



Belleville Public Library and John M. Parrott Art Gallery
254 Pinnacle Street, Belleville, Ontario K8N 3B1
TEL: (613) 968-6731 WEB: www.bellevillelibrary.ca

1 May 2020

Ms. Carol Hinze
City Treasurer and Director of Finance
City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Dear Director Hinze:

Please see attached our revised, post-Covid, 2020 Municipal Operating Grant request submission to Council. I would also like to make a deputation to Council please when they meet to consider this request. I have included the full budget detail sheet showing our 2019 actuals, and 2020 YTD actuals.

The services we provide to the City of Belleville are an integral part of the educational, cultural, and recreational fabric of our community. We very much appreciate the support and funding we receive from the City of Belleville. The Library Board has approved this budget submission as we work to maintain and improve Library and Gallery services for our community.

Please let me know if any questions come up regarding our 2020 grant request submission.

Sincerely,

Trevor Pross MLIS
CEO
Belleville Public Library and John M. Parrott Art Gallery
tpross@bellevillelibrary.ca
613-968-6731 ext. 2022

Encl. Budget spreadsheet

cc. Councillor Paul Carr, Chair, Library Board; Mr. Brandon Ferguson, Deputy-Treasurer, City of Belleville, Mr. Matthew MacDonald, Director of Corporate Services, City of Belleville

REVENUE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
MUNICIPAL GRANT					
3-7-3100100-3010 Operating Grant	2,145,500	2,145,500	543,000	2,189,000	2.03%
TOTAL MUNICIPAL GRANT	2,145,500	2,145,500	543,000	2,189,000	
Increase over previous year				43,500	
PROVINCIAL GRANTS					
3-7-3100102-3030 Provincial Grant	80,500	80,500	0	85,000	5.59%
3-7-3100102-3035 Pay Equity Grant	3,800	3,857	0	4,000	5.26%
3-7-3100102-3040 Technology Grant	80,000	92,800	4,893	5,000	-93.75%
3-7-3100102-3051 Summer Work Grant	3,200	3,098	0	0	-100.00%
3-7-3100102-3055 Canada Council Grant	0	0	0	0	funding ended 2019
TOTAL PROVINCIAL GRANTS	167,500	180,255	4,893	94,000	0
HASTINET PARTNERSHIP					
3-7-3100190-3700 Hastinet Revenue	12,000	15,125	0	14,000	16.67%
TOTAL HASTINET PARTNERSHIP	12,000	15,125	0	14,000	0
3-7-3100200-3100 Fines	29,000	24,155	5,195	10,000	-65.52%
3-7-3100200-3101 Damage Fees, Lost Books	2,500	2,261	545	1,500	-40.00%
3-7-3100200-3102 Non Resident Fees	6,500	6,701	1,323	3,500	-46.15%
3-7-3100200-3120 Program & Event Fees	1,000	1,088	4	0	-100.00%
3-7-3100200-3130 Equipment Rental Fees	200	388	50	0	-100.00%
3-7-3100200-3135 Room Rental Fees	7,500	6,587	1,725	3,000	-60.00%
3-7-3100200-3139 Café Rental Fees	4,800	4,913	604	2,000	-58.33%
3-7-3100200-3150 Gallery Program Fees	500	0	0	0	-100.00%
3-7-3100200-3152 Gallery Commission Fees	7,500	5,829	792	1,500	-80.00%
3-7-3100200-3160 Photocopier Fees	8,000	6,574	1,146	2,000	-75.00%
3-7-3100200-3162 Research Fees	500	168	27	0	-100.00%
3-7-3100200-3164 Friends Books Store	16,000	17,528	7,072	9,000	-43.75%
3-7-3100200-3168 Other Sales	1,000	6,815	18	0	-100.00%
3-7-3100200-3170 Cash Over & Short	0	1	0	0	
TOTAL USER FEES	85,000	83,008	18,501	32,500	-1

REVENUE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
DONATIONS REVENUE					
3-7-3100300-3300 Donations - General	3,500	2,564	185	1,000	-71.43%
3-7-3100300-3305 Donations - Gallery	2,000	1,208	798	1,000	-50.00%
3-7-3100300-3310 Donations - Painting Sponsors	500	234		0	-100.00%
TOTAL DONATIONS REVENUE	6,000	4,006	983	2,000	-66.67%
3-7-3100400-3200 Interest Income - General	0	0		0	
3-7-3100400-3205 Interest Income - Trust	2,000	12,009		3,000	50.00%
TOTAL INVESTMENT INCOME	2,000	12,009	0	3,000	1
3-7-3100600-3910 Library Inventory Sales	500	145	83	500	0.00%
3-7-3100500-7101 Archives Occupancy Contribution	23,000	21,527		20,000	-13.04%
3-7-3100500-3999 Development Charge Funds	25,000	25,000		50,000	100.00%
3-7-3100500-7100 Other Revenue	0	0		0	
TOTAL OTHER REVENUE	48,500	46,672	83	70,500	0
RESERVE FUND TRANSFERS					
3-7-3100800-4999 Transfer from Reserves	5,000	27,468		12,000	140.00%
TOTAL RESERVE FUND TRANSFERS	5,000	27,468	0	12,000	1
3-7-3100900-3900 Trust Funds	2,000	2,106		1,000	-50.00%
TOTAL TRUST FUNDS	2,000	2,106	0	1,000	-1
TOTAL REVENUE	2,473,500	2,516,149	567,460	2,418,000	-2.24%

EXPENDITURE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
LIBRARY LABOUR - REGULAR					
3-8-3100100-0010 Library Service - Salaries & Wages	1,465,000	1,428,061	489,188	1,515,000	3.41%
3-8-3100100-0010 Sick Leave Payout	5,000	2,200	0	5,000	0.00%
3-8-3100100-0020 Library Service - Benefits	225,000	213,154	98,376	235,000	4.44%
3-8-3100100-0030 Library Service - Pensions	155,000	145,856	54,555	150,000	-3.23%
3-8-3100100-0990 Library Service - Recovered	-2,000	-69		-2,000	0.00%
TOTAL LIBRARY LABOUR - REGULAR	1,848,000	1,789,202	642,119	1,903,000	0
LIBRARY LABOUR - SUMMER					
3-8-3100150-0010 Library Summer - Labour	7,500	7,644	0	0	-100.00%
3-8-3100150-0020 Library Summer - Benefits	300	345	0	0	-100.00%
3-8-3100150-0030 Library Summer - Pensions	200	335	0	0	-100.00%
TOTAL LIBRARY LABOUR - SUMMER	8,000	8,324	0	0	-100.00%
GALLERY OPERATION					
3-8-31001660-3501 Gallery Operation	4,000	2,780	341	2,000	-50.00%
3-8-3100160-3502 Painting Cleaning	2,000	2,235	695	1,000	-50.00%
TOTAL GALLERY OPERATION	6,000	5,015	1,036	3,000	-50.00%
Cost of sales - Inventory	200	181	0	0	-100.00%
LIBRARY MATERIALS - BOOKS					
3-8-3200100-3001 Books - Adult Audio Fiction	9,000	9,535	1,205	0	-100.00% discontinue - moved
3-8-3200100-3010 Books - Adult Audio Non-Fiction	2,500	2,051	485	0	-100.00% discontinue - moved
3-8-3200100-3005 Books - Adult Fiction	30,000	32,033	10,000	20,000	-33.33%
3-8-3200100-3010 Books - Adult Non Fiction	22,000	23,832	5,758	15,000	-31.82%
3-8-3200100-3011 Books - Overdrive eBooks	12,000	15,182		0	-100.00% discontinue - moved
3-8-3200100-3015 Books - Adult French	1,000	1,322	0	500	-50.00%
3-8-3200100-3030 Books - Children Fiction	11,000	11,180	2,060	5,000	-54.55%
3-8-3200100-3031 Books - Children Non-Fiction	10,000	9,691	2,462	4,000	-60.00%
3-8-3200100-3032 Books - Children Picture	11,000	10,415	1,420	5,000	-54.55%
3-8-3200100-3035 Books - Children French	1,000	994		500	-50.00%
3-8-3200100-3038 Books - Children Audio	500	391	96	0	-100.00% discontinue - moved
3-8-3200100-3050 Books - Young Adult	7,000	8,156	1,075	3,500	-50.00%
3-8-3200100-3051 Books - Adult Multilingual	500	809		0	-100.00%
3-8-3200100-3070 Books - Children Multilingual	500	260		0	-100.00%
3-8-3200100-3071 Books - Large Print	7,500	8,900	4,500	6,000	-20.00%
3-8-3200100-3075 Books - Literacy	500	532		500	0.00%
3-8-3200100-3095 Processing & Binding Supplies	6,000	12,910	526	3,000	-50.00% moving some to new circ
TOTAL LIBRARY MATERIALS - BOOKS	132,000	148,193	29,587	63,000	-1 supplies budget

EXPENDITURE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
LIBRARY MATERIALS - PERIODICALS					
3-8-3200150-3451 Newspapers	1,500	1,763	611	1,500	0.00%
3-8-3200150-3455 Periodicals	4,500	4,411	89	4,000	-11.11%
TOTAL LIBRARY MATERIALS - PERIODICALS	6,000	6,174	700	5,500	0
LIBRARY MATERIALS - CD					
3-8-3200200-3135 CD - Children Music	1,000	1,595	235	0	-100.00% discontinue - moved
TOTAL LIBRARY MATERIALS - CD	1,000	1,595	235	0	-100.00%
LIBRARY MATERIALS - DISC MEDIA					
3-8-3200250-3201 CD Audiobooks (formerly DVD adult feature)	28,000	27,655	5,955	8,000	-71.43% change
3-8-3200250-3230 DVD Movies (formerly DVD children)	8,000	8,119	20	16,000	100.00% change
3-8-3200250-3280 CD Music (formerly DVD Adult documentary)	3,000	3,520	523	500	-83.33% change
TOTAL LIBRARY MATERIALS - DVD	39,000	39,294	6,498	24,500	-37.18%
LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS	178,000	195,256	37,020	93,000	
LIBRARY MATERIALS - ELECTRONIC RESOURCES					
3-8-3200270-3379 Research Databases (formerly electronic database)	23,000	16,090	24,400	20,000	-13.04% 2020 YTD includes Kanopy and hoopla, will be moved
Overdrive			12,130	15,000	new
Hoopla (formerly in Hstinnet)			7,368	35,000	new
Kanopy			692	4,000	new
TOTAL LIBRARY MATERIALS - ELECTRONIC	23,000	16,090	44,590	74,000	221.74%
LIBRARY MATERIALS - MICROFILM					
3-8-3200300-3401 Microfilm (formerly microfilm/ patron cards)	4,000	3,654		2,500	-37.50%
Circulation supplies (library cards, barcodes, stickers, tags)				2,000	new
TOTAL LIBRARY MATERIALS - MICROFILM	4,000	3,654	0	4,500	12.50%
TOTAL COLLECTION BUDGET	205,000	215,000	81,610	171,500	-16.34%
LIBRARY MATERIALS - PROGRAMS					
3-8-3300100-0220 Programs (formerly Programs - CYRS)	3,500	4,463	1,300	3,000	-14.29% change (consolidate)
3-8-3300100-0224 Programs - Author Readings	1,500	230	0	0	-100.00% discontinue
3-8-3300100-0227 Programs - Info Services	1,000	2,168	264	0	-100.00% discontinue
TOTAL LIBRARY MATERIALS - PROGRAMS	6,000	6,861	1,564	3,000	-50.00%

EXPENDITURE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
FACILITY OPERATION					
3-8-4000100-0040 Facility - Heat	26,500	18,138	7,299	21,000	-20.75%
3-8-4000100-0041 Facility - Hydro	95,000	91,000	14,217	85,000	-10.53%
3-8-4000100-0042 Facility - Water	5,000	3,360	634	3,000	-40.00%
3-8-4000100-0043 Facility - Sewer	3,000	2,371	437	2,000	-33.33%
3-8-4000100-0080 Facility - Repairs & Maintenance	35,000	42,279	3,727	30,000	-14.29%
3-8-4000100-0082 Facility - Maintenance Supplies	15,000	10,849	665	10,000	-33.33%
3-8-4000100-0086 Facility - Security System	1,000	1,370		1,500	50.00%
3-8-4000100-0087 Facility - Service Agreements	30,000	24,526	10,076	25,000	-16.67%
3-8-4000100-0955 Facility - Property Taxes	2,500	2,378		2,500	0.00%
TOTAL FACILITY OPERATION	213,000	196,271	37,055	180,000	-15.49%
ADMINISTRATION					
3-8-4500100-0050 Administration - Telephone	4,000	4,515	468	3,500	-12.50%
3-8-4500100-0051 Administration - Internet	3,000	2,698	671	3,000	0.00%
3-8-4500100-0060 Administration - Office Supplies	6,000	5,961	1,075	4,000	-33.33%
3-8-4500100-0063 Administration - Security Services (formerly secure courier)	1,000	890	5,085	11,000	1000.00%
3-8-4500100-0061 Administration - Postage	2,000	4,802	77	3,000	50.00%
3-8-4500100-0090 Administration - Insurance	7,500	7,730	0	8,000	6.67%
3-8-4500100-0110 Administration - Travel and meal expenses (formerly Travel)	3,000	2,171	1,771	3,500	16.67%
3-8-4500100-0111 Administration - Staff Recognition	2,000	2,705	500	1,500	-25.00%
3-8-4500100-0120 Administration - Advertising & Promotion	5,000	7,712	1,374	3,500	-30.00%
3-8-4500100-0150 Administration - Contingency		4,918		0	
3-8-4500100-0180 Administration - Furniture & Equipment	6,000	46,640	2,348	3,500	-41.67%
3-8-4500100-0190 Administration - Staff Training	9,000	10,512	3,000	5,000	-44.44%
3-8-4500100-0210 Administration - Memberships	2,500	3,748	332	2,500	0.00%
3-8-4500100-0510 Administration - IT Contract Fee (formerly equip)	50,000	53,120		25,000	-50.00%
Administration - IT Equipment			5,000	8,000	new
3-8-4500100-0516 Administration - Web Site	1,000	559	549	1,000	0.00%
3-8-4500100-0520 Administration - Consulting Fees EAP	2,000	1,306	0	2,000	0.00%
3-8-4500100-0530 Administration - Legal	4,000	3,225	2,688	4,000	0.00%
3-8-4500100-0540 Administration - Audit	6,000	4,274	4,300	6,000	0.00%
3-8-4500100-0550 Administration - Photocopying	8,000	9,703	7,000	10,000	25.00%
3-8-4500100-0567 Administration - Meeting Expense	1,000	1,475		500	-50.00%
3-8-4500100-0720 Administration - Bank Charges	1,500	1,308		1,500	0.00%
TOTAL ADMINISTRATION	124,500	179,972	36,238	110,000	-11.65%

EXPENDITURE	2019 Budget	2019 Actuals	2020 YTD Actual	2020 Budget	% Change
3-8-4600150-0925 Award - Delaney Award	300	0	0	0	-100.00%
HASTINET					
3-8-5000100-0010 Hastinet - Labour	9,500	12,298	3,461	10,500	10.53%
3-8-5000100-0020 Hastinet - Benefits	2,000	2,057	723	2,500	25.00%
3-8-5000100-0030 Hastinet - Pensions	500	769	265	1,000	100.00%
3-8-5000100-0061 Hastinet - Courier Service	14,000	14,367	2,526	15,000	7.14%
3-8-5000100-0087 Hastinet - Contract	25,000	27,988	8,904	24,000	-4.00%
3-8-5000100-0511 Hastinet - IT Software/Hardware	0	1,613	480	9,000	Bibliotheca support / licencing (RFID system)
3-8-5000100-0517 Hastinet - Electronic Resources	42,000	45,612	0	0	
3-8-5000100-0540 Hastinet - Audit Fees	2,000	3,130	1,600	3,000	50.00%
3-8-5000100-9900 Hastinet - Recovered	-47,500	-47,932	-32,500	-31,58%	discontinue, separating hoopla from QW
TOTAL HASTINET	47,500	59,902	17,959	32,500	-31.58%
LIBRARY FUND					
3-8-6000100-0830 Transfer - Sick Leave Payout Reserve	5,000	5,000		5,000	0.00%
3-8-6000100-0983 Transfer - Equipment Reserve	0	20,000	0	0	
3-8-6000100-0984 Transfer - Capital Reserve	10,000	10,000		10,000	0.00%
TOTAL TRANSFERS TO RESERVES	15,000	35,000	0	15,000	0.00%
TOTAL EXPENDITURES	2,473,500	2,495,728	817,581	2,418,000	-2.24%
SURPLUS / (DEFECIT)	0	20,421	-250,121	0	