



AGENDA

Special Meeting of Council

Date: November 9, 2021, 5:30 p.m.

Location: Council Chambers

Pages

1. **CALL TO ORDER**

"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations."

2. **APPROVAL OF AGENDA**

Recommendation:

THAT the Agenda for November 9, 2021 Special Meeting of Council is approved as presented.

3. **PUBLIC COMMENT**

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

4. **DELEGATIONS AND PETITION**

5. **REPORTS**

5.a. 2022 Budget Presentation - Burns Lake Public Library

Paul Davidson, Board Chair

Monika Willner, Library Director

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6. PUBLIC QUESTION PERIOD

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7. ADJOURN

Recommendation:

THAT November 9, 2021 Special Meeting of Council be adjourned at ____ pm.



Board of Trustees

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Nov. 5, 2021

Budget 2022 Presentation to Mayor Funk, Council and Regional Directors Riis-Christianson and Lambert

Highlights 2020

- COVID-19 caused significant challenges
 - COVID protocols were slow to develop, in-person library access stopped
 - Staff hours slashed; casual employees laid off
 - Total employee hours slashed to 8,490 from 12,024 2019 (pre-COVID)
 - New curbside service instituted to maintain service and meet increasing demand for resources (books, audio books, periodicals)
 - Local government maintained financial support at pre-COVID levels
 - 3rd party grants continued for projects including MacEwen Children's Library
- As a result of circumstances, a significant surplus \$41,387
- Unrestricted net assets \$115,498 at year end

Challenges 2021

- Revenue down, employee hours up as library operating hours improve
 - COVID-19 protocols well established & implemented by Library Director & staff
 - Increased in-library activity, but significantly less than pre-COVID
 - Employee hours increased, total employee hours 9,384
 - Continuing curbside service, requires extra staff responsibilities and work
 - Self-generated revenue \$10,000 less than budget (room, chair and table rentals, photocopy and other services)
- Local Government maintained financial support and provided grants for plexiglass and for lost self-generated revenue (\$5,000 VBL)
- Forecasted deficit \$13,563 – many fixed costs are remaining, but Monika is continually evaluating expenditures to reduce deficit



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Opportunities and Challenges 2022

- ***BLPL is anticipating a modest return to almost normal operations***
 - BC COVID-19 Modelling Group: Oct 27, 2021 Report Summary “State of the pandemic”
 - The COVID-19 pandemic is largely stable in BC, declining at a rate of about 2% per day.
 - Over the next three weeks, model projections indicate that COVID-19 cases are expected to decline in all Health Authorities, including the North, as immunity levels build following vaccinations.
- Not opening Mondays, but 5 days per week maintained
- Total employee hours increasing to 11,440 hours, up from 9,384 in 2021
- New operating hours, library open 2 extra hours on Wednesdays and Thursdays
 - Open Tuesdays 10-5, Wed 10-7, Thurs 10-7, Fri 10-5, Sat 11-3
- COVID-19 has had a huge impact on our ability to forecast revenue and expenses. There has been and continues to be many challenges as operating hours are adjusted, including:
 - Workload is increasing as Covid protocols continue
 - Patrons/visitors continuing to request more services and help from staff than in pre-COVID years
 - Curbside service continues as demand remains significant
- The Board has approved a strategy for recruitment and retention including:
 - Modest increase in hourly wages, modest increase in hours for full time employees in 2022. Wages + Benefits= \$23.72 per hour average
 - Reduction in casual and part time employees who were paid minimum wages and have less commitment to the Library
- **A significant operating deficit is forecasted \$67,175**
 - No increase in Provincial grants expected



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- 3rd party grant revenue is uncertain and is typically tied to a specific project. In the past they have been reluctant to allocate a portion of their donations to fund operating costs such as wages. We will work to change this.
- Self-generated revenue is expected to be \$6,000 less than in pre-COVID years

Solutions 2022

- We have cut \$12,400 (3%) from total expenditures, including:
 - Cut \$8,000 (18%) from the collections budget including children's books, adult books, audio books, electronic databases
 - Cut \$3,000 (50%) from literacy programs, \$1,000 (100%) from Honoraria used to pay instructors for in-library adult training programs
 - Cut \$1,400 (35%) from professional development
- We think that we can solicit funding from various community organizations to make up for these program cuts.
- We are lobbying First Nations for financial and program support, but it may be 2023 before any grant support is realized
- We will diligently work to identify reductions in our expenditures that will not significantly compromise our programs, services, and employees.
- **As a result of these cuts, our deficit is reduced from \$67,175 to \$54,775. For 2022 we have limited our expenditure increase to \$2,662 over 2021 (0.7% increase).**

Revenue-Expenditures 2014-2022

	2014	2015	2016	2017	2018	2019	2020	Forecasted	
								2021	2022
<i>Revenue</i>	\$ 247,134.00	\$ 244,889.00	\$ 240,639.00	\$ 275,481.00	\$ 290,698.00	\$ 334,779.00	\$ 362,560.00	\$ 354,566.00	\$ 316,016.00
<i>Expenditures</i>	\$ 249,205.00	\$ 252,038.00	\$ 248,283.00	\$ 274,915.00	\$ 271,735.00	\$ 332,634.00	\$ 321,173.00	\$ 368,129.00	\$ 370,791.00
<i>Surplus/Deficit</i>	-\$ 2,071.00	-\$ 7,149.00	-\$ 7,644.00	\$ 566.00	\$ 18,963.00	\$ 2,145.00	\$ 41,387.00	-\$ 13,563.00	-\$ 54,775.00
<i>Unrestricted Net Assets at Year End</i>					\$ 79,779.00	\$ 74,111.00	\$ 115,498.00		



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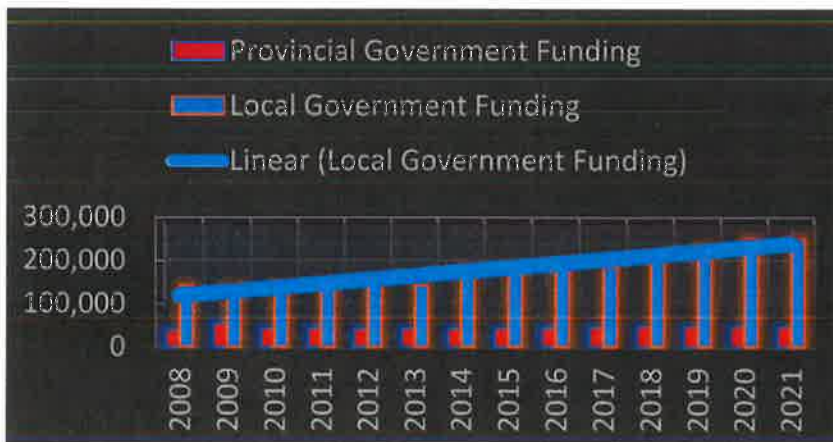
Cash Flow and Reserves 2021-2023

	2021	
Operating Account at Aug 31, 2021 (Note 1)	\$130,000.00	
Less cash requirements Sept to Dec 2021	-\$ 43,000.00	
Less cash reserves for Jan - June 2022	-\$ 50,000.00	
Operating Account Balance Dec 2021	\$ 37,000.00	
Maximizer Account	\$ 7,400.00	
Two GIC's	\$ 10,876.00	
Balance Operating Account + Savings	\$ 55,276.00	
Less Projected Deficit 2021	-\$ 13,563.00	
Projected Balance Operating Account + Savings - Deficit Dec 2021	\$ 41,713.00	
		2022
Opening Balance January 1, 2022	\$ 41,713.00	
Cash forward from reserve in 2021	\$ 50,000.00	
Less Projected Deficit 2022	-\$ 54,775.00	
Projected Balance Operating Account + Savings - Deficit Dec 2022	\$ 36,938.00	
Less cash reserves for 2023	\$ -	*
Opening Balance Jan 2023	\$ 36,938.00	
<i>* We are unable to meet the requirements for a minimum reserve of \$50,000 for Jan - June 2023</i>		
		2023
Opening Balance January 1, 2023	\$ 36,938.00	
Cash forward from reserve in 2022	\$ -	
Less Projected Deficit 2023	-\$ 54,775.00	
Projected Balance Operating Account + Savings - Deficit Dec 2023	-\$ 15,814.00	**
<i>**We are unable to cover the cost of our deficit</i>		

Note 1: per Statement of Financial Position, Matilda D'Silva, Oct 8, 2021

- A significant budget deficit in 2022 will deplete our reserves, and 2023 will represent a very significant challenge to continued library operations without an increase in funding.

Local and Provincial Operating Grants BLPL 2008-2021



The Provincial government continues to off-load community services.

The PUBLIC Library relies on operating grants from local governments.



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We need your help! How can you help?

- Can you increase annual library funding by \$50,000?
 - An injection of grant revenue will help us get through 2022 without severe cuts and will ensure we can maintain cash reserves required for 2023 and beyond.
- Can you reduce our rent payments for 2022 and 2023? Perhaps cover the cost of elevator inspections. Everything helps.
- Can you purchase a license from Grant Advance? Please share it with the library as a tool for us to apply for additional funding. This will benefit other charitable organizations in the community as well.
- Please continue to lobby the Provincial Government on behalf of all Libraries for a substantial increase in funding. Their funding has been static since 2014, and they continue to offload library costs to local governments and community organizations.
- Do you have any suggestions for increasing our revenues for 2022 and beyond? What additional grant funding is available from the Arts and Cultural Funding Account.
- Are there other sources for grants to the Burns Lake Library?
- 2023 will represent a very significant challenge to continued library operations without an increase in funding. We need to act soon.

Thank you for your time and consideration. If you have any questions and suggestions, please feel free to contact any Board member or myself.

Yours sincerely,

Paul Davidson

Paul Davidson
Chair, Board of Trustees

