

Saskatoon Public Library 2024/2025 Business Plan and Budget

ISSUE

City Council approval is required in order to set the Operating and Capital Business Plan and Budget for 2024 and 2025. The figures in this report are stated as 2024 and 2025 respectively, unless otherwise noted.

RECOMMENDATION

1. That the Saskatoon Public Library Business Line Operating Budget for 2024 totalling \$32,978,200 in expenditures and \$32,978,200 in revenues be approved;
2. That the Saskatoon Public Library Business Line Operating Plan for 2025 totalling \$34,345,300 in expenditures and \$34,345,300 in revenues be approved;
3. That the 2024 Capital Budget totalling \$200,000 be approved; and
4. That the 2025 Capital Plan totalling \$200,000 be approved.

BACKGROUND

At its Regular Business meeting held on July 26, 2023, City Council adopted, in part, a recommendation of the Governance & Priorities Committee regarding the [2024/2025 Budget Information Update](#) that City Council submit a request to the Saskatoon Public Library Board that the budget be submitted earlier than the typical process in order to align with Governance and Priorities Committee's process for budget preparations, and in order to be incorporated into civic administration's options.

At the Governance and Priorities Committee meeting held on October 11, 2023, Saskatoon Public Library presented as information the [Saskatoon Public Library – 2024/2025 Budget Information Update](#).

At its November 15, 2023 meeting, the Saskatoon Public Library Board (Board) considered a report submitting the 2024-25 Preliminary Operating and Capital Budget estimates. It was resolved that the preliminary 2024-2025 operating and capital budget estimates be approved and forwarded to City Council for consideration and approval.

The 2024-2025 Preliminary Business Plan and Budget was released on November 9, 2023.

DISCUSSION/ANALYSIS

Saskatoon Public Library Operating Budget

The Preliminary Budget includes a total of \$32,978,200 and \$34,345,300 in expenditures for the Saskatoon Public Library Business Line. Increases of

\$1,501,400 (4.8%) and \$1,367,100 (4.1%) are projected, largely due to:

- Increases in capital contributions to the New Central Library Reserve of \$210,000 in both 2024 and 2025;
- An increase of 3.0 FTE in 2024 for additional support from a Functional Analyst (1.0), Security Manager (1.0) and Payroll (1.0);
- An increase of 4.0 FTE in 2025 to support Public Services (1.0), Outreach Support (1.0), Facilities (1.0) and Accounts Payable/Accounts Receivable (1.0); and
- Other inflationary increases in order to address staff compensation requirements based on collective bargaining agreements and other contractual requirements.

This business line also includes a total of \$843,400 and \$848,400 in non-tax revenue sources, which is an increase of \$26,900 and \$5,000 over prior years.

The Saskatoon Public Library is a separate taxing authority within the City of Saskatoon (City) and sets its mill rate and collects property tax separate from the general civic property tax. The City simply collects the taxes on behalf of the Library. The Saskatoon Public Library is required to present and obtain approval of a balanced budget each year from City Council.

After the production of the Multi-Year Business Plan and Budget (MYBB) document, Assessment Growth revenue was refined further from \$385,000 to \$281,200 for 2024. The 2025 Assessment Growth revenue remained at \$220,000 for 2025. This change resulted in revised proposed property tax increases of 3.84% and 3.55%. These property tax increases would generate an additional \$1,172,200 and \$1,137,300 in revenue for the Saskatoon Public Library.

Saskatoon Public Library Capital Budget

The Preliminary Budget includes \$200,000 funded capital investments in each year.

FINANCIAL IMPLICATIONS

The financial implications are included in this report.

OTHER IMPLICATIONS

There are no privacy, legal, social, or environmental implications identified.

NEXT STEPS

Upon approval of the Preliminary Budget, the Administration will finalize the Approved Business Plan and Budget to be released in 2024.

REPORT APPROVAL

Written by: Kari Smith, Director of Finance
Reviewed by: Scott Gregor, Director of Finance, Saskatoon Public Library
Carol Cooley, Director of Libraries
Clae Hack, Chief Financial Officer
Approved by: Jeff Jorgenson, City Manager

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