Report

Re: Staff Requirement and Budget Request

For Submission To: East Kildonan – Transcona Community Committee

Original Report Signed By: Vern Peterson, President
Transcona Historical Museum Board

Report date: December 9, 2003

Recommendation(s):
That the Community Committee approve an increase in the Museum's Operating Budget of **$39,118.00** to meet staffing requirements of three full-time employees and increased non-salary account operating costs.

Report Summary

Operating Expense Requirements- Staffing:

- Of the $**39,118.00** the Transcona Historical Museum proposes to spend **$36,682.00** in salaries and benefits.

- Without this requested increase and within the **current** 2004-2006 budget and staffing levels, the Museum will be required to:

    - **Cut services provided to local schools, service and community** organizations *(decline requests for on-site and off-site programs for local schools, day cares, Girl Guides and Scouts, service clubs)*

    - **Eliminate or reduce level of participation in special events** *(dissolve partnerships with the Arthur Day Middle School Enrichment Program, local schools in annual Manitoba Day celebrations, discontinue current level of participation in Transcona's Hi Neighbour Festival, discontinue annual Transcona Treasure Hunt, discontinue Remembrance Week activities, and suspend volunteer appreciation events.)*

    - **Consider further reducing hours that the Museum's galleries are open**

Operating Expense Requirement- Materials, Supplies and Service Accounts:

- Of the **$39,118.00** the Transcona Historical Museum proposes to spend **$2,436.00** in the non-salaried accounts. This breakdown is as follows:

    - $1,350.00 Miscellaneous Expenses
    - $80.00 Memberships
    - $355.00 Premiums
    - $150.00 Auto Allowance
    - $200.00 Training
    - $300.00 Other Supplies

- Without this requested increase and within the **current** 2004-2006 non-budget levels, the Museum will be required to:

    - **Operate without online access to City of Winnipeg intranet and current financial information.** Museum board and staff require online access to current financial information including account expenditures, payroll information as well as civic policies, procedures, programs and/or services in order to make responsible purchasing decisions.
        - **$1,350.00** *is requested under Miscellaneous Expenses*

    - **Cut our membership with the Canadian Museum Association (CMA)** our national heritage association and sponsor of the Young Canada Works in Heritage program. In 2003, the CMA awarded $12,220.27 to the Transcona Museum in student employment grants.
        - **$80.00** *is requested under Memberships*

    - **Reduce insurance coverage required for offsite exhibits, dissolve partnerships as we decline outreach programs opportunities.** In 2003 the Transcona Museum reached over 5,000 visitors through our Railway heritage, George Olive Nature Park, Community Expo, and Remembrance Week offsite exhibits at Kildonan Place Shopping Centre.
        - **$355.00** *is requested under Premiums*

    - **Required to reduce travel on museum business** *(reduce meetings, decline presentation opportunities, cut back on outreach programs and exhibits in the community.)*
        - **$150.00** *is requested under Auto Allowance*

    - **Decline staff training opportunities** *(reduce participation in specific training programs offered through the Association of Manitoba Museums and Association for Manitoba Archives).*

- **$200.00** *is requested under* *Training*

- **Reduce exhibit development and preservation of museum and archival collections** due to the increased cost of acid-free conservation supplies and exhibit materials.
  - **$300.00** *is requested under* *Other Supplies*

Implications of the Recommendation(s):

General Implications

☐ None
√ For the organization overall and/or for other departments
√ For the community and/or organizations external to the City of Winnipeg

Policy Implications

√ No
☐ Yes

Environmental Implications

√ No
☐ Yes

Human Resource Implications

☐ No
√ Yes
Comment:

- Additional funding will allow the Transcona Historical Museum to meet demands for the current level of service within the community of Transcona, and Winnipeg as a whole.

- Without funding, services will be drastically reduced to prevent excessive overtime accumulation and provide for the benefits such as vacation and sick leave entitled to the Museum Curator, a City of Winnipeg CUPE Local 500 employee.

Financial Implications

☐ Within approved current and/or capital budget

√ Current and/or capital budget adjustment required

Comment:

- An increase of $39,118 in the 2004-2006 operating budget is required to enable the Transcona Historical Museum to maintain current service levels to the Transcona community and the City of Winnipeg as a whole.
  - **$36,682** (salary and benefit accounts)
  - **$2,436** (non-salaried accounts) in order to gain online access to the City of Winnipeg financial system as well as meet increased costs of insurance, memberships, training, auto allowance, other operating supplies and materials.

Budget Figures 1999 – 2002 (with no request for additional appropriation)

DESCRIPTION	1999	2000	2001	2002
Salaries/Benefits	61,103.	61,103.	57,677.	57,138.
Services & Supplies	10,657.	10,157.	11,475.	11,823.
NET BUDGET	**71,760**	**71,260.**	**69,152.**	**68,961.**

Budget Figures 2003 – 2006 (with request for additional appropriation)

DESCRIPTION	2003	2004	2005	2006
Salaries/Benefits	**95,791.**	98,129.	99,989	101,162
Services & Supplies	**11,475.**	13,730.	13,910	13,910
NET BUDGET	**107,266.**	**111,859.**	**113,899**	**115,072**

(Net budget does not include "Transfer to Civic Accommodation Facility Cost" figures)

Report

Reason for the report:

East Kildonan – Transcona Community Committee is required to present recommendations to the Standing Policy Committee on Protection and Community Services regarding the Transcona Historical Museum's request.

In 2003, the request for a budget increase of 36,682 for the museum was previously reviewed and approved by:

- East Kildonan - Transcona Community Committee, December 3, 2002
- Standing Policy Committee on Protection and Community Services, Feb. 20, 2003

On Tuesday, April 15, 2003 The Standing Policy Committee on Fiscal Issues approved an additional appropriation in the amount of $36,682.00 to the Transcona Historical Museum 2003 budget.

History:

- In the past eight years, the number of museum contacts has greater than doubled from 3,000 to 7,000+ annually. This increase in public participation can be directly attributed to an increase in the number and variety of services offered by Museum staff and volunteers over the past decade.

- At present, staff and volunteers of the Museum endeavour to provide the following duties and services:

    - **Public Services** including public visitation, special events, education programs, reference to researchers and exhibitions

    - **Museum Administration** including staff and volunteer management, budget management, fundraising, marketing, IT and Inventory Management

    - **Curatorial Duties** for the 46,000 + artifacts/archival materials housed in the Museum including exhibit development, collections management, conservation management, research and fulfilling legal requirements of the collections.

- Core Hours:

    - **Regular Hours Open for Public Visitation**
      -Spring and Summer: Monday through Saturday, 10 - 5
      -Fall and Winter: Tuesday through Friday, 12 – 5, and Saturdays 10 – 5

    - **Staff Hours (Year round)**
      -Monday through Saturday, 9 – 5, including some evenings as required

- Unrealized federal, provincial and external recoveries and increases in City of Winnipeg vacancy management costs resulted in the elimination of the Assistant Curator position in 2001.

- In 2001, the Museum was forced to close its galleries on Sundays in order to curtail salary expenditures.

- With reduced staffing levels, staff were required to accumulate excessive banked overtime to maintain level of service to which the public had become

accustomed. In addition, staff were unable to take advantage of benefits (ex. vacation) entitled to them in the current year.

- Due to the loss of one full-time staff member in 2001 as a result of budget cuts, the Museum was forced to neglect many of its **curatorial duties**. As a consequence, hundreds of artifact and archival donations received from the public were not catalogued. It is important to note that the successful completion of such tasks is essential to any Museum's existence.

- Volunteers have, and continue to remain, essential to the Museum's operation. The Museum's Board functions entirely on a volunteer basis. In addition, volunteers have played a significant role in the success of the Museum's public programs. **Between 2001 and 2003, over 50 people provided hundreds of hours of volunteer service for various Museum initiatives annually.**

Discussion:

In order for the Transcona Historical Museum to continue to provide its current level of service to the community and Winnipeg as a whole, the Museum requires an operating budget increase of $39,118. This increase will meet salary and benefit requirements for three full-time staff members ($36,682) and increased non-salary account operating costs ($2,436) within the Museum. Furthermore, the request for increased staffing is consistent with the Transcona Historical Museum 2003 request for funding and the resulting additional appropriation that was approved by The Standing Policy Committee on Fiscal Issues on April 15, 2003.

This Report Approved By: Transcona Historical Museum Board

This Report Presented By: Vern Peterson, President THM
Jim Sesak, Vice - President THM

THIS REPORT SUBMITTED BY:

Department Transcona Historical Museum
Division
Prepared by: Sheryl Kolt, Museum Curator
File No.