



REQUEST FOR DECISION

MEETING DATE: September 9, 2024

TITLE: Council Delegation - Spruce Grove Public Library Board - 2024 Annual Review and 2025 Budget Presentation

DIVISION: Community and Protective Services

SUMMARY:

The Spruce Grove Public Library Board representatives come before Council annually to provide an update of their activities and discuss their budget request. In 2025, the budget reflects the changes related to the Library opening their second branch at the new Heavy Metal Place. The Library will also provide a review of the past year's achievements.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Jocelyn Wilson, Finance Committee Chair and Leanne Myggland-Carter, Director of the Spruce Grove Library are in attendance to keep Council informed of the activities of library services within the City of Spruce Grove, and to present the Library's 2025 budget request to Council. The purpose of the presentation is to ensure the sustainability and sufficiency of the library service in Spruce Grove as directed by the community in the Board's strategic planning process.

The City of Spruce Grove Library Board is recognized as a Management Board under Bylaw No. 327 of the City of Spruce Grove and is governed by the *Libraries Act*. The City of Spruce Grove Library Board may consist of no more than 10 members, two of which can be members of Council. The Board currently operates with eight members of the public and one member of Council.

Library Budget Process

The following is the Library Board's current budget process as outlined in the Memorandum of Understanding between the City of Spruce Grove and the Spruce Grove Public Library Board, dated September 27, 2018:

6.1 Budget Process

The Board and administration of the Library prepare the library's annual budget in accordance with the *Libraries Act* and in accordance with dates established by Council in order to facilitate Council's budget deliberations.

As per the *Libraries Act*, the Board annually requests from Council a grant for the purposes of supplying library services, resources, and programs to the community. Direct payments are generally excluded from those which the annual municipal operating grant is intended to cover.

The Board determines the amount of the municipal operating grant request according to the Library's strategic planning process.

The Board presents the Library's operating and capital budget requests to Council, as well as updates to its Plan of Service, at a time agreed upon by the Board and Council, with the format of presentation determined by the Board.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

The Library's request for increased funding will be considered as part of the City's Corporate Plan deliberations.

For context, the City's base level funding for the Library in 2024 was \$1,137,263.

The Library's request for 2025 includes operating budget of \$1,779,743 (\$1,219,743 for the main branch and \$560,000 for the new Heavy Metal Place branch.) which constitutes a 7.25 per cent increase specifically for main branch operating costs. \$100,000 of this was advanced to the Library in 2024 to accommodate advanced procurement ordering timelines for library materials for the Civic Centre. This particular amount is considered an in and out between 2024 and 2025. With the included \$560,000 for new branch operations, the overall increase is 56.49 per cent.

The anticipated request for future year budget amounts are:

- 2026: \$1,808,000, which constitutes an additional 1.59 per cent over the 2025 request (both branches).
- 2027: \$1,835,000, which constitutes a proposed 1.49 per cent increase to the overall budget.

The Library also submitted a proposed, one-time amount in 2026 to support the Library's contingency fund for covering any unanticipated costs over a period of up to 10 years. Administration will not be supporting this request, as the Library has the opportunity to identify increased needs annually, which is similar to how the City funds other service areas such as, the Tri-Leisure Centre, versus asking for what is, essentially an unrestricted reserve fund.

Other City-Operation Costs

There are also ongoing operating costs borne by the City to support the lifecycle maintenance, utilities (power and natural gas), janitorial costs, and required equipment rental. For 2025, these budgeted items, which include both branches, the total is approximately \$158,701.