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**TAMRMS#:** B05



## **Library Community Outreach Assistant**

Notice given by: Councillor MacKay

### **BUDGET POSTPONED MOTION:**

That the Library Community Outreach Assistant be funded, with the funding source coming from the municipal tax levy.

### **Administration's Understanding of the Intent of the Motion:**

That the Library's funding for 2026 be increased by \$93,000 to be funded from the municipal tax levy to add a second Library Outreach position.

### **SUMMARY**

The St. Albert Public Library's budget request for 2026 includes a request for an increase of \$93,000 to add a second Library Outreach position. This position will support the existing Community Outreach Librarian position, restoring .5 FTE that was eliminated in 2022 and adding an additional .5 FTE to support the increased service demands of this crucial community service that brings Library services to locations throughout the community via dedicated mobile van.

### **ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION**

N/A

### **BACKGROUND AND DISCUSSION**

The motion to invest in a second Library Outreach position will restore and increase Outreach services. Staffing for this critical service was reduced in 2022 due to fiscal constraint, with the Outreach budget reduced by 18 hours/week. The single Outreach Librarian has done wonders to continue Outreach services with current resources. This 1.0 FTE position will support the Community Outreach Librarian, and supplement staffing to this vital service to meet increased demand driven by a growing population and geographic area.

Funding this position, an additional FTE, is a responsive and cost-effective way to serve our growing city - while continuing to lower barriers to library access and bringing

quality city library services to locations throughout our community. Many of our newer neighbourhoods do not currently have permanent city services. Expanding Library Outreach services is a cost-effective way to bring these vital amenities into new communities.

## **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

None at this time.

## **IMPACTS OF RECOMMENDATION(S)**

### Financial:

If approved, the 2026 Library transfer will be increased by \$93,000 on an ongoing basis, funded from the municipal tax levy.

### Compliance & Legal:

None at this time.

### Program or Service:

The initiative would support additional resources for community outreach, which would be an increase in Library service levels. The second Library Outreach position would meet current needs for Library users and all community members for improved access and anticipate and meet increasing needs for access in new communities - including residents from newly annexed areas - as well as community members from across the city.

### Organizational:

The Library Community Outreach Assistant will support the single Outreach Librarian in providing Outreach services. It will expand the capacity of staff to deliver Outreach services to the community as well as allow services to continue if a staff member is away on leave or due to illness. All the increased funding will go to funding this FTE.

### Risks

Operational - An additional FTE mitigates the risk of not meeting community members expectations and needs for Outreach Library services.

People - The second Library Outreach position mitigates the risk of employee wellness decreasing due to workload and burnout. The additional FTE will allow employees to have the time and resources to provide quality Library services to all community members.

## **ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN**

### Strategic Priority #3: Community Well Being:

Foster a cohesive community that supports the physical and psychological well-being of all residents.

Restoring and increasing hours for Outreach services will allow Library services to be provided to locations throughout the growing community, bringing community members together in support of individual and community well-being. The 1.0 FTE position funded through this motion will support this essential community building.

Initiative aligned with Strategic Plan:  
None at this time.

**ALIGNMENT TO LEVELS OF SERVICE DELIVERY**

N/A

Report Date: November 21, 2025  
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