

## Service Category Summary

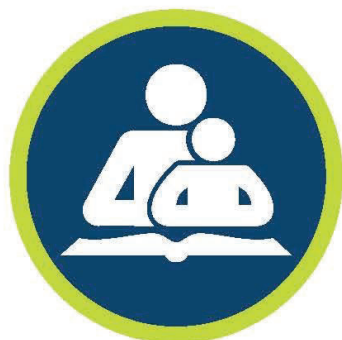
### Library Services

	2021 Actual (AA)	2021 Bylaw (UB)	2022 Bylaw (UB)	2023 Proposed (UX)	Budget Change 2023 vs 2022
<b>Revenues</b>					
Grants - Library	(403,473)	(407,890)	(402,040)	(418,654)	(16,614)
<b>Total Revenues</b>	<b>(403,473)</b>	<b>(407,890)</b>	<b>(402,040)</b>	<b>(418,654)</b>	<b>(16,614)</b>
<b>Expenditures</b>					
Grants - Library	3,785,070	3,785,070	3,933,030	4,127,052	194,022
<b>Total Expenditures</b>	<b>3,785,070</b>	<b>3,785,070</b>	<b>3,933,030</b>	<b>4,127,052</b>	<b>194,022</b>
<b>Debt</b>					
<b>Total Debt</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers</b>					
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues - Asset Maintenance</b>					
<b>Total Revenues - Asset Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures - Asset Maintenance</b>					
<b>Total Expenditures - Asset Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers - Asset Maintenance</b>					
<b>Total Transfers - Asset Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Operations</b>	<b>3,381,597</b>	<b>3,377,180</b>	<b>3,530,990</b>	<b>3,708,398</b>	<b>177,408</b>

## Service Category Summary

### Library Services

Supporting Detail (Consolidation)	2021 Actual (AA)	2021 Bylaw (UB)	2022 Bylaw (UB)	2023 Proposed (UX)	Budget Change 2023 vs 2022
Revenues	(403,473)	(407,890)	(402,040)	(418,654)	(16,614)
<b>Expenditures</b>					
Non-Salary Expenses	3,785,070	3,785,070	3,933,030	4,127,052	194,022
<b>Total Expenditures</b>	<b>3,785,070</b>	<b>3,785,070</b>	<b>3,933,030</b>	<b>4,127,052</b>	<b>194,022</b>
Debt	0	0	0	0	0
Transfers	0	0	0	0	0
<b>Net Operations</b>	<b>3,381,597</b>	<b>3,377,180</b>	<b>3,530,990</b>	<b>3,708,398</b>	<b>177,408</b>



# The Prince George Public Library

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Mayor and Council  
City of Prince George  
1100 Patricia Blvd.  
Prince George, BC V2L 3V9

November 15<sup>th</sup>, 2022

Dear Mayor Yu and Members of Council:

Attached for your consideration is Prince George Public Library's (PGPL) proposed operations budget for 2023. We have prepared a budget of **\$4,367,102** to support the operation of our branches as well as to continue to offer important digital and outreach services. The City of Prince George (CPG) and Regional District of Fraser-Fort George (RDFFG) portion of this proposed budget is **\$4,127,052**.

The proposed 2023 budget amounts to a 4.8% increase over 2022. The budget reflects a number of cost increases faced by the library, including significant costs associated with assuming responsibility for payroll services and related HR functions like benefits and disability management, at the request of CPG Administration. To fulfill this request, additional funding will be needed to license and implement new payroll administration software, and to hire and train an additional PGPL staff member to perform payroll and HR functions previously performed by CPG staff.

Below is a high-level breakdown of the key funding increases in the proposed budget, permitting PGPL to continue to deliver exceptional community services and programs:

- Hiring a Payroll/HR Administrator in July 2023 to support the transition to internal payroll in January of 2024.
- Adding a Library Assistant position to support increased programming & service delivery needs.
- New security & maintenance position added in 2022 at the recommendation of WorkSafe BC.
- The negotiated 2% wage increase and 90% benefit coverage outlined in the Collective Agreement with PGPL staff.
- Licensing and maintenance agreement for the purchase of new payroll administration software.
- Purchase of new server hardware to replace existing IT infrastructure at end of lifecycle.
- Inflationary increases to accommodate higher fuel prices, US currency exchange rates, and costs for books, digital resource subscriptions, and furniture.

With the hiring of a new Manager of Finance & Facilities in 2022, we have begun to implement a number of cost-saving processes, including transitioning from cheques to Electronic Funds Transfer (EFT), as well as decreasing the reliance on paper records and forms in favour of online processes. We

*Read. Connect. Share.*

are also exploring options to increase internal revenue generation with initiatives and partnerships that are in alignment with our strategic goals and priorities.

The completion of PGPL's new Strategic Plan at the end of 2021 has provided a road map for building on the library's successes and strengths as we look to strengthen existing partnerships, meet the needs of additional users and develop new partnerships, and continue to enhance the lives of community members. As we move into 2023, PGPL will continue to focus on building community resilience by creating welcoming and inclusive spaces for every person to *read, connect, and share*.

We appreciate the City of Prince George's ongoing support for the success of the public library and the people of the region.

Respectfully submitted,



Mike Gagel,  
Chair, Board of Trustees  
Prince George Public Library

*Read. Connect. Share.*



**The Prince George  
Public Library**  
www.pgpl.ca

## Prince George Public Library Budget 2023

	Budget 2021	Budget 2022	Budget 2023	Total Change 2023 From 2022
<b>Revenue</b>				
Municipal Funding Sources*	3,785,067	3,933,031	4,127,052	194,021
Provincial Funding Sources	214,000	214,000	214,000	0
Internally Generated Sources	18,050	20,050	27,050	7,000
<b>Total Revenue</b>	<b>\$4,017,117</b>	<b>\$4,167,081</b>	<b>\$4,368,102</b>	<b>\$201,021</b>
<b>Wages &amp; Related Expenses</b>				
Benefits	524,013	542,640	577,940	35,300
Education & Professional Development	21,500	21,500	21,500	0
Wages	2,485,439	2,573,786	2,675,472	101,686
Other Staff Associated Costs	12,000	14,000	14,000	0
	<b>3,042,952</b>	<b>3,151,926</b>	<b>3,288,912</b>	<b>136,986</b>
<b>Operational Expenses</b>				
Supplies	21,075	20,875	24,225	3,350
Materials Costs	257,500	275,215	288,215	13,000
General & Administrative	150,450	166,945	183,950	17,005
Information Technology	103,449	106,600	115,100	8,500
Rent	76,500	76,500	76,500	0
Repairs & Maintenance	160,450	129,950	129,950	0
	<b>769,424</b>	<b>776,085</b>	<b>817,940</b>	<b>41,855</b>
<b>Investment in Tangible Capital Assets</b>				
Furniture	3,000	16,500	20,000	3,500
Equipment	4,000	4,500	6,500	2,000
Computer Infrastructure	14,150	16,150	29,750	13,600
Materials	183,591	199,920	205,000	5,080
	<b>204,741</b>	<b>237,070</b>	<b>261,250</b>	<b>24,180</b>
<b>Total Expenses &amp; TCA's</b>	<b>\$4,017,117</b>	<b>\$4,165,081</b>	<b>\$4,368,102</b>	<b>\$203,021</b>

\*Includes amount paid to the City of PG from the Regional District of Fraser Fort George estimated at \$418,654