



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

6 March 2023

Mr. Brandon Ferguson
City Treasurer and Director of Finance
City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Dear Director Ferguson:

Please see attached the 2023 Library Board 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 budget sheet showing our 2022 actuals to date and a slide deck for the Council agenda package.

The services Belleville Public Library provides to this region 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 every year to fund our operations.

Please let me know if any questions come up regarding our 2023 grant request submission.

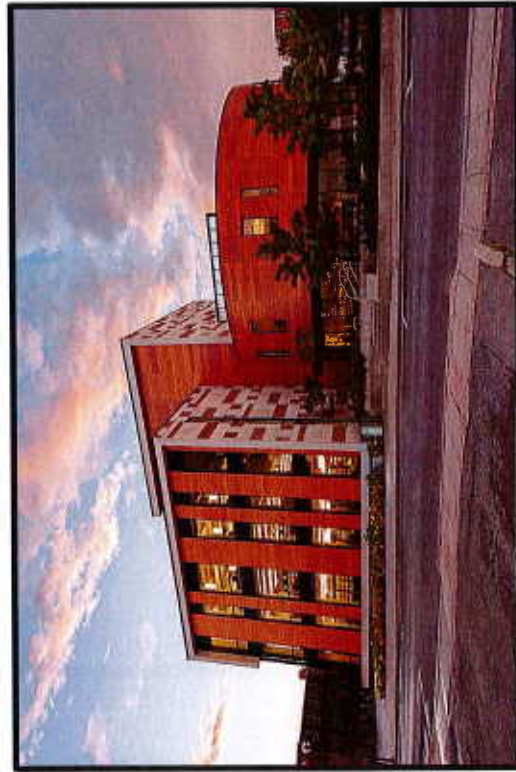
Sincerely,

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

Encl. Budget spreadsheet, PPT slidedeck

cc. Councillor Paul Carr, Chair, Library Board; Eric Lindenberg, Vice-Chair, Library Board,
Kyle Bertrand, Finance, City of Belleville

Belleville Public Library Board



2023 Municipal Operating Grant Request

Outline

- 2022 Usage statistics
- 2023 Municipal Operating Grant request overview
- Technology update
- Parrott Art Gallery update

2022 Usage statistics

- In 2022 Library patrons borrowed **412,448 items**, an increase of **29%** over 2021. This is a record circulation for the Library, going over 400,000 checkouts for the first time.
- This included **86,133 digital titles** borrowed in 2022, a decrease of 1% over 2021.
- **Digital titles represented 21% of our checkouts** in 2022, compared to 27% digital in 2021.
- Our patrons placed **34,479 online reserve requests** for items to pick-up in Library, a decrease of 29% over 2021 numbers. This reflects the 2021 pandemic closures which prevented browsing shelves for a large part of the year.
- With the full return to in-person programs, the Library and Gallery held **600 programs** and events in 2022, **attended by 18,605 people**. This represents a 50% increase in number of programs but a decrease in attendance of 49% when compared to 2021, as we see a downward trend in attendance after massive participation in digital programming in 2020 and 2021 during the pandemic closures.

2023 Municipal Grant request overview

We are requesting an increase in our Operating Grant of **\$103,900** over the 2022 grant amount. (4.24% increase)

- Revenue projections are increased in 2023, as pandemic health restrictions are no longer affecting operations, leading to increased sales in the Gallery and increased revenue from room rentals and donations. We are projecting \$230,000 in revenue generated from sources other than the Municipal Operating Grant, **an increase of 9% in self-generated revenue over 2022.**
- We are seeing a very high demand for our physical borrowing collection (books, DVDs, CD audiobooks). The collection budget is being increased gradually each year as per our Strategic Action Plan. **The physical collection budget is \$123,500, an increase of 6% over 2022.**
- **Labour and other operational costs are higher than 2022** due to inflation, a full staffing complement, and a full year running with regular open hours, including Sundays.

Technology update

- The public wireless internet system was replaced in 2022 with new equipment, improving service for patrons and staff.
- Two new laptop bar counters were installed with a total of 18 workspaces for public use, each with AC plugs and USB charging ports.
- Makerspace equipment purchased with \$5,000 in funding from the Friends of the Library: a second 3D printer, a Cricut cutting machine, a mug press and a heat press. Workshops and programs offered, and the public can use the equipment for a small cost-recovery fee.
- New firewall equipment was purchased and installed to help protect our public and staff networks.
- **Looking ahead to 2023:** Capital budget funding was approved for network switch replacements; Library staff are being migrated to the new City VDI system; increased number of security cameras are being installed.

Parrott Art Gallery update

- The Gallery Shop and exhibition sales support local artists and artisans and generated **\$6,455 in commission revenue in 2022**, an increase of 21% over 2021.
- There were 121 programs and events in the Gallery in 2022, with a **total attendance of 5,376 people**. This represented a decrease of 72% over 2021, due to the massive attendance numbers for virtual programs in 2021.
- The Gallery **purchased 2 original paintings** by local artist Manly MacDonald at auction in 2022, and **an additional 3 MacDonald paintings were donated**.
- **Several other pieces of art were donated** to our permanent collection by our patrons, including works by Albert Elliott and Anne Ireland.
- The **Yamaha Disklavier Grand Piano** that was donated to the Gallery was upgraded with new equipment and firmware, and connected to the network.

The Belleville Public Library and John M. Parrott Art Gallery:

We help you find what you are looking for.

Questions?

Trevor Pross
CEO

tpross@bellevillelibrary.ca
613-968-6731, ext. 2022

@tpross11



Library Board Municipal Operating Grant Request to Council

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
REVENUE					
MUNICIPAL GRANT					
3-7-3100100-3010	Operating Grant	2,451,500	2,451,500	2,555,400	
	TOTAL MUNICIPAL GRANT	2,451,500	2,451,500	2,555,400	4.24%
	Increase over previous year			103,900	
PROVINCIAL GRANTS					
3-7-3100102-3030	Provincial Grant	87,000	90,992	87,000	
3-7-3100102-3035	Pay Equity Grant	4,000	0	4,000	
3-7-3100102-3040	Technology Grant	0	3,300	3,500	
3-7-3100102-3051	Summer Work Grant	0		4,500	
3-7-3100102-3055	Canada Council Grant	0		0	
	TOTAL PROVINCIAL GRANTS	91,000	94,292	99,000	8.79%
HASTINET PARTNERSHIP					
3-7-3100190-3700	Hastinet Revenue	14,500	14,351	14,500	
	TOTAL HASTINET PARTNERSHIP	14,500	14,351	14,500	0.00%
3-7-3100200-3100	Fines	0	173	0	
3-7-3100200-3101	Damage Fees, Lost Books	1,500	2,676	3,000	
3-7-3100200-3102	Non Resident Fees	3,000	3,605	3,500	
3-7-3100200-3120	Program & Event Fees	500	2,078	1,000	
3-7-3100200-3130	Equipment Rental Fees	500	0	0	
3-7-3100200-3135	Room Rental Fees	3,000	5,795	6,000	
3-7-3100200-3152	Gallery Commission Fees	4,000	6,455	6,000	
3-7-3100200-3160	Photocopier Fees	3,000	5,990	6,000	
3-7-3100200-3162	Research Fees	500	66	0	
3-7-3100200-3164	Friends Books Store	11,000	15,246	15,500	
3-7-3100200-3168	Other Sales	0	54	0	
3-7-3100200-3170	Cash Over & Short	0	2	0	
	TOTAL USER FEES	27,000	42,140	41,000	51.85%
DONATIONS REVENUE					
3-7-3100300-3300	Donations - General	4,000	2,724	2,500	
3-7-3100300-3305	Donations - Gallery	1,000	4,135	3,000	

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
3-7-3100300-3310	Donations - Painting Sponsors	0	0	0	
	TOTAL DONATIONS REVENUE	5,000	6,859	5,500	10.00%
3-7-3100400-3200	Interest Income - General	0			
3-7-3100400-3205	Interest Income - Trust	3,500	20,028	10,000	
	TOTAL INVESTMENT INCOME	3,500	20,028	10,000	185.71%
3-7-3100600-3910	Library Inventory Sales	500	1,976	1,000	
3-7-3100500-7101	Archives Occupancy Contribution	23,000	19,555	23,000	
3-7-3100500-3999	Development Charge Funds	40,000	40,000	30,000	
3-7-3100500-7100	Other Revenue	0	3,715	0	
	TOTAL OTHER REVENUE	63,500	65,246	54,000	-14.96%
	RESERVE FUND TRANSFERS				
3-7-3100800-4999	Transfer from Reserves	5,000	27,947	5,000	
	TOTAL RESERVE FUND TRANSFERS	5,000	27,947	5,000	0.00%
3-7-3100900-3900	Trust Funds	1,000	0	1,000	
	TOTAL TRUST FUNDS	1,000	0	1,000	0.00%
	TOTAL REVENUE	2,662,000	2,722,363	2,785,400	4.64%
	EXPENDITURE				
	LIBRARY LABOUR - REGULAR				
3-8-3100100-0010	Library Service - Salaries & Wages	1,575,000	1,552,387	1,680,000	
3-8-3100100-0012	Sick Leave Payout	5,000	0	5,000	
3-8-3100100-0020	Library Service - Benefits	245,000	235,000	230,000	
3-8-3100100-0030	Library Service - Pensions	165,000	165,000	175,000	
3-8-3100100-0990	Library Service - Recovered	0	-3,522	0	
	TOTAL LIBRARY LABOUR - REGULAR	1,990,000	1,948,865	2,090,000	5.03%

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
LIBRARY LABOUR - SUMMER					
3-8-3100150-0010	Library Summer - Labour	0	0	8,500	
3-8-3100150-0020	Library Summer - Benefits	0	0	400	
3-8-3100150-0030	Library Summer - Pensions	0	0	450	
	TOTAL LIBRARY LABOUR - SUMMER	0	0	9,350	
GALLERY OPERATION					
3-8-3100160-3501	Gallery Operation	2,000	4,553	2,500	
3-8-3100160-3502	Collection Development and Maintenance	3,500	9,638	3,500	
	TOTAL GALLERY OPERATION	5,500	14,191	6,000	9.09%
	Cost of sales - Inventory	0		0	
LIBRARY MATERIALS - BOOKS					
3-8-3200100-3005	Books - Adult Fiction	24,000	24,813	26,000	
3-8-3200100-3010	Books - Adult Non Fiction	20,000	21,058	21,000	
3-8-3200100-3015	Books - Adult French	1,000	541	1,000	
3-8-3200100-3030	Books - Children Fiction	6,000	6,389	6,500	
3-8-3200100-3031	Books - Children Non-Fiction	6,000	5,698	6,000	
3-8-3200100-3032	Books - Children Picture	8,000	7,530	9,000	
3-8-3200100-3035	Books - Children French	500	1,098	500	
3-8-3200100-3050	Books - Young Adult	5,000	4,740	5,000	
3-8-3200100-3051	Books - Adult Multilingual	500	468	500	
3-8-3200100-3070	Books - Children Multilingual	500	423	500	
3-8-3200100-3071	Books - Large Print	7,000	6,660	8,000	
3-8-3200100-3075	Books - Literacy	500	705	500	
3-8-3200100-3095	Processing & Binding Supplies	5,000	3,835	4,000	
	TOTAL LIBRARY MATERIALS - BOOKS	84,000	83,958	88,500	5.36%
LIBRARY MATERIALS - PERIODICALS					
3-8-3200150-3451	Newspapers	3,000	1,260	1,400	
3-8-3200150-3455	Periodicals	1,500	1,561	1,600	

Library Board Municipal Operating Grant Request to Council

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
	TOTAL LIBRARY MATERIALS - PERIODICALS	4,500	2,821	3,000	-33.33%
	LIBRARY MATERIALS - DISC MEDIA				
3-8-3200250-3201	CD Audiobooks	10,000	10,207	10,000	
3-8-3200250-3230	DVD Movies	18,000	20,658	22,000	
3-8-3200250-3280	CD Music	0	0	0	
	TOTAL LIBRARY MATERIALS - DVD	28,000	30,865	32,000	14.29%
	LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS	116,500	117,644	123,500	6.01%
	LIBRARY MATERIALS - ELECTRONIC RESOURCES				
3-8-3200270-3379	Research Databases (formerly electronic database)	15,000	16,710	19,500	30.00%
3-8-3200270-3383	Flipster	5,500	3,697	0	
[NEW]	Subject to approval: Medici TV			2,500	
3-8-3200270-3380	Overdrive	18,000	16,592	20,000	
3-8-3200270-3381	Hoopla (formerly in Hastinet)	48,000	47,149	48,000	
3-8-3200270-3382	Kanopy	5,000	3,307	4,000	
	TOTAL LIBRARY MATERIALS - ELECTRONIC	91,500	87,455	94,000	2.73%
	TOTAL COLLECTION BUDGET	208,000	205,099	217,500	4.57%
	LIBRARY MATERIALS - MICROFILM				
3-8-3200300-3401	Microfilm	2,500	2,315	2,500	
3-8-3200300-3402	Circulation supplies	2,500	234	2,500	
	TOTAL LIBRARY MATERIALS - MICROFILM	5,000	2,549	5,000	0.00%
	LIBRARY MATERIALS - PROGRAMS				
3-8-3300100-0220	Programs	5,000	11,064	4,000	
3-8-3300100-0227	Information services Programs (restored)	0	0	2,000	
	TOTAL LIBRARY MATERIALS - PROGRAMS	5,000	11,064	6,000	20.00%

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
FACILITY OPERATION					
3-8-4000100-0040	Facility - Heat	17,500	20,750	27,000	
3-8-4000100-0041	Facility - Hydro	90,000	63,579	70,000	
3-8-4000100-0042	Facility - Water	3,500	4,489	5,000	
3-8-4000100-0043	Facility - Sewer	2,500	3,430	4,000	
3-8-4000100-0080	Facility - Repairs & Maintenance	35,000	33,582	35,000	
3-8-4000100-0082	Facility - Maintenance Supplies	12,000	10,276	12,000	
3-8-4000100-0086	Facility - Security System	1,000	512	1,500	
3-8-4000100-0087	Facility - Service Agreements	35,000	36,304	38,000	
	TOTAL FACILITY OPERATION	196,500	172,922	192,500	-2.04%
ADMINISTRATION					
3-8-4500100-0050	Administration - Telephone	11,000	10,567	10,500	
3-8-4500100-0051	Administration - Internet	3,000	3,052	3,000	
3-8-4500100-0060	Administration - Office Supplies	4,500	5,278	5,000	
3-8-4500100-0063	Administration - Security Services	75,000	66,430	75,000	
3-8-4500100-0061	Administration - Postage	3,000	8,192	6,000	
3-8-4500100-0090	Administration - Insurance	8,000	9,759	10,000	
3-8-4500100-0110	Administration - Travel	1,500	767	1,500	
3-8-4500100-0111	Administration - Staff Recognition	2,000	3,316	2,500	
3-8-4500100-0120	Administration - Advertising & Promotion	3,000	2,781	3,000	
3-8-4500100-0150	Administration - Contingency	0	0	0	
3-8-4500100-0180	Administration - Furniture & Equipment	3,000	21,325	4,000	
3-8-4500100-0190	Administration - Staff Training	7,000	6,155	7,500	
3-8-4500100-0210	Administration - Memberships	2,000	2,513	2,500	
3-8-4500100-0510	Administration - IT Contract Fee	25,000	25,000	25,000	
3-8-4500100-0511	Administration - IT Equipment	10,000	25,939	12,000	
3-8-4500100-0516	Administration - Web Site	1,000	844	1,000	
3-8-4500100-0520	Administration - Consulting Fees	14,500	6,578	7,000	

Library Board Municipal Operating Grant Request to Council

	2022 Actuals as of February 21	2022 Budget	2022 Actuals	2023 Budget	% Change
NEW					
3-8-4500100-0530	Administration - Employee Assistance Program			2,500	
	Administration - Legal	5,000	3,227	5,000	
3-8-4500100-0540	Administration - Audit	4,500	6,411	6,500	
3-8-4500100-0550	Administration - Photocopying	10,000	8,729	9,000	
3-8-4500100-0567	Administration - Meeting Expense	1,000	1,641	1,500	
3-8-4500100-0720	Administration - Bank Charges	1,500	1,776	1,700	
	TOTAL ADMINISTRATION	195,500	220,280	201,700	3.17%
3-8-4600150-0925	Award - Delaney Award	0		0	
HASTINET	Approved by Hastinet Board				
3-8-5000100-0010	Hastinet - Labour	12,000	11,454	12,500	
3-8-5000100-0020	Hastinet - Benefits	2,500	1,731	2,000	
3-8-5000100-0030	Hastinet - Pensions	1,000	695	1,000	
3-8-5000100-0061	Hastinet - Courier Service	14,500	14,745	15,600	
3-8-5000100-0087	Hastinet - Contract	40,000	38,364	40,500	
3-8-5000100-0511	Hastinet - IT Software/Hardware	10,000	9,571	10,200	
3-8-5000100-0540	Hastinet - Audit Fees	3,000	2,748	2,900	
3-8-5000100-9900	Hastinet - Recovered	-41,500	-39,654	-42,350	
	TOTAL HASTINET	41,500	39,654	42,350	2.05%
LIBRARY FUND					
3-8-6000100-0830	Transfer - Sick Leave Payout Reserve	5,000	5,000	5,000	
3-8-6000100-0983	Transfer - Equipment Reserve	0	0	0	
3-8-6000100-0984	Transfer - Capital Reserve	10,000	10,000	10,000	
	TOTAL TRANSFERS TO RESERVES	15,000	15,000	15,000	0.00%
	TOTAL EXPENDITURES	2,662,000	2,629,624	2,785,400	4.64%
	SURPLUS / (DEFECIT)	0	92,739	0	