



Date: October 15, 2021
From: Library Board
Subject: Library 2022-2026 Operating Financial Plan

The recommended resolution is:

THAT the Port Moody Public Library Board's 2022-2026 Operating Financial Plan be received for information and referred to the Finance Committee for budget deliberation as recommended in the memo dated October 15, 2021 from the Library Board regarding Library 2022-2026 Operating Financial Plan.

The Port Moody Public Library Board respectfully submits the Provisional 2022-2026 Operating Financial Plan.

The 2022 provisional operating budget has been prepared at \$2,037,426.

The percentage increase over the 2021 budget is 1.4%.

This budget was prepared using the *2022-2026 Financial Guidelines for Staff* as provided by the City of Port Moody.

This budget allows the library to maintain pre-pandemic service levels and does not include any new service requests.

The COVID-19 pandemic has complicated the library's budgeting process because it is difficult to predict revenues due to reduced library activity levels. Revenues from fines and photocopying, as well as grants from lending material to residents from other communities are expected to improve next year, but they are not expected to fully recover to pre-pandemic levels.

Another complication is that the province deferred reducing the Provincial Library Operating Grant in both 2020 and 2021 because of the pandemic. While the stable funding from the province has been much appreciated, it is unlikely we will experience a similar reprieve in 2022.

The library's 2022-2026 Five Year Financial Plan has been prepared based on the following assumptions:

- The library should maintain pre-pandemic service levels including full operating hours throughout 2022.

- The library's materials budget is a priority because this is a core service.
- Revenue will improve in 2022, but it will not fully recover to pre-pandemic levels.
- Cuts should be made to those areas of the budget where expenses will not be incurred in accord with zero-based budgeting principles.
- No new capital or operating project requests should be included as part of the 2022 submission unless they are funded through library reserve funds.
- The Provincial Operating Grant will be reduced by \$8,578 to \$75,300. This grant is population based, and once we are deemed to have reached a population of 35,000, we will be compensated less per resident at this predetermine grandfathered amount.

Attachments:

1. Library Projects Summary.
2. Library Projects Details 2022.
3. Library Operating Summary 2022-2026.
4. Presentation Slides – Library 2022-2026 Operating Financial Plan.