

May 4, 2020



REVISED LIBRARY OPERATING BUDGET 2020

The COVID-19 pandemic is impacting the Library's in many ways. With the closure of the library's doors to the public at both locations on March 15, staff have been working hard to increase the ways St. Albertans can continue to access their Library. The Library has maintained phone and email access to staff for general questions, reference and technical help during normal Library hours. We increased access to digital collections, including eBooks and audiobooks, streaming movies, music and TV and digital learning resources. Working from home, library staff have moved programming online, creating digital version of popular programs such as children's storytimes and other learning opportunities.

As requested by Mayor Heron in her April 9, 2020 letter, the Board has reviewed and revised its 2020 operating budget, **approving a reduction of \$194,000 to the City annual grant.** In summary:

Loss of Revenue

With the closure of the doors of the Library on March 15 came a reduction in over the counter earned revenue – fines, fees, printing and copying sales. We estimate the revenue reduction in this area at \$40,500. The Library's iconic Summer Reading Game is being cancelled, or re-made in much more modest form. This will mean a reduction of \$20,300 in grants and donations revenue. In total, reduced revenue of \$60,800.

Reduction in Expenses

We take seriously our role as stewards of public funds and understand the pressures the City of St. Albert is under in terms of revenue loss due to the pandemic pressures. We have made reductions in expenses throughout the 2020 budget, totalling \$254,800.

- The change to the Summer Reading Game will mean a reduction in expenses of \$87,100 through not hiring 6 students.
- Temporary layoffs to 43 Library staff – full-time, part-time and casual. A six-week layoff from April 27 to June 7 saves the Library \$67,600.
- Continuing the freeze on merit increases for staff saves an additional \$29,700.
- Cutting our anticipated costs due to a job reclassification project saves an additional \$46,100.

Peter Bailey, CEO

On behalf of the St. Albert Public Library Board

REVENUE	2020 Approved	2020 Revised	\$ Change	% Change
City of St. Albert Annual Operating Grant	4,661,900	4,467,900	- 194,000	-4.2%
Province of Alberta Annual Grant	358,700	358,700	-	0%
Transfer From Reserves	223,200	223,200	-	0%
Total Other Revenue Sources	282,000	221,200	- 60,800	-22%
> Sales & User Fees	129,800	101,800	28,000	22%
> Conditional Grants	83,200	65,300	17,900	22%
> Other Revenue (Fundraising, Interest, etc)	69,000	54,100	14,900	22%
TOTAL REVENUE	5,525,800	5,271,000	- 254,800	-4.6%
EXPENSES	2020 Approved	2020 Revised	\$ Change	% Change
Salaries, Wages and Benefits	4,154,300	3,919,800	234,500	5.6%
> Layoffs (6 weeks, April 27-June 7)	-	67,600	- 67,600	-
> Merit increases freeze (to end of 2020)	-	29,700	- 29,700	-
> Student workers hiring freeze	-	87,100	- 87,100	-
> Position reclassification contingency cut	91,300	45,200	- 46,100	-
> Staff fitness benefit cut	4,500	500	- 4,000	-
Contracted and General Services	513,300	513,300	-	-
Materials, Goods, Supplies & Utilities	853,500	853,500	-	-
Bank Charges	4,700	4,700	-	-
> Total other reductions	-	20,300	20,300	-
TOTAL EXPENSES	5,525,800	5,291,300	254,800	4.6%

FORECAST REVENUE LOSS (NON-COSA)	\$	60,800
TOTAL REDUCTION IN EXPENSES	\$	254,800
NET REDUCTION TO CITY GRANT	\$	194,000