

Library Budget 2021

Brockville Public Library

2020 – Year in Review

- The Library closed to the public on March 17
 - 105 days closed with online services only
- 94% of employees were laid off by April 17
 - All employees back to work by the end of September
- Services began being reintroduced June 2
- 2020 closed with another reduction in services
 - 290 days of reduced services in 2020 (79% of the year)



2020 – Year in Review

- Isolation Recreation online calendar
 - Sharing free, online activities for children and adults
 - Supported local businesses and organizations
 - Reached over 20,000 people at home, positive community feedback
- TinkerLab To Go kits
 - Technology-free family activities
 - Kids could enjoy wherever they were, whenever they wanted
- LGBTQ2S+ Downtown Dates
 - Teens would gather at the Library, then walk downtown (safely) together, pick up a treat at a local business, and go for a walk in the park
 - Supported local businesses
 - Provided social interaction and physical activity for youth



2020 – Fiscal Mitigation

- Library Board implemented a COVID-19 Emergency and Recovery Plan which included financial mitigation steps
 - Majority of employees were laid off the beginning of April
 - Halted all purchases except non-discretionary or essential
- Based on Ontario's Framework for Reopening our Province and community feedback, we accelerated our recovery plan
 - Reintroduced programs and services sooner than originally projected



2021 – COVID-19 Conscious Planning

During Shutdown and Stay-at-Home orders

- Transitioned our primary services to curbside pickup, online, and/ or contactless
 - Still able to lend and receive items
- Modified programs and program delivery to be COVID-19 conscious
 - First Online Cooking Night program sold out at 60 tickets.
- Balancing community requests for programs and services with COVID-19 requirements



2021 Budget – Major Impacts

Revenues:

- Projected decrease of \$23,722 for budgeted revenues
- Notable decreases
 - Donations: \$12,445
 - Library partner fees: \$7,863 (cost recovery)



2021 Budget – Major Impacts

Expenses:

- Staffing and professional services
 - Net increase by \$58,539
 - CPI and step increases
 - Increased benefit costs
 - Regular cleaning contract
- Communications
 - Telephone and internet fees: net increase by \$354



2021 Budget – Major Impacts

- Mitigation strategies:
 - Materials and Supplies, Facilities, Professional Development, and Administration expenses net reduction of \$12,480



2021 Budget – Mitigation Factors to Consider

- Similar to the City, if lost revenue had corresponding expenses, the expenses were reduced wherever possible
- Further reductions would mean service not being provided or possible staffing cuts
- Would cause spikes in future budgets bringing services back to 'normal' levels



Proposed 2021 Library Operating

	Actuals			Budget		Increase/ (Decrease)	
	2017	2018	2019	2020	2021	\$	%
Municipal grant	(685,134)	(698,837)	(702,377)	(782,254)	(823,536)	(41,282)	5.28%
Provincial grant	(44,624)	(44,624)	(44,624)	(44,624)	(44,624)		
Library generated revenue	(57,694)	(55,921)	(58,145)	(50,950)	(33,592)		
Library partner fees	(19,471)	(20,623)	(12,043)	(21,785)	(13,992)		
Donations and grants	(22,853)	(12,396)	(28,979)	(59,301)	(60,800)		
Contribution from reserve					(10,000)		



Proposed 2021 Library Operating

	Actuals			Budget		Increase/ (Decrease)	
	2017	2018	2019	2020	2021	\$	%
Staffing & Professional Services	612,951	637,819	701,197	715,359	773,898		
Administration, Materials & Supplies	96,458	103,152	132,879	151,220	149,168		
Occupancy & Facility	75,335	59,730	56,089	63,117	63,477		
Donations and grants	7,725	5,554	3,378	18,430	0		



2021 Incremental Items

- Operations:
 - COVID-19 Health and Safety
 - Contract cleaner for day sanitization of public areas to meet Health Unit's requirements
 - Additional cleaning supplies and personal protective equipment
 - 2021 cost: \$22,262
- Capital:
 - Library lighting
 - Continued support from 2020 to replace library lighting with LED
 - Rebates available, amounts will need to be confirmed
 - 2021 cost: \$40,815



2021 Incremental Items Cont'd

- Capital:
 - Elevator updates
 - Continued support from 2020 to replace discontinued parts
 - 2021 cost: \$20,000
 - Computer replacement
 - Replacing older and failing models
 - Computer replacement was already delayed in 2018, another delay would impact the Library's ability to provide publicly accessible computers
 - 2021 cost: \$11,200



Thank you

