

Date: October 14, 2020  
From: Library Board  
Subject: Library 2021-2025 Operating Financial Plan

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The recommended resolution is:

**THAT the Port Moody Public Library Board 2021-2025 Operating Financial Plan be received for information and referred to the Finance Committee for budget deliberation.**

The Port Moody Public Library Board respectfully submits the Provisional 2021-2025 Operating Financial Plan. The 2021 provisional operating budget has been prepared at \$2,009,533.

This budget request exceeds the 2021 budget allocation by \$67,863 because we have not been able to offset an expected loss of revenue of \$80,123. \$71,545 of this reduction is due to the COVID-19 pandemic:

- \$6,000 in reduced revenue from photocopying and printing
- \$50,795 in reduced grants for lending materials to residents from other communities
- \$11,200 in reduced fine revenue
- \$800 in reduced revenue from non-resident fees
- \$2,750 in reduced revenue from book sales and other miscellaneous items

A further \$8,578 in reduced revenue relates to the Provincial Operating grant. It is probable Libraries Branch will consider Port Moody to have reached a population of 35,000 in 2021. This means Port Moody Public Library will be compensated less per resident at a predetermined grandfathered amount.

Efforts have been made to offset losses in revenue without resorting to staff layoffs. This is difficult because most of the library's budget is for either staffing (86.97%) or library materials (12.78%), both of which are core to the library's mission. The library has reduced expenditures by \$11,047 knowing that certain activities will not take place in 2021 due to the COVID-19 pandemic:

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|--------------------------|-------------------|
| • Conference Attendance  | \$3,000 reduction |
| • Training and Education | \$6,000 reduction |
| • Book Processing        | \$2,047 reduction |

An additional \$27,940 in potential cuts to the 2021 budget have been identified. These savings would be in areas which would not impact full or part-time staff. They would, however, impact operations and are not sustainable in subsequent years.

The 2021 budget is 3.5% over the budget target.

The budget is based on the following assumptions:

- A vaccine will be available in 2021 allowing for a return to normal part way through the year. Our best guess is that the return to normal will be in July 2021.
- The 2021 budget should allow for a return to pre-COVID-19 2020 service levels. This means we need to maintain the salary budget for full and part-time employees, as well as keep the budget for library materials intact.
- No new capital or operating project requests should be included as part of the 2021 submission. Rather new project requests will be fulfilled through library funding sources.

Port Moody Public Library Board

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Attachment 1: Library Projects Summary

Attachment 2: Library Projects Details 2021

Attachment 3: Library Operating Summary 2021-2025