

December 14, 2019

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

Dear Ms Moskal:

RE: 2020 Grant Request

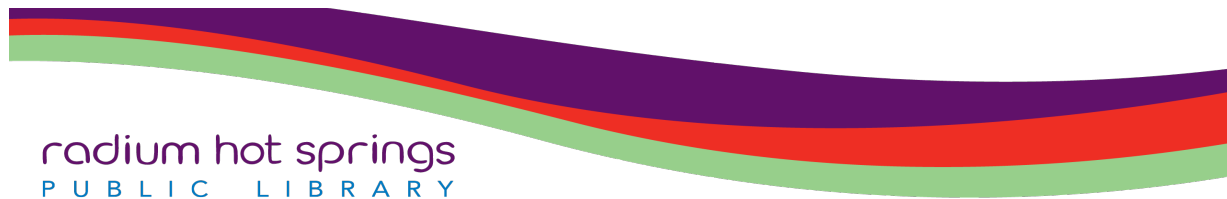
You will find attached the 2020 proposed budget for the Radium Hot Springs Public Library (RHSPL). The rationale for the increased expenditures is listed below:

1. Increasing Library open hours from 28 hours/week to 40 hours/week: Data comparison for other libraries serving similar population size varied from 20 to 47 open hours/week. Our proposed increase moves us to the upper end of this range.
2. Increasing Library Director hours from 30 hours/week to 40 hours/week: Instead of a wage increase (other than Cost-of-Living), we are proposing an increase in work hours (which will, of course, increase the annual salary).
3. Increasing Library Assistant hours from 14 hours/week to 36 hours/week: This increase supports Library open hours, Library services and programs, and consistent expertise in the use of digital databases related to checking in/out books and other Library services. Volunteer support would still be required.

While the increase in expenses for 2020 is substantial, it is based on a sound rationale (as noted above) and on current cost. To mitigate the costs related to increasing our space, open hours, staffing, programs and circulation of Library materials since July 2018, the RHSPL has increased fundraising efforts and grant applications.

Further, in 2019, the RHSPL engaged in an Endowment Fund Campaign where we more than tripled our investment in the Fund. This allows the Library to access the accrued Interest from the Endowment Fund annually. While the interest we receive in 2020 will be minimal, we are looking to continue our Campaign to increase our investment in the Fund in order to support the sustainability and future growth of the Library.

In 2018, we more than tripled our new registrations from the previous year. We also saw a 34% increase in active resident cardholders. We more than doubled our in-person visits, and website and catalogue page views increased by 66%. Circulation of



print books increased by 75%, circulation of children's materials doubled, and Interlibrary loan requests and books borrowed increased substantially. (See attached 2017-18 Statistics Highlight.) To summarize, the increased financial support received from the Regional District of East Kootenay (RDEK) has had a positive impact on the Library and its service area.

In closing, the Radium Hot Springs Public Library Board is deeply appreciative of the continuing financial support of the RDEK. While we are actively engaged in fundraising and broadening our funding base, the RHSPL still requires the support of our major funders. We believe that the service area receives the direct benefits of your support.

On behalf of the RHSPL Board, I am submitting a grant request in the amount of \$62,576.52 from the RDEK for 2020. Please let me know if you require additional information.

Sincerely,

A handwritten signature in black ink, which appears to read "Jane Thurgood Sagal". The signature is written in a cursive, flowing style.

Jane Thurgood Sagal
Chair, RHSPL Board

Attachments