



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

4 Feb 2022

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 2022 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 2021 actuals to date.

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 vital support and funding we receive from the City of Belleville.

Please let me know if any questions come up regarding our 2022 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; Councillor Garnet Thompson, Vice-Chair, Library Board, Mr. Brandon Ferguson, Deputy-Treasurer, City of Belleville

REVENUE	2021 Actuals are not final - as of Feb 1st	2021 Budget	2021 Actuals	2022 Budget	% Change
MUNICIPAL GRANT					
3-7-3100100-3010	Operating Grant	2,342,000	2,342,000	2,451,500	4.68%
	TOTAL MUNICIPAL GRANT	2,342,000	2,342,000	2,451,500	
	Increase over previous year			109,500	
PROVINCIAL GRANTS					
3-7-3100102-3030	Provincial Grant	85,000	87,655	87,000	2.35%
3-7-3100102-3035	Pay Equity Grant	4,000	3,857	4,000	0.00%
3-7-3100102-3040	Technology Grant	2,000	0	0	-100.00%
3-7-3100102-3051	Summer Work Grant	0	0	0	
3-7-3100102-3055	Canada Council Grant	0	0	0	
	TOTAL PROVINCIAL GRANTS	91,000	91,512	91,000	0
HASTINET PARTNERSHIP					
3-7-3100190-3700	Hastinet Revenue	14,000	0	14,500	3.57%
	TOTAL HASTINET PARTNERSHIP	14,000	0	14,500	0
3-7-3100200-3100	Fines	10,000	828	0	-100.00%
3-7-3100200-3101	Damage Fees, Lost Books	1,500	1,404	1,500	0.00%
3-7-3100200-3102	Non Resident Fees	3,000	2,876	3,000	0.00%
3-7-3100200-3120	Program & Event Fees	500	801	500	0.00%
3-7-3100200-3130	Equipment Rental Fees	200	0	500	150.00%
3-7-3100200-3135	Room Rental Fees	4,000	200	3,000	-25.00%
3-7-3100200-3139	Café Rental Fees	2,000	0	0	-100.00%
3-7-3100200-3152	Gallery Commission Fees	4,000	5,314	4,000	0.00%
3-7-3100200-3160	Photocopier Fees	3,500	2,342	3,000	-14.29%
3-7-3100200-3162	Research Fees	300	385	500	66.67%
3-7-3100200-3164	Friends Books Store	13,000	5,538	11,000	-15.38%
3-7-3100200-3168	Other Sales	0	0	0	
3-7-3100200-3170	Cash Over & Short	0	0	0	
	TOTAL USER FEES	42,000	19,688	27,000	-35.71%

2022 Library Operating Budget Finance Committee Approval

REVENUE	2021 Budget	2021 Actuals	2022 Budget	% Change
DONATIONS REVENUE				
3-7-3100300-3300 Donations - General	3,500	4,360	4,000	14.29%
3-7-3100300-3305 Donations - Gallery	1,500	1,060	1,000	-33.33%
3-7-3100300-3310 Donations - Painting Sponsors	0	17	0	
TOTAL DONATIONS REVENUE	5,000	5,437	5,000	0.00%
3-7-3100400-3200 Interest Income - General	0	0		
3-7-3100400-3205 Interest Income - Trust	5,000	3,398	3,500	-30.00%
TOTAL INVESTMENT INCOME	5,000	3,398	3,500	0
3-7-3100600-3910 Library Inventory Sales	500	551	500	0.00%
3-7-3100500-7101 Archives Occupancy Contribution	23,000	13,487	23,000	0.00%
3-7-3100500-3999 Development Charge Funds	30,000	0	40,000	33.33%
3-7-3100500-7100 Other Revenue	0	0	0	
TOTAL OTHER REVENUE	53,500	14,038	63,500	0
RESERVE FUND TRANSFERS				
3-7-3100800-4999 Transfer from Reserves	5,000	0	5,000	0.00%
TOTAL RESERVE FUND TRANSFERS	5,000	0	5,000	0
3-7-3100900-3900 Trust Funds	1,000	0	1,000	0.00%
TOTAL TRUST FUNDS	1,000	0	1,000	0
TOTAL REVENUE	2,558,500	2,476,073	2,662,000	4.05%

Note: Board will be asked to waive some reserve transfers due to overall surplus in 2021

EXPENDITURE	2021 Actuals are not final - as of Feb 1st	2021 Budget	2021 Actuals	2022 Budget	% Change
LIBRARY LABOUR - REGULAR					
3-8-3100100-0010	Library Service - Salaries & Wages	1,560,000	1,440,041	1,575,000	0.96%
3-8-3100100-0012	Sick Leave Payout	5,000	19,104	5,000	0.00%
3-8-3100100-0020	Library Service - Benefits	240,000	265,911	245,000	2.08%
3-8-3100100-0030	Library Service - Pensions	160,000	161,015	165,000	3.13%
3-8-3100100-0990	Library Service - Recovered	0	0	0	
	TOTAL LIBRARY LABOUR - REGULAR	1,965,000	1,886,071	1,990,000	1.27%
GALLERY OPERATION					
3-8-3100160-3501	Gallery Operation	2,000	1,859	2,000	0.00%
3-8-3100160-3502	Collection Development and Maintenance	1,000	5,536	3,500	250.00% <small>2021 includes painting</small>
	TOTAL GALLERY OPERATION	3,000	7,395	5,500	83.33%
	Cost of sales - Inventory	0	0	0	
LIBRARY MATERIALS - BOOKS					
3-8-3200100-3005	Books - Adult Fiction	24,000	23,813	24,000	0.00%
3-8-3200100-3010	Books - Adult Non Fiction	17,000	16,863	20,000	17.65%
3-8-3200100-3015	Books - Adult French	1,000	623	1,000	0.00%
3-8-3200100-3030	Books - Children Fiction	6,000	6,029	6,000	0.00%
3-8-3200100-3031	Books - Children Non-Fiction	5,000	5,586	6,000	20.00%
3-8-3200100-3032	Books - Children Picture	8,000	7,417	8,000	0.00%
3-8-3200100-3035	Books - Children French	500	2,586	500	0.00%
3-8-3200100-3050	Books - Young Adult	3,500	4,257	5,000	42.86%
3-8-3200100-3051	Books - Adult Multilingual	500	0	500	0.00%
3-8-3200100-3070	Books - Children Multilingual	500	592	500	0.00%
3-8-3200100-3071	Books - Large Print	5,000	5,083	7,000	40.00%
3-8-3200100-3075	Books - Literacy	0	0	500	
3-8-3200100-3095	Processing & Binding Supplies	5,000	7,099	5,000	0.00%
	TOTAL LIBRARY MATERIALS - BOOKS	76,000	79,948	84,000	0

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EXPENDITURE	2021 Actuals are not final - as of Feb 1st	2021 Budget	2021 Actuals	2022 Budget	% Change
LIBRARY MATERIALS - PERIODICALS					
3-8-3200150-3451 Newspapers	1,500	2,974	3,000	100.00%	
3-8-3200150-3455 Periodicals	1,000	1,763	1,500	50.00%	
TOTAL LIBRARY MATERIALS - PERIODICALS	2,500	4,737	4,500	1	
LIBRARY MATERIALS - DISC MEDIA					
3-8-3200250-3201 CD Audiobooks	8,500	8,734	10,000	17.65%	
3-8-3200250-3230 DVD Movies	17,000	15,788	18,000	5.88%	
3-8-3200250-3280 CD Music	500	547	0	-100.00%	
TOTAL LIBRARY MATERIALS - DVD	26,000	25,069	28,000	7.69%	
LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS	104,500	109,754	116,500	11.48%	
LIBRARY MATERIALS - ELECTRONIC RESOURCES					
3-8-3200270-3379 Research Databases (formerly electronic database)	15,000	16,034	15,000	0.00%	
3-8-3200270-3383 Flipster	8,000	5,911	5,500		
3-8-3200270-3380 Overdrive	15,000	19,204	18,000	20.00%	
3-8-3200270-3381 Hoopla (formerly in Hastinet)	44,000	45,485	48,000	9.09%	
3-8-3200270-3382 Kanopy	4,000	4,052	5,000	25.00%	
TOTAL LIBRARY MATERIALS - ELECTRONIC	86,000	90,686	91,500	6.40%	
TOTAL COLLECTION BUDGET	190,500	200,440	208,000	9.19%	
				<small>Pre-covid year amount \$200,000</small>	
LIBRARY MATERIALS - MICROFILM					
3-8-3200300-3401 Microfilm	2,500	0	2,500	0.00%	
3-8-3200300-3402 Circulation supplies	2,000	2,416	2,500		
TOTAL LIBRARY MATERIALS - MICROFILM	4,500	2,416	5,000	11.11%	
LIBRARY MATERIALS - PROGRAMS					
3-8-3300100-0220 Programs	4,000	3,115	5,000	25.00%	
TOTAL LIBRARY MATERIALS - PROGRAMS	4,000	3,115	5,000	25.00%	

EXPENDITURE	2021 Actuals are not final - as of Feb 1st	2021 Budget	2021 Actuals	2022 Budget	% Change
FACILITY OPERATION					
3-8-4000100-0040	Facility - Heat	17,000	15,052	17,500	2.94%
3-8-4000100-0041	Facility - Hydro	90,000	68,736	90,000	0.00%
3-8-4000100-0042	Facility - Water	3,000	2,920	3,500	16.67%
3-8-4000100-0043	Facility - Sewer	2,500	2,091	2,500	0.00%
3-8-4000100-0080	Facility - Repairs & Maintenance	40,000	19,751	35,000	-12.50%
3-8-4000100-0082	Facility - Maintenance Supplies	12,000	8,206	12,000	0.00%
3-8-4000100-0086	Facility - Security System	1,000	512	1,000	0.00%
3-8-4000100-0087	Facility - Service Agreements	28,000	31,093	35,000	25.00%
3-8-4000100-0955	Facility - Property Taxes	2,500	1,929	0	-100.00%
	TOTAL FACILITY OPERATION	196,000	150,290	196,500	0.26%
ADMINISTRATION					
3-8-4500100-0050	Administration - Telephone	4,000	10,351	11,000	175.00%
3-8-4500100-0051	Administration - Internet	3,000	3,055	3,000	0.00%
3-8-4500100-0060	Administration - Office Supplies	4,000	4,612	4,500	12.50%
3-8-4500100-0063	Administration - Security Services	50,000	52,252	75,000	50.00%
3-8-4500100-0061	Administration - Postage	3,000	2,980	3,000	0.00%
3-8-4500100-0090	Administration - Insurance	7,500	7,765	8,000	6.67%
3-8-4500100-0110	Administration - Travel and meal expenses	2,500	120	1,500	-40.00%
3-8-4500100-0111	Administration - Staff Recognition	1,500	1,555	2,000	33.33%
3-8-4500100-0120	Administration - Advertising & Promotion	2,500	4,272	3,000	20.00%
3-8-4500100-0150	Administration - Contingency	0	0	0	
3-8-4500100-0180	Administration - Furniture & Equipment	3,000	3,517	3,000	0.00%
3-8-4500100-0190	Administration - Staff Training	6,000	4,420	7,000	16.67%
3-8-4500100-0210	Administration - Memberships	2,000	2,132	2,000	0.00%
3-8-4500100-0510	Administration - IT Contract Fee	25,000	25,000	25,000	0.00%
3-8-4500100-0511	Administration - IT Equipment	10,000	17,477	10,000	0.00%
3-8-4500100-0516	Administration - Web Site	1,000	814	1,000	0.00%
3-8-4500100-0520	Administration - Consulting Fees EAP	2,000	806	14,500	625.00%
3-8-4500100-0530	Administration - Legal	5,000	1,511	5,000	0.00%
3-8-4500100-0540	Administration - Audit	4,500	4,477	4,500	0.00%
3-8-4500100-0550	Administration - Photocopying	8,500	10,261	10,000	17.65%
3-8-4500100-0567	Administration - Meeting Expense	1,000	813	1,000	0.00%
3-8-4500100-0720	Administration - Bank Charges	1,500	1,388	1,500	0.00%
	TOTAL ADMINISTRATION	147,500	159,578	195,500	32.54%

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EXPENDITURE	2021 Actuals are not final - as of Feb 1st	2021 Budget	2021 Actuals	2022 Budget	% Change
3-8-4600150-0925	Award - Delaney Award	0	0	0	0
HASTINET	Approved by Hastinet Board				
3-8-5000100-0010	Hastinet - Labour	11,000	11,474	12,000	9.09%
3-8-5000100-0020	Hastinet - Benefits	2,500	1,810	2,500	0.00%
3-8-5000100-0030	Hastinet - Pensions	1,000	658	1,000	0.00%
3-8-5000100-0061	Hastinet - Courier Service	13,000	12,600	14,500	11.54%
3-8-5000100-0087	Hastinet - Contract	27,000	25,702	40,000	48.15%
3-8-5000100-0511	Hastinet - IT Software/Hardware	9,500	9,134	10,000	5.26%
3-8-5000100-0540	Hastinet - Audit Fees	2,000	1,679	3,000	50.00%
3-8-5000100-9900	Hastinet - Recovered	-33,000	-17,866	-41,500	25.76%
	TOTAL HASTINET	33,000	45,191	41,500	25.76%
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	0	0	
3-8-6000100-0984	Transfer - Capital Reserve	10,000	10,000	10,000	0.00%
	TOTAL TRANSFERS TO RESERVES	15,000	15,000	15,000	0.00%
	TOTAL EXPENDITURES	2,558,500	2,469,496	2,662,000	4.05%
	SURPLUS / (DEFECIT)	0	6,577	0	

Reserve transfers
2021 subject to Board
review / approval