These transactions are measured at the exchange amount, which is the amount established and agreed to by the related parties.

Certain other administrative and managerial activities including the provision of payroll services are performed by the management and staff of RMWB on behalf of the Library at no charge as the amounts are not readily determinable.

14. Non-monetary transactions

The Library was provided with advertising, broadcasting, and other services in exchange for sponsorship recognition. In 2024, non-monetary transactions in the statement of operations and accumulated surplus include \$4,180 of marketing and promotions expense and \$4,180 of donations and fundraising revenue (\$17,514 of marketing and promotions and \$17,514 of donations and fundraising revenue in 2023).

Regional Municipality of Wood Buffalo Library Board

Notes to the financial statements

December 31, 2024

15. Local authorities pension plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP) effective January 1, 2014, which is covered by the Alberta Public Sector Pension Plans Act.

The Library is required to make current service contributions to LAPP of 8.45% (8.45% in 2023) of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 11.65% (12.23% in 2023) for the excess. Employees of the Library are required to make current service contributions of 7.45% (7.45% in 2023) of pensionable salary up to the year's maximum pensionable salary and 10.65% (11.23% in 2023) on pensionable salary above this amount. Contributions for current service are recorded as expenditures in the year in which they become due.

Total current service contributions by the Library to LAPP are \$186,040 (\$192,129 in 2023). Total current service contributions by the employees of the Library to LAPP are \$164,807 (\$170,488 in 2023). These amounts are included in salaries and wages.

LAPP reported a surplus for the overall plan as at December 31, 2023 of \$15,057,000,000 (December 31, 2022 of \$12,671,000,000). Information as at December 31, 2024, is not available at the time of preparing these financial statements.

16. Economic dependence

The Library's primary source of funding for operations is RMWB. The Library's ability to continue viable operations is dependent on this funding.

17. Budget

The 2024 budget was approved by the Board of Directors on June 21, 2023. Budget amounts for 2024 were approved on amortized cost basis. Fair value changes were not budgeted.