

FILE: 01-0450-01/25

**REPORT DATE:** November 04, 2025      **MEETING DATE:** November 25, 2025  
**TO:** Mayor and Council  
**FROM:** Jessica Armstrong, Library Manager  
**SUBJECT:** 2026 Draft Business Plan - Library Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Receive for information the Pitt Meadows Library 2026 Draft Business Plan and Staff Report as presented at the November 25, 2025 meeting of Council; OR
- B. Other.

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**PURPOSE**

The purpose of this report is to present the 2026 Draft Business Plan for the Pitt Meadows Library.

Information Report       Decision Report       Direction Report

**DISCUSSION**

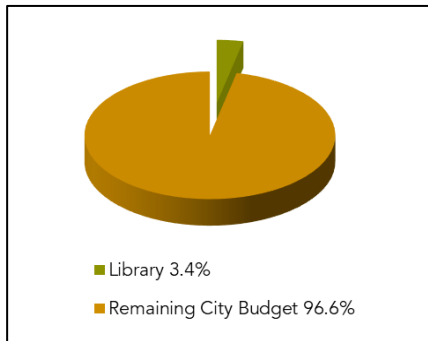
**DEPARTMENT OVERVIEW**

The mission of Pitt Meadows Public Library, a member of the Fraser Valley Regional Library (FVRL), is: "Opening minds. Enabling dreams". The library improves the quality of life for our community through knowledge, ideas, and experiences. The library provides free access to services, programs, and materials that increase literacies and contribute to the overall wellbeing of our community.

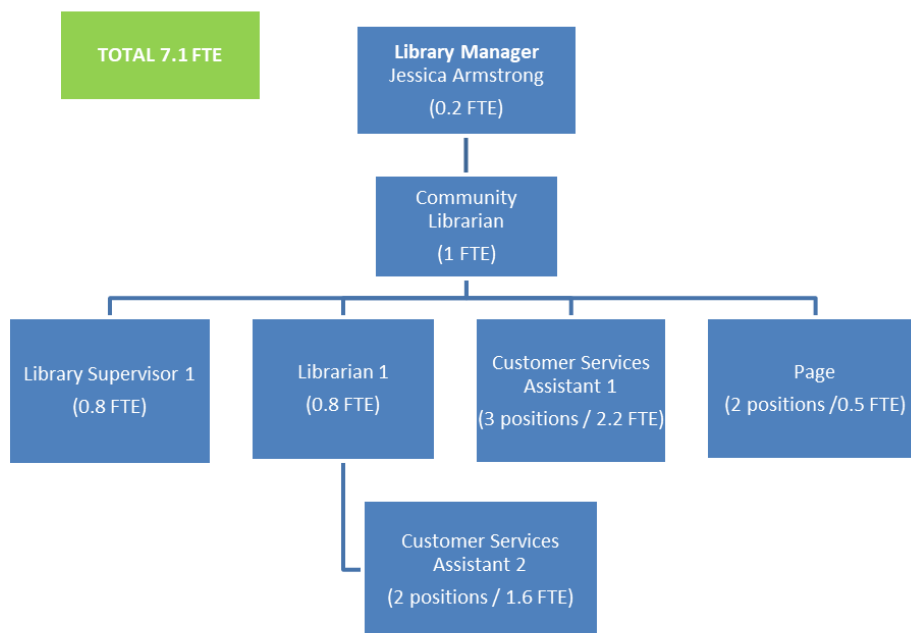
**Operating Budget:** \$1,268,800

**Capital Budget:** None.

**% Share of overall City Budget:** 3.4%



### Staff Complement



### Forecasted Position Adjustments

See Attachment A. Decision Package: Pitt Meadows Library openings on Saturdays and Sundays of long weekends.

### Deferred Projects

None.

## 2025 Achievements (Top 3)

- **GENERATIVE AI TRAINING FOR LIBRARY STAFF.** This training supports thoughtful and responsible use and understanding of AI. Going forward, the training will help staff provide innovative and accessible AI programs for the public. *Principled Governance – Meaningful Engagement*
- **CONNECTING WITH COMMUNITY GROUPS TO COLLABORATE AND INFORM.** Staff continue to connect with community groups to provide programs and increase public awareness of our services including the FVRL playground and our digital services. Two recent examples of this are library staff attending a WorkBC staff meeting to inform them of our services and programs and we are collaborating with WorkBC to offer employment workshops at the library. Our Community Librarian will be meeting with the teachers from Pitt Meadows Elementary to help make them aware of what we offer, highlighting the Playground collection. *Principled Governance – Community Voice*
- **IMPROVING LIBRARY ACCESSIBILITY AND SUSTAINABILITY.** This year, we have been expanding our staff training to include learning opportunities focused on visual and hearing impairments, helping us better understand and assist customers affected by these issues. We have also completed an accessibility inventory of our library to identify areas for improvement and are taking steps to make our library more welcoming and accessible for everyone. FVRL continues to work towards Sustainable Libraries Certification through using more sustainable materials, reusing, repairing, and engaging Outreach events. More details are outlined in this article: [Fraser Valley Regional Library Member Spotlight Feature - July 2025.pdf](#). *Community Spirit and Wellbeing - Wellness*

## Key Challenges for 2026

- **STAFFING.** Absences due to communicable diseases continue to present uncertainty in daily staffing compositions. We are able to offer FVRL express service if needed.
- **STAFF TRAINING.** Ensuring staff are able to attend needed training continues to be challenging. Offering online training helps mitigate this.
- **MANAGING COMPETING CUSTOMER NEEDS.** We have had an increase in the use of the library for customers needing space for Zoom meetings. This can be disturbing for other customers and challenging for staff to manage. The coming addition of the private meeting pod will be very helpful for this.

## Key Initiatives 2026

Strategic Priority	Initiative
Community Spirit and Wellbeing – Pride and Spirit	<b>EXPAND INNOVATIVE LIBRARY COLLECTIONS AND EXPERIENCES.</b> From private meeting pods to Dungeons and Dragons and AI for Seniors workshops, the library will continue to provide new, non-traditional library items and programming.
Community Spirit and Wellbeing – Wellness	<b>CONTINUE TO SUPPORT SUSTAINABILITY.</b> The library will continue to explore and implement more sustainable practices and support educational programs and events.
Community Spirit and Wellbeing – Pride and Spirit	<b>EXPAND ENGAGEMENT WITH NEWCOMERS AND CUSTOMERS OF ALL ABILITIES.</b> We will work to reduce language barriers, reduce barriers to our online and in-person programming and welcome all newcomers. Programming and events which meet this priority are English Language drop-ins for newcomers, Welcoming Week in September, and, of course, Pitt Meadows Day.

## PROPOSED OPERATING BUDGET

	2025 Approved Budget	2026 Proposed Budget	Proposed Changes for 2026		2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget	2030 Proposed Budget
Expenses								
FVRL Library Services	\$ 1,208,000	\$ 1,268,800	\$ 60,800	5.0%	\$ 1,317,400	\$ 1,366,100	\$ 1,416,700	\$ 1,469,100
	1,208,000	1,268,800	60,800	5.0%	1,317,400	1,366,100	1,416,700	1,469,100
<b>Net Operating Expenses</b>	<b>\$ 1,208,000</b>	<b>\$ 1,268,800</b>	<b>\$ 60,800</b>	<b>5.0%</b>	<b>\$ 1,317,400</b>	<b>\$ 1,366,100</b>	<b>\$ 1,416,700</b>	<b>\$ 1,469,100</b>
<b>Key Budget Changes for 2026:</b>								
FVRL Levy			60,800					
<b>Change in Net Operating Expenses</b>			<b>\$ 60,800</b>					

## PROPOSED CAPITAL BUDGET

None.

## DECISION PACKAGE(S)

See Attachment A.

**PUBLIC PARTICIPATION**

Inform     Consult     Involve     Collaborate     Empower

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**KATZIE FIRST NATION CONSIDERATIONS**

Referral     Yes     No

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**SIGN-OFFS**

**Written by:**

Jessica Armstrong,  
Pitt Meadows Library Manager

**Reviewed by:**

Laura Barroetavena,  
Director of Financial Services

Mark Roberts,  
Chief Administrative Officer

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**ATTACHMENT(S):**

- A. Decision Package: Pitt Meadows Library openings on Saturdays and Sundays of long weekends

## ATTACHMENT A

### DECISION PACKAGE: Pitt Meadows Library Openings on Saturdays and Sundays of long weekends

<b>Department/Division</b>	Library	
<b>Submitted by</b>	Jessica Armstrong	
<b>Estimated Operating Cost</b>	One time: \$ 0	Ongoing: \$15,000

### Recommendation

THAT Council:

1. Maintain the same service levels of other FVRL Libraries by continuing with Pitt Meadows Library Openings on Saturday and Sunday of long weekends in 2026 and receive an increase in the FVRL Member Assessment of \$15,000, equivalent to a property tax increase of \$1.32 to the average single family home; OR
2. [Consider Alternatives provided below].

### Executive Summary

Beginning in fiscal 2025, all Fraser Valley Regional Library (“FVRL”) libraries added additional public opening days on statutory holiday weekends (referred to as “long weekends”). Pre-2025 all FVRL libraries regularly open on Sundays closed on the Sundays of long weekends and the Pitt Meadows Library, along with seven (7) of FVRL’s twenty-five (25) libraries, also closed on the adjacent Saturday of those weekends. This meant that every long weekend, up to eleven in a year, the Pitt Meadows Library was closed for three (3) consecutive days.

Member local governments were advised of the potential additional cost of the openings with the caveat that in most cases this cost could be absorbed within the existing budget, with potential exceptions for some of the smaller libraries. Members were given the option to proceed with the new openings, or not, using fiscal 2025 as a pilot year after which they could confirm or revise their decision. All members chose to move forward with the openings, with two members’ (including Pitt Meadows) ultimately requiring an increase in their FVRL assessment to fund the openings on a go-forward basis.

Long weekend openings have historically been one of the most common requests made by FVRL patrons and have been very well received by all FVRL customers to date. This is true for the Pitt Meadows Library, especially for the Saturday (open 7 hours) openings.

At present, no members with librar(ies) regularly open on Saturday and/or Sundays, are considering returning to closures on these days on long weekends. The other member for whom an increase in funding is required to sustain the openings beyond fiscal 2025 has elected to increase funding.

The Pitt Meadows Library would require a minimum increase in funding of \$15,000 to continue the long weekend openings beyond 2025. This amount reflects the average number of long weekends per year (about 8 weekends). As an alternative, Pitt Meadows may elect to remain open only on the more popular Saturdays, as measured by average customer visits, for an additional cost of \$10,000.

### **Background/Discussion**

Prior to 2025, all FVRL (“Fraser Valley Regional Library”) libraries, that would otherwise be open, closed on Sundays and Mondays of statutory holiday weekends (referred to as “long weekends”) as a requirement of the FVRL CUPE collective agreement. The Pitt Meadows Library, along with seven (7) other smaller FVRL libraries, \* of a total 25 libraries, also closed on the adjacent Saturday of those weekends. This meant that every long weekend, up to eleven each year, the library was closed for three (3) consecutive days.

\*Agassiz, Hope, Yale, Fort Langley & Brookwood (Township of Langley), Yarrow (Chilliwack).

In response to long standing customer requests for long weekend openings, FVRL negotiated changes to the CUPE collective agreement in fiscal 2024 to permit these openings. In February 2025, following consultation with member local governments and with FVRL Board and member Council approvals, all FVRL libraries began opening on Sundays, and as applicable the Saturdays, of long weekends.

Member local governments were advised of the potential additional cost of the openings with the caveat that in most cases this cost could be absorbed within the existing member’s budget, with potential exceptions for some of the smaller libraries. Members were given the option to proceed with the new openings, or not, using fiscal 2025 as a pilot year after which they could confirm or revise their decision. All members chose to move forward with the openings.

Long weekend openings have historically been one of the most common requests made by FVRL patrons and have been very well received by all FVRL customers to date. This is true for the Pitt Meadows Library, especially for the Saturday (open 7 hours) openings. Comparing the

“value” of the openings on the Saturday (open 7 hours) and the Sunday (open 4 hours) for the Pitt Meadows Library suggests that the Saturday openings are more popular. As detailed in the Table below, library visit patterns show that Saturdays are consistently busier than Sundays and that the Saturdays on long weekends are just as busy as non-long weekend Saturdays.

<b>Table: Pitt Meadows Library - Saturday &amp; Sunday Customer Visits</b>	
Average Visits Sunday NOT Long W/end:	103
Average Visits Sunday Long W/end:	65
Average Visits Saturday NOT Long W/end:	152
Average Visits Saturday Long W/end:	150
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Total Visits Saturdays	9,104
Count of Days	60
Day Average Visits	152
FVRL Cost Per Day	\$1,098
FVRL Cost Per Visit	\$7.24
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Total Visits Sundays	5,357
Count of Days	54
Day Average Visits	99
FVRL Cost Per Day	\$613
FVRL Cost Per Visit	\$6.18

### **Financial Implications**

At this time, Pitt Meadows requires an increase in their FVRL assessment for fiscal 2026 to fund the openings on a go-forward basis. The Pitt Meadows Library would require an increase of \$15,000 which reflects the average number of extra openings on long weekends per year as detailed in the Table below.

<b>Table: Pitt Meadows Library Long Weekend Openings Annual Cost</b>				
	2025 S&B Cost Per Day	Minimum Openings (6 days)	Average Openings (8.5 Days)	Maximum Openings (11 Days)
Saturdays	1,100	6,600	9,350	12,100
Sundays	600	3,600	5,100	6,600
	<b>1,700</b>	<b>10,200</b>	<b>14,450</b>	<b>18,700</b>

### Alternatives

1. Continue with opening on Saturday only of long weekends and receive an increase in the FVRL Member Assessment of \$10,000, equivalent to a \$0.88 property tax increase to average single family home. This alternative would see the library open on the most popular weekend day and be beneficial for customers. Opening on just Sundays and not Saturdays of a long weekend is not recommended. The library is only open 4 hours on Sundays and, when combined with Sunday being a day of religious practice for some

and potential other factors, has resulted in fewer customer visits historically. Additionally, for potentially these same reasons, staff prefer to work on Saturdays and attracting casual employees to shifts that become vacant due to regular staff illness or vacation has been difficult; OR

2. Do not continue with the Pitt Meadows Library Openings on Saturday and Sunday of long weekends and receive no additional increase in FVRL Member Assessment for fiscal 2026. While this would be the most affordable, customer satisfaction would be impacted and we would be very out of line with other libraries, both within FVRL and elsewhere in the lower mainland.