

2020

COVID-19 related expenses and loss of revenue 2020

Expenses directly related to COVID-19

Expense Allocation	Amount	Description of Expense
Health & Safety	\$3,268.33	Masks, gloves, sanitizer, face shields, cleaning wipes, signage, wayfinding stickers, white paper bags
Office Supplies	\$3,172.98	Coloured duct tape, coloured paper, elastics, staplers, caution tape, stamps, ink, lamination supplies, white paper bags, labels
Technology Support	\$691.84	Zoom licensing, increased wifi hub use, webcams
Computers & Equipment	\$152.58	Microphone headsets
Furnishings	\$3,278.43	Plastic chairs for staff areas, a frames for signage, sanitizer dispenser stands, plexi-shield
Advertising and promotiona	\$290.29	Laminated signage for curbside
Building Supplies	\$139.04	Additional cleaning supplies (building supplies in this case means supplies for the building)
Other Maintenance	\$6,324.26	Moving computer lab to first floor, 1-800-got-junk to get rid of broken furniture and discarded books, (screws, hooks, etc for hanging signs and re-distributing layout of library),
Audit	\$2,506.00	Cost more as was done offsite, necessitating more time spent to complete
TOTAL	\$17,317.75	

Funds received:	
Source	Amount
Hamilton Township	\$1,600.00
Canada Helps	\$111.61
TOTAL	\$1,711.61

Unanticipated losses of revenue			
Income line	Anticipated inc	Actual income	Revenue Lost
Fines	\$16,800.00	\$4,882.00	\$11,918.00
Memberships	\$2,450.00	\$573.00	\$1,877.00
Replacement Cards	\$600.00	\$141.00	\$459.00
Book Sales	\$3,800.00	\$598.00	\$3,202.00
Meeting Room Rental	\$7,000.00	\$1,055.00	\$5,945.00
Promotional Material	\$500.00	\$157.00	\$343.00
Photocopies/Printing	\$6,200.00	\$2,037.00	\$4,163.00
TOTALS	\$37,350.00	\$9,443.00	\$27,907.00

Unanticipated Savings	
Expense	Unspent funds
Staffing (wages & benefits)	\$47,067.00
Branch Trips	\$1,610.00
Photocopier	\$550.00
Collection Agency	\$910.00
Travel Related Expenses	\$1,012.00
Meeting Room Expenses	\$381.00
Board Expenses	\$437.00
TOTAL	\$51,967.00

Total Impact 2020	
\$8,453.86	surplus

2021

COVID-19 related expenses and loss of revenue 2021

Expenses directly related to COVID-19 (as of May 25 2021)		
Expense Allocation	Amount	Description of Expense
Health & Safety	\$0.00	Masks, gloves, sanitizer, cleaning wipes
Office Supplies	\$694.81	White paper bags, labels
Technology Support	\$95.85	Zoom licensing
Advertising and promotiona	\$60.06	Laminated signage for curbside
TOTAL	\$850.72	

Additional Anticipated Expenses directly related to COVID-19		
Expense Allocation	Amount	Description of Expense
Health & Safety	\$2,437.00	Masks, gloves, sanitizer, cleaning wipes
Office Supplies	\$200.00	Elastics, staples, paper
Technology Support	\$170.40	Zoom licensing, increased wifi hub use
Advertising and promotiona	\$200.00	Laminated signage
Building Supplies	\$300.00	Additional cleaning supplies (building supplies means supplies for the building)
Audit	\$1,000.00	Again will be completed offsite, necessitating more time spent to complete
TOTAL	\$4,307.40	

Unanticipated losses of revenue					
Income line	Anticipated income based on 2019	Actual income during open (February 18 to April 2, 6 weeks in total)	Projected income loss per week while closed	Projected Income loss for 2021	Projected total income for 2021
Fines	\$16,800.00	\$526.00	\$323.08	\$7,753.85	\$9,046.15
Memberships	\$2,450.00	\$149.00	\$47.12	\$1,500.00	\$950.00
Replacement Cards	\$600.00	\$6.00	\$11.54	\$400.00	\$200.00
Book Sales	\$3,800.00	\$0.00	\$73.08	\$3,000.00	\$800.00
Meeting Room Rental	\$7,000.00	\$0.00	\$134.62	\$7,000.00	\$0.00
Promotional Material	\$500.00	\$62.00	\$9.62	\$300.00	\$200.00
Photocopies/Printing	\$6,200.00	\$294.00	\$119.23	\$2,600.00	\$3,600.00
TOTALS	\$37,350.00	\$1,037.00	\$718.27	\$22,553.85	\$14,796.15

Projected Savings	
Expense	Amount
Collection Agency	\$500.00
Meeting Room Expenses	\$300.00
TOTAL	\$800.00

Total Projected Impact 2021	
-\$26,911.97	Deficit

Other considerations:		
Budgeted amount: Health & Safety	\$3,000.00	Budget can bear the additional expenses
Budgeted amount: Office Supplies	\$8,000.00	Budget can bear the additional expenses
Budgeted amount: Technology Support	\$51,000.00	Budget can bear the additional expenses
Budgeted amount: Advertising and promotional	\$2,000.00	Budget can bear the additional expenses
Budgeted amount: Building Supplies	\$5,000.00	Budget can bear the additional expenses
Budgeted amount: Other Maintenance	\$5,000.00	Budget can bear the additional expenses
Budgeted amount: Audit	\$6,500.00	May require additional funds
COVID-19 Worker Income Protection Benefit	\$500.00	
Continue conservative staffing coverage	\$12,500.00	
Savings with closing at 5 on Wednesdays	\$8,000.00	(Sept thru Dec)
Savings if eliminate curbside as of Nov 1	\$14,000.00	(Nov and Dec)
		\$12,246.00 surplus

More accurate
projected impact 2021