



8 December 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 2024 Library Board Municipal Operating Grant request submission to Council, as approved by the Library Board. I would also like to make a deputation to Council please when they meet to consider this request.

I have included the excel budget sheet showing our 2023 actuals to date, projected year-end numbers, and proposed 2024 budget targets. Also see attached slide deck for the deputation, to be included with the Council agenda package please.

The services Belleville Public Library and John M. Parrott Art Gallery provide to this region are an integral part of the educational, cultural, and recreational fabric of our community. We have been exceptionally busy lately, with our 2022 circulation hitting a record high of over 400,000 checkouts. We also offered 600 programs and events last year, with a total attendance of 18,605 people. More information is included in the presentation.

We very much appreciate the vital funding we receive from the City of Belleville every year to support our operations. Please let me know if any questions come up regarding our 2024 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 presentation

cc. Councillor Paul Carr, Chair, Library Board; Brianne MacNevan, Deputy Treasurer, Kyle Bertrand, Finance, City of Belleville

2024
Library Board Operating Budget: for Council approval

	2023 Actuals as of December 6th	2023 Budget	2023 Actuals	2023 Projected year end	2024 Budget	% Change
REVENUE						
MUNICIPAL GRANT						
3-7-3100100-3010	Operating Grant	2,555,400	2,555,400	2,555,400	2,655,000	
	TOTAL MUNICIPAL GRANT	2,555,400	2,555,400	2,555,400	2,655,000	3.90%
	Increase over previous year				99,600	
PROVINCIAL GRANTS						
3-7-3100102-3030	Provincial Grant	87,000	4,006	84,500	85,000	
3-7-3100102-3035	Pay Equity Grant	4,000	0	3,857	4,000	
3-7-3100102-3040	Technology Grant	3,500	2,998	7,000	7,000	
3-7-3100102-3051	Summer Work Grant	4,500	0	0	0	
3-7-3100102-3055	Canada Council Grant	0	0	0	0	
	TOTAL PROVINCIAL GRANTS	99,000	7,004	95,357	96,000	-3.03%
HASTINET PARTNERSHIP						
						new Hastinet structure
3-7-3100190-3700	Hastinet Revenue	14,500	0	14,000	0	Discontinue
	TOTAL HASTINET PARTNERSHIP	14,500	0	14,000	0	-100.00%
3-7-3100200-3100	Fines	0	39	30	500	
3-7-3100200-3101	Damage Fees, Lost Books	3,000	2,378	2,600	3,000	
3-7-3100200-3102	Non Resident Fees	3,500	4,443	4,600	4,000	
3-7-3100200-3120	Program & Event Fees	1,000	796	796	2,000	
3-7-3100200-3130	Equipment Rental Fees	0	175	175	0	
3-7-3100200-3135	Room Rental Fees	6,000	5,876	6,200	6,000	
3-7-3100200-3152	Gallery Commission Fees	6,000	4,703	5,500	6,000	
3-7-3100200-3160	Photocopier Fees	6,000	7,096	7,200	7,000	
3-7-3100200-3162	Research Fees	0	80	80	0	
3-7-3100200-3164	Friends Books Store	15,500	12,368	15,500	17,500	
3-7-3100200-3168	Other Sales	0	175	175	0	
3-7-3100200-3170	Cash Over & Short	0	0	0	0	
	TOTAL USER FEES	41,000	38,129	42,856	46,000	12.20%

2024
Library Board Operating Budget: for Council approval

		2023 Budget	2023 Actuals	2023 Projected year end	2024 Budget	% Change
	2023 Actuals as of December 6th					
DONATIONS REVENUE						
3-7-3100300-3300	Donations - General	2,500	10,897	11,300	3,000	
3-7-3100300-3305	Donations - Gallery	3,000	2,563	2,600	3,000	
3-7-3100300-3310	Donations - Painting Sponsors	0	0	0	0	
	TOTAL DONATIONS REVENUE	5,500	13,460	13,900	6,000	9.09%
	2023 Actuals as of December 6th					
3-7-3100400-3200	Interest Income - General	0	25,569	26,000	20,000	
3-7-3100400-3205	Interest Income - Trust	10,000	1,520	1,700	5,000	
	TOTAL INVESTMENT INCOME	10,000	27,089	27,700	25,000	150.00%
3-7-3100600-3910	Library Inventory Sales	1,000	384	425	500	
3-7-3100500-7101	Archives Occupancy Contribution	23,000	17,211	22,000	23,500	
NEW	Hastinet Cost Sharing				39,000	New GL Line
3-7-3100500-3999	Development Charge Funds	30,000	0	30,000	30,000	
3-7-3100500-7100	Other Revenue	0	0	0	0	
	TOTAL OTHER REVENUE	54,000	17,595	52,425	93,000	72.22%
RESERVE FUND TRANSFERS						
3-7-3100800-4999	Transfer from Reserves	5,000	0	19,000	25,500	\$20,000 from cap. equipment reserve for furniture and equipment
	TOTAL RESERVE FUND TRANSFERS	5,000	0	19,000	25,500	
3-7-3100900-3900	Trust Funds	1,000	0	7,700	1,000	
	TOTAL TRUST FUNDS	1,000	0	7,700	1,000	
	TOTAL REVENUE	2,785,400	2,658,677	2,828,338	2,947,500	5.82%

2024
Library Board Operating Budget: for Council approval

		2023 Budget	2023 Actuals	2023 Projected year end	2024 Budget	% Change
2023 Actuals as of December 6th						
EXPENDITURE						
LIBRARY LABOUR - REGULAR						
3-8-3100100-0010	Library Service - Salaries & Wages	1,680,000	1,496,592	1,600,000	1,780,500	5.98%
3-8-3100100-0012	Sick Leave Payout	5,000	0	8,500	5,000	0.00%
3-8-3100100-0020	Library Service - Benefits	230,000	216,567	225,000	235,000	2.17%
3-8-3100100-0030	Library Service - Pensions	175,000	185,309	195,000	195,000	11.43%
3-8-3100100-0990	Library Service - Recovered	0	-787	-787	-2,500	
TOTAL LIBRARY LABOUR - REGULAR		2,090,000	1,897,681	2,027,713	2,213,000	5.89%
LIBRARY LABOUR - SUMMER						
3-8-3100150-0010	Library Summer - Labour	0	0	0	0	
3-8-3100150-0020	Library Summer - Benefits	0	0	0	0	
3-8-3100150-0030	Library Summer - Pensions	0	0	0	0	
TOTAL LIBRARY LABOUR - SUMMER		0	0	0	0	
GALLERY OPERATION						
3-8-3100160-3501	Gallery Operation	2,500	5,483	5,600	2,500	
3-8-3100160-3502	Collection Development and Maintenance	3,500	8,523	8,700	2,500	
TOTAL GALLERY OPERATION		6,000	14,006	14,300	5,000	-16.67%
Cost of sales - Inventory		0	22		0	

2024
Library Board Operating Budget: for Council approval

		2023 Budget	2023 Actuals	2023 Projected year end	2024 Budget	% Change
2023 Actuals as of December 6th						
LIBRARY MATERIALS - BOOKS						2022 Cost per Circ
3-8-3200100-3005	Books - Adult Fiction	26,000	24,195	25,500	27,000	0.24
3-8-3200100-3010	Books - Adult Non Fiction	21,000	20,721	21,500	22,000	0.69
3-8-3200100-3015	Books - Adult French	1,000	779	800	1,000	2.89
3-8-3200100-3030	Books - Children Fiction	6,500	5,976	6,000	7,500	0.20
3-8-3200100-3031	Books - Children Non-Fiction	6,000	5,324	6,000	5,500	0.41
3-8-3200100-3032	Books - Children Picture	9,000	9,042	9,000	8,500	0.12
3-8-3200100-3035	Books - Children French	500	473	473	500	0.29
3-8-3200100-3050	Books - Young Adult	5,000	4,964	5,100	5,000	0.43
3-8-3200100-3051	Books - Adult Multilingual	500	981	1,000	1,500	6.32
3-8-3200100-3070	Books - Children Multilingual	500	0	1,000	500	9.00
3-8-3200100-3071	Books - Large Print	8,000	7,418	8,200	9,000	0.48
3-8-3200100-3075	Books - Literacy	500	468	468	500	2.39
3-8-3200100-3095	Processing & Binding Supplies	4,000	5,168	5,300	4,000	
TOTAL LIBRARY MATERIALS - BOOKS		88,500	85,509	90,341	92,500	4.52%
2023 Actuals as of December 6th						
LIBRARY MATERIALS - PERIODICALS						
3-8-3200150-3451	Newspapers	1,400	2,215	2,500	2,500	
3-8-3200150-3455	Periodicals	1,600	1,551	1,551	1,000	
TOTAL LIBRARY MATERIALS - PERIODICALS		3,000	3,766	4,051	3,500	16.67%
LIBRARY MATERIALS - DISC MEDIA						2022 Cost per Circ
3-8-3200250-3201	CD Audiobooks	10,000	9,817	10,000	12,000	2.24
3-8-3200250-3230	DVD Movies	22,000	19,125	23,000	20,000	0.50
3-8-3200250-3280	CD Music	0	0	0	0	
TOTAL LIBRARY MATERIALS - DVD		32,000	28,942	33,000	32,000	0.00%
LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS		123,500	118,217	127,392	128,000	3.64%

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LIBRARY MATERIALS - ELECTRONIC RESOURCES						
3-8-3200270-3379	Research Databases (formerly electronic database)	19,500	19,401	19,401	16,000	-17.95%
3-8-3200270-3383	Flipster	0	0	0	0	Delete
3-8-3200270-3384	Medici TV	2,500	2,500	2,500	3,000	2022 Cost per Circ
3-8-3200270-3380	Overdrive	20,000	18,783	21,000	30,000	0.27
3-8-3200270-3381	Hoopla	48,000	40,703	48,000	42,000	2.46
3-8-3200270-3382	Kanopy	4,000	2,529	3,500	3,000	1.35
	TOTAL LIBRARY MATERIALS - ELECTRONIC	94,000	83,916	94,401	94,000	0.00%
	TOTAL COLLECTION BUDGET	217,500	202,133	221,793	222,000	2.07%
LIBRARY MATERIALS - MICROFILM						
3-8-3200300-3401	Microfilm	2,500	2,315	2,315	2,500	
3-8-3200300-3402	Circulation supplies	2,500	2,043	2,500	2,500	
	TOTAL LIBRARY MATERIALS - MICROFILM	5,000	4,358	4,815	5,000	0.00%
LIBRARY MATERIALS - PROGRAMS						
3-8-3300100-0220	Programs	4,000	3,726	4,300	4,500	
3-8-3300100-0227	Information services Programs	2,000	3,949	2,100	2,500	
	TOTAL LIBRARY MATERIALS - PROGRAMS	6,000	7,675	6,400	7,000	16.67%

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FACILITY OPERATION						
3-8-4000100-0040	Facility - Heat	27,000	13,742	17,000	23,000	
3-8-4000100-0041	Facility - Hydro	70,000	54,797	65,000	70,000	
3-8-4000100-0042	Facility - Water	5,000	2,523	3,200	4,000	
3-8-4000100-0043	Facility - Sewer	4,000	1,995	2,500	3,000	
3-8-4000100-0080	Facility - Repairs & Maintenance	35,000	32,511	35,000	40,000	
3-8-4000100-0082	Facility - Maintenance Supplies	12,000	9,131	12,000	12,500	
3-8-4000100-0086	Facility - Security System	1,500	494	700	1,000	
3-8-4000100-0087	Facility - Service Agreements	38,000	42,173	38,000	39,000	
	TOTAL FACILITY OPERATION	192,500	157,366	173,400	192,500	0.00%

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ADMINISTRATION	2023 Actuals as of December 6th					
3-8-4500100-0050	Administration - Telephone	10,500	8,671	10,000	10,000	
3-8-4500100-0051	Administration - Internet	3,000	2,797	3,000	3,000	
3-8-4500100-0060	Administration - Office Supplies	5,000	5,537	6,000	5,500	
3-8-4500100-0063	Administration - Security Services	75,000	60,411	73,000	75,000	
3-8-4500100-0061	Administration - Postage	6,000	6,415	6,000	6,000	
3-8-4500100-0090	Administration - Insurance	10,000	11,843	11,843	12,000	
3-8-4500100-0110	Administration - Travel	1,500	826	1,000	1,500	
3-8-4500100-0111	Administration - Staff Recognition	2,500	2,042	2,800	3,000	
3-8-4500100-0120	Administration - Advertising & Promotion	3,000	3,926	4,000	3,500	
3-8-4500100-0150	Administration - Contingency	0	0	0	0	
3-8-4500100-0180	Administration - Furniture & Equipment	4,000	4,236	4,236	20,000	
3-8-4500100-0190	Administration - Staff Training	7,500	5,966	7,500	8,500	
3-8-4500100-0210	Administration - Memberships	2,500	1,544	2,000	2,000	
3-8-4500100-0510	Administration - IT Contract Fee	25,000	26,112	26,112	25,000	
3-8-4500100-0511	Administration - IT Equipment	12,000	13,954	14,000	0	IT will now go under furn. & equip.
3-8-4500100-0516	Administration - Web Site	1,000	795	850	1,000	
3-8-4500100-0520	Administration - Consulting Fees (new name)	7,000	2,694	2,694	3,000	
NEW	Administration - Employee Assistance Program	2,500	1,849	2,500	2,500	
3-8-4500100-0530	Administration - Legal	5,000	8,951	9,500	8,000	
3-8-4500100-0540	Administration - Audit	6,500	6,614	6,614	7,000	
3-8-4500100-0550	Administration - Photocopying	9,000	6,945	7,200	9,000	
3-8-4500100-0567	Administration - Meeting Expense	1,500	1,441	1,800	2,000	
3-8-4500100-0720	Administration - Bank Charges	1,700	1,497	1,500	1,500	
	Administration - WiFi Router Loan Program (grant supported)				6,000	NEW
3-8-4600150-0925	Award - Library Board Scholarship	0	500	500	500	name change
	TOTAL ADMINISTRATION	201,700	185,566	204,649	215,500	6.84%

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	2023 Actuals as of December 6th	2023 Budget	2023 Actuals	2023 Projected year end	2024 Budget	% Change
HASTINET	Changing to committee structure / m.o.u. agreement					
3-8-5000100-0010	Hastinet - Labour	12,500	10,827	11,500	0	Discontinue
3-8-5000100-0020	Hastinet - Benefits	2,000	1,498	1,800	0	Discontinue
3-8-5000100-0030	Hastinet - Pensions	1,000	649	700	0	Discontinue
3-8-5000100-0061	Hastinet - Courier Service	15,600	13,100	15,700	16,000	2.56%
3-8-5000100-0087	Hastinet - Contract	40,500	39,014	39,014	41,000	1.23%
3-8-5000100-0511	Hastinet - IT Software/Hardware	10,200	9,992	9,992	10,500	2.94%
3-8-5000100-0540	Hastinet - Audit Fees	2,900	2,798	2,798	0	Discontinue
3-8-5000100-9900	Hastinet - Recovered	-42,350	-31,826	-40,752	0	Discontinue
	TOTAL HASTINET	42,350	46,052	40,752	67,500	59.39%
LIBRARY FUND						
3-8-6000100-0830	Transfer - Sick Leave Payout Reserve	5,000	0	5,000	5,000	
3-8-6000100-0983	Transfer - Equipment Reserve	0	0	0	0	
3-8-6000100-0984	Transfer - Capital Reserve	10,000	0	80,000	10,000	
New	Transfer - Main Branch Reno Reserve				5,000	NEW
	Transfer - McConnell Special Projects Reserve			8,000		
	TOTAL TRANSFERS TO RESERVES	15,000	0	93,000	20,000	33.33%
	TOTAL EXPENDITURES	2,776,050	2,514,859	2,786,822	2,947,500	6.18%
	SURPLUS / (DEFECIT)	9,350	143,818	41,516	0	