

ADMINISTRATIVE REPORT

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| TO: Shane Bourke, City Manager | DATE: October 16, 2023 |
| FROM: Dan Lemieux, Chief Public & Protective Services Officer | MEETING: City Council |
| REPORT WRITER: Stephanie Cajolais, Recreation & Culture Executive Director | |
| SUBJECT: Grande Prairie Public Library Operational Funding Request | |

RECOMMENDATIONS

That Council refer the Grande Prairie Public Library funding request for 2024-2025 to budget deliberations.

PREVIOUS COUNCIL / COMMITTEE DIRECTIONS

At the June 19, 2022, Council Committee of the Whole meeting, the following motion was passed: “Committee direct Administration to bring a report back to the appropriate Standing Committee with information outlining the service level impact of Council freezing library funding, providing cost of living increases only, and providing funding requested by the Grande Prairie Public Library.”

BACKGROUND

The Grande Prairie Public Library is included within the reporting entity of the City and is accountable to the City for the administration of their financial affairs and resources. City Council appoints a member to the Board. The role of the Board of Directors is to manage and control the municipal library of the City of Grande Prairie.

Each year the Grande Prairie Public Library Board shall prepare and submit a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the library. The financial position of the library is consolidated and disclosed in the City’s annual audited financial statements.

ANALYSIS

The total operational funding provided to the organization in 2022 was \$1,650,000 and funding increased to \$1,673,100 in 2023. For 2022, gift in kind support for the Grande Prairie Public Library from the City of Grande Prairie was evaluated at approximately \$963,150 and consists of subsidies for rent, operating expenses etc. The Grande Prairie Public Library benefits from maintenance and

renewal support as they are located in a City-owned facility. This support is captured in the Corporate Facility Management operating budget and evaluated at \$133,438 for 2022. Gift in kind is anticipated to be similar in 2023.

The Library Board provided a breakdown of the three different budget scenarios (frozen, inflationary increase, and requested increase) and associated impacts in the Service Levels document attached to the report (See Attachment 1).

Relationship to City Council's Areas of Focus / Strategic Priorities

Quality of Life: Supporting local organizations that continue to ensure that Grande Prairie remains a place where community members “want to live, learn, work and play”.

Inclusive Caring Community: Addressing the needs and desires of our diverse population through supporting organizations that offer a wide variety of different programs.

Engaging Relationships: Continuing to strengthen productive relationships with local organizations to build on mutual success.

Environmental Impact

Borrowing books from the library minimizes the environmental footprint left by residents reading habits.

Economic Impact

Libraries contribute to the success of local businesses and contribute to the economy through spending on operations, procurement, and employment.

Social Impact

The Grande Prairie Public Library is regarded as a cultural asset within the City that contributes to a connected community.

Relevant Statutes / Master Plans / City Documents

[Municipal Government Act \(MGA\)](#)

[City of Grande Prairie Council Strategic Plan 2022-2025](#)

[The City of Grande Prairie Library Board Bylaw \(C-1364\)](#)

Risk

The City of Grande Prairie is responsible for the financial results of the Grande Prairie Public Library.

Alternatives

1. Direct Administration to provide additional information.

STAKEHOLDER ENGAGEMENT

Administration will continue to work collaboratively with the Director of the Library and provide assistance and support, as needed.

BUDGET / FINANCIAL IMPLICATIONS

Grant funding allocations are based on Council approved budget resources and demonstrated need based on the Library's financial statements and supporting documentation.

The Grande Prairie Public Library initially requested operational grant funding for 2024-2025 as outlined in Table 1 below.

Table 1: 2024-2025 Operational Funding Requested

| | 2023 (Current) | 2024 | Change | 2025 | Change |
|-------------------------------|-----------------------|-------------|---------------|-------------|---------------|
| Grande Prairie Public Library | \$1,673,100 | \$1,846,072 | \$172,972 | \$1,902,552 | \$56,480 |

Table 2 outlines the three funding scenarios requested by Council.

Table 2: 2024-2025 Funding Options

| Options | Option 1 - Maintain current funding | Option 2 - Cost of living increase (3%) | Option 3 - Requested funding |
|---------|-------------------------------------|-----------------------------------------|------------------------------|
| 2024 | \$1,673,100 | \$1,723,293 | \$1,846,072 |
| 2025 | \$1,673,100 | \$1,774,991 | \$1,902,552 |

SUMMARY / CONCLUSION

The Grande Prairie Public Library offers programs and services to support the community. It is a place that celebrates creativity, encourages discovery, and promotes community connections. Administration recommends that Council refer the Grande Prairie Public Library funding request for 2024-2025 to budget deliberations.

ATTACHMENTS

Attachment 1 – Service Levels Document (provided by the Grande Prairie Public Library)